# Toms River Fire Commissioners Joint Board Meeting Toms River Fire Academy June 13, 2018

Commissioner Geoghegan 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
Bierbaum – absent	Ambrosio - present
Duff – present	Latshaw -present
Silva-present	Sipe – present

District No.1 Administrator Kubiel and Attorney VanDyke present Bisceglie present to take minutes

Motion Silva second Sipe to approve the minutes of the May 9, 2018 meeting providing they are made available for inspection by the public during this meeting.

AYES-8 NAYS-0 ABSTAINED-0 CARRIED

BIDS- None

**COMMUNICATIONS**-No report

**FIRE ACADEMY-** Latshaw stated they are in the process of obtaining quotes for projects and will speak with the District No.1 Administrator tomorrow to inquire about funding before proceeding.

(See inserted report from Director Hansson)

**BUREAU-** (see inserted report from Chief Inspector Esposito) Geoghegan and Ambrosio questioned why the Bureau is now performing UCC Inspections for South Toms River. Esposito stated he received an email from the construction official that Toms River has entered into a shared service agreement for the next four years. South Toms River does approximately 100 inspections per year. Geoghegan asked if the township is making money, Kubiel stated whatever the permit fee collected is what the bureau will receive.

**LEGISLATION-** No report

FIRE OFFICERS ASSOCIATION -Joint Fire Officers Meeting tonight

**INSURANCE-** Sipe stated a check was received for the unrepairable bureau vehicle.

**DISTRICT NO.1 ADMINISTRATOR KUBIEL**- No report

#### BILLS

Motion Duff second Silva for District No. 2 to pay \$89,252.51 for their share of the bills. (See inserted list)

AYES-3 NAYS-0 ABSTAINED-0 CARRIED

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

AYES-5 NAYS-0 ABSTAINED-0 CARRIED

## **UNFINISHED BUSINESS-None**

## **NEW BUSINESS**

**ADDENDUM TO ARMANDO RICCIO CONTRACT-** Attorney Vandyke stated a request by Attorney Armando Riccio to supplement the retainer agreement that the joint board signed in March. There are no changes that impact the services that are provided. His malpractice carrier is requiring some of the language changes.

Motion Ambrosio second Silva approving addendum to Armando Riccio contract.

AYES-8 NAYS-0 ABSTAINED-0 CARRIED

**RACKSPACE BILL** – Geoghegan stated that this was addressed at their meeting and the problem has been resolved.

<u>COMMUNICATION SUPERVISOR</u> – Ambrosio stated the job description for the communication supervisor has been created and is requesting to move forward with the process. Motion Ambrosio second Duff to post the position of communication supervisor.

AYES-8 NAYS-0 ABSTAINED-0 CARRIED

REQUEST TO HIRE FIRE INSPECTOR- Autenrieth stated a request has been sent to the board to hire a Fire Inspector. They are currently one month behind on maintenance inspections and about two weeks on resale inspections. Opened the floor for discussion. Geoghegan stated that we are already behind and now we picked up another town to do inspections. Ambrosio stated that Administrator Kubiel did a great job on report but is still seeking additional information on the efficiency and effectiveness of current staff that will warrant the hiring of an additional employee. Nothing has shown the productivity level of some employees to support an additional employee is at a reasonable level to allow for or require an another employee. Obviously you don't except 100% from everybody every day, 75%/80%, is okay. Esposito stated he would like this inspector to do more public education. After lengthy discussion the following was determined to hire an Inspector for smoke and public education. Ambrosio stated to Chief Esposito that everything under the Bureau is his responsibility.

Motion Sipe second Autenrieth to hire a Class 1 Inspector as long as within the next 30 days there is a productivity report to warrant the hiring.

#### ROLL CALL VOTE

Latshaw-Yes

Ambrosio-Yes

Autenrieth-Yes

Sipe-Yes

Convery-Yes

### ROLL CALL VOTE

Britton -Absent

Bierbaum-Absent

**Duff-Yes** 

Silva-Yes

Geoghegan -Yes

CARRIED

# PARTICIPATION BY THE PUBLIC- None

Motion Sipe second Silva to go into Private Executive Session @ 7:33 P.M

AYES-8 NAYS-0 ABSTAINED-0 CARRIED

PRIVATE EXECUTIVE SESSION- Matters Relating to the Employment Relationship and Legal advice: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

Motion Ambrosio second Sipe to go into open session @ 8:04 P.M.

