Toms River Fire Commissioners Joint Board Meeting Minutes Toms River Fire Academy March 13, 2019

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 A Geoghegan-present C

Autenrieth- present Convery – present

Bierbaum – present
Duff – present

Tutela – present Latshaw –present

Silva-present

Sipe – present

Administrator Kubiel and Attorney VanDyke present Bisceglie present to take minutes

Motion Autenrieth second Duff to approve minutes of the February 13, 2019 meeting.

AYES-9 NAYS-0 ABSTAINED-1 CARRIED

(Tutela)

BIDS- None

COMMUNICATIONS-No report

FIRE DISPATCH SUPERVISOR- (See inserted report)

Discussion on exactly when the part-time dispatchers are going to do the eight hours of training the cost factors and removing part-time dispatchers that have not worked.

Motion Sipe second Autenrieth approving SOG-policy for part-time dispatchers (See inserted policy)

AYES-9 NAYS-0 ABSTAINED-1 CARRIED

(Bierbaum)

FIRE ACADEMY- Latshaw stated:

- 1. Meeting with representatives from JCP&L regarding the exterior lighting on Church Road and light poles.
- 2. Met with the roofing contractor regarding leaks, waiting for proposal.
- 3. (See inserted report from Director Hansson)

Bierbaum recommended a programmable thermostat in the apparatus bay. Hanson stated he will look into that.

Bierbaum stated he would like to implement an incentive program for new recruits that have perfect attendance. Suggested t-shirts. Tutela stated that by giving t-shirts it would also advertise the academy. Hansson is very supportive of the recognition. Hansson to also look into this and report back at next meeting. Convery thanked Doug Foley for helping out with meeting a vendor this week. Hansson thanked Foley for all the effort he puts in.

<u>BUREAU</u>- Autenrieth stated had a meeting with Chief Esposito reference moving inspection program to SDL from Mobile Eyes.

(See inserted report by Chief Esposito)

Geoghegan asked:

- 1. If the same credit card system used now will be to be utilized. Esposito stated it would need to be changed to meet the requirements of the new system.
- 2. Is there more access to records. Esposito stated yes and being able to utilize the township system will be beneficial.

Esposito stated the data transfer alone takes four to six weeks and once all information is confirmed and up and running Mobile Eyes will be deactivated.

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION – Muttie stated meeting tonight. All companies working well together.

INSURANCE- Sipe stated one open claim

ADMINISTRATOR KUBIEL -No report

BILLS

Motion Duff second Britton for District No. 2 to pay \$71,150.11 for their share of the bills. (See inserted AYES-5 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-None

NEW BUSINESS

BUREAU REQUEST TO MOVE TO SDL FROM MOBILE EYES

Motion Silva second Autenrieth to move to SDL from Mobile Eyes

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

<u>SURPLUS EQUIPMENT-</u> Kubiel is requesting to place the air compressor and surplus equipment on GovDeals.

Motion Autenrieth second Sipe authorizing sale of surplus equipment.

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

<u>RESOLUTION TO PURCHASE TWO BUREAU VEHICLES</u>—A resolution was presented, Motion Autenrieth second Britton authorizing purchase of two Ford Explorers for the Bureau of Fire Prevention through the Educational Service Commission (See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes

Tutela-Yes

Autenrieth-Yes

Sipe-Yes

Convery-Yes

ROLL CALL VOTE

Bierbaum -Yes

Britton -Yes

Duff-Yes

Silva-Yes

Geoghegan -Yes

CARRIED

Bierbaum stated they have been approached by members of the Jewish community in Toms River requesting to accommodate for a ceremony known as "Burning of the Bread" on April 19th 2019. Bierbaum and Geoghegan initial thought was to use the dumpster prop at the fire academy.

Cost and liability was discussed at length.

Motion Geoghegan second Sipe authorizing the utilization of the Fire Academy for the Burning of the Bread Ceremony with volunteers and if there is a cost factor involved to present it to the board.

