

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

FEBRUARY 9, 2021

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, February 9, 2021 at 8:00 pm. in A Virtual Format. Commissioner Co-Chairman Charlie Nuara 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 Charlie Nuara
Commissioner Pat Buckley

Commissioner Mike Carone

Absent: Commissioner John Lazorchak and Commissioner Jeff Mitchell

Fire Chiefs present were:

Chief Tommy Lachowski - Station 36
Chief Dan Kazar - Station 38
Chief Fire Marshal Chris Weniger - Fire Safety

Chief Mike Patton - Station 37
Chief Kit Crisafulli – Station 48
Fire Marshal John Yanko – Fire Safety

District Officers/Members present were:

Captain Ryan Buckley – Station 36
Ex-Chief Bill Shaffer – Station 37
Deputy Chief Rich Crater – Station 37
Lieutenant Rob Gildea – Station 37
Member Ameer Abugosh – Station 37
Member Kevin Danberry – Station 37
Member Ryan Crater – Station 37
Member Steve Medina – Station 37
Member Chuck MacLellan – Station 37

Deputy Chief Tom Marvits – Station 38
Assistant Chief Ken Johnson – Station 38
Trustee Don Kazar – Station 38
Member Jimmy Marvits – Station 38
Deputy Chief CJ Davis – Station 48

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.

APPROVAL OF MINUTES

A motion was made by Commissioner Buckley , seconded by Commissioner Carone to approve the Regular Meeting minutes of January 12, 2021. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Work Meeting minutes of February 4, 2021. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Closed Session Meeting minutes of January 12, 2021. Roll call vote: All approved.

TREASURER'S REPORT

FEBRUARY 2021

Checking Account Balance:	\$ 184,396.11
Savings Account Balance:	\$ 744,487.74
Fulton Bank Savings Balance:	\$ 509,550.59
LOSAP	\$ 362,414.07
Capital Expense Account Balance:	\$ <u>192,107.15</u>
Total of all Accounts:	\$ 1,992,955.66
Expenditures for February 2021:	\$ 215,080.95
Amount to be transferred from Regular Savings to Checking:	\$ 50,000.00
Amount to be transferred from LOSAP to Checking:	\$ 151,000.00

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Treasurer's Report. Roll call vote: All approved.

CORRESPONDENCE

Commissioner Nuara 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 Nuara read the monthly fire reports for January 2021.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	23	57.2	23	-	-	-	-	-
#2	44	301.0	44	-	-	-	-	-
#3	15	115.0	15	-	-	-	-	-
<u>Neshanic</u>	13	21.0	13	-	-	-	-	-

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Co2 / Dry Ice Virtual Class:
 - o Class was held on February 8, 2021 by Fire Marshal John Bassi.
 - o Carbon Dioxide Meters will be distributed on February 9, 2021 with instructions.

- Boots and Pants Purchase Update
 - Having a hard time finding a vendor(s) that have any availability and could not provide a date when there will be availability.
 - Continuing to work on this.

- Electric Vehicle Class:
 - Electric Vehicle Class will be an on-line class.
 - The Township will assist with this for their Clean Energy Program.

- Fire Hydrants:
 - Continue to work on keeping hydrants shoveled and cleaned out.
 - Continue to share this on Facebook.

- Imaging Camera – Station 37:
 - Station 37’s imaging camera needs to be replaced; it is 10 years old. Would like to replace with the FLIR K55 camera.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase of a FLIR K55 Imaging Camera for Station 37. Roll call vote: All approved.**

- MOU between Township and District for UTV:
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the acceptance of MOU between Township and District for UTV. Roll call vote: All approved.**

- Changes to Background Check Policy:
 - Changes were made on the Background Check Policy as discussed at the February 4, 2021 Work Meeting, as well as an Application for Eligibility.

