

**1 BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

JANUARY 14, 2020

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, January 14, 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 Jeff Mitchell

Commissioner Charlie Nuara
Commissioner Mike Carone

Absent: N/A

Fire Chiefs present were:

Chief Tommy Lachowski - Station 36
Chief Dan Kazar - Station 38

Chief Mike Patton - Station 37
Chief Kit Crisafulli – Station 48
Fire Marshal Chris Weniger - Fire Safety

Absent: N/A

District Officers/Members present were:

Assistant Chief Tyler Riordan – Station 36
Ex-Chief Bill Shaffer – Station 37
Deputy Chief Rich Crater – Station 37
Lieutenant Tom Shaffer – Station 37
Member Ryan Crater – Station 37
Member Kevin Danberry – Station 37
Ex-Chief/Chief Engineer Mike Murphy – Station 38
Captain Ken Johnson – Station 38

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 Nuara, seconded by Commissioner Carone to approve the Regular Meeting minutes of December 11, 2019. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Mitchell to approve the Work Meeting minutes of January 9, 2020. Roll call vote: All approved.

TREASURER'S REPORT

DECEMBER 2019

Checking Account Balance:	\$ 175,376.69
Savings Account Balance:	\$ 996,465.51
Fulton Bank Savings Balance	\$ 507,657.76
LOSAP	\$ 343,236.09
Capital Expense Account Balance:	\$ <u>416,406.79</u>
Total of all Accounts:	\$ 2,439,142.84
Expenditures for January 2020	\$ 280,291.14
Amount to be transferred to Checking from Savings:	\$ 285,000.00

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

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	37	234.9	372	1171.7	3	106.0	22	783.3
#2	65	369.3	649	4189.8	5	133.3	48	2361.1
#3	30	152.1	241	1601.8	1	76.0	19	1463.0
<u>Neshanic</u>	24	203.4	221	743.7	2	52.0	20	495.8

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- NFIRS Computers Update:
 - o The NFIRS Computers have all been installed and working with the exception of a printing issue.
 - o Old Computers:
 - If you want to discard old computers, take out the hard drive and do electronic recycling. Please let me know if you want to do that.

- New/Other Officer Changes:
 - o Please send any changes or Officer certificates to Fire Safety ASAP if you have not done so already.

- Training Houses:
 - o Emails have been sent to the Chiefs about the use of the Training Houses.
 - Please read the email carefully as there are safety hazards that you need to be aware of.
 - Try to get scheduled within the next week or so.

- Chief Fire Marshal Re-Appointment (Resolution 2020-003):
 - o My position as Chief Fire Marshal is up for re-appointment for the next 4 years.
A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve Resolution 2020-003 – Appointment of Chief Fire Marshal (Re-appointment of Chief Fire Marshal Christopher Weniger for the next 4 years). Roll call vote: All approved. (Attachment)

- Fire Marshal John Bassi Increase:
 - o I am requesting a step level increase for Fire Marshal John Bassi. He has met all the training requirements for the step level. **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve a step level increase for Fire Marshal John Bassi. Roll call vote: All approved.**

- LOSAP Questions:
 - o There have been a lot of questions regarding LOSAP that was discussed at the Work Meeting on Thursday, January 9, 2020.
 - o Chief Fire Marshal Weniger said he has collected LOSAP programs from around the County. Will continue to look at towns to get ideas on setting up programs with parameters and do more research on this.
 - o This will be a work in process during 2020. The Board will make any final decisions.

APPARATUS – EQUIPMENT REPORT

Chief Tommy Lachowski of Fire Company #1 reported the following:

CAR 36: Mileage – 61,983
 PM service completed .

CAR 36-2: No issues reported.

ENGINE 36: Parts were ordered for the accident damage.
Need to get pricing for repairing body damage.

LADDER 36: Belt and tensioners were replaced.
Rear warning light was repaired.

TENDER 36: Pump packing was replaced.
Work was done on valves.
Left today to go to Seagraves.

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: 1 extinguisher was recharged.
1 SCBA was repaired.
New tics were ordered and are on their way.

