

Wednesday, August 1, 2018

A regular meeting of the Toms River Fire Commissioners, District No. 2 was called to order at 7:30 p.m. at the Silverton Firehouse, 15 Kettle Creek Road, Toms River, New Jersey. Acting Chairman Britton 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. Bierbaum, Mr. Duff, Mr. Silva, Mr. Britton.
Absent: Mr. Geoghegan.

Minutes of the previous meeting tabled until enough members present at the previous meeting are present for approval.

Cash Receipt – Received check #9223 dated July 12, 2018 in the amount of \$725 from Pleasant Plains Fire Dept. for reimbursement of insurance for July 2018.

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.

Aish Fire Protection Co	267.00	Motorola/All Comm	129.00
Approved Fire Protection	245.00	Nottingham Insurance	90.54
Baywood Marina	169.16	Ocean County Clerk	1,697.70
Car-Port, Inc.	7.99	OMG National	1,742.40
Comcast	280.61	Paychex	65.00
Joseph Duff	51.10	Pleasant Plains Fire Dept.	3,992.00
ERS Fleet Repair Inc.	160.00	Premier Supplies	18.14
Fireflow Services LLC	4,686.05	Riggins	634.48
Darlene Gargano (Petty Cash)	93.84	Silver Bay Express Lube LLC	64.95
Kevin M. Geoghegan	188.37	Suez Water	18,436.18
George Kline Sales	848.30	Silverton Vol. Fire Company	4,825.00
Hartford	218.38	Toshiba	8.48
James Magovern	9.58	Verizon Wireless	532.16
Thomas McCann	37.50	Verizon	33.47

Total \$39,532.38

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

Correspondence – Correspondence has been provided to all commissioners.

Communications and IT:

- Commissioner Britton reported that the Board will go into closed session to discuss the hiring of a dispatch supervisor
- Business Administrator Gargano reported that she spoke to Radio Tech John Genovese this morning who advised her that he is working on Pleasant Plains p/m service this week, and he will do Pleasant Plains portables on Friday; he is working on 2900 and 2910 relative to the encryption boards. Commissioner Silva said that 2900 is done, and 2910 will be done Friday. Business Administrator Gargano reported that John Genovese said he will do the p/m service for Silverton some time in August, and he asked if we would be patient as he only works three days a week.
- Commissioner Bierbaum reported that we were notified that we have laptops that are incompatible with the Spillman update that has been done because they run on Windows XP and render the laptops out of service. He said he is looking for recommendations from the Chiefs for replacement and how many need to be replaced.

Apparatus – Commissioner Silva reported the following:

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- All the equipment was taken off 2901, and it is officially decommissioned; it is in the back building.
- Radio repair was here today to pull the Knox Box out.
- We are moving forward with the Opti-Com Upgrades. He will need a list from Chief Magovern of vehicles that need to be upgraded to the new system. It is a 3-year build out, and Silverton's plan was not to upgrade the Asst. Chief's vehicle since we will no longer own the vehicle upon completion of the upgrade. Once he gets the list from Chief Magovern, he will give it to Business Administrator Gargano for her to forward to Signal Control. The Town is doing 120 of their vehicles, so we will try to have it done while Signal Control is in town doing the Township vehicles.
- Commissioner Bierbaum reported that there were recall notifications received for 2900, 3000, and 3010; he asked if service has been scheduled. Chief Roman reported that it has been done.
- Commissioner Bierbaum reported that Engineer McCann has been checking into the seat belt extenders.

Insurance: Commissioner Bierbaum reported the following:

- He had a conversation with VFIS regarding the services/training programs that they offer. They discussed risk reduction control efforts and what can be done to reduce our risk exposure.
- VFIS sent a letter on the results of their inspection of our fire stations and recommended the following:
 - There was an issue at Station 29
 - There was an issue at the Substation
 - Institute an ongoing driver training program
 - Vehicle accident investigations
 - Aerial certifications for ladder trucks
 - Sprinkler test for Silverton Firehouse
 - A clearance issue with an electrical panel at Station 29
 - Water on the second floor of the Substation building

Business Administrator Gargano reported that she has not received the letter he is referring to but will get a copy of it.

