

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

APRIL 14, 2020

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, April 14, 2020 at 8:00 pm. via conference call. 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

Fire Chiefs present were:

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

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

District Officers/Members 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 Carone to approve the Regular Meeting minutes of March 10, 2020. Roll call vote: All approved.**

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

**TREASURER'S REPORT**

**MARCH 2020**

Checking Account Balance:	\$ 402,501.72
Savings Account Balance:	\$ 1,345,889.04
Fulton Bank Savings Balance:	\$ 508,966.13
LOSAP	\$ 201,336.56
Capital Expense Account Balance:	<u>\$ 134,321.65</u>
Total of all Accounts:	\$ 2,593,015.10
Expenditures for March 2020 :	\$ 677,192.68
Amount to be transferred from Regular Savings to Checking:	\$ 351,000.00
Total Amount to be transferred from Regular Savings to Capital Account:	\$ 282,750.00
Total Amount to be transferred from Capital Account to Checking Account	\$ 325,000.00

**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 March 2020.

### FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	16	116.3	67	366.7	0	0	-	-
#2	31	247.1	127	921.7	3	2	-	-
#3	-	-	-	-	-	-	-	-
<u>Neshanic</u>	17	85.8	56	317.4	1	-	-	-

### CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Firehouse Cleaning:
  - o Suggested having all (3) Hillsborough Firehouses and Neshanic Firehouse sanitized. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve to have the (3) Hillsborough Firehouses and Neshanic Firehouse sanitized costing a total of \$3,400.00. Roll call vote: All approved.**
  
- Fogging Gun:
  - o Would like to purchase an Electric Static Sanitizer Gun costing \$800.00. **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase of an Electric Static Sanitizer Gun costing \$800.00. Roll call vote: All approved.**
  
- Resolutions: **(All on file in Fire Safety Office)**
  - o Resolution 2020-017 – Designation of Records Custodian.
    - **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution 2020-017 – Designation of Records Custodian. Roll call vote: All approved.**

- Resolution 2020-018 - Authorizing Appointment of Administrative Services .
  - **A motion was made by Commissioner Nuara, seconded by Commissioner Mitchell to approve Resolution 2020-018 – Authorizing Appointment of Administrative Services. Roll call vote: All approved.**
  
- Resolution 2020-019 - Authorizing Participation in Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program.
  - **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve Resolution 2020-019– Authorizing Participation in Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program. Roll call vote: All approved.**
  
- Resolution 20-020 - Authorizing Purchase of Vehicle through New Jersey State Contract Program.
  - **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve Resolution 2020-20 – Authorizing Purchase of Vehicle through New Jersey State Contract Program. Roll call vote: All approved.**

**APPARATUS – EQUIPMENT REPORT**

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

CAR 36:	Mileage – No report. No issues reported.
CAR 36-2:	No issues reported.
ENGINE 36:	PM Service Complete.
LADDER 36:	PM Service Complete.
TENDER 36:	PM Service Complete.
BRUSH 36:	Pump Service Completed. Siren was repaired.
BRUSH 36-2:	Brakes were repaired.
RESCUE 36:	PM Service Complete.

RANGER 36: No issues reported.  
MARINE 36: No issues reported.  
Small Equipment: 2 Meters were repaired.  
1 Portable radio was repaired.

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

CAR 37: Mileage – 44,420  
No issues reported.  
CAR 37-2: No issues reported.  
ENGINE 37: PM service completed.  
Generator was repaired.  
ENGINE 37-2: Radios and equipment was removed.  
TENDER 37: Out of service due to mounting and training.  
TOWER  
LADDER 37: PM service completed.  
BRUSH 37: Pump PM service completed.  
RESCUE 37: PM service completed.  
REHAB 37: No issues reported.  
Small Equipment: 2 Gas meters were repaired.  
1 SCBA was repaired.  
1 Saw was repaired.

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

CAR 38: Mileage – 47,069  
Oil change complete.  
CAR 38-2: No issues reported.  
ENGINE 38: Retired from service, awaiting arrival of new engine.  
LADDER 38: PM service completed.  
Foam System was repaired.

