

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

JANUARY 9, 2018

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, January 9, 2018 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 Everett Heider, Fire Co. #1; Chief Bill Shaffer, Fire Co. #2, Chief Mike Murphy, Fire Co. #3, Chief Kit Crisafulli, 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 Buckley, seconded by Commissioner Catrombon, Jr. to approve the Regular Meeting minutes of December 12, 2017. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Work Meeting minutes of January 4, 2018. Roll call vote: All approved.

TREASURER'S REPORT

December 31, 2017

Checking Account Balance:	\$ 24,934.15
Savings Account Balance:	\$ 860,514.05
LOSAP	\$ 352,846.97
Capital Expense Account Balance:	<u>\$ 950,738.85</u>
Total of all Accounts:	\$ 2,189,034.02
Expenditures for December, 2017:	\$ 252,765.27
Amount to be transferred to Checking from Savings	\$ 248,000.00

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*).
- Letter from Hillsborough Beacon (*Attachment*).

MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for December 2017.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	32	202.1	27	146.3	2	165.0	0	0
#2	58	367.3	586	3898.2	2	65.0	32	1650.6
#3	18	153.0	216	1396.4	1	92.5	18	974.6
<u>Neshanic</u>	14	86.6	178	738.3	3	53.0	23	664.2

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- In December, asked all the Fire Companies to check for the missing air pack. It has not been found, so I will file a report with the Police and put in an insurance claim. The air pack cost is \$4,000.00.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 46,542
Lights on running board is falling off. Fire Marshal Giordano is checking on prices.

CAR 36-2: No issues reported.

ENGINE 36: Q Siren is out for repair.

LADDER 36: Ladder test is completed.

TENDER 36: No issues reported.

BRUSH 36: Air horn bracket was repaired.

BRUSH 36-2: No issues reported.

RESCUE 36: Air horn bracket was repaired.
Primer was fixed and were the cracked valves.

MARINE 36: Prime bowl for the fuel tank rotted. Fire Marshal Giordano is aware of this.

Small Equipment: 1 SCBA was repaired.

Chief Bill Shaffer of Fire Company #2 reported the following:

CAR 37: Mileage – 15,142
PM service is complete.

CAR 37-2: PM service is complete.

ENGINE 37: Deck gun valve was replaced.

ENGINE 37-2: Front end was repaired.
AC compressor was repaired.
Air compressor was repaired.
Foam tank level was repaired.

TOWER
LADDER 37: Ladder test is complete.

BRUSH 37: No issues reported.

BRUSH 37-2: No issues reported.

RESCUE 37: Fuel filter was replaced.

Small Equipment: 1 SCBA was repaired.

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

CAR 38: Mileage – 33,780
Body control module was replaced.

CAR 38-2: No issues reported.

ENGINE 38: No issues reported.

LADDER 38: Exhaust tip broke and parts are on order.
New front shocks are on order.
Ladder test is complete.

TENDER 38: Siren brake was repaired.
Engine light is on.
Seat belt buzzer is going off when the seat belts are locked in.

BRUSH 38: No issues reported.

RESCUE 38: No issues reported.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: Generator parts are on order.
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.

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:

R&R COMMITTEE UPDATE

- FAP:
 - Have not received any more responses from local business. Will put new list together and send out to Commissioners and Chiefs.

- Signal 100 Team:
 - A Team Meeting is scheduled for Wednesday, January 17, 2018 at 8:00 pm. at the Neshanic Fire House.

