

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

**DECEMBER 10, 2019**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, December 10, 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  
Jeff Commissioner Mitchell

Commissioner Charlie Nuara  
Commissioner Mike Carone

Absent: Commissioner Pat Buckley

Fire Chiefs present were:

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

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

District Officers/Members present were:

N/A

Public present were:

N/A

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 November 12, 2019. Roll call vote: All approved.**

**A motion was made by Commissioner Mitchell, seconded by Commissioner Nuara to approve the Work Meeting minutes of December 5, 2019. Roll call vote: All approved.**

**TREASURER'S REPORT**

**NOVEMBER 2019**

Checking Account Balance:	\$ 74,346.67
Savings Account Balance:	\$ 1,173,900.60
Fulton Bank Savings Balance:	\$ 506,775.42
LOSAP	\$ 342,989.36
Capital Expense Account Balance:	\$ <u>511,075.77</u>
Total of all Accounts:	\$ 2,609,087.82
Expenditures for December 2019 :	\$ 273,457.43
Amount to be transferred to Checking from Regular Savings:	\$ 185,000.00
Amount to be transferred to Capital from Regular Savings:	\$ 95,000.00

**A motion was made by Commissioner Nuara, 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 November 2019.

### FIRE REPORTS

	<b>ALARMS</b>	<b>MAN HRS.</b>	<b>YTD ALARMS</b>	<b>YTD MAN HRS.</b>	<b>DRILLS</b>	<b>MAN HRS.</b>	<b>YTD DRILLS</b>	<b>YTD MAN HRS.</b>
<b>#1</b>	24	46.5	333	930.1	1	49.0	19	677.3
<b>#2</b>	55	285.3	597	3872.1	2	130.5	45	2264.6
<b>#3</b>	21	143.1	216	1469.4	2	154.0	18	1379.5
<b>Neshanic</b>	22	23.6	200	543.1	3	84.8	18	443.8

### CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- NFIRS Computers Update:
  - o NIFS Computer updates are done at Station 36 and 37.
  - o Station 38 will be done on March 12, 2020.
  
- Updated Line Officer List:
  - o Need an updated Line Officers list from each firehouse.
  
- 37 Boat Bid Award:
  - o All Hands Fire Equipment bid for \$14,599.99 was approved.
  - o Resolution 2019-031 – Authorizing the Award of the Contract for a Fire Rescue Boat.

- **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution 2019-031 Authorizing the Award of the Contract for a Fire Rescue Boat. Roll call vote: All approved. (*Attachment*)**
- Resolution 2019-30 – Authorizing Disposal of Property.
  - **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution 2019-30 – Authorizing Disposal of Property. Roll call vote: All approved. (*Attachment*)**
- Year-In-Review.
  - The Year-In-Review was held on Monday, December 9, 2019 at Station 38.
- New and Other Officer Changes:
  - For any new and other Officer Changes, please send certificates to the Fire Safety Office.
- Approval for Line Officer for Station 36:
  - Member Joseph Shreve has been approved to serve on the line at Station 36.

### **APPARATUS – EQUIPMENT REPORT**

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

CAR 36:	Mileage – N/A Headlight was replaced.
CAR 36-2:	No issues reported.
ENGINE 36:	No issues reported.
LADDER 36:	Rear and front brakes were replaced A/C compressor was replaced. Foam leak was repaired.
TENDER 36:	Pump packing is on order.

BRUSH 36: Rear warning light is on order.  
BRUSH 36-2: No issues reported.  
RESCUE 36: No issues reported.  
RANGER 36: No issues reported.  
MARINE 36: No issues reported.  
Small Equipment: 3 water rescue suits are out for repair.  
Portable radio was repaired.  
1 CO meter was repaired.

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

CAR 37: Mileage – 40,351  
No issues reported.  
CAR 37-2: No issues reported.  
ENGINE 37: No issues reported.  
ENGINE 37-2: Parts ordered for leaking valve.  
Headlights were repaired.  
TOWER  
LADDER 37: Ground ladder out for repair.  
BRUSH 37: No issues reported.  
BRUSH 37-2: Out of service – no brakes.  
RESCUE 37: No issues reported.  
REHAB 37: Door locks were repaired.  
Tail lights were repaired.  
Small Equipment: 2 gas meters were repaired.

