

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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WORK MEETING

JANUARY 5, 2017

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in a Work Session on Thursday, January 5, 2017 at 7:00 pm. following the Closed Meeting In the Conference Room at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Chairman Charlie Nuara 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 Charlie Nuara, Commissioner John Catrombon Jr., Commissioner Bruce Vatter, and Commissioner Mike Carone. Absent: Commissioner Pat Buckley.

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.

CORRESPONDENCE

Commissioners discussed the following:

1. Commissioner Nuara:

Commissioner Open Position:

- Two people have submitted their paperwork for the open Commissioner position:
 - o Nick Speciale – Station 37
 - o Bill Woodruff – Station 36

- One person picked up the paperwork from Fire Safety, but has not yet submitted it:
 - o John Lazorchak – Station 48

Elections:

- Working on getting everything ready for the upcoming elections.

Budget:

- Spoke with Melissa from the State. She said she will be meeting with her boss regarding the final approval of the budget, and she will hopefully get back to us on Monday, January 9, 2017.
- Spoke with Lynn in Fire Safety and told her if we don't hear back from Melissa from the State by Tuesday morning, January 10, 2017, if she could please call her to follow up.
- We need to have the final approval in order to adopt the budget at the Regular Meeting on Tuesday night, January 10, 2017. If the budget is not approved by January 10, 2017, we will have to set up a special meeting.
- Melissa from the State brought to my attention, that in the future, if we have the budget in to them by November 20th, we will be able to adopt the budget at the December Regular Meeting each year instead of waiting until the January Regular Meeting.

Vouchers:

- When coding vouchers, we need to have what company it is on the voucher before being submitted.
- Spoke with Lynn in Fire Safety and asked her if she could make sure that all necessary information is on the voucher's before they are submitted to the Commissioners for approval.

2. Commissioner Catrombon, Jr.:

Station 38 – Engine 38-104:

- There is a brake problem on Engine 38-104. Should we make arrangements with DPW for emergency repairs? Commissioner Vatter replied that they are not certified to do so. When a bid is put in for emergency repairs, it should include:
 - Apparatus repair.
 - Required mechanics to be EVT (Emergency Vehicle Technician) certified.
- Commissioner Vatter also suggested that some kind of a checklist should be developed that will be used to help determine all maintenance needed. This will also be helpful when determining the Maintenance Budget each year.

Pagers:

- Submitted report to Fire Marshal Giordano with the serial numbers of every pager in the District.

3. Commissioner Vatter:

- Final Physical Roster:

- A final Physical Roster was sent to Lynn in Fire Safety. (*On file in Fire Safety Office*)

- 2017 Physicals:

- Board made the decision that all firefighters in the District must go to Primary Care for their annual physical in order to maintain proper and consistent records. No one will be able to use their own physician for an annual firefighter physical.
- Went to Primary Care and spoke with Terry regarding physicals for this year. Suggested we set up 2 Saturdays.
- Terry said that they are shorthanded at Primary Care at this time as one of the doctors has been out on maternity leave.
- Terry said she will have a meeting with the staff on Monday, January 9, 2017 to discuss the Fire Company Physicals and will try to get back to me by Tuesday, January 10, 2016, so we hopefully have some dates to announce at the Regular Meeting.

4. Commissioner Buckley:

- Absent.

- Sent his report to Commissioner Nuara to report the following:

- Bail Out:

- Does a waiver for refusing to use the Bail Out System hold up in a court of law?
 - Commissioner Nuara said there is no waiver.
 - We will provide the equipment and training for any firefighter that is interested in having this on their gear.
 - We will have a sign off sheet for every firefighter to sign off on if they are not trained in the Bail Out System.

- Air Packs:

- When was the last time a Driver has had to wear an air pack at a fire? Replies were “not in years”.

- Officer Qualifications:

- Need to come up with a plan for this year for the District regarding what classes are needed for Officers.

5. Commissioner Carone:

- Vouchers:

- Went through vouchers for December, 2016 and obtained Commissioners signatures.

- Recent Fire in basement on Bloomingdale Drive:

- There were complaints regarding firefighters not going to Rehab and being told they can get out of Rehab.
- The Policy is that for every 1 air bottle used, firefighter must go to Rehab before using another air bottle.
- No Officer should modify that Policy on a fire scene.
- Does the Squad have records on who went to Rehab? Check to see if we can get a list of names. Commissioner Nuara asked Commissioner Carone to speak with Fire Marshal Yanko tomorrow to follow up on this.

- Station 36 – New Engine:

- The new engine his still not done.
- Will make a visit to the facility on Saturday, January 7, 2017.
- The final inspection is set up for Saturday, January 14, 2017.
- Hand painting will be done at Station 36 to make sure it matches other apparatus.
- \$12,000.00 was taken off the final bill and we are getting \$5,000.00 in extras for the inconvenience as the engine was supposed to be done in October, 2016.

Other:

- Commissioner Nuara reported that he and Commissioner Buckley met with the Chiefs from all four fire companies to discuss how they feel about taking over extrication, river rescue, search and rescue and anything else with the exception of patient care should the Squad be contracted out to RWJ. This is currently being decided by the township and a decision will be made by the end of January. The three Chiefs of the Hillsborough companies responded they are able to do this, however, the Chief from Neshanic Fire responded that they do not have the manpower during the daytime to do so.
- This will be discussed further, once the township makes a final decision.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Vatter to adjourn the meeting at 8:16 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

BV/jhb