

**Jackson Township Fire District No. 3**

**Board of Fire Commissioners**

**Jackson Township, New Jersey**

**Minutes of Meeting Held**

**September 16, 2013**

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:30pm by Commissioner C. Jordan on September 16, 2013.

**PRESENT**-Commissioners: Cliff Jordan, Michael Fatovic, John Walter , Scott Jordan, Steve Gibson and District Attorney.

**ABSENT**-None

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

**VOLUNTEER COMPANY REPORT**-None

**TREASURER'S REPORT**- (See Attached)

**SECRETARIES REPORT**-Commissioner C. Jordan motioned to approve August Minutes. Second by Commissioner Fatovic. Vote: All Aye.

**ATTORNEY REPORT**-Received resignation letter from Bonnie Brown. Her Retirement date will be 12/31/13.

**FIRE BUREAU REPORT**-(See attached Report)

**CHIEF'S REPORT**-(See attached Report) Submitted revised SOG's to be approved by the board.

**SUPERVISORY REPORT**-Training requested. Safety Officer Association Class \$80.00. \$90 to Cert. New Training sheets submitted. No OT required to attend. Ok to send Zimmerman, Howels, Perrotto, and Hilger to Bordentown training. Open House will be October 6<sup>th</sup>. 6 Paid FF will be there from 10am to 2pm.

**OLD BUSINESS**- Building renovations remaining-Quotes for Painting, Appliances and discussion about Gym floor. Ok to purchase code plug for XTS5000 radio programming.

**NEW BUSINESS**-On Jackson Day, 5524 was in minor accident leaving a grass area. Jerry's Auto Body to pull dent. 5521 doors to be replaced due to rust. Blaze to install. Fire and Safety to supply doors at \$3,327.50.

**JOINT BOARD UPDATES**-Nothing to report.

**PUBLIC**-None

Motion to adjourn the meeting at approximately 9:18pm by Commissioner Cliff Jordan, 2<sup>nd</sup> by Michael Fatovic. Vote: Aye: Commissioner Cliff Jordan, Michael Fatovic and John Walter. Nay: None.

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

**COMMISSIONER FATOVIC, CO SECRETARY**



# JACKSON BOARD OF FIRE COMMISSIONERS

District #3

200 KIERYCH MEMORIAL DRIVE, JACKSON, NEW JERSEY 08527

## AGENDA

**Pursuant to the Open Public Meetings Act of the State of New Jersey, this meeting was duly advertised in the Asbury Park Press and is called to order at 7:30 pm on September 16, 2013.**

1. Attendance
2. Pledge of Allegiance
3. Secretary's report
4. Treasurer's Report
5. Attorney's Report
6. Volunteer Company Report
7. Supervisory Commissioners Report
8. Chief's Report
  - a. SOG Approval
  - b. Relocation - Bauer Compressor
9. Fire Bureau Report
10. Joint Board Updates
11. Old Business
  - a. Building renovations
  - b. XTS5000 radio programming (code plug)
12. New Business
  - a. Repair of 5524 from accident
  - b. Scheduling of budget meetings
13. Open to Public
14. Executive Session
15. Adjournment

## **Chief of Department Report –September 16, 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**

Interstate Mobile conducted on-site blood testing on September 7 and September 11 from 6 pm-8 pm. The physicals will be held on October 2<sup>nd</sup> at 6 pm and October 12.

### **Strategic Planning**

An operations meeting was held on August 22. Meetings on apparatus and facilities are in the process of being scheduled.

### **Standard Operating Guidelines**

All nine recently completed township SOG's are being re-sent to the board for authorization.

### **Operations**

1) A discussion was held at a recent township fire chiefs meeting regarding using Fire Ops Channel 1 as primary and using OCPS-6 as secondary. This change is dependent on the each district having a sufficient number of digital radios. District 3 has received 9 XTS 5000's, and ordered an additional 11 to make a complement of 20 new digital portables. A programming change will be required in order to accommodate the remote microphones. The board has ordered intrinsically safe batteries, remote microphones and radio slings for each 5000 radio. We will need to replace the base station radios for Stations 55 and 55-1 and the board is determining the timing of those purchases.

2) New 5501: An apparatus committee meeting was held on Sunday August 18, followed by the pre-construction meeting with Fire & Safety on August 22. At this point we are anticipating delivery of the new engine in mid-January 2014. 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, Purchasing and the SOG committees continue to meet on a regular basis. Updates from all groups are distributed via group meeting minutes.

