

Toms River Fire Commissioners, District No. 2

Minutes

Wednesday, January 2, 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. Geoghegan.
Absent: Mr. Silva.

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.
Nay: None.
Abstain: Mr. Geoghegan.

Cash Receipts:

Received check #9421 dated December 27, 2018 in the amount of \$742.60 from Pleasant Plains Fire Dept.: \$725 for balance of 2018 insurance and \$17.60 for reimbursement of EZPass.

Received check #100146 dated December 26, 2018 in the amount of \$959,777.53 from the Township of Toms River for 4th quarter 2018 tax appropriation.

Received check #99562 dated November 13, 2018 in the amount of \$9,898.35 from Township of Toms River for Supplemental Fire Services Program.

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

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

Asbury Park Press	87.80	Riggins	443.10
Comcast	297.41	Suez Water	18,600.07
Dynamic Testing Service	440.00	Silverton Vol. Fire Company	4,825.00
Minerva Cleaners	195.75	Tasc Fire Apparatus, Inc.	7,550.00
Pennsylvania Turnpike	17.60	Toms River Fire District #1	96.07
Pleasant Plains Fire Dept.	3,992.00	Verizon Wireless	532.14
		Verizon	36.62
Total	\$37,113.56		

Correspondence – Correspondence has been provided to all commissioners.

Insurance – Commissioner Duff reported that a worker's compensation report was filed for Michael Mooney.

Fire Prevention Bureau – Commissioner Bierbaum reported that contract negotiations are ongoing. He recommended reaching out to an expert in healthcare insurance to review the State Health Benefits in comparison to the benefits currently offered through the Township.

First Aid – Commissioner Geoghegan reported that Silverton EMS reached a tentative agreement with the Township of Toms River.

LOSAP – Commissioner Britton reported that we received the Actuarial Report from VFIS, and he asked the Board members and Chiefs to review it.

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Fire Officers Association – Commissioner Bierbaum congratulated the new officers coming into office for 2019. He stated that he will contact the Chiefs to develop and go over the strategic plan.

Pleasant Plains report: Chief Roman reported that following:

- All trucks are up and running
- 2 portables have to go out for repair; Matt Yezzi will drop his off at the Board office.

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

2 2nd Lieut. Name Tag, Black
2 1st Lieut. Name Tag, Black
2 Captain Name Tag, Black
1 Asst. Chief Name Tag, Black
1 Asst. Chief Name Tag, White
1 Chief Name Tag, Black
1 Chief Name Tag, White
1 Saw from 3065 to be repaired at Lakehurst Lawnmower
96 Batteries for Scott Paks

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

Silverton report – Chief Sinnott submitted the following report:

- He is still working on Board meeting nights and will not be in attendance due to his work calendar rotation 7 p.m. – 7 a.m.
- Frank Civitano has resigned from the fire company
- Pete Sabey has switched from active firefighter to inactive life member
- One member in the works (Robert Reynolds), certified firefighter and does not need the CPAT portion as done in the past with other applicants that are certified.

A motion was offered by Mr. Duff, seconded by Mr. Bierbaum to approve Silverton's request for equipment as follows:

3 SCBA Packs for repair
1 Saw repair by Blair's Rental Service
1 Gal. Anti-Freeze for 2905 from ERS
1 Repair Pump Primer, Frozen on 2906 by ERS
1 Gear Washer P/M & Repair Water Leak
1 Install radios in 2913 and 2931, Knox Boxes, and program IDs by Fire District No. 1
1 Portable Chargers for TIC
2 Flash Lights for 2913 and 2931
20 Portables to be Reprogrammed by Fire District No. 1
1 Remove Radio from 3061 by Fire District No. 1

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

Asst. Chief Kevin Geoghegan reported that the truck inspection trip is on Sunday.

Business Administrator Report – Business Administrator Gargano reported the following:

- Measles Vaccine – Received a quote from Hackensack Meridian:
Titer -- \$55
Each vaccination -- \$100
- Volunteer Applicants:
 1. Matthew Lambert is in the application process for Pleasant Plains
 2. Chief Sinnott advised that he has an applicant that will be exempt from the CPAT. Please confirm. The Board confirmed that Robert Reynolds does not need the CPAT.

Toms River Fire Commissioners, District No. 2

Minutes

Wednesday, January 2, 2019

Unfinished Business:

Measles Vaccination – A motion was offered by Mr. Bierbaum, seconded by Mr. Duff to approve the measles titer to be done by Hackensack Meridian Occupational Health in the amount of \$55 and, if needed, the measles vaccination in the amount of \$100 per vaccination for any volunteer firefighters; the firefighters' health insurance would be primary. This is to be done on a voluntary basis. The Board would pay for any co-pay or the entire series if the firefighter has no health insurance coverage for that service.

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

Snow Plow Arrangements:

- Commissioner Bierbaum suggested making snow plow arrangements and arrangements for someone to shovel the Board office walkway.
- Commissioners Britton and Bierbaum said they will check into this.

Emergency Reporting:

- Commissioner Bierbaum reported that he spoke with Tammy regarding the logon for Emergency Reporting.
- Commissioner Bierbaum said he will coordinate between Tammy and the chiefs.