Chief Mike Patton of Fire Company #2 reported the following:

CAR 37: Mileage – 41,600
PM service completed.

CAR 37-2: No report.

ENGINE 37: Scene lights were installed.

ENGINE 37-2: Leaking valve was repaired.

TOWER
LADDER 37: Ground ladder was repaired.
Air bag was repaired.

BRUSH 37: No issues reported.

BRUSH 37-2: Out of service due to no brakes.

RESCUE 37: No issues reported.

REHAB 37: No issues reported.

Small Equipment: 1 gas meter was repaired.
1 SCBA was repaired.

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

CAR 38: Mileage – 44,782
No issues reported.

CAR 38-2: No issues reported.

ENGINE 38: Tank leak was repaired.

LADDER 38: Fire Com system was repaired.
Grill lights were repaired.

TENDER 38: Back up camera was not working, was checked and no issues were found.
Portable radio chargers were repaired.

BRUSH 38: Out of service.

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:

- No report from Jennifer Castillo.

APPROVAL TO PAY CLAIMS LIST 2020-01

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/14/2020	24752	ALLEGRO ENTERPRISES INC	20-001, Inv#I9006	8.53
01/14/2020	24753	ALLEGRO ENTERPRISES INC	20-002, Inv#I9085	7.88
01/14/2020	24754	Amazon.com	20-003	92.41
01/14/2020	24755	ANGELOS PIZZA	20-004	146.00
01/14/2020	24756	B&L Printing	20-005	59.95
01/14/2020	24757	CHARLES NUARA	20-006	289.66
01/14/2020	24758	CNA Surety	20-007	31.00
01/14/2020	24759	DAVES HEAVY TOWING INC	20-008, Inv#331248	250.00
01/14/2020	24760	CHRIS LACHOWSKI	20-010	55.00
01/14/2020	24761	MIKE MURPHY	20-011	114.80
01/14/2020	24762	NIC Group, Inc.	20-012, Inv#January MSP-11783	1,450.00
01/14/2020	24763	RICHARD M. BRASLOW ESQ.	20-013, Inv#20927	462.50
01/14/2020	24764	W.B.MASON COMPANY, INC.	20-014, Inv#206402351	0.84
01/14/2020	24765	ELECTRONIC MEASUREMENT LABS	20-015, Inv#54561	157.00
01/14/2020	24766	John Lazorchak	20-009	332.01
01/14/2020	24767	Access Compliance LLC	19-810, Inv#12/27/2019	418.00
01/14/2020	24768	Amazon.com	19-811	663.26
01/14/2020	24769	AT & T Mobility	19-812, Inv#287289917513X12282019	960.36
01/14/2020	24770	Auto Plus	19-813, Inv#45549428	19.96
01/14/2020	24771	AMWELL AUTO & TIRE CENTER	19-814, Inv#160941	361.16
01/14/2020	24772	AMWELL AUTO & TIRE CENTER	19-815, Inv#160981	24.22
01/14/2020	24773	AUTO ZONE INC	19-816, Inv#3284178095	69.53
01/14/2020	24774	JOANN BULLOCK	19-817	170.00
01/14/2020	24775	B&L Printing	19-818, Inv#27221	397.61
01/14/2020	24776	CONTINENTAL FIRE & SAFETY INC.	19-819	187.20
01/14/2020	24777	CENTRAL JERSEY NURSERIES	19-820, Inv#88897	934.22
01/14/2020	24778	CONTINENTAL FIRE & SAFETY INC.	19-821, Inv#J5796	1,675.00
01/14/2020	24779	CONTINENTAL FIRE & SAFETY INC.	19-822, Inv#J5603	661.20
01/14/2020	24780	COM CAST	19-823	268.02