4) Key Repairs: 5505 was taken to Hoover and Sons in Toms River for warranty work -- however they were not able to honor the appointment and requested a reschedule in September. Collision repairs were completed on 5541 for the officer's side, awaiting an estimate for the driver's side. An estimate was provided by Jerry's for the rust repair on 5521.

5) We are awaiting word from TASC on date to repair out-of-service hose.

6) We are awaiting word from TASC for HURST tool service of 5511 hydraulic pump and cutter. A demonstration of the HURST high power rescue tools was held on September 17 as a fact-finding step regarding the recommended tools to place on new 5501. Spreaders, cutters and rams were used on a vehicle in the main station pen, and all who participated were impressed with the speed and efficiency of the new generation tools. A recommendation for a new rescue tool package for the new 01 is being prepared and will be presented to the board.

7) An update to the County's AEGIS Record Management System software is due out possibly in the next month or so. Our evaluation of alternative software programs for NFIRS to replace the County program that more easily provide data analysis reports and web access are underway. A meeting with a representative of Emergency Reporting Software is being set up to assist in our assessment.

8) The pilot test for Safety Officer direct response to scene is progressing well. Although we have not had many "complex" incidents at night since the pilot began, we have had a number of incidents reinforcing the value. As just the most recent example, S.O. Hussey responded direct to the scene of kitchen grease fire at the Cliff Mar Diner 2010 West County Line Road on September 14. Although the fire was out on arrival, having the S.O. on scene quickly illustrated the importance of establishing accountability from the beginning of the incident since there were three companies on the scene (54, 55 and 57) with interior and roof operations. At this point in the pilot test, we are operating with the concept that direct response to the scene by the S.O. will occur except for calls such as Carbon Monoxide alarms with no indication of illness of the building occupants; open burns; and outside rubbish or trash fires. It is important to note that in some cases the information available at time of dispatch evolves, which may either escalate or downgrade response accordingly. We also think it is important for the S.O. to have discretion on

response based on the initial radio reports. We will continue to monitor through the pilot test and provide final recommendations at the October board meeting.

9) A recommendation has been made by the fire officers to add a volunteer Lieutenant position for 2014.

10) Captain Moore reports that the Joint Board Medical Director has posted a Facebook page so personnel can remain updated with medical laws in NJ – see a link to <http://www.facebook.com/pages/Emergency-Training-Consulting/173182152420>

11) An estimate has been forwarded to the board regarding moving the cascade air bottles and compressor to the “D” side wall to allow for installation of additional gear lockers.

12) The Fit-Test Porta-Count machine was recently brought back to Station 55 from another station with a crack in the top of the unit case. Lt. Somers subsequently reached out to the manufacturer providing a detailed photograph of the damage, and was advised should not have any effect on the operation of the machine. However, we will include repair of the case in the annual maintenance check when it is shipped to the vendor.

13) The automation of truck checks is continuing to pay dividends in the form of rapid detection, communication and resolution of issues as they are reported. Kudos to the repair group for their quick response to reported issues and also in many cases, good expense control through handling repairs in-house to the extent possible.

### **Community Involvement**

1) Day and night shift members participated in Jackson Day, providing LZ support as well as assistance to a number of community groups during the event e.g. filling the dunk tank, filling barriers, etc. The planned fireworks were cancelled due to a strong thunderstorm that interrupted the afternoon’s events. FF Howles, FF Grossman and FPS Stacy provided fire extinguisher training, etc. and reported a very good day of fire prevention activities. Thanks to FF Ray Tremmer III for acting as the event chair for our station. Post-event, the chiefs, F.O. Frank McDonnell and FPS Stacy discussed improvements in the planning process that will be offered to the Jackson Day committee for 2014.

2) A number of Station 55 day and night shift members including FF Tim Bedrose, A/C Tim Carson, FF Harry Theobald, Capt. Ed Moore, FF Jim Howles, Past Chief Chip Smith, FF Jay Zimmerman, FF Vinny Koballa, FF Matt Maguire and Chief Mike Waters participated in the St. Baldrick’s fund raising event held on August 25 at County Line Hardware. In all, over \$22,000 was raised by participants through County Line’s project from across the town.

