

**Toms River Fire Commissioners
Joint Board Meeting Minutes
Toms River Fire Academy
January 13, 2021**

Commissioner Tutela called a regular meeting of the Toms River Fire Commissioners Districts No. 1 & No. 2 to order at 5:30 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 – absent
Bierbaum – present	Tutela – present
Quinlisk – present	Latshaw –present
Willson-present	Minkler – present

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

Motion Latshaw second Autenrieth to approve minutes of the December 9, 2020 meeting providing a copy is made available for inspection by the public during this meeting.

AYES-9 NAYS-0 CARRIED

BIDS- None

COMMUNICATIONS –Progress

FIRE DISPATCH SUPERVISOR SAHATJIAN – (see inserted report) Bierbaum asked if there are any specific goals for 2021. Sahatjian stated yes he has been discussing them with Administrators from both districts and it is a work in progress.

FIRE ACADEMY- Latshaw stated there are several ongoing projects.

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report)

BUREAU OF FIRE PREVENTION- No report

BUREAU CHIEF ESPOSITO (See inserted report) Bierbaum asked the status of the Seaside Heights shared service agreement for inspections. Esposito responded they are still waiting for the State's approval for transfer. Bierbaum asked if the year-end report sent to the state was sent to both administrators. Esposito stated the system only allows one administrator to be on system. Esposito said he will try to print it and send to Administrator Carson.

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION – No report.

INSURANCE- No report

DISTRICT NO.1 ADMINISTRATOR KUBIELL – Kubiell stated himself and Administrator Carson met with all the chiefs to resolve some of the ongoing issues.

DISTRICT NO. 2 ADMINISTRATOR CARSON – Carson stated meeting was productive with chiefs last night.

BILLS

Motion Quinlisk second Willson for District No. 2 to pay \$88,863.85 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

Motion Autenrieth second Latshaw to pay Selective Insurance between meetings for a total amount of \$11,230.00 with District No.1 share in the amount of \$7,187.20 and District No.2 share in the amount of \$4,042.80. AYES-9 NAYS-0 CARRIED

NEW BUSINESS

RESOLUTION WITH CENTRAL JERSEY INSURANCE ASSOCIATES LLC FOR RENEWAL OF JOINT INSURANCE

Motion Autenrieth second Quinlisk authorizing the renewal of insurance with Central Jersey Insurance Associates LLC

ROLL CALL VOTE

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

ROLL CALL VOTE

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

CARRIED

PARTICIPATION BY THE PUBLIC- None

Motion Autenrieth second Bierbaum to go into Private Executive Session @ 5:44 p.m. AYES-9 NAYS-0 CARRIED

CLOSED SESSION- *Matters Relating to Collective Bargaining Agreements and legal advice* 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 representatives of employees of the public body.

Motion Quinlisk second Bierbaum to go into open session @ 5:59 p.m. AYES-9 NAYS-0 CARRIED

There being no further business, Motion Willson second Tutela to close the meeting @ 5:59 p.m. AYES-9 NAYS-0 CARRIED

Respectfully submitted,
Leonard Minkler
Clerk, Toms River Fire District No.1



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



Fire Commissioners Report Month of January 2021

1. Month of December was a slow month; staff was able to get caught up on inspections (95% non-life hazard inspections completed), fire reports, and office tasks.
2. Working on the end of the year report for the State, should be submitted within the next week to Administrator Kubiak to sign off on, then submitted to State after that.
3. The Administrators and I had a phone conference with SDL prior to the end of 2020, I've been advised by Mike Cruoglio from the Township that oversees SDL, that they are awaiting on Township Business Administrator to decide on whether the Township is going to go to SDL Hosting at this time or wait the three – five years until they definitely have to.
4. I received a letter from the Mayor (See Attached) stating that my four-year term as Fire Subcode Official was expiring and that I will continue to serve as Fire Subcode Official in an Acting capacity for a period up to 60 days.

