

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

JUNE 14, 2022

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, June 14, 2022 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 Charlie Nuara
Commissioner Mike Carone

Commissioner Jeffrey Mitchell
Commissioner Marian Fenwick-Shaffer

Absent: None.

Fire Chiefs present were:

Chief Rich Crater - Station 37
Chief Kit Crisafulli - Station 48

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

Absent: Chief Tommy Lachowski - Station 36
Chief Dan Kazar – Station 38

District Officers/Members present were:

Deputy Chief Tyler Riordan – Station 36
Member Kevin Danberry – Station 37

Deputy Chief Tom Marvits – Station 38
Member Jimmy 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 Carone, seconded by Commissioner Nuara to approve the Regular Meeting minutes of May 10, 2022. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Nuara to approve the Work Meeting minutes of June 09, 2022. Roll call vote: All approved.

TREASURER'S REPORT

JUNE 2022

Checking Account Balance:	\$ 418,609.72
Savings Account Balance:	\$ 2,462,186.98
Fulton Bank Savings Balance:	\$ 0
LOSAP	\$ 212,405.52
Capital Expense Account Balance:	\$ <u>702,060.89</u>
Total of all Accounts:	\$ 3,795,263.11
Expenditures for June 2022:	\$ 185,104.73
Amount to be transferred to Checking from Regular Savings:	\$ 160,000.00

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 May 2022.

FIRE REPORTS

FIRE COMPANY	ALARM	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	25	67.7	169	583.5	2	54.5	8	171.3
#2	48	183.8	258	1115.7	4	85.0	11	267.5
#3	17	41.8	112	452.0	1	42.5	6	224.0
<u>Neshanic</u>	14	18.4	107	254.1	1	22.0	8	197.0

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- District Awards Dinner:
 - o The District Awards Dinner is scheduled for June 30, 2022 at Station 38 at 7:00 p.m.
 - Invitations have been sent out.
 - Invited elected Officials.
 - All arrangements have been completed.

- Resolution #2022- 008 – Authorizing Advertisement for Architectural Services:
 - o **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution #2022-008 - Authorizing Advertisement for Architectural Services. Roll call vote: All approved. (On file in the Fire Safety Office.)**
 - Proposal packages are available in the Fire Safety Office.

- Resolution # 2022-009 - Authorizing Disposal of Property:
 - o **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution #2022-009 - Authorizing Disposal of Property. Roll call vote: All approved. (On file in the Fire Safety Office.)**

- Target Safety:
 - o A list was sent to the Chiefs regarding members who still need to complete Target Safety.

- Tanker-36:
 - o Tanker-36 frame is being painted.

- SCBA:
 - o The Scott pack order will be coming in soon.
 - Will be keeping everyone informed.

- Hose & Pump Testing:
 - o Hose & Pump Testing will begin at the end of June and into July.
 - Fire Marshal Giordano will be managing the testing.
 - Dates are listed on “I Am Responding”.

- Triangle Football Complex:
 - o There is a request for a truck to be at the Triangle Football Complex on August 13, 2022.
 - Arrangement will be made.

- Water Rescue Suits:
 - o We are starting to receive the Water Rescue Suits.
 - The plan for the “old” suits is to renovate, fix and turnover some of them to Station 48.

- Station 37 Trailer:
 - o Station 37's trailer has been repaired.

APPARATUS – EQUIPMENT REPORT

Deputy Chief Tyler Riordan of Fire Company #1 reported the following:

- CAR 36: Mileage – 4,254
Had oil change.
- CAR 36-2: Mileage – 78,110
Low voltage disconnects were installed.
New batteries were installed.
New alternator was installed.
- CAR 36-3: No issues reported.
- ENGINE 36: PM Service was completed.
New batteries were installed.
- LADDER 36: PM Service was completed.
Intercom was repaired.
Emergency lights were cutting out and were repaired.
Ladder was creeping up by itself and was repaired.
Sent to FF1 for brakes and other repairs.
- TENDER 36: PM Service was completed.
- BRUSH 36: Pump PM Service was completed.
- BRUSH 36-2: Pump PM Service was completed.
- RANGER 36: No issues reported.
- RESCUE-36: PM Service was completed.
- MARINE 36: No issues reported.
- Small Equipment: 2 air packs were repaired.

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

- CAR 37: Mileage – 62,571
No issues reported.
- CAR 37-2: No issues reported.

ENGINE 37: Front tires were replaced.

ENGINE 37-2: No issues reported.

TENDER 37: Air conditioning leak was repaired.
Air tank strap was repaired.
Discharge elbows were replaced.

TOWER
LADDER 37: Ground ladder slides were installed.
Rear springs were adjusted.

BRUSH 37: No issues reported.

RESCUE 37: No issues reported.

REHAB 37: No issues reported.

