

**Toms River Fire Commissioners  
Joint Board Meeting Minutes  
Toms River Fire Academy  
November 12, 2020**

Commissioner Convery called a regular meeting of the Toms River Fire Commissioners Districts No. 1 & No. 2 to order at 5:00 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
Bierbaum – present	Tutela – absent
Quinlisk – present	Latshaw –present
Willson-present	Minkler – present

Administrators Kubiel and Carson were present. Attorney Appleby present.  
Bisceglie present to take minutes

**Motion Autenrieth second Bierbaum to approve minutes of the October 9, 2020 budget workshop meeting providing a copy is made available for inspection by the public during this meeting.**

**AYES-9    NAYS-0    CARRIED**

**Motion Minkler second Bierbaum to approve minutes of the October 9, 2020 regular meeting providing a copy is made available for inspection by the public during this meeting.**

**AYES-9    NAYS-0    CARRIED**

**BIDS**- None

**COMMUNICATIONS** –Bierbaum stated he spoke to Sahatjian prior to meeting and expressed how essential hiring part-time dispatchers are to ensure there is adequate staff with the increasing number of COVID-19 infections.

**FIRE DISPATCH SUPERVISOR SAHATJIAN** – Sahatjian stated there are issues with the Spillman mapping, update is scheduled for December 8<sup>th</sup> 2020. Received several part-time applications and will be scheduling interviews soon.

**FIRE ACADEMY**- Latshaw stated there are several ongoing projects.

**FIRE ACADEMY DIRECTOR HANSSON** – See inserted report.

**BUREAU OF FIRE PREVENTION**- Convery stated Administrator Kubiel and Carson in process of setting up arrangements as it pertains to employment contracts.

**BUREAU CHIEF ESPOSITO** Absent

**LEGISLATION**- No report

**FIRE OFFICERS ASSOCIATION** – No report.

**INSURANCE-** No report

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

**DISTRICT NO.2 ADMINISTRATOR CARSON** – No report

**BILLS**

**Motion Britton second Willson for District No. 2 to pay \$72,735.05 for their share of the bills  
(See inserted list)**

**AYES-5    NAYS-0    ABSTAINED-0    CARRIED**

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

**AYES-4    NAYS-0    ABSTAINED-0    CARRIED**

**UNFINISHED BUSINESS** – Attorney Appleby stated an authorization is needed for the execution of a resolution accepting the International Association of Firefighters Local 5303 for the Bureau Fire Inspectors bargaining unit for the purpose of collective negotiations.

**Motion Bierbaum second Autenrieth to officially recognize the International Association of Firefighters as a bargaining unit for the Fire Inspectors.**

**ROLL CALL VOTE**

**Latshaw-Yes                      Tutela-Absent  
Autenrieth-Yes                  Minkler-Yes  
Convery-Yes**

**ROLL CALL VOTE**

**Bierbaum-Yes                      Britton –Yes  
Quinlisk –Yes                      Willson –Yes  
Geoghegan –Yes**

**CARRIED**

**NEW BUSINESS-** None

**PARTICIPATION BY THE PUBLIC-** None

**CLOSED SESSION-**None

**There being no further business, Motion Bierbaum second Willson to close the meeting @  
5:22 p.m.**

**AYES-9    NAYS-0**

**CARRIED**

Respectfully submitted,

*Leonard Minkler*

Clerk, Toms River Fire District No.1



# 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 November 2020

Outside agencies using the facility in October and November; Fire Officer Training (2), TRPD and NJDFS, Jackson 55(2), Lawrence Harbor, Point Pleasant Beach, Jackson 54, 56, 57 and 177 FW NJANG.

TR Fire Cos also conducted live fire and other training and also completed mandatory fit testing.

