

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

JULY 9, 2019

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, July 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 Pat Buckley

Commissioner Charlie Nuara

Absent: Commissioner Jeff Mitchell
Commissioner Mike Carone

Fire Chiefs present were:

Chief Everett Heider - Station 36
Chief Dan Kazar - Station 38

Chief Bill Shaffer - Station 37
Chief Kit Crisafulli – Station 48
Fire Marshal Chris Weniger - Fire Safety

District Officers/Members present were:

Tyler Riordan, Captain – Station 36
Ryan Buckley, Lieutenant – Station 36

John Sheridan – OEM

Richard Bullock – Station 48
Bill Iden, Ex-Chief – Station 48

Dana Leehr – Station 37
Kevin Danberry – Station 37
Isabella Calabrese – Station 37
Thomas Shaffer, Lieutenant – Station 37
Rob Gildea, II, Quartermaster – Station 37
Ryan Crater– Station 37
Rich Crater , Assistant Chief – Station 37

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 Buckley to approve the Regular Meeting minutes of June 11, 2019. Roll call vote: All approved.

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

TREASURER'S REPORT

JUNE 2019

Checking Account Balance:	\$ 42,834.44
Savings Account Balance:	\$ 1,007,830.57
Fulton Bank Savings Balance:	\$ 502,447.12
LOSAP	\$ 180,873.36
Capital Expense Account Balance:	\$ <u>109,763.05</u>
Total of all Accounts:	\$ 1,843,748.54
Expenditures for 2019	\$ 301,518.44
Amount to be transferred to Checking from Savings:	\$ 300,000.00

A motion was made by Commissioner Buckley, seconded by Commissioner Nuara 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 June 2019.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	16	49.5	154	483.6	2	41.8	12	387.8
#2	56	551.9	307	2069.4	5	270.0	26	1352.8
#3	16	101.9	106	621.0	1	108.5	9	770.0
<u>Neshanic</u>	19	77.7	109	359.6	1	24.0	9	182.5

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Township Fireworks:
 - o Thank you to everyone that came and helped at the Fireworks.

- Hose Ladder and Nozzle Compliance Testing:
 - o Testing is complete.
 - o Requesting \$9,000.00 to replace failed hose.
 - o We should have red soft hose.
 - o Commissioner Buckley requested a list from testing.
 - o A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approved to replace failed hose, not to exceed \$10,000.00.

- SCBA Testing Dates:
 - o Station 36 – is complete.

- Station 37 – July 10, 2019.
- Station 38 – Next week, date to be determined. Will email date to Chief.
- Only a couple minor problems so far.

- Resolution to Sell Old Pagers and Chargers:
 - We have some Minitor 2, 3 and 4 pagers and chargers and old VFS chargers.
 - Would like permission to go on to Government Deals to sell them.
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approved Resolution 2019-15 to Sell Old Pagers and Chargers and use Government Deals to sell them. Roll call vote: All approved.**

- Information Dashboard:
 - Fire Marshal Giordano spoke about upgrading the TV software information dashboard at the Work Meeting on July 3, 2019.
 - Upgrade would do the following:
 - Be like a digital bulletin board.
 - Serve as a message board system.
 - Public relations.
 - All Fire Safety information.
 - Active 911.
 - Radar
 - Weather Alerts.
 - Pre-plans.
 - Calendars.
 - Etc.
 - Would like to replace the system we have in the hallway as the technology is outdated and get one for the Fire Safety Office, then in the future get one in each firehouse.
 - Cost would be \$2,000.00 for TV, software and set up to start the first phase.
 - Buy initial licenses and then it would be cheaper to get for the other firehouses.
 - Would then need a TV and \$300.00 for each firehouse additional when we are ready to get them.
 - Will get together with the Chiefs to go over what this system can do.
 - I am Responding screen can go on there eventually. For now, we would leave it as is.

