

Wednesday, November 1, 2017

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 Blank 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. Silva, Mr. Duff, Mr. Geoghegan, Mr. Blank.

Minutes of the previous meeting were approved on a motion was offered by Mr. Geoghegan, seconded by Mr. Duff 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. Duff, Mr. Geoghegan, Mr. Blank.  
Nay: None.  
Abstain: Mr. Britton, Mr. Silva.

Received check #010160308 dated October 24, 2017 in the amount of \$800 from Selective Insurance Company of New England for insurance claim for towing of vehicle.

Received check #8926 dated October 12, 2017 in the amount of \$650 from Pleasant Plains Fire Dept. for reimbursement of insurance for October 2017.

Bills were presented by Treasurer Duff and were approved for payment 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. Silva, Mr. Duff, Mr. Geoghegan, Mr. Blank.  
Nay: None.

All Hands Fire Equipment	200.00	Toms River Fitness	135.00
Asbury Park Press	65.80	United Healthcare	13.18
Benecard	1,375.90	V. E. Ralph	1,683.55
Blue Cross Blue Shield	2,094.61	Verizon Wireless	544.18
Comcast	252.52	WithumSmith+Brown	17,800.00
Continental Fire & Safety	12,506.80	All Hands Fire Equipment	1,312.73
EISCO	59.22	Robert J. Blank, Jr.	14.97
Emergency Services Marketing	135.37	Cooper Power Systems	462.14
George Kline Sales	30,271.29	ERS Fleet Repair	2,651.22
The Hartford	218.38	Henry Shein Inc.	668.00
Henry Shein Inc.	402.29	JJ-Lin	509.45
JCP&L	354.35	Nat Alexander Company	29.93
Moore Medical Corp.	381.19	New Jersey Natural Gas	29.92
Motorola/Allcomm	1,872.00	Linda Panasuk	8.03
Nat Alexander Company	172.50	Paychex	70.97
New Jersey Fire Equipment	40.40	Postmaster of Toms River	21.00
Rackspace	706.00	Pleasant Plains Fire Dept.	60,817.00
Christopher Silva	2,167.00	Riggins	571.51
Robert Sinnott	480.00	Christopher Silva	347.83
Suez Water	19,102.43	Silverton Vol. Fire Company	62,650.00
The Stress Center	30.00	U. S. Post Office	166.70
Toshiba	.66	Verizon	32.35
Toms River Fire District #1	235.48	Richard M. Braslow, Esq.	525.00

Total \$224,188.85

Correspondence – Correspondence has been provided to all commissioners.

Communications – Commissioner Silva reported that they moved forward with the opti-com upgrades relative to vehicle upgrades.

Wednesday, November 1, 2017

Apparatus:

- Commissioner Britton reported that 3065 is done. Engineer Tom McCann reported that parts are on order for the ladder control
- Engineer Tom McCann reported that ERS was going to work on 3041 either today or Friday on the air horn issue.
- Commissioner Silva reported that they had a pre-construction meeting with Rosenbauer; they should have the final drawings and specs by tomorrow night.

Fire Academy – Commissioner Duff reported the following:

- The extrication class was completed with 15 graduates
- Firefighter Level I is still in progress

Purchasing – Purchasing Agent Gargano reported the following:

- Bids:
  - Breathing Air System – waiting for delivery
  - Silverton Rescue Truck – We are approving the Resolution tonight to award the contract to Rosenbauer. All needed documents were sent to the vendor for completion.
- Quotes:
  - Generator for substation – waiting for a second quote
  - Firefighting Tools and Equipment from Requisitions – need answers to questions for items requested by each fire company
  - Air System Install in Building for Trucks – Chief Parente advised that he is meeting with a plumber next week

Awards Program – Commissioner Britton reported that he is waiting to hear from Chief Sinnott to schedule a meeting.

Substation – Commissioner Britton reported that he met with another electrical contractor for a quote on the generator; hopefully, we will have the information to award the project at our next meeting.