New Application Process & Eligibility Policy:

A motion was offered by Mr. Britton, seconded by Mr. Duff to rescind the previous motion disallowing a volunteer firefighter from being a member of two fire companies concurrently for a one-year trial period.

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

NFPA Physical Policy – A motion was offered by Mr. Britton, seconded by Mr. Duff to approve the updated NFPA Physical Policy (attached).

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

New Business:

Adoption of Temporary Budget for 2019 was introduced by Mr. Duff, seconded by Mr. Britton (attached).

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

Closed Session – A resolution was introduced by Mr. Duff, seconded by Mr. Bierbaum to go into closed session at 8:06 p.m..

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

WHEREAS, PL-1975 Chapter 231 allows for meetings in closed session on matters of personnel; and

WHEREAS, the commissioners have matters to discuss concerning contract negotiations with the Fire Prevention Bureau;

Toms River Fire Commissioners, District No. 2

Minutes

Wednesday, January 2, 2019

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF
FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF TOMS RIVER, COUNTY OF
OCEAN go into closed session to discuss these matters as permitted by the open public
act and that the results of this closed session be available to the general public upon the
completion of the acceptance of the minutes at the next regular meeting and at such time
as this matter in closed session is resolved.

Resume Regular Session – A motion was offered by Mr. Britton, seconded by
Mr. Bierbaum to resume regular session at 8:31 p.m..

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

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

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

The meeting was adjourned at 8:58 p.m..

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Craig Bierbaum", written in a cursive style.

Craig Bierbaum
Acting Clerk

TOMS RIVER BOARD OF FIRE COMMISSIONERS DISTRICT #2 STANDARD ADMINISTRATIVE POLICY		
Effective Date: 1/2/19	SAP Title: NFPA Physicals	Revised Date: 1/2/19
Approved By: Brian J. Geoghegan, Chairman		Joseph Duff, Commissioner
Christopher Silva, Clerk	Kevin W. Britton, Commissioner	Craig Bierbaum, Commissioner

PURPOSE: The purpose of this policy is to assist in providing for the health and well-being of the active firefighters and fire police in Pleasant Plains Fire Dept. and Silverton Fire Company No. 1 by providing annual physicals for those active members.

SCOPE: This policy applies to all active firefighters, but they are optional for the fire police.

POLICY:

GUIDELINE:

- I. Those Required to Get Physicals:
 - A. All firefighters who have been a member for one year or more.
 - B. Firefighters who became a member within the past twelve months and received a full physical as a new member do not need a physical.
 - C. Firefighters who came back to service after being on leave and having had a physical upon their return within the last twelve months do not need a physical.
 - D. Firefighters on medical/personal leave must get their physical within 30 days of their return to active duty with the fire company.
 - E. Physicals for Fire Police are optional
- II. Physicals will be performed by Hackensack Meridian Occupational Health at the Board’s expense between July 1st and September 31st. If the firefighter is returning from leave, the physical must be completed and a fit for firefighting duty statement from the doctor must be submitted by the firefighter to the Board office within 30 days of their return to active duty.
 - A. Firefighters will receive one of two types of physicals based on their age:
 - 1. Full Physical consists of:
 - a. OSHA Respirator Questionnaire
 - b. Audiometric Screening
 - c. Vision Screening

- d. Pulmonary Function Test
- e. Height, Weight, Blood Pressure, & Pulse
- f. Laboratory Analyses: Complete Blood Count, Blood Chemistry (SMA25), (Includes Coronary Risk Profile), Urinalysis (Complete)
- g. PA Chest X-Ray ("B" Reader Interpretation)
- h. Electrocardiogram
- i. Physician's Hands-On Examination (Includes Occupational Health/Respirator Clearance Statement)
- j. Cancer Screen

2. Respiratory Physical consists of:

- a. OSHA Respirator Questionnaire
- b. Pulmonary Function Test
- c. Blood Pressure, Pulse, Height, & Weight
- d. Physician's Examination (Includes Occupational Health/Respirator Clearance Statement)
- e. Cancer Screen

3. Frequency of Full Physical to be performed:

- a. Age 18-39 – every other year
- b. Age 40 and over – every year

B. Procedure to follow

1. Firefighter will pick up the physical packet at the firehouse. The packet will include the following:
 - a. Informational letter addressed to the firefighter from the Board explaining the process, describing the physical, and detailing the consequences for not getting the physical as required
 - b. Firefighter Instruction Sheet from Hackensack Meridian Occupational Health listing locations where the physical can be taken and providing instructions on how to prepare for tests the firefighter may be getting.
 - c. Patient Information Sheet to be filled out in advance, signed, and brought to the physical appointment
 - d. Patient Health History form from Hackensack Meridian Occupational Health to be filled out in advance, signed, and brought to the physical appointment
 - e. Respirator Medical Evaluation Questionnaire form from Hackensack Meridian Occupational Health to be filled out in advance and brought to the physical appointment
 - f. Notice of HIPAA Privacy Practices – Joint HIPAA Privacy Notice along with Acknowledgment of Receipt of Notice and Approval of Privacy Practices from Hackensack Meridian Occupational Health to be read in advance, signed, and brought to the physical appointment
2. Firefighter will call Hackensack Meridian Occupational Health to schedule their physical to be conducted between July 1st and September 30th for the type of physical indicated on the outside of their packet next to their name. A

list of firefighters indicating what type of physical they are to get will, also, be given to the Chief to post on the fire company bulletin board. Due to the extension of time granted from 60 days to 90 days to complete the physical, no further extension of time will be granted to any firefighter.

