

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

OCTOBER 10, 2017

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, October 10, 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; 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:

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 September 12, 2017. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the Regular Meeting minutes of September 12, 2017. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Work Meeting minutes of October 5, 2017. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the Closed Work Meeting minutes of October 5, 2017. Roll call vote: All approved.

TREASURER'S REPORT

SEPTEMBER 30, 2017

Checking Account Balance:	\$ 41,075.08
Savings Account Balance:	\$ 731,231.77
LOSAP	\$ 189,257.83
Capital Expense Account Balance:	\$ <u>950,264.94</u>
Total of all Accounts:	\$ 1,911,829.62

Expenditures for August, 2017: \$ 175,944.21

Amount to be transferred to
Checking from Savings \$ 154,000.00

A motion was made by Commissioner Nuara 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*).

MONTHLY FIRE REPORTS

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

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	33	103.4	235	1120.7	1	42.0	12	526.0
#2	52	364.7	431	2930.3	2	104.0	25	1288.2
#3	17	48.2	162	1014.1	1	54	14	701.0
<u>Neshanic</u>	14	31.5	134	518.4	2	26.0	18	567.3

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. Swift Water Tech and Refresher will be held on October 14 & 15, 2017. The Refresher is only on October 15, 2017. Information was sent out to the Chiefs (equipment needed, location, etc.)

2. Fire Prevention Week/Month activities are on-going for the rest of October at the schools and daycare centers. We have had a little participation from the fire companies.
3. The repairs are completed for the ambulance for Rehab and it is mechanically in service. Still need to do the lettering (take off HRS and put on FD). Still waiting on the price quote. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve to have the letter done on the Ambulance, not to exceed \$1,000.00. Roll call vote: All approved.**
4. A third request has been made to the Hillsborough Rescue Squad to return the Fire District equipment. Both Attorneys have conversed and we are giving until October 23, 2017 to do a pickup of the equipment. Have a list of needs to go in the ambulance.
5. The Year-In-Review will be held on Monday, December 11, 2017 at 7:30 pm at Station 38. Plan to give a better overall description of exactly what the Fire Marshall's office does, what our role is, and how the District operates. A tremendous amount of information will be covered.
6. Need EMT and Extrication Certificates from Station 48, due to an OPRA request. We have 7 business days to fulfill their requests. Chiefs, please understand if there is a request, we need to get to it quickly.

APPARATUS – EQUIPMENT REPORT

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

- CAR 36: Mileage – 44,730
Running board lights are falling off. A quote was provided by a District Vendor.
- CAR 36-2: No issues reported.
- ENGINE 36: Driver side rear turn signal is non-functional. Everything else is functioning from the service.
- LADDER 36: A/C repaired.
Master intake repaired.
Front scene light repaired.
Ladder wire tracking repaired.
Generator repaired.
Pump primer repaired.
Front discharge leak repaired.
- TENDER 36: Laundry list of issues. See Fire Safety log for issues to be fixed.

BRUSH 36: No issues reported.
Unknown status of spare rim and tire.

BRUSH 36-2: No issues reported.

RESCUE 36: Air horn fixed.
Mobile repaired.
A/C compressor is not good, First Priority is aware.

MARINE 36: No issues reported.

Small Equipment: 1 saw was repaired.

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

CAR 37: Mileage – 12,900
Running board light is out. FM-10E requested to order a new one.

CAR 37-2: No issues reported.

ENGINE 37: Air compressor is still on order.

ENGINE 37-2: Out-of-Service (Chief Fire Marshal Weniger said will probably be for a month.)
Tank is leaking. Waiting on warranty repair.

TOWER
LADDER 37: Bucket only moves on high idle.

BRUSH 37: No issues reported.

BRUSH 37-2: No issues reported.

RESCUE 37: Back up camera is on order.
Rear compartment light is on order.

Small Equipment: 1 SCBA was repaired.
1 saw was repaired.
2 extinguishers were recharged.

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

CAR 38: Mileage – 31,575
Door lock issue. Will be checked by First Priority.

CAR 38-2: No issues reported.

ENGINE 38: Apparatus light bulbs to be replaced.

LADDER 38: Apparatus light bulbs to be replaced.
Grill front light bar is not working.
Level ball on stair is not working.
Oxygen tank needs to be looked at.

TENDER 38: Drawer slides were replaced.
Rear dump sleeve retracting issue.
Mechanical arm that lowers and raises pond is having an issue.

BRUSH 38: No issues reported.

RESCUE 38: No issues reported.

DEUCE-38: No issues reported.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: K-12 saw from Ladder 38 is not starting well and is out-of-service.
Fire com head set is out for repair.
Chain saw is out for repair.

- Should we repair or replace failed hose? Chief Fire Marshal Weniger said we will replace the 5" hose. Do not have a lot of spares. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to replace 5" lengths of hose. Roll call vote: All approved.**

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.

