

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

APRIL 9, 2019

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, April 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 Mike Carone

Commissioner Charlie Nuara
Commissioner Jeff Mitchell

Absent: Commissioner Pat Buckley

Fire Chiefs present were:

Chief Everett Heider - Station 36
Chief Bill Shaffer - Station 37

Deputy Chief Sam Roczycki – Station 38
Assistant Chief Randy Coddington, Jr. – Station 48
Fire Marshal Chris Weniger - Fire Safety

Absent: Chief Dan Kazar - Station 38
Chief Kit Crisafulli – Station 48

District Officers/Members present were:

Tyler Riordan – Station 36
Deputy Chief Mike Patton – Station 37
Tom Shaffer – Station 37
Kevin Danberry – Station 37
Dana Leehr – Station 37

Tom Marvits – Station 38
Ex-Chief Bill Iden – Station 48
Richard Bullock – Station 48
John Sheridan - OEM

Public present were:

None

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 Lazorchak to approve the Regular Meeting minutes of March 12, 2019. Roll call vote: All approved.

A motion was made by Commissioner Nuara seconded by Commissioner Carone to approve the Work Meeting minutes of April 4, 2019. Roll call vote: All approved.

TREASURER'S REPORT

MARCH 2019

Checking Account Balance:	\$ 54,797.72
Savings Account Balance:	\$ 1,204,374.00
LOSAP	\$ 180,380.92
Capital Expense Account Balance:	<u>\$ 1,008,503.59</u>
Total of all Accounts:	\$ 2,448,056.23
Expenditures for 2019	\$ 222,669.55
Amount to be transferred to Checking from Savings:	\$ 210,000 .00

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

CORRESPONDENCE

Commissioner Lazorchak 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*).

MONTHLY FIRE REPORTS

Commissioner Lazorchak read the monthly fire reports for March 2019.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	26	87.5	90	286.2	3	123.0	6	249.0
#2	54	351.2	160	986.3	3	168.5	13	543.6
#3	23	114.8	63	299.2	1	111.0	5	412.0
<u>Neshanic</u>	19	84.3	56	185.5	1	14.0	3	76.5

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- District Server:
 - o The District Server replacement is complete and had a minimal amount of interruption to the Fire Companies.

- "After the Fire" Presentation:
 - o "After the Fire" Presentation was held on April 1, 2019 at the Hillsborough High School. This presentation was for the Senior Class students. Members of Station 37 attended.

- Maintenance and Repair Software:
 - o Fire Marshal Giordano and I have been talking to Vendors about the Maintenance and Repair software. The software can more accurately tract what is being fixed, how long it took, ticket system, etc.

- Township Fireworks:
 - o The Township Fireworks is scheduled for Saturday, June 29, 2019. Ore details to follow.

- District Foam:
 - o We have a very small amount of foam left in the District. Would like to purchase foam for the District, the cost would be \$4,000.00. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the purchase of foam in the amount of \$4,000.00 for the Hillsborough Fire District. Roll call vote: All approved.**

- Old Equipment:
 - o Would like approval to put old equipment into Auction. Resolution 2019-11 was read (*Attachment*). **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve to put old equipment into Auction. Roll call vote: All approved.**

- Brush Truck Firefighter Equipment Request:
 - o Have this on my to do list. Have pricing for sets of gear which is \$250.00/gear. Requesting to purchase this gear. After discussion on this, it was decided to order 20 sets of the gear. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the purchase of 20 sets of gear at a maximum of \$5,000.00. Roll call vote: All approved.**

- Manville Fire Department Request:
 - o Manville Fire Department has requested to borrow 6 SCBA bottles from the Hillsborough Fire District. I have filled out a Hold Harmless Form (*Attachment*) to be signed by the Commissioners upon approval of this request. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the request to lend Manville Fire Department 6 SCBA bottles. Roll call vote: All approved.**

- Streamline Operations:
 - o We are in the demo stages of streamlining operations, which will improve documentation and save the District money. We are interested in the Halogen Software and will have preliminary cost estimates by the May Regular Meeting. More information will follow.

- Somerset County Arson Taskforce:
 - o Fire Marshalls were signing Annual Agreements with County, this is an annual procedure.

