Toms River Fire Commissioners Joint Board Meeting Minutes Toms River Fire Academy June 9, 2021

Commissioner Britton called a regular meeting of the Toms River Fire Commissioners Districts No. 1 & No. 2 to order at 5:45 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
Duff-present	Convery – present
Heroy – present	Tutela – present
Quinlisk - present	Latshaw -present
Willson-present	Minkler - present

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

Motion Willson second Minkler to approve minutes of the May 12, 2021 meeting providing a copy is made available for inspection by the public during this meeting.

AYES-9 NAYS-0 ABSTAIN-1 CARRIED

BIDS- None

<u>COMMUNICATIONS</u> –Autenrieth stated Radio Tech Genovese is working on several channels within Toms River as well as for Manchester.

FIRE DISPATCH SUPERVISOR SAHATJIAN – (see inserted report) Discussion on the EMS policy sent out by Paul Daley from Toms River Township. Clarification from Silverton EMS is needed. Britton stated the Township has the authority over EMS so until such time a meeting with Paul Daley and Silverton takes place the dispatchers are to follow the policy that was just updated. Still having issues with Spillman system. Tutela suggested sending a letter to township to address all the fire departments concerns.

Motion Tutela second Willson to send letter to Township addressing Spillman concerns AYES-10 NAYS-0 ABSTAINED-0 CARRIED

FIRE ACADEMY- Progress

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report)

- 1. Discussion on sending roofing contractor a letter because this project has gone on long enough without a start date. The liaisons will speak with contractor and give them 30 days to start or will look for new contractor.
- 2. Power washing to commence upon District No.2 budget process being completed.
- 3. Electrical underground conduit is needed to pass the state inspection for the propane tank
- 4. Discussion on the inspection for the burn building and the cost annually to do the inspection. Quinlisk questioned why this has to be done annually. Is it an insurance requirement, did the

boards decide? Britton stated the contractor will be out tomorrow and all questions can be addressed then.

<u>BUREAU OF FIRE PREVENTION-</u> Convery stated a resignation has been received from Jacklyn DePasquale.

Motion Willson second Duff to accept resignation from Bureau employee Jacklyn DePasquale.

AYES-10 NAYS-0 ABSTAINED-0 CARRIED

BUREAU ACTING CHIEF INSPECTOR JOHN NOVAK- (See inserted report)

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION - No report

INSURANCE- No report

DISTRICT NO.1 ADMINISTRATOR KUBIEL -No report

<u>DISTRICT NO. 2 ADMINISTRATOR CARSON</u> – Arriving late due to District No.2 budget hearing with Township Officials.

BILLS

Motion Duff second Willson for District No. 2 to pay \$72,279.01 for their share of the bills (See inserted list)

AYES-5 NAYS-0 ABSTAINED-0 CARRIED

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

AYES-5 NAYS-0 ABSTAINED-0 CARRIED

NEW BUSINESS

KNOX BOX- This was asked to be placed on the agenda by Administrator Carson. This will be placed on agenda for next meeting since Carson has not arrived at meeting.

PARTICIPATION BY THE PUBLIC-None

Motion Latshaw second Autenrieth to go into Private Executive Session @ 6:21 p.m.

AYES-10 NAYS-0

CARRIED

Administrator Carson arrived

CLOSED SESSION- Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

- 1. Fire Official
- 2. Bureau Clerical
- 3. Per Diem Dispatching

Motion Quinlisk second Willson to go into open session @ 7:36 p.m.

AYES-10 NAYS-0

CARRIED

Motion Convery second Tutela to increase per-diem fire dispatcher pay to \$19.00 for training and \$21.00 after training is complete.

AYES-10 NAYS-0

CARRIED

A resolution by title was presented, Motion Tutela second Quinlisk to appoint John Novak as Chief of the Bureau of Fire Prevention, provisionally conditioned upon satisfactory completion of six months' probation period. Starting salary is \$95,000 annually. (see inserted Resolution)

ROLL CALL VOTE

Latshaw-Yes Tutela-Yes Autenrieth-Yes Minkler-Yes

Convery-Yes

Heroy -Yes Quinlisk-Yes Duff-Yes Willson -Yes

Britton-Yes

CARRIED

A resolution by title was presented, Motion Quinlisk second Autenrieth to create position of Assistant Chief of Bureau to replace Chief Inspector position and advertise. (see inserted resolution)

ROLL CALL VOTE

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

Heroy -Yes Quinlisk-Yes Duff-Yes Willson -Yes

Britton-Yes

CARRIED

A resolution by title was presented, Motion Autenrieth second Duff to authorize the District 1 and District 2 Liaisons to decide on the appropriate two (2) candidates after interview for Fire Inspectors for the Bureau and authorize the Liaisons to hire the two Inspectors at \$45,000 annually with stipend and raise in 2nd through 4th year. (see inserted resolution)

ROLL CALL VOTE

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

Heroy -Yes Quinlisk-Yes
Duff-Yes Willson -Yes

Britton-Yes

CARRIED

Motion Autenrieth second Minkler to send letter to Silverton EMS regarding the ambulance directive.

