

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

JUNE 13, 2023

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, June 13, 2023 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 Jeffrey Mitchell  
Commissioner Marian Fenwick-Shaffer

Commissioner Nick Patullo  
Commissioner Bill Woodruff

Absent:

Fire Safety Staff present:

Deputy Chief Fire Marshal John Yanko - Fire Safety

Absent: Chief Fire Marshal Chris Weniger – Fire Safety

Fire Chiefs/Deputy Chiefs present were:

Deputy Chief Tyler Riordan – Station 36  
Chief Rich Crater - Station 37

Chief Ken Johnson – Station 38  
Chief CJ Davis - Station 48

Absent: Chief Tommy Lachowski- Station 36

District Officers/Members present were:

Captain Joe Shreve – Station 36  
Member Ameer Abugosh – Station 36

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 Woodruff, seconded by Commissioner Patullo to approve the Regular Meeting minutes of May 09, 2023. Roll call vote: All approved.**

**A motion was made by Commissioner Patullo seconded by Commissioner Woodruff to approve the Work Meeting minutes of June 08, 2023. Roll call vote: All approved.**

### **CORRESPONDENCE**

Commissioner Lazorchak read the list of incoming correspondence consisting of:

- **Treasurer's Report.**
- **Claim's List.**
- **Monthly Fire Reports:** *(On file in the Fire Safety Office).*
- **Fire Safety Reports:**
  - o Deputy Chief Fire Marshal John Yanko's Report - Fire Safety.
  - o Out-of-Service Schedule (*Attachment*).
  - o Resolutions.
- **Chief's Reports:**
  - o Deputy Chief Tyler Riordan – Station 36
  - o Chief Rich Crater – Station 37
  - o Chief Ken Johnson – Station 38
  - o Chief CJ Davis – Station 48
    - Apparatus & Maintenance Report.
    - Past Drills.
    - Upcoming Drills.
    - Company Correspondence.
    - Company Events.
- **Commissioner's Reports:**
  - o **Chairman** – Commissioner John Lazorchak:
    - Audit.
    - Budget.
    - Contracts.
    - New Apparatus.

- Personnel.
- Other Correspondence.
- Vice-Chairman/Treasurer – Commissioner Jeffery Mitchell:
  - Bills with Vouchers.
  - Contracts.
  - PEOSHA Requirements.
  - Specifications, Special Bids and Acquisitions.
  - Other Correspondence.
- Assistant Treasurer – Commissioner Bill Woodruff:
  - Bills with Vouchers.
  - District Drills.
  - LOSAP.
  - Office of Emergency Management Representative.
  - Other Correspondence.
- Secretary – Commissioner Marian Fenwick-Shaffer:
  - Insurance.
  - Physicals & Fit Tests.
  - Other Correspondence.
- Safety Officer – Commissioner Nick Patullo:
  - Accidents & Injuries.
  - Budget.
  - Bureau of Fire Operations Representative.
  - Personnel.
  - Other Correspondence.

## **TREASURER’S REPORT**

**JUNE 2023**

Checking Account Balance:	\$ 571,426.70
Savings Account Balance:	\$ 1,672,940.65
LOSAP	\$ 213,433.94
Capital Expense Account Balance:	\$ <u>702,131.10</u>
Total of all Accounts:	\$ 3,159,932.39
Expenditures for June 2023:	\$ 271,674.03
Amount to be transferred to Checking from Regular Savings:	\$ 271,000.00

