

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

NOVEMBER 14, 2017

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, November 14, 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 Lazorchak, Commissioner Pat Buckley, and Commissioner Mike Carone. Also present were Fire Chiefs: Assistant Chief Everett Heider, 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 John Catrombon, Jr. and Chief Dave Foelsch.

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 October 10, 2017. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Closed Meeting minutes of October 10, 2017. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Special Meeting minutes of October 12, 2017. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Special Meeting minutes of November 13, 2017. Roll call vote: All approved.

TREASURER'S REPORT

OCTOBER 31, 2017

Checking Account Balance:	\$ 26,762.92
Savings Account Balance:	\$ 599,575.82
LOSAP	\$ 189,257.85
Capital Expense Account Balance:	<u>\$ 950,431.57</u>

Total of all Accounts:	\$ 1,766,028.16
Expenditures for October, 2017:	\$ 114,212.21
Amount to be transferred to Checking from Savings	\$ 110,000.00

A motion was made by Commissioner Buckley, 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:

- Monthly Fire Reports *(On file in the Fire Safety Office)*.
- Fire Safety Out-of-Service Schedule *(Attachment)*.
- Resolution #011 – Designation of Records Custodian *(Attachment)*.

MONTHLY FIRE REPORTS

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

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	27	148.6	272	1295.1	1	90.0	13	616
#2	55	434.8	488	3350.7	4	160.0	29	1505.6
#3	21	153.7	180	1151.4	2	79.6	17	839.1
<u>Neshanic</u>	17	75.5	153	596.3	1	18.0	19	585.3

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Swift Water Technician and Refresher Classes are completed, had a very good turnout.
- Picked up approximately 50% of the Rehab Equipment today from the Squad. Some was not in good shape and needs cleaned and serviced.
 - Asked Board if some supplies can be purchased to supplement the Rehab Program. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to purchase some supplies to supplement the Rehab Program, not to exceed \$1,000.00. Roll call vote: All approved.**
- Sent emails to the Board and Chiefs about the new Fire District emails.
- Year In Review Meeting will be held on Monday, December 11, 2017 at 7:30 pm at Station 38. If anyone would like me to speak about a particular topic, please send me an email.
- 37 Foam Request - Would like to replenish what is in truck and some spare.
- Approval to change PT FM to FT.
- Purchasing Policy:
 - Commissioner Nuara and Commissioner Buckley are assigned to authorize any emergency purchases that need to be made.
- There will be a Walk-Thru Drill at Reckitt & Benkiser on Thursday, November 16, 2017 at 6:30 pm.
- Would like to move the recent Part Time Fire Marshal position to a Full Time position. Will follow the Union Contract. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to move the Part Time Fire Marshal position to a Full Time position. Roll call vote: All approved.**

APPARATUS – EQUIPMENT REPORT

Assistant Chief Everett Heider of Fire Company #1 reported the following:

CAR 36: Mileage – 45,436
No issues reported.

CAR 36-2: No issues reported.

ENGINE 36: Marker light was repaired.
Power plug for fans was installed.

LADDER 36: Monitor on ladder was repaired.
TENDER 36: A/C was repaired.
BRUSH 36: Spare Rim was ordered.
BRUSH 36-2: No issues reported.
RESCUE 36: A/C compressor was replaced.
Flashlight chargers were repaired.
RANGER 36: No issues reported.
MARINE 36: No issues reported.
Small Equipment: 2 saws were repaired.
1 extinguisher was recharged.

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

CAR 37: Mileage – 13,650
No issues reported.
CAR 37-2: No issues reported.
ENGINE 37: Had a water leak and stuck drain was repaired.
Jake brake is not working and was checked by First Priority at that time.
ENGINE 37-2: Water tank was repaired.
On board air compressor was repaired.
TOWER
LADDER 37: Reverse alarm was repaired.
BRUSH 37: Out of service in November for hitch fabrication.
BRUSH 37-2: No issues reported.
HEAVY
RESCUE 37: Back up camera was repaired.
Rear compartment light was repaired.
Small Equipment: 1 saw was repaired.
3 extinguishers were recharged.

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

CAR 38: Mileage – 32,510
Door lock/window module problem was repaired.

CAR 38-2: No issues reported.

ENGINE 38: No issues reported.

LADDER 38: Grill light was repaired.
Seals for hydraulic leak are on order.

TENDER 38: Rear dump and folding tank rack is sticking. First Priority came out and no issue was found.

BRUSH 38: Fuel injector leak was repaired.

RESCUE 38: No issues reported.

DEUCE 38: No issues reported.

MARINE 38: No issues reported.

Small Equipment: 4 extinguishers were recharged.
2 saws were repaired.
2 dry chemical extinguishers were refilled.
1 Class D extinguisher was refilled.
1 water can was refilled.
1 fire com head set from Engine 38 is out for repair.
2 box lights are out for repair.

