

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

**379 SOUTH BRANCH ROAD  
HILLSBOROUGH, NJ 08844  
Hillsborough.firesafety@comcast.net**

**REGULAR MEETING**

**MAY 9, 2017**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, May 9, 2017 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Catrombon, Jr. 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 John Catrombon, Jr., Commissioner John Lazorchak, Commissioner Pat Buckley, and Commissioner Mike Carone. Also present were Fire Chiefs: Chief Dave Foelsch, Fire Co. #1; Deputy Chief Bill Shaffer, Fire Co. #2, Chief Mike Murphy, Fire Co. #3, Chief Kit Crisafulli, Neshanic Fire Co.; and Chief Fire Marshal Chris Weniger. Absent: Commissioner Charlie Nuara and Chief Rich Bartolucci.

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 Carone, seconded by Commissioner Buckley to approve the Regular Meeting minutes of April 11, 2017. Roll call vote: All approved.**

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Closed Meeting minutes of April 11, 2017. Roll call vote: All approved.**

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Work Meeting minutes of May 4, 2017. Roll call vote: All approved.**

**TREASURER'S REPORT**

**April 30, 2017**

Checking Account Balance:	\$ 22,791.49
Savings Account Balance:	\$ 288,285.11
LOSAP	\$ 189,048.09
Capital Expense Account Balance:	\$ 949,886.23
Total of all Accounts:	\$ 1,450,010.92
Expenditures for April, 2017:	\$ 38,923.23

Amount to be transferred to  
Checking from Savings

\$ 38,000.00

**A motion was made by Commissioner Carone, seconded by Commissioner Lazorchak to approve the Treasurer's Report. Roll call vote: All approved.**

### **CORRESPONDENCE**

Commissioner Catrombon, Jr. read the list of incoming correspondence consisting of:

1. Monthly Fire Reports (On file in the Fire Safety Office).
2. Fire Safety Out-of-Service Schedule (Attachment).

### **MONTHLY FIRE REPORTS**

Commissioner Nuara read the monthly fire reports for April, 2017.

### **FIRE REPORTS**

	<b>ALARMS</b>	<b>MAN HRS.</b>	<b>YTD ALARMS</b>	<b>YTD MAN HRS.</b>	<b>DRILLS</b>	<b>MAN HRS.</b>	<b>YTD DRILLS</b>	<b>YTD MAN HRS.</b>
<b>#1</b>	20	161.9	90	564.1	2	93.0	6	340.0
<b>#2</b>	40	353.7	185	1437.0	1	100.0	8	559.1
<b>#3</b>	23	199.2	75	692.2	1	47.5	7	429.5
<b><u>Neshanic</u></b>	21	74.1	57	221.1	1	34.0	7	181.6

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

Chief Fire Marshal Chris Weniger reported the following:

1. The Township Fireworks are scheduled for Saturday, July 1, 2017. Will send out more information when it gets closer.
2. Apparatus servicing is complete. Hose, ladder and pump testing will begin in June. The dates will be announced.

3. The Workers Compensation Insurance has been renewed. Chiefs are reminded to post provided notices. We will be getting the insurance cards shortly.
4. Breathing air compressors will be installed in the near future. The electrical permits are in progress.
5. Two new proposed ordinances are mulch & landscape materials and food trucks. This will apply to commercial buildings only, not single family homes. Will eventually need the Boards approval to proceed. Will forward the information to the Board and would like to vote on this at the June Meeting.
6. Have put old Engine 36 in the Gov Deals for bid at a \$20,000.00 start. The date closed and we did not receive any bids, however, no one has put a bid in and it closed on May 9, 2017. Gov Deals told me that we may want to consider lowering that price to \$10,000.00 and we reserve the right not to accept the lowest bid. Chief Murphy offered to do look into this further.
7. Bids are being.
8. Extrication gloves have been ordered. Cost was \$38.00 per pair. Received a list of sizes from all the companies and will have 12 spares of assortments.