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

PARTICIPATION BY THE PUBLIC- None

PRIVATE EXECUTIVE SESSION- None

There being no further business, Motion Britton second Duff to close the meeting at 7:45p.m. AYES-10 NAYS-0 ABSTAINED-0 CARRIED

Respectfully submitted,
Richard Tutela
Richard Tutela, Clerk



TOMS RIVER FIRE DEPARTMENT COMMUNICATIONS DIVISION

Joint Board Report 03/13/19

- Part timers both new employees have started training and are working out well.
- Continuing to work with the Chiefs regarding a standardized response plan for Spillman (as well as updating policy)
- Aware of a few problems with the new mobile map since the patch...working on some things with the PD.
- Attached is a new policy I wrote regarding the part time policy we discussed last meeting.
- The Boards need to agree on a "Second Alert" Policy. Currently District 2 has a policy stating 4
 minutes if there are no specific members logged into I Am Responding. My recommendation is it
 needs to be the same across the two Districts.
- I am working on a new dispatcher training policy. Currently there is no policy regarding new hires and training, I will be emailing it to the liaisons shortly for review.

Respectfully submitted

John A. Sahatjian

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 March 2019

- 1. I am requesting approval to move to SDL from Mobile-eyes for our inspection program; see attached.
- 2. Attached is the NFIRS report for February.

Respectfully,

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 March 2019

- 1. Fire Official class is completed, 17 students attended and passed. First time this class has been offered at TRFA.
- 2. Outside agencies using the facility in February and March: Lakewood FD Eng 4, Twp of TR safety training, Toms River PD, NJSP Haz Mat, Jackson Dist 2, Beachwood VFC, Ocean Gate VFC, Bayville VFD. We have billed over \$5,000 in the first 2 months of 2019 and will be billing more than \$2,000 additional before the end of March or more than \$7,000 for the first quarter. Last year revenue was over \$24,000 for the FA.
- Toms River fire companies conducted live burn drills 3 times during the months of February and March. They also made use of the burn building and other props for other Drills and Training.
- 4. Stand alone Firefighter 2 class continues with 11 students. The Art of Reading Smoke class was held on Feb. 26 with 20 students registered. It was very well received.
- 5. Maintenance and improvement projects for 2019 are being planned or are underway. JCP&L repaired or replaced all of their lights in and around the academy. Toujours Trane did quarterly maintenance on the HVAC system.
- 6. Firefighter 1/2 Class is continuing with 22 students. State final exams start in 2 weeks.
- 7. State required mandatory training classes started in February with CPR recert which continues this month. All mandatory training will be delivered on at least 6 drill nights giving all members the opportunity to attend.

Respectfully submitted Bob Hansson Director, Toms River FTC

RESOLUTION AUTHORIZING PURCHASE FROM VENDOR(S) WITH EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY CONTRACT(S) FOR THE PURCHASE OF (2) 4WD FORD EXPOLRERS FOR THE BUREAU OF FIRE PREVENTION IN THE TOTAL MAXIMUM AMOUNT OF \$ 65,626.40

MARCH 13, 2019

BE IT RESOLVED BY the Toms River Township Board of Fire Commissioners District No. 1 and No. 2 in the County of Ocean, and the State of New Jersey as follows:

- 1) In accordance with the requirements of Local Public Contracts Law, N.J.S.A. 40A: 40-1 et seq., and the regulations promulgated thereunder, the following purchase without competitive bids from a vendor with an Educational Services Commission of New Jersey contract is hereby approved.
- 2) Contract for the purchase of (2) 2019 4WD Ford Explorer for the Bureau of Fire Prevention in the total maximum amount of \$ 65,626.40 from Educational Services Commission of New Jersey Contract # ESCNJ 17/18-21 as follows:

Bureau of Fire Prevention Account # 03-134-54-741

\$ 65,626.49

Total

\$ 65,626.49

Vendor: Beyer Ford 31 Williams Parkway East Hanover, NJ 07936

> 3) The certification of funds available statement with respect to this resolution is on file.

CERTIFICATION

We, the Clerks of the Toms River Township Fire Commissioners District No.1 and 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 the 13th of March 2019.

