

Helping Communities to Help Themselves



**Borough of Keyport
Fire Department Study
April 1, 2025**

What does the New Jersey Department of Community Affairs do?

The Department has an extremely diverse portfolio and offers a wide range of programs and services that respond to issues of public concern.

- Local Government Services
- Codes and Standards
- Housing and Community Resources
- Local Planning Services
- Fire Safety
- Disaster Recovery and Mitigation
- Office of Information Privacy
- Oversight of the New Jersey Redevelopment Authority, New Jersey Housing and Mortgage Finance Agency, New Jersey Historic Trust, Urban Enterprise Zone Program, and Government Records Council

How Can the New Jersey Department of Community Affairs Assist You

DCA provides administrative guidance, financial support, and technical assistance to local governments, community development organizations, and individuals to improve the quality of life in New Jersey.

DCA has helped create housing that people can afford, revitalize neighborhoods, make communities safer through building and fire codes, and support local governments in their efforts to run more efficiently.



DCA Programs Book



The Department of Community Affairs Programs Book is a new tool that includes the various resources and program opportunities available through the Department.

The DCA interactive Programs Book assists residents, local governments, and private partners in easily accessing program information and contact information to address their needs.

DCA Division of Local Government Services

Local Assistance Bureau

Borough of Keyport
Fire Department Study

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Municipal Technical Advisor





Borough of Keyport

Municipality	Population	Size Sq/M	Housing Units	Total tax Levy
Keyport	7,204	1.38	3,272	\$23,766,412.00



Borough of Keyport Request/Scope

The Borough of Keyport (the “Borough”) contacted the DCA Local Assistance Bureau (LAB) to request technical assistance in evaluating the Keyport Volunteer Fire Services.

To achieve the objective, the Division’s Technical Advisor\Fire Specialists conducted a site visit and interviewed the Business Administrator and other Borough officials.

The Technical Advisor reviewed key documents that included but were not limited to the budget, ordinances, apparatus, stations, volunteer manpower, call volume, and the municipal website.

TESTAMENT

The DCA/LAB received full cooperation from all employees and staff. Their cooperation and assistance serve as a testament to their willingness to embrace change and the Division's recommendations. What follows are the Division's observations and recommendations to make an already strong fire service even stronger and more effective as it enters a new operational era.

BACKGROUND

KEYPORT FIRE DEPARTMENT established in accordance with ordinances under Chapter 3 Public Safety Article II Fire Department sections 3-30 to 3-46.7

CREATION 3-30.1

Fire Department of the Borough of Keyport which will have jurisdiction coextensive with the municipal boundaries.

Company Organization

Hook and Ladder Co. #1 consisting of 23 active members

Engine Co. #1 consisting of 23 active members

Lincoln Hose Co. #1 consisting of 28 active members

Raritan Hose Co. #2 consisting of 18 active members

Liberty Hose Co. #3 consisting of 18 active members

Eagle Hose Co. #4 consisting of 18 members

Fire Patrol consisting of 18 active members

Maximum combined active member of 146 personnel

BACKGROUND

FIREHOUSE LOCATIONS

1. 95 Broadway – Eagle Hose Co. #4
2. 45 First Street – Hook & Ladder Co. #1 & Fire Patrol
3. 142 Second Street – Lincoln Hose Company
4. 1893 Maple Place – Raritan Hose Co. #2
5. 1893 State Route 36 – Liberty Hose Co. #3