Respectfully,

Kevin Esposito,
Chief Inspector



Toms River Fire Academy

1780 Church Rd. (Site Location)

1144 Hooper Ave. (Mailing)

Suite 306

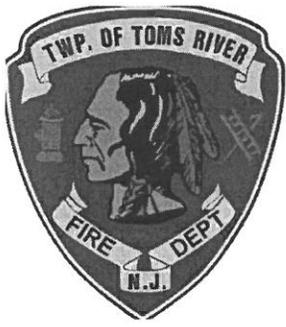
Toms River, NJ 08753

(732) 255-4024 - (732) 341-4441

academy@trfire.org

Toms River Fire Training Center Report January 2021

1. Outside agencies using the facility in December and January; TRPD and NJDFS. OC Fire Prevention Assoc.
TR Fire Cos conducted live fire and other training and also completed mandatory fit testing. CPR training is being scheduled for Dist 1 companies which are due this year. We currently have 10 dates scheduled for out of town companies for training throughout 2021.
2. The regular nighttime FF 1/2 class started Sept 14 with 24 students, 12 TRFD and 12 Out of town. There are currently 23 students remaining in the class. Fire Prevention Inspector Course is continuing. EVOG has been completed. FF 1/2 was paused due to a student having a positive COVID test. The list for Spring 2021 classes is out with dates for some classes TBA. The courses are a mix of in person hands on, hybrid and remote learning classes.
3. 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 is being 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 completed soon.
4. 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.
5. Several construction and repair projects are or will soon be underway. These include new flooring in the hallways which has been completed, roof repairs, and paving the extrication pad. Sprinkler system upgrades were completed. Preventive maintenance has been completed on the HVAC system and both forklifts. Touchless paper towel dispensers have been installed in the rest rooms by Dep. Director Novak. Dep Director Novak also noted that the exhaust fans in the rest rooms were not operating. He went to the roof and discovered that the belt on the exhaust motor was broken. He obtained a belt and repaired the system. The portable smoke machine has arrived and after training, will be put into service. CPR mannequins have arrived and will be used in FF1/2 and for bi-annual CPR refresher training. Helmets, hoods, gloves, SCBA masks and uniform components for instructors have arrived and are being issued. Several sets of turn out gear for new instructors have arrived and have been issued. The sweeper has been overhauled and is fully functional.



TOMS RIVER FIRE DEPARTMENT

COMMUNICATIONS DIVISION

Supervisor: John A. Sahatjian
Cell: 732-691-1682 / 732-272-3840
Email: Jsahatjian@trfire.org

January 13, 2021

- Happy New Year, have been updating I Am Responding software with the new officers.
- Spillman is still experiencing some problem on the call takers end, they are working on it
- Zones are coming along, will be done soon and we can start working with the Chiefs to try to streamline the plans, have had some very good discussions with the Chiefs.
- Meetings with both administrators are great progress.
- I had a rep from Butler Chairs come to HQ to look at a problem with one of our chairs we purchased, that may still be under warranty, he took pictures and will let me know.
- Hopefully we can start to proceed with hiring some part timers soon, masks are still required in the building and they are limiting outside people.

**RESOLUTION OF THE TOMS RIVER TOWNSHIP FIRE COMMISSIONERS,
DISTRICT NO.1 AND DISTRICT No. 2, COUNTY OF OCEAN, STATE OF
NEW JERSEY, AUTHORIZING THE RENEWAL OF INSURANCE WITH
CENTRAL JERSEY INSURANCE ASSOCIATIONS, LLC.**

January 13, 2021

WHEREAS, the Toms River Township Fire Commissioners, District No. 1 and District No. 2 (hereinafter the "Joint Board" is in need of a broker of record for insurance coverage; and

WHEREAS, Central Jersey Insurance Associates LLC is qualified to provide such services; and

WHEREAS, said contract is awarded as a non-fair and open process; and

WHEREAS, the Joint Board desires to award a contract for insurance services to Central Jersey Insurance Associates LLC.

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

1. That the Joint Board does hereby authorize the execution of an Agreement with Central Jersey Insurance Associates LLC for insurance services for a term of one (1) year, in accordance with the installment schedule attached hereto and made a part hereof as Schedule A.
2. That both the Fire District No. 1 Chairman and the Fire District No. 2 Chairman is hereby authorized to execute and both the Fire District No. 1 Clerk and the Fire District No. 2 Clerk to attest to, respectively, and any other documents necessary to effectuate the terms of this resolution.

