

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

AUGUST 10, 2021

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, August 10, 2021 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 Charlie Nuara

Absent: Commissioner Mike Carone
Commissioner Jeff Mitchell

Fire Chiefs present were:

Chief Tommy Lachowski - Station 36
Chief Kit Crisafulli – Station 48

Chief Fire Marshal Chris Weniger - Fire Safety
Deputy Chief Fire Marshal John Yanko – Fire Safety

Absent: Chief Mike Patton - Station 37
Chief Dan Kazar - Station 38

District Officers/Members present were:

Deputy Chief Mike Guzy – Station 36
Deputy Chief Rich Crater – Station 37
Lieutenant Rob Gildea – Station 37
Member Ryan Crater – Station 37

Deputy Chief Tom Marvits – Station 38
Member James Marvits – 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 Buckley to approve the Regular Meeting minutes of July 13, 2021. Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve the Work Meeting minutes of August 5, 2021. Roll call vote: All approved.

TREASURER'S REPORT

AUGUST 2021

Checking Account Balance:	\$ 120,339.63
Savings Account Balance:	\$ 1,096,107.52
Fulton Bank Savings Balance:	\$ 509,727.49
LOSAP	\$ 372,129.47
Capital Expense Account Balance:	\$ <u>192,119.99</u>
Total of all Accounts:	\$ 2,290,424.10
Expenditures for August 2021 :	\$ 47,133.42
Amount to be transferred from Regular Savings to Checking:	\$ 36,000.00

A motion was made by Commissioner Lazorchak, 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 July 2021.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	49	131.3	205	693.8	2	26.0	11	311.0
#2	56	447.3	353	2806.8	4	71.0	26	1069.0
#3	25	109.1	136	1039.3	1	44.0	11	573.6
Neshanic	41	201.6	147	421.2	1	8.0	10	187.0

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- DMV Abstracts:
 - o It has been 3 months since the Insurance Company required DMV Abstracts.
 - Chiefs provided a list of qualified Drivers.
 - Still need the following:
 - o Station 36 – 16
 - o Station 37 – 6
 - o Station 38 – 10
 - Commissioner Nuara stated that this needs to be done by the September Meeting.
 - o Please notify me if anyone needs taken off the list.
 - o Chief Fire Marshal Weniger will send out the list again.

- Resolution #2021-027 - Equipment Disposal:
 - o Resolution 2021-027 – Authorizing Disposal of Property (Old Firehouse 5” / 10 Deuce Tires).
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve Resolution 2021-027 - Authorizing Disposal of Property. Roll call vote: All approved. (On file in the Fire Safety Office)**
 - Chief Fire Marshal Weniger stated that Station 36’s Deuce tires would return good money. We are getting rid of them due to age, not because they are weak.

- GOG #33 - Personal Protective Equipment:
 - o Sent the Personal Protective Equipment GOG to the GOG Committee.
 - Did not get a response.
 - The Board reviewed the GOG and approved.
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve The Personal Protective Equipment GOG #33. Roll call vote: All approved.**

- Policy Update - Non-Members Riding on Apparatus:
 - o Insurance Company has put out parameters.
 - We already have a policy in place which has been updated to meet the Insurance Company’s requirements.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the updated Policy regarding Non-Members Riding on Apparatus. Roll call vote: All approved.**

- Replacement Hose:
 - o Request approval to purchase Replacement Hose.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase of replacement hose in the amount of \$8,100.00. Roll call vote: All approved.**

- Replacement of Tank Level Sensor – Tanker 38:
 - o Request approval to replace the Tank Level Sensor on Tanker 38.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Lazorchak to approve the purchase of Replacement Tank Level Sensor for Tanker 38. Roll call vote: All approved.**

- SCBA Testing:
 - o SCBA Testing will be done at Stations 36, 37 and 38 on August 16, 2021.
 - There will be 3 Technicians.
 - Chiefs, please make sure all packs are available from your vehicles.