1. The regular night time FF 1/2 class started Sept 14. We have 24 candidates so far with 12 from Toms River and 12 from out of town companies. Fire Instructor 2 class finished Monday with 6 students, Fire Prevention Inspector is underway with 14 students and Building Construction for the Fire Officer was just completed as an online course.
2. The Academy staff developed interactive online classes to be presented during the period of social distancing. We are offering Fire Officer 2, Building Construction for the Fire Officer, Fire Instructor 2 and OSIC as fully or partially on line classes. Also, the Fire Prevention Inspector class will be offered using the Chromebooks the academy purchased last year to save the considerable cost of using printed manuals for the class. We are currently developing the Haz Mat Operations refresher course for online delivery. The course should be complete within 2 weeks
3. The Manchester Fire Department is currently hiring full time career firefighters. The TRFA has been asked to assist with the training of these fire fighters. All of the new hires have completed FF 1 so the classes conducted at TRFA will be more advanced training. All costs will be borne by Manchester FD.
4. Several construction and repair projects will soon be underway, These include new flooring in the hallways, roof repairs, and paving the extrication pad. Sprinkler system upgrades were completed. Preventive maintenance has been completed on the HVAC system and both forklifts.

Respectfully submitted

Bob Hansson, Director, Toms River FTC



# TOMS RIVER FIRE DEPARTMENT

## COMMUNICATIONS DIVISION

November Joint Board 2020

- Response plans – progress
- We are aware of the problems with the Spillman mapping, it is a large spread problem and they are working on it.
- Received multiple applications for per diem dispatchers, will scheduled the interviews with the liaisons around the pandemic guidelines.

### **OCTOBER**

FIRE CALLS: 171

EMS: 937

Respectfully Submitted

John Sahatjian



Toms River Bureau of Fire Prevention  
33 Washington Street, P. O. Box 728  
Toms River, NJ 08753  
732-240-5153  
[trfireprevention@trfire.org](mailto:trfireprevention@trfire.org)



## Fire Commissioners Report Month of November 2020

1. The following construction projects have been approved and will be starting in the within the next several months:
  - a. New development will be starting soon behind the Seacourt Pavilion – Camelot at Toms River, this project will require an on-site pump for the water mains going throughout the property in addition all apartment buildings will be sprinklered.
  - b. Received a new major site-plan for 1251 Route 37 West, will be a mixed-use building, 3-stories, 85,000 sq. ft.
  - c. The old Americana Hotel on Route 166 will be demolished to make room for a new 4-story hotel on the property.
2. I've been advised that Seaside Heights has approved the new Ordinance indicating Toms River Bureau of Fire Prevention as the LEA for Fire Prevention. I'm awaiting the signed copy in order to send it off to the State of NJ for their approval.
3. We received our monitoring report from the Division of Fire Safety; there was a few minor items that they indicated on their report. One of the items was an issue with SDL which they are actively working on. All other items have been corrected and a response letter has been sent back to the Division.

Respectfully,

Kevin Esposito,  
Chief Inspector

November 12, 2020  
12:23 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2020 Purchase Order Listing By Expenditure Account

Page No: 1

P.O. Type: Contract	Print Perpetual, Revenue, & G/L Accounts: N	Open: N	Void: N	Paid: Y
Format: Condensed		Held: N	Aprv: N	Rcvd: Y
Range: 03- -111-51 -001	to 03- -134-54 -743	Bid: Y	State: Y	Other: Y Exempt: Y
Rcvd Batch Id Range: First	to Last	Paid Date Range: 10/15/20 to 11/12/20	Include Non-Budgeted: Y	
Prior Year Only: N				
Department Page Break: No	Subtotal CAFR: No	Subtotal Department: No	Subtotal Extd: No	