3. That the Clerk of Fire District No. 1 shall forward a certified copy of this Resolution to the following:

- A. Chairman, District No. 1
- B. Chairman, District No. 2
- C. Administrator, District No. 1
- D. Administrator, District No. 2
- E. Central Jersey Insurance Associates, LLC

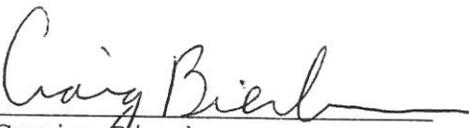
CERTIFICATION

I, Leonard Minkler, Clerk of the Toms River Township Fire Commissioners District No. 1, 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 January, 13st 2020.


Leonard Minkler
Clerk, Fire District No.1

1-13-21
Date:

I, Craig Bierbaum, Clerk of the Toms River Township Fire Commissioners 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 January, 13st 2020.


Craig Bierbaum
Clerk, Fire District No.2

1-13-21
Date:

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -115-54 -136	RENT					
P0130	PITNEY BOWES INC.	21-00017	METER RENTAL BUREAU	69.00	0.00	
T0175	TOWNSHIP OF TOMS RIVER	21-00019	2021 1ST QTR RENT BUREAU	<u>2,947.88</u>	0.00	
				3,016.88		
03- -115-55 -136	RENT					
T0175	TOWNSHIP OF TOMS RIVER	21-00019	2021 1ST QTR RENT BUREAU	736.00	0.00	
03- -119-54 -272	LEGAL					
R0127	ROTHSTEIN, MANDELL, STROHM,	20-01331	PROFESSIONAL SERVICES	92.50	0.00	
03- -123-54 -416	DUES & SUBSCRIPTIONS					
E0084	EMERGENCY REPORTING	21-00013	FIRE/EMS SOFTWARE	676.20	0.00	
03- -123-55 -417	CREDIT CARD FEES					
T0134	TOMS RIVER FIRE COMMISSIONERS	21-00021	CREDIT CARD FEES	52.90	0.00	
03- -124-53 -446	TRAINING & MATERIALS					
M0056	MCKESSON MEDICAL SURGICAL INC.	20-01321	TRAINING MATERIEAL F.A.	3,131.11	0.00	
03- -124-54 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	20-01330	PHYSICAL FITNESS	15.00	0.00	
03- -125-53 -487	CLOTHING					
S0170	SKYLANDS AREA FIRE EQUIPMENT	20-01034	TURNOUT GEAR F.A.	9,827.61	0.00	
03- -126-53 -530	FUEL (BUILDING/AUTO)					
N0155	NEW JERSEY NATURAL GAS CO.	20-01363	ACCT#22-0009-3986-41	556.46	0.00	
03- -126-54 -529	FUEL					
P0110	PETROLEUM TRADERS CORPORATION	20-01367	FUEL JOINT ACCT#991249/2	709.25	0.00	
T0175	TOWNSHIP OF TOMS RIVER	20-01372	FUEL JOINT	<u>63.59</u>	0.00	
				772.84		
03- -126-55 -529	FUEL					
T0175	TOWNSHIP OF TOMS RIVER	20-01372	FUEL JOINT	34.19	0.00	
03- -127-51 -567	TELEPHONE					
R0012	RACKSPACE US, INC.	20-01344	EMAIL NOV ACCT#030-34971557175	69.30	0.00	
V0008	VERIZON CABS	20-01397	PHONE JOINT 201 M55-5559 269	8,028.52	0.00	
R0012	RACKSPACE US, INC.	20-01404	EMAIL DEC ACCT#030-34971557175	69.30	0.00	
V0009	VERIZON	21-00024	PHONE JOINT	<u>396.84</u>	0.00	
				8,563.96		
03- -127-53 -566	UTILITIES					