- Target Safety:
 - o Target Safety is up and running.
 - Information was sent to the Chiefs.
 - Members need to sign up by the end of the year.
 - o All refresher classes for Members to use instead of being in class (Right-to Know, Blood Borne Pathogens, CPR, etc.)
 - o There will be a GOG review for Awareness Classes.

- Summer Internship:
 - o Member Ryan Crater – Station 37 did a Summer Internship at Fire Safety.
 - He will be done on Friday, August 13, 2021.

- Mini Pumper:
 - o The Mini Pumper is complete and will be coming from Florida to New Jersey this week.
 - Training will be done and will be open to the entire District.

- Fire and Investigation Unit:
 - o The new Fire and Investigation Unit (FIU) is having the lettering done.
 - Will let everyone know when it is ready to put in use.
 - Will let the DPW know to see if they are interested in the Old Truck. If not, will put on GOV Deals.

- Line of Duty Death – Bill Shaffer:
 - o Claims were filed.
 - o LOSAP was taken care of with his wife.
 - o Will be working on Federal and State benefits.
 - o Worker’s Compensation was denied.
 - Stated that the case was not directly related to duty he was performing.
 - Will see what options there are.
 - o His wife is being kept in the loop on what is going on and has full understanding.
 - o Received back all his equipment from the family.

- Daytime Responses:
 - o Discussed situations with calls in town.
 - o Have 2 Career Staff Members on call at Station 36.
 - Would like them on all calls from 7:00 am – 5:00 pm.
 - This will be discussed further at the September 9, 2021 Work Meeting.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 74,471
 Equipment strap was installed on the command box.
 Front end noise was repaired.

CAR 36-2: No issues reported.

ENGINE 36: New fender flares were ordered.

LADDER 36: Aerial rust spots were repaired and painted.
Cab steps were repaired.
FRC turntable radio was repaired.

TENDER 36: No issues reported.

BRUSH 36: No issues reported.

BRUSH 36-2: (2) 12volt batteries were replaced.

RANGER 36: No issues reported.

RESCUE 36: Exhaust was repaired.

MARINE 36: No issues reported.

Small Equipment: DC gas meter was repaired due to bad O2 sensor.
1 Saw was repaired.
All hose, nozzles, appliances, and ladders were tested.
2 SCBA's were repaired.
2 Extinguishers were recharged.
All fire extinguishers received annual inspection.
1 Meter was repaired.

Deputy Chief Rich Crater of Fire Company #2 reported the following:

CAR 37: Mileage – 59,245
Tailgate lights were repaired.
Push bar lights were ordered.

CAR 37-2: No issues reported.

ENGINE 37: Light tower parts ordered are on back order.
Rear warning light was repaired.

ENGINE 37-2: No issues reported.

TENDER 37: Dump shoots were repaired again.
Antifreeze was added.

TOWER
LADDER 37: No issues reported.

BRUSH 37: No issues reported.

RESCUE 37: No issues reported.

REHAB 37: AC was repaired.

Small Equipment: 3 SCBA's were repaired.
Concrete saw from Rescue-37 is out for repair.
All hose, ground ladders, nozzles and appliances were tested.
All extinguishers were inspected.

Deputy Chief Tom Marvits of Fire Company #3 reported the following:

CAR 38: Mileage – 57,211
Has a cracked windshield.

CAR 38-2: No issues reported.

ENGINE 38: No issues reported.

LADDER 38: No issues reported.

TENDER 38: Water Level Indicator is on order.
Air Compressor - Low Air Alarms.

BRUSH 38: No issues reported.

RESCUE 38: Warning Light is Out.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: Name Plates.
Worktable.
All hose, nozzles, appliances, and ladders were tested.
New Battery was installed on the boat trailer.
Gas Meters were calibrated.
All extinguisher's received annual inspection.
1 SCBA 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.