AYES-8 NAYS-0 ABSTAINED-0 CARRIED

There being no further business, Motion Sipe second Duff to close the meeting at 8:05p.m. AYES-8 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 JUNE – 2018

- Data clerk Jacklyn Depasquale has started over a week ago and has been catching on quickly.
- Last week there was a fire at the Days Inn which resulted in a Compensatory Penalty due to
  the occupants using twelve single butane cooking burners to perform cooking
  demonstrations that were not approved.
- 3. The 2015 NJ Edition of the Fire Code looks like it might not be ready until at least July, it will then take Mobile-eyes 4 weeks to get a copy and upload into their program; we may not be enforcing code until at least August and there is no grace period as there is with the UCC.
- 4. As of June 1, 2018, Toms River has taken over South Toms River for all UCC Inspections.
- 5. Currently we are scheduling over 2-weeks out for all resale inspections.
- The office staff worked on Saturday organizing our file system which consists of over 50,000 files.
- 7. UCC inspections have picked up, scheduling 15 inspections a day.
- 8. We are currently running a month behind on maintenance inspections.

Respectfully Submitted

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 June 2018

- 1. Pump School underway 15 students.
- 2. The Academy will be in use for at least 32 events during the month of June. Outside agencies using the facility in May and June: CPM Class, Lakewood FD, Lakehurst VFD., Pt. Pleasant FD, Point Pleasant Beach FD, Ocean Gate FD, Seaside Heights FD, TRPD, TR Twp., OC Prosecutors Office, Drills and events by outside Cos. And agencies are scheduled through November.
- Toms River fire companies conducted live burn drills 8 times during the months of May and June. They also made use of the burn building and other props for Drills and Training.
- 4. Instructor Joe Brown completed several construction and maintenance projects around the academy.
- 5. State required mandatory training classes are continuing. Hazcomm, and HazMat Operations, have been completed. SCBA qualification and Blood Borne Pathogens/Lock out tag out are underway Participation has been very good. All mandatory training will be delivered on at least 6 drill nights giving all members the opportunity to attend.
- 6. Training and Drill requests have been received from 2 outside Fire Cos. for the month of June.
- 7. A company providing Boat Safety Training has proposed scheduling several classes at the Academy.

Respectfully submitted Bob Hansson Director, Toms River FTC

# TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2018 Purchase Order Listing By Expenditure Account

P.O. Type: Contract	Print Perpetual, Reven	ue, & G/L Accounts: N	Open: N Void: N	Paid: Y
Format: Condensed			Held: N Aprv: N	Rcvd: Y
Range: 03111-51 -001	to 03134-54 -741	Bid: Y	Y State: Y Other: Y	Exempt: Y
Rcvd Batch Id Range: First Prior Year Only: N	to Last	Paid Date Range: 05/10/18 to 06/13/	/18 Include Non-	Budgeted: Y

Depar	rtment Page Break: No	Subtotal CAFR: No Subtotal De	epartment: No	Subtotal Extd: No			
Expend Ac Vendor	count Description	P.O. Id P.O. Description	Amount	Void Amount	РО Туре		
03111 н0108	53 -003 INSTRUCTOR'S R HOPSON, WILLIAM	EMUNERATION 18-00641 INST. REM.	80.00	0.00			
03112 N0125	-51 -023 WORKMAN'S COMP NEW JERSEY CASUALTY	18-00625 W/C JOINT 3RD PAYMENT	703.20	0.00			
B0074 H0110	HORIZON BLUE CROSS/BLUE SHIELD	S 18-00526 05/18 PRESCRIPTION PLAN#1319 18-00576 06/18 HEALTH 18-00624 06/18 PRESCRIPTION PLAN#1319	4,526,70	0.00			
03112- N0125	-53 -023 WORKMAN'S COMP NEW JERSEY CASUALTY	18-00625 W/C JOINT 3RD PAYMENT	1,406.40	0.00			
	-54 -023 WORKMAN'S COMP NEW JERSEY CASUALTY	18-00625 W/C JOINT 3RD PAYMENT	4,219.20	0.00			
	UNITED HEALTHCARE INS. CO. HORIZON BLUE CROSS/BLUE SHIELD HARTFORD INSURANCE COMPANY	S/DISABILITY 18-00526 05/18 PRESCRIPTION PLAN#1319 18-00557 06/18 INS. CUSTOMER #04P2972 18-00576 06/18 HEALTH 18-00590 06/18 INSURANCE GROUP #680338 18-00624 06/18 PRESCRIPTION PLAN#1319	184.81 17,225.00 714.58	0.00 0.00 0.00			
03112- N0125	-55 -023 WORKMAN'S COMP NEW JERSEY CASUALTY	18-00625 W/C JOINT 3RD PAYMENT	703.20	0.00			
03112-	BENECARD SERVICES, INC. UNITED HEALTHCARE INS. CO. HORIZON BLUE CROSS/BLUE SHIELD HARTFORD INSURANCE COMPANY	5/DISABILITY 18-00526 05/18 PRESCRIPTION PLAN#1319 18-00557 06/18 INS. CUSTOMER #04P2972					
03113- T0009	-51 -074 OFFICE EQUIPMEN TAPE-TEL ELECTRONICS	IT 18-00567 HEADSETS DISPATCH	814.34	0.00			
03113- c0049	HT 하다 :	T 18-00464 PARTS F.A.	140.00	0.00			