Small Equipment: 2 SCBA's were repaired.
2 Gas meters were repaired.

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

CAR 38: Mileage – 3,011
No issues reported.

CAR 38-2: 64,647
Mileage - No issues reported.

ENGINE 38: PM Service was completed.

LADDER 38: New tires were installed.

TENDER 38: PM Service was completed.

BRUSH 38: Pump PM Service was completed.

RESCUE 38: No issues reported.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 1 SCBA was repaired.
Combustible gas meter was repaired.
1 Genlight was repaired.
2 Gas meters were recalibrated.
4 Water new rescue suits were received.

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.
KABOTA-48: No issues.
Small Equipment: N/A

R&R COMMITTEE UPDATE

FAP:

- No report.

APPROVAL TO PAY CLAIMS LIST 2022 - 06

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
06/14/2022	27149	APPROVED FIRE PROTECTION	22-257 Invoice 68935	233.62
06/14/2022	27150	AT&T Mobility	22-258 Inv287289917513X05282022	1,006.28
06/14/2022	27151	ALL HANDS FIRE EQUIPMENT	22-259 Inv 17371 &17394	1,318.10
06/14/2022	27152	ALLEGRO ENTERPRISES INC	22-260 Invoice 18500 &18736	25.23
06/14/2022	27153	ACCESS HEALTH SYSTEMS	22-261 Invoice 2028456	235.00
06/14/2022	27154	Amazon.com	22-262 Order 114-7327613-5989823 &114-5090719-2377003	85.58
06/14/2022	27155	ACCESS HEALTH SYSTEMS	22-263 Invoice 2028327	325.00
06/14/2022	27156	Amazon.com	22-264 Order 114-7151134-1327450, 114-7918462-9623439 & 114-5785461-8356221	377.84
06/14/2022	27157	ALLEGRO ENTERPRISES INC	22-265 Order 18165	18.86
06/14/2022	27158	JOANN BULLOCK	22-266	362.50
06/14/2022	27159	RICHARD M. BRASLOW ESQ.	22-267 Invoice 03327	1,065.50
06/14/2022	27160	PATRICK BUCKLEY	22-268	49.24
06/14/2022	27161	B&L Printing	22-269	179.79
06/14/2022	27162	CENTRAL JERSEY NURSERIES	22-270 Invoice 134455	281.49
06/14/2022	27163	CONTINENTAL FIRE & SAFETY INC.	22-271Quote 22-1117	3,990.00

06/14/2022	27164	COMCAST	22-272 Account 8499052800046635	141.21
06/14/2022	27165	COMCAST	22-273 Account#8499052800258792	171.26
06/14/2022	27166	RICH CRATER	22-274	69.02
06/14/2022	27167	ELECTRONIC MEASUREMENT LABS	22-275 Invoice 59453	1,083.00
06/14/2022	27168	Firefighter One	22-276 Inv 511590, 511465, 511242, 511201, 511413, 511417, 511415, 511538, 511532, 511077 & 511670	17,180.17
06/14/2022	27169	FLEMINGTON DEPT STORE	22-277 Invoice 79352, 79350	1,058.60
06/14/2022	27170	DAVID FOELSCH	22-278	526.96
06/14/2022	27171	Grainger	22-279 Invoice 9325102946 & 9325102938	80.75
06/14/2022	27172	Gildea, Robert	22-280	57.51
06/14/2022	27173	HILLSBOROUGH FIRE CO.#3	22-282	16,716.78
06/14/2022	27174	HILLSBOROUGH FIRE CO.#2	22-283	16,716.78
06/14/2022	27175	HILLSBOROUGH VOL FIRE CO #1	22-281	74.04
06/14/2022	27176	HILLSBOROUGH VOL FIRE CO #1	22-284	16,716.78
06/14/2022	27177	HILLSBOROUGH FIRE CO.#2	22-285	155.82
06/14/2022	27178	DANIEL KAZAR	22-286	176.08
06/14/2022	27179	Konica Minolta Business Solutions USA Inc	22-287 Invoice 280428663	80.33
06/14/2022	27180	Zoro Tools Inc	22-288 Invoice 10907434	114.10
06/14/2022	27181	Konica Minolta Premier Finance	22-289 Invoice 76402655	136.87
06/14/2022	27182	Lowe's	22-290 Inv 909144, 901722, 902347, 902382, 901086, 986295,902292 & 901015	687.08
06/14/2022	27183	L&S Automotive	22-291 Invoice 1003584	402.83
06/14/2022	27184	Zach Larson	22-292	1,116.18
06/14/2022	27185	Lowe's	22-293 Invoice 902110	154.77
06/14/2022	27186	NORTHERN TOOL + Equipment	22-294 Invoice 50366641	81.61
06/14/2022	27187	Northwest River Supplies Inc	22-295 Invoice 1224264	172.54
06/14/2022	27188	NEW JERSEY FIRE EQUIPMENT COMPANY	22-296 Invoice 2016413 & 68314	347.75
06/14/2022	27189	NIC Group, Inc.	22-297 Invoice MSP-12734	1,546.00
06/14/2022	27190	NFPA	22-298 ID#139119	175.00
06/14/2022	27191	NESHANIC VOL.FIRE CO.	22-299	12,500.00
06/14/2022	27192	Pavese-McCormick Agency, Inc.	22-300	62,719.00
06/14/2022	27193	Penguin Management, Inc.	22-301 Invoice 69989	1,404.00
06/14/2022	27194	Petner, Lynn	22-302 Order 6255866131	69.99
06/14/2022	27195	Petner, Lynn	22-303 Order 22988800	421.51
06/14/2022	27196	Pavese-McCormick Agency, Inc.	22-304 Customer 17183	1,490.89
06/14/2022	27197	Packet Media LLC	22-305 Invoice 300647612 & 300648440	33.48
06/14/2022	27198	TYLER RIORDAN	22-306	42.20
06/14/2022	27199	SAFETY-KLEEN SYSTEMS INC	22-307 Invoice 88806958	341.64
06/14/2022	27200	Seacoast Accounting LLC	22-308	300.00
06/14/2022	27201	TY Parker's	22-309 Sales order 259	239.99
06/14/2022	27202	Tractor Supply Credit Plan	22-310 Invoice 200447613 & 200449553	126.94
06/14/2022	27203	Target Solutions Learning LLC	22-311 Invoice 45529 & 48719	12,494.74
06/14/2022	27204	VERIZON	22-312 Acct 550-545-301-0001-60	83.58
06/14/2022	27205	Wex Online	22-313 Invoice 81283589	5,413.47
06/14/2022	27206	Packet Media LLC	22-314 Trans 300647612 & 300648440	33.48
06/14/2022	27207	CHRISTOPHER WENIGER	22-315	176.64