### **APPARATUS – EQUIPMENT REPORT**

#### **Chief Dave Foelsch of Fire Company #1 reported the following:**

CAR 36:	Mileage – 41,979 No issues reported.
CAR 36-2:	No issues reported.
ENGINE 36:	Warranty repairs are complete.
LADDER 36:	Cross lay covers were replaced. New eternal radio speaker is on order.
TENDER 36:	Out-of-Services for brakes/pump leaks. Tires are on order.
BRUSH 36:	Rear compartment hinge is rusting and closures need to be installed.
BRUSH 36-2:	Service to be completed on May 14, 2017 at Station 37. Split pipe ad elbow was replaced.
RESCUE 36:	PM Service completed.
MARINE 36:	No issues reported.

Small Equipment: 1 saw was repaired.  
2 extinguishers were recharged.  
Boat motor was serviced.

**Deputy Chief Bill Shaffer of Fire Company #2 reported the following:**

CAR 37: Mileage – 9,910  
PM Service completed.

CAR 37-2: No issues reported.

ENGINE 37: PM Service completed.

ENGINE 37-2: PM Service completed.  
Radio/Fire Communication System was repaired.

TOWER  
LADDER 37: PM Service completed.  
Dual function on platform is not working. Checked and appears to be working correctly now.

BRUSH 37: Out-of-Service.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: PM Service completed.  
Rear brake calipers were replaced.

SUPPORT 37: PM Service completed.  
New Kussmaul charger is on order.

Small Equipment: 2 extinguishers were charged.  
2 SCBA's were repaired.

**Chief Mike Murphy of Fire Company #3 reported the following:**

CAR 38: Mileage – 28,300  
No issues reported.

CAR 38-2: No issues reported.

ENGINE 38: PM Service completed.  
Battery light and audible sound on dashboard not working. Batteries to be replaced on Thursday.

LADDER 38: PM Service completed.  
Tank level sensor was replaced for the 2<sup>nd</sup> time.

Rear door switches were repaired. Now the light in the cab goes on since the repair.

TENDER 38: PM Service completed.  
Tires filled with air.  
Pump, gauges, intake and discharge are always showing GPM's.

BRUSH 38: PM Service completed.  
Batteries were replaced.  
Kussmaul battery charger is on order.

RESCUE 38: PM Service completed.

MARINE 38-1: No issues reported.

MARINE 38-2: Out for repair, air leak in one of the chambers.

Small Equipment: Boat motor was serviced.  
1 box light out for repair.

**Chief Kit Crisafulli of Neshanic Volunteer Fire Company reported the following:**

CAR 48: Mileage – No report.  
No issues reported.

ENGINE 48-4: No issues reported.

ENGINE 48-5: Returned today and possibly operational.

TENDER 48: No issues reported.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: No report.

**R&R COMMITTEE UPDATE**

FAP:

- No report.

Signal 100 Team:

- Had a Team Meeting on April 19, 2017.

