

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

AUGUST 8, 2017

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, August 8, 2017 at 8:00 pm. 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 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 Fire Marshal John Yanko. Absent: Chief Fire Marshal Chris Weniger and Chief Rich Bartolucci, Fire Co. #2

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

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the Work Meeting minutes of August 3, 2017. Roll call vote: All approved.

TREASURER'S REPORT

JULY 31, 2017

Checking Account Balance:	\$ 22,503.76
Savings Account Balance:	\$ 351,488.19
LOSAP	\$ 189,152.94
Capital Expense Account Balance:	<u>\$ 950,057.48</u>
Total of all Accounts:	\$ 1,513,202.37
Expenditures for July, 2017:	\$ 187,872.44
Amount to be transferred to Checking from Savings	\$ 185,000.00

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

CORRESPONDENCE

Commissioner Nuara 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 (*On file in the Fire Safety Office*).
3. Resolution 2017-010 – Approving and Authorizing Execution of Extrication Services Agreement with Township of Hillsborough. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone for Commissioner Nuara to sign Resolution 2017-10. Roll call vote: All approved.**

MONTHLY FIRE REPORTS

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

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	20	55.6	165	818.8	1	68.0	9	436.0
#2	44	204.5	313	2119.7	4	111.0	17	991.0
#3	14	63.7	114	800.9	1	N/A	11	N/A
<u>Neshanic</u>	15	64.0	101	411.9	1	33.0	11	345.1

CHIEF FIRE MARSHAL’S REPORT

Fire Marshal John Yanko reported the following:

1. SCBA Testing is complete.

2. All AED pads and batteries have been updated.
3. Breathing air compressors training is complete.
4. Swift Water initial and refresher training is being scheduled.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 43,482
Running Board lights are falling off. Scheduled for repair.
Pump test was completed.

CAR 36-2: No issues reported.

ENGINE 36: Rear driver lights are non-functional.
Check Engine light was repaired.
Pump test was completed.

LADDER 36: Going to First Priority in August for repairs.
Pump test was completed.

TENDER 36: LED side warning light are on order.
Deck gun module is on order.
Pump test was completed.

BRUSH 36: Out of service. Waiting for rim and tire to be repaired.

BRUSH 36-2: No issues reported.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: All extinguishers received annual service.
All SCBA flow was tested.
All hose, ladders, hard sleeves, appliances and nozzles were tested.
Air compressor was installed.
2 Saws are out for repair.

Chief Rich Bartolucci of Fire Company #2 reported the following:

CAR 37: Mileage – 11,625
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: AC compressor needs to be replaced.
Air leak was repaired.
Computer display was repaired.
Pump test completed.

ENGINE 37-2: AC fan was repaired.
Pump test completed.

TOWER LADDER 37: Pump test completed.
Emergency brake switch was replaced.

BRUSH 37: Pump fuse was repaired.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: No issues reported.

SUPPORT 37: No issues reported.

HEAVY RESCUE 37: No issues reported.

Small Equipment: All extinguishers received annual service.
All SCBA flow was tested.
All hose, ladders, hard sleeves, nozzles and appliances were tested.

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

CAR 38: Mileage – 30,225
No issues reported.

CAR 38-2: No issues reported.

ENGINE 38: No issues reported.
Pump test completed.

LADDER 38: No issues reported.
Pump test completed.

TENDER 38: 1st slide out tray on driver's side in not operating correctly.
Pump test completed.

BRUSH 38: Trailer hitch was repaired.

RESCUE 38: Light is out on the tower light.
A/C was repaired.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 3 bottle cascades were installed.
Fire com head set is out for repair.
4-1 hour Scott bottles were sent out for hydro testing.
All extinguishers received annual service.
All SCBA flow was tested.
All hose, ladders, hard sleeves, appliances and nozzles were tested.
1 saw was repaired.
1 gas meter was repaired.

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: Out of service.

TENDER 48: No issues reported.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: N/A

R&R COMMITTEE UPDATE

Joann Bullock reported:

FAP:

- Received a list of all new business in the township. Will work on sending out letters.

Signal 100 Team:

- Nothing to report.

