

**Board of Fire Commissioners
Washington Township Fire District No. 1
P. O. Box 152
Washington, New Jersey 07882**

Minutes for July 8, 2015:

Meeting Called to Order by R. Dorio at 8:00 P.M.

Pledge of Allegiance

R. Dorio requested a moment of silence for all fallen firefighters.

Roll Call

Chairman – Ralph Dorio – Present
Vice Chairman – Carl Shotwell – Present
Secretary – Karl Spolarich – Absent
Treasurer – Margaret Tobin – Present
Assistant Secretary/Treasurer – Jimmy Vinson – Present

Certification of Public Meeting Law

J. Vinson, assistant secretary, noted that this meeting was being held in compliance with the Open Public Meetings Law of 1975 in as much as a notice had been published in *The Express Times* and/or *The Star Ledger* and posted at the municipal building.

Reading of Minutes

Minutes from the June 10, 2015, meeting were read by J. Vinson. Motion to accept minutes as read made by M. Tobin. Second was made by C. Shotwell. All were in favor.

Correspondence

None.

Report of Fire Department

W. Crampton, firefighter, asked about the procedure to get rid of surplus equipment. R. Dorio will contact R. Braslow, the Board's attorney, to confirm the proper procedure.

Report of Fire Chief

Monthly activity report for June 2015 read and submitted by Chief M. Frenzel.

Report of Fire Official

Monthly activity report for June 2015 submitted by Fire Official W. Heerwagen, Jr.

Old Business

None.

New Business

R. Dorio reported that the Washburn property is a nonconforming lot for an expanded firehouse due to zoning laws and that a variance would be required for any expansion. The Board will conduct both a title search on the Washburn property and a feasibility study. Once the feasibility study is complete, the Board will discuss its options with R. Braslow regarding building a new firehouse or expanding a current firehouse.

J. Vinson and M. Tobin will meet with the fire department's officers to explore the possibility of reducing the Board's payment and hiring daytime help to respond to fire calls.

Meeting opened to the public by R. Dorio at 8:27 P.M.

W. Crampton, 173 Washburn Avenue, inquired if the fire department needed a written agreement with mutual aid companies. W. Crampton also asked about the proper procedure to get information from the Bureau of Fire Prevention.

Meeting closed to the public by R. Dorio at 8:35 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for July 8, 2015, read by M. Tobin and submitted. Motion to pay bills made by C. Shotwell. Second was made by J. Vinson. All were in favor. The total of the approved bills for July 8, 2015, is \$57,354.99.

Miscellaneous

None.

Adjournment

Motion made by J. Vinson to adjourn meeting at 8:45 P.M. Second was made by C. Shotwell. All were in favor.

Karl B. Spolarich
Secretary

Washington Township Fire Department

P.O. Box 307

Washington, NJ 07882

7/8/15

Commissioners,

During the month of June 2015 the Washington Township Fire Department held one (1) business meeting, conducted four (4) drills, and responded to thirty (18) emergency calls for a total of 295.67 man hours.

The annual service of the Holmatro hydraulic tools was conducted on July 2nd. The tools were reported to be in good serviceable condition.

The accountability tag system that Fire Department is currently using is in the process of being overhauled. The flimsy plastic id cards will be replaced with more rugged anodized aluminum tags. The apparatus tags will have slots designating your riding position and the portable radios will each be assigned a tag with a number that corresponds to the radio id. The new accountability process will involve securing a portable, remove its numbered tag and hook it on to your tag and then hook those tags to the apparatus tag in the appropriate position (Driver, Officer, Seat 1, 2, 3, 4 ETC). The second tag will be retained until entering a IDLH or other work zone. This new process will enhance firefighter safety. In the event a that a may day is transmitted or the man down button is depressed the IC can reference the accountability board to see which member is in distress.

The Fire Department's Box Alarms have been recently revised. The current version involves dividing the township into 4 sectors. North of 57 has been designated zones 1 and 3 and south of 57 has been designated zones 2 and 4. Zone 1 and 3 are divided by Mine Hill Road and Zone 2 and 4 are divided by Route 31. The alarms have been assigned by street so there should not be a need to request the box alarm by number.

I have attached two directives that are effective immediately. The directives are related to the dual response with Washington Borough and the Fire Departments Response to motor vehicle accidents.

The Washington Township Summer Recreation Program has again requested our assistance with the water play days scheduled this summer at Port Colden School. Tender 76-72 will be utilized to provide a water curtain for the children to play in . The three Fridays requested are, 7/17, 7/24, and 7/31.

National Night Out is scheduled for Wednesday August 5th at the Meadow Breeze Park. The Fire Department will display its apparatus and distribute fire prevention materials.

Respectfully Submitted,

Mark K Frenzel

Chief – WTFD

Memorandum 15-04

Washington Township and Washington Borough Joint Response Protocol

During the hours of 6 AM to 6 PM Monday to Friday the Washington Township Fire Department and the Washington Borough Fire Department will respond to all calls together in both the Township and Borough. Line Officers/Members will follow the below listed directives during the joint response time period.