S0337	SUEZ WATER T.R.	20-01401	12/20 F.A.	324.52	0.00	
J0048	JCP&L	20-01402	ACCT#200 000 001 020	4,366.43	0.00	
T0165	TOMS RIVER M.U.A.	21-00005	1ST QTR. 2021	<u>336.02</u>	0.00	
				5,026.97		
03- -127-53 -567	TELEPHONE					
F0171	4X TECHNOLOGIES, LLC	20-01361	12/20 SERVICES JOINT	226.48	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -127-53 -568	INTERNET					
R0012	RACKSPACE US, INC.	20-01344	EMAIL NOV ACCT#030-34971557175	4.95	0.00	
R0012	RACKSPACE US, INC.	20-01404	EMAIL DEC ACCT#030-34971557175	4.95	0.00	
V0009	VERIZON	21-00024	PHONE JOINT	<u>244.90</u>	0.00	
				254.80		
03- -127-54 -567	COMMUNICATIONS					
F0171	4X TECHNOLOGIES, LLC	20-01361	12/20 SERVICES JOINT	289.35	0.00	
V0010	VERIZON WIRELESS	20-01395	ACCT#720641376-00001	<u>289.08</u>	0.00	
				578.43		
03- -127-54 -568	INTERNET					
R0012	RACKSPACE US, INC.	20-01344	EMAIL NOV ACCT#030-34971557175	62.70	0.00	
R0012	RACKSPACE US, INC.	20-01404	EMAIL DEC ACCT#030-34971557175	62.70	0.00	
V0009	VERIZON	21-00024	PHONE JOINT	<u>119.99</u>	0.00	
				245.39		
03- -127-55 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	20-01395	ACCT#720641376-00001	57.01	0.00	
03- -128-51 -607	OFFICE SUPPLIES/SHIPPING					
C0049	CDW-GOVERNMENT	20-01274	KEYBOARDS DISPATCH	133.36	0.00	
03- -128-53 -607	OFFICE SUPPLIES/SHIPPING					
M0056	MCKESSON MEDICAL SURGICAL INC.	20-01321	TRAINING MATERIEAL F.A.	0.39	0.00	
03- -129-51 -650	RADIO & I/T REPAIR					
B0012	BANK OF AMERICA	20-01396	PROCUREMENT CARD PURCHASES	106.54	0.00	
03- -129-51 -657	MAINTENANCE CONTRACTS					
E0087	EMERGENCY SERVICES MARKETING	21-00008	I AM RESPONDING SUBSCRIPTION	735.00	0.00	
03- -129-53 -657	MAINTENANCE					
D0050	DEANGELO FIRE PROTECTION, LLC	20-01349	SPRINKLER INSP. F.A.	325.00	0.00	
S0095	SERVPRO OF TOMS RIVER	20-01369	DISINFECT F.A. COVID-19	1,609.38	0.00	
M0143	M & M CLEANING SERVICE, INC.	20-01392	12/20 MAINT.	352.00	0.00	
T0179	TOZOUR ENERGY SYSTEMS, INC.	21-00003	HVAC MAINT. F.A.	1,283.75	0.00	
E0194	ESI EQUIPMENT, INC.	21-00009	SERVICE AGMT. F.A.	335.00	0.00	
B0001	B SAFE, INC.	21-00026	1ST QTR 2021 ALARM	<u>92.70</u>	0.00	
				3,997.83		
03- -129-54 -648	VEHICLE REPAIR					
J0014	J & R PRO AUTOMOTIVE	21-00027	217	34.95	0.00	
03- -129-54 -655	OFFICE CLEANING					
T0175	TOWNSHIP OF TOMS RIVER	21-00019	2021 1ST QTR RENT BUREAU	606.25	0.00	
03- -129-54 -657	MAINTENANCE					
T0177	TOWNSQUARE INTERACTIVE	21-00011	WEBSITE MAINT. BUREAU	387.00	0.00	
T0260	TYLER TECHNOLOGIES	21-00014	MOBILE EYES 2021 MAINT.	<u>1,000.00</u>	0.00	
				1,387.00		