AYES-10 NAYS-0 CARRIED

There being no further business, Motion Quinlisk, seconded Autenrieth to close meeting at 7:42 p.m.

AYES-10 NAYS-0 CARRIED

Respectfully submitted,

Leonard Minkler

Clerk, Toms River Fire District No.1



TOMS RIVER FIRE DEPARTMENT

COMMUNICATIONS DIVISION

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

June 9, 2021 (Report submitted June 7, 2021)

- The Spillman problems with the response plans since the update has been corrected and working normal.
- Radios New consoles are in and fully operational working good.
- Per Diem Dispatcher updates advertisement is going out asap.
- Pay rate increase for per diem dispatchers.
- Since the last District meetings where public complaints were made regarding the dispatchers not sending an ambulance out of town, we have had the following developments.
 - EMS Director Paul Daley sent me a policy stating regardless of coverage we will send an ambulance to any out of town request.
 - A request was made for Silverton EMS to sign this, Travis Veth sent an email reply to Administrator Carson (see attached).
 - We are waiting further instructor pending a meeting with Police Chief and EMS personnel.

TR Fire / EMS Calls Year to Date

Fire: 814 EMS: 5360

Toms River Bureau of Fire Prevention monthly report for June 2021

Since taking over on May 12, 2021 I have assigned various duties to various Inspectors and clerical staff: Clerical Staff (Administrative Assistants) have been instructed to teach each other their job duties in the event that one of them is out for any prolonged amount of time.

In order to reduce my span of control Inspectors have been tasked with assignments based on their areas of greatest experience.

Inspector Richard Foster: SDL and Fire Alarm system issues

Inspector Matthew Janora: Justice Complex and Ocean County College Issues.

Inspector Kevin Britton: "When to work" scheduling program and assisting Lindalee with permit questions Inspector Kyle Palmisano: Plug any gaps in inspection zones that are backlogged due to loss of inspectors until new inspectors are hired.

Special Project:

Inspectors Janora, Foster and Britton working on zone realignment and development of a CAD zone map with Township GIS.

Rich Foster has been given full administrative privileges so he has access to talk to whoever he needs to talk to at SDL for any system issues.

We had a Zoom meeting on Monday May 24th with Dee and Jack Flood to go over open SDL issues.

Kim Jones is in the process of sending out letters to all Life Hazard Use (LHU) occupancies who have not paid their State annual registration fees.

Toms River Bureau of Fire Prevention Inspectors have conducted seven (7) cause and origin investigations for the month of May.

I met with Tim Paar from Division of Fire Safety to go over State issues and to assist me in getting up to speed on the Division requirements.

Jacklyn Depasquale has submitted her resignation and her last day will be June 11th. Jackie has been an asset to the Bureau during her three years. Jackie has taken a position in the Township's Clerk's Office.

John Novak
Chief Inspector/ Fire Official
Toms River Bureau of Fire Prevention



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 June 2021

- 1. Outside agencies using the facility in May and June; TRPD, TRPD K9,NJDFS, OC Fire Prevention Assoc., Laurelton VFC, Island Heights, Jackson STA54, Fire Officer Training, Lakewood FD Engine 3, Ocean Gate VFC, Howell Dist. 1, Howell Dist 2, Stafford VFC, Island Heights VFC, and Herbertsville VFC, Ship Bottom VFC. TR Fire Cos conducted live fire and other training and also completed annual mandatory classes and fit testing. CPR training is underway for Dist 1 companies which are due this year. We currently have numerous dates scheduled for out of town companies for training throughout 2021.
- 2. Pump class is currently under way and will continue through the weekend. The 20 courses completed this semester were a mix of in person hands on, hybrid and remote learning classes and we have over 300 students enrolled from TR and out of town companies.
- 3. Haz Mat Operations refresher course is currently posted for online delivery. This class is mandated to maintain certification as a Firefighter in the State of New Jersey. The Academy staff is currently building the schedule for the Fall Semester. In addition to the FF ½ class which will start Sept 1st, we plan to offer a stand alone Firefighter 2 class, ICS 300, and courses required for fire officer qualifications.
- 4. Several construction and repair projects are or will soon be underway. Roof repairs are awaiting favorable weather. Preventive maintenance and repairs have been completed on the HVAC system, repairs have been completed to the standpipe system in the burn building, electrical repairs are underway installing explosion proof fittings in the propane area, LOLL forklift is awaiting repairs. The engine donated by the Lakewood FD has arrived and is in service at the Academy. The engine arrived virtually fully equipped and the small amount of equipment needed has been added from Academy stock. Instructor Ken Taylor has agreed to be the vehicle engineer. Thanks to Instructors Will Ihrig and Rich Gorman for cleaning out the gutters on the classroom building during a Station 29 Drill last week.
- 5. Manchester is a go for their new combination Fire Dept. Capt. Joe Brown is the Commanding Officer of the Career Division. The Academy is providing 4

June 9, 2021 TOMS RIVER TOWNSHIP FIRE DISTRICT #1 03:25 PM 2021 Purchase Order Listing By Expenditure Account

Page	No: 1	
------	-------	--

P.O. Type: Contract
Format: Condensed
Range: 03- -111-51 -001
Rcvd Batch Id Range: First
To Last
Paid Date Range: 05/13/21 to 06/09/21
Rcvd Batch Id Range: First
Paid Date Range: 05/13/21 to 06/09/21
Rcvd Batch Id Range: First
Subtotal Department: No
Subtotal Extd: No 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

 02634
 LONERGAN, JONATHAN T.
 21-00484 INST. REM.
 352.50

 G0005
 GABRIEL, RICHARD
 21-00485 INST. REM.
 165.00

 25023
 SIMONE, GARY JR.
 21-00486 INST. REM.
 285.00

 0.00 0.00 0.00 802.50 03- -112-51 -023 WORKMAN'S COMP NO125 NEW JERSEY CASUALTY 21-00491 W/C JOINT 2ND PAYMENT 482.70 0.00 03- -112-51 -024 HEALTH BENEFITS B0074 BENECARD SERVICES, INC. 21-00390 05/21 PRESCRIPTION PLAN#1319 2,066.71 U0047 UNITED HEALTHCARE INSURANCE CO 21-00426 06/21 INS. EMPLOYER #25283 686.42 H0110 HORIZON BLUE CROSS/BLUE SHIELD 21-00460 06/21 HEALTH 4,271.77 7,024.90 0.00 0.00 0.00 03- -112-53 -023 WORKMAN'S COMP. 482.70 0.00 NO125 NEW JERSEY CASUALTY 21-00491 W/C JOINT 2ND PAYMENT 03- -112-54 -023 WORKMAN'S COMP NO125 NEW JERSEY CASUALTY 21-00491 W/C JOINT 2ND PAYMENT 1,930.80 0.00 03- -112-54 -024 HEALTH BENEFITS/DISABILITY 0.00 0.00 0.00 0.00 0.00 28,158,71 03- -112-55 -023 WORKMAN'S COMP NO125 NEW JERSEY CASUALTY 21-00491 W/C JOINT 2ND PAYMENT 321.80 0.00 03- -112-55 -024 HEALTH BENEFITS/DISABILITY 0.00 0.00 0.00 0.00 03- -113-51 -078 COMPUTER PROGRAMS G0230 GUARDIAN TRACKING 21-00384 TRACKING SOFTWARE RENEWAL JT. 834.00 0.00 03- -113-57 -064 TOOLS & EQUIPMENT A0099 ALL HANDS FIRE EQUIPMENT 21-00397 TECH RESCUE EQUIP. 580.00 0.00

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2021 Purchase Order Listing By Expenditure Account

