

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

Minutes of Meeting held
August 19th, 2013

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:35 p.m. by Commissioner C. Jordan on August 19th, 2013.

PRESENT – Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan, District Attorney and Clerk 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 – Four new members have applied to the fire department. Motion to approve new members made by Commissioner S. Jordan. Seconded by Commissioner Fatovic. **VOTE: AYA:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **NAY:** None
Preparation for Jackson Day is going according to plan. The coin toss is scheduled for Sunday August 25th, following the SOG agreed upon. The Board is in agreement to supply the Volunteer Companies President with a Tablet. Motion to approve purchase of tablet for President made by Commissioner C. Jordan, seconded by Commissioner Fatovic. **VOTE: AYA:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **NAY:** None

TREASURER'S - Tabled until September meeting

Secretaries Report: - Motion made to approve July minutes. Motion made by Commissioner S. Jordan. Seconded by Commissioner Fatovic. **VOTE: AYE:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **VOTE NAY: NONE.**

ATTORNEY REPORT: The attorney spoke about the Budget. The budget needs to be prepared by November so that we can do formal documents. February 15th is the election this year.

FIRE BUREAU REPORT- Tabled until September meeting.

CHIEF'S REPORT – The physicals are scheduled for 9/9/2013 and 9/11/2013. Commissioner Gibson will meet with the FMBA to discuss handling the scheduling for the physicals. Motion made by Commissioner S Jordan to purchase 11 more portable radios. Seconded by Commissioner Gibson. **VOTE: AYE:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **VOTE NAY: NONE.** We expect to be fully digital by 9/1/2013. Our preconstruction meeting is here at the substation this Thursday the 22nd. Jerry's Auto Body has completed truck 5505. Truck 5521 will need an estimate for the rust issue. Chief Mike Waters is to contact Jerry's Auto Body. The following SOG's have been approved: Standard Operating Guidelines: Operating on Limited Access Highways. Operating on Roadways and Highways, Motor Vehicle Crashes, Traffic Safety Vests and Vehicle Fires. Motion to approve SOG's made by Commissioner S. Jordan and seconded by Commissioner Fatovic. . **VOTE: AYA:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **NAY:** None

The software from the County is not user friendly and there is no web access. We will need to follow up with County. All pumps passed hose testing except for truck 5531. It ran hot and did not pump to its capacity for the duration of the test. Chief Waters is working on getting a quote for the mats for the gym floor. The Board hopes to have this quote by the September meeting. The Fire company is growing. The duty crews have at least six to seven volunteers every night. The company is at 50 Volunteers as of today.

SUPERVISORY REPORT- Commissioner Fatovic discussed all of the requisition forms that were approved since the last meeting.

OLD BUSINESS – The additional item for Pierce will be discussed at Thursday night's meeting.

NEW BUSINESS – Motion made by Commissioner S. Jordan to purchase new gear from Skylands. Motion to approve Skylands purchase motion made by Commissioner S. Jordan. Seconded by Commissioner C. Jordan. **VOTE: AYE:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **VOTE NAY: NONE.**

Motion made by Commissioner S. Jordan and seconded by Commissioner Fatovic to purchase pass devices. . **VOTE: AYE:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **VOTE NAY: NONE.**

The Board has signed an agreement with Complete Security Systems for our Fire Alarm Services. Motion to approve CSS as our fire alarm service made by Commissioner Walter. Seconded by Commissioner Fatovic. **VOTE: AYE:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **VOTE NAY: NONE.**

Motion made by Commissioner Gibson and seconded by Commissioner S Jordan to reimburse Ivan Laboy for the damage to his truck. . **VOTE: AYE:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **VOTE NAY: NONE.**

JOINT BOARD UPDATES: The Joint Board meeting is scheduled for Monday the 26th. Commissioners S. Jordan and Walter will attend. It will be held at the Whitesville Fire House at 730pm.