		- Transition of the Control of the C	411			
Expend Account Vendor	Description P.O	. Id P.O. Descripti	on	Amount	Void Amount	РО Туре
03113-54 -074 C0049 CDW-GOVERNMENT S0265 STAPLES	OFFICE EQUIPMENT 18-	00338 EQUIP. BUREAU 00595 ROUTER BUREAU		1,550.29 34.99 1,585.28	0.00	
03116-51 -171 S0088 SELECTIVE INSUR			PAYMENT JOINT	2,512.63	0.00	
03116-52 -171 S0088 SELECTIVE INSUR			PAYMENT JOINT	6.00	0.00	
03116-53 -171 S0088 SELECTIVE INSUR			PAYMENT JOINT	4,674.85	0.00	
03116-54 -171 S0088 SELECTIVE INSUR			PAYMENT JOINT	1,547.47	0.00	
03116-55 -171 S0088 SELECTIVE INSUR			PAYMENT JOINT	409.05	0.00	
03119-52 -272 B0214 BRASLOW, RICHAR R0080 RICCIO, ARMANDO R0080 RICCIO, ARMANDO	LEGAL D M. ESQ 18-0 LLC 18-0 LLC 18-0	00592 PROFESSIONAL SE 00621 PROFESSIONAL SE 00622 PROFESSIONAL SE	ERVICES ERVICES JOINT ERVICES	36.00 1,098.00 576.00 1,710.00	0.00 0.00 0.00	
03119-54 -272 B0214 BRASLOW, RICHAR	LEGAL D M. ESQ 18-0	00592 PROFESSIONAL SE	ERVICES	1,898.00	0.00	
03119-55 -272 B0214 BRASLOW, RICHAR	LEGAL D M. ESQ 18-0	0592 PROFESSIONAL SE	ERVICES	838.00	0.00	
03122-53 -386 02805 SEAMAN, CARLTON	CONFERENCES 18-0	0564 REIMBURSE FDIC	EXPENSES	2,605.19	0.00	
03123-54 -416 N0025 N.J.F.P.P.A. B0012 BANK OF AMERICA			PIPTION BUREAU	125.00 49.50 174.50	0.00	
03123-54 -417 T0134 TOMS RIVER FIRE		0612 CREDIT CARD FEE	S	135.02	0.00	
03123-55 -416 N0025 N.J.F.P.P.A. 02629 NOVAK, JOHN B0023 BAUER, CHARLES	18-00 18-00	0570 2018 MEMBERSHIP 0591 REIMB. LICENSE	NSE	70.00 91.00 91.00 252.00	0.00 0.00 0.00	
03124-54 -449 T0145 TOMS RIVER FITNE		0555 PHYSICAL FITNES:	S	40.00	0.00	