- Workers Compensation:
 - o The renew for Workers Compensation is due by May 4, 2019. Would like to award this to the company we are currently using which is Amtrust North America. The new policy for 2019 would cost \$121,60900. I will complete voucher #19248 for this. **A motion was made by Commissioner Nuara, seconded by Commissioner Mitchell to approve payment of \$121,609.00 for Workers Compensation to Amtrust North America. Roll call vote: All approved.**

- VFIS Policy:
 - o VFIS Insurance Policy will be due in June 2019. The cost is around \$50,000.00. I will receive the invoice next week for this. Automotive Insurance will be due in July 2019.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 57,579
No issues reported.

CAR 36-2: No issues reported.

ENGINE 36: No issues reported.

LADDER 36: No issues reported.

TENDER 36: No issues reported.

BRUSH 36: No issues reported.

BRUSH 36-2: No issues reported.

RANGER 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: No report.

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

CAR 37: Mileage – 31,320
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: Parts are on order to repair the water leak.

ENGINE 37-2: Electronic siren was repaired.

TOWER
LADDER 37: Pump panel was repaired.

BRUSH 37: Water tank is leaking, and the manufacturer was notified for warranty Repair.

BRUSH 37-2: Short in wiring was repaired.

RESCUE 37: PM service was completed.
Power steering leak was repaired.

REHAB 37: Batteries were checked, and ground repaired.

Small Equipment: 1 Extinguisher was recharged.
2 Regulators were repaired.
1 Meter is out for repair.

Deputy Chief Sam Rozycki of Fire Company #3 reported the following:

CAR 38: Mileage – No report.
Oil change was done on April 6, 2019.

CAR 38-2: No issues reported.

ENGINE 38: Repairs were completed.
Charging issues with a few portable radios and the Survivor Lights.
CO Meter is out of service.

LADDER 38: Damage to driver's side rear tire.

TENDER 38: No issues reported.

BRUSH 38: No issues reported.

RESCUE 38: No issues reported.

DEUCE 38: Waiting on DPW to remove the pump.

MARINE 38-1: No issues reported.
Not in service yet.

MARINE 38-2: No issues reported.

Small Equipment: Rescue will have the mounts for the struts and drawer installed in the next few weeks.
Ladder for bays.

Assistant Chief 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: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: No report.

R&R COMMITTEE UPDATE

FAP:

- Commissioner Carone reported that he has completed the Recruitment letter that he wrote. This letter will be mailed to all Hillsborough Township Residents. (Attachment)
- Looking for someone to take over the Firefighter Appreciation Program (FAP). Chiefs, please ask your membership if anyone is interested in doing this.

Signal 100 Team:

- Joann Bullock has announced that she will be stepping down as the Leader of the Signal 100 Team. Jennifer Castillo will now be the Leader of the Team. New lists with this information was handed out to the Chiefs.

APPROVAL TO PAY CLAIMS LIST 2019- 04

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/12/2019	23913	NIC Group, Inc.	18-993	15,200.00
03/12/2019	23914	ELECTRONIC MEASUREMENT LABS	18-994	191.00
03/12/2019	23915	Auto Plus	18-992 Inv#45512147, Inv#45514276	29.94
03/12/2019	23917	Advanced Eyecare	19-072	360.80
03/12/2019	23918	AED SUPERSTORE	19-073	3,091.28
03/12/2019	23919	ALPHA CARD	19-074 Inv#SI-371509	250.00

03/12/2019	23920	COMCAST	19-076 Account#8499052800258792	118.02
03/12/2019	23921	CONTINENTAL FIRE & SAFETY INC.	19-077 Inv#J1547	247.30
03/12/2019	23922	CONTINENTAL FIRE & SAFETY INC.	19-078 Inv#H5202	1,041.50
03/12/2019	23923	ELECTRONIC MEASUREMENT LABS	19-079 Inv#52837	403.00
03/12/2019	23924	First Priority Emergency Vehicles	19-080 Inv#19717, Inv#19718	1,408.06
03/12/2019	23925	First Priority Emergency Vehicles	19-081 Inv#19690, Inv#19684	2,003.33
03/12/2019	23926	GOLDSHIELD TEAM LLC	19-082	400.00
03/12/2019	23927	HILLSBOROUGH FIRE CO.#2	19-084	15,945.00
03/12/2019	23928	HUNTERDON COUNTY ESTC	19-085	100.00
03/12/2019	23929	KAT's Sewing Studio	19-086	131.00
03/12/2019	23930	Konika Minolta Premier Finance	19-087 Inv#62536072	144.17
03/12/2019	23931	Petner, Lynn	19-088	51.46
03/12/2019	23932	NEW JERSEY ASSOCIATION OF FIRE DISTRICTS	19-090	300.00
03/12/2019	23933	NEW JERSEY FIRE EQUIPMENT COMPANY	19-091 Inv#59781	1,467.91
03/12/2019	23934	Northwest River Supplies Inc	19-092 Inv#737146	181.62
03/12/2019	23935	JERRY MIDGETTE	19-094	103.62
03/12/2019	23936	Mark D Esposito	19-095	65.94
03/12/2019	23937	JOAN T Hartmann	19-096	25.38
03/12/2019	23938	SHANNON MC CORMICK	19-097	44.80
03/12/2019	23939	Claudia C. Bayait	19-098	42.04
03/12/2019	23940	KARIN De VOE	19-099	42.44
03/12/2019	23941	ROBIN FRENCH	19-100	31.99
03/12/2019	23942	REGINA SCHACHTELE	19-101	57.29
03/12/2019	23943	ROBYN M COuch	19-102	23.60
03/12/2019	23944	Brandydwne Massey	19-103	23.60
03/12/2019	23945	Pizzaia, Judith	19-104	105.00
03/12/2019	23946	Howard Greenberg	19-105	105.00
03/12/2019	23947	Whitney, Stella	19-106	105.00
03/12/2019	23948	JOSEPH Guiliano	19-107	105.00
03/12/2019	23949	Rescue Essentials	19-108	111.00
03/12/2019	23950	Reliance Graphics	19-109 Inv#3967	1,425.00
03/12/2019	23951	RICHARD M. BRASLOW ESQ.	19-110	1,980.00
03/12/2019	23952	SCREEN STYLES	19-112 Inv#89072	172.00
03/12/2019	23953	SKYLANDS FIRE EQUIP.	19-113 Inv#10516	375.00
03/12/2019	23954	UPS	19-115 Inv#74Y02Y, Inv#74Y02Y089	98.74
03/12/2019	23955	VERIZON	19-116	85.00
03/12/2019	23956	W.B.MASON COMPANY, INC.	19-117 Inv#I63343381, Inv#I63381821, Inv#I63514578	103.69
03/12/2019	23957	JOHN CATROMBON	19-118	3,000.00
03/12/2019	23958	DANIEL KAZAR	19-119	70.41
03/12/2019	23959	ANGELOS PIZZA	19-120	116.00
03/12/2019	23960	DANIEL KAZAR	19-122	33.04
03/12/2019	23961	DANIEL KAZAR	19-123	73.57
03/12/2019	23962	Hand, Matt	19-124	480.60
03/12/2019	23963	CHRISTIAN FULMINO	19-125	480.60
03/12/2019	23964	AMWELL AUTO & TIRE CENTER	19-127 Inv#156086	23.28

03/12/2019	23965	ALPHA CARD	19-128 Inv# SI-371509	250.00
03/12/2019	23966	AED SUPERSTORE	19-129 Inv#1019906	3,091.28
03/12/2019	23967	ACCESS HEALTH SYSTEMS	19-130 Inv#30227, Inv#30226, Inv#30225	114.00
03/12/2019	23968	ALLEGRO ENTERPRISES INC	19-131	16.03
03/12/2019	23969	COMCAST	19-132	178.07
03/12/2019	23970	First Priority Emergency Vehicles	19-133 Inv#19784	249.00
03/12/2019	23971	FLEMINGTON DEPT STORE	19-134 Inv#66807	130.00
03/12/2019	23972	FLEMINGTON DEPT STORE	19-135 Inv#66806	130.00
03/12/2019	23973	HUNTERDON COUNTY ESTC	19-136 Inv#19000228	60.00
03/12/2019	23974	HUNTERDON COUNTY ESTC	19-137 Inv#19000220	175.00
03/12/2019	23975	HILLSBOROUGH FIRE CO.#2	19-138	249.48
03/12/2019	23976	HHS Every 15 Minutes	19-139	500.00
03/12/2019	23977	JON SENCHISEN	19-140	600.00
03/12/2019	23978	Liberty Trasp & Storage Co. INC	19-141	366.75
03/12/2019	23979	MERCER COUNTY FIRE ACADEMY	19-142 Inv#FA3850	40.00
03/12/2019	23980	NIC Group, Inc.	19-143 Inv#MSP-11366	1,450.00
03/12/2019	23981	PATRICK BUCKLEY	19-144	3,000.00
03/12/2019	23982	Seacoast Accounting LLC	19-145 Inv#1132, Inv#1133	600.00
03/12/2019	23983	SOMERSET COUNTY EMER. SERV. TRAINING	19-146 Inv#13215	900.00
03/12/2019	23984	SOMERSET COUNTY EMER. SERV. TRAINING	19-147 Inv#13216, Inv#13224	650.00
03/12/2019	23985	SEAN Ismail	19-148	41.58
03/12/2019	23986	TASC FIRE APPARATUS, INC	19-149 Inv#2019-397	1,876.00
03/12/2019	23987	Wex Online	19-150 Inv#58091496	1,668.53
03/12/2019	23988	SKYLANDS FIRE EQUIP.	19-151 Inv#10516	375.00
03/12/2019	23989	Konika Minolta Business Solutions**	19-153 Inv#257271021	37.48
03/12/2019	23990	COMMUNICATION SPECIALIST, INC	19-154 Inv#39541	450.00
03/12/2019	23991	John Lazorchak	19-155	3,000.00
03/12/2019	24000	Amazon.com	Order no# 111-4322026-9069055 & 111-3461087-8920252	169.86
03/12/2019	23998	THOMAS FAGAN	19-093	136.62
03/12/2019	23999	SOMERSET COUNTY BOARD OF ELECTIONS	19-111	50.15
03/12/2019	24001	VERIZON WIRELESS	19-114	911.56
03/12/2019	24002	HILLSBOROUGH FIRE CO.#3	19-121	15,945.00
03/08/2019	24003	CHARLES NUARA	19-126	3,000.00
03/12/2019	24004	PETER M. CARONE	19-152	3,000.00
03/12/2019	24005	HTVFC #1	19-157	91.50
03/12/2019	24006	HILLSBOROUGH FIRE CO.#1	19-158	160.20
03/12/2019	24007	HILLSBOROUGH FIRE CO.#1	19-159	15,945.00
03/12/2019	24008	Slinsky, Thomas	19-160	150.00
03/12/2019	24009	MIKE MURPHY	19-161	630.61
03/12/2019	24010	JOHN NOVAK JR	19-162	21.72
03/12/2019	24012	Chexalance LLC	19-163	200.00
03/12/2019	24013	NESHANIC VOL.FIRE CO.	19-089	13,500.00
03/12/2019	24014	Grainger	19-083 Inv#9084279646	123.00
03/12/2019	24011	JOANN BULLOCK	19-156	313.50
				127,120.94

A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the Claims List 2019-04. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve to pay the Claims List 2019-04. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2019-04

A motion was made by Commissioner Carone, seconded by Commissioner Michell to approve the transfer of funds in the amount of \$210,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Lazorchak:

- Contracts:
 - o No report.

- Budget:
 - o No report.

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

- New Apparatus:
 - o No report.

Commissioner Nuara:

- Budget:
 - o CD's:
 - Transferred \$500,000.00 of Capital money from PNC Bank to Fulton Bank and deposited into a Money Market at 2.05% interest rate.
 - Will continue to look into CD rates.

- Equipment & Purchasing:
 - o Heavy Rescue:
 - Waiting on John Sheridan, OEM, to proceed.

 - o Request for TICS:
 - The request for the TICS for the Assistant Chiefs was discussed between the Commissioners and it is not feasible at this time. This will be put on hold.

- Other:
 - o Rolling Stair for Station 38:
 - Chief Dan Kazar had requested to purchase a Rolling Stair for Station 38. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the purchase of a Rolling Stair for Station 38. Roll call vote: All approved.**

 - o Rescue Extrication:
 - Discussed new equipment and what equipment we have and may need to replace as needed.
 - Need to meet with Mike Guzy and the Committee to further discuss and come up with a plan for 2020, as well as get an update on what the Committee expects.

 - o Gear Inspection Forms:
 - Inquired if everyone has completed their gear inspection forms.

- Right to Know/Blood Bourne:
 - At the March Meeting it was decided that Associate Members would benefit to have the Right to Know and Blood Bourne Training.
 - Chief Fire Marshal Weniger suggested that this should be added to the GOG and discussed at the next GOG Meeting.

Commissioner Buckley:

- Absent (Sent Report).
- OEM:
 - No report.
- Bureau of Fire Safety:
 - No report.
- Accidents & Injuries:
 - No report.
- District Drills:
 - Looking at a “Low Angle Rescue” class. Details to follow by next meeting.
- OSHA:
 - No report.

Commissioner Carone:

- Physicals:
 - Handed out the updated Physical List (*Attachment*).

- Insurance:
 - o No report.

- Fit Testing:
 - o No report.

- GOG's:
 - o The next GOG Meeting is scheduled for April 17, 2019.

Commissioner Mitchell:

- Audit:
 - o No report.

- LOSAP:
 - o No report.

- Bills with Vouchers:
 - o No report.

- Budget:
 - o No report.

- Inventory:
 - o No report.

- Other:
 - o Rescue Class:
 - Looking into setting up a Rescue Class.
 - Commissioner Nuara suggested that there be a Low Angle Course before a Rescue Class.

- Cost is \$4,000.00 for the class.
- Will speak with Mike Guzy regarding this.

CHIEF'S REPORTS

Chief Everett Heider- Fire Company #36:

Drills: No report.

- Tic for Assistant Chief FLIR (This was discussed and reported under Commissioner Nuara).
- Humat valve bracket was made and installed on Engine.
- Engine 36 now carries 1,700 feet of 5 inch.
- Lettering Deputy Vehicle:
 - It was approved at the March Meeting to paint the Deputy Vehicle at a cost of \$1,200.00.
 - Request for an additional \$400.00 to have the Deputy Vehicle lettered.
A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the request for an additional \$400.00 to have the Deputy Vehicle lettered. Roll call vote: All approved.
 - Commissioner Nuara said that it would have to come out of Station 36's' new equipment budget.

Chief Bill Shaffer – Fire Company #37

Drills: Live Burn Drill is scheduled for April 23, 2019 at pm at the Fire Academy.

North Star Presentation is scheduled for May 2, 2019 at Station 37.

- Status on Microsoft Works for Training Laptops:
 - There is a need for 3 laptops for training at the Firehouses. Chief Fire Marshal Weniger discussed the cost and said it would probably under \$1,000.00. **A motion was made by**

Commissioner Nuara, seconded by Commissioner Carone to approve the purchase of Microsoft Works for 3 Training laptops. Roll call vote: All approved.

- Contract Class:
 - o Would like permission to set up a Contract Class for Fire Officer 1. Have 4 or 5 members that would like to take this class.
 - o This is a 70-hour class.
 - o Chief Fire Marshal Weniger will get more information on this.

Deputy Chief Sam Rozycki – Fire Company #38

Drills: Water Flow Station Drill was held on April 1, 2019.

Live Burn Drill is tentatively scheduled for April 27, 2019 in Middlesex.

Boat Drill is scheduled for May 6, 2019.

- Inquired if there is a Data Base that can track training.
 - o Chief Fire Marshal Weniger said he can research this.

Assistant Chief Randy Coddington, Jr. – Fire Company #48 - Neshanic

Drills: Verizon Walkthrough Drill is scheduled for April 22, 2019 at 7:00 pm.

Extrication Drill is scheduled for April 30, 2019 at 7:30 pm at Station 48.

OEM:

- John Sheridan stated that the Heavy Rescue was paid off in January.

PUBLIC

- No report.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Carone to adjourn the meeting at 9:20 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary
Hillsborough Township
Board of Fire Commissioners

MC/jhb
Attachments