

Hamilton Township Fire District #2

Mercerville Fire Company



Fire Commissioners
Gene Argenti
Scott Fairfax
Alec Martin
Brian Clarke
Stephen Vetrano

MINUTES

September 24, 2012

The Regular Meeting of the Board of Fire Commissioners, Hamilton Township Fire District No. 2 was called to order by Commissioner Vetrano at 7:05 pm. After the Flag Salute and a moment of silence; The Open public Meeting Act and the Uniform Fire Safety Code were given. Roll was called.

Commissioners in attendance:

Brian Clarke, Scott Fairfax, Dr. Stephen Vetrano

Commissioners absent:

Alec Martin, Gene Argenti (Chairmen)

Special Guest:

Jim Boozan, Director of Capital Health's Emergency Medical Services was present and spoke to the Board in regards to moving the medic unit, Life 793, back to Station 12. The unit had been stationed at Station 12 in the past but is currently at Station 17. Director Boozan requests that Board consider allowing 793 back to Station 12 due to location. He has nothing negative to say about Fire District 7, however, due to the location 793 is the slowest medic unit in Mercer County. Director Boozan is looking to provide a better service than what there is now. Station 12 offers a better location giving the medic unit greater access to the community. He stated, along with Deputy Chief Tozzi, that the problems in the past are/will be corrected. Director Boozan offered the Board a rent of \$500 and to cover all costs brought on by the crew (including repairs). When asked by Commissioner Fairfax what time frame he had in mind, Director Boozan stated he wanted to do right by Nottingham and let them know, but he is not expecting to move tomorrow. He would like to be in Station 12 within a few months.

A Motion was made by Commissioner Fairfax and seconded by Commissioner Clarke to allow 793 back into Station 12. **PRIOR TO THE VOTE** – Commissioner Clarke felt it necessary to disclose that he is a current per-diem employee of Capital Health's Emergency Medical Services

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as a dispatcher, however moving 793 has no affect on his job and there is no personal gain. Commissioner Vetrano also stated that he formerly worked for Director Boozan at Capital Health and there is no personal gain for him as well. The Motion passed 3-0.

Secretary's Report by Commissioner Martin

None give, Commissioner Martin was absent.

Treasurer's Report by Commissioner Fairfax

Grand Bank all three (3)

Operation: \$2,266.19, Payroll: \$3,348.09, Money Market: \$1,200,174.96
Account Balance: \$1,205, 789.24

Cash Management Fund (Total): \$99,296.60

Motion was made by Commissioner Clarke and seconded by Commissioner Fairfax to approve P.O.s #1404 through 1427. (See Attached List). Motion Passed 3-0

Motion was made by Commissioner Fairfax and seconded by Commissioner Clarke to approve and pay the bill list. Motion passed 3-0

D/C Tozzi requests to address the Board in regards to the 2013 Budget. He would like to give the employees a method of tracking their budgeted amounts for their specific areas. This would allow them more awareness of how much money is allotted to them for their areas and how much is remaining for them to use. D/C States this would make purchasing much easier for the employees and the Board. He also mentioned a large purchase for 2013; New Halmatro Rescue tools. The current Hurst tools are costing the district in repairs and Halmatro is the system used by the rest of the township and other mutual aid companies. This would be in addition to leaving the Hurst tools as a back up on Engine 12. The current price quote is roughly \$45,000.

Building and Grounds report: A/O Krajovics reported progress. He then asked to be allowed up to \$200 to purchase Mums for the building in anticipation for the Fire Prevention Open House. Motion made by Commissioner Fairfax and seconded by Commissioner Clarke to allow the purchase. Motioned passed 3-0

Deputy Chief's verbal Report presented by D/C Tozzi: Deputy Chief Tozzi reported that he has given the new building construction project "Operation Sand Castle" referring to Mercerville's former nickname of Sandtown. He stated that he has three architectural firms lined up and he has contacted local officials to gather support for the project and line up possible grants. He also stated the he is in talks with Hamilton PD to possibly put in a Police Desk or road station. RWJ EMS has also been included in the talks. After the Architects, D/C Tozzi will have a project manager talk to the Board. The PM would be on the side of the Board and interpret the

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requirements of the architect and the contractors and advise the board on what would be the most cost effective.

D/C Tozzi also reported that after a poll of employees and volunteers the group consensus is to name the new apparatus "Squad 12". The truck will be called Rescue 12 on the radio until Station 12 can fully become a Squad Company. However, the truck will be lettered as Squad 12. FF Pierson brought up the definition / guidelines of a Squad Company nationwide as per Camden County Chiefs. D/C Tozzi talked about the minimal additional training and equipment required to meet the Squad Company title. Station 12 already operates close to the Squad level. D/C Tozzi also stated that he would like to look into creating a RIC (Rapid Intervention Crew) as there is none on our side of town. Commissioner Vetrano brought up the possible confusion of causing a fire apparatus a Squad when EMS is already referred to as Squads. Motion made by Commissioner Fairfax and Seconded by Commissioner Clarke to call the new red thing Squad 12.

D/C Tozzi also stated that the Fire Company will be hosting a 5K marathon on December 8, 2012 to benefit the Wounded Warrior project and requested to be able to use the property including the parking lot.

D/C Tozzi stated that he would no longer want to track volunteers responding to the firehouse in NFIRS reports. This is due to the increased work there is in tracking each member and is due to liability issues. The Board should expect an opinion paper in the future.

D/C Tozzi would like the Board's permission to hold an employee meeting in October. He request 1 hour per employee to bring them back for a group meeting. He would also like to budget for 2013 two staff meetings and 4 captains meetings.

Lastly D/C Tozzi presented Mantis Bug Tracker. This is a free software that gives the district the ability to create a task and assign it to an employee. The employee can then acknowledge it, and state the progress as well as completion. This would allow all of the employees better guidance and accountability of projects being done around the station.

FM Report: FM McElroy stated that he would like to thank David Porsche for his help with the Fire Prevention Open House. One of the changes to this year's presentation is that the sprinkler will also be demonstrated outside of the structure. This will allow the viewers a better opportunity to understand how a home sprinkler operates.

Old Business: Commissioner Fairfax reports Volunteer John Fleming has asked the Fire Company for a leave of absence. He took his leave right after receiving his uniform allowance check and did not feel comfortable taking the money. The Board discussed giving him a prorated amount until his leave of absence kicks in. Motion made by Commissioner Fairfax and seconded by Commissioner Clarke to prorate $\frac{3}{4}$ of John Fleming's Uniform Allowance Check.

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Commissioner Fairfax stated that he would like to see the CPR classes offered to the community advertised on the Fire Company sign. D/C Tozzi talked about who the CPR classes should be offered to, however stated that he would take care of it.

D/C Tozzi stated that He and Captain Ryan along with FM McElroy have been certified as Juvenile Fire Setter Program instructors. He would like to re-institute it.

Commissioner Fairfax brought up switching to a house pager system for the career staff. This would discontinue the practice of employees having their own pager. This would cut down on the wear and tear and maintenance of the pagers.

New Business: Commisioner Martin requested that the Board look into dictation software to ease the documentation of meeting minutes. D/C Tozzi states he will have someone take care of it.

Commissioner Vetrano stated that the EMS Bill has passed the Assembly Budget Appropriations Committee and now goes to the Assembly for a vote. This date is unknown.

Commissioner Fairfax brought up utilizing a paramedic cert while not on an MICU (Mobile Intensive Care Unit). It was discussed that a paramedic can only act as a paramedic while on the MICU. This was in regards to paying for A/O Krajovics Paramedic recertification. The Board discussed. D/C Tozzi argued in favor for having the Board support the certification as indirectly benefits the board and employees.

D/C Tozzi stated that he now has a new training request form and is now overhauling the professional development time system (outside of contractual obligations).

The Board motioned to enter executive session at 8:44 PM (2044 hours).

The Board returned from executive session at 09:43 (2143 hours).

The meeting adjourned at 09:44 PM (2144 hours)

The next scheduled meeting of the Board will be held on Monday, October 8, 2012 at 7:00 pm.

Respectfully Submitted,

Brian D. Clarke
Commissioner / Assistant Secretary
Hamilton Township Fire District #2