- VFIS sent a letter stating that they prefer that no member of the public ride our fire apparatus. Commissioner Britton said that VFIS recommended we make the parents sign a Hold Harmless statement, but we did not require the parents to sign a waiver. Commissioner Britton said that VFIS recommended that we not have the public ride the fire trucks, but they did not say we could not do it; otherwise we can stop the children from riding the fire trucks at the Chicken Barbecue. Commissioner Bierbaum stating that he is in favor of having the parents sign a Hold Harmless statement. Commissioner Britton said the insurance company stated in their letter that they do not recommend it, but we are covered if anything happens. Commissioner Britton stated that we pay a lot of money for our insurance; and if they do not want to cover that, we should get another insurance company; if they want to sell us a Rider, we would be willing to pay for one; but they did not ask us to purchase a rider. Commissioner Britton stated that when we use a truck owned by someone else, we have to purchase a rider but not for our own vehicles. Commissioner Britton asked how the rest of the Board feels. Commissioner Silva said that we allow it; and if you read the insurance policy, it is covered; so, he is okay with it. Commissioner Duff stated that if you have them sign a Hold Harmless statement, they may still sue you.
- Commissioner Silva reported that we received the appraisal for the firehouses, and we are grossly underinsured; they insured us for \$140 per sq. ft. to rebuild. He said they contacted Yezzi Associates, and they recommended between \$250 to \$300 per sq. ft.. He reported that their buildings and grounds committee will contact the Board office and advise them of what they want to do, and he recommends that Pleasant Plains do the same. Commissioner Silva reported that the fire companies will prepare something within two weeks.
- Commissioner Bierbaum advised Chief Magovern that VFIS has a lot of training programs available, and he would like to show them to Chief Magovern when the weather gets colder for inside training.

Fire Prevention Bureau – Commissioner Bierbaum gave the following report:

- It was approved to hire a Class 2 Inspector; interviews will commence tomorrow.
- There is a personnel issue going on that will not be discussed at this time.

Fire Academy:

- Commissioner Silva reported the curbing project is near completion
- Commissioner Duff reported that the capital projects will be voted on by the joint board.

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

10	#53731 Bulb Syringes from Moore Medical @ approx. \$1.59 ea. = \$15.90
4	#30686 LSP Trauma Burn Pac from Moore Medical @ approx. \$199 ea. = \$796
3	#6250001125 Restraint Strap, Chest, Green from Stryker @ approx. \$17.38 ea. = \$52.14
3	#6250001126 Restraint Strap, Chest, Black from Stryker @ approx. \$17.38 ea. = \$52.14
3	#6250001127 Restraint Strap, Ankle from Stryker @ approx. \$17.38 ea. = \$52.14
6	#6250001163 Metal Restraint Buckle from Stryker @ approx. \$4.83 ea. = \$28.98
1	#89810 Lifepak 500 Battery from Moore Medical @ approx. \$341

Roll call vote; Aye: Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Britton.

Nay: None.

Purchasing – Purchasing Agent Gargano reported the following:

- Bids: Two trucks are on order
- Quotes:
 - Firefighting Tools and Equipment from Requisitions:
 - Pleasant Plains:
 - Tri-Band Radio – Waiting for Chief Magovern to get back to me.
 - Air System Install in Building for Trucks – Waiting for Pleasant Plains to get back to me on this.
 - Portable Radios – Chief to get spec
- Commissioner Bierbaum asked what Fire District #1 is doing about radio service now that Ed has retired. Business Administrator Gargano reported that she does not know what they are doing on the joint level, but currently John Genovese is taking care of our needs relative to p/m service, the encryption of radios for chiefs; if we have minitors for repair, we usually send them to Motorola. Commissioner Bierbaum said that Ed use to do everything relative to the radio system, and he wanted to know if Fire District #1 is going to an outside company. Business Administrator Gargano reported that she has not heard anything as to what Fire District #1 is planning to do. Commissioner Duff said he believes they are discussing that tonight. Commissioner Britton said that we have an outside company if we need to use them. Commissioner Silva stated that if Fire District #1 is going to an outside company, there is no reason why we should not go directly to the outside company rather than subcontracting with Fire District #1 to do all of our work; this will be discussed at the joint board meeting.
- Reminder – all purchases must have a purchase order before the item/service is purchased.

Awards Program – Commissioner Britton reported that he received the paperwork from the Chiefs.