**APPROVAL TO PAY CLAIMS LIST 2017- 05**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
05/09/2017	21932	Amazon.com	17-235- Order #111-1438582-3602633 + 1 Other	\$ 45.95
05/09/2017	21933	AMWELL AUTO & TIRE CENTER	17-236 - Invoice 145225	\$ 563.55
05/09/2017	21934	COMMUNICATION SPECIALIST, INC	17-245 - Invoice 36915	\$ 225.00
05/09/2017	21935	CONTINENTAL FIRE & SAFETY INC.	17-243 - Invoice G2429	\$ 1,428.00
05/09/2017	21936	First Priority Emergency Vehicles	17-257 - Invoice 11658, 11666, 11671, 11662, 11672	\$ 3,050.29
05/09/2017	21937	FLEMINGTON DEPT STORE	17-255 - Invoice 54399	\$ 461.76
05/09/2017	21938	MIKE MURPHY	17-292	\$ 84.55
05/09/2017	21939	NIC Group, Inc.	17-268 - Invoice 10272	\$ 718.75
05/09/2017	21940	SKYLANDS FIRE EQUIP.	17-225 - Invoice 8798	\$ 90.00
05/09/2017	21941	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-275 - Invoice 12182	\$ 600.00
05/09/2017	21942	Zoro, Inc.	17-290 - Invoice INV3110713	\$ 289.86
05/09/2017	21943	AMWELL AUTO & TIRE CENTER	17-237 - Invoice 145157	\$ 85.99
05/09/2017	21944	CONTINENTAL FIRE & SAFETY INC.	17-244 - Invoice G2450	\$ 1,875.00
05/09/2017	21945	First Priority Emergency Vehicles	17-258 - Invoice 11965, 11971	\$ 1,640.00
05/09/2017	21946	MIKE MURPHY	17-293	\$ 106.79
05/09/2017	21947	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-278 - Invoice 12156, 12166	\$ 800.00
05/09/2017	21948	CONTINENTAL FIRE & SAFETY INC.	17-247 - Invoice G1779	\$ 598.00
05/09/2017	21949	MIKE MURPHY	17-294	\$ 21.63
05/09/2017	21950	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-282 - Invoice 12101	\$ 225.00
05/09/2017	21951	CONTINENTAL FIRE & SAFETY INC.	17-249 - Invoice G2174	\$ 1,000.00
05/09/2017	21952	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-283 - Invoice 12109	\$ 750.00
05/09/2017	21953	CONTINENTAL FIRE & SAFETY INC.	17-250 - Invoice G2240	\$ 152.00
05/09/2017	21954	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-284 - Invoice 12102, 12135	\$ 525.00
05/09/2017	21955	Amazon.com	17-240 - Invoice 111-9506012-8217825	\$ 164.18
05/09/2017	21956	AMWELL AUTO & TIRE CENTER	17-239 - Invoice 145150	\$ 367.29
05/09/2017	21957	Auto Plus	17-238 - Ref 9100044547	\$ 40.77
05/09/2017	21958	CHICKEN HOLIDAY	17-246	\$ 147.63
05/09/2017	21959	CHRISTOPHER WENIGER	17-241	\$ 84.62
05/09/2017	21960	COMCAST	17-242 - Account 8499 05 280 00 46635	\$ 360.00
05/09/2017	21961	COMMUNICATION SPECIALIST, INC	17-248 - Invoice 36853	\$ 105.00
05/09/2017	21962	CONTINENTAL FIRE & SAFETY INC.	17-251 - Invoice G2140	\$ 157.00
05/09/2017	21963	DONALD SCHER	17-252	\$ 150.00
05/09/2017	21964	ELECTRONIC MEASURMENT LABS INC.	17-253 - Invoice 48641	\$ 119.00
05/09/2017	21965	Firefighter One	17-260 - Invoice SI-00500829	\$ 656.50
05/09/2017	21966	FIREFIGHTERS EQPT.CO.	17-259 - Invoice 54709	\$ 2,020.00
05/09/2017	21967	First Priority Emergency Vehicles	17-261 - Invoice 11538, 11568	\$ 2,605.00
05/09/2017	21968	FLEMINGTON DEPT STORE	17-256 - Invoice 51465	\$ 163.00
05/09/2017	21969	Global Imports, Inc	17-263 - Invoice 395106	\$ 237.35
05/09/2017	21970	Grainger	17-262 - Invoice 9403726509	\$ 308.40
05/09/2017	21971	HILLSBOROUGH RESCUE SQUAD	17-264 - Invoice 9056	\$ 770.00
05/09/2017	21972	HUNTERDON EMERGENCY SV TRAINING CTR	17-265 - Invoice 17-167	\$ 700.00

