Toms River Fire Commissioners Joint Board Meeting Minutes Toms River Fire Academy October 9, 2019

Commissioner Geoghegan called a regular meeting of the Toms River Fire Commissioners Districts No. 1 & No. 2 to order at 6:40 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

Bierbaum – present Duff – present Tutela – present Latshaw –present

Willson-present

Sipe – absent

Attorney VanDyke present Halliwell present to take minutes

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.

Motion Tutela second Autenrieth to go into private executive session @ 6:41.

AYES-9 NAYS-0

CARRIED

Motion Tutela second Autenrieth to go back into open session @ 7:19.

AYES-9

NAYS-0

CARRIED

Motion Tutela second Autenrieth to approve minutes of the September 11, 2019 meeting.

AYES-9

NAYS-0

CARRIED

BIDS- None

COMMUNICATIONS –Autenrieth reported Genovese making progress with projects.

FIRE DISPATCH SUPERVISOR SAHATJIAN (See inserted report)

Sahatjian stated he will be interviewing more P/T dispatchers to start training soon and removing inactive workers from payroll.

FIRE ACADEMY DIRECTOR HANSSON- (See inserted report)

BUREAU CHIEF ESPOSITO- absent (See inserted report)

Autenrieth stated meeting set up next week with auditor and Dawn to address financial reporting issues. Novak stated he is in the process of obtaining access for Mitchell on Emergency Reporting System to track education programs. Geoghegan reported contract negotiations still ongoing.

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION - Muttie reported next meeting in November.

INSURANCE- No report

ADMINISTRATOR KUBIEL – absent

BILLS

Motion Duff second Britton for District No. 2 to pay \$88,028.77 for their share of the bills. (See inserted list)

AYES-5

NAYS-0

CARRIED

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

AYES-4 NAYS-0

CARRIED

<u>UNFINISHED BUSINESS</u>-Bierbaum reported VFW presented Hafner with Firefighter of the year award.

NEW BUSINESS-None

PARTICIPATION BY THE PUBLIC- None

There being no further business, Motion Tutela second Duff to close the meeting @ 7:30 p.m. AYES-9 NAYS-0 CARRIED

Respectfully submitted,
Richard Tatela
Richard Tutela, Clerk



TOMS RIVER FIRE DEPARTMENT COMMUNICATIONS DIVISION

Joint Board Report 10/082019

- Per Diem Dispatcher Joe Lord is all set up and started training, he will be released very soon as he was well prepared from the PD side.
- I have received some inquiries regarding per diem dispatchers...I will get with the liaisons to discuss further / set up interviews.
- I sent all of the policies to the liaisons for review. Monica and Tammy thank you for the help with formatting.
- EMS Squads in the process of switching information over to IAR.

September TOTALS Handled by TRFD Dispatch

EMS Incidents: 1077 Fire Incidents: 182

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 October 2019

- I have met with Lauren Holman on Friday, September 27 to discuss our reports. The
 meeting was positive as we need only one report (Accounts Receivable Report) at this
 time from SDL to meet the needs of our audit. I have already contacted SDL to have them
 start working on this; Next meeting is set for October 15 at our office.
- 2. I'm currently working on access for Fire Dispatch in SDL for pre-plan information, we are currently testing the module and once we are done, I will ask the Township to install it at dispatch so we can train them to use it.
- 3. Fire prevention month is going strong; Inspector Mitchell has all schools in Toms River scheduled for the first time in several years.

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 October 2019

- 1. Fire Instructor 1 class is complete with 6 students taking the final exam. 5 passed, 1 will take a makeup test. Fire Officer 1 started 9/9, Fire Prevention Inspector Class started 9/17 with 13 students, Scene Sizeup completed 9/17, Fire Officer Orientation completed 9/23.
- 2. Outside agencies using the facility in September and October: Lakewood FD, Toms River PD, Jackson Sta 55, Jackson Dist 2, Howell Freewood Acres, NJSP Haz Mat, Mantoloking FD, Island Heights FD We have billed over \$22,000 in the first 9 months of 2019. We have reservations for 3 outside companies to use the facility in October. We completed mask fit testing for the Lakewood Fire Dept.
- 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.
- 4. OCJ inmates will at the Academy in October. They will work on cleaning the burn building, 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 started on Sept 23 with 30 students. 18 Toms River students are registered as well as 12 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. Instructor Dana Mitchell working with Dep. Director John Novak have created an extensive online training assistance program for our FF1/2 students. The program enables our students to see upcoming power point presentations and to do workbook assignments and quizzes on line.
- Thank you to Instructor Joe Brown who has completed a new search and rescue prop
 on the second floor. The prop will permit realistic search and rescue scenarios with
 several fully furnished rooms.

