

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

OCTOBER 13, 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 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 Regular Session on Tuesday, October 13, 2020 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

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:

Assistant Chief Tyler Riordan – Station 36
Deputy Chief Rich Crater – Station 37
Ex-Chief/Asst. Chief Bill Shaffer – Station 3
Lieutenant Rob Gildea – Station 37
Rob Clougher – Station 37
Member Kevin Danberry – Station 37

Deputy Chief Tom Marvits – Station 38
Ex-Chief/Deputy Chief CJ Davis – Station 48
Fire Marshal John Yanko – Fire Safety

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 September 8, 2020. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the Work Meeting minutes of October 8, 2020. Roll call vote: All approved.

TREASURER'S REPORT

OCTOBER 2020

Checking Account Balance:	\$ 134,360.45
Savings Account Balance:	\$ 1,066,010.46
Fulton Bank Savings Balance:	\$ 509,383.45
LOSAP	\$ 201,383.05
Capital Expense Account Balance:	\$ <u>92,093.66</u>
Total of all Accounts:	\$ 2,003,231.07
Expenditures for September 2020 :	\$ 241,346.11
Amount to be transferred from Regular Savings to Checking:	\$ 232,000.00

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 September 2020.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	16	17	211	-	2	-	-	-
#2	39	204.5	-	-	5	-	-	-
#3	19	71.5	171	-	3	-	-	-
<u>Neshanic</u>	19	40	196	-	3	-	-	-

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Resolution 2020-031 – Authorizing Appointment of Career Firefighters. *(On file in the Fire Safety Office)*
 - o **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution 2020-031 – Authorizing Appointment of Career Firefighters. Roll call vote: All approved.**

- Swearing Ceremony:
 - o The Swearing Ceremony for will be held on October 14, 2020 at 6:00 pm at Station 36.

- Medical Bag Standardization:
 - o Standardizing Medical bags was discussed at the Bureau of Fire Operations Meeting.

- GOG's:
 - o Signal 100 and Rehab GOG's are in progress.
 - Fire Marshal is going to manage these.

- Policies:
 - o Internal Investigations/Discipline, Grievance and Substance Abuse Policies are in progress.

- Physical GOG:
 - o The Physical GOG was updated as requested to include Level A & B. *(On file in the Fire Safety Office)*

- November Public Meetings:
 - o Starting in November 2020, the Work and Regular Commissioners Meetings will be held in the Conference Room at the Municipal Building.
 - There will be a check in and sign in at the Main Entrance.
 - Masks are required.
 - Limitations on how many people.
 - Will follow up and send out an email about this before the November Meetings.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 68,080
PM Service completed.
Front end and pulley noise, going to Amwell Auto for repairs again.

CAR 36-2: No issues reported.

ENGINE 36: Master pump intake officers side valve leaking- will need to be rebuilt.
Pelican light damaged after falling out of compartment- not repairable
new Streamlight cost is \$677.00.

LADDER 36: Door alarm was repaired.
Air leak at Auxiliary compressor was repaired.

TENDER 36: Dump valve actuator was ordered.
All 3 dump chutes need to be serviced- not closing properly.
Tank level lights inoperable- need replacement.
Several ground lights are out.
#2 tank to pump air leak was repaired.

BRUSH 36: New batteries were installed.
Oil change was done.

BRUSH 36-2: No issues reported.

RANGER 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: Dry chem recharged.
Water can was recharged.

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

CAR 37: Mileage – 51,100
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: 911 Decal installed on rear door.
New ground ladder was installed.

TANKER 37: Dump shoot. Sticking was repaired.
Weather stripping was repaired.

ENGINE 37-2: No issues reported.

TOWER
LADDER 37: No issues to report

BRUSH 37: PM service complete
RESCUE 37: Will be out of service for equipment mounting (10/13)
REHAB 37: AC recharged
Small Equipment: 2 SCBA's were repaired.
Rotary saw is out for service.

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

CAR 38: Mileage – 51,789
No issues reported.
CAR 38-2: N/A
ENGINE 38: No issues reported.
LADDER 38: Outrigger sensor was repaired.
Out-of-service for brakes and A/C work.
Door alarm was repaired.
TENDER 38: No issues reported.
BRUSH 38: Radio chargers were repaired.
RESCUE 38: New air connections were installed on the Cascade System.
MARINE 38-1: No issues reported.
MARINE 38-2: No issues reported.
Small Equipment: 2 Gas meters were repaired.
1 Saw out for repair.
New back u camera was installed on the boat trailer.

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

CAR 48: Mileage – No report.