Motion to adjourn the meeting for executive session at approximately 9:00 p.m. by Commissioner C. Jordan; seconded by Commissioner Walter. **VOTE: AYA:** Commissioners: C. Jordan, Gibson, Walter, Fatovic and S. Jordan. **NAY: None**

Meeting closed to the public for Executive at 9:05 pm

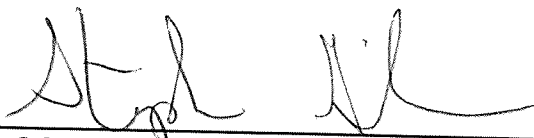
Executive session opened at 9:08 p.m. In attendance are: Commissioner C Jordan; S. Jordan, Fatovic, Walter, Gibson, District Attorney, and Clerk Hode

Executive session closed at 9:45 pm.

Regular meeting reopened at 9:46 p.m.

PUBLIC: Capt. Moore recommended to the Board that letters of recommendation should be issued to FF Moroney, Hilger, Schwartz, McLaughlin and Stacy.

Motion to adjourn the meeting at approximately 10:00p.m. By Commissioner Fatovic, seconded by Commissioner Gibson. **VOTE: AYE: Vote: AYE:** Commissioners C. Jordan, S. Jordan, Fatovic, Walter, And Gibson. **NAY: none.**



COMMISSIONER GIBSON, SECRETARY

Jackson Twp Board of Fire Commissioners Dist. #3

Cash Balances

As of August 19, 2013

	Aug 19, 13	
	<u>Debit</u>	<u>Credit</u>
1101.01 · NJ State Cash Management	59,279.20	
1102.03 · Fulton Bank Fire Bureau 2206	80,456.28	
1105.01 · Shore Community Bank-MMKT 026	201,379.31	
1106.01 · Shore Comm Beacon Municipal 534	211.70	
1107.01 · Shore Com Bank Freedom Liq 764	173,082.40	
1108.01 · Fulton Bank Payroll 2205	68,024.74	
1109.01 · Fulton Bank General Fund 2204	60,901.58	
1111.01 · Fulton Bank MMKT 7655	1,127,368.27	
TOTAL	<u>1,770,703.48</u>	<u>0.00</u>

Jackson Twp Board of Fire Commissioners Dist. #3
Treasurer's Report
As of August 20, 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1109.01 · Fulton Bank General Fund 2204				
08/20/2013	2079	Air Purifiers		(4,919.00)
08/20/2013	2080	Asbury Park Press		(35.00)
08/20/2013	2081	Blaze Emergency Equipment Co		(534.30)
08/20/2013	2082	Borden Perlman		(13,900.00)
08/20/2013	2083	Burlington County ESTC-BCIT		(83.00)
08/20/2013	2084	cablevision		(333.42)
08/20/2013	2085	County Line Hardware		(155.84)
08/20/2013	2086	Dennis McGuire		(140.00)
08/20/2013	2087	Embroider Me		(111.00)
08/20/2013	2088	Emergency Medical Products, Inc.		(216.74)
08/20/2013	2089	FedEX		(21.58)
08/20/2013	2090	Fire and Safety		(186.73)
08/20/2013	2091	Fire Fighters Equipment		(619.20)
08/20/2013	2092	Fire One		(3,909.68)
08/20/2013	2093	First Responder Joint Insurance Fund		(36,487.00)
08/20/2013	2094	Galls	4796515	(73.47)
08/20/2013	2095	George's Plumbing Service Inc		(600.00)
08/20/2013	2096	Gill Associates		(2,081.50)
08/20/2013	2097	H & D Fire Extinguisher Co.		(170.00)
08/20/2013	2098	JCP & L		(2,299.33)
08/20/2013	2099	Jerry's Auto Body, LLC		(798.75)
08/20/2013	2100	Jersey Coast Fire & Equipment, Inc.		(89.00)
08/20/2013	2101	JTVFC#1	VOID:lost check-reiss...	0.00
08/20/2013	2102	Leaf Capitol Funding LLC		(157.00)
08/20/2013	2103	Less Stress Instructional Services		(250.00)
08/20/2013	2104	Marpal Disposal		(84.84)
08/20/2013	2105	Matrx Medical Henry Schein		(380.26)
08/20/2013	2106	Middlesex Fire Academy		(188.00)
08/20/2013	2107	motorola solutions Inc		(1,338.00)
08/20/2013	2108	National Center for Safety Initiatives		(103.00)
08/20/2013	2109	National Safety Council, Inc		(524.47)
08/20/2013	2110	Nick Nowikow		(425.00)
08/20/2013	2111	ozane	1271	(85.00)
08/20/2013	2112	Quality Communications		(951.00)
08/20/2013	2113	Quickie Print		(474.00)
08/20/2013	2114	Raymond Tremor		(140.00)
08/20/2013	2115	Salas, Anthony		(50.00)
08/20/2013	2116	State of NJ-dept of labor and work		(164.17)
08/20/2013	2117	Sunny Communications		(10,830.00)
08/20/2013	2118	The Fire Store	JACKTWP	(36.54)
08/20/2013	2119	Traffic Safety Service		(277.00)
08/20/2013	2120	ULine Shipping Supply Specialist		(93.26)
08/20/2013	2121	UPS		(29.59)
08/20/2013	2122	V.E. Ralph & Sons	143537	(64.50)
08/20/2013	2123	Vogel Consulting Group LLC		(50.00)
08/20/2013	2124	Watchung		(319.50)
08/20/2013	2125	Wells Fargo Financial		(214.00)
08/20/2013	2126	Yousseuf, Joseph D. Esquire		(8,265.00)
08/20/2013	2127	Blaze Emergency Equipment Co		(90.00)
08/20/2013	2128	Jerry's Auto Body, LLC		(435.67)
08/20/2013	2129	Matrx Medical Henry Schein		(772.40)
08/20/2013	2130	ozane	1271	(85.00)
08/20/2013	2131	Watchung		(29.94)
08/20/2013	2132	Blaze Emergency Equipment Co		(772.30)
08/20/2013	2133	Jerry's Auto Body, LLC		(2,234.19)
08/20/2013	2134	Blaze Emergency Equipment Co		(375.00)
08/20/2013	2135	Blaze Emergency Equipment Co		(651.06)
08/20/2013	2136	Blaze Emergency Equipment Co		(410.54)
08/20/2013	2137	Blaze Emergency Equipment Co		(52.50)
08/20/2013	2138	Blaze Emergency Equipment Co		(860.66)
08/20/2013	2139	Colleen Theobald		(100.00)
08/20/2013	2140	KC Computer Specialists		(1,100.00)
08/20/2013	2141	Toms River Fire Academy	VOID:	0.00
08/20/2013	2142	Toms River Fire Academy	VOID:	0.00
Total 1109.01 · Fulton Bank General Fund 2204				(101,227.93)
TOTAL				(101,227.93)