Respectfully submitted Bob Hansson Director, Toms River FTC

P.O. Type: Contract Format: Condensed Range: 03111-51 -001 Rcvd Batch Id Range: First to La	to 03134-54 -742	,	Open: N Void: Held: N Aprv: I Y State: Y Other: 9 9/19 Include Non-	N RCVd: Y Y Exempt: Y
	Subtotal CAFR: No	Subtotal Department: No	Subtotal Ex	ktd: No
Expend Account Descript Vendor	tion P.O. Id P.O. Description	on Amount	Void Amount PO	Туре
03111-53 -003 INSTRUCT	TOR'S REMUNERATION 19-01120 INST. REM.	555.00	0.00	
03112-51 -024 HEALTH E B0074 BENECARD SERVICES, INC. H0110 HORIZON BLUE CROSS/BLUE		TION PLAN#1319 2,438.16 7,182.66 9,620.82	0.00 0.00	
H0110 HORIZON BLUE CROSS/BLUE	19-01007 09/19 PRESCRIPT	### TION PLAN#1319 8,183.39 28,302.86 921.20 37,407.45	0.00 0.00 0.00	
03112-55 -024 HEALTH B B0074 BENECARD SERVICES, INC. H0110 HORIZON BLUE CROSS/BLUE H0033 HARTFORD INSURANCE COMPA	19-01007 09/19 PRESCRIPT SHIELD 19-01061 10/19 HEALTH	3,958.16	0.00 0.00 0.00	
03113-51 -069 RADIOS T0065 TESSCO	19-01020 UPS JOINT	3,004.37	0.00	
03113-51 -074 OFFICE E	QUIPMENT 19-00997 EQUIP. JOINT	37.18	0.00	
03113-53 -064 TOOLS & CO172 CONTINENTAL FIRE & SAFET CO172 CONTINENTAL FIRE & SAFET	Y 19-00970 EQUIP. F.A.	1,454.95 601.78 2,056.73	0.00	,
03113-54 -064 TOOLS & E LO205 LION GROUP, INC.		2,208.00	0.00	
O3113-54 -074 OFFICE ECCCO049 CDW-GOVERNMENT H0100 HOME DEPOT C0049 CDW-GOVERNMENT C0049 CDW-GOVERNMENT W0004 W.B. MASON CO., INC.	19-00959 EQUIP. BUREAU 19-00996 EQUIP. DIST#1 & 19-00997 EQUIP. JOINT 19-01031 EQUIP. BUREAU	60.30 388.18	0.00 0.00 0.00 0.00 0.00	
03113-55 -064 TOOLS & E H0100 HOME DEPOT	QUIPMENT 19-00996 EQUIP. DIST#1 &	JOINT 149.00	0.00	