Small Equipment: No report.

R&R COMMITTEE UPDATE

FAP:

- Approximately 470 letters have been sent out to Hillsborough Township business asking if they would like to participate in the Firefighter Appreciation Program.

Signal 100 Team:

- A Team Meeting will be held on Wednesday, October 11, 2017 at 8:00 pm at Station 38. Will get some members to help with food, set up and clean up for the December 11, 2017 Year in Review.

APPROVAL TO PAY CLAIMS LIST 2017- 10

Date	Num	Name	Memo	Amount
10/10/2017	22314	Amazon.com	17-624	\$ 691.05
10/10/2017	22315	AMWELL AUTO & TIRE CENTER	17-538-146402	\$ 182.57
10/10/2017	22316	COMMUNICATION SPECIALIST, INC	17-628 Invoice 37551/37552/37553/ 37554/37555	\$ 345.00
10/10/2017	22317	First Priority Emergency Vehicles	17-634 Invoice 14562	\$ 447.93
10/10/2017	22318	FLEMINGTON DEPT STORE	17-637 Invoice 56709/56708	\$ 443.91
10/10/2017	22319	HILLSBOROUGH FIRE CO.#1	17-617	\$ 7,535.36
10/10/2017	22320	JOANN BULLOCK	17-673	\$ 360.00
10/10/2017	22321	NEW JERSEY FIRE EQUIPMENT COMPANY	17-645 Invoice 55047	\$ 108.00
10/10/2017	22322	RICHARD BARTOLUCCI	17-648	\$ 139.40
10/10/2017	22323	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-653 Invoice 12408	\$ 600.00
10/10/2017	22324	SOMERSET COUNTY VEHICLE MAINTENANCE	17-652 Invoice 228	\$ 2,406.68
10/10/2017	22325	AMWELL AUTO & TIRE CENTER	17-620 Invoice no 147911	\$ 132.48
10/10/2017	22326	COMMUNICATION SPECIALIST, INC	17-629 Invoice 37524/34525	\$ 579.00
10/10/2017	22327	HILLSBOROUGH FIRE CO.#1	17-667	\$ 361.97
10/10/2017	22328	JOANN BULLOCK	17-674	\$ 288.00
10/10/2017	22329	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-654 Invoice 12403	\$ 400.00
10/10/2017	22330	HILLSBOROUGH FIRE CO.#1	17-668	\$ 118.65
10/10/2017	22331	HILLSBOROUGH FIRE CO.#1	17-670	\$ 92.48
10/10/2017	22332	1st. Attack Engineering, Inc.	17-678 Invoice 25146/25153	\$ 529.48
10/10/2017	22333	ACCESS HEALTH SYSTEMS	Voucher no 17-621 Invoice no 20461 & 20459	\$ 76.00
10/10/2017	22334	ALLEGRO ENTERPRISES INC	17-625 Invoice 934800	\$ 15.50
10/10/2017	22335	Amazon.com	17-626	\$ 5.33
10/10/2017	22336	AMWELL AUTO & TIRE CENTER	17-622 Invoice 147580	\$ 969.47
10/10/2017	22337	Auto Plus	17-619	\$ 62.52
10/10/2017	22338	Chexalance LLC	17-680 Invoice no 1009	\$ 200.00
10/10/2017	22339	CHRISTOPHER WENIGER	17-631	\$ 60.00