Expend Ac	count Description	P.O. Id P.O. Description	Amount	Void Amount PO Type
				1000 1000 1000 1000 100 100 100 100 100
	AVALCO CUSTOM EMBROIDERY	18-00534 BUREAU CLOTHING	75.29	0.00
03126 N0155	6-53 -530 FUEL(BUILDING NEW JERSEY NATURAL GAS CO.	5/AUTO) 18-00571 ACCT#22-0009-3986-41	137.58	0.00
03126 T0175		18-00538 4/18 FUEL JOINT	620.51	0.00
	-55 -529 FUEL TOWNSHIP OF TOMS RIVER	18-00538 4/18 FUEL JOINT	118.81	0.00
03127 R0012 V0008 R0012 M0053 V0009	-51 -567 TELEPHONE RACKSPACE US, INC. VERIZON CABS RACKSPACE US, INC. MCI VERIZON	18-00521 EMAIL APR ACCT#030-34971557175 18-00596 PHONE JOINT 18-00615 EMAIL MAY ACCT#030-34971557175 18-00646 PHONE JOINT 18-00648 PHONE JOINT	64.50 7,375.80 64.50 35.00 311.73 7,851.53	0.00 0.00 0.00 0.00 0.00
T0165 J0048	JCP&L	18-00271 3RD QTR. 2018 ACCT#41176-1 18-00574 ACCT#200 000 001 020 18-00611 05/18 F.A.	277.02 1,610.31 324.09 2,211.42	0.00 0.00 0.00
	-53 -567 TELEPHONE VOWTEL LLC	18-00579 5/18 SERVICE JOINT	202.55	0.00
03127- R0012 R0012 V0009	RACKSPACE US, INC. RACKSPACE US, INC.	18-00521 EMAIL APR ACCT#030-34971557175 18-00615 EMAIL MAY ACCT#030-34971557175 18-00648 PHONE JOINT	4.75 4.75 170.00 179.50	0.00 0.00 0.00
V0074	-54 -567 COMMUNICATION VOWTEL LLC VERIZON WIRELESS	18-00579 5/18 SERVICE JOINT 18-00599 ACCT#720641376-00001	374.09 740.99 1,115.08	0.00 0.00
03127- R0012 R0012	이 작가 하다 하다 그녀를 모든데 하지 그 내려면 되어 그리고 되어 있어?	18-00521 EMAIL APR ACCT#030-34971557175 18-00615 EMAIL MAY ACCT#030-34971557175 _		0.00 0.00
	-55 -567 COMMUNICATIONS VERIZON WIRELESS	8 18-00599 ACCT#720641376-00001	148.47	0.00
03127- C0149	-55 -568 INTERNET COMCAST CABLE	18-00647 ACCT#8499 05 194 0590940	170.00	0.00

Expend Account Description Vendor	P.O. Id P.O. Description	Amount	Void Amount PO Type
03128-51 -607 OFFICE SUPPLIE W0004 W.B. MASON CO., INC. T0009 TAPE-TEL ELECTRONICS	18-00553 SUPPLIES JOINT	265.53 11.50 277.03	0.00
03128-53 -607 OFFICE SUPPLIE C0049 CDW-GOVERNMENT W0004 W.B. MASON CO., INC. I0089 IMAGE SYSTEMS FOR BUSINESS INC	18-00464 PARTS F.A. 18-00553 SUPPLIES JOINT	10.61 145.00 270.32 425.93	0.00 0.00 0.00
03128-54 -607 OFFICE SUPPLIE C0049 CDW-GOVERNMENT W0004 W.B. MASON CO., INC. H0100 HOME DEPOT	S/SHIPPING 18-00338 EQUIP. BUREAU 18-00553 SUPPLIES JOINT 18-00554 EQUIP. BUREAU	353.12 251.34 135.37 739.83	
03129-53 -657 MAINTENANCE CO M0143 M & M CLEANING SERVICE, INC. K0030 KEITH'S LAWN MAINT. SERVICE	18-00589 05/18 MAINT.	352.00 150.00 502.00	0.00
03129-54 -648 VEHICLE REPAIR T0125 TOMS RIVER CAR WASH J0014 J & R PRO AUTOMOTIVE P0220 PRESTIGE AUTO SPA	18-00561 CAR WASH 18-00594 107, 197, 127 18-00630 CAR WASH	22.50 86.90 11.94 121.34	0.00 0.00 0.00
03129-54 -657 MAINTENANCE CO M0115 MICROTECH INC. W0066 WEB ALLIANCE INT'L AGENCY, LLC		425.00 1,460.00 1,885.00	0.00
03129-55 -648 VEHICLE REPAIR NO215 NORWOOD AUTO PARTS T0125 TOMS RIVER CAR WASH	18-00556 PARTS BUREAU 18-00561 CAR WASH	19.10 7.50 26.60	0.00 0.00
03129-55 -657 MAINTENANCE COI W0066 WEB ALLIANCE INT'L AGENCY, LLC	NTRACTS 18-00533 WEBSITE UPGRADE BUREAU	2,000.00	0.00

## FUNDS RECEIVED AND DEPOSITED

FROM:CK#:FOR:AMOUNT:Selective Insurance10355873Bureau vehicle #247 claim11,076.28