Vendor	Description	P.O. Id P.O. Description	Amount	Void Amount	РО Туре
03113-55 -0 T0065 TESS A0120 ALTE	074 OFFICE EQUIPME CO RNATIVE MICROGRAPHICS	NT 19-00888 DOCKING STATION BUREAU 19-01063 MICRO-FILMING	811.88 1,352.40 2,164.28	0.00	
03115-54 -1 T0175 TOWN P0130 PITN	36 RENT SHIP OF TOMS RIVER EY BOWES INC.	19-00196 2019 4TH QTR RENT BUREAU 19-01053 METER RENTAL BUREAU	2,947.88 69.00 3,016.88	0.00	
03115-55 -1 T0175 TOWN	36 RENT SHIP OF TOMS RIVER	19-00196 2019 4TH QTR RENT BUREAU	736.00	0.00	
	72 LEGAL LOW, RICHARD M. ESQ	19-01107 PROFESSIONAL SERVICES	203.50	0.00	
	11 LEGAL NOTICES DERSEY ADVANCE MEDIA, LLC	19-01131 JOINT BUDGET WORKSHOP	18.60	0.00	
	86 CONFERENCES AN, CARLTON	19-01098 REIMB. CONF. REGISTRATION	627.00	0.00	
N0055 NATIO	RNATIONAL CODE COUNCIL INC	PTIONS 19-00941 RENEW MEMBERSHIP #3247785 19-01071 BUREAU BOOK 19-01105 PROCUREMENT CARD PURCHASE	1,395.73 200.00 351.00 1,946.73	0.00 0.00 0.00	
NO055 NATIO	.6 DUES & SUBSCRI ONAL FIRE PROTECTION RIVER FIRE COMMISSIONERS	19-00941 RENEW MEMBERSHIP #3247785	275.12 486.92- 211.80-	0.00	
03123-55 -41 T0134 TOMS		S 19-01130 CREDIT CARD FEES	531.82	0.00	
F0019 FARRO		RIALS 19-01090 SHIRTS/WATER BOTTLES F.A. 19-01146 REIMB. SUPPLIES F.A.	460.72 194.68 655.40	0.00	
J0120 JOSHU H0100 HOME	DEPOT	ALS 19-00956 SUPPLIES BUREAU 19-00996 EQUIP. DIST#1 & JOINT 19-01023 PUBLIC ED. MATERIALS	1,593.75 478.60 1,200.00 3,272.35	0.00 0.00 0.00	
F0019 FARRO		19-01090 SHIRTS/WATER BOTTLES F.A. 19-01095 UNIFORMS ROSELLI & F.A.	1,416.10 1,272.00 2,688.10	0.00	

Expend Account Description Vendor	P.O. Id P.O. Description	Amount	Void Amount	РО Туре
03125-54 -487 CLOTHING A0023 ACTION UNIFORM COMPANY	19-01095 UNIFORMS ROSELLI & F.A.	382.99	0.00	
03126-53 -530 FUEL(BUILDING S0335 SUBURBAN PROPANE N0155 NEW JERSEY NATURAL GAS CO.		835.23 79.94 915.17	0.00	
03126-54 -529 FUEL T0175 TOWNSHIP OF TOMS RIVER	19-01036 8/19 FUEL JOINT	235.66	0.00	
03126-54 -531 SUPPLIES L0205 LION GROUP, INC.	19-00967 EQUIP. BUREAU	70.00	0.00	
03126-55 -529 FUEL T0175 TOWNSHIP OF TOMS RIVER	19-01036 8/19 FUEL JOINT	118.95	0.00	
03127-51 -567 TELEPHONE R0012 RACKSPACE US, INC. V0010 VERIZON WIRELESS V0008 VERIZON CABS V0009 VERIZON	19-01017 EMAIL AUG ACCT#030-34971557175 19-01093 ACCT#720641376-00001 19-01113 PHONE JOINT 19-01132 PHONE JOINT	92.40 45.90 7,949.57 385.16 8,473.03	0.00 0.00 0.00 0.00	
03127-53 -566 UTILITIES J0048 JCP&L S0337 SUEZ WATER T.R.	19-01094 ACCT#200 000 001 020 19-01115 09/19 F.A.	2,135.13 351.07 2,486.20	0.00	
03127-53 -567 TELEPHONE F0171 4X TECHNOLOGIES, LLC	19-01060 9/19 SERVICES JOINT	452.96	0.00	
03127-53 -568 INTERNET R0012 RACKSPACE US, INC. V0009 VERIZON	19-01017 EMAIL AUG ACCT#030-34971557175 19-01132 PHONE JOINT	4.95 250.00 254.95	0.00	
	19-01060 9/19 SERVICES JOINT 19-01093 ACCT#720641376-00001	62.87 609.33 672.20	0.00 0.00	
03127-55 -567 COMMUNICATIONS V0010 VERIZON WIRELESS	19-01093 ACCT#720641376-00001	121.06	0.00	
03127-55 -568 INTERNET R0012 RACKSPACE US, INC. V0009 VERIZON	19-01017 EMAIL AUG ACCT#030-34971557175 19-01132 PHONE JOINT	62.70 109.99 172.69	0.00 0.00	
03128-51 -607 OFFICE SUPPLIE T0065 TESSCO	S/SHIPPING 19-01020 UPS JOINT	289.40	0.00	

