

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

Minutes of Meeting held
February 19, 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 February 19, 2013.

PRESENT – Commissioners: C. Jordan, Walter and Fatovic. Commissioner Baylis attended at 8pm. Commissioner S. Jordan was sworn in to replace former Commissioner Ben Pasqua.

ABSENT- None

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

VOLUNTEER COMPANY REPORT – Volunteer application for Christopher Drury was approved. Chief is to prepare SOG for Coin Toss in May. Blaze recommends a generator on 5511. It has been approved to fix the plug on 5503, if after that, there are still problems we will go ahead with doing the charger. The cost to fix the leaking water on 5521 is \$1514.38. Lt. Schoch was advised to proceed with the rust issue on 5505. The seat belt issue was recommended to the safety committee. Clerk Hode is responsible for calling the Insurance Company to confirm when to have the trucks completed. Roughly, the total cost for repairs is \$4,034.48. The heavy rescue class is scheduled for May and there are up to 16 seats available. Big Rig Rescue class has been approved for career staff. Motion to approve Big Rig Class. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Baylis, Fatovic and Walter. **NAY:** None. Salvage covers has been approved. Motion to approve Salvage Covers. **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Baylis, Fatovic and Walter. **NAY:** None. District 4 trade has been approved. **VOTE: AYE** Commissioner C. Jordan, S. Jordan, Baylis, Fatovic and Walter. **NAY:** None.

TREASURER'S REPORT – Tabled until next month's meeting.

CHIEF'S REPORT - A report has been given to the Commissioners for review. Recommended repairs have been identified for 5511, 5521 and 5505. A meeting was held with the MUA concerning the water system. We will follow up with the MUA within

the next two weeks to work out the specific recommendations for the locations of the new hydrants. The new License Tags will be installed on 5501. Captain Moore will on putting recently purchased Tablets into service. We will be adding maps and business files along with building forms for truck checks. New Motorola 1500 portable radio chargers were installed in 03, 04 and 19. Capt. Moore is developing a bar code scanner/reader program to help assist with the inventory process. Twenty volunteers were on stand-by at station 55 for winter storm Nemo. We have begun utilizing the enhanced background checking procedure for prospective volunteer members, which was approved at the January's Board Meeting. FEMA Sandy Storm claim has been completed.

OLD BUSINESS – Assistant Chief Carson will get quotes for new lockers.

NEW BUSINESS – Presentation from Access Health Systems. Volunteer FF Halpin requests to drive support vehicles. This is approved pending FF Halpin completes the drivers course. District 4 would like to trade two brand new Protégé Meters in exchange for the Foam Pro Foam Unit and Extension Hose. The cost of our fire inspection was \$925.00. We will expedite the radio template change. Motion to accept FF Halpin's request; the district 4 trade; the fire inspection and radio template change: **VOTE: AYE:** Commissioner C. Jordan, S. Jordan, Baylis, Fatovic and Walter. **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 Fatovic, Seconded by Commissioner Jordan. **ROLE CALL:** AYE; Commissioner C. Jordan, S. Jordan, Baylis, Fatovic and Walter.

Meeting closed to the public for Executive at 9:28 p.m.

Executive session opened at 9:29 p.m. In attendance are Commissioners S.Jordan, C. Jordan, Fatovic, Baylis and Walter. District clerk Hode; Attorney Mr. Youssof.

Executive session closed at 9:52 p.m.

Regular meeting reopened at 9:53 p.m.

Motion to adjourn the meeting at approximately 10:03 p.m. by Commissioner Jordan; seconded by Commissioner Fatovic. **VOTE: AYE.** Commissioner C. Jordan, S. Jordan, Baylis, Fatovic and Walter **NAY:** None.

Jackson Twp Board of Fire Commissioners Dist. #3

Cash Balances

As of February 19, 2013

	Feb 19, 13	
	<u>Debit</u>	<u>Credit</u>
1101.01 · NJ State Cash Management	59,269.53	
1102.03 · Fulton Bank Fire Bureau 2206	121,077.24	
1105.01 · Shore Community Bank-MMKT 026	201,221.05	
1106.01 · Shore Comm Beacon Municipal 534	208.51	
1107.01 · Shore Com Bank Freedom Liq 764	172,810.66	
1108.01 · Fulton Bank Payroll 2205	30,839.26	
1109.01 · Fulton Bank General Fund 2204	128,874.99	
1111.01 · Fulton Bank MMKT 7655	408,305.62	
TOTAL	<u>1,122,606.86</u>	<u>0.00</u>

