

DELTRAN TOWNSHIP FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING
JULY 23, 2019

The regular meeting of the Board of Fire Commissioners of the Delran Township Fire District No. 1 was held on Tuesday evening July 23, 2019 at the Fire District Office.

President Charles Kendra, commencing with the flag salute, called the meeting to order at 7:30 pm.

The President announced that this meeting is being conducted within the provisions of N.J.S.10-4.6 to N.J.S. 10:4-41 titled Open Public Meetings and that the time and place has been posted on the bulletin board of the Municipal Buildings and was advertised in the Burlington County Times on February 26, 2019.

Other members of the Board and appointed persons present were: Commissioners James Turcich; James Bauer; Joseph Parento; and Tony Quaciari. Also, present were: Chief John Martino; Deputy Chief Joseph Cunningham; Battalion Chief #231 Forman Shemeley; Battalion Chief Kevin Peak #232. Solicitor Carmen Saginario and Insurance Broker Ryan Jones were excused.

James Turcich made a motion, seconded by Tony Quaciari, to approve the June 25, 2019 regular minutes. The Board was polled. All AYES. The motion was carried.

COMMUNICATIONS: All communications that were received have been distributed to the Board members. A thank you letter will be sent to the Philadelphia Fire Department for the use of their marine unit on a boat fire July 15 at Dredge Harbor Marina. Angela Bauer reported that she spoke to Ryan Bryski from the NJ Office of Emergency Management regarding (FEMA 4021-DR-NJ Hurricane Irene) that was submitted for payment reimbursement for use of the fire district apparatus, fire equipment, and manpower. The district received a FEMA payment for fire equipment and apparatus usage, however, NJ FEMA stated that we would not be receiving any further reimbursements and the declaration FEMA-4021- DR-NJ was closed citing that "how can we reimburse volunteer workforce" and "they volunteered for their community".

SECRETARY: The Secretary reports that everything is up to date. James Bauer reports that we are working on the paid firefighters' positions.

CHIEF: Chief Martino reported that due to the severe storm that hit us last night, the Department members responded to 19 incidents within Delran.

DEPUTY CHIEF: Deputy Chief Cunningham submitted a written report (See attached) and also reported that #2321 had its annual service completed by Fire & Safety Service.

Fire & Safety provided a list of minor repairs that should be addressed. They are preparing a quote for the work.

STATION 231 BATTALION CHIEF: B/C Forman Shemeley submitted a written report (See attached) and also reported that the ladder committee attended a Peirce demo at Station #301.

STATION 232 BATTALION CHIEF: B/C Kevin Peak submitted a written report (See attached) and also reported that the station officers will attend the National Night Out meeting on July 25 to discuss the final items for the event on a fire-matic side. We will have a meeting with our members Monday to review those items. Marine 232 responded and went into service on its first boat fire on July 15. The crews did a great job and Marine 232 worked as designed.

OTHER LINE OFFICER'S REPORTS: No report.

FIRE OFFICIAL: No report.

SOLICITOR'S REPORT: No report.

APPARATUS OFFICER: 1) #2311 and #2312 will be serviced. 2) Both command vehicles will be getting recalls taken care of this week. 3) #2319 is going to Holman Ford for service. 4) #2315 brake air system continues to leak, and air conditioner belt broke. 5) #2316 primer and pump discharge pressure gauge are inoperable, new winch cables were installed.

FIRE EQUIPMENT: D/C Joe Cunningham reported that four carbon-monoxide-meters came in and were distributed to the stations.

STATION PRESIDENT'S REPORT: No reports.

STATION TRUSTEE REPORT: Station 231- no report. Station 232- Kevin Peak reported that we had a clean-up Saturday, July 13. James Bauer reported that we will get carpenter quotes for insulating the bunk rooms exterior walls, because the walls are cold in the winter time.

INSURANCE – The report was read by Angela Bauer. The written report was submitted. (Attached)

EMERGENCY SQUAD: No report.

MASTER PLAN: No report.