3. Firefighter will fill out all forms in their packet in advance of the scheduled appointment and submit them to Hackensack Meridian Occupational Health upon arrival.
 4. If the firefighter is unable to make the appointment scheduled, firefighter must call Hackensack Meridian Occupational Health to cancel at least 24 hours in advance and reschedule within the time frame previously noted: July 1st and September 31st.
 5. Firefighter is to arrive on time for their appointment and expect to be there for at least two hours.
- C. Getting the Results – At the end of each of the months of July, August, and September, Hackensack Meridian Occupational Health will mail the physical results of any physical performed during that month to the firefighter's home address; and the results will be forwarded to the Board office. Except that if a firefighter fails the physical, that firefighter will be notified immediately along with the Board office; and the physical results of that physical will be mailed to the firefighter immediately.
1. The physical results will include information as to whether the firefighter passed or failed the physical.
 2. If the firefighter fails the physical or needs further testing, the firefighter will follow up with their personal physician, nurse practitioner, or physician's assistant at their own expense by following these procedures:
 - a. Firefighter is to contact the Board office to pick up the following paperwork:
 - (1) Instructional letter to the firefighter's personal physician, nurse practitioner, or physician's assistant providing information about the physical program, the tests conducted as part of the physical, the acceptable parameters for passing the tests for firefighting purposes, and the requirement of a "fit for firefighting duty" clearance on the physician's letterhead containing an original signature of the physician, nurse practitioner, or physician's assistant.
 - (2) Check-off list for the personal physician to fill out, sign with original signature, and date.
 - b. Firefighter is to make an appointment with their personal physician, nurse practitioner, or physician's assistant and bring the physician's instructional letter and the check-off list mentioned above to their appointment along with the physical paperwork received from Hackensack Meridian

Occupational Health for their personal physician's, nurse practitioner's, or physician's assistant's review.

- (1) If their personal physician, nurse practitioner, or physician assistant determines that the firefighter is fit for firefighting duty, the firefighter must submit the signed check-off list and "fit for firefighting duty" slip to the Board office within 30 days of receiving the initial physical results from Hackensack Meridian Occupational Health.
 - (2) If the personal physician, nurse practitioner, or physician's assistant determines that the firefighter is not fit for firefighting duty, the firefighter will no longer be acceptable as an active firefighter.
 - (3) The firefighter will be responsible for submitting the proper paperwork from their personal physician, nurse practitioner, or physician's assistant to the Board office within 30 days of receipt of the physical in the mail from Hackensack Meridian Occupational Health. If the completed and signed paperwork is not received by the Board office within 30 days of the firefighter's receipt of the physical results from Hackensack Meridian Occupational Health, the firefighter will be suspended until the firefighter provides that paperwork to the Board office.
- c. If the firefighter wants to use Hackensack Meridian Occupational Health as their personal physician, nurse practitioner, or physician's assistant for follow up or re-testing, the Board of Fire Commissioners will not pay for the follow-up visit/s with the doctor, nurse practitioner, or physician's assistant.
- D. Hackensack Meridian Occupational Health will store the physicals for each firefighter in their files. Due to HIPPA laws, the Board of Fire Commissioners will not be sent the firefighter physicals. The Board will receive a report listing the firefighters who had physicals along with information as to whether the firefighter passed or not at the end of the month in which the physical was performed.
- E. Any firefighter who has not had their physical within the 90-day period set by the Board will be responsible for paying for the physical at Hackensack Meridian Occupational Health on their own.
- F. The Captain Buscio Physical and Career Firefighters' physicals will be permitted to be taken in lieu of the Board's physical providing the following procedure is followed:
- a. They must pass the physical and the fit for firefighting clearance must be turned into the Board office as soon as the physical is done for the firefighter.
 - b. These physicals may be taken anytime between October 1st of the preceding year and September 30th of the current year.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF TOMS RIVER, COUNTY OF OCEAN

Resolution

Adoption of Temporary Budget for 2019

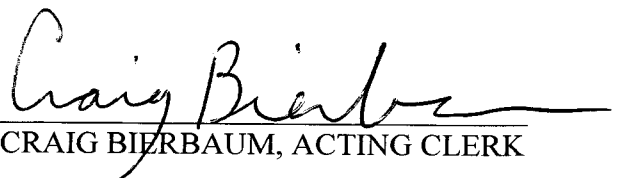
WHEREAS, it has become necessary for the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2018 and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 16, 2019.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean, as follows:

- (1) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

CERTIFICATION:

I, Craig Bierbaum, Acting 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 2, 2019.


CRAIG BIERBAUM, ACTING CLERK