Chief of Department Report –August 19, 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:

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

Health, Safety & Wellness

Safety Officer Hussey has scheduled Interstate Mobile to conduct on-site blood testing on September 7 from 9 am-11 am and September 11 from 6 pm-8 pm, and physicals on October 2nd tentatively starting at 6 pm and October 9 tentatively starting at 6 pm.

Strategic Planning

Teams are beginning their work on four topics: Operational Considerations; Training; Apparatus and Support Vehicles; and Facilities. The Training team was provided with an initial set of questions and assignments by Captain Moore. The Operational team met on the evening of Thursday July 11 and Friday morning July 12, and will meet again on the evening of August 22. Monthly status reports will be provided at the Board and Company meetings.

Standard Operating Guidelines

FF Howles and A/C Carson have completed work on four SOG's regarding highway operations which have been sent to the Board for approval.

Operations

1) We are awaiting the township's radio vendor report concerning the fire radio system. Until further notice, we are operating on OCPS-6 as the primary channel, and have suspended use of the TAC channels by direction of PD Captain Siedler. Township-wide testing of the digital Fire Ops Channel 1 was satisfactorily completed, and that channel has subsequently been designated

as the primary back-up channel. Nine digital-capable XTS 5000 portable radios were purchased by the board, two of the portables have been programmed and tested with success. The board is ordering intrinsically safe batteries for each 5000 radio. 10 more XTS 5000 portables are in the process of being ordered, along with digital base radios for the main and sub-station. Once all the 5000's are in service, the HT 1250's will be utilized for fireground purposes only.

2) New Engine 11: An apparatus committee meeting was held on Sunday August 18. The pre-construction meeting will be held with Fire & Safety on August 22 at 1630 hours at 55-1. We are also evaluating what equipment we desire to order with the engine.

