

**Toms River Fire Commissioners  
Joint Board Meeting  
Toms River Fire Academy  
November 8, 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-present	Autenrieth- present
Geoghegan-present	Convery – present
Blank – absent	Ambrosio – absent
Duff – present	Latshaw –present
Silva-present	Sipe – present

Administrator Kubiel and Attorney VanDyke present  
Bisceglie present to take minutes

**Motion Geoghegan second Autenrieth to approve the minutes of the November 8, 2017 regular meeting as written.**  
**AYES-7 NAYS-0 ABSTAINED-2 CARRIED**

**BIDS-** None

**COMMUNICATIONS-**No report

**FIRE ACADEMY-** Latshaw stated the electric has been completed for the washer and dryer. Thanked Joe Brown for his diligence in getting the RIT project complete.

Hansson submitted a report (See inserted report). He additionally stated FF Level II has been added as a stand-alone course to start in December. FF Level 1 & 2 has been altered to combine with the existing Level II. This cuts down on approximately 24 instructor's spots.

Convery asked if there were any questions for Director Hansson.

Ambrosio replied: prior to the budget meeting in reference to the end of September you only used 44% of your current payroll. What is proposed for the second Level I/II? Will you be under or over budget for 2017? What was the previous cost for these classes? Requesting answers prior to the next meeting. He also stated there were significant transfers out of line items and yet the budget did not go down for 2018. Hansson stated he believes his operational budget was reduced by almost \$50,000.

**BUREAU –** Convery stated the renovations are underway at the Bureau. The tentative date for completion is the 2<sup>nd</sup> week in December. Chief Fire Inspector Esposito submitted a written report. (See inserted report)

Ambrosio made the following statement: Historically the Board of Fire Commissioners request that each department that submits a budget stay within a 2% cap. Being able to transfer large sums of money out of line items for 2017 should reduce those line items in the 2018 budget. If the new 2018 budget remains as it stands now with no changes he will vote no to the budget.

**LEGISLATION-** No report

**FIRE OFFICERS ASSOCIATION** –No report

**INSURANCE-** No report

**ADMINISTRATOR KUBIEL**-Kubiel stated he was contacted by a NJ state inspector re: the propane tanks at the fire academy. These tanks were supposed to be registered and inspected starting in the mid 80's. Several violations need to be addressed. Moving forward the inspection for the tanks will be placed in the yearly rotation.

### **BILLS**

**Motion Duff second Geoghegan for District No. 2 to pay \$88,836.36 for their share of the bills. (See inserted list)**

**AYES-3 NAYS-0 ABSTAINED-0 CARRIED**

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

**AYES-4 NAYS-0 ABSTAINED-0 CARRIED**

**UNFINISHED BUSINESS-**None

### **NEW BUSINESS**

**SUPERVISION OF DISPATCH-** Ambrosio stated District No.1 is seriously considering moving forward with hiring a supervisor to dispatch. The inter-local agreement with the police department expired in 2015. If district No.2 is not in favor of this, District No. 1 is still moving forward to protect their best interest. Duff stated both Commissioner Blank and Britton, who are out of town, are requesting input on this. A meeting to be set up with liaisons to discuss further.

**PARTICIPATION BY THE PUBLIC-** None

**There being no further business, Motion Ambrosio second Duff to close the meeting at 7:17 p.m.**

**AYES-7 NAYS-0 ABSTAINED-0 CARRIED**

Respectfully submitted,

*Jesse Sipe*

Jesse Sipe, Clerk

Toms River Bureau of Fire Prevention  
33 Washington Street  
P. O. Box 728  
Toms River, New Jersey 08753  
732-240-5153



## **Fire Commissioners Report Month of November 2017**

1. The Bureau office renovation has started and is progressing; I anticipate being finished no later than the 2<sup>nd</sup> week of December.
2. Has the joint board reached a decision in reference to my request for Silverton's utility vehicle to be transferred to the Bureau?
3. I will be holding a meeting with the County over the fire alarm system at the Justice Complex; I am requesting a full evaluation of the current system and service provider due to all the alarms we have been having there.

Respectfully,

A handwritten signature in cursive script, appearing to read "Kevin Esposito".