10/10/2017	22340	COMCAST	17-627	\$ 175.98
10/10/2017	22341	COMMUNICATION SPECIALIST, INC	17-630 Invoice 37471/37472/37507/37508	\$ 831.15
10/10/2017	22342	ELMERS CATERING SERVICE	17-632	\$ 550.00
10/10/2017	22343	EMERGENCY RESPONDER PRODUCTS LLC	17-676 Invoice 10021780	\$ 434.49
10/10/2017	22344	Enforsys, Inc.	17-633 Invoice ESP1710010	\$ 336.00
10/10/2017	22345	ERIC REGIEC	17-669	\$ 157.20
10/10/2017	22346	FIRE & SAFETY SERVICES LTD.	17-635 Invoice 1017-06745	\$ 1,352.52
10/10/2017	22347	First Priority Emergency Vehicles	17-636 Invoice 14126/14450	\$ 938.18
10/10/2017	22348	FLEMINGTON DEPT STORE	17-638 Invoice 56786/56814	\$ 105.91
10/10/2017	22349	HILLSBOROUGH FIRE CO.#1	17-671	\$ 906.21
10/10/2017	22350	HUNTERDON EMERGENCY SV TRAINING CTR	17-639 Invoice 17-00579/17-00597	\$ 120.00
10/10/2017	22351	JOANN BULLOCK LAKE ELECTRIC MAINT & SMALL ENGINE REPAIR	17-675	\$ 208.48
10/10/2017	22352		17-641 Invoice 56330	\$ 30.00
10/10/2017	22353	LIBERTY MUTUAL INSURANCE GROUP		\$ 66.00
10/10/2017	22354	MINERVA CLEANERS	17-643 Invoice 474-76	\$ 817.75
10/10/2017	22355	NEW JERSEY FIRE EQUIPMENT COMPANY	17-646 Invoice 55102	\$ 137.08
10/10/2017	22356	NIC Group, Inc.	17-644 Invoice 10550	\$ 125.00
10/10/2017	22357	NICHOLAS PATULLO	17-672	\$ 58.42
10/10/2017	22358	Packet Media, LLC	17-647 Invoice 300358679	\$ 14.88
10/10/2017	22359	PERFUMERY SOLUTIONS, LLC	17-679	\$ 174.17
10/10/2017	22360	Petner, Lynn	17-642	\$ 213.72
10/10/2017	22361	RICHARD BARTOLUCCI	17-649	\$ 32.68
10/10/2017	22362	RICHARD M. BRASLOW ESQ.	17-651	\$ 455.00
10/10/2017	22363	RWJ Physician Enterprise, PA	17-650 Invoice 12115430/12115460/ 12115690	\$ 1,200.00
10/10/2017	22364	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-660 Invoice 12349/ 12354/ 12356/ 12376	\$ 1,300.00
10/10/2017	22365	SOMERSET COUNTY VEHICLE MAINTENANCE	17-659 Invoice 227	\$ 2,329.56
10/10/2017	22366	STAPLES CREDIT PLAN	17-656 Invoice 11408/1878764371/ 1898795771 1898811671/30811	\$ 377.03
10/10/2017	22367	TOWNSHIP OF HILLSBOROUGH	17-661	\$ 144,120.70
10/10/2017	22368	UPS	17-662 Invoice Y02Y377/ Y02Y397	\$ 24.02
10/10/2017	22369	VCI Emergency Vehicle Specialists	17-664	\$ 192.50
10/10/2017	22370	VERIZON	17-665	\$ 50.00
10/10/2017	22371	VERIZON WIRELESS	17-663 Invoice 9792785013	\$ 742.37
10/10/2017	22372	Witmer Public Safety Group, Inc.	17-666	\$ 128.00
10/10/2017	22373	Zoro, Inc.	17-677	\$ 88.43
				\$ 175,944.21

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the Claims List 2017-10. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve to pay the Claims List 2017-10. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2017-10

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the transfer of funds in the amount of \$ 154,000.00 savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:

- No report.

Budget:

- No report.

Specifications, Special Bids and Acquisitions:

- No report.

New Apparatus:

- No report.

Other:

- A Special Election will be held on Thursday, October 12, 2017 from 2:00pm to 9:00 pm at the Fire Safety Office. Sorry for the short notice. This was posted and put in the newspaper. See list of the questions for the Special Election (*Attachment*).
- During a Closed Session Meeting on October, 5, 2017, the Commissioners discussed the situation that lead to Firefighter Nick Speciale from Station 37 resignation. A decision was made by the four Commissioners in attendance of the Closed Work Session Meeting that after one year, Nick Speciale can only submit an membership application for a Social Member of Hillsborough Fire Company #2 (Station 37), and it is up to the Hillsborough Fire Company #2 to accept or deny that application. He will not be allowed to hold any firematic or administrative duty in the Hillsborough.
 - o This will be posted on the Fire Safety Website explaining the situation.

Commissioner Catrombon, Jr.:

Radios & Pagers:

- Chief Murphy, Station 38 mentioned that there are problems with pagers. Chief Fire Marshal Weniger said to bring them to Fire Safety. If the clear contact doesn't work, it gets sent back.
- There is a need for batteries for the pagers. Suggest we purchase 15 batteries at \$15.00 each and Commissioner Nuara said we should purchase 25. **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase of 25 batteries costing \$15.00 each. Roll call vote: All approved.**

Grants:

- No report.

Apparatus/Equipment Maintenance:

- No report.

Air Packs & Air Bottle Testing:

- No report.

Other:

- When responding to calls, please be aware that the leaves are now starting to fall and when there is wet weather it can be slippery.

Commissioner Lazorchak:

Insurance:

- No report.

Medical (Physicals):

- A final physical list was put out.
- Commissioner Nuara asked to check to see that everyone had their Blood Bourne and Right to Know.

Fit Testing:

- Fit Test schedule - (*Attachment*).

Commissioner Buckley:

Bureau of Fire Operations:

- No report.

OEM:

- No report.

