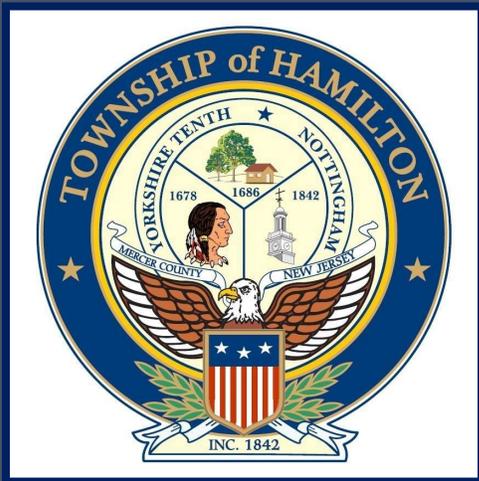


Hamilton Township Mercer County New Jersey



Fire Division 2024 Annual Report

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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.

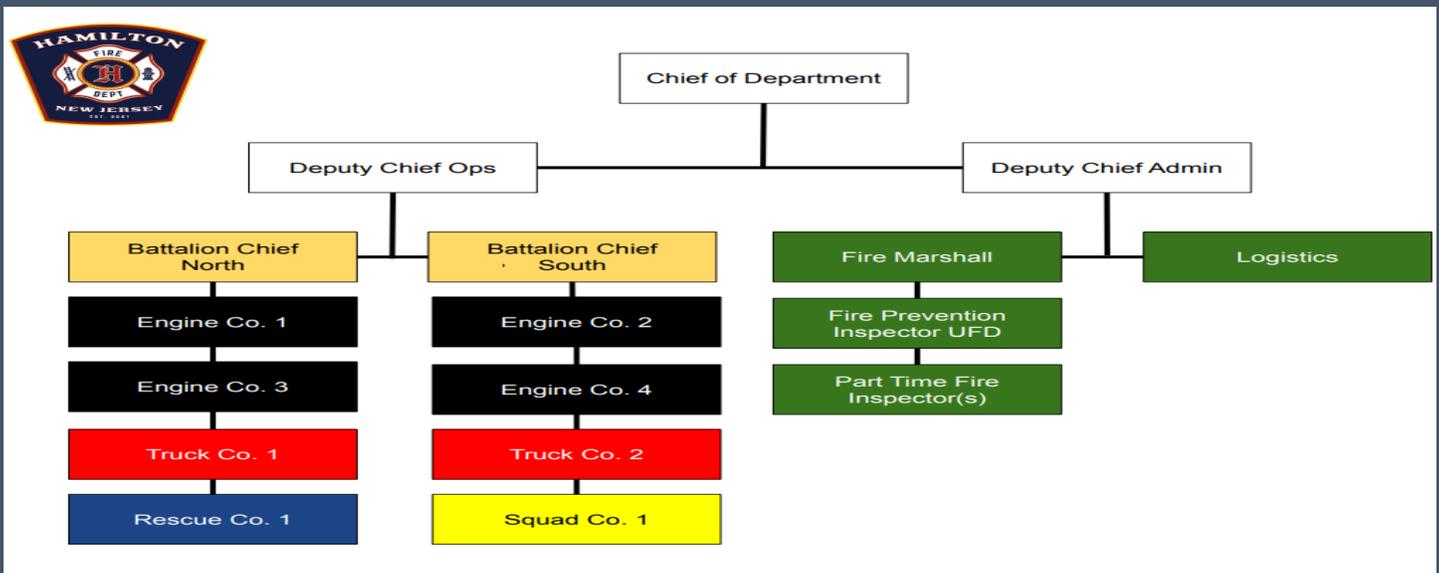
MESSAGE FROM THE ACTING CHIEF OF DEPARTMENT

The Hamilton Fire Division proudly serves the needs of our residents and visitors. The Firefighters, Fire Officers, Fire Prevention Staff and Support staff remain dedicated to maintaining a safe environment within Hamilton.

We appreciate your continued support.

Acting Chief of Department Steven E. Kraemer

CHAIN OF COMMAND



DIVISION EMPLOYEES BY RANK

POSITION / RANK	# of PERSONNEL
CHIEF of DEPARTMENT	1
DEPUTY CHIEF	2
BATTALION CHIEF	8
CAPTAIN	36
FIREFIGHTERS	87

INSPECTIONS/ INVESTIGATIONS	
POSITION / RANK	# of PERSONNEL
FIRE OFFICIAL	1
FIRE PREVENTION SPECIALIST	1
* FIRE INSPECTORS (part time)	6

ADMINISTRATIVE STAFF	
POSITION / RANK	# of PERSONNEL
ADMINISTRATIVE ASSISTANT	1
SENIOR CLERK TYPIST	1
CLERK TYPIST	2
LOGISTICS	1

FIRE PREVENTION BUREAU

The Fire Prevention Bureau has worked with several other Hamilton 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 Staff

Fire Official, Scott McCormick

Clerk, Rylie Ranallo

Fire Prevention Specialist F-T, Jeffery Peoples

Fire Prevention Specialist P-T

Graham Smith

Jeff Sawasky

Ken Stout, Jr.

