

Warren Township Volunteer Fire Department
Chief's Officers' Meeting
September 2, 2020 Minutes

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: Chief Mitchell & Linda Palumbo

Mt. Bethel Fire Co. Mt. Horeb Fire Co. Community Fire Co. Washington Valley Fire Co.
M. Russo-late D. Dante A. Kachidurian-via iphone C. Boschen & V. Truglio
B. Burkhardt

Police Dept Fire Police
Officer E. Task K. Dalton

Police Report: A recent fire in Somerville's residential units along with several other fires in Somerset County recently, PD suggested heighten the security requirements for the contractors. Also please be conscience of responding via the radios when using the fire apparatus for notation so the reporting is correct. Chief Mitchell will get together with Jane regarding the hydrant map info.

Reports of Officers

Equipment Readiness (V. Truglio)

Company Equipment Checks: no report

Consumables: will coordinate a list

Equipment Inventory / Asset Tagging (progress report): no report

Drills / Training (Derek Reedman):

Driver Qualification Status: no report

Fit Testing (and Train the Trainer progress): no report

Department Drill schedule: no report

Operations (Mark Russo): Ladder's controller was fixed. Thanks to all who came to the Somerville & Berkeley Heights fires and members for responding to calls. Please bring Warren Township vehicles when responding to out of town calls. M. Russo & L. Chan attended open water class over the weekend which was educational and 1 member attended Technician. Approximately 6 members currently attending FF1. Please keep the 2 new meters charged.

Reporting (Aram Kachidurian):

Monthly and YTD activity report (need crew response stats):

Vehicle response for August: 69 calls, 29 false alarms, 14 delayed response calls

Engine 2 - 9 calls with 3 crew

Tower 61 - 10 calls with 4 crew

Engine 3 - 23 calls with 8 crew

Tanker 61-3 1 call with 1 crew

Engine 4 - 26 calls with 12 crew

Tanker 61-4 2 call with 2 crew

Ladder 61 - 44 calls with 30 crew

Rescue 61 - 33 calls with 18 crew

County Credentialing: no report

Please close the calls that are long overdue since we are getting close to the end of the year since it will affect the stipend. Contact Aram if you need help running any reports.

Vehicle Maintenance (Charlie Boschen): Awaiting PM from D. Buro. Ladder went out for service & back in service. Also awaiting a back order part for the Tower.

Fire Prevention Education / Public Events (Dave Dante)

Hydrant Status Report: a crew is placing hydrant flags

Fire Prevention Planning: Depending if the school will be open. A Fire Prevention video was suggested for the schools.

Fire Inspector / Fire Prevention (Al Shjarback): busy and trying to catch up with the annual fire inspections. Curbing on Mt. Bethel will be paved soon. Lindbergh project -Township to transfer property per the last meeting. Need an update on the King George project to sprinkler the parking garage.

Radios / Communications (Brian Burkhardt):

Battery Status: on order XPR radio

Radio Inventory/Survey: STX radios received back from County & will be programmed within the next week or so along with 4 APX.

Company used radio purchase status

3 pagers were programmed but need a solution for the former.

Safety (Dave Dante):

Traffic safety policy implementation hydrants

Chief Items:

Second Half 2020 – Fire Department Projects

PPE upgrades

All four turnout gear orders placed, 2 have completed sizing

1. All-hands to measure Fitch for Veridian soon
2. Russo coordinating Morning Pride measurement
3. Ricochet order delivered and all issues resolved (ready to pay)
4. Meagan to follow up on status of Fire-dex / FF1 order

Next steps

1. Need to know how much money remains in cap-x allocation (Meagan)
2. Need to plan purchase of helmets, fronts, gloves, boots, hoods next (Jim)
3. Need to plan Gemtor harness replacements (Jim)
4. End of year – work with companies to resolve members in flux, either they leave interior status or they get new gear (Jim & all four AC)

Uniforms for Department Staff Officers

Executive roles that may need to present to the township committee should be issued department uniform. The uniform will include a short sleeve 'polo' type shirt with embroidered department logo, Khaki pants and black uniform shoes (Haix Black Eagle Athletic low top). Meagan to line up purchasing with initial assistance from Mark Russo and Jim Mitchell.

Light box / Saw project

PO submitted. Equipment officer (Vito) to coordinate replacement of light boxes in apparatus and delivery and training on saws

Hydrant marking Project

Flags delivered, data analysis completed, list of target hydrants defined and crew working to install flags.

Next steps

1. Jim to write up project accomplishments and have town recognize WHRHS students that helped
2. Mark to present award and get photo with kids taken for PR
3. Jim to coordinate creation of quick reference placards for all apparatus on NFPA 201 color coding scheme
4. Additional flags will be purchased in 2021 to complete the project

Water Rescue / Ice Rescue team

Training underway, seeking to identify only candidates that will attend swift-water training through to technician and then assume responsibility for team leadership. No individual classes will be approved for members not willing to complete the entire program and assume team leadership roles.

Members committing to attend for training program will be issued swift-water rescue boots, socks and gloves (all require custom fit).

Once a critical mass of technicians exists, the team will assume responsibility for scheduling an annual awareness course and supplemental training to maintain NFPA Tech level team readiness. This will include documentation of training.

Tower 61 High Angle Rescue Project

Washington Valley Fire Company has been asked to coordinate the formation of a rescue team capable of removing patients from elevated story structures using alternate routes. This includes bariatric patients. They will line up a basic rope rescue class for members that will make the commitment to complete the entire program to technician.

Fire Department IT Refresh

Meagan to schedule a meeting with Township IT consultant to determine current Township IT status. From there, the Warren Fire Department will develop a plan for hosting and maintaining a cloud infrastructure which will drive our integrated IT plan. (Mike Losapio and Jim Mitchell to drive early phase of project)

Compensation / Incentive 2020

Aram will begin work on the analytics to support the 2020 compensation awards. There will be three components to this year's awards (call attendance, crew participation and command).

2020 Dinner Dance

The Department President and VP will be encouraged to begin planning for the dinner dance in September. The Chief would like to encourage participation from all groups in the planning of this event.

Apparatus Replacement Plan

The final presentation was delivered to the Township Liaisons to the Committee and the Township Administrator in November 2019. A letter was released by the Chief in early August to further reduce the complexity of the plan to make it more digestible to laypersons. The Township Administrator has stated that the plan will be presented for a vote in the September 2020 Township meeting.

Apparatus Management Plan

A draft plan has been developed to ensure fire apparatus have set service life intervals based on quality and call volume. Apparatus will not remain in service beyond set service intervals as this creates a dangerous situation for operators and those depending on reliable life saving response.

Equipment / Training Management

Vito from Washington Valley has accepted the leadership role of Equipment Officer for the remainder of service year 2020. Jim Mitchell and Mark Russo will conduct on the job training with Vito to get him up to speed.

Command Reforms

We are unlikely to get to this in Y2020, but the long term goals are:

1. Increase the fleet of command cars available to 3
2. Clarify who can command a scene and unbind this from the rank of Assistant Chief as the inventory of best commanders exceeds the domain of Chiefs.
3. Associate the act of wearing a white hat with leadership. We have too many white hats on fire scenes.
4. Ensure that the teams directly suppressing fire and conducting rescue have a commander on scene that is focused JUST on them. I believe the best way to achieve this is to establish the IC as the person focused outward from the fire scene (mutual aid, resources, multi agency comms, etc) and the Operations Command will focus ONLY on fire suppression, rescue, accountability and safety.

Budget 2021

Jim to collect a list of needed items to be addressed in 2021

1. more IT budget
2. equipment / training management employee
3. 18' roof ladder for tower 61
4. 28' two fly ladder for ladder 61
5. hard suction mounting for ladder 61

PPE Decon / Lost Gear

Minerva lost Vito's bunker pants and a command coat – Meagan working to get them replaced.

A new protocol has been developed to handle bio-contaminated gear. The needed materials have been purchased and both gear washers are equipped. The protocol will be taped to both washers when they are in service.

Inspector Hydrant Flow Testing

The Fire Marshal's office has been asked to request a PO to purchase a hydrant flow testing device and to develop an SOG for conducting hydrant flow testing. The Fire Department will support the Fire Marshal in testing targeted hydrants, especially in high risk new developments where water supply must be fully operational before extensive wood framing risk is present.

Radio Repeater / Infrastructure Plan

Jim is working with Al Shjarback, Mark Russo, Brian Burkhardt and Mike Losapio to create a holistic plan for radio and cellular communications for the department. The plan will consider failover solutions, data layer communications and future needs.

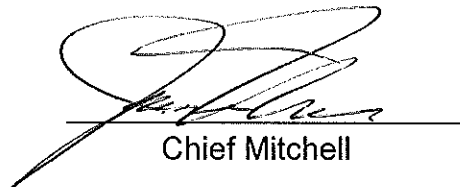
Fire Police has \$1,200 in their budget. CERT plans to promote Fire Police for new members.

Maintenance contract 2021 budget replacement parts & vent full maintenance check annually. Chief Mitchell submitted for reimbursement for the past storm.

Meeting adjourned at 8:14pm



Linda Palumbo



Chief Mitchell
