

Wednesday, June 13, 2018

A regular meeting of the Toms River Fire Commissioners, District No. 2 was called to order at 5:22 p.m. at the Toms River Fire Academy, 1780 Church Road, 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. Duff, Mr. Silva, Mr. Geoghegan.  
Absent: Mr. Bierbaum, Mr. Britton.

Minutes of the previous meeting were approved on a motion offered by Mr. Silva, 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. Silva, Mr. Geoghegan  
Nay: None.

Minutes of the May 2, 2018 meeting – A motion was offered by Mr. Duff, seconded by Mr. Silva to correct the May 2, 2018 meeting minutes under Public Participation to state that Dawn Halliwell is a resident.

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

Received check #9893 dated May 10, 2018 in the amount of \$675 from Silverton Vol. Fire Company for reimbursement of insurance for May 2018.

Received check #9180 dated May 24, 2018 in the amount of \$725 from Pleasant Plains Fire Dept. for reimbursement of insurance for June 2018.

Received check #51342767 dated May 10, 2018 in the amount of \$2,741.56 from Selective Insurance for dividends on policy.

Received check #9907 dated May 31, 2018 in the amount of \$675 from Silverton Vol. Fire Company for reimbursement of insurance for June 2018.

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.

Advanced Auto Parts	248.92	Nottingham Ins. Agency	61,870.01
Aish Fire Protection Co.	186.00	Ozane	110.00
All Hands Fire Equipment	1,850.00	Paychex	124.34
Asbury Park Press	49.30	Pleasant Plains Fire Dept.	3,992.00
Benecard	1,950.33	Premier Supplies	584.04
Blairs Rental	20.00	Rackspace	682.25
Blue Cross Blue Shield	2,094.61	Riggins	1,807.74
Richard M. Braslow, Esq.	18.00	Service Tire STTC	290.00
Clean Air Company	1,881.00	Silver Bay Express Lube	64.95
Comcast	260.61	Suez Water	18,561.31
Continental Fire & Safety	1,210.60	Silverton Vol. Fire Company	4,825.00
Cottrell Printing	68.00	Toshiba	7.46
Joseph Duff	236.26	Toms River Fitness Center	445.00
Dynamic Testing	440.00	United Healthcare	13.18
Entenman-Rovin Co.	217.50	USI Insurance Services	5,091.00
ERS Fleet Repair	681.03	V. E. Ralph & Son Inc.	363.23
Grainger Inc.	260.60	Verizon Wireless	532.22
Hartford	218.38	Verizon	33.20
Hecht Trailers LLC	82.74	Wireless Communications	970.00
Home Depot	235.38	Benecard	1,300.22

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JCP&L	357.68	Richard M. Braslow, Esq.	36.00
Meridian Occupational Health	420.00	Cooper Power Systems	270.00
Nat Alexander Company	328.80	Cummins Power Systems, Inc.	3,902.33
New Jersey Fire Equipment	598.74	Elite Club USA	195.00
New Jersey Natural Gas	206.65	JCP&L	400.21
Meridian Occupational Health	395.00	New Jersey Natural Gas	281.94
		Toms River Fire District #1	89,252.51
Total \$210,521.27			

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

Correspondence – Correspondence has been provided to all commissioners.

Communications and IT – Commissioner Silva reported that “I Am Responding” has been down for 1 ½ weeks; there is an issue with the server at the Police Headquarters.

Apparatus: Commissioner Silva reported the following:

- 2905 had its ladder service done; there were a few mechanical issues found that the Chief will report on.
- The Chief is asking for a new pump for the boat tonight.

Purchasing – Purchasing Agent Gargano reported the following:

- Bids:
  1. Silverton Pumper Fire Engine – No response from Bob Gray to emails for amended Contract Pricing Worksheet
  2. Silverton Rescue Truck – No response from Bob Gray to emails for amended Contract Pricing Worksheet
- Quotes:
  1. Generator for Substation – Kopp electric came out yesterday and tested it. Everything went well. Kopp to schedule final inspection with Township.
  2. Firefighting Tools and Equipment from Requisitions:  
**Pleasant Plains:**
    - a. Tri-Band Radio – Waiting for Chief Magovern to get back to me on this
    - b. Air System Install in Building for Trucks – Tom McCann/Pleasant Plains Fire Dept. will do this
    - c. Portable Radios – Chief was to get spec from Ed (Request of 4/4/18)
- 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.

