

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

SEPTEMBER 13, 2016

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, September 13, 2016 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., and Commissioner Mike Carone. Also present were Fire Chiefs: Chief Dave Foelsch, Fire Co. #1; Chief Rich Bartolucci, Fire Co. #2, Chief Mike Murphy, Fire Co. #3, Chief Kit Crisafulli, Neshanic Fire Co.; and Chief Fire Marshal Chris Weniger. Absent: Commissioner Bruce Vatter and 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.

APPROVAL OF MINUTES

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the Regular Meeting minutes of August 9, 2016. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the Work Meeting minutes of September 8, 2016. Roll call vote: All approved.

TREASURER'S REPORT

AUGUST 31, 2016

Checking Account Balance:	\$ 24,925.68
Savings Account Balance:	\$ 1,683,946.40
LOSAP Account Balance:	\$ 162,729.11
Expense Account Balance:	<u>\$ 924,419.44</u>
Total of all Accounts:	\$ 2,796,020.63
Expenditures for September 2016:	\$ 84,096.48
Amount to be transferred to Checking from Regular Savings:	\$ 80,000.00

Amount to be transferred to Capital Account
from Regular Savings \$ 25,000.00

Amount to be transferred to LOSAP Account
from Regular Savings \$ 161,000.00

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone 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 *(Attachment)*.
3. Audit Report Resolution - **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the Audit Report. Roll call vote: All approved.**
4. 5th Annual Pink “Your Ride” Flyer *(Attachment)*
5. Flemington Car & Truck Country – Ditschman/Flemington Ford Flyer/Business Card *(Attachments)*
6. NJ State Association of Fire Districts June 4, 2016 Quarterly Meeting Minutes *(Attachment)*

MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for August, 2016.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	29	96.7	234	1675.5	0	0	23	878.0
#2	56	337.8	444	8436.7	2	99.0	18	1060.5
#3	8	82.8	154	1700.9	2	109.5	12	832.0
Neshanic	15	44.9	122	2035.5	0	0	12	435.8

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. P25 Radio upgrade Programming will be on September 21, 22 and 23.
2. Pump Testing is scheduled as follows:
 - Station 36 & 48 – September 15 & 16, 2016
 - Station 37 & 38 – September 19, 2016
 - Overflow – September 23, 2016

Fire Marshal Ryan Giordano will be managing the testing.

3. 2016 Replacement Hose Order Bids were received. The only bidder was Continental Fire Equipment. Need permission to purchase replacement hose at \$117.00 for 1-3/4" length, \$199.00 for 3" length, and \$778.00 for 5" length. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the purchase of hose (as listed above). Roll call vote: All approved.** Once this is ordered it will take approximately 6-8 weeks for delivery. Suggest that the old hose go into the County Auction.
- 4.
5. There will be a walk though at Brookhaven Lofts (across from United Rental on Route 206) on September 15, 2016 at 7:00 pm.
6. Reminder – when a member leaves/resigns, his/her pager needs to get returned to the Fire Safety Office. Since we have given out the Minitor 6's we have not gotten any pagers back.
7. Fire Prevention Week begins on October 3, 2016. Schedules will be sent out when complete.
8. If any member has an Android phone, there have been problems with E-Dispatch and Androids. Try to uninstall and reinstall the app and this should correct the problem. Call if you need any assistance with this.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 37,483
Blinker on the running board is bad and will need fixed.

CAR 36-2: No issues reported.

ENGINE 36: Out-of-Service.
The water leak from the top of the tank was repaired.
New pump packing is on order.

LADDER 36: Back from being Out-of-Service.
Exhaust was repaired.
Body damage was repaired.
Hydraulic leak was repaired.

TENDER 36: New ground and marker lights are on order.
Vibration was fixed.
No leaks.

BRUSH 36: No issues reported.

BRUSH 36-2: No issues reported.

RANGER 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: 3 water suits were repaired.
1 SCBA was repaired.

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

CAR 37: Mileage – 5,545
Oil Change and tire rotation was done.

