

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

**PO BOX 6147  
HILLSBOROUGH, NJ 08844  
Hillsborough.firesafety@comcast.net**

**REGULAR MEETING**

July 12, 2011

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, July 12, 2011 at 8:02 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commission Chairman Ron Berju called the meeting to order.

Following the Pledge of Allegiance to the Flag, a call of the roll indicated that Board members present were: Commissioner Ron Berju, Commissioner Ken Wetzel, Commissioner Bob Uniszkiwicz, Commissioner Greg Kane and Commissioner Matt DeCicco. Also present were Fire Chiefs or their representatives: Assistant Chief Eric DeCicco, Fire Co. #1; Chief Pat Buckley, Fire Co. #2; Chief Charles Nuara, Fire Co. #3, Chief John Lazorchak, Neshanic Fire Co.; and Fire Marshal John Yanko.

In accordance with the state of NJ "Sunshine Law" adequate notice of this meeting was provided by mailing notification to the Hillsborough Beacon and Courier News. Notice was also delivered to the Township Clerk and posted on the Municipal Building Bulletin Board.

**APPROVAL OF MINUTES**

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner DeCicco to approve the work meeting minutes of June 14, 2011. Roll call vote. All approved.

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner DeCicco to approve the regular meeting minutes of June 14, 2011. Roll call vote. All approved.

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner DeCicco to approve the closed session minutes of June 14, 2011. Roll call vote. All approved.

**TREASURER'S REPORT**

Commissioner Uniszkiwicz gave the Treasurer's Report as of June 30, 2011:

Checking Account.....	\$7,658.63
Savings Account.....	\$1,661,270.18
Total of All Accounts .....	\$1,668,928.81
LOSAP .....	\$50,038.71

A motion was made by Commissioner DeCicco and seconded by Commissioner Wetzel to approve the treasurer's report. Roll Call. All approved.

**CORRESPONDENCE**

Commissioner Berju read the list of incoming correspondence consisting of:

1. Bureau of Fire Safety- Out of Service Schedule
2. Bureau of Fire Safety- Monthly Report

3. Liberty Mutual letter RE: legal matter
4. Contract from Richard Braslow ESQ, District lawyer
5. Certification of Liability Insurance from Hays Company's of Wisconsin
6. List of Drills for the month of July for all Fire Companies

### **MONTHLY FIRE REPORTS**

Commissioner Berju read the monthly fire reports for June:

#### **FIRE REPORTS**

	<b>ALARMS</b>	<b>MAN HOURS</b>	<b>YTD ALARMS</b>	<b>YTD MAN HOURS</b>	<b>DRILLS</b>	<b>MAN HOURS</b>	<b>YTD DRILLS</b>	<b>YTD MAN HOURS</b>
<b>#1</b>	32	212.5	202	1403.3	1	57.5	6	301.5
<b>#2</b>	53	236.6	295	1242.2	1	66.0	6	291.0
<b>#3</b>	33	239.6	172	1362.8	2	143.0	11	630.4
<b><u>Neshanic</u></b>	19	117.2	93	400.2	1	20.0	9	249.0

#### **CHIEF FIRE MARSHAL'S REPORT**

Fire Marshal John Yanko reported the following:

1. Laptop training being scheduled and should be completed within the next month.
2. Medication distribution drill was held county wide on July 1<sup>st</sup>. Fire Safety distributed all medications to each fire company. Membership update forms have been distributed to each fire chief.
3. An updated Knox box list has been sent out.
4. The physical agility testing for the new Fire Marshal position will be held on July 22, 2011 at the Fire Academy.
5. Meeting with the Rotary regarding the Fair from August 16<sup>th</sup> to August 20<sup>th</sup>.
6. Please be aware if responding to the Avalon that there is a trench cut in the main drive on left side. Please drive the truck carefully. Repairs should only take about 2 days.
7. Foothill Acres has been having problems with their elevators but supposedly it has been fixed, will update.
8. Update on Fire Marshal Chris Weniger who was inquired upon- Chris has 2<sup>nd</sup> degree burns on his hands but is doing ok. He will return to work with limited duty.

