

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**WORK MEETING**

NOVEMBER 5, 2020

**PLEASE NOTE:** DUE TO THE COVID-19 PANDEMIC AND EXECUTIVE ORDER 107, THIS MEETING IS BEING CONDUCTED IN A VIRTUAL FORMAT WITH ACCORDANCE WITH N.J.S.A. 10:4-8 (b). REMOTE ACCESS TO THIS MEETING IS AVAILABLE AT [www.hillsboroughfiresafety.com](http://www.hillsboroughfiresafety.com) AND WAS POSTED IN ACCORDANCE WITH N.J.S.A. 10:4-9.1.

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in a Work Session on Thursday, November 5, 2020 at 7:00 pm in a Virtual Format. 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 Charlie Nuara  
Commissioner Pat Buckley

Absent: Commissioner Mike Carone  
Commissioner Jeff Mitchell

Fire Chiefs present were:

Chief Tommy Lachowski - Station 36	Chief Fire Marshal Chris Weniger - Fire Safety
Chief Mike Patton - Station 37	Fire Marshal John Yanko – Fire Safety
Chief Dan Kazar - Station 38	
Chief Kit Crisafulli – Station 48	

District Officers/Members present were:

Deputy Chief Rich Crater – Station 37  
Ex-Chief Bill Shaffer – 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.

## CORRESPONDENCE

Commissioners discussed the following:

- Commissioner Lazorchak:
  - o Blood Bourne / Right-to-Know:
    - Inquired about how many members that still need to do the Blood Bourne/Right-to-Know.
      - Station 36 – approximately 10 members
      - Station 37 – estimate under 12 members
      - Station 38 – approximately 10 members
    - o Commissioner Buckley asked the Chiefs to provide him with the exact numbers of members needing the Blood Bourne / Right-to-Know at the Regular Meeting on Tuesday, November 10, 2020.
      - Commissioner Buckley will then set up a session.
        - Commissioner Nuara asked if the classes will be in-house or virtual.
          - o Commissioner Buckley said he will check into that and he will also advise how long the class will take.
  - o Neshanic Fire Contract:
    - Neshanic Fire Contract has been signed and sent back to Fire Safety.
  - o District Drills Update:
    - Inquired if any new information about District Drills.
      - Chief Lachowski - Station 36 stated that they had a May Day Drill in October.

- Chief Lachowski said that have 2 upcoming drills:
  - Water Rescue Drill on Saturday, November 7, 2020 at Fox Chase Pond.
  - May Day Survival Drill in December.
- Commissioner Buckley inquired if Chief Lachowski had received the quotes           .
  - Chief Lachowski responded he has not yet received the quotes.
- A CEVO Classroom Course is scheduled for December.
- Commissioner Buckley asked for advance notice for any District Drills for 2021.

- Commissioner Nuara:

- 2020 Top 10 Responders:
  - Will need a list from the Chiefs of their Top 10 Responders by December 2, 2020.
    - Working with Old Man Rafferty's for Gift Cards.
- Pay-per-Call:
  - Will need a list from the Chiefs of their Pay-per-Call by December 2, 2020 so checks are done for the Regular Meeting on December 8, 2020.
    - Chief Lachowski – Station 36 inquired if there would be an increase in pay-per-call.
      - Commissioner Nuara stated that there is not.
        - Deputy Chief Crater – Station 37 asked for clarity of what defines the number for pay-per-call and if this can be discussed at the Regular Meeting on Tuesday, November 10, 2020.

- 2021 Budget:
  - Received a call from Trenton giving approval to adopt the 2021 Budget.
  - Thanked us for being the first one getting in electronically.
  
- Commissioner Buckley:
  - Gear Inspection GOG:
    - Inquired with Chief Fire Marshal Weniger about the status of the Gear Inspection GOG.
      - Chief Fire Marshal Weniger stated that the GOG is done
  
  - Command Vehicles:
    - Suggested Command Vehicles in the District should be outfitted the same.
      - When Station 36 finalizes their specifications, can they send out to everyone for review.
      - Station 38 is up for a vehicle next year.
        - Deputy Chief Crater – Station 37 stated that each company may have their own way of how they want the vehicles set up.
        - Commissioner Lazorchak said they need to have standardization with everything.
  
- Commissioner Carone:
  - Absent – No report.
  
- Commissioner Mitchell:
  - Absent.
  
  - Vouchers:
    - Commissioners present went through vouchers for November 2020 and obtained signatures.

- Chief Fire Marshal Weniger:
  - Employee Handbook / Employee Policies:
    - Updated the Employee Handbook and Employee Policies and sent to the Commissioners.
      - Would like to vote on this at the Regular Meeting on Tuesday, November 10, 2020.
      - Commissioner Buckley commended Chief Fire Marshal Weniger that he did a nice job on this.
  - GOG's:
    - Worked on the Rehab GOG and the Signal 100 GOG.
    - Substance Abuse Policy is done and would like to vote on this at the Regular Meeting on Tuesday, November 10, 2020.
      - Had some comments made, and Attorney Braslow had changes to be made on the grievance and criminal background sections.
      - Commissioner Buckley asked if the policy could be sent out to review comments.
    - The next policies that will be worked on are:
      - Family Members.
      - Command Vehicles.
  - Resolution for Transferring of Funds:

Will have a Resolution for Transferring of Funds to vote on at the Regular Meeting on Tuesday, November 10, 2020.
  - Fire Safety New Employees:
    - A lot of inside and outside training has already been completed.
    - The Fire Companies have been very supportive and with the new employees and they have been very well received.