APPROVAL TO PAY CLAIMS LIST 2017- 08

Date	Num	Name	Memo	Amount
08/08/2017	22153	APPROVED FIRE PROTECTION	17-459 - Invoice INV00007223	\$ 149.00
08/08/2017	22154	Blue Tarp Credit Services	17-463 - Invoice 38412674	\$ 349.99
08/08/2017	22155	CHRISTOPHER WENIGER	17-469	\$ 54.14
08/08/2017	22156	CONTINENTAL FIRE & SAFETY INC.	17-468 - Invoice G3660	\$ 293.65
08/08/2017	22157	ELECTRONIC MEASURMENT LABS INC.	14-476 - Invoice 49591	\$ 830.00
08/08/2017	22158	First Priority Emergency Vehicles	17-480 - Invoice 13502	\$ 1,021.91
08/08/2017	22159	FLEMINGTON DEPT STORE	17-481 - Invoice 55966	\$ 266.74
08/08/2017	22160	MINERVA CLEANERS	17-494 - Invoice 474-72	\$ 412.25
08/08/2017	22161	NEW JERSEY FIRE EQUIPMENT COMPANY	17-503 - Invoice 54748	\$ 332.10
08/08/2017	22162	NIC Group, Inc.	17-497 - Invoice 10438	\$ 343.75
08/08/2017	22163	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-509 - Invoice 12285	\$ 350.00
08/08/2017	22164	TASC FIRE APPARATUS, INC	17-513 - Invoice 10769, 10768	\$ 1,422.30
08/08/2017	22165	APPROVED FIRE PROTECTION	17-462 - Invoice 6527	\$ 320.40
08/08/2017	22166	Blue Tarp Credit Services	17-464 - Invoice 38356220	\$ 799.98
08/08/2017	22167	CHRISTOPHER WENIGER	17-472	\$ 610.17
08/08/2017	22168	First Priority Emergency Vehicles	17-482 - Invoice 13415	\$ 1,011.85
08/08/2017	22169	NIC Group, Inc.	17-498 - Invoice 10395	\$ 2,342.28
08/08/2017	22170	First Priority Emergency Vehicles	17-484 - Invoice 13219	\$ 9,880.31
08/08/2017	22171	NIC Group, Inc.	17-499 - Invoice 10396	\$ 373.00
08/08/2017	22172	NIC Group, Inc.	17-500 - Invoice 10390	\$ 843.75
08/08/2017	22173	AED SUPERSTORE	17-524	\$ 2,504.94
08/08/2017	22174	ALLEGRO ENTERPRISES INC	17-458 - Invoice 934259	\$ 15.50
08/08/2017	22175	APPROVED FIRE PROTECTION	17-526 - Invoice INV00007224	\$ 163.10
08/08/2017	22176	Auto Plus	17-461 - Invoice 9100044547	\$ 191.30
08/08/2017	22177	BILL SHAFFER	17-465	\$ 37.99
08/08/2017	22178	Blue Tarp Credit Services	17-466 - Invoice 38349169	\$ 39.99
08/08/2017	22179	CHRISTOPHER WENIGER	17-525	\$ 196.88
08/08/2017	22180	COMCAST	17-467 - Account 8499 05 280 0046635 17-470 - Invoice 37250, 37251, 37252, 37253, 37254	\$ 15.98
08/08/2017	22181	COMMUNICATION SPECIALIST, INC		\$ 345.00
08/08/2017	22182	CONTINENTAL FIRE & SAFETY INC.	17-471 - Invoice G3189	\$ 258.00
08/08/2017	22183	CORPORATE GRAPHICS INC.	17-474 - Invoice 32048	\$ 55.00
08/08/2017	22184	EAST COAST MEDIA	17-478 - Invoice 33508	\$ 245.00
08/08/2017	22185	ELECTRONIC MEASURMENT LABS INC.	17-479 - Invoice 49531	\$ 618.00
08/08/2017	22186	Enforsys, Inc.	17-477 - Invoice ESP-1708011	\$ 1,874.25
08/08/2017	22187	Fail Safe Testing	17-486 - Invoice INV-005617	\$ 14,662.80
08/08/2017	22188	First Priority Emergency Vehicles	17-485 - Invoice 13035, 010183-2	\$ 371.50
08/08/2017	22189	FLEMINGTON DEPT STORE	17-486 - Invoice 55783	\$ 247.95
08/08/2017	22190	Global Imports, Inc	17-488 - Invoice 120130	\$ 97.38
08/08/2017	22191	Grainger	17-489 - Invoice 9489105131	\$ 18.91
08/08/2017	22192	HILLSBOROUGH FIRE CO.#1	17-490	\$ 187.98
08/08/2017	22193	HILLSBOROUGH RADIOLOGY	17-523	\$ 78.55
08/08/2017	22194	JOANN BULLOCK	17-522	\$ 252.00
08/08/2017	22195	LAKE SMALL ENGINE REPAIR	17-376 - Invoice 56047	\$ 230.97