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

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024 Adds: N Changes: N Transfers In: N Range of Dates: 05/10/18 to 06/13/18

Range of Reason Codes: ALL

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 De	scription	Class Id	Class Description					
Date	Туре		Transaction Data/Comment		Vendor/Source	Amount	User	It	em #	
03111-5	1 -001	SALARIES								
05/10/18	Expd		W/E 5-11-18 DISPATCH			12,885.49	DM	В	1867	5
05/25/18	Expd		W/E 5-24-18 DISPATCH			14,759.75	DM	В	1869	5
06/08/18	Expd		W/E 6-7-18 DISPATCH			13,907.11	DM	В	1871	5
Total Expend	ditures:	3	41,552.35							
03111-5	3 -003	INSTRUCTOR	'S REMUNERATION							
05/10/18	Expd		W/E 5-11-18 F.A. INST.			1,535.00	DM	В	1867	7
05/25/18	Expd		W/E 5-24-18 F.A. INST.			1,945.75		В	1869	7
06/08/18			W/E 6-7-18 F.A. INST.			1,255.00		В	1871	7
Total Expend	ditures:	3	4,735.75							
03111-53	3 -004	FIRE ACADE	MY COORDINATOR							
05/10/18 E	Expd		W/E 5-11-18 F.A. COOR.			576.92	DM	В	1867	6
05/25/18 E	Expd		W/E 5-24-18 F.A. COOR.			576.92	DM	В	1869	6
06/08/18 E	7.		W/E 6-7-18 F.A. COOR.			576.92	DM	В	1871	6
Total Expend	ditures:	3	1,730.76							
03111-54	4 -001	SALARIES								
05/10/18 E	Expd		W/E 5-11-18 BUR ADM			45,193.26	DM	В	1867	3
05/25/18 E			W/E 5-24-18 BUR ADM			24,770.63		В	1869	3
06/08/18 E			W/E 6-7-18 BUR ADM			21,739.08		В	1871	3
Total Expend	litures:	3	91,702.97							
03111-55	-001	SALARIES								
05/10/18 E			W/E 5-11-18 U.C.C.			4,792.56	DM	В	1867	4
05/25/18 E			W/E 5-24-18 U.C.C.			5,010.73		В	1869	4
06/08/18 E			W/E 6-7-18 U.C.C.			4,796.15		В	1871	4
Total Expend	litures:	3	14,599.44							
03112-51	-021	PAYROLL TAX	ES							
05/10/18 E			W/E 5-11-18 TAXES			1,004.33	DM	В	1867	11
05/25/18 E			W/E 5-24-18 TAXES			1,125.64		В	1869	11
06/08/18 E			W/E 6-7-18 TAXES			1,026.63		В	1871	11
Total Expend	itures:	3	3,156.60							
3112-53	-021	PAYROLL TAX	ES							
05/10/18 E			W/E 5-11-18 TAXES			160.10	DM	В	1867	12
05/25/18 E	N/		W/E 5-24-18 TAXES			175.14		В	1869	12
06/08/18 E			W/E 6-7-18 TAXES			130.45		В	1871	12

Account No Date Type		Account Description Transa		Account Description Transaction Data/Comment			· · · · · · · · · · · · · · · · · · ·		Class Description Vendor/Source	Amount	User	Item #		
03112-53 -021 Total Expenditures:	1350	PAYROLL 3	TAXES	465.69	9 (2 le) \$		1,572.0			Continu	ed			
03112-54 -021 05/10/18 Expd 05/25/18 Expd 06/08/18 Expd		PAYROLL	W/E 5- W/E 5-	11-18 TAXES 24-18 TAXES 7-18 TAXES			3,523.28 1,854.29 1,567.81	DM DM DM	B B	1867 1869 1871	9 9			
Total Expenditures:		3		6,945.38										
03112-55 -021 05/10/18 Expd 05/25/18 Expd 06/08/18 Expd		PAYROLL '	W/E 5-	11-18 TAXES 24-18 TAXES 7-18 TAXES			355.03 368.15 336.02	DM DM DM	B B	1867 1869 1871	10 10 10			
Total Expenditures:		3		1,059.20										
Fund Description	Fund	E)	penditures	Refund Expend										
	03		165,948.14	0.00										
Total Of All Funds	:	-	165,948.14	0.00										
Report Totals Transaction Type		Accounts		Transactions		Amount								
Total Expenditures: Total Refund Expend:		9		27	1	0.00								