Expend Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Vendor						
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
E0199	ESPOSITO, KEVIN	20-01230	INST. REM.	640.00	0.00	
G0127	GORMAN, RICHARD	20-01231	INST. REM.	540.00	0.00	
G0005	GABRIEL, RICHARD	20-01232	INST. REM.	120.00	0.00	
				<u>1,300.00</u>		
03- -112-51 -024	HEALTH BENEFITS					
B0074	BENECARD SERVICES, INC.	20-01029	10/20 PRESCRIPTION PLAN#1319	2,438.16	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	20-01047	11/20 HEALTH	4,794.22	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	20-01068	11/20 INS. EMPLOYER #25283	653.74	0.00	
				<u>7,886.12</u>		
03- -112-54 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	20-01029	10/20 PRESCRIPTION PLAN#1319	7,948.29	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	20-01047	11/20 HEALTH	21,728.06	0.00	
U0046	UNITED HEALTHCARE INS. CO.	20-01067	11/20 INS. CUSTOMER #04P2972	223.07	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	20-01068	11/20 INS. EMPLOYER #25283	1,634.35	0.00	
H0033	HARTFORD INSURANCE COMPANY	20-01218	11/20 INSURANCE GROUP #680338	1,051.79	0.00	
				<u>32,585.56</u>		
03- -112-55 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	20-01029	10/20 PRESCRIPTION PLAN#1319	1,061.45	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	20-01047	11/20 HEALTH	3,360.14	0.00	
U0046	UNITED HEALTHCARE INS. CO.	20-01067	11/20 INS. CUSTOMER #04P2972	23.05	0.00	
H0033	HARTFORD INSURANCE COMPANY	20-01218	11/20 INSURANCE GROUP #680338	198.57	0.00	
				<u>4,643.21</u>		
03- -113-51 -069	RADIOS					
T0065	TESSCO INCORPORATED	20-00976	UPS JOINT	1,832.46	0.00	
03- -113-53 -062	SAFETY EQUIPMENT					
P0134	THE PIZZUTO GROUP INC.	20-01069	EQUIPMENT	2,795.00	0.00	
03- -113-55 -074	OFFICE EQUIPMENT					
P0134	THE PIZZUTO GROUP INC.	20-01069	EQUIPMENT	2,795.00	0.00	
03- -115-52 -136	RENT					
T0136	TOMS RIVER FIRE CO. #2	20-00207	TOWER RENT 2020	1,050.00	0.00	
03- -119-54 -272	LEGAL					
R0127	ROTHSTEIN, MANDELL, STROHM,	20-01030	PROFESSIONAL SERVICES	1,850.00	0.00	
03- -119-55 -272	LEGAL					
B0214	BRASLOW, RICHARD M. ESQ	20-01245	PROFESSIONAL SERVICE	19.00	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -123-55 -417	CREDIT CARD FEES					
T0134	TOMS RIVER FIRE COMMISSIONERS	20-01225	CREDIT CARD FEES	44.90	0.00	
03- -124-53 -446	TRAINING & MATERIALS					
B0012	BANK OF AMERICA	20-01227	PROCUREMENT PURCHASES	70.00	0.00	
S0173	SLOPE BROOK FARM	20-01244	STRAW BALES	800.00	0.00	
				<u>870.00</u>		
03- -124-54 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	20-01015	PHYSICAL FITNESS	30.00	0.00	
03- -125-53 -487	CLOTHING					
A0023	ACTION UNIFORM COMPANY	20-00868	F.A. SHOULDER PATCHES	150.00	0.00	
F0019	FARRO'S FAR OUT TEES, INC.	20-00921	SHIRTS F.A.	2,037.00	0.00	
				<u>2,187.00</u>		
03- -125-54 -487	CLOTHING					
A0023	ACTION UNIFORM COMPANY	20-00672	HAT PATCHES BUREAU	150.00	0.00	
03- -126-53 -530	FUEL(BUILDING/AUTO)					
T0175	TOWNSHIP OF TOMS RIVER	20-01051	9/20 FUEL JOINT	3.54	0.00	
N0155	NEW JERSEY NATURAL GAS CO.	20-01066	ACCT#22-0009-3986-41	80.73	0.00	
				<u>84.27</u>		
