

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

JANUARY 8, 2019

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, January 9, 2019 at 8:00 pm. 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 present were Fire Chiefs: Chief Everett Heider, Fire Co. #1; Chief Bill Shaffer, Fire Co. #2, Chief Dan Kazar, 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 Nuara, seconded by Commissioner Carone to approve the Regular Meeting minutes of December 11, 2018. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Work Meeting minutes of January 3, 2019. Roll call vote: All approved.

TREASURER'S REPORT

December 31, 2018

Checking Account Balance:	\$ 118,095.02
Savings Account Balance:	\$ 925,800.76
LOSAP Account Balance:	\$ 316,319.37
Capital Expense Account Balance:	<u>\$ 955,860.23</u>
Total of all Accounts:	\$ 2,316,075.38
Expenditures for Dec 2018:	\$ 263,061.36

Total Amount to be transferred to Checking
From Regular Savings: \$ 260,000 .00

Total Amount to be transferred to Capital Account
From Regular Savings: \$ 50,000 .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*).
- 2018 Top 10 Responder List (*Attachment*).

MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for December 2018.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	35	104.6	414	2148.5	3	96.0	33	1053.8
#2	68	464.7	733	5640.5	5	227.0	39	1817.4
#3	20	127.8	291	2392.6	1	7.0	20	1104.5
<u>Neshanic</u>	7	47.6	240	1183.8	3	69.7	27	697.2

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- The District Server replacement:
 - o Waiting on more quotes. Only received one so far.

- 2019 Officers:
 - o Need the list of 2019 Officers with e-mails.
 - Was handed out at this meeting.

- Approved Equipment:
 - o All approved equipment has been ordered.
 - o All orders have been placed, and some have already received.

APPARATUS – EQUIPMENT REPORT

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

CAR 36:	Mileage – 56,654 No issues reported.
CAR 36-2:	No issues reported.
ENGINE 36:	Will be going out on Friday for repairs.
LADDER 36:	No issues reported.
TENDER 36:	No issues reported.
BRUSH 36:	No issues reported.
BRUSH 36-2:	No issues reported.
RESCUE 36:	No issues reported.

MARINE 36: No issues reported.

Small Equipment: N/A.

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

CAR 37: Mileage – 28,320
PM Service complete.

CAR 37-2: No issues reported.

ENGINE 37: No issues reported.

ENGINE 37-2: No issues reported.

TOWER
LADDER 37: Ladder test is complete.

BRUSH 37: No issues reported.

BRUSH 37-2: No issues reported.

RESCUE 37: No issues reported.

Small Equipment: N/A

Chief Dan Kazar Fire Company #3 reported the following:

CAR 38: Mileage – 38,304

CAR 38-2: No issues reported.

ENGINE 38: Waiting to go out for repair to driver's door.

LADDER 38: No issues reported.

TENDER 38: No issues reported.

DEUCE 38: Fire Safety will be removing the pump.

RESCUE 38: No issues reported.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 2 struts – Not in service until training is completed.

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: Automatic fill valve needs repaired.

TENDER 48: No issues reported.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: Struts will be mounted on the truck by the first week in February.

R&R COMMITTEE UPDATE

- FAP:
 - No report.

- Signal 100 Team:
 - Thank you to the Team Members who helped with food at the Year in Review on December 10, 2018.

APPROVAL TO PAY CLAIMS LIST 2019- 01

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/31/2018	23735	Amazon.com	18-886 Order # 111-0565118-9893051 & 111-8487956-5708201	275.86
12/31/2018	23736	ALERT-ALL CORPORATION	18-887 Invoice#218110155	372.50
12/31/2018	23737	ACCESS HEALTH SYSTEMS	18-888 Invoice 27391, 27606	76.00
12/31/2018	23738	AMWELL AUTO & TIRE CENTER	18-889 Invoice #154833	187.48
12/31/2018	23739	AMWELL AUTO & TIRE CENTER	18-890 Invoice #154866	285.30
12/31/2018	23740	COMCAST	18-891 Account # 8499052800258792	115.89