CAR 37-2: No issues reported.

ENGINE 37: Tank to pump valve is ordered and needs to go to First Priority for repair.
Battery was replaced.
A/C Compressor is on order.
Oil line was replaced.
Tank lid was repaired.

ENGINE 37-2: Rear camera was replaced.

TOWER
LADDER 37: No issues reported.

BRUSH 37: No issues reported.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: 1 Battery was replaced.

RESCUE 37: No issues reported.

Small Equipment: 1 bottle was repaired.
2 saws were repaired.
1 gen-light was repaired.

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

CAR 38: Mileage – 23,160
2 Running board lights are on order.
Mechanical siren was repaired.
If truck has not been started for 4-5 days, it is dead. Will be looked at.

ENGINE 38: No issues reported.

LADDER 38: Ladder is not going up. First Priority is coming on September 14, 2016 to repair.
Water valve will be replaced.
Problem with Front #3.
Problem with compound gauge.

TENDER 38: Air compressor keeps running.
Check engine light is on.
Recall.

BRUSH 38: No issues reported.

RESCUE 38: First Priority is coming on September 14, 2016 to look at the muffler
Fill Station as it is not filling up properly. Will have Continental check.

DEUCE 38: No issues reported.

MARINE 38: No issues reported.

Small Equipment: 3 pumps are out for repair.
1 gen-light 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: No issues reported.

TENDER 48: No issues reported.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

UTILITY 48: Sold.

Small Equipment: N/A

R&R COMMITTEE UPDATE

FAP:

Several businesses were deleted from the list and one was added. List will be updated shortly.

Signal 100 Team:

No report.

APPROVAL TO PAY CLAIMS LIST 2016- 09

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/13/2016	21246	APPROVED FIRE PROTECTION	16-460 - Invoice I1169092	\$ 260.40
09/13/2016	21247	CHRISTOPHER WENIGER	16-466	\$ 493.94
09/13/2016	21248	CONTINENTAL FIRE & SAFETY INC.	16-467 - Invoice F3437	\$ 1,200.00
09/13/2016	21249	EDWARD KOVACH	16-472	\$ 45.92
09/13/2016	21250	FLEMINGTON DEPT STORE	16-476 - Invoice 48817	\$ 248.07
09/13/2016	21251	HAPI AUTO PARTS	16-481 - Account 1120	\$ 27.02
09/13/2016	21252	HILLSBOROUGH FIRE CO.#2	16-482	\$ 40.00
09/13/2016	21253	MINERVA CLEANERS	16-488 - Invoice 474-61	\$ 36.50
09/13/2016	21254	NEW JERSEY FIRE EQUIPMENT COMPANY	16-492 - Invoice 51539	\$ 3,870.28
09/13/2016	21255	SKYLANDS FIRE EQUIP.	16-501	\$ 380.00
09/13/2016	21256	SOMERSET COUNTY EMER. SERV. TRAINING{2}	16-502 - Invoice 11450	\$ 750.00
09/13/2016	21257	APPROVED FIRE PROTECTION	16-461 - Invoice I1169210	\$ 11.80
09/13/2016	21258	MINERVA CLEANERS	16-489 - Invoice 474-60	\$ 48.00
09/13/2016	21259	APPROVED FIRE PROTECTION	16-462 - Invoice I1165789	\$ 249.20
09/13/2016	21260	ACCESS HEALTH SYSTEMS	16-456	\$ 60.00
09/13/2016	21261	Advanced Eyecare	16-459 - Account 10835	\$ 279.40
09/13/2016	21262	AMWELL AUTO & TIRE CENTER	16-458 - Invoice 140995	\$ 62.63
09/13/2016	21263	Anchor Rubber Stamp & Printing Co., Inc.	16-457 - Invoice 1246	\$ 57.00
09/13/2016	21264	APPROVED FIRE PROTECTION	16-463 - Invoice I1169045	\$ 184.10
09/13/2016	21265	CHARLIE NUARA	14-464	\$ 51.00
09/13/2016	21266	CHICKEN HOLIDAY	14-465	\$ 55.31
09/13/2016	21267	CHRISTOPHER WENIGER	16-468	\$ 103.19
09/13/2016	21268	COMCAST	16-471 - Account 8499 05 280 0046635	\$ 169.50
09/13/2016	21269	CONTINENTAL FIRE & SAFETY INC.	16-470 - Invoice F3149	\$ 49.00
09/13/2016	21270	CORPORATE GRAPHICS INC.	16-469 - Invoice 31639	\$ 42.50
09/13/2016	21271	EDWARD KOVACH	16-475	\$ 51.30
09/13/2016	21272	ELECTRONIC MEASUREMENT LABS INC.	16-473 - Invoice 47861	\$ 520.00
09/13/2016	21273	Enforsys, Inc.	16-474 - Invoice ESP1610009	\$ 672.00
09/13/2016	21274	First Priority Emergency Vehicles	16-477	\$ 1,081.18
09/13/2016	21275	FLEMINGTON DEPT STORE	16-478 - Invoice 47929	\$ 149.00