Substation – Commissioner Bierbaum said we need to decide what we are going to do with leaves, cleaning out the gutters, and snow removal. Commissioner Britton said he will make arrangements to have the inmates rake the leaves. Commissioner Silva suggested having gutter guards installed on the gutters. Commissioner Britton said we will have to discuss that for next year's budget.

Fire Officers' Association – Commissioner Bierbaum reported the following:

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- It is a continuing effort to work cooperatively with the fire officers in Fire District #1.
- He asked Sam Seaman that we be included in creating the SOGs earlier in the process so that Fire District #2 has input allowing the process to operate seamlessly.

Pleasant Plains report:

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

- 3 Dragster Hose Packs @ approx. \$50 ea. = \$150
- 20 88901 Stream Light Vantage 180 Helmet Lights, Orange @ approx. \$68.94 ea. = \$1,378.80
- 6 Gallons Simple Green, Concentrated All Purpose Cleaner from Home Depot @ approx. \$9.98 ea. = \$59.88
- 1 Tool Box White Rags, 200 Count from Home Depot @ approx. \$9.98
- 1 24 Pack Quickie Micro Fiber Towels from Home Depot @ approx. \$9.98
- 1 Genuine Joe 20" Stripping Pads, 5 count from Home Depot @ approx. \$27.05
- 6 Simple Green 32 oz. Dilution Spray Bottles from Home Depot @ approx. \$1.99 ea. = \$11.94
- 3 Bottles of Rainex Glass Clean from Car-Port
- 6 Gallons Rainex Window Wash from Car-Port
- 10 Wax Pads from Car-Port
- 5 McGuire Tire Shine from Car-Port
- 4 Mothers California Detailer from Car-Port
- 5 Bottles of McGuire Car-Port
- 3 Breakeclean from Car-Port
- 2 Sea Foam Deep Clean from Car-Port
- 4 Armorall Spray from Car-Port

Roll call vote; Aye: Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Britton.

Nay: None.

Silverton report – Firefighter Zangara gave the following report:

- Chief received a request for records from a lawyer representing an estate for a recent mutual aid call
- Request to use 2900 or 2914 to attend a training class this Friday in Plainsboro
- Request to use 2900 or 2914 to drop off and pick up truck committee members when they go to the airport for the truck inspection

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

- 1 Use of 2900 or 2914 to attend training class this Friday in Plainsboro
- 1 Use of 2900 or 2914 to drop off and pick up truck committee members when they go to the airport for the truck inspection August 7th and 9th
- 2 Wipers to be replaced on 2911 by ERS
- 1 Rear LED replacement on 2905 by Elite
- 3 Glove Holders
- 3 Sanitary Cleaner
- 5 Vulcan LED Light Boxes
- 4 Sets of 100 each "Property Of" Stickers
- 1 Oil Change on 2910 by Silver Bay Car Wash

Roll call vote; Aye: Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Britton.

Nay: None.

Old Business:

Hotzolah – Commissioner Bierbaum gave the following reported that Hotzolah scheduled a meet and greet for August 20th with all the of the Toms River Fire Commissioners and Fire Officers township wide.

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Revised (3/14/18) SOGs for Incident Command review and approval – Tabled at this time.

New Business:

Revised SOGs for Dispatcher Notifications was approved on a motion offered by Mr. Silva, seconded by Mr. Duff (attached).

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

Approval of SOGs for Scope and Chapters, Guideline Committee, and Organization and Structure was made on a motion offered by Mr. Silva, seconded by Mr. Bierbaum (attached).

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

Approval of Agreement with Rosenbauer for Trade-In of 2901 in the amount of \$210,000 was made on a motion offered by Mr. Duff, seconded by Mr. Silva (attached).

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

Classes for CEUs for QPA for Darlene Gargano: Social Media Mayhem and Green Purchasing were approved on a motion offered by Mr. Bierbaum, seconded by Mr. Duff.

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

Rackspace Calendar – Commissioner Bierbaum reported that in an effort to know who is unavailable, he would like to see the share calendar used.

Determination as to Whether or Not our Volunteers are Considered Employees – Commissioner Bierbaum stated that he would like it determined whether or not our volunteers are considered employees. Business Administrator Gargano said she contacted Attorney Braslow for him to provide a written answer for us. Commissioner Bierbaum stated that if they are considered employees, he would like to know what are we Federally and State mandated to provide to them and make sure we are in compliance.