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

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

ENGINE 48-4: No issues reported.

ENGINE 48-5: No issues reported.

TENDER 48: Will be out of service for a half day on November 15, 2017.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: No Report.

R&R COMMITTEE UPDATE

- FAP:
 - Have been getting responses to letters for discounts from local businesses. Will update list in early 2018.

- Signal 100 Team:
 - Meeting was held on Wednesday, October 11, 2017 at Station 38. Have 1 new member from Station 38 and 2 interested ladies from Station 37.

APPROVAL TO PAY CLAIMS LIST 2017- 11

Date	Num	Name	Memo	Amount
11/14/2017	22392	AED SUPERSTORE	17-679	158.40
11/14/2017	22375	AGT BATTERY SUPPLY, LLC	17-623	223.81
11/14/2017	22391	ALERT-ALL CORPORATION	17-683	432.50
11/14/2017	22452	ALLEGRO ENTERPRISES INC	17-684	31.00
11/14/2017	22396	AMWELL AUTO & TIRE CENTER	17-680	675.23
11/14/2017	22397	APPROVED FIRE PROTECTION	17-682	140.80
11/14/2017	22398	Cafe Piazza	17-757	3000.00
11/14/2017	22399	Chexalance LLC	17-761	200.00
11/14/2017	22401	CHICKEN HOLIDAY	17-694	172.18
11/14/2017	22404	CHRISTOPHER WENIGER	17-692	82.43
11/14/2017	22406	Clougher, Robert	17-731	122.10
11/14/2017	22407	COMCAST	17-690	175.98
11/14/2017	22408	COMMUNICATION SPECIALIST, INC	17-691	1162.00
11/14/2017	22410	CONTINENTAL FIRE & SAFETY INC.	17-688	864.75
11/14/2017	22413	ERT CONSULTANTS	17-698	9820.00
11/14/2017	22414	First Priority Emergency Vehicles	17-699	624.80
11/14/2017	22421	Giordano, Ryan	17-729	1000.00
11/14/2017	22422	Global Imports, Inc	17-704	328.23
11/14/2017	22423	Grainger	17-703	17.97
11/14/2017	22424	HILLSBOROUGH FIRE CO.#1	17-752	573.51
11/14/2017	22425	HILLSBOROUGH FIRE CO.#2	17-707	405.60
11/14/2017	22427	HTVFC #1	17-705	63.92
11/14/2017	22428	HUNTERDON EMERGENCY SV TRAINING CTR	17-706	660.00
11/14/2017	22430	JOANN BULLOCK	17-758	48.60
11/14/2017	22433	JOHN ANDREYCHAK	17-710	45.00
11/14/2017	22434	JUST SUBS LAKE ELECTRIC MAINT & SMALL ENGINE	17-711	67.33
11/14/2017	22435	REPAIR	17-713	68.52
11/14/2017	22437	Mid-Atlantic Rescue Systems, Inc.	17-716	68.82
11/14/2017	22438	MIKE MURPHY	17-717	412.70
11/14/2017	22441	MINERVA CLEANERS	17-715	99.25
11/14/2017	22443	NIC Group, Inc.	17-721	2585.76
11/14/2017	22445	Packet Media, LLC	17-727	13.02
11/14/2017	22446	PATRICK BUCKLEY	17-677	434.93
11/14/2017	22448	Pavese-McCormick Agency, Inc.	17-625	31.00
11/14/2017	22451	PERFUMERY SOLUTIONS, LLC	17-724	165.00