- Workers Compensation Insurance:
 - o Audit was done and premium went up \$16,000.00.
 - o Questioned the Auditor as to why the cost went up and was told it was due to social security reasons.
 - o Auditor too up-to-date roosters. Explained to Auditor that our members are volunteers and no social security is involved.
 - As Fire Marshal Giordano explained at the Work Meeting on July 3, 2019:
 - A check has been issued for \$16,000.00.
 - We will be holding onto this for now as we are going to be appealing the cost.
 - Another check has been issued for \$59,000.00 which will be mailed out.

- Update on Veterans Administration Lawsuit against Fire Safety and Firehouses:
 - o There was a hearing and Judge said there is not an accurate/proper basis to pursue this.
 - o Appeals were then filed.
 - o Appeal was denied. Worried if there will be more appeals.
 - o Depositions have been scheduled and cancelled for almost 4 years now.
 - o Insurance is covering the legal costs, etc.

- Updates on Station 37 & Station 38's Deuces:
 - o As discussed at the Work Meeting on July 3, 2019:
 - It was decided that Station 38 will keep their Deuce for right now and will remain at Station 38 until the new Brush Truck arrives.
 - Station 37 said that they do not want to keep their Deuce. It will be removed from their Firehouse and selling it is on hold until further clarification from Chief Fire Marshal Weniger and Attorney Braslow.

- Station 37 Pumper:
 - Station 37's Pumper need extensive work. Some things will need to be fixed before getting rid of it:

- AC Compartment is shot.
 - Exhaust Work.
 - Rear Axle Fluid.
 - Pump packed need replaced.
 - 4 fill valves need refilled.
- Cost would be \$4,338.00 to fix these items. **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approved to fix the above listed items for \$4,338.00. Roll call vote: All approved.**

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 59,324
Emergency lights repaired.

CAR 36-2: No issues reported.

ENGINE 36: PM service is complete.

LADDER 36: Hydraulic fluid is leaking and going to the shop.

TENDER 36: Tank level sensor was replaced.

BRUSH 36: No issues reported.

BRUSH 36-2: No issues reported.

RANGER 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: All hose, ladders and appliances were tested.
1 SCBA is out for repair.
2 bottles were hydro tested.

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

CAR 37: Mileage – 34,606
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: No issues reported.

ENGINE 37-2: Out of service for multiple repairs.

TOWER
LADDER 37: Generator was repaired.

BRUSH 37: Tank leak was repaired.

BRUSH 37-2: Out of service – no brakes.
Radios and scene lights were removed.

RESCUE 37: Tool mounting is in progress.

REHAB 37: No issues reported.

Small Equipment: 1 saw was repaired.
All hose, ladder and appliances were tested.

Chief Dan Kazar of Fire Company #3 reported the following:

CAR 38: Mileage – 41,488
Reverse alarm is not working.

CAR 38-2: No issues reported.

ENGINE 38: Air conditioner condenser is leaking in cab.

LADDER 38: Tire was replaced.

TENDER 38: No issues reported.

BRUSH 38: Starting issues continue

RESCUE 38: Cap to air fill station broken

DEUCE 38: No issues reported.

MARINE 38-1: Out for repair

MARINE 38-2: No issues reported.

Small Equipment: All hose, ladders and appliances were tested.

Chief Kit Crisafulli of Neshanic Volunteer Fire Company reported the following:

- No report submitted.

R&R COMMITTEE UPDATE

FAP:

- Recruitment Letter:
 - o Commissioners decided to not spend the money to do a mailing.

Signal 100 Team:

- No report.