Fire District #2 Website – Commissioner Bierbaum stated that he got quotes from two companies to re-do our web-site:

- Koerner & Koerner in the amount of \$995 + \$350 quarterly fee = \$2,395 for the first year, and \$1,400 per year for the second year; the five-year cost would be \$7,995
- Web Alliance International (who does the Fire Prevention Bureau website for \$3,460) the price would be a \$2,200 one-time fee with no additional costs added; we would be responsible to update our minutes; he said that they would provide training to do whatever we needed to do for a one-time fee of \$200.

Commissioner Bierbaum recommended that the Board go with Web Alliance International to re-do our website for a one-time cost of \$2,200. Commissioner Duff asked what would Web Alliance International charge for other website changes. Commissioner Bierbaum reported that the price would include three full rounds of revisions. Commissioner Bierbaum gave the quote to Commissioner Duff for review; Commissioner Duff stated that they charge \$85 per hour if we want them to do something. Commissioner Bierbaum suggested that Commissioner Silva be involved with process.

A motion was offered by Mr. Bierbaum, seconded by Mr. Silva to have Web Alliance International re-do our website in the amount of \$2,200.

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

Closed Session – A resolution was introduced by Mr. Duff, seconded by Mr. Silva to go into closed session at 8:14 p.m..

Wednesday, August 1, 2018

Roll call vote; Aye: Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Britton.
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 discussing applicants for the hiring of a dispatch supervisor; and

WHEREAS, the commissioners have matters to discuss concerning an investigation of charges relative to a Fire Prevention Bureau employee;

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 these matters in closed session are resolved.

Resume Regular Session – A motion was offered by Mr. Bierbaum, seconded by Mr. Duff to resume regular session at 8:40 p.m..

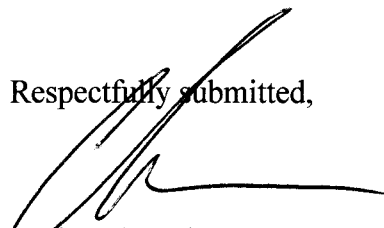
Roll call vote; Aye: Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Britton.
Nay: None.

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

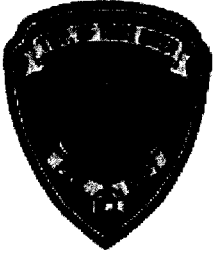
Roll call vote; Aye: Mr. Bierbaum, Mr. Duff, Mr. Silva, Mr. Britton.
Nay: None.

The meeting was adjourned at 8:49 p.m..

Respectfully submitted,



Christopher Silva
Clerk

TOMS RIVER TOWNSHIP FIRE DEPARTMENT Standard Operating Guidelines			
CHAPTER: 8	SECTION: 07	# OF PAGES: 4	
SUBJECT: DISPATCHER NOTIFICATIONS			
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 #: TRFD SOG 8-07, eff. 1/1/2005 and all revisions	

Purpose: This guideline is to provide for standard notifications to an emergency incident, injuries, officer notifications and day to day dispatch notifications.

Scope: All Department personnel

The following are notifications to be made by dispatch at the time of the incident or upon request of a commissioner or officer:

I. Commissioner Notifications

- A. District 1: The dispatcher is to immediately notify the Administrator and fire commissioner's for the following:
 - 1. Fatal Fires
 - 2. Firefighter injuries or death
 - 3. District 1 vehicle accidents
 - 4. District 1 vehicle disabled that is towed
- B. District 2: The dispatcher is to immediately notify the fire commissioner's for the following:
 - 5. Fatal Fires
 - 6. Firefighter injuries or death
 - 7. District 2 vehicle accidents
 - 8. District 2 vehicle disabled that is towed

II. District 1 Fire Chief Notifications

- A. The District Chief will be notified of the following:
 - 1. All calls requiring mutual aid within District 1 except where an agreement for automatic responses is in place.
 - 2. All calls requiring a District 1 station responding out of district, except where agreements are all ready in place.
 - 3. All calls that result in death of a non fire department member, except motor vehicle accidents (in District 1)
 - 4. Any fire fighter injury or death from a call, training or station function.

III. Fire Fighter Injuries Notifications

- A. District 1
 - 1. For all injuries to fire fighters, upon notification from the chief or OIC at the scene, the dispatcher is to notify the Administrator, District Chief and a fire commissioner.
- B. District 2
 - 1. For all injuries to fire fighters, upon notification from the chief or OIC at the scene, the dispatcher is to notify a fire commissioner.