05/09/2017	21973	International Code Council, Inc.	17-267 - Invoice 1000776774	\$ 144.00
05/09/2017	21974	JOHN YANKO	17-266	\$ 1,135.00
05/09/2017	21975	MIKE MURPHY	17-295	\$ 15.08
05/09/2017	21976	NEW JERSEY FIRE EQUIPMENT COMPANY	17-269 - Invoice 53855	\$ 45.38
05/09/2017	21977	NIC Group, Inc.	17-270 - Invoice 10225	\$ 559.00
05/09/2017	21978	Packet Media, LLC	17-271 - Invoice 300321158, 300321171	\$ 54.57
05/09/2017	21979	PERFUMERY SOLUTIONS, LLC	17-297	\$ 151.25
05/09/2017	21980	RICHIES TIRE SERVICE INC.	17-274 - Invoice 511107	\$ 904.58
05/09/2017	21981	RWJ Physician Enterprise, PA	17-273 - Invoice 12114430	\$ 3,995.00
05/09/2017	21982	SHARP ELECTRONICS CORP	17-276 - Invoice 9000640134	\$ 312.60
05/09/2017	21983	Shred-It USA	17-281 - Invoice 8122176001	\$ 231.92
05/09/2017	21984	SKYLANDS FIRE EQUIP.	17-280 - Invoice 8798	\$ 90.00
05/09/2017	21985	SOMERSET COUNTY VEHICLE MAINTENANCE	17-296 - Invoice 221	\$ 3,492.19
05/09/2017	21986	STAPLES CREDIT PLAN	17-277 - Account 6011 1000 4128 302	\$ 334.50
05/09/2017	21987	State Line Fire & Safety, Inc.	17-279 - Invoice 108904	\$ 975.00
05/09/2017	21988	TASC FIRE APPARATUS, INC	17-286 - Invoice 10684	\$ 779.60
05/09/2017	21989	The Roman Gourmet	17-285	\$ 177.22
05/09/2017	21990	Tractor Supply	17-287 - Account 6035 3012 0501 5538	\$ 64.94
05/09/2017	21991	VERIZON	17-289 - Account 908 369-0609 114 37Y	\$ 55.00
05/09/2017	21992	VERIZON WIRELESS	17-288 - Invoice 9783970775	\$ 770.88
05/09/2017	21993	Zoro, Inc.	17-291 - Invoice INV3049650	\$ 142.66
				<b>\$ 38,923.23</b>

**A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Claims List 2017-05. Roll call vote: All approved.**

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve to pay the Claims List 2017-05. Roll call vote: All approved.**

#### **APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2017-05**

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the transfer of funds in the amount of \$38,000.00 from savings account to checking account. Roll call vote: All approved.**

#### **COMMISSIONERS REPORTS**

##### **Commissioner Nuara:**

- Absent. No report.

## **Commissioner Catrombon, Jr.:**

### Radios & Pagers:

- We are getting low on Minitor 6's, therefore, we are no longer going to issue pagers to any new juniors that join. If we need to give any out to a new or an active member, we will need to take them from the Junior Members that do have them, until the junior member is certified. We have E-Dispatch, I am Responding, County Text, and phone apps.

### Grants:

- No report.

### Apparatus/Equipment Maintenance:

- No report.

### Air Packs & Air Bottle Testing:

- No report.

### Other:

- Saw for Station 38:
  - o Chief Fire Marshal Weniger said that the saw will cost between \$329.00-\$409.00. Discussed the Milwaukee saws. Chief Murphy said maybe we should wait and see what the Squad may have. Will continue to look into this. Will hold off until the June Meeting and will discuss further.

## **Commissioner Lazorchak:**

### Insurance:

- Will be meeting with Kristen from Pavese to discuss the insurance renewal.
- Need to do the Workman's Compensation renewal.

### Medical (Physicals):

- Approximately 100 members have gone for physicals. It is taking approximately four weeks out for getting an appointment. Have about 125 members in District that are required to have a physical.
- Distributed an updated list to the Chiefs and Commissioners (*Attachment*).



Fit Testing:

- No report.

**Commissioner Buckley:**

Bureau of Fire Operations:

- No report.

OEM:

- Maintenance records were requested for the equipment coming to the District from the Rescue Squad. Records were due by May 1, 2017. To-date, nothing has been received.
- Would like to have a motion to have First Priority to perform an evaluation of the heavy rescue, District wide tools and squad tools for a cost of \$5,000.00. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve to have First Priority perform an evaluation and do a recommendation list of the heavy rescue, District wide tools and squad tools in the amount of \$5,000.00. Roll call vote: All approved.**
- Would like to have TASC perform an evaluation for the maintenance of the Hurst Tools. The electronic tools would cost \$125.00 each to service. **A motion was made by Commissioner Buckley, seconded by Commissioner Lazorchak to approve to have TASC perform an evaluation for the maintenance of the Hurst tools and electronic tools not to exceed \$5,800.00. Roll call vote: All approved.**

GOG's:

- The Vehicle Extrication GOG #28 has been finalized. A motion was made by Commissioner Buckley, seconded by Commissioner Carone to adopt the Vehicle Extrication GOG #28. Roll call vote: All approved. (*Attachment*)
- The Turnout Gear Inspection GOG #21 has been finalized. The 10 Year Replacement requirement has been removed. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to adopt the Turnout Gear Inspection GOG #21 change. Roll call vote: All approved.** (*Attachment*)

Accident/Injury – Workman's Compensation:

- No report.