11/14/2017	22453	Petner, Lynn	17-714	98.00
11/14/2017	22454	RICHARD M. BRASLOW ESQ.	17-730	665.00
11/14/2017	22455	SCREEN STYLES	17-736	773.00
11/14/2017	22456	SHARP ELECTRONICS CORP	17-738	341.09
11/14/2017	22457	SKYLANDS FIRE EQUIP.	17-737	890.00
11/14/2017	22459	STAPLES INC.	17-740	593.77
11/14/2017	22460	TASC FIRE APPARATUS, INC	17-744	525.00
11/14/2017	22461	The Roman Gourmet	17-732	124.19
11/14/2017	22462	UPS	17-745	20.82
11/14/2017	22463	VERIZON	17-747	45.53
11/14/2017	22464	VERIZON WIRELESS	17-746	842.71
11/14/2017	22465	Winner Ford	17-748	44126.00
11/14/2017	22389	Zoro, Inc.	17-749	88.11
11/14/2017	22390	BILL SHAFFER	17-687	45.90
11/14/2017	22383	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-657	150.00
11/14/2017	22384	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-658	1125.00
11/14/2017	22381	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-733	750.00
11/14/2017	22385	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-734	400.00
11/14/2017	22382	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-735	150.00
11/14/2017	22386	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-741	450.00
11/14/2017	22387	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-742	450.00
11/14/2017	22388	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-743	50.00
11/14/2017	22394	Amazon.com	17-685	471.53
11/14/2017	22395	Amazon.com	17-686	44.63
11/14/2017	22402	CHICKEN HOLIDAY	17-695	112.49
11/14/2017	22403	AMWELL AUTO & TIRE CENTER	17-681	317.17
11/14/2017	22405	CHRISTOPHER WENIGER	17-693	64.50
11/14/2017	22409	COMMUNICATION SPECIALIST, INC	17-697	2225.00
11/14/2017	22411	CONTINENTAL FIRE & SAFETY INC.	17-689	227.84
11/14/2017	22412	CONTINENTAL FIRE & SAFETY INC.	17-696	461.00
11/14/2017	22415	First Priority Emergency Vehicles	17-702	2144.67
11/14/2017	22416	First Priority Emergency Vehicles	17-701	521.00
11/14/2017	22417	First Priority Emergency Vehicles	17-700	1654.62
11/14/2017	22418	First Priority Emergency Vehicles	17-756	354.10
11/14/2017	22419	First Priority Emergency Vehicles	17-755	10904.38
11/14/2017	22420	First Priority Emergency Vehicles	17-754	3795.46
11/14/2017	22426	HILLSBOROUGH FIRE CO.#1	17-753	32.03
11/14/2017	22429	HUNTERDON EMERGENCY SV TRAINING CTR	17-708	2600.00
11/14/2017	22431	JOANN BULLOCK	17-760	315.00
11/14/2017	22432	JOANN BULLOCK	17-759	189.00
11/14/2017	22436	LAKE ELECTRIC MAINT & SMALL ENGINE REPAIR	17-712	341.32
11/14/2017	22439	MIKE MURPHY	17-718	150.00
11/14/2017	22440	MIKE MURPHY	17-720	395.99
11/14/2017	22442	MINERVA CLEANERS	17-719	198.00
11/14/2017	22444	NIC Group, Inc.	17-722	125.00
11/14/2017	22447	PATRICK BUCKLEY	17-678	1491.87

11/14/2017	22449	Pavese-McCormick Agency, Inc.	17-728	6194.93
11/14/2017	22450	Pavese-McCormick Agency, Inc.	17-726	841.02
11/14/2017	22458	SKYLANDS FIRE EQUIP.	17-739	75.00
11/14/2017	22466	MIKE MURPHY	17-765	58.92
11/14/2017	22467	MIKE MURPHY	17-763	95.90
11/14/2017	22468	MIKE MURPHY	17-762	114.98
11/14/2017	22469	MIKE MURPHY	17-764	16.24
				114212.85

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Claims List 2017-11, with the exception of #22466 and #22447. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve to pay the Claims List 2017-11. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2017-11

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the transfer of funds in the amount of \$110,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

- Contracts:
 - No report.

- Budget:
 - Will be working with the State to get the 2018 Budget completed.

- Specifications, Special Bids and Acquisitions:
 - No report.

- New Apparatus:
 - No report.

- Other:
 - Special Election:
 - Held on November 13, 2017. Refer to Special Meeting Minutes for November 13, 2017.
 - High Rise Packs:
 - Was decided that we will use what we have right now and wait until 2018 to replace.
 - Kruse Packs:
 - Request was made to order 2 for Station 38's Rescue truck at \$175.00 each. **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to purchase 2 Kruse Packs for Station 38's Rescue truck at \$175.00 each. Roll call vote: All approved.**
 - Top 10 Responders:
 - Need lists from the Chiefs by December 1, 2017 (For timeframe of December 1, 2016 – November 30, 2017). Also need pay per call information.
 - Instructional Techniques:
 - Will discuss once Board looks at the Officer Qualifications.
 - EMS:
 - On Hold. Need more information as to what is needed.
 - Rehab:
 - Ambulance has been switched over to the Fire District.
 - Need to meet with Township and Rehab Team.
 - Bonus for Chief Fire Marshal Weniger:
 - Board discussed that Chief Fire Marshal Weniger has gone over and above his job description in 2017 and would like to give him a \$5,000.00 Bonus to be paid in December, 2017. **A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Bonus in the amount of \$5,000.00 for Chief Fire Marshal Weniger, to be paid in December, 2017. Roll call vote: All approved.**

- LOSAP Increase:
 - A motion was made by Commissioner Nuara, seconded by Commissioner Carone to raise the LOSAP yearly amount to \$1,400.00 in 2018 for the calendar year 2017.

Commissioner Catrombon, Jr.:

- Absent:
 - No report.

Commissioner Lazorchak:

- Insurance:
 - No report.
- Medical (Physicals):
 - A couple of physicals are still coming in.
 - Updated List (*Attachment*).
- Fit Testing:
 - In process.