Kevin Esposito,  
Chief Inspector



# 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 November 2017

1. The lectern for the new classroom was received and is awaiting AV hookups.
2. Outside agencies using the facility in October; Professional prep for a classroom rental. Professional prep has also reserved rooms for December and two dates in January. Toms River DPW JIF Training, Toms River Records Director for a Statewide Conference. Sr Health Education, OC Prosecutors Office, NJDFS Arson K9 drill, Point Pleasant Beach Fire Co (2), Island Heights (2), Jackson Mills(2), Beachwood VFC (2), TRPD ESU, NJ Fire Sprinkler Coalition.
3. Toms River fire companies conducted live burn drills seven times during the month of October. They also made use of the burn building and other props for other Drills and Training.
4. Extrication Class has been completed. The class was full and all students, except 1 from Sta 55, are from TR Fire Cos.
5. Several props to be used in RIT/RIC training, have been completed by Instructors. These props are in addition to those constructed previously by Inst. Joe Brown.
6. Fire Police Officer Class was held Oct 23,25 and 29. Five out of town students were registered in this class.
7. Firefighter 1/2 Class is continuing with 17 students. Quarterly exams and evaluations will soon be completed and CO. Chiefs will be advised of their students progress.
8. Lakewood Fire Dept. will be training at TRFTC during the month of November. This is the third time this year that Lakewood has conducted live burn drills at our Academy.
9. The electrical work required for installation of the washer and dryer has been completed. The plumber was here on 11/7 to lay out the mechanical work necessary.
10. On 4 dates during November there were 4 simultaneous activities in progress at the academy and the academy was in use on 23 days for one or more training functions including four weekend days.

Respectfully submitted  
Bob Hansson  
Director, Toms River FTC

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

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P.O. Type: Contract      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: 10/12/17 to 11/08/17      Include Non-Budgeted: Y  
Prior Year Only: N  
Department Page Break: No      Subtotal CAFR: No      Subtotal Department: No      Subtotal Extd: No

Expend Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
02611	LEMORE, MICHAEL T.	17-01335	INST. REM.	40.00	0.00	
02620	HOEHN, ROBERT SR.	17-01336	INST. REM.	180.00	0.00	
				<u>220.00</u>		
03- -112-51 -024	HEALTH BENEFITS					
B0074	BENECARD SERVICES, INC.	17-01097	10/17 PRESCRIPTION PLAN#1319	2,765.35	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-01144	11/17 HEALTH	3,515.05	0.00	
B0074	BENECARD SERVICES, INC.	17-01344	11/17 PRESCRIPTION PLAN#1319	701.50	0.00	
				<u>6,981.90</u>		
03- -112-54 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	17-01097	10/17 PRESCRIPTION PLAN#1319	9,001.37	0.00	
U0046	UNITED HEALTHCARE INS. CO.	17-01139	11/17 INS. CUSTOMER #04P2972	209.30	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-01144	11/17 HEALTH	19,342.62	0.00	
H0033	HARTFORD INSURANCE COMPANY	17-01320	11/17 INSURANCE GROUP #680338	1,011.78	0.00	
B0074	BENECARD SERVICES, INC.	17-01344	11/17 PRESCRIPTION PLAN#1319	9,001.37	0.00	
				<u>38,566.44</u>		
03- -112-55 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	17-01097	10/17 PRESCRIPTION PLAN#1319	796.16	0.00	
U0046	UNITED HEALTHCARE INS. CO.	17-01139	11/17 INS. CUSTOMER #04P2972	17.72	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	17-01144	11/17 HEALTH	2,901.33	0.00	
H0033	HARTFORD INSURANCE COMPANY	17-01320	11/17 INSURANCE GROUP #680338	32.67	0.00	
B0074	BENECARD SERVICES, INC.	17-01344	11/17 PRESCRIPTION PLAN#1319	796.16	0.00	
				<u>4,478.70</u>		
03- -113-51 -074	OFFICE EQUIPMENT					
G0138	GOV CONNECTION, INC.	17-01003	MONITORS DISPATCH	599.98	0.00	
G0138	GOV CONNECTION, INC.	17-01050	JOINT EQUIP.	2,381.67	0.00	
C0049	CDW-GOVERNMENT	17-01085	SERIAL ADAPTER JOINT	67.68	0.00	
				<u>3,049.33</u>		
03- -113-53 -074	OFFICE EQUIPMENT					
C0049	CDW-GOVERNMENT	17-01051	FURNITURE F.A.	1,689.93	0.00	
03- -113-53 -078	COMPUTER PROGRAMS					
C0049	CDW-GOVERNMENT	17-01005	OFFICE LICENSE F.A.	783.27	0.00	
C0049	CDW-GOVERNMENT	17-01055	WARRANTY F.A.	330.00	0.00	
				<u>1,113.27</u>		
03- -113-54 -074	OFFICE EQUIPMENT					
P0238	PROACTIVE CARE	17-01078	PHONE SYSTEM BUREAU	1,977.60	0.00	
P0238	PROACTIVE CARE	17-01143	PHONE SWITCH BUREAU	549.95	0.00	
A0120	ALTERNATIVE MICROGRAPHICS	17-01319	MICRO-FILMING	1,064.26	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- -113-54 -074	OFFICE EQUIPMENT		Continued			
G0122	GOOD FRIEND ELECTRIC	17-01330	EQUIP. BUREAU	508.00	0.00	
				<u>4,099.81</u>		
03- -113-55 -074	OFFICE EQUIPMENT					
P0238	PROACTIVE CARE	17-01078	PHONE SYSTEM BUREAU	329.60	0.00	
03- -113-57 -064	TOOLS & EQUIPMENT					
C0172	CONTINENTAL FIRE & SAFETY	17-01004	PARATECH TECH RESCUE	5,971.00	0.00	
03- -117-54 -211	LICENSES					
T0175	TOWNSHIP OF TOMS RIVER	17-01146	REIMB. PHONES BUREAU	800.00	0.00	
03- -119-52 -272	LEGAL					
K0035	KELAHER, VAN DYKE & MORIARTY	17-01135	PROFESSIONAL SERVICE	105.00	0.00	
B0214	BRASLOW, RICHARD M. ESQ	17-01334	PROFESSIONAL SERVICES	52.50	0.00	
				<u>157.50</u>		
03- -119-53 -272	LEGAL					
B0214	BRASLOW, RICHARD M. ESQ	17-01334	PROFESSIONAL SERVICES	70.00	0.00	
03- -119-54 -272	LEGAL					
K0035	KELAHER, VAN DYKE & MORIARTY	17-01136	PROFESSIONAL SERVICE JOINT	140.00	0.00	
B0214	BRASLOW, RICHARD M. ESQ	17-01334	PROFESSIONAL SERVICES	910.00	0.00	
				<u>1,050.00</u>		
03- -119-54 -274	PHYSICALS					
M0080	MERIDIAN OCCUPATIONAL HEALTH	17-01117	CO.#2 PHYSICALS,SABO,BELLOTTI	125.00	0.00	
03- -123-54 -416	DUES & SUBSCRIPTIONS					
B0012	BANK OF AMERICA	17-01313	PROCUREMENT CARD PURCHASES	69.99	0.00	
03- -123-54 -417	CREDIT CARD FEES					
T0134	TOMS RIVER FIRE COMMISSIONERS	17-01346	CREDIT CARD FEES	126.26	0.00	
03- -124-53 -446	TRAINING & MATERIALS					
H0100	HOME DEPOT	17-01151	SUPPLIES F.A.	859.28	0.00	
03- -124-53 -450	MEALS					
L0105	LENNY'S SILVERTON MEATS & DELI	17-01311	MEALS F.A.	253.37	0.00	
L0105	LENNY'S SILVERTON MEATS & DELI	17-01355	MEALS F.A.	148.73	0.00	
				<u>402.10</u>		
03- -124-54 -447	TRAINING MATERIALS					
J0120	JOSHUA MARCUS GROUP	17-00993	TENT BUREAU	1,057.00	0.00	
03- -125-54 -487	CLOTHING					
A0023	ACTION UNIFORM COMPANY	17-01347	UNIFORM ROSELLI	514.00	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
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Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -126-53 -530	FUEL(BUILDING/AUTO)					
N0155	NEW JERSEY NATURAL GAS CO.	17-01150	ACCT#22-0009-3986-41	56.60	0.00	
T0175	TOWNSHIP OF TOMS RIVER	17-01321	9/17 FUEL JOINT	<u>27.40</u>	0.00	
				84.00		
03- -126-53 -531	SUPPLIES					
H0100	HOME DEPOT	17-01151	SUPPLIES F.A.	45.97	0.00	
03- -126-54 -529	FUEL					
P0110	PETROLEUM TRADERS CORPORATION	17-01109	FUEL JOINT ACCT#991249/2	1,259.14	0.00	
T0175	TOWNSHIP OF TOMS RIVER	17-01321	9/17 FUEL JOINT	<u>729.57</u>	0.00	
				1,988.71		
03- -126-55 -531	SUPPLIES					
T0080	THIRST QUENCHERS SPRING WATER	17-01114	WATER BUREAU	34.00	0.00	
03- -127-51 -567	TELEPHONE					
R0012	RACKSPACE US, INC.	17-01115	EMAIL SYSTEM ACCT#3249226	64.50	0.00	
V0008	VERIZON CABS	17-01308	PHONE JOINT	7,400.72	0.00	
A0223	AT&T	17-01322	ACCT#030 404 5393 001	31.30	0.00	
V0009	VERIZON	17-01356	PHONE JOINT	<u>50.52</u>	0.00	
				7,547.04		
03- -127-53 -566	UTILITIES					
J0048	JCP&L	17-01153	ACCT#200 000 001 020	1,683.75	0.00	
S0337	SUEZ WATER T.R.	17-01353	10/17 F.A.	<u>346.45</u>	0.00	
				2,030.20		
03- -127-53 -567	TELEPHONE					
V0067	VOICE LOGISTIC GROUP	17-01338	PHONE CHARGES F.A. INV#5068	202.55	0.00	
03- -127-53 -568	INTERNET					
R0012	RACKSPACE US, INC.	17-01115	EMAIL SYSTEM ACCT#3249226	4.75	0.00	
V0009	VERIZON	17-01356	PHONE JOINT	<u>170.00</u>	0.00	
				174.75		
03- -127-54 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	17-01310	ACCT#720641376-00001	750.26	0.00	
V0009	VERIZON	17-01356	PHONE JOINT	<u>247.78</u>	0.00	
				998.04		
03- -127-54 -568	INTERNET					
R0012	RACKSPACE US, INC.	17-01115	EMAIL SYSTEM ACCT#3249226	69.25	0.00	
C0149	COMCAST CABLE	17-01140	ACCT#8499 05 194 0590940	<u>183.56</u>	0.00	
				252.81		
03- -127-55 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	17-01310	ACCT#720641376-00001	80.46	0.00	
A0223	AT&T	17-01322	ACCT#030 404 5393 001	<u>127.92</u>	0.00	
				208.38		
03- -127-55 -568	INTERNET					
C0149	COMCAST CABLE	17-01352	ACCT#8499 05 194 0590940	250.00	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- -128-51 -607 T0065 TESSCO	OFFICE SUPPLIES/SHIPPING	17-01057	PARTS JOINT	14.08	0.00	
03- -128-53 -607 00005 OCCUPATIONAL HEALTH	OFFICE SUPPLIES/SHIPPING	17-01120	CALIBRATE FIT TEST MACHINE FA	165.00	0.00	
03- -128-54 -607 J0120 JOSHUA MARCUS GROUP L0260 LYNN CARD COMPANY S0265 STAPLES	OFFICE SUPPLIES/SHIPPING	17-00993 17-01138 17-01312	TENT BUREAU SYMPATHY CARDS BUREAU SUPPLIES BUREAU	88.00 83.45 74.23	0.00 0.00 0.00	
				245.68		
03- -128-57 -606 C0172 CONTINENTAL FIRE & SAFETY	POSTAGE - TECH RESCUE	17-01004	PARATECH TECH RESCUE	176.76	0.00	
03- -129-51 -650 T0065 TESSCO	RADIO REPAIR	17-01057	PARTS JOINT	320.01	0.00	
03- -129-53 -657 00005 OCCUPATIONAL HEALTH M0143 M & M CLEANING SERVICE, INC. I0089 IMAGE SYSTEMS FOR BUSINESS INC K0030 KEITH'S LAWN MAINT. SERVICE	MAINTENANCE CONTRACTS	17-01120 17-01147 17-01323 17-01343	CALIBRATE FIT TEST MACHINE FA 10/17 MAINT. MAINT. CONTRACT F.A. 10/17 SERVICE	625.00 347.00 360.00 70.00	0.00 0.00 0.00 0.00	
				1,402.00		
03- -129-54 -648 J0014 J & R PRO AUTOMOTIVE	VEHICLE REPAIR	17-01354	187,157,107,197	769.05	0.00	
03- -129-54 -657 P0238 PROACTIVE CARE T0175 TOWNSHIP OF TOMS RIVER	MAINTENANCE CONTRACTS	17-01078 17-01146	PHONE SYSTEM BUREAU REIMB. PHONES BUREAU	450.00 385.00	0.00 0.00	
				835.00		
03- -129-55 -648 T0125 TOMS RIVER CAR WASH	VEHICLE REPAIR	17-01112	CAR WASH INV#1396	22.50	0.00	
03- -134-54 -741 T0065 TESSCO M0181 MOTOROLA SOLUTIONS, INC.	BUREAU VEHICLE	17-01071 17-01072	EQUIP. NEW BUREAU CARS EQUIP. FOR NEW BUREAU CARS	162.22 4,769.00	0.00 0.00	
				4,931.22		
	Fund Total:			94,428.86		
Total Charged Lines: 112 Total List Amount: 94,428.86 Total Void Amount: 0.00						



Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024      Adds: N      Changes: N      Transfers In: N  
Range of Dates: 10/12/17 to 11/08/17      Transfers Out: N      Expenditures: Y      Refunds: Y  
Range of Reason Codes: ALL      Reimbursements: N      Encumbrances: N      Cancels: N  
Include Enc/Expd/Acct Pybl with EOY Reason: Yes      Include Non-Budgeted: Y      Check Payments: N      Accounts Payable: N  
PO Encumbrances: N      Contract Encm: N      Received PO: N

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
03- -111-51 -001	SALARIES					
10/12/17 Expd		W/E 10-12-17 DISPATCH		12,623.64	DM	B 1812 5
10/26/17 Expd		W/E 10-26-17 DISPATCH		13,645.10	DM	B 1814 5
Total Expenditures:	2	26,268.74				
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
10/12/17 Expd		W/E 10-12-17 F.A. INST.		1,170.00	DM	B 1812 7
10/26/17 Expd		W/E 10-26-17 F.A. INST.		1,970.00	DM	B 1814 7
Total Expenditures:	2	3,140.00				
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
10/12/17 Expd		W/E 10-12-17 F.A. COOR.		576.92	DM	B 1812 6
10/26/17 Expd		W/E 10-26-17 F.A. COOR.		576.92	DM	B 1814 6
Total Expenditures:	2	1,153.84				
03- -111-54 -001	SALARIES					
10/12/17 Expd		W/E 10-12-17 BUR ADM		29,340.75	DM	B 1812 3
10/26/17 Expd		W/E 10-26-17 BUR ADM		30,175.59	DM	B 1814 3
Total Expenditures:	2	59,516.34				
03- -111-55 -001	SALARIES					
10/12/17 Expd		W/E 10-12-17 U.C.C.		47,874.44	DM	B 1812 4
10/26/17 Expd		W/E 10-26-17 U.C.C.		1,860.29	DM	B 1814 4
Total Expenditures:	2	49,734.73				
03- -112-51 -021	PAYROLL TAXES					
10/12/17 Expd		W/E 10-12-17 TAXES		922.06	DM	B 1812 12
10/26/17 Expd		W/E 10-26-17 TAXES		1,004.85	DM	B 1814 11
Total Expenditures:	2	1,926.91				
03- -112-53 -021	PAYROLL TAXES					
10/12/17 Expd		W/E 10-12-17 TAXES		116.60	DM	B 1812 13
10/26/17 Expd		W/E 10-26-17 TAXES		174.28	DM	B 1814 12
Total Expenditures:	2	290.88				
03- -112-54 -021	PAYROLL TAXES					
10/12/17 Expd		W/E 10-12-17 TAXES		2,051.36	DM	B 1812 10
10/26/17 Expd		W/E 10-26-17 TAXES		2,105.27	DM	B 1814 9
Total Expenditures:	2	4,156.63				

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

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Account No Date	Type	Account Description Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Item #
03- -112-55 -021		PAYROLL TAXES					
10/12/17	Expd	W/E 10-12-17 TAXES			3,616.80	DM	B 1812 11
10/26/17	Expd	W/E 10-26-17 TAXES			143.15	DM	B 1814 10
Total Expenditures:		2		3,759.95			

Fund Description	Fund	Expenditures	Refund Expend
	03	149,948.02	0.00
Total Of All Funds:		<u>149,948.02</u>	<u>0.00</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	9	18	149,948.02
Total Refund Expend:	0	0	0.00