

**West Deptford Township  
Emergency Service Coordinating Council  
Meeting Minutes October 15, 2018**

The Emergency Services Coordinating Council held their Regular Meeting on Monday, October 15, 2018. Chief Golle called the meeting to order at 1930 hours, then saluted the flag with a moment of silence. The minutes from the previous meeting were reviewed and accepted with one change to reflect in Public Comment section regarding a discussion of potential staffing changes. A motion was made by Assistant Chief Powell to accept the minutes, seconded by Chief Harris, all in favor.

**In Attendance**

Colonial Manor	Chief Ricky Harris	Present
	Alt. Thomas Pickering	Present
Greenfields	Rep. Chief Marty Matson	Present
	Alt. Joe Gill	Present
Thorofare	Chief Brian Golle	Present
	Alt. W. Fanslau	Present
Verga	Rep. Scott Powell	Present
	Alt. Forrest Hammel	Absent
Mayor	Mayor Denice DiCarlo	Absent
Public Safety Chairman	Deputy Mayor James Mehaffey	Present
Mayor's Alternate	Committeewoman Megan Kerr	Absent
Township Liaison	Lieutenant John Chambers	Present
Citizen at Large	T. Sullivan	Present
Citizen at Large	VACANT	
Recording Secretary	Latiya Wescott	Present
Emergency Management Coordinator	Joe Gill	Present
Vehicle Maintenance	Keith Lamb	Present
	Alt. Tom Jefferson	Absent

**Fire Official's Report:**

Mr. Austin gave the fire official report for September. There were 11 fire investigations during this time.

Fire inspections were as follows:  
37 inspections 9 re-inspections

Mr. Austin thanked everyone for their participation in Fire Prevention Week.

**Vehicle Maintenance Report:**

Keith Lamb gave the vehicle maintenance report. The vehicle repair schedule along with PubWorks software was discussed. Chief Harris discussed the need for additional communication with stations for maintenance work for items such as performing work on the pump stations.

**Training Committee:** There will be a Solvay Drill on October 23<sup>rd</sup>. A pre-burn meeting is scheduled for October 24<sup>th</sup> at station 6-3 in preparation for the October 27<sup>th</sup> drill in Burlington County from 8 am- 2

pm. Station 6-1 will be hosting a guest speaker in November, tickets are available. The training committee is also looking into scheduling additional training and will keep everyone posted.

**SOG:**

The committee reviewed the State Police Highway Guide and recommend that the coordinating council adopt it as a whole. The committee also reviewed the accountability protocol and probationary fireman protocol.

**Township Chief's Meeting:**

Chief Harris gave a report. The Chiefs met and discussed the following:

1. Firefighters and staffing- Assignments were delegated to gather more information and to help create a plan to present to the Township.
2. Chiefs were sent a copy of Cherry Hill's driving policy on motor vehicle accidents and it is currently being reviewed.
3. SOG's were discussed and it was decided by Chiefs to add guidelines that have been created to the SOG's, for example, Sexual Harassment Policy- it's tied into SOG's but references see Twp. Policy. This information will be added to SOG's so it's all in one place.
4. Maintenance system has been working with new changes.
5. Accountability for apparatus sign-on with SCBA qualified individuals. Chief Golle also discussed a trial system they were currently working on which could possibly be used by all Chiefs. This will continue to be tested for another month and with possible adoption among other stations once discussed further.

**Gloucester County Chief's Meeting:**

No report.

**Master Plan:**

No change.

**OEM:**

Mr. Gill gave a report. Currently working with a consulting group regarding an oil water separator being installed by GCUA. Next County OEM meeting scheduled for November 7<sup>th</sup>.

**Mayor Comments:**

No report.

**Public Safety Chairman:**

Deputy Mayor Mehaffey discussed the Vehicle Equipment Maintenance Repair Procedure that was distributed and confirmed that all Chiefs have given their email addresses to receive updates and information on repairs. This policy should be followed moving forward.

There was also some discussion regarding reviewing the status of work within the PubWorks system. It appears the email system is working well. However, there was an issue with not receiving notification pump maintenance, all emails were checked to ensure future notifications.

The township policy on internal investigations was discussed and Deputy Mayor Mehaffey should be notified as the liaison and the Township will provide any additional assistance as needed. There was

also discussion on the accident policy which needs to be completed and in place. The Council may reference the Township or Police policy that is available for review.

**Township Liaison**

No report.

**Citizens at Large:**

Tom Sullivan thanked the committee for sending him the Master Plan and the Mutual Aid Plan.

**6-6 Comments**

Fire Prevention activities are scheduled for October 19<sup>th</sup> at 6:30 PM.

**6-3 Comments**

Chief Harris discussed their 1985 Utility vehicle in terms of insurance coverage. Keith Lamb will look into it. Deputy Mayor Mehaffey also advised all stations to double check that all vehicles are insured and if not, let them know as soon as possible.

**6-2 Comments**

Assistant Chief Powell thanked everyone for coming out to their fire prevention event. The station has tickets available for their Halloween party on October 20<sup>th</sup>.

**6-1 Comments**

On October 30<sup>th</sup> there will be a traffic management safety class. November 13<sup>th</sup> the department will be hosting a Robert Eckert lecture.

**Old Business:**

None

**New Business:**

None

**Public Comment**

6-6 received information on a \$600 scholarship program being offered by Rowan Community College to help with tuition for any volunteer fireman.

**Next Meeting**

November 12<sup>th</sup>

Motion to adjourn made by Assistant Chief Powell and seconded by Chief Harris at 1954 hours.

Respectfully Submitted,

Latiya Wescott  
Recording Secretary

LDW

ADOPTED ON: \_\_\_\_\_