01/14/2020	24781	COM CAST	19-824	199.62
01/14/2020	24782	COMMUNICATION SPECIALIST, INC	19-826, Inv#40502, 40503, 40504	276.00
01/14/2020	24783	COMMUNICATION SPECIALIST, INC	19-825, Inv#40477, 40478	1,022.08
01/14/2020	24784	CNA Surety	19-827	31.00
01/14/2020	24785	DeCicco, Crystal	19-828	150.00
01/14/2020	24786	ESI EQUIPMENT INC.	19-829, Inv#19-240, 19-241	17,442.00
01/14/2020	24787	ED KOVACH	19-830	150.00
01/14/2020	24788	EAST COAST MEDIA	19-831, Inv#39049	274.00
01/14/2020	24789	ELMER'S CATERING	19-832	475.00
01/14/2020	24790	ESI EQUIPMENT INC.	19-833, Inv#19-2140, 19-2141	17,442.00
01/14/2020	24791	First Priority Emergency Vehicles	19-834, Inv#20378, 20417, 20205, 21667	10,481.89
01/14/2020	24792	First Priority Emergency Vehicles	19-835, Inv#20419, 20431, 20418, 20574	2,155.00
01/14/2020	24793	Firefighter One	19-836, Inv#SI00506654	10,530.64
01/14/2020	24794	Firefighter One	19-837, Inv#10270543, 10270544	630.91
01/14/2020	24795	Firefighter One	19-838, Inv#10270545, 10270613, 10270615, 10270616	1,763.53
01/14/2020	24796	Firefighter One	19-839, Inv#10270546	169.47
01/14/2020	24797	FIRE & SAFETY SERVICES, LTD.	19-840, Inv#SI19-2748	110.85
01/14/2020	24798	FLEMINGTON DEPT STORE	19-841, Inv#71709	108.00
01/14/2020	24799	FLEMINGTON DEPT STORE	19-842, Inv#71016	68.95
01/14/2020	24800	Global Imports, Inc	19-843, Inv#428954	64.05
01/14/2020	24801	HILLSBOROUGH FIRE CO.#1	19-844	96.15
01/14/2020	24802	HUNTERDON COUNTY ESTC	19-845, Inv#19001007	220.00
01/14/2020	24803	Konika Minolta Business Solutions**	19-847, Inv#263423649	90.92
01/14/2020	24804	CHRIS LACHOWSKI	19-849	150.00
01/14/2020	24805	Konica Minolta Premier Finance	19-848, Inv#66220512	136.87
01/14/2020	24806	Mid-Atlantic Rescue Systems, Inc.	19-850, Inv#19-15116	9,160.79
01/14/2020	24807	CONTINENTAL FIRE & SAFETY INC.	19-851, Inv#J5795	2,301.30
01/14/2020	24808	MIDDLESEX COUNTY FIRE ACADEMY	19-852, Inv#19-1123	472.00
01/14/2020	24809	Monmouth County Fire Academy	19-853, Inv#2019-159	50.00
01/14/2020	24810	CHARLES NUARA	19-855	150.00
01/14/2020	24811	NORTHEAST GREAT DANE	19-856, Inv#0102330667	203.95
01/14/2020	24812	NEW JERSEY FIRE EQUIPMENT COMPANY	19-857, Inv#62628	275.00
01/14/2020	24813	*NATIONAL FIRE PROT.ASSOC.	19-858	1,345.50
01/14/2020	24814	NIC Group, Inc.	19-859, Inv#CARB-11768	729.99
01/14/2020	24815	Packet Media LLC	19-860, Inv#300530404, 300530410, 300530411	399.59
01/14/2020	24816	Pavese-McCormick Agency, Inc.	19-861, Inv#76625	67.40
01/14/2020	24817	Tom Perlitz	19-862	60.00
01/14/2020	24818	RWJ Physician Enterprise, PA	19-863	46.33
01/14/2020	24819	SAFETY-KLEEN SYSTEMS INC	19-864, Inv#81510693	318.81
01/14/2020	24820	SKYLANDS FIRE EQUIP.	19-865	1,800.50
01/14/2020	24821	SKYLANDS FIRE EQUIP.	19-866, Inv#11288	720.00
01/14/2020	24822	Nuara, Shane	19-867	134.74
01/14/2020	24823	SCREEN STYLES	19-868, Inv#91453	622.00
01/14/2020	24824	SOMERSET COUNTY EMER. SERV. TRAINING	19-869, Inv#13745	50.00
01/14/2020	24825	SOMERSET COUNTY EMER. SERV. TRAINING	19-870, Inv#13752	325.00