03- -126-53 -531	SUPPLIES					
W0004	W.B. MASON CO., INC.	20-01238	SUPPLIES BUREAU & F.A.	51.49	0.00	
03- -126-54 -529	FUEL					
T0175	TOWNSHIP OF TOMS RIVER	20-01051	9/20 FUEL JOINT	344.27	0.00	
03- -126-55 -529	FUEL					
T0175	TOWNSHIP OF TOMS RIVER	20-01051	9/20 FUEL JOINT	119.07	0.00	
03- -127-51 -567	TELEPHONE					
V0008	VERIZON CABS	20-01219	PHONE JOINT	8,028.52	0.00	
V0010	VERIZON WIRELESS	20-01233	ACCT#720641376-00001	27.52	0.00	
V0009	VERIZON	20-01253	PHONE JOINT	395.71	0.00	
				<u>8,396.71</u>		
03- -127-53 -566	UTILITIES					
J0048	JCP&L	20-01065	ACCT#200 000 001 020	1,014.82	0.00	
S0337	SUEZ WATER T.R.	20-01224	10/20 F.A.	351.12	0.00	
				<u>1,365.94</u>		
03- -127-53 -567	TELEPHONE					
F0171	4X TECHNOLOGIES, LLC	20-01043	10/20 SERVICES JOINT	226.48	0.00	
03- -127-53 -568	INTERNET					
V0009	VERIZON	20-01253	PHONE JOINT	249.23	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -127-54 -567	COMMUNICATIONS					
F0171	4X TECHNOLOGIES, LLC	20-01043	10/20 SERVICES JOINT	289.35	0.00	
V0010	VERIZON WIRELESS	20-01233	ACCT#720641376-00001	98.05	0.00	
				<u>387.40</u>		
03- -127-54 -568	INTERNET					
V0009	VERIZON	20-01253	PHONE JOINT	119.99	0.00	
03- -127-55 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	20-01233	ACCT#720641376-00001	18.81	0.00	
03- -128-51 -607	OFFICE SUPPLIES/SHIPPING					
T0065	TESSCO INCORPORATED	20-00976	UPS JOINT	152.96	0.00	
03- -128-54 -607	OFFICE SUPPLIES/SHIPPING					
W0044	WATCHUNG SPRING WATER CO. INC.	20-01057	WATER & SUPPLIES BUREAU	43.28	0.00	
P0130	PITNEY BOWES INC.	20-01059	SUPPLIES BUREAU	195.47	0.00	
S0265	STAPLES	20-01235	SUPPLIES BUREAU	104.98	0.00	
				<u>343.73</u>		
03- -128-55 -607	OFFICE SUPPLIES/SHIPPING					
W0004	W.B. MASON CO., INC.	20-01238	SUPPLIES BUREAU & F.A.	1,163.54	0.00	
03- -129-53 -648	VEHICLE REPAIR					
U0049	UNITED RENTALS, INC.	20-01242	FORKLIFT REPAIRS	1,515.19	0.00	
03- -129-53 -649	BUILDING MAINTENANCE					
P0134	THE PIZZUTO GROUP INC.	20-01069	EQUIPMENT	225.00	0.00	
T0179	TOZOUR ENERGY SYSTEMS, INC.	20-01071	REPAIR F.A.	662.58	0.00	
M0198	MR. KEYS INC.	20-01216	F.A. REPAIRS	110.00	0.00	
B0053	BC EXPRESS, INC.	20-01250	A/C REPAIRS JOINT	1,062.60	0.00	
				<u>2,060.18</u>		
03- -129-53 -653	EXTINGUISHER REFILL/REPAIR					
O0250	OXYGEN SUPPLY CO., INC.	20-01064	CYLINDERS F.A. INV#1022110	76.00	0.00	
T0115	TOMASELLA'S FIRE PROTECTION	20-01243	EXTINGUISHERS F.A.	1,156.00	0.00	
				<u>1,232.00</u>		
03- -129-53 -657	MAINTENANCE					
M0143	M & M CLEANING SERVICE, INC.	20-01062	10/20 MAINT.	352.00	0.00	
S0210	SOUTH JERSEY LIFT, INC.	20-01221	P.M. FORK LIFT	247.20	0.00	
B0012	BANK OF AMERICA	20-01227	PROCUREMENT PURCHASES	218.33	0.00	
K0030	KEITH'S LAWN MAINT. SERVICE	20-01236	10/20 SERVICE	300.00	0.00	
B0001	B SAFE, INC.	20-01251	SERVICE CALL F.A.	180.00	0.00	
				<u>1,297.53</u>		
03- -129-54 -648	VEHICLE REPAIR					
E0004	E.R.S. FLEET REPAIR, INC.	20-01212	#147 MAINTENANCE	1,125.42	0.00	
J0014	J & R PRO AUTOMOTIVE	20-01234	207, 197	554.23	0.00	
				<u>1,679.65</u>		
03- -129-54 -657	MAINTENANCE					
P0134	THE PIZZUTO GROUP INC.	20-01069	EQUIPMENT	225.00	0.00	



