

# Warren Township Volunteer Fire Department

Minutes for June 7, 2017 @ 7:30pm

## 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.

Present: Fire Chief Mark Russo, Linda Palumbo

Mt. Bethel Fire Co.

J. Mitchell

Mt. Horeb Fire Co.

C. Young

Community Fire Co.

B. Gaiser

Washington Valley Fire Co.

C. Boschen & M. Dalton

Liaisons

T. Byrne

Fire Police

Capt. K. Phillips

Police Dept.

J. Cohen & Karen

**Police Report:** Have patience with dispatch, antenna was struck by lightning, radios in & out and being addressed. Stone House received a summons, busy spring so far with calls. PD will present a training along with an insurance company so police officers stay safe on calls. Brief discussion about Rt. 78 calls being dispatched to Warren but not Warren's territory.

### Administrative Items

J. Mitchell's Quarterly review of purchases:

1. Carryover
  - i. LDH hose project for 2016 – completed
  - ii. Turnout Gear purchasing for 2016 – completed (need to distribute 1 more)
2. 2017 PPE purchasing (working with C. Young)
  - i. Direct Issue
  - ii. Pyromex eye glasses (2 pair per active member, suggest reissue every year)
  - iii. One box foam ear plugs per station (suggest reissue every year)
  - iv. One set take-up gloves per active member (suggest reissue every year)
  - v. Restock
  - vi. Replacement suspension + liner for Cairns 660c dome helmet (3)
  - vii. Replacement ear flaps Cairns 660c (3)
  - viii. Replacement Face Shield for Cairns 660c dome helmet (12)
  - ix. Leather fronts for each company, new helmet style (6 each – 24 total)
  - x. Suspenders for Morning pride gear (6)
  - xi. Suspenders for globe gear (2)
  - xii. SCBA masks Large (3)
  - xiii. Gear Bags (10)
  - xiv. Gloves (XL – 5)
  - xv. Hoods (12)
3. 2017 General
  - i. Ladders (35' – 3 fly, 28', 18' roof, 14' roof double hook)
  - ii. Hooks (14')

## Administrative Items continued

4. Projects
  - i. FLIR upgrades
  - ii. 4 Gas meters
  - iii. Mini CO meters
  - iv. SCBA (purchasing to start in 2019)
  - v. Turnout gear (continue to order 5 per year)
5. Life Hazard Battery Replacement Project
  - i. Handheld radio battery status-B. Gaiser is working on inventory of models & quotes
  - ii. FLIR battery status –B. Gaiser is working on inventory of models & quotes
  - iii. SCBA battery status-B. Gaiser obtained one quote & is getting 2 more quotes, batteries recently supplied by Chief, not ready for next year
  - iv. Lite-Box battery status-B. Gaiser received one quote for one option sourced
- M. Dalton asked why 104 wasn't getting new LDH. J. Mitchell explained that the busiest 2 engines were getting the new LDH and once we had determined that the correct supplier was chosen, the purchase would expand to replace all 5" with the new orange jacketed product. J. Mitchell also explained that the upgrade from 20+ year old 4" would improve reliability and capacity in the short term.
- AED notice at 184 Liberty Corner Rd, Suite 402
- Oxygen notice at 17 Sage Drive
- Hemodialysis at 40 Red Hill Rd
- Please get approval from Fire Chief if you need a purchase order; the FD cannot order without it. The auditors can write us up on this. The Chief mentioned opening generic purchase orders with several major vendors to allow quick turnaround on repairs and critical components; mentioned Chatham mower (Stihl) and our vendor for meter repair as examples.

## Old Business

- Reminder: ALL SCBA, equipment checks, and Engineer apparatus checks shall be emailed to [lpalumbo@warrennj.org](mailto:lpalumbo@warrennj.org) upon completion.
- SCBA Committee updates Mitchell/Dante/Gaiser/Abate
- Washington Valley's engine key needs to be placed in the knox box. Washington Valley & Community's codes need to be updated. Chief cannot get access to WV & Mt. Horeb firehouses. T. Byrne will speak to firehouse Presidents to get this resolved. Chief will try to meet at Mt. Bethel to update the knox box codes this Sat, June 10 in the morning.
- Community's engineers' radio doesn't transmit on fire ground. B. Gaiser will bring to next meeting.
- Chief wants Mt. Horeb's spare PPE inventory list. Mt. Horeb gave it to Chief.

