

**Toms River Fire Commissioners
Joint Board Meeting
Toms River Fire Academy
May 10, 2017**

Commissioner Convery 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-absent	Autenrieth- present
Geoghegan-present	Convery – present
Blank – present	Ambrosio – present
Duff – present	Latshaw –present
Silva-present	Sipe – present

Administrator Kubiell and Attorney VanDyke present
Bisceglie present to take minutes

Motion Ambrosio second Silva to approve the minutes of the March 8, 2017 reorganization minutes as written. AYES-9 NAYS-0 ABSTAINED-0 CARRIED

Motion Ambrosio second Silva to approve the minutes of the March 8, 2017 regular minutes as written. AYES-9 NAYS-0 ABSTAINED-0 CARRIED

BIDS- None

COMMUNICATIONS- Blank stated he sent several emails to liaisons in reference to scheduling a meeting with the Police Department (Dispatch Supervision). The Shared Service Agreement expired April 27, 2015. Ambrosio stated to Blank to set up meeting and inform him of when it is.

FIRE ACADEMY- Latshaw stated:

1. Maze room: The power is restored but the switches must be moved because they are behind the doors.
2. The emergency lighting has been corrected.
3. Safety concern: requesting bollards at the upper part of the parking lot near the fence line.
4. Electric hand dryers have been installed in the restrooms.

Director Hansson has submitted a written report (See inserted report) Requesting permission to allow Rutgers to utilize building for CPM Class. One spot is open to the fire commissioners. Blank suggested offering within first. Ambrosio asked Lead Inspector Esposito to see if anyone is interested and get back to the board at the next meeting.

Commissioner Silva stated Fire Facilities would be out to fix most of the issues with the burn building at no cost to the district. This is strictly use related glitches.

Motion Sipe second Silva approving Rutgers the use of the Fire Academy for the CPM class.
AYES-9 NAYS-0 ABSTAINED-0 CARRIED

LEGISLATION- Attorney VanDyke stated there is a bill sponsored by an Assemblywoman re: allowing members retiring through PERS OR PFRS be allowed to volunteer under the same entity they are retiring from. The board previously sent a letter in support. Latshaw stated the Bill No. 536 if anyone is interested in voicing their support.

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

FIRE OFFICERS ASSOCIATION – Joint meeting tonight following board meeting.

FIRST AID – No report

INSURANCE – Sipe stated minor incident with a bureau vehicle.

ADMINISTRATOR KUBIEL- Kubiel stated there a settlement conference re: fire academy on May 17, 2017

BILLS

Motion Duff second Geoghegan for District No. 2 to pay \$51,151.35 for their share of the bills.
(See inserted list)

AYES-4 NAYS-0 ABSTAINED-0 CARRIED

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

AYES-5 NAYS-0 ABSTAINED-0 CARRIED

UNFINISHED BUSINESS-

Blank asked for a quick overview of the consolidation of fire districts. Sipe stated there was a meeting with representatives from DCA, VFIS and Board Attorneys. He feels it was well received by the state agency. Looking forward to taking the next step. Blank asked what is the benefit to District No.2 taxpayers. Sipe stated he is not prepared to answer tonight but will address at the next meeting.

NEW BUSINESS

Kubiel stated the following three items under new business are in draft format. He is requesting authorization to move forward with presenting to the town to start the discussion.

1. **SHARED SERVICE AGREEMENT**- This is to allow the outstanding penalties to go to municipal court instead of superior court.
2. **ORDINANCE RADIO ENHANCEMENTS** Ordinance to enforce fire code in conjunction with radio upgrades.
3. **ORDINANCE FEE ADJUSTMENTS**- Approval to raise fees for ordinances.

Motion Autenrieth second Silva authorizing Administrator Kubiel to move forward with presenting to the Town the shared service agreements and ordinances

AYES-9 NAYS-0 ABSTAINED-0 CARRIED

PARTICIPATION BY THE PUBLIC- None

Motion Sipe second Silva to go into private executive session @ 7:40 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 required in order for the attorney to exercise his ethical duties as a lawyer.

Motion Ambrosio second Autenrieth to go into open session @ 8:20 p.m.