Benjamin Crane

Thomas Leese

Michael Oakley

Annual Registrations, Inspections and Violations

1082	Life Hazard Uses inspected
463	Life Hazard Uses re-inspected
2173	Non-Life Hazard Registrations
1948	Non-Life Hazard Uses inspected
418	Non-Life Hazard Uses re-inspected

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 a Fire Prevention Bureau

How to create 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 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, and 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 the staffing level of a fire prevention bureau is 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.

What services do 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 obviously 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 old adage of the fire prevention bureau is a repository for the sick, lame and lazy is a thing of the past. The fire prevention bureau is no longer the dumping ground for troubled employees. 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 Investigation Unit

The Fire Investigation Unit performs 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 Investigators recently became Certified Fire Explosion Investigators with the National Association of Fire Investigators. There are 223 Certified Investigators in New Jersey.

Juvenile Fire Setter Intervention Unit

The Juvenile Fire Setter Intervention Unit conducts interviews and works 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:

1/17/2024	157 Thropp Ave Assist a resident with questions about CO detector
2/12/2024	18 Bearmead Assist a resident with a hardwired Smoke Detector.
3/9/2024	St Pat's Parade Inspections
3/12/2024	186 Park Ave Information to resident home visit
3/15/2024	Girl Scout Office Visit with small group
3/20/2024	Sunoco Pipe Line Emergency Incident Drill
3/20/2024	40 Florister Dr. Smoke Detector Installs
3/22/2024	Job Fair Colonial Fire
3/27/2024	Sayen School Presentation
3/28/2024	Hamilton West Job Fair
4/12/2024	Grice Middle School – Tricky Tray Inspection Request
4/15/2024	Steinert High HTSD Career / College Night
4/25/2024	Trenton Catholic After the Fire
4/25/2024	Crockett Middle School Robotics Night
4/29/2024	Steinert High School After the Fire
5/3/2024	Hamilton West After the Fire
5/3/2024	Morgan School – Block Party
5/10/2024	Steinert High food Truck Fest
5/11/2024	Sayen Park Azalea Fest
6/17/2024	St Greg's Carnival inspections
6/25/2024	41 Tilia Ct Asst Citizen with Smoke Detector
7/1/2024	4 th of July Fire Works
7/19/2024	42 Marshall Low Wires
7/25/2024	1616 Hamilton Ave – open burn.
7/25/2024	2615 Hamilton Ave located a food trailer.
7/29/2024	63 Morton Ave Install Smoke Detectors five total.

8/21/2024	1 N Johnston Ave – Career Fair
8/30/2024	18 Bearmead Assist Resident
8/30/2024	St Greg’s Nerds Concert
9/17/2024	Vet’s Park North Flag Retirement
10/4/2024	Vet’s Park FMBA PBA Soccer Event
10/20/2024	October Fest
11/22/24 51	Chickadee Smoke Detector Install
12/5/2024	Elevator Training
12/6/2024	Winter Wonderland
12/17/2024	Station 13 CEVO Training

TRAINING DIVISION

The Hamilton Township Fire Training Division is committed to training our Fire Officers and 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.

The Fire Division members continue train, educate and evolve through this effort.

The Training Division has either provided or assisted with the following:

- SCBA Annual Fit Testing
- EMT Core A- B- C Refreshers (both Spring and Fall sessions)
- Emergency Bailout Train the Trainer completed
- Mandatory Live Burn Training (Day and Evening Sessions)
- Right to Know training
- Bloodborne Pathogens
- Confined Space refresher
- FEMA Structural Collapse Training
- Hazardous Material Technician Training
- ICS
- Acquired Structure Training (Engine , Truck and Rescue Operations)
- RIT Training
- DFS Firefighter 2 Challenge Exam
- RTF training and exercises
- New Firefighter Academy and Orientation
- Elevator Operations
- CEVO- Emergency Operators

The Training Division has also developed and implemented the following:

