

**Toms River Fire Commissioners
Joint Board Meeting Minutes
Toms River Fire Academy
July 14, 2021**

Commissioner Convery 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 |
| Duff-present | Convery – present |
| Heroy – 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 Willson second Autenrieth to approve minutes of the June 9, 2021 reorganization meeting providing a copy is made available for inspection by the public during this meeting.

AYES-10 NAYS-0 ABSTAIN-0 CARRIED

Motion Heroy second Willson to approve minutes of the June 9, 2021 regular meeting providing a copy is made available for inspection by the public during this meeting.

AYES-10 NAYS-0 ABSTAIN-0 CARRIED

BIDS- None

COMMUNICATIONS –Minkler discussed the use of the tower as a training prop. He was under the assumption that this was not to be used for such purposes for the possibility of it affecting the communication. Britton stated that it was approved to train up to 40ft. Convery remembers it differently. The board office to investigate to see if there was something put in place as it relates to training on tower.

FIRE DISPATCH SUPERVISOR SAHATJIAN – (see inserted report) In addition to his report he stated direction was received from the police department that the last ambulance will not be sent out of town.

FIRE ACADEMY- Progress

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report)

BUREAU OF FIRE PREVENTION- Convery stated Chief Inspector Novak and Inspectors Lavigne and Stalowski will be sworn in tonight.

BUREAU CHIEF NOVAK– (See inserted report)

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION – No report

INSURANCE- No report

DISTRICT NO.1 ADMINISTRATOR KUBIELL –No report

DISTRICT NO. 2 ADMINISTRATOR CARSON – Carson stated net motion is having issues. The upgrade is approximately \$23,000 so once it is approved through the Township the fire departments can move forward with upgrading their own tablets, etc.

BILLS

Motion Duff second Heroy for District No. 2 to pay \$106,886.56 for their share of the bills (See inserted list)

AYES-5 NAYS-0 ABSTAINED-0 CARRIED

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

AYES-5 NAYS-0 ABSTAINED-0 CARRIED

NEW BUSINESS

SPILLMAN CONFERENCE- A resolution was presented by title Motion Quinlisk second Minkler authorizing Dispatch Supervisor Sahatjian and one full time fire dispatcher to attend the Spillman conference.

ROLL CALL VOTE

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

**Heroy -Yes Quinlisk-Yes
Duff-Yes Willson -Yes
Britton-Yes**

CARRIED

Quinlisk stated an increase was proposed for instructors at the fire academy at the budget workshop meeting. Director Hansson has asked for this to be implemented.

Motion Tutela second Autenrieth to increase the salaries at the fire academy by \$3.00 per hour that the director has proposed on his report for the three positions.

AYES-10 NAYS-0

CARRIED

Quinlisk stated the liaisons and both Administrators were sent a request to allow Chief Novak to remain in the duty rotation schedule. Union representative Matt Janora stated it would be a big help for the Inspectors specifically because the two new inspectors will not be ready to be in the duty rotation schedule until they are fully trained. They are willing to send a letter that they will not grieve.

Motion Willson second Heroy authorizing Chief John Novak to continue in the duty rotation until the two new inspectors are trained.

AYES-10 NAYS-0

CARRIED

RESOLUTION HIRING JOHN NOVAK AS THE FIRE OFFICIAL FOR TOMS RIVER TOWNSHIP BUREAU OF FIRE PREVENTION- A resolution was presented, Motion Quinlisk second Willson hiring John Novak as the Fire Official for the Toms River Bureau of Fire Prevention. Pursuant to N.J.S.A. 40A:14-81 and N.J.S.A.40A:14-81.2

ROLL CALL VOTE

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

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

Britton-Yes

CARRIED

RESOLUTION ESTABLISHING AN ASSISTANT CHIEF POSITION FOR THE BUREAU OF FIRE PREVENTION A resolution was presented, Motion Tutela second Quinlisk creating the position of Assistant Chief for the Bureau of Fire Prevention.

