

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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**WORK MEETING**

FEBRUARY 8, 2018

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in a Work Session on Thursday, February 8, 2018 at 7:00 pm. In the Conference Room 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, and Commissioner Mike Carone. Absent: 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.

**CORRESPONDENCE**

Commissioners discussed the following:

**Commissioner Nuara:**

- OPRA Requests:
  - o Will do a Resolution and present it at the Regular Meeting on Tuesday, February 13, 2018 for a stipend for Pam Borek for handling the OPRA requests for Fire Safety.
  
- Election:
  - o Need to have a Commissioner at the election for opening and closing and someone available by phone. Commissioner Catrombon, Jr. said he will be there for opening and can stay the entire time. Commissioner Carone said he could be there part of the time, as well.

- Rehab GOG:
  - o Commissioner sent the proposed Rehab GOG to each of the Commissioners to review. Read the GOG and the Commissioners put in their recommendations and changes are being proposed.
  
- Purpose of GOG Committee:
  - o Had discussion on what the purpose of having the GOG Committee.
  
- Rehab/Squad Vehicle:
  - o A meeting was held on Monday, February 5, 2018 at Station 37 to obtain approval to stage the Rehab vehicle at their Station". It was approved to be staged inside at Station 37.
  - o
  - o A meeting was held on Wednesday, February 7, 2018 at 7:30 pm with OEM to update the Annex Documents. The Rescue Squad "terms" were replaced with "Fire Rescue".
  
- Commissioner Positions and Job Descriptions:
  - o Will discuss this at the March 8, 2018 Work Meeting.
  
- Other:
  - o Suggested having a BBQ in lieu of the Appreciation Dinner for all four fire companies.

Commissioner Catrombon, Jr.:

- Every 15 Minutes Program:
  - o This will be coming up soon. We have contributed the past few years. It was agreed by the Commissioners to make a \$500.00 donation again this year. Will make a motion at the Regular Meeting on Tuesday, February 13, 2018.
  
- Request to donate Monitor 4's:

- Vivian Campbell from the Millstone Rescue asked if we have any old Minitor 4's that we would like to donate. Will follow up with Chief Fire Marshal Weniger to see if we have any old ones that we could donate to them.

Commissioner Lazorchak:

- Physicals:
  - Spoke with Terry at Primary Care today. Inquired if we have a contract with them. A Resolution will be passed for Priority Care to complete physicals. Four dates have been provided and she is confirming additional times. Firefighters can make their own appointments, and bloodwork can be done anytime.
- LOSAP Appeals:
  - There are two LOSP appeals from Members Dave Foelsch and Jay Spagnuolo. Discussed the reasons why they did not have their physical before the required date in 2017. We approved a waiver for Dave Foelsch. Jay Spagnuolo was denied. An updated list will be issued.
  - Commissioner Nuara asked Commissioner Carone if a voucher has been done for Lincoln Financial for the LOSAP. He replied that he has not seen one and will write one so it can be done before the Regular Meeting on Tuesday, February 13, 2018. Commissioner Nuara stated that the amount is \$1,400.00/person and will come out of the LOSAP Account. A list of all members receiving LOSAP needs to be attached to the voucher.
- District Mini Pumper:
  - As discussed at the January Work Meeting and Regular Meeting, has a decision been made about rolling the District's mini pumper at nighttime if there is a structure fire due, to access on mountain areas. Commissioner Nuara suggested I speak with Chief Fire Marshal Weniger about this.

Commissioner Buckley:

- Absent. No report.

Commissioner Carone:

- Went through vouchers for January 2018, and obtained Commissioners signatures.

Other:

- Chief Everett Heider and Deputy Chief Tommy Lachowski attended the first part of the meeting. They had questions and discussed the following:
  - o Leadership Classes.
  - o Blood Bourne / Right to Know / CPR – Can these be done outside of the Township? Commissioner Nuara said yes, they just need to receive certificates.
  - o Would the Board accept physicals from members done by their own doctor? I will be checking with Priority Care to inquire if they will hold records for firefighters that have gone to another doctor for a physical.
  - o Can any other classes be taken elsewhere? Commissioner Nuara replied “yes”.
  - o Are Physical to be done 1 per calendar year? Commissioner Lazorchak said that active members must have a physical in an 18-month period, and must have a physical every 12 months to receive LOSAP. Commissioner Nuara said if a member has not had a physical within 18 months, the Chief must pull their gear.
  - o Station 36 has put together a Duty Crew night for once a week. Would the Board sponsor food for \$30.00 (\$1,500.00)/year? Commissioner Nuara said that the Board will discuss this later in the meeting. After discussion by the Board, it was determined that there are some questions for Chief Heider before they decide. Commissioner Nuara will contact Chief Heider.
  
- Chief Mike Murphy attended the Meeting. He told the Board that Station 38 has a lost “4 Gas Meter”. He explained that he went through everyone’s gear and had the Officer’s double check all the gear, as well. He also had Fire Marshal Giordano look at all the Firehouses. The meter was not found anywhere. Commissioner Nuara asked Chief Murphy to submit a 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 8:25 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary  
Hillsborough Township  
Board of Fire Commissioners

JL/jhb