

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

MARCH 13, 2018

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, March 13, 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, 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 Carone, seconded by Commissioner Catrombon, Jr. to approve the Regular Meeting minutes of February 13, 2018. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Work Meeting minutes of March 8, 2018. Roll call vote: All approved.

TREASURER'S REPORT

FEBRUARY 28, 2018

Checking Account Balance:	\$	174,470.73
Savings Account Balance:	\$	560,984.12
LOSAP Account Balance:	\$	212,914.04
Capital Expense Account Balance:	\$	<u>951,119.19</u>
Total of all Accounts:	\$	1,899,488.08
Expenditures for March 2018:	\$	97,971.50
Amount to be transferred to Checking From Regular Savings:	\$	200,000.00

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Treasurer's Report. Roll call vote: All approved.

Oath of Office to the newly elected Fire Commissioner:

Pat Buckley and Mike Carone each read the Oath of Office and were sworn in as a Commissioner.

2018 Election Results: *(Attachment)*

Commissioner Nuara read the 2018 Election Results.

Candidates: Elect one Fire Commissioner for a 3 Year Term:

<u>VOTE FOR ONE</u>	<u>THREE YEAR TERM</u>
*Patrick Buckley	Votes = <u>257</u>
*Michael Carone	Votes = <u>256</u>
Judith Faulkner	Votes = <u>163</u>
Rollin Rathbun	Votes = <u>96</u>
Write in: David Gwin	Votes = <u>2</u>
Write in: Greg Kane	Votes = <u>1</u>
Write in: Ed Bertin	Votes = <u>1</u>
Write in: Daniel Kazar	Votes = <u>2</u>

QUESTION #1:

YES 306 Shall the Board of Fire Commissioners of the Township of Hillsborough,
NO 128 County of Somerset, operate for the year 2018 with a budget of \$3,055,502.00 and
an amount to be raised by taxation of \$2,621,649.00?

QUESTION #2:

YES 303 Shall the Hillsborough Board of Fire Commissioners be authorized to spend not
NO 129 in excess of \$800,000.00 for the purchase of a fire engine?

QUESTION #3:

YES 279 Shall the Hillsborough Board of Fire Commissioners be authorized to spend no
NO 146 in excess of \$800.00.00 for the purchase of a fire engine?

QUESTION #4:

YES 302
NO 132

Shall the Hillsborough Board of Fire Commissioners be authorized to spend not in excess of **\$100,000.00** for the purchase of a brush truck?

Election of Officers:

Chairman – Commissioner Charlie Nuara

Duties: Contracts, Contracts, Conducts all Meetings, Work on Budget with the Treasurer, Specifications, Special Bids & Acquisitions, Audit and New Apparatus.

Vice Chairman – Commissioner John Catrombon, Jr.

Duties: Radio & Pagers, Grants, Apparatus/Equipment Maintenance, Signal 100, and Oversee Air Pack & Air Bottle Testing.

Secretary – Commissioner John Lazorchak

Duties: Recording Secretary at all meetings (Work, Regular, Closed), Insurance Policy, Medical (Physicals), and Fit Testing.

Treasurer – Commissioner Michael Carone

Duties: Audit, LOSAP, Bills with Vouchers, Budget, and Inventory.

Safety Officer – Commissioner Pat Buckley

Duties: Bureau of Fire Operations & OEM Representative, GOG's, Accident/Injury Investigation, Workman's Compensation Policy, Gear Cleaning & Repair, OSHA, District Drills

CORRESPONDENCE

Commissioner Nuara read the list of incoming correspondence consisting of:

- Resolutions: (*Attachments*).

- Resolution 2018-01 AUTHORIZING APPOINTMENT OF ATTORNEY
- Resolution 2018-02 AUTHORIZING APPOINTMENT OF AUDITOR
- Resolution 2018-03 ADOPTION OF CASH MANAGEMENT PLAN
- Resolution 2018-04 AUTHORIZING REGULAR MEETING SCHEDULE
- Resolution 2018-05 DESIGNATION OF OFFICIAL NEWSPAPER FOR PUBLICATION
- Resolution 2018-06 DESIGNATING SURETY BONDING FOR ALL COMMISSIONERS
- Resolution 2018-07 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS FOR APPROVAL
- Resolution 2018-09 AUTHORIZING AWARD OF CONTRACT FOR VARIOUS PURCHASES PURSUANT TO STATE CONTRACT
- Resolution 2018-11 AUTHORIZING COMMISSIONER STIPENDS
- Resolution 2018-12 AUTHORIZING PROVIDING OF MEDICAL SERVICES