Silverton report – Chief Sinnott reported the following:

- The top of the station generator has some rust areas and needs repair. He spoke to Tom McCann who recommended that ERS come out and fabricate a diamond plate top to fix it.
- Service was done by Defender on the ladder truck, and he would like them to come out once a year to perform the standard ladder truck service like Sutphen does for 3065. Commissioner Geoghegan asked him to get a price on this.
- Darley is the only one who has a salt water marine pump for the boat. Darley does not install it. He would like to reach out to Tasc or ERS for the installation.
- He was in the Tech trailer, and it is not being taken care of; he will contact Chief Novak to discuss this.

Commissioner Duff questioned the need for e-Dispatch while we have three other notification systems. Chief Sinnott explained the need due to the lack of reception in his area.

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

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- 2 5-Gallon Cans 50/1 Fuel
- 1 e-Dispatch from e-Dispatch @ approx. \$1,747
- 1 Darley Boat Pump for 2906
- 1 Install Pump on 2906
- 10 Sets PPE Knee Pads from George Kline Sales
- 1 Reimbursement to Chief Sinnott of tolls to Expo
- 1 Repair Generator Top by ERS
- 1 Annual Fire Prevention Supplies

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

Pleasant Plains report – Asst. Chief Roman gave the following report:

- He asked about the status on the p/m service of their radios. Business Administrator Gargano reported that the office follows up twice a month, but we have not yet gotten a response from Fire District #1. We will follow up again to see if it is on the schedule; otherwise, we will have Wireless do the p/m service.
- There is a firefighter from Station 26 that wants to come over to Pleasant Plains Fire Dept.. The Board replied that as long as Fire District #1 provides us with the Psych Eval. results and physical results, he can transfer over without going through the process.
- 3017 to go to Oxford NJ for Barrel Fights

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

- 7 Units for P/M service by ERS
- 1 Yearly Dry-Chem Service from Aish

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

A motion was offered by Mr. Duff, seconded by Mr. Silva to authorize 3017 to go to Oxford, NJ for Barrel Fights.

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

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

- NFPA Physicals:
  - Will begin on July 1, 2018, and the Board is giving the firefighters an additional 30 days to get their physicals ending on September 30, 2018.
  - The physicals will be done by Hackensack Meridian, and the cancer screen is being added to the physicals.
  - The packets have been made up with the member's name on it and what type of physical they will be getting (Full or Respiratory Only).
  - Packets have been made up for the Fire Police. Fire Police have the option to get a physical.
  - There is a list in the box of packets stating which firefighter gets what type of physical; please post on your bulletin boards.
- ISO – Evaluation is scheduled for June 18<sup>th</sup> at 9 AM. Chiefs and a commissioner are to meet at the Board office. Need confirmation as to which commissioners will be there. Commissioner Silva responded that he would be there.

#### **Old Business:**

Emergency Reporting System – Commissioner Geoghegan asked if anyone had any comments about the system. Commissioner Silva reported that he is for it, and Commissioner Bierbaum will get a price on what it will cost for our fire district.

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Revised (3/14/18) SOGs for Incident Command review and approval – Commissioner Silva reported that the SOGs have not been resolved yet.

**New Business:**

Revised SOGs for Personal Protective Equipment was approved on a motion offered by Mr. Silva, seconded by Mr. Duff (attached).

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

SOG for Incident Timekeeping – to be tabled at this time.

Resolution Authorizing Advertisement for Bids for Vehicle Maintenance was introduced by Mr. Silva, seconded by Mr. Duff (attached).

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

Renewal of CD at M&T Bank maturing on July 5, 2018 was approved on a motion offered by Mr. Duff, seconded by Mr. Silva.

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

Renewal of CD at Investors Bank maturing on July 7, 2018 was approved on a motion offered by Mr. Duff, seconded by Mr. Silva.

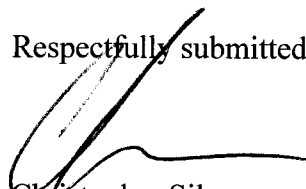
Roll call vote; Aye: Mr. Duff, Mr. Silva, Mr. Geoghegan.  
Nay: None.

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

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

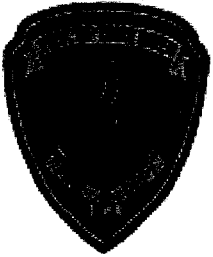
The meeting was adjourned at 5:50 p.m..