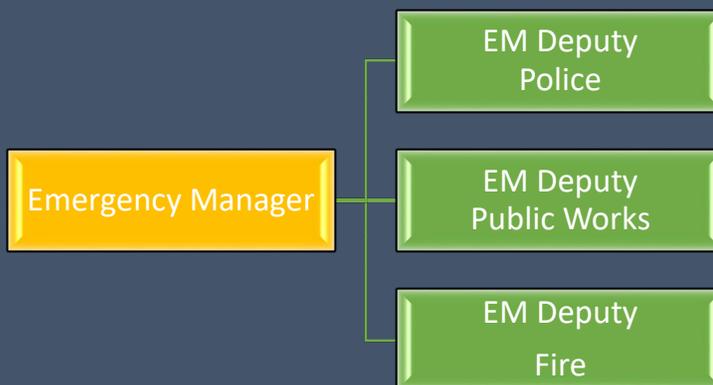
- "FIVE" Fire Department Monthly Training Newsletter
- Firehouse Table Talk
- Moments in Time
- Hazard Notification Bulletins
- Training Bulletin
- Additional Training materials
- Training Division Cadre established

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.



2024 EMERGENCY RESPONSE



HAMILTON FIRE 2024

Company Run Totals:

- Engine 1: **1889**
- Engine 2: **1907**
- Engine 3: **1817**
- Engine 4: **1254**
- Squad 1: **1876**
- Truck 1: **1925**
- Truck 2: **1986**
- Rescue 1: **1835**
- Battalion 1: **1218**
- Battalion 2: **1476**

Extrications: 24

Reported Fire in Hamilton = 213

All-Hands in Hamilton = 37

Mutual Aid Reported Fires = 116

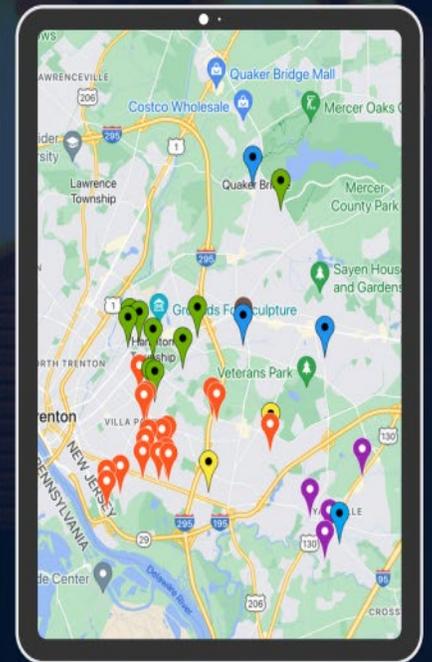
All Hands Mutual Aid = 28

Engine Co. First Due Fires

- Engine 1: **4**
- Engine 2: **17**
- Engine 3: **9**
- Engine 4: **4**
- Engine 5: **1**
- Squad 1: **2**

Total Calls = 7001

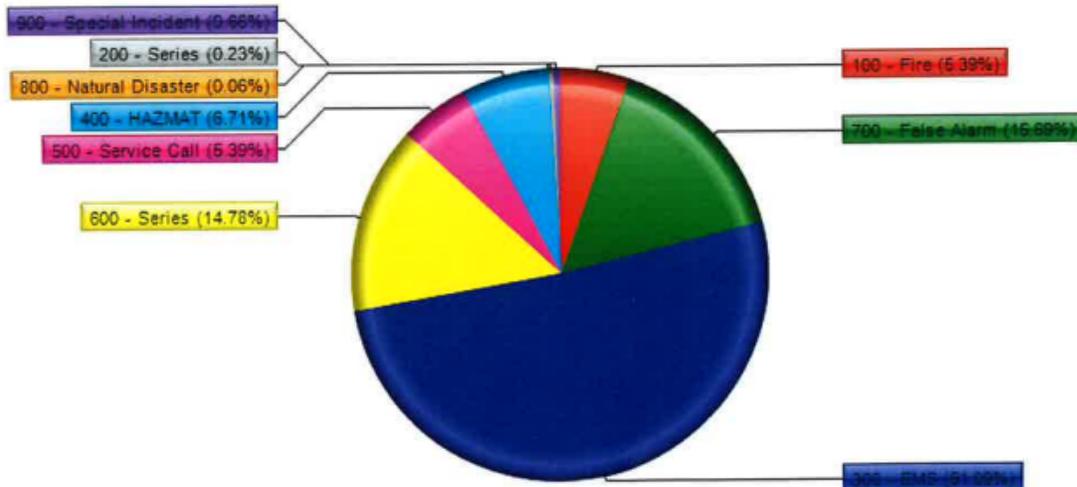
Total Unit Responses = 17,495



CALLS BY TYPE:

