

Toms River Fire Commissioners, District No. 2

Minutes

DATE May 5, 2021

A regular meeting of the Toms River Fire Commissioners, District No. 2 was called to order at 19:30 hrs. at the Silverton Firehouse, 15 Kettle Creek Road, Toms River, New Jersey. Mr. Quinlisk 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. Heroy,
Mr. Quinlisk, Mr. Willson, Mr. Britton.

Absent:

Oath of Office – Commissioner Quinlisk administered Oath of Office to Joseph Duff and Richard Heroy. Timothy J. Carson was notary public for the Board.

Nomination of Chairman – A motion was offered by Mr. Willson, seconded by Mr. Duff to nominate Kevin W. Britton Sr. as Chairman.

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson.
Nay: None.
Abstain: Mr. Britton

Nomination of Clerk – Mr. Michael Willson was nominated as Clerk on a motion offered by Mr. Heroy seconded by Mr. Duff

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Britton.
Nay: None.
Abstain: Mr. Willson

Nomination of Treasurer – Mr. Duff was nominated as Treasurer on a motion offered by Mr. Quinlisk seconded by Mr. Heroy

Roll call vote; Aye: Mr. Quinlisk, Mr. Britton, Mr. Heroy, Mr. Willson.
Nay: None.
Abstain: Mr. Duff

Nomination of Assistant Clerk – Mr. Quinlisk was nominated as Assistant Clerk on a motion offered by Mr. Heroy, seconded by Mr. Willson

Roll call vote; Aye: Mr. Duff, Mr. Britton, Mr. Heroy, Mr. Willson.
Nay: None.
Abstain: Mr. Quinlisk

Toms River Fire Commissioners, District No. 2

Minutes

DATE May 5, 2021

Nomination of Third Signer of the Vouchers – Mr. Heroy was nominated Third Signer of the Vouchers on a motion offered by Mr. Willson, seconded by Mr. Duff.

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Britton, Mr. Willson.

Nay: None.

Abstain: Mr. Heroy

Designation of the Official Newspapers – A resolution designating the official newspapers of the Board was introduced by Mr. Quinlisk seconded by Mr. Duff (attached).

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay: None.

Approval and Payment of Claims – A resolution authorizing the approval and payment of claims was introduced by Mr. Willson, seconded by Mr. Britton (attached).

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay: None.

Cash Management Fund – A resolution to adopt a cash management fund was introduced by Mr. Willson, seconded by Mr. Heroy (attached).

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay: None.

Surety Bonding for all Commissioners – A resolution designating surety bonding for all commissioners was introduced by Mr. Heroy, seconded by Mr. Duff (attached).

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay: None.

Designation of Records Custodian – A resolution designating Kevin W. Britton as Records Custodian was introduced by Mr. Willson, seconded Mr. Duff (attached).

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson.

Nay: None.

Abstain: Mr. Britton

Appointment of Purchasing Agent – A resolution appointing Timothy J. Carson as purchasing agent was introduced by Mr. Quinlisk, seconded by Mr. Heroy (attached).

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay: None.

Toms River Fire Commissioners, District No. 2

Minutes

DATE May 5, 2021

Minutes of the previous meeting: were approved on a motion offered by Mr. Willson, 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 was taken; Present: Mr. Quinlisk, Mr. Willson, Mr. Britton.
Nay:
Abstain: Mr. Duff and Mr. Heroy

Cash Receipts:

Received check #602875 dated April 27, 2021 in the amount of \$15,079.37 from the County of Ocean Department of Finance.

Received check #1110667 dated April 1, 2021 in the amount of \$602,313.18 from the Township of Toms River.

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

Roll call was taken; Present: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay:

Blue Cross Blue Shield	5,835.83	Lakehurst Lawn	263.38
Comcast	289.59	Nancy Dunham	300.00
ERS	8,273.18	TASC	6,250.00
Hartford	119.31	The Stress Center	76.00
Home Depot	352.48	Verizon Wireless	608.20

Total: 22,367.97

Correspondence: Correspondence has been provided to all commissioners

Apparatus: Commissioner Willson reported 2927 completed maintenance today, 2909 pump is fixed and the boat is ready for the season.