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: Collision repair for the driver's side of 5541 is being coordinated with Jerry's Auto Body, and the one remaining trim piece for the officer's side rear is ready at the shop. Collision repairs are being completed for 5505 on August 19. An estimate for replacement of the rusted compartment doors on 5521 has been secured from Fire & Safety, and we are awaiting the estimate from Jerry's.

5) Past President Marty Silecchia and Mike Waters met with FEMA on July 26 and finalized the fire company's claim regarding storm damage to the building. We are also continuing to provide information to FEMA regarding the fire district's claim balance.

6) We are reviewing fire reporting NFIRS software. Currently we use New World Systems through our data connection with Ocean County. A recent version update and the general functionality of the New World NFIRS are somewhat less than desirable, so we are looking at our options including report analytics and web access. We have been in contact with New World to help us with the issues and also provide us with costs for available upgrade options, and we reached out to Emergency Reporting, and Firehouse Software to obtain comparison proposals.

7) A new hydrant has been installed by the M.U.A. on Redwood Place at Forest Drive.

8) The gym trainer is continuing to be available to us at no charge usually Monday, Wednesday and Thursday afternoons and Tuesday night.

9) An air-pack and bracket for 5505's driver was recently installed by Engineer Halpin.

10) Hose and pump testing on all district apparatus was recently completed by FireOne. There were some failures of hose lengths, however all pumps passed testing.

11) We are awaiting a gym flooring cover cost estimate from a gym equipment company recommended by our trainer.

12) The fire officers are evaluating span of control of the volunteer company due to growth in the number of volunteer members. A recommendation has been made by the chief to the company to add one fire officer for 2014.

Community Involvement

1) A large turn-out of 55 members for National Night Out on August 6 featured fire extinguisher training, fire prevention hand-outs with cooking fire props, and a display of apparatus 5503, 5511, and 5541 to a large audience of residents that came out for the event. The fire extinguisher training in particular was busy all night long. Great job by all day and night shift members involved.

2) FF's Cliff and Scott Jordan took 5541 and Past Chief Chip Smith later took 5519 to the Jackson VFW Post on Sunday August 11 for a charity event.

Member Recruitment and Retention

Our Explorer Post held a successful open house on July 31 at the main station for the active and prospective members and their parents. The Post also completed their first project cleaning one mile of a road which earned the Post a free vendor table at the upcoming Jackson Day.

Training

1) 8/15/13 – EMS CEU class at Station 55-1 was completed.

2) July 2013 day crew training was on the RIT Pak III. Night crew also trained on the RIT operations on August 7 including RIT Pak and SCBA techniques.

3) PFF's Kyle Lackey, Chris Drury, Courtney Nickens, Nicholas Libonati, and Josh Griffin are being placed in fall FF I classes. PFF Richard Scharnikow has prior fire experience and was also approved by the company as a probationary member.

4) Second Joint Training Task Force Seminar will be held on Saturday 11/2 at Liberty High School. Deputy Chief Billy Goldfeder of OH and Chief Mike Bryant of Los Angeles County Fire Department are the confirmed speakers. A meeting of the task force was held on Thursday July 16 and was attended by members from all Jackson stations. Focus is now on securing vendors and marketing the seminar. Several inquiries have already been received from departments interested in sending multiple numbers of members to the seminar.

5) Pump operator and driver training drills are being held on most Sunday mornings.

6) A total of 13 members participated in the Baltimore Fire Expo the week of July 23 for hands-on and classroom sessions.

7) Chief Waters participated in the Executive Chief Officer Leadership Symposia on August 14-17 held at International Association of Fire Chiefs (IAFC) Fire-Rescue International (FRI) Conference, Chicago IL. Next year's FRI conference is scheduled for August 13-16 in Dallas Texas.

Significant Incidents

1) An intense lightning and rain storm pummeled Jackson Township just after 5 p.m. on July 22, 2013, resulting in 14 emergency incidents by midnight in Station 55's area. At 1712 hours Stations 55 and 57 were dispatched to a structure fire at the former Chapel Hill Deli at 305 Whitesville Road. Ladder Tower 5505 responded to the fire which was caused by a lightning strike. Just after that dispatch, Station 55 began receiving a number of calls for other emergencies that included fire alarms, high water flooding over roads, and an outside air conditioning unit on fire at a residence on Castle Avenue. Several other calls were also dispatched for possible lightning strikes, however no other fires were caused by the storm. In all, Chiefs 5500 and 5510, with crews on Engines 5511, 5521, and 5541 with Rescue 5503 and Ladder Tower 5505 and Utility 5514 handled all the calls. Station 54 provided mutual aid responding with Station 55 on a number of the calls.

