

**Toms River Fire Commissioners
Joint Board Meeting
Toms River Fire Academy
February 8th 2017**

Commissioner Blank called a regular meeting of the Toms River Fire Commissioners Districts No. 1 & No. 2 to order at 7:00 p.m. with a salute to the Flag. The Commissioner made the following statement:

Let the official minutes reflect that adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act and the adoption of a schedule of regular meetings and notices thereof being posted in the Municipal Building, 33 Washington Street, Toms River, New Jersey; being transmitted to the Asbury Park Press and Star Ledger and to all persons who have requested copies in accordance with the statute.

ROLL CALL

Britton-present	Autenrieth- present
Geoghegan-present	Convery – present
Blank – present	Ambrosio – present
Heroy – present	Latshaw –present
Silva-present	Sipe – present

Administrator Kubiell and Attorney VanDyke present
Bisceglie present to take minutes

Motion Geoghegan second Silva to approve the minutes of the December 14, 2016 minutes as written.
AYES-10 NAYS-0 ABSTAINED-0 CARRIED

Motion Silva second Geoghegan to approve the minutes of the January 11, 2017 meeting as written.
AYES-9 NAYS-0 ABSTAINED-1 CARRIED
(Britton)

BIDS- None

COMMUNICATIONS- Blank inquired about the blue prints re: communication center and the rough draft drawings. Kubiell stated he has not seen any design yet but will check to see if there is any progress.

FIRE ACADEMY- Director Hansson has submitted a written report (See inserted report)
Latshaw stated:

1. The installation of the doors and the repair of the siding for the maze building are complete.
2. The bilco doors over the drafting station have been installed and completed.
3. The front east side overhead door was out of service for two days, it was temporarily repaired yesterday. Is requesting the board to consider replacing the motors. A note has been left to use with caution.

Silva stated he spoke with the director re: reorganizing the pole barn so that they may be able to store equipment for winter. Autenrieth stated himself, Commissioner Heroy and Commissioner Silva spoke with Director Hansson re: last month discussion and the use of instructors for the burn room. Director Hansson addressed the concerns about the use of instructors during training.

He stated each company only has one or two instructors but if the companies have available instructors, they are using them in place of the academy instructors. The academy is following 1403, which mandates how many instructors must be used during training.

BUREAU – Lead Inspector Esposito has submitted a written report. (See inserted report)

FIRE OFFICERS ASSOCIATION – No report

FIRST AID – No report

INSURANCE – No report

ADMINISTRATOR KUBIEL– Kubiel stated:

1. Requested when approving the bills tonight, add to pay Comcast between meetings.
2. District 1 office investigated the current phone lines and was able to save approximately \$20,000 a year by eliminating multiple T-1 lines.

BILLS

Motion Heroy second Silva for District No.2 to pay \$65,610.67 for their share of the bills and pay Comcast between meetings.

(See inserted list)

AYES-5 NAYS-0 ABSTAINED-0 CARRIED

Motion Autenrieth second Latshaw for District No. 1 to pay the bills and pay Comcast between meetings. (See inserted list)

AYES-5 NAYS-0 ABSTAINED-0 CARRIED

UNFINISHED BUSINESS–None

NEW BUSINESS

RESOLUTION AUTHORIZING ADVERTISEMENT FOR PROFESSIONAL SERVICES FOR ATTORNEY –A resolution was presented, Motion Ambrosio second Autenrieth to solicit for and receive fair and open professional services solicitations for Attorney.

(See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Ambrosio-Yes
Autenrieth-Yes Sipe-Yes
Convery-Yes

ROLL CALL VOTE

Geoghegan -Yes Britton –Yes
Heroy -Yes Silva-Yes
Blank-Yes

CARRIED

MOTION REORGANIZATION MEETING– Motion Ambrosio second Autenrieth to advertise Reorganization meeting for March 8 @ 6:30 p.m.