12/31/2018	23741	SOMERSET COUNTY VEHICLE MAINTENANCE	18-892 Invoice 252	151.88
12/31/2018	23742	CONTINENTAL FIRE & SAFETY INC.	18-893 Invoice #H5066	264.18
12/31/2018	23743	COMMUNICATION SPECIALIST, INC	18-894 Invoice 39276	480.00
12/31/2018	23744	CENTRAL JERSEY NURSERIES	18-895 Invoice 70425/70807	234.94
12/31/2018	23745	FLEMINGTON DEPT STORE	18-896 Inv#207949	160.90
12/31/2018	23746	FLEMINGTON DEPT STORE	18-897 Invoice #65567 & 65788	638.19
12/31/2018	23747	FLEMINGTON DEPT STORE	18-898 Inv#65492	517.50
12/31/2018	23748	Priority Emergency Vehicles	18-899 Invoice#19283, 19282, 19284	1,261.86
12/31/2018	23749	Priority Emergency Vehicles	18-900 Invoice #19120 & 19146	3,944.07
12/31/2018	23750	HUNTERDON COUNTY ESTC	18-900 Invoice #19120 & 19146	875.00
12/31/2018	23751	HUNTERDON COUNTY ESTC	18-902 Invoice#18-00904	60.00
12/31/2018	23752	HUNTERDON COUNTY ESTC	18-903 Invoice#4800910	220.00
12/31/2018	23753	Konica Minolta Premier Finance	18-904 Invoice# 61732267	136.87
12/31/2018	23754	Konica Minolta Premier Finance	18-905 Invoice 255577972	19.89
12/31/2018	23755	Mistras Group Inc.	18-906 Invoice # CD 10984393/ CD10984389/CD10984391	2,175.00
12/31/2018	23756	NATIONAL FIRE PROTECTION ASSOCIATION	18-907 Notice-7380722X	1,345.50
12/31/2018	23757	Northwest River Supplies Inc	18-908 Invoice#723211	377.92
12/31/2018	23758	NORTHEAST GREAT DANE NEW JERSEY FIRE EQUIPMENT COMPANY	18-909 Invoice 30106107167	295.00
12/31/2018	23759	Packet Media Group LLC	18-910 Invoice#59145/59095	3,328.12
12/31/2018	23760	Packet Media LLC	18-911 Subscription#17042	82.74
12/31/2018	23761	Packet Media LLC	18-912 Invoice#300454559	163.37
12/31/2018	23762	RWJ Physician Enterprise, PA	18-913 Invoice#12120050	75.00
12/31/2018	23763	ROCK-N-RESCUE	18-914 Invoice 188602	142.00
12/31/2018	23764	RWJ Mobile Health Service	18-915 Invoice #1001	650.00
12/31/2018	23765	SKYLANDS FIRE EQUIP.	18-916 Invoice 10347	27,898.16
12/31/2018	23766	SOMERSET COUNTY EMER. SERV. TRAINING	18-917 Invoice 13086	50.00
12/31/2018	23767	THE MOTOR WORKS INC	18-918 Invoice#149887	1,365.68
12/31/2018	23768	TURNOUT RENTAL	18-919 Invoice#16588	120.00
12/31/2018	23769	TSC Tractor Supply Credit Plan	18-920 Acct#6035-3012-0501-5538	119.93
12/31/2018	23770	VERIZON	18-921 Acct# 550545-301-0001-60	12.47
12/31/2018	23771	W.B.MASON COMPANY, INC.	18-922 Inv#5085886991	95.72
12/31/2018	23772	Witmer Public Safety Group, Inc.	18-923 Invoice#E1788926	259.81
12/31/2018	23773	Witmer Public Safety Group, Inc.	18-924 Invoice E178987	1,334.75
12/31/2018	23774	HUNTERDON COUNTY ESTC	18-925 Invoice 18-00961	40.00
12/31/2018	23775	1ST RESPONDER NEWSPAPER	18-926	85.00
12/31/2018	23776	SOMERSET COUNTY EMER. SERV. TRAINING	18-927 Invoice#13141	50.00
12/31/2018	23777	W.B.MASON COMPANY, INC.		174.51
12/31/2018	23778	UPS	18-929 Invoice#74Y02Y518	18.07
12/31/2018	23779	VERIZON WIRELESS	18-930 INVOICE#9820349259	851.25
12/31/2018	23780	ALLEGRO ENTERPRISES INC	18-931 Invoice#I5142	7.50
12/31/2018	23781	JOHN YANKO	18-932	55.00
12/31/2018	23782	HILLSBOROUGH FIRE CO.#2	18-933	163.55
12/31/2018	23783	HILLSBOROUGH FIRE CO.#2	18-934	105.65
12/31/2018	23784	Mid-Atlantic Rescue Systems, Inc.	18-935 Invoice#18-14710	688.46

12/31/2018	23785	NEW JERSEY FIRE EQUIPMENT COMPANY	18-936 Invoice#59030	2,260.00
12/31/2018	23786	AMWELL AUTO & TIRE CENTER	18-937 Invoice 154810	986.30
12/31/2018	23787	NORTHEAST GREAT DANE	18-938 Invoice 0106107222	900.00
12/31/2018	23788	Priority Emergency Vehicles	18-939 Invoice 19299/19301	2,093.94
12/31/2018	23789	CONTINENTAL FIRE & SAFETY INC.	18-940 Invoice#H5182	376.00
12/31/2018	23790	SAM ROZYCKI	18-941	200.00
12/31/2018	23791	APPROVED FIRE PROTECTION	18-942 Invoice# IN000252782	162.80
12/31/2018	23792	Northwest River Supplies Inc	18-943 Order#634863	257.13
12/31/2018	23793	TOWNSHIP OF HILLSBOROUGH	18-944	190,960.87
12/31/2018	23794	Rusio Vincent	18-945	150.00
12/31/2018	23795	Johnson, Ken	18-946	1,006.55
12/31/2018	23796	Johnson, Ken	18-947	25.57
12/31/2018	23797	MIKE MURPHY	18-948	25.00
12/31/2018	23798	CHARLIE NUARA	18-949	440.26
12/31/2018	23799	William Shaffer	18-950	47.95
12/31/2018	23800	SKYLANDS FIRE EQUIP.	18-951 Invoice#10357	3,595.95
12/31/2018	23801	MIKE MURPHY	18-952	196.40
12/31/2018	23802	COMCAST	18-953 Account#8499052800046635	178.07
12/31/2018	23803	ALLEGRO ENTERPRISES INC	18-954 Invoice#I5234	8.53
12/31/2018	23804	FLEMINGTON DEPT STORE	18-955 Invoice#65788	11.94
12/31/2018	23805	Witmer Public Safety Group, Inc.	18-956 Invoice#E1798071	193.17
12/31/2018	23806	CONFIRE FIRE PROTECTION	18-957 Invoice 0269170	200.00
12/31/2018	23807	NORTHEAST GREAT DANE	18-958 Invoice #0106107222	900.00
12/31/2018	23808	CONTINENTAL FIRE & SAFETY INC.	18-959 Invoice#H5030	1,062.00
12/31/2018	23809	SAFETY-KLEEN SYSTEMS INC	18-960 Invoice#77970261	318.81
12/31/2018	23810	MINERVA CLEANERS	18-961 Invoice#474-96	189.50
12/31/2018	23811	Hand, Matt	18-961 Invoice#474-96	2,904.15
12/31/2018	23812	JOANN BULLOCK	18-963	152.00
12/31/2018	23813	Chexalance LLC	18-964 Invoice#1067	300.00
12/31/2018	23814	ELMERS CATERING SERVICE	18-859	550.00
				263,061.36

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Claims List 2019-01 with the exception 18-949. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve to pay the Claims List 2019-01. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2019-01

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.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve to transfer \$50,000.00 from savings account to capital account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Lazorchak:

- Contracts:
 - No report.

- Budget:
 - No report.

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

- New Apparatus:
 - Have estimates for new apparatus for Station 37 and Station 38.

- Other:
 - Apparatus Lights & Sirens:
 - There are concerns of too many apparatuses with lights and sirens for CO alarms with no illness. Would like to see the first car/apparatus only responding with lights and sirens. All other apparatus should be responding non-emergency unless advised otherwise.
 - Chief Fire Marshal Weniger said that this is common practice.

- Members taking Classes:
 - Will be required to provide a deposit going forward after they have ad 1 unexcused “no show”.

- Safety Officers:
 - Is there any interest in having additional Safety Officers amongst the houses? Maybe the older members or members who generally do not go on the rigs would be willing to help with this task on scenes when needed.

- Residency Requirements:
 - The Commissioners have discussed and are recommending that all District Officers reside within a 10-mile radius from their firehouse.

Commissioner Catrombon, Jr.:

- Radios & Pagers:
 - No report.

- Grants:
 - No report.

- Apparatus/Equipment Maintenance:
 - No report.

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

- Other:

Commissioner Carone:

- Insurance:
 - No report.

- Medical (Physicals):
 - Still waiting to hear back from Terry at Primary Care for dates. Once I get dates, I will email the Chiefs.
 - Members can call and set up their own appointment for evenings, etc.
 - Would like to start to get physicals scheduled so they can get done early.
 - Same procedure and guidelines as last year.

- Fit Testing:
 - No report.

- GOG's:
 - Would like the Chiefs to put together a GOG Committee (2-3 members) within their houses to be on the District's GOG Committee.
 - There will be a District GOG Committee Meeting scheduled for February to go over the GOG's.
 - Commissioner Buckley said to be sure that those who choose to be on the Committee are serious about it.

Commissioner Buckley:

- Bureau of Fire Operations:
 - No report.

- OEM:
 - No report.

- Accident/Injury – Workman’s Compensation:
 - Station 38 had an injury to a member. The Accident Report is being prepared and will be forwarded to Fire Safety and the Board.

- Gear Cleaning & Repair:
 - Gear inspections are due by the March Meeting.

- OSHA:
 - Respiratory:
 - The Respiratory GOG states that no facial hair is permitted. Members will be removed from the scene/apparatus if they choose not to follow the guidelines. The Commissioners have requested that this GOG be updated with additional clarification.

- District Drills:
 - Please start thinking about District Drill topics for 2019.
- Training:
 - Please schedule CEVO for the rest of the District through the Fire Academy.
 - New members who are registered for Firefighter 1 need to complete the Module 1 packet before attending. Copies of the packet are to be forwarded to Fire Safety when completed.

Commissioner Nuara:

- Audit:
 - No report.

- LOSAP:
 - No report.

- Bills with Vouchers:
 - No report.

- Budget:
 - The 2019 Budget was approved by the State today and is on file in the Fire Safety Office, will be in the newspaper and on the website.
 - Kavita will forward the Chiefs their individual sheets.

- Inventory:
 - No report.

- Other:
 - CD's:
 - Have been looking into rates for CD's.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approved to transfer \$5000,000.00 from Capital Expenses and transfer to Edward Joes to put into CD's. Roll call vote: All approved.**

 - Meal Reimbursement:
 - Meal reimbursement will be mainly for District Drills and Structure Fires.
 - Policy (*Attachment*).
 - Chiefs need to provide a list of names (or NFIR sheet) and attach to the voucher with the receipt(s).

- **As scheduled, at 8:30 pm, a motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to stop the Regular Meeting for the reading of the 2019 Budget. At 8:31 pm a motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to open the meeting for public comments. There were no public comments. At 8:31 pm a motion was made by Commissioner Nuara, seconded by Commissioner Carone to close the meeting for public comments. At 8:32 a motion was made by Commissioner Nuara, seconded by Commissioner Carone to read Resolution 2019-01. The resolution was read, and a motion was made by Commissioner Nuara, seconded by Commissioner Carone to accept Resolution 2019-01. At 8:34 pm a motion was made by Commissioner Lazorchak, seconded by Commissioner Nuara to resume to the Regular Meeting. Roll call vote: All approved.**

CHIEF'S REPORTS

Chief Everett Heider - Fire Company #36:

Drills: Bloodborne and Right to Know Drill is scheduled for January 24 and February 28, 2019 at Station 36.

TIC Drill for Assistant Chiefs FLIR 1385,00 roughly.

- Would like to purchase Citro Squeeze for the District (as discussed at the January 3, 2019 Work Meeting). Cost is \$130.00 per 5-gallon bucket. **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve the purchase for Citro Squeeze in 5-gallon buckets at \$130.00/bucket. Roll call vote: All approved.**
- Would like verification on Officer Requirements. Clarification is on the Officer Requirements GOG.
- Announced that a District Critique for the structure fire on Starview Drive will be held this Thursday, January 10, 2019 at 6:30 pm at Station 36. The Signal 100 Team will provide food.

Chief Bill Shaffer – Fire Company #37

Drills: Bloodborne Pathogens/Right to Know Drill is scheduled for January 15, 2019 at 7:00 pm at Station 37.

Chief Dan Kazar – Fire Company #38

Drills: GOG Review Drill was held on January 7, 2019 at Station 38.

Bloodborne and Right to Know Drill is tentatively scheduled for January 28, 2019 at Station 28.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: PSE&G Presentation Drill will be held on January 15, 2019 at 7:00 pm at Station 48.

Extraction Drill focusing on Struts will be held on January 29, 2019 at 7:30 at Station 48.

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 8:37 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary
Hillsborough Township
Board of Fire Commissioners

MC/jhb
Attachments

**ATTACHMENTS
FOR THE JANUARY 8, 2019
REGULAR MEETING MINUTES**

1. Fire Safety Out-of-Service Schedule.

2. District Meal Reimbursement Policy.

3. 2018 Top 10 Responders List.