APPROVAL TO PAY CLAIMS LIST 2019- 07

Date	Num	Name	Memo	Amount
07/09/2019	24242	ALLEGRO ENTERPRISES INC	19-393, Inv#16757, I6931	16.41
07/09/2019	24243	Amtrust North America	19-394	16,274.00
07/09/2019	24244	Amazon.com	19-395	30.58
07/09/2019	24245	AMWELL AUTO & TIRE CENTER	19-396, Inv#158001	108.86
07/09/2019	24246	Auto Plus	19-397, Inv#45534703	102.67
07/09/2019	24247	AGT BATTERY SUPPLY, LLC	19-398, Inv#9991A	492.73
07/09/2019	24248	COMCAST	19-399	198.02
07/09/2019	24249	CC Embroidery Creations	19-400	256.00
07/09/2019	24250	COM CAST	19-401	118.02
07/09/2019	24251	CENTRAL JERSEY NURSERIES	19-402, Inv#77843	53.99
07/09/2019	24252	CONTINENTAL FIRE & SAFETY INC.	19-403	938.50
07/09/2019	24253	Clean Air Company, Inc.	19-404, Inv#19-0385	143.20
07/09/2019	24254	DANIEL KAZAR	19-405	110.36
07/09/2019	24255	DANIEL KAZAR	19-406	30.88
07/09/2019	24256	DITSCHMAN/FLEMINGTON	19-407, Inv#4363740F	20.70
07/09/2019	24257	First Priority Emergency Vehicles	19-409, Inv#20804, Inv#20817, Inv#20885	1,769.88
07/09/2019	24258	First Priority Emergency Vehicles	19-410, Inv#20804	961.88
07/09/2019	24259	FLEMINGTON DEPT STORE	19-411, Inv#68315	95.00

07/09/2019	24260	FLEMINGTON DEPT STORE	19-412, Inv#68558	56.00
07/09/2019	24261	FLEMINGTON DEPT STORE	19-413, Inv#68518	256.90
07/09/2019	24262	First Priority Emergency Vehicles	19-414, Inv#20571	771.76
07/09/2019	24263	Grainger	19-415, Inv#9189804033	241.80
07/09/2019	24264	HILLSBOROUGH FIRE CO.#2	19-416	143.90
07/09/2019	24265	HILLSBOROUGH FIRE CO.#2	19-417	61.48
07/09/2019	24266	HILLSBOROUGH FIRE CO.#2	19-418	34.10
07/09/2019	24267	JEFF mitchell	19-419	150.00
07/09/2019	24268	Konica Minolta Premier Finance	19-420, Inv#63989962	136.87
07/09/2019	24269	Petner, Lynn	19-421	110.00
07/09/2019	24270	MINERVA CLEANERS	19-422, Inv#474-99	246.75
07/09/2019	24271	NEW JERSEY FIRE EQUIPMENT COMPANY	19-423, Inv#61326, Inv#61246	478.50
07/09/2019	24272	NIC Group, Inc.	19-424, inv#11526	1,450.00
07/09/2019	24273	NFPA	19-425	175.00
07/09/2019	24274	Pavese-McCormick Agency, Inc.	19-426	52,729.00
07/09/2019	24275	RWJ Physician Enterprise, PA	19-428, Inv#12121400	3,457.00
07/09/2019	24276	RICHARD M. BRASLOW ESQ.	19-427, Inv#20570	148.00
07/09/2019	24277	SAFETY-KLEEN SYSTEMS INC	19-429, Inv#80107829	318.81
07/09/2019	24278	Weiss, Scott	19-430	99.99
07/09/2019	24279	SOMERSET COUNTY EMER. SERV. TRAINING	19-431, Inv#13505	100.00
07/09/2019	24280	SOMERSET COUNTY EMER. SERV. TRAINING	19-432, Inv#13518	600.00
07/09/2019	24281	SOMERSET COUNTY EMER. SERV. TRAINING	19-433, Inv#13374	350.00
07/09/2019	24282	TOWNSHIP OF HILLSBOROUGH	19-434	196,889.46
07/09/2019	24283	VERIZON	19-435	40.40
07/09/2019	24284	William Shaffer	19-436	352.64
07/09/2019	24285	W.B.MASON COMPANY, INC.	19-437, Inv#200340070, Inv#200379979	305.41
07/09/2019	24286	Wex Online	19-438, Inv#59988225	2,672.17
07/09/2019	24287	W.B.MASON COMPANY, INC.	19-439, Inv#200130280, Inv#200135716	90.78
07/09/2019	24288	Witmer Public Safety Group, Inc.	19-440, Inv#E1851062	389.95
07/09/2019	24289	W.B.MASON COMPANY, INC.	19-441, Inv#I67129344	28.81
07/09/2019	24290	Witmer Public Safety Group, Inc.	19-442, Inv#E1851058, Inv#E1848542	231.14
07/09/2019	24291	W.B.MASON COMPANY, INC.	19-443, InvI66834489, Inv#I66924687	113.84
07/09/2019	24292	Zoro Tools Inc	19-444, Inv#6094749	90.72
07/09/2019	24293	Zygmunt Orłowski	19-445, Inv#20190513-1, Inv#20190513-2, Inv#20190513-3	1,965.13
07/09/2019	24294	Tara Joswick	19-446	50.00
07/09/2019	24295	JOANN BULLOCK	19-447	304.00
07/07/2019	24296	Fail Safe Testing	19-408	13,956.45
07/09/2019	24297	Chexalance LLC	19-448 Invoice# 1087	200.00
				301,518.44

A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the Claims List 2019-07. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve to pay the Claims List 2019-07 with the exception of 19-419. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2019-07

A motion was made by Commissioner, Nuara seconded by Commissioner Buckley to approve the transfer of funds in the amount of \$300,000.00 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 Station 37 & Station 38 New Apparatus Update:
 - Station 37 & Station 38 will have pre-construction meetings at Pierce probably around August 8, 9 and 10th.
 - Chief Shaffer will call Pierce to get exact dates and times.
 - Two members and one Commissioner are scheduled to attend these meetings.

 - Chief Fire Marshal Weniger received the Bond Documents.

- Physicals:
 - o Everyone should have had their physical by the end of June. If they did not, they will not receive LOSAP.
 - o After 18 months with no physical, gear will be pulled.

- Other:
 - o Fire Safety Intern Update:
 - Chief Fire Marshal Weinger said that the intern is working out very well and he is working 3 days per week.
 - o Rescue Committee Status:
 - It was mentioned that Mike Guzy stepped down from being the Chairman of the Committee.
 - Fire Marshal Giordano will set up a meeting for the Rescue Committee.

Commissioner Nuara:

- Budget:
 - o 2020 Budget:
 - Currently in the middle of working on the 2020 Budget.
 - Anything big that may be needed for Capital Expenses, we need to look at.
 - o Would need to go on the February 2020 Ballot.
 - o Should start to get pricing for air packs.
 - o Chief Fire Marshal Weniger suggested we form a Committee with several representatives from each fire company to review and see that companies are getting exactly what is needed in packs.
 - Chief Fire Marshal Weniger will set up this Committee.
 - Chiefs should start thinking what members they would want on this Committee.
 - Put in for a grant to try to cover some of the expenses.

- Summary of the Meeting Regarding Additional Manpower Needs:
 - Spoke with Trenton about adding 2 paid firefighters to the District.
 - Cost would be \$150,000.00 for 2 paid firefighters with benefits.
 - 2% increase would be added on to the \$150,000.00 each year after.
 - There would need to be a Special Election.
 - Will be meeting with Attorney Braslow in a couple weeks to further discuss this.
 - Suggest a 5-year plan be discussed at the August Work Meeting.
 - Representatives of Station 37 were present at the meeting and voiced dissatisfaction with the Board considering allocation of funds for 2 paid drivers. It was their position that their Department was adequately responding to calls and questioned if the response times are an issue for other Departments.

- Officer Qualifications for 2020:
 - Chiefs need to start checking to see if anyone who is running for Officer positions has all required qualifications.
 - Ryan Buckley mentioned that the GOG Committee is currently working on the GOG for Officer Qualifications.

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- Equipment & Purchasing:

- No report.

Commissioner Buckley:

- OEM:

- No report.

- Bureau of Fire Safety:
 - o No report.

- Accidents & Injuries:
 - o No report.

- Turnout Gear:
 - o Received the inspection forms from Station 36.

- District Drills:
 - o Low Angle Training Class:
 - RPI will be doing the classes.
 - The class can hold 20 students.
 - A \$100.00 deposit check will be required by the students which they will get back upon attendance of the class.
 - It would be good if there were 5 students from each of the companies, if possible.
 - The class has been set up for the following dates:
 - o Session #1: Friday, September 27, 2019 from 7:00-10:00 pm.
 - o Session #2: Saturday, September 28, 2019 from 8:00 am – 4:00 pm.
 - o Session #3: Sunday, September 29, 2019 from 8:00 am – 4:00 pm.