ROLL CALL VOTE

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

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

CARRIED

RESOLUTION HIRING CRAIG STALOWSKI AND RYAN LAVIGNE AS CLASS II FIRE INSPECTORS FOR THE BUREAU OF FIRE PREVENTION. A resolution was presented, Motion Tutela second Britton hiring Ryan Lavigne and Craig Stalowski as Class II Fire Inspectors for the Toms River Bureau of Fire Prevention. Pursuant to N.J.S.A. 40A:14-81 and N.J.S.A.40A:14-81.2

ROLL CALL VOTE

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

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

CARRIED

RESOLUTION HIRING SARA MCCLAVE AS A DATA ENTRY CLERK FOR THE BUREAU OF FIRE PREVENTION- A resolution was presented, Motion Autenrieth second Britton hiring Sara McClave as a full time Data Entry Clerk for the Toms River Bureau of Fire Prevention. Pursuant to N.J.S.A. 40A:14-81 and N.J.S.A.40A:14-81.2

ROLL CALL VOTE

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

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

CARRIED

John Novak was sworn in as the Fire Official for Toms River Bureau of Fire Prevention. (see insertion)

Ryan LaVigne was sworn in as a Class II Fire Inspector for the Toms River Bureau of Fire

Prevention. (see insertion)

Craig Stalowski was sworn in as a Class II Fire Inspector for the Toms River Bureau of Fire Prevention. (see insertion)

KNOX BOX- Administrator Carson stated when considering budgets this year he was advised the new Knox box systems will be digital and existing knox boxes will need to be replaced.

PARTICIPATION BY THE PUBLIC- Doug Foley stated he is very proud of newly sworn in Class II Inspector Ryan Lavigne who is the grandson of Spike Baran. Ryan excelled in firefighter school where he accomplished receiving the Spike Baran award for his class.

Craig Bierbaum asked if John Novak will be defined as the Director, Fire Official or Chief. Board answered Chief.

John H. Lightbody stated his father John F. Lightbody wanted to express how proud he is of John Novak becoming Chief of the Bureau.

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

AYES-10 NAYS-0

CARRIED

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. Bureau Contracts
2. Bureau Assistant Chief

Motion Convery second Willson to go into open session @ 7:06 p.m.

AYES-10 NAYS-0

CARRIED

There being no further business, Motion Autenrieth seconded Tutela to close meeting at 7:07 p.m.

AYES-10 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

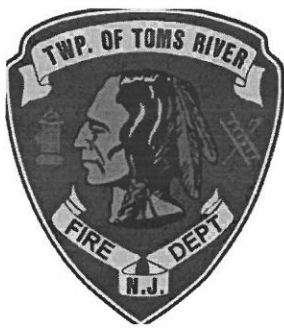
Toms River Fire Training Center Report July 2021

1. Outside agencies using the facility in June and July; TRPD, TRPD K9, NJDFS, OC Fire Prevention Assoc., Fire Officer Training (2), Ship Bottom VFC, TR Fire companies 25, 26, 28, 29 and 30 conducted numerous company drills at the Fire Academy including live burns, extrication propane props and VEIS and mayday props.
2. 3 Pump Classes have been completed for Manchester FD, Freewood Acres and an open enrollment class.
The 20 + courses completed this semester were a mix of in person hands on, hybrid and remote learning classes and we had over 300 students enrolled from TR and out of town companies.
The EMT class being hosted by the FA and conducted by RWJBarnabas is underway with 15 students. One from STA 26.
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 1/2 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. The FF 1/2 class has over 30 students registered. We plan to conduct the FF 2 stand alone class upon the completion of FF 1/2.
4. Several construction and repair projects are or will soon be underway. Roof repairs are complete. Electrical repairs have been completed installing explosion proof fittings in the propane area, LOLL forklift is currently undergoing repairs.
5. Manchester is a go for their new combination Fire Dept. Capt. Joe Brown is the Commanding Officer of the Career Division. The Academy has provided one month of training including FF/2, OSIC, Pump and several other classes. All costs will be borne by Manchester. We have billed over \$13,000. The FF1/2 day class is currently in week three. The class began on June 28 and will conclude on August 13.