TENDER 38: PM service completed.  
BRUSH 38: In service and functional, but not completed.  
RESCUE 38: PM service completed.  
Air fill station was repaired.  
DEUCE 38: Removed from service.  
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.  
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: No report.

**R&R COMMITTEE UPDATE**

FAP:

- No report.

Signal 100 Team:

- No report from Team Coordinator, Jennifer Castillo.

**APPROVAL TO PAY CLAIMS LIST 2020- 04**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
04/14/2020	25011	AT & T Mobility	20-178	959.43
04/14/2020	25012	ALLEGRO ENTERPRISES INC	20-179, Inv#I9982, I10005	37.17
04/14/2020	25013	Access Compliance LLC	20-180, Inv#3/19/2020	3,150.00
04/14/2020	25014	APPROVED FIRE PROTECTION	20-181, Inv#IN00041334	206.31
04/14/2020	25015	APPROVED FIRE PROTECTION	20-182, Inv#IN00042325	21.48
04/14/2020	25016	APPROVED FIRE PROTECTION	20-183, Inv#IN00042323	285.00
04/14/2020	25017	Amazon.com	20-185	385.72
04/14/2020	25018	Amazon.com	20-186	263.97
04/14/2020	25019	AED SUPERSTORE	20-187, Inv#1571369	1,088.35
04/14/2020	25020	AMWELL AUTO & TIRE CENTER	20-188, Inv#161829	1,298.64
04/14/2020	25021	Auto Plus	20-189, Inv#45563700	1.80
04/14/2020	25022	RICHARD M. BRASLOW ESQ.	20-190	505.00
04/14/2020	25023	SKYLANDS FIRE EQUIP.	20-191, Inv#11488	7,000.00
04/14/2020	25024	CONTINENTAL FIRE & SAFETY INC.	20-192, Inv#K2092	289.75
04/14/2020	25025	CHARLES NUARA	20-193	113.78
04/14/2020	25026	COM CAST	20-194	539.24
04/14/2020	25027	CENTRAL JERSEY NURSERIES	20-195, Inv#89525, 89912, 90103	856.14
04/14/2020	25028	CONTINENTAL FIRE & SAFETY INC.	20-196	1,785.00
04/14/2020	25029	COM CAST	20-197	199.62
04/14/2020	25030	COMMUNICATION SPECIALIST, INC	20-198, Inv#40693, 40692, 40695, 40694, 40709	1,310.00
04/14/2020	25031	CONTINENTAL FIRE & SAFETY INC.	20-199	2,970.00
04/14/2020	25032	Doug's Hose Dummies	20-200, Inv#131	170.00
04/14/2020	25033	DITSCHMAN/FLEMINGTON	20-201, Inv#4-369468F	26.81
04/14/2020	25034	ELECTRONIC MEASUREMENT LABS	20-202, Inv#54976	294.33
04/14/2020	25035	ELECTRONIC MEASUREMENT LABS	20-203, Inv#54882, 54734	425.00
04/14/2020	25036	Firefighter One	20-204, Inv#10270900	867.33
04/14/2020	25037	Firefighter One	20-205, Inv#10270544, 10270981, 10270994, 10270990, 10270991	2,261.17
04/14/2020	25038	Firefighter One	20-206, Inv#10271005, 10270885, 10270956, 10270939	6,081.93
04/14/2020	25039	Firefighter One	20-207, Inv#10271010	388.26
04/14/2020	25040	Firefighter One	20-208, Inv#10271047, 10271048, 10271011, 10271053	3,446.91
04/14/2020	25041	Firefighter One	20-209, Inv#10271103, 10271102	2,572.10
04/14/2020	25042	Firefighter One	20-210, Inv#10271082, 10271085	1,773.06
04/14/2020	25043	Firefighter One	20-211, Inv#10271090, 10271084	833.00
04/14/2020	25044	FLEMINGTON DEPT STORE	20-212, Inv#72820	301.29
04/14/2020	25045	FLEMINGTON DEPT STORE	20-213, Inv#72666	54.00
04/14/2020	25046	Fire Companies.Com	20-214	816.89
04/14/2020	25047	Fire and Safety Services	20-215, Inv#I020-01287, I020-01289	324,998.34
04/14/2020	25048	Grainger	20-216, Inv#9441719235	242.00
04/14/2020	25049	Grainger	20-217, Inv#9453499239	258.95