FIREHOUSE LOCATIONS

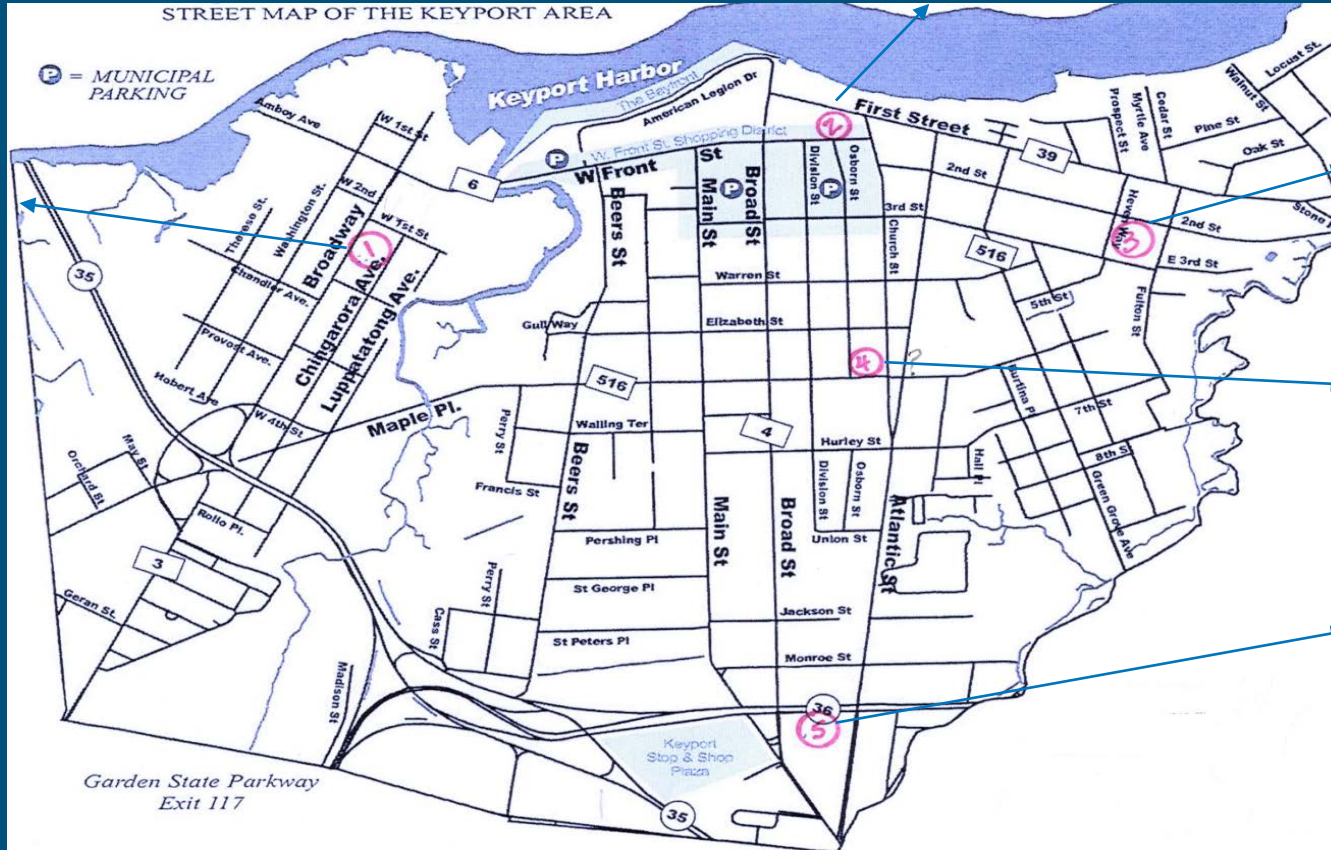
Hook & Ladder Co. #1 & Fire Patrol
34 FIRST STREET

LINCOLN HOSE Co. #1
142 Second Street

RARITAN HOSE Co. #2
1893 Maple Place

LIBERTY HOSE Co. #3
1893 State Route 36

EAGLE HOSE Co. #4
95 BROADWAY



COMPANY APPARATUS

Hook & Ladder Co. #1
2017 Pierce Enforcer
107' Rear Mount Ladder



COMPANY APPARATUS

Raritan Hose Co. #2

2003 E-One

1500 gpm pumper



E290L103@aol.com

Photo Copyright 2005 Michael Martinelli
2003 Emergency-One 1500/1000/30 CAFS
Keyport, New Jersey Engine 22-74