Jackson Twp Board of Fire Commissioners Dist. #3
Treasurer's Report
As of February 19, 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1109.01 · Fulton Bank General Fund 2204				
02/19/2013	1784	Allcomm		(375.00)
02/19/2013	1785	AmeriGas		(5,714.97)
02/19/2013	1786	AT&T		(119.30)
02/19/2013	1787	BFDTec Inc		(274.35)
02/19/2013	1788	Cascade Subscription Service, Inc.		(142.00)
02/19/2013	1789	Centra State Medical Center		(430.00)
02/19/2013	1790	FedEX		(102.53)
02/19/2013	1791	JCP & L		(869.89)
02/19/2013	1792	Marpal Disposal		(72.46)
02/19/2013	1793	Skylands Area Fire		(10,040.00)
02/19/2013	1794	The Fire Store	JACKTWP	(121.98)
02/19/2013	1795	Train's Towers, Inc.		(2,309.50)
02/19/2013	1796	Wells Fargo Financial		(214.00)
02/19/2013	1797	WPCS International Inc, Lkwd Operati...		(812.80)
02/19/2013	1798	Blaze Emergency Equipment Co		(975.00)
02/19/2013	1799	Colleen Theobald		(100.00)
02/19/2013	1800	Fire Fighters Equipment		(2,099.24)
02/19/2013	1801	Blaze Emergency Equipment Co		(733.03)
02/19/2013	1802	Fire Fighters Equipment		(347.12)
02/19/2013	1803	Blaze Emergency Equipment Co		(168.50)
02/19/2013	1804	Blaze Emergency Equipment Co		(256.09)
02/19/2013	1805	Blaze Emergency Equipment Co		(539.23)
02/19/2013	1806	Blaze Emergency Equipment Co		(1,225.00)
02/19/2013	1807	Blaze Emergency Equipment Co		(75.00)
02/19/2013	1808	Blaze Emergency Equipment Co		(700.00)
02/19/2013	1809	Mercer Spring Corporation		(4,968.00)
02/19/2013	1810	Galls	4796515	(928.84)
02/19/2013	1811	Monoc		(240.00)
02/19/2013	1812	KC Computer Specialists		(800.00)
02/19/2013	1813	KC Computer Specialists		(160.00)
02/19/2013	1814	KC Computer Specialists		(450.00)
02/19/2013	1815	KC Computer Specialists		(150.00)
02/19/2013	1816	KC Computer Specialists		(800.00)
02/19/2013	1817	KC Computer Specialists		(199.99)
02/19/2013	1819	Lowesthost	VOID:	0.00
02/19/2013	1820	The Fire Store	JACKTWP	(892.27)
02/19/2013	1821	KC Computer Specialists		(2,200.00)
02/19/2013	1818	JTVFC#1		(600.00)
Total 1109.01 · Fulton Bank General Fund 2204				(41,206.09)
TOTAL				(41,206.09)

Chief of Department Report – February 19, 2013

Michael R. Waters

Vision Statement

It is the vision of Station 55 within the Jackson Fire Department to be recognized by those we serve and our members as the following:

- An organization built on teamwork striving to achieve a level of service that is a positive reflection of the department at all times -- exceeding the expectations of our customers.
- 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. Following a discussion held at the meeting concerning the option of using on-site testing services, we were informed that two proposals from testing companies were expected to be provided to the board at the February meeting. In anticipation of those proposals, at our request, both companies provided references which are in the process of being checked, which we expect to have in time for the board meeting.

Strategic Planning

A work group is being formed to develop a strategic plan for the fire district/fire company related to provision of emergency services in District 3. The work will include review of existing documentation including the consultant study completed in 2009. Captain Ed Moore and Chief Waters are selecting representatives from the day and night shift to create the work group and Commissioner John Walter is the board liaison.

Two meetings attended by Commissioner Walter, Captain Moore and Chief Waters have been held to establish the overall framework of the work effort.

Standard Operating Guidelines

A Station 55 work group is being formed to review District 3 SOG's with the objective to revise, update and in some cases provide new guidelines on a variety of subjects, including initial operations and apparatus fueling, to cite a couple examples. The group will be comprised of day and night shift representatives, and will be dovetailed into the existing on-going work being conducted for township-wide SOG's led by A/C Carson and FF Howles.