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -129-55 -655 T0175 TOWNSHIP OF TOMS RIVER	OFFICE CLEANING	21-00019	2021 1ST QTR RENT BUREAU	12.50	0.00	
03- -134-53 -747 E0092 ENGINE BAY FLOORS	FIRE ACADEMY UPGRADES 2020	20-00873	TILE FLOOR CLASSROOM BLDG F.A.	34,071.86	0.00	
Fund Total:				122,696.05		
Total Charged Lines: 85		Total List Amount: 122,696.05		Total Void Amount: 0.00		

FUNDS RECEIVED AND DEPOSITED

<u>FROM:</u>	<u>CK#:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
Selective Insurance	20407389	Remove Bureau vehicle from 2020 policy	609.00

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024 Adds: N Changes: N Transfers In: N
 Range of Dates: 12/16/20 to 01/13/21 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

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
03- -111-51 -001	SALARIES					
12/17/20	Expd	W/E 12-17-20 DISPATCH		18,836.59	DM	B 2091 5
12/31/20	Expd	W/E 12/31/20 DISPATCH		21,081.01	DM	B 2094 5
Total Expenditures:		2	39,917.60			
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
12/17/20	Expd	W/E 12-17-20 F.A. INST.		3,243.29	DM	B 2091 7
12/31/20	Expd	W/E 12/31/20 F.A. INST.		1,105.00	DM	B 2094 7
Total Expenditures:		2	4,348.29			
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
12/17/20	Expd	W/E 12-17-20 F.A. COOR.		769.23	DM	B 2091 6
12/31/20	Expd	W/E 12/31/20 F.A. COOR.		769.23	DM	B 2094 6
Total Expenditures:		2	1,538.46			
03- -111-54 -001	SALARIES					
12/17/20	Expd	W/E 12-17-20 BUR ADM		26,733.62	DM	B 2091 3
12/31/20	Expd	W/E 12/31/20 BUR ADM		26,094.92	DM	B 2094 3
Total Expenditures:		2	52,828.54			
03- -111-55 -001	SALARIES					
12/17/20	Expd	W/E 12-17-20 U.C.C.		5,086.78	DM	B 2091 4
12/31/20	Expd	W/E 12/31/20 U.C.C.		5,399.68	DM	B 2094 4
Total Expenditures:		2	10,486.46			
03- -112-51 -021	PAYROLL TAXES					
12/17/20	Expd	W/E 12-17-20 TAXES		1,388.85	DM	B 2091 11
12/31/20	Expd	W/E 12/31/20 TAXES		2,005.73	DM	B 2094 14
Total Expenditures:		2	3,394.58			
03- -112-51 -024	HEALTH BENEFITS					
12/31/20	Expd	W/E 12/31/20 MEDICAL OPT OUT		5,000.00	DM	B 2094 10
Total Expenditures:		1	5,000.00			
03- -112-53 -021	PAYROLL TAXES					
12/17/20	Expd	W/E 12-17-20 TAXES		248.81	DM	B 2091 12
12/31/20	Expd	W/E 12/31/20 TAXES		127.85	DM	B 2094 15
Total Expenditures:		2	376.66			

Account No Date	Type	Account Description Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Item #
03- -112-54 -021		PAYROLL TAXES					
12/17/20	Expd	W/E 12-17-20 TAXES			1,847.35	DM	B 2091 9
12/31/20	Expd	W/E 12/31/20 TAXES			2,191.22	DM	B 2094 12
Total Expenditures:		2		4,038.57			
03- -112-54 -024		HEALTH BENEFITS/DISABILITY					
12/31/20	Expd	W/E 12/31/20 MEDICAL OPT OUT			2,083.30	DM	B 2094 9
Total Expenditures:		1		2,083.30			
03- -112-55 -021		PAYROLL TAXES					
12/17/20	Expd	W/E 12-17-20 TAXES			342.14	DM	B 2091 10
12/31/20	Expd	W/E 12/31/20 TAXES			402.38	DM	B 2094 13
Total Expenditures:		2		744.52			

Fund Description	Fund	Expenditures	Refund Expend
	03	124,756.98	0.00
Total of All Funds:		<u>124,756.98</u>	<u>0.00</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	11	20	124,756.98
Total Refund Expend:	0	0	0.00