Home Agency - Jurisdiction where the call is located.

Assisting Agency - Jurisdiction where the call is not located.

- 1.)The home agency shall not be canceled by the assisting agency when the call is in the home agency's jurisdiction, unless the Home Agency is unable to staff a response in a reasonable time period.
- 2.)The home agency should not immediately cancel the assisting agency during the 0600 to 1800 response time without just cause. The assisting agency should be advised to standby at station or to proceed in with caution. This practice takes into consideration that members during this time period are leaving work or responding during a time of inconvenience.
- 2.)Command will be established by whatever agency's line officer first arrives on scene and conducts a size up. If a home agency line officer is present they will be offered command of the incident, however, if the scope or duration of the incident prevents the transfer of command the assisting agency may keep command. Common sense should prevail in these situations.
- 4.)During the 0600 to 1800 joint response time if a home agency does not have a line officer present the assisting agency line officer shall be in charge. In the event that neither agency has a line officer present, the home agency senior man shall be in charge as long as he/she meets the State of NJ minimum standards.

Chief Mark K Frenzel
WTFD
7/6/15

Memorandum 15-05

Motor Vehicle Accident Protocol

Accident With No Injury Or Fire (76 Patrol in Command)- The Washington Township Police Department is responsible for investigating all motor vehicle accidents in the Township. When the Fire Department is alerted for a motor vehicle accident and it is determined that there is no fire or injury the Washington Township Police Department has the authority to cancel or modify (proceed with caution or non-emergency) the Fire Department's Response.

Accident With Injury No Fire (83 Rescue in Command) - The Washington Borough Emergency Squad has been contracted by the Township to provide EMS and Rescue services to the Township. When the Fire Department is alerted for a motor vehicle accident and it is determined that there is injury but no fire the Washington Borough Emergency Squad has the authority to cancel or modify (proceed with caution or non-emergency) the Fire Department's Response.

Accident with Fire (76 Fire in Command) - The Fire Department will respond to all motor vehicle accidents when fire is reported. The Fire Department will not take cancellations from the Police Department or Emergency Squad when there is or was active fire, however, the Fire Department may modify its response based on current conditions, such as no fire or fire out updates.

Chief Mark K Frenzel
WTFD
7/6/15

**Washington Township Bureau of Fire Prevention
Fire Official Report
211 Route 31 North
Washington, New Jersey 07882
(908) 689-1208**

Monthly Report June 2015

Non Life Hazard Inspections – 3

Life Hazard Inspections – 10

CSDCMAC – 22

Permits Issued – 1

Non-Life Hazard Fee's collected - \$494.00

Life Hazard Fee's from State of New Jersey - \$2216.50

Smoke Detector Fee's (CSDCMAC) collected - \$1005.00

Permit Fees collected - 0

Fire Official hours for the month were 73

Respectfully,

William Heerwagen Jr.
Fire Official – Washington Fire District #1

Washington Township Fire District #1
Unpaid Bills Detail
All Transactions
07/08/15

	Type	Date	Memo	Open Balance	Num
Continental Fire and Safety					
	Bill	07/08/2015	air system service contract	<u>1,750.00</u>	
Total Continental Fire and Safety				1,750.00	3321
Emergency Equipment Sales					
	Bill	07/08/2015	hose repair	664.00	
	Bill	07/08/2015	hose repair	<u>486.00</u>	
Total Emergency Equipment Sales				1,150.00	3322
Fleet Services					
	Bill	07/07/2015		<u>151.47</u>	
Total Fleet Services				151.47	3323
Good Impressions					
	Bill	07/07/2015	notary stamp and seal m.t	<u>47.31</u>	
Total Good Impressions				47.31	3324
IamResponding					
	Bill	07/07/2015	i am responding 3 yr renewal	<u>2,066.00</u>	
Total IamResponding				2,066.00	3325
motorola solutions, Inc.					
	Bill	07/07/2015	batteries	<u>1,775.52</u>	
Total motorola solutions, Inc.				1,775.52	3326
New Jersey American Water					
	Bill	07/07/2015		<u>5,450.00</u>	
Total New Jersey American Water				5,450.00	3327
Oshkosh Capital					
	Bill	07/07/2015	lease payment 76-75	<u>44,047.16</u>	
Total Oshkosh Capital				44,047.16	3328
Richard M. Braslow, ESQ					
	Bill	07/07/2015		<u>49.50</u>	
Total Richard M. Braslow, ESQ				49.50	3329

New Jersey Div of P&B

Bill	07/07/2015	2015 Q1 Emp Pension 18871175	<u>214.79</u>	
Total New Jersey Div of P&B			214.79	ELEC

New Jersey Div of P&B

Bill	07/07/2015	2015 Q2 Emp Pension 18871194	<u>214.79</u>	
Total New Jersey Div of P&B			214.79	ELEC

Verizon Wireless

Bill	07/07/2015	line officer and fire official phones	<u>438.45</u>	
Total Verizon Wireless			<u>438.45</u>	3330

TOTAL

57,354.99