Respectfully submitted,



Christopher Silva  
Clerk



<b>TOMS RIVER TOWNSHIP FIRE DEPARTMENT</b>			
<b>Standard Operating Guidelines</b>			
<b>CHAPTER: 3</b>	<b>SECTION: 01</b>	<b># OF PAGES: 3</b>	
<b>SUBJECT: PERSONAL PROTECTIVE EQUIPMENT</b>			
<b>EFFECTIVE DATE:</b>	<b>BY THE ORDER OF: Toms River Bds of Fire Comms, Dist 1 &amp; 2 Individually, Toms River Fire Officers</b>	<b>SUPERSEDES ORDER #: 3-01, Eff. 6/01/2008</b>	

**PURPOSE:** To provide a policy and guidelines relative to the proper personal protection, in the form of protective clothing, to all Fire department members exposed to dangerous situations and hazardous atmospheres and/or environments.

**SCOPE:** This guideline pertains to all personnel and their personnel protective equipment.

## 1. POLICY

- A. Fire Department members shall utilize and wear protective clothing and safety gear as prescribed by the Safety Policies of the Fire Department and the procedures contained within this policy.
- B. Use of protective clothing as defined and outlined within this policy shall be considered mandatory during emergency operations and/or whenever the chance or risk of personal injury to Fire Department members may exist.
- C. The Fire Department shall provide its members with the proper type of approved protective clothing, which is currently available in the safety clothing market.
- D. An officer of the respective fire company or designee of the Board of Fire Commissioners may inspect all protective clothing every year or as necessary.
- E. All protective equipment shall be department issued, or approved in writing by the Fire Chief for use by the department.
- F. All PPE will be properly maintained and cleaned in accordance with this SOG.

## 2. RESPONSIBILITY

- A. Fire officers shall have the overall responsibility to ensure that the members of their companies abide by the fire department policies regarding the use, care and maintenance of protective clothing.
- B. All fire department personnel are directly responsible for their personal safety and shall utilize proper protective clothing as outlined within the Safety Policies and within this policy.

### 3. DEFINITIONS

A. All fire department personnel shall wear and utilize full protective clothing as defined:

1. Structural Fire Fighting PPE

- a. Helmet / Eye Protection / "Bourke's"
- b. Gloves
- c. Bunker Coat
- d. Hood
- e. Bunker Pants
- f. Bunker Boots
- g. Hearing Protections
- h. Eye Protection
- i. SCBA Face piece
- j. Optional Equipment if issued, but not limited to:
  - i. Flashlight
  - ii. Escape rope
  - iii. Escape system
  - iv. Harness

2. Wildland Gear

- a. In place of structural firefighting gear during brush fire operations wildland firefighting gear may be worn.
- b. Wildland gear shall consist of the following items.
  - i. Nomex Jacket
  - ii. Nomex or Denim Pants
  - iii. Approved Work Boots
  - iv. Wildland helmet
  - v. Leather Gloves
  - vi. Fire Shelter
  - vii. Nomex Face Cover (Optional)

### 4. Care and Maintenance of PPE

A. Storage

- 1. All PPE Shall be stored in a neat, orderly fashion at the firefighter's assigned station as so as to allow for its immediate use in an emergency.
- 2. Those members who are permitted to respond directly to incidents shall either keep their gear in a "gear bag" or store their gear in an area where it is not exposed to direct sunlight. Gear shall be completely dry prior to storing to prevent mold, mildew, and dry rot. Ultra-violet rays damage the fibers of Nomex and PBI materials and destroy the clothing.
- 3. All gear must be properly cleaned prior to long term storage, and after each exposure to smoke, debris, HAZMAT, bodily fluids, etc.

## B. Cleaning

1. General – All protective clothing shall be properly cleaned and dried after use to prevent the buildup of contaminants. Contaminants such as carbon penetrate the fibers of Nomex and PBI, which may in turn reduce the flame retardant characteristics of the materials and off-gas cancer causing carcinogens. All protective clothing must be washed at a minimum of twice a year and after any working fire.
2. Helmets – Helmet outer shells shall be cleaned with an all-purpose cleaner such as “409” to remove tar, carbon and smoke residue. The inner suspension system shall be cleaned with a liquid detergent or clothes washing detergent. The helmet liner shall be thoroughly dried before storing.
3. Hoods and Gloves – Hoods and gloves may be washed in the extractor washing machine located at stations 26, 28, 29 or at the Toms River Fire Academy. Hoods and Gloves may be air dried, or dried in the clothes dryer on medium heat.
4. Turnout Pants and Coats – Turnout Coats and Pants should be washed in the extractor washing machine located at station 26, 28, 29 or the Toms River Fire Academy. When placing items in the extractor, ensure all buttons, zippers, and Velcro attachments are closed and secured. Once washed, Coats and Pants shall be hung to air dry or placed in/on a gear dryer (if one is available).

## Repair

- B. Any rips, burn holes, or damage to protective clothing shall be immediately reported to a fire officer, who will notify their respective administrator. The administrator shall make all necessary arrangements to have the protective clothing repaired or replaced as necessary.

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

**Authorizing Advertisement for Bids for the Providing of  
Repair/Maintenance Services Relative to Various Fire Trucks and Vehicles**

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WHEREAS, the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean have approved the specifications for and have determined that they will advertise for sealed bids for the providing of repairs/maintenance services relative to various fire trucks and vehicles.

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) Specifications are hereby approved and incorporated herein by reference.
- (2) Bids to be submitted shall fully comply with the specifications.
- (3) The Commissioners shall advertise for the receipt of sealed bids for the above-named purpose or project.
- (4) Each bid shall be submitted as a written proposal in the manner designated in the specifications and shall be signed by the bidder, the bid shall be enclosed in a sealed envelope bearing the name and address of the bidder on the outside, specifically denoting on said envelope the name of the job for which said bid is submitted and addressed to Brian J. Geoghegan,  
Clerk of the Commissioners of Toms River Fire District No. 2,  
257 Warner Street, Toms River, New Jersey 08755.
- (5) Specifications and form of bid may be inspected or obtained upon proper notice by prospective bidders during normal business hours at the Commissioners' office, 257 Warner Street, Toms River, New Jersey.

- (6) Sealed bids shall be called for and shall be received, opened, and read in public at the Toms River Fire Commissioners, District #2 office, 257 Warner Street, Toms River, New Jersey on Wednesday, July 18, 2018 at 3:00 p.m. prevailing time.
- (7) Each sealed bid shall be either hand delivered to Christopher Silva or such other designated representative of the Commissioners who will be present at the opening of said bids at the time and place stated for the receipt of sealed bids or said bids may be mailed to Christopher Silva, Clerk of the Commissioners of Toms River Fire District No. 2, 257 Warner Street, Toms River, New Jersey prior to the date and time for acceptance of said bids, it being understood that the bidder who submit his bid through the mail accepts full responsibility for said bid being received in compliance with the date and time requirements as set forth herein. NO BID SHALL BE DELIVERED OR ACCEPTED AFTER THE DATE OR HOUR AS DESIGNATED IN THIS PUBLIC NOTICE.
- (8) The bid quote shall be net to the Commissioners and shall be excluded from any state or federal taxes.
- (9) Each and every deviation from the specifications shall be clearly listed by the bidder. Failure to comply with the requirements shall be grounds for rejection of the bid.
- (10) The contract will be awarded to the lowest qualified, responsible bidder. The Commissioners reserve the right to reject any and all bids. The

Commissioners also reserve the right to waive any insubstantial irregularities in any bid. The Commissioners further reserve the right to award individual contracts for each specific bid item as reflected in the proposal or to award one complete contract for all items.

- (11) A non-collusion affidavit in the usual form will be supplied with the specifications. It shall be executed by the person or corporate officers submitting the bid. Said affidavit must be properly notarized. A non-collusion affidavit must accompany each bid. THIS REQUIREMENT WILL NOT BE WAIVED.
- (12) An owner's list in accordance with P. L. 1977, Ch. 33, approved March 8, 1977 will also be supplied with the specifications in the usual form. It shall be completed by the person or corporate officers submitting the bid. Said owner's list must accompany each bid. THIS REQUIREMENT WILL NOT BE WAIVED.
- (13) Bidders are required to comply with the requirements of P.L. 1975, Ch. 127 (N.J.S.A. 10:5-31 et seq.).
- (14) No bidder may withdraw his proposal for a period of 60 days after the opening of bids; all proposals being binding upon bidders for said 60 day period.

#### **CERTIFICATION**

I, Christopher Silva, 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 June 13,  
2018.

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Christopher Silva  
Clerk