3) A 9-11 memorial ceremony was held at Station 55. Event Chair Ivon LaBoy once again organized a respectful and moving opportunity for members from all four companies and districts along with community members to remember the victims of the tragedy. Later that day, Station 55 members participated in a town-wide memorial held at the Westlake Clubhouse.

## **Member Recruitment and Retention**

Station 55 continues to have strong interest expressed by candidates interested in company membership. We are interviewing the candidates with a strategy to take in persons with no background timed to be in advance of upcoming fire schools, and candidates with previous experience as soon as practical.

## **Explorer Post**

Our Explorer Post 5501 is very active regarding member training. The Post also held a successful fund raising event at Jackson Day.

## **Training**

- 1) Four rope drills were conducted day-time during the month of August. The drills focused on securing the victim to a long back board and lashing the Stokes basket. Two drills were conducted using a haul system, with 5505 used as a high point directional to raise and lower the Stokes basket utilizing a Z-rig 3:1 haul system.
- 2) September 4 – Night pre-plan and pumping drill held at the Harrison Building, Alpha School. FPS Stacy will be conducting a fire drill at the Alpha School later in the year for members to have the opportunity to see first-hand how school evacuation and rescue operations can be expected to occur in the event of an emergency, and she made connections for us to conduct a night walk-through.
- 3) September 12 – Day air bag drill instructed by Lt. Moroney.
- 4) Pump operator and driver training drill was held on August 28, and Sunday morning August 25, Sept. 8, and Sept. 15. Driver training drills are held on most Sunday mornings.
- 5) September 18 – EMS CEU class “Rapid Patient Assessment” at Station 55-1 to be instructed by FF Schwartz.
- 6) 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 September 5 and was attended by members from all Jackson stations. Focus is now on securing vendors and marketing the seminar. We have been receiving registrations from departments sending multiple numbers of members to the seminar.
- 7) Captain Moore and Lt. Gerard Moroney are attending the “Executive Leadership for Fire Service Officers” at Toms River Fire Academy starting September 19 to October 14.

8) Assistant Safety Officer Nick Prioli and Chief Mike Waters will be attending Hazardous Materials Train-the-Trainer in Newark NJ on Wednesday September 25.

9) Another CEVO classroom class is being planned for later in the fall.

10) An I-200 class is being planned for the fall instructed by Nick Prioli.

### **Significant Incidents**

8/23/13 -- In front of 498 Whitesville Road, motorcycle accident with cancelled LZ since patient was taken by ground to Kimball, where he was pronounced.

8/28/13 – 5511 and 5701 on working vehicle fire in front of 7 Liverpool Court

8/30/13 -- 255 South New Prospect Road, car into building

9/9/13 -- Manhattan Street Plaza, car into building at Chinese restaurant, one person injured.

9/12 and 13/13 – Multi-alarm fire at Seaside Park/Heights Boardwalk. Station 55 responded with the other Jackson companies to the Seaside Park/Heights fire on September 12, and was on the scene until mid-morning September 13. 5705 and 5511's day shift crew consisting of Lt. Moroney, Lt. Schoch, FF Schwartz, FF Hilger, FF Howles, FF McLaughlin were essential elements of the strike force with a 5" hose line water relay fed by 5611 at draft in the bay, feeding other company engines and 5421 supplying 5705 located on Lincoln at Ocean Terrace. This along with a physical breach of the boardwalk itself proved to be a critical part of the ability to cut the fire off at Lincoln Avenue. Ocean County Fire Coordinator Brian Gabriel Car 11 has referred to this as "Custer's Last Stand." 55 members provided outstanding support for the aggressive attack and later for extensive overhaul and hand-line work, including picking up hose through the night and into Friday morning. In all, Station 55 provided three groups of firefighters to the scene – the initial response, a relief crew on Thursday night, and a third group early on Friday morning. In addition, other crews covered the district while we had firefighters out of town at the fire.

9/14/13 Grease fryer fire at Cliff-Mar Diner, 2010 West County Line Road, contained to the fryer.