**A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve the Treasurer’s Report. Roll call vote: All approved.**

**APPROVAL TO PAY CLAIMS LIST 2023 - 06**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
06/13/2023	28091	Access Compliance LLC	23-315 Inv No. 24321	290.00
06/13/2023	28092	Allegro Refreshments	23-316 Inv.#23229, 23203	18.13
06/13/2023	28093	ALL HANDS FIRE EQUIPMENT	23-318.Inv #18927	206.99
06/13/2023	28094	Amazon	23-319 Reissue Order# 111-5638198-1029841 and 112-6736819-5265863	609.66
06/13/2023	28095	Amazon	23-320 Order No. from 1/25/23 to 4/9/23	636.27
06/13/2023	28096	Amtrust North America	23-321	2,371.00
06/13/2023	28097	APPROVED FIRE PROTECTION	23-322 INV # IN00082102	141.67
06/13/2023	28098	APPROVED FIRE PROTECTION	23-323 INV # IN00082101	387.12
06/13/2023	28099	AT&T Mobility	23-324 CELL PHONE BILL	1,185.62
06/13/2023	28100	AUTO ZONE INC	23-325. INV # 3282142691, 3282142666, 3282126200 and 3282124415	203.09
06/13/2023	28101	PATRICK BUCKLEY	23-327	348.13
06/13/2023	28102	RYAN BUCKLEY	23-328 PHYSICIAN CO-PAY AND PRESCRIPTIONS	260.63
06/13/2023	28103	RYAN BUCKLEY	23-329	250.00
06/13/2023	28104	JOANN BULLOCK	23-330	363.50
06/13/2023	28105	CENTRAL JERSEY NURSERIES	23-331 INV # 150321 and 150401	769.80
06/13/2023	28106	STEPHEN NAGY	23-332 Membership	150.00
06/13/2023	28107	Communications Specialists, Inc.	23-333 INV # 43317 and 43318	748.00
06/13/2023	28108	CONTINENTAL FIRE & SAFETY INC.	23-334 INV # P2183	1,501.00
06/13/2023	28111	COMCAST	23-335 ACCT..No. 8499052800258792	181.26
06/13/2023	28112	COMCAST SOMERSET COUNTY VEHICLE MAINTENANCE	23-336 Acct. .No. 8499052800046635	89.78
06/13/2023	28113	COMCAST	23-337 INV # 323	93.02
06/13/2023	28114	CONTINENTAL FIRE & SAFETY INC.	23-338 INV # P2358	148.00
06/13/2023	28115	SOMERSET COUNTY E.S.T.A.	23-345INV # 15520	250.00
06/13/2023	28116	Fire Fighter One	23-346	3,798.24
06/13/2023	28117	FF1 Apparatus	23-347 INV#AC1218-2	149,892.50
06/13/2023	28118	FLEMINGTON DEPT STORE	23-348 INV # 82815	228.53
06/13/2023	28119	FLEMINGTON DEPT STORE	23-349INV # 82360, 82386, 82609, 82610, 82611, 82612 and 82613	2,712.09
06/13/2023	28120	FLEMINGTON DEPT STORE	23-350 INV # 82604	62.95
06/13/2023	28121	FLEMINGTON DEPT STORE	23-351 INV # 82517 AND 82527	389.38
06/13/2023	28122	FLEMINGTON DEPT STORE	23-352 INV # 82314	381.52
06/13/2023	28123	FLEMINGTON DEPT STORE	21-353Inv, # 82616	65.25
06/13/2023	28124	HUNTERDON COUNTY ESTC	23-354Inv. # 23000267	100.00
06/13/2023	28125	HILLSBOROUGH FIRE CO.#1	23-355	19,216.78
06/13/2023	28126	HILLSBOROUGH FIRE CO.#2	23-356 QTRLY BAY RENTAL	19,216.78
06/13/2023	28127	International Code Council, Inc.	23-358 INV # 1001700120	197.00
06/13/2023	28128	IAAI	23-360 INV # 83380	148.00
06/13/2023	28129	Ken Johnson	23-361	242.75
06/13/2023	28130	Konica Minolta Business Solutions USA Inc	23-362 INV # 287357640	107.76
06/13/2023	28109	Konica Minolta Premier Finance	23-363 INV # 79881364	383.18

06/13/2023	28131	L&S Automotive	23-364 INV # 1004353	327.30
06/13/2023	28132	L&S Automotive	23-365 INV # 1004340	140.83
06/13/2023	28133	L&S Automotive	23-366 INV # 4307 AND 4313	793.71
06/13/2023	28134	Medline Industries LP	23-368 INV # 2259920178 and 2259920179	200.38
06/13/2023	28135	M&W COMMUNICATIONS INC	23-369 INV # 309996	125.00
06/13/2023	28136	MIDDLESEX COUNTY FIRE ACADEMY	23-370 INV # 01-1620-23	94.00
06/13/2023	28137	NATIONAL FIRE PROTECTION ASSOCIATION	23-371 INV # 8491903Y	72.95
06/13/2023	28138	NESHANIC VOL.FIRE CO.	23-372 QTRLY APPROPRIATION	12,500.00
06/13/2023	28139	NORTHERN TOOL & EQUIPMENT CO.	23-373 INV # 52160656	39.99
06/13/2023	28151	NOVACOM TELEPHONE	23-374 INV # 20086	144.00
06/13/2023	28152	NOVACOM TELEPHONE	23-375 INV # 20131	144.00
06/13/2023	28153	NIC Group, Inc.	23-376 INV # MSP-13085	1,578.00
06/13/2023	28154	Packet Media LLC	23-377 INV # 86780	8.00
06/13/2023	28155	Penguin Management, Inc.	23-378 INV # 74537	1,410.00
06/13/2023	28145	Petner, Lynn	23-379	198.93
06/13/2023	28146	HILLSBOROUGH FIRE CO.#2	23-380	133.04
06/13/2023	28147	SAFETY-KLEEN SYSTEMS INC	23-381 INV# 91749051	337.05
06/13/2023	28110	Seacoast Accounting LLC	23-382	300.00
06/13/2023	28148	Target Solutions Learning LLC	23-383 INV # 72667	8,943.62
06/13/2023	28149	UPS	23-384 INV # 000074Y02Y203	16.45
06/13/2023	28150	VERIZON	OFFICE FAX MACHINE - MONTHLY FAX CHARGES	71.05
06/13/2023	28156	CHRISTOPHER WENIGER	23-385 AIA CONTRACT # 101 AND 201	319.99
06/13/2023	28157	Wex Online	23-386 INV # 89655696	4,605.51
06/13/2023	28158	W.B.MASON COMPANY, INC.	23-387 INV # 238301342,238443685, 238447849, 238578984 AND 238609620	482.21
06/13/2023	28159	1ST RESPONDER NEWSPAPER	23-388 AC.#532623	85.00
06/13/2023	28160	10-75 Emergency Vehicles	23-389 INV # 11658	1,110.34
06/13/2023	28161	4Imprint Inc	23-390 QUOTATION # 25135450	1,978.99
06/13/2023	28162	Giordano, Ryan	23-391	70.75
06/13/2023	28163	Grainger	23-392 ORDER # 1483124824	217.80
06/13/2023	28164	ALL HANDS FIRE EQUIPMENT	23-317 Inv No. 18873,Inv. No. 18884 and 18883	814.98
06/13/2023	28165	RICHARD M. BRASLOW ESQ.	23-326 INV. # 04074	1,850.00
06/13/2023	28166	SOMERSET COUNTY E.S.T.A.	23-339 INV # 15492	225.00
06/13/2023	28167	SOMERSET COUNTY E.S.T.A.	23-340 INV # 15490 and 15502	1,050.00
06/13/2023	28168	SOMERSET COUNTY E.S.T.A.	23-341 INV # 15491 AND 15503	600.00
06/13/2023	28169	SOMERSET COUNTY E.S.T.A.	23-342 INV # 15519	375.00
06/13/2023	28170	SOMERSET COUNTY E.S.T.A.	23-343 INV # 15518	250.00
06/13/2023	28171	SOMERSET COUNTY E.S.T.A.	23-344 INV # 15517	250.00
06/13/2023	28172	HILLSBOROUGH FIRE CO.#3	23-357	19,216.78
06/09/2023	28173	IAAI	23-359 Invoice 81485	148.00
06/13/2023	28174	Colleen Marvits	23-367	1,800.00
06/13/2023	28175	Chexalance LLC	23-393	300.00
				<b>271,674.03</b>

**A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve the Claims List 2023-06. Roll call vote: All approved.**

A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve to pay the Claims List 2023-06. Roll call vote: All approved.

**APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2023-06**

A motion was made by Commissioner Patullo, seconded by Commissioner Lazorchak to approve the transfer of funds in the amount of \$271,000.00 from savings account to checking account. Roll call vote: All approved.

**MONTHLY FIRE REPORTS**

Commissioner Lazorchak read the monthly fire reports for May 2023.

**FIRE REPORTS**

	<b>ALARMS</b>	<b>MAN HRS.</b>	<b>YTD ALARMS</b>	<b>YTD MAN HRS.</b>	<b>DRILLS</b>	<b>MAN HRS.</b>	<b>YTD DRILLS</b>	<b>YTD MAN HRS.</b>
<b>STATION 36</b>	20	58.7	155	872.3	3	125.5	21	887.0
<b>STATION 37</b>	52	242.8	258	1,024.0	2	47.5	10	173.0
<b>STATION 38</b>	19	171.4	98	548.8	2	64.5	7	207.5
<b>STATION 48</b>	28	98.5	105	328.2	1	22.0	6	155.5

**FIRE SAFETY REPORTS**

- Deputy Chief Fire Marshal John Yanko reported the following:
  - o Resolution #2023-018 - Authorizing Disposal of Property:
    - Transfer of full ownership (donating) of Brush 36-2 Truck (Deuce) to Station 36.
  - A motion was made by Commissioner Mitchell, seconded by Commissioner Woodruff to approve Resolution #2023-018 - Authorizing Disposal of Property. Roll call vote: All approved.

- Target Safety Annual Training:
  - Updated Compliance List was sent to the Chiefs.
  
- Step Level Increases for :
  - Step Level increases for Karlie Cunningham-Barna, Ryan Buckley and Alex Gillespi to Grade 2.
    - Chief Rich Crater – Station 36 inquired about the Grade 2 rate increase amount.
      - Deputy Chief Fire Marshal John Yanko replied that he will get that information to him.
  
- Township Fireworks:
  - The Township Fireworks is scheduled for June 24, 2023.
    - Fire Companies should be there at 6:00 p.m.
    - More details will be sent out.
  
- New Fire Code:
  - The Fire Code has been updated for New Jersey.
    - New Code will go into effect one year from date of the adoption.
    - The new Code cannot be enforced with single family homes.
    - Letter from the Board and Companies supporting the new Fire Code.
  
- Building Update:
  - Met with the Site Contractor Supervisor who will be providing me with a timeline for construction.
    - The Site Contractor Supervisor will email or send a letter with the start and completion dates.
  
- Fire Safety Out-of-Service Schedule (*Attachment*).

## CHIEF'S REPORTS

Deputy Chief Tyler Riordan – Station 36 (Flagtown) reported the following:

### APPARATUS – EQUIPMENT REPORT

CAR 36: Mileage – 11,825  
No issues reported.

CAR 36-2: Mileage – 81,675  
No issues reported.

CAR 36-3: No issues reported.

ENGINE 36: Out-of-service for leaking valves, leaking generator, A/C repair and a new mirror.

LADDER 36: Aerial wire tracking was repaired

TENDER 36: Brake parts were ordered.  
Tank level was reported to not be working, no issues were found.

BRUSH 36-1: No issues reported.

BRUSH 36-2: No issues reported.

RANGER 36: No issues reported.

SPECIAL SERVICES 36: No issues reported.

MARINE 36-1: No issues reported.

MARINE 36-2: No issues reported.

Small Equipment: Meters were calibrated.

Past Drills: Hillmont Walk-through Drill was held on May 4, 2023.  
Hose Lines & Forcible Entry Drill was held on May 11, 2023.  
Forcible Entry Drill was held on May 25, 2023.

Upcoming Drills: Water Rescue Review Drill is scheduled for June 22, 2023 at Station 36.



Company Correspondence:

- Hazmat Incident Command Certification – Waiting on DFS as they have a major backup.
- High-water Truck will be delivered on Monday, June 19, 2023.
  - o In person inspection will be held next week.
- Inquiring about the status of meters that were requested at the Work Meeting on June 8, 2023?
  - o Fire Marshal Ryan Giordano is obtaining prices.

Company Events:

- None.

**Chief Rich Crater - Station 37 (Route 206) reported the following:**

**APPARATUS – EQUIPMENT REPORT**

CAR 37:	Mileage – 65,321 No issues reported.
CAR 37-2:	Mileage – 79,301 No issues reported.
ENGINE 37:	Jake brake was checked and no issues were found. New back up alarm has been ordered.
ENGINE 37-2:	No issues reported.
TENDER 37:	No issues reported.
TOWER LADDER 37:	Noise in the front end is being investigated, possible cab tilt cylinder issue.
BRUSH 37:	New winch cable was installed.
RESCUE 37:	On board compressor was repaired.
REHAB 37:	No issues reported.
MARINE 37:	No issues reported.
<u>Small Equipment:</u>	Meters were calibrated. 1 pack was repaired.

Past Drills: Tanker and FDIC Summary Drill was held on May 2, 2023.  
Live Burn Drill was held on May 16, 2023.  
Rescue Boat Review Drill was held on June 6, 2023.  
High Rise Operations Drill was held on June 8, 2023 at the Academy.

Upcoming Drills: Rope Bag Deployment Drill is scheduled for June 20, 2023 at 7:00 p.m. by the River Bridge in Neshanic. Parking is in the Meadow.

Company Correspondence:

- None.

Company Events:

- Township Fireworks is scheduled for June 24, 2023.
- Fire Academy Graduation at SCESTA is scheduled for June 30, 2023 at 6:00 p.m.