- Updated criteria: An out-of-state volunteer firefighter can be approved to drive as long as he has a license. This will be approved on a case by case basis.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the updated Criteria for Removal of Eligibility – Criminal Background Checks Procedure. Roll call vote: All approved.**

- Approval of Contract for Grant Writing:
 - At the Work Meeting on February 5, 2021, I highly recommend Millennium Strategies Grant Company.
 - They feel we have a pretty good chance at getting a grant for radio's first.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the Service Agreement with Millennium Strategies LLC for a Grant Writers Proposal - cost is \$3,750.00. Roll call vote: All approved.**

- Resolution #2021-004 - Authorizing Purchase of Fire Chiefs Vehicle through Morris County Co-Op Program:
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve Resolution #2021-004 -Authorizing Purchase of Fire Chiefs Vehicle through Morris County Co-Op Program. Roll call vote: All approved.**

- Resolution #2021-005 - Authorizing Purchase of Chief Vehicle Conversion through Sourcewell Co-Op Program:
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve Resolution #2021-005 - Authorizing Purchase of Chief Vehicle Conversion through Sourcewell Co-Op Program. Roll call vote: All approved.**

- Resolution #2021-006 - Authorizing Purchase of a vehicle through New Jersey State Contract Program:
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve Resolution #2021-006 - Authorizing Purchase of a vehicle through New Jersey State Contract Program. Roll call vote: All approved.**

- Resolution 2021-007 - Establishing Remote Meeting Procedures Applicable During a Declared State of Emergency :
 - o **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve Resolution 2021-007 - Establishing Remote Meeting Procedures Applicable During a Declared State of Emergency. Roll call vote: All approved.**

- Resolution 2021-008 - Authorizing Disposal of Property:
 - o **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve Resolution 2021-008 - Authorizing Disposal of Property. Roll call vote: All approved.** *(List of items are on file in the Fire Safety Office)*

APPARATUS – EQUIPMENT REPORT

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

- CAR 36: Mileage – 70,397
Fog Lights were replaced.
Check engine light was repaired.
- CAR 36-2: No issues reported.
- ENGINE 36: Antifreeze leak was repaired.
- LADDER 36: Hydraulic fluid leak from turntable. Going to shop in 2 weeks for rebuild.
- TENDER 36: Batteries were replaced.
- BRUSH 36: No issues reported.
- BRUSH 36-2: No issues reported.
- RANGER 36: No issues reported.
- RESCUE 36: No issues reported.
- MARINE 36: No issues reported.
- MARINE 36-2: No issues reported.
- Small Equipment: 2 Extinguishers were Hydro Tested on B-36

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

CAR 37: Mileage – 56,079
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: Tank level sensor was replaced.
Snow chains switch was replaced.

TANKER 37: Door seal was replaced.

TOWER
LADDER 37: No issues reported.

BRUSH 37: No issues reported.

RESCUE 37: No issues reported.

REHAB 37: No issues reported.

Small Equipment: 1 SCBA was repaired.
1 meter out for repair.

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

CAR 38: Mileage – 53,977
No issues reported.

CAR 38-2: No issues reported.

ENGINE 38: Antifreeze leak was repaired.

LADDER 38: Fluid leak reported. Checked and no issues were found.

TENDER 38: Having seat belt alarm issues.

BRUSH 38: No issues reported.

RESCUE 38: No issues reported.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 1 saw is out for repair.
All gas meters were calibrated.
Continue to receive rescue equipment.

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: No report.

R&R COMMITTEE UPDATE

FAP:

- No report.

APPROVAL TO PAY CLAIMS LIST 2021-02

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/09/2021	25864	ALLEGRO ENTERPRISES INC	Invoice I13142 & I 13331	16.41
02/09/2021	25865	AT&T Mobility	Invoice 287289917513X01282021	943.76
02/09/2021	25866	Access Compliance LLC	21-003	4,275.00
02/09/2021	25867	L&S Automotive	Invoice 1002563, 1002566 & 1002572	911.58
02/09/2021	25868	L&S Automotive	Invoice 1002586 & 1002593	644.72
02/09/2021	25869	APPROVED FIRE PROTECTION	IN00051851 ST00061099	196.95
02/09/2021	25870	Access Compliance LLC	21-007	4,010.00
02/09/2021	25871	ACCESS HEALTH SYSTEMS	Invoice 2021275	225.00
02/09/2021	25872	Access Compliance LLC	21-009	5,360.00
02/09/2021	25873	Amazon.com	Order 114-1785845-1960241	245.24
02/09/2021	25874	Amazon.com	Order 114-9527879-2474646	49.99
02/09/2021	25875	Amazon.com	Order 114-2490160-6420257	29.13
02/09/2021	25876	RYAN BUCKLEY	21-013	26.95
02/09/2021	25877	JOANN BULLOCK	21-014	425.00
02/09/2021	25878	Chexalance LLC	Invoice 1157	327.94

