

**Toms River Fire Commissioners, District No. 2**

**Minutes**

**DATE May 20, 2020**

A regular meeting of the Toms River Fire Commissioners, District No. 2 was called to order at 7:30 p.m. via Zoom Online Meeting. 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. Quinlisk, Mr. Willson, Mr. Bierbaum,  
Mr. Geoghegan. Mr. Britton

Absent:

Application for Membership – Application for membership to Silverton Volunteer Fire Company was received from Jonathan Scott and was accepted. Chairman Geoghegan swore in the firefighter applicant.

Receipt of Bids – Administrator Carson advised the board we have received two proposals for cameras for the substation. A motion was made by Mr. Britton, seconded by Mr. Willson to await a receipt of a third bid before any further action was taken.

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

Minutes of the previous meeting were approved on a motion offered by Mr. Britton, seconded by Mr. Quinlisk 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. Quinlisk, Mr. Willson, Mr. Britton, Mr. Bierbaum, Mr. Geoghegan.  
Nay: None.

Cash Receipts –

Received check #230 dated May 13, 2020 in the amount of \$7,234.56 from the Toms River Fire District #1 for the Bureau Revenue April 2020

Received check #22150 dated May 14, 2020 in the amount of \$937.50 from the Jackson Fire District #2 for the Reimbursement of COVID19 Joint Purchase of KN-95 masks.

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

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

|                   |           |            |        |
|-------------------|-----------|------------|--------|
| All American Ford | 45,425.00 | Ozane      | 120.00 |
| Boulder Petroleum | 2,082.00  | Primepoint | 65.00  |

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|                              |           |                         |           |
|------------------------------|-----------|-------------------------|-----------|
| Elite Vehicles               | 30,333.24 | Rackspace               | 390.50    |
| ERS Fleet Services           | 2,613.44  | Riggins                 | 579.17    |
| Hartford                     | 119.31    | Suez Water              | 36,170.70 |
| JCP&L                        | 308.66    | The Stress Center       | 95.00     |
| Ocean County Board Elections | 2,426.44  | Wireless Communications | 190.00    |

Total \$120,918.46

Correspondence – Correspondence has been provided to all commissioners

Apparatus— Commissioner Britton advised that Ladder testing was underway with no issues. Commissioner Willson advised 2911 tank and valves were repaired and truck is fully in service. The lights for 2906 were ordered, 2905 passed the ladder test and 2927 is about two weeks from completion.

Fire Prevention Liaison—Commissioner Bierbaum advised the liaisons were awaiting answers to questions from Chief Esposito in reference to the Seaside Heights Bureau being taken over by the Toms River Bureau. A conference call is scheduled for next week.

Purchasing -- Administrator Carson advised on the following:

Pick-Up Truck – Truck is now at Elite being upfitted.

Purell Stations are on order from Staples but have been back logged.

Station 29 Gear washer is repaired

Station 29 Diesel pump is replaced and complete

Purchase Order issued to purchase and install Lighting on the Fire Boat 2906

3041 Handle on Cab Door Repaired

2905 Bucket Controls not working when over Pass Side of truck. Unable to reproduce but will keep ticket open.

Purchase order issued for Scott air packs, bottles and masks needed.

2911 MIV Valves have been repaired along with Rear Tail Light wiring.

Ladder testing is underway and Hose testing is next week.

Received two quotes for Camera System at the Substation. Awaiting a third.

Received quote from Clean Air to make changes to Silverton where 2901 use to be and to extend 2905 Air hose to move truck back more. \$8,372.93 \$7,101.38 2901 and \$1,271.55 for 2905

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A motion was made by Mr. Quinlisk, seconded by Mr. Bierbaum to have the hose for 2905 completed at this time and to wait towards the end of the year to complete 2901 bay if money was available.

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

Substation: Commissioner Bierbaum would like to see seasonal maintenance of the property take place including Painting of the doors and maintaining of the front of property by adding stones and cleaning up leaves. Administrator Carson advised he had contacts John Hafner to look at the doors and that FF Lentchner was working on cleaning the property.

Silverton Report: Chief Sinnott turned in the following report:

Apparatus;

2911 pump and tank leaks have been repaired

2905 ladder testing has been completed

ground ladder testing is under way

2906 spot light repairs have parts on order

2927 is almost completed, Commissioner Wilson, Administrator Carson and myself have been to Elite over the past few weeks.

Plymovent will be providing a price quote to update the vent system in the building. A new drop is needed for 2927 and additional track for 2905.