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

- 5 #10071006 Helmet Visors
- 1 White Turnout Coat with name plate from George Kline Sales
- 1 Gear repair (coat and pants) from George Kline Sales
- 1 Engraving Tool from Home Depot
- 2 5-gallon Cans of Tool Fuel, 4 cycle
- 6 Glass Master Blades
- 4 SL40 Streamlight Batteries
- 1 3/8" Ratchet from Home Depot
- 1 1 1/2" Ratchet from Home Depot
- 1 Set Screw Drivers
- 1 Set Pliers/Slip Joint Pliers
- 2 Allen Wrench Sets for 3041 and 3051
- 2 Containers 12" Canopy Tarp Ties
- 2 Tool Boxes
- 2 Torx Driver Sets for 3041 and 3051
- 1 Portable Repair
- 1 Gas Detector Repair

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

Business Administrator Report – Business Administrator Gargano reported the following:

- Membership:
  - Two applicants are in the process
  - NFPA Physicals:

Wednesday, November 1, 2017

- Letters went out to all those who need to follow up with their personal physician and advised them that “fit for firefighting duty” clearance was due by October 26, 2017. One firefighter has not complied.
  - Letters went out to all those who were suspended for not getting their physicals giving them until November 1<sup>st</sup> to comply to avoid suspension. Two firefighters have not yet scheduled an appointment.
  - Letters went out to those who received the Captain Buscio physical to provide “fit for firefighting duty” clearance. One firefighter has not complied.
- Opti-Com Parts for Repair – Waiting for Signal Control to return opti-com parts
  - 2018 Budget:
    - Waiting for final figures on the joint board line items from the joint board office
    - Fire Commissioner Questionnaire to be filled out by commissioners
    - Fire District Schedule of Commissioners and Officers to be filled out by commissioners
  - Substation – Front door not locking properly. Mr. Keys will be out tomorrow to make repair.

**New Business:**

Resolution for the Award of Contract to Rosenbauer Minnesota, LLC for the purchase of a Rescue Fire Truck was introduced by Mr. Geoghegan, seconded by Mr. Silva (attached).

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

Change to Breathing Air System Spec – A motion was offered by Mr. Silva, seconded by Mr. Duff to approve the change to the breathing air system presented by Continental Fire & Safety, Inc. (attached).

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

SOGs from Toms River Fire Officers’ Association relative to Seatbelts, Extrication, and Radio and Phone were approved on a motion offered by Mr. Silva, seconded by Mr. Duff (attached).

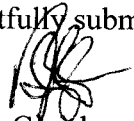
Roll call vote; Aye: Mr. Britton, Mr. Silva, Mr. Duff, Mr. Geoghegan, Mr. Blank.  
Nay: None.

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

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

The meeting was adjourned at 7:46 p.m..

Respectfully submitted,



Brian J. Geoghegan  
Clerk

RESOLUTION

November 1, 2017

**Award of Contract to Rosenbauer Minnesota, LLC for purchase of Rescue Fire Truck**

WHEREAS, the Toms River Fire Commissioners, District No. 2 is authorized pursuant to N.J.S.A. 52:34-6.2 (b) (3) to use a nationally recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within and state when available; and

WHEREAS, the Houston-Galveston Area Council (HGAC) is a nationally recognized and accepted cooperative purchasing contracting unit within the State of Texas that utilizes a competitive bid or competitive proposal process in awarding contracts for fire apparatus, among other goods and services, and is authorized by Texas law to extend its contracts to local government units nationwide; and

WHEREAS, by Resolution dated January 7, 2015 the Toms River Fire Commissioners, District No. 2 (Board) approved the fire district's participation in the HGAC cooperative purchasing program and thereafter entered into an Interlocal Contract for Cooperative Purchasing with HGAC for this purpose; and

WHEREAS, through the HGAC cooperative purchasing contract FS12-15 the Board received information and pricing on a fire engine apparatus manufactured by Rosenbauer Minnesota, LLC, 5181 260<sup>th</sup> Street, Wyoming, Minnesota 55092; and