Operations

1) Due to the possibility of a reoccurrence of the "drop-out" issues experienced with TAC-1, we are operating on back-up channel OCPS-6. As a result, Captain Siedler is in the process of converting the mobile and portable radios to the new radio bank template, which allows for an easier switch-over from OCPS-6 (or the TAC channels) to the Fire Ground channels and vice-versa. As of this report, the apparatus mobiles at the main and sub-station and most portables have been changed, leaving a few portables left to complete.

We still have interference issues with HD-TV but we typically do not experience interruptions during the winter months. Frequencies have been identified for potential use in the 460 MHz range by a consultant hired by the Joint Board. A defined long range plan for fire service radios still needs to be developed.

2) New Engine 11: We expect to complete the final draft specification process soon for the new E 11 bid document. The next apparatus committee meeting is scheduled for Sunday, February 24, 0900 hours, Main Station. The objective is to provide the specifications to the board in time for the March meeting.

3) Township Fire Department: Continuing our involvement in the township department unification work already underway through district and company participation. Safety, SOG and Purchasing committees all making progress. Town-wide Ground and Aerial Ladder testing was completed however issues were experienced with the test company representative's work process and outcomes. The Purchasing committee is working with each of the district and Fire Company designated representatives to resolve the matter which will likely include retesting of some ladders.

4) Mutual Aid: The Southard Fire Department and Station 55 have exchanged main fire station building security passes to enable access to each other's stations for cover assignments.

5) Key Repairs: Recommended repairs have been identified for 5511, 5521 and 5505 as a result of recent PM's by Blaze. These repairs are being analyzed and prioritized by Lt's. Schoch and Mazzeo – for discussion at the board meeting.

6) A meeting was held with the MUA concerning the water system. A commitment was made by the Director and the Superintendent of Distribution to install two more fire hydrants in our district in 2013. We will be following up with MUA within the next two weeks to work out the specific recommendations for the locations of the new hydrants.

- 7) 5501: The newly issued license tags for 5501 will be installed.
- 8) Captain Moore continues to work on putting recently purchased Tablets into service. Street, building, and hydrant database conversion complete. Adding maps and business files now. Building forms for truck checks. FF's Pat Hilger and John Perrotto assisting.
- 9) New digital Motorola 1500 portable radio chargers were installed in 03, 04, and 19. Two new 1500 portables were put in service on 04, and temporarily one is assigned to 5530 until his 1500 radio is repaired and re-programmed. That radio has been back to Quality Communications twice for the correct set-up.
- 10) As a follow-up from the meeting held on purchasing at District 3 offices, Captain Moore is developing a bar code scanner/reader program to help speed up the inventory process.
- 11) A total of twenty volunteers provided an overnight stand-by crew at Station 55 for Winter Storm Nemo from 1600 hours Friday night February 8 until 1100 hours on Saturday February 9. This stand-by reinforced the fact that we need to improve our member sleeping arrangements. Members slept on the floor on inflatable mattresses which can be problematic, inside fire apparatus or just in chairs. We are obtaining price quotes for purchase of 30 sturdy folding cots – however a longer range solution for this issue will be made part of the strategic planning process.
- 12) Captain Moore is working with the County on GeoDatabase changes requested by Districts 2 and 4.

Community Awareness

Drill Demonstration nights: Following a Target Hazard presentation by Assistant Chief Carson at the officers meeting held on February 12, a decision was made to conduct the first neighborhood fire/emergency operations demonstration at Woodmere Apartments on the evening of May 29. We are in the process of reaching out to apartment management to discuss our interest in conducting 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.

Member Recruitment and Retention

- 1) We began utilizing the enhanced background checking procedure for prospective volunteer members as adopted at the January board meeting. The fire company is testing use of an on-line Lexis Nexis product to provide interim results pending the full finger print background check.
- 2) Fire Explorer Program – The program was launched, and specific adult fire fighter members have been selected to complete the on-line certification program. FF's Angel

Liranzo and George Bergner are leading our efforts. The fire company will be providing the board with a requisition covering the initial start-up expenses.

- 3) New probationary member Chris Drury's application (already approved by the fire company) will be presented to the board for action at the February meeting.

Training

- 1) Annual RTK, BBP and Haz Mat Training underway. On February 16 the training will be held at Station 55, and on February 28 at 0900 hours it will be held at 55-1.
- 2) PFF's Biazzo and Bedrose are participating in FF I classes.
- 3) Second Joint Training Task Force Seminar to be held on Saturday 11/2: Chief Billy Goldfeder is the keynote speaker with Chief Bryant, LA County Fire Department. The next meeting of the committee will be held in March.
- 4) On January 30 Station 57 utilized the entanglement drill prop.
- 5) Night drills have been held on SCBA re-qualification on January 30 and February 6, and annual fit-testing of almost all members is now complete. Day-Time Training conducted by Captain Moore included CPR Refresh; SCBA Hands-On; and the Cascade System.
- 6) On February 18, Station 54 is hosting a one night ice/water rescue awareness class.
- 7) Arson Awareness Class is scheduled for Station 57 on March 13, 2013.
- 8) EMS CEU's will begin the third Thursday of each month.
- 9) Station 55 has been provided up to 16 seats at Station 56's Big Rig Rescue class scheduled for May 17 and 18.

Significant Incidents

- 1) CPR save made on February 4 by FF's Mike McLaughlin and John Perrotto on Hampton Drive with the Quality EMS crew. The female patient was revived and regained pulses and voluntary breathing, but ultimately died at the hospital on 2/5.
- 2) Automatic Mutual aid response to Whitesville for working structure fire Whitesville Road on the evening of January 28. Fire damage was limited to walls on the first floor in the vicinity of the wood burning stove insert due to excellent work by Station 57 and 55 members. Smoke damage throughout home. Male homeowner attempted to fight the fire himself nearly resulting in being overcome by smoke.
- 3) Automatic Mutual aid response to Jackson Mills for working barn storage building fire on Frank Applegate Road on January 30. Station 55 provided personnel and 5541 at the scene, and also provided coverage for Station 54 and 55's area with 5521 and 5503 staged at 55-1 during the fire.
- 4) Mutual aid response to Howell Township for working fire at Athena (formerly Regent) Diner on Northbound Route 9 near Lakewood border on Friday night February 1. Day and night shift members responded. Crews did an excellent job ultimately assisting in

aggressive overhaul of a fire between and old and new roof section located on Side C of the structure.

Financial

FEMA Sandy storm claim completed and filed with the agency. FEMA requested copies of the respective sections of the District's insurance policies for property and workers compensation to complete the documentation.

Emergency Management Section of NJSP advised they were authorizing payment of approximately \$11K for direct expenses and \$3,200 for Hurricane Irene related to "donated labor" of the volunteers.

Insurance Services Office PPC Survey

ISO Public Protection Survey results – we retained our current class of 4/8B however we are only 1.47 points from class 3 [Class 1 is relatively the best, 10 is unprotected]. We requested a detailed breakdown of the grading results which indicates that we have some apparatus equipment deficiencies as evaluated by the Fire Suppression Rating Schedule (FSRS). Those include: 5511- distributing or piercing nozzle; 5531- distributing or piercing nozzle, and more salvage covers needed on 5531, 5505, and 5503. We will be resubmitting a requisition for more salvage covers.

Two of the hydrant flow tests were deficient compared to their respective Needed Fire Flows – at Brook Plaza and the Johnson/Rodriguez School. Now that the fire hydrant has been turned around at Brook Plaza to face County Line Road (it faced into bushes inside the plaza), we can re-test that hydrant. And, we intend to re-test hydrants in the front of Rodriguez school on the Larsen Road side. These tests will be scheduled following receipt of additional salvage covers so that the ISO representative can verify the additional apparatus equipment on the same day as the hydrant tests.

We believe the combination of these two actions will result in attainment of an improved classification from 4 to 3.