Dispatch Change - attached is a letter requesting an ambulance to be dispatched for stand by for smoke conditions, small fires and gas leaks inside of a building. I have spoken with Silverton EMS Kevin Geoghegan and Toms River CSO Paul Daley on this and they have no issues with my request as the current protocol is for confirmed fires and additional alarms.

C19 - same protocols in place and being used. Nothing new to report.

Pleasant Plains report: Chief Roman reported that during ladder testing the water curtain valve was found to have a crack in it. ERS will be notified to replace the valve.

Business Administrator's report – Administrator Carson advised on the following:

1. **Sale of Vehicles** – Signal 5 Apparatus came to the substation to photograph and gather information on 3061. They will be looking for a potential buyer.
2. **COVID19-** Attended many meetings in keeping up to date with COVID19. OEM continues to provide daily updates and supplies as received. The county is filling up the Diamond Disinfectant Buckets as needed. Looking into contactless thermometers.
3. **Radio Programming** – All APX Portables have been reprogrammed to meet the layout designed by the District 2 officers. We will continue to work with them to finish all the other radios.

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4. **Fire Billing** – Paperwork filled out and sent to Rich Braslow to review.
5. **GTECH** – Thank you to Ex Chief Doyle and Chief Sinnott for working with getting the tablets and laptops up to date with Spillman
6. **Bylaw** – Worked with Commissioner Bierbaum on draft of District Bylaws. Almost ready for a first review.
7. **Share Service** – Resolution for a shared service agreement with the Township of Toms River is on the agenda for May 26, 2020 to utilize Witt O'Brien LLC for the FEMA reimbursement process from COVID19.
8. **Fire Academy**- Met with the Liaisons and the Director to discuss reopening the Fire Academy slowly to start up classes and Live Fire Training.
9. **Bureau**- Met with Admin Kubiell to work on plan to have the bureau back full time.
10. **Apparatus**- Met with Chief Sinnott and Comm Willson to accept delivery of the Ford Pick-up from All American. Once DMV opens, I will get the vehicles MG License Plates. It has temps for now.

Administrator Carson asked the board to consider having the special vote for the replacement of Pleasant Plains Rescue take place on June 17, 2020 from 6pm-9pm using the Silverton Firehouse and having voters come up to the bays, cast their vote, and return to their vehicle. This would allow for social distancing and would comply with all current rules in place around COVID19. Mr. Bierbaum questioned the board as to when we could return to normal meeting venues. A decision will be made once the government releases guidance. A motion was made by Mr. Britton, seconded by Mr. Willson to hold the vote on June 17, 2020.

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

**Unfinished Business:**

No new information was received yet in regards to the districts networking and will be held over until such time as more information can be received and reviewed.

**New Business:**

**CD Renewal:** Manasquan Bank recommend moving the CD into the Money Market at Kearny Bank since the rates are so low. Motion offered by Mr. Willson, seconded by Mr. Bierbaum to move the Money as per the recommendation.

Roll call vote: Aye:Mr. Quinlisk, Mr. Willson, Mr. Bierbaum, Mr. Britton, Mr. Geoghegan.  
Nay: None.

**Administrator Contract:** Commissioner Britton asked the board if they all reviewed the contract sent to them for the Administrator. Commissioner Bierbaum advised he has some

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points on the structure, working and verbiage of the contract. He stated he had a discussion with Administrator Carson about concerns about the healthcare verbiage which had one line that needed to be removed.

Commissioner Bierbaum also questioned the wording and verbiage on Sick Time not matching new laws. Chairman Geoghegan advised that any law would supersede a contract anyway. Commissioner Bierbaum advised the layout was an issue and that he had questions on other benefits that he thinks should be discussed in possibly an executive session. Chairman Geoghegan advised the DCA recommends against executive session unless absolutely critical. Commissioner Britton asked Chairman Geoghegan if he read the contract and had any issues. Chairman Geoghegan advised he was fine with the contract and that he spoke to the administrator who was fine with the proposed contract. Commissioner Britton made a motion to accept the contract as written, seconded by Commissioner Willson.

Roll call vote; Aye: Mr. Quinlisk, Mr. Willson, Mr. Britton, Mr. Geoghegan.  
Nay: None.  
Abstain: Mr. Bierbaum

**Township Shared Service FEMA** Chairman Geoghegan advised the Township has hired Witt O'Brien LLC to assist in filing all FEMA reimbursement forms for COVID19 and has offered a shared service agreement with the district. The District has no obligation but could utilize the service if desired. A motion was made by Mr. Willson, seconded by Mr. Bierbaum to enter into the agreement.

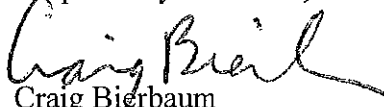
Roll call vote; Aye: Mr. Quinlisk, Mr. Willson, Mr. Britton, Mr. Bierbaum, Mr. Geoghegan.  
Nay: None.

**Exposure Control Plan** Commissioner Bierbaum advised he was working with Administrator Carson on an exposure control plan for the District. Administrator Carson said a draft is almost complete and he will send it out to the Chiefs and Commissioners to review. Chairman Geoghegan advised he will look for a copy of the old one and send it as well.

**Social Media Page** Commissioner Bierbaum advised he thought it was a good idea for the District 2 to start a Facebook page to help spread information for the district. Chairman Geoghegan reminded to caution about the rules and regulations around OPRA.

A motion was made by Mr. Willson, seconded by Mr. Bierbaum to adjourn the meeting. The meeting was adjourned 8:04 p.m.

Respectfully submitted,

  
Craig Bierbaum  
Clerk





**TOMS RIVER FIRE COMMISSIONERS,  
DISTRICT NO. 2**

**257 WARNER STREET  
TOMS RIVER, NEW JERSEY 08755**

**732-363-2245  
Fax: 732-363-2695**



**Pleasant Plains Fire Dept.  
Clayton Avenue, Toms River, NJ**

**Silverton Fire Company  
Kettle Creek Road, Toms River, NJ**

May 12, 2020

MANASQUAN SAVINGS  
89 BRIDGE AVE  
BAYHEAD NJ 08742

Re: Acct. #03-77034497

Dear Mr. Vincent Spada:

The Toms River Fire Commissioners, District No. 2 would like to close out the CD with account number 03-77034497 and receive a check. This letter is being signed by three of our board members.

Thank you for your assistance.

Very truly yours,

Craig Bierbaum  
Fire Commissioner

Brian Geoghegan  
Fire Commissioner

Kevin Britton  
Fire Commissioner

RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF TOMS RIVER, OCEAN COUNTY, NEW JERSEY, AUTHORIZING THE MAYOR TO EXECUTE AND THE TOWNSHIP CLERK TO ATTEST TO A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF TOMS RIVER AND THE TOMS RIVER BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2 TO PROCURE, AS NECESSARY, THE SERVICES OF WITT O'BRIEN LLC, PURSUANT TO THE TOWNSHIP'S "OPEN-ENDED CONTRACT WITH WITT O'BRIEN LLC, AS TECHNICAL ASSISTANCE CONTRACTOR FOR PUBLIC ASSISTANCE WITH FEMA PROGRAM SERVICES", FOR ASSISTANCE IN SEEKING FEMA REIMBURSEMENT OF ALLOWABLE COSTS ASSOCIATED WITH THE COVID-19 PANDEMIC

MAY 26, 2020

BE IT RESOLVED by the Township Council of the Township of Toms River, in the County of Ocean, and State of New Jersey, as follows:

1. The Mayor is authorized to execute and the Township Clerk to attest to a Shared Services Agreement between the Township of Toms River and the Toms River Board of Fire Commissioners District No. 2, to procure, as necessary, the services of Witt O'Brien LLC, pursuant to the Township's "open-ended contract with Witt O'Brien LLC, as technical assistance contractor for public assistance with FEMA program services", approved by resolution of the Township Council dated May 14, 2019, for assistance in seeking FEMA reimbursement of allowable costs associated with the COVID-19 Pandemic.

2. This agreement shall take effect retroactive to March 1, 2020, and its term shall coincide with the Township's "Open Ended Contract to Witt O'Brien LLC, as Technical Assistance Contractor for Public Assistance with FEMA Program Services". A copy of this agreement is attached to this resolution as Schedule "A", and made hereof, and a copy will be kept on file in the Office of the Township Clerk upon execution.

3. A certified copy of this resolution shall be provided by the Office of the Township Clerk to each of the following:

- a) Mayor Maurice B. Hill, Jr.
- b) Township Council
- c) Business Administrator
- d) Township Attorney
- e) Chief Financial Officer
- f) Toms River Board of Fire Commissioners  
District No. 2  
257 Warner Street  
Toms River, NJ 08755