- Inspections:
  - Fire Safety has been very busy still catching up on inspections due to Covid.
  - It is possible that shutdowns may happen again.
  
- I-Pads – Station 38:
  - Chief Kazar inquired about the email he sent regarding the new I-Pads.
    - They will be in service on Monday or Tuesday next week.
  
- Knox Boxes:
  - Had discussion about lockbox key that does not work and is 20 years old.
  - If a key is lost all boxes have to be changed and this is a big expense.
  - Members sharing codes and need to tighten up on this.
  - To update to a modern new box cost is \$800.00 each – total cost of \$12,000.00 for all boxes.
  - Had discussion with Knox Box Company about their cost.
  - Chief Lachowski – Station 36 mentioned that they will need another box as well.
    - Commissioner Nuara stated that we will have to discuss this further.
  - Will update the policy and sent out.
  
- Chief Lachowski – Station 36:
  - New Vehicle for Station 36 Update:
    - Spoke with Ford and they said that the vehicle is being built this week with a possible delivery the first week of December.
      - Undercoating will be done before delivery.
      - Will have them deliver to Fire Safety so Chief Fire Marshal Weniger can do the paperwork.
      - Chief Fire Marshal Weniger said to get the invoice from the manufacturer and then submit a voucher.
        - Mentioned that Fire Marshal Giordano said that if they pay up front, they will get a discount.

- Will have a locked in price for the December Meeting.
- Station 36 – Equipment Budget:
  - Will have money left in the Equipment Budget.
    - Would like to purchase water supplies (*See Attachments*).
- Toolbox:
  - Purchased a new tool set and would like to purchase a larger toolbox. Cost is \$800.00.
    - Would the Commissioners consider purchasing the toolbox as the tools are used for maintenance on all of the trucks?
      - Commissioner Nuara stated they can talk about this at the December Meeting.
- Lockers:
  - Station 36 has a total of 38 lockers.
  - Would like to get 3 more wall mounted lockers – Cost would be between \$800.00-\$1,000.00. This would include a desk and locker for new Fire Marshal.
    - Chief Fire Marshal Weniger stated that he is already looking into this.
      - Will discuss more at the December Meeting.
- Drill:
  - Will be having a Live Burn Drill on November 28, 2020 at the Somerville Tower.
    - Sent an email to Chief Fire Marshal Weniger about the availability of an Instructor.
      - Chief Fire Marshal Weniger will advise by early next week.
- Officers:
  - Deputy Chief Regiec left his position.
  - Everyone else has been moved up a spot.

- Vacant position for Lieutenant 2 that will need to be filled.
  
- Deputy Chief Crater – Station 37:
  - Budget:
    - Station 37 has finalized everything for 2020.
    - Have specifications for gas meter.
    - Will not be purchasing anything else for 2020.
  
  - Training:
    - Will be having Firefighter Survival Water Training.
    - Will have their monthly drill.
  
  - Instructor Course:
    - Inquired about having an Instructor Course sometime in 2021.
      - Commissioner Buckley said that Instructor Courses are usually held at the Fire Academy.
        - Will look into this.
  
- Chief Kazar – Station 38:
  - Washing Machine Purchase:
    - Send an email regarding the purchase of a new washing machine for Station 38.
      - This will not exceed \$7,000.00.
  
  - Would like to take a truck to the Somerville Light Parade on December 5, 2020.
    - Chief Lachowski – Station 36 stated that they would like to take their tanker too.
      - Commissioners replied “yes”.
  
- Chief Crisafulli – Station 48:
  - Purchase of UTV with Trailer:



- Circulated a letter about Station 48's purchase of a UTV with an Enclosed Trailer.
  - Needed for use around village for the Walking trails and would use for Sourland Mountains.
    - Working with Branchburg Township for funding.
    - Inquiring if the District would consider helping out with funds for the trailer. Cost for enclosed 16-foot trailer is around \$6,000.00.
      - Commissioner Lazorchak stated that they will have the final number by December.
        - This will be discussed further in December.

- Rescue Committee:

- Deputy Chief Crater – Station 37 and Deputy Chief Kazar – Station submitted the District's Priority 1 and Priority 2 lists.
  - Commissioner Nuara stated that they can get all the items on Priority 1 List – cost \$39,000.00.
    - At the end of November, we will see about the balance, but may be pushed to 2021.
    - By the end of March 2021, we should know what is left over.
    - Fire Marshal Girodano will be obtaining other prices.
- District Drills:
  - Will be doing Quarterly Drills.
    - Will send list of what we are thinking about doing.
- Engine Company Operation Training– Officers:
  - Deputy Chief Crater – Station 36 expressed interest in the Engine Company Operation Training for Officers for Spring 2021.
    - Commissioner Buckley said they can do a class, any contract class as long as the State requirements are met.
      - There are many options available.

## ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Lazorchak, and seconded by Commissioner Nuara to adjourn the meeting at 8:11 p.m. and will go into a Closed Session Meeting. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Chairman  
Hillsborough Township  
Board of Fire Commissioners

JL/jhb  
Attachments