

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

March 10, 2015

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, March 10, 2015 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Chairman Greg Kane 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 Greg Kane, Commissioner Charlie Nuara, Commissioner John Catrombon, Jr., Commissioner Bruce Vatter, Commissioner Pat Buckley, and Commissioner Mike Carone. Also present were Fire Chiefs: Chief Dave Foelsch, Fire Co. #1; Chief Jim Paterno, Fire Co. #2, Chief Christian Fulmino, Fire Co. #3, Chief CJ Davis, Neshanic Fire Co.; and Chief Fire Marshal Chris Weniger.

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 Nuara, seconded by Commissioner Catrombon, Jr. to approve the Regular Meeting minutes of February 10, 2015. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the Work Meeting minutes of March 4, 2015. Roll call vote: All approved.

Commissioner Nuara awarded Commissioner Kane and Commissioner Patullo with a plaque for their years of service on the Board of Fire Commissioners.

2015 Election Results:

Commissioner Kane read the 2015 Election Results.

Pete Carone	Votes = 163	Absentee Votes = 58	Total Votes = 221
Pat Buckley	Votes = 160	Absentee Votes = 55	Total Votes = 215
Charlie Davis, Sr.	Votes = 78	Absentee Votes = 44	Total Votes = 122

Question #1: Buy a pumper in 2016 for no more than \$715,000.00.
Question #2: Purchase new gear in 2016 for \$60,000.00.
Question #3: Replace all 3" hose in 2016 that is over 30 years old for \$30,000.
Question #4: Approval of the Budget for 2015.

Total Votes = 236
Total Absentee Votes = 102
Grand Total Votes = 338

Oath of Office to the newly elected Fire Commissioners:

Michael Carone and Patrick Buckley read the Oath of Office and were sworn in as Commissioners.

Election of Officers:

Chairman – Commissioner Charlie Nuara

(Duties: Contracts, Budget, Specifications & Bids Acquisitions)

Vice Chairman – Commissioner John Catrombon, Jr.

(Duties: Radios & Pagers, Apparatus & Equipment Maintenance, Air Bottle & Air Pack Testing, Grants)

Secretary – Commissioner Bruce Vatter

(Duties: Regular Meeting Minutes, Work Meeting Minutes, Closed Session Minutes, Physicals, Insurance, Fit tests)

Treasurer – Commissioner Michael Carone

(Duties: Audit, LOSAP, Bills with Vouchers, Budget, Inventory, Insurance)

Safety Officer – Commissioner Buckley

(Duties: OEM & Bureau of Fire Operations Representative, Accident/Injuries, Gear Cleaning, Repair & Purchase, GOG's, OSHA Requirements)

CORRESPONDENCE

Commissioner Nuara read the list of incoming correspondence consisting of:

1. Resolutions: (*On the Fire Safety Website*)

2015-01 Designation of Attorney Richard M. Braslow, Esq. for the 2015-2016 Year.

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-01. Roll call vote: All approved.

2015-02 Designation of Appointment of Auditor Supley, Clooey and Company for the 2015-2016 Year.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve Resolution 2015-02. Roll call vote: All approved.

2015-03 Designation of PNC Bank for General Operating Funds/ of Cash Management.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve Resolution 2015-03. Roll call vote: All approved.

2015-04 Designate the Second (2nd) Tuesday of the Month as the Regular Meeting Schedule with the meeting to be held in the Hillsborough Township Municipal Building Multi Purpose Room for 2015-2016 Year.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve Resolution 2015-04. Roll call vote: All approved.

2015-05 Designation of Official Newspaper (Hillsborough Beacon, Courier News and Star Ledger) for Publication for the 2015-2016 Year.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve Resolution 2015-05. Roll call vote: All approved.

2015-06 Designation Surety Bonding for all Commissioners for the 2015-2016 Year.
A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-06. Roll call vote: All approved.

2015-07 Authorizing Approval and Payment of Claims for Approval 2015-201.
A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-07. Roll call vote: All approved.

2015-08 Authorizing Advertisement for Various Fire Equipment and Supplies.
A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-08. Roll call vote: All approved.

Designation of the Fire Chief or in his absence an Assistant Chief designated by the Chief, as Official Fire Company Representative to the Commissioner's Monthly Meetings.