- Resolution 2018-13 AUTHORIZING PROVIDING INSURANCE COVERAGE
- Resolution 2018-14 AUTHORIZING BOOK KEEPING SERVICES
- Resolution 2018-15 AUTHORIZING FIRE APPARATUS MAINTENANCE/REPAIRS CONTRACT BID

- Annual Bookkeeping Services:
A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve to have Chexalance LLC to provide the annual bookkeeping services not to exceed \$300.00 per month. Roll call vote: All approved.
- Annual Commissioner Meeting Secretarial Services:
A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approved to have Joann Bullock provide annual Commissioner Meeting Secretarial Services in the amount of \$18.00 per hour. Roll call vote: All approved.
- Monthly Fire Reports *(On file in the Fire Safety Office).*
- Fire Safety Out-of-Service Schedule *(Attachment).*

MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for February 2018.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	26	114.7	74	416.7	3	124.0	6	222.0
#2	40	230.3	141	1265.7	2	97.0	6	261.0
#3	22	117.8	57	353.6	2	122.0	4	276.0
<u>Neshanic</u>	18	47.9	46	227.7	2	47.0	4	91.0

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Quotes for the annual IT Services were received. I am recommending NIC Group.
- OSHA 300 and 300A forms are completed.

- Resolution to go out to bid for Apparatus Service and Repair contract. A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the Bid for the Apparatus and Repair Contract. Roll call vote: All approved. (*Attachment to Resolution 2018-09*)
- The Hillsborough Township Fireworks is scheduled for Saturday, June 30, 2018.
- Apparatus and Annual Servicing will start the week of March 19, 2018.
- SCBA Hydrostat Testing (Confirming inventory, age, etc.) will be starting soon.
- Will purchase all new air bottles in 2023.

APPARATUS – EQUIPMENT REPORT

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

- CAR 36: Mileage – 48,080
No issues reported.
- CAR 36-2: No issues reported.
- ENGINE 36: Rear door light was repaired.
- LADDER 36: Dim brow light was repaired.
- TENDER 36: No issues reported.
- BRUSH 36: Check engine light was repaired.
PM service is completed.
- BRUSH 36-2: No issues reported.
- RESCUE 36: No issues reported.
- RANGER 36: No issues reported.
- MARINE 36: No issues reported.
- Small Equipment: 2 SCBA's were repaired.
1 radio is out for repair.
2 extinguishers were recharged.
3 dry suits are out of service.
3 bottles are for hydro testing.

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

CAR 37: Mileage – 17,290
Running board light was replaced.
Tire leak was repaired.

CAR 37-2: No issues reported.

ENGINE 37: Deck gun valve was repaired.

ENGINE 37-2: No issues reported.

TOWER
LADDER 37: No issues reported.

BRUSH 37: Pump is out of service.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: No issues reported.

SUPPORT 37: No issues reported.

REHAB 37: Rear heat was repaired.
Power steering leak was repaired.
Engine power loss, turbo was repaired.

Small Equipment: 2 extinguishers were recharged.

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

CAR 38: Mileage – 34,720
No issues reported.

CAR 38-2: Bad alternator. Waiting to have installed by the Chief.

ENGINE 38: No issues reported.

LADDER 38: No issues reported.

TENDER 38: No issues reported.

BRUSH 38: No issues reported.

RESCUE 38: Electric siren is out of service.

DEUCE 38: No issues reported.

MARINE 38: No issues reported.

Small Equipment: 1 saw was repaired.
1 gas meter was calibrated.
1 flashlight 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: Operational, however is due to go out for repair of the charging system.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: No report.

R&R COMMITTEE UPDATE

FAP:

- No report.

Signal 100 Team:

- The Signal 100 Team was dispatched to provide services for a Fire Call on March 11, 2018.

