

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**WORK MEETING**

**FEBRUARY 7, 2018**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in a Work Session on Thursday, February 7, 2018 at 7:00 pm. In the Conference Room 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 John Lazorchak, Commissioner John Catrombon Jr., Commissioner Pat Buckley, Commissioner Mike Carone, and Commissioner Charlie Naura.

Also, in attendance were: Chief Everett Heider, Station 36, Jeffrey Mitchell, Station 36, Chief Bill Shaffer, Station 37, Assistant Chief Rich Crater, Station 37, Lieutenant Tom Shaffer, Station 37, Quartermaster Robert Gildea, Station 37, Chief Dan Kazar, Station 38, Deputy Chief Sam Rozycki, Station 38, Captain Ken Johnson, Station 38, Robert Hatossy, Station 38, and Deputy Chief CJ Davis, Station 48.

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:
  - o Station 37 Apparatus Status:
    - Discussed the status of the apparatus for Station 37 with Chief Shaffer.
  - o Station 38 Apparatus Status:
    - Chief Kazar gave a detailed update on specifications for their new apparatus.
    - Chief Kazar emailed specifications to the Commissioners.
      - Does not have a final quote yet.

- Chief Kazar will distributed a picture of the apparatus to the Commissioners.
    - The Commissioners asked Chief Kazar to email more pictures.
  - Commissioner Naura asked Chief Kazar to get all information and quotes for the March Work Meeting.
- Heavy Rescue Transfer to Hillsborough Fire District:
    - Had discussion on the Heavy Rescue transfer.
      - Commissioner Buckley will be following up with John Sheridan, OEM.
  - Policy on Lodging Reimbursement:
    - Chief Fire Marshal Chris Weniger will be putting together a policy for Lodging Reimbursement.
  - GOG Meeting Status:
    - Asked Commissioner Carone for the GOG Meeting Status.
      - Commissioner Carone replied that he is still waiting on the Chiefs to suggest dates.
        - Suggested that Commissioner Carone choose a date and set up the meeting at his convenience.
  - Commissioners Job Descriptions:
    - Discussed each Commissioner's position and duties.
      - Will make a few adjustments.
      - Will discuss further after the Elections.
  - District Safety Officers:
    - This was brought up at the January 9, 2019 Regular Meeting.
      - Will follow up with the Chiefs at the Regular Meeting on Tuesday, February 12, 2019.

- Borough of Millstone:
  - o Had discussion regarding the Borough of Millstone's request for a Meeting.
  
- Recruitment & Retention:
  - o Inquired with Commissioner Carone on the status of the letter for recruitment.
    - Commissioner Carone stated that he is making progress on this.
  
- Commissioner Catrombon, Jr.:
  - o No report.
  
- Commissioner Carone:
  - o Physicals:
    - Got a schedule of dates from Primary Care.
      - Emailed dates to Commissioners.
        - o Will discuss at the Regular Meeting on February 12, 2019.  
(List will be attached to the Regular Meeting Minutes for February 12, 2019.)
  - o Deputy Chief Vehicle:
    - Request to stripe Station 36's Deputy Chief's Vehicle.
      - Will bring up and vote on at the Regular Meeting on February 12, 2019.
  
- Commissioner Buckley:
  - o State Requirements for Junior Firefighters:
    - Discussed the state requirements (age group categories) for Junior Firefighters.

- Fire Gear Evaluation:
  - Suggested that when a member asks for new gear that their current gear be evaluated by Fire Safety or Chief/Officer first.
  
- CEVO Training:
  - Inquired who is or will be doing CEVO Training.
    - Do we want to mandate testing?
      - Will be discussed further.
  
- Commissioner Nuara:
  - Went through vouchers for January 2019 and obtained Commissioners signatures.
  
  - Budget:
    - The State passed the 2019 Budget.
      - Will get final printouts.
  
    - Discussed financial account status.
  
    - Audit needs to be finished by May.
  
  - Edward Jones (Investing Capital Expense Funds):
    - Letter was sent out today.
      - Edward Jones Legal Department needs to review our application which was recently submitted and will get back to us.
  
  - LOSAP:
    - Had discussion on the 2019 LOSAP amounts.
  
    - Discussed LOSAP request from a member.

- Vouchers:
  - Reminder – All vouchers must be reviewed and have a Chief or Officers signature before being submitted to Fire Safety.
    - Will remind everyone at the Regular Meeting on Tuesday, February 12, 2019.
  
- Other:
  - Chief Everett Heider – Station 36:
    - Request to purchase thermal cameras for the Assistant Chiefs (*Attachment*).
      - Will be voted on at the Regular Meeting on Tuesday, February 12, 2019.
  
  - Chief Bill Shaffer – Station 37:
    - Rope/Hardware Request for Rescue Truck (*Attachment*).
      - Will be voted on at the Regular Meeting on Tuesday, February 12, 2019.
  
    - Printers:
      - Request to replace their printer as they are having problems with it.
      - Request to replace NIFRS computer tower as they are having problems with it as well and it is out of date.
      - Chief Heider and Chief Kazar said they also need to replace their computers.
        - Commissioners will have Fire Marshal Giordano look into the computer replacements and upgrade costs.
  
    - Request to upgrade the Microsoft program which has expired on the laptops.
      - Commissioners will check into purchasing the upgrade.
  
    - Extrication Drills:
      - Have been doing a lot of extrication drills and would propose getting Billy Goat Vacuums.

- Commissioners will have Fire Marshal Giordano look into pricing.
  - Commissioner Nuara will follow up.
  
- Assistant Chief Rich Crater - Station 37:
  - Request to purchase Fireline Ground Pounder Classic Coats – Nomex Yellow - \$175.00 each (*Attachment*).
    - Will be voted on at the Regular Meeting on Tuesday, February 12, 2019.
  
- Chief Dan Kazar – Station 38:
  - Engine 38:
    - Reported that Engine 38 will be going out on February 20, 2019 for repairs.
  
- CO Alarm Response:
  - As discussed at the January Meeting, CO no illness calls, 38 Chief to respond and 38 Engine responds non-emergency to CO calls.
  
- 38's New Boat:
  - The new boat has been received.
    - The boat is too tall to clear the back bay of the building.
      - Had discussion on what to do.
  
- St. Patrick's Parade:
  - Would like permission to take 38 Ladder, Rescue and Chief Vehicles to the Parade.
  - Chief Shaffer also asked if they could take 37 Ladder truck and Chief Heider asked if they could take 36 Engine, Deuce and Chief Vehicles.
    - Permission was granted by the Commissioners.

- Deputy Chief CJ Davis:
  - Brought up and discussed the Vehicle Response GOG.

### **ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Catrombon Jr., and seconded by Commissioner Carone to adjourn the meeting at 8:55 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary  
Hillsborough Township  
Board of Fire Commissioners

MC/jhb  
Attachments

**ATTACHMENTS  
FOR THE FEBRUARY 7, 2019  
WORK MEETING MINUTES**

1. THERMAL IMAGING CAMERA.
2. ROPE AND HARDWARE FOR STATION 37 RESCUE TRUCK.
3. FIRELINE GROUND POUNDER CLASSIC COAT NOMEX YELLOW.