2. Letter from the Hillsborough District Baseball Team for purchase of new uniforms. *(Attachment)*
A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve the purchase of uniforms in the amount of \$2,500.00. for the Hillsborough District Baseball Team. Roll call vote: All approved.
3. Treasurer's Report
4. Monthly Fire Reports *(Attachment)*.
5. Fire Safety Out-of-Service Schedule *(Attachment)*.
6. Chief Fire Marshal's Report
7. Apparatus – Equipment Report
8. R&R Committee Update (FAP, Signal 100 Team)
 - Approval of Revised (February 10, 2015) Signal 100 Team GOG #17 *(On Fire Safety Web Site)*
9. Approval of Claims List 2015-03
10. Approval to pay Claims List 2015-03
11. Approval to Transfer Funds
12. Commissioners Reports
13. Chiefs Reports

**HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2015-01
AUTHORIZING APPOINTMENT OF ATTORNEY FOR THE
2015-2016 YEAR**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No.1, Hillsborough Township, County of Somerset, NJ concerning various responsibilities undertaken by the Commissioners; and

WHEREAS, the Commissioners are desirous of making appointment to this position as referenced above for the year of 2015-2016; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 19:44A-20.5 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and

WHEREAS, the Local Public contract Law, N.J.S.A. 19:44A-20.5 (1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW, THEREFORE, be it RESOLVED by The Commissioner of Fire District No.1, Hillsborough Township, County of Somerset, NJ

(1)Richard M. Braslow, Esq. is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2)This resolution and the notice of award of contract shall be available for public inspection.

CERTIFICATION

I, Bruce Vatter, Secretary of the Commissioners of Fire District No.1, Hillsborough Township, County of Somerset, NJ, hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 10, 2015.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-01 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015
(Date)

**HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2015-01
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR LEGAL SERVICES
2015-2016 YEAR**

WHEREAS, the Fire District has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Fire District has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for the year 2015-2016; and

WHEREAS, the Law Office of Richard M. Braslow has submitted a proposal indicating it will provide the legal services pursuant to the proposal; and

WEHEREAS, the Law Office of Richard M. Braslow has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Office of Richard M. Braslow has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit the Law Office of Richard M. Braslow from making any reportable contributions through the term of the contract; and

WHEREAS, the Fire District has determined that funds are available concerning the projected expenditure.

NOW THEREFORE, BE IT RESOLVED THAT the Commissioners of Fire District No. 1 in the Hillsborough Township, County of Somerset, authorized the Fire District to enter into a contract with the Law Office of Richard M. Braslow as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-01 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015

(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NEW JERSEY
RESOLUTION 2015-02
AUTHORIZING APPOINTMENT OF AUDITOR FOR THE 2015-2016 YEAR**

WHEREAS, there exists a continuing need for certain auditing services to be provided to The Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ concerning various responsibilities undertaken by said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2015-2016 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 19:44A-20.5 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of the award of said contract shall be available for public inspection; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 19:44A-20.5, provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ

(1) Supley, Clooey and Company, is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2016 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 10, 2015.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-02 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015

(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2015-03
ADOPTION OF CASH MANAGEMENT PLAN**

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management fund or a public depository or depositories.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be the State of New Jersey Cash Management Fund and /or PNC Bank.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 10, 2015.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-03 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015

(Date)

LEGAL NOTICE
THE COMMISSIONERS OF FIRE DISTRICT NO.1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2015-04
AUTHORIZING REGULAR MEETING SCHEDULE FOR THE
2015-2016 YEAR

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted and to distribute to designated newspapers and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting to the extent that it is known, and the time and date of each meeting; and

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 1 Hillsborough Township, County of Somerset, NJ as follows:

(1) All regular meetings of the Commissioners shall take place at the Hillsborough Township Municipal Building, 379 So. Branch Rd, Hillsborough, NJ 08844 and begin at 8:00 p.m. on the following dates:

2015-2016 SCHEDULE OF MEETINGS
HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS

MARCH 10, 2015	REORGANIZATION MEETING	8:00 P.M.
APRIL 14, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
MAY 12, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
JUNE 09, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
JULY 14, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
AUGUST 11, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
SEPTEMBER 08, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
OCTOBER 13, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
NOVEMBER 10, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
DECEMBER 08, 2015	REGULAR MONTHLY MEETING	8:00 P.M.
JANUARY 12, 2016	REGULAR MONTHLY MEETING	8:00 P.M.
FEBRUARY 09, 2016	REGULAR MONTHLY MEETING	8:00 P.M.
FEBRUARY 20, 2016	ANNUAL ELECTION	2:00 TO 9:00 P.M.
MARCH 08, 2016	REORGANIZATION MEETING	8:00 P.M.