APPROVAL TO PAY CLAIMS LIST 2018- 03

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/00/1900	21791	CHARLIE NUARA	17-105	\$ 49.84
03/14/2017	21792	CONTINENTAL FIRE & SAFETY INC.	17-108 - Invoice G1748	\$ 170.00
03/14/2017	21793	CORPORATE GRAPHICS INC.	17-106 - Invoice 31879	\$ 55.00

03/14/2017	21794	EMERGENCY SERVICES MARKETING CORP. INC.	17-118	\$ 810.00
03/14/2017	21795	First Priority Emergency Vehicles	17-125 - Invoice 11064	\$ 1,494.95
03/14/2017	21796	FLEMINGTON DEPT STORE	17-029 - Invoice 52657	\$ 1,500.00
03/14/2017	21797	HILLSBOROUGH FIRE CO.#1	17-132	\$ 275.00
03/14/2017	21798	HILLSBOROUGH FIRE CO.#2	17-133	\$ 205.90
03/14/2017	21799	JOANN BULLOCK	17-175	\$ 52.44
03/14/2017	21800	LAKE SMALL ENGINE REPAIR	17-044 - Invoice 55693	\$ 153.98
03/14/2017	21801	MIKE MURPHY	17-141	\$ 113.40
03/14/2017	21802	Packet Media, LLC	17-151 - Invoice 300310924	\$ 204.66
03/14/2017	21803	RICHARD M. BRASLOW ESQ.	17-152 - Invoice 18600	\$ 187.00
03/14/2017	21804	RWJ Physician Enterprise, PA	17-154 - Invoice 12113720, 12113780, 12113790	\$ 785.00
03/14/2017	21805	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-156 - Invoice 12001	\$ 200.00
03/14/2017	21806	CHRISTOPHER WENIGER	17-111	\$ 145.00
03/14/2017	21807	CONTINENTAL FIRE & SAFETY INC.	17-114 - Invoice G1449	\$ 140.00
03/14/2017	21808	First Priority Emergency Vehicles	17-127 - Invoice 11014, 11013	\$ 4,628.29
03/14/2017	21809	FLEMINGTON DEPT STORE	17-123 - Invoice 53324	\$ 243.00
03/14/2017	21810	RWJ Physician Enterprise, PA	17-155 - Invoice 11368750, 11919800	\$ 280.00
03/14/2017	21811	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-158 - Invoice 11963	\$ 250.00
03/14/2017	21812	FLEMINGTON DEPT STORE	17-128 - Invoice 52711	\$ 106.00
03/14/2017	21813	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-159 - Invoice 11964	\$ 500.00
03/14/2017	21814	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-162 - Invoice 11940	\$ 65.00
03/14/2017	21815	ALLEGRO ENTERPRISES INC	17-101 - Invoice 932823	\$ 6.00
03/14/2017	21816	AMWELL AUTO & TIRE CENTER	17-100 - Invoice 143732	\$ 89.56
03/14/2017	21817	Auto Plus	17-098 - Invoice 045520130	\$ 47.62
03/14/2017	21818	AUTO ZONE	17-099	\$ 167.31
03/14/2017	21819	BILL SHAFFER	17-103	\$ 69.16
03/14/2017	21820	BLUE RIBBON AWARDS INC.	17-104 - Invoice 16971	\$ 87.50
03/14/2017	21821	BRUCE VATTER	17-102	\$ 3,000.00
03/14/2017	21822	CAMMPS HARDWARE & LAWN PRODUCTS	17-109 - Invoice 15759	\$ 1,122.95
03/14/2017	21823	CENTRAL JERSEY NURSERIES	17-110 - Invoice 34917-2	\$ 44.31
03/14/2017	21824	CHARLIE NUARA	17-107	\$ 3,000.00
03/14/2017	21825	CHRISTOPHER WENIGER	17-113	\$ 90.82
03/14/2017	21826	COMCAST	17-124 - Account 8499 05 280 0046635	\$ 180.00
03/14/2017	21827	COMMUNICATION SPECIALIST, INC	17-112 - Invoice 36632, 36631	\$ 391.00
03/14/2017	21828	CONTINENTAL FIRE & SAFETY INC.	17-115 - Invoice G1421	\$ 53.82
03/14/2017	21829	CORPORATE GRAPHICS INC.	17-116 - Invoice 31923	\$ 80.50
03/14/2017	21830	DAVID FOELSCH	17-120	\$ 16.99
03/14/2017	21831	DOLORES FAMIGLIETTA	17-122	\$ 105.00
03/14/2017	21832	DOUGLAS FAMIGLIETTA	17-121	\$ 105.00
03/14/2017	21833	EDWARD KOVACH	17-117	\$ 37.40
03/14/2017	21834	ELECTRONIC MEASURMENT LABS INC.	17-119 - Invoice 48840	\$ 284.00
03/14/2017	21836	FF1 Professional Safety Services	17-173 - Invoice 118670	\$ 2,760.50
03/14/2017	21837	FireCompanies.com	17-126 - Invoice 0013662-72	\$ 979.88
03/14/2017	21838	First Priority Emergency Vehicles	17-130 - Invoice 10948, 10956, 10949	\$ 2,547.65
03/14/2017	21839	FLEMINGTON DEPT STORE	17-129 - Invoice 53039	\$ 56.00
03/14/2017	21840	HILLSBOROUGH FIRE CO.#1	17-134	\$ 15,632.00

