

**Toms River Fire Commissioners, District No. 2**  
**Minutes**

**Wednesday, January 16, 2019**

A regular meeting of the Toms River Fire Commissioners, District No. 2 was called to order at 7:30 p.m. at the Pleasant Plains Firehouse, 40 Clayton Avenue, Toms River, New Jersey. Chairman Geoghegan made the required public statement. "Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by the adoption of a schedule of regular meetings and notice thereof being posted in the Municipal Building, 33 Washington Street, Toms River; being filed with the Municipal Clerk and being transmitted to the Asbury Park Press and the Star Ledger and to all persons who have requested copies in accordance with statute."

Roll call was taken; Present: Mr. Britton, Mr. Duff, Mr. Bierbaum, Mr. Silva,  
Mr. Geoghegan.

Minutes of the previous meeting were approved on a motion offered by Mr. Britton, seconded by Mr. Bierbaum and accepted as written providing that the minutes shall be made available for inspection by any member of the public during the meeting.

Roll call vote; Aye: Mr. Britton, Mr. Duff, Mr. Bierbaum, Mr. Geoghegan.  
Nay: None.  
Abstain: Mr. Silva.

Cash Receipts:

Received check #10161 dated December 31, 2018 in the amount of \$1,050 from Silverton Vol. Fire Company for reimbursement of insurance for January 2019.

Received check #000192 dated January 9, 2019 in the amount of \$17,135.41 from Toms River Fire Commissioners for Fire Prevention Bureau revenue of December 2018.

Received check #000194 dated January 9, 2019 in the amount of \$6,790.32 from Toms River Fire Commissioners for 2018 dedicated penalties.

Received check #029791 dated January 8, 2019 in the amount of \$7,270.20 from Toms River Fire District No. 1 for 2018 Fire Academy fees.

Received check #029792 dated January 8, 2019 in the amount of \$1,206.99 from Toms River Fire District No. 1 for 2018 sale of assets.

Received check #9427 dated January 10, 2019 in the amount of \$1,175 from Pleasant Plains Fire Dept. for reimbursement of insurance for January 2019.

Bills were presented for payment by Treasurer Duff and approved to be paid on a motion offered by Mr. Duff, seconded by Mr. Bierbaum. Each commissioner abstains to his voucher, if any.

Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

Benchmark Insurance Co.	82,143.00	Christopher Silva	2,564.78
		Toms River Fire District #1	78,452.89

Total \$163,160.67

Correspondence – Correspondence has been provided to all commissioners.

Communications/IT:

- Commissioner Britton reported that he got a call from Dispatch Supervisor, and he would like to set up interviews for part-time dispatchers.
- Commissioner Silva said he was contacted, also, and he sent Dispatch Supervisor his availability.

Apparatus:

- Commissioner Britton reported that 3065 is being repaired by ERS

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- Commissioner Britton reported that 3041 has a leak in the deck gun and upper speed lay, and the foam system is down on 3041.
- Commissioner Silva reported that 2905 failed aerial testing and is out of service with the retraction cable. Rosenbauer is overnighting a cable for 2905, and it should be repaired over the weekend.
- Commissioner Silva reported that the Engine truck is at Defender Emergency Vehicle's shop, and the Rescue truck will be here in New Jersey on Monday.

Fire Prevention Bureau – Commissioner Bierbaum reported that contract negotiations are still ongoing; he has a phone conference tomorrow with a representative from the Township to go over the medical insurance plans, and then they will move forward with the negotiation process.

Fire Academy – Commissioner Duff reported that they are looking at projects that need to be done for the year.

Purchasing – Purchasing Agent Gargano reported that the ladder testing was completed today; each chief was handed out the report for their ladder truck; the ground ladder report for both fire companies were combined by American Test into one report.

Commissioner Geoghegan asked if we should discuss the status of the trucks on order with Rosenbauer at this time. Purchasing Agent Gargano reported the following: at 3:30 this afternoon, she received a call from HGAC stating that they do not have record of an order confirmation number for the vehicles; HGAC stated that they have to get paperwork between Rosenbauer and HGAC so that an order confirmation number can be assigned. HGAC advised Purchasing Agent Gargano that until there is an order confirmation number, we cannot accept delivery of the engine or pay for it. She reported that she does not know how this was overlooked by Rosenbauer; it is something that Rosenbauer should have done as soon as they got the purchase order from us; in the meantime, HGAC is looking through all of their paperwork again to hopefully find it; but that is the status right now. In addition, Rosenbauer is in the process of putting together the updated contract pricing worksheet for all of the change orders. As soon as they get it done for the engine truck, he will send it to both her and HGAC so that HGAC can approve it. So, there is a lot of paperwork between Rosenbauer and HGAC that has to be taken care of before we can take delivery of the engine. This paperwork will have to be taken care of by Rosenbauer for the rescue truck, as well. Commissioner Geoghegan asked to get a letter in writing from HGAC stating that we are not to accept the truck until that paperwork is received.