ENGINE 48-4: No issues reported.
ENGINE 48-5: No issues reported.
TENDER 48: Out-of-service.
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 Team Leader/Coordinator Jennifer Castillo.

APPROVAL TO PAY CLAIMS LIST 2020- 10

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/13/2020	25511	APPROVED FIRE PROTECTION	IN00048356	253.47
10/13/2020	25512	Amazon.com	112-3709636-7581865,112-3578062-2820205,112-8932692-9716235,112-3443905-8412204	1,100.25
10/13/2020	25513	ALLEGRO ENTERPRISES INC	Invoice I11845 & I11958	16.41
10/13/2020	25514	Access Compliance LLC	Invoice#20201405	175.00
10/13/2020	25515	AUTO ZONE INC	Invoice#3284415137	11.98
10/13/2020	25516	APPROVED FIRE PROTECTION	IN00047473	380.75
10/13/2020	25517	APPROVED FIRE PROTECTION	IN00047622	250.13
10/13/2020	25518	AMWELL AUTO & TIRE CENTER	Invoice#163667	152.40
10/13/2020	25519	AMWELL AUTO & TIRE CENTER	Invoice#163668	998.84
10/13/2020	25520	ALERT-ALL CORPORATION	Invoice220090570	1,710.50
10/13/2020	25521	Amazon.com	order113-7782203-6129861 &112-1749722-2402621	794.98
10/13/2020	25522	JOANN BULLOCK	20-565	412.50
10/13/2020	25523	RICHARD M. BRASLOW ESQ.	20-566	2,535.00
10/13/2020	25524	COMMUNICATION SPECIALIST, INC	Invoice-41249,41248,41250,41249 &41246	477.00
10/13/2020	25525	COM CAST	Account#8499052800258792	114.24

10/13/2020	25526	COMMUNICATION SPECIALIST, INC	Invoice#41243	552.00
10/13/2020	25527	Clean Air Company, Inc.	Invoice#200574	72.00
10/13/2020	25528	CONTINENTAL FIRE & SAFETY INC.	Invoice K3729	213.00
10/13/2020	25529	CONTINENTAL FIRE & SAFETY INC.	Invoice K3519	638.00
10/13/2020	25530	CENTRAL JERSEY NURSERIES	Invoice #98616,98618,99178,100166, 101617	636.73
10/13/2020	25531	ELECTRONIC MEASUREMENT LABS	Invoice#55826 & 55848	843.00
10/13/2020	25532	Firefighter One	Invoice 10271935	668.78
10/13/2020	25533	FLEMINGTON DEPT STORE	Inv#74459	209.85
10/13/2020	25534	Firefighter One	Invoice#10270857	2,628.52
10/13/2020	25535	Firefighter One	102717/2, 102718-40, 10271903	1,855.78
10/13/2020	25536	FIREFIGHTERS EQPT.CO.	Inv 20201219	4,236.00
10/13/2020	25537	FIRE & SAFETY SERVICES, LTD.	20-580 Invoice SI 20-1986	20,641.74
10/13/2020	25538	FIRE & SAFETY SERVICES, LTD.	20-581	1,292.18
10/13/2020	25539	DAVID FOELSCH	20-582	402.00
10/13/2020	25540	Grainger	Invoice 9652720716	131.31
10/13/2020	25541	HY VIZ INC.	Invoice TYL-400	1,999.00
10/13/2020	25542	Konica Minolta Premier Finance	Invoice 69551667	136.87
10/13/2020	25543	MINERVA CLEANERS	Invoice-474-103	309.50
10/13/2020	25544	NIC Group, Inc.	Invoice MSP-12114	1,450.00
10/13/2020	25545	NEW JERSEY FIRE EQUIPMENT COMPANY	Invoice # 209921 & 64391	2,968.40
10/13/2020	25546	Petner, Lynn	20-590	495.62
10/13/2020	25547	Packet Media LLC	Invoice 300567629	91.76
10/13/2020	25548	Rescue Essentials	20-592	528.00
10/13/2020	25549	SAFE-T	Invoice#11873	460.00
10/13/2020	25550	SOMERSET COUNTY EMER. SERV. TRAINING	Invoice 13990	50.00
10/13/2020	25470	SOMERSET COUNTY EMER. SERV. TRAINING	20-595	65.00
10/13/2020	25471	TOWNSHIP OF HILLSBOROUGH	20-596	176,567.79
10/13/2020	25472	TACTRON INC.	20-597	126.46
10/13/2020	25473	THE FIRST SIGNS OF FIRE	20-598	153.93
10/13/2020	25474	UPS	Invoice#74Y02Y380	12.17
10/13/2020	25475	VERIZON WIRELESS	Acct#550545301000160	92.12
10/13/2020	25476	W.B.MASON COMPANY, INC.	Invoice#213730475, 213438311 & 213311177	96.33
10/13/2020	25477	CHRISTOPHER WENIGER	20-602	94.50
10/13/2020	25478	JOHN YANKO	20-603	32.00
10/13/2020	25479	Amazon.com	Order 112-9853909-0253058	38.99
10/13/2020	25480	THE FIREFIGHTING DEPOT	Invoice 20-00187	156.87
10/13/2020	25481	SAFE-T	Invoice-11879	460.00
10/13/2020	25482	AT&T Mobility	Invoice 287289919513X09282020	960.82
10/13/2020	25483	FLEMINGTON DEPT STORE	Invoice#74675 & 74691	271.20
10/13/2020	25484	L&S Automotive	20-609	159.37
10/13/2020	25485	NEW JERSEY FIRE EQUIPMENT COMPANY	Invoice 1010149	78.71
10/13/2020	25486	W.B.MASON COMPANY, INC.	Inv#214311019	37.02
10/13/2020	25487	CC Embroidery Creations	20-612	720.00
10/13/2020	25488	Konika Minolta Business Solutions	Invoice-268762370	137.64