Expend Account Vendor	Description	P.O. Id	P.O. De:	scription	Amount	Void Amount	РО Туре
03116-51 -171	INSURANCE PRE	MIUMS		S. 3RD PAYMENT JOINT			
03116-52 -171 S0088 SELECTIVE 1	INSURANCE PRE	MIUMS 21-00497	2021 INS	S. 3RD PAYMENT JOINT	8.00	0.00	
03116-53 -171 S0088 SELECTIVE 1	INSURANCE PRE	MIUMS 21-00497	2021 INS	S. 3RD PAYMENT JOINT	2,717.40	0.00	
03116-54 -171 S0088 SELECTIVE 1	INSURANCE PRE	MIUMS 21-00497	2021 INS	S. 3RD PAYMENT JOINT	6,733.20	0.00	
03116-55 -171 S0088 SELECTIVE 1	INSURANCE PRE	MIUMS 21-00497	2021 INS	S. 3RD PAYMENT JOINT	1,122.20	0.00	
03119-52 -272 R0127 ROTHSTEIN,	LEGAL MANDELL, STROHM,	21-00470	LEGAL SE	ERVICES	185.00	0.00	
03119-55 -272 B0214 BRASLOW, RI	LEGAL CHARD M. ESQ	21-00456	LEGAL FE	EES INV#21975 & #22027	1,121.00	0.00	
03123-53 -416 N0150 NEW JERSEY	DUES & SUBSCR MOTOR VEHICLE COMM	IPTIONS . 21-00434	REGISTER	R JOINT VEHICLE	60.00	0.00	2
03123-55 -417 T0134 TOMS RIVER	CREDIT CARD F FIRE COMMISSIONERS	EES 21-00487	CREDIT (CARD FEES	92.85	0.00	
03124-53 -446 J0112 JONES & BAR	TRAINING & MA	TERIALS C 21-00405	BOOKS F.	Α.	588.50	0.00	
03124-54 -449 T0145 TOMS RIVER			FITNESS		5.00	0.00	
03126-53 -530 N0155 NEW JERSEY	FUEL(BUILDING NATURAL GAS CO.	/AUTO) 21-00462	ACCT#22-	-0009-3986-41	143.07	0.00	
03126-53 -531 A0156 AMERICAN TR		21-00448	EQUIP. N	MARKERS F.A.	215.00	0.00	
03126-54 -529 T0175 TOWNSHIP OF P0110 PETROLEUM T	TOMS RIVER				534.44 1,110.65 1,645.09	0.00	
03126-55 -529 T0175 TOWNSHIP OF		21-00433	4/21 FUE	EL JOINT	185.94	0.00	
03127-51 -567 R0012 RACKSPACE U V0008 VERIZON CAB V0009 VERIZON	S, INC.		PHONE JO	AY ACCT#030-34971557175 DINT 201 M55-5559 269 DINT	69.30 9,733.96 402.40 10,205.66	0.00 0.00 0.00	

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2021 Purchase Order Listing By Expenditure Account

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	РО Туре
03127-53 -566 T0165 TOMS RIVER M.U. J0048 JCP&L S0337 SUEZ WATER T.R. S0337 SUEZ WATER T.R.	Α.	21-00429 21-00452 21-00455 21-00488	3RD QTR. 2021 ACCT#200 000 001 020 04/21 F.A. 05/21 F.A.	336.02 1,395.89 346.85 314.23 2,392.99	0.00 0.00 0.00 0.00	
03127-53 -567 F0171 4X TECHNOLOGIES		21-00437	05/21 SERVICES JOINT	226.48	0.00	
03127-53 -568 V0009 VERIZON	INTERNET	21-00494	PHONE JOINT	217.12	0.00	
03127-54 -567 F0171 4X TECHNOLOGIES V0010 VERIZON WIRELES	S, LLC	21-00437	05/21 SERVICES JOINT ACCT#720641376-0001	289.35 289.08 578.43	0.00	
03127-54 -568 R0012 RACKSPACE US, 1	INTERNET	21-00376	EMAIL MAY ACCT#030-34971557175	62.70	0.00	
03127-55 -567 V0010 VERIZON WIRELES			ACCT#720641376-0001	57.01	0.00	
03127-55 -568 V0009 VERIZON	INTERNET	21-00494	PHONE JOINT	119.99	0.00	
03128-53 -607 J0112 JONES & BARTLET W0004 W.B. MASON CO., A0156 AMERICAN TRADE M0029 MARCO TECHNOLOG	T LEARNING, LLO INC. MARK CO.	21-00405 21-00418 21-00448		52.05 279.32 4.43 82.73 418.53	0.00 0.00 0.00 0.00	
03128-54 -607 S0265 STAPLES R0038 READY REFRESH B		21-00489	SIGNATURE STAMP	23.74 9.98 33.72	0.00	
03128-57 -606 A0099 ALL HANDS FIRE			TECH RESCUE EQUIP.	15.00	0.00	
03129-51 -650 02547 GENOVESE, JOHN			REIMB. JOINT SUPPLIES	71.07	0.00	
03129-51 -657 B0001 B SAFE, INC.			CELL UPGRADES	395.00	0.00	
03129-53 -649 D0050 DEANGELO FIRE P B0053 BC EXPRESS, INC	ROTECTION, LLC	21-00427		750.00 3,510.00	0.00 0.00	