BUILDING & GROUNDS: James Bauer reported that we need to contact a landscaper to cut dead branches and shape the evergreens and trees at Station #232.

PUBLIC RELATION- Joe Parento and Joe Cunningham will continue to attend the "National Night Out" township daytime meetings. There will be a "National Night Out" meeting Thursday night July 25 at 7:00 pm at the district office for the fire department and emergency squad personnel.

OFFICE SPACE & EQUIPMENT- James Turcich reported that the two desks for the treasurer's office were assembled. The new filing cabinets were delivered to the LEA and are in the lobby area. Chris Taranto submitted a written report on the training session that was completed on the Firehouse Software tablet.

CHIEF'S DINNER/BUSINESS RECOGNITION- No report.

FIRE PREVENTION: No report.

EMERGENCY MANAGEMENT: No report.

UNIFORMS: Angela Bauer reported that the duty crew pants ordered for James Bauer have been delivered. Both Commissioners Tony Quaciari and Joe Parento went to McDonald's Uniforms. Tony Quaciari was fitted for a Class A Uniform, and Joe Parento ordered a Class A long sleeve shirt. The Board recommended that we start using McDonald's Uniforms as a backup to A-2-Z.

SAFETY: No report.

WEB PAGE: Nothing new to report.

GRANT: The Firefighter Assistance Grant is still pending with FEMA. Joe Cunningham is working on a grant from Georgia Pacific.

BILLS FOR PAYMENT: James Turcich made the motion, which was seconded by Joe Parento to pay all bills presented. The Board was polled. All AYES. The motion was carried.

TREASURER'S REPORT: James Turcich made the motion, which was seconded by Joe Parento to accept the Treasurer's report. The Board was polled. All AYES. The motion was carried.

James Turcich reported that we will be soliciting bids for the addition of the Keri Door System for the District office.

OLD BUSINESS:

- 1) Gov.Deals Auction of outdated equipment: Retired FM vehicle; Surplus SCBA equipment; and obsolete radios. (No progress at this time)
- 2) Fire department needs to update the Department roster for the webpage.
- 3) A list of names from fire police captains are needed so new fire police equipment can be ordered.

NEW BUSINESS: The Annual Firefighter Appreciation Dinner will be held Tuesday, December 10.

PUBLIC COMMENTS: No public comment.

COMMISSIONERS COMMENTS:

President Charles Kendra asked if anyone had any further business to discuss. Hearing none he asked for a motion to adjourn. James Turcich made a motion that was seconded by Anthony Quaciari to adjourn the meeting at 8:48PM. The Board was polled. The motion was approved unanimously.

Respectfully submitted,

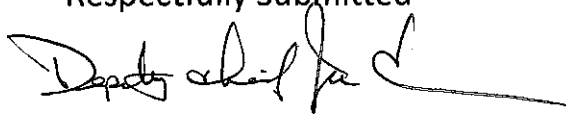
Angela M. Bauer

Angela M. Bauer, Board Clerk

Deputy Chief's report:

1. 2321 was serviced and a list of repairs were put together. F&S is putting a quote together for us.
2. 2319 is going to Holman Ford for service this week.
3. 2311 and 2312 will be getting service this week
4. Both Command Vehicles will be getting recalls taking care of this week.
5. I had to order a new name plate for Chelsea Guyon. Globe spelled her name wrong.
6. The 4 C/O meters came in and distributed to the stations.
7. There will be a meeting on Thursday night.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Deputy Chief Joe Cunningham", with a long horizontal flourish extending to the right.

Deputy Chief Joe Cunningham



DELTRAN FIRE DEPARTMENT

P.O. Box 1007

Delran, New Jersey 08075

Office: 856-461-5474 Fax: 856-461-9005 *Emergencies Dial 9-1-1*

Commissioners Meeting

July 23, 2019

Battalion Chiefs Report for the July 23, 2019

Submitted by: Battalion Chief Kevin F. Peak

Officers that will be attending the National Night Out on August 6th will be meeting on Thursday July 25th to discuss the final items for the event on a fire-matic side. A meeting with the members will be held Monday during the monthly meeting.