Fire District No.1

Format: Condensed		Print Perpetual, Revenue o O3134-54 -742			Held: N Ar State: Y Oth	orv: N Rcvd: Y ner: Y Exempt: Y
Rcvd Batch Id Range: Prior Year Only: N	First to Last		Paid Date Range	: 02/14/19 to 03/13/	19 Include	Non-Budgeted: Y
	reak: No	Subtotal CAFR: No	Subtotal [Department: No	Subtot	al Extd: No
Expend Account Vendor		P.O. Id P.O. Descrip	tion	Amount	Void Amount	РО Туре
03111-53 -003	INSTRUCTOR'S	REMUNERATION				
E0199 ESPOSITO, k	(EVIN	19-00237 INST. REM. 19-00238 INST. REM.		290.00 367.50	0.00	
R0160 RUHL, ED 02761 GIORDANO, W	/ILLIAM J. JR.	19-00239 INST. REM. 19-00240 INST. REM. 19-00241 INST. REM.		180.00 240.00 360.00	0.00	
03 113 51 033		_		1,437.50		
03112-51 -023 N0125 NEW JERSEY		P 19-00243 W/C JOINT 2ND	PAYMENT	1,152.15	0.00	
03112-51 -024 T0175 TOWNSHIP OF H0110 HORIZON BLU	TOMS RIVER	TS 18-01547 REIMB. HEALTH D 19-00250 03/19 HEALTH	BENEFITS	1,136.59 6,605.88	0.00	
				7,742.47		
03112-53 -023 N0125 NEW JERSEY		P. 19-00243 W/C JOINT 2ND	PAYMENT	1,152.15	0.00	
03112-54 -023 N0125 NEW JERSEY		19-00243 W/C JOINT 2ND	PAYMENT	4,608.60	0.00	
03112-54 -024 U0046 UNITED HEALT	THCARE INS. CO.	19-00117 03/19 INS. CU	STOMER #04P2972	223.07		
H0110 HORIZON BLUE	E CROSS/BLUE SHIELI	19-00175 03/19 INSURAN 19-00250 03/19 HEALTH	CE GROUP #680338	910.98 <u>28,362.58</u> 29,496.63	0.00	
03112-55 -023	WORKMAN'S COMP	2				
N0125 NEW JERSEY C	CASUALTY	19-00243 W/C JOINT 2ND	PAYMENT	768.10	0.00	
03112-55 -024	HEALTH BENEFIT	S/DISABILITY	TOUED #0453073	20.07		
H0033 HARTFORD INS H0110 HORIZON BLUE	URANCE COMPANY CROSS/BLUE SHIELD	19-00117 03/19 INS. CUS 19-00175 03/19 INSURANO 19-00250 03/19 HEALTH	E GROUP #680338	28.97 181.44 3,958.16 4,168.57	0.00 0.00 0.00	
03113-57 -064 A0106 ALL POINTS M	TOOLS & EQUIPM ARINE SERVICE	ENT 19-00244 BOAT MOTOR TEC	H RESCUE	2,200.00	0.00	
03116-51 -171 S0088 SELECTIVE IN	INSURANCE PREM SURANCE CO.	IUMS 19-00242 2019 INS. 2ND	PAYMENT JOINT	914.20	0.00	
03116-52 -171 S0088 SELECTIVE IN:	INSURANCE PREM SURANCE CO.	IUMS 19-00242 2019 INS. 2ND	PAYMENT JOINT	6.00	0.00	

4		91				A CONTRACTOR AND A CONT	AND AND ADDRESS OF THE PARTY OF
Expend Account Vendor	Description	P.O. Id	P.O.	Description	Amount	Void Amount	РО Туре
03116-53 -171 S0088 SELECTIVE			2019	INS. 2ND PAYMENT JOINT	1,828.40	0.00	**
03116-54 -171 S0088 SELECTIVE			2019	INS. 2ND PAYMENT JOINT	5,485.20	0.00	
03116-55 -171 S0088 SELECTIVE			2019	INS. 2ND PAYMENT JOINT	914.20	0.00	
03119-52 -271 H0098 HOLMAN,FRE	AUDITOR NIA,ALLISON P.C.	19-00116	2018	AUDIT	1,200.00	0.00	
03119-52 -272 B0214 BRASLOW, R		19-00263	PROFE	SSIONAL SERVICE	36.00	0.00	
03119-53 -271 H0098 HOLMAN,FRE	AUDITOR NIA,ALLISON P.C.	19-00116	2018	AUDIT	1,800.00	0.00	
03119-54 -271 H0098 HOLMAN,FRE	AUDITOR NIA,ALLISON P.C.	19-00116	2018	AUDIT	1,800.00	0.00	
03119-55 -271 H0098 HOLMAN,FREI	AUDITOR NIA,ALLISON P.C.	19-00116	2018	AUDIT	1,200.00	0.00	
03119-55 -272 B0214 BRASLOW, R		19-00263 (PROFE	SSIONAL SERVICE	936.00	0.00	
03120-52 -311 N0115 NEW JERSEY		19-00264	JT. R	EORG. MEETING	18.60	0.00	
03122-53 -386 E0217 EXCLUSIVE 0	CONFERENCES CAR SERVICE	19-00090 F	DIC .	TRANSPORTATON	690.00	0.00	
03123-53 -416 N0015 N.J. DIV. C			F.A. 1	RENEWAL ID#12032	30.00	0.00	
03123-55 -416 B0238 BRITTON, KE			EIMB.	UCC LICENSE	91.00	0.00	
03123-55 -417 T0134 TOMS RIVER			REDIT	CARD FEES	142.17	0.00	
13124-53 -446 L0140 LIFEFORCE U L0140 LIFEFORCE U 00025 OCEAN COUNT S0173 SLOPE BROOK	SA, INC. SA, INC. Y COLLEGE	18-01548 C 19-00134 C 19-00137 M	EDIA	FEE GRADUATION F.A.	536.00 682.00 35.00 <u>960.00</u> 2,213.00		
3124-53 -450 C0030 CANTEEN DIN:		19-00209 F0	00D F	OR GRADUATION F.A.	277.43	0.00	

	ccount Description				
Vendor		P.O. Id P.O. Description	Amount	Void Amount	РО Туре
03126 N0155	6-53 -530 FUEL(BUILDING NEW JERSEY NATURAL GAS CO.	5/AUTO) 19-00182 ACCT#22-0009-3986-41	986.79	0.00	
03126 N0215	5-54 -531 SUPPLIES NORWOOD AUTO PARTS	19-00213 SUPPLIES BUREAU	13.74	0.00	
03127 V0010 V0008 R0012 V0009	7-51 -567 TELEPHONE VERIZON WIRELESS VERIZON CABS RACKSPACE US, INC. VERIZON	19-00189 ACCT#720641376-00001 19-00221 PHONE JOINT 19-00249 EMAIL FEB ACCT#030-3497155 19-00259 PHONE JOINT	45.53 7,475.47 7175 86.00 378.21 7,985.21	0.00 0.00 0.00 0.00	
J0048 T0165	-53 -566 UTILITIES JCP&L TOMS RIVER M.U.A. SUEZ WATER T.R.	19-00174 ACCT#200 000 001 020 19-00176 2ND QTR. 2019 19-00230 02/19 F.A.	1,373.63 293.64 328.89 1,996.16	0.00 0.00 0.00	
	-53 -567 TELEPHONE VOWTEL LLC	19-00236 02/19 SERVICE JOINT	208.55	0.00	
03127- R0012 V0009		19-00249 EMAIL FEB ACCT#030-34971557 19-00259 PHONE JOINT	7175 4.75 216.05 220.80	0.00 0.00	
	-54 -567 COMMUNICATION VERIZON WIRELESS VOWTEL LLC	19-00189 ACCT#720641376-00001 19-00236 02/19 SERVICE JOINT	644.94 374.09 1,019.03	0.00 0.00	
03127- R0012 C0149	-54 -568 INTERNET RACKSPACE US, INC. COMCAST CABLE	19-00249 EMAIL FEB ACCT#030-34971557 19-00261 ACCT#8499 05 194 0590940	58.50 165.00 223.50	0.00	
	55 -567 COMMUNICATIONS VERIZON WIRELESS	19-00189 ACCT#720641376-00001	120.58	0.00	
	53 -607 OFFICE SUPPLIE IMAGE SYSTEMS FOR BUSINESS INC		131.30	0.00	
W0004	54 -607 OFFICE SUPPLIE W.B. MASON CO., INC. STEWART BUSINESS SYSTEMS		781.98 344.40 1,126.38	0.00	
D0050	53 -657 MAINTENANCE CO DEANGELO FIRE PROTECTION, LLC M & M CLEANING SERVICE, INC.	19-00192 INSPECT & RELOCATE SPRINKLER	RS 365.00 352.00	0.00 0.00	

March 13, 2019 03:41 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2018-2019 Purchase Order Listing By Expenditure Account

Page No: 4

Expend Account Vendor	Description	P.O. Id	P.O. Descripti	on	Amount	Void Amount	PO Type
03129-53 -657 B0001 B SAFE, INC.	MAINTENANCE C		ALARM INSPECTIO	Continued DN F.A.	182.50 899.50	0.00	
03129-54 -648 P0220 PRESTIGE AUTO	VEHICLE REPAI SPA		CAR WASH JOINT		12.44	0.00	
03129-54 -657 S0300 STEWART BUSINE	MAINTENANCE CO SS SYSTEMS		COPIER MAINT. E	BUREAU	1,246.79	0.00	
3129-55 -648 J0014 J & R PRO AUTO		19-00260 #	±177		425.80	0.00	
	F.A. UPGRADES PROTECTION, LLC		NSPECT & RELOC	ATE SPRINKLERS	1,800.00	0.00	
	Fund Total:				90,724.94		
otal Charged Lines: 88	3 Total List A	mount:	90,724.94 T	otal Void Amount:	0.00		

FUNDS RECEIVED AND DEPOSITED

FROM:		
N.I Casualty	Ins	Co

CK#: FOR: 73045 2018 W/C audit

3,453.00

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024 Adds: N Changes: N Transfers In: N Range of Dates: 02/14/19 to 03/13/19 Transfers Out: N Expenditures: Y Refunds: Y Rembursements: 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 5		61'	6]					
Account No Date Type	Account Description Class Id Class Transaction Data/Comment		Class Description Vendor/Source		User	It	em #		
03111-51 -001	SALARIES					N. C. State		SERVE	
02/14/19 Expd		W/E 2-14-19 DISPATCH			18,497.28	DM	В	1930	5
02/28/19 Expd		W/E 2-28-19 DISPATCH			17,802.08		В	1932	
Total Expenditures:	2	36,299.36							
03111-53 -003	INSTRUCTOR	R'S REMUNERATION							
02/14/19 Expd		W/E 2-14-19 F.A. INST.			3,256.25	DM	В	1930	7
02/28/19 Expd		W/E 2-28-19 F.A. INST.			2,141.25		В	1932	7
Total Expenditures:	2	5,397.50							
03111-53 -004	FIRE ACADE	MY COORDINATOR							
02/14/19 Expd		W/E 2-14-19 F.A. COOR.			576.92	DM	В	1930	6
02/28/19 Expd		W/E 2-28-19 F.A. COOR.			576.92		В	1932	6
Total Expenditures:	2	1,153.84							
03111-54 -001	SALARIES								
02/14/19 Expd		W/E 2-14-19 BUR ADM			24,591.54	DM	В	1930	3
02/28/19 Expd		W/E 2-28-19 BUR ADM			24,450.50		В	1932	3
Total Expenditures:	2	49,042.04							
03111-55 -001	SALARIES								
02/14/19 Expd		W/E 2-14-19 U.C.C.			5,103.32	DM	В	1930	4
02/28/19 Expd		W/E 2-28-19 U.C.C.			4,792.56		В	1932	4
otal Expenditures:	2	9,895.88							
3112-51 -021	PAYROLL TAX	(ES							
02/14/19 Expd		W/E 2-14-19 TAXES			1,500.96	DM	В	1930	11
02/28/19 Expd		W/E 2-28-19 TAXES				DM	В	1932	11
otal Expenditures:	2	2,928.01							
3112-53 -021	PAYROLL TAX	ŒS							
02/14/19 Expd		W/E 2-14-19 TAXES			222.63	DM	В	1930	12
02/28/19 Expd		W/E 2-28-19 TAXES			150.80		В	1932	12
otal Expenditures:	2	373.43							
3112-54 -021	PAYROLL TAX	ES							
02/14/19 Expd		W/E 2-14-19 TAXES			1,860.18	DM	В	1930	9
02/28/19 Expd		W/E 2-28-19 TAXES			1,842.97		В	1932	9
otal Expenditures:	2	3,703.15							

March 13, 2019 10:46 AM

Report Totals Transaction Type

Total Expenditures: Total Refund Expend:

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2019 Detail Expenditure Transaction Inquiry By Account

Page N	No: 2	
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Account No Date Type	А	ccount Description Transac	tion Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Ite	em #	
03112-55 -021 02/14/19 Expd 02/28/19 Expd	P		.4-19 TAXES 8-19 TAXES			372.23 346.27	DM DM	B B	1930 1932	10 10
Total Expenditures:		2	718.50			340.27	ויוט	В	1332	10
Fund Description	Fund	Expenditures	Refund Expend				****			
	03	109,511.71	0.00	·						
Total Of All Funds:		109,511.71	0.00							

Amount

109,511.71

0.00

Transactions

18

0

Accounts

9

0