

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

**379 SOUTH BRANCH ROAD  
HILLSBOROUGH, NJ 08844  
Firesafety@hillsboroughfiredistrict.com**

**WORK MEETING**

**JANUARY 3, 2019**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in a Work Session on Thursday, January 3, 2019 at 7:00 pm. In the Conference Room at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Chairman John Lazorchak 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 John Catrombon Jr., Commissioner Mike Carone, Commissioner Pat Buckley and Commissioner Charlie Nuara. Also in attendance were: Chief Everett Heider, Station 36, Deputy Chief Eric Regiec, Station 36 and Chief Dan Kazar, Station 38

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 Lazorchak:

- Station 37 Tanker Specifications:
  - o Had discussion on the update of the specifications and costs.
  
- Station 38 Pumper Specifications:
  - o Had discussion on the update of specifications and costs. Commissioner Nuara said that the numbers will be ready by tomorrow.
  
- Meal Reimbursement:
  - o Discussed Meal Reimbursement Policy (*Attachment*).
    - The Policy will be distributed to the Chiefs at the Regular Meeting on Tuesday, January 8, 2019.

Commissioner Catrombon, Jr.:

- No Report.

Commissioner Carone:

- Recruitment and Retention:
  - o Still working on putting together a letter to distribute to Township Residents looking for volunteer firefighters.
- Physicals:
  - o Spoke with Terry at Primary Care today. She said the Doctors are having a meeting tonight, and Terry will hopefully get back to me before the Regular Meeting on Tuesday, January 8, 2019 with available dates to set up physicals.

Commissioner Buckley:

- Residency Requirements:
  - o The Commissioners decided that all Officers need to live within 10 miles of their responding firehouse. They would like the GOG Committee to put together a District GOG for Officer Residency Requirements.
- Osha Required Training:
  - o OSHA has some new OSAH Required Training.
    - Will discuss this at the Regular Meeting on Tuesday, January 8, 2019.
- Respiratory Policy:
  - o Discussed that some members are not abiding to the policy about air packs and facial hair.
  - o There is a current District GOG.
    - This needs to be reviewed and reinforced.
    - Commissioner Lazorchak will bring this up for discussion at the Regular Meeting on Tuesday, January 8, 2019.

- Safety Officers:
  - o Discussed having Safety Officers from each firehouse to monitor safety at all fire scenes.

Commissioner Nuara:

- Went through vouchers for December 2018 and obtained Commissioners signatures.
- Budget Update:
  - o Spoke with the State today and they had some questions with the 2019 Budget.
    - All questions were answered and now waiting for final approval from State.
    - Everything should be ready for the Regular Meeting on Tuesday, January 8, 2019.
  - o There are still items to be paid for coming from the 2018 Budget.
    - 38 Boat
    - Door for Station 36
    - Gear
    - Breaking and Entering Door Prop
    - New server for Fire Safety
    - Several other small items
- Certificate of Deposits:
  - o Discussed switching money into CD's since the rates have improved.
  - o Have been looking into rates.
  - o Commissioners agreed on a bank and rate and will vote on this at the Regular Meeting on Tuesday, January 8, 2019.
- Meal Reimbursements:
  - o Had discussion on what constitutes putting in for meals.
    - Commissioner Nuara will bring this up for discussion at the Regular Meeting on

Tuesday, January 8, 2019.

- LOSAP:

- Has been submitted to the Commissioners.
- Needs to be posted at each firehouse for 30 days.

- Other:

○ Chief Heider – Station 36:

- Asked for confirmation on responding to CO calls.
- Had discussion and will be addressed further.

○ Gear Soap Dispensers:

- Inquired what type of soap is being used at the other firehouses for cleaning gear.
- Would like to see what product is available specifically for cleaning gear and if it can be purchased in bulk for all companies to have.
  - Commissioners replied that Chief Heider should contact Fire Marshal Giordano to look into what is available and pricing.

○ Minimum Attendees for Classes:

- Asked for confirmation on how what is the minimum attendees for classes:
  - Commissioners responded they would like 10 attendees minimum per class to obtain a better price.
  - This brought up discussion about members who sign up for classes which have been paid for, and do not attend the class.
    - Commissioner Lazorchak will speak about this at the Regular Meeting on Tuesday, January 8, 2019.

○ Deputy Chief Regiec – Station 36:

- Announced that they would like to have a critique for the recent structure fire on Starview Drive, to be held next Thursday, January 10, 2019 at 6:30 pm at Station 36.
  - Commissioners responded that he should check with Chief Fire Marshal

Weniger tomorrow before finalizing the date.

- Chief Kazar – Station 38:
  - Dry Chemicals:
    - There are missing dry chemicals and we have none left in stock. Need to purchase at least 2.
      - Commissioner Nuara responded that he should speak with Fire Marshal Giordano to place an order.
  - Forman Program:
    - Station 38 reinstated their Forman Program. This is basically a stepping stone to build officer and for them to work up ranks, as well as for recognition.
      - These members in the program have yellow foreman shields, 0 Officer responsibility, and are only responsible for rigs.
  - Station 38 Brush Truck Committee Update:
    - The Committee is moving along and should have the final specifications ready by February 1, 2019.
    - Commissioner Carone is the Board Representative for this Committee.
  - Clarification on Driver Training:
    - Asked the Board for clarification on what is expected for training:
      - Behind the Wheel training every 5 years and CEVO training every 3 years.
      - Commissioners will check and confirm this shortly.
      - Mentioned that Raritan Valley Community College offers a one-night refresher class.
  - CPR Certification:
    - Inquired if firefighters need to be CPR Certified.
      - - Commissioner Buckley responded that there are currently no guidelines that firefighters need to be CPR certified.
        - Commissioner Buckley mentioned he heard that the State may be mandating this in the future, however, there is nothing in writing yet.

- Commissioners agreed that this should be discussed at the next GOG Committee Meeting. Commissioner Nuara said the Committee should put this on their list to put together a GOG for this.
- Chief Kazar feels strongly about firefighters being CPR Certified, especially now since they are going on more EMS calls.
  
- Station 38 Work Detail Night:
  - Announced that they are currently in beginning stages to discuss changing our work detail night schedule.
  
- Thanked the Commissioners for their support in the past and future.
  
- 38 Deuce:
  - Will Coordinate with Chief Fire Marshal Weniger to have the pump taken off the deuce.

### **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 8:38 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary  
Hillsborough Township  
Board of Fire Commissioners

MC/jhb

**ATTACHMENTS  
FOR THE JANUARY 3, 2019  
WORK MEETING MINUTES**

1. HILLSBOROUGH FIRE DISTRICT MEALS AND TRAVEL REIMBURSEMENT.