

**Board of Fire Commissioners
LINDENWOLD FIRE DISTRICT No.1
Monthly Board Meeting Minutes**

Meeting Date: August 19, 2019
Meeting Place: Fire Administration Building
Meeting Called To Order: 7:30pm
Members of Board Present: **Chairman** – Clifford Ruth
Vice Chairman – Richard Paul
Treasurer – Raymond McManus
Secretary – Wayne Hans
Commissioner – Frank Weindel
District Clerk – Tiffany Beach
Solicitor – David Capozzi

Salute the Flag

Sunshine Law – Comm. Ruth

In accordance with the NJ Sunshine Law this meeting has been properly advertised and is open to the public. The public portion will follow the regular business of the Board.

Roll Call Commissioners – Comm. Ruth

All present.

Minutes of the Previous Meeting – Comm. Ruth

Motion made by Comm. Paul seconded by Comm. Weindel to approve the July 15th, minutes as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it.

Correspondence – Cl. Beach

Incoming- We received the NJ State Association of Fire Districts Quarterly meeting minutes.

Treasurer’s Report – Comm. McManus

As of August 19, 2019

TD Bank General Checking	79,352.99
TD Bank Money Market Account	808,175.89
TD Bank Money Market Capital	2,558.49
TD Bank Payroll Checking	11,874.40
TD Bank LEA Dedicated Penalty	5,576.36
TD Bank LEA Trust Penalty	16,059.48
Petty Cash	200.00
Total Current Assets	923,794.61

Motion made by Comm. Weindel seconded by Comm. Paul to accept the Treasurer’s Report as read. Any questions? (hearing none) Roll call vote, all yes.

Payment of Bills – Comm. McManus

Comm. McManus: In front of you, you have a list of 65 bills totaling \$ 68,556.39
Motion made by Comm. Paul seconded by Comm. Hans to approve the payment of bills.
Any questions? (hearing none) Roll call vote, all yes.

COMMITTEE REPORTS

Administration / Personnel – Comm. Ruth

No report.

Old Business – Comm. Ruth

Comm. Ruth: Old Business? (hearing none)

New Business – Comm. Ruth

Comm. Ruth: Any new business?

Sol.Capozzi swore in Brandon Jones as Fire Fighter. Congratulations (applause)

Public Portion – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to open to the public. All in favor, ayes have it. (hearing none)

Motion made by Comm. Weindel, seconded by Comm. Paul to close to the public. All in favor, ayes have it.

Open to Commissioners – Comm. Ruth

Comm. Weindel: Just want to thank Keith for speaking tonight on the duty crew. It was very thorough.

Comm. Ruth: I want to wish everyone a Happy Labor Day and to have a good time in Wildwood to be safe, and to remember you are representing the Fire Department down there.

Comm. McManus: I will be away from Sunday to next Friday. You can always get a hold of me by phone or email.

Closed Session – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to go into closed session.

All in favor, ayes have it.

Adjourn - Comm. Ruth

Motion made by Comm. Weindel, seconded by Comm. Paul to adjourn the meeting at 8:59 pm.

All in favor, ayes have it.

Lindenwold Fire District No.1
Treasurer's Report
As of August 19, 2019

	<u>Aug 19, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH	
1010 · TD Bank General Checking	79,352.99
1011 · TD Bank Money Market Acco...	808,175.89
1013 · TD Bank Money Market Capital	2,558.49
1020 · TD Bank Payroll Checking	11,871.40
1030 · TD Bank LEA Dedicated Pen...	5,576.36
1040 · TD Bank LEA Trust Penalty	16,059.48
1090 · Petty Cash	200.00
	<hr/>
Total 1000 · CASH	923,794.61
	<hr/>
Total Checking/Savings	923,794.61
	<hr/>
Total Current Assets	923,794.61
	<hr/>
TOTAL ASSETS	923,794.61
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LIABILITIES & EQUITY	0.00

FIRE MARSHAL'S REPORT

08/19/2019

July 16, 2019 to August 19, 2019

Inspections Completed

Laurel Hill Apts
Christ Community Church
Pizza Bolis
Timber Creek Condo's
Elliott Driving School
Family Financial
A & H African Jamaican
Charlie's Barber Shop
U- Haul
ARC Group Home AC-249 (village of laurel creek)
Paul Burkhardt
Clementon Family
Capp Realty
Kathy's Flowers
Alcoy Industries
Action Graphics
Animal Adoption
Tayrex
Our lady of Guadalupe
C & H Auto
J & G Auto and Tire
US Gas
Pullella Pizza
Little Rain Drops Day Care.



Re-Inspections

Village at Laurel Creek
Mueller's Ice Cream
Laurelwood Liquors
Clementon Grocery
L's Beauty Mart
Maddina LLC
Family Dollar



Complaints Received 1 Imminent Hazards 0

I went to La Tapatia Ice Cream on Emerson Ave for a complaint of cooking without a suppression system. I met with health dept. and

everything was fine.

