

Toms River Fire Commissioners, District No. 2

Minutes

DATE March 1, 2023

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. 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. Britton, Mr. Duff, Mr. Heroy,
Mr. Seiders, Mr. Willson

Absent:

Oath of Office – Commissioner Britton administered Oath of Office to Michael C. Willson and David H. Seiders. Timothy J. Carson was notary public for the Board.

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

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

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

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

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

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

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

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

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. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

RFPs for Attorney and Auditor – A motion was offered by Mr. Heroy, seconded by Mr. Willson to seek Request for Proposals for Attorney and Auditor.

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

Open Public Meetings Act – A resolution authorizing the scheduling of meetings in accordance with the open public meetings law was introduced by Mr. Heroy, seconded by Mr. Willson (attached).

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

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

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

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

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

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

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

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

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

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

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

Liaisons for the Year.

a. Communications/IT	Kevin W. Britton, Richard Heroy
b. Apparatus	David Seiders, Michael Willson
c. Insurance/Legislation	Kevin W. Britton, Joseph Duff
d. Fire Prevention Liaison	David Seiders, Michael Willson
e. Fire Academy	Michael Willson, David Seiders
f. First Aid	Joseph Duff, David Seiders
g. Purchasing	Timothy Carson
h. Joint Monies	Joseph Duff
i. Awards Program	Kevin W. Britton, Joseph Duff
j. Sub-Station Building	Kevin W. Britton, Richard Heroy
k. Chief Officers' Association	Kevin W. Britton, Richard Heroy

Minutes of the previous meeting: were approved on a motion offered by Mr. Heroy, 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 was taken; Aye: Mr. Britton, Mr. Duff, Mr. Heroy,
Mr. Seiders, Mr. Willson

Nay:

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

Roll call was taken; Aye: Mr. Britton, Mr. Duff, Mr. Heroy, Mr. Seiders, Mr. Willson

Nay:

4x Technology	495.35	Primepoint	326.00
Bank of America	420.99	Silverbay Car Wash	98.94
Kevin Britton	76.24	Star Ledger	175.68
Timothy Carson	138.30	TASC	35.00
Comcast	267.86	The Stress Center	38.00
Continental Fire	3,996.00	TR Fire Dist #1	496.90
Downs Ford	247.54	Veolia	18,221.95
ERS	1,972.14	Wireless Communication	237.50
Nancy Dunham	300.00	NJ State Healthcare	4,470.35

Total \$32,014.71

Correspondence: Correspondence has been provided to all commissioners

Apparatus: Mr. Seiders reported all Station 30 apparatus is up and running. Mr. Willson advised that 2905 has some maintenance being done and 2906 is out for annual PM.

Insurance: Administrator Carson advised that Monica from District 1 did a great job at recovering the expense of the generator at the fire academy through the insurance claim.

Fire Prevention Liaison-- Mr. Seiders advised that the interviews were underway.

Fire Academy: Mr. Willson advised the civilian CPR classes were going very well.

Purchasing: Administrator Carson reported the following:

Need 3 new desktop computers for FLEX to run in each radio room.

Chief Keating needed Soap for trucks, degreaser, and motor oil for boat.

2 sets of gear from Roberts Trailer Park out for inspection. Helmets and Masks declared no good.

A motion was made by Mr. Willson, seconded by Mr. Duff to approved the above purchases.

Roll call was taken; Aye: Mr. Britton, Mr. Duff, Mr. Heroy, Mr. Seiders, Mr. Willson

Nay:

Chief Officers' Association: Chief Janora reported that progress was made with meeting with Tech Rescue leaders and the administrators. The District 2 board and Chiefs have no issue with storing the Tech Trailer owned by District 2 at Station 26-1.

Silverton Report: Chief Keating questioned the Grant received by District 1 for Recruitment and Retention. It is believed it is for the entire township.

Pleasant Plains report: Chief Janora requested to allow 3010 to use vehicle to travel to upcoming training at various fire academy. Also advised that Capt Hafner will be out for a bit and Safety Officers Doyle and Blank will held fill the void.

A motion was made by Mr. Willson, seconded by Mr. Duff to allow use of 3010.