01/14/2020	24826	TOWNSHIP OF HILLSBOROUGH	19-871	194,494.96
01/14/2020	24827	THOMAS JESS	19-872	150.00
01/14/2020	24828	Vin Rujjo	19-873	150.00
01/14/2020	24829	VERIZON	19-874	35.37
01/14/2020	24830	Wex Online	19-875, Inv#63097428	3,102.16
01/14/2020	24831	William Shaffer	19-876	338.00
01/14/2020	24832	William Shaffer	19-877	21.30
01/14/2020	24833	Witmer Public Safety Group, Inc.	19-878, Inv#E1910036.001	513.89
01/14/2020	24834	W.B.MASON COMPANY, INC.	19-879, Inv#5098667409, 5098761452, 5098757485, 206168808, S098804818	58.79
01/14/2020	24835	W.B.MASON COMPANY, INC.	19-880, Inv#206078771, 206079457	42.35
01/14/2020	24836	W.B.MASON COMPANY, INC.	19-881, inv#205802330	103.43
01/14/2020	24837	W.B.MASON COMPANY, INC.	19-882, Inv#205802330	103.43
01/14/2020	24838	CHRISTOPHER WENIGER	19-883	25.50
01/14/2020	24839	Zoro Tools Inc	19-884, Inv#INV6940142	537.36
01/14/2020	24840	ELECTRONIC MEASUREMENT LABS	19-885, Inv#54061, 54267, 54475	3,653.00
01/14/2020	24841	SCREEN STYLES	19-886, Inv#91174	254.00
01/14/2020	24842	HILLSBOROUGH FIRE CO.#2	19-846	146.38
01/14/2020	24843	Chexalance LLC	19-887	300.00
01/14/2020	24844	MIKE MURPHY	19-854	67.50
				297,836.57

A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the Claims List 2020-01 with the exception of 19-006, 19-009 and 19-855. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve to pay the Claims List 2020-01. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2020-01

A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve the transfer of funds in the amount of \$285,000.00 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 – New Pumper Truck:
 - Commissioner Nuara stated that Station 37's pumper is being build and they have sent some pictures.

 - o Station 38 – New Brush Truck:
 - Target date for Station 38's new Brush truck was January 9, 2020 however, they did not make that date. The target date is now for the end of January.

- Other:
 - o Resolution 2020-001 – Conduction Fire District Election
 - **A motion was made by Commissioner Nara, seconded by Commissioner Buckley to approve Resolution 2020-001 - Conducting Fire District Election. Roll call vote: All approved. (Attachment)**

 - o Resolution 2020-002 – LOSAP
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve Resolution 2020-002 - Approval of Annual LOSAP Participants. Roll call vote: All approved. (Attachment)**

- Agreement with Fire Companies and the District:
 - o Chief Fire Marshal Weniger put together an Agreement between the Fire Companies and the District per Attorney Braslow.

- Copies were given to the Chief's to take to their company Trustees to review.
 - A 2% increase will be given every other year.

Commissioner Nuara:

- Budget:
 - The 2020 Budget has been approved and adopted by the Town. The State now needs to approve the adoption.
- Equipment & Purchasing:
 - No report.
- Other:
 - Station 37's Boat:
 - Gave update on Station 37's boat.
 - Have worked out with All Hands Fire and will be getting a 2020 boat instead of a 2019.
 - Fire Election:
 - The 2020 Fire Election is scheduled for February 15, 2020 from 2:00 pm – 9:00 pm at the Municipal Building.
 - Reminding everyone that it is important to come out and vote.

Commissioner Buckley:

- OEM:
 - No report.
- Bureau of Fire Safety:
 - No report.

- Accidents & Injuries:
 - o No report.

- District Drills:
 - o No report.

- OSHA:
 - o No report.

- Training:
 - o We are now a NJDFS approved EO.
 - o We are in discussions with the 3 firehouses looking for a designated Training Facility which will be registered with the State.