04/14/2020	25050	Global Imports, Inc	20-218	414.09
04/14/2020	25051	Gildea, Robert	20-219	41.74
04/14/2020	25052	Gildea, Robert	20-220	157.32
04/14/2020	25053	IAAI	20-221, Inv#29719	145.00
04/14/2020	25054	Konica Minolta Premier Finance	20-222, Inv#67328278	181.04
04/14/2020	25055	Liberty Transport & Storage, Inc.	20-223, Inv#16216	180.00
04/14/2020	25056	LITTLE HEARTS BIG WORLD	20-224, Inv#398	675.00
04/14/2020	25057	Monmouth County Fire Academy	20-225, Inv#2020-121	50.00
04/14/2020	25058	NIC Group, Inc.	20-226, Inv#April -MSP-11912	1,450.00
04/14/2020	25059	Overhead Door of Central Jersey	20-227, Inv#032721	545.33
04/14/2020	25060	NEW JERSEY FIRE EQUIPMENT COMPANY	20-228, Inv#63254	40.00
04/14/2020	25061	NJ League of Municipalities	20-229, Inv#DB13558	160.00
04/14/2020	25062	Northwest River Supplies Inc	20-230, Inv#863474	893.49
04/14/2020	25063	NEW JERSEY FIRE EQUIPMENT COMPANY	20-231, Inv#108047	458.65
04/14/2020	25064	NJ - IAAI	20-232, Inv#AGM20-F156	425.00
04/14/2020	25065	Overhead Door of Central Jersey	20-233, Inv#032774	685.00
04/14/2020	25066	Packet Media LLC	20-234	52.08
04/14/2020	25067	Packet Media LLC	20-235, Inv#300545559	52.08
04/14/2020	25068	Petner, Lynn	20-236	110.00
04/14/2020	25069	Pamela Borek	20-237	2,000.00
04/14/2020	25070	JOANN BULLOCK	20-238	475.00
04/14/2020	25106	RICHIES TIRE SERVICE	20-239, Inv#B526775	295.90
04/14/2020	25107	SOMERSET COUNTY EMER. SERV. TRAINING	20-240, Inv#13882	600.00
04/14/2020	25108	SOMERSET COUNTY EMER. SERV. TRAINING	20-241, Inv#13900	525.00
04/14/2020	25109	JON SENCHISEN	20-242	600.00
04/14/2020	25110	SKYLANDS FIRE EQUIP.	20-243, Inv#11457	7,682.04
04/14/2020	25111	TOWNSHIP OF HILLSBOROUGH	20-244	177,507.51
04/14/2020	25077	TURNOUT RENTAL	20-245, Inv#21460	780.00
04/14/2020	25078	W.B.MASON COMPANY, INC.	20-247, Inv#209292379	100.40
04/14/2020	25079	W.B.MASON COMPANY, INC.	20-248, Inv#209056796	30.65
04/14/2020	25080	VERIZON	20-246	82.98
04/14/2020	25081	CHRISTOPHER WENIGER	20-249	286.27
04/14/2020	25082	W.B.MASON COMPANY, INC.	20-250, Inv#209056796	30.65
04/14/2020	25083	CHRISTOPHER WENIGER	20-251	144.00
04/14/2020	25084	CHRISTOPHER WENIGER	20-252	300.00
04/14/2020	25085	Wex Online	20-253, Inv#64690645	1,753.38
04/14/2020	25086	W.B.MASON COMPANY, INC.	20-254, Inv#208541256, 208329356	308.82
04/14/2020	25087	JOHN YANKO	20-255	92.14
04/14/2020	25088	Zoro, Inc.	20-256, Inv#7337651, 7338784	477.60
04/14/2020	25089	Amazon.com	20-257	149.42
04/14/2020	25090	Amtrust North America	20-258	100,385.00
04/14/2020	25091	Blue Tarp Credit Services	20-259, Inv#44572102	210.03
04/14/2020	25092	CONTINENTAL FIRE & SAFETY INC.	20-260	2,470.00
04/14/2020	25093	Witmer Public Safety Group, Inc.	20-261, Inv#E1949130	1,402.00