APPROVAL TO PAY CLAIMS LIST 2021- 08

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/10/2021	26311	Amazon.com	21-434/ 113-3263573-6061816	131.82
08/10/2021	26312	APPROVED FIRE PROTECTION	21-435 IN00058292	309.00
08/10/2021	26313	Amazon.com	21-438/ 114-5582327-0749842, 113-4200551-0266637 &113-2495916-1245034	171.59
08/10/2021	26314	ARCHIMEDES PRODUCTS INC.	21-439 Invoice 21541	308.22
08/10/2021	26315	APPROVED FIRE PROTECTION	21-436 IN00058294	105.83
08/10/2021	26316	APPROVED FIRE PROTECTION	21-437 IN0058423	153.60
08/10/2021	26317	Auto Plus	21-440 Invoice 455033942/455034219 & 455035414	104.32
08/10/2021	26318	APPROVED FIRE PROTECTION	21-441 IN0058021	36.40
08/10/2021	26319	ALL HANDS FIRE EQUIPMENT	21-442 INV16021	2,167.10
08/10/2021	26320	JOANN BULLOCK	21-443	237.50
08/10/2021	26321	Burlingto County EmerServices Training	21-444 Invoice 7818	83.00
08/10/2021	26322	RICHARD M. BRASLOW ESQ.	21-445	487.50
08/10/2021	26323	COM CAST	21-446 Account#8499-52800258792	169.66
08/10/2021	26324	CENTRAL JERSEY NURSERIES SOMERSET COUNTY VEHICLE MAINTENANCE	21-447 Invoice 116996 & 118908	307.85
08/10/2021	26325		21-448 Invoice 289	13.36
08/10/2021	26326	CONTINENTAL FIRE & SAFETY INC.	21-449 Invoice L3647	3,790.00
08/10/2021	26327	RICH CRATER	21-449 Invoice L3647	15.75
08/10/2021	26328	DAVID FOELSCH	21-451	119.75
08/10/2021	26329	FLEMINGTON DEPT STORE	21-452 Invoice 76799	319.80
08/10/2021	26330	FLEMINGTON DEPT STORE	21-453 Invoice 76794	88.00
08/10/2021	26331	SETH FREUND	21-454	15.00
08/10/2021	26332	FLEMINGTON DEPT STORE	21-455 Invoice 76780	129.75
08/10/2021	26333	Firefighter One	21-456 Invoice 10273563 & 10273578	2,274.58