Gear Cleaning & Repair:

- No report.

OSHA:

- No report.

District Drills:

- Station 36 and Station 38 will be scheduling a "Swift Water" drill. Station 37 has been asking about this and would like it if this could be open to all district companies.

Training:

- Air Consumption Training is scheduled for Wednesday, May 17, 2017 at 7:00 pm at Station 37.
- Bail-Out Training is scheduled as follows:
  - o Initial – May 21, 2017 at 8:00 am at the Academy. Need to get a headcount from Stations 36 and 38.
  - o Refresher – June 18, 2017 at 8:00 am at the Academy.
- Lifting/Stabilization Training – 2 classes, 20 student limit for each class.
  - o Saturday, June 17, 2017 at 8:00 am at the Academy.
  - o Saturday, June 24, 2017 at 8:00 am at the Academy.

Need names of attendees.

**Commissioner Carone:**

Audit:

- No report.

LOSAP:

- No report.

Bills with Vouchers:

- No report.

Budget:

- No report.

Inventory:

- No report.

**CHIEF'S REPORTS**

**Chief Dave Foelsch - Fire Company #36:**

Drills: Air Consumption Drill will be held on May 17, 2017 at 7:00 pm at Station 37.

Hose Line Evolutions at Brookhaven Lofts will be held on May 25, 2017 at 6:30 pm.

- Veteran's Day at the Airport will be on May 20, 2017 at 1:00 pm. All fire departments are invited.
- Gear Washer/Extractor Approval – \$10,000.00 per final quotes received. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the purchase of a Gear Washer/Extractor for Station 36 in the amount of \$10,000.00. Roll call vote: All approved.**
- The electric is installed for the new air compressor station. Chief Fire Marshal Weniger has the permit card.
- Requesting to take apparatus to the Clinton Parade on May 20, 2017. Board said it is ok.

**Deputy Chief Bill Shaffer – Fire Company #37**

Drills: Procedures and Accountability Mini Drill was held on May 2, 2017 at 7:00 pm.

Phase 5 Live Burn will be held on May 16, 2017 at the Academy.

Discussed with Commissioner Carone about the new equipment budget funds that should have come from 2016 Budget.

**Chief Mike Murphy – Fire Company #38**

Drills: Walk through at Brookhaven Lofts Drill will be held on May 25, 2017 at 6:30 pm.

Ladder Operations Drill will be held on June 5, 2017 at the Academy.

Search and Rescue Drill will be held on June 26, 2017 at the Academy.

- Class form is short 3 containers on the Ladder and Engine Trucks. Will need 4 more containers. Chief Fire Marshal Weniger said they may have some in District stock and he will check on this.

- Inquired about the “Exterior” Firefighter Gear. Chief Fire Marshal Weniger said that the State of NJ does not follow y the FAPA requirements as it is a hardship to a lot of companies. Chief Fire Marshal Weniger said that the cleaning company will not clean any gear that is 10 years old unless it is authorized and signed off.

### **Chief Kit Crisafulli – Fire Company #48 - Neshanic**

Drills: Hose Deployment Drill will be held on May 16, 2017 at Whiton Road School.

Water Supply Drill will be held on May 30, 2017 at Whiton Road School.

Oriented Search Drill will be held on June 21, 2017.

- Memorial Day Parade will begin at 9:30 am on Monday, May 29, 2017. Lineup will be at 9:00 am for all companies attending.

### **Hillsborough Rescue Squad:**

- No report.

### **PUBLIC**

- Joann Bullock reported that the Neshanic Fire Company Ladies Auxiliary will be holding their Annual Mother’s Day Flower Sale on Friday, May 12, 2017 from 3:00-8:00 pm and Saturday, May 13, 2017 from 9:00 am-1:00 pm.

### **ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Buckley, and seconded by Commissioner Carone to adjourn the meeting at 8:35 p.m. and will go into a Closed Session Meeting. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary  
Hillsborough Township  
Board of Fire Commissioners

JL/jhb  
Attachments