AYES-9 NAYS-0 ABSTAINED-0 CARRIED

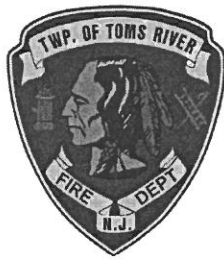
Motion Autenrieth second Duff to close the meeting at 8:22 p.m.

AYES-9 NAYS-0 ABSTAINED-0 CARRIED

Respectfully submitted,

Jesse Sipe

Jesse Sipe, Clerk



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 May 2017

1. FF1/2 Class Graduation to be held May 22 at 1900 hrs. Except for the original 4 drops all of the students completed the course.
2. Work has been completed on replacing undersized drain pipes under the main door ramps and leaking gutters and down spouts.
3. Fire Fighter 2 course began Feb 1 with 8 students and is completed.
4. Instructor work day was held on May 22nd. Building was prepped for graduation, brush hog was used to clear the front of the property and the retention pond, usable material from the burn bldg. construction were moved into the pole barn and the extrication area was cleaned up..
5. Electric hand dryers were installed in all rest rooms, one new exit light was installed and another repaired to correct fire code deficiencies and the maze was re-connected to the electrical system. Six new SCBA Bottles were received and put into service.
6. May FTC Calendar attached.
7. Busy schedule being maintained with fire co's making frequent use of the burn facilities.
8. Engine Co Operations class completed 5/20/17.

Respectfully submitted

Bob Hansson

Director, Toms River FTC

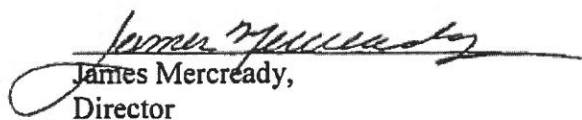
Toms River Bureau of Fire Prevention
33 Washington Street
Toms River, New Jersey 08753
732-240-5153



**Toms River Bureau of Fire Prevention
Fire Commissioners Report
Month of May 2016**

- 1 A meeting regarding the Bureau accepting credit card payments was held on Thursday April 28, 2016. We met with Mr. Anthony Pontieri from Merchant Advocate. After a lengthy discussion, we would like to move forward with this project. Initially, we estimate startup costs of around \$500 (Initial fee's and equipment). Mr. Pontieri will be handling all necessary requirements for contacting the necessary companies to setup our accounts and negotiate any fees. Mr. Pontieri stated there would be no costs to Toms River Fire Commissioners for his services. It is our understanding that we can charge a convenience fee for online payments not to exceed roughly \$3.00 but still need to confirm this.
2. The new Bureau website has been up and running for a few months now. We continue to add and make improvements to the site. Lead Inspector Kevin Esposito has been working with the Township Information Technology staff on how to setup the site for online payments. Currently, we do not have an exact cost for setting up the website for online payments and will advise once any costs are established.
3. We have been continuously working with Mobile Eyes and Spillman on how best to transfer data from Mobile Eyes to Spillman. We have another Mobile Eyes/Spillman interface conference call scheduled for Friday May 13th.
4. The Bureau has been receiving inquiries from insurance company representatives regarding each Fire District's Insurance Services Office (ISO) Public Fire Protection Rating. It would be beneficial if each District had their ISO rating posted on their respective websites. We will also add this information to the Bureau's website.
- 5 We received copies of Suez Water Company's water districting map at the Fire Official's quarterly meeting that was held on May 3, 2016. A copy of the map will be provided to each District.

Respectfully,


James Mercready,
Director

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
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: 04/19/17 to 05/10/17 Include Non-Budgeted: Y
Prior Year Only: N
Department Page Break: No Subtotal CAFR: No Subtotal Department: Yes Subtotal Extd: No

Expend Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Department: FRINGE BENEFITS						
03- -112-51 -024	HEALTH BENEFITS					
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-00482	05/17 HEALTH	7,719.74	0.00	
B0074	BENECARD SERVICES, INC.	17-00486	05/17 PRESCRIPTION	3,336.76	0.00	
				11,056.50		
03- -112-54 -024	HEALTH BENEFITS/DISABILITY					
U0046	UNITED HEALTHCARE INS. CO.	17-00433	05/17 INS. CUSTOMER #600792	217.14	0.00	
H0033	HARTFORD INSURANCE COMPANY	17-00461	05/17 INSURANCE GROUP #680338	969.24	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-00482	05/17 HEALTH	18,316.08	0.00	
B0074	BENECARD SERVICES, INC.	17-00486	05/17 PRESCRIPTION	9,001.37	0.00	
				28,503.83		
03- -112-55 -024	HEALTH BENEFITS/DISABILITY					
U0046	UNITED HEALTHCARE INS. CO.	17-00433	05/17 INS. CUSTOMER #600792	17.72	0.00	
H0033	HARTFORD INSURANCE COMPANY	17-00461	05/17 INSURANCE GROUP #680338	176.56	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-00482	05/17 HEALTH	1,389.38	0.00	
B0074	BENECARD SERVICES, INC.	17-00486	05/17 PRESCRIPTION	796.16	0.00	
				2,379.82		
Department Total: FRINGE BENEFITS				41,940.15		
03- -113-54 -074	OFFICE EQUIPMENT					
H0100	HOME DEPOT	17-00488	EQUIP. BUREAU	231.91	0.00	
A0120	ALTERNATIVE MICROGRAPHICS	17-00510	MICRO-FILMING	2,044.88	0.00	
				2,276.79		
03- -113-54 -078	COMPUTER PROGRAMS					
C0049	CDW-GOVERNMENT	17-00429	MIRCROSOFT OFFICE BUREAU	522.18	0.00	
C0171	CONTENT WATCH HOLDINGS, INC.	17-00456	INTERNET WEB FILTERS BUREAU	224.52	0.00	
				746.70		
Department Total:				3,023.49		
Department: PROFESSIONAL SERVICES						
03- -119-52 -271	AUDITOR					
H0098	HOLMAN, FRENIA, ALLISON P.C.	17-00400	2016 AUDIT FINAL INV#27712	200.00	0.00	
03- -119-52 -272	LEGAL					
B0214	BRASLOW, RICHARD M. ESQ	17-00508	PROFESSIONAL SERVICES	542.50	0.00	
03- -119-53 -271	AUDITOR					
H0098	HOLMAN, FRENIA, ALLISON P.C.	17-00400	2016 AUDIT FINAL INV#27712	300.00	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
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- -119-53 -272 R0022 RAFFI MOMJIAN P.C.	LEGAL	17-00481	REIMB. TRANSCRIPTION FEE	733.45	0.00	
03- -119-54 -271 H0098 HOLMAN, FRENIA, ALLISON P.C.	AUDITOR	17-00400	2016 AUDIT FINAL INV#27712	400.00	0.00	
03- -119-54 -272 B0214 BRASLOW, RICHARD M. ESQ	LEGAL	17-00508	PROFESSIONAL SERVICES	2,047.50	0.00	
03- -119-55 -271 H0098 HOLMAN, FRENIA, ALLISON P.C.	AUDITOR	17-00400	2016 AUDIT FINAL INV#27712	100.00	0.00	
Department Total: PROFESSIONAL SERVICES				4,323.45		
Department: CONFERENCES						
03- -122-53 -386 C0138 COCCO, MICHAEL	CONFERENCES	17-00496	REIMB. FDIC CONF. EXPENSES	3,693.65	0.00	
02629 NOVAK, JOHN		17-00497	REIMB. FDIC CONF. EXPENSES	3,005.20	0.00	
T0030 TAYLOR, KENNETH		17-00498	REIMB. FDIC CONF. EXPENSES	1,984.69	0.00	
M0141 MITCHELL, DANA		17-00499	REIMB. FDIC CONF. EXPENSES	1,997.26	0.00	
02805 SEAMAN, CARLTON		17-00500	REIMB. FDIC CONF. EXPENSES	2,744.64	0.00	
				<u>13,425.44</u>		
Department Total: CONFERENCES				13,425.44		
Department: DUES & SUBSCRIPTIONS						
03- -123-54 -417 T0134 TOMS RIVER FIRE COMMISSIONERS	CREDIT CARD FEES	17-00491	CREDIT CARD FEES	93.88	0.00	
Department Total: DUES & SUBSCRIPTIONS				93.88		
Department: TRAINING						
03- -124-53 -446 02629 NOVAK, JOHN	TRAINING & MATERIALS	17-00497	REIMB. FDIC CONF. EXPENSES	71.01	0.00	
02805 SEAMAN, CARLTON		17-00500	REIMB. FDIC CONF. EXPENSES	37.00	0.00	
				<u>108.01</u>		
03- -124-54 -446 C0145 CONNELL CONSULTING LLC	TRAINING	17-00438	OPRA SEMINAR BUREAU	119.00	0.00	
03- -124-54 -447 J0120 JOSHUA MARCUS GROUP	TRAINING MATERIALS	17-00319	PUBLIC EDUCATION MATERIALS	4,803.00	0.00	
Department Total: TRAINING				5,030.01		
Department: OPERATING MATERIALS						
03- -126-53 -530 N0155 NEW JERSEY NATURAL GAS CO.	FUEL(BUILDING/AUTO)	17-00435	ACCT#22-0009-3986-41	496.97	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
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- -126-54 -529	FUEL					
P0110	PETROLEUM TRADERS CORPORATION	17-00443	FUEL JOINT ACCT#991249/2	1,720.31	0.00	
03- -126-54 -531	SUPPLIES					
A0035	ADI	17-00430	SMOKE DETECTOR TESTER	143.76	0.00	
W0004	W.B. MASON CO., INC.	17-00476	SUPPLIES JOINT	39.99	0.00	
				<u>183.75</u>		
Department Total: OPERATING MATERIALS				2,401.03		
Department: UTILITIES						
03- -127-51 -567	TELEPHONE					
V0010	VERIZON WIRELESS	17-00447	ACCT#720641376-00001	40.01	0.00	
V0008	VERIZON CABS	17-00448	PHONE JOINT	6,912.28	0.00	
A0223	AT&T	17-00465	ACCT#030 404 5393 001	30.05	0.00	
V0009	VERIZON	17-00512	PHONE JOINT	47.71	0.00	
				<u>7,030.05</u>		
03- -127-53 -566	UTILITIES					
J0048	JCP&L	17-00432	ACCT#200 000 001 020	1,604.42	0.00	
S0337	SUEZ WATER T.R.	17-00511	04/17 F.A.	345.76	0.00	
				<u>1,950.18</u>		
03- -127-53 -567	TELEPHONE					
V0067	VOICE LOGISTIC GROUP	17-00485	PHONE CHARGES F.A.	202.55	0.00	
03- -127-53 -568	INTERNET					
V0009	VERIZON	17-00512	PHONE JOINT	350.00	0.00	
03- -127-54 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	17-00447	ACCT#720641376-00001	728.76	0.00	
V0010	VERIZON WIRELESS	17-00462	ACCT#320580493-00001	37.41	0.00	
V0009	VERIZON	17-00512	PHONE JOINT	370.64	0.00	
				<u>1,061.99</u>		
03- -127-54 -568	INTERNET					
C0149	COMCAST CABLE	17-00509	ACCT#8499 05 194 0590940	125.00	0.00	
03- -127-55 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	17-00447	ACCT#720641376-00001	121.93	0.00	
A0223	AT&T	17-00465	ACCT#030 404 5393 001	125.01	0.00	
				<u>246.94</u>		
Department Total: UTILITIES				10,966.71		
Department: OFFICE SUPPLIES						
03- -128-51 -607	OFFICE SUPPLIES/SHIPPING					
A0068	AGT BATTERY SUPPLY	17-00471	BATTERIES JOINT	33.11	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
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- -128-54 -607	OFFICE SUPPLIES/SHIPPING					
J0120	JOSHUA MARCUS GROUP	17-00319	PUBLIC EDUCATION MATERIALS	495.00	0.00	
W0004	W.B. MASON CO., INC.	17-00476	SUPPLIES JOINT	327.89	0.00	
				822.89		
Department Total: OFFICE SUPPLIES				856.00		
Department: MAINTENANCE & REPAIRS						
03- -129-51 -650	RADIO REPAIR					
A0068	AGT BATTERY SUPPLY	17-00471	BATTERIES JOINT	234.00	0.00	
03- -129-53 -649	BUILDING MAINTENANCE					
B0227	BRICKTOWN ELECTRICAL	17-00403	INSTALL HAND DRYERS @ F.A.	3,225.00	0.00	
B0227	BRICKTOWN ELECTRICAL	17-00404	MAZE BLDG. ELECTRIC	1,911.00	0.00	
T0179	TOZOUR ENERGY SYSTEMS, INC.	17-00437	REPLACE GAS VALVE F.A.	705.00	0.00	
H0020	HALLIWELL, DAWN	17-00493	PETTY CASH	12.78	0.00	
				5,853.78		
03- -129-53 -657	MAINTENANCE CONTRACTS					
M0143	M & M CLEANING SERVICE, INC.	17-00440	04/16 MAINT. + WINDOWS	507.00	0.00	
K0030	KEITH'S LAWN MAINT. SERVICE	17-00492	04/17 AND SPRING CLEANUP	250.00	0.00	
				757.00		
03- -129-54 -648	VEHICLE REPAIR					
T0125	TOMS RIVER CAR WASH	17-00396	CAR WASH INV#1271	22.50	0.00	
T0125	TOMS RIVER CAR WASH	17-00502	CAR WASH INV#1289	30.00	0.00	
J0014	J & R PRO AUTOMOTIVE	17-00507	107, 127	316.90	0.00	
				369.40		
Department Total: MAINTENANCE & REPAIRS				7,214.18		
Department: CONTINGENCIES						
03- -133-53 -701	CONTINGENCIES					
B0045	BAY TRADERS	17-00445	SPIKE BARAN AWARD	147.05	0.00	
Department Total: CONTINGENCIES				147.05		
Fund Total:				89,421.39		
<hr/>						
Total Charged Lines:	79	Total List Amount:	89,421.39	Total Void Amount:	0.00	

FUNDS RECEIVED AND DEPOSITED

FROM:	CK#:	FOR:	AMOUNT:
NJ Casualty Insurance	273893	Kieran Flynn WC	2,613.00
NJ Casualty Insurance	274587	Kieran Flynn WC	1,742.00
Verizon	ACH deposit	Closed F.A. account	140.80

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

Page No: 1

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024
Range of Dates: 04/19/17 to 05/10/17
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 #
Date	Type					Item #
03- -111-51 -001	SALARIES					
04/28/17 Expd		W/E 4-28-17 DISPATCH		13,471.07	DM	B 1779 5
Total Expenditures:	1	13,471.07				
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
04/28/17 Expd		W/E 4-28-17 F.A. INST.		3,525.00	DM	B 1779 7
Total Expenditures:	1	3,525.00				
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
04/28/17 Expd		W/E 4-28-17 F.A. COOR.		576.92	DM	B 1779 6
Total Expenditures:	1	576.92				
03- -111-54 -001	SALARIES					
04/28/17 Expd		W/E 4-28-17 BUR ADM		27,103.89	DM	B 1779 3
Total Expenditures:	1	27,103.89				
03- -111-55 -001	SALARIES					
04/28/17 Expd		W/E 4-28-17 U.C.C.		4,460.81	DM	B 1779 4
Total Expenditures:	1	4,460.81				
03- -112-51 -021	PAYROLL TAXES					
04/28/17 Expd		W/E 4-28-17 TAXES		1,062.45	DM	B 1779 11
Total Expenditures:	1	1,062.45				
03- -112-53 -021	PAYROLL TAXES					
04/28/17 Expd		W/E 4-28-17 TAXES		276.55	DM	B 1779 12
Total Expenditures:	1	276.55				
03- -112-54 -021	PAYROLL TAXES					
04/28/17 Expd		W/E 4-28-17 TAXES		1,889.12	DM	B 1779 9
Total Expenditures:	1	1,889.12				
03- -112-55 -021	PAYROLL TAXES					
04/28/17 Expd		W/E 4-28-17 TAXES		351.24	DM	B 1779 10
Total Expenditures:	1	351.24				

Fund Description	Fund	Expenditures	Refund Expend
	03	52,717.05	0.00
Total of All Funds:		52,717.05	0.00