08/10/2021	26334	Firefighter One	21-457 Invoice 10273461, 10273352 & 10273501	1,140.44
08/10/2021	26335	FLEMINGTON DEPT STORE	21-458 Invoice 351611	153.73
08/10/2021	26336	FIRE & SAFETY SERVICES, LTD.	21-459 Invoice SI21-1509	5,592.63
08/10/2021	26337	FLEMINGTON DEPT STORE	21-460 Invoice 76459	82.50
08/10/2021	26338	Grainger	21-461 Invoice 9949892351	158.00
08/10/2021	26339	Grainger	21-462 Invoice 9954129749	89.06
08/10/2021	26340	Kevin Jerzewski	21-463	15.75
08/10/2021	26341	Konica Minolta Premier Finance	21-464 Invoice 73193996	136.87
08/10/2021	26342	MOHAMMED KHASHAB	21-465	15.75
08/10/2021	26343	Tom Marvits	21-465	438.73
08/10/2021	26344	MINERVA CLEANERS	21-467 S/N 2006005792	57.30
08/10/2021	26345	NEW JERSEY FIRE EQUIPMENT COMPANY	21-468 Invoice 66474 & 66551	1,416.00
08/10/2021	26346	Northwest River Supplies Inc	21-469 Invoice 1124382	256.24
08/10/2021	26347	NEW JERSEY FIRE EQUIPMENT COMPANY	21-470 Invoice 66503	428.00
08/10/2021	26348	VINCE PATTI	21-471	15.75
08/10/2021	26349	Petner, Lynn	21-472	400.00
08/10/2021	26350	UPS	21-473 Invoice 74Y02Y271 &74Y02Y291	48.44
08/10/2021	26351	VERIZON	21-474 Acct#550-545-301-0001-60	18.01
08/10/2021	26352	KENNETH R WETZEL	21-475	15.00
08/10/2021	26353	W.B.MASON COMPANY, INC.	21-476 Invoice 221209433, 221097704, 221634380, 221531439 & 221890758	184.35
08/10/2021	26354	CHRISTOPHER WENIGER	21-477	60.00
08/10/2021	26355	Witmer Public Safety Group, Inc.	21-478 Invoice E2088966	374.31
08/10/2021	26356	Witmer Public Safety Group, Inc.	21-479 Invoice E2089592	339.98
08/10/2021	26357	Witmer Public Safety Group, Inc.	21-480 Invoice E2091722	129.17
08/10/2021	26358	Witmer Public Safety Group, Inc.	21-481 Invoice E2080156	50.98
08/10/2021	26359	CHRISTOPHER WENIGER	21-482	15.75
08/10/2021	26360	BLACHER CANVAS PRODUCTS, INC.	21-483	700.00
08/10/2021	26361	First Priority Emergency Vehicles	21-484 Invoice 10273578	694.91
08/10/2021	26362	Grainger	21-485 Invoice 9966941842	227.02
08/10/2021	26363	Red Line Fabrication & Machine LLC	21-486 Invoice 2021-50 & 2021-49	1,482.50
08/10/2021	26364	CENTRAL JERSEY NURSERIES	21-487 Invoice 119670	26.64
08/10/2021	26365	NEW JERSEY FIRE EQUIPMENT COMPANY	21-488 Invoice 2013077 & 66653	5,038.40
08/10/2021	26366	CONTINENTAL FIRE & SAFETY INC.	21-489 Invoice L2702	7,928.25
08/10/2021	26367	CONTINENTAL FIRE & SAFETY INC.	21-490 Invoice L2701	859.00
08/10/2021	26368	Giordano, Ryan	21-491	91.83
08/10/2021	26369	ALLEGRO ENTERPRISES INC	21-492 Invoice I15261, 15302 & 15344	571.47
08/10/2021	26370	Wex Online	21-493 Invoice 73134619	3,487.36
08/10/2021	26371	NIC Group, Inc.	21-494 Invoice MSP 12437	1,450.00
08/10/2021	26372	W.B.MASON COMPANY, INC.	21-495 Invoice 222036219, 222037121	75.78
08/10/2021	26373	AT&T Mobility	21-496 Invoice 222036219, 222037121	948.53
08/10/2021	26374	COM CAST	21-497 Ac#8499052800046635	139.61
08/10/2021	26375	Chexalance LLC	21-498 Invoice 1172	240.00

47,133.42

A motion was made by Commissioner Lazorchak, seconded by Commissioner Buckley to approve the Claims List 2021-08 Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Lazorchak to approve to pay the Claims List 2021-08. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2021-08

A motion was made by Commissioner Buckley, seconded by Commissioner Lazorchak to approve the transfer of funds in the amount of \$36,000.00 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 No Report.

Commissioner Nuara:

- Budget:
 - o The Regular 2022 Budget is mostly done.

- Waiting on Trenton to open to start putting in the numbers.
- Would like to be completed by September.

- Finishing up the 2022 Capital Purchases Budget.
 - Gear
 - \$230,000.00 Rescue Equipment
 - Fire Safety Vehicle
 - \$500,000.00 Air Bottles (1/2 of what is needed)
 - Purchase a Building for Fire Safety (Essential Building)
 - The Board is considering the purchase of a building to house Fire and Safety and the District Offices.
 - Options are being considered.
 - Waiting to hear confirmation from Trenton how to proceed with this type of purchase.
 - There will be more information to come as this develops.

- Equipment & Purchasing:
 - No Report.

- Other:
 - Apparatus Fleet / Five Year Plan:
 - Briefly discussed and presented an outline of the Apparatus Fleet.
 - Will go over the Five-Year Plan at the September 14, 2021 Regular Meeting.
 - Will provide the Chiefs with the information.