Expend Account Vendor	Description	P.O. Id P.O. Description	n	Amount	Void Amount	РО Туре
03129-53 -649 B0227 BRICKTOWN EL	BUILDING MAIN ECTRICAL	TENANCE 21-00450 PROPANE REPAIR	Continued	1,625.00 5,885.00	0.00	
	MAINTENANCE ING SERVICE, INC. MAINT. SERVICE	21-00401 CELL UPGRADES 21-00463 05/21 MAINT. + V 21-00492 05/21 SERVICE	<u> </u>	395.00 512.00 700.00 1,607.00	0.00 0.00 0.00	
03129-54 -648 J0014 J & R PRO AL	VEHICLE REPAIR JTOMOTIVE	21-00482 167, 187, 127		106.85	0.00	
	Fund Total:		8	33,552.30		
Total Charged Lines:	82 Total List A	mount: 83,552.30 To	otal Void Amount:	0.00	ir w ips	

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024 Adds: N Changes: N Transfers In: N Range of Dates: 05/13/21 to 06/09/21 Transfers Out: N Expenditures: Y Refunds: N Reimbursements: N Encumbrances: N Cancels: N Check Payments: N Accounts Payable: N PO Encumbrances: N Contract Encm: N Received PO: N

Account No Date Type	Account Des	cription Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Ite	em #	
		Transaction bacay commente							
03111-51 -001 05/20/21 Expd 06/03/21 Expd	SALARIES	W/E 5-20-21 DISPATCH W/E 6-3-21 DISPATCH			18,272.80 19,543.28	DM DM	B B	2130 2132	
Total Expenditures:	2	37,816.08							
03111-53 -003 05/20/21 Expd 06/03/21 Expd	INSTRUCTOR'	S REMUNERATION W/E 5-20-21 F.A. INST. W/E 6-3-21 F.A. INST.			2,966.36 2,769.43	DM DM	B B	2130 2132	
Total Expenditures:	2	5,735.79							
03111-53 -004 05/20/21 Expd 06/03/21 Expd	FIRE ACADEM	Y COORDINATOR W/E 5-20-21 F.A. COOR. W/E 6-3-21 F.A. COOR.			769.23 769.23		B B	2130 2132	6
Total Expenditures:	2	1,538.46							
03111-54 -001 05/20/21 Expd 06/03/21 Expd	SALARIES	W/E 5-20-21 BUR ADM W/E 6-3-21 BUR ADM			26,881.60 26,547.97	DM DM	B B	2130 2132	
Total Expenditures:	2	53,429.57							
03111-55 -001 05/20/21 Expd 06/03/21 Expd	SALARIES	W/E 5-20-21 U.C.C. W/E 6-3-21 U.C.C.			5,046.40 5,380.39	DM DM	B B	2130 2132	4
Total Expenditures:	2	10,426.79							
03112-51 -021 05/20/21 Expd 06/03/21 Expd	PAYROLL TAXE	W/E 5-20-21 TAXES W/E 6-3-21 TAXES			1,456.50 1,497.03	DM DM	B B	2130 2132	12 11
Total Expenditures:	2	2,953.53							
03112-53 -021 05/20/21 Expd 06/03/21 Expd	PAYROLL TAXE	W/E 5-20-21 TAXES W/E 6-3-21 TAXES			209.08		B B	2130 2132	11 12
Total Expenditures:	2	411.56							
03112-54 -021 05/20/21 Expd 06/03/21 Expd	PAYROLL TAXE	W/E 5-20-21 TAXES W/E 6-3-21 TAXES			1,998.85 1,951.11		B B	2130 2132	9
Total Expenditures:	2	3,949.96							

June 9, 2021 12:31 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2021 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	em #	
03112-55 -021 05/20/21 Expd 06/03/21 Expd		PAYROLL	W/E 5-2	0-21 TAXES -21 TAXES			351.02 378.58	DM DM	B B	2130 2132	10 10
Total Expenditures:		2		729.60							
Fund Description	Fund		Expenditures							(- 	
	03		116,991.34		.						
Total Of All Fun	ds:		116,991.34								
Report Totals Transaction Type		Accoun	ts	Transactions		Amount					
Total Expenditures:		9		18		116,991.34					