## Old Business continued

- Chief Russo adopted The Life Hazard Battery policy & Chief Russo will distribute it to all.
- M. LoSapio is working on the credentialing program via Somerset County & all members were sent the document that needs to be completed by August 1. 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
- M. LoSapio is collecting all the FD policies to put online & will meet with T. Byrne to collect the policies he still needs
- Jr. member turning to an active member, needs to be fingerprinted & physical exam. Chief needs to sign off on the member. (Was added to the Jr member policy for review).

## New Business

- M. LoSapio's proposed Lock out/Tag out SOG for Fire Officer II class will be covered in next Chief's meeting. T. Byrne mentioned 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.
- Zone response not working per Mt. Bethel. C. Young will contact Sgt Cohen to get the facts about the zone responses. To be discussed at the next Chief's meeting.
- No personal vehicles permitted on the highway per SOP.
- T Byrne is arranging training for the Police Department delivered by a third party with experience in fire service and law enforcement. The training will cover what police should do to assist the Fire Department on a fire scene.
- Collected all member's driver license & abstracts were completed. T. Byrne checked with Township Administrator and abstracts are required under the Joint Insurance Fund.
- Junior member conversion SOG – additional feedback was provided and it was agreed that J. Mitchell would update SOG and circulate. Feedback would be collected for one week and the Chief would then adopt the policy.
- T. Byrne will be visiting the Boonton Firemen's home & will relay info.

## Drills/Training

- The 2017 Training Schedule (captains please coordinate)
  - D. Dante scheduled a Live Burn on Saturday, June 17 at 8am at Somerset County
  - Community will run the July LDH drill, focus on 5" hoses for the two new companies with 5"
  - Washington Valley will do a tanker ops drill in August
  - Sept, Oct, Nov & Dec still need to be scheduled
- Mayday training in the future

## Vehicle Maintenance & Apparatus

- Monthly Vehicle Maintenance report was distributed to all Assistant Fire Chiefs.
- Mt. Bethel's 151 is going out for preventative maintenance on July 10.
- Engine 3 has an air leak on parking brake & was asked if air maintainer was working and powered but did not know. It was suggested this gets clarified before reporting the issue to DPW.
- Aerial testing is scheduled July 10, hose and ladder testing scheduled July 12 and pump testing is July 14.

## Fire Prevention/Public Education

- 184 Liberty Corner solar panels
- Linda will set up October schedule with 4 elementary schools in July.

## Fire Police

- Vehicle still needs lights & sirens installed.
- K. Phillips will get documentation on Fire/Police state statute responding to calls.

## Radios/Communications

- Broken pagers were sent out recently.

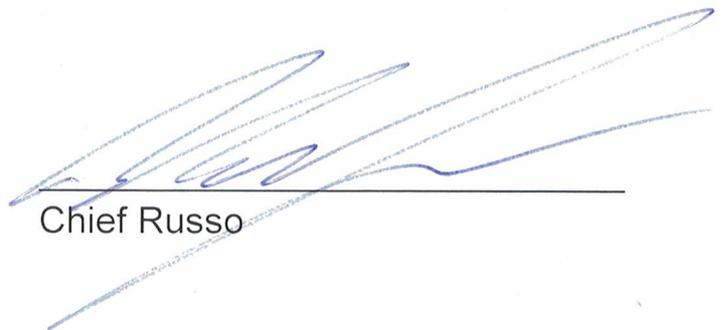
## Open Discussion

- Lions Expo is June 14-17, Mt. Horeb will be present June 14, Community June 15, Mt. Bethel June 16, Washington Valley June 17

Meeting adjourned at 8:54pm



Linda Palumbo



Chief Russo