04/14/2020	25094	COMMUNICATION SPECIALIST, INC	20-262, Inv#40797, 40799, 40798	945.00
04/14/2020	25095	ALPHA CARD	20-263, Inv#Q1376798	470.00
04/14/2020	25096	SOMERSET COUNTY VEHICLE MAINTENANCE	20-264, Inv#271	53.85
04/14/2020	25097	W.B.MASON COMPANY, INC.	20-265, Inv#209435428	52.39
04/14/2020	25098	Konika Minolta Business Solutions	20-266, Inv#265319436	71.86
04/14/2020	25099	IAAI	20-267, Inv#30844	145.00
04/14/2020	25100	FLEMINGTON DEPT STORE	20-268, Inv#7056	301.29
04/14/2020	25101	DANIEL KAZAR	20-269	29.98
04/14/2020	25102	MIKE MURPHY	20-270	12.42
04/14/2020	25103	Johnson, Ken	20-271	38.93
04/14/2020	25104	Pavese-McCormick Agency, Inc.	20-272	281.68
04/14/2020	25105	Chexalance LLC	20-273	240.00
04/14/2020	25009	Chexalance LLC	Inv#26650- 500 checks printing	67.90
				<b>677,192.68</b>

**A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the Claims List 2020-04. Roll call vote: All approved.**

**A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve to pay the Claims List 2020-04. Roll call vote: All approved.**

**APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2020-04**

**A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the transfer of funds in the amount of \$351,000.00 from savings account to checking account. Roll call vote: All approved.**

**A motion was made by Commissioner Mitchell, seconded by Commissioner Buckley to approve the transfer of funds in the amount of \$282,750.00 from savings account to capital account. Roll call vote: All approved.**

**A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the transfer of funds in the amount of \$325,000.00 from capital 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 No report.
  
- Equipment & Purchasing:
  - o No report.
  
- Other:
  - o Station 38's Golf Outing that was scheduled has been cancelled and rescheduled for October 24, 2020.

### **Commissioner Buckley:**

- OEM:
  - o No report.

- Bureau of Fire Safety:
  - No report.
  
- Accidents & Injuries:
  - No report.
  
- Turnout Gear:
  - No report.
  
- OSHA:
  - No report.
  
- District Drills:
  - No report.
  
- Training:
  - No report.
  
- Other:
  - Ladder Rack:
    - A ladder rack is needed for new Engine-37.
      - Chief Fire Marshal Weniger is going to obtain prices.
  
  - Steam Cleaner:
    - Would like to purchase a steam cleaner for rig cleaning (interior).
      - Chief Fire Marshal Weniger is going to obtain prices.

**Commissioner Carone:**

- Physicals:
  - o Physicals are on hold until further notice.
  
- 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 Tommy Lachowski- Fire Company #36:**

Drills: Doing on-line training every other Thursday.

- Request to purchase:
  - o Have a broken pair of Binoculars. Request to purchase a new pair of Binoculars costing \$180.00.
  - o Foam tank on Brush Leaking into main tank

### **Chief Mike Patton – Fire Company #37**

Drills: Member Expectations Drill was held on March 3, 2020.  
RIC Awareness Drill was held on March 5, 2020.  
Tanker Training will be held on April 20, 2020.

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

Drills: No Drill for March or April.

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

Drills: Covid Drill was held on March 17, 2020.

### **OEM:**

- No report.

**PUBLIC**

- N/A.

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Buckley, and seconded by Commissioner Carone to adjourn the meeting at 8:56 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary  
Hillsborough Township  
Board of Fire Commissioners

MC/jhb  
Attachment