Incident Type Group	Incident Type Group	Details
100 - Fire	381	381 Rows
200 - Series	16	16 Rows
300 - EMS	3611	3611 Rows
400 - HAZMAT	474	474 Rows
500 - Service Call	381	381 Rows
600 - Series	1045	1045 Rows
700 - False Alarm	1109	1109 Rows
800 - Natural Disaster	4	4 Rows
900 - Special Incident	47	47 Rows

Incident Type Group	2024-01-01	2024-02-01	2024-03-01	2024-04-01	2024-05-01	2024-06-01	2024-07-01	2024-08-01	2024-09-01	2024-10-01	2024-11-01	2024-12-01	Total
100 - Fire	25	29	29	24	31	35	35	34	30	31	45	33	381
700 - False Alarm	109	66	77	75	107	87	113	108	92	105	82	88	1109
300 - EMS	303	246	300	298	312	332	297	296	296	329	293	309	3611
600 - Series	99	91	84	67	87	83	72	95	77	104	88	98	1045
500 - Service Call	37	25	28	30	39	31	23	34	22	31	40	41	381
400 - HAZMAT	55	45	33	46	28	39	42	40	29	32	41	44	474
800 - Natural Disaster	1	0	1	1	0	1	0	0	0	0	0	0	4
200 - Series	3	0	3	2	1	2	0	0	1	0	0	4	16
900 - Special Incident	2	0	0	1	1	2	6	3	4	23	3	2	47
Monthly Total	634	502	555	544	606	612	588	610	551	655	592	619	7068



Average Time to 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.

The Hamilton Fire Division averaged **3 minutes and 33 seconds (213 seconds)** response time. The National Fire Protection Agency establishes a 5 minute and 20 seconds (320 seconds) benchmark for response time.



FIRE DIVISION COMPANIES

FIREHOUSE #	COMPANY	APPARATUS	STAFFING/ 4 PLATOONS
17	200 Mercer Street		
	ENGINE Co. 1	2020 Pierce Enforcer	Captains- 4 Firefighters- 8
	MARINE Co. 1		
	FIRE INSPECTIONS		
13	13 Rennie Street		
	ENGINE Co. 2	2016 Pierce Arrow XT	Captains- 4 Firefighters- 12
	MARINE Co. 2		
	DEPUTY CHIEF 1	2020 F250	
FIRE HEADQUARTERS			
14	1805 East State Street		
	ENGINE Co. 3	2016 Pierce Arrow XT	Captains- 4 Firefighters- 12
	CHIEF of DEPARTMENT		
	DEPUTY CHIEF 2	2020 F250	
19	4201 Crosswicks Hamilton Square Road		
	ENGINE Co. 4	2024 Pierce Enforcer	Captains- 4 Firefighters- 8
	BRUSH 1	2007 F250	
	LOGISTICS		
15	61 Ruskin Ave		
	SQUAD Co. 1	2020 Pierce Enforcer	Captains- 4 Firefighters- 12
	FOAM UNIT		
12	2711 Nottingham Way		
	TRUCK Co. 1	2016 Pierce TL	Captains- 4 Firefighters- 12
	RESCUE Co. 1	1996 Salisbury	Captains- 4 Firefighters- 12
	BATTALION CHIEF 1	2023 F250	Battalion Chief- 4
	COLLAPSE UNIT		
16	19 Locust Ave		
	TRUCK Co. 2	2016 Pierce TDA	Captains- 4 Firefighters- 12
	BATTALION CHIEF 2	2023 F250	Battalion Chief- 4
18	801 Kuser Road		
	SPECIAL SERVICES 18	1997 Freightliner	Volunteer



The fire engine pictured above is a 2024 Pierce Enforcer, the newest addition to the Hamilton Fire Division. This unit has been assigned to Engine Company 4.

CONCLUSION

The Hamilton Township Fire Division covers 40.31 mi² and protects over 92,000 residents. The Fire Division responded to over 7,068 calls for service in 2024. The Fire Division deploys the following resources to provide this service 24 hours a day; 4 Engine Companies, 2 Truck Companies, 1 Squad Company, 1 Rescue Company and 2 Battalion Chiefs. Our Command Staff, consisting of the Chief of Department, 2 Deputy Chiefs, 1 Fire Marshal, 1 Fire Prevention Specialist, 4 Administrative Staff and Logistics work to support a staff of 8 Battalions, 36 Captains and 87 firefighters.

The Hamilton Fire Division is dedicated to the protection of our members and the residents of Hamilton Township.

Respectfully,

Steven E. Kraemer, Acting Chief of Department