Toms River Fire Commissioners Joint Board Meeting Minutes Toms River Fire Academy September 11, 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

Sipe - present

Britton-present Autenrieth- present
Geoghegan-present
Bierbaum - present
Duff - present
Latshaw -present

Administrator Kubiel and Attorney VanDyke present Bisceglie present to take minutes

Lauren Holman from Holman, Frenia & Allison discussed creating a better reporting system re:the financial software for the Bureau of Fire Prevention. A team of auditors will create an operating procedure that works better with the current software in place.

Motion Britton second Autenrieth to approve minutes of the August 14, 2019 meeting.

AYES-8 NAYS-0 ABSTAINED-1 CARRIED

(Geoghegan)

BIDS- None

<u>COMMUNICATIONS</u> –Autenrieth stated minor issues with the CMC site that have been rectified. Radio Technician Genovese working on reprogramming all pagers.

FIRE DISPATCH SUPERVISOR SAHATJIAN (See inserted report)

Silva-absent

Sahatjian stated:

- 1. A correction to his current report as it relates to the termination of a part-time dispatcher he has contacted Sahatjian and requested a leave of absence due to personal reason.
- 2. Received an application to replace Rob Leach and is requesting to hire part-time police dispatcher Joe Lord.
- 3. Received two new TV screens, working on getting DOC traffic cameras.
- 4. In process of working with EMS who want to participate with IAM responding.

Bierbaum asked if the technology exists in the dispatch center for people to live stream when they call 911. Sahatjian stated yes. The technology exists but it is a process. He also asked if there currently a technology in place to track from cell phone the location of caller, Sahatjian responded the Ocean County handles those calls.

Motion Autenrieth second Britton to hire Joseph Lord as a part-time fire dispatcher.

AYES-9 NAYS-0 ABSTAINED-0 CARRIED

FIRE ACADEMY DIRECTOR HANSSON- (See inserted report)
BUREAU CHIEF ESPOSITO- (See inserted report)
Bierbaum stated ongoing contract negotiations.
LEGISLATION- No report

<u>FIRE OFFICERS ASSOCIATION</u> – No report <u>INSURANCE</u> Sipe stated several open claims <u>ADMINISTRATOR KUBIEL</u> –No report

BILLS

Motion Duff second Britton for District No. 2 to pay \$69,322.57 for their share of the bills. (See inserted list)

AYES-4

NAYS-0

ABSTAINED-0

CARRIED

Motion Sipe 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

STORING AMBULANCE AT FIRE ACADEMY- Geoghegan stated Silverton has an extra ambulance and suggested storing it at the fire academy in case it is needed. Bierbaum stated this is an initiative to insure that there is equipment and mode of transportation in case of injury. Discussion followed.

Motion Sipe second Geoghegan to house Silverton EMS vehicle at the Fire Academy

AYES-9 NAYS-0 ABSTAINED-0 CARRIED

TRANSFER OF MONIES TO PURCHASE TECHNICAL RESCUE EQUIPMENT Motion Autenrieth second Sipe to purchase equipment and transfer the money in November. AYES-8 NAYS-0 ABSTAINED-1 CARRIED (Tutela)

Bierbaum stated he will recommend to the Fire Officers to conduct a town wide mass casualty disaster drill in 2020.

Each year the Toms River VFW selects public servants that have distinguished themselves through their dedication and commitment. This year John Hafner has been selected as the receipt for the fire service to receive Public servant award citation. There is an award dinner scheduled at the Toms River VFW on October 8, 2019.

PARTICIPATION BY THE PUBLIC- None

PRIVATE EXECUTIVE SESSION- Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or Matters Relating to Litigation, Negotiations, Attorney-Client Privilege and Legal advice: 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 require in order for the attorney to exercise his ethical duties as a lawyer. representatives of employees of the public body.

There being no further business, Motion Sipe second Autenrieth to close the meeting @ 7:36 p.m. AYES-9 NAYS-0 ABSTAINED-0 CARRIED

Respectfully submitted, *Richard Tatela* Richard Tutela, 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 September 2019

- 1. We have received our certification from the State of NJ Records Management System which will allow us to become a more efficient office without all the filing.
- 2. Inspector Mitchell will be very active this October with fire prevention programs; we will be getting back into the schools which we haven't done in a few years.