Requested Response 0

Civilian Burn Reports 0

Permits 2

I issued two food truck permits for Lindenwold Day so far.

Information to Fire District Commissioners

This office with the Fire Dept. went to three public education events last month. We went to Lighthouse Church, National night out and Christmas in July. I finished purchasing fire prevention material for September/ October. . I have been collecting the Fire Safety registration fees. I'm down to three (3). As of August 19, 2019 we received State Life Hazard Fees \$ 8,260.50 Non Life Fees \$ 17,047.50 and permit fees of \$ 698.00.

Yours in Fire Safety

A handwritten signature in black ink, appearing to read 'Timothy Shannon', with a long horizontal flourish extending to the right.

Timothy Shannon
Fire Official



Lindenwold Fire Department
2201 Bangor Avenue
Lindenwold, NJ 08021
(856)-346-0935

August Training Report

In July we trained two times due to our Christmas in July event on July 30th and due to cancelling Vehicle Extrications first hands on night on July 16th because of the heat index being over 90 degrees that night.

Our new member Tyler Landers turned in all of his certifications and a file was made for him in the training department, he is a qualified Firefighter in the State of New Jersey. On July 9th we had Chief Dave Cilona from Waterford Twp Fire Department come in and teach Vehicle Anatomy. That class was through Safety and Survival Training LLC. and Clementon Fire took care of paying for that. Respectfully submitted, Captain/Training Officer DiMitri, Captain Burns, Lieutenant Maldonado.

July 9th

Vehicle Anatomy

Training Room

Taught By: Chief Cilona (safety and survival & Chief from Waterford Twp Fire)

LFD Members – 21

LSFD Members – 8

CFR Members – 16

July 23rd

Vehicle Extrication

Training Pit

Taught By: Captain Burns, Deputy Chief Polifrone

LFD Members – 19

LSFD Members – 11

CFR Members - 14

CHIEFS REPORT

07/15 TO 08/19

Calls for service – Due to a computer issue on the county end I am unable to provide an accurate count for how many runs we had for the month. The CAD had severe issues and continues to be problematic. My guesstimate of runs that were recorded was at 112.

07/17 – Squad responded on a Multi Alarm fire in Erial

07/26- Spring Garden and Blackwood Clementon Rescue MVA

07/30 -Meeting with Remington and Vernick.

08/01 -Car 1 involved in minor MVA. All reports made

08/09 – Chews Landing and Laurel Rescue MVA

08/15 – Squad responded on a Multi Alarm fire in Voorhees.

08/16 – Incident at PATCO. Mercury team was activated for the members who responded. We continue to monitor this situation

Duty crew continues to operate. We had 1 day where we were unable to staff the truck.

Crews have attended numerous special assignments in town.

I and Chief Polifrone have discussed looking for grant opportunities for the construction of a new firehouse. After speaking with other Chiefs from the area as well as some county officials, I feel we should look to someone for grant writing assistance in order to help secure funding for this and other projects, such as the replacement of Ladder 63.

Respectfully submitted

Philip Beeler, Chief.

Duty Crew Program Update - August 19, 2019

Keith M. Polifrone, Deputy Chief, Lindenwold Fire District

Program Data

- Began January 2, 2019
- A crew of at least three has been in station, Monday-Friday, 0800-1600 all but one day.
- 163 Days
- Over 20 members have participated

Successes

- Guaranteed response
- Decreased response time
- Increased Training Opportunities
- Attendance at Fire Prevention Activities
Assist Officers in completion of duties (securing equipment, station tasks/maintenance)

Participants Feedback

- Allows for members with multiple jobs/commitments, to put in time
- Member cohesion
- Opportunities for additional training
- Increased knowledge of apparatus, town'
- Supplies needed (plates, utensils, condiments)

Improvements

- Training Outlines, Suggestions
- Uniforms - Wear and Tear
- Communication between duty crew and officers
- Junior/Probationary Members Volunteering
- Wear and tear on Squad 63

Next Steps

- Expansion of Program to Nights and/or Weekends
- Creation of Duty Crew SOG
- Funding for 2020
- Analysis of altering days staffed during summer from Monday to Friday to Saturday to Thursday

2019-18

**RESOLUTION ADOPTING LAUREL LAKE REGIONAL FIRE ALLIANCE
STANDARD OPERATING GUIDELINES AND PROCEDURES**

WHEREAS, the Borough of Lindenwold Fire District No. 1 maintains membership in the Laurel Lake Regional Fire Alliance; and

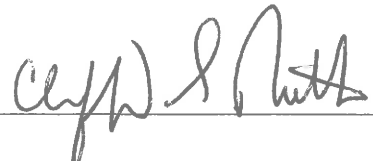
WHEREAS, the Board of Commissioners of Lindenwold Fire District No. 1 have reviewed the Standard Operating Guidelines and Procedures of Laurel Lake Regional Fire Alliance; and

WHEREAS, the Board of Fire Commissioners have determined that there are no conflicts with the proposed Operating Guidelines and Procedures of the Laurel Lake Fire Alliance and the existing Standard Operating Guidelines and Procedures of Lindenwold Fire District No. 1; and

WHEREAS, the Board of Fire Commissioners of Lindenwold Fire District No. 1 believe it is in the best interests of the Fire District to adopt the Standard Operating Guidelines and Procedures attached to this Resolution, to serve as a supplement to Lindenwold Fire District No. 1's Operating Procedures;

NOW THEREFORE, be it resolved by the Lindenwold Board of Fire Commissioners of Lindenwold Fire District No. 1, that the Standard Operating Guidelines and Procedures of the Laurel Lake Fire Alliance, attached to this Resolution, are hereby adopted by Lindenwold Fire District No.1.

Dated: August 19, 2019



Clifford S. Ruth, Chairman



Tiffany Beach, District Clerk

LAUREL LAKE REGIONAL FIRE ALLIANCE

Mission Statement

The mission of the Laurel Lake Regional Fire Alliance is to ensure the safety and betterment of the communities of Clementon, Laurel Springs and Lindenwold through the collective expertise, joint training and familiarization of operations for the firefighters of Clementon, Laurel Springs and Lindenwold in order to solidify our devotion to residents of the Alliance towns.

Alliance Goals

- Create uniformity in training operations among three Departments
- Adopt standard operating guidelines for all three departments to facilitate disciplined & cohesive operations on and off the fire ground.
- Increase the level and quality of services provided to our communities
- To provide the three communities within the Alliance with expanded service beyond fire suppression.
- Utilize training as a catalyst to further shared services amongst the three Departments

Alliance Member General Guideline

Alliance Operational Guideline: 0001

Effective Date: 07/11/2019

General Information (Summary):

This guideline outlines the basic guidelines for all Laurel Lake Fire Alliance (may be referred as “The Alliance” or LLRFA) members. To assure a unified and efficient service to all the towns in the Alliance and to mutual aid, there needs to be a basic set of guidelines.

Procedures:

1. This guideline and all other Alliance guidelines are not meant to replace the guideline/procedures already established within the individual Laurel Lake Regional Fire Alliance departments. These guidelines exist to supplement current guideline/procedures, and assure streamlined and proficient service.
2. All inter-department personnel issues will be referred to that member department guidelines/procedures for any guidance in dealing with said issues
3. The Alliance chiefs shall meet, at the minimum, quarterly to review the LLRFA Guidelines and discuss any issues or grievances concerning the LLRFA departments and its members
4. Furthermore, all Alliance line officers should have regular meetings to discuss any issues or grievances concerning the LLRFA departments and its members
5. Members wishing to transfer to a different department within the LLRFA will be subjected to a 3-month probationary period where their individual case will be reviewed by the Alliance chiefs
6. The Alliance chiefs will approve, unanimously, any and all personnel transfers within the LLRFA
7. A Laurel Lake Regional Fire Alliance Training Committee will be appointed by the Alliance Chiefs and it will consist of a representative from each department. The training committee’s duties will consist of but not be limited to:
 - a. Managing, scheduling and ensuring documentation of Alliance training lessons
 - b. Ensuring completion of the yearly mandatory training by the Alliance members
 - c. Encouraging full participation in training by the Alliance
 - d. Determine the training needs in all areas of training for the Alliance
 - e. Meeting regularly to discuss any issues concerning the LLRFA training
8. All members of the Alliance represent not only their individual department but all departments in the Laurel Lake Regional Fire Alliance. Therefore, every member will conduct themselves, both inside and outside the fire department setting, with the utmost self-respect and within the best interests of the Laurel Lake Regional Fire Alliance as a whole
9. Members of the Alliance will afford the same amount of respect and loyalty to the officers and chiefs of the Alliance departments that they would give to their individual department officers and chiefs.
10. Members can run calls of opportunity (i.e. If a member is visiting another department and a non-emergency call gets dispatch for that local) if it approved by the officer of that apparatus responding and it will not affect the response of that member’s own department

- a. This member must be provided proper personal protective equipment by the apparatus officer (if they are not using their own) before responding
- 11.** All members will make an effort to familiarize themselves with each individual Alliance department's policies, procedures, guidelines and other minutiae inside and outside of the training grounds as much as they can

Social Media and Recordings

Alliance Operational Guideline: 0002

Effective Date: 07/11/2019

General Information (Summary):

This guideline will provide clear direction for the Laurel Lake Regional Fire Alliance (may be referred as “The Alliance”) on the use of Social Media Outlets (including, but not limited to Facebook, Twitter, Instagram, Snapchat, YouTube) and the use of photographs, video and audio recordings as a member of the Alliance. To assure professionalism and the privacy rights of LLRFA personnel, patients, fire victims, and the Public that we serve.

Procedures:

1. General

Members of the Laurel Lake Regional Fire Alliance shall not criticize or ridicule the Department, its policies, its officers or other members by speech, writing or other expression, when such speech, writing or expression: is defamatory, obscene, slanderous or unlawful; and/or tends to interfere with the maintenance of proper discipline; and/or damages or impairs the reputation and/or efficiency of the department or member.

This includes, but is not limited to, written, auditory and/or visual messages communicated via or on Department resources or via personal devices, such as cell phones, PDAs, etc., and/or Social Media Outlets. Any written, auditory and/or visual messages communicated by a member that are relative to the Alliance in any capacity are the sole property of the Alliance. This includes but is not limited to, any written, auditory, and/or visual messages communicated via or on Alliance resources or via or on personal devices and/or Social Media Outlets. This includes our intellectual property, such as our logo, name, and uniform, equipment, etc. as well as photos and written content.

2. Recordings

Alliance personnel shall not record any Alliance activity without receiving prior approval from a Chief Officer. This includes the use of cameras, camcorders, audio recorders and cell phones on any Alliance activity.

The use of helmet mounted recorders shall be approved by a Fire Chief. Such use shall only be for fire ground activities which include interior/exterior fire attack, rescue and training. No recordings of patient care shall be permitted. The use of unauthorized helmet cameras is strictly prohibited

No personnel shall record any personal conversations without all parties first having prior knowledge.

This recording policy shall not apply to social events which are scheduled by the fire company except that the recordings should not be made of any behavior that would include excessive drinking, cursing, fighting or any other activity that could harm the reputation of the Alliance

A Fire Chief must approve any distribution of the content of all recordings.

3. Cameras

Under no circumstances will members be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any incident without express permission from the Incident Commander.

All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of LLRFA personnel in charge of the scene, using approved equipment.

All photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

Any on-scene images and/or any other images taken by a member in the course and scope of their duties are the sole property of the LLRFA or their respective department. This includes any images taken inadvertently with a member's personally-owned camera, cell phone camera, or any other digital imaging device.

No images taken by a member in the course and scope of their liberally-defined duties may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner. This prohibition includes the posting of any LLRFA photographs on any Social Media Outlets, including but not limited to: Facebook, Twitter, YouTube, Snapchat, YouTube, other public safety agency websites, or e-mailed to friends, relatives or colleagues.

Considerations for posting will be given by the Fire Chief, Assistant Chief and/or the Deputy Chief of the members department when images are provided in advance of any posting as described.

All LLRFA digital images will be downloaded as soon as possible, and will be cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards/tapes will be erased.

Company issued cameras and recorders as well as pictures and recordings for investigative purposes are exempt from this rule.

Response for Service

Alliance Operational Guideline: 0003

Effective Date: 07/11/2019

General Information (Summary):

This guideline outlines the procedures for Laurel Lake Regional Fire Alliance (may be referred as “The Alliance or LLRFA”) response to requests for service. It is critical to the effectiveness of The Alliance that all Officers and members understand the role they play in ensuring a rapid and consistent response.

Procedures:

1. Emergency Response

a. Structure Fire/Rescue Assignment: Multiple Dispatched Companies

- All companies will respond at emergency speed.
- When additional information is provided by Camden County Communications indicating that this incident is a non-emergency incident (i.e. sparking outlet, overcooking, light ballast, negative entrapment, etc.) The first due officer or company officer will reduce the speed of all companies with the exception of the first due.
- In the absence of any additional information, and with "nothing showing", “negative entrapment”, the first arriving Company Officer should order the balance of the responding units to reduced speed.
- When companies are placed on reduced speed, the following procedures will take place:
 1. The companies will resume the posted speed limit and the vehicle will be operated without any audible or visual warning devices and in compliance with all New Jersey State motor vehicle laws that apply to civilian traffic.
 2. Companies may stand by at a safe location, facing the direction of the emergency.
 3. Companies shall not return to quarters without permission from the OIC of the incident.

b. Alarm System: Multiple Dispatched Companies

- All companies will respond at reduced speed with the exception of the first due company.
- First due company shall be the CLOSEST apparatus to the emergency. First to sign on radio may not mean you are first due to the incident.
- When additional information is provided by Camden County Communications indicating that there is no fire (i.e. steam, no reason for alarm, workman, etc.), the first company will proceed in at reduce speed.

2. Non-Emergency Response

- a. When responding to a call at reduced speed, the vehicle will be operated without any audible or visual warning devices and in compliance with all New Jersey State motor vehicle laws that apply to civilian traffic. The following assignments are examples of what will be handled as a non-emergency response:
 - Cover Assignments
 - Dewatering
 - Service Assignment Public Assist
 - Non-Life Threat EMS Assist
 - Animal Rescue
 - Community Service
 - Fire Police assignments
 - Tree Limb Down
 - Wires Burning
 - Wires Down
 - Investigate – Appliance, Heater, Alarm
 - Assist police unless otherwise specified
 - CO detector activations with no ill affects
 - Highway Hazards

**** Additional information from Camden County Communications will allow the Officer to determine if emergency speed may be necessary for any of the above assignments.**

3. Response Count

- a. When responding each unit's officer will provide to Camden County Communications the number of qualified members as defined by the Camden County Radio Procedures Manual.

Understaffed Company Response

Alliance Operational Guideline: 0004

Effective Date: 07/11/2019

General Information (Summary):

This Operational Guideline applies to all Fire Department responses in the Laurel Lake Regional Fire Alliance response area. This Operational Guideline has been written to ensure guidance for understaffed companies. Laurel Lake Regional Fire Alliance companies may be referred to as "Alliance" or LLRFA.

Procedures:

1. Alliance apparatus should respond with at least a minimum of three qualified members to all structure fires, rescues, cover assignments, alarm systems, interior fumes, and mutual aid assignments. A crew of four is preferred.
2. Exceptions to the minimum rule:
 - Utility and Air Cascade units can respond, with a minimum of 1 member, however a full crew is desirable.
3. If the minimum number of qualified members is not available, the apparatus can respond understaffed.
4. Understaffed companies should respond at reduced speed
5. Use of under-staffed companies:
 - Additional Scene Personnel
 - Support Activity
 - Water Supply
 - Special assignments other than additional responses
6. Understaffed companies shall stage apparatus away from the fire scene and send personnel to the manpower pool, unless directed to perform a different task by the Incident Commander.
7. Understaffed engine companies, including driver only responses, may be used for water supply or water shuttle operations, if directed by the Incident Commander
8. Understaffed aerial pieces (Ladder, Quint, Squirt companies) may be used to provide DEFENSIVE aerial operations, unless directed otherwise.
9. Calls deemed not emergent may be responded to understaffed when appropriate time has been given for all responders to assemble (5 minutes from dispatch) and the incident may be safely handled with a reduced staff

PERSONNEL SHALL BE QUALIFIED TO PERFORM THE TASKS OF ALL RIDING POSITIONS
OF THAT COMPANY AND ALL THE TASKS REQUIRED OF THAT COMPANY

Alliance Annual Mandatory Training

Alliance Operational Guideline: 0005

Effective Date: 07/11/2019

General Information (Summary):

This guideline outlines the mandatory yearly training for all members of the Laurel Lake Fire Alliance (may be referred as “The Alliance” of LLRFA). This operational guideline has been written to ensure standardization and guidance when dealing with yearly mandatory training. While this guideline outlines the minimum mandatory annual training for all members of the Alliance, all members should also refer to their own department guidelines and procedures for additional mandatory training.

Procedures:

1. This dictates the annual mandatory and performance standards for continued service within the Alliance. It includes:
 - a. SCBA Qualification for Active Senior Members(interior), which consists of:
 - i. SCBA Awareness Training
 - ii. SCBA Mask Fit Test
 - iii. SCBA Confidence Drill
 - iv. PPE 2 minute drill
 - b. SCBA Qualification for Active Senior Members (non-interior), which consists of:
 - i. SCBA Awareness Training
 - ii. SCBA Mask Fit Test
 - iii. PPE 2 minute drill
 - c. Live Fire Training
 - d. Blood Bourne Pathogens *
 - e. Right To Know/Haz Com *
 - f. Confined Space *
 - g. Lock Out/Tag Out *
 - h. Sexual Harassment (or equivalent) *
2. The Laurel Lake Regional Fire Alliance also has bi-annual mandatory and performance standards for continued service. It includes:
 - a. CPR
 - b. Electrical Safety *
 - c. Ladder Safety *
3. The Alliance currently uses online based training. Those courses that are to be taken online are marked with a (*). This training must be completed within a two month time frame from activation. No other certifications will be accepted as substitution for the online training.
4. Failure to complete any portion of this training will result in a member being considered to be inactive and unable to participate in Firematic activities.

Alliance Training Grounds and Etiquette

Alliance Operational Guideline: 0006

Effective Date: 07/11/2019

General Information (Summary):

This guideline outlines the rules for the Laurel Lake Fire Alliance (may be referred as “The Alliance” or LLRFA) training grounds. A training ground defined as any area (classroom, lot, simulator etc...) that a group of Alliance members gather to train in any capacity (lecture, skills assessments, drills etc...). This guideline also establishes behavior expected from the members on the training grounds.

Procedures:

1. Terms:
 - a. Lectures is a educational talk to an audience in this case the members of the Alliance
 - b. Practical training is any drill where members of the Alliance are physically doing something (i.e. the burn building, roof operations on the roof simulator etc.)
2. Cell Phones:
 - a. Cell phone use will cease during all training
 - b. Cell phones will be on vibrate and in the members pocket or locker
 - c. If a member needs to use their cell phone due to an emergency, they will excuse themselves from the training ground quietly and without interruption
3. Smoking:
 - a. Smoking (including e-cigarettes) is not permitted during training unless breaks and/or the instructor advises the members they can smoke
4. Lateness:
 - a. If a member is going to be late for training, they need to let their immediate officer know.
 - b. Members coming more than 15 minutes late for training will not receive credit for the training from their individual departments unless notification has been made
5. Respect:
 - a. Members will give the utmost respect to the instructor or instructors teaching the training class by
 - i. Being attentive
 - ii. Not talking out of turn
 - iii. Eliminating side conversations and general talk
 - iv. Not being disruptive
6. Safety:
 - a. There will be no horseplay on the training grounds
 - b. Appropriate PPE will be worn at all times, no exceptions
7. Dress Code:
 - a. Lectures (outside instructors): Class B Uniform
 - b. Practical: Weather Appropriate attire, fire department t-shirt suggested
 - c. Tours/Walkthrough: Class B Uniform
 - d. The lead instructor has the option to change the uniform

- e. Instructors for the drill should wear Class B Uniform for Lectures and fire department t-shirt or polo shirt and work pants for Practical
8. General:
- a. All members will be on location and ready to learn (sitting for a lecture, in proper PPE for practical training etc) 10 minutes before the designated start time
 - b. In case of a cancellation (weather, instructor conflict, etc), company officers will have a back up drill (pocket drill) so training can still take place.

Alliance Duty Crews

Alliance Operational Guideline: 0007

Effective Date: 07/11/2019

General Information (Summary):

This guideline outlines the procedures and rules for any Laurel Lake Fire Alliance (may be referred as “The Alliance” or LLRFA) duty crew. This operational guideline has been written to ensure standardization and guidance when establishing a duty crew. These guidelines do not apply to the stipend duty crew of the Lindenwold Fire Department

Procedures:

1. The primary purpose an In House Duty Crew is to provide a qualified crew available for immediate response to calls for service in the LLRFA area, thereby reducing response times. A secondary goal is facilitate crew level training to elevate the skill level of company members
2. Any in house duty crew must comply with the provision of this policy and the all policies of the hosting department
3. The duty crew shift must be a minimum of five continuous hours. Crews can be scheduled at any time, 24/7/365 and can be organized by any member.
4. The duty crew must consist of at the minimum four SCBA qualified members including one qualified driver
5. A line officer should serve as the duty crew officer for each staffed apparatus. If a line officer is not available permission must be obtained from a chief officer for a senior fire fighter to serve as officer
6. Once the plans for a duty crew are finalized, the duty crew officer will notify the LLRFA chiefs of the duty crew times, the number and names of who is participating, the planned training and the identity of the duty crew officer
7. The duty crew officer will then take measures to notify department members of the scheduled detail via email
8. More than one apparatus may be staffed by the duty crew provided at least four SCBA qualified personnel are present for each apparatus. Any apparatus staffed with less than four SCBA qualified personnel shall wait for additional members to arrive at the station before responding
9. All members of the duty crew shall be uniformly attired. The duty crew officer shall be responsible for determining the proper attire and for ensuring all participating members are uniformly attired and present a professional appearance
10. A minimum of 45 minutes of the scheduled shift shall consist of approved training. Participation in the training session is mandatory for all duty crew members. The training shall be coordinated by the duty crew officer and may be scheduled at any time during the shift. Off site training is permitted but must be conducted in a location which will not cause an unreasonable delay in responding to calls in the local area. Members not participating in the duty crew may participate in the training activity and will be eligible for drill credit. Under extenuating circumstances the chief may waive the training requirement measures

11. With the exception of offsite training, the duty crew is expected to remain in quarters for the duration of the shift. While offsite meals are permitted, members are encouraged to obtain food or other needed supplies prior to the start of the shift and to eat in station
12. The duty crew officer will take reasonable measures to ensure safety and security of the apparatus during offsite activities
13. The duty crew will also perform general housekeeping in the housing station and also perform a apparatus check on the apparatus they are using
14. The duty crew officer shall be responsible for ensuring all members of the duty crew comply with the provisions of this policy
15. The duty crew should respond to all calls for service within three towns in the Alliance.
16. The duty crew shall respond to "Out of Town" calls if only they are staffing the apparatus that was called into that local unless special permission was given before the start of the duty crew
17. **Reporting**
 - a. **TBD**

Alliance Annual RIC Training

Alliance Operational Guideline: 0008

Effective Date: 07/11/2019

General Information (Summary):

This guideline outlines the required annual training for all members of the Laurel Lake Fire Alliance (may be referred as "The Alliance" or LLRFA) who participate in RIC Operations. This operational guideline has been written to ensure standardization and guidance when dealing with RIC Training.

Procedures:

- 1) **Each department within the Alliance will have a RIC Officer. This officer will be in charge of documenting the individual members and what training they have accomplished**
- 2) **This guideline only outlines the annual training and training prerequisites for RIC companies as established by the New Jersey Division of Fire Safety. Members should refer to their individual department SOG's on responding and operating as a RIC.**

RAPID INTERVENTION CREW PREREQUISITES:

In order to participate on a RIC, there is prerequisite training that every member should have. This training can be obtained by a designated outside agency. This training is as follows:

- 1) A certification as a Firefighter I through the State Of New Jersey Division of Fire Safety
- 2) A certificate of completion of a RIC Awareness Course
 - RIC Awareness is defined as a 3 hour lecture covering a basic overview on RIC. Further information can be found in the NJDFS RIC Training Guideline.
- 3) A certificate of completion of a RIC Operations Course
 - RIC Operations is defined as 4 hour lecture and 20 hours of practical training. Further information can be found in the NJDFS RIC Training Guideline.
- 4) A IMS Level I certification through the State Of New Jersey Division of Fire Safety
 - IMS Level I is
 - i. three years experience as a firefighter
 - ii. certification as a Firefighter I
 - iii. A certification of completion of a Basic Incident Command System I-200 course
 - iv. A certification of completion of Introduction of Incident Command ICS-100 course
 - v. A certification of completion of NIMS An Introduction IS-700 course
- 5) Knowledge and training on all the necessary tools and equipment used by the RIC
- 6) Be SCBA Qualified
- 7) Complete a minimum of 16 hours of annual RIC Team Training
- 8) RIC Team Leaders should have all the qualifications stated above *and also*:
 - IMS Level II certification through the State of New Jersey Division of Fire Safety
 - i. IMS Level II is
 1. A IMS Level I certification

2. A certification of completion of Intermediate Incident Command System I-300 course

ANNUAL TEAM TRAINING GUIDELINES

All Rapid Intervention Crews shall complete a minimum of 16 hours of annual RIC Team training.

- 1) A minimum of 12 of the 16 hours shall be in the form of hands-on training, as a team, in scenario based training.
- 2) For the purposes of Crew training, a crew shall consist of four (4) members
 - Each Rapid Intervention Crew member shall demonstrate annual competency in 8 module skills:
 - i. The “Nance” Drill / Thru The Floor
 1. Demonstrate the ability to be lowered to a below grade situation by use of a charged hose line
 2. Demonstrate the ability to be lowered to a below grade situation by use of a personal rescue rope
 3. Demonstrate the ability to package and raise a firefighter, from below grade setting, with aid of a charged hose line
 4. Demonstrate the ability to package and raise a firefighter, from a below grade setting, with the use of:
 - a. Personal webbing or rope using a tied loop or know
 - b. Any hand tool as identified as part of the RIC Tool cache
 - c. And approved harness or other product
 5. Demonstrate the ability to package and raise a firefighter, from a below grade setting with the use of Life Safety Rope, with a minimum length of 50 feet, and the “Handcuff Knot” technique.
 - ii. The “Denver” Drill / Thru The Window
 1. Using a Denver Drill Prop which is
 - a. A “hallway” 28 inches wide and 8 feet long with
 - b. A “window” at one end that is 20 inches wide by 28 inches in height and
 - c. The sill is 42 inches off from the floor
 2. The individual firefighter, operating as a member of a RIC shall
 - a. Perform a two person rescue of a downed/disorientated or lost firefighter utilizing the “Denver” technique
 - b. Perform the maneuvers of the rescue from both the Head and Foot positions
 - iii. Below Grade to Grade Level Rescue/Removal
 1. The individual firefighter, operating as a member of a Rapid Intervention Crew shall demonstrate:
 - a. A two person shoulder and leg lift and carry
 - b. A three person should and leg lift and carry. The three positions shall be identified as:
 - i. The leg position

- ii. The shoulder position
 - iii. The “rope” position
 - 2. The individual firefighter shall perform each rescue form the following positions:
 - a. The leg position
 - b. The shoulder position
 - c. The “rope” position
- iv. Upper Floor Removal (2nd floor and above)
 - 1. The individual firefighter, operating as a member of a Rapid Intervention Crew, shall demonstrate
 - a. The removal of an injured, disoriented or unconscious firefighter, from a upper floor via ground ladder, at a minimum height of 24’ by the following techniques
 - i. The “seated shoulder carry” technique
 - ii. The “across the arms” technique
- v. Individual Rescue Drags and Carries
 - 1. The individual firefighter, operating as a member of a Rapid Intervention Crew, shall demonstrate the ability to remove a downed, injured or unconscious firefighter from a simulated room or void space by the use of:
 - a. Utilizing the SCBA Harness, both as a one and two person team
 - b. Utilizing hand tools, both as a one and two person team
 - c. Utilizing a personal harness, both as a one and two person team
 - d. Utilizing rope and/or webbing, both as a one and two person team
- vi. Rope Assisted Search Techniques
 - 1. Utilizing a minimum of 200’ anchor line and minimum of 20’ tag lines
- vii. SCBA Air Management
 - 1. The individual firefighter as operating as a member of a Rapid Intervention Crew, shall demonstrate the ability to:
 - a. Replace mask mounted regulator on a downed firefighter
 - b. Exchange a SCBA cylinder, on an injured, disoriented or downed firefighter during a rescue situation
 - c. Exchange a SCBA face piece, on an injured, disoriented or downed firefighter during a rescue situation
 - d. Utilize a supplemental air supply system (i.e. Buddy breathing), on an injured, disoriented or downed firefighter during a rescue situation
 - 2. During this training it will be physically recorded, in writing:
 - a. R.I.C Team Member
 - b. Air Consumption
 - c. Entrance Times
 - d. Working Time
 - e. Exit Time

viii. Communications

1. Demonstrate the use of radio assisted feedback to locate a downed, injured or disorientated firefighter
 2. Demonstrate the ability in utilizing the L.U.N.A.R acronym to provide information to the RIC Officer or Incident Commander, which enables a Rapid Intervention Crew to locate said individual
 3. Demonstrate the ability to effectively transmit a MAYDAY situation to the RIC Officer or Incident Commander
 4. Demonstrate the ability, as the RIC Officer to:
 - a. "Command" a RIC Team Deployment
 - b. "Coordinate" activation of multiple RICs, during a single incident
 - c. "Communicate" via portable radio, with a Incident Commander utilizing the Incident Command System, during a RIC deployment
 5. Operating as a Rapid Intervention Crew:
 - a. Demonstrate the ability to efficiently set up and become "deployment capable" at various types of incidents
 - b. Demonstrate and perform a effective "Size Up" for a Rapid Intervention Crew at various types of incidents
 - c. Demonstrate the ability, via portable radio to inform a Incident Commander, the Rapid Intervention Crew is ready for deployment
- 3) A minimum of the 4 of the 16 hours shall consist of classroom/lecture training as a team.
- The classroom/lecture training will consist of the following topics:
 - i. Skills Review
 - ii. R.I.C Deployment and Size Up
 - iii. Ropes and Knots
 - iv. Tool Use and Location
 - v. SOGs
- 4) The training can be obtained from outside agencies provided a certificate of Rapid Intervention training is awarded.
- 5) Documentation
- All RIC Team Training will be documented and contain the following
 - i. Date of the training
 - ii. The type of training (Lecture or Hands On)
 - iii. A description of the training that took place
 - iv. The name of the person(s) who conducted the training
 - v. The names of the personnel who attended and completed the training

ANNUAL TEAM TRAINING INSTRUCTOR GUIDELINES

- 1) The lead instructor or Instructor-In-Charge shall possess a Fire Instructor I through the State of New Jersey Division of Fire Safety

- 2) All instructors shall be a qualified member of the Rapid Intervention Crew (as stated above)
- 3) All instructors shall have demonstrated competency through demonstration, experience and training for each module in which they instruct.
- 4) The participate student to instructor ratio shall not be greater that 5 to 1
- 5) All RIC training shall be pre-approved by the Training Division before the training date

RESOLUTION 2019– 19

**Board of Fire Commissioners
Fire District No 1**

Resolution to Authorize Closed Session at 08/19/2019 meeting

WHEREAS, matters have come before the Board of Fire Commissioners as follows: Personnel and contract matters.

WHEREAS, the Open Public Meetings Act permits a Closed Session to discuss said matters;

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners shall meet in Closed Session on 08/19/19 at 7:30 pm or soon thereafter as the Board directs as part of its meeting to discuss said matters. Such Closed Session in connection with this personnel and contract matter shall not be disclosed; and

BE IT FURTHER RESOLVED that the public is hereby advised that formal action may or may not be taken on any matters disclosed in Closed Session when the Board enters into open session; and

BE IT FURTHER RESOLVED that the Board may take formal action on any other matters when it returns to open session.

Dated: 08/19/19



Clifford Ruth, Chairman



Attest: Tiffany Beach, District Clerk