03/14/2017	21841	HILLSBOROUGH FIRE CO.#2	17-135	\$ 15,632.00
03/14/2017	21842	HILLSBOROUGH FIRE CO.#3	17-131	\$ 15,632.00
03/14/2017	21843	Inovative Products, Inc.	16-731 - Invoice 4074	\$ 1,259.89
03/14/2017	21844	JOANN BULLOCK	17-178	\$ 351.00
03/14/2017	21845	JOHN NOVAK	17-097	\$ 138.07
03/14/2017	21846	JOHN CATROMBON	17-174	\$ 3,000.00
03/14/2017	21847	LAKE SMALL ENGINE REPAIR	17-140 - Invoice 55739, 55740	\$ 272.29
03/14/2017	21848	Liberty Transport & Storage, Inc.	17-139	\$ 312.75
03/14/2017	21849	LINCOLN FINANICAL ADVISORS	17-138	\$ 27,500.00
03/14/2017	21850	Mark Powell Painting	17-144	\$ 1,700.00
03/14/2017	21851	MIKE MURPHY	17-143	\$ 72.15
03/14/2017	21852	Motorla Solutions, Inc.	17-145 - Invoice 41232300	\$ 430.00
03/14/2017	21853	NESHANIC VOL.FIRE CO.	17-147	\$ 13,750.00
03/14/2017	21854	NEW JERSEY FIRE EQUIPMENT COMPANY	17-148 - Invoice 53405, 53292, 53323	\$ 433.90
03/14/2017	21855	NIC Group, Inc.	17-146 - Invoice 10151	\$ 1,281.25
03/14/2017	21856	Packet Media, LLC	17-179 - Invoice 300312746	\$ 20.46
03/14/2017	21857	PATRICK BUCKLEY	17-149	\$ 3,000.00
03/14/2017	21858	PERFUMERY SOLUTIONS, LLC	17-180	\$ 155.83
03/14/2017	21859	PETER CARONE	17-096	\$ 3,000.00
03/14/2017	21860	Petner, Jim	17-137	\$ 150.00
03/14/2017	21861	Pizzaia, Judith	17-136	\$ 105.00
03/14/2017	21862	RICHARD M. BRASLOW ESQ.	17-153 - Invoice 18680	\$ 85.00
03/14/2017	21863	RWJ Physician Enterprise, PA	17-172 - Invoice 12113820	\$ 645.00
03/14/2017	21864	Shred-It USA	17-161 - Invoice 8121790092	\$ 615.09
03/14/2017	21865	SOMERSET COUNTY BOARD OF ELECTIONS	17-157	\$ 36.60
03/14/2017	21866	SOMERSET COUNTY EMER. SERV. TRAINING{2}	17-168 - Invoice 12011	\$ 300.00
03/14/2017	21867	SOMERSET COUNTY VEHICLE MAINTENANCE	17-164 - Invoice 213	\$ 1,879.82
03/14/2017	21868	STAPLES CREDIT PLAN	17-160	\$ 542.08
03/14/2017	21869	VERIZON	17-166 - Account 908 369-0609 114 37Y	\$ 50.00
03/14/2017	21870	VERIZON WIRELESS	17-165 - Invoice 9780390636	\$ 770.17
03/14/2017	21871	Whitney, Stella	17-163	\$ 105.00
				\$ 36,794.78

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Claims List 2018-03 with the exception of 18-133, 18-174 and 18-175. Roll call vote: All approved.

A motion was made by Commissioner, Catrombon, Jr. seconded by Commissioner Carone to approve to pay the Claims List 2018-03. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2018-03

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

COMMISSIONERS' REPORTS

Commissioner Nuara:

- Contracts:
 - o No report.

- Budget:
 - o No report.

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

- New Apparatus:
 - o The Board made a decision to put a “not to exceed \$750,000” for each apparatus, this is before we get Co-Op pricing and trade in.
 - o Will contact Mike Barlow from Pierce to have him come to the April Work Meeting to discuss specifications for both trucks.

- Other:
 - o Voting:
 - Thanked everyone for getting people out to vote.
 - o Boat Purchase:
 - Since the budget passed, we need to start looking into purchasing the boats for Station 36 and Station 38. Need to start gathering information.
 - o Crash Software for Tablet:
 - Would like to purchase the Crash software for Station 36’s Rescue and Station 38’s 104. Chief Fire Marshal Weniger obtained a quote of \$195.00 per software license.
 - o Every 15 Minutes Program:
 - Will be held on April 18, 2018 at 11:00 am.
 - Each Firehouse has positions.

- Chief Shaffer and John Sheridan, OEM met with the school on March 13, 2018.
 - More information will be emailed to the Chiefs soon.
- Station 36's Air Booster / Deuce:
- Chief Fire Marshal Weniger inquired about where we could put these items out to bid.
 - Chief Fire Marshal Weniger suggested if they do not have any other ideas, they could put out to the Regular Auction, Government Auction or County Auction in the fall.
- Painting of Apparatus:
- At the Work Meeting on March 8, 2018, Chief Heider inquired if anyone knew where they could get apparatus painted. Chief Fire Marshal Weniger suggested First Priority. He will speak with Fire Marshal Giordano to contact First Priority to come out and do an estimate.
 - Still need to obtain another quote.
 - Got a couple estimates.
 - Commissioner Nuara said to submit the estimates to Chief Fire Marshal Weniger.
 - Station 36 Duty Crew:
 - Chief Heider brought this up at the February Work Meeting. At the March 8, 2018 Work Meeting, he asked if a decision made whether they can put in \$30.00/night toward food?
 - Duty Crew will be at the Station from 7:00 pm until 11:00 pm and will be on call that night until 5:00 am. They will have a list of work they will do while they are there.
 - It was decided they could do this on a 6-month trial basis and see how it goes. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the \$30.00 meal allowance equaling \$120.00/month for Station 36's Duty Crew on a 6-month trial basis. Roll call vote: All approved.**
 - One voucher in the amount of \$120.00/month with receipts will need to be submitted to the Commissioners by each month's Work Meeting.

Commissioner Catrombon, Jr.:

- Radios & Pagers:
- Received a "Thank You" letter from Vivian Campbell of the East Millstone Fire for the pagers we donated last year. She asked if we have any more that we would be willing to donate.

We have 15 Minitor 4's. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara to approve the donation of 15 Minitor 4 Pagers to the East Millstone Rescue Squad. Roll call vote: All approved.**

- Grants:
 - o No report.

Apparatus/Equipment Maintenance:

- No report.

- Air Packs & Air Bottle Testing:
 - o No report.

Commissioner Lazorchak:

- Insurance:
 - o Commissioner Nuara requested a copy of the pricing for the Insurance Company. Need to send bill now for the first payment in advance.

- Medical (Physicals):
 - o Dates available to schedule physicals is as follows:
 - March 6 & 19, 2018 – 5pm – 7:00 pm
 - April 10 & 17, 2018 – 5:00 pm – 7:00 pm
 - May 19, 2018 – 8:00 am – 12:30 pm
 - Appointments are scheduled for 15 minutes each.
 - o Did not get an answer yet from Terry if Primary Care will accept paperwork from other physicians.

- Fit Testing:
 - o No report.

Commissioner Buckley:

- Bureau of Fire Operations:
 - o No report.

- OEM:
 - o No report.

- GOG's:
 - o Next GOG Committee Meeting will be held on March 29, 2018.
 - o Need a volunteer hosting company for the meeting. Chief Murphy volunteered for the meeting to be held at Station 38.

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

- Gear Cleaning & Repair:
 - o A decision has been made by the Board that when the repair costs of gear reach or exceed 1/3 of the replacement costs, a replacement set will be ordered. This will also be on a case by case basis.

- OSHA:
 - o PEOSH has issued a document where they are prohibiting Junior Firefighters from going to Fire Fighter 1 school unless they are 18 years old prior to the class starting. This has been reviewed by the Board and a GOG will be developed by the GOG Committee.

- District Drills:
 - o Man-in-Machine Class:
 - Would like to get this scheduled, however, I need a headcount to schedule the number of classes with RPI. Class size is limited to 20 students.
 - Chief Fire Marshal Weniger requested if a daytime class could be set up for Fire Safety personnel.

- District Firefighter Survival Class:
 - Would like to schedule a class sometime in September or October. This would be a Friday, Saturday and Sunday class.
 - Would like the Chiefs to inquire with their members if there is any interest.
- Training:
 - CEVO Class.
 - CEVO Road Course.

Commissioner Carone:

- Audit:
 - No report.
- LOSAP:
 - No report.
- Bills with Vouchers:
 - No report.
- Budget:
 - No report.
- Inventory:
 - No report.

CHIEF'S REPORTS

Chief Everett Heider - Fire Company #36:

Drills: Live Burn at Somerville Tower will be held on Thursday, March 22, 2018 at 7:00 pm.

RIC Skills Drill will be held on Saturday, March 24, 2018 at 8:00 am to 12:00 pm at Station 36 and the Somerville Tower.

- Inquired about critiques for structure fires.

Chief Bill Shaffer – Fire Company #37

Drills: Extrication Drill will be held on March 20, 2018 at 7:00 pm at Station 37.

- Can we order turnout gear for members who graduated from Fire Fighter 1 School last semester?
- Can the Commissioners order a stream light and possibly a Keurig or coffee pot for the Rehab unit?
- Rehab did not call out Signal 100 for the Structure Fire on March 11, 2018.
 - o Commissioner Buckley said that it will be addressed in the Signal 100 GOG.
- The “Every 15 Minutes Program” will be held on April 18, 2018.
 - o Can Stations 36 & 38 provide an engine crew to assist.
 - o If you have a high school Senior that would like to participate in the program, I need their name and a letter from their parents granting permission to participate.
- Thank You to the Signal 100 Team for providing coffee, hot chocolate and donuts during the structure fire on Sunday morning, March 11, 2018.

Chief Mike Murphy – Fire Company #38

Drills: Blood Bourne/ Right to Know Drill was held on February 26, 2018 at Station 38.

Extrication Classroom Drill was held on March 12, 2018 at Station 38.

Hose Line Operations Drill will be held on March 26, 2018 at the Academy at 7:30 pm.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Live Burn Drill will be held on March 24, 2018 at Middlesex.

Ropes and Knots Drill will be held on March 27, 2018 at 7:30 pm at Station 48.

OEM:

- John Sheridan spoke about First Responders Credentials. He said should another town adopt this, we cannot respond if credentials on not listed on our cards.

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 9:05 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments

**ATTACHMENTS
FOR THE MARCH 13, 2018
REGULAR MEETING MINUTES**

1. 2018 Election Results

2. Resolutions: *(Refer to Attached "RESOLUTIONS" document)*

- Resolution 2018-01 AUTHORIZING APPOINTMENT OF ATTORNEY
- Resolution 2018-02 AUTHORIZING APPOINTMENT OF AUDITOR
- Resolution 2018-03 ADOPTION OF CASH MANAGEMENT PLAN
- Resolution 2018-04 AUTHORIZING REGULAR MEETING SCHEDULE
- Resolution 2018-05 DESIGNATION OF OFFICIAL NEWSPAPER FOR PUBLICATION

- Resolution 2018-06 DESIGNATING SURETY BONDING FOR ALL COMMISSIONERS
- Resolution 2018-07 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS FOR APPROVAL
- Resolution 2018-09 AUTHORIZING AWARD OF CONTRACT FOR VARIOUS PURCHASES PURSUANT TO STATE CONTRACT
- Resolution 2018-09 ADDITIONAL ATTACHMENT
- Resolution 2018-11 AUTHORIZING COMMISSIONER STIPENDS

- Resolution 2018-12 AUTHORIZING PROVIDING OF MEDICAL SERVICES
- Resolution 2018-13 AUTHORIZING PROVIDING INSURANCE COVERAGE
- Resolution 2018-13 ADDITIONAL ATTACHMENT

- Resolution 2018-15 AUTHORIZING FIRE APPARATUS MAINTENANCE/ REPAIRS CONTRACT BID

3. Fire Safety Out-of-Service Schedule