Substation – Commissioner Bierbaum reported that flag pole light is out, and the urinal needs repair. Tom McCann said that he will repair them; a purchase order will be issued for this.

Fire Officers' Association – Commissioner Bierbaum reported that the officers are being proactive in addressing the fire response and fire protection.

Silverton report – Asst. Chief Geoghegan reported that 2905 is being use as an engine while out of service as a ladder truck.

Pleasant Plains report: Chief Roman gave the following report:

- He asked permission to go to Seaside Heights for the St. Patrick's Day Parade with an engine or ladder truck; the Board gave permission.
- 3065 is back in service; ERS is waiting motor for the till bucket
- ERS will weld the three cracks in the platform

A motion was offered by Mr. Bierbaum, seconded by Mr. Silva to approve Pleasant Plains' request for equipment as follows:

- 1 20 lb. Dry Chemical Extinguisher Refill
- 1 Reimbursement to Pleasant Plains Fire Dept. for air lines for firehouse

Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

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Business Administrator Report – Business Administrator Gargano reported the following:

- Election – Supplies to be picked up on February 15<sup>th</sup> no later than 12 p.m.. We must call to schedule our pick up. Which fire commissioner would like to pick up the supplies (registry lists and provisional ballots)? Commissioner Bierbaum said that he would.
- New Applicants: Four applicants are in the process; one for Pleasant Plains Fire Dept. and three for Silverton Fire Company.

**Unfinished Business:**

Approval of Updated Policy on New Applicant Eligibility – A motion was offered by Mr. Bierbaum, seconded by Mr. Silva to approve the updated policy on new applicant eligibility to include rejection of any applicant who has been convicted of a crime of moral turpitude (attached).

Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

**New Business:**

Public Hearing on 2019 Budget – Commissioner Geoghegan read the 2019 Budget and asked members of the public if they have any questions or comments. There were none.

Resolution to Adopt the 2019 Budget was introduced by Mr. Silva, seconded by Mr. Bierbaum (attached).

Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

Resolution to Divide the Polling Places was introduced by Mr. Britton, seconded by Mr. Duff (attached).

Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

Renewal of CD at Kearny Bank – A motion was offered by Mr. Duff, seconded by Mr. Silva to renew the CD at Kearny Bank.

Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

Renewal of CD at M&T Bank – A motion was offered by Mr. Duff, seconded by Mr. Britton to renew the CD at M&T Bank.

Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

Approval of Worker's Compensation Policy with Benchmark Insurance Company in the amount of \$82,143 (approximately \$10,000 less than AmTrust) was made on a motion offered by Mr. Silva, seconded by Mr. Duff.

Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

Rutgers University Cancer Study – Commissioner Bierbaum reported that Toms River was asked to participate in a cancer study conducted by Rutgers University to identify causes of cancer in the fire service, collect data, analyze it, and take measures to reduce it. The Chiefs are to bring it back to their fire companies for input.

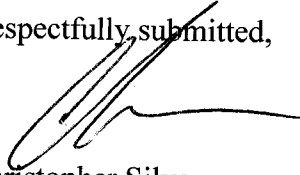
Adjournment – A motion to adjourn the meeting was offered by Mr. Duff, seconded by Mr. Bierbaum.

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Roll call vote; Aye: Mr. Britton, Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

The meeting was adjourned at 7:53 p.m..

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Christopher Silva', written over the text 'Respectfully submitted,'.

Christopher Silva  
Clerk

<b>TOMS RIVER BOARD OF FIRE COMMISSIONERS</b> <b>DISTRICT #2</b> <b>STANDARD ADMINISTRATIVE POLICY</b>		
Effective Date: 1/16/19	SAP Title: New Firefighter/Fire Police Applicant Process	Revised Date:
Approved By: Brian J., Chairman		Joseph Duff, Commissioner
Christopher Silva, Clerk	Kevin W. Britton, Commissioner	Craig Bierbaum, Commissioner

**PURPOSE:** The purpose of the new firefighter/fire police applicant process is to set policy on the eligibility, requirements, and process to become an active firefighter or fire police.

**SCOPE:** The policy pertains to all applicants who desire to become an active firefighter or fire police.

**POLICY:**

**GUIDELINE:**

**I. REQUIREMENTS**

A. NCIS/SCIC Reports – Fire Chief is to have the NCIS/SCIC background checks performed by Police Chief once consent form is filed out and signed by applicant.