WHEREAS, there are significant time and cost savings to be realized by not having to pursue independent procurement through the preparation and dissemination of specifications, proposal review, and comparison; and

WHEREAS, the purchase and financing of the apparatus was approved by the Toms River Fire Commissioners, District No. 2 voters at the fire district's budget referendum held in February, 2016;

NOW, BE IT RESOLVED by the Toms River Fire Commissioners, District No. 2 that:

1. The Board has published and posted on its website a Notice of Intent to Award a Contract under a National Cooperative Purchasing Agreement for the manufacture and purchase of a fire engine apparatus.
2. The Board shall consider and address any reasonable comment presented within the time period set forth for public comment in the aforementioned Notice of Intent.

3. If no comment is received within the stated time, or if the Board determines and documents that a comment does not call for reconsideration of its intent to award a contract through the HGAC national purchasing cooperative, then

a. Pursuant to N.J.S.A. 52:34-6.2(b)(3), the Board hereby authorizes an award of the contract for the manufacture and purchase of the fire engine apparatus to Rosenbauer Minnesota, LLC (Defender Emergency Products, sales representative), in the amount of \$649,300.

b. The Chairman is authorized to execute and the Clerk to attest to the proposed contract, which contract shall be available upon request for public examination at the office of the fire commissioners.

4. If the Board determines that a public comment received within the time set forth in the Notice of Intent merits reconsideration of the award of contract contemplated in this Resolution, the contract shall not be awarded until such time as the matter is addressed by the Board and a new Resolution passed.

#### CERTIFICATION

I, Brian J. Geoghegan , Clerk of the Commissioners of Fire District No. 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 November 1, 2017.



---

Brian J. Geoghegan, Clerk



2740 KUSER ROAD, HAMILTON, NJ 08691

Tel: 800-313-1846 Fax: 609-584-0405

Toms River Fire District 2  
257 Warner St.  
Toms River, NJ 08755

October 13, 2017

**RE: New MAKO breathing air systems**

Chiefs;

Per our meeting on October 12 2017 We are proposing the following changes to your bid award specifications at NO ADDITIONAL COST to district.

The bid specifications called for Two(2) SCFS3 3-fill containment stations. Due to MAKO making changes to their entire line of fill stations which required them to re submit all models for independent testing to the latest NFPA standards. At this time they have completed all the two fill containment models, as of this letter the 3 fill stations have not been completed and they do not have any time line as to when the testing agency will be back to complete.

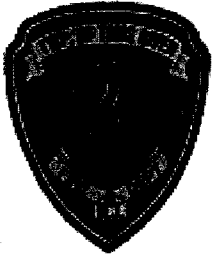
Mako has offered the following at no additional charge:

2- SSCFS2 SCBA/SCUBA 2- fill and 2- MSCFS2 2- fill with no panel, these will be tied to the SSCFS2 which will allow you to fill up 4- cylinders at one time instead of three as per the original specification requirement. These models will also allow you to fill any current size SCUBA cylinder which you could not have done with the SCFS3 , as we were told at times the Police department has requested them to be filled by FD. As you can see you are getting many additional features and benefits at no additional cost.

The current delivery time to us in running around 60 Days or so, once we have approval to proceed with order.

If you have any questions please feel free to contact me anytime at 609-847-0586

John Bradbury

<b>TOMS RIVER TOWNSHIP FIRE DEPARTMENT</b>			
<b>Standard Operating Guidelines</b>			
CHAPTER: 3	SECTION: 09	# OF PAGES: 2	
<b>SUBJECT: SEATBELTS</b>			
EFFECTIVE DATE:	BY THE ORDER OF: Toms River Bds of Fire Commissioners Dist. 1 & 2, individually; and Toms River Joint Fire Officers Assn.	SUPERSEDES ORDER #: 3-09 (3/1/2017) and all revisions	

**Purpose:** The purpose of this policy is to provide for the safety of all persons riding in vehicles attached to the Toms River Fire Department Districts 1 and 2

**Scope:** This policy applies to all persons riding in apparatus attached to the Toms River Fire Department Districts 1 and 2.