09/13/2016	21276	Gabrielli Kenworth of NJ, LLC	14-480 - Invoice 71955DP	\$	32.34
09/13/2016	21277	Galls, LLC	16-479 - Invoice 005908383	\$	389.25
09/13/2016	21278	HAPI AUTO PARTS	16-511 - Account 1120	\$	23.34
09/13/2016	21279	HILLSBOROUGH FIRE CO.#1	16-512	\$	15,632.00
09/13/2016	21280	HILLSBOROUGH FIRE CO.#2	16-513	\$	15,632.00
09/13/2016	21281	HILLSBOROUGH FIRE CO.#3	16-514	\$	15,632.00
09/13/2016	21282	HUNTERDON EMERGENCY SV TRAINING CTR	16-483 - Invoice 16-268	\$	650.00
09/13/2016	21283	JOANN BULLOCK	16-510	\$	234.00
09/13/2016	21284	Johnson, Ken	16-486	\$	39.96
09/13/2016	21285	JTEC SYSTEMS INC.	16-484 - Invoice 109704, 109705	\$	699.78
09/13/2016	21286	JUST SUBS	16-485	\$	61.97
09/13/2016	21287	LAKE SMALL ENGINE REPAIR	16-505 - Invoice 54923	\$	242.79
09/13/2016	21288	MIKE MURPHY	16-455	\$	35.00
09/13/2016	21289	MINERVA CLEANERS	16-490 - Invoice 474-59	\$	279.25
09/13/2016	21290	NESHANIC VOL.FIRE CO.	16-491	\$	17,650.00
09/13/2016	21291	NEW JERSEY FIRE EQUIPMENT COMPANY	16-493 - Invoice 51748	\$	10.05
09/13/2016	21292	PERFUMERY SOLUTIONS, LLC	16-515	\$	123.75
09/13/2016	21293	Petner, Lynn	16-487	\$	47.00
09/13/2016	21294	PL CUSTOM EMERGENCY VEHICLES	16-494 - Invoice 0068903-IN	\$	1,130.00
09/13/2016	21295	RICHARD M. BRASLOW ESQ.	16-495 - Invoice 18264	\$	204.00
09/13/2016	21296	RICHIES TIRE SERVICE INC.	16-497 - Account 3944	\$	95.00
09/13/2016	21297	ROY HOROWITZ	16-498	\$	15.93
09/13/2016	21298	RWJ Physician Enterprise, PA	16-496	\$	850.00
09/13/2016	21299	SAM ROZYCKI	16-500	\$	153.45
09/13/2016	21300	SKYLANDS FIRE EQUIP.	16-504 - Invoice 8117	\$	190.00
09/13/2016	21301	SOMERSET COUNTY EMER. SERV. TRAINING{2}	16-506 - Invoice 11438	\$	525.00
09/13/2016	21302	SOMERSET COUNTY VEHICLE MAINTENANCE	16-499 - Invoice 190	\$	1,717.73
09/13/2016	21303	STAPLES CREDIT PLAN	16-503 - Account 6011 1000 4126 124	\$	418.71
09/13/2016	21304	UPS	16-507 - Account 74Y02Y	\$	47.26
09/13/2016	21305	VERIZON	16-508 - Account 908 369-0609 114 37Y	\$	50.00
09/13/2016	21306	Walt's Outdoor Center	16-509 - Invoice 99484	\$	36.68
				\$	84,096.48

