

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

NOVEMBER 9, 2021

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, November 9, 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 Jeff Mitchell

Commissioner Charlie Nuara
Commissioner Mike Carone

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: Deputy/Acting Chief Rich Crater – Station 37
Chief Dan Kazar - Station 38

District Officers/Members present were:

Deputy Chief Tyler Riordan – Station 36
Ex-Chief Jim Paterno – Station 37
Deputy Chief Tom 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 Carone to approve the Regular Meeting minutes of October 12, 2021. Roll call vote: All approved.

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

A motion was made by Commissioner Nuara, seconded by Commissioner Mitchell to approve the Closed Meeting minutes of November 4, 2021. Roll call vote: All approved.

TREASURER'S REPORT

NOVEMBER 2021

Checking Account Balance:	\$ 180,158.45
Savings Account Balance:	\$ 1,352,481.14
Fulton Bank Savings Balance:	\$ 509,796.20
LOSAP	\$ 372,138.85
Capital Expense Account Balance:	\$ <u>192,124.78</u>
Total of all Accounts:	\$ 2,606,699.42
Expenditures for August 2021 :	\$ 182,912.89
Amount to be transferred to Checking from Regular Savings:	\$ 175,000.00

A motion was made by Commissioner Nuara, 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 November 2021.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	22	433	409	1,345.9	2	52.0	17	455.5
#2	51	223.9	618	5,799.9	2	96.0	32	1,268.0
#3	4	13.6	270	1,972.0	2	86.5	17	838.1
<u>Neshanic</u>	3	1.0	267	674.0	13+b	0	0	243.0

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Resolution #2021-036 - Award of Contract for Water Rescue Suits:
 - o **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution #2021-036 – Award of Contract for Water Rescue Suits. Roll call vote: All approved. (On file in the Fire Safety Office)**
 - Cost of Suits are \$1,094.95 each.
 - Will be ordering the suits as soon as I get sizes from the Chiefs.

- Resolution #2021-039 - Resolution for Member Participation in the Cranford Police Cooperative Pricing System:
 - o **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve Resolution #2021-039 – Resolution for Member Participation in the Cranford Police Cooperative Pricing System. Roll call vote: All approved. (On file in the Fire Safety Office)**

- 2022 Officer Changes – Certificates:
 - o Before elections, I will need copies of certificates for anyone new coming into Office. Need to get ASAP.

- Lockout Tagout GOG #032:
 - o **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve to adopt GOG #32 – Lockout Tagout. Roll call vote: All approved. (On file in the Fire Safety Office)**

- FEMA Update:
 - o Finally got through all FEMA paperwork, documentation, etc.
 - o Will be reimbursed \$25,000.00 from FEMA.
 - o Reimbursement is for administrative time, career staff, overtime, and vehicles.
 - o They did not cover losses as we have insurance coverage for that.
 - o It will take some time before we get the reimbursement.

- Target Safety:
 - o Still need Station 36 and 37's names and e-mail addresses.
 - o Explained how Target Safety works.
 - Will cost \$90.00/Year for Active Members (LOSAP qualified members).

- TIC Grant:
 - o Fire Marshal Ryan Giordano put in for a TIC Grant from Enbridge.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to accept the vote and grant the award for a TIC Grant from Enbridge for Station 36. Roll call vote: All approved.**

- Rescue Committee Tools:
 - o Rescue Committee Request for 3 Homatro Cutter Tools.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve to purchase 3 Homatro Cutter Tools for the Rescue Committee. Roll call vote: All approved.**

- Fire Safety Car Replacement:
 - o Deputy Chief Fire Marshal John Yanko's car was ordered.

- Cost is pretty much covered by the insurance money.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 75,899
No issues reported.

CAR 36-2: No issues reported.

ENGINE 36: Officer side intake was repaired.
Pump primer was repaired.

LADDER 36: Ladder wire tracking was replaced.
SCBA bracket was repaired.
Milwaukee battery chargers were installed.

TENDER 36: Rear rotary light was repaired.

BRUSH 36: Electrical issue was repaired.

BRUSH 36-2: No issues reported.

RANGER 36: No issues reported.

