

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

**SEPTEMBER 12, 2018**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, September 11, 2018 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Pat Buckley 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 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, Captain Randy Coddington, Jr., Neshanic Fire Co.; and Fire Marshal John Yanko. Absent: Commissioner Charlie Nuara, Commissioner John Catrombon, Jr., Chief Fire Marshal Chris Weniger and Chief Kit Crisafulli.

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 Lazorchak to approve the Regular Meeting minutes of August 14, 2018. Roll call vote: All approved.**

**A motion was made by Commissioner Lazorchak, seconded by Commissioner Carone to approve the Work Meeting minutes of September 6, 2018. Roll call vote: All approved.**

**TREASURER'S REPORT**

**AUGUST 31, 2018**

Checking Account Balance:	\$ 27,313.09
Savings Account Balance:	\$ 330,921.72
LOSAP	\$ 213,160.67
Capital Expense Account Balance:	<u>\$ 952,636.25</u>
Total of all Accounts:	\$ 1,524,031.73
Expenditures for August 2018:	\$ 134,624.09
Amount to be transferred to Checking from Savings	\$ 134,000.00

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

**CORRESPONDENCE**

Commissioner Buckley 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 2018-018 - Authorizing Advertisement for Bid for Purchase of Fire Rescue Boat Addendum:

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Addendum Resolution 2018-018 for Authorizing Advertisement for Bid for the Purchase of a Fire Rescue Boat for Station 38. Roll call vote: All approved.**

- Resolution 2018-019 – Authorizing Advertisement for Bid for Purchase of Fire Rescue Boat:

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve to re-authorize with minor amendments Resolution 2018-019 for Authorizing Advertisement for Bid for the Purchase of a Fire Rescue Boat for Station 38. Roll call vote: All approved.**

**MONTHLY FIRE REPORTS**

Commissioner Buckley read the monthly fire reports for August 2018.

**FIRE REPORTS**

	<b>ALARMS</b>	<b>MAN HRS.</b>	<b>YTD ALARMS</b>	<b>YTD MAN HRS.</b>	<b>DRILLS</b>	<b>MAN HRS.</b>	<b>YTD DRILLS</b>	<b>YTD MAN HRS.</b>
<b>#1</b>	24	38.0	257	1,255.2	0	0	20	722.0
<b>#2</b>	55	310.8	488	3,508.7	1	56.0	19	888.8
<b>#3</b>	20	55.2	198	1,358.6	2	141/4	14	872.9
<b><u>Neshanic</u></b>	15	50.4	167	696.6	1	40.0	19	485.5

## **CHIEF FIRE MARSHAL'S REPORT**

Fire Marshal John Yanko reported the following:

1. Fire Prevention:
  - a. Visits to the schools will begin on October 8, 2018.
  - b. The schedule will be sent out to the Chiefs.
2. Fire Safety Vehicles:
  - a. The new Fire Safety vehicles are going in service this week.
3. Fire Hose Inventory:
  - a. Fire hose inventories were sent to the Chiefs.

## **APPARATUS – EQUIPMENT REPORT**

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

CAR 36:	Mileage – 54,125 New decals were ordered from Great Dane.
CAR 36-2:	No issues reported.
ENGINE 36:	License plate and step lights were repaired.
LADDER 36:	Door latch was repaired. Seat belt extenders were ordered.
TENDER 36:	Tank is leaking. Waiting to get scheduled for repair at Seagrave in NJ.
BRUSH 36:	No issues reported.
BRUSH 36-2:	No issues reported.
RANGER 36:	Trailer was repaired. Winch control was replaced.
MARINE 36:	No issues reported.
<u>Small Equipment:</u>	1 K12 saw replacement was ordered. Boat light was replaced. 1 Box light was repaired. Vehicle exhaust systems annual service was completed.

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

CAR 37: Mileage – 24,170  
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: AC leak was repaired.  
Vehicle exhaust system connection was replaced.

ENGINE 37-2: Fuel pedal was replaced.  
AC was repaired.  
Cab door was repaired.  
Vehicle exhaust system connection was replaced.

TOWER  
LADDER 37: Vehicle exhaust system connection was installed.  
Radios and chargers were installed.

BRUSH 37: No issues reported.