COMPANY APPARATUS

Lincoln Hose Co. 1
1999 KME
1500 gpm pumper



COMPANY APPARATUS

Liberty Hose Co. #3
1990 E-One
Enforcer



COMPANY APPARATUS

Eagle Hose Co. #4
2023 E-One
Squad 76



COMPANY APPARATUS

Fire Patrol
2003 E-One
1500 gpm pumper



E290L103@aol.com

Photo Copyright 2005 Michael Martinelli
2003 Emergency-One 1500/500
Keyport, New Jersey Fire Patrol 22-85

COMPANY APPARATUS

Engine Company 2272
1990 Pierce Dash
1250 gpm pumper



APPARATUS AND EQUIPMENT SERVICE & TESTING

Apparatus

1. Preventive maintenance
2. Apparatus repairs
3. Apparatus upgrades
4. Pump testing
5. Hose testing
6. Aerial ladder testing
7. Ground ladder testing

Equipment

1. Extrication jaws & cutters
yearly service
2. 4 gas meter calibration
3. Radio service & upgrades
4. Thermal Imaging Camera (TIC)

Personal Protective Equipment

1. Protective gear (good serviceable condition and bi-annual cleaning)
2. Hydro testing of cylinders
3. Breathing air compressor (air samples and filter service)
4. SCBA yearly flow testing
5. Fit test (SCBA facepiece)
6. Water rescue gear

CALLS FOR SERVICE

2022 NFIRS

Class	Description	Number
100	Fires	14
200	Overpressure rupture, explosion, overhear, and other	3
300/320	Medical assist, rescue	25
322	Vehicle accidents, pedestrian accident, elevator, and swim	50
400	Hazardous condition	38
500	Water & smoke removal, assist police, public service, and standby	41
600	Good intent and canceled in route	33
700	False alarm and malicious false alarm	86
800	Severe weather and natural disaster	4
900	Special type	22
	Total alarms for year 2022	316

2023 NFIRS

Class	Description	Number
100	Fires	47
200	Overpressure rupture, explosion, overhear, and other	4
300/320	Medical assist, rescue	29
322	Vehicle accidents, pedestrian accident, elevator, and swim	71
400	Hazardous condition	54
500	Water & smoke removal, assist police, public service, and standby	57
600	Good intent and canceled in route	20
700	False alarm and malicious false alarm	93
800	Severe weather and natural disaster	10
900	Special type	44
	Total alarms for year 2023	429

2024 NFIRS

Class	Description	Number
100	Fires	48
200	Overpressure rupture, explosion, overhear, and other	0
300/320	Medical assist, rescue	59
322	Vehicle accidents, pedestrian accident, elevator, and swim	109
400	Hazardous condition	75
500	Water & smoke removal, assist police, public service, and standby	62
600	Good intent and canceled in route	24
700	False alarm and malicious false alarm	116
800	Severe weather and natural disaster	6
900	Special type	23
	Total alarms for year 2024	522

MUNICIPAL FIRE BUDGET

Keyport FD Budget

Account Category	Yearly Cost
Printing & Binding	191.14
Motor Vehicle Service	53,606.13
Maintenance of Equipment	23,026.61
Motor Vehicle Parts	3,241.32
Clothing & Uniforms	2,025.37
Office Supplies	1,319.56
Communication Supplies	7,402.99
General Equipment Parts	2,118.97
Education & Training	3,930.00
Association Dues	689.00
Meal Allowance	3,464.73
License Fees	2,122.68
Fire & Safety Equipment	9,813.13
Other Equipment & Supplies	11,259.13
Service Miscellaneous	12,762.53
2023 Budget	136,973.29