Expend Account Description Vendor	P.O. Id P.O. Description	Amount	Void Amount	РО Туре
03128-53 -607 OFFICE SUPPL:	TES/SHTPPTNG			
	19-00949 CALIBRATE FIT TEST MACHINE FA	185.00	0.00	
03128-54 -607 OFFICE SUPPLE	IES/SHIPPING			
N0055 NATIONAL FIRE PROTECTION	19-00941 RENEW MEMBERSHIP #3247785 19-00956 SUPPLIES BUREAU 19-00967 EQUIP. BUREAU 19-01023 PUBLIC ED. MATERIALS 19-01054 SUPPLIES BUREAU 19-01108 WATER BUREAU 19-01118 DEPOSIT SLIPS BUREAU	9.95	0.00	
J0120 JOSHUA MARCUS GROUP	19-00956 SUPPLIES BUREAU	28.00	0.00	
L0205 LION GROUP, INC.	19-00967 EQUIP. BUREAU	100.00	0.00	
F0166 FOREMOST PROMOTIONS	19-01023 PUBLIC ED. MATERIALS	51.56	0.00	
W0004 W.B. MASON CO., INC.	19-01054 SUPPLIES BUREAU	2,993.68	0.00	
W0044 WATCHUNG SPRING WATER CO. INC	. 19-01108 WATER BUREAU	39.49	0.00	
00070 OCEAN DATA FORMS	19-01118 DEPOSIT SLIPS BUREAU	109.60	0.00	
		3,332.28		
3128-55 -607 OFFICE SUPPLI				
T0065 TESSCO	19-00888 DOCKING STATION BUREAU	22.31	0.00	
3129-51 -657 MAINTENANCE C	ONTRACTS			
T0175 TOWNSHIP OF TOMS RIVER		7,950.00	0.00	
3129-53 -649 BUILDING MAIN	TENANCE			
W0124 WINCH PLUMBING, HEATING		240.00	0.00	
3129-53 -657 MAINTENANCE C	ONTRACTS			
00005 OCCUPATIONAL HEALTH	19-00949 CALTRRATE ETT TEST MACHINE EA	625 00	0.00	
MO143 M & M CLEANING SERVICE INC	19-01091 9/19 MATNT + WINDOWS	512 00	0.00	
KUUSU KETTHIS LAWN WATHT SERVICE	19-00949 CALIBRATE FIT TEST MACHINE FA 19-01091 9/19 MAINT. + WINDOWS 19-01123 09/19 SERVICE + ADD'L WORK 19-01135 HVAC MAINT. F.A./REPAIR	550.00	0.00	
TOTO TOTOUR ENERGY SYSTEMS THE	19-01135 HVAC MATNT E A /REPATR	1 497 33	0.00	
B0001 B SAFE, INC.	19-01144 4TH QTR 2019 ALARM	92.70	0.00	
Boot Boney Inci	15 SILIT THE QUE LOLD MEANIN	3,277.03	0.00	
3129-54 -648 VEHICLE REPAI	R			
10014 1 & R PRO AUTOMOTIVE	19-01122 107.177	41.95	0.00	
J0014 J & R PRO AUTOMOTIVE E0004 E.R.S. FLEET REPAIR, INC.	19-01141 #147	103.07	0.00	
		145.02		
3129-54 -655 OFFICE CLEANI	NG			
T0175 TOWNSHIP OF TOMS RIVER	19-00196 2019 4TH QTR RENT BUREAU	606.25	0.00	
3129-54 -657 MAINTENANCE C	ONTRACTS			
A0120 ALTERNATIVE MICROGRAPHICS	19-01063 MICRO-FILMING	296.25	0.00	
3129-55 -648 VEHICLE REPAI				
NO215 NORWOOD AUTO PARTS	19-01056 187 BATTERY	100.73	0.00	
J0014 J & R PRO AUTOMOTIVE	19-01122 107,177	249.85	0.00	
2007-1 2 & IL LIVO MOTOLIOTIAE	TO VIILL IVI, III	350.58	0.00	
3129-55 -655 OFFICE CLEANIA	J.C.			
T0175 TOWNSHIP OF TOMS RIVER	19-00196 2019 4TH QTR RENT BUREAU	12.50	0.00	
Fund Total:		109,056.20		
runu iolali.		T03,030,20		