November 12, 2020  
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TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2020 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- -133-51 -701	CONTINGENCIES					
E0022	EAST COAST TROPHIES	20-01254	PLAQUE DALEY	59.00	0.00	
Fund Total:				81,130.69		
Total Charged Lines:		84	Total List Amount:	81,130.69	Total Void Amount:	0.00

November 12, 2020  
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TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2020 Detail Expenditure Transaction Inquiry By Account

Page No: 1

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024  
Range of Dates: 10/15/20 to 11/12/20  
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					
10/22/20 Expd	W/E 10-22-20 DISPATCH			20,520.81	DM	B 2068 5
11/06/20 Expd	W/E 11-5-20 DISPATCH			21,279.57	DM	B 2076 5
Total Expenditures:	2	41,800.38				
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
10/22/20 Expd	W/E 10-22-20 F.A. INST.			2,181.25	DM	B 2068 7
11/06/20 Expd	W/E 11-5-20 F.A. INST.			4,248.04	DM	B 2076 7
Total Expenditures:	2	6,429.29				
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
10/22/20 Expd	W/E 10-22-20 F.A. COOR.			769.23	DM	B 2068 6
11/06/20 Expd	W/E 11-5-20 F.A. COOR.			769.23	DM	B 2076 6
Total Expenditures:	2	1,538.46				
03- -111-54 -001	SALARIES					
10/22/20 Expd	W/E 10-22-20 BUR ADM			26,436.66	DM	B 2068 3
11/06/20 Expd	W/E 11-5-20 BUR ADM			26,271.91	DM	B 2076 3
Total Expenditures:	2	52,708.57				
03- -111-55 -001	SALARIES					
10/22/20 Expd	W/E 10-22-20 U.C.C.			5,248.03	DM	B 2068 4
11/06/20 Expd	W/E 11-5-20 U.C.C.			5,236.78	DM	B 2076 4
Total Expenditures:	2	10,484.81				
03- -112-51 -021	PAYROLL TAXES					
10/22/20 Expd	W/E 10-22-20 TAXES			1,492.33	DM	B 2068 11
11/06/20 Expd	W/E 11-5-20 TAXES			1,588.44	DM	B 2076 11
Total Expenditures:	2	3,080.77				
03- -112-53 -021	PAYROLL TAXES					
10/22/20 Expd	W/E 10-22-20 TAXES			212.52	DM	B 2068 12
11/06/20 Expd	W/E 11-5-20 TAXES			307.16	DM	B 2076 12
Total Expenditures:	2	519.68				
03- -112-54 -021	PAYROLL TAXES					
10/22/20 Expd	W/E 10-22-20 TAXES			1,822.21	DM	B 2068 9
11/06/20 Expd	W/E 11-5-20 TAXES			1,831.19	DM	B 2076 9
Total Expenditures:	2	3,653.40				

November 12, 2020  
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TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2020 Detail Expenditure Transaction Inquiry By Account

Page No: 2

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Transaction Data/Comment		Vendor/Source			
03- -112-55 -021	PAYROLL TAXES					
10/22/20 Expd	W/E 10-22-20 TAXES			342.14	DM	B 2068 10
11/06/20 Expd	W/E 11-5-20 TAXES			353.61	DM	B 2076 10

Total Expenditures: 2 695.75

Fund Description	Fund	Expenditures	Refund Expend
	03	120,911.11	0.00
Total of All Funds:		<u>120,911.11</u>	<u>0.00</u>

Report Totals

Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	9	18	120,911.11
Total Refund Expend:	0	0	0.00