- Firefighter 1:
 - o Anyone who will be taking Firefighter 1, Chiefs need to make sure their gear meets the standards. Reminder, we have rented gear if needed.

- Other:
 - o Rescue Committee:
 - Had discussion and questions. Chief Kazar explained and answered the questions.
 - How much training are we going to get into? Awareness Level?
 - Board wants to look at what they want to do to meet the requirements.

Commissioner Carone:

- Physicals:
 - o The Board has made the decision to switch to Access for doing physicals.
 - o The schedule is as follows:
 - Station 36: March 5 & 19, 2020 – 5:30 pm

- Station 37: March 12 & 13, 2020 – 5:30 pm
 - Station 38: March 23 & 30, 2020 – 5:30 pm
 - Station 48: March 31, 2020 – 5:30 pm
-
- Anyone with a preexisting condition or problem or anyone who wants to have their records should go to Primary Care in person as you will need to sign a release to get your records. Chief Fire Marshal Weniger suggested getting records before your scheduled physical so you can give to Access.
 - Starting in 2021 Access will be including Fit Testing with physicals.
 - Bloodwork can be done if anyone wants. This is optional. Access will need to know in advance and will need to have a minimum of 15 members wanting bloodwork so they can schedule to have a Phlebotomist on site.
 - Chief Fire Marshal Weniger stated that the Physical Policy is currently being updated and will have done for the February Regular Meeting.
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- Insurance:
 - No report.

 - Fit Testing:
 - No report.

 - GOG's:
 - No report.

Commissioner Mitchell:

- Audit:
 - No report.

- LOSAP:

- No report.

- Bills with Vouchers:
 - Reimbursement vouchers need to be submitted to Commissioners before or by the Monthly Work Meeting.
 - Please be sure to fill out fully with all details needed.

- Budget:
 - No report.

- Inventory:
 - No report.

CHIEF'S REPORTS

Chief Tommy Lachowski- Fire Company #36:

Drills: Bloodborne/Right to Know Drill is scheduled for January 16, 2020 at Station 36. All District Members are welcome to attend.

CPR Drill is scheduled for January 20, 2020 at Station 36. Class is full.

Bloodborne/Right to Know Drill is scheduled for February 6, 2020 at Station 36. All District Members are welcome to attend.

- Need new UPS for NFIRS computer.
- New TICS are ordered with grant money. Waiting on delivery.
- Captain Patullo and Firefighter Karl Scott are assigned to be on the GOG Committee for Station 36.
- Request for Stations 38 and 48 to roll tanker first in 36's area for smoke/fire.

Chief Mike Patton – Fire Company #37

Drills: Bloodborne Pathogens/Right to Know Drill is scheduled for January 21, 2020 at Station 37.

Trench Awareness Drill is scheduled for January 23, 2020 at Station 37 at 7:00 pm.
Please use "I am Responding" app if attending.

Boat Safety Class is scheduled for February 15, 2020 from 8:00 am – 4:30 pm. Please call Assistant Chief Shaffer if you want to attend.

- Need a new folding tank for the new pumper tanker. Fire Marshal Giordano has given us a quote.
- Need 2 sets of gear for Firefighter 1 graduates.

Chief Dan Kazar – Fire Company #38

Drills: CPR Drill is scheduled for March 9, 2020 at Station 38.

Bloodborne Pathogens/Right to Know Drill – Will be setting up.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Drill at Training House in Hillsborough is scheduled for January 21, 2020.

OEM:

- No report.

PUBLIC

- o Recording Secretary, Joann Bullock reminded the Chiefs to email their updated 2020 Officers Lists.
- o Recording Secretary, Joann Bullock reminded the Chiefs to make sure that they bring her a copy of their Monthly Report to each Regular Meeting.
- o Recording Secretary, Joann Bullock mentioned that anyone who is in attendance of the Work and Regular Meetings needs to sign the Sign-In Sheet with their name, and if you are an Officer to state your position.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Lazorchak, and seconded by Commissioner Nuara to adjourn the meeting at 9:06 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary
Hillsborough Township
Board of Fire Commissioners

MC/jhb
Attachments