02/09/2021	25879	COM CAST	Account#8499052800046635	608.86
02/09/2021	25880	COM CAST	Account#8499052800258792	169.66
02/09/2021	25881	Clean Air Company, Inc.	Quote CACQ22887	2,662.00
02/09/2021	25882	Doug's Hose Dummies	21-019	435.00
02/09/2021	25883	EMERGENCY SERVICES MARKETING CORP. INC.	21-020	810.00
02/09/2021	25884	EAST COAST MEDIA	Invoice 40384	189.00
02/09/2021	25885	Firefighter One	Invoice 10272461, 10272459, 10272445 & 10272446	2,010.26
02/09/2021	25886	Firefighter One	Invoice 10272371 & 10272427	2,765.08
02/09/2021	25887	Global Imports, Inc	21-024	213.99
02/09/2021	25888	Grainger	Invoice 9766781091	249.96
02/09/2021	25889	HILLSBOROUGH FIRE CO.#2	21-026	55.72
02/09/2021	25890	IAAI	Invoice 45345	290.00
02/09/2021	25891	IAAI	Invoice 45193	145.00
02/09/2021	25892	Konica Minolta Premier Finance	Invoice 71027893	136.87
02/09/2021	25893	NIC Group, Inc.	Inv MSP-12232	1,450.00
02/09/2021	25894	NEW JERSEY FIRE EQUIPMENT COMPANY	Invoice 2011235	77.00
02/09/2021	25895	NFPA	21-032	1,345.50
02/09/2021	25896	Petner, Lynn	21-033	110.00
02/09/2021	25897	SCREEN STYLES	Invoice 93235	58.00
02/09/2021	25898	JON SENCHISEN	21-035	600.00
02/09/2021	25899	William Shaffer	21-036	124.53
02/09/2021	25900	Millenium Strategies LLC	21-037	3,750.00
02/09/2021	25901	Somerset County Fire Marshals	21-038	100.00
02/09/2021	25902	THOMAS JESSICA	21-039	150.00
02/09/2021	25903	VCI Emergency Vehicle Specialists	Ticket#0113327	119.42
02/09/2021	25904	VERIZON WIRELESS	550-545-301-0001-60	21.81
02/09/2021	25905	Wex Online	Invoice 69867787	1,287.21
02/09/2021	25906	W.B.MASON COMPANY, INC.	INV#217396326	79.11
02/09/2021	25907	W.B.MASON COMPANY, INC.	INV#216799853,216923326 & 217097714	50.40
02/09/2021	25908	Amazon.com	ORDER 112-5663294-8793842	2,277.99
02/09/2021	25909	Auto Plus	INVOICE 455019038	18.28
02/09/2021	25910	CAMP OUT INC.	20-868	2,923.00
02/09/2021	25911	SOMERSET COUNTY VEHICLE MAINTENANCE	INVOICE 271 & 272	73.41
02/09/2021	25912	L&S Automotive	INVOICE#1002550 & 1002552	696.70
02/09/2021	25913	THOMAS LACHOWSKI	20-871	70.00
02/09/2021	25914	NESHANIC VOL.FIRE CO.	20-872	6,420.00
02/09/2021	25915	NEW JERSEY FIRE EQUIPMENT COMPANY	INVOICE 65550, 65255, 2011196, 65119	2,521.80
02/09/2021	25916	NEW JERSEY FIRE EQUIPMENT COMPANY	INVOICE 65340, 65348	8,800.00
02/09/2021	25917	Konica Minolta Premier Finance	INVOICE-270548272	87.04
02/09/2021	25918	The Lincoln National Life Insurance Co.	20-876	151,300.00
02/09/2021	25919	Witmer Public Safety Group, Inc.	INVOICE#E2036905	324.90

02/09/2021	25920	Witmer Public Safety Group, Inc.	Invoice #E2027666.001	1,299.41
02/09/2021	25921	Zoro Tools Inc	INV8867268 & INV8815839	516.37
				215,080.95

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Claims List 2021-02. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve to pay the Claims List 2021-02. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2021-02

A motion was made by Commissioner Buckley, seconded by Commissioner Carone approve the transfer of funds in the amount of \$50,000.00 from savings account to checking account. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the transfer of funds in the amount of \$151,000.00 from LOSAP account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Lazorchak:

- Absent. No report.

Commissioner Nuara:

- Budget:
 - o No report.
- Equipment & Purchasing:
 - o No report.