# 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

September 1, 2013

1. Fire safety PSA press release for September "Autumn Fire Safety "
2. District 3 website hits 5,345 - 764 hits since last report.
3. Both Township Fire Bureaus participated in fire prevention activities at Jackson Day. The fire extinguisher training program was well received by the public and I THANK the firefighters for their participation.
4. Fall NJ DFS CEU classes is on the Division website [http://www.nj.gov/dca/divisions/dfs/pdf/fall\\_2013.pdf](http://www.nj.gov/dca/divisions/dfs/pdf/fall_2013.pdf)
5. Schedule will be posted for school fire prevention activities next month with the fire safety trailer.
6. This year's Fire Safety Poster Contest winners will be displayed in the 2014 Fire Safety Calendar. The Calendar will feature a number of the posters. T
7. Juvenile Fire Setters - 11th Annual Conference is scheduled for Dec. 5th and 6th at the Middlesex County Fire Academy. Brochure will be in the Kean Fall semester catalogue. Fee for the conference is \$100.00. For further info contact Paul Elenio, E-mail [paul.elenio@dca.state.nj.us](mailto:paul.elenio@dca.state.nj.us)
8. Fire safety alert enclosed- Fire Alarm System Tampering
9. Received letters of Thank you from the students at Rosenaure School which was appreciative.
10. Firefighters who have taken the Fire Inspector course please take note of the following certification examinations that are scheduled

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

**Autumn Fire Safety** As summer turns to fall, it's a good idea to refresh your memory on fall fire safety tips. Some safety tips are the same regardless of the time of year, but many safety concerns are seasonal, particularly those that involve keeping your home warm



ACTIVITY	DISTRICT 1	DISTRICT 2	DISTRICT 3	TOTAL
LHU Periodic Visits	30	50	63	143
LHU Reinspection Visits	34	36	36	106
NLHU Periodic Visits	92	364	267	723
NLHU Reinspection Visits	84	167	185	436
Fire Permits Issued	17	85	39	141
Complaints/Follow-up	15	38	45	98
Imminent Hazards Issued	1	0	0	1
Penalties Issued	15	52	48	115
Fire Investigations/Notifications	4	5	12	21
Construction Plan Reviews	5	4	6	15
Smoke Detectors Giveaways	0	0	4	4
Fire Safety Presentations	10	0	60	2875 Students
Fire Extinguisher Training	0	0	2	2
Summons Complaints Issued	0	0	0	0
Juvenile Fire Setter Interviews	0	0	0	0
INCOME	District 1	District 2	District 3	Total
Local Registrations Fees Paid	\$9,142.90	\$16,657.85	\$22,886.35	\$48,687.10
LHU Registrations Fees Paid (4/13-6/13)	\$6,796.07	\$10,730.14	\$8,474.50	\$26,000.71
Fire Permits Fees Paid	\$792.00	\$2,783.00	\$1,670.00	\$5,245.00
Construction Plan Fees Paid	\$235.00	\$235.00	\$250.00	\$720.00
Penalties 2.12 Paid	\$450.00	\$875.00	\$450.00	\$1,775.00
Dedicated Penalties 2.12A Paid	\$81.25	\$112.50	\$37.50	\$231.25
Summons fines	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$55.00	\$55.00
<b>REVENUE RECEIVED</b>	<b>\$17,497.22</b>	<b>\$31,393.49</b>	<b>\$33,823.35</b>	<b>\$82,714.06</b>
OUTSTANDING	\$2,294.50	\$22,462.60	\$4,036.90	\$28,794.00
LHU OUTSTANDING	\$1,501.08	\$2,151.29	\$3,374.94	\$7,027.31
<b>TOTAL REVENUE</b>	<b>\$21,292.80</b>	<b>\$56,007.38</b>	<b>\$41,235.19</b>	<b>\$118,535.37</b>
BUDGET EXPENSE				\$118,601.15
				-\$65.78



Report submitted by Fire Official Frank McDonnell 9/13/13

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF FIRE SAFETY  
OFFICE OF THE STATE FIRE MARSHAL



# SECURITY ALERT

PO Box 809, Trenton, NJ 08625-0809 (609) 633-6070

SECURITY ALERT 13-2

## Fire Alarm/Suppression System Tampering

Issued August 2013

The Division of Fire Safety has received information that the potential exists for individuals or groups to intentionally damage, destroy, manipulate, or dismantle operational components of fire alarm and fire suppression systems. Such actions may be part of a terrorist attack or to gain access to restricted areas, steal materials, or provoke and observe security and/or fire responses. Although no such incidents have been linked to terroristic activities, fire is increasingly being used as a terroristic tool and such tampering or disabling of systems could be used as a means to increase damage or multiply injuries and fatalities during a fire.