2) A four year-old child was revived on July 23, 2013 just before 4 p.m. after being found at the bottom of a swimming pool at the rear of a home located on Castle Avenue in the Robins Estates section of Jackson. The male child was pulled from the pool by family members, who began CPR first aid awaiting first responders. Family members stated that the child was under water for less than one minute. EMS 5504 arrived on scene with FF Vinny Schwartz and FF Mike McLaughlin followed by Engine 5511 with FF Pat Hilger, FPS Mim Stacy and Lt. Gerard Moroney. The 04 and 11 crews were able to clear the child's airway and initiate rescue breathing. Shortly thereafter he began breathing on his own. He was transported to Centra State Hospital by Quality Medical BLS with two MON-OC paramedics on board.

3) On Monday August 13 5511, 5701, and 5503 crews responded to a MVC with heavy entrapment in front of 693 E Veterans Highway. A pick-up truck and a tractor trailer collided resulting in the driver of the pick-up truck being trapped due to significant intrusion into the driver's compartment pinning his legs.

Insurance Services Office PPC Survey

Fire District 3 officials were notified on July 29, 2013 that effective November 1, 2013, the Insurance Services Office, Inc. (ISO) Public Protection Classification (PPC) is improving to Class 3 for properties located in Fire District 3 within 1,000 feet of a hydrant. This is a one-class improvement. A PPC of 8B applies to properties located beyond 1,000 feet of a hydrant.



JACKSON BUREAU OF FIRE SAFETY

FIRE DISTRICT NO. 1 * 2 * 3

200 KIERYCH MEMORIAL DRIVE

JACKSON N.J. 08527

FRANK McDONNELL
FIRE OFFICIAL

Phone (732) 928-1666x14 Fax (732) 928-6500
fmcdonnell@jacksonfiredist3.org www.jacksonfiredist3.org



FIRE OFFICIAL REPORT August 1, 2013

1. Fire safety PSA press release for July "Hurricane Awareness "
2. District 3 website hits 4,561 - 871 hits since last report.
3. National Night Out August 6th went well Thanks to Inspector Stacy for coordinating the event and Firefighters Grossman and Zimmerman for assisting in the fire extinguisher training and set-up 5505 for display.
4. State RIMS system is active but we have found a lot of bugs and problems with the system. Advised NJDFS of many of them that deal with our last LHU rebate that is more time consuming than before.
5. Outstanding items:
 - Bureau Clerk & Accounting Procedure (4/15/13)
 - Conflict of Interest (5/17/13)
6. Firefighters who have taken the Fire Inspector course please take note of the following certification examinations that are scheduled

Saturday, September 14, 2013, 8:00AM at the Middlesex County Fire Academy, 1001 Fire Academy Drive, Sayreville, NJ 08872, and the site code is 5185. Deadline to register is August 2, 2013.

Saturday, December 14, 2013, 8:00AM at the Ocean County Fire and EMS Training Center, 200 Volunteer Way, Waretown, NJ 08758, and the site code is 5186. Deadline to register is November 1, 2013.
Summer

ACTIVITY	DISTRICT 1	DISTRICT 2	DISTRICT 3	TOTAL
LHU Periodic Visits	28	29	41	98
LHU Reinspection Visits	29	23	24	76
NLHU Periodic Visits	78	312	233	623
NLHU Reinspection Visits	78	131	159	368
Fire Permits Issued	17	84	27	128
Complaints/Follow-up	15	29	41	85
Imminent Hazards Issued	1	0	0	1
Penalties Issued	15	45	47	107
Fire Investigations/Notifications	4	3	10	17
Construction Plan Reviews	3	3	4	10
Smoke Detectors Giveaways	0	0	4	4
Fire Safety Presentations	10	0	44	2575 Students
Fire Extinguisher Training	0	0	2	2
Summons Complaints Issued	0	0	0	0
Juvenile Fire Setter Interviews	0	0	0	0

**** Unable to provide financial report ****

Report submitted by Fire Official Frank McDonnell 8/19/13