

Wednesday, February 21, 2018

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 offered by Mr. Britton, seconded by Mr. Silva 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. Silva, Mr. Geoghegan, Mr. Blank.  
Nay: None.

Received check #000167 dated February 14, 2018 in the amount of \$43,296.66 from Toms River Fire Commissioners for Fire Prevention Bureau Revenue of January 2018.

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

Kevin W. Britton	84.00	Joseph Duff	98.44
		Toms River Fire District #1	80,961.36
Total \$81,143.80			

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

Correspondence – Correspondence has been provided to all commissioners.

Apparatus:

- Commissioner Britton reported that they had problems with the generator, and it was fixed.
- Commissioner Silva reported that we will need a Resolution for Disposition of Surplus of Property for the next meeting for the sale of 2904.

Fire Academy:

- Commissioner Duff reported that the classes are still in progress.
- Commissioner Silva reported that Fire Facilities was out last week and performed all the warrantee work; the building is back in service.

Purchasing – Purchasing Agent Gargano reported the following:

- Bids:
  - Silverton Pumper Fire Engine –Waiting for delivery of truck.
  - Breathing Air System – Are the systems up and running satisfactorily? Chiefs reported that they are up and running satisfactorily.
  - Silverton Rescue Truck – Waiting for delivery of truck.
- Quotes:
  - Generator for substation – Submitted to the Zoning Board for approval; it came through Zoning and is now in the Building Dept.
  - Firefighting Tools and Equipment from Requisitions:
    - Pleasant Plains:
      - Tri-Band Radio – Waiting for Chief to get back to me on this.
      - Air System Install in Building for Trucks – Received one quote from Chief Magovern; waiting for a second quote from Chief.
      - Wireless Communications will provide a quote for the repair of the Panasonic laptop tomorrow.

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- Silverton:
  - Batteries for Scott Paks should be here any day; they shipped yesterday.
  - Cummins will be at Silverton Firehouse tomorrow at 9 AM for generator repairs. Joe Zangara to let them in.
- Reminder – All purchases must have a purchase order before the item/service is purchased. Please contact the Board office in advance of any purchase/service. Our voice mail is on 24/7.

Substation – Business Administrator Gargano reported that the issue with the alarm system was with the phone line, and it has been resolved by the phone company.

Silverton report – Chief Sinnott reported the following:

- Generator – There is a fuel issue with the generator; Cummins is coming out tomorrow.
- Explorer Program – He would like to change the Explorer Program over to a Juniors Program due to costs and yearly training by the Boy Scouts of America. The scope of what they can do is the same except, with Juniors, you need to be 16 years old as opposed to 14 years old with Explorers. The cost of registering a post is currently funded by the fire company. If they switch to Juniors, the fire company is responsible to insure them; this would fall under the commissioners' insurance and be reimbursed by the fire company. He provided Fire District No. 1's SOG on Juniors for the Board's review.
- New County Radio System – County 700 Band System has a kick off meeting on March 1. They will be attending to see what the plan is for the County's future.
- CAD Mapping – Still having issues with OCC and Complexes with wrong information in the address and cross streets. Most recently, there was a car fire on Yorktowne Blvd. that was off by two miles.

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

- 1 Generator Repair by Cummins
- 2 E-Draulic Power Lines for Tools from Tasc

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

Pleasant Plains report – Chief Roman reported the following:

- The part for the air system will resolve the issue with the breathing air system.
- Requested permission to have vehicles go to St. Patrick's Day Parade in Seaside Heights. The Board gave permission.

A motion was offered by Mr. Silva, seconded by Mr. Geoghegan to approve Pleasant Plains' request for Nick McGinley to attend training at FDIC in the amount of \$595.

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

Business Administrator Report – Business Administrator Gargano gave the following report:

- Insurance – Need square footage for Pleasant Plains Firehouse and shed and for the Substation building. Commissioner Blank suggested looking on the plans for the Substation building for the square footage.
- Sale of Equipment of GovDeals – We received numerous questions about the items listed for sale – big thanks to Tom McCann for being available to answer some of the technical questions.

**New Business:**

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Fire Commissioners' Policy – A motion was offered by Mr. Britton, seconded by Mr. Duff to approve the policy on Fire Commissioners (attached).

Roll call vote; Aye: Mr. Britton, Mr. Duff, Mr. Silva, Mr. Blank.  
Nay: Mr. Geoghegan.

SOGs for Brush Fires and Incident Command to be table until chiefs have more time to review.

Use of Fitness Center by Probationary Firefighters – A motion was offered by Mr. Silva, seconded by Mr. Duff to allow probationary firefighters to use the fitness centers.

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

Renewal of CD at Manasquan Bank was approved on a motion offered by Mr. Duff, seconded by Mr. Britton.

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

Participation by Public – Commissioner Blank expressed his gratitude to all during his term.

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

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

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

Respectfully submitted,



Brian J. Geoghegan  
Clerk

# I. FIRE COMMISSIONERS, DISTRICT NO. 2

## A. Commissioners' Policy

**Purpose:** The purpose of this policy is to provide information on the salary, benefits, and dress code for fire commissioners and to provide information on the requirement of providing disclosure of financial information and related party transactions with fire commissioners.

**Scope:** This policy applies to all fire commissioners during their term of office.

### 1. Uniforms

- a. Badges – Each fire commissioner shall be issued one badge mounted on a clear folded pocket ID holder.

These items shall remain the property of the commissioners after retirement or when leaving the board.

- b. Dress Code – a Commissioner Suit – The commissioners' suit shall consist of one sports jacket and one pair of pants to be purchased by the Board and worn at fire commissioner functions.

### 2. Commissioners' fees, benefits, and clothing allowance

- a. Fees – Commissioners are to be paid on a bi-weekly basis.
- b. Review by Township Council – The Township Council shall review the compensation in accordance with the statute.

### 3. Public Employees Retirement System – Commissioner may join the Public Employees Retirement System in accordance with the policies set by the Division of Pensions.

### 4. Reasons for Non-payment of Benefits:

- a. Fees – Commissioner will forfeit his or her monthly fee upon missing four (4) consecutive meetings. Monthly fees will be reissued after attendance of two (2) consecutive District No. 2 meetings.
- b. Clothing Allowance – Clothing allowance will be paid on District No. 2 meeting attendance of 50 percent annually.

### 5. Exemptions from Penalties:

- a. Medical – The only exemption will be made with a doctor's certificate excusing the commissioner from meetings.

### 6. Conferences:

- a. Allowable Expenses – The Board will pay for hotel expenses, reimburse for airfare, and provide up to \$100 per day stipend for food, ground transportation, and gratuities for attendance at conferences. Meals, ground transportation expenses, and gratuities will be reimbursed with receipts for attendance at conference at a maximum of \$100 per day; if the person leaves prior to noon, they will be reimbursed one whole day; if the person leaves after noon, they will be reimbursed one half day (and vice versa for their return); parking is separate. The maximum amount allowed for a conference is capped out at \$2,000 per conference. Each commissioner is permitted one conference per calendar year. Registration to come out of the fire school line item.
  - b. Advance Registration of FDIC Conference – Commissioners will be permitted to register for the FDIC conference in advance, but if they are up for re-election and they do not get re-elected they will not get reimbursed for the registration and events.
  - c. League of Municipalities – The Board will cover any expenses incurred for the conference (i.e.: meals, parking) less the hotel bill for any board member.
7. Finance Disclosure Forms (FDS) – Fire Commissioners must file their FDS with the Municipal Clerk within 30 days of their appointment or election and by April 30 of each year. The financial disclosure statement must include the following:
- a. Each source of earned or unearned income, exceeding \$2,000 received by the fire commissioner or any member of his or her immediate family during the preceding calendar year (pensions, income from rental of real property, social security, interest).
  - b. Each source of fees and honorarium exceeding \$250 from any single source for personal appearances, speeches, or writings by the fire commissioner or any member of his or her immediate family during the preceding calendar year.
  - c. Each source of gifts, reimbursement, or prepaid expenses exceeding \$500 from any single source, excluding relatives, received by the fire commissioner or any member of his or her immediate family during the preceding calendar year.
  - d. The name and address of all business organizations in which the fire commissioner or any member of his or her immediate family held an interest during the preceding calendar year.
  - e. The address and brief description of all real property in which the fire commissioner or immediate family held an interest during the preceding calendar year.

- f. Member of immediate family means the spouse or dependent child of a fire commissioner residing in the same household.
- 8. Disclosure of information required for the Budget to be submitted to DCA – Each Fire Commissioner shall list the following information:
  - a. Names of other public entities where fire commissioner is an employee or member of the Governing Body
  - b. Positions held at other public entities
  - c. Average hours per week dedicated to positions at other public entities
  - d. Reportable compensation from other public entities on W-2/1099
  - e. Estimated amount of other compensation from other public entities (health benefits, pension, payment in lieu of health benefits, etc.)
  - f. Provide description of family or business relationship with any other current or former commissioner during the fiscal year.
  - g. Provide description of any business transaction any current or former fire commissioner officer, or employee had with the Fire District
  - h. Provide description of any business transaction a family member of a current or former commissioner, officer, or employee had with the Fire District
  - i. Provide description of any business transaction an entity of which a current or former commissioner, officer, or employer (or family member thereof) was an officer or direct or indirect owner had with the Fire District.