Keyport FD Budget

Account Category	Yearly Cost
Printing & Binding	6,179.16
Motor Vehicle Service	37,291.15
Maintenance of Equipment	20,950.78
Motor Vehicle Parts	2,998.49
Clothing & Uniforms	283.77
Office Supplies	1,137.26
Communication Supplies	27,505.75
General Equipment Parts	-
Education & Training	106.34
Association Dues	100.00
Meal Allowance	1,738.78
License Fees	-
Fire & Safety Equipment	11,998.67
Other Equipment & Supplies	6,740.04
Service Miscellaneous	21,601.96
2024 Budget	138,632.15

DCA LOCAL ASSISTANCE BUREAU (LAB)

Performed a technical review of the structure & operations of the Keyport Volunteer Fire Service

- Review of ordinances
- Consolidation of Firehouses
- Consolidation of Fire Companies
- Apparatus
- Municipal Funding
- Operating Budget
- Volunteer Staffing
- Volunteer Incentives
- Table of Organization
- Call for service & response time
- Consolidation effect on ISO rate
- Efficiency, effectiveness, and accountability

REVIEW OF BOROUGH ORDINANCES

CHAPTER 3 PUBLIC SAFETY ARTICLE II FIRE DEPARTMENT

Recommendation

Update Article II Fire Department Sections 3-30 to 3-46.7 to reflect all executed changes in the fire department.

Revise Standard Operation Procedures (SOP) Standard Operation Guidelines (SOG)

RECOMMENDATION

Create a Single Point of Contact

The allocation of taxpayer funds should be based on need, calls for service, ratables being protected, and other operational concerns and not on popularity, politics, or lobbying.

- Amend the Borough ordinance to create a paid part-time position that would oversee, direct, and manage the administrative duties of the Companies.
- Single point of contact between the individual fire company officers and the Borough administration.

Title of New Position

The title of the new position would be determined by the Borough officials. In some municipalities, this position is called Borough Fire Chief, Fire Administrator, or Fire Director.

Method of Appointment

Once the title is decided upon, the ordinance should also include the method for appointment to this position along with qualifications, experience, and term. The final appointment is, of course, made by the governing body.

CONSOLIDATION OF FIREHOUSES

Recommendation

Phase-I

Relocate Lincoln Hose Co. from 142 Second Street to 34 First St. firehouse.
Return Raritan Hose Co. from 34 First St. firehouse to 1893 Maple Place.

Phase-II

Expand to include a fourth bay at 34 First Street firehouse and relocate Eagle Hose Co. to First Street firehouse.

Phase-III

Borough needs to acquire land in the center of the Borough large enough to build a station to house Keyport Fire Department's apparatus and equipment. Once the site is acquired a new station should be constructed.

DISSOLUTION/MERGER OF FIRE COMPANIES

Recommendation

The establishment of Keyport Volunteer Fire Company/Department can be achieved by merging all seven fire companies into one volunteer company.

By merging with another tax-exempt organization, the tax-exempt assets can be combined to build a stronger more well-rounded volunteer company.

Certain fire companies may have already moved to dissolve through a liquidation plan, resolution, and distribution of assets.

Additional information can be found on www.irs.gov/pub/irs-pdf/p4779.pdf

CONSOLIDATION OF FIRE APPARATUS

Current Fire Apparatus

2023 E-One Squad rescue/engine
2017 Pierce Enforcer 107' Ladder
2003 E-One Engine
2003 E-One Engine
1999 KME Engine
1990 E-One Enforcer Engine
1990 Pierce Dash Engine
25 Ft Steiger Craft (Marine-22)

Recommended

2023 E-One Squad rescue/engine
2017 Pierce Enforcer 107' Ladder
2003 E-One Engine or 1999 KME Engine
2003 E-One Engine (reserve)
25 Ft. Steiger Craft (Marine-22)

Reduced costs in: testing hose and pump and preventive maintenance repairs duplication of equipment

A replacement schedule needs to be instituted and budgetary funding in place for purchasing of new apparatus and equipment.