RESCUE 36: Side warning lights were repaired.

MARINE 36: No issues reported.

Small Equipment: SCBA was repaired.

Ex- Chief Jim Paterno of Fire Company #2 reported the following:

CAR 37: Mileage – 60,522
Rear wiper was repaired.
Tur signals were repaired.

CAR 37-2: No issues reported.

ENGINE 37: Intake screen was replaced.
Pump primer was repaired.
Drain valve was replaced.

ENGINE 37-2: No issues reported.

TENDER 37: Back-up alarm was replaced.
Going to Fire and Safety on November 9, 2021 for dump shoot replacement.

TOWER
LADDER 37: Compartment open sensor was repaired.
BRUSH 37: No issues reported.
RESCUE 37: Truck was inspected after flooding.
REHAB 37: No issues reported.
Small Equipment: Boat was repaired.
Gas meters were calibrated.

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

CAR 38: Mileage – 592
Radios were transferred to new car.
Will be going back for punch list items, including graphics.
CAR 38-2: Mileage – 59,030
Was placed in service as Deputy 38 Vehicle.
ENGINE 38: No issues reported.
LADDER 38: Grill light module is on order.
TENDER 38: Tire leak was repaired.
BRUSH 38: Siren speaker was repaired.
RESCUE 38: Fill station air leak was repaired.
MARINE 38-1: No issues reported.
MARINE 38-2: No issues reported.
Small Equipment: New prop was installed o Marine 1.
1 SCBA and 1 regulator was repaired.
1 Meter was calibrated.

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: Operational, but no foam system.

TENDER 48: No issues reported.

BRUSH 48: Out-of-Service.

MINI PUMPER 48: No issues reported.

Small Equipment: No report.

R&R COMMITTEE UPDATE

FAP:

- No report.

APPROVAL TO PAY CLAIMS LIST 2021- 11

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/09/2021	26561	AT & T Mobility	21-677 Inv 287289917513X10282021	983.62
11/09/2021	26562	ALL HANDS FIRE EQUIPMENT	21-678 Invoice 16479	802.98
11/09/2021	26563	NEW JERSEY FIRE EQUIPMENT COMPANY	21-679 Invoice 2014048	1,025.31
11/09/2021	26564	APPROVED FIRE PROTECTION	21-680 Invoice 61786	150.24
11/09/2021	26565	ALLEGRO ENTERPRISES INC	21-681 Invoice I16261 & I16333	22.79
11/09/2021	26566	Amazon.com	21-682 Order 113-8383843-3901858	173.75
11/09/2021	26567	Amazon.com	21-683 order 113-0278537-5009049 & 113-7486867-4419416	118.28
11/09/2021	26568	John Bassi	21-684	929.24
11/09/2021	26569	RYAN BUCKLEY	21-686	145.00
11/09/2021	26570	COM CAST	21-688 Account# 8499052800046635	139.61
11/09/2021	26571	CENTRAL JERSEY NURSERIES	21-687 Invoice 125109	71.04
11/09/2021	26572	RICHARD M. BRASLOW ESQ.	21-685	546.00
11/09/2021	26573	CONTINENTAL FIRE & SAFETY INC.	21-689 Invoice L4701	506.40
11/09/2021	26574	CONTINENTAL FIRE & SAFETY INC.	21-690 Invoice L4719	788.00
11/09/2021	26575	CONTINENTAL FIRE & SAFETY INC.	21-691 Invoice L4718	1,677.60
11/09/2021	26576	Denard Cooper	21-692	80.00
11/09/2021	26577	COM CAST	21-693 Account#8499052800250258792	169.66
11/09/2021	26578	RICH CRATER	21-694	46.01
11/09/2021	26579	Ryan Crater	21-695	15.75
11/09/2021	26580	COMMUNICATION SPECIALIST, INC	21-696 Invoice 42166, 42167 & 42166	488.00
11/09/2021	26581	Karlie A Cunningham	21-697	125.81
11/09/2021	26582	Firefighter One	21-699 Invoice 10273992, 10273993, 10273994, 10274064, 10274068, 10274074, 10274067	2,893.42
11/09/2021	26583	Firefighter One	21-700 Invoice 10273994, 10273992, 10273993, 10273937, 10273943 & 10273940	1,091.34