It is important to note that other types of equipment and devices have been targeted. These included cut fiber optic communications lines that disabled data flow and 911-call capability for several hours and multiple gunshots fired at a large electrical substation, damaging several transformers in another part of the country.

Fire departments and fire code officials should be cognizant and observant of evidence of tampering during company and/or fire code inspections. If tampering and/or damage are observed, the nature of such should be investigated and if appropriate, local or State Police should be notified immediately and all information should be provided to them.

Please also notify the Division of Fire Safety of any similar incident that may occur at 1-877-653-4737.

**PLEASE POST IMMEDIATELY**

## Department of Community Affairs

Division of Fire Safety

Division Administration



**TO:** All Municipal Fire Service Personnel

**FROM:** William Kramer, Jr., Acting Director/State Fire Marshal *WK Jr.*

**DATE:** September 13, 2013

**SUBJECT:** Employment Opportunity - Hourly Fire Inspector Positions  
NJ State Division of Fire Safety, Fire Code Enforcement Unit

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The NJ State Division of Fire Safety has an immediate need for Fire Inspectors to conduct fire code inspections in all towns where the Division is the fire code enforcing agency.

These positions will be for a minimum of 20 hours and a maximum of 40 hours per week for a limited time not to exceed 944 hours. The hourly rate will be \$24.69. You will be required to possess a valid driver's license and utilize your own vehicle to conduct these inspections within the region you are assigned. Mileage and toll reimbursement will be provided as set by State policy. Since these positions are temporary, a benefit package will not be provided.

You must hold a valid, up-to-date Fire Inspector or Fire Official Certification with the Division, and have four years of fire service experience. Due to the State's Conflict of Interest laws, you cannot apply for these positions if you are currently employed as a Fire Inspector or Fire Official in any local enforcing agency. Attached is the job specification for your information.

You must be able to work a minimum of 20 hours per week which may include some weekends or evenings. If you are interested in this employment opportunity, please e-mail a letter of interest, resume, copy of your Fire Inspector/Fire Official Certification and a copy of your driver's license to Marylain Kemp, Division of Fire Safety at [marylain.kemp@dca.state.nj.us](mailto:marylain.kemp@dca.state.nj.us) no later than Tuesday, September 24, 2013. In lieu of electronic copies, hard copies will be accepted and can be sent to the Division of Fire Safety, PO Box 809, Trenton, NJ, 08625-0809 Attn: Marylain Kemp. We anticipate filling these positions no later than October 2013.

Attachment: Civil Service Job Spec: Inspector, Fire Safety

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 32194

**INSPECTOR FIRE SAFETY**

**DEFINITION:**

Under general supervision of a Principal Inspector, Fire Safety or other supervisory official in the Department of Community Affairs, performs the field work involved in the enforcement of New Jersey Uniform Fire Safety Act, Code, and Regulations; does related work.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**EXAMPLES OF WORK:**

Inspects buildings classified as highrise and life hazard use for compliance with the Uniform Fire Safety Code in accordance with the schedule established by the Code.

Inspects buildings of various use to ensure that the installation of automatic fire suppression systems is in accordance with the New Jersey Uniform Construction Code.

Inspects buildings of six stories above grade or more that are used for human occupancy to ensure that such buildings are equipped with standpipes that are installed in accordance with the New Jersey Uniform Construction Code.

Conducts field visits and physical inspections of state-owned, leased, and occupied structures to obtain maximum fire protection for the occupants and the premises.

Appraises buildings to determine the extent and quality of existing fire protection measures and equipment and provides recommendations for the most efficient and economical methods of securing safe structural conditions to protect occupants from the hazards of fire.

As required, serves penalty notices, orders, rulings, and other legal process including notices of violation.

Ensures that automatic fire alarm systems, when required, are present, operable, properly maintained, and installed in accordance with the New Jersey Uniform Construction Code and/or NFIPA 72E.

Inspects buildings for proper and adequate means of egress as determined by use, design, and layout, and ensures that means of egress are accessible, safe, properly equipped and maintained, and meet the requirements of the New Jersey Uniform Fire Code.

Ensures that all exit and information signs are properly displayed and maintained and meet the requirement of the New Jersey Uniform