MUNICIPAL FUNDING/OPERATING BUDGET

Consolidation Impacts on Municipal Budget

Reduction in preventive maintenance and repair of apparatus budget.

Pump, ladder, and hose testing reduced as fleet is reduced.

Communication equipment reduction as companies merge.

Property not utilized as firehouse could provide additional property tax revenues for the Borough.

Reduction of costs to maintain five firehouses.

Capital Budget

Careful planning for new firehouse will need to be considered.

Apparatus replacement schedule needs to be instituted to prepare for future capital expenses.

VOLUNTEER STAFFING

Following the adoption of the ordinance creating the new fire company, a careful review of staffing should be conducted.

The number of active volunteer firefighters is outside of the scope of this study. Staffing is the most important asset provided by volunteer companies. Ensure that maximum staffing has enough redundancy built in to provide adequate fire protection within the borough and mutual aid responses.

Recruitment and Retention are necessary elements for a successful volunteer fire department.

Volunteer fire departments play a critical role in safeguarding municipalities, but without enough dedicated volunteers, fire department will struggle to accomplish their mission.

Consolidation of companies will combine manpower to reduce response time and provide better staffing of responding units.

VOLUNTEER INCENTIVE PROGRAMS

Volunteer Incentive Programs (VIPs) play an important role in attracting and retaining members. While VIPs should not be expected to single-handedly lead to the realization of a fire company's staffing goals, properly structured and managed incentive programs can significantly enhance applicant interest, organizational morale and retention, professional development, and member participation in response to calls for service.

Prominent examples of VIPs in New Jersey include:

- Length of Service Award Program or LOSAP;

- Provision of a "Nominal Fee" for specified duties or service (pay per-call)

- Gas Card Allowances

- Direct Payment of Volunteer Expenses

- College Tuition/Room and Board

- Award banquets, eligibility for local tax relief, discount or no cost licensing and permits, and free passes to local activities.

While there is no one-size-fits-all volunteer incentives must be chosen wisely.

VOLUNTEER STUDY

Challenges identified in [Retention and Recruitment for the Volunteer Emergency Services](#), U.S. Fire Administration (May 2023)

- Declining volunteerism
- Aging volunteer fire service
- Training demands
- Unmet expectations
- Work-life-volunteer balance
- Mission expansion into EMS
- Department image and culture
- Sustainable funding sources

THE SPECIAL TASK FORCE ON VOLUNTEER RETENTION AND RECRUITMENT

Final Report
December 2023



TABLE OF ORGANIZATION

Recommendation

New Single Point of Contact – (Fire Director or Fire Administrator) The role of this position would be strictly administrative in nature to ensure that the fire companies are adhering to rules and regulations related to training, apparatus, and equipment purchases, annual and monthly vehicle maintenance, financial reporting, monthly NFIRS reports, and grant opportunities

Fire Chief – Ensure day-to-day operations are in place to provide fire protection for the Borough.

Fire Captain House - Ensures facility is maintain in good working order document needed repairs.

Fire Captain Training - Ensures that required training is performed. (ISO rating)

Fire Captain Marine - Ensures all required safety and training to perform water rescue.

Lieutenant of Companies - Ensures apparatus is in service to perform suppression calls for service and all firefighters meet state and POSHA requirements.

Firefighter - Boots on the ground that perform rescue, forcible entry, confinement, extinguishment, check for extension of fire, overhaul, and salvage.

CONCLUSION AND COMMENTS

DLGS believes the recommendations in this report will put the Borough of Keyport on the right path to an improved, efficient, and effective fire service. The whole is greater than the sum of its parts and DLGS believes the enhanced services of a combined firefighting entity would prove to be a benefit to the taxpayers and the Borough of Keyport.

Please ensure the Borough Solicitor reviews any ordinance changes for legal compliance and the Borough Auditor reviews all budget and funding initiatives to ensure compliance with all statutes and Local Finance Notices

Thank You



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