IV. Fire Chief / Officer notifications

- A. The fire chief / officer of the primary zone shall be notified of the following incidents:
 - 1. Bomb / Terroristic threat with evacuation
 - 2. School lock down
 - 3. Hospital lock down
 - 4. Low water levels – per water company calling dispatch

V. EMS Notifications

- A. For all injuries to EMS personnel, upon notification from the crew or PD at the scene, the dispatcher is to notify the township EMS Director and the Captain of the respective squad.

VI. Fatal Fires / Major Fires in Multiple Occupancies

- A. District 1 and District 2

1. The dispatcher is to immediately notify the following for fatal fires and major fires in multiple occupancies:
 - a. Bureau Chief
 - b. Bureau Assistant Chief
 - c. Commissioner of the respective district.

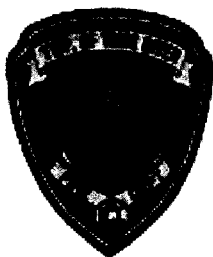
VII. Building Department Notifications

- A. If the Building Department assistance is required due to a fire or other reasons as they may affect the structural conditions of a building contact the following:
 1. During normal business hours:
 - a. Call the building department office 732-341-1000 ext. 8332, 8333, 8334
 - b. In cad on the command line type "si" for special instruction, than F2 for a look up field and search for "building"

VIII. Utility Notifications

- A. GPU (Power Company)
 1. Emergency Line 800-285-0515
 2. Main Line 800-545-7738
 3. TR Line Office 732-349-9296
- B. NJR (Gas Company)
 1. Main Line 800-221-0051
 - 2.
 3. Private Line 732-938-5330
- C. Comcast Cable - Toms River Mainland
Main Line 732-286-2971 Private Line 732-286-2971
- D. Cablevision - Toms River Beach Area
 1. Main Line 732-830-1103
 2. Emergency Line 732-830-2031
- E. United Water - Toms River Mainland
 1. Main Line 732-349-0227 x7752
 2. Night Line 732-349-0227 Prompt 5

- 3. Public Line 732-349-0386
- F. American Water - Toms River Beach
 - 1. Main Line 800-652-6987
 - 2. Emergency Line 800-544-2084
- G. Toms River Public Works
 - 1. Main Line 732-255-1000
 - 2. Shop Line 732-255-4223

<h1 style="text-align: center;">TOMS RIVER TOWNSHIP FIRE DEPARTMENT</h1> <h2 style="text-align: center;">Standard Operating Guidelines</h2>			
CHAPTER: 1	SECTION: 00	# OF PAGES: 2	
SUBJECT: SCOPE & CHAPTER CONTENTS			
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 #: SOG 1-00, eff. 12-1-10 and all revisions	

Purpose: Introduce the Toms River Township Joint Fire Officers Association and to establish an index of the many chapters of this document.

Scope: The Joint Officers' Association is an association of all the current fire officers, and past chiefs from all six fire companies in the Township of Toms River. This association was formed to assist with the communication and cooperation between the fire companies and fire commissioners, to enhance the fire protection we provide to the citizens of Toms River Township.

- I. **Officers Association**
 - A. The officers association maintains a set of By-Laws, meeting agendas, and appoints various committees.
 - B. The association meets at a minimum four times a year.
 - C. The association established the SOG committee
 - D. The District No. 1 Fire Commissioners acknowledge at its regularly scheduled meetings, agendas and minutes, comments or recommendations from the District Chief (Fire Officers Liaison) as it relates directly to firematic functions or procedures.
 - E. The District No. 1 Fire Commissioners acknowledge that all other comments shall be made if necessary under the individual fire companies' reports or under public participation.

- II. **SOG's**
 - A. The SOG's are a mix of administrative and firefighting guidelines and policies. Many of the administrative policies are taken from the individual Toms River Twp. Districts 1 & 2 Boards of Fire Commissioners by-laws. There are some specific

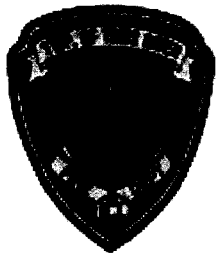
policies for dispatch and the Toms River Fire Academy. These SOG's cannot be revised without the consent, review and approval of the Boards of Fire Commissioners.