FUNDS RECEIVED AND DEPOSITED

FROM: Toms River Township **CK#:**

FOR: Reimburse radio license upgrade 104195

AMOUNT: 5,490.00

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024 Adds: N Changes: N Transfers In: N Range of Dates: 09/12/19 to 10/09/19 Transfers Out: N Expenditures: Y Refunds: Y 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			Class Id	01	-				
Account No Date Type	Account De	Account Description Transaction Data/Comment		Class Description Vendor/Source		User	It	Item #	
03111-51 -001	SALARIES								
09/12/19 Expd		W/E 9-12-19 DISPATCH			18,696.61	DM	В	1971	5
09/26/19 Expd		W/E 9-26-19 DISPATCH			19,228.21	DM	В	1973	
Total Expenditures:	2	37,924.82							
03111-53 -003	INSTRUCTOR	'S REMUNERATION							
09/12/19 Expd		W/E 9-12-19 F.A. INST.			1,425.00	DM	В	1971	7
09/26/19 Expd		W/E 9-26-19 F.A. INST.			1,875.00		В	1973	7
Total Expenditures:	2	3,300.00							
03111-53 -004	FIRE ACADE	MY COORDINATOR							
09/12/19 Expd		W/E 9-12-19 F.A. COOR.			769.23	DM	В	1971	6
09/26/19 Expd		W/E 9-26-19 F.A. COOR.			769.23		В	1973	6
Total Expenditures:	2	1,538.46							
03111-54 -001	SALARIES								
09/12/19 Expd		W/E 9-12-19 BUR ADM			24,174.63	DM	В	1971	3
09/26/19 Expd		W/E 9-26-19 BUR ADM			24,321.40		В	1973	3
Total Expenditures:	2	48,496.03							
03111-55 -001	SALARIES								
09/12/19 Expd		W/E 9-12-19 U.C.C.			4,796.15	DM	В	1971	4
09/26/19 Expd		W/E 9-26-19 U.C.C.			4,642.56	DM	В	1973	4
Total Expenditures:	2	9,438.71							
3112-51 -021	PAYROLL TAX	(ES							
09/12/19 Expd		W/E 9-12-19 TAXES			1,347.78	DM	В	1971	11
09/26/19 Expd		W/E 9-26-19 TAXES			1,395.84	DM	В	1973	12
otal Expenditures:	2	2,743.62							
3112-53 -021	PAYROLL TAX	(ES							
09/12/19 Expd		W/E 9-12-19 TAXES			127.70	DM	В	1971	12
09/26/19 Expd		W/E 9-26-19 TAXES			154.01	DM	В	1973	13
otal Expenditures:	2	281.71							
3112-54 -021	PAYROLL TAX	ES							
09/12/19 Expd		W/E 9-12-19 TAXES			1,661.82	DM	В	1971	9
09/26/19 Expd		W/E 9-26-19 TAXES			1,679.21		В	1973	10
otal Expenditures:	2	3,341.03							
	-	-,							

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2019 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	Ite	m #	
03112-55 -021 09/12/19 Expd 09/26/19 Expd		PAYROLL TAXES W/E 9-12-19 TAXES W/E 9-26-19 TAXES				326.38 314.63	DM DM	ВВ	1971 1973	10 11
Total Expenditures:		2	641.01							
Fund Description	Fund	Expenditures	Refund Expend							
•	03	107,705.39	0.00				1500			_
Total Of All Funds	5:	107,705.39	0.00							
Report Totals Transaction Type		Accounts	Transactions		Amount					
Total Expenditures: Total Refund Expend:		9	18		107,705.39					