232 answered over 20 calls during the recent storm event we had on Monday night. All-encompassing downed wires and trees.

Marine 232 responded and went into service on its first boat fire on July 15th. Went in service on a boat fire on the water. Crews did a great job and boat worked as designed.

Respectfully Submitted:

Kevin F. Peak
Battalion Chief
Delran Fire Department; Station 232

Battalion Chief 2310 Report

July 23, 2019 Commissioners Meeting

Apparatus

ENGINES

Fire and Safety in station yesterday and today performing PMs on 2311,
Will be starting 2312 most likely tomorrow

ENGINE 2312

“Check engine” continues to alarm

LADDER 2315

New intake valve installed on 12, old one place on 2311

BRUSH TRUCK 2316

Air system on brakes continues to leak

Primer and pump discharge pressure gauge inop.

Back from Winner Ford

New winch cables installed

FIRE POLICE UNIT 2318

Back from Barlow after engine problem, waiting on parts to finish
scheduled repairs.

FIRE POLICE UNIT 2317

Placed Out Of Service

MARINE 231

Back from Dredge Harbor after routine maintenance on motor

Activities

* Ladder committee attended a Peirce Demo at Station 301

Training

IAFC August 6 through 11

Commissioner, Parento III, Deputy Chief, Cunningham
Battalion Chief, SHEMELEY

Construction Principles

Firefighter, Parento IV

ICS: Managing Mass Casualties

Commissioner, Parento III, Battalion Chief, SHEMELEY
Firefighter, Parento IV

QTO

Commissioner, Parento III, Deputy Chief, Cunningham
Battalion Chief, SHEMELEY Firefighter, Parento IV

Better Burn build evolutions

Commissioner, Parento III, Battalion Chief, SHEMELEY
Firefighter, Parento IV

Basic Ropes and Knots

Commissioner, Parento III, Firefighter, Parento IV

Everyone goes home

Firefighter, Parento IV

Miscellaneous

*All incident entered up to July 1, 2019

*Year to date total as 1800 is 394

*For an average 1.9 calls a day.

*101 calls behind of this date last year

Respectfully submitted
Forman M. SHEMELEY III
Battalion Chief
Delran Fire Department
Station 231



DELRAN FIRE DEPARTMENT
P.O. Box 1007
DELRAN NJ 08075
Office: 856-461-5474 Fax: 856-461-9005

June 10, 2019

To: Board of Fire Commissioner

From: Christopher Taranto

Re: Train on Firehouse Software

Gentlemen,

I would like to report that training on the firehouse software was very informative and a very successful day.

The activation of the FH inspector tablets will steam line the day to day operations of inspections with real time notifications of violations to our clients. I also believe the use of the tablets meets or exceeds the state requirement of these violation notifications as to **5:70-2.11 service notice or order**. (See attach code definition). As the point of contact has to sign the day of the Inspection meeting **5:70-2.11.1 By personal delivery** with violations being email and /or printed for the client the day of the inspection. Also, to stream line the record keeping, an email can be set up so the L.E.A clerk working that day and /or next day can print the paper work as it comes in by via of email and file it in that occupancy file to retain proper records to meet the state requirements on record keeping.

There are however several things that will need to be done to get the program up and running. As follows:

1. Set up checklist violation categories and sub-categories with corresponding codes.
2. Add unit queries (FM-23) to all client files as well as corresponding violations to insure files sync from desktop version to the tablets.
3. All changes entered into the fire bureau calendar must be the same in desk top firehouse version.
4. The cloud sync App must be added to work station so the two programs can talk to each other and sync information can transmit and be pulled from the cloud. (managemyinspection .com)
User Name: Df249265391
Temp Password: Welcome123
A new password will have to be done.

Pg.1



DELRAN FIRE DEPARTMENT
P.O. Box 1007
DELRAN NJ 08075
Office: 856-461-5474 Fax: 856-461-9005

June 10, 2019

5. With the use of the tablets we now have the ability to take picture of violation in real time and retain the photos for future reference. As to reoccurring violations.
6. If the board chooses to have the fire marshal print the violations at the time of the inspection to hand deliver paperwork to the point of contact for that occupancy. A print will need to set up in the FM's vehicle. The FM then would have to email a copy to the office to be processed and filed.
7. The inspector program will also track the location of the tables location, Next inspection and completed inspection.
8. The user of the tablet must sync the tablet at the beginning of the shift to populate inspection schedule and then again at the end of the day so office staff can download the days inspection.
9. Tablet users will have the ability to update occupancy contact records. Phone, fax and email address on the spot and email them to Central.

Fines / Penalties

I asked the trainer if there was any way to keep track of Fines/ Penalties he stated that there was a mode on the program would do that , but it was an add on and it would cost about \$5,000.00 and that would allow us to track not only the penalty but also the smoke C/O if we choose to enter them in the Fire house and it would track and assign numbers to the C/O inspection taking away the hand written book.

We then looked at a way around it the mod to track penalties and would be to add tab to the permit section of the program so we can track payment and overdue penalties as well as dedicated and Non-dedicated penalties. This option would save us \$5,000.00. He showed us how to add tabs mark penalties and dedicated penalties.

We Also learned how to see who changed Occupancy records. So that we can self-help and fix what we are doing wrong to keep better records in the future. This will also able us to see who changed the records and when.

Some records will now have required fields. So that we will be more consistent when entering records on L.E.A and Fire reports side of the program.



DELTRAN FIRE DEPARTMENT
P.O. Box 1007
DELTRAN NJ 08075
Office: 856-461-5474 Fax: 856-461-9005

We discussed changing names of occupancies and using the same numbers to keep all records together for the address of occupancy regardless of the name for future record in case there is an incident at the address.

We learned how to run batch queries on Fire Alarm, Sprinkler, Hood inspection to see what is overdue or outstanding, current and upcoming inspections.

Changes were made to the fire report side as Central enters them in the system the shift will now automatically default to time of the calls.

I believe that the use of the tablets will be a great help and will cut cost of paper and postage with the real-time delivery of notices and /or orders. Also, with point of contact for each occupancy having to sign for each inspection helps validate the violation.

There are other uses the tablets can be used to do per plans with uploaded photos of areas of interest such as utilities and building layouts that can be used as a run book and property identification, hydrant locations and Solar etc. fire investigation with photos uploaded to report as it's taken. Fire report also can now be done on the street and update as an incident is ongoing.

This program will run all the day to day operations of the L.E.A and so much more. The classes were very helpful. I learned a lot about this software. I like to thank the board for allowing me to participate in this training.

If you have any questions please do not hesitate to contact me.

Yours in service,


Christopher B. Taranto

UNIFORM FIRE CODE

1. No extension shall be granted unless it is requested in writing by the owner. A request for extension shall set forth the work which has been accomplished, the work that remains, the reason why an extension is necessary and the date by which the work will be completed.

2. An application for an extension shall be deemed to be an admission that the notice of violation is factually and procedurally correct and that the violations do or did exist.

i. An owner who inquires concerning an extension shall be informed of the provisions of (d)2 above.

ii. If the local enforcing agency provides forms for an application for extension, the provisions of (d)2 above shall be prominently printed on them.

(e) If the notice of violation is not complied with within the time specified by the fire official, the fire official shall institute the appropriate enforcement proceedings to restrain, correct or abate such violation or to require removal or termination of the unlawful use of the building or structure in violation of the provisions of this Code or of any order or direction made pursuant thereto.

(f) If the fire official determines that the Code cannot be adequately or safely enforced without police support, he or she shall request the police to provide assistance. If no assistance is forthcoming, he or she shall pursue formal action to address the situation and shall not use physical force.

(g) Any person, firm or corporation violating any of the provisions of the Code or failing to comply with any order issued pursuant to any section thereof, shall be subject to the penalties provided in N.J.A.C. 5:70-2.12. The imposition of penalties shall not prevent the fire official from instituting appropriate action to restrain, correct or abate a violation; or to prevent illegal occupancy of a building, structure or premises; or to stop an illegal act, business or use in or about any premises.

Amended by R.1992 d.104, effective March 2, 1992.
See: 23 N.J.R. 3552(a), 24 N.J.R. 739(a).

Text at (a)1-10 deleted; reference to N.J.A.C. 5:18-3 added.
Amended by R.1993 d.195, effective May 3, 1993.

See: 25 N.J.R. 397(a), 25 N.J.R. 1872(a).

Old (d)1 deleted; new (d)1 and 2 added; authorized representative to follow required procedures.

Recodified from 5:18-2.9 and amended by R.1995 d.58, effective March 6, 1995.

See: 26 N.J.R. 4258(a), 27 N.J.R. 878(b).
Administrative correction.

See: 27 N.J.R. 2886(b).

Case Notes

Failure to present sufficient evidence that building was in compliance with sub-codes in force at the time of its construction. No. 1 Chinese Kitchen v. Fire Safety Bureau, 94 N.J.A.R.2d (CAF) 91.

5:70-2.11 Service of notice and orders

(a) Notice, rules, decisions, and orders issued and served pursuant to the Act shall be effective if served by any one of the methods set forth below:

1. By personal delivery;
2. By leaving the document at the addressee's office or dwelling unit with a person 14 years of age or older;
3. By certified mail return receipt requested to the person's last known address; however, if the document is returned as "refused" or "unclaimed" with no indication of a change of address, service may be made by ordinary mail to the same address;
4. If on an owner, by serving the document on the Secretary of State, who shall be deemed the owner's agent for service of process; if:
 - i. A certified mailing was returned; and
 - ii. A copy of the document is posted in a conspicuous location on the premises, which location shall include the walls in a front vestibule, common foyer or hallway near the inside main front entrance; or
5. By electronic service, with read receipt.

(b) The date of personal service or the third day after mailing shall be considered the day of service.

(c) A copy of any notice or order served upon the owner of a State-leased or owned property shall be sent to the Director of Property and Facilities Management, Department of Treasury.

Recodified from 5:18-2.10 and amended by R.1995 d.58, effective March 6, 1995.

See: 26 N.J.R. 4258(a), 27 N.J.R. 878(b).

Amended by R.2018 d.074, effective February 5, 2018.

See: 49 N.J.R. 3007(a), 50 N.J.R. 729(a).

In the introductory paragraph of (a), inserted a comma following "decisions"; in (a)1, (a)2, and (a)3, deleted "or" from the end"; in (a)4ii, substituted "; or" for a period; and added (a)5.

5:70-2.12 Penalties

(a) The Commissioner or a local enforcing agency may assess, levy and collect penalties to ensure compliance with the Code. No penalty shall be imposed except upon issuance of a written order requiring abatement and the allowance of a reasonable specified period in which to comply, unless clear notice of the violation otherwise exists.

(b) The maximum penalty for any act or omission in violation of the Act or Code that is not enumerated in this subsection shall be \$5,000 per violation per day. Except as specified below, a violation of N.J.A.C. 5:70-3 or 4 shall subject a violator to a maximum penalty of \$500.00 per violation per day. Specific violations shall subject violators to penalties as follows:

1. Imminent hazard—punitive closure:

i. Failure to obey an imminent hazard order—a maximum of \$5,000 per day for each day that the failure continues.

ii. Failure to obey an order to close for fixed period of time issued pursuant to N.J.A.C. 5:70-2.17—a maximum of \$5,000 per day for each day that the failure continues.

DELRAN TWP. FIRE DISTRICT #1
INSURANCE REPORT

June 25, 2019 – July 23, 2019

June 27th:

- Enhanced several optional limits on the VFIS accident & health policy

June 27th:

- The WC claim from 8/11/18 was closed after remaining invoices were paid

July 16th:

- The exposure and updates period opened for the JIF renewal, due by 9/15/19

July 17th:

- The WC claim from 6/12/19 was paid and closed

No other claims were reported, and no Certificates of Insurance were issued in this period.

Range of Checking Accts: CHECKING to CHECKING Range of Check Ids: 30129 to 30170
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
30129	07/10/19	AMER005 Americall Communications	1,213.15		69
30130	07/10/19	BARL005 Barlow Chevrolet	1,469.91		69
30131	07/10/19	BURLI025 Burlington Co Overhead Door	480.00		69
30132	07/10/19	DITMA005 Ditmars Perazza & Co.	1,600.00		69
30133	07/10/19	JOHNS005 John's Lawn Service	599.50		69
30134	07/10/19	NAPAA005 NAPA Auto Parts	213.36		69
30135	07/10/19	NEWJE005 NJAWC	1,204.61		69
30136	07/10/19	PENNY005 Penn City Elevator Co.	274.49		69
30137	07/10/19	PRAXI005 Atlantic Tomorrow's Office	126.52		69
30138	07/10/19	PSEG0005 PSE&G	3,942.77		69
30139	07/10/19	READY005 ReadyRefresh by Nestle	655.79		69
30140	07/10/19	STATE005 STATE OF NJ - DEPT OF LABOR	46.59		69
30141	07/10/19	TGIOF005 TGI Office Automation	40.02		69
30142	07/10/19	VERIZ005 Verizon	481.54		69
30143	07/23/19	ANGEL005 Angela M. Bauer	269.00		70
30144	07/23/19	ANGEL010 Angela Bauer - Cleaning	160.00		70
30145	07/23/19	BARL0005 Barlow Chevrolet	1,386.93		70
30146	07/23/19	BURLI010 Burlington Co. ESTC-BCIT	150.00		70
30147	07/23/19	CAPEH005 Capehart & Scatchard P.A.	526.50		70
30148	07/23/19	COMAS005 Comcast	950.09		70
30149	07/23/19	CONTI005 Continental Fire & Safety	30,465.00		70
30150	07/23/19	CURRY005 Curry Office Supplies	1,905.94		70
30151	07/23/19	DELAG005 DeLage Landen Financial	1,441.86		70
30152	07/23/19	DELRA005 Delran Fire Co. #1	6,875.98		70
30153	07/23/19	DELRA010 Delran Fire Co.#2	5,000.00		70
30154	07/23/19	DELRA015 Delran Emergency Squad	9,333.00		70
30155	07/23/19	FIREA005 Fire & Safety Services	6,087.84		70
30156	07/23/19	HUTCH005 Hutchinson	6,143.98		70
30157	07/23/19	JAMES010 James T. Turcich	206.23		70
30158	07/23/19	JIMDU005 Jim Dunphy's Landscaping	530.00		70
30159	07/23/19	JOHNS005 John's Lawn Service	966.00		70
30160	07/23/19	MES00005 MES	1,143.43		70
30161	07/23/19	NATAL005 Nat Alexander Co.	6,240.00		70
30162	07/23/19	NJAWC005 NJAWC - Hydrants	13,938.00		70
30163	07/23/19	PENNP005 Penn Power Systems	1,150.00		70
30164	07/23/19	PRAXI005 Atlantic Tomorrow's Office	4,327.51		70
30165	07/23/19	PRESS005 PRESS ELECTRIC	275.00		70
30166	07/23/19	PRIME005 Primepoint - DelVal Payroll	90.10		70
30167	07/23/19	PSTRA005 Station Automation, Inc.	1,700.00		70
30168	07/23/19	RIGGI005 Riggins Oil	837.79		70
30169	07/23/19	SPRIN005 Sprint/Nextel Communications	922.37		70
30170	07/23/19	THEFI005 The Fire Store	640.00		70

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	42	0	116,010.80	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	42	0	116,010.80	0.00