Roll call was taken; Aye: Mr. Britton, Mr. Duff, Mr. Heroy, Mr. Seiders, Mr. Willson

Nay:

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

1. **Radio System-** order was confirmed. Awaiting next township meeting to start discussing channels Meeting is March 10
2. **LOSAP-** Awaiting bid package finalization to send out.
3. **Radio Meeting-** Programmed officers radios and working through the bugs
4. **Medical Clinic-CMC** is offering a medical clinic March 23 at the fire academy. It will be open to all District 1 and 2 members.
5. **Meridian-** meeting held and putting plan together to update for 2023.
6. **Budget Meeting-** trying to meet with council and town admin for March 8 Agenda

New Business:

Administrator Carson announced the results of the annual election of 2023 as follows:

Membership to the Board of Fire Commissioners for a Three-Year Term:

Michael C. Willson 674 votes

David H. Seiders 650 votes

Michael C. Willson and David H. Seiders were declared the winners.

2023 Budget of \$4,179,173.43 with amount to be raised by taxation of \$3,622,703.43:

Yes – 398 No – 435 Failed

Purchase Fire Command vehicles not to exceed \$160,000:

Yes – 567 No – 271 Passed

Purchase Fire Prevention Bureau vehicles not to exceed \$43,200 representing District No. 2's share of the total cost of \$120,000:

Yes – 573 No – 250 Passed

Purchase Fire Academy Partition Wall not to exceed \$18,000 representing District No. 2's share of the total cost of \$50,000:

Yes – 615 No – 218 Passed

Closed Session: A resolution was introduced by Mr. Heroy, seconded by Mr. Willson to go into closed session at 19:51 hrs.

Roll call was taken; Aye: Mr. Britton, Mr. Heroy, Mr. Duff, Mr. Seiders, Mr. Willson
Nay:

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

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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. Seiders to resume regular session at 20:03 hrs.

Roll call was taken; Aye: Mr. Britton. Mr. Duff, Mr. Heroy, Mr. Seiders, Mr. Willson
Nay:

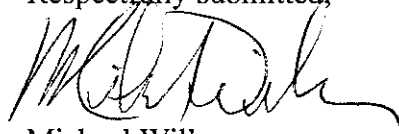
A discussion was held on moving the election to November. The board will think about it and come back next meeting.

A motion was offered by Mr. Willson, seconded by Mr. Seiders to resume adjourn at 20:11 hrs.

Roll call was taken; Aye: Mr. Britton. Mr. Duff, Mr. Heroy, Mr. Seiders, Mr. Willson
Nay:

The meeting was adjourned at 20:11 hrs.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Michael Willson', written in a cursive style.

Michael Willson
Clerk

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

**Authorizing Regular Meeting Schedule
For the 2023-2024 Year**

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and

WHEREAS, Public Law 1975, Chapter 231, Section 3-D provides that where the annual notice of revisions thereof, in compliance with sections of the subject act, set forth the location, time, and date of any meeting no further action shall be required for such meeting.

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) Regular meetings of the Commissioners shall take place at 7:30 p.m. as follows:

Regular meetings held at the Silverton Firehouse are as follows:

Wednesday, April 5, 2023
Wednesday, May 3, 2023
Wednesday, June 7, 2023
Wednesday, July 5, 2023
Wednesday, August 2, 2023
Wednesday, March 6, 2024

Regular meetings held at the Pleasant Plains Firehouse are as follows:

Wednesday, September 6, 2023
Wednesday, October 4, 2023

Wednesday, November 1, 2023
Wednesday, December 6, 2023
Wednesday, January 3, 2024
Wednesday, February 7, 2024

(2) The order of business for regular meetings of the Board are:

- A. Call to order
- B. President's statement
- C. Roll call
- D. Application for membership
- E. Receipts of bids (when applicable)
- F. Minutes of the previous meeting
- G. Review and payment of bills
- H. Correspondence
- I. Reports of committees (commissioners)
- J. Reports of chiefs
- K. Report of administrator
- L. Unfinished business
- M. New business
- N. Address to the Board by members of the public
- O. Adopt resolution to hold closed session (when required)
- P. Adjournment

(3) Workshop meetings of the Commissioners shall take place at 5:00 p.m. as follows:

Workshop meetings held at the Silverton Firehouse are as follows:

Wednesday, March 15, 2023
Wednesday, April 19, 2023
Wednesday May 17, 2023

Workshop meetings held at the Pleasant Plains Firehouse are as follows:

Wednesday, September 20, 2023
Wednesday, October 18, 2023
Wednesday, November 15, 2023
Wednesday, December 20, 2023
Wednesday, January 17, 2024
Wednesday, February 21, 2024

(4) The order of business for workshop meetings of the Board are:

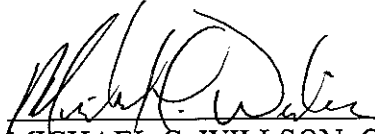
- A. Call to order
- B. President's statement
- C. Roll call

- D. Application for membership
- E. Receipts of bids (when applicable)
- F. Minutes of the previous meeting
- G. Review and payment of bills
- H. Correspondence
- I. Reports of committees (commissioners)
- J. Report of Chiefs
- K. Report of administrator
- L. Unfinished business
- M. New business
- N. Address to the Board by members of the public
- O. Adopt resolution to hold closed session (when required)
- P. Adjournment

(5) A summary of this resolution shall be mailed to the Asbury Park Press and the Star Ledger; and a summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Toms River, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

CERTIFICATION

I, Michael C. 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 March 1, 2023.


MICHAEL C. WILLSON, CLERK

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

**Designation of Official Newspapers for
Publications for the 2023-2024 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

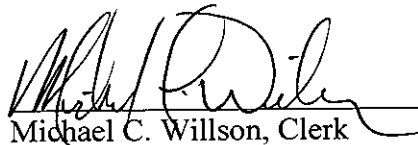
WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2023-2024 year;

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 2023-2024 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 C. 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 March 1, 2023.


Michael C. Willson, Clerk

RESOLUTION

MARCH 1, 2023

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:

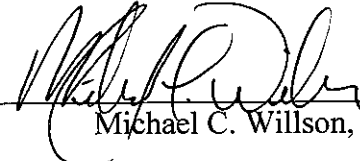
1. The checks as issued by the Commissioners for payment of claims shall be signed by the Commissioners' chairman, treasurer, and countersigned by one other commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

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 C. 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 March 1, 2023.


Michael C. Willson, Clerk

RESOLUTION

MARCH 1, 2023

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

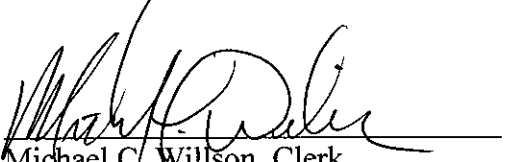
WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository the State of New Jersey Cash Management Fund or a public depository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

CERTIFICATION

I, Michael C. 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 March 1, 2023.


Michael C. Willson, Clerk

RESOLUTION

MARCH 1, 2023

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

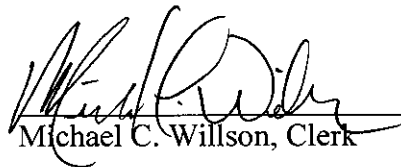
WHEREAS, the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean have deemed it necessary to provide a blanket bond for the Commissioners of the Fire District.

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 C. 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 March 1, 2023.


Michael C. Willson, Clerk

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

Designation of Records Custodian

March 1, 2023


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 C. 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 March 1, 2023.



Michael C. Willson, CLERK

RESOLUTION

MARCH 1, 2023

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:

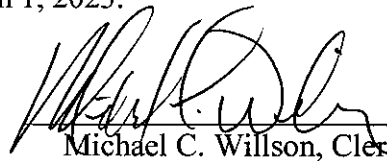
1. The position of purchasing agent be and the same is hereby established and shall be filled by Timothy J. Carson.
2. The purchasing agent shall have the power to prepare specifications and to receive bids for the purchase of work, materials, and supplies on behalf of the Board provided that this authorization 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 C. 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 March 1, 2023.



Michael C. Willson, Clerk