08/08/2017	22196	MINERVA CLEANERS	17-495 - Invoice 474-71	\$ 661.75
08/08/2017	22197	MOORE MEDICAL CORP.	17-496 - Invoice 99553352, 99531380	\$ 311.11
08/08/2017	22198	National Association of Fire Investigator	17-502	\$ 65.00
08/08/2017	22199	NEW JERSEY FIRE EQUIPMENT COMPANY	17-506 - Invoice 54628, 54629	\$ 656.80
08/08/2017	22200	NIC Group, Inc.	17-501 - Invoice 10326	\$ 437.50
08/08/2017	22201	NJS Volunteer Firemen's Association	17-505	\$ 25.00
08/08/2017	22202	PATRICK BUCKLEY	17-521	\$ 76.04
08/08/2017	22203	PERFUMERY SOLUTIONS, LLC	17-527	\$ 155.83
08/08/2017	22204	RICHIES TIRE SERVICE INC.	17-507 - Invoice 512047, 512226, 512267	\$ 4,426.39
08/08/2017	22205	RWJ Physician Enterprise, PA	17-508 - Invoice 12115210, 12115440	\$ 3,690.00
08/08/2017	22206	SHARP ELECTRONICS CORP	17-511 - Invoice 9000718671	\$ 296.07
08/08/2017	22207	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-512 - Invoice 12272	\$ 750.00
08/08/2017	22208	SOMERSET COUNTY VEHICLE MAINTENANCE	14-473 - Invoice 224	\$ 2,462.96
08/08/2017	22209	STAPLES CREDIT PLAN	17-510 - Account 6011 1000 4128 302	\$ 37.47
08/08/2017	22210	TASC FIRE APPARATUS, INC	17-514 - Invoice 10746	\$ 1,125.00
08/08/2017	22211	The Roman Gourmet	17-515	\$ 121.27
08/08/2017	22212	Universal Air & Gas Products Corp	17-519 - Invoice 51467	\$ 125,988.89
08/08/2017	22213	UPS	17-517 - Invoice 2Y227, 2Y297	\$ 25.30
08/08/2017	22214	VERIZON	17-518 - Account 908 369-0609 114 37Y	\$ 65.00
08/08/2017	22215	VERIZON WIRELESS	17-516 - Invoice 9789284104	\$ 772.13
08/08/2017	22216	WILLIAM WOODRUFF	17-521	\$ 98.98
08/08/2017	22217	Witmer Public Safety Group, Inc.	17-520 - Invoice 1782297	\$ 100.00
08/08/2017	22218	Zoro, Inc.	17-522 - Invoice INV3287063, INV3433481	\$ 643.42
				\$ 187,872.45

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the Claims List 2017-08 with the exception of 17-521. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve to pay the Claims List 2017-08. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2017-08

A motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$185,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:

- No report.

Budget:

- Adjustments will need to be made to the budget.
- Need to get in touch with Trenton regarding the budget.

Specifications, Special Bids and Acquisitions:

- No report.

New Apparatus:

- No report.

Other:

- Pre-Inspection 37 Tower:
 - o Would like to send out 2 more people to the pre-inspection for 37 Tower Truck for \$2,500.00. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve 2 more people to go to the pre-inspection for 37 Tower truck. Roll call vote: All approved.**
- Officer Qualifications:
 - o Handed out a list to the Chiefs of Officers that still need classes. (*Attachment*).
- Audit:
 - o The Audit is complete. Should receive it back sometime next week.
- Depot Tower:

- Asked Fire Marshal Yanko what the status is of the tower at the Depot. He said he would need to find out. Chief Foelsh said he heard the tower is coming down and they are not replacing it. Commissioner Nuara said he would speak with Chief Fire Marshal Weniger. John Sheridan, OEM suggested that Commissioner Nuara speak with the Police Department as well.
- Station 37's Request for a Polaris 4x4:
 - The Board discussed and decided that at this time, and after reviewing the 2018 budget numbers, we cannot afford to make this purchase at this time.
- Extrication Gloves:
 - Heard from Fire Marshal Giordano that there are problems with the new extrication gloves. He said that they don't match in size. Around 50 were purchased. Chief Murphy mentioned that the samples they received are not the same as what were purchased. Commissioner Nuara recommends that everyone try them on and if they don't fit, they need to be sent back to Fire Marshal Giordano.
- Vouchers:
 - Need everyone's help with looking over vouchers before they are submitted. Too many invoices have very little or no detail. Need to make sure that vendors give details, i.e. what firehouse, truck, etc. Commissioner Carone should send out letters to vendors explaining this.

Commissioner Catrombon, Jr.:

Radios & Pagers:

- No report.

Grants:

- No report.

Apparatus/Equipment Maintenance:

- No report.

Air Packs & Air Bottle Testing:

- No report.

Other:

- Signal 100 GOG:
 - o Request that the Commissioners and Signal 100 Team Leader Joann Bullock have a meeting following our Regular Meeting tonight.

Commissioner Lazorchak:

Insurance:

- Workman's Compensation:
 - o Reviewed with Kristen from Pavese Insurance.