1. No person may be accepted as a member of any fire company with the jurisdiction of the Commissioners if he has been convicted of a crime of moral turpitude.
2. No person may be accepted as a member of any fire company within the jurisdiction of the Commissioners if he has been convicted of the crime of arson or its equivalent in New Jersey or any other jurisdiction, nor shall any member of any such fire company maintain such membership following conviction for the crime of arson in New Jersey or any other jurisdiction. Arson shall mean and included the crimes of conspiracy to commit arson and burning a structure to defraud insurance companies or similar charges, irrespective of the specific language. Membership shall be refused to any applicant or suspended for any member of a fire company if such person's application for membership failed to disclose any of the convictions described aforesaid, and in the event of a suspension of current membership same shall be made permanent or for a specific period of time as determined by the Commissioners. The Commissioners may expel or suspend any member of a fire company or refuse to approve an application for membership for any person who was convicted of any of the crimes described aforesaid if the conviction was rendered more than five years prior to submission of the application or date upon which the membership application of a current member has been approved.

No person involved in arson-related activities shall be approved for membership in any fire company within the jurisdiction of the Commissioners, provided that the Commissioners may waive this requirement if such activities were engaged in

more than five years previous to the application. The Commissioners may suspend or expel any member of any fire company within the jurisdiction of the Commissioners who have engaged in arson-related activities (temporary suspension does not preclude expulsion). A hearing may be requested by any person charged as having engaged in arson-related activities, and any final determination on disapproval, expulsion, or suspension (except for temporary suspension) shall be withheld pending such hearing 15 days of written notification of such charges, failing in which Commissioners may take such action with respect to said charges as are deemed warranted in the discretion of Commissioners. The Commissioners may adopt reasonable rules and regulations to effectuate the provisions of this policy.

B. Candidate Physical Ability Test (CPAT) – Fire Chief will arrange with the Fire Academy Director for a firefighter applicant to take the CPAT.

1. The Board office is to be notified by the Fire Chief whether or not the applicant passed.

C. Psychological Evaluation

1. Applicant is to contact the Board office upon successfully completing the CPAT to schedule a psychological test to be performed in the Board office.
  - a. If the applicant does not receive acceptance from the Board's psychologist as a result of the written examination, the applicant will be contacted by the Board office to contact The Stress Center (the Board's psychologist) to schedule a psychological interview at The Stress Center.

D. Physical

- a. Upon receipt of an acceptance for duty from The Stress Center by the Board office, the Board office will contact the applicant to pick up the necessary instructions, application, and purchase order for a physical to be performed by the Board's doctor.
- b. The applicant will fill out the application form.
- c. The applicant will schedule their physical with the Board's doctor and bring the above-mentioned application and purchase order along with them to their physical.
  - 1.) A 10-panel drug screen will be performed along with the required physical from the New Jersey State Firemen's Relief Association.
  - 2.) If the applicant fails the physical, they may follow up with their own physician and seek a "fit for firefighting/fire police duty" clearance at their own expense providing that they pick up the following paperwork and bring it with them when they follow up with their personal physician:
    - i. Letter addressed to their personal physician explaining why they are following up with their physician, the tests that were performed, and the acceptable parameters for the tests taken.
    - ii. The results of the physical received from the Board's doctor so that their personal physician can determine the reason for failure.
    - iii. A check-off list for their doctor to fill out and sign.

- iv. If the applicant's personal physician provides a "fit for firefighting duty" clearance, that clearance must be signed by the doctor on his/her letter (original signature).
- v. Applicant is to submit to the Board office the signed fit for firefighting duty clearance and check-off list.
- vi. Applicant will attend the next meeting of the Board to be accepted and sworn in.

E. Commencement of Active Duty and Firefighter Level I/II – No firefighter will be permitted to participate in any active duty or Firefighter Level I/II until accepted by the Board as an active firefighter at a Board meeting.

D. Applicant from Another Fire Company Outside Toms River Fire District No. 2

- 1. If the applicant has past service with another fire company, their credentials are to be reviewed by the fire companies and Fire Academy for recommendation. Recommendations and credentials are to be submitted to the Board for approval.
- 2. Firefighter must be required to be certified in the fire district's Self-Contained Breathing Apparatus (SCBA) system.
- 3. Firefighter/Fire Police must attend the Indoctrination.

# 2019 ADOPTED BUDGET RESOLUTION

## TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 2

(Fire District Name and Number)

**FISCAL YEAR: January 1, 2019 to December 31, 2019**

WHEREAS, the Annual Budget for the Toms River Fire Commissioners District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 16, 2019; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) [Include as appropriate: [includes a proposed public referendum in the amount of \$\_\_\_\_\_ in excess of the allowable amount to be raised by taxation][includes a proposed public referendum in the amount of \$\_\_\_\_\_ as an appropriation from restricted fund balance to be used as budget revenue]]; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$3,462,427.00, which includes amount to be raised by taxation of \$2,766,782.00, and Total Appropriations of \$3,462,427.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 16, 2019 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019, is hereby adopted and, [subject to the proposed referendum being approved by 50 percent of the voters] shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,462,427.00, which includes amount to be raised by taxation of \$2,766,782.00, and Total Appropriations of \$3,462,427.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