- Other:
 - o Fire Company Bi-Laws Review:
 - As discussed at the February 4, 2021 Work Meeting, would like to see if any of the fire companies would like our Attorney to review their bylaws.
 - The Board agreed to pay our Attorney to review the company bylaws.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve payment for the Attorney to review company bylaws. Roll call vote: All approved.**
 - o Chief Fire Marshal Weniger stated that all fire company records are open to the public and are currently OPRAable.
 - o LOSAP:
 - LOSAP checks will be distributed this month. Anyone with any issues may have to wait for a check in March.
 - LOSAP amount was \$1,700.00 in 2020 and will go to \$1,775 for 2021.

Commissioner Buckley:

- o No report.
- Bureau of Fire Safety:
 - o No report.
- Accidents & Injuries:
 - o No report.
- Turnout Gear:
 - o No report.
- OSHA:

- No report.

- District Drills:
 - No report.

- Training:
 - No report.

Commissioner Carone:

- Physicals:
 - 2021 Physicals:
 - Sent out an updated physical list to the Chiefs.
 - There are only a few members left from Stations 36 & 37 that need their physical.
 - Physicals at Station 38 have been scheduled for February 22, 2021.
 - Chief Crisafulli – Station 48 inquired about dates for physicals for their physicals.
 - First Tuesday of April or May would work.
 - Will find out availability for Chief Crisafulli.

Commissioner Mitchell:

- Absent.

- Commissioner Nuara reported that Commissioner Mitchell needs to have a copy, screenshot, or some type of verification of the certification attached to the Voucher.
 - Chief Lachowski – Station 36 stated that some of the on-line classes do not give certificates.

CHIEF'S REPORTS

Chief Tommy Lachowski- Fire Company #36:

Drills: Blood Borne / Right-to-Know Annual Refresher Training was held on January 14, 2021.

Chimney Fires Drill was held on January 28, 2021.

Blood Borne / Right-to-Know Training will be held on February 11, 2020 at 7:00 pm
(Virtual and posted on IAR)

Ice Rescue Awareness / Ops/ Tech Drill will be held on March 5,6 & 7, 2021. Time to be determined.

District Drill- Phase 1 Flashover Simulator will be held on March 6, 2021 at 7:30 pm at SCESTA

- Update on New Car-36:

- Upfitting is finalized and paperwork being completed by the Fire Safety Office.
- Once Purchase Order is sent , PL Customs will begin ordering supplies and set a date for upfit.
- Windows were tinted.
- Lettering to be done at Northeast Great Dane.
- Need to get quote
- Sent an email to Chief Fire Marshal Weniger with two estimates for a Cap.
 - Cap was ordered.
 - 4-7 - week delivery time.
 - Commissioner Nuara stated that the check for the cap is ready and can be picked up.

- Turnout Gear:

- New member John Stone is having turnout pants ordered for rental.

- Update on New Rescue-36:
 - o Looking into other vendors due to lack of response from PL Customs
 - o Will send email updates as needed to the Committee Members.

Chief Mike Patton – Fire Company #37

Drills: Blood Borne / Right-to-Know Annual Refresher Training was held on January 14, 2021.

HUMAT Drill was held on January 21, 2021.

CPR Drill is scheduled for February 16 & 18, 2021.

- Deputy Chief Rich Crater:
 - o Would like to know if the Board needs to vote to have classes?
 - Commissioner Nuara responded that if the class is out of the normal, they would need to know.
 - In any case, they need to know ahead of time that a class is being scheduled.

Chief Dan Kazar – Fire Company #38

Drills: No drills for January.

Physicals / Fit Tests will be done on February 22, 2021.

PSE&G Virtual Drill will be held on March 1, 2021 at 6:30 pm.

Meters Drill will be held on March 8, 2021 at 7:00 pm held by Bill Collin, Instructor.

- Snowstorms:
 - o The DPW has done a great job during the last snowstorm.
 - o Would the Board consider hiring a contractor to do clean up of the front pathways and aprons, and hydrants?
 - Chief Fire Marshal Weniger said that he is currently putting together a plan to

purchase a plow for the utility truck for the District.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Ventilation Drill was held on January 19, 2021.

CPR Refresher Drill is scheduled for February 16 & 23, 2021.

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 go adjourn the meeting at 8:50 p.m. Roll call vote: All approved.**

Respectfully submitted,

Mike Carone, Secretary
Hillsborough Township
Board of Fire Commissioners

MC/jhb
Attachments