6. As mentioned above we have presented more than 20 classes with over 300 students this semester. We also conducted drills, training, and classes for our own companies and out of town agencies at an unprecedented rate. Our billings so far this year exceed \$56,000.00. That is approximately \$30,000.00 more than all of last year and we are only in July. Thanks go to our excellent cadre of instructors who have made the Toms River Fire Academy one of the best in the state. We have an excellent reputation with the fire companies throughout the region as well as with the Division of Fire Safety. It is a reputation to be proud of.
7. We have developed new forms for Class A burns to give our Lead Instructors guidance as to their responsibilities. We have also developed a new facility request form which requires that the agency requesting use of the facility provide details as to their training goals and requests so our instructors can better prepare for their drill. The form also requires a roster of members present and participating.
8. We are refining the Instructor Apprentice Program to better document the progress of our new instructors. The program includes a check list of all requirements so the student as well as the Academy Staff will be aware of where the instructor stands in the process.
9. During the budget process a salary increase was negotiated for the instructors and the Director. I respectfully request that this increase be approved and instituted. The increase is for \$3.00 per hour. This will bring the Level 1 Instructor rate to \$18 per hr. and the Level 2 Instructors and the Director to \$23 per hr.

Respectfully submitted

Bob Hansson, Director, Toms River FTC



TOMS RIVER FIRE DEPARTMENT

COMMUNICATIONS DIVISION

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

July 14, 2021 (Report submitted July 9, 2021)

- Since the last joint board meeting we have very good progress with the chiefs, we have uploaded the new map and put in all new response plans. There will be bugs to work out however I would like to commend the Chiefs, Chief Seaman, the administrators and thank Brian Doyle from the PD for assisting with this large project.
- Radios – New consoles are in and fully operational working good.
- Per Diem Dispatcher updates – we extended the posting for per diem dispatchers, we only received a few applicants. I would like some more then interview and hire a couple in one shot.
- The board usually sends dispatchers to the Spillman Conference in October. I would like to permission for the board to send 1 full time dispatcher and myself.
 - The cost of the conference and the certification from Spillman is \$1000 plus airfare and hotel. Per person.

TR Fire / EMS Calls Year to Date

Fire: 1060

EMS: 6559

Toms River Bureau of Fire Prevention monthly report for July 2021

Conducted interviews for both the full time fire inspector positions and per diem positions. Interviews were conducted at the District No. 1 office. We also conducted interviews for a secretary position.

I am excited to report that the Fire Commissioners have hired Ryan LaVigne and Craig Stalowski as new inspectors for the Bureau. The Commissioners also hired Sara McClave to fill the vacant secretary position. The inspectors will start July 6th and Sara will start July 12th.

I Worked on reducing LHU fees to fire companies based on LHU registrations that support firefighting functions. Example: apparatus fueling.

Myself and Kim Jones are Continuing to work with Tim Paar from the State to collect State fees.

Inspector Rich Foster has completed updating approximately 6,000 inspections in SDL so they will reschedule automatically for next year. Rich also continues to work with SDL and Kim Jones on billing and administrative issues.

Rich Foster and Matt Janora continue to work with SDL to streamline the inspection program. A zoom meeting was held on June 29th with SDL with positive results. I will most likely be asking to spend training money to have SDL come to the Bureau office and conduct more training with our staff.

Inspectors Matt Janora and Rich Foster have been assigned as training officers for the two newly hired fire inspectors.

Myself and Lindalee meet with the BID and the Township Planner and Zoning Officer to assist the BID with streamlining the permit process for downtown events.

Inspector Dominick Roselli has been tasked with reviewing maintenance records for the Bureau vehicles. This is in preparation to determine which vehicles to keep once the new Bureau vehicles are delivered and put in service.

Inspection activity:

(610) fire inspections for the month of June. YTD (3,153)

(22) complaints

YTD smoke detector inspections and affidavits (1,417)

Cause and origin investigation (4)

Fire Inspectors responded to (15) incidents on the request of a fire officer (Not including cause and origin fire investigations).

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

RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARDS OF FIRE
COMMISSIONERS DISTRICTS No.1 AND DISTRICT NO. 2, COUNTY OF
OCEAN, STATE OF NEW JERSEY,
HIRING SARA McClave
AS FULL TIME DATA ENTRY CLERK FOR THE TOMS RIVER TOWNSHIP BUREAU
OF FIRE PREVENTION PURSUANT TO N.J.S.A. 40A:14-81.1 ET SEQ. AND
N.J.S.A. 40A:14-81.2

July 14, 2021

WHEREAS, N.J.S.A. 40A:14-81.1 provides that paid positions within the fire districts may be established and determined by the Commissioners of the Fire Districts; and,

WHEREAS, N.J.S.A. 40A:14-81.1 permits the Commissioners of the Fire Districts to hire persons, determine the terms, fix the compensation, and prescribe the powers, functions and duties of all paid positions established within said Fire