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

PARTICIPATION BY THE PUBLIC–None

Motion Ambrosio second Heroy to go into private executive session @ 7:25 p.m.

AYES-9 NAYS-0 ABSTAINED-0 CARRIED

Private Executive Session- - *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege*: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is require in order for the attorney to exercise his ethical duties as a lawyer.

Motion Geoghegan second Heroy to go into open session @ 8:10 p.m.

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

Motion Sipe second Autenrieth to allow the probationary fire inspectors to take home bureau vehicles.

AYES-9 NAYS-1 ABSTAINED-0 CARRIED

(Geoghegan)

Motion Sipe second Autenrieth to allow Attorney VanDyke to intercede with Attorney Braslow re: fire department capital.

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

Motion Autenrieth second Heroy to close the meeting at 8:12 p.m.

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

Respectfully submitted,

Jesse Sipe

Jesse Sipe, Clerk

**RESOLUTION AUTHORIZING THE TOWNSHIP OF TOMS RIVER BOARD OF FIRE
COMMISSIONERS DISTRICT NO.1 AND DISTRICT NO.2 TO SOLICIT FOR AND
RECEIVE FAIR AND OPEN PROFESSIONAL SERVICES SOLICITATIONS**

FEBRUARY 8, 2017

WHEREAS; it has been brought to the attention of the Toms River Township Board of Fire Commissioners District No. 1 that the district is desirous of soliciting for and receiving fair and open professional services solicitations for the following item(s):

Attorney Services

NOW THEREFORE BE IT RESOLVED; by the Township of Toms River Board of Fire Commissioners District No. 1, in the County of Ocean, State of New Jersey , as follows:

- 1) The Purchasing Agent is hereby authorized to solicit for and receive fair and open professional services solicitations for the above-mentioned project.
- 2) A certified copy of this resolution shall be provided by the Township of Toms River Board of Fire Commissioners Clerk to each of the following:
 - a) Purchasing Agent
 - b) Treasurer
 - c) Township of Toms River Board of Fire Commissioners District No.1
 - d) Township of Toms River Board of Fire Commissioners District No.2

CERTIFICATION

I, Jesse Sipe, Clerk of the Toms River Township Fire Commissioners District No. 1, in the County of Ocean, State of New Jersey, do hereby certify the above to be a true copy of a resolution duly adopted at its meeting held on February 8, 2017.




Jesse Sipe, Clerk District No.1



Date:

I, Brian Geoghegan, Clerk of the Toms River Township Fire Commissioners District No. 2, in the County of Ocean, State of New Jersey, do hereby certify the above to be a true copy of a resolution duly adopted at its meeting held on February 8, 2017.



Brian Geoghegan, Clerk District No.2



Date:



Toms River Fire Academy

1780 Church Rd. (Site Location)

1144 Hooper Ave. (Mailing)

Suite 306

Toms River, NJ 08753

(732) 255-4024 - (732) 341-4441

academy@trfire.org

Toms River Fire Training Center Report February 2017

1. FF1/2 Class is progressing. All students are working hard and are succeeding. We started live fire exercises this month.
2. Installation of new doors, repair of siding and replacement of gable vent on the maze prop is completed.
3. Fire Fighter 2 course began Feb 1 with 8 students. 7 TRFD 1 Island Heights
4. Bilco door installed on the pump test dry well.
5. Mandatory training programs (Haz Comm, Blood borne pathogens, Haz Mat Ops refresher, CPR, etc) have begun. Excellent winter drill night classes.
6. February FTC Calendar attached.
7. Front east side Overhead door being repaired. Wear and tear after 20 + years of service. Recommend a maintenance contract or regular preventive maintenance on the doors.