**A. Seatbelt Usage**

1. All personnel will wear Seatbelts while the apparatus is in motion.
2. All personnel will be seated and belted prior to vehicle movement.
3. At no time while the vehicle is moving should a seatbelt be removed.

**B. Enforcement**

1. The driver and/or officer of the apparatus is responsible to ensure all personnel are utilizing their seatbelts before the apparatus moves. For apparatus equipped with a seat belt monitoring device and alarm, the apparatus shall not be moved when the monitoring device indicates a seat belt for any riding position is not properly fastened.
2. Personnel who do not comply shall be in violation of this policy and be subject to disciplinary actions.

**C. Maintenance**


1. All personnel should check the seatbelts whenever they are utilized.
2. Engineers should check the seatbelts during weekly apparatus checks.
3. If any seatbelt is inoperable an officer shall be notified, and the seat will be marked out of service until repairs are made.

4. Any seats with inoperable seatbelts should be tagged for repair.

**D. Disciplinary Actions**

1. 1<sup>st</sup> offense shall consist of a verbal warning.
2. 2<sup>nd</sup> offense shall consist of a verbal warning, documented and placed in the personnel folder.
3. 3<sup>rd</sup> offense shall consist of a written reprimand placed in the personnel folder.
4. 4<sup>th</sup> and subsequent offenses shall consist of a written reprimand placed in the personnel folder as well as a one-week suspension of firematic duties.



<b>TOMS RIVER TOWNSHIP FIRE DEPARTMENT</b>			
<b>Standard Operating Guidelines</b>			
<b>CHAPTER: 5</b>	<b>SECTION: 07</b>	<b># OF PAGES: 3</b>	
<b>SUBJECT: EXTRICATION</b>			
<b>EFFECTIVE DATE:</b>	<b>BY THE ORDER OF: Toms River Bds of Fire Commissioners Individually &amp; Toms River Fire Depts.</b>	<b>SUPERSEDES ORDER #: SOG 5-07 eff. 1/1/2005</b>	

**Purpose:** To provide guidance for operations at incidents requiring extrication/rescue, and in the use of Extrication tools. This S.O.G. applies to all such tools that will be used for extrication and rescue activities.

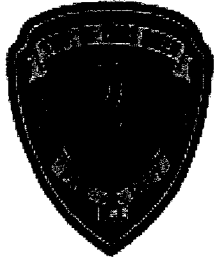
**Scope:** This guideline pertains to all motor vehicle extrication performed by the Toms River Fire Department.

**I. General Considerations**

- A. All extrication tools should be operated in accordance with the manufacturer's instructions. This should provide the most efficient and safest operation for all people involved.
- B. Full personal protective equipment, including ANSE approved reflective vests, should be worn during all extrication activities. (SCBA's will only be worn as needed)
- C. Personnel who enter the inner circle should wear the appropriate eye protection, whether it is the helmet face shield or goggles.
- D. All personnel that are involved or may become involved shall wear disposable rubber/vinyl gloves under their firefighter or approved extrication gloves for protection from possible blood-borne pathogens.
- E. A factory-authorized and/or a qualified repairperson should perform extrication tool repair and maintenance.
- F. The safety of all personnel must be exercised at all times. Remember, when moving the vehicle, the vibration is felt at a much higher level by the patient due to amplification through the vehicle.
- G. Exposed jagged and/or sharp edges in the patient area or working area should be padded.
- H. Use caution when disconnecting or cutting the battery cables if there is leaking fluids from vehicle. It may be better to leave the battery connected to avoid sparks. If battery is going to be removed or cut the negative battery cable shall be removed or cut first.
- I. To help prevent injury, don't put yourself between the tool and the vehicle when performing the extrication.



- C. Hydraulic tools should be stored properly, the ram shall be left slightly opened, and the spreader should be left open approximately 1/2", and the cutter should have approximately 1" overlap (tips to overlap).
- D. Always watch for blood on the tools and cribbing. If blood is present, inform the chain of command and refer to the TRFD Infection Control Policy for further direction.
- E. Ensure that all gas-powered pumps are refueled and that the fuel can is full with fresh gas.

<b>TOMS RIVER TOWNSHIP FIRE DEPARTMENT</b>			
<b>Standard Operating Guidelines</b>			
<b>CHAPTER: 8</b>	<b>SECTION: 05</b>	<b># OF PAGES: 5</b>	
<b>SUBJECT: RADIO AND PHONE SYSTEMS</b>			
<b>EFFECTIVE DATE:</b>	<b>BY THE ORDER OF: Toms River Bds of Fire Comms, Dist 1 &amp; 2 Individually, and Toms River Fire Officers</b>	<b>SUPERSEDES ORDER #: 8-05, eff. 1-1-05 and all revisions</b>	

**Purpose:** To standardize the day to day operations of radio and phone systems within the jurisdiction of Toms River.

**I. Radio Communications**

- A. All units responding to a call will "sign on" on channel 1 unless multiple calls are in progress and other wise moved to another channel by dispatch. Fire units will sign on with the truck number and the highest ranking officer number if one is aboard. If more than one officer is on a piece of apparatus do not announce each operator number.
  - 1. Example: District 1, 2525, 2510 responding or
  - 2. District 1, 2865, 2840 responding
- B. When operations channels have been established, all incoming units will "sign on responding, on location, and available" on fire channel 1 to avoid units talking over units working the scene unless otherwise advised by dispatch due to heavy radio traffic or multiple calls working. During response, the assigned operations channel will be monitored by all assigned units.

**II. Radio Channels**

- A. The following is a list of channels and use groups
- B. FD mobile radio channels will be standardized township wide on fire apparatus and portables.

Channel	ZONE A (General Ops)	ZONE B (Forest Fire Ops)	ZONE C (Marine Ops)
1	TRFD 1	TRFD 1	TRFD 1
2	TRFD 2	TRFD 2	TRFD 6
3	TRFD 3	TRFD 3	MARINE 9 (Boater Calling)
4	SJ FIRE NET	SJ FIRE NET	MARINE 13 (Bridge to Bridge)
5	TRFD 5 (Simplex TRFD 1)	TRFD 5 (Simplex TRFD 1)	MARINE 16 (Safety & Distress)
6	TRFD 6	TRFD 6	CG 21A (USCG Interoperability)
7	TRFD 7 (Fire Police)	TRFD 7 (Fire Police)	CG 22A (USCG Interoperability)
8	TRFD 8 (RIT)	TRFD 8 (RIT)	CG 23A (USCG Interoperability)
9	CMC (TRFD 6)	NJ FF 6	CG 83A (USCG Interoperability)
10	OCC	NJ FF 8	V CALL
11	IS HTS OEM	NJ FF 8A	V TAC 1
12	SPEN 4	NJ FF 8N	V TAC 2
13	CG 16A	NJ FF INVEST	V TAC 3
14	CG 22A	NJ FF 10	V TAC 4
15	TRFD 1 B/U	TRFD 1 B/U	HWL WX
16	TRFD 1	TRFD 1	TRFD 1

TOMS RIVER FIRE BACK UP: This is used when the main repeater has failed. All dispatches have to be done on this channel along with communications.

**III. Radio Controls**

- **A/B/C SWITCH – ZONE SELECT**
- **PURPLE SIDE BUTTON – SCAN ON/OFF/PROGRAM LIST**
- **MIDDLE SIDE BUTTON- NUISANCE DELETE**
- **BOTTOM SIDE BUTTON- LIGHT (DISPLAY)**
- **ORANGE TOP BUTTON- EMERGENCY**
- **\*NOTE \* IF EMERGENCY BUTTON IS PRESSED, OPEN MIC GOES OUT ON FIRE 1 NOT SELECTED CHANNEL!!!**

III. **Clear Text / Radio Terminology**

A. Accepted verbiage for communications is the following:

Clear Text	Spillman Status	Description
<b>Responses</b>		
Out of Service or Not Available	OOSRV	Unit is not available for tasking due to equipment status, mechanical breakdown, or any other reason.
Responding or Enroute	ENRT	Unit is responding to a given location.
On Location or Arriving	ARRVD	Unit is located at a given location and is committed to that incident.
Returning to quarters	RETR	Unit is staffed and available for tasking and is returning to quarters.
In Quarters	AVL	Unit is located in its designated quarters but is no longer staffed for immediate response. Station tones are required if the unit is needed.
On Radio	RADIO	Unit is available and adequately staffed for immediate response. OIC of the unit is monitoring dispatch frequency as the unit can be tasked without use of the station tones. This designation should be used to differentiate units that are staffed from ones that are not.
<b>Training Related</b>		
<i>(unit)</i> Enroute to <i>(location)</i> for training	TRAIN	Unit is involved in a training class or exercise and cannot be made available to respond in 10 minutes or less.
<i>(unit)</i> on radio for a drill	DRILL	Unit is conducting a drill from which it can break to respond to an emergency incident in less than 10 minutes if necessary.
<i>(unit)</i> Enroute to <i>(location)</i> for fuel	FUEL	Unit is being driven to a fueling location, but does not meet minimum staffing. If the unit is staffed, use RADIO above.
<b>Miscellaneous</b>		
Received or Copy		Message understood and the unit will comply
Cancel		Unit that is actively responding is no longer required for a given incident and can return to quarters.
Pick Up		Unit that is deployed at a given incident scene is directed to collect its personnel and equipment then return to quarters
Repeat your last		Repeat the last transmission

EMERGENCY TRAFFIC		All units cease all transmissions except in case of immediate danger to life safety, i.e. Mayday situation

**IV. Bureau of Fire Prevention**

- A. The Bureau of Fire Prevention, Station 31 utilizes operator's numbers. When contacting District 1 for inspections and incidents, the operator's number is utilized for tracking in the CAD. For day to day operations and communications the inspectors use their operators' number. All of the car numbers are three digits and end in the number 7 but are not routinely used on the radio. All operators' numbers are three digit series 9 numbers.

**V. Fire Fighter Operator Numbers**

- A. Ocean County's numbering system for personnel radio call signs is the following:  
Station number, then a 3 digit number starting with 9. Example: station 25 members would be 25-923 or 29-901. Fire Police Officers are 4 digit numbers with the station number followed by a series 9. Example: 2591 is a fire police officer, not an engine. The third digit being a 9 indicates it's a person not a unit: 2995, 2696, 2791, 2897, 2990, 3094.

**VI. Fire Department Emergency Line**

- A. 732-349-2285: This line is the emergency phone for incoming fire and first aid incidents. This line is also for making outgoing calls that are documented by the fire dispatcher; notification to GPU, Board Doctor, MICU etc. This line rings directly at the fire desk but is also answered by the police dispatcher. All calls on this line are recorded.

**VII. Fire Department Non-Emergency Line**

- A. 732-349-0063: This phone is a private line to the dispatcher for commissioners, chiefs, squad captains and line officers. This is not for general use but for pager announcements and other non-essential phone traffic.

**VIII. Police Department Lines**

- A. 732-349-0150: This line is the main number to the police department for emergency and non-emergency calls. The fire desk can be reached via the township wide extensions or by dialing the police number. The fire desk extension is 1005 and the 2nd workstation is 1006.

**IX. Dispatching Calls on the Radio**

- A. Fire Stations: Select the station tones, once the tones are complete you announce:
  - 1. Station ## call type and info, location; cross streets
    - a. Two cross streets should be given at each dispatch (i.e. Main St between Water St and Washington St). If there is only one cross street because the incident is on a dead end, then the term "off of" should be used to indicate that there is only one cross street (i.e. France Ct. off of Cedar Grove Rd.).

2. Repeat message
3. Time is 0000 hours, Toms River Fire Department Operator ##
  - a. Sound sirens 0800 to 2000
  - b. When two or more stations are dispatched, the first due station tones are activated first, followed by second due, etc.