Commissioner Buckley:

- Bureau of Fire Operations:
 - No report.
- OEM:
 - No report.
- GOG's:
 - No report.

- Accident/Injury – Workman’s Compensation:
 - No report.

- Gear Cleaning & Repair:
 - Inspections should be completed by December 31, 2017.
 - All firefighters should be issued a personal Stream-Light when they get their turnout gear.

- OSHA:
 - PEOSH and Division of Fire Safety have issued Guidelines for Junior Firefighters. We are reviewing these new guidelines and will be discussing at the December Meeting.

- District Drills:
 - Man in Machine Class will be scheduled for January. RPI Company will provide the training and have submitted a proposal. Dates to follow after the holidays.
 - Man in Machine kits have been distributed to Station 36, 37, 38 and Fire Safety.

- Training:
 - Officer Training:
 - Officer 1 – Not being offered until 2018 at the Somerset County Fire Academy.
 - Building Construction, Strategy & Tactics, and Safety Officer Classes have all been completed.
 - Any Officer or Officer Candidate that has successfully completed and passed Firefighter II and received State Certification will be given credit for Building Construction, Engine Company Operations and ICS-200.
 - Have requested certificates from the Academy for Lifting & Stabilization.
 - Man in Machine certificates will be issued by Hunterdon County Academy as soon as they receive our check for the class.

 - Other:
 - Board will be ordering Class “D” fire extinguishers for all engines.
 - Board will be ordering 40 Traffic Safety vests to replace those worn or damaged.

Commissioner Carone:

- Audit:
 - No report.

- LOSAP:
 - No report.

- Bills with Vouchers:
 - No report.

- Budget:
 - No report.

- Inventory:
 - No report.

- Other:
 - A new guide for Meals & Travel Reimbursement has put together (*Attachment*). **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the new guide for Meals & Travel Reimbursement. Roll call vote: All approved.**

CHIEF'S REPORTS

Deputy Chief Everett Heider - Fire Company #36:

Drills: Reckitt & Benkiser Walk Through Drill will be held on November 16, 2017 at 6:30 pm.

Air Consumption Drill will be held on November 21, 2017 at Station 37 at 6:30 pm.

Extrication Drill will be held on November 30, 2017 at Station 36.

- 2018 Installation Dinner will be held on January 6, 2018.

Chief Rich Bartolucci – Fire Company #37

Drills: Strategy & Tactics Drill was held on November 11 & 12, 2017 at Station 37.

Reckitt & Benkiser Walk Through Drill will be held on November 16, 2017 at 6:30 pm.

Live Burn Drill will be held on November 18, 2017 at the Middlesex County Fire Academy at 9:00 am.

- Seeking approval for the purchase of a case for chainsaw, HCN meter, Multi-gas meter, streamlight Scene light, and pressure washer. **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase of a case for chainsaw, HCN meter, Multi-gas meter, streamlight Scene light, and pressure washer. Roll call vote: All approved.**
- Need a two company response for all calls in Station 37's primary area on Saturday, November 18, 2017 from 6:00 am – 2:00 pm due to out-of-town training.
- 2018 Installation Dinner will be held on January 20, 2018.

Chief Mike Murphy – Fire Company #38

Drills: Forcible Entry Drill was held on November 6, 2017.

Reckitt & Benkiser Walk Through Drill will be held on November 16, 2017 at 6:30 pm.

Year in Review by Chief Fire Marshal Weniger will be held on December 11, 2017 at Station 38 at 7:30 pm.

- 2018 Installation Dinner will be held on January 27, 2018.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Air Consumption Rate Testing Drill will be held on November 21, 2017 at Station 37 at 6:30 pm.

OEM:

- No report.

Rehab Group:

- No report.

PUBLIC

- Judy Hause inquired about the following:
 - Are the Elections being moved to November? Chief Fire Marshal Weniger responded that the State is approving and is putting a framework together. Still waiting on State decision.
 - Will the Fire District Election still be held in February? Chief Fire Marshal Weniger responded “yes”.
 - Will Budget be publicized? Commissioner Nuara responded that it will be adopted at the January, 2018 meeting, and once it is adopted it will be publicized on the Website and posted in the newspaper.
 - Is there a plan on how much will be budgeted for EMS. Commissioner Nuara responded that nothing will be budgeted at this time.

- Susan Gulliford inquired about the following:
 - Was a bill number assigned to move the Elections to November? Chief Fire Marshal Weniger responded that a bill has been passed, it is not mandatory, it is voluntary.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Carone to adjourn the meeting at 8:58 p.m. Roll call vote: All approved.**

An Arbitration will be held with the Chiefs of Stations 36, 37 & 38, Chief Fire Marshal Weniger, Commissioner Buckley, Commissioner Lazorchak and Commissioner Carone following this meeting.

Respectfully submitted,

John Lazorchak, Secretary
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments