

**Toms River Fire Commissioners
Joint Board Meeting
Toms River Fire Academy
February 14, 2018**

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
Duff – present	Latshaw –present
Silva-present	Sipe – present

Administrator Kubiel and Attorney VanDyke present
Bisceglie present to take minutes

Motion Sipe second Autenrieth to approve the minutes of the January 10, 2018 meeting providing they are made available for inspection by the public during this meeting.

AYES-8 NAYS-0 ABSTAINED-2 CARRIED

BIDS- None

COMMUNICATIONS-No report

FIRE ACADEMY- Director Hansson has submitted a written report. (see inserted report)

Latshaw stated:

1. The washer and dryer have been delivered and placed in the proper location, Installation will within the next several days.
2. The cabinets for the kitchen have been delivered and should be installed within the next several weeks.
3. Warranty parts for the burn building have been delivered and will be installed over the weekend.

Autenrieth thanked Tom McCann, Ken Taylor and Will Ihrig who picked up an additional container for the fire academy pallets.

BUREAU –Chief Inspector Esposito has submitted a written report. (See inserted report) In addition to his report, he stated Inspector Gervasio has passed all the necessary requirements for his ICS license. The new carbon monoxide retrofit code requires every business to have them installed. This will increase the work load on the office as they are down one inspector and this will add additional re-inspections to the workload.

Commissioner Blank feels part-timers would be beneficial to the bureau office. Hiring of Inspectors part time or full time will be discussed at a later date.

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION -No report

INSURANCE- progress

ADMINISTRATOR KUBIEL- No report

BILLS

Motion Duff second Silva for District No. 2 to pay \$80,961.36 for their share of the bills.
(See inserted list) AYES-5 NAYS-0 ABSTAINED-0 CARRIED

Motion Latshaw second Ambrosio for District No. 1 to pay the bills. (See inserted list)
AYES-5 NAYS-0 ABSTAINED-0 CARRIED

UNFINISHED BUSINESS

BUREAU VEHICLE REQUEST- Sipe stated this has been discussed and re-visited on numerous occasions and the last price District No.2 came up with was \$25,000. District No.1 researched the trade-in value and asked if District No.2 would consider a purchase price of \$20,000. Chief Fire Inspector Esposito expressed all the pros to having this vehicle. District No.2 is staying firm on the \$25,000 price. (Lengthy discussion followed)

Motion Silva second Duff to purchase 2904 from District No.2 for the Bureau of Fire Prevention in the amount of \$25,000. AYES-10 NAYS-0 ABSTAINED-0 CARRIED

District No.1's Dodge Dakota for the Fire Academy in the amount of \$7500 will be done at a later date.

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
Duff -Yes Silva-Yes
Blank-Yes

CARRIED

MOTION REORGANIZATION MEETING- Motion Ambrosio second Autenrieth to advertise Reorganization meeting for March 14 @ 6:30 p.m.

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

PARTICIPATION BY THE PUBLIC- None

There being no further business, Motion Sipe second Duff to close the meeting at 7:30p.m.
AYES-10 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 February 2018

1. Fire Instructor 1 class completed 2/12/18. 8 students
2. Outside agencies using the facility in and January and February: Fire Officer Prep (3), CPM Class. Senior Nutrition Program, Island Heights FD.
3. Toms River fire companies conducted live burn drills 3 times during the months of January and February. They also made use of the burn building and other props for other Drills and Training. Two burn drills were affected by adverse weather conditions but other training was substituted.
4. Stand alone Firefighter 2 class is underway with 7 students.
5. Maintenance completed on Propane tanks and associated equipment by Suburban Propane.
6. Firefighter 1/2 Class is continuing with 14 students. Quarterly exams and evaluations have been completed and CO. Chiefs were advised of their students progress. All Toms River Students passed the State Haz Mat Awareness exam.
7. State required mandatory training classes are continuing. Hazcomm has been completed and HazMat Operations has begun. Sta 25 had their refresher training last night and responded to a Level 2 Haz Mat Incident this afternoon. All mandatory training will be delivered on at least 6 drill nights giving all members the opportunity to attend.
8. Gear washer and Dryer have been delivered and are being installed.
9. Kitchen cabinets have been delivered and will be installed in the next two weeks.
10. Fire Facilities will be performing warranty repairs to the first floor burn room over the weekend.
11. Training and Drill requests have been received from 6 outside fire departments including multiple request from several.

Respectfully submitted
Bob Hansson
Director, Toms River FTC



Fire Commissioners Report Month of February 2018

1. Our required State report has been certified and submitted.
2. Inspector Foster will be attending the DCJ Arson Class from February 26 – March 14.
3. The annual audit for the Bureau has been conducted; all went well.
4. Due to the new Carbon Monoxide retrofit code, every business in Toms River will be required to have them; this will put a strain on our office as we are down one inspector and will add additional re-inspections to workload.

Respectfully,

A handwritten signature in black ink, appearing to read "Kevin Esposito".

Kevin Esposito,
Chief Inspector

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 14, 2018

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 14, 2018.


Jesse Sipe, Clerk District No.1

2. 14-18
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 14, 2018.


Brian Geoghegan, Clerk District No.2

2. 14-18
Date: _____

P.O. Type: Contract Print Perpetual, Revenue, & G/L Accounts: N Open: N Void: N Paid: Y
 Format: Condensed Held: N Aprv: Y 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: 01/11/18 to 02/14/18 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					
H0108 HOPSON, WILLIAM		18-00039	INST. REM.	140.00	0.00	
03- -112-51 -024	HEALTH BENEFITS					
H0110 HORIZON BLUE CROSS/BLUE SHIELD		18-00049	02/18 HEALTH	4,526.70	0.00	
B0074 BENECARD SERVICES, INC.		18-00106	02/18 PRESCRIPTION PLAN#1319	1,963.14	0.00	
				6,489.84		
03- -112-54 -024	HEALTH BENEFITS/DISABILITY					
U0046 UNITED HEALTHCARE INS. CO.		18-00038	02/18 INS. CUSTOMER #04P2972	209.30	0.00	
H0110 HORIZON BLUE CROSS/BLUE SHIELD		18-00049	02/18 HEALTH	20,767.66	0.00	
H0033 HARTFORD INSURANCE COMPANY		18-00083	02/18 INSURANCE GROUP #680338	793.21	0.00	
B0074 BENECARD SERVICES, INC.		18-00106	02/18 PRESCRIPTION PLAN#1319	8,637.74	0.00	
				30,407.91		
03- -112-55 -024	HEALTH BENEFITS/DISABILITY					
U0046 UNITED HEALTHCARE INS. CO.		18-00038	02/18 INS. CUSTOMER #04P2972	17.72	0.00	
H0110 HORIZON BLUE CROSS/BLUE SHIELD		18-00049	02/18 HEALTH	2,876.85	0.00	
H0033 HARTFORD INSURANCE COMPANY		18-00083	02/18 INSURANCE GROUP #680338	181.44	0.00	
B0074 BENECARD SERVICES, INC.		18-00106	02/18 PRESCRIPTION PLAN#1319	1,137.69	0.00	
				4,213.70		
03- -113-51 -069	RADIOS					
T0065 TESSCO		18-00081	ADAPTERS	76.20	0.00	
03- -113-54 -074	OFFICE EQUIPMENT					
A0120 ALTERNATIVE MICROGRAPHICS		17-01536	MICRO-FILMING	931.96	0.00	
03- -113-54 -075	VEHICLES					
G0089 GIRTAIN SIGN CO.		17-01532	LETTER BUREAU VEHICLES	376.29	0.00	
03- -119-52 -272	LEGAL					
B0214 BRASLOW, RICHARD M. ESQ		17-01533	PROFESSIONAL SERVICES	35.00	0.00	
B0214 BRASLOW, RICHARD M. ESQ		18-00074	PROFESSIONAL SERVICES	35.00	0.00	
				70.00		
03- -119-54 -272	LEGAL					
B0214 BRASLOW, RICHARD M. ESQ		17-01533	PROFESSIONAL SERVICES	350.00	0.00	
B0214 BRASLOW, RICHARD M. ESQ		18-00074	PROFESSIONAL SERVICES	175.00	0.00	
				525.00		
03- -122-53 -386	CONFERENCES					
28079 CATAPANO, JOSEPH F.		18-00044	REIMB. FDIC CONFERENCE	1,135.00	0.00	
E0217 EXCLUSIVE CAR SERVICE		18-00060	FDIC TRANSPORTATON	500.00	0.00	
B0012 BANK OF AMERICA		18-00071	PROCUREMENT PURCHASES	947.76	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -122-53 -386	CONFERENCES		Continued			
02805 SEAMAN, CARLTON		18-00127	REIMB. FDIC REGISTRATION	560.00	0.00	
				3,142.76		
03- -123-54 -416	DUES & SUBSCRIPTIONS					
N0150 NEW JERSEY MOTOR VEHICLE COMM.		18-00086	BUREAU VEHICLE REGISTRATIONS	120.00	0.00	
S0285 STATE OF N.J., D.C.A.		18-00124	BUREAU UCC SUBSCRIPTION	50.00	0.00	
				170.00		
03- -123-54 -417	CREDIT CARD FEES					
T0134 TOMS RIVER FIRE COMMISSIONERS		18-00105	CREDIT CARD FEES	139.68	0.00	
03- -124-53 -446	TRAINING & MATERIALS					
F0119 FIRE PROTECTION PUBLICATIONS		18-00047	BOOKS F.A.	1,387.00	0.00	
03- -125-51 -487	CLOTHING					
A0023 ACTION UNIFORM COMPANY		17-01519	DISPATCHER UNIFORM	45.00	0.00	
03- -125-54 -487	CLOTHING					
A0023 ACTION UNIFORM COMPANY		17-01529	UNIFORM GERVASIO	300.00	0.00	
03- -126-53 -530	FUEL(BUILDING/AUTO)					
N0155 NEW JERSEY NATURAL GAS CO.		17-01518	ACCT#22-0009-3986-41	1,058.69	0.00	
03- -126-54 -529	FUEL					
P0110 PETROLEUM TRADERS CORPORATION		17-01509	FUEL JOINT ACCT#991249/2	1,367.01	0.00	
P0110 PETROLEUM TRADERS CORPORATION		18-00035	FUEL JOINT ACCT#991249/2	122.07	0.00	
				1,489.08		
03- -126-54 -531	SUPPLIES					
N0215 NORWOOD AUTO PARTS		18-00094	SUPPLIES BUREAU	15.54	0.00	
03- -127-51 -567	TELEPHONE					
R0012 RACKSPACE US, INC.		17-01535	EMAIL SYSTEM	64.50	0.00	
R0012 RACKSPACE US, INC.		18-00034	EMAIL SYSTEM JAN. 2018	64.50	0.00	
A0223 AT&T		18-00084	ACCT#030 404 5393 001	31.13	0.00	
V0008 VERIZON CABS		18-00097	PHONE JOINT	7,444.33	0.00	
V0009 VERIZON		18-00122	PHONE JOINT	49.77	0.00	
				7,654.23		
03- -127-53 -566	UTILITIES					
J0048 JCP&L		17-01521	ACCT#200 000 001 020	1,737.08	0.00	
S0337 SUEZ WATER T.R.		18-00114	12/17 F.A.	346.45	0.00	
				2,083.53		
03- -127-53 -567	TELEPHONE					
V0074 VOWTEL LLC		18-00056	2/18 SERVICE JOINT	202.55	0.00	
03- -127-53 -568	INTERNET					
R0012 RACKSPACE US, INC.		17-01535	EMAIL SYSTEM	4.75	0.00	
R0012 RACKSPACE US, INC.		18-00034	EMAIL SYSTEM JAN. 2018	4.75	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2017-2018 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- -127-53 -568 V0009 VERIZON	INTERNET	18-00122	PHONE JOINT	165.00 174.50	0.00	Continued
03- -127-54 -567 V0010 VERIZON WIRELESS V0009 VERIZON	COMMUNICATIONS	18-00072 18-00122	ACCT#720641376-00001 PHONE JOINT	761.15 111.90 873.05	0.00 0.00	
03- -127-54 -568 R0012 RACKSPACE US, INC.	INTERNET	18-00034	EMAIL SYSTEM JAN. 2018	69.25	0.00	
03- -127-55 -567 R0012 RACKSPACE US, INC. V0074 VOWTEL LLC V0010 VERIZON WIRELESS A0223 AT&T	COMMUNICATIONS	17-01535 18-00056 18-00072 18-00084	EMAIL SYSTEM 2/18 SERVICE JOINT ACCT#720641376-00001 ACCT#030 404 5393 001	69.25 374.09 134.77 13.05 591.16	0.00 0.00 0.00 0.00	
03- -127-55 -568 C0149 COMCAST CABLE	INTERNET	18-00129	ACCT#8499 05 194 0590940	164.80	0.00	
03- -128-51 -607 T0065 TESSCO	OFFICE SUPPLIES/SHIPPING	18-00081	ADAPTERS	9.26	0.00	
03- -128-53 -607 T0137 TOMS RIVER FIRE DISTRICT #1 F0119 FIRE PROTECTION PUBLICATIONS	OFFICE SUPPLIES/SHIPPING	18-00041 18-00047	POSTAGE F.A. BOOKS F.A.	51.92 153.19 205.11	0.00 0.00	
03- -128-54 -607 W0004 W.B. MASON CO., INC.	OFFICE SUPPLIES/SHIPPING	18-00111	SUPPLIES JOINT	372.14	0.00	
03- -129-53 -649 D0050 DEANGELO FIRE PROTECTION, LLC	BUILDING MAINTENANCE	18-00130	INSPECTION F.A. INV#1934	25.00	0.00	
03- -129-53 -657 T0137 TOMS RIVER FIRE DISTRICT #1 M0143 M & M CLEANING SERVICE, INC. D0050 DEANGELO FIRE PROTECTION, LLC	MAINTENANCE CONTRACTS	17-01512 18-00076 18-00130	I/T REPAIRS JOINT 01/18 MAINT. INSPECTION F.A. INV#1934	173.40 347.00 325.00 845.40	0.00 0.00 0.00	
03- -129-54 -648 T0125 TOMS RIVER CAR WASH E0004 E.R.S. FLEET REPAIR, INC.	VEHICLE REPAIR	17-01506 18-00065	CAR WASH INV#1456 BUREAU VAN INV#2839	15.00 583.40 598.40	0.00 0.00	
03- -129-54 -657 T0137 TOMS RIVER FIRE DISTRICT #1 A0120 ALTERNATIVE MICROGRAPHICS	MAINTENANCE CONTRACTS	17-01512 17-01536	I/T REPAIRS JOINT MICRO-FILMING	1,387.20 247.50 1,634.70	0.00 0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2017-2018 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- -133-54 -701	CONTINGENCIES					
D0044	DAYTON FLORAL & GIFTS	18-00051	HAYES INV#117788	75.00	0.00	
03- -134-54 -741	BUREAU VEHICLE					
W0127	WINNER FORD	17-00874	BUREAU VEHICLES	57,216.00	0.00	
B0118	BLUE LINE EMERGENCY	17-01080	LIGHTS FOR NEW BUREAU CARS	5,293.64	0.00	
G0089	GIRTAIR SIGN CO.	17-01532	LETTER BUREAU VEHICLES	153.71	0.00	
				62,663.35		
	Fund Total:			129,220.08		
Total Charged Lines:	81	Total List Amount:	129,220.08	Total Void Amount:	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2018 Detail Expenditure Transaction Inquiry By Account

Page No: 1

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024
Range of Dates: 01/11/18 to 02/14/18
Range of Reason Codes: ALL
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	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Transaction Data/Comment		Vendor/Source			
03- -111-51 -001	SALARIES					
01/19/18 Expd	W/E 1-19-18 DISPATCH			12,964.74	DM	B 1840 5
01/30/18 Expd	W/E 2-1-18 DISPATCH			13,704.31	DM	B 1843 5
Total Expenditures:	2	26,669.05				
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
01/19/18 Expd	W/E 1-19-18 F.A. INST.			2,830.00	DM	B 1840 7
Total Expenditures:	1	2,830.00				
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
01/19/18 Expd	W/E 1-19-18 F.A. COOR.			576.92	DM	B 1840 6
01/30/18 Expd	W/E 2-1-18 F.A. COOR.			576.92	DM	B 1843 6
Total Expenditures:	2	1,153.84				
03- -111-54 -001	SALARIES					
01/19/18 Expd	W/E 1-19-18 BUR ADM			24,059.31	DM	B 1840 3
01/30/18 Expd	W/E 2-1-18 BUR ADM			24,406.83	DM	B 1843 3
Total Expenditures:	2	48,466.14				
03- -111-55 -001	SALARIES					
01/19/18 Expd	W/E 1-19-18 U.C.C.			4,796.15	DM	B 1840 4
01/30/18 Expd	W/E 2-1-18 U.C.C.			4,949.73	DM	B 1843 4
Total Expenditures:	2	9,745.88				
03- -112-51 -021	PAYROLL TAXES					
01/19/18 Expd	W/E 1-19-18 TAXES			1,039.19	DM	B 1840 11
01/30/18 Expd	W/E 2-1-18 TAXES			1,077.16	DM	B 1843 10
Total Expenditures:	2	2,116.35				
03- -112-53 -021	PAYROLL TAXES					
01/19/18 Expd	W/E 1-19-18 TAXES			212.27	DM	B 1840 12
01/30/18 Expd	W/E 2-1-18 TAXES			48.18	DM	B 1843 11
Total Expenditures:	2	260.45				
03- -112-54 -021	PAYROLL TAXES					
01/19/18 Expd	W/E 1-19-18 TAXES			1,863.40	DM	B 1840 9
01/30/18 Expd	W/E 2-1-18 TAXES			1,844.00	DM	B 1843 8
Total Expenditures:	2	3,707.40				

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2018 Detail Expenditure Transaction Inquiry By Account

Page No: 2

Account No Date	Type	Account Description Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Item #
03- -112-55 -021		PAYROLL TAXES					
01/19/18	Expd	W/E 1-19-18 TAXES			355.33	DM	B 1840 10
01/30/18	Expd	W/E 2-1-18 TAXES			368.15	DM	B 1843 9
Total Expenditures:		2		723.48			

Fund Description	Fund	Expenditures	Refund Expend
	03	95,672.59	0.00
Total Of All Funds:		<u>95,672.59</u>	<u>0.00</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	9	17	95,672.59
Total Refund Expend:	0	0	0.00