11/09/2021	26584	FLEMINGTON DEPT STORE	21-701 Inv 77724	162.98
11/09/2021	26585	FLEMINGTON DEPT STORE	21-702 Invoice #77616	70.00
11/09/2021	26586	FLEMINGTON DEPT STORE	21-703 Invoice 77580	82.50
11/09/2021	26587	FIRE & SAFETY SERVICES, LTD.	21-704 Invoice SI21-2300	6,958.52
11/09/2021	26588	DAVID FOELSCH	21-705	179.17
11/09/2021	26589	Giordano, Ryan	21-706	79.00
11/09/2021	26590	Giordano, Ryan	21-707	1,000.00
11/09/2021	26591	Gildea, Robert	21-708	116.20
11/09/2021	26592	Gildea, Robert	21-709	176.00
11/09/2021	26593	Gildea, Robert	21-710	47.95
11/09/2021	26594	Grainger	21-711 Invoice 9081968266 & 9081387095	531.15
11/09/2021	26595	HILLSBOROUGH VOL FIRE CO #2	21-712	2,625.00
11/09/2021	26596	ICC	21-713 Invoice 1001416270	54.00
11/09/2021	26597	ICC	21-714 Invoice 1001411375	150.95
11/09/2021	26598	DANIEL KAZAR	21-715	63.04
11/09/2021	26599	Konica Minolta Premier Finance	21-716 Invoice 74169184	136.87
11/09/2021	26600	L&S Automotive	21-717 Invoice 1003145 & 1003161	332.14
11/09/2021	26601	L&S Automotive	21-718 Invoice 1003036 & 1003127	2,169.36
11/09/2021	26602	THOMAS LACHOWSKI	21-719	660.50
11/09/2021	26603	DITSCHMAN/FLEMINGTON	21-698	51,106.00
11/09/2021	26604	THOMAS LACHOWSKI	21-720	376.28
11/09/2021	26605	Lenny's Pizza	21-721	146.10
11/09/2021	26606	Lowe's	21-722	16.12
11/09/2021	26607	MINERVA CLEANERS	21-723 Invoice 474-111	302.50
11/09/2021	26608	Tom Marvits	21-724	369.43
11/09/2021	26609	NEW JERSEY FIRE EQUIPMENT COMPANY	21-725 Invoice 66805	2,200.00
11/09/2021	26610	NEW JERSEY FIRE EQUIPMENT COMPANY	21-726 Invoice 66830 & 66742	6,086.41
11/09/2021	26611	Northwest River Supplies Inc	21-727 Invoice 1159779 & 1160180	181.32
11/09/2021	26612	NIC Group, Inc.	21-728 Invoice MSP-12527	1,450.00
11/09/2021	26613	Packet Media LLC	21-729 Inv 300620651	30.69
11/09/2021	26614	Petner, Lynn	21-730	309.41
11/09/2021	26615	Rescue Products International Inc	21-731 Invoice 1545	995.00
11/09/2021	26616	SOMERSET COUNTY E.S.T.A.	21-732 Invoice 14708	1,025.00
11/09/2021	26617	SOMERSET COUNTY E.S.T.A.	21-733 Invoice 14675 & 14682	320.00
11/09/2021	26618	SOMERSET COUNTY E.S.T.A.	21-734 Invoice 14648	450.00
11/09/2021	26619	SOMERSET COUNTY E.S.T.A.	21-735 Invoice 14660	50.00
11/09/2021	26620	SOMERSET COUNTY E.S.T.A.	21-736 Invoice 14713	450.00
11/09/2021	26621	Sherer, Edward	21-737	15.75
11/09/2021	26622	UPS	21-738 Invoice 74Y02Y411 & 74Y02Y421	50.49
11/09/2021	26623	VERIZON	21-739 Acct#550-545-301-0001-60	65.13
11/09/2021	26624	Witmer Public Safety Group, Inc.	21-740 Invoice E2104020, E2115983, E 2116916, E 2117094	1,094.78
11/09/2021	26625	Wex Online	21-741 Invoice 75545606	2,989.87
11/09/2021	26626	W.B.MASON COMPANY, INC.	21-742 Inv 224628088	9.28
11/09/2021	26627	W.B.MASON COMPANY, INC.	21-743 Inv 224547577	112.70
11/09/2021	26628	Witmer Public Safety Group, Inc.	21-744 Invoice E2112917.001	115.77