Respectfully submitted,

Michael R. Waters
Fire Chief



FRANK McDONNELL
FIRE OFFICIAL

JACKSON BUREAU OF FIRE SAFETY

FIRE DISTRICT NO. 1 * 2 * 3

200 KIERYCH MEMORIAL DRIVE

JACKSON N.J. 08527

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



FIRE OFFICIAL REPORT

February 1, 2013

1. Fire safety PSA press release for February "Winter Fire Safety"
2. Website hits 2809- continuing to improve and update website.
3. Thank you to FPS Stacy and FF Grossman for their time spent at Rosenaurer School for Reading Arts Day conducting fire safety presentations.
4. NJ Division of Fire Safety (NJ DFS) will be scheduling RIMS training for fire officials and one staff member via webinars starting in mid-March through early-April. The RIMS system is scheduled to go live April 2nd. The new system will allow local enforcing agencies to maintain and register life hazard uses, LHU annual reports, and rebate process through a web-based program. Fire Officials will now be responsible to perform LHU Verifications and provide building information as part of the registration application process. The LHU Annual report process will now require Fire Officials to enter inspection dates on the system and will automatically flag rebate amounts where no inspection was performed without reason given. RIMS will provide three major improvements to the revenue flow for the local enforcing agencies: large corporations that have multiple business sites throughout the state will now have all sites billed separately, so if one town doesn't pay it doesn't affect all the other towns; business owners will now have the option of paying by credit card or e-check; and the Division of Revenue will be processing our check payments which should improve efficiency dramatically.
5. The 2013 Spring Training Brochure will be available online on Monday, March 4th, 2013. The 2013 New Jersey Weekend application package will be included in the Spring Training Brochure as well. The 2013 New Jersey Weekend dates are June 8th and 9th.
6. NJ DFS Chief Kramer reported that the Division received a grant from the Department of Homeland Security & Preparedness to outfit all the County Coordinators with iPads. This will enable them to always have access to fire service resource databases. The iPads have been received and the DFS is currently working with IT to get them programed and distributed.
7. NJ DFS will be going through an evaluation by ProBoard over the next couple months. The DFS applied to Pro-Board for accreditation and they will be doing on-scene evaluations and looking at several aspects of training practices and the fire academy system.
8. NJ DFS Chief Kramer mentioned last year's September Commission meeting at the Wildwood Convention Center and how the main topic was the anticipated dismantling of the Division of Fire Safety. Plans had been made and considered that would send different parts of the Division to other departments, etc. Chief Kramer said that now - a year later - that is no longer an issue and thanked all those for their support.
9. There are several ICC National Certification Examinations testing for **new inspectors** scheduled below.
Saturday, June 8, 2013, 8:00AM at the Burlington County Emergency Services Training Center, 53 Academy Drive, Westampton (Mt. Holly), NJ 08060, and the site code is 5206. Deadline to register is April 26, 2013.
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.

ACTIVITY	DISTRICT 1	DISTRICT 2	DISTRICT 3	TOTAL
LHU Periodic Visits	1	1	2	4
LHU Reinspection Visits	9	5	6	20
NLHU Periodic Visits	12	15	40	67
NLHU Reinspection Visits	9	6	34	49
Fire Permits Issued	12	23	28	63
Complaints/Follow-up	3	12	18	33
Imminent Hazards Issued	0	0	0	0
Penalties Issued	3	5	5	13
Fire Investigations/Notifications	2	1	1	4
Construction Plan Reviews	1	1	1	3
Smoke Detectors Giveaways	0	0	4	4
Fire Safety Presentations	0	0	8	170 Students
Fire Extinguisher Training	0	0	0	
Summons Complaints Issued	0	0	0	
Juvenile Fire Setter Interviews	0	0	0	0
INCOME	District 1	District 2	District 3	Total
Local Registrations Fees Paid	\$240.00	\$985.00	\$210.00	\$1,435.00
LHU Registrations Fees Paid	\$0.00	\$0.00	\$0.00	\$0.00
Fire Permits Fees Paid	\$0.00	\$0.00	\$0.00	\$0.00
Construction Plan Fees Paid	\$50.00	\$0.00	\$0.00	\$50.00
Penalties 2.12 Paid	\$125.00	\$125.00	\$0.00	\$250.00
Dedicated Penalties 2.12A Paid	\$18.75	\$0.00	\$0.00	\$18.75
Summons fines	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$10.00	\$10.00
REVENUE RECEIVED	\$433.75	\$1,110.00	\$220.00	\$1,763.75
OUTSTANDING	\$11,677.40	\$37,758.45	\$27,443.25	\$76,879.10
LHU OUTSTANDING	\$8,297.15	\$12,881.43	\$11,849.44	\$33,028.02
TOTAL REVENUE	\$20,408.30	\$51,749.88	\$39,512.69	\$111,670.87



Heating Safety

There is something about the winter months and curling up with a good book by the fireplace. But did you know that heating equipment is one of the leading causes of home fire deaths? With a few simple safety tips and precautions you can prevent most heating fires from happening.