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the Claims List 2016-09. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve to pay the Claims List 2016-09. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2016-09

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$80,000.00 from savings account to checking account. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$25,000.00 from savings account to capital account. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$161,000.00 from savings account to LOSAP account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:

- No report.

Budget:

- Working with Commissioner Carone to fine tune the budget.

Specifications, Special Bids and Acquisitions:

- No report.

New Apparatus:

- No report.

Other:

- Bail Out Systems:
 - o Suggest we give the old bail out systems to Neshanic Fire Company. A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve to give the old bail out systems to Neshanic Fire Company. Roll call vote: All approved.
- Black Sunday Presentation:
 - o Commissioner Buckley arranged to have Jeff Cool will do a presentation on "Black Sunday" on Friday, October 28, 2016 from 7:00 – 10:00 pm at the Hillsborough High School Auditorium. Jeff does not want to charge us for this presentation, however, it was suggested that we give him a \$1,500.00 donation. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to give Jeff Cool a donation of \$1,500.00 for his presentation on "Black Sunday". Roll call vote: All approved.** Commissioner

Buckley would also like to open the presentation up to the whole County. He will make a flyer and give to Alan Quarek to send out. Suggest we ask for donation at the door to go to the Fallen Firefighter's. Hillsborough Fire Companies will be no charge.

- Pay Increase:

- o Donna Phelps, Part-time Clerical in the Fire Safety Office has been with us for about 2 years now. Would like to give her a \$1.00/hour pay increase. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve a \$1.00/hour pay increase for Donna Phelps. Roll call vote: All approved.**

- October Vote – Questions for 2017 Budget:

Have special questions for Capital Expenses for the 2017 Budget. Need to approve advertising of special vote for Tuesday, October 11, 2016, and have Chief Fire Marshal Weniger do a letter. Questions to vote on in February are:

1. \$50,000.00 for New Vehicle for Fire Safety.
2. \$600,000.00 Capital Funds for down payment for a ladder truck in 2018.
3. Air Compressors – Outside Capital
4. Increase in LOSAP.

A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve to advertise to have a special vote at the Commissioners October Regular Meeting on October 11, 2016. Roll call vote: All approved.

- Officer Qualifications:

Reminded the Chiefs that they need to tell their Nominating Committees to make sure that anyone being nominated has all their qualifications necessary before taking the position. Chief Murphy asked if they can get the SOG broken down by rank so everyone understands what is needed. Chief Fire Marshal Weniger said he can provide that and will speak with Commissioner Buckley to have the GOG Committee to tweak the GOG. Chief Fire Marshal Weniger will then attach the GOG to the SOG and give to the Commissioners and they will put together a letter.

Commissioner Catrombon, Jr.:

Radios & Pagers:

- Minitor 6's:

- o Chief Fire Marshal Weniger indicated that he needs 10-12 more Minitor 6's. **A motion was made by Commissioner Carombon, Jr., seconded by Commissioner Nuara to approve the purchase of 10-12 Minitor 6's. Roll call vote: All approved.**

Grants:

- No report.

Air Packs & Air Bottle Testing:

- No report.

Commissioner Vatter:

Absent – Report was submitted.

- Insurance:
 - o Received a quote from Pavese-McCormick Agency for next year's insurance. Need checks from the firehouses for their portion of the premium.
- Physicals:
 - o Will submit a Final LOSAP physical list at the end of the year. Still have some new members that are going for physicals. Commissioner Nuara stated to make sure that Lynn in Fire Safety gets a final copy.
- Fit Testing:
 - o Was in touch with Access and they are still good with the dates. They suggested to change the makeup date for December 28, 2016 originally scheduled from 9:00 - 11:00 am to 2:00 - 4:00 pm.