10/13/2020	25489	COMMUNICATION SPECIALIST, INC	Invoice-41265	69.00
10/13/2020	25490	NEW JERSEY FIRE EQUIPMENT COMPANY	Invoice 64651	125.00
10/13/2020	25491	ELECTRONIC MEASUREMENT LABS	Invoice 55959	369.00
10/13/2020	25492	Target Solutions Learning LLC	Invoice#INV7596	3,800.00
10/13/2020	25493	McKesson Medical	20-618	291.65
10/13/2020	25494	ALERT-ALL CORPORATION	Invoice#220100040	877.50
10/13/2020	25495	Wex Online	Invoice -67773744	1,580.41
10/13/2020	25496	EAST COAST MEDIA	Invoice 40034	95.00
10/13/2020	25497	COM CAST	Ac#8499052800046635	199.62
10/13/2020	25498	Dunkin Donuts	20-623	186.39
10/13/2020	25499	CATERED AFFAIR	20-624	181.27
10/13/2020	25500	DANIEL KAZAR	20-625	102.33
10/13/2020	25501	Chexalance LLC	20-626	240.00
10/13/2020	25503	Kavita Krishnan	20-627	74.53
				241,346.11

A motion was made by Commissioner Mitchell, seconded by Commissioner Lazorchak to approve the Claims List 2020-10. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Nuara to approve to pay the Claims List 2020-10. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2020-10

A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the transfer of funds in the amount of \$232,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Lazorchak:

- Contracts:
 - o Neshanic Fire Contract for 2021:
 - The Neshanic Fire Contract for 2021 is for \$50,000.00. There was a \$4,000.00 cut. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the Neshanic Fire Contract for 2021 in the amount of \$50,000.00. Roll call vote: All approved.**

- Budget:
 - o No report.

- Specifications, Special Bids and Acquisitions:
 - o No report.

- New Apparatus:
 - o No report.

- Other:
 - o Drug & Alcohol Policies:
 - Sent the Drug & Alcohol Policies to the Commissioners.
 - Any comments?
 - o Commissioner Buckley said he has not looked at it but will tomorrow.
 - o No other comments were made.

Commissioner Nuara:

- Budget:
 - o 2021 Fire District Budget was introduced. Meeting was opened for public comments, no comments were received.

Resolution 2020-032 – 2021 Fire District Budget. *(On file in the Fire Safety Office)*
 - o **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution 2020-032 – 2021 Fire District Budget. Roll call vote: All approved.**

- Equipment & Purchasing:
 - o No report.

Commissioner Buckley:

- **OEM:**
 - No report.

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

- **Accidents & Injuries:**
 - No report.

- **Turnout Gear:**
 - Turnout Gear Lists:
 - Inquired the status of the Turnout Gear Lists:
 - Station 36 – Dropped off to mailbox at the Fire Safety Office.
 - Station 37 – Complete. Will give to Fire Marshal Giordano.
 - Station 38 – Complete. Put in the Fire Marshal Mailbox at Station 38.

- **OSHA:**
 - No report.

- **District Drills:**
 - No report.

- **Training:**
 - Chief Fire Marshal Weniger inquired if we will be doing another Blood Bourne/Right To Know Training. Chief Kazar said they have a need for Sexual Harassment Training.
 - Chief Lachowski asked if they can do a virtual and an in-person session?

- Chief Fire Marshal Weniger will check with Attorney Braslow about that.
- Will set up a date for all three at once.