11/09/2021	26629	Witmer Public Safety Group, Inc.	21-745 Invoice E2112917	370.99
			21-746 Inv 223979448, 223806933, 224098080, 224020445, 224022153, 224063668, 224174994 & 224252826	654.93
11/09/2021	26630	W.B.MASON COMPANY, INC.		
11/09/2021	26631	CHRISTOPHER WENIGER	21-747	87.10
11/09/2021	26632	Yorktel	21-748	76,750.00
11/09/2021	26633	JOHN YANKO	21-749	188.10
11/09/2021	26634	4Imprint Inc	21-750 Invoice 21893483	1,491.81
11/09/2021	26635	Harding Brandon	21-751	15.75
11/09/2021	26636	Safety Provisions	21-752 Invoice #31529	711.00
11/09/2021	26637	Cafe Piazza	21-753	2,000.00
11/09/2021	26638	Old Man Rafferty's	21-754	1,500.00
11/09/2021	26639	Chexalance LLC	21-755	240.00
				182,912.89

A motion was made by Commissioner Carone, seconded by Commissioner Nuara to approve the Claims List 2021-11 Roll call vote: All approved.

A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve to pay the Claims List 2021-11. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2021-11

A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to approve the transfer of funds in the amount of \$175,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Lazorchak:

- Contracts:
 - o Resolution #2021-037 - Labor Contract:
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the Labor Contract for 2022. Roll call vote: All approved.**
(On file in the Fire Safety Office)

- Budget:
 - o No report.

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

- New Apparatus:
 - o No report.

Commissioner Nuara:

- Budget:
 - o Reviewed the 2022 Budget.

- Equipment & Purchasing:
 - o Purchases:
 - New Boat for Station 37, Banana Boats for Stations 36, 37 and 38 will be ordered.
 - o **A motion was made by Commissioner Carone , seconded by Commissioner Buckley to approve the purchase of a New Boat for Station 37. Roll call vote: All approved.**

- Other:
 - o 2021 Top 10 Responders:
 - Need Chiefs to provide list of their Top 10 Responders by December 2, 2021.

 - o Pay-Per-Call:
 - Need Chiefs to provide Pay-Per-Call Lists by December 2, 2021.

- LOSAP Certification:
 - Need Chiefs to provide their LOSAP Lists by January 2, 2022.
 - Deposits will be made in February 2022, once lists have been posted in the Fire Houses for 30 days.
 - Any received after that will not get deposited until March 2022.

- Quarterly Payment:
 - The Quarterly payment will be made in December 2021.
 - There will be 2% increase next year for bay rental.

- At 8:30 p.m., we paused the Regular Meeting to go into a Budget Hearing for the 2022 Budget.
 - Resolution #2021-040 - Authorizing Budget Transfer and/or Encumbrances Relative to 2021 Budget:
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve Resolution #2021-040 – Authorizing Budget Transfer and/or Encumbrances Relative to 2021 Budget. Roll call vote: All approved. (On file in the Fire Safety Office)**

 - Resolution #2021-038 - 2022 Adopted Budget Resolution:
 - **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve Resolution #2021-038 – 2022 Adopted Budget Resolution Roll call vote: All approved. (On file in the Fire Safety Office)**

 - **A motion was made by Commissioner Carone, seconded by Commissioner Buckley to close the Budget Hearing and resume the Regular Meeting at 8:32 p.m.**

Commissioner Buckley:

- OEM:
 - 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.

Commissioner Carone:

- Physicals:

- Asked the Chiefs for dates so I can schedule make up physicals by the end of the year.
- Need updates from Chiefs so I can begin to schedule Physicals (Fit Testing included) for January and February 2022.
 - Saturday appointments will need to be made by Members.

- Insurance:

- 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 Training Vouchers need to have a list of the attendees attached to it.