- B. The individual Boards of Fire Commissioners may have by-laws, policies, and SOG's respective to their individual boards of the fire companies under their jurisdiction. These items only need approval from that board or those fire companies for changes.

III. Table of Contents

Below is a list of chapter contents. This list is intended to be a guide of chapter subjects to keep the continuity of the SOG document as committee members change.

Chapter	Subject	Explanation
Chapter 1	Administration	Admin SOGs
Chapter 2	Organization	Org & Structure, Fire Officers
Chapter 3	Health & Safety	FF Safety, Dept. Safety
Chapter 4	Training & Education	Fire Academy Rules & Info
Chapter 5	Operations	Firefighting Operations
Chapter 6	Support Functions	Computer Program & Use
Chapter 7	Bureau of Fire Prevention	Bureau Requests
Chapter 8	Dispatch Policies	Dispatcher Policies from Boards
Chapter 9	Dispatch Guidelines	Guidelines to Assist Dispatchers
Chapter 10	Individual Fire Companies	Polices for Individual Co's, not to be shared
Chapter 11	Individual Board Policies & By-Laws	Individual Board info, not to be shared

TOMS RIVER TOWNSHIP FIRE DEPARTMENT			
Standard Operating Guidelines			
CHAPTER: 1	SECTION: 01	# OF PAGES: 2	
SUBJECT: GUIDELINE COMMITTEE			
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 #: SOG 1-01, eff 1-01-05 and all revisions	

Purpose: This guideline establishes and provides for the maintenance of a committee to prepare and maintain the guidelines for the Toms River Fire Department.

Scope: The guideline committee will work under the Toms River Fire Department Joint Officers Association.

- I. Committee Members:**
- A. The chief of the each of the six Toms River fire companies shall appoint one officer and an alternate from their company.
 - B. One Instructor representing the Toms River Fire Academy shall be assigned to the committee.
 - C. The committee member shall serve a two-year term on the committee.

- II. New or Revised Guidelines**
- A. Any member, officer, or department that feels a new guideline or guideline modification is needed should put that request in writing to the SOG Committee.
 - B. The committee shall develop the requested guideline and submit it to the Chiefs for approval.
 - C. Each Chief shall digitally approve or reject each new or revised guideline in PowerDMS within 30 days of submission. In cases where the SOG is rejected, the Chief will provide written comments to the committee to ensure appropriate revisions can be made prior to resubmission for approval.
 - D. A copy of the guideline shall be submitted to the Boards of Fire Commissioners with the signatures of each chief for review and approval.
 - E. Once approved by the individual Fire Districts the guideline will become an official guideline and be distributed to each fire company, the fire academy, and the Board of Fire Commissioners via PowerDMS.

- F. If the Commissioners require a change to a Guideline(s) a majority vote by the Fire District Commissioners in the affirmative is required.
- G. An initialed copy of the approved guideline will be maintained by the Administrator of Fire District No. 1 in the master Guideline Manual.
- H. Once completed, a copy of the amended guideline will be provided to each fire department, the fire academy, and the Board of Fire Commissioners via PowerDMS.

III. Guideline Review

- A. Each guideline will be reviewed and reapproved on a recurring five (5) year cycle.



Toms River Township Fire Department Standard Operating Guidelines

Guideline 2-00: Organization and Structure

Issued: 1-1-05

Reviewed		Revised	
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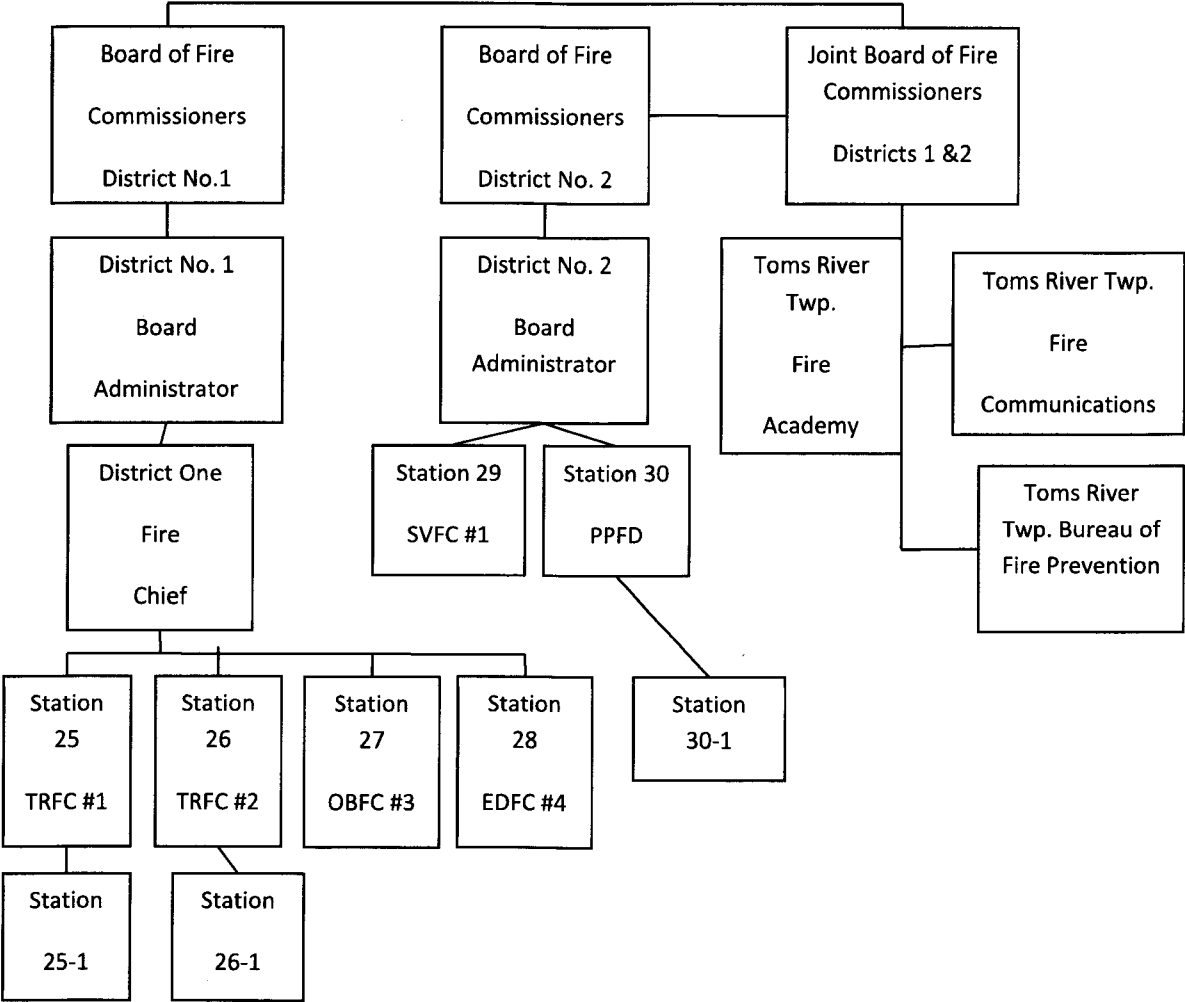
PURPOSE: This policy describes the organization and authority structure of the Fire Department

GUIDELINE: The Toms River Districts No. 1 & 2 is established by Statute as provided for under N.J.S.A.40A:14-70. The Boards of Fire Commissioners shall be designated the Appropriate Authority with the powers, duties and functions as provided in the N.J.S.A. 40A:14-81. The individual fire departments shall consist of Fire Chief, Fire Officers, Fire Fighters, Fire Police, Explorers/ ~~and Fire Police~~ and employees as may be specified by the Appropriate Authority as provided by N.J.S.A. 15A:2-1. The individual fire departments shall be under the general supervision of the Appropriate Authority. The Fire chief shall be the chief executive of the individual fire department, who shall at all times enforce the rules and regulations for the government of the police as promulgated by the Appropriate Authority in the department's rules and regulations. The Fire Chief reports directly to the Appropriate Authority. Fire officers are sworn with enforcing the laws of the State of New Jersey and all the ordinances of the Township of Toms River. Jurisdiction of the individual fire departments is limited to the township boundaries, except when another department requests assistance. The organization of the fire departments will support the effective and efficient accomplishment of departmental responsibilities and functions.



Toms River Township Fire Department

Standard Operating Guidelines





Toms River Township Fire Department Standard Operating Guidelines

1. OFFICES AND POSITIONS

A. The following offices and positions and the authorized number of such offices are hereby established.

- | | | |
|-----|------------------------------|----------|
| 1. | Fire Commissioner | ten (10) |
| 2. | District 1 Fire Chief | one (1) |
| 3. | Fire Chief | six (6) |
| 4. | Assistant Chief | six (6) |
| 5. | Captain | six (6) |
| 6. | 1 st Lieutenant | six (6) |
| 7. | 2 nd Lieutenant | six (6) |
| 8. | Fire Prevention Chief | one(1) |
| 9. | Fire Prevention Asst Chief | one(1) |
| 10. | Fire Fighters | |
| 11. | Fire Police | |
| 12. | Fire Inspectors | |
| 13. | Explorers | |
| 14. | Fire Dispatchers | |
| 15. | Fire Instructors | |
| 16. | Fire Radio Repair Technician | |

B. The table of organization shall be maintained as a chart in standard operating guidelines.

C. The table of organization and structure shall be reviewed and updated annually.

2. CHAIN OF COMMAND

D. Rank and Succession

1. The Boards of Fire Commissioners are the designated Appropriate Authority over each department as provided by N.J.S.A. 40A:14-81.3.
2. The Fire Chief shall exercise full control over each station's activities.
3. In the absence of the chief, a lower ranking officer shall be assigned to act in that place and notify the chief of all decisions that must be made.



Toms River Township Fire Department Standard Operating Guidelines

4. The order of rank for the fire department shall be:
 - a) Fire Chief
 - b) Assistant Chief
 - c) Captain
 - d) 1st Lieutenant
 - e) 2nd Lieutenant

TRADE-IN AGREEMENT

THIS AGREEMENT, made this 1st day of August, 2018 by and between:

Commissioners of Fire District No. 2, in the Township of Toms River, County of Ocean, State of New Jersey (hereinafter referred to as the "District"); and Rosenbauer Minnesota (hereinafter referred to as "Rosenbauer").

WHEREAS, the District is the owner of a 2014 International Firetruck VIN 1HTWEAZR4EH017771 (after referred to as "the Firetruck"); and

WHEREAS, the District has ordered various vehicles from Rosenbauer; and

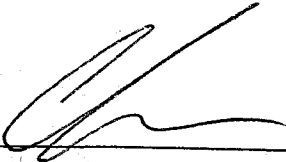
WHEREAS, the District has reached an agreement with Rosenbauer with regard to a trade-in of the Firetruck for the benefit of the District with the trade-in credit to be applied to the purchase invoice of one of the vehicles being purchased from Rosenbauer by the District.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth pursuant to the authority provided by law, the parties mutually agree as follows:

1. The Firetruck will be sold by the District to Rosenbauer for the sum of \$210,000.00. The firetruck is sold in an "as is" condition without any express or implied warranties. Rosenbauer shall hold harmless and indemnify the District relative to use of the Firetruck and any resulting liability relative to said use.
2. Rosenbauer will credit \$210,000.00 on the purchase invoice of one of the vehicles being purchased by the District from Rosenbauer.
3. The vehicle will be picked up by Rosenbauer within 30 days of the signing of the agreement by both parties.
4. The above represents the entire agreement between the parties and may only be amended by mutual agreement in writing or as required by law.


IN WITNESS WHEREOF each party has caused its authorized officials to sign and seal this Agreement the date first hereinbefore set forth.

ATTEST:



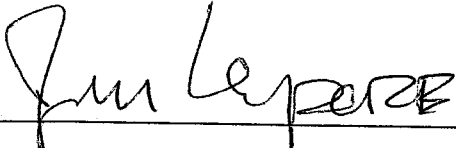
Christopher Silva, Clerk

TOMS RIVER FIRE DISTRICT NO. 2

By: 

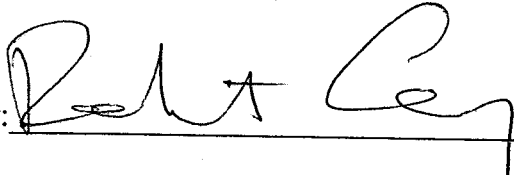
Brian J. Geoghegan, Chairman

ATTEST:



Jim Lepore

ROSENBAUER MINNESOTA

By: 

Robert Cey