Respectfully submitted

Bob Hansson

Director, Toms River FTC

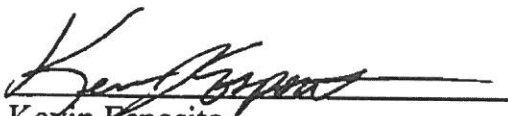
Toms River Bureau of Fire Prevention
33 Washington Street
Toms River, New Jersey 08753
732-240 5153



**Fire Commissioners Report
Month of February 2017**

1. Our state report for 2016 has been submitted; Administrator Kubiel and I have certified it.
2. The new employees are working out great; they have picked up the new program quicker than expected and have been on their own for a few weeks now.
3. Held a meeting with Dr. Natanagara & school officials regarding the issues we are having with some events that have taken place; they all have been resolved.
4. We been having issue at Dover Woods regarding smoking inside the building and non-approved areas. I have since ordered no smoking in the building at all until further notice. I have been in contact with the State Rooming & Boarding Inspector and currently awaiting on further guidance regarding this issue from their office.
5. Please be advised that in my absence Inspector Stephen Hayes will be in charge of the office.

Respectfully,


Kevin Esposito,
Lead Inspector

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2016-2017 Purchase Order Listing By Expenditure Account

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P.O. Type: All Print Perpetual, Revenue, & G/L Accounts: N Open: N Void: N Paid: Y
Format: Condensed Held: N Aprv: N Rcvd: Y
Range: 03- -111-51 -001 to 03- -134-54 -741 Bid: Y State: Y Other: Y Exempt: Y
Rcvd Batch Id Range: First to Last Paid Date Range: 01/12/17 to 02/08/17 Include Non-Budgeted: Y
Prior Year Only: N
Department Page Break: No Subtotal CAFR: No Subtotal Department: No Subtotal Extd: No

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
M0010	MACKENZIE, PHILIP	17-00056	INST. REM.	140.00	0.00	
03- -112-51 -024	HEALTH BENEFITS					
B0074	BENECARD SERVICES, INC.	17-00043	01/17 PRESCRIPTION	2,498.69	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-00062	02/17 HEALTH	5,027.28	0.00	
				7,525.97		
03- -112-54 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	17-00043	01/17 PRESCRIPTION	8,299.87	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-00062	02/17 HEALTH	17,545.68	0.00	
U0046	UNITED HEALTHCARE INS. CO.	17-00067	02/17 INS. CUSTOMER #600792	201.46	0.00	
H0033	HARTFORD INSURANCE COMPANY	17-00104	02/17 INSURANCE GROUP #680338	732.39	0.00	
				26,779.40		
03- -112-55 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	17-00043	01/17 PRESCRIPTION	796.16	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-00062	02/17 HEALTH	1,386.46	0.00	
U0046	UNITED HEALTHCARE INS. CO.	17-00067	02/17 INS. CUSTOMER #600792	17.72	0.00	
H0033	HARTFORD INSURANCE COMPANY	17-00104	02/17 INSURANCE GROUP #680338	176.56	0.00	
				2,376.90		
03- -113-53 -062	SAFETY EQUIPMENT					
G0155	GRAINGER	17-00079	CAUTION SIGNS F.A.	129.60	0.00	
03- -113-54 -074	OFFICE EQUIPMENT					
V0010	VERIZON WIRELESS	17-00074	ACCT#720641376-00001	104.98	0.00	
03- -113-54 -075	VEHICLES					
G0025	GALLS, LLC	17-00080	SEAT ORGANIZER BUREAU	56.00	0.00	
03- -113-57 -064	TOOLS & EQUIPMENT					
C0172	CONTINENTAL FIRE & SAFETY	16-01047	PARATECH EQUIP TECH RESCUE	7,270.90	0.00	
03- -119-51 -272	LEGAL					
K0035	KELAHAR, VAN DYKE & MORIARTY	16-01612	PROFESSIONAL SERVICE	17.00	0.00	
03- -119-52 -271	AUDITOR					
H0098	HOLMAN, FRENIA, ALLISON P.C.	16-01601	2016 AUDIT INV#26446	500.00	0.00	
03- -119-52 -272	LEGAL					
K0035	KELAHAR, VAN DYKE & MORIARTY	16-01612	PROFESSIONAL SERVICE	238.00	0.00	
03- -119-53 -271	AUDITOR					
H0098	HOLMAN, FRENIA, ALLISON P.C.	16-01601	2016 AUDIT INV#26446	500.00	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2016-2017 Purchase Order Listing By Expenditure Account

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Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -119-54 -271	AUDITOR					
H0098 HOLMAN, FRENIA, ALLISON P.C.		16-01601	2016 AUDIT INV#26446	1,437.50	0.00	
03- -119-54 -272	LEGAL					
B0214 BRASLOW, RICHARD M. ESQ		16-01610	PROFESSIONAL SERVICES	68.00	0.00	
K0035 KELAHER, VAN DYKE & MORIARTY		16-01612	PROFESSIONAL SERVICE	153.00	0.00	
B0214 BRASLOW, RICHARD M. ESQ		17-00127	PROFESSIONAL SERVICES	136.00	0.00	
				<u>357.00</u>		
03- -119-55 -271	AUDITOR					
H0098 HOLMAN, FRENIA, ALLISON P.C.		16-01601	2016 AUDIT INV#26446	62.50	0.00	
03- -119-55 -272	LEGAL					
K0035 KELAHER, VAN DYKE & MORIARTY		16-01612	PROFESSIONAL SERVICE	102.00	0.00	
03- -122-53 -386	CONFERENCES					
I0080 IHRIG, WILLIAM		17-00057	REIMB. FDIC EXPENSES	1,629.20	0.00	
T0030 TAYLOR, KENNETH		17-00058	REIMB. FDIC EXPENSES	1,619.20	0.00	
M0141 MITCHELL, DANA		17-00059	REIMB. FDIC EXPENSES	1,564.20	0.00	
				<u>4,812.60</u>		
03- -123-54 -416	DUES & SUBSCRIPTIONS					
E0199 ESPOSITO, KEVIN		16-01604	REIMB. WEBSITE FEE	14.97	0.00	
E0199 ESPOSITO, KEVIN		17-00100	REIMB. WEB HOSTING	530.43	0.00	
				<u>545.40</u>		
03- -123-54 -417	CREDIT CARD FEES					
T0134 TOMS RIVER FIRE COMMISSIONERS		17-00115	CREDIT CARD FEES	74.97	0.00	
03- -124-54 -449	PHYSICAL FITNESS					
T0145 TOMS RIVER FITNESS CENTER		16-01600	PHYSICAL FITNESS	50.00	0.00	
03- -126-53 -530	FUEL(BUILDING/AUTO)					
N0155 NEW JERSEY NATURAL GAS CO.		16-01606	ACCT#22-0009-3986-41	1,052.79	0.00	
03- -127-51 -567	TELEPHONE					
R0012 RACKSPACE US, INC.		17-00027	EMAIL SYSTEM ACCT#3249226	75.25	0.00	
V0008 VERIZON CABS		17-00063	PHONE JOINT	6,871.06	0.00	
V0010 VERIZON WIRELESS		17-00074	ACCT#720641376-00001	40.01	0.00	
A0223 AT&T		17-00102	ACCT#030 404 5393 001	31.89	0.00	
V0009 VERIZON		17-00126	PHONE JOINT	3,192.67	0.00	
				<u>10,210.88</u>		
03- -127-53 -566	UTILITIES					
J0048 JCP&L		16-01609	ACCT#200 000 001 020	1,381.80	0.00	
S0337 SUEZ WATER T.R.		17-00128	01/17 F.A.	337.71	0.00	
				<u>1,719.51</u>		
03- -127-53 -567	TELEPHONE					
A0223 AT&T		17-00102	ACCT#030 404 5393 001	37.18	0.00	
V0009 VERIZON		17-00126	PHONE JOINT	200.64	0.00	
				<u>237.82</u>		

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -127-53 -568	INTERNET					
R0012	RACKSPACE US, INC.	17-00027	EMAIL SYSTEM ACCT#3249226	4.75	0.00	
03- -127-54 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	17-00074	ACCT#720641376-00001	697.80	0.00	
V0010	VERIZON WIRELESS	17-00097	ACCT#320580493-00001	40.01	0.00	
A0223	AT&T	17-00102	ACCT#030 404 5393 001	71.83	0.00	
V0009	VERIZON	17-00126	PHONE JOINT	407.13	0.00	
				<u>1,216.77</u>		
03- -127-54 -568	INTERNET					
R0012	RACKSPACE US, INC.	17-00027	EMAIL SYSTEM ACCT#3249226	58.50	0.00	
C0149	COMCAST CABLE	17-00125	ACCT#8499 05 194 0590940	135.00	0.00	
				<u>193.50</u>		
03- -127-55 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	17-00074	ACCT#720641376-00001	122.39	0.00	
03- -128-53 -607	OFFICE SUPPLIES/SHIPPING					
S0265	STAPLES	17-00046	BUSINESS CARDS BUREAU	57.59	0.00	
03- -128-54 -607	OFFICE SUPPLIES/SHIPPING					
S0265	STAPLES	17-00046	BUSINESS CARDS BUREAU	25.48	0.00	
G0025	GALLS, LLC	17-00080	SEAT ORGANIZER BUREAU	8.00	0.00	
				<u>33.48</u>		
03- -128-57 -606	POSTAGE - TECH RESCUE					
C0172	CONTINENTAL FIRE & SAFETY	16-01047	PARATECH EQUIP TECH RESCUE	250.00	0.00	
03- -129-53 -649	BUILDING MAINTENANCE					
O0090	OCEAN SECURITY SYSTEMS	16-00950	CONNECT FIOS @ F.A.	300.00	0.00	
D0050	DEANGELO FIRE PROTECTION, LLC	17-00075	INSPECTION F.A. INV#1679	25.00	0.00	
				<u>325.00</u>		
03- -129-53 -657	MAINTENANCE CONTRACTS					
M0143	M & M CLEANING SERVICE, INC.	17-00072	01/17 MAINT.	347.00	0.00	
D0050	DEANGELO FIRE PROTECTION, LLC	17-00075	INSPECTION F.A. INV#1679	325.00	0.00	
O0090	OCEAN SECURITY SYSTEMS	17-00076	SERVICE CALL INV#158293	100.00	0.00	
				<u>772.00</u>		
03- -129-54 -648	VEHICLE REPAIR					
P0220	PRESTIGE AUTO SPA	16-01584	CAR WASH	16.41	0.00	
T0125	TOMS RIVER CAR WASH	16-01590	CAR WASH INV#1233	15.00	0.00	
N0215	NORWOOD AUTO PARTS	17-00113	WIPER BLADES BUREAU	20.42	0.00	
J0014	J & R PRO AUTOMOTIVE	17-00121	157, 137, 187	320.71	0.00	
				<u>372.54</u>		
03- -129-54 -657	MAINTENANCE CONTRACTS					
H0255	HYTECH TELEPHONE	17-00044	REPROGRAM PHONES BUREAU	280.00	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2016-2017 Purchase Order Listing By Expenditure Account

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Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -134-53 -742	F.A. UPGRADES 2014					
E0150	ERBE BUILDERS, INC.	16-01155	REPLACE WELL PIT COVER	4,250.00	0.00	
E0150	ERBE BUILDERS, INC.	16-01157	REPLACE MAZE DOORS	4,000.00	0.00	
				8,250.00		
	Fund Total:			78,179.74		
<hr/>						
Total Charged Lines:	95	Total List Amount:	78,179.74	Total Void Amount:	0.00	

FUNDS RECEIVED AND DEPOSITED

<u>FROM:</u>	<u>CK#:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
NJ Casualty Insurance	266232	Kieran Flynn WC	871.00
NJ Casualty Insurance	266656	Kieran Flynn WC	871.00

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2017 Detail Expenditure Transaction Inquiry

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Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024
Range of Dates: 01/12/17 to 02/08/17
Range of Reason Codes: Adopted Budget to Adopted Budget
Include Enc/Expd/Acct Pybl with EOY Reason: Yes Include Non-Budgeted: Y
Adds: N Changes: N Transfers In: N
Transfers Out: N Expenditures: Y Refunds: Y
Reimbursements: N Encumbrances: N Cancels: N
Check Payments: N Accounts Payable: N
PO Encumbrances: N Contract Encm: N Received PO: N

Account No	Description	Transaction Data/Comment	Vendor/Source	Amount	User	Reference #	Item #
Date	Type						
03- -111-51 -001	SALARIES						
01/20/17 Expd		W/E 1-20-17 DISPATCH		13,346.28	DM	B 1757	5
02/02/17 Expd		W/E 2-2-17 DISPATCH		12,784.02	DM	B 1759	5
Total Expenditures:	2	26,130.30					
03- -111-53 -003	INSTRUCTOR'S REMUNERATION						
01/20/17 Expd		W/E 1-20-17 F.A. INST.		2,170.00	DM	B 1757	7
Total Expenditures:	1	2,170.00					
03- -111-53 -004	FIRE ACADEMY COORDINATOR						
01/20/17 Expd		W/E 1-20-17 F.A. COOR		576.92	DM	B 1757	6
02/02/17 Expd		W/E 2-2-17 F.A. COOR.		576.92	DM	B 1759	6
Total Expenditures:	2	1,153.84					
03- -111-54 -001	SALARIES						
01/20/17 Expd		W/E 1-20-17 BUR ADM		28,132.25	DM	B 1757	3
02/02/17 Expd		W/E 2-2-17 BUR ADM		25,304.22	DM	B 1759	3
Total Expenditures:	2	53,436.47					
03- -111-55 -001	SALARIES						
01/20/17 Expd		W/E 1-20-17 U.C.C.		4,460.81	DM	B 1757	4
02/02/17 Expd		W/E 2-2-17 U.C.C.		4,460.81	DM	B 1759	4
Total Expenditures:	2	8,921.62					
03- -112-51 -021	PAYROLL TAXES						
01/20/17 Expd		W/E 1-20-17 TAXES		1,058.06	DM	B 1757	11
02/02/17 Expd		W/E 2-2-17 TAXES		992.33	DM	B 1759	10
Total Expenditures:	2	2,050.39					
03- -112-53 -021	PAYROLL TAXES						
01/20/17 Expd		W/E 1-20-17 TAXES		162.16	DM	B 1757	12
02/02/17 Expd		W/E 2-2-17 TAXES		48.18	DM	B 1759	11
Total Expenditures:	2	210.34					
03- -112-54 -021	PAYROLL TAXES						
01/20/17 Expd		W/E 1-20-17 TAXES		1,989.66	DM	B 1757	9
02/02/17 Expd		W/E 2-2-17 TAXES		1,908.96	DM	B 1759	8
Total Expenditures:	2	3,898.62					

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2017 Detail Expenditure Transaction Inquiry

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Account No	Description	Transaction Data/Comment	Vendor/Source	Amount	User	Reference #
Date	Type					Item #
03- -112-55 -021	PAYROLL TAXES					
01/20/17	Expd	W/E 1-20-17 TAXES		351.24	DM	B 1757 10
02/02/17	Expd	W/E 2-2-17 TAXES		351.24	DM	B 1759 9
Total Expenditures:	2	702.48				

Fund Description	Fund	Expenditures	Refund Expend
	03	98,674.06	0.00
Total of All Funds:		98,674.06	0.00

Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	9	17	98,674.06
Total Refund Expend:	0	0	0.00