- o Vehicle Extrication Class:
 - Gold Shield will be doing the classes. There will be two 8-hour classes.
 - Each class can hold 15 students.
 - Classes will be held at Station 37 both days.
 - 8 Hour Operations Level Class:
 - o Class will be held on August 3, 2019.

- 15 student limit.
- Will need 4 or 5 cars upright on their wheels.
 - Cars must be rendered safe.
 - Fuel tanks removed.
 - Fluids drained.
 - Batteries removed.
- 8 Hour Advanced Level Class:
 - Class will be held on August 4, 2019.
 - 15 student limit.
 - Will need 4 or 5 cars.
 - 2 – Overturned.
 - 1 - on its side.
 - 2 - Override (1 on the other's trunk)
 - Cars must be rendered safe.
 - Fuel tanks removed.
 - Fluids drained.
 - Batteries removed.
- Number of classes can be increased based on interest.
- District Building Construction Class:
 - Gold Shield will be doing this class.
 - Classes will be held at Station 37.
 - Session #1: Tuesday, August 20, 2019 from 7:00 pm – 10:00 pm.
 - Session #2: Thursday, August 22, 2019 from 7:00 pm – 10:00 pm.
 - Session #3: Saturday, August 24, 2019 from 8:00 am – 2:00 pm.

- Compliance Training Make-Up Class:
 - This class is for any Affiliate Members, Ladies Auxiliary Members, etc.
 - Make up classes have been set up for the following dates:
 - Tuesday, July 9, 2019.
 - Tuesday, July 18, 2019.
 - All above mentioned members should try to attempt to attend one of the classes. Will try to set up one more class sometime this year.
 - Starting January 2020, this training will be mandatory.
- Bail Out Training:
 - Will be held at the County Tower on July 21, 2019 at 8:00 am.
 - Need number of attendees for Refresher Class and number of attendees for Initial Class.

- OSHA:
 - No report.

Commissioner Carone:

- Absent. No Report.

Commissioner Mitchell:

- Absent. No Report.

CHIEF'S REPORTS

Chief Everett Heider- Fire Company #36:

Drills: No report.

- September 11, 2019:
 - o Asked permission to take apparatus to Jersey City on 911 for pictures.
 - Commissioner said Ok. Let them know what apparatus will be going.

Chief Bill Shaffer – Fire Company #37

Drills: Ladder and Vent Drill will be held on July 16, 2019 at 7:00 pm.

TIC Class will be held on August 1, 2019 at 7:00 pm at Station 37.

- Request to purchase adapters:
 - o 2 Harrington Inc. Storz Straight Adapters - \$155.99 each.
 - o 3 Kocek Threaded Adapter, Double Male, Rocker Lug - \$16.59 each.
 - o 3 Kocek Double Female Adapter, Swivel and Rocker Lug Connectors - \$30.99 each.
 - o Lydrant Valve - \$279.95.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase above mentioned Adapters and valve. Roll call vote: All approved.**
 - o Request to purchase Combustible Gas Leak Detector – Leakator 10:
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase of 3 Gas Leak Detectors, one for each Firehouse. Roll call vote: All approved.**

Chief Dan Kazar – Fire Company #38

Drills: Monday July 22, 2019 – Extrication Drill at Station 37

Monday July 29, 2019 – Water Drill

- Equipment:
 - o Working with Fire Marshal Giordano on miscellaneous repairs.
 - o Strut mounting complete, just need to put the shelf back into the truck.

- Other:
 - o Discussed issue with Somerset County Emergency Services Training Academy

Chief Kit Crisafulli – Fire Company #48 - Neshanic

- No report submitted.

OEM:

- No report.

PUBLIC

- None.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Lazorchak, and seconded by Commissioner Nuara to adjourn the meeting at 8:58 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Chairman
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments