

Jackson Township Fire District No. 3
Board of Fire Commissioners
Jackson Township, NJ

Minutes of Meeting Held
April 18, 2013

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:30 p.m. by Commissioner C. Jordan on April 18, 2013.

PRESENT – Commissioners: C. Jordan, S. Jordan, Fatovic, Walter and Gibson, Attorney, Clerks Bonnie Brown and Dawn Hode.

ABSENT- None

This meeting was duly advertised in accordance with the open business-meeting act of the State of New Jersey.

VOLUNTEER COMPANY REPORT – New Member Joshua Griffin. Motion to approve Joshua Griffin made by Commissioner C. Jordan. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None.
Motion to approve SOG for coin toss. Motion made by C. Jordan.

VOTE: AYE: Commissioner C. Jordan, S. Jordan, Fatovic, Gibson and Walter. **NAY:** None.

TREASURER'S REPORT – Bond resolution read by attorney. Motion to accept resolution read by S. Jordan. **ROLE CALL: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson.

Received two bids for Ban Sale. Motion made by Commissioner C. Jordan to close out TD Bank account and move to Fulton Bank. Commissioner S. Jordan approves motion. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Gibson and Walter. **NAY:** None.

Secretaries Report: Motion to accept March Minutes made by Commissioner C. Jordan. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Gibson and Walter. **VOTE NAY:** None.

Attorney Report: Discussion regarding Commissioner's compensation. Commissioners to earn \$4000.00 per year. Supervisory Commissioner to earn \$5000.00 per year. Motion to approve compensation made by C. Jordan. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Gibson and Walter. **VOTE NAY:** None.

Discussed state contracts regarding GSA submissions. The board can look into this as needed per attorney.

FIRE BUREAU REPORT- None to report.

CHIEF'S REPORT – Discussed Baltimore training. Motion made by Commissioner S. Jordan for the Board to pay for the hands on part of the training and the Volunteer Company pay for the balance. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None. Motion to accept SOG for fueling apparatus made by Commissioner C Jordan. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, and Gibson. **NAY:** Commissioner Fatovic opposes and Commissioner Walter abstains. Motion to approve additional lockers made by Commissioner C Jordan, Commissioner Fatovic seconds motion. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None. Motion to approve repair to truck 24 made by Commissioner Fatovic. Commissioner S Jordan seconds motion. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None. Motion made by Commissioner Fatovic to purchasing a TV for the main station. Commissioner C Jordan seconds motion. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None. Chief Mike Waters to coordinate accident SOG's. Motion made by Commissioner Gibson to approve Chief Mike waters to attend IAFC Conference. Commissioner S. Jordan seconds motion. . **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None.

OLD BUSINESS – None to report.

NEW BUSINESS – Presentation from Representative from Inter State Mobile Care Betsy Ciano concerning annual physical exams. Motion to approve training request for Captain Moore and FF Perrotto made by Commissioner C Jordan. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Gibson and Walter. **NAY:** none. Motion to approve reorganization made by Commissioner C. Jordan. Seconded by Commissioner S. Jordan. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None.

PUBLIC- None

Motion to accept a Resolution authorizing a closed-session for executive session for the purpose of discussing potential litigation; lawyer-client privileged material and personnel material. Subject matter to be released when it is no longer privileged, by Commissioner C. Jordan, Seconded by Commissioner Gibson. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None.

Meeting closed to the public for Executive at 9:20 p.m.
Executive session opened at 9:21 p.m. In attendance are Commissioners S. Jordan, C. Jordan, Fatovic, Gibson and Walter.

Executive session closed at 9:55 p.m.

Regular meeting reopened at 9:56 p.m.

Motion to adjourn the meeting at approximately 10:04 p.m. by Commissioner Jordan; seconded by Commissioner Fatovic. VOTE: **AYE.** : Commissioner C. Jordan, S. Jordan, Fatovic, Walter and Gibson. **NAY:** None.

A handwritten signature in black ink, appearing to read 'Gibson', written over a horizontal line.

COMMISSIONER Gibson, SECRETARY

Jackson Twp Board of Fire Commissioners Dist. #3
Cash Balances
As of April 18, 2013

	Apr 18, 13	
	Debit	Credit
1101.01 · NJ State Cash Management	59,276.21	
1102.03 · Fulton Bank Fire Bureau 2206	116,006.94	
1105.01 · Shore Community Bank-MMKT 026	201,280.04	
1106.01 · Shore Comm Beacon Municipal 534	208.51	
1107.01 · Shore Com Bank Freedom Liq 764	172,905.14	
1108.01 · Fulton Bank Payroll 2205	31,786.31	
1109.01 · Fulton Bank General Fund 2204	98,400.56	
1111.01 · Fulton Bank MMKT 7655	525,189.14	
TOTAL	1,205,052.85	0.00

Jackson Twp Board of Fire Commissioners Dist. #3
Treasurer's Report
As of April 9, 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1109.01 · Fulton Bank General Fund 2204				
04/09/2013	1876	Air & Gas Technologies, Inc.		(1,989.00)
04/09/2013	1874	Jerry's Auto Body, LLC		(1,000.00)
04/09/2013	1877	Asbury Park Press		(67.00)
04/09/2013	1878	Burlington County ESTC-BCIT		(45.00)
04/09/2013	1879	cablevision		(314.50)
04/09/2013	1880	Code Blue Training, LLC		(120.00)
04/09/2013	1881	Colleen Theobald		(150.00)
04/09/2013	1882	County Line Hardware		(43.00)
04/09/2013	1884	Fire Fighters Equipment		(393.86)
04/09/2013	1885	JCP & L		(844.65)
04/09/2013	1887	Kaldoor		(44.50)
04/09/2013	1888	KC Computer Specialists		(1,100.00)
04/09/2013	1889	Marpal Disposal		(72.95)
04/09/2013	1890	NETQ Multimedia		(6,995.00)
04/09/2013	1891	New Jersey Fire Equipment		(82.80)
04/09/2013	1892	Ocean County Board of Elections		(696.41)
04/09/2013	1894	Schoch, John T		(150.00)
04/09/2013	1895	Schwartz, Vincent J.		(150.00)
04/09/2013	1896	Tasc Fire Apparatus, Inc.		(1,986.25)
04/09/2013	1897	UPS		(17.28)
04/09/2013	1898	Vogel Consulting Group LLC		(400.00)
04/09/2013	1899	Watchung		(114.63)
04/09/2013	1900	Wells Fargo Financial		(214.00)
04/09/2013	1902	WPCS International Inc, Lkwd Operati...		(896.70)
04/09/2013	1904	Galls	4796515	(321.94)
04/09/2013	1905	This and That		(89.00)
04/09/2013	1875	Blaze Emergency Equipment Co		(535.30)
04/09/2013	1907	AmeriGas		(3,228.05)
04/09/2013	1908	Carson, Danielle		(19.86)
04/09/2013	1909	JTVFC#1		(29,250.00)
04/09/2013	1910	Blaze Emergency Equipment Co		(824.20)
04/09/2013	1911	Galls	4796515	(320.00)
04/09/2013	1912	STS Auto		(1,378.28)
04/09/2013	1913	Sun Electrical Construction Corporation		(2,280.00)
04/09/2013	1914	Blaze Emergency Equipment Co		(319.98)
04/09/2013	1915	Galls	4796515	(53.48)
04/09/2013	1916	STS Auto		(35.82)
04/09/2013	1917	Sun Electrical Construction Corporation		(5,990.00)
04/09/2013	1918	Galls	4796515	(58.48)
Total 1109.01 · Fulton Bank General Fund 2204				(62,591.92)
TOTAL				(62,591.92)

4/15/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.3 JACKSON TOWNSHIP ESTABLISHING
COMMISSIONERS COMPENSATION**

WHEREAS; N.J.S.A. 40A:14-88 provides that the members of the board of fire Commissioners shall receive as compensation such amounts as the board shall fix subject to review by the governing body wherein the fire district is located; and

WHEREAS; The duties of the board of fire commissioners demand careful attention and require significant amounts of time to properly perform; and

WHEREAS; A review of Board records indicates that the compensation board members receive has remained unchanged for many years and is far below the compensation received by the fire commissioners of the other Jackson Township fire districts and those of neighboring municipalities; and

WHEREAS; The Board has determined that it is fair and proper that it increase the annual compensation paid to the elected commissioners of Fire District Number 3 Jackson Township.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.3 Jackson Township that Commissioner compensation is fixed as follows: Four Thousand Dollars (\$4,000.00) per annum per commissioner annually; One Thousand Dollars (\$1,000.00) per annum as additional compensation for the Commissioner charged with the Supervision of Personnel.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the Township Clerk of the Township of Jackson for review by the governing body of Jackson Township in accordance with the provisions of N.J.S.A. 40A:14-88.

Moved by: Comm Gibson

Seconded by: Comm Fatoua

Roll Call Vote:

Ayes:

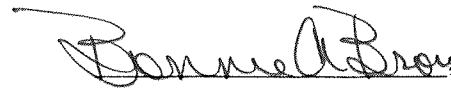
Comm C. Jordan
Comm Walter
Comm Fatoua
Comms. Jordan Comm Gibson

Nays: None

Absent: None

Abstain: None

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners
Fire District No.3 Jackson Twp. on this 15th day of April, 2013.

 Clerk

Chief of Department Report – April 15, 2013

Michael R. Waters

Vision Statement

It is the vision of Fire District 3 / Station 55 to be recognized by those we serve, our staff, and our career and volunteer members as the following:

- An organization built on teamwork striving to achieve a level of service that is a positive reflection of the department attempting at all times exceeding the expectations of our customers within the constraints of our customers' budget limitations.
- An exceptional department dedicated to the education of the public in order to promote life safety and the preservation of property.
- A dynamic organization that adjusts to the changing needs of the community and its members.
- A department that is acknowledged for its pride, integrity, and professionalism in providing services to the community.
- Attaining and maintaining a level of service that is measured and benchmarked as successfully conducting its mission.

Health, Safety & Wellness

At the January meeting, a recommendation from the Health and Safety committee was endorsed and forwarded to the board to accomplish the previously stated objectives to re-implement the physical evaluation program in a cost-effective and as timely a manner as possible. At the January meeting interest was expressed in on-site services. Representatives of Access Health Systems made a presentation at the February meeting. Concerns were expressed following that presentation concerning the use of off-site physicians to determine fitness for tasks.

The other previously identified on-site testing company (Interstate Mobile Care) was invited to the April meeting to present a synopsis of the scope of their services, including identifying what type of health care professionals are used on site.

Strategic Planning

A draft document has been created and distributed that represents a framework of the strategic plan. Our initial work on the plan will focus on four of the main sections of the draft document: Operational Considerations; Training; Apparatus and Support Vehicles; and Facilities. Formal assignments will be made during April.

Standard Operating Guidelines

Updated SOG on Apparatus Fuel was submitted to the Board last month for approval.

The Station 55 work group focused on updating District SOG's has completed a guideline on highway operations, in final stages of creation. Other District work underway on: ICS, Returning Companies to Service, Standard Company Operations, First to Arrive. In addition to the district's work, the Township SOG committee finalized Two in and Two out, and is working on Landing Zones, Safety, and Accountability.

Operations

1) We are still operating on back-up channel OCPS-6. The radio bank templates have been updated for the mobiles for the apparatus and many of the portables. A list of the remaining portables needing programming has been compiled (and has been provided to John Burmiester who is assisting in programming) to allow for an easier switch-over from OCPS-6 (or the TAC channels) to the Fire Ground channels and vice-versa. Use of OCPS-6 has also created an issue for users of the pagers, in that they cannot monitor the on-going status of a call in progress while responding to the station. Once a decision is reached on use of an operations channel, we may need to reprogram the pagers for selection "D" to monitor radio traffic.

A requisition has been provided to the Board for purchasing Motorola programming software and also for personnel training regarding programming of radios.

We have learned that the conversion to the 700 D Block spectrum has already started at the County. Approximately \$2-2.5M in budget year 2012 funds was expended to purchase equipment for the change-out. Also, all radio operations will be moving to the higher bands including paging. At present none of our existing radio equipment is compatible with the new spectrum. Consequently, we need to be scoping out the preliminary expenses associated with the change-over of radios and beginning to identify capital improvement funds in the district budget. In addition, we want to be in on the ground floor discussions with the County's transition, and we will be directly participating in future monthly County Radio Committee meetings.

2) New Engine 11: Work on the specifications for the engine is proceeding. The State is continuing to work with the major apparatus manufacturers including Pierce to further enhance the list of allowable options to the state basic package. At present, we expect to complete our specification document in time for action at the May Board meeting.

3) Township Fire Department: We are continuing our involvement in the township department unification work already underway through district and company participation. Safety, SOG and Purchasing committees all making progress. Updates are distributed via group meeting minutes.

4) Key Repairs: Recommended repairs proceeding for 5511, 5521 and 5505 as a result of recent PM's by Blaze. Blaze is providing an estimate for repairs on 5524. Lt. Mazzeo, Ex-Chief Smith, and FF McGinn replaced 5503's Kassmual Electronics Shore Line power connection and the on-board battery charger. 5519 went out of service on 4/11/13 with a water pump gasket and steering control arm but was expected to be back in service shortly. A request was also made to replace the rear dual tires of 5519.

- 5) Aerial and Ground Ladder Testing of District 3 equipment was completed on Wednesday March 27. The testing documentation and related certifications have been received.
- 6) We have been successful in recruitment of new members to the extent that we need more gear locker space in both stations. Two requisitions were submitted to the Board for additional gear lockers at the main and sub-stations.
- 7) On March 27, at the invitation of USAR member Lt. Gerard Moroney, Chief Waters attended a portion of the recent major exercise at the Meadowlands conducted by the NJ Task Force One Urban Search and Rescue Team. The exercise focused on a number of complex technical rescue scenarios set up in Lot P.
- 8) The portable radio for 5530 is at Quality Communications for repeat repairs. 5520 is handling.
- 9) Following up on a discussion held at last month's Board meeting, Lt. Andrew Ford created a master list of the PPE gear provided to fire fighters by item name, part number, description, and vendor. The objective is to streamline the PPE inventory and ordering process.
- 10) An apparatus collision occurred on March 24 between the 5541 and parked 5500 vehicles at the Brewers Bridge Shopping Center. The Chiefs, Captain Moore, and Safety officers are in the process of examining our driver qualification SOG, scheduling a CEVO class room and hands-on class, enhancing the accident investigation process utilizing a guideline from VFIS, and reviewing other related improvements in driver safety.
- 11) Ex-Chief Chip Smith, Engineer Halpin and Chief Waters attended the LODD funeral on April 2, 2013 for New Jersey Forest Fire Service Division A Warden Jeff Scheuerer in Readington, NJ.
- 12) The Township withdrew the recent EMS day-time contract services RFP, and is working on a set of revised specifications. We will be notified of the release of the new contract through the EMS Committee.
- 13) Make-up for BBP/RTK/HazMat on 4/19 0900 hours at 55-1.
- 14) Project CRASH will be held at Jackson Liberty High School on June 6, 2013.
- 15) Department invited to Stafford Company 47's Picnic being held on July 27. That is the week end of the Baltimore Fire Expo. The chiefs are ensuring we have adequate coverage.
- 16) We were advised that Jackson Day will be held at Johnson Park on September 1, 2013.

Community Involvement

- 1) Drill Demonstration nights: The first demonstration drill is tentatively scheduled for May 29 at Woodmere Apartments. The apartment management staff was approached to determine their

interest in allowing us to conduct the drill at their site. The drill will simulate an apartment fire in one of the buildings. We will utilize our pre-plan information, prepare flyers and will release an announcement in advance regarding the demonstration drill. We will narrate the evolutions for the public, as well as provide information on smoke detectors, carbon monoxide detectors, and home escape plans, as just a few examples.

2) On March 28 Station 55 delivered two Easter Baskets from Oceans of Love to two children with cancer residing in our district.

3) Station 55 with Station 54 and Jackson First Aid welcomed Perth Amboy Battalion Chief Timothy Simon to his Princeton Drive home from the Burn Center following his serious injury sustained on the scene of a working dwelling fire. FF Ivon LaBoy and Captain Siedler have been active in assisting the Chief's family during this crucial aspect of his recovery. Chief Simon's family has thanked our department for the support and assistance to their family.

Member Recruitment and Retention

- 1) New member Joshua Griffin was successfully processed through the enhanced electronic background checking procedure utilizing the National Center For Safety Initiatives (NCSI), and was voted in to the company as a probationary member. His application is on the Board agenda for approval. Another new prospective member is starting his application process this week.
- 2) Fire Explorer Program – Selected adult fire fighter members are in the process of completing the on-line certification program. FF's Angel Liranzo and George Bergner are coordinating our efforts.

Training

- 1) North Hudson Regional Fire Deputy Chief Anthony Aвило provided an excellent presentation on Command, Control and Accountability at Station 54 on April 3. A day-time class will be offered by Chief Aвило on May 22.
- 2) On April 11, day shift participated in a wildfire drill with B-9 held on Brewers Bridge Road.
- 3) PFF's Biazzo and Bedrose making good progress in their FF I classes at Burlington and Toms River.
- 4) Second Joint Training Task Force Seminar to be held on Saturday 11/2: Chief Billy Goldfeder is the keynote speaker.
- 5) A/C Carson, Captains Siedler and Captain Moore are scheduling CEVO classes for later this year. In the meantime, Station 55 will utilize on-line CEVO training available from the National Safety Council.
- 6) EMS CEU Class held on March 21, with more monthly classes scheduled.
- 7) The April monthly officers meeting included a focus on the Windsor Crescent Apartment Complex on Arcadia Court led by Lt. Gerard Moroney. Each month an officer reviews a specific target hazard regarding tactics and strategy. The Power Point presentations will be posted for all members to review and use as a reference.

- 8) Captain Siedler has confirmed Smokehouse Training at the Toms River Academy on the following dates: Wednesday April 24; Sunday April 28, and Wednesday May 1.
- 9) The chiefs are working with the Board regarding expenses for training members at the Baltimore Fire Expo.

Significant Incident

April 11 structure fire occurred at 1 Emory Court, heavy fire showing from roof on arrival. Automatic aid received from Station 57, mutual aid from Stations 54 and 56. Southard Fire Department provided RIT until relieved by Station 56. Mutual aid station coverage received from Freehold Township and Pleasant Plain Fire Company. No extension to other structures, no injuries. A ¼ acre brush fire on Delaware Trail occurred while Station 55 was on the scene of the house fire. Pleasant Plains Fire, 5511, and B-9 extinguished the brush fire. The three recent structure fires are under investigation. A special thanks to Captain Moore and the crew working on April 11 for their assistance following the structure fire.

Financial

FEMA Sandy storm claim completed and filed with the agency. As well, awaiting payment for the Tropical Storm Irene expenses filed during 2012.

Insurance Services Office PPC Survey

- 1) Working with the MUA, new hydrant tests will be conducted in the front of Rodriguez school on the Larsen Road side and at Brook Plaza. We are working with ISO to schedule a revisit the fire district.

International Association of Fire Chiefs

- 1) Approval requested for Chief Waters to participate in the IAFC Fire Rescue International Conference scheduled to be held in Chicago during August.
- 2) District 3 submitted a request to New Jersey Natural Gas (NJNG) to sponsor our participation in an IAFC TV project to produce a video clip of our district's working relationship with New Jersey Natural Gas Co. (NJNG) specifically concerning the process of updating our standard operating guidelines, purchase and use of advanced technology gas detection devices (the GMI GT-42's), and their use at the Dogwood Drive major gas leak incident that occurred at the tail end of Superstorm Sandy. Participation in the project would help reinforce the value of the fire department to our taxpayers regarding our adoption of new technology and innovative ways to serve the residents of our district and town. These uses include public relations, recruitment, marketing, and other similar concepts. We are awaiting a decision from NJNG.

Respectfully submitted,
Michael R. Waters
Fire Chief