GOG's:

- Fire Police GOG:
 - o Would like to adopt this GOG. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to adopt the Fire Police GOG. Roll call vote: All approved.**
- Incident Rehabilitation GOG:
 - o On hold.
- Signal 100 GOG:
 - o On hold.

Accident/Injury – Workman's Compensation:

- No report.

Gear Cleaning & Repair:

- No report.

OSHA:

- No report.

District Drills:

- Hunterdon County Academy Instructors are looking into a privately offering the “Man-in-Machine class. Dates will be announced once I have the proposal.
- Air Consumption:
 - o Still have some outstanding members that need this class. Class is scheduled for November 21, 2017 at 6:30 pm at Station 37.
 - Sent Chiefs a roster, so please check it and get me names of those still needing the testing.
 - Would like to make this mandatory for all District Firefighters and Drivers. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to make the Air Consumption Rate a mandatory training for all District Firefighters and Drivers. Roll call vote: 3 approved, 2 against.**

- Bail Out:
 - o Classes are scheduled as follows:
 - Initial Training – Saturday, October 28, 2017 at the Academy. This is an all-day class.
 - Refresher Training - Monday, November 6 and Wednesday, November 8, 2017 at 6:30 pm at the Academy.
 - Please get me names of those attending.

- Outstanding Officer Training Classes:
 - o I have submitted the courses we need to schedule through the Academy.
 - o These courses must be taken at a Registered Fire Academy only.
 - o State does not recognize unless taken at an official Academy.
 - Building Construction – Saturday, October 22, 2017 at 8:00 am at Station 37.
 - Strategy & Tactics – Saturday, November 11 & Sunday, November 12, 2017 at 8:00 am at Station 37.
 - Safety Officer – Wednesday, November 1, Thursday, November 2, 2107 at 7:00 pm at Station 37, and Saturday, November 4, 2017 at 8:00 am at Station 37.

- Basic Truck Operations:

- Truck Ops Class will be held on Monday, October 16 and Wednesday, October 18, 2017 from 6:30 pm to 10:00 pm at Station 38.

Commissioner Carone:

Audit:

- No report.

LOSAP:

- No report.

Bills with Vouchers:

- No report.

Budget:

- Went over budget and numbers look good. Will be reviewing with Commissioner Nuara again.

Inventory:

- No report.

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: Extrication Training will be held on Thursday, October 12, 2017 at 7:00 pm at Station 36.

Live Burn Drill will be held on November 5, 2017 from 8:00 am to 1:00 pm at the Somerville Tower. An air truck will be needed to fill bottles.

- Station 36 is filing paperwork for eligibility to apply for a Paratec Industry grant. We would like to know if we are filing as a District or as a single company. However, if we file as a District, we will need the specific needs of the other two companies within the next two weeks. (Specific focus on Station 38, to bolster our strut needs to provide adequate bracing to what is on the current heavy rescue). We will also need cooperation of the other departments when asked, due to the amount of information they

need backed off the timelines the grant application states. We will need full cooperation.

- What is the status on the District Rescue Committee? Commissioner Buckley will reach out to Firefighter Guzy this week to discuss this.

Chief Rich Bartolucci – Fire Company #37

Drills: Water Rescue Overview was held on Tuesday, October 3, 2017 at 7:00 pm at Station 37.

Swift Water Training will be held on Saturday, October 14 & Sunday, October 15, 2017. Will need a District response for all calls in Hillsborough on these days from 6:00 am until 6:00 pm.

- Seeking approval for the purchase of a mobile work table for weekly truck checks and other maintenance items was presented at the Commissioners Work Meeting on October 5, 2017. The Board said they will have a Closed Session to discuss this.
- Need of a gas meter for Heavy Rescue 37. Commissioner Nuara said it would be used mainly for extrication/rescue and does not feel it is necessary.

Chief Mike Murphy – Fire Company #38

Drills: Forcible Entry Drill was held on October 5, 2017 at 7:30pm at the Academy.

Swift Water Training will be held on Saturday, October 14 & Sunday, October 15, 2017.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Walk Through Drill will be held on October 17, 2017 at 7:00 pm at the Williams Company.

Loss Prevention During Overhaul Drill will be held on October 24, 2017 at Station 48.

Live Burn Drill will be held on November 18, 2017 at Middlesex.

OEM:

- No report.

EMS Committee (Rehab Working Group):

- Rich Vondensteinen gave an overview of what the group is planning to do.

- The Rehab Group will fill the void needed for Rehab.
 - o Met with the group on October 4, 2017 and will be meeting the first Wednesday of every month at Station 37.
 - o Would like to start up within the next month or so.
 - o Initial startup would be with rehab and medical monitoring.
 - o Possibly other EMS services sometime in the future.
 - o Have been working with Chief Fire Marshal Weniger with stocking the ambulance.
 - o Will work with Fire Chiefs on how things will work.

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 8:50 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