06/14/2022	27208	W.B.MASON COMPANY, INC.	22-316 Inv 229610852, 229846039, 229910025 & 230010874	145.42
06/14/2022	27209	W.B.MASON COMPANY, INC.	22-317 Inv 230074973, 230111982, 230210143 & 230213208	71.81
06/14/2022	27210	Danberry Kevin	22-318	375.00
06/14/2022	27211	PATRICK BUCKLEY	22-319	846.07
06/14/2022	27212	PATRICK BUCKLEY	22-320	6.03
06/14/2022	27213	Chexalance LLC	22-321	275.00
				185,104.73

A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the Claims List 2022-06. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve to pay the Claims List 2022-06. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2022-06

A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the transfer of funds in the amount of \$160,000.00 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:**

- At the July 12, 2022 Regular Meeting, the Capital Budget will be read.
- At the August Meeting, I will go over the 2023 Budget.
- Would like to do a “Special Question” for the February 2023 Election.
 - The purpose of the special question is to raise the Operational Budget and exceed the 2% Cap.
 - Stated that other items to be looked into are:
 - Lump sums increase in Bay Rental.
 - Retention and Recruitment.
 - Possibly increasing pay per call.
 - Maintaining overall personnel costs.
 - Currently working on the 2023 Budget.
 - Budgeted \$300,000.00 for the High-Water Vehicle for Station 36.
 - Would like to know what we are doing for the High-Water Vehicle.
 - Need to have information by June 30, 2022.

- **Equipment & Purchasing:**

- No report.

- Other:
 - o New Building Update:
 - Underground final scan is done and all is good.
 - The plan is to have the Closing on the building (2nd week of July) after the July 12, 2022 Regular Meeting.
 - A voucher will need to be done.
 - Architect bids are due back by June 30, 2022.
 - o Demo Fire Apparatus – Station 37:
 - Chief Crater – Station 37 inquired about a Demo Fire Apparatus as they are looking to replace 37-103.
 - Commissioner Nuara stated that we would like to do that, but at this time, we need to wait.

Commissioner Carone:

- Audit:
 - o No report.
- LOSAP:
 - o No report.
- Bills with Vouchers:
 - o No report.
- Budget:
 - o No report.
- Inventory:
 - o No report.

Commissioner Mitchell:

- OEM:
 - ICS402 is available for Elected Officials.
 - The County has agreed to install floodgates. If they do not install all of the ones requested, Township will complete the project.
 - Active Shooter Drill will be held on Thursday, August 12, 2022.

- Bureau of Fire Safety:
 - No report.

- Accidents & Injuries:
 - Station 36 – None.
 - Station 37 – None.
 - Station 38 – None.

- Turnout Gear:
 - No report.

- OSHA:
 - No report.