Medical (Physicals):

- An updated list was handed out to Commissioners and Chiefs.

Fit Testing:

- No report.

Commissioner Buckley:

Bureau of Fire Operations:

- No report.

OEM:

- No report.

GOG's:

- Incident Rehabilitation
- Fire Police
- Water Rescue
- Signal 100 Team

Accident/Injury – Workman’s Compensation:

- No report.

Gear Cleaning & Repair:

- No report.

OSHA:

- No report.

District Drills:

- Working with Hunterdon County to secure dates for the Impalement Extrication classes for September. Final dates will be announced once I confirm them.

Other:

- Bailout:
 - o Station 38 members completed the Bailout Training.
 - o Will set up more training as needed.
- Air Consumption Rate:
 - o Need to know how many people still need this.
- Labor Day – South Plainfield:
 - o In need of light trucks for Labor Day from 5:00 pm till 10:00 pm. Would like to take Station 37’s Rescue Truck. It was agreed it was ok. Commissioner Nuara asked that he lets all departments know that if there is an extrication call during that time that everyone will be dispatched.

Commissioner Carone:

Audit:

- No report.

LOSAP:

- No report.

Bills with Vouchers:

- Refer to Commissioner Nuara's section of these minutes.

Budget:

- Budget needs to be completed.
- Commissioner Nuara mentioned that the budget is tight.

Inventory:

- No report.

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: Just Knots Drill will be held on August 17, 2017 at Station 36.

Man vs Machine is rescheduled for September (TBA) at Station 36. All District Rescue Techs are welcome to attend.

- Home Town Hero's is being held at the Hillsborough YMCA on Monday, August 14, 2017 at 10:00 am.
- Reminder: Weis Market Community Day will be held on Saturday, September 2, 2017. They are requesting Fire Apparatus – More information will follow.
- "Touch a Truck" is being held on September 10, 2017 from 10:00 am – 2:00 pm at the Triangle Road Football Complex. Engine 36, TL37, Tender 38, Mini Pumper 48, Brush and Junior Raiders. Rescue trucks if drivers are available.
- Follow up on Firefighter Guzy's proposal for a District Rescue Committee.
- Is there still a Retention ad Recruitment budget line item? If so, can a Chief use that for moral boosters at their firehouses at their discretion? Commissioner Nuara said that the firehouses were supposed to get together with him to come up with ideas for recruiting. Send a list to the Commissioners. Commissioner Nuara also said that they did budget money for this, so not a problem.

Chief Rich Bartolucci – Fire Company #37

Drills: Air Fill Station Training was held on August 1, 2017 at 7:00 pm at Station 37.

Aeropres Drill will be held on August 22, 2017 at 7:00 pm at Aeropres.

Station 56 Rescue Meet & Greet will be held at 7:00 pm at Station 37. This is limited to line officers and any key resources.

- Reminder: ICS-400 Contract Class is scheduled for August 8, August 10 and August 12, 2017 at Station 37.
- Request for Pre-Inspection 37 Tower:
 - o Would like to send out 2 more people to the pre-inspection for 37 Tower Truck. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve for 2 more people to attend the 37 Tower Truck pre-inspection. Roll call vote: All approved.**
- Request for purchase of a Polaris Ranger 4x4. After reviewing the budget, the Commissioners said that the 2018 budget did not allow for this purchase at this time.
 - o Request for purchase of Purchase of 3 Pro-Lok Advanced Lockout Sets at \$159.00 per set.
 - Board agreed they could make this purchase.
 - o Request for purchase of a Streamlight Portable Scene Light with Bracket at \$640.00. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the purchase of a Streamlight Portable Scene Light with Bracket for \$640.00. Roll call vote: All approved.**

Chief Mike Murphy – Fire Company #38

Drills: Saws Drill will be held on August 14, 2017 at 7:30 pm at the Academy.

Motor Vehicle Fires Drill will be held on August 28, 2017 at 7:30 pm at the Academy.

- The 911 Ceremony will be held on September 11, 2017 at 7:00 pm at Station 38.
- Request to purchase a trailer dolly (*Attachment*). Commissioner Buckley will look into this.
- Request for new bunks for trailer to raise it up. Would cost around \$200.00.

- Also discussed 2 LED lights for the back of the brush truck. Will look into pricing on this.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Extrication Awareness Drill will be held on August 15, 2017 at 7:00 pm at Station 48.

Extrication Operations Drill will be held on August 19, 2017 at 8:00 am at the Academy.

Extrication Technician Drill will be held on August 20, 2017 at 8:00 am at the Academy.

Walk Through Lilly Drill will be held on August 22, 2017 at 7:00 pm.

OEM:

- No report.

PUBLIC

- No report.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Catrombon, Jr. to adjourn the meeting at 8:49 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments