

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

**NOVEMBER 12, 2019**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, November 12, 2019 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Co-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 Charlie Nuara  
Commissioner Pat Buckley

Commissioner Mike Carone  
Commissioner Jeff Mitchell

Absent: Commissioner John Lazorchak

Fire Chiefs present were:

Chief Everett Heider - Station 36  
Chief Bill Shaffer - Station 37  
Assistant Chief Tom Marvits

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

Absent: Chief Dan Kazar - Station 38

District Officers/Members present were:

Deputy Chief Tommy Lachowski – Station 36  
Assistant Chief Eric Regiec – Station 36  
Captain Tyler Riordan – Station 36  
Assistant Chief Rich Crater – Station 37  
Lieutenant Tom Shaffer – Station 37  
Ex-Chief Bill Iden – Station 48

Dana Leehr, Member – Station 37  
Isabella Calabrese, Member – Station 37  
Ryan Crater, Member – Station 37  
Kevin Danberry, Member – Station 37  
Ted McCollum, President – Station 37  
Quartermaster Robert Gildea – Station 37

Public present were:

John Sheridan - OEM

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 Buckley, seconded by Commissioner Carone to approve the Regular Meeting minutes of October 8 2019. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Work Meeting minutes of November 7, 2019. Roll call vote: All approved.

**TREASURER'S REPORT**

**OCTOBER 2019**

Checking Account Balance:	\$ 68,919.12
Savings Account Balance:	\$ 505,198.37
Fulton Bank Savings Balance:	\$ 505,922.98
LOSAP	\$ 342,744.24
Capital Expense Account Balance:	\$ <u>510,722.38</u>
Total of all Accounts:	\$ 1,933,507.09
Expenditures for October 2019 :	\$ 68,509.63
Amount to be transferred to Checking from Regular Savings:	\$ 75,000.00

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)*.

## MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for October 2019.

### FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
<b>#1</b>	33	46.8	306	822.7	2	41.3	18	513.5
<b>#2</b>	64	315.9	542	3482.1	3	165.5	41	2097.3
<b>#3</b>	21	91.6	194	1334.3	2	129.5	16	1219.5
<b><u>Neshanic</u></b>	16	35.2	183	527.0	2	50.0	16	382.0

### CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Apparatus & Repair Servicing Contract:
  - o Resolution 2019-025 – Authorizing the Award of the Contract for Fire Apparatus Service and Repair. **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve Resolution 2019-025 Authorizing the Award of the Contract for Fire Apparatus Service and Repair. Roll call vote: All approved. (Attached)**
  
- Grant for Station 36:
  - o A grant from Enbridge Pipeline in the amount of \$6,500.00 was given to Station 36 for (2) Thermal Imaging Cameras. The cost of (2) cameras is \$7,500.00. Requesting the additional \$1,000.00 toward the purchase of the 2<sup>nd</sup> camera. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the \$1,000.00 needed towards the purchase of a Thermal Imaging Camera. Roll call vote: All approved.**
  
- Route 206 Construction:
  - o Gave an update on the changes to traffic flow for Route 206 Construction. This will be a minimum of 6 months.
    - Will speak to the Chiefs about this.

- NIFRS Computers and iPads:
  - The NIFRS Computers were delivered today for the (4) firehouses and will be distributed within the next ten days.
    - Any transfers from the old computers should be done asap.
    - Will need access to each house's computers.
  - 3 of the 6 iPads were also delivered today. Should receive the other 3 soon.
  
- Personal Property Damage Policy:
  - Would like permission to adopt the Personal Property Damage Policy. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to adopt the Personal Property Damage Policy. Roll call vote: All approved. (Attachment)**
  
- Stations 36 & 38 Arbitration Hearing for 2020 Officers:
  - Will reach out to the Chiefs and individuals to schedule the hearings.
  
- Year in Review:
  - The Year in Review will be held on Monday, December 9, 2019 at 7:30 pm at Station 38.
    - If anyone has a topic they would like to be addressed, please let me know.
  
- Station 37 Boat – Resolution 2019-026 – Authorizing Advertisement for Bid for Purchase of Fire Rescue Boat for Station 37.
  - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve Authorizing Advertisement for Bid for Purchase of Fire Rescue Boat for Station 37. Roll call vote: All approved. (Attachment)**
  
- Sale of Station 37's Deuce – Resolution 2019-02 – Authorizing Disposal of Property:
  - **A motion was made by Commissioner Carone, seconded by Commissioner Mitchell to approve Resolution 2019-027 – Authorizing Disposal of Property (the Sale of Station 37's Deuce) to be sold on Gov Deals starting out at \$2,500.00. Roll call vote: All approved. (Attachment)**

- GOG Committee:
  - o Suggest that the Committee does an Administrative change regarding the Line Officer's Positions.
    - Commissioners agreed to have this change made.

**APPARATUS – EQUIPMENT REPORT**

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

CAR 36: Mileage – 60,693  
No issues reported.

CAR 36-2: No issues reported.

ENGINE 36: KME recall was repaired.

LADDER 36: Rear brakes need to be replaced.

TENDER 36: No issues reported.

BRUSH 36: No issues reported.

BRUSH 36-2: No issues reported.

RANGER 36: PM service is complete.  
Pump PM is complete.  
Belt was replaced.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: 3 Water rescue suits are out for repair.  
Portable radio is out for repair.  
1 CO meter is out for repair.

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

CAR 37: Mileage – 39,396  
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: Intake valve was repaired.

ENGINE 37-2: Brake air dryer was replaced.

TOWER  
LADDER 37: New saw mount was installed.

BRUSH 37: No issues reported.

BRUSH 37-2: Out of service. No brakes.

RESCUE 37: New storage boxes were installed.

REHAB 37: New rehab serviced and lettered  
Locks on the doors need fixed.

Small Equipment: Hydro Force was repaired.  
2 Extinguishers were recharged.  
2 SCBA's were repaired.

**Assistant Chief Tom Marvits of Fire Company #3 reported the following:**

CAR 38: Mileage – 43,579  
Check engine light was repaired.

CAR 38-2: No issues reported.

ENGINE 38: Tank was leaking and was repaired by E-One.

LADDER 38: No issues reported.

TENDER 38: Rear camera is not working.

BRUSH 38: On board charger burned up. Hooked to trickle charger.

RESCUE 38: No issues reported.

DEUCE 38: No issues reported.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 1 Meter was repaired.

**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: No issues reported.

TENDER 48: No issues reported.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: N/A

**R&R COMMITTEE UPDATE**

FAP:

- No report.

Signal 100 Team:

- Signal 100 members will help with food at the Year in Review on Monday, December 9, 2019.

**APPROVAL TO PAY CLAIMS LIST 2019- 11**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/12/2019	24507	ALLEGRO ENTERPRISES INC	19-645, Inv#I8399, I8312	16.41
11/12/2019	24508	AT & T Mobility	19-646	961.27
11/12/2019	24509	AMWELL AUTO & TIRE CENTER	19-647, Inv#159966	319.76
11/12/2019	24510	Amazon.com	19-649	25.99
11/12/2019	24511	Amazon.com	19-650	659.70
11/12/2019	24512	ALERT-ALL CORPORATION	19-651, Inv#219100422, 219100454, 219100494 & 219100532	2,156.50
11/12/2019	24513	ALLEGRO ENTERPRISES INC	19-652, Inv#I8054	7.88
11/12/2019	24514	Amazon.com	19-653	53.32
11/12/2019	24515	B&L Printing	19-654, Inv#26689	395.58

11/12/2019	24516	CONTINENTAL FIRE & SAFETY INC.	19-655	115.00
11/12/2019	24517	COMCAST	19-656	198.02
11/12/2019	24518	CONTINENTAL FIRE & SAFETY INC.	19-657	11,619.90
11/12/2019	24519	COMMUNICATION SPECIALIST, INC	19-658, Inv#40292, 40315	4,920.00
11/12/2019	24520	CONTINENTAL FIRE & SAFETY INC.	19-659	450.00
11/12/2019	24521	CONTINENTAL FIRE & SAFETY INC.	19-660	160.00
11/12/2019	24522	CHRISTOPHER WENIGER	19-661	51.12
11/12/2019	24523	Enforsys, Inc.	19-663, Inv#ESP1910008	2,775.00
11/12/2019	24524	ELECTRONIC MEASUREMENT LABS	19-664, Inv#54055	568.00
11/12/2019	24525	Dan Edwards	19-662	100.00
11/12/2019	24526	Firefighter One	19-665, Inv#10270124	802.60
11/12/2019	24527	Firefighter One	19-667, Inv#10270321, 10270326	4,479.10
11/12/2019	24528	HUNTERDON COUNTY ESTC	19-670, Inv#19000810	220.00
11/12/2019	24529	HILLSBOROUGH FIRE CO.#2	19-671	122.35
11/12/2019	24530	HILLSBOROUGH FIRE CO.#2	19-672	484.91
11/12/2019	24531	ICC	19-673, Inv#1001109670	113.00
11/12/2019	24532	DELL	19-674	4,760.56
11/12/2019	24533	International Code Council, Inc.	19-675	135.00
11/12/2019	24534	Jones and Bartlett Learning	19-676, Inv#4161223	588.29
11/12/2019	24535	Konica Minolta Premier Finance	19-678, Inv#262249757	72.00
11/12/2019	24536	Konica Minolta Premier Finance	19-679	136.87
11/12/2019	24537	Konica Minolta Premier Finance	19-680, Inv#261614696	116.55
11/12/2019	24538	Petner, Lynn	19-681	35.69
11/12/2019	24539	MINERVA CLEANERS	19-683	293.75
11/12/2019	24540	L&S Automotive	19-682, Inv#1001906	977.98
11/12/2019	24541	MIKE MURPHY	19-684	225.86
11/12/2019	24542	MIKE MURPHY	19-685	80.76
11/12/2019	24543	MIDDLESEX COUNTY FIRE ACADEMY	19-686, Inv#03-1653-19	368.00
11/12/2019	24544	Northwest River Supplies Inc	19-687, Inv#726327	303.23
11/12/2019	24545	NEW JERSEY FIRE EQUIPMENT COMPANY	19-688, Inv#62405	369.36
11/12/2019	24546	NIC Group, Inc.	19-689, Inv#November MSP-11697	1,450.00
11/12/2019	24547	NEW JERSEY FIRE EQUIPMENT COMPANY	19-690, Inv#62182	300.66
11/12/2019	24548	NEW JERSEY FIRE EQUIPMENT COMPANY	19-691, Inv#62171, 62357, 62326	1,441.30
11/12/2019	24549	NORTHEAST GREAT DANE	19-692, Inv#0106109333	1,450.00
11/12/2019	24550	Rollin Fast Cycle Sports	19-693	787.09
11/12/2019	24551	Gildea, Robert	19-694	84.54
11/12/2019	24552	RICHARD M. BRASLOW ESQ.	19-695, Inv#20794	1,350.50
11/12/2019	24553	Redline Fabrication and Machine	19-696, Inv#20190807	1,214.17
11/12/2019	24554	RWJ Physician Enterprise, PA	19-697	310.00
11/12/2019	24555	ROY HOROWITZ	19-698	331.10



11/12/2019	24556	RWJ Physician Enterprise, PA	19-699	430.00
11/12/2019	24557	SOMERSET COUNTY EMER. SERV. TRAINING	19-700, Inv#13610	50.00
11/12/2019	24558	SOMERSET COUNTY EMER. SERV. TRAINING	19-701, Inv#13616	100.00
11/12/2019	24559	SKYLANDS FIRE EQUIP.	19-702, Inv#11072	7,770.32
11/12/2019	24560	TSC Tractor Supply Credit Plan	19-704	23.98
11/12/2019	24561	Shaffer, Thomas	19-705	84.54
11/12/2019	24562	TSC Tractor Supply Credit Plan	19-706, Inv#200263072	23.98
11/12/2019	24563	UPS	19-707, INV#74Y02Y439	11.04
11/12/2019	24564	VERIZON	19-708	69.83
11/12/2019	24565	W.B.MASON COMPANY, INC.	19-709, Inv#204478844	41.82
11/12/2019	24566	Wex Online	19-710	2,742.92
11/12/2019	24567	William Shaffer	19-711	62.75
11/12/2019	24568	W.B.MASON COMPANY, INC.	19-712, Inv#204243003, 204243523	30.97
11/12/2019	24569	W.B.MASON COMPANY, INC.	19-713, Inv#204061694, 204021356, 204025796	972.35
11/12/2019	24570	W.B.MASON COMPANY, INC.	19-714, Inv#203710433, 203937983	43.63
11/12/2019	24571	SOMERSET COUNTY EMER. SERV. TRAINING	19-715, Inv#13643, 13649, 13656	700.00
11/12/2019	24572	SOMERSET COUNTY EMER. SERV. TRAINING	19-716, Inv#13660	1,400.00
11/12/2019	24573	SOMERSET COUNTY EMER. SERV. TRAINING	19-717, Inv#13644, 13650, 13657	600.00
11/12/2019	24574	MIDDLESEX COUNTY FIRE ACADEMY	19-718	84.00
11/12/2019	24575	HILLSBOROUGH FIRE CO.#1	19-719	500.00
11/12/2019	24576	CHARLES NUARA	19-720	82.25
11/12/2019	24577	JOANN BULLOCK	19-721	275.50
11/12/2019	24578	Chexalance LLC	19-722	200.00
11/12/2019	24579	John Cauda	19-648	155.89
11/12/2019	24580	CHRISTIAN FULMINO	19-666	294.17
11/12/2019	24581	Johnson, Walter	19-668	824.44
11/12/2019	24582	Johnson, Walter	19-669	1,375.48
11/12/2019	24583	Matthew Hand	19-677	322.87
11/12/2019	24584	DANIEL KAZAR	19-703	150.23
11/12/2019	24585	ANGELOS PIZZA	19-723	128.00
				68,509.63

**A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Claims List 2019-11. Roll call vote: All approved with the exception of 24-576.**

**A motion was made by Commissioner , seconded by Commissioner Nuara to approve to pay the Claims List 2019-11. Roll call vote: All approved.**

## APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2019-11

A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve the transfer of funds in the amount of \$75,000.00 from savings account to checking account. Roll call vote: All approved.

### COMMISSIONERS' REPORTS

#### Commissioner Lazorchak:

- Absent.
  - o No Report.

#### Commissioner Nuara:

- Budget:
  - o Resolution 2019-024 - 2020 Budget:
    - **A motion was made by Commissioner Carone, seconded by Commissioner Buckley to adopt the 2020 Budget. Roll call vote: All approved. (Attachment)**
- Equipment & Purchasing:
  - o No report.
- Other:
  - o 2019 Top 10 Responders / Pay-per-Call:
    - Chiefs, need to get your list of Top 10 Responders and Pay-per-Call for 2019 by December 1, 2019.
  - o Apparatus:
    - Station 36:
      - Deputy Chief Tommy Lachowski spoke at the November 7, 2019 Work Meeting regarding a Rescue Truck. Will provide the Board with specifications at the Regular Meeting on December 10, 2019.

- Chief Fire Marshal Weniger will be providing more information at the Regular Meeting on December 10, 2019.
  
- Station 37:
  - Construction of new apparatus has started.
  - Should be completed by February 18, 2020.
  - Looking at a March/April 2020 delivery of the apparatus.
  
- Station 38:
  - Assistant Chief Marvits said that Chief Kazar will be providing the Commissioners numbers for the new apparatus this week.
  - Construction will begin soon.
  
- Pay Increase for the Board's Recording Secretary, Joann Bullock:
  - **A motion was made by Commissioner Carone, seconded by Commissioner Buckley approve a \$1.00/hour increase for the Board's Recording Secretary, Joann Bullock. Roll call vote: All approved.**

**Commissioner Buckley:**

- OEM:
  - No report.
  
- Bureau of Fire Safety:
  - No report.
  
- Accidents & Injuries:
  - No report.

- Turnout Gear:
  - o No report.
  
- OSHA:
  - o No report.
  
- District Drills:
  - o No report.
  
- Training:
  - o CEVO Course:
    - Drivers are only to participate in the Academy CEVO Road Course on apparatus they are either qualified to drive or nearing the end of their training on a particular apparatus.
  
  - o District Eligible Organization by NJDFS:
    - Resolution 2019-023 - The Creation of a New Jersey Fire Training Eligible Organization.
      - **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to adopt Resolution 2019-023 – The Creation of a New Jersey Fire Training Eligible Organization. Roll call vote: All approved. (Attachment)**
  
  - o Station 37 has agreed to allow their Training Room to be designated as the EO Training Facility.
    - Station 37's President Ted McCollum would like to speak with the Board regarding compensation for the use of the Training Room.

- Other:
  - o Fit Testing
    - New members and Junior Firefighters are only to be fit tested when they will be attending Firefighter 1 in the next scheduled class.

**Commissioner Carone:**

- Physicals:
  - o Chiefs reviewed the revised Physical Policy and are good with it.
    - Will be having a meeting with Primary Care.
  - o Looking into the possibility of switching to Access Health for doing the physicals.
    - Access Health comes to the Firehouse to do physicals and can do up to 15 members a night.
    - Commissioners will look into and discuss this further.
      - o Chief Crisafulli, Station 48 said if the District switches to Access, that Neshanic Fire may possibly be interested to be included and could reimburse the District.
- Insurance:
  - o No report.
- Fit Testing:
  - o No report.
- GOG's:
  - o GOG Committee Meeting is scheduled for November 18, 2019.

**Commissioner Mitchell:**

- Audit:
  - o No report.
  
- LOSAP:
  - o No report.
  
- Bills with Vouchers:
  - o No report.
  
- Inventory:
  - o No report.

**Other:**

- Rescue Committee:
  - o Provided a list of equipment needed to the Commissioners at the November 7, 2019 Work Meeting.
    - The focus will be on Station 37's Rescue and Station 36 and 38' replacement of water gear.
    - The list will be given to Fire Marshal Giordano to look into costs.
    - Commissioner Nuara will have accurate numbers at the December 10, 2019 Regular Meeting.
    - The next Rescue Committee Meeting is scheduled for November 20, 2019.

**CHIEF'S REPORTS**

**Chief Everett Heider- Fire Company #36:**

Drills: Phase 1 Drill is scheduled for November 14, 2019 at the Academy.

- Grant:

- Station 36 put in a Grant with Enbridge Pipeline Company for a FLIR camera and a smaller camera.
  - Enbridge gave Station 36 a total of \$6,500.00. Total cost for the camera(s) is \$7,500.00.
  - Requesting an additional \$1,000.00 to cover the remaining balance for the camera(s). **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the additional \$1,000.00 to cover the remaining balance towards cameras for Station 36. Roll call vote: All approved.**

**Chief Bill Shaffer – Fire Company #37**

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

Confined Space Awareness Drill is scheduled for December 12, 2019 at 7:00 pm at Station 37.

- Request for (2) GPS Units for Station 37:

- **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the purchase of (2) GPS Units costing \$750.00 for Station 37. Roll call vote: All approved.**

**Assistant Chief Tom Marvits – Fire Company #38**

Drills: Roof Operations Drill is scheduled for November 25, 2019 at Station 37.

Year In Review is scheduled for December 9, 2019 at Station 38.

- Year in Review:

- Chief Kazar will need a headcount from the Chiefs by Monday, December 2, 2019.

**Chief Kit Crisafulli – Fire Company #48 - Neshanic**

Drills: CPR Class is scheduled for November 19, 2019 at 7:00 pm at the Hillsborough Rescue Squad.

**OEM:**

- John Sheridan – OEM spoke more about the Realignment of Route 206.

**PUBLIC**

- N/A

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Nuara, 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