Commissioner Buckley:

Absent – Report was submitted.

Bureau of Fire Operations:

- Next meeting will be held on Wednesday, September 14, 2016.

OEM:

- No report.

GOG's:

- No report.

Accident/Injury – Workman's Compensation:

- No report.

Gear Cleaning & Repair:

- No report.

OSHA:

- No report.

District Drills:

- Air Consumption:
 - o Location has been moved from Station 38 to Station 37 on October 10, 2016 at 7:00 pm.
- Strategy & Tactics:
 - o Scheduled for October 15 & 16, 2016 at Station 37.
- Gear Inspections:
 - o Due tonight's Meeting.

Commissioner Carone:

Audit:

- No report.

LOSAP:

- No report.

Bills with Vouchers:

- No report.

Budget:

- Working with Commissioner Nuara to fine tune the 2017 Budget.

Inventory:

- No report.

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: Walk through at Brookhaven Lofts will be held on September 15, 2016.
Water Supply Drill with District will be held on September 29, 2016.
Combi Tool Review will be held on September 15, 2016.

- Gear inspection is 85% done. Completed inspections were handed in at tonight's meeting.
- Officers qualifications updated were handed in at tonight's meeting.
- Inquired about having CPR certification class for immediate family members or significant others and if the Commissioners would be willing to pay for this. Cost of the Heart Saver Course is \$50.00-\$60.00. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve for Heart Saver CPR Classes can be held for family members/significant others. Roll call vote: All approved.**
- Tried to re-register Car 36-2 and the insurance company claims that the car was totaled. Insurance Company must have Car 36-2 mixed up with Car 37-2, as Car 36-2 has not been in an accident. Commissioner Nuara suggested that we check the title and match up the VIN # and registration. Said that we cannot locate the title, but will continue to look for it.
- Requesting permission to purchase a little giant ladder including mounting at a cost of \$500.00. Commissioners said they can make the purchase.

Chief Rich Bartolucci – Fire Company #37

Drills: Walk through at Brookhaven Lofts will be held on September 15, 2016.
Water Supply Drill with District will be held on September 29, 2016.
Vehicle Fires at SCESTA will be held on September 27, 2016 at 7:00 pm

- Requesting permission to purchase a little giant ladder including mounting at a cost of \$500.00. Commissioners said they can make the purchase.

Chief Mike Murphy – Fire Company #38

Drills: Walk through at Brookhaven Lofts will be held on September 15, 2016.
Water Supply Drill with District will be held on September 29, 2016.
Air Consumption Drill will be held on October 10, 2016 at 7:30 pm at Station 37
Bailout Recertification will be held on October 24, 2016 at 7:30 pm. Drill is open to the District.
Send names to me by October 17, 2016.

- A lot of gear is in need of repairs and some have been repaired at \$20.00 each. Chief Fire Marshal Weniger said that the FDA Standards for gear is 10 years. We need to plan for future purchases and asked Chiefs from Stations 36, 37 and 38 what they may need. Station 36 will need 4 sets of interior, Station 37 will need 7 sets of interior and 2 sets of exterior, and Station 38 will need 4 sets of interior. Commissioners said to order 12 sets of interior for all 3 companies. Chief Murphy said he will contact Doug Kowalski to have him go to each company to get their orders. Chief Foelsch mentioned that they have a lot of broken helmets. Helmets cost approximately \$300.00 each. Commissioners said an order can be placed for 20 helmets, but should take care of the gear order first. Chief Fire Marshal Weniger said that their supply of other items is low and he and Commissioner Nuara will talk about what other items will be needed in the future.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Fill Site Drill will be held on September 20, 2016.

- Certifications will be coming in.

Hillsborough Rescue Squad:

- No report.

PUBLIC

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 9:28 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

BV/jhb
Attachments