- Budget:
 - o No report.

- Inventory:
 - o No report.

CHIEF'S REPORTS

Chief Tommy Lachowski- Fire Company #36:

Past Drills: Hose Deployment Drill was held on October 14, 2021

Hillsborough Village Center Walk-Through was held on October 21, 2021 at 6:30 p.m.

Extended Attack Line Stretches Drill , Victim S & R was held at the Somerville Tower on October 28, 2021 at 6:30 p.m.

Upcoming Drills: Basic Skills Challenge Drill is scheduled for November 11, 2021 at 7:00 p.m. at Station 36.

Basement Fires Drill is scheduled for November 13, 2021 at HCESTA
(Time to be determined)

Ice/ Water Rescue Equipment and Skills Review is scheduled for December 9, 2021 at 7:00 p.m. at Station 36

- Command Vehicle:
 - o Dropped off remaining equipment.
 - o Reviewed build with vendor.

- Request to purchase a Knox Box Key Holder Approval.
 - o Commissioners did not approve the purchase.

- Request to purchase a District Recruitment Tent.
 - o Commissioners did not approve the purchase.
 - o Commissioner Nuara stated that we need to see how it goes with Station 37.

- Request to purchase a Replacement Box Light for Car 36.
 - o Commissioners did not approve the purchase.

- Events:
 - o "Fill the Boot" is scheduled for November 26, 2021 at 9:00 a.m. to 1:00 p.m. near the Lowes Complex.

- Christmas Tree Lighting is scheduled for December 3, 2021 at 6:30 p.m. at the Municipal Building.
 - Station 36 will be in attendance and delivering Santa at 7:00 p.m.

- Meet Santa Fundraiser is scheduled for December 5, 2021 at 5:00 p.m. to 9:00 p.m.

- Santa Run is scheduled for December 11, 2021 from 8:00 a.m. to 4:00 p.m.

Ex-Chief Jim Paterno – Fire Company #37

Past Drills: Hose Deployment Drill was held on October 5, 2021.

Live Burn Drill was held on October 14, 2021.

Upcoming Drills: District Basement Fire Drill is scheduled for November 13, 2021 at 7:00 a.m. – 1:00 p.m. at Hunterdon County.

Extrication Drill is scheduled for November 16, 2021 at 7:00 p.m. at Station 37.

School Bus Extrication Drill is scheduled for November 20, 2021 at Hunterdon County. Requesting authorization to take Rescue 37.

UTV Class is scheduled for December 11, 2021 at Hunterdon County. Requesting the use of a Fire Marshal Utility Vehicle.

- Purchases:

- Request to purchase an inflatable boat, motor and trailer. Fire Safety has obtained the update quote. (\$16,000.00?)
 - **A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the purchase an Inflatable Boat, Motor and Trailer. Roll call vote: All approved.**

- Events:

- Santa Run is scheduled for December 11, 2021.
 - Request permission to take the OEM Ranger or something to pull with.

- Chief Tommy Lachowski – Station 36 granted permission for Station 37 to borrow their Utility.

Deputy Chief Tom Marvits – Fire Company #38

Past Drills: Water Rescue Drill was held on October 4, 2021.

Live Burn Drill was held on October 25, 2021.

Upcoming Drills: Drills will be scheduled for November 22, 2021 and November 29, 2021.
(To be determined)

- A request to purchase new equipment under “New Equipment Budget” was sent to the Board. (Disregard the purchase of flashlights, they were already approved at the October 12, 2021 Regular Meeting).
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the purchase of New Equipment (under the New Equipment Budget) for Station 38. Roll call vote: All approved.** *(List of equipment is attached to the November 4, 2021 Work Meeting Minutes).*

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Past Drills: AED Drill was held on October 16, 2021.

Swiftwater Awareness Rescue Drill was held on October 18, 2021 at Readington Fire House.

Upcoming Drills:

Blood Borne Pathogens / Right-to-Know Drill will be held on November 16, 2021.

Extrication Drill will be held on November 30, 2021.

OEM:

- No report.

PUBLIC

- No report.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Carone to adjourn the meeting at 9:03 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Chairman
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments