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

CAR 38: Mileage – 44,190  
No issues reported.  
CAR 38-2: No issues reported.

ENGINE 38: Tank leak to be repaired in December.  
Scene light was repaired.

LADDER 38: No issues reported.

TENDER 38: No issues reported.

BRUSH 38: On board charger burned up, hooked to trickle charger.

RESCUE 38: Warning lights were repaired.

DEUCE 38: No issues reported.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 2 meters were repaired.  
Received two (2) additional CO meters for the Engine and Ladder.

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

CAR 48: Mileage – No report.  
Out of Service for maintenance.

ENGINE 48-4: No report.

ENGINE 48-5: No report.

TENDER 48: No report.

BRUSH 48: No report.

MINI PUMPER 48: No report.

Small Equipment: N/A

**R&R COMMITTEE UPDATE**

FAP:

- No report.

Signal 100 Team:

- Several members helped with food and beverage at the Year in Review.

**APPROVAL TO PAY CLAIMS LIST 2019- 12**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
12/05/2019	24588	Old Man Rafferty's	19-726	1,500.00
12/05/2019	24589	Cafe Piazza	19-727	1,500.00
12/10/2019	24590	RICHARD BARTOLUCCI	19-750	304.50
12/10/2019	24591	Berju, Ronald	19-750	325.50
12/10/2019	24592	PATRICK BUCKLEY	19-750	318.50
12/10/2019	24593	ADAM CAPWELL	19-750	374.50
12/10/2019	24594	RICH CRATER	19-750	599.99
12/10/2019	24595	Ryan Crater	19-750	599.99
12/10/2019	24596	Danberry Kevin	19-750	599.99
12/10/2019	24597	Dan Edwards	19-750	599.99
12/10/2019	24598	Jess, Thomas	19-750	462.00
12/10/2019	24599	Leehr Dana	19-750	599.99
12/10/2019	24600	Ted McCollum	19-750	392.00
12/10/2019	24601	Medina Steve	19-750	599.99
12/10/2019	24602	PATERNO JIM	19-750	599.99
12/10/2019	24603	MIKE PATTON	19-750	599.99
12/10/2019	24604	CARL L. RAWLES	19-750	599.99
12/10/2019	24605	Shaffer, Thomas	19-750	599.99
12/10/2019	24606	William Shaffer	19-750	599.99
12/10/2019	24607	BOB WIECENSKI	19-750	371.00
12/10/2019	24608	RYAN BUCKLEY	19-752	283.50
12/10/2019	24609	ERIC DE CICCIO	19-752	147.00
12/10/2019	24610	MATTHEW DE CICCIO	19-752	599.00
12/10/2019	24611	MICHELLE GOLDER	19-752	220.50
12/10/2019	24612	MIKE GUZY	19-752	315.00
12/10/2019	24613	Heider, Everett	19-752	185.50
12/10/2019	24614	GREG R. KANE	19-752	528.50
12/10/2019	24615	THOMAS LACHOWSKI	19-752	346.50
12/10/2019	24616	JOHN NOVAK	19-752	304.50
12/10/2019	24617	NICK PERFETTE	19-752	196.00
12/10/2019	24618	ERIC REGIEC	19-752	329.00
12/10/2019	24619	TYLER RIORDAN	19-752	381.50
12/10/2019	24620	Riordan, William	19-752	399.00
12/10/2019	24621	Rolle, Dorwin	19-752	192.50
12/10/2019	24622	Karl Scott	19-752	483.00
12/10/2019	24623	Joseph Shreve	19-752	479.50
12/10/2019	24624	JEFF SINGER	19-752	318.50
12/10/2019	24625	Weiss, Scott	19-752	210.00
12/10/2019	24626	WILLIAM WOODRUFF	19-752	161.00

12/10/2019	24627	Anagnostis, Steve	19-753	87.50
12/10/2019	24628	RICK ARTZ	19-753	511.00
12/10/2019	24629	Boland, Sean	19-753	182.00
12/10/2019	24630	MARK BROWNLIE	19-753	262.50
12/10/2019	24631	RICHARD CAMPBELL	19-753	126.00
12/10/2019	24632	JOHN CATROMBON	19-753	91.00
12/10/2019	24633	TIM COYLE	19-753	444.50
12/10/2019	24634	ANDREW FINGERHUT	19-753	133.00
12/10/2019	24635	SETH FREUND	19-753	94.50
12/10/2019	24636	CHRISTIAN FULMINO	19-753	262.50
12/10/2019	24637	Hand, Matt	19-753	143.50
12/10/2019	24638	Harding Brandon	19-753	322.00
12/10/2019	24639	Hauss Shawn	19-753	283.50
12/10/2019	24640	ROY HOROWITZ	19-753	269.50
12/10/2019	24641	Johnson, Ken	19-753	427.00
12/10/2019	24642	Johnson, Walter	19-753	206.50
12/10/2019	24643	DANIEL KAZAR	19-753	259.00
12/10/2019	24644	EDWARD KOVACH	19-753	252.00
12/10/2019	24645	Lai Vince	19-753	210.00
12/10/2019	24646	Tom Marvits	19-753	213.50
12/10/2019	24647	Mcgowan K	19-753	164.50
12/10/2019	24648	MIKE MURPHY	19-753	493.50
12/10/2019	24649	STEPHEN NAGY	19-753	259.00
12/10/2019	24650	BRIAN NAGY	19-753	108.50
12/10/2019	24651	Nagy Alex	19-753	276.50
12/10/2019	24652	MANFRED NOWACKI	19-753	514.50
12/10/2019	24653	CHARLES NUARA	19-753	378.00
12/10/2019	24654	Nuara, Shane	19-753	87.50
12/10/2019	24655	CARMINE NUZZOLO	19-753	185.50
12/10/2019	24656	SAM ROZYCKI	19-753	98.00
12/10/2019	24657	Rusio Vincent	19-753	210.00
12/10/2019	24658	Santos, Andrew	19-753	308.00
12/10/2019	24659	Sherer, Edward	19-753	108.50
12/10/2019	24660	MATHEW WELLS	19-753	192.50
12/10/2019	24661	KENNETH WETZEL	19-753	599.00
12/10/2019	24662	RONALD YODER	19-753	87.50
12/10/2019	24663	Amazon.com	19-728	1,728.22
12/10/2019	24664	Auto Plus	19-729, Inv#45549428	19.96
12/10/2019	24665	APPROVED FIRE PROTECTION	19-730, Inv#IN00038129	157.23
12/10/2019	24666	APPROVED FIRE PROTECTION	19-731, Inv#IN00037634	228.75
12/10/2019	24667	CHRISTOPHER WENIGER	19-732	410.00
12/10/2019	24668	ANGELOS PIZZA	19-733	167.00
12/10/2019	24669	COM CAST	19-734	118.02
12/10/2019	24670	COMMUNICATION SPECIALIST, INC	19-735, Inv#40408, 40407, 40350, 40351, 40352, 40353	1,213.28



12/10/2019	24671	SOMERSET COUNTY VEHICLE MAINTENANCE	19-736, Inv#266	11.71
12/10/2019	24672	CHRISTOPHER WENIGER	19-737	37.46
12/10/2019	24673	DANIEL KAZAR	19-738	150.00
12/10/2019	24674	DAVID FOELSCH	19-739	576.00
12/10/2019	24675	ERIC REGIEC	19-740	370.00
12/10/2019	24676	ED KOVACH	19-741	500.00
12/10/2019	24677	ELECTRONIC MEASUREMENT LABS	19-742, Inv#54309, 54302	1,638.00
12/10/2019	24678	First Priority Emergency Vehicles	19-743, Inv#12689	40,967.24
12/10/2019	24679	Firefighter One	19-744, Inv#10270509	17,340.27
12/10/2019	24680	Firefighter One	19-744, Inv#10270509	17,340.27
12/10/2019	24681	Firefighter One	19-745, Inv#10270479	677.88
12/10/2019	24682	FLEMINGTON DEPT STORE	19-746, Inv#70834	208.90
12/10/2019	24683	FLEMINGTON DEPT STORE	19-747, Inv#70781	206.90
12/10/2019	24684	GREEN BROOK ELECTRONICS.	19-748,	386.00
12/10/2019	24685	HILLSBOROUGH VOL.FIRE CO.#3	19-749	15,945.00
12/10/2019	24686	HUNTERDON COUNTY ESTC	19-751	110.00
12/10/2019	24687	HILLSBOROUGH FIRE CO.#2	19-754	15,945.00
12/10/2019	24688	HILLSBOROUGH FIRE CO.#1	19-755	15,945.00
12/10/2019	24689	HILLSBOROUGH FIRE CO.#2	19-756	165.00
12/10/2019	24690	Jones and Bartlett Learning	19-757,	625.75
12/10/2019	24691	JOHN Bassi	19-758	371.28
12/10/2019	24692	JOHN YANKO	19-759	600.00
12/10/2019	24693	JOANN BULLOCK	19-760	320.00
12/10/2019	24694	Ken Johnson	19-761	150.00
12/10/2019	24695	Konica Minolta Premier Finance	19-762, Inv#65841567	136.87
12/10/2019	24696	MINERVA CLEANERS	19-763, Inv#474-101	293.75
12/10/2019	24697	NIC Group, Inc.	19-764	703.38
12/10/2019	24698	NIC Group, Inc.	19-765, Inv# December MSP-11737	1,450.00
12/10/2019	24699	Access Compliance LLC	19-766	3,762.00
12/10/2019	24700	NESHANIC VOL.FIRE CO.	19-767	13,500.00
12/10/2019	24701	NEW JERSEY FIRE EQUIPMENT COMPANY	19-768, Inv#62597	103.06
12/10/2019	24702	NIC Group, Inc.	19-769	5,941.88
12/10/2019	24703	TYLER RIORDAN	19-770	800.00
12/10/2019	24704	HILLSBOROUGH FIRE CO.#1	19-771	315.53
12/10/2019	24705	Packet Media LLC	19-772, Inv#300523711, 300525109	255.16
12/10/2019	24706	Penguin Management, Inc.	19-773, Inv#58061	1,398.00
12/10/2019	24707	Packet Media LLC	19-774, Inv#300525109	255.16
12/10/2019	24708	RICHARD M. BRASLOW ESQ.	19-776, Inv#20860	832.50

12/10/2019	24709	RWJ Physician Enterprise, PA	19-777	46.33
12/10/2019	24710	Gildea, Robert	19-778,	500.00
12/10/2019	24711	MIKE MURPHY	19-779	175.00
12/10/2019	24712	SOMERSET COUNTY EMER. SERV. TRAINING	19-780, Inv#13694	50.00
12/10/2019	24713	SOMERSET COUNTY EMER. SERV. TRAINING	19-781, Inv#13710	750.00
12/10/2019	24714	SOMERSET COUNTY EMER. SERV. TRAINING	19-782, Inv#13706, 13705	1,400.00
12/10/2019	24715	VERIZON	19-783	42.29
12/10/2019	24716	W.B.MASON COMPANY, INC.	19-784, Inv#S098175091	99.29
12/10/2019	24717	W.B.MASON COMPANY, INC.	19-785, Inv#S098175628	615.63
12/10/2019	24718	Riordan, William	19-786	150.00
12/10/2019	24719	W.B.MASON COMPANY, INC.	19-787, Inv#205361595	7.78
12/10/2019	24720	COMCAST	19-788	198.02
12/10/2019	24721	Wex Online	19-789, Inv#62583306	2,164.74
12/10/2019	24722	SUPLEE, CLOONEY & COMPANY	19-790	7,200.00
12/10/2019	24723	W.B.MASON COMPANY, INC.	19-791	197.66
12/10/2019	24724	B&L Printing	19-792, Inv#7284	397.61
12/10/2019	24725	SOMERSET COUNTY VEHICLE MAINTENANCE	19-793, Inv#267	17.88
12/10/2019	24726	Petner, Lynn	19-794	110.00
12/10/2019	24727	CENTRAL JERSEY NURSERIES	19-795, Inv#87387, 87473, 87568, 87702	958.96
12/10/2019	24728	ALLEGRO ENTERPRISES INC	19-796, Inv#I8747	14.26
12/10/2019	24729	AMWELL AUTO & TIRE CENTER	19-797, Inv#160628	82.06
12/10/2019	24730	Konika Minolta Business Solutions**	19-798, Inv#262816339	69.68
12/10/2019	24731	THOMAS LACHOWSKI	19-799	462.10
12/10/2019	24732	First Priority Emergency Vehicles	19-801	54,022.76
12/10/2019	24733	Michael C	19-802	148.18
12/10/2019	24734	Firefighter One	19-803, Inv#10270329	1,250.45
12/10/2019	24735	Revenue Cycle	19-804, Inv#2180	300.00
12/10/2019	24736	STEPHEN ECKERT	19-805	500.00
12/10/2019	24737	AT & T Mobility	19-806, Inv#287289917513X11282019	961.52
12/10/2019	24738	ALLEGRO ENTERPRISES INC	19-807, Inv#I8680	8.53
12/10/2019	24739	McKesson Medical	19-808	164.70
12/10/2019	24740	Chexalance LLC	19-809	200.00
12/10/2019	24741	Giordano, Ryan	19-775	1,091.00
12/10/2019	24742	Fire Fighter One	19-800	4,823.22
12/10/2019	24743	Calabrese Isabella	19-750	599.99
12/10/2019	24744	Gildea, Robert	19-750	599.99
12/10/2019	24745	VanDerWal Andrew	19-750	430.50
12/10/2019	24746	Petner, Jim	19-752	227.50

12/10/2019	24747	Shaun Consentino	19-753	91.00
12/10/2019	24748	Harbstreet Sean	19-753	192.50
12/10/2019	24749	Robert Hodossy	19-753	346.50
12/10/2019	24750	Tom Perlitz	19-753	332.50
				273,457.43

**A motion was made by Commissioner Mitchell, seconded by Commissioner Nuara to approve the Claims List 2019-12. Roll call vote: All approved.**

**A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve to pay the Claims List 2019-12. Roll call vote: All approved.**

**APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2019-12**

**A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the transfer of funds in the amount of \$185,00.00 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 Resolution 2019-032 - Authorizing of Temporary Budget 2020.
    - **A motion was made by Commissioner Mitchell, seconded by Commissioner Carone to approve Resolution 2019-032 - Authorizing of Temporary Budget 2020. Roll call vote: All approved. (Attachment)**
  - o Resolution 2019-028 – 2020 Adopted Budget.
    - **A motion was made by Commissioner Carone, seconded by Commissioner Lazorchak to approve Resolution 2019-028 – 2020 Adopted Budget. Roll call vote: All approved. (Attachment)**
  - o Resolution 2019-029 – Authorizing Capital Questions Relative to Annual Fire District Election.
    - **A motion was made by Commissioner Mitchell, seconded by Commissioner Carone to approve Resolution 2019-032 – Authorizing Capital Questions Relative to Annual Fire District Election. Roll call vote: All approved. (Attachment)**
- Equipment & Purchasing:
  - o Rescue Equipment Phases:
    - **Rescue equipment phases one and two are to be funded and the Committee was told to order equipment. A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the purchase of rescue equipment for Phase one and two. Roll call vote: All approved.**
- Other:
  - o GOG Committee:
    - **GOG Committee has to meet. One more attempt at scheduling a meeting. If that does not happen, then the Commissioners will take over the writing of the GOG's.**

**Commissioner Buckley:**

- Absent – No report.

**Commissioner Carone:**

- Physicals:
  - o Discussed using Access Health for physicals. Fit testing to be performed at each firehouse.
  - o Commissioner Lazorchak and I will be meeting with an Access Health representative on Thursday, December 12, 2019 at 1:00 pm.
  
- Insurance:
  - o No report.
  
- Fit Testing:
  - o No report.
  
- GOG's:
  - o No report.

**Commissioner Mitchell:**

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

- Inventory:
  - o No report.

## **CHIEF'S REPORTS**

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

No Drill or Mileage report.

- Rescue 36 Replacement Proposal and Specifications (*Attachment*).

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

Drills: Confined Space Awareness Drill will be held on December 12, 2019 at 7:00 pm. at Station 37.

GOG Drill will be held on December 17, 2019 at 7:00 pm at Station 37.

Bloodborne Right to Know Drill will be held on January 21, 2020 at 7:00 pm at Station 37.

### **Chief Dan Kazar – Fire Company #38**

Drills: Bloodborne Pathogens/Right to Know Drill will be held on January 6, 2020 at 7:30 pm.

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

Drills: Right to Know Drill was held on December 3, 2019.

Car Fires Drill will be held on December 17, 2019.

Extrication Drill is scheduled for December 30, 2019.

### **OEM:**

- No report.

**PUBLIC**

- N/A

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Nuaraq, and seconded by Commissioner Carone to adjourn the meeting at 8:35 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary  
Hillsborough Township  
Board of Fire Commissioners

MC/jhb  
Attachments