#### **FIRE DISTRICT RADIO COMMUNICATIONS AND COMMITTEE**

Commissioner Kane reported the following:

Chris's walkie talkie is out to Motorola (under warranty). Air cards in laptops are looking for Wi-Fi connections. They were in yesterday and they thought they found something. The server was down. Going to speak with Verizon because there is probably going to be a setting on each computer. There are 4 pagers back. Ron Campbell stated that County is doing the cut-over tonight on the new dispatch consoles. They will only be operating on region 1 or 6 frequency. Only EMS channel available on region 1. The console will be out tonight and they are in the process of moving everything to the new console.

#### **YEAR 2012 BUDGET DUE SEPTEMBER 2011**

Commissioner Berju asked that 6 copies be provided along with a description sheet for new equipment that you are asking for as well as pictures with information.

## **COMMAND VEHICLE COMMITTEE**

Chiefs met with 3 different vendors. Asst. Chief DeCicco received a generic form and will email it to Commissioner Kane and he then will forward it to the Board. Right now the committee is looking at Suburban's. In order to purchase command vehicles there will have to be a special capitol meeting so we can buy them in January. Commissioner Uniszkiwicz stated that there is money but probably depending on the cost only one or two may be able to be purchased at this time. Once the committee gets specifics they will be forwarded to the Board.

## **VOUCHERS**

Commissioner Uniszkiwicz stated that the 2010 audit was sent to the D.C.A. There were 2 major findings: there has to be clearer definitions on vouchers including clearer bills, clearer names, all names, as many receipts with meals and specify names. Basically as much as can be identified on the voucher needs to be. The biggest critical finding was that they want the Staples credit card used. There needs to be a GOG on usage of Staples credit cards. Since we have a credit card we should have a GOG.

-With the voucher it should come with a bullet list. Commissioner Kane and Commissioner Uniszkiwicz stated that any PO number has to be on voucher.

-Regarding Neshanic's Tanker Purchase- as agreed upon approximately 3 years ago as contracted between Neshanic and the Board they agreed to pay half of the purchase price. The Board will pay \$165,576.35.

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner Kane to pay KME \$165,576.35 for Neshanic's new tanker. Roll call vote. All approved.

## **APPARATUS - EQUIPMENT REPAIR REPORT**

### **Assistant Chief Eric DeCicco of Fire Company #1 reported the following:**

1. 36-131: still out for warranty work
2. Everything else is in-service
3. Thank you to Commissioner Kane for figuring out the brakes on the reserve engine. New batteries are in the Reserve engine.

### **Chief Pat Buckley of Fire Company #2 reported the following:**

1. 37-102: Electrical problems appear to be corrected; Allan Radio worked on re-grounding the cab to the frame which seems to have stopped the power spikes.
2. 37-103: Still having intermittent issues with the light tower controls, so far not able to be reproduced by Mitch. Driver's side wheel well strobe light replaced. Echo saw repaired. New pump shift cable on order for manual override.
3. 37-116: Driver's side rear cab door window crank busted again (plastic is stripped - out).
4. 37-141: Hose reel nozzle repaired. Will be scheduled for yearly PM at end of the month. Power outlet installed for Tom Tom (GPS).
5. 37-145: Oil leak repaired was a known issue with the o-rings on the transmission. Recall work completed on the cruise control. Annual PM completed.
6. 37-151: Speedy dry hopper refilled. Spare air cylinders are refilled.
7. 37-155: Body strobes installed. Siren installed. Ron Campbell ordered radio (12v). We need to either buy a converter for the radio or a converter for everything. One converter was \$200 and the other was around \$400. Assistant Chief Bruce Vatter stated to even out the system and do everything. If the entire thing isn't re-done properly than you run through batteries and possibly lights too.

A motion was made by Commissioner DeCicco and seconded by Commissioner Wetzel to approve the removal of \$400 from supplies for the purchase of a converter. Roll call vote. All approved.

-Another problem is that the state has changed the ST5 Form (sales tax exemption). Commissioner Uniszkiwicz will look into this this coming weekend. The state sends pre-printed forms and can no longer use blank ones anymore.

**Chief Charles Nuara of Fire Company #3 reported the following:**

1. 38-151: exhaust leak repaired.
2. 38-145: tire replaced.
3. 38-132, 38-151, 38-104 and 38-145: PM's are done.
4. 38-104: minor repairs completed.
5. 38-118: needs PM service
6. Car 38: welding complete. Still has electrical problems. Will send out to vendor in Manville for repairs.

**Chief John Lazorchak of Neshanic Fire Company reported the following:**

1. 48-105: generator will take about 2 weeks to get back.

**APPRECIATION DINNER DATE (SIT DOWN OR BUFFET)**

Commissioner Berju discussed having the appreciation dinner this year and whether everyone wants a sit down or a buffet. Assistant Chief Bruce Vatter asked if the dinner could be taken away to save money for command vehicles and such. Assistant Chief Eric DeCicco and Chief Pat Buckley stated that they have big turn outs at the dinner and would like to have it. It was decided that the dinner will be kept.

**APPROVAL OF CLAIMS LIST 2011-07**

A motion was made by Commissioner Uniszkievicz and seconded by Commissioner Kane to approve Claims List 2011-07. Roll call vote. All approved.

**APPROVAL TO PAY CLAIMS LIST 2011-07**

A motion was made by Commissioner Uniszkievicz and seconded by Commissioner Kane to pay Claims List 2011-07 with Commissioner Uniszkievicz abstaining on 11-293. Roll call vote. All approved

**CLAIMS LIST 2011:7**

**7/1/2011 through 7/20/2011**

<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Amount</b>
7/12/2011	16365	S ALPHA CARD	11-286	\$ (5,545.00)
7/12/2011	16366	S AT&T	11-287	\$ (109.41)
7/12/2011	16367	S COMCAST	11-288	\$ (181.50)
7/12/2011	16368	S VERIZON WIRELESS	11-289	\$ (1,252.66)
7/12/2011	16369	S MEDICOR TECHNOLOGIES	11-290	\$ (1,182.00)
7/12/2011	16370	S ALAN RADIO	11-291	\$ (120.00)
7/12/2011	16371	S AMWELL AUTO & TIRE CENTER	11-292	\$ (134.85)
7/12/2011	16372	S ROBERT UNISZKIEWICZ	11-293	\$ (67.50)
7/12/2011	16373	S CAMPBELL SUPPLY	11-294	\$ (1,908.00)
7/12/2011	16374	S FIREFIGHTERS EQUIPMENT CO.	11-296	\$ (290.58)
7/12/2011	16375	S F & S TIRE CORP INC.	11-297	\$ (275.34)
7/12/2011	16376	S TEK TRON	11-298	\$ (37.00)
7/12/2011	16377	S ABSOLUTE FIRE PROTECTION	11-299	\$ (7,354.70)
7/12/2011	16378	S EMERGENCY EQUIPMENT SALES, LLC	11-300	\$ (2,058.00)

7/12/2011	16379	S	RONALD J CAMPBELL	11-301	\$	(223.70)
7/12/2011	16380	S	MOTOROLA SOLUTIONS	11-302	\$	(292.16)
7/12/2011	16381	S	RICHARD M. BRASLOW, ESQ.	11-303	\$	(165.00)
7/12/2011	16382	S	ADAM GONZALES	11-304	\$	(650.00)
7/12/2011	16383	S	CYGNUS BUSINESS MEDIA	11-305	\$	(1,890.00)
7/12/2011	16384	S	ELECTRONIC MEASUREMENT LABS	11-306	\$	(170.00)
7/12/2011	16385	S	RANDY CODDINGTON	11-307	\$	(177.97)
7/12/2011	16386	S	LINCOLN FINANICAL ADVISORS	11-308	\$	(3,450.00)
7/12/2011	16387	S	SOMERSET COUNTY VEHICLE	11-309	\$	(3,707.35)
7/12/2011	16388	S	MINERVA CLEANERS	11-310	\$	(320.00)
7/12/2011	16389	S	TOWNSHIP OF HILLSBOROUGH	11-311	\$	(80,381.60)
7/12/2011	16390	S	RICHARD DZIMINSKI	11-312	\$	(25.56)
7/12/2011	16391	S	THE MOTOR WORKS	11-313	\$	(293.32)
7/12/2011	16392	S	CENTRAL JERSEY NURSERIES	11-314	\$	(350.43)
7/12/2011	16393	S	HAPI AUTO PARTS	11-315	\$	(23.85)
7/12/2011	16394	S	GOLDSHIELD TEAM LLC	11-316	\$	(400.00)
7/12/2011	16395	S	CORPORATE GRAPHICS, INC.	11-317	\$	(42.50)
7/12/2011	16396	S	HILLSBOROUGH VOL.FIRE CO.#2{2}	11-318	\$	(117.81)
7/12/2011	16397	S	TEKK COMM COMMUNICATIONS	11-319	\$	(263.00)
7/12/2011	16398	S	INTERSTATE BATTERY OF PRINCETON	11-320	\$	(365.90)
7/12/2011	16399	S	HILLSBOROUGH RADIOLOGY	11-321	\$	(154.00)
7/12/2011	16400	S	EAST COAST EMERGENCY LIGHTING	11-322	\$	(1,577.10)
7/12/2011	16401	S	MK FIRE TRUCK REPAIR & MAINTENANCE	11-323	\$	(409.37)
7/20/2011	16402	S	KME FIRE APPARATUS	11-324	\$	(165,576.35)
<b>TOTAL JULY CLAIMS</b>						<b>\$ (281,543.51)</b>

### **APPROVAL TO TRANSFER DISTRICT FUNDS**

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner Kane to transfer the amount of \$165,576.36 from savings to checking, \$112,000 from savings to checking and \$3,450 from LOSAP to checking. Roll call vote. All approved.

### **COMMISSIONERS REPORTS**

#### **COMMISSIONER Kane:**

The Zyco seats are going in Fire Co. #37 and #38. Fire Co. #36 is still deciding what vehicles. Fire Co. #37 is putting seats in 116, 103, and 151 and needs about 14 seats. Fire Co. #36 would like a hands-free seat and will keep Commissioner Kane appraised of their decision. Chief Buckley stated that people have stated that some of the hands free seats are not at the right angle and therefore can't get out of them. Chief Nuara stated that he has to look at the budget to determine how many seats he wants to purchase.

#### **Commissioner Uniszkiwicz:**

Emergency equipment- no resolution from EES to fix issue. Commissioner DeCicco will call them to let them know regarding the reason the bill payment has been stalled. EES paid for the tire repair but they also need to pay for the

chrome that was damaged. Regarding the bill from Campbell for Fire Co. #2's LTI ladder- no board member was notified regarding using this particular company (Campbell). The procedure is to go to Commissioner DeCicco for approval and if Commissioner DeCicco needs to he will go to the Board. However, regarding any repair Commissioner DeCicco needs to be contacted. Commissioner Wetzel explained the situation with Campbell Supply and it was decided that the bill will be paid however it is extremely important that in the future procedure is followed.

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner Wetzel to pay for the repair in the amount of \$1,908.00. Roll call vote. All approved.

LOSAP- In November 2003 the state amended the LOSAP law allowing a firefighter to withdraw the funds after vesting for 5 years without being required to leave the Fire Company. Taxes would have to be paid on this amount. The firefighter then can start again his LOSAP plan. Any member who leaves the Fire District before vesting these funds would be turned over to the District.

### **COMMISSIONER DeCicco-**

37-116- has been scheduled for testing. The I.D. machine was received however the laptop was not received back from JTEC. Hose testing to be scheduled.

### **Commissioner Wetzel:**

Email was sent to Hillsborough Fire Chiefs regarding the mask, SCBA and bottle testing. July 25<sup>th</sup> @ Fire Co. #1 around 9 am. If you could leave a list of where the bottles, airbags and air packs are (all 2.2's and 4.5's will be tested). Any air packs carried by the chiefs need to be at the firehouse and labeled. All masks need to be labeled and the spare bottles too. Fire Co. #2 will also be on July 25<sup>th</sup> in the afternoon. Fire Co. #3 will be tested on July 27<sup>th</sup>. Firefighters will send two crews for the testing.

### **Commissioner Berju:**

The medical lists were sent to the Hillsborough Fire Chiefs. Waiting to hear back about a few members physicals. The return to duty form had minor changes made to it. The doctor's name needs to be printed along with the address. The form will be sent out.

## **CHIEF'S REPORTS**

### **Fire Company #1, Assistant Chief Eric DeCicco**

-No mileage for Car 36.

-Can't print reports and haven't been able to do so for months. It may be an issue for JTEC to look into. We will contact them.

### **Fire Company #2, Chief Pat Buckley**

- 1 Car 37 mileage: 95,091
- 2 Drill- Motor Vehicle Fires: Familiarization on 7/14/11 @19:00 at Station 37 and Hands-On on 7/21/11 @18:30 at SCFA.
- 3 Truck Company Training- we will be conducting several truck company drills throughout the year. A schedule will be posted and all companies are invited.
- 4 Firefighter Survival Weekend is 9/16/11-9/18/11 @SCFA. Need number of attendees by 8/1/11.
- 5 Bail-Out Refresher Training- will be one of the FF survival stations. 3 jumps per year are required to maintain proficiency.
- 6 37-155- unit needs a radio. Siren has been installed. Unit has been placed in-service.
- 7 Apparatus seats- Zico pack seats have been ordered.
- 8 37-145 Accident- Quote for repair to Beavertail is \$300.00. Requesting permission to get repaired.

A motion was made by Commissioner DeCicco and seconded by Commissioner Uniszkiwicz to have the repair work done in the amount of \$246.09. Roll call vote. All approved.

9. Monthly bottle check to be held Thursday 7/7 21830 hrs.
10. I'd like to have 102 and 116 washed for the fireworks on Friday.

**Fire Company #3, Chief Charles Nuara**

1. Mileage: 81,565
2. Replace 10 holders from packs
3. Breakdown of new equipment- showing a negative last month and this month. Commissioner Uniszkiwicz stated that he will get an itemized list. Chief Nuara said he is showing a \$7000 difference. overspent
4. Missing air bottle (30 minute 4.5) - has anyone seen it? Please keep your eyes open for it in case it turns up.

**Neshanic Fire Co. Chief John Lazorchak**

-in the process of gear upgrades and scheduling PM's for all vehicles.

**Rescue Squad**

No Comment

**Public Comments**

Assistant Chief Bruce Vatter asked for clarification when ordering food for District functions. He ordered refreshments for the fireworks and was informed by a Commissioner to get prior approval. He was told that one rig from each house, maybe 2 and their families would be responding. He ordered 3 trays of sandwiches and drinks. He thought he could order \$90 worth of food and refreshments for the volunteers. The Commissioners stated that BFO meetings are standard. Assistant Chief Vatter is upset that he took the initiative to get water, Gatorade and sandwiches. Regarding district drills it is standard to provide food after drills. The Chiefs would like to know if there is room for discretionary amount for refreshments. Commissioner Uniszkiwicz will come up with a dollar amount (possibly about \$300) for an event.

Fire Prevention week- John Yanko stated Fire Safety spent \$300 for the entire week or is a list of whose there needed for every event? Any voucher for expenses should list the members who were present for refreshments.

Commissioner Uniszkiwicz stated that Assistant Chief Bruce Vatter will be paid back for the money spent for food and refreshments for the fireworks that was cancelled by the township.

Firefighter McDonald stated that his development is going through some bad times. The sewer pipes are in and they are replacing them. There are raised man holes throughout the development. If units are responding within the development please be careful of the manholes. People are parking cars in the way and people are moving cones. They should be repaving soon but aren't communicating the changes.

Ron Campbell stated that when the new radio comes in for Fire Co. #2 he will push Ruben at the county communications to program the unit. We have someone to install the radio once it is ready.

Car 37 and Car 38 will be at the Baltimore Expo next Wednesday to Sunday.

**ADJOURNMENT**

There being no further public comment, a motion was made by Commissioner Uniszkiwicz and seconded by Commissioner DeCicco to adjourn the meeting at 9:16 p.m.

Respectfully submitted,

Kenneth Wetzel, Secretary/Vice-Chairman  
Hillsborough Township  
Board of Fire Commissioners