**Chief Ken Johnson - Station 38 (Woods Road) reported the following:**

**APPARATUS – EQUIPMENT REPORT**

CAR 38: Mileage – 9,502 (as of 6/12/2023)  
No issues reported.

CAR 38-2: Mileage – 72,380 (as of 6/12/2023)

ENGINE 38: Reverse/Scene light was replaced.  
Mounting of rescue equipment is near completion.  
Known leak with a discharge manifold.  
Was refilled with foam.

LADDER 38: 4-gas meters were re-calibrated.  
Aerial deck gun is slow to articulate.  
Ladder scene tip lights were repaired.  
Water tank level indicator was repaired.

TANKER 38: No issues reported.

BRUSH 38: 4-gas meters were recalibrated (placed on brush).

RESCUE 38: Pending radiator repair.  
One rear scene tripod light is out.  
Box light to be sent out for warranty replacement.  
Leaking air-fill connector.  
Minimal service for antifreeze leak. Will be leaving at shop this week.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 1 SCBA Vib-alert is inoperable.  
1 Class A fire extinguisher is low.  
1 pack was repaired.  
Meters were calibrated.

Past Drills: Holmatro Tools Review Drill was held on May 1, 2023.  
Hi-Rise Drill (Part 1) was held on June 8, 2023.

Upcoming Drills: Drafting Operations Drill is scheduled for June 26, 2023 (SCESTA) @ 7:00 p.m.  
GOG Review Drill is scheduled for July 31, 2023.  
Motor Vehicle Extrication (to be made up from June 12, 2023 - postponed due to weather). Date to be Determined.

Company Correspondence:

- Thank you for the Golf-Outing coverage.
- Thank you for the fire support at the structure fire in May.

Company Events:

- None.

**Chief CJ Davis - Station 48 (Neshanic Fire Company) reported the following:**

**APPARATUS – EQUIPMENT REPORT**

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: Going out-of-service next week for brakes.

MINI PUMPER 48: No issues reported.

Small Equipment: None.

Past Drills: Apparatus Placement and Hose Line Deployment Drill was held on May 16, 2023.  
Roll Over Extrication Drill was held on May 30, 2023.

Upcoming Drills: Truck Company Operations Drill is scheduled for June 20, 2023 at 7:00pm Station 48.  
Truck Company Operations Class is scheduled for June 22, 27 and 29, 2023 at 7:00 p.m. at SCESTA.

**Company Correspondence:**

- None.

**Company Events:**

- None.

## COMMISSIONERS' REPORTS

### **Commissioner Lazorchak:**

#### Audit:

- No report.

#### Budget:

- No report.

#### Contracts:

- No report.

#### New Apparatus:

- No report.

#### Personnel:

- No report.

#### Other Correspondence:

- None.

### **Commissioner Mitchell:**

#### Bills with Vouchers:

- No report.

#### Contracts:

- No report.

PEOSHA:

- No report.

Specifications/Bids Acquisitions:

- No report.

Other Correspondence:

- None.

**Commissioner Fenwick-Shaffer:**

Insurance:

- No report.

Physicals & Fit Tests:

- Reminder that June 30, 2023 is the deadline for physicals to be completed, otherwise, will not be eligible for LOSAP or pay-per-call.
  - o If anyone still needs a physical, they can contact Linda at Access Medical. I can provide her number if needed.

Other Correspondence:

- None.

**Commissioner Nick Patullo:**

Accidents & Injuries:

- No report.

Budget:

- No report.

Bureau of Fire Operations:

- No report.

Personnel:

- No report.

Other Correspondence:

- Regarding the Structure Fire on May 15, 2023 at 667 Hillsborough Road:
  - o There was enough manpower.
  - o Firefighters were not going to Rehab.
    - Chiefs, please make sure that manpower is rotated in and out of Rehab during structure fires.

**Commissioner Bill Woodruff:**

Bills with Vouchers:

- No report.

District Drills:

- No report.

LOSAP:

- No report.

OEM:

- No report.

Other Correspondence:

- None.

**OFFICE OF EMERGENCY MANAGEMENT**

- No report.

**PUBLIC**

- No report.

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Fenwick-Shaffer, and seconded by Commissioner Lazorchak to adjourn the meeting at 8:20 p.m. Roll call vote: All approved.**

Respectfully submitted,

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

MFS/jhb  
Attachments