(2) All work meetings of the Commissioners shall take place in the meeting room of the commissioners at the aforesaid location at 7:30 p.m. prior to the Regular Meetings which are scheduled above.

(3) A summary of this Resolution shall be mailed/e-mailed to one of the following: Hillsborough Beacon, Courier News, Messenger Gazette.

(4) A certified copy of this resolution shall be posted and shall be maintained on the official bulletin board of Hillsborough Township and shall also be kept on file by the Municipal clerk for the purpose of public

inspection.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 10, 2015.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

BFCmeetingdates2015

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-04 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015

(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO.1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2015-05
DESIGNATION OF OFFICIAL NEWSPAPER FOR PUBLICATION
FOR THE 2015-2016 YEAR**

WHEREAS, the Commissioners of Fire District No.1, Hillsborough Township, County of Somerset, NJ, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2015-2016 year.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No.1, Hillsborough Township, County of Somerset, NJ as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2015-2016 year pursuant to New Jersey statues shall be The Hillsborough Beacon, The Courier News, Star Ledger unless New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 10, 2015.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-05 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015

(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO.1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2015-06
DESIGNATING SURETY BONDING FOR ALL COMMISSIONERS
FOR THE 2015-2016 YEAR**

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the local finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the Fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No.1 in the Township of Hillsborough, county of Somerset, deem it necessary to provide bonding for all Commissioners of the fire District as all Commissioners are responsible for the handling of funds for the Fire District.

NOW, THEREFORE, be it RESOLVED, by the Commissioners of Fire District No. 1 in the Township of Hillsborough, County of Somerset, as follows:

- (1) The Commissioner's shall be bonded in the amount of approximately \$1,000,000.00.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 10, 2015.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-06 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015

(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET
RESOLUTION 2015-07**

AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS FOR APPROVAL FOR 2015-2016 YEAR

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board, and

WHEREAS, Subchapter 4, Section 5:31-4.1 (e) provides that payment of claims by the Fire District shall be by check drawn on the Fire District and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution, and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners , at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:41-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 of Hillsborough Township, County of Somerset, NJ as follows:

- (1) The vouchers for payment and checks as issued by the Commissioners for payment of claims by signed by the Chairman, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board as set forth herein.
- (2) All signatures shall be original signatures as used on all checks issued.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 10, 2015.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-07 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015

(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP, COUNTY OF SOMERSET
RESOLUTION 2015-08
RESOLUTION AUTHORIZING ADVERTISEMENT FOR VARIOUS FIRE EQUIPMENT
AND SUPPLIES**

WHEREAS, the Hillsborough Township Board of Fire Commissioners in the Township of Hillsborough, County of Somerset have approved the specifications for and have determined that they will advertise for sealed bids for various equipment and supplies.

NOW, THEREFORE, be it RESOLVED, by the Hillsborough Township Board of Fire Commissioners in the Township of Hillsborough, County of Somerset, as follows:

[1] Specifications are hereby approved and incorporated herein by reference.

[2] Bids to be submitted shall fully comply with the said specifications.

[3] The Commissioners shall advertise for the receipt of sealed bids for the above named purpose or project.

[4] Each bid shall be submitted as a written proposal in the manner designated in the specifications and shall be signed by the bidder. The bid shall be enclosed in a sealed envelope bearing the name and address of the bidder on the outside, specifically denoting on the said envelope the name of the job for which said bid is submitted and addressed to Charlie Nuara, Commissioners, Hillsborough Township Board of Fire Commissioners, 379 South Branch Road, Hillsborough, New Jersey 08844.

[5] Specifications and form of bid may be inspected or obtained upon prior notice by prospective bidders during normal business hours at the office of the Bureau of Fire Safety, 379 South Branch Road, Hillsborough, NJ 08844 (908-369-4313 x 7178).

[6] Sealed bids shall be called for and shall be received, open and read in public at the Hillsborough Municipal Building, 379 South Branch Road, Hillsborough, NJ, at 7.45 p.m., prevailing time.

[7] Each bid shall be hand delivered either to said Commissioner Charlie Nuara, Commissioner of the Hillsborough Township Board of Fire Commissioners or to such other designated representative of the Commissioners who will be present at the opening of said bids at the time and place stated for the receipt of sealed bid: it being understood that the bidder who submits his bid through the mail accepts full responsibility for said bid being received in compliance with the date and time requirements as set forth herein. **NO BID SHALL BE DELIVERED OR ACCEPTED AFTER THE DATE OR HOUR AS DESIGNATED IN PUBLIC NOTICE.**

[8] The bid quote shall be net to the Hillsborough Township Board of Fire Commissioners and shall be excluded from any state and federal taxes.

[9] Each and every deviation from the specifications shall be clearly listed by the bidder. Failure to comply with the requirements shall be grounds for rejection of the bid.

[10] The contract will be awarded to the lowest, qualified responsible bidder. The Hillsborough

Township Board of Fire Commissioners reserve the right to award individual contract for each specified bid item that is reflected in the proposal or to award one complete contract for all items. The Commissioners also reserve the right to waive any insubstantial irregularities in any bid.

[11] A non-collusion affidavit in the usual form will be supplied with the specifications. It shall be executed by the person or corporate officers submitting the bid. Said affidavit must be properly notarized.

[12] An owner's list in accordance with P.L. 1977, Ch. 33 approved March 10, 1977, will also be supplied with the specifications in the usual form. It shall be completed by the person or corporate officer submitting the bid. Said Owner's list must accompany each bid. **THIS REQUIREMENT WILL NOT BE WAIVED.**

[13] Bidders are required to comply with the requirements of P.L. 1975, Ch. 127 (N.J.S.A. 10:5-31 et seq.)

[14] No bidder may withdraw his proposal for a period of 60 days after the opening of bids: all proposals being binding upon bidders for 60-day period.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2015-08 as read. Roll call vote: All approved.

(Secretary's Signature)

March 10, 2015

(Date)

TREASURER'S REPORT
February 28, 2015

Checking Account Balance:	\$ 20,604.06
Savings Account Balance:	\$ 486,652.66
LOSAP Account Balance:	\$ 43,349.94
Capital Expense Account Balance:	<u>\$ 823,058.86</u>
Total of all Accounts:	\$ 1,373,665.52
Expenditures for March 2015:	\$ 115,168.46
Amount to be transferred to Checking From Regular Savings:	\$ 115,000.00

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

MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for February, 2015.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	27	69.6	55	333.1	0	0	0	0
#2	61	366.8	122	1078.4	1	37.5	2	68.5
#3	30	106.5	50	382.1	2	128.5	4	286.5
<u>Neshanic</u>	11	40.8	25	108.9	2	40.0	4	125.0

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. Apparatus Maintenance and Repair request for proposal was sent out and is due back on April 4, 2015.
2. Preparing specification for the purchase of new pagers. Need to get the total amount to order.
A motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. to approve the purchase of 90 pagers for the district. Roll call vote: All approved.
3. Respiratory Protection GOG needs approval from the Board. This was put on hold until after the Bureau of Fire Operations Meeting.
4. Station 36 ladder is having problems with their lift cylinders.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 29,894
No issues reported.

ENGINE 36: Steamer valve was sent out for repair.
Rebuild kits for air horns are on order.
Waiting on new meter and vehicle charger.

LADDER 36: Back from service.
Heat was repaired.
Front springs were repaired.
PTO shaft for the hydraulic pump was replaced.
Ladder wire tracking was replaced.
Power steering pump was replaced.
Loose wire harness in cab was repaired.
Engine access panel lock was replaced.
Water leak in the cab was repaired.
Chassis air leak was repaired.
Valve stem extensions were installed.
Areal cylinders are still charging with air. Waiting on replacement vehicle charger missing from repair.

TENDER 36: Leaking discharge valve was repaired.

BRUSH 36: No issues reported.

BRUSH 36-2: New OOS master cylinder is bad. Part is in and First Priority will be fixing it.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: Air station bottles were refilled.
1 saw was repaired.
1 gas meter was calibrated.

Chief Jim Paterno of Fire Company #2 reported the following:

CAR 37: Mileage – 10,530
No issues reported.

ENGINE 37: Pump panel fuel gauge was installed.
Pump engage problem was repaired.

ENGINE 37-2: Light tower lights were repaired.
Officer side scene light bulb gasket was replaced.

TOWER
LADDER 37: Truck will be going out of service in March for body repairs and Hydraulic lines.

BRUSH 37: No issues reported.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: Hose netting was installed.

Knox box was installed.

SUPPORT 37: New door latches were ordered.
B bank was filled with water.

Small Equipment: 1 gen light was repaired.
1 extinguisher was recharged.
1 gas meter was repaired.

Chief Christian Fulmino of Fire Company #3 reported the following:

CAR 38: Mileage – 13,793

ENGINE 38: Windshield washer bottle was replaced.
Cracks on frame were welded.
Cab support bumpers were replaced.
Has an air leak.

LADDER 38: Multiple valves were replaced.
Repositioned front light bars.

TENDER 38: Air horns to be repaired.

BRUSH 38: Annual pm service was done.
Windshield washer pump was replaced.

RESCUE 38: No issues reported.

MARINE 38: No issues reported.

Small Equipment: 1 meter was calibrated.

Chief CJ Davis of Neshanic Volunteer Fire Company reported the following:

CAR 48: Mileage – no report.

ENGINE 48-4: No issues reported.

ENGINE 48-5: No issues reported.

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:

Three more businesses were added and one business was deleted from the list. I will email the Commissioners and Chiefs the addendum.

Signal 100 Team:

Revisions were made to the GOG on February 10, 2015. The GOG was reviewed by the Commissioners and was submitted for Approval at this Meeting. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approved the revised Signal 100 Team GOG #2014-17. Roll call vote: All approved.**

APPROVAL TO PAY CLAIMS LIST 2015-03

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/10/2015	19835	AMWELL AUTO & TIRE CENTER	15-095 - Invoice 131295	\$ 83.03
03/10/2015	19836	COMMUNICATION SPECIALIST, INC	14-950 - Invoice 34080	\$ 423.16
03/10/2015	19837	First Priority Emergency Vehicles	15-118 - R/O 6100009/1	\$ 3,132.74
03/10/2015	19838	HILLSBOROUGH FIRE CO.#1	15-077	\$ 15,325.50
03/10/2015	19839	HILLSBOROUGH FIRE CO.#3	15-079	\$ 15,325.50
03/10/2015	19840	JOANN BULLOCK	15-069	\$ 80.74
03/10/2015	19841	LAKE SMALL ENGINE REPAIR	15-103 - Invoice 50175, 50176	\$ 89.98
03/10/2015	19842	MINERVA CLEANERS	15-099 - Invoice 474-35	\$ 115.00
03/10/2015	19843	SKYLANDS FIRE EQUIP.	15-131 - Invoice 6668	\$ 325.00
03/10/2015	19844	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-129 - Invoice 10489	\$ 150.00
03/10/2015	19845	AMWELL AUTO & TIRE CENTER	15-096 - Invoice 131280	\$ 171.86
03/10/2015	19846	COMMUNICATION SPECIALIST, INC	14-954 - Invoice 34311	\$ 105.00
03/10/2015	19847	LAKE SMALL ENGINE REPAIR	15-104 - Invoice 50329	\$ 221.13
03/10/2015	19848	SKYLANDS FIRE EQUIP.	15-132 - Invoice 6669	\$ 228.93
03/10/2015	19849	COMMUNICATION SPECIALIST, INC	15-087 - Invoice 34192	\$ 138.00
03/10/2015	19850	Allegra Princeton	15-072 - Invoice 232556	\$ 235.00
03/10/2015	19851	ALLEGRO ENTERPRISES INC	15-082 - Account 003104	\$ 21.25
03/10/2015	19852	Alpha Omega Training Solutions	15-080 - Invoice 156	\$ 240.00
03/10/2015	19853	AMWELL AUTO & TIRE CENTER	15-142 - Invoice 131471	\$ 118.81
03/10/2015	19854	APPROVED FIRE PROTECTION	15-081 - Invoice 1115463	191.30
03/10/2015	19855	BRUCE VATTER	15-074	\$ 3,000.00
03/10/2015	19856	Carrot-Top Industries	14-951 - Invoice 24591400	\$ 204.71
03/10/2015	19857	CHARLIE NUARA	15-073	\$ 3,000.00
03/10/2015	19858	CHRISTOPHER WENIGER	15-092	\$ 12.00
03/10/2015	19859	Claudia C. Bayait	15-090	\$ 57.16
03/10/2015	19860	COMCAST	15-094 - Account 8499 05 280 0046635	\$ 150.00
03/10/2015	19861	COMMUNICATION SPECIALIST, INC	15-088 - Invoice 34192	\$ 138.00
03/10/2015	19862	CONTINENTAL FIRE & SAFETY INC.	15-089 - Invoice E1252	\$ 126.00
03/10/2015	19863	CORPORATE GRAPHICS INC.	15-093 - Invoice 30303	\$ 105.00

03/10/2015	19864	DIANNE RICCARDO	15-086	\$	1,255.50
03/10/2015	19865	DOLORES FAMIGLIETTA	15-085	\$	105.00
03/10/2015	19866	DOUGLAS FAMIGLIETTA	15-084	\$	105.00
03/10/2015	19867	EDWARD BERTIN	15-083	\$	105.00
03/10/2015	19868	ELECTRONIC MEASURMENT LABS INC.	14-952 - Invoice 44466	\$	79.00
03/10/2015	19869	EMERGENCY SERVICES MARKETING CORP. INC.	14-953 - Invoice P2014-2108	\$	101.02
03/10/2015	19870	FireCompanies.com	15-120 - Invoice 0013642-27, 0013642-47	\$	979.88
03/10/2015	19871	FIREFIGHTERS EQPT.CO.	15-122 - Invoice 20150297, 20150503	\$	1,055.00
03/10/2015	19872	First Priority Emergency Vehicles	15-121 - R/O 6200183/1	\$	1,332.79
03/10/2015	19873	FIRST RESPONDER NEWSPAPER	15-117 - Account 527656	\$	80.00
03/10/2015	19874	FLEMINGTON DEPT STORE	15-119 - Invoice 37602	\$	162.00
03/10/2015	19875	GREEN BROOK ELECTRONICS.	15-116 - Invoice 89014	\$	181.20
03/10/2015	19876	GREG R. KANE	15-076	\$	3,000.00
03/10/2015	19877	HAPI AUTO PARTS	15-115 - Account 1120	\$	52.05
03/10/2015	19878	HILLSBOROUGH FIRE CO.#1	15-113	\$	124.29
03/10/2015	19879	HILLSBOROUGH FIRE CO.#2	15-078	\$	15,325.50
03/10/2015	19880	HILLSBOROUGH FIRE CO.#3	15-141	\$	221.39
03/10/2015	19881	HUNTERDON EMERGENCY SV TRAINING CTR	15-114 - Invoice 15-110	\$	150.00
03/10/2015	19882	JAMES PATERNO	15-111	\$	53.79
03/10/2015	19883	JAY SPAGNUOLO	15-071	\$	311.32
03/10/2015	19884	JERRY MIDGETTE	15-112	\$	140.44
03/10/2015	19885	JOANN BULLOCK	15-070	\$	225.00
03/10/2015	19886	JOHN CATROMBON	15-075	\$	3,000.00
03/10/2015	19887	JTEC SYSTEMS INC.	15-108 - Invoice 109120	\$	297.00
03/10/2015	19888	KARIN De VOE	15-107	\$	62.74
03/10/2015	19889	LAKE SMALL ENGINE REPAIR	15-106 - Invoice 50429	\$	94.22
03/10/2015	19890	LIBERTY MUTUAL INSURANCE GROUP	15-105 - Account 3302377-0000	\$	13,164.25
03/10/2015	19891	MAUREEN A. COXWELL	15-102	\$	66.22
03/10/2015	19892	MIKE MURPHY	15-143	\$	731.88
03/10/2015	19893	MINERVA CLEANERS	15-100 - Invoice 474-36	\$	167.50
03/10/2015	19894	NESHANIC VOL.FIRE CO.	15-144	\$	17,650.00
03/10/2015	19895	NICHOLAS PATULLO	15-098	\$	3,000.00
03/10/2015	19896	Peach, Jason	15-110	\$	73.74
03/10/2015	19897	PERFUMERY SOLUTIONS, LLC	15-145	\$	158.33
03/10/2015	19898	Phoenix Insurance Group	15-139 - Invoice 17518	\$	354.15
03/10/2015	19899	Pizzaia, Judith	15-109	\$	105.00
03/10/2015	19900	Practice Assoc. Medical Group	15-097 - Statement 57157462	\$	150.00
03/10/2015	19901	REGINA SCHACHTELE	15-138	\$	74.10
03/10/2015	19902	RICHARD M. BRASLOW ESQ.	15-140 - Invoice 17047	\$	16.00
03/10/2015	19903	SKYLANDS FIRE EQUIP.	15-135 - Invoice 6731	\$	280.00
03/10/2015	19904	SOMERSET COUNTY BOARD OF ELECTIONS	15-133	\$	47.39
03/10/2015	19905	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-130 - Invoice 10486	\$	125.00
03/10/2015	19906	SOMERSET COUNTY VEHICLE MAINTENANCE	15-091 - Invoice 166	\$	2,218.73
03/10/2015	19907	SOMERSET MEDICAL CARE PARTNERS, PC	15-134	\$	2,855.00
03/10/2015	19908	STAPLES CREDIT PLAN	15-128 - Invoice 6011 1000 6181 135	\$	192.62
03/10/2015	19909	SUPLEE, CLOONEY & COMPANY	15-137	\$	500.00
03/10/2015	19910	THE PRINCETON PACKET INC.	15-127 - Account 1026112	\$	161.20

03/10/2015	19911	THOMAS J. FAGAN	15-126	\$	126.22
03/10/2015	19912	UPS	15-125 - Account 000074Y02Y065	\$	18.88
03/10/2015	19913	VERIZON	15-124 - Account 908 369-0609 114 37Y	\$	30.00
03/10/2015	19914	VERIZON WIRELESS	15-123 - Invoice 9740602083	\$	788.32
					\$ 115,168.46

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve the Claims List 2015-03. Roll call vote: Approved: Commissioner Buckley, Commissioner Carone. Abstained: Commissioner Nuara, Commissioner Catrombon, Jr. and Commissioner Vatter.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve to pay the Claims List 2015-03. Roll call vote: Approved: Commissioner Buckley, Commissioner Carone. Abstained: Commissioner Nuara, Commissioner Catrombon, Jr. and Commissioner Vatter.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2015-03

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the transfer of funds in the amount of \$115,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:
No report.

Budget:

I would like to thank all of you and your fire department members for coming out to vote. It was important this year and it was nice that we got things done that were not done before. We got some extra money to take care of Station 36's pumper and additional equipment for next year.

Specifications, Special Bids and Acquisitions:

Turnout Gear:

Commissioner Vatter said he spoke with Doug Kowalski from SAFE-T regarding gear. He will put together and send 3 specifications (1) gear with belt, 2) gear without belt, and 3) new outer shell fabric) for the Class II Spider Harness System. Doug said that the new fabric is just as durable, less weight and no price difference. If we give Doug a letter of Intent by Mid-March he will lock in the prices.

After discussion with the Chiefs, it was agreed that the specifications will be discussed at the upcoming Bureau of Fire Operations Meeting.

I would like a motion to purchase \$60,000.00 worth of turnout gear, as needed. **A motion was made by Commissioner Vatter, seconded by Commissioner Buckley to approve the purchase of \$60,000.00 in turnout gear, as needed. Roll call vote: All approved.**

Diesel Exhaust System:

I would like a motion to get 3 bids on the Diesel Exhaust Systems for the firehouses. **A motion was made by Commissioner Vatter, seconded by Commissioner Catrombon, Jr. to approve to bid on the Diesel Exhaust Systems for the firehouses. Roll call vote: All approved.**

New Apparatus:

I would like a motion to bid on the Fire Safety Vehicle, not to exceed \$50,000.00. **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the bid on the Fire Safety Vehicle, not to exceed \$50,000.00. Roll call vote: All approved.**

Chief Fire Marshal Weniger will put the specification and bid together.

Commissioner Catrombon, Jr.:

Radios & Pagers:

At the Work Meeting on March 4, 2015, Commissioner Nuara asked Commissioner Catrombon, Jr. about when a call comes in is there any way to hear what is going on. He responded that we cannot get that on Region 6 Pagers. Commissioner Vatter said that is what E-Dispatch is set up to do and is now streaming calls. Commissioner Catrombon, Jr. will look into other options available for the Minitor 6's. He will speak with Chief Fire Marshal Weniger regarding this. Commissioner Vatter suggested he also speak with Rich Bartolucci as he has a lot of knowledge about this.

Grants:

No report.

Apparatus/Equipment Maintenance:

No report.

Air Packs & Air Bottle Testing:

No report.

Commissioner Vatter:

Insurance:

I provided Mazey with a list of firefighters who completed their physical last year so that Liberty Mutual can calculate the Workmen's Compensation premium based upon active firefighters. Jenny had provided me with information pertaining to active/non-active firefighter status (Workman's Compensation Act).

Mazey Insurance is going out to other insurance companies to see if we can cut premium costs.

FIS may be our insurer for the near future.

Medical (Physicals)

The next physical date is scheduled for March 21, 2015.

Fit Testing:

No report.

Commissioner Carone:

I have nothing to report at this time. I need to get up to speed with learning the duties.

Audit:

No report.

LOSAP:

No report.

Bills with Vouchers:

No report.

Budget:

No report.

Inventory:

No report.

Commissioner Buckley:

Bureau of Fire Operations:

The Bureau of Fire Ops Meetings for 2015 is as follows: March 12, 2015 @ Station 37, May 7, 2015 @ Station 38, July 2, 2015 @ Station 48, September 3, 2015 @ Station 36 and November 5, 2015 @ Station 36.

OEM:

I am going to talk to OEM regarding the utilization of the CERT Team.

GOG's:

I would like to get 2 members from each station to be on the GOG Committee. I will need names by March 16, 2015.

Current GOG's will be distributed to the newly formed committee for review. Once review is complete, additional GOG's will be developed and issued.

Accident/Injury – Workman's Compensation:

An accident/Injury Review Committee will be formed.

A GOG will be developed.

Gear Cleaning & Repair:

Each Station needs to choose 5 members to be trained on turnout gear inspection.

A turnout gear inspection training class will be conducted in order to train the participants how to properly inspect turnout gear.

OSHA:

I would like to get a copy of the OSHA Reports for the stations that were inspected.

Emphasis is to maintain the facilities in an OSHA compliant state and avoid fines.

District Drills:

The plan is to have 2 District drills per year to start.

Topics will be:

- Firefighter Survival
- TIMS
- RIC
- Wide Area Search
- Other topics requested by the members of the District

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: Chubb Sprinkler and Fire Alarm on March 14, 2015 @ Chubb University (Sign up is closed)
CPR Recertification on March 24, 2015 @ Station 79 (Sign up is closed)
Live Burn on March 26, 2015 at 7:00 pm @ the Academy

Chief Jim Paterno – Fire Company #37

Drills: Bailout Training/Certification on March 16, 2015 (Classroom) @ Station 37,
and on Sunday, March 22, 2015 @ 8:00 at the Academy

- Would like to purchase Pro/Paks, Gear Racks, and Rope Bags (*Attachments*). **A motion was made by Commissioner Vatter, seconded by Commissioner Catrombon, Jr. to approve for Fire Safety to purchase Pro/Paks, Gear Racks and Rope Bags for Station 37. Roll call vote: All approved.**

Chief Christian Fulmino– Fire Company #3

Drills: Building Construction was held on March 2 and March 9, 2015
Phase 5 Live Burn on March 30, 2015 at 7:00 pm @ the Academy

- Will have budget items for the next meeting.
- Would like permission to take the ladder truck and rescue vehicle to the Somerville St. Patrick's Parade on Sunday, March 15, 2015. Commissioners gave permission.

Additional apparatus from 36 and 37 may be attending as well. Commissioner Nuara said that as long as we do not have all the ladders going, it is ok. The Chief's will ensure adequate coverage for the town.

Chief CJ Davis– Fire Company #48 - Neshanic

Drills: Roof Operations on March 17, 2015 at 7:00 pm @ Station 48
ICS 300 Class on Friday, March 27, 2015 at 7:00 pm, March 28 & 29, 2015 at 8:00 am @ Station 37

- Good job done by everyone this morning at the extrication call. Glad to see everyone working together to get the job done.
- Officer Certification/Classes that everyone needs to take, is it possible to go to an outside agency to get this or do we have to go to the County Academy? Commissioner Nuara said that the GOG states as long as the training is equivalent, it is fine.

Hillsborough Rescue Squad:

- Dan Kazar thanked the fire companies for their assistance at the last two vehicle extrications.

PUBLIC

- Ryan Buckley asked the Commissioners for \$500.00 donation for food for the “Every Fifteen Minute” Program for Hillsborough High School for this year. The Board gave a \$500.00 donation in 2014. The event will take place on April 16, 2015. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the \$500.00 donation for food for the “Every Fifteen Minute” Program for Hillsborough High School. Roll call vote: All approved.**

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Catrombon, Jr., and seconded by Commissioner Vatter to adjourn the meeting at 9:05 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

BV/jhb

Attachments (7)