Commissioner Carone:

- Physicals:
 - Bloodwork was scheduled for November 7, 2020, however, since we will be starting to set up physicals again in the beginning of January 2021, suggest we hold off and do the Bloodwork at that time. Fit Tests will also be included with physicals.

- Insurance:
 - No report.

- Fit Testing:
 - No report.

- GOG's:
 - No report.

Commissioner Mitchell:

- Audit:
 - No report.

- LOSAP:
 - No report.

- Bills with Vouchers:
 - No report.

- Budget:
 - o No report.

- Inventory:
 - o No report.

- Other:
 - o Mileage Reimbursement:
 - Discussed reimbursement for mileage for classes.
 - Will need something stating that the course was completed.

CHIEF'S REPORTS

Chief Tommy Lachowski- Fire Company #36:

Drills: Mayday Class will be held on October 22, 2020 at 9:00 am through HCESTA.

Critique River Road Fire will be held on October 19, 2020 at 9:00 am – Virtual.

- Safety and Survival Trailer:
 - o Would like to look into cost of a Safety & Survival Trailer for Bail-Out Training.
 - Commissioner Buckley stated that it will most likely be most costly than the Academy.
 - Commissioners said it is ok to get price.
 - Will have price for the November Work Meeting.

- Water Safety Proposal:
 - o Waiting on a quote on the Water Safety Proposal.

- Hi-Rise Marrying Straps-Order:
 - This was discussed at the Work Meeting on October 8, 2020.
 - Cost is \$100.00. Is it ok to order?
 - Commissioners said “yes”.

- Lockers for New Fire Marshals:
 - Propose to get lockers for the 2 new Fire Marshals.
 - Can the Commissioners purchase?
 - Will have Fire Marshal Giordano look into the cost.

- New EMS Bag:
 - The new EMS Bag was placed in service on Brush 36.

- Dual Dispatch – Stations 36 & 48:
 - As discussed at the Bureau of Fire Operations Meeting, it was decided that Stations 36 and 48 will go dual dispatch 24/7, 365 days a year.

- Turnout Gear Representative:
 - Would like to change to a different representative to size turnout gear. Have not been happy with the current Representative.
 - Commissioner Buckley asked why and said that he will contact Doug Kowalski to discuss.

- Gear & Boots:
 - Need approval for 2 sets of turnout gear and 1 set of boots.
 - Commissioners said “yes”.

- Replacement Pelican Light:
 - o Would like to replace the Pelican light. Cost is \$677.00.
 - Commissioners said “yes”.

- GOG Committee:
 - o As discussed at the Bureau of Fire Operations Meeting, we will be getting the GOG Committee up and going again.
 - Still need 1 more Representative from Stations 38 & 48.
 - Will work on 1 or 2 GOG's at a time.

Chief Mike Patton – Fire Company #37

Drills: Extrication Drill was held on October 12, 2020.

Live Burn Drill is scheduled for October 27, 2020.

- New Equipment:
 - o Can we purchase the requested at the Work Meeting on October 8, 2020? Commissioners agreed on the purchase.
 - Requested Items:
 - (2) TSC Low Level Strainers cost is \$1,200.00 each = \$2,400.00
 - (2) Max Flow Power Siphon – cost is \$200.00 each = \$400.00
 - (2) Pelican Lights – cost is \$650.00 each = \$1,300.00
 - (7) Stream Lights – cost is \$650.00 each = \$1,300.00
 - (7) Personal Stream Lights – cost is \$650.00 each = \$1,300.00

Chief Dan Kazar – Fire Company #38

Drills: Bailout Refresher Drill – Date to be determined.

- Stream Light:
 - Requested approval to purchase a new stream light since the old Pelican is not repairable. Can we replace with the same light as Station 37?
 - Commissioners said “yes”.

- Washing Machine:
 - As discussed at the Work Meeting on October 8, 2020, we will get a second quote and have final specifications and present for approval at the November Regular Meeting on November 10, 2020.

- Rescue Committee:
 - Discussed year-end list.
 - Commissioner Nuara requested a list of the most important items.

- Member Injury:
 - Had a member injured last night.
 - Member got hit in lip with bungee cord.
 - Had to get a few stitches and is doing well.
 - Advised Chief Fire Marshal Weniger and did a report.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Extrication Drill with the Branchburg Rescue Squad is scheduled for October 27, 2020.

OEM:

- No report.

PUBLIC

- N/A.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Lazorchak, and seconded by Commissioner Nuara to adjourn the meeting at 8:47 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary
Hillsborough Township
Board of Fire Commissioners

MC/jhb
Attachments