APPROVAL TO PAY CLAIMS LIST 2018- 01

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/31/2017	22647	AMWELL AUTO & TIRE CENTER	17-839 Invoice 149204	108.88
12/31/2017	22648	AMWELL AUTO & TIRE CENTER	17-840 Invoice 149019	1169.73
12/31/2017	22649	Amazon.com	17-841	1026.23
12/31/2017	22650	BLUE RIBBON AWARDS	17-842 Invoice 17709	305.00
12/31/2017	22651	B&C Hillsborough Florist, LLC	17-843 Invoice 0000130522	154.90
12/31/2017	22652	BILL SHAFFER	17-844	47.87
12/31/2017	22653	BILL SHAFFER	30260	63.18
12/31/2017	22654	COMCAST	17-846	175.98
12/31/2017	22655	CHRISTOPHER WENIGER	17-847	602.25
12/31/2017	22656	CONTINENTAL FIRE & SAFETY INC.	17-848 Invoice G5360	450.00
12/31/2017	22657	Clean Air Company, Inc.	17-849	1216.00
12/31/2017	22658	EMBLEM ENTERPRISES, INC.	17-850	437.00
12/31/2017	22659	First Priority Emergency Vehicles	17-851 Invoice 10972,15684	12304.00
12/31/2017	22660	FLEMINGTON DEPT STORE	17-852 Invoice 59631, 59496	105.00
12/31/2017	22661	FLEMINGTON DEPT STORE	17-853 Invoice 59201	87.95
12/31/2017	22662	First Priority Emergency Vehicles	17-854 Invoice 15633, 15638, 15629, 15614	5555.01
12/31/2017	22663	First Priority Emergency Vehicles	17-855 Invoice 15601	3942.50
12/31/2017	22664	FLEMINGTON DEPT STORE	17-856 Invoice 59101	521.70
12/31/2017	22665	Grainger	17-857 Invoice 9647449611	122.20
12/31/2017	22666	HILLSBOROUGH FIRE CO.#2	17-858	709.70
12/31/2017	22667	MIDDLESEX COUNTY FIRE ACADEMY	17-861 Invoice 02-1321-17	578.00
12/31/2017	22668	MINERVA CLEANERS	17-862 Invoice 474-82. 474-79	372.75
12/31/2017	22669	HUNTERDON EMERGENCY SV TRAINING CTR	17-859 Invoice 17-00797	120.00
12/31/2017	22670	Mistras Group Inc.	17-860 Invoice CD10868200, CD10868199, CD10868198	2225.00
12/31/2017	22671	MOORE MEDICAL CORP.	17-863 Invoice 99732857	995.30
12/31/2017	22672	NESHANIC VOL.FIRE CO.	17-865	4000.00

12/31/2017	22673	NORTHEAST GREAT DANE	17-866 Invoice 0106105098, 0106105099, 0106105097.02	3340.00
12/31/2017	22674	Overhead Door of Central Jersey	17-867 Invoice 012441	4801.83
12/31/2017	22675	PAT KELLY	17-868	150.00
12/31/2017	22676	MINERVA CLEANERS	17-869 Invoice 474-81	101.25
12/31/2017	22677	Packet Media, LLC	17-870 Invoice 300375466	22.32
12/31/2017	22678	Packet Media, LLC	17.871 Invoice 300374314	68.82
12/31/2017	22679	RICHARD M. BRASLOW ESQ.	17-872 Invoice 19320	1732.50
12/31/2017	22680	STAPLES INC.	17-873 Invoice 1906178591, 1919550021	216.74
12/31/2017	22681	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-874 Invoice 12572	600.00
12/31/2017	22682	Stewart's Towing	17-875 Invoice 28805	500.00
12/31/2017	22683	SUSAN NIKO	17-876	50.00
12/31/2017	22684	TASC FIRE APPARATUS, INC	17-877 Invoice 10893	505.50
12/31/2017	22685	VERIZON WIRELESS	17-878 Invoice 9798119542	843.21
12/31/2017	22686	UPS	17-879 Invoice 74Y02Y507	34.31
12/31/2017	22687	VERIZON	17-880	75.85
12/31/2017	22688	W.B.MASON COMPANY, INC.	17-881 Invoice I50780486, I50802779	378.11
12/31/2017	22689	W.B.MASON COMPANY, INC.	17-882 Invoice I50623392	38.30
12/31/2017	22690	W.B.MASON COMPANY, INC.	17-883 Invoice 150298837	97.17
12/31/2017	22691	Jones Machine Racing Products, Inc.	17-884 Invoice 101475	78.65
12/31/2017	22692	ERIC REGIEC	17-885	800.00
12/31/2017	22693	MIKE MURPHY	17-886	411.46
12/31/2017	22694	Johnson, Ken	17-887	536.45
12/31/2017	22695	Johnson, Walter	17-888	401.39
12/31/2017	22696	MIKE MURPHY	17-889	49.54
12/31/2017	22697	MIKE MURPHY	17-890	172.31
12/31/2017	22698	HILLSBOROUGH FIRE CO.#2	17-891 Invoice 33665	76.50
12/31/2017	22699	ACCESS HEALTH SYSTEMS	17-892	570.00
12/31/2017	22700	Donna Rogers	17-893	108.52
12/31/2017	22701	JOANN BULLOCK	17-894	6.08
12/31/2017	22702	JOANN BULLOCK	17-895	207.00
12/31/2017	22703	FOLEY FIRE APPARATUS	17-896	1588.00
12/31/2017	22704	FLEMINGTON DEPT STORE	17-897 Invoice 59152	249.90
12/31/2017	22705	Horowitz, Helene	17-898	146.85
12/31/2017	22706	B&L Printing	17-899 Invoice 22727	163.88
12/31/2017	22707	Binsky Service	17-900 Invoice 0600206	5735.00
12/31/2017	22708	BILL SHAFFER	17-901	47.82
12/31/2017	22709	PERFUMERY SOLUTIONS, LLC	17-902	55.00
12/31/2017	22710	SKYLANDS FIRE EQUIP.	17-903 Invoice 9464	330.00
12/31/2017	22711	COMCAST	17-904	221.74
12/31/2017	22712	TOWNSHIP OF HILLSBOROUGH	17-905	188600.14
12/31/2017	22713	PATRICK BUCKLEY	17-906	957.00
12/31/2017	22714	Chexalance LLC	17-907 Invoice 1019	300.00
				<u>252765.27</u>

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the Claims List 2018-01 with the exception of 17-906. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve to pay the Claims List 2018-01. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2018-01

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve the transfer of funds in the amount of \$248,000.00 from 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:
 - Commissioner Lazorchak and I met with Station's 37 and 38 to review specifications of new apparatus.

- Other:
 - Bureau of Fire Operations Meetings:
 - Has been brought up about doing quarterly meeting with a full agenda.

- Asked Chiefs for their opinion:
 - Chief Murphy feels we don't accomplish much at these meetings.
 - Chief Heider suggested to demolish the meetings and use as an Officer Meeting.
 - Chief Fire Marshal Weniger said that they either need to keep the meetings and have them quarterly with an agenda. If it is decided to demolish the meetings, a request ordinance would need to be removed.
 - Would suggest having Quarterly Meetings and leave on the books.
 - Chiefs need to discuss among them and decide what they want to do.
- Officer Qualifications:
 - Asked if all Officers are caught up.
 - Chief Fire Marshal Weniger will double check to make sure all Officers have everything required.
- LOSAP:
 - Have all reports, except from Ex-Chief Foelsch.
 - Reports must be hung up in each fire house for 30 days. If any member disagrees, they need to put it in writing and submit.
- Fire Calls in Station 48's section of Hillsborough:
 - Question came up about rolling mini truck at nighttime if there is a structure fire due to access on mountain areas. Chief Fire Marshal Weniger will check into this.
- Rehab Truck:
 - Still do not have a location for the truck.
 - I met with the Trustee's at Station 38 to discuss storage of the District Rehab rig. This will be voted upon by Station 38's membership. I will be attending a meeting at Station 37 to further discuss storage at their firehouse.
 - Need to get this resolved in the next 2-3 weeks.
 - As soon as we know, I will put a message out.

- Applications for Commissioner:
 - Need to submit paperwork by January 19, 2018.
- Voting:
 - February 17, 2018 from 2:00 pm to 9:00 pm at the Hillsborough Municipal Building.

Commissioner Catrombon, Jr.:

- Radios & Pagers:
 - No report.
- Grants:
 - No report.
- Apparatus/Equipment Maintenance:
 - No report.
- Air Packs & Air Bottle Testing:
 - No report.
- Other:
 - Please be careful driving to and on scene and with ice.
 - If roads have not been taken care of, call the DPW to salt.
 - We want everyone to get home safely.

Commissioner Lazorchak:

- Insurance:
 - No report.

- Medical (Physicals):
 - Updated list (*Attachment*).
 - There is no schedule yet for this year.

- Fit Testing:
 - Fit testing has been completed with a final date on December 27, 2017.

Commissioner Buckley:

- Bureau of Fire Operations:
 - No report.

- OEM:
 - No report.

- GOG's:
 - A GOG Meeting is scheduled for Thursday, January 25, 2018 at 7:00 pm at Station 36.

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

- Gear Cleaning & Repair:
 - Inspections are being reviewed and a report will be submitted to Board by the end of February.

- OSHA:
 - PEOSH has issued a document where they are prohibiting Junior Firefighters from going to Fire Fighter 1 school unless they are 18 prior to starting the class. This is being reviewed by the Board and a decision will be rendered shortly. Will also follow up with Kent at the Academy. (*Attachment – Letter*)

- District Drills:
 - Man-In-Machine class will be scheduled for March. RPI will provide the training and have submitted a proposal. Dates to follow.

- Training:
 - Air Consumption Rate Training:
 - Chiefs, please check your rosters and get me the names of those members that still need this testing. We will do one more session.

 - Officer Training:
 - Building Construction is scheduled for January 27, 2018 at 8:00 am. Asked Chief Shaffer if they could use Station 37 for this training and he said that is ok.

 - Fire Officer 1 Training:
 - Will begin on January 23, 2018 at the Academy. Those Officers/candidates that need this will need to sign up. Do not know when this will be offered again.

Commissioner Carone:

- Audit:
 - No report.

- LOSAP:
 - No report.

- Bills with Vouchers:
 - No report.

- Budget:
 - A Special Meeting is scheduled for January 22, 2018 at 6:00 pm at the Municipal Building to Adopt the Budget.

- Inventory:
 - No report.

CHIEF'S REPORTS

Chief Everett Heider - Fire Company #36:

Drills: Blood Borne and Right To Know Drill will be held on January 18, 2018 at 7:00 pm at Station 36.

CPR Class will be held on January 23, 2018 at 6:00 pm at Station 36.

- A leadership class with Deputy Chief Frank Viscuso. This will be a District Class.
- Inquired about getting rental gear for members going to fire school. Chief Fire Marshal said it takes about 1 week to get.

Chief Bill Shaffer – Fire Company #37

Drills: Blood Borne Pathogens and Right-To-Know Drill will be held on January 16, 2018 a 7:00 pm at Station 37.

Chief Mike Murphy – Fire Company #38

Drills: CPR Class will be held on January 22, 2018.

SCBA Familiarization Drill will be held on January 29, 2018.

GOG Review and possible Blood Borne and Right-To-Know Drill will be held on February 5, 2018.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: CPR Class will be held on January 16, 2018 at the Old Hillsborough Squad Building.

In-house Extrication Drill will be held on January 30, 2018 at 7:00 pm.

OEM:

- No report.

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 8:42 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments

**ATTACHMENTS
FOR THE JANUARY 9, 2018
REGULAR MEETING MINUTES**

1. Fire Safety Out-of-Service Schedule.

2. Letter from Hillsborough Beacon.

3. Updated Physical List.

4. Letter from OPEOSH.