BRUSH 37-2: Emergency brake needs to be adjusted.

REHAB 1-37: No issues reported.

HEAVY RESCUE-37: Roll up door was lubed.

Small Equipment: 1 saw was repaired.  
3 Water extinguishers were recharged.  
Vehicle exhaust systems annual service was completed.

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

CAR 38: Mileage – 36,700  
Running board lights are in need of repair. On First Priority's list.

CAR 38-2: No issues reported.

ENGINE 38: No issues reported.

LADDER 38: ABS light is back on.  
Front brakes were replaced.  
Nozzle control was repaired.  
Snow chains were repaired.  
Valve leaks were repaired.  
Windshield washer hose was repaired.

TENDER 38: Folding tank holder was repaired.  
BRUSH 38: No issues reported.  
RESCUE 38: Light tower bulb was replaced.  
MARINE 38: No issues reported.  
Small Equipment: 2 Saws were repaired.  
2 SCBA bottles were repaired.  
Little giant ladder parts were ordered.  
Vehicle exhaust systems annual service was completed.

**Captain Randy Coddington, Jr. 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: Going out-of-service for repairs soon. Will notify the Chiefs.  
MINI PUMPER 48: No issues reported.  
Small Equipment: No report.

**R&R COMMITTEE UPDATE**

FAP:

- No report.

Signal 100 Team:

- No report.

**APPROVAL TO PAY CLAIMS LIST 2018- 09**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
09/11/2018	23303	AMWELL AUTO & TIRE CENTER	18-560 Invoice 153196	89.94
09/11/2018	23304	AMWELL AUTO & TIRE CENTER	18-561 Invoice 153173	739.95
09/11/2018	23305	The Lincoln National Life Insurance Co.	18-562	3,450.00
09/11/2018	23306	NEW JERSEY FIRE EQUIPMENT COMPANY	18-563 Invoice 58184	56.00
09/11/2018	23307	NIC Group, Inc.	18-564 Invoice MSP-11036	1,450.00
09/11/2018	23308	NEW JERSEY FIRE EQUIPMENT COMPANY	18-565 Invoice 58012/58086	676.40
09/11/2018	23309	Petner, Lynn	18-566 Invoice 463121	40.00
09/11/2018	23310	SOMERSET COUNTY EMER. SERV. TRAINING	18-567 Invoice 12903	600.00
09/11/2018	23311	NESHANIC VOL.FIRE CO.	18-568	14,125.00
09/11/2018	23312	HILLSBOROUGH FIRE CO.#3	18-569	15,945.00
09/11/2018	23313	HILLSBOROUGH FIRE CO.#2	18-570	15,945.00
09/11/2018	23314	HILLSBOROUGH FIRE CO.#1	18-571	15,945.00
09/11/2018	23316	ACCESS HEALTH SYSTEMS	18-572 Invoice 27212	38.00
09/11/2018	23317	ALLEGRO ENTERPRISES INC	18-573 Invoice I3060/I3108	12.28
09/11/2018	23318	UPS	18-574 Invoice 74Y02Y348	14.00
09/11/2018	23319	VERIZON	18-575 Acct#908369060911437Y	78.90
09/11/2018	23321	W.B.MASON COMPANY, INC.	18-576 Inv I58129034	7.12
09/11/2018	23322	Wex Online	18-577 Invoice 55657392	2,703.36
09/11/2018	23323	JOANN BULLOCK	18-578	261.00
09/11/2018	23324	MIDDLESEX COUNTY FIRE ACADEMY	18-579 Invoice 01-1910-18	52.00
09/11/2018	23325	Johnson, Ken	18-580	26.09
09/11/2018	23326	Kyle E Martin	18-581	400.00
09/11/2018	23327	Johnson, Ken	18-582	14.28
09/11/2018	23328	SAFE-T	18-583 Invoice 10073	3,465.00
09/11/2018	23329	SOMERSET COUNTY EMER. SERV. TRAINING	18-584 Invoice 12920/12923	125.00
09/11/2018	23330	SOMERSET COUNTY EMER. SERV. TRAINING	18-585 Invoice 12871	900.00
09/11/2018	23331	SOMERSET COUNTY EMER. SERV. TRAINING	18-586 Invoice 12872	600.00
09/11/2018	23332	TURNOUT RENTAL	18-587 Invoice 15782	590.00
09/11/2018	23333	VERIZON WIRELESS	18-588 Invoice 9812821911	842.33
09/11/2018	23334	Amazon.com	18-589 Order 111-5018404-9961803	133.15
09/11/2018	23335	AMWELL AUTO & TIRE CENTER	18-590 Invoice 152997	86.14
09/11/2018	23336	AMWELL AUTO & TIRE CENTER	18-591 Invoice 152882	132.56
09/11/2018	23337	AMWELL AUTO & TIRE CENTER	18-592	86.14
09/11/2018	23338	Amazon.com	18-593 Order 113-6835103-7413005	83.88
09/11/2018	23339	Amazon.com	18-594 Order 111-5657495-9521020	762.09
09/11/2018	23340	Clean Air Company, Inc.	18-595 Invoice-18-0692	3,667.80

09/11/2018	23341	COMCAST	18-596 Account 8499052800046635	175.94
09/11/2018	23342	CONTINENTAL FIRE & SAFETY INC.	18-597 Invoice H3545	206.00
09/11/2018	23343	COMMUNICATION SPECIALIST, INC	18-598 Invoice 38824/38853	2,707.80
09/11/2018	23344	COMCAST	18-599 Account#8499052800258792	115.89
09/11/2018	23345	HUNTERDON EMERGENCY SV TRAINING CTR	18-600 Invoice 18-00556	60.00
09/11/2018	23346	HUNTERDON EMERGENCY SV TRAINING CTR	18-601 Invoice 18-00562	325.00
09/11/2018	23347	EMERGENCY SOFTWARE PRODUCTS	18-602 Invoice ESP-01710	250.00
09/11/2018	23348	First Priority Emergency Vehicles	18-603 Invoice 18316/18317	12,123.98
09/11/2018	23361	FIRE & SAFETY SERVICES LTD.	18-604 Invoice SI18-1596	10,600.08
09/11/2018	23350	FLEMINGTON DEPT STORE	Invoice 63591	81.00
09/11/2018	23351	First Priority Emergency Vehicles	18-606 Invoice 18123/18124/18186/18191/18194/18202 / 18281/18248	15,975.62
09/11/2018	23352	HILLSBOROUGH FIRE CO.#2	18-607	330.58
09/11/2018	23353	Pavese-McCormick Agency, Inc.	18-608 Invoice 65025	2,488.86
09/11/2018	23354	RICHARD M. BRASLOW ESQ.	18-609	1,062.00
09/11/2018	23355	SKYLANDS FIRE EQUIP.	18-610 Invoice 10075	210.00
09/11/2018	23356	Chexalance LLC	18-611 Invoice 6055	200.00
09/11/2018	23357	MIKE MURPHY	18-612	173.98
09/11/2018	23358	Zygmunt Orłowski	18-613 Invoice 20180514-1/20180514- 2/20180514-3	3,126.98
09/11/2018	23359	MIKE MURPHY	18-614	74.03
09/11/2018	23360	Johnson, Ken	18-615	192.94
				<u>134,624.0</u>
				9

**A motion was made by Commissioner Carone, seconded by Commissioner Lazorchak to approve the Claims List 2018-09. Roll call vote: All approved.**

**A motion was made by Commissioner Carone, seconded by Commissioner Lazorchak to approve to pay the Claims List 2018-09. Roll call vote: All approved.**

**APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2018-09**

**A motion was made by Commissioner Carone, seconded by Commissioner Lazorchak to approve the transfer of funds in the amount of \$134,000.00 from savings account to checking account. Roll call vote: All approved.**

## COMMISSIONERS' REPORTS

### Commissioner Nuara:

Absent. No report.

### Commissioner Catrombon, Jr.:

Absent. No report.

### Commissioner Lazorchak:

#### Insurance:

- No report.

#### Medical (Physicals):

- Updated List (*Attached*).

#### Fit Testing:

- Dates for Fit Testing are:
  - Station 36 – November 5, 2018 from 6:00 – 9:00 pm
  - Station 37 – November 6, 2018 from 6:00 – 9:00 pm
  - Station 38 – November 19, 2018 from 6:00 – 9:00 pm
  - Make Up Dates:
    - o December 26 & 27, 2018 from 6:00 -9:00 pm
- LOSAP:
  - o All four firehouses need to standardize their LOSAP Procedure, so the information is recorded accurately.
  - o The Chiefs will be requested to submit and certify the LOSAP Summary “green” form.
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## Commissioner Buckley:

### Bureau of Fire Operations:

- Residency Requirements for Fire Officers:
  - o Station 36 and 38 have by-laws covering this.
- Junior Firefighters allowable activities:
  - o The Commissioners discussed the list of Non-Permissible Activities distributed at the last month's Regular Meeting and made the following changes:
    - Removed:
      - Handle SCBA cylinders that are under pressure.
      - Operating a charged hose line (during training exercises – under supervision).
      - Connect supply hose at either the hydrant or pumper intake.

### OEM:

- No report.

### GOG's:

- The GOG Committee will be chaired by Commissioner Carone going forward. He will be scheduling a meeting soon.

### Accident/Injury – Workman's Compensation:

- No report.

### Gear Cleaning & Repair:

- No report.

### OSHA:

- No report.

District Drills:

- District Firefighter Survival Class:
  - o Class is scheduled for Friday night, October 12, 2018, Saturday, October 13, 2018 and Sunday, October 14, 2018.
  - o Need to get a list of participants no later than the September Board Meeting.
  - o As of September 16, 2018, the class has been cancelled due to lack of response.

Training:

- CEVO Course:
  - o Chiefs need to start gathering numbers and prose dates.

**Commissioner Carone:**

Audit:

- No report.

LOSAP:

- No report.

Bills with Vouchers:

- No report.

Budget:

- Working on 2019 Budget.

Inventory:

- No report.

Other:

- GOG Committee:
  - I am now the new Chairman of the GOG Committee. This was decided at the Commissioners Work Meeting on Thursday, September 6, 2018.

## **CHIEF'S REPORTS**

### **Chief Everett Heider - Fire Company #36:**

Drills: In-house Layout and Attack Line Stretch Drill will be held on September 13, 2018.

Live Burn Drill will be held on September 22, 2018 at the Piscataway Burn Tower.

OEM Search and Rescue Drill will be held on September 26, 2018 at Dukes Estates.

- Is the requirement still 18 months to pull gear for unqualified members?
- We would like to add Turbo Draft to our budget items.
- 6 Bullard Advent Rescue Helmet (*Quotes Attached*).

### **Chief Bill Shaffer – Fire Company #37**

Drills: Wilderness SAR Awareness Class was held on September 10, 2018.

Car Fire Class will be held on September 18, 2018 at 6:30 pm at the Fire Academy.

Vehicle Stabilization Class will be held on September 19, 2018 at 6:30 pm at Dave's Heavy Towing on Old Camplain Road in Hillsborough.

OEM will be holding a Search Drill at Duke Farms on September 26, 2018 at 4:30 pm.

### **Chief Mike Murphy – Fire Company #38**

Drills: Tanker Operations Drill was held on August 27, 2018

Bail out Recert Drill will be held on October 8, 2018 at 7:30 pm at the Academy.

**Captain Randy Coddington, Jr. – Fire Company #48 - Neshanic**

Drills: Acquired Structure Drill will be held on either September 18, 2018 or September 25, 2018 in Branchburg.

- 1 person will be attending the Firefighter Survival Class.

**OEM:**

- No report.

**PUBLIC**

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**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Carone, and seconded by Commissioner Lazorchak to adjourn the meeting at 8:30 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary  
Hillsborough Township  
Board of Fire Commissioners

JL/jhb  
Attachments

**ATTACHMENTS  
FOR THE SEPTEMBER 12, 2018  
REGULAR MEETING MINUTES**

1. FIRE SAFETY OUT-OF-SERVICE SCHEDULE.
  
2. RESOLUTION 2018-19 – AUTHORIZING ADVERTISEMENT FOR BID FOR PURCHASE OF RESCUE BOAT.
  
3. RESOLUTION 2018-18 – ADDENDUM - AUTHORIZING ADVERTISEMENT FOR BID FOR PURCHASE OF RESCUE BOAT.
  
4. QUOTE FOR 6 BULLARD ADVENT RESCUE HELMETS.