Fire Academy: Director Hansson was present and reported he ceiling tiles were replaced. During the propane inspection it was found that the conduit for the electric needs repairing. Maintenance will be needed on the standpipe system in the training tower as some valves are frozen. 20 class scheduled for spring with over 300 students. Manchester FD is paying for a stand along classes for their new career division. 16 students already scheduled for summer FF1 and 2 class. Finally we have some free EMT spots for our members from Robert Wood for using our facility.

Purchasing: Administrator Carson reported the following:

Toms River Fire Commissioners, District No. 2

Minutes

DATE May 5, 2021

Saw repair and new blade for Station 29. Approx \$250

New cover for fan on 3065 Continental \$270

USI GASB Proposal \$4500

Gear request for Chief Sinnott 10 sets of gear along with gloves, hoods and masks

Motion by Mr. Heroy, seconded by Mr. Willson to complete all purchases.

Roll call was taken; Present: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay:

Silverton Report: Chief Sinnott reported that Silverbay Road was found closed with no notification made to the fire department. We will reach out to Traffic Safety to ensure all are notified. He also questioned the status of the IAM Responding. Administrator Carson reported that he was advised it was still being worked on.

Pleasant Plains report: Asst Chief Janora advised the chassis for 3033 is enroute to NJ.

Business Administrator's report: Administrator Carson reported the following:

1. **Expeditions-** Upfit finalized and PO's sent to Elite
 2. **Fire Academy-** Received notice from Insurance agent that Abuse and Molestation Training must be held for all employee's
 3. **Pension Training-**Received Business Solver training for May 11 for new system
 4. **Township Meeting-** Met with Township about Budget. Will be discussed in executive next meeting
 5. **Quarterly Air Test-** Quarterly air test received both stations no issue found
 6. **Tango Tango-** New box for three radios received.
 7. **OC Care Grant-**Received check for \$12k. Challenging the remainder
 8. **Bureau Chief-** Met with District 1 to discuss replacement for Chief
 9. **Verizon-**Shut down 5 unused Verizon air cards until needed
 10. **YMCA Membership-** trying to get the district family membership back up and running
- Motion by Mr. Willson, seconded Mr. Duff to approve membership.

Roll call was taken; Present: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay:

Unfinished Business: None

Toms River Fire Commissioners, District No. 2
Minutes
DATE May 5, 2021

New Business:

Commissioner Stipend: Commissioner Quinlisk read a statement regarding a recent mailing that was sent out during the recent elections that in his opinion contained non true statements that he raised the commissioner stipend. At the end of his statement, a motion was made by Mr. Quinlisk, seconded by Mr. Duff to reduce the stipend back to \$7,200 per year per commissioner.

Roll call was taken; Present: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.

Nay:

Administrator Carson announced the results of the annual election of 2021 as follows:

Membership to the Board of Fire Commissioners for a three-year term:

Joseph G. Duff 842

Brian Geoghegan 595

Richard Heroy 777

Daniel Prodoehl 490

Tax Appropriation: Yes – 560 No – 791 Failed

Repaving of the outdoor training area and additional upgrades at the Toms River Fire Training Center in the amount of \$54,000 representing Fire District No. 2's share of the total cost of \$150,000.

Yes – 930 No – 417 Passed

Open to the Public: Mr. Robert Hansson gave his opinion on the recent elections and how he felt the mailing that was sent out was inappropriate containing lies. He then went on to question Mr. Duff and Mr. Heroy about the letter in particular to the raise given to the board commissioners and that Mr. Geoghegan was not even present at the meeting. He asked each of them if they signed the letter and they stated in fact they did. He also questioned why the letter

Toms River Fire Commissioners, District No. 2

Minutes

DATE May 5, 2021

stated the raise caused the taxes in the district to be increased when in his understanding it did not.

Closed Session: A resolution was introduced by Mr. Willson seconded by Mr. Heroy to go into closed session at 20:09 p.m.

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.
Nay: None.

WHEREAS, PL-1975 Chapter 231 allows for meetings in closed session on matters of personnel and contractual; and

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 this matter in closed session is resolved.

Resume Regular Session: A motion was offered by Mr. Willson, seconded by Mr. Quinlisk to resume regular session at 20:27 p.m..

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.
Nay: None.

Bureau Chief Administrative Leave: A motion was made by Mr. Quinlisk, seconded by Mr. Duff to place Chief Esposito on Administrative Leave until June 4, 2021 his resignation date.

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson.
Nay: None.
Abstain: Mr. Britton

Acting Fire Official: A motion was made by Mr. Duff, seconded by Mr. Heroy to temporarily appoint John Novak as the Acting Fire Official.

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson.
Nay: None.
Abstain: Mr. Britton

Toms River Fire Commissioners, District No. 2

Minutes

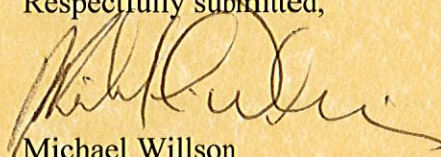
DATE May 5, 2021

Beehive Nest at Substation: A motion was made by Mr. Willson, seconded by Mr. Quinlisk to allow FF Mooney to have a honey bee nest at the substation in the back property as long as there is no issues.

Roll call vote; Aye: Mr. Duff, Mr. Quinlisk, Mr. Heroy, Mr. Willson, Mr. Britton.
Nay: None.

The meeting was adjourned at 20:28 hrs.

Respectfully submitted,




Michael Willson
Clerk

Oath of Allegiance

2021

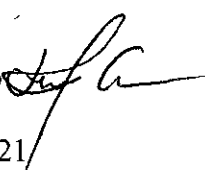
I, Joseph G. Duff, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people.

I do further solemnly swear (or affirm) that I will impartially and justly perform all the duties of the office of Fire Commissioner in the Township of Toms River, Fire District #2, Ocean County, State of New Jersey according to the best of my ability.

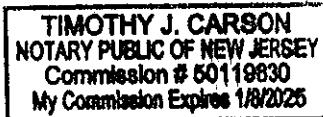


Joseph G. Duff

133 Jeff Court, Toms River NJ 08753

Sworn and subscribed to 

This 5th day of May, 2021



Oath of Allegiance


2021

I, Richard Heroy, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people.

I do further solemnly swear (or affirm) that I will impartially and justly perform all the duties of the office of Fire Commissioner in the Township of Toms River, Fire District #2, Ocean County, State of New Jersey according to the best of my ability.


Richard Heroy

194 Courtney Court, Toms River NJ 08753

Sworn and subscribed to 

This 5th day of May, 2021



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

**Designation of Official Newspapers for
Publications for the 2021-2022 Year**

WHEREAS, the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean, must by statutory law publish various items in order to comply with said requirements of statutory law; and

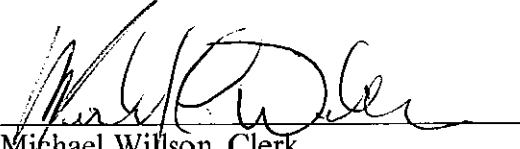
WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2021-2022 year;

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) The official newspapers in which the Commissioners will publish all required notices or other items during the 2021-2022 year pursuant to New Jersey statutes shall be the Asbury Park Press and/or the Star Ledger, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

CERTIFICATION:

I, Michael Willson, Clerk of the Commissioners of Fire District #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 May 5, 2021.


Michael Willson, Clerk

RESOLUTION

MAY 5, 2021

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check drawn on the fire district and signed by the governing body chairman, the chief financial officer, and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2(a) further provides that the Commissioners of Fire District No. 2 in the Township of Toms River, at their re-organizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the fire district shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which and the time in which salaries, wages or other compensation for services shall be paid.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean as follows:

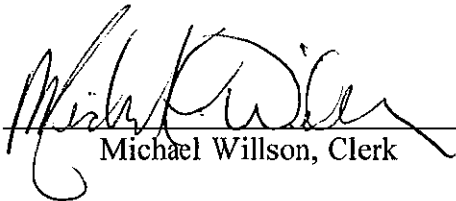
1. The checks as issued by the Commissioners for payment of claims shall be signed by the Commissioners' chairman, treasurer, and countersigned by one other commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

2. The compensation received by the Commissioners for salaries as relates to services performed by the Commissioners shall be paid by check, upon receipt and approval of the appropriate voucher, monthly.

3. The manner in which and the time in which compensation for services rendered by the employee or employees of the fire district shall be paid in accordance with the employment contracts as previously executed.

CERTIFICATION

I, Michael Willson, 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 May 5, 2021.



Michael Willson, Clerk

RESOLUTION

MAY 5, 2021

Adoption of Cash Management Fund

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

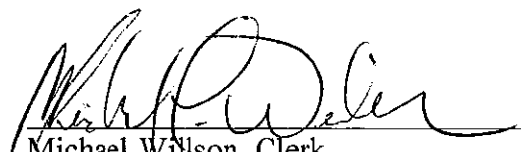
WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository the State of New Jersey Cash Management Fund or a public depository or depositories;

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. This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be the State of New Jersey Cash Management Fund and/or Wells Fargo, M & T Bank, and Investors Savings Bank, Kearny Federal Savings Bank, and Manasquan Savings Bank, Shore Community Bank, Sun National Bank, and Santander.

CERTIFICATION

I, Michael Willson, 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 May 5, 2021.



Michael Willson, Clerk

RESOLUTION

MAY 5, 2021

Designating Surety Bonding for All Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

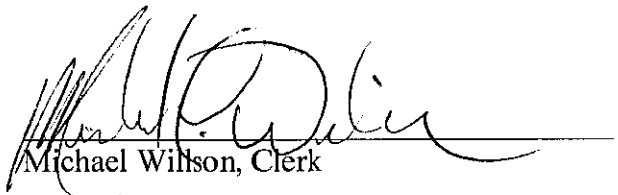
WHEREAS, the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean have deemed it necessary to provide a blanket bond for the Commissioners of the Fire District.

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. A blanket surety bond shall be provided for all Commissioners in the amount of \$1,000,000.

CERTIFICATION

I, Michael Willson, 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 May 5, 2021.



Michael Willson, Clerk

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

Designation of Records Custodian

May 5, 2021

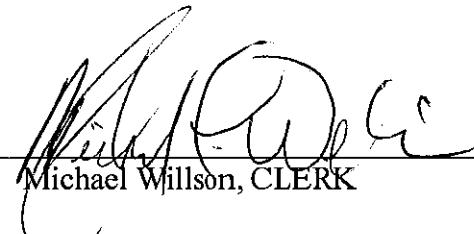
WHEREAS, the Fire District need designate a records custodian with the responsibility of addressing any requests received by the Fire District relative to the Open Public Records Act and complying with all provisions of the law relative to any such request.

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) Kevin W. Britton is hereby designated as custodian as above referenced.

CERTIFICATION

I, Michael Willson, 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 May 5, 2021.



Michael Willson, CLERK

RESOLUTION

MAY 5, 2021

Appointment of Purchasing Agent

WHEREAS, the current procedure for processing chiefs' requests and other purchases on behalf of the fire district has proven to be awkward and time consuming; and

WHEREAS, the Board desires to streamline the purchasing procedure, particularly with respect to those purchases not subject to competitive bidding, and to establish a more efficient and businesslike procurement system; and

WHEREAS, N.J.S.A. 40A:11-9 permits the appointment of a purchasing agent;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF TOMS RIVER, as follows:

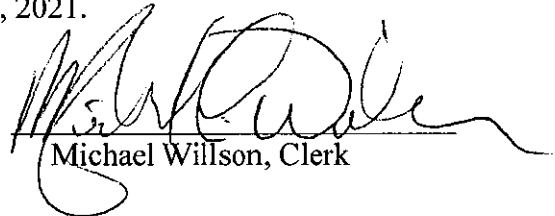
1. The position of purchasing agent be and the same is hereby established and shall be filled by Timothy J. Carson.
2. The purchasing agent shall have the power to prepare specifications and to receive bids for the purchase of work, materials, and supplies on behalf of the Board provided that this authorization shall apply to contracts creating obligations not in excess of \$17,500 pursuant to the standards contained in N.J.S.A. 40A:11-7. The purchasing agent shall have the power to make awards of contracts in the name of the Board, provided that this authorization shall apply to contracts creating obligations not in excess of \$17,500 pursuant to the standards contained in N.J.S.A. 40A:11-7. The Board hereby acknowledges the threshold of up to \$2,625 for receiving two quotes.
3. The purchasing agent, in carrying out her duties pursuant hereto, must in all respects follow the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.).

4. This resolution need not be publicly advertised or held for second reading because it does not create a position for which remuneration shall be paid but merely creates additional administrative duties for the present business administrator.

5. The business administrator designated as the purchasing agent shall fulfill that position until terminated by the Board or until the re-organization meeting following the annual election, at which time other arrangements shall be so designated.

CERTIFICATION

I, Michael Willson, 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 May 5, 2021.



Michael Willson, Clerk