Commissioner Buckley:

- OEM:
 - No Report.

- Bureau of Fire Safety:
 - o No Report.

- Accidents & Injuries:
 - o No Report.

- Turnout Gear:
 - o No Report.

- OSHA:
 - o No Report.

- District Drills:
 - o No Report.

- Training:
 - o No Report.

Commissioner Carone:

- Absent. No Report.

Commissioner Mitchell:

- Absent. No Report.

CHIEF'S REPORTS

Chief Tommy Lachowski- Fire Company #36:

Past Drills: Boat & Ropes Revision Drill was held on July 8, 2021

AgroPress Drill was held on July 20, 2021.

District NJSP Hoist Drill was held on August 4, 2021.

Upcoming Drills: Somerville Tower Training- Forcible Entry and Engine Co Ops is scheduled for August 26, 2021 @ 7:30 pm.

- Vehicle Abstract:
 - o Drivers were advised of needed vehicle abstract
 - o Still waiting on several abstracts. Will pull drivers if needed.

- Command Vehicle:
 - o Command box drawing was approved and in construction phase.
 - o Delivery of slide out tray on August 16, 2021.

- Special Services Vehicle:
 - o Delivery date for the Special Services Vehicle will be next year.

- Virtual Meeting Equipment:
 - o Purchasing virtual meeting equipment for training (to watch at home if not able to attend). The total cost for reimbursement is \$347.53.
 - 2 Cameras
 - 1 Microphone
 - 1 Tripod

- RIT PAK III:
 - o Request RIT PAK III for Stations 36, 37 and 38 to replace older models. Cost is \$2,464.00 x 3= \$7,392.60 w/ bottles.
 - Would like to purchase immediately using existing bottles.
 - Fire Marshal Ryan Giordano is looking into this.
 - Will send information to the Board with more cost information.
- Fuel Reimbursement:
 - o Request fuel reimbursement to assist Chiefs for utilizing personal vehicles.
 - Commissioner Nuara will get the entire Board to discuss at the September 9, 2021 Work Meeting.
- I-pad / Hotspot:
 - o Would like to request an I-pad and Hot Spot for Assistant Chief 36.
 - The Board would like to discuss at the September 9, 2021 Work Meeting.
- Rescue Vehicle:
 - o Discussed waiting on plans.
 - o What will they credit us if paid before the end of the year?
 - Pre-Construction Meeting is scheduled for September 9, 2021.

Deputy Chief Rich Crater – Fire Company #37

Past Drills:

District NJSP Hoist Drill was held on August 4, 2021.

County RIT Drill with Station 36 was held on August 5, 2021 at the Somerville Academy.

Electric Vehicle Revision Drill was held on July 1, 2021.

AgroPress Pre-Plan Drill was held on July 6, 2021.

Boats Operations Drill was held on July 13, 2021.

AgroPress Drill was held on July 20, 2021.

Upcoming Drills: Sprinkler or Tanker Drill is scheduled for August 17, 2021 at 7:00 pm.
CEVO Drill is scheduled for September 20, 2021 at 7:00 pm.
NJ Transit Rail Emergency at SCESTA is scheduled for September 21, 2021.

Deputy Chief Tom Marvits – Fire Company #38

Past Drills: Stabilization Drill was held on July 26, 2021.

Upcoming Drills: SCBA Confidence Drill is scheduled for August 16, 2021.

- At the August 5, 2021 Work Meeting presented a request to:
 - Purchase a worktable for NFRS.
 - Name Tags:
 - To spend money from their budget for name tags on gear lockers.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase of a Worktable and Name Tags for Gear Lockers. Roll call vote: All approved.**

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Past Drills: CO Alarm Drill was held on July 27, 2021.

Upcoming Drills: Extrication Drill is scheduled for August 17, 2021.
Master Streams Drill is scheduled for August 31, 2021.

OEM:

- No Report.

PUBLIC

- No Report.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Lazorchak, and seconded by Commissioner Nuara to adjourn the meeting at 8:53 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Chairman
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments