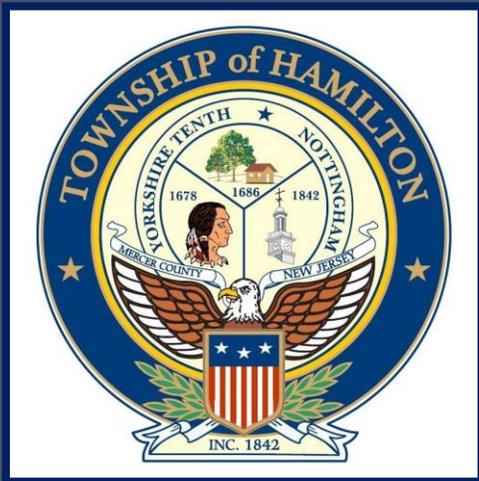


# Hamilton Township Mercer County New Jersey



## Fire Division 2022 Annual Report

# CONTENTS

Mission Statement .....	3
Vision Statement.....	3
Values Statement.....	3
Message from the Chief.....	3
Chain of Command.....	4
Fire Prevention Bureau .....	5
Fire Prevention Mission Statement .....	5
Fire Prevention Vision Statement .....	5
Fire Prevention Values Statement .....	5
Establishing Fire Prevention Bureau .....	6
Services we provide .....	8
Identify the Level of Service.....	8
Staffing Levels .....	8
Staffing Options .....	9
Fire Prevention Goals.....	10
January 1, 2022 through December 31, 2022 Inspection Statistics:.....	10
Fire Investigations Unit .....	11
Fire Prevention Activities 2022:.....	11
Training Division.....	12
Office of Emergency Management .....	13
Hazardous Materials Response.....	14
Stations and Apparatus.....	14
Volunteer Fire Companies .....	15
2022 Emergency Response .....	15
Calls by Type.....	15
Breakdown of Fire Type .....	17
Average Time on Scene:.....	18
Fleet .....	19
Conclusion.....	20

## MISSION STATEMENT

The Hamilton Township Fire Division is an always present, multifaceted and capable force responsible with preserving the safety and wellbeing of our residents and visitors. We are highly competent in fire prevention, fire suppression, technical rescue, hazardous materials response, emergency management and emergency medical response. Our Division will continually evolve to provide the safest and swiftest response to all call for service.

## VISION STATEMENT

We will support a safe, diverse and healthy work environment to reflect the values and needs of Hamilton Township.

## VALUES STATEMENT

We encourage and support all of our professionals in their pursuit to become highly competent emergency service providers through training and mentoring.

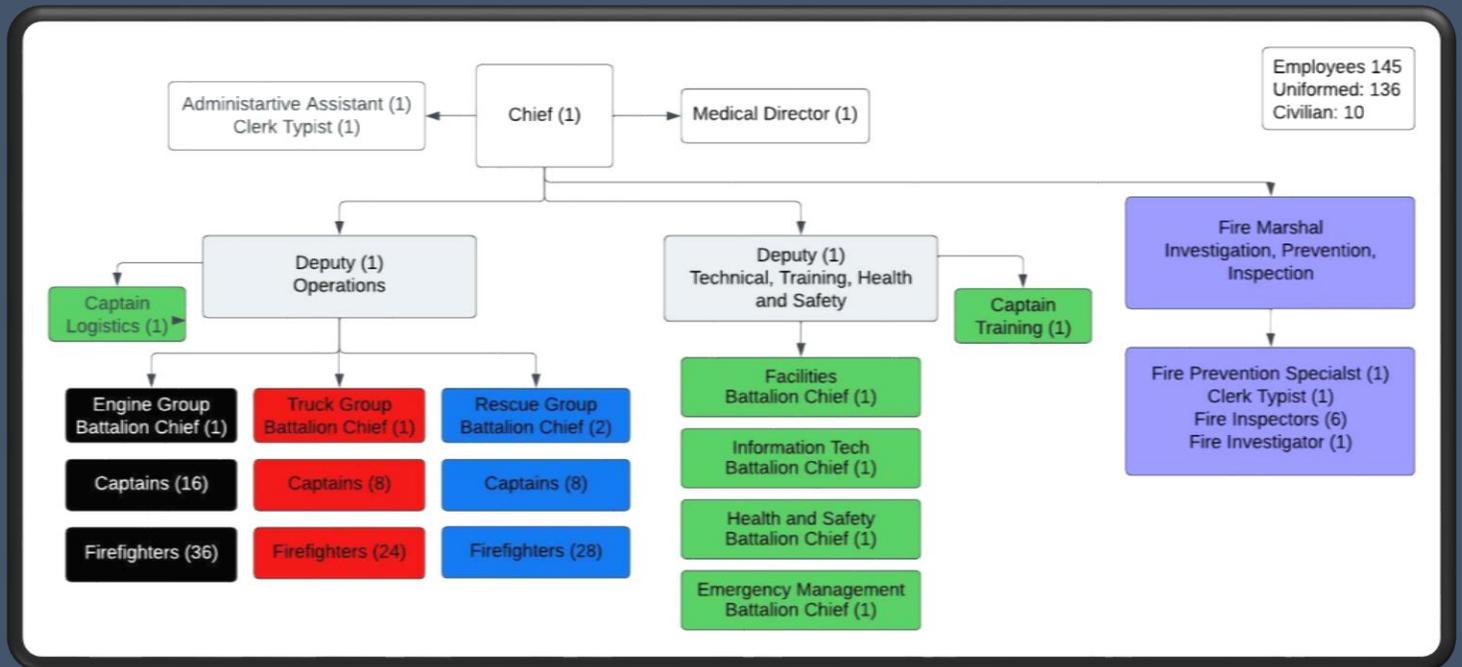
## MESSAGE FROM THE CHIEF

As a lifelong resident of Hamilton Township, it is an honor to serve this community alongside the 145 firefighters, fire officers, fire prevention specialists and administrative staff of the Hamilton Township Fire Division. I have served Hamilton for 31 years and I am proud to see our Fire Service as the most responsive, coordinated and proficient that it has ever been. The arduous task to consolidate Hamilton's Fire Service is coming to fruition on many fronts. We continue daily to serve the residents and visitors of Hamilton Township, evaluating every response with the intent to constantly progress. Our future is ever-evolving in a dynamic environment thanks to the dedication and professionalism of every member of the Division.

We are all very proud to serve Hamilton Township and pledge to continue to evolve to ensure everyone in our community has confidence in our ability to help whenever the need shall arise.

*Chief Christopher J. Tozzi*

# CHAIN OF COMMAND



# FIRE PREVENTION BUREAU

The Fire Prevention Bureau continues to work with several other Hamilton Township Departments and Divisions. The Bureau has conducted several reviews for site plans for new construction with the Land Use Division. The Bureau staff ensured compliance with the NJ Uniform Fire Safety Code and NJ Uniform Construction Code in concurrence with Inspectors from the Division of Construction Inspections.

## **Fire Prevention Mission Statement**

The Hamilton Township Fire Division, Fire Prevention Bureau, is responsible for enforcement of all local and state fire codes within the Township.

The goal of the Fire Prevention Bureau is to prevent fires and minimize the risk of loss of life and property through fire code enforcement and education. The Fire Prevention Code regulates the proper maintenance of existing fire protection features of a building which are specifically addressed in the NJ Uniform Fire Code. These include maintenance of fire detection and suppression systems, fire extinguishers, means of egress, storage and housekeeping, etc.

The Fire Safety Code addresses retrofit requirements where modifications have to be made to a building to address the lack of fire safety.

The Fire Prevention Bureau is charged with inspecting all of the building and structures in the Township, with the exception of owner occupied one and two-family dwellings, at least once a year.

## **Fire Prevention Vision Statement**

To be a progressive organization that leads the community in public safety. The service we provide will be of the highest quality afforded to the citizens of our community.

We provide a high level of customer service by protecting life, property, and the environment through the delivery of innovative, fiscally responsible fire prevention, and community risk reduction services. As a core service of the Township, we are committed to protecting citizens, families, firefighters, and the preservation of our profession in the delivery of these services.

## **Fire Prevention Values Statement**

We value the public's trust and are committed to honest and ethical behavior. We hold ourselves accountable to this value. We believe in a personal commitment to the organization and community. Self-discipline is the foundation for managing behavior.

We encourage and support excellence in leadership, innovation, and service. We aspire to the highest level of competency through training and mentoring. We value teamwork and open communication as the foundation for everything we do. We honor our families and the deep traditions of the Fire Service. We will act with respect and integrity in all situations.

When called upon, we will provide a safe, rapid, and professional response to emergencies, complaints and violations. We will show compassion for victims of emergencies and help them in any way we can.

Recognizing the value of diversity helps us to work together as a team to serve our community. We are dedicated to reflecting and respecting diversity throughout our organization.

## **Establishing Fire Prevention Bureau**

Creating a fire prevention bureau and fire prevention staffing options:

The fire marshal must consider several key elements in an effort to lead the fire prevention bureau in the right direction. The initial framework in developing a fire prevention bureau must include:

- Ensure the organization's mission statement includes the fire prevention bureau's primary functions.
- Ensure the fire prevention bureau is part of the fire department's strategic planning process.
- Adjust the entire organization as needed while monitoring the environment for internal and external change opportunities.

Before a fire prevention bureau manager begins to address staffing options, he needs to first evaluate where the functions of the division fits in to the overall organization. The best way to do this is to take a critical look at the mission statement of the fire department. When the fire department's mission statement includes the roles of the fire prevention bureau, it informs the entire community of the significance of the fire prevention bureau.

The duties of the fire prevention bureau must not be structured to function independently within the fire department but to function with the other divisions of the organization. Just like the private sector, each division of the organization must share in the overall mission. It is essential that the fire prevention functions are part of the organization's mission.

As fire prevention bureaus evolve in an organization, an important element in its development is ensuring the fire prevention bureau is part of the fire department's strategic planning process. Strategic planning is a great tool that provides a number of benefits. It creates an organized plan with direction for the fire department to face the challenges ahead. Whether in their infancy or established for years, fire prevention bureaus must be part of this process.

Fire prevention bureau involvement in the strategic planning process allows the fire prevention to be integrated into the overall plan for the organization. Not only does this allow the fire prevention bureau to be involved but it creates an environment where everyone has ownership of the mission of the organization and a part of the cohesive plan to carry out the mission. With fire prevention as part of the organization's mission, and included in the plan to carry out the mission, everyone is involved in the success.

Once the organization has a strategic plan, one thing is certain, nothing will remain the same. The strategic plan of the organization must be fluid and able to adapt to internal and external changes. For example, as a community undergoes a change in growth, demographics, or resources, the fire problem of the community might also change. There may need to be a shift in the fire department's operation to handle additional calls for service based on a changing community. New target hazards can be created in communities with changing risks. The strategic plan may be shifted or modified to address changes the fire department faces.

The fire prevention bureau must be cognizant of internal and external influences effecting the changing environment which they serve. One of the best ways to address change is having a method for open communication for all parties involved. An avenue for this may very well be short and long term strategic planning meetings. Change should be viewed as an opportunity for the organization and crucial to the strategic planning process. This will enable the organization to adjust as needed to effectively address change influences. In order to address these influences, staffing modification or alteration of assigned tasks may be needed.

Once we are sure the functions of the fire prevention bureau are clearly defined through the mission statement and implemented through the involvement in the strategic plan, we are now in a place to evaluate what staffing levels are needed to meet our mission. As we examine developing a fire prevention bureau, the size and complexity of the fire prevention bureau is not an issue in the development phase. The driving force of the size and complexity of a fire prevention bureau is dictated in the implementation phase by the level of services that the fire prevention bureau will provide to the community it serves.

How staffing levels of a fire prevention bureau are influenced by the changes in the department's strategic plan;

As the strategic plan of the fire department changes to address the needs of the community the staffing level and needs of the fire prevention bureau most likely will be impacted. The types of services provided by the fire prevention bureau as well as the level of services are directly impacted by a change in the fire department's strategic plan. The circular flow from the strategic plan to the level of services represents the need to adjust the organization while monitoring the internal and external changes. These changes may be driven by the political climate or the evolving needs of the community. In some cases it may be a combination of both.

The driving force of the size and complexity of a fire prevention bureau is dictated in the implementation phase by the level of services the fire prevention bureau will provide to the community it serves. The ideal structure of the fire prevention bureau should have the person responsible for the fire prevention bureau reporting directly to the fire chief. A direct report to the fire chief is critical to enable the Chief of the fire department to ensure the mission of the department and strategic plan reflect the needs of the fire prevention bureau. This also ensures the fire chief is aware of the issues facing the fire prevention bureau that may involve him or her at a later date.

### **Services we provide**

The services provided by a fire prevention bureau will differ from community to community. In some locations the fire prevention bureau may not be responsible for fire investigations or even fire and life safety education. However, we strongly encourage the fire prevention bureaus perform these functions.

- Fire protection construction document review
- Fire and life safety education
- Fire inspection and code enforcement
- Public information responsibilities
- Pre-incident planning
- Fire investigations
- Training

### **Identify the Level of Service**

The level of each service is determined by the policy makers. In the ideal world we may have enough staff to inspect each occupancy more than once a year, provide fire and life safety education programs more than once a year to each grade level and have a staff of fire protection engineers capable of reviewing construction documents within days of being submitted. However, the level of services the fire prevention bureau provides is not determined at the fire prevention bureau Fire Marshal level. He or she can recommend the level of services but the ultimate decision rests with the policy makers.

### **Staffing Levels**

As a guide, the first step is to determine the organizational framework for the number of resources needed to provide your level of service. The number of inspections you will accomplish per year should equate to the available staff to conduct the inspections. It is at this point where it may become obvious that your fire prevention bureau will not be able to inspect each occupancy once or twice a year. The complexity of the facilities to inspect is also a factor. The hours allocated for an inspection will be different for a 500,000 square foot complex industrial facility compared to a 1,500 square foot mercantile occupancy. The other functions performed by the fire prevention bureau will depend on the department's available resources. At some point

policy makers will need to be informed the department can only provide certain services with the existing personnel. Comprehensive analysis of the community's fire problem and comparable staffing levels of similar departments are valued information that must be collected and shared with the policy makers to assist them in determining the level of services and subsequent staffing levels.

## **Staffing Options**

The greatest resource of a department is its people. The complexity of the fire alarm and sprinkler systems combined with technological advances in performance based design makes the fire prevention bureau one of the most technical positions in the fire department. There are no longer just three types of sprinklers and pipe scheduled designs! The present demands placed on fire prevention bureaus call for a technically well trained and motivated staff.

Options to staff the fire prevention bureaus can be from sworn personnel or civilian. There are advantages and disadvantages with each option. The key is to find which option or combination of options works for your community.

Sworn personnel may be assigned from shift in a career department. Sworn personnel have an established relationship with the line or shift personnel. This relationship may help to integrate the fire prevention activities into the fire department operations. They have experience usually in structural firefighting in their community. They may not have the formal education to allow them to address the complexity of many of the fire prevention bureau issues faced today. Typically their skill set is in suppression not prevention. In some cases the personnel are taken from the duties they like the most (suppression) and are forced to perform fire prevention activities. This in itself may lean toward poor performance issues.

Civilian personnel may not lack the suppression skill set the sworn personnel possess. It is truly a benefit to understand what issues the fire fighters will face when called to fight a fire in the building. Keep in mind fire codes are both for fire fighter and building occupant safety. In most cases civilian personnel can be hired at a cost savings to hiring an additional fire fighter. Civilians can be hired for a job with a specific skill set or educational requirement such as fire protection engineer. Because of the limited promotional opportunities and pay, some fire departments experience a high turnover of civilian fire prevention personnel.

The best staffing options lie with the ability to understand what services the department needs to provide and what skills do the existing personnel have to provide those services. In many cases it is best to use a combination of each of the options in building your fire prevention bureau. The sworn personnel can bring the skill set of understanding the operations of the fire department and certain civilian personnel may be able to compliment the division with his or her formal education or specialized fire prevention technical skills. As fire prevention bureaus continue to evolve in to one of the most complex technical service of the fire department, it is critical to be

able to have the best person for the job based on his or her ability, not their sworn or civilian status.

## **Fire Prevention Goals**

The goal of the Fire Prevention Bureau is to minimize the risk of life and property loss through proactive planning, awareness, and enforcement of safe fire practices. Citizens are served through a comprehensive program of inspection, fire investigations, and public education.

The Fire Prevention Bureau strives to:

- Demonstrate a commitment to the education and public welfare of Hamilton Township in the areas of fire prevention, life safety, and hazard recognition.
- Ensure new and existing occupancies within Hamilton Township are in compliance with the adopted fire codes by consistently and professionally applying the code in keeping with the spirit and intent of the code.
- Thoroughly investigate and determine fire causes in an effort to provide an information for future fire prevention activities; cooperate with the Hamilton Police Division in the identification and prosecution of incendiary fires within Hamilton Township.
- Seek out and utilize community interaction opportunities to increase awareness and educate about fire safety, prevention, and how to minimize hazards to health and safety.

## **January 1, 2022 through December 31, 2022 Inspection Statistics:**

2946	Registered properties in the Township
810	Life Hazard Uses inspected
1106	Life Hazard Uses re-inspected
3194	Violations issued
1932	Non-Life Hazard Uses inspected
2124	Non-Life Hazard Uses re-inspected
3345	Violations issued

## Fire Investigations Unit

The Fire Investigation Unit performed 64 Origin and Cause Investigations. The Unit has worked alongside representative of the Hamilton Police Division - Criminal Investigation Unit, Mercer County Prosecutor's Office, and the NJ Division of Fire Safety Arson Investigation Unit.

The Fire Investigation Unit has attended and participated in several recertification seminars and lectures. The Unit also participated in several State meetings throughout the County.

The Juvenile Fire Setter Intervention Unit conducted 2 interviews and worked in conjunction with Hamilton Police Division - Criminal Investigation Unit and the Mercer County Division of Youth Services.

The Juvenile Fire Setter Intervention Unit has attended and participated in several recertification seminars and lectures

## Fire Prevention Activities 2022:

4/2/2022	Nottingham Little League Opening Day Fire Prevention Event
4/5/2022	Care One Disaster Drill
4/13/2022	Hamilton West Job Fair/ Fire Prevention Event
5/4/2022	Reynolds Middle School Special Needs Classes Fire Prevention Event
5/5/2022	Steinert High School Job Fair/Fire Prevention
5/13/2022	Hamilton West After the Fire Lecture
5/20/2022	Nottingham High School After the Fire Lecture
5/23/2022	1242 Yardville Allentown Rd Food Truck Inspections
5/25/2022	Morgan Elementary School Food Truck Inspections
6/2/2022	Steinert High School After the Fire Lecture
6/14/2022	Traffic, Tour of Sta. 16 Fire Prevention Info. Robinson School
6/15/2022	Vets Park Food Truck Insp Baseball Tournament
6/18/2022	Wilson Center Fair Fire Prevention Event
6/20-6/25	St Greg's. Carnival
6/22/2022	KinderCare 2285 Rt. 33 Fire Prevention Event
7/1/2022	Vet's Park Fire Works
7/14/2022	590 Horizon Dr. Touch a Truck with Fire Prevention
8/2/2022	Vet's Park National Night Out
8/25/2022	Station Visit Special Needs Group Fire Prevention Event
9/23/2022	Station Visit St. Mark's School Fire Prevention Event
9/23/2022	Alexander School Food Trucks
10/1/2022	Home Depot Fire Prevention
10/1/2022	Hibernian's Fire Prevention Display Oktoberfest
10/5/2022	75 Chevney Crt. install smoke detector.

10/6/2022	2500 Kuser Rd Goddard School Fire Prevention Event
10/14/2022	Langtree School Food Truck
10/15/2022	Dragon Fly Farm Food truck
10/16/2022	Hamilton Twp. Oktoberfest Fire Prevention Event
10/21/2022	Alexander School Fire Prevention Event
10/21/2022	4371 Cross Ham Sq. Rd Campfire/Tent Inspection.
10/27/2022	Lalor School Fire Prevention Event
10/27/2022	Kuser School Fire Prevention Event
10/28/2022	St Greg's Food Trucks Trunk or Treat large Gathering
10/29/2022	OLS Food Trucks Trunk or Treat
10/30/2022	200 Mercer St Church Fall Fest Food Trucks, Large Gathering
10/30/2022	Killarney's Trunk or Treat Large Gathering/Fire Prev. Activity
11/21/2022	Head Start Liberty St Fire Drill First one ever for new business

## TRAINING DIVISION

The Hamilton Township Fire Training Division is committed to training our 136 firefighters in all disciplines of emergency service. We are dedicated to developing and reinforcing continuing education in fire suppression, emergency medical response, technical rescue, vehicle extrication and, hazardous materials response.

The Training Division has been restructured from a ground up approach. Our Firefighters and Fire Officers are developing curriculum under the direction of a Training Deputy Chief to encourage innovation with emphasis on safety and efficiency.

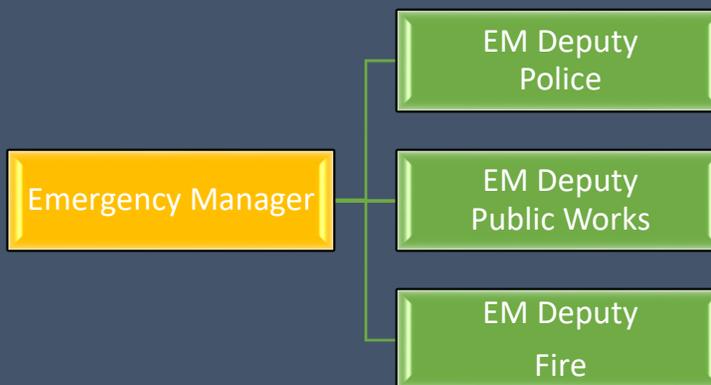
# OFFICE OF EMERGENCY MANAGEMENT

Emergency Management is the function charged with creating framework to reduce vulnerability to hazards and cope with disasters.



In 2022 the Hamilton Township Office of Emergency Management became a role of the Fire Division. It is now a joint enterprise with the Hamilton Police Division and Public Works. Public Works, Law Enforcement and the Fire Division are working together to protect our community under an “all hazards” approach. We are preparing our Township under FEMA’s National Preparedness System and building relationships with the whole community to promote a safer, less vulnerable community with the capacity to cope with hazards and disasters.

The new Emergency Operations Center and joint municipal training center is being constructed early in 2023 and is fully funded by grants.



# HAZARDOUS MATERIALS RESPONSE

The Hamilton Township Fire Division ventured into a joint response with the Hamilton Township Police Division in 2022. Hazardous Materials Emergency Response is a dynamic environment spanning flammable and combustible liquids, biological agents, radiological and nuclear emergencies. The coupling of fire personnel and law enforcement addresses all facets of Hazardous Materials response from prevention and mitigation to law and code enforcement.

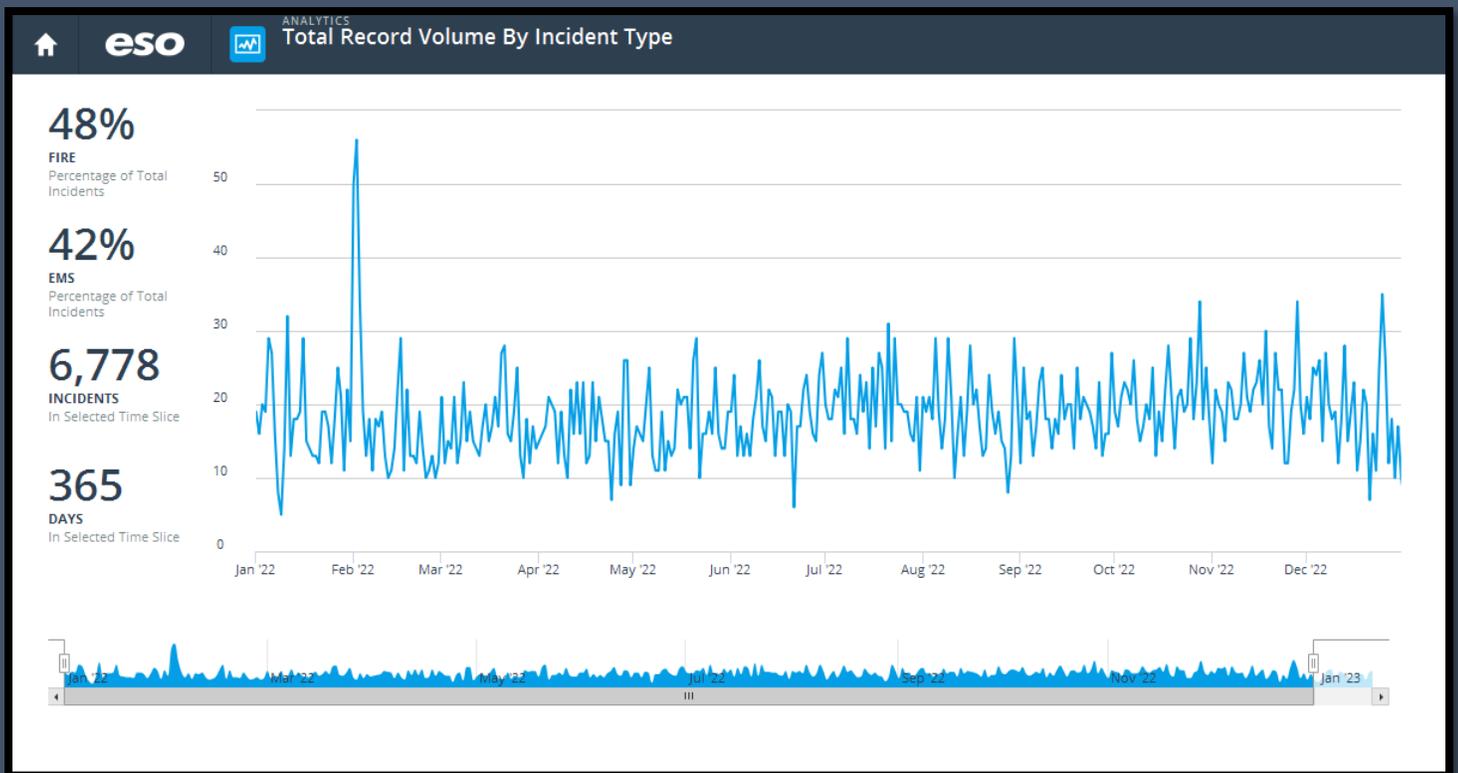
## STATIONS AND APPARATUS



## Volunteer Fire Companies

Station 12	2711 Nottingham Way	Nottingham Fire Company
Station 13	13 Rennie Street	Rusling Hose Fire Company
Station 14	1805 East State Street	Hamilton and Enterprise Fire Companies
Station 15	61 Ruskin Avenue	DeCou Fire Company
Station 16	19 Locust Avenue	Whitehorse Fire Company
Station 17	200 Mercer Street	Nottingham Fire Company
Station 18	801 Kuser Road	Colonial Fire Company
Station 19	4201 Crosswicks Hamilton Square Road	Groveville Fire Company

## 2022 EMERGENCY RESPONSE



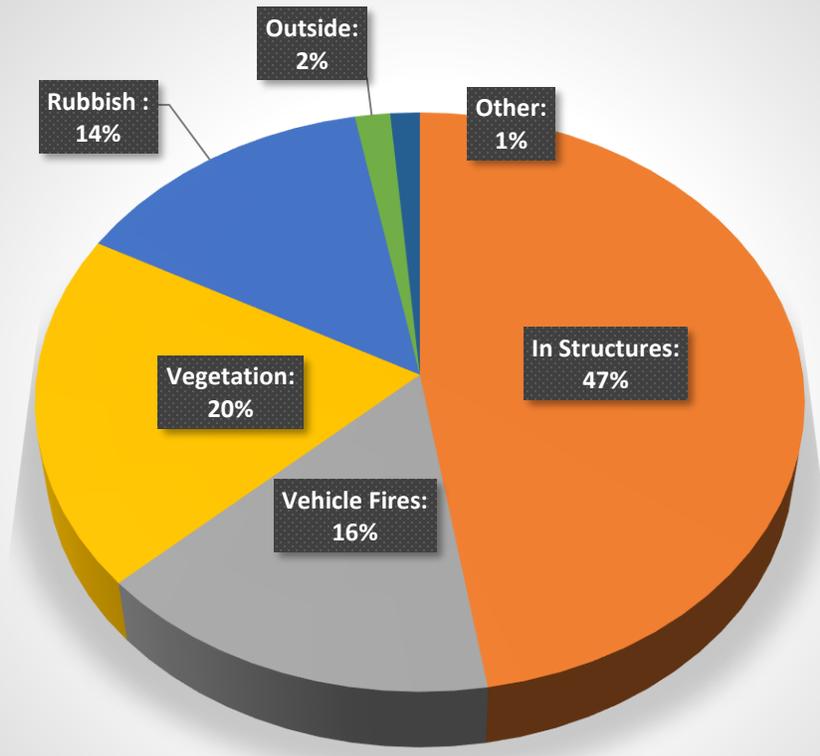
### Calls by Type

Fires:	
In Structures:	175
Vehicle Fires:	58
Vegetation:	73
Rubbish :	52
Outside:	6
Other:	5
Over Pressure, rupture, Explosion, Overheat, other	4

Overpressure rupture from steam:	2
Overpressure from air or gas:	1
Excessive Heat:	19
Rescue, Medical, EMS (other):	7
Medical Assist:	172
Emergency Medical Service (EMS):	2,682
Lock-in:	10
Search for Lost Person:	2
Extrication, rescue:	65
Water or Ice Rescue:	3
Rescue EMS standby:	1
Flammable Gas or Liquid:	10
Combustible/Flammable Spill/Leak:	167
Chemical Release, Reaction or Toxic condition:	53
Electrical or Wiring:	77
Accident, Potential Accident:	10
Service Call:	52
Person in Distress:	15
Water Problem:	89
Smoke or Odor:	17
Animal Rescue:	15
Public Service:	142
Unauthorized Burning:	9
Cover Assignment:	20
Good Intent:	96
Controlled Burning:	9
Dispatched and Cancelled:	830
Wrong Location:	106
Vicinity Alarm:	1
Steam/Gas Mistaken for Smoke:	58
EMS patient already transported:	3
Hazardous Materials Release (no HazMat):	40
False Alarm:	46
Malicious False Alarm:	21
System or Detector malfunction:	322
Unintentional Transmission of Alarm	510
Special/Other:	34
Citizen Complaint:	4

## Breakdown of Fire Type

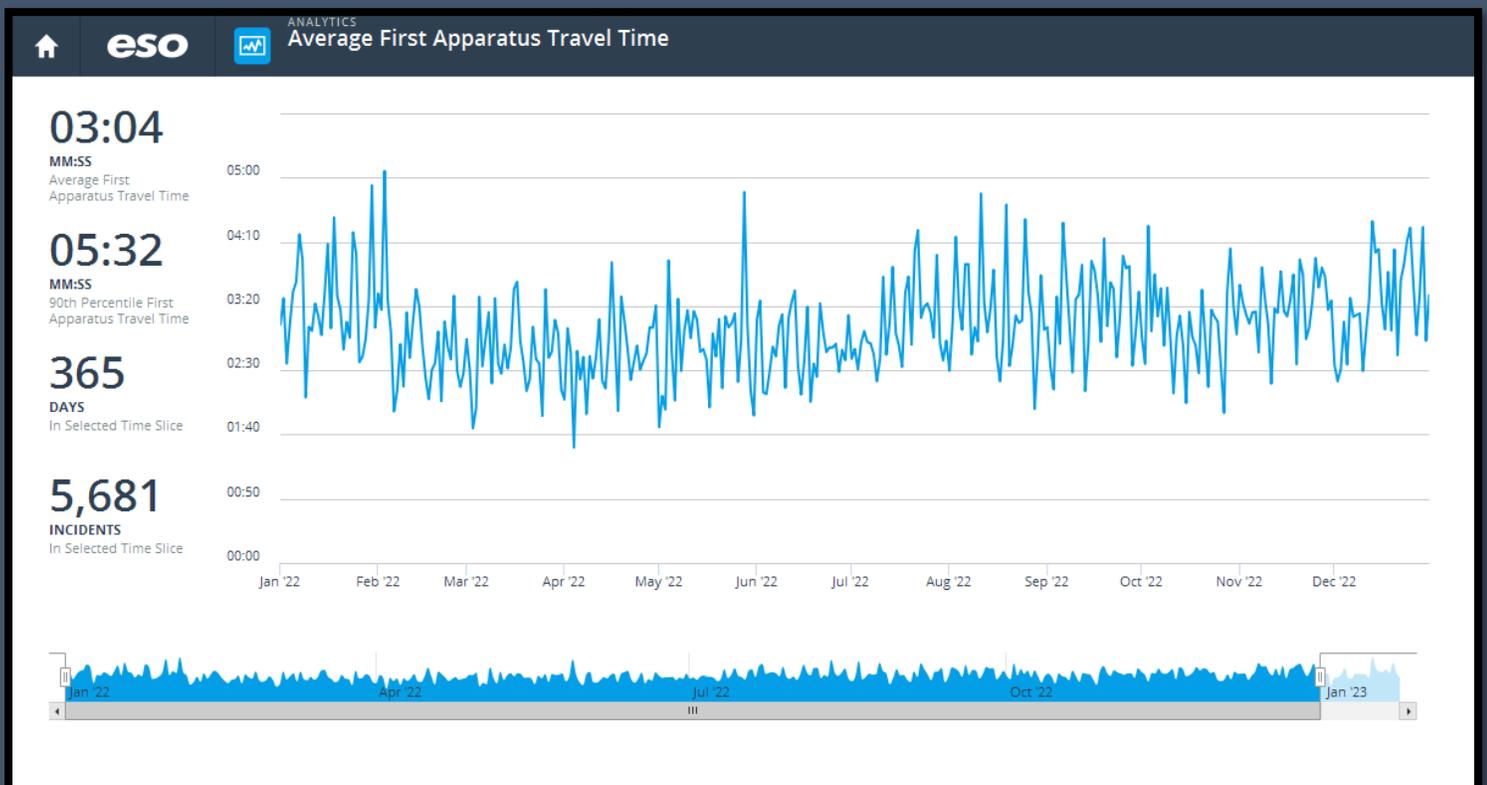
### Fires



## Average Time on Scene:

NFPA Standard 1710 establishes an 80 second “turnout time” and 240 second “travel time” (together, 320 seconds or 5 minutes and 20 seconds “response time”) benchmark time goal for not less than 90% of dispatched incidents (please click here and refer to Page 29 for a detailed description).

The Hamilton Fire Division averaged **3 minutes and 4 seconds (184 seconds)** response time. The National Fire Protection Agency establishes a 5 minute and 20 seconds (320 seconds) benchmark for response time.



# FLEET

Company	Station	Apparatus	Staffing
Engine 1	17 (Nottingham)	2020 Pierce	4 Captains 8 Firefighters
Engine 2	13 (Rusling)	2016 Pierce	4 Captains 8 Firefighters
Engine 3	14 (Hamilton)	2016 Pierce	4 Captains 12 Firefighters
Engine 4	19 (Groveville)	2020 Pierce	4 Captains 8 Firefighters
Truck 1	12 (Mercerville)	2016 Pierce	4 Captains 12 Firefighters
Truck 2	16 (White Horse)	2016 Pierce	4 Captains 12 Firefighters
Squad 1	15 (DeCou)	2018 Pierce	4 Captains 16 Firefighters
Rescue 1	12 (Mercerville)	1996 Salisbury	4 Captains 12 Firefighters
Special Services 18	18 (Colonial)	1997 Freightliner	Volunteer Staffed
Truck 3	Reserve	2005 E1	
Engine 5	Reserve	2005 Sutphen	
Engine 6	Reserve	2004 Sutphen	
Engine 7	Reserve	2001 Seagrave	
Engine 8	Reserve	2007 Sutphen	
Engine 9	Reserve	2007 E1	
Engine 10	Reserve	2004 Seagrave	
Marine 10-1	Station 17	2007 F550	
Marine 10-2	Station 13	2011 F350	
UTV 10-1	Station 19	Polaris Ranger	
UAS 10-1	Station 19	DJI Matrice 300 RTK	
Special Ops Trailer	Station 12		
Foam Trailer	Station 15		
Haz Mat 10-1	Station 15		HTPD
Haz Mat 10-2	Station 15		HTPD
Fire Police 10-1	Station 12	2017 GMC	Volunteered Staffed
Battalion 1	Station 12	2020 F250	4 Battalion Chiefs
Battalion 2	Station 16	2020 F250	4 Battalion Chiefs
FM 10	Station 17	2016 Interceptor	1 Fire Marshal
FPS 10	Station 17	2007 Tahoe	1 Fire Prevention Specialist
FPS 10-2	Station 17	2005 Tahoe	
FPS 10-3	Station 17	2004 Explorer	
FPS 10-4	Station 17	2020 Escape	
FPS 10-5	Station 17	2020 Escape	
FPS 10-6	Station 17	2020 Escape	
Rescue 2	Reserve	1996 Spartan 3D	
Brush 10-1	Station 19	2007 F250	
Deputy 10-1	Station 13	2011 F250	1 Deputy Chief
Deputy 10-2	Station 14	2010 Tahoe	1 Deputy Chief
Training 10	Station 13	2002 Tahoe	1 Captain
Logistics 10	Station 19	2009 Ford Expedition	1 Captain
Chief 10	Station 14	2015 Enforcer	1 Chief

# CONCLUSION

The Hamilton Township Fire Division deploys eight companies out of 7 stations that are staffed full time to cover 40.31 mi<sup>2</sup> and protect 92,297 citizens. Utilizing 4 engines, 2 ladders, 1 Hazardous Materials Squad and 1 Rescue truck coordinated by two responding Battalion Chiefs the Fire Division mitigated over 6,700 calls for service. The Command Staff of one Chief and two Deputy Chiefs, two Captains, one Fire Marshal and one Fire Prevention Specialist coordinate apparatus and equipment maintenance, training, health and safety, community education and fire prevention in support of a staff of 32 Captains and 89 firefighters.

We are continually progressing to complete consolidation and evolve as an emergency response agency to provide the very best fire and emergency medical protection for our community.

On behalf of the Hamilton Township Fire Division and respectfully submitted,

Christopher J. Tozzi, Fire Chief