

Warren Township Volunteer Fire Department

September 6, 2017 Minutes

Chief's Officers' Meeting

Adequate notice of this meeting was given by posting a copy on the Township Bulletin Board and sending a copy to the Township Clerk, Courier News and Echoes Sentinel as required by the Open Public Meeting Act.

<u>Mt. Bethel Fire Co.</u> J. Mitchell, D. Reedman & D. Pepe	<u>Mt. Horeb Fire Co.</u> C. Young	<u>Community Fire Co.</u> B. Gaiser- absent	<u>Washington Valley Fire Co.</u> M. Dalton
<u>Liaisons</u> T. Byrne	<u>Fire Police</u> Capt. K. Phillips	<u>Police Dept.</u> Sgt. J. Cohen & Karen	<u>Twp Committee</u> Mayor Garafola

Police Report: "FP 61" is Fire Police for dispatch. Chief had a CAD in service question to add info via Enforsys. Karen will ask other dispatchers and get back to Chief. Any cost involved? Sgt. Cohen will bring it up at next PD staff meeting too.

Administrative Items

- Sept 11 at 8:30am for 9/11 memorial service
- Oxygen at 8 Sunrise Drive
- J. Mitchell quarterly purchasing review and gave an update on a list of PO's. FD is ordering a fit testing machine to omit the \$35 per firefighter per year. C. Young is requesting a list of what was purchased so far this year. Finance can print a list of purchases and Linda will email to the Assistant Chiefs.

Old Business

- Reminder: ALL SCBA, equipment checks, and Engineer apparatus checks shall be emailed to lpalumbo@warrennj.org upon completion.
- Washington Valley's knox box needs to be placed in the engine.
- B. Gaiser will get a quote on a battery for Mt. Bethel.
- M. LoSapio is working on the credentialing program via Somerset County & all members were sent the document that needs to be completed. Once paperwork is processed you will receive a County card and need to carry it with you.
- Draeger CO meters need to be sent out by Sept 2017 for recalibration. Let Linda know how many each firehouse has. All Hands Fire Equipment is the vendor.
- M. LoSapio's proposed Lock out/Tag out SOG for Fire Officer II class. T. Byrne suggested that LO/TO kits should be purchased for the fire stations as well as the vehicles. The Chief directed the department purchasing officer to pursue quotes.
- Junior member conversion SOG –J. Mitchell updated SOG, once M. Krane approves then Linda will distribute the adopted policy.

Old Business continued

- After the hose testing, WV doesn't have any 5" hose, needs 30' 5" for engine & tanker. Needs 4" & 5" hydrant adapter for the tanker. PO is submitted.
- Hurricane season is coming, please let J. Mitchell know now if need to order chains, pumps, 4 cycle gas, etc.

New Business

- Mt. Horeb & Community drop off Holmatro rescue tools to Mt. Bethel on Sept 21 for maintenance inspection scheduled on Sept 22
- Compensation budget will be discussed at next Chief's meeting in October
- T. Byrne discussed the Brits team on-line mandatory training which are Blood Borne Pathogens, Right to Know and Haz Mat. The Township mandates that sexual harassment training be completed annually; there was a miscommunication and the info was emailed prematurely. C. Young asked to see the mandates & also suggested if the FD can still offer the training in house and for those who can't attend can take the training on-line which you can complete on your own time. You will not receive any more excess emails from Brits. Please give us a better solution if you have an idea. Any questions about this, please contact Linda.
- J. Mitchell suggested storing Fire Police equipment in the pump out trailer. Possibly partner with OEM or EMS to use for firefighter rehab. Every firehouse should have 1 electric pump out.
- J. Mitchell would like to create a new specific mission statement. Mayor Garafola suggested the FD collectively create the mission statement and then meet with the Township Committee to discuss. T. Byrne also suggested a long term plan for new equipment.
- Equipment that needs service, please call the vendor, get a quote to give to Chief. Don't drop off equipment to the Chief and ask him to handle.

Drills/Training

- The 2017 Training Schedule (captains please coordinate)
- Mayday training in the future
- Sept, Oct & Nov still need to be scheduled, CO refresher training was suggested. Possibly a walk thru at Anadigics this month.

Vehicle Maintenance & Apparatus

- Monthly Vehicle Maintenance report was distributed
- WV Engine104 & Mt. Bethel Rescue 61 maintenance report were emailed
- Mt. Horeb's A-2 scheduled for preventative maintenance on Sept 11

Vehicle Maintenance & Apparatus continued

- WV Tanker is in need of preventative maintenance
- DPW is looking at Squad since it's stalling

Fire Prevention

- October 13 is scheduled with the 4 elementary schools.

Fire Police

- Vehicle lights & sirens are installed. Vehicle is in service.
- K. Phillips got documentation on Fire/Police state statute responding to calls & met with T. Byrne.

Radios/Communications

- Broken pagers were sent out recently. Chief will check on the status.

Open Discussion

- Car show is Sunday, Sept 10 and need help at 7am. Tents need to come down Sunday night to be returned. Front gate needs a 2 hour shift from each firehouse.
- J. Mitchell brought 2 boxes of protective gear that needs to ship be shipped to the vendor Manera
- T. Byrne is working on SOG for gas & electric emergency
- T. Byrne & Chief met with Command board company and ordered it (board was donated by Celgene & II VI)
- Oct 13 is Pop Warner bonfire & fireworks. Mt. Bethel usually attends.

Meeting adjourned at 9:14pm



Linda Palumbo



Chief Russo