- District Drills:
 - The following is a list of scheduled District Drills:
 - Station 36:
 - Engine Truck Skills Drill - Thursday, June 23, 2022 at 6:30 p.m. at the Somerville Tower.
 - Engine Truck Skills Drill – Thursday, June 28, 2022 at 7:00 p.m. at Station 36.

- Station 36, 37, 38 & 48:
 - Township Fireworks – Saturday, June 25, 2022.

- Station 37:
 - Acquired Structure Drill – Wednesday, June 15, 2022 at 6:30 p.m. on Farm Road.

- Fire Safety:
 - Truck Company Operations Drill – Thursday, June 23, 2022 at 9:00 a.m. On Farm Road.
 - Swift Water Rescue Skills Drill - Saturday, June 25, 2022 at 8:30 a.m.
 - Water Rescue / Boat Drill - Monday, June 27, 2022 at 6:30 p.m. at Duke Estates Reservoir.
 - Rescue Committee Meeting - Wednesday, June 29, 2022.
 - Awards Ceremony - Thursday, June 30, 2022 at 7:30 p.m. at Station 38.
 - Boat Operations Drill - Thursday, June 9, 2022.

- Station 48:
 - Acquired Structure Drill - Tuesday, June 21, 2022 at Farm Road.

- Memorial for Bill Shaffer.

- Training:
 - No report.

Commissioner Fenwick-Shaffer:

- Physicals / Fit Tests:
 - o Make up Physicals will be taking place during June 2022.
 - Deadline is June 30, 2022.
 - Access Medical has been sending vouchers and physical results (for members who went to Access Medical on an individual basis) directly to the Firehouses.
 - I spoke with Linda at Access Medical on Friday, June 10, 2022, and requested that all vouchers and results are sent directly to Fire Safety and not to the individual Firehouses.
 - o Linda apologized and will be speaking with their Billing Department and will have this taken care of.
 - If anyone else has any issues, please let Chief Fire Marshal Weniger know.
 - o If anyone else still needs a physical, call Linda at Access Medical.
- Insurance:
 - o No report.
- GOG's:
 - o No report.

CHIEF'S REPORTS

Deputy Chief Tyler Riordan - Fire Company #36:

Past Drills: Firefighter Survival Drill was held on May 12, 2022.

Search Drill was held on May 21, 2022.

Upcoming Drills: Engine and Truck Skill with Hot Smoke Drill is scheduled for June 25, 2022 at the Somerville Tower at 7:00 p.m.

- Will be attending the Hillsborough Fireworks on June 25, 2022.

- SS-36 Update:
 - o There is a delivery date of August 2022, if everything goes as planned.

Chief Rich Crater – Fire Company #37

Past Drills: Banana Boat Drill was held on May 3, 2022.
 Water Rescue Drill was held on May 6, 2022.
 RIT Operations Drill was held on May 12, 2022.
 Extrication Drill was held on May 17, 2022.

Upcoming Drills: Acquired Structure on Farm Road Drill is scheduled for June 15, 2022 at 7:00 p.m.

 Station 36's Live Burn Drill at the Somerville Towers is scheduled for June 23, 2022 at 6:30 p.m.

 Swift Water Rescue Skills Drill is scheduled for June 25, 2022 at 8:30 a.m. at the Elm Street Bridge in Neshanic Station.

 Water Rescue / Boat Drill is scheduled for June 27, 2022 at 6:30 p.m. at The Duke Estate.

- Community Event:
 - o Will be attending the Hillsborough Township Fireworks on June 25, 2022.
 - Will need a headcount from the Chiefs as to how many will be attending from each of the firehouses.
- Purchases: New traffic vest (replacement for Rescue 37).
 4 collapsible traffic cones for Rescue 37.
- Rescue Committee:
 - o The next Rescue Committee Meeting is scheduled for June 29, 2022 at 7:00 p.m. at Station 37.

- Rescue Truck-37:
 - o Received 1 quote for painting the Rescue Truck.
 - Should have for the July 12, 2022 Regular Meeting.

Deputy Chief Tom Marvits – Fire Company #38

Past Drills: SCBA Drill was held on May 9, 2022.

Upcoming Drills: Water Rescue/Boat Ops Drill is scheduled for June 27, 2022 at 7:00 p.m. at Duke Reservoir.

LDH & Pumper Relay Drill is scheduled for July 11, 2022 at 7:00 p.m. Location to be determined.

- Will be attending the Hillsborough Township Fireworks on June 25, 2022.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Past Drills: Extrication Drill was held on May 17, 2022.

Upcoming Drills: Acquired Structure Drill is scheduled for June 21, 2022 at 7:00 p.m.

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 8:32 p.m. Roll call vote: All approved.**

Respectfully submitted,

Marian Fenwick-Shaffer, Secretary
Hillsborough Township
Board of Fire Commissioners

MFS/jhb
Attachments