  
(Secretary's Signature)

January 16, 2019

(Date)

### Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Brian J. Geoghegan	X			
Joseph G. Duff	X			
Christopher Silva	X			
Craig Bierbaum	X			
Kevin W. Britton	X			



RESOLUTION

January 16, 2019

WHEREAS, a petition of twenty-five (25) or more voters have been filed with the Clerk of the Board in accordance with N.J.S. 40A:14-76 requesting the division of the district into two (2) polling places; and:

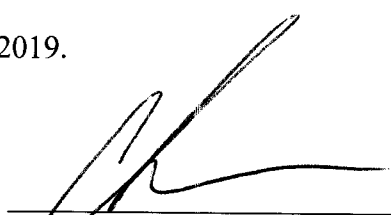
WHEREAS, such a division would be in the public interest;

NOW, THEREFORE, BE IT RESOLVED BY THE FIRE COMMISSIONERS OF DISTRICT NO. 2 IN THE TOWNSHIP OF TOMS RIVER, COUNTY OF OCEAN, as follows:

1. Fire District No. 2 shall be divided into two (2) polling places for the annual election on February 16, 2019.
2. Registered voters of voting Districts 5, 15, 20, 22, 23, 29, 35, 46, 55, 56, and 61 shall vote at the Silverton Fire House, 15 Kettle Creek Road, Toms River, New Jersey.
3. Registered voters of voting Districts 6, part of 14, 21, 24, 25, 30, part of 37, 43, 44, 45, 47, 48, 49, 50, 51, 52, 58, 59, 62, and part of 63 shall vote at the Pleasant Plains Fire House, 40 Clayton Avenue, Toms River, New Jersey.
4. A copy of this resolution shall be sent to the Township Clerk and to such other officials as may be designated by the Clerk of the Board.

CERTIFICATION:

I, Christopher Silva, Clerk of the Commissioners of Fire District #2 in the Township of Toms River, County of Ocean hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Commissioners held on January 16, 2019.

  
CHRISTOPHER SILVA, CLERK

PETITION

We, the undersigned, hereby petition the Board of Fire Commissioners, District No. 2, Toms River, to divide the Fire District into two polling places for the annual election, to wit: Pleasant Plains Fire House and Silverton Fire House.

Name William M. Margum Address 2027 Longwood Ln, Toms River NJ 08755

Name John Duff Address 133 Jeff Ct., Toms River, NJ 08753

Name Robert Black Address 38 VINCENT ST TOMSRIVER NJ 08753

Name John m Reddy Address 57 12th St., Toms River, N.J. 08753

Name Tom Leonard Address 63 LARCH DR, TOMS RIVER, N.J 08753

Name Bradley Rosta Address 572 Bayview Dr. Toms River, NJ 08753

Name Michael Kline Address 154 WALNUT CREEK LANE TOMSRIVER NJ 08753

Name WJJO Address 131 MOUNT LN. TOMS RIVER, NJ 08753

Name Walter J. [unclear] Address 126 Kettle Creek Rd Toms River NJ 08753

Name Roy Brumick Address 109 STONEHOUSE DR, TOMSRIVER NJ 08753

Name Jim Rullo Address 87 REFLECTION RD TOMS RIVER NJ. 08753

Name Scott Stetell Address 45 DEW PLACE TOMSRIVER NJ. 08753

Name Sam Wark Address 95 LARCH DRIVE TOMS RIVER NJ 08753

Name [unclear] Address 42 Elderberry Ln TR NJ 08753

Name [unclear] Address 123 BEECHTREE DR. T.R. N.J 08753

Name [unclear] Address 366 Tova Ct Toms River NJ 08753

Name [unclear] Address 4 Vincent St. Toms River NJ 08753

Name [unclear] Address 106 westwood Dr. Toms River NJ 08753

Name John P. Hafner Address 352 SUBURBAN DR TR NJ 08753

Name [unclear] Address 111 Palmetto Dr Toms River, NJ 08753

Name [unclear] Address 1942 Sawmill Ct Toms River NJ 08755

Name [unclear] Address 1947 white Knoll DR Toms River NJ 08755

Name [unclear] Address 46 Mansfield Ave Toms River, NJ 08755

Name [unclear] Address 133 Grand Woodlands Way TR NJ 08755

Name [unclear] Address 573 Clawson Ave Tom River NJ 08755

Name [unclear] Address 1918 Whitesville Rd TR 08755

Name [unclear] Address 1605 THOMAS WAY TR 08755

Name [unclear] Address 231 smart Road LN 08755

Name [unclear] Address 231 smart Road LN 08755

Name [unclear] Address 231 smart Road LN 08755