Respectfully,

Kevin Esposito,

Chief Inspector



TOMS RIVER FIRE DEPARTMENT COMMUNICATIONS DIVISION

Joint Board Report 09/11/2019

- Per Diem Dispatcher Rob Leach has sent in a resignation letter due to being employed by the NJSP.
 - Per Diem Dispatcher Christopher Bruno: I am awaiting a resignation letter by the end of the week, if not received permission to terminate his employment for lack of participation and communications.
- I am working on finding replacements asap.
- There was a problem with the pagers, problem resolved by Radio Repair.
- New tv screens were delivered for the comms room. I am working on hanging them and hooking them up.
- EMS Squads in the process of switching information over to IAR.

August TOTALS Handled by TRFD Dispatch

EMS Incidents: 1093 Fire Incidents: 228

Respectfully submitted

John A. Sahatjian



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 September 2019

- 1. Fire Instructor 1 class is complete with 6 students taking the final exam. 4 passed, the other 2 will take a makeup test. Fire Officer 1 started 9/9, Fire Prevention Inspector Class starts 9/17, Scene Sizeup also starts 9/17, Fire Officer Orientation is 9/23.
- 2. Outside agencies using the facility in August and September: State of NJ Division of Fire Safety, Lakewood FD, Toms River PD, Jackson Sta 55, NJSP We have billed over \$19,650 in the first 8 months of 2019. We have reservations for six outside companies to use the facility in September and October.
- 3. Toms River fire companies conducted live burn drills several times during the months of July and August. They also made use of the burn building, propane props and other props for Drills and Training. The FA hosted a live burn drill photo shoot for the Cancer Study and CMC.
- 4. OCJ inmates worked at the Academy on August 10 and 11. They worked on cleaning the apparatus bay and the burn room, cutting weeds around the property, trash removal and stacking pallets.
- 5. Maintenance and improvement projects for 2019 are underway. Materials have arrived for maintenance and repair of the first and second floor burn rooms. We are awaiting selection of a contractor to install replacement components.
- 6. The 2019 Firefighter 1/2 Class is scheduled to start on Sept 23 with orientation held on Sept 9. 18 Toms River students are registered as well as 11 from out of town companies. We are in the process of revamping the class to permit live fire burn drills earlier in the process and to add other mandated subjects to the curriculum. All changes will be in accordance with NFPA Standards and NJDFS Regulations. The Division of Fire Safety is leaning toward instituting FF1/2 classes statewide.TR FTC has been doing this for 4 years and was the first Academy in the state to do so. The state is also planning to institute CPAT testing for all students entering a fire academy. TRFTC has also been doing this for many years. We are one of the few academys to do so. The fire academy currently purchases NFPA compliant work pants for all Township FF 1/2 candidates. This procedure has come to be cumbersome at best. We will explore alternate means to acquire the pants for future classes.
- 7. Thank you to Instructor Joe Brown who is working on a new search and rescue prop on the second floor. Joe has made considerable progress on the project.

Respectfully submitted Bob Hansson Director, Toms River FTC

P.O. Type: Contract Format: Condensed	Print Perpetual, Revenue, & G/L Accounts	: N	Open: N Void: N Paid: Held: N Aprv: N Rcvd:
Range: 03111-51 -001 Rcvd Batch Id Range: First to Li	to 03134-54 -742 ast Paid Date Range	Bid: \ : 08/15/19 to 09/11/	/ State: Y Other: Y Exempt: /19
Department Page Break: No	Subtotal CAFR: No Subtotal		
Expend Account Descript Vendor	ion P.O. Id P.O. Description	Amount	Void Amount PO Type
03111-53 -003 INSTRUCT E0199 ESPOSITO, KEVIN	OR'S REMUNERATION 19-00989 INST. REM. & SUPPLIES	230.00	0.00
03112-51 -023 WORKMAN' N0125 NEW JERSEY CASUALTY	S COMP 19-00992 W/C JOINT 4TH PAYMENT	1,152.00	0.00
03112-51 -024 HEALTH B H0110 HORIZON BLUE CROSS/BLUE	ENEFITS SHIELD 19-00924 09/19 HEALTH	7,182.66	0.00
03112-53 -023 WORKMAN' N0125 NEW JERSEY CASUALTY	S COMP. 19-00992 W/C JOINT 4TH PAYMENT	1,152.00	0.00
03112-54 -023 WORKMAN' N0125 NEW JERSEY CASUALTY	S COMP 19-00992 W/C JOINT 4TH PAYMENT	4,608.00	0.00
03112-54 -024 HEALTH B U0046 UNITED HEALTHCARE INS. C H0110 HORIZON BLUE CROSS/BLUE H0033 HARTFORD INSURANCE COMPA	ENEFITS/DISABILITY 0. 19-00923 09/19 INS. CUSTOMER #04P2972 SHIELD 19-00924 09/19 HEALTH NY 19-00988 09/19 INSURANCE GROUP #680338	223.07 28,302.86 921.20 29,447.13	0.00 0.00 0.00
03112-55 -023 WORKMAN' N0125 NEW JERSEY CASUALTY	S COMP 19-00992 W/C JOINT 4TH PAYMENT	10000 For blasses 600,000	0.00
H0110 HORIZON BLUE CROSS/BLUE S	ENEFITS/DISABILITY D. 19-00923 09/19 INS. CUSTOMER #04P2972 SHIELD 19-00924 09/19 HEALTH NY 19-00988 09/19 INSURANCE GROUP #680338	3,958.16	0.00 0.00 0.00
03113-51 -074 OFFICE ECCO049 CDW-GOVERNMENT C0049 CDW-GOVERNMENT	19-00864 EQUIP. DISPATCH	516.18 254.00 770.18	0.00 0.00
03113-53 -074 OFFICE ECC CO049 CDW-GOVERNMENT CO049 CDW-GOVERNMENT	19-00883 SERVER FOR F.A.	3,411.96 17.74 3,429.70	0.00 0.00
03113-54 -074 OFFICE EC		418.49	0.00
03113-55 -074 OFFICE EQ C0049 CDW-GOVERNMENT	UIPMENT 19-00861 EQUIP. BUREAU	132.39	0.00

Expend Account Description Vendor	P.O. Id P.O. Description	Amount	Void Amount	РО Туре
03113-55 -078 COMPUTER PR				333
03116-51 -171 INSURANCE F S0088 SELECTIVE INSURANCE CO.	REMIUMS 19-00993 2019 INS. 4TH PAYMENT JOINT	914.10	0.00	
03116-52 -171 INSURANCE P S0088 SELECTIVE INSURANCE CO.	REMIUMS 19-00993 2019 INS. 4TH PAYMENT JOINT	6.00	0.00	
03116-53 -171 INSURANCE P S0088 SELECTIVE INSURANCE CO.	REMIUMS 19-00993 2019 INS. 4TH PAYMENT JOINT	1,828.20	0.00	
03116-54 -171 INSURANCE P S0088 SELECTIVE INSURANCE CO.	REMIUMS 19-00993 2019 INS. 4TH PAYMENT JOINT	5,484.60	0.00	
03116-55 -171 INSURANCE P S0088 SELECTIVE INSURANCE CO.	REMIUMS 19-00993 2019 INS. 4TH PAYMENT JOINT	914.10	0.00	
03119-52 -271 AUDITOR H0098 HOLMAN,FRENIA,ALLISON P.C.	19-00933 2018 AUDIT	145.00	0.00	
03119-52 -272 LEGAL B0214 BRASLOW, RICHARD M. ESQ	19-00975 PROFESSIONAL SERVICES	37.00	0.00	
03119-53 -271 AUDITOR H0098 HOLMAN,FRENIA,ALLISON P.C.	19-00933 2018 AUDIT	217.50	0.00	
03119-54 -271 AUDITOR H0098 HOLMAN,FRENIA,ALLISON P.C.	19-00933 2018 AUDIT	290.00	0.00	
03119-54 -272 LEGAL B0214 BRASLOW, RICHARD M. ESQ	19-00975 PROFESSIONAL SERVICES	2,109.00	0.00	
03119-55 -271 AUDITOR HO098 HOLMAN,FRENIA,ALLISON P.C.	19-00933 2018 AUDIT	72.50	0.00	
N0055 NATIONAL FIRE PROTECTION 10007 INTERNATIONAL CODE COUNCIL I	19-00983 BUREAU RENEWAL 19-00986 BOOKS DIST#1 & BUREAU	30.00 197.55 451.00 273.00 951.55	0.00 0.00 0.00 0.00	
03123-55 -416 DUES & SUBSC F0119 FIRE PROTECTION PUBLICATIONS T0134 TOMS RIVER FIRE COMMISSIONER	19-00953 EBOOK FOR BUREAU	75.65 44.99 120.64	0.00	
03126-53 -530 FUEL(BUILDIN NO155 NEW JERSEY NATURAL GAS CO.		32.39	0.00	
03126-53 -531 SUPPLIES G0155 GRAINGER	19-00862 FUEL CAN F.A.	10.57	0.00	

Expend Ac Vendor	count Desc		P.O. Description	Amount	Void Amount	PO Type
03126 C0172	5-53 -531 SUPF CONTINENTAL FIRE & S		Continued SUPPLIES F.A.	174.00 184.57	0.00	*****
03126 E0199	5-54 -531 SUPF ESPOSITO, KEVIN		INST. REM. & SUPPLIES	17.00	0.00	
V0010 V0008	-51 -567 TELE VERIZON WIRELESS VERIZON CABS VERIZON	19-00932 19-00974	ACCT#720641376-00001 PHONE JOINT PHONE JOINT	45.90 7,749.57 380.48 8,175.95	0.00 0.00 0.00	
T0165 J0048	-53 -566 UTIL TOMS RIVER M.U.A. JCP&L SUEZ WATER T.R.	19-00178 19-00920	4TH QTR. 2019 ACCT#200 000 001 020 08/19 F.A.	293.64 1,889.52 323.05 2,506.21	0.00 0.00 0.00	
	-53 -568 INTE VERIZON		PHONE JOINT	247.49	0.00	
03127- F0171 V0010	-54 -567 COMM 4X TECHNOLOGIES, LLC VERIZON WIRELESS	19-00919	8/19 SERVICES JOINT ACCT#720641376-00001	515.83 609.33 1,125.16	0.00	
	-55 -567 COMM VERIZON WIRELESS	UNICATIONS 19-00932	ACCT#720641376-00001	121.06	0.00	
03127- V0009	-55 -568 INTE VERIZON		PHONE JOINT	109.99	0.00	
	-51 -607 OFFIC W.B. MASON CO., INC.			359.37	0.00	
O0005 T0137	-53 -607 OFFIG OCCUPATIONAL HEALTH TOMS RIVER FIRE DISTR IMAGE SYSTEMS FOR BUS	19-00891 RICT NO. 1 19-00928	CALIBRATE FIT TEST MACHINE FA POSTAGE F.A.	185.00 53.75 122.21 360.96	0.00 0.00 0.00	
N0055	INTERNATIONAL CODE CO	TION 19-00986 DUNCIL INC 19-01002	BOOKS DIST#1 & BUREAU BOOKS BUREAU	4.97 26.04 500.45 531.46	0.00 0.00 0.00	
м0090 00005		19-00873 19-00891 19-00922	GENTRACKER F.A.	2,006.80 625.00 400.00 352.00	0.00 0.00 0.00 0.00	

September 11, 2019 03:20 PM

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

Page No:							
			MIA	-	~	17	- 1
PALIE NO.	- 74	63	IV()	н	11	1	. 1

Expend Account Description Vendor	n P.O. Id P.O. Description	Amount	Void Amount PO Type
	E CONTRACTS Continued E 19-00985 08/19 SERVICE	300.00 3,683.80	0.00
03129-54 -648 VEHICLE RE N0215 NORWOOD AUTO PARTS J0014 J & R PRO AUTOMOTIVE T0125 TOMS RIVER CAR WASH	PAIR 19-00914 BATTERY #127 19-00936 157,117,207,127 19-01018 CAR WASH	104.51 628.57 22.50 755.58	0.00 0.00 0.00
03129-54 -657 MAINTENANC M0090 MES INC. T0177 TOWNSQUARE INTERACTIVE	E CONTRACTS 19-00873 SCBA FLOW TEST 19-00994 WEBSITE MAINT. BUREAU	136.00 516.00 652.00	0.00 0.00
03133-54 -701 CONTINGENCE S0165 SKIP'S FLORIST	19-01004 KUBIEL/AMBROSIO	159.90	0.00
Fund Total		85,842.20	
otal Charged Lines: 102 Total Lis	t Amount: 85,842.20 Total Void Amou	unt: 0.00	

FUNDS RECEIVED AND DEPOSITED

FROM:	<u>CK#:</u>	FOR:	AMOUNT:
Comcast	23000546	Closed Bureau account	179.46

Range of Accounts: 03- -111-51 -001 Range of Dates: 08/15/19 to 09/11/19 to 03- -112-55 -024 Adds: N Changes: N Transfers In: N 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

-	PO Encumbrances: N Contract Encm: N							Received PO: N			
Account No Date Type	Account De	escription Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	It	em#			
03111-51 -001	SALARIES						Silling	,			
08/16/19 Expd		W/E 8-15-19 DISPATCH			19,455.82	DM	В	1966			
08/30/19 Expd		W/E 8-29-19 DISPATCH			17,176.00		В	1968			
Total Expenditures:	2	36,631.82									
03111-53 -003	INSTRUCTOR	'S REMUNERATION									
08/16/19 Expd		W/E 8-15-19 F.A. INST.			748.75	DM	В	1966	7		
08/30/19 Expd		W/E 8-29-19 F.A. INST.			1,328.75	DM	В	1968	7		
Total Expenditures:	2	2,077.50									
03111-53 -004	FIRE ACADE	MY COORDINATOR									
08/16/19 Expd		W/E 8-15-19 F.A. COOR.			769.23	DM	В	1966	6		
08/30/19 Expd		W/E 8-29-19 F.A. COOR.			769.23		В	1968	6		
Total Expenditures:	2	1,538.46									
03111-54 -001	SALARIES										
08/16/19 Expd		W/E 8-15-19 BUR ADM			24,909.71	DM	В	1966	3		
08/30/19 Expd		W/E 8-29-19 BUR ADM			24,838.09		В	1968	3		
Total Expenditures:	2	49,747.80									
03111-55 -001	SALARIES										
08/16/19 Expd		W/E 8-15-19 U.C.C.			4,792.56	DM	В	1966	4		
08/30/19 Expd		W/E 8-29-19 U.C.C.			4,796.15		В	1968	4		
Total Expenditures:	2	9,588.71									
03112-51 -021	PAYROLL TAX	(ES									
08/16/19 Expd		W/E 8-15-19 TAXES			1,395.09	DM	В	1966	11		
08/30/19 Expd		W/E 8-29-19 TAXES			1,353.99	DM	В	1968	12		
Total Expenditures:	2	2,749.08									
)3112-53 -021	PAYROLL TAX	ŒS									
08/16/19 Expd		W/E 8-15-19 TAXES			115.89	DM	В	1966	12		
08/30/19 Expd		W/E 8-29-19 TAXES			115.49		В		13		
otal Expenditures:	2	231.38									
3112-54 -021	PAYROLL TAX	ES A TOTAL MANAGEMENT OF THE STATE OF THE ST									
08/16/19 Expd		W/E 8-15-19 TAXES			1,688.57	DM	В	1966	9		
08/30/19 Expd		W/E 8-29-19 TAXES			1,955.53		В	1968	10		
otal Expenditures:											

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

Page No: 2

Account No Date Type		Account Description	on Isaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User'	Iter	n #	
03112-55 -021 08/16/19 Expd 08/30/19 Expd			8-15-19 TAXES 8-29-19 TAXES			326.11 365.00	DM DM	B B	1966 1968	10 11
Total Expenditures:		2	691.11							
Fund Description	Fund	Expenditure	s Refund Expend		10.10.10.11.1.10.11.11.11.11.11.11.11.11					
***************************************	03	106,899.90	6 0.00		10.00 × 10.00					_
Total Of All Fund	s:	106,899.96	0.00							
Report Totals Transaction Type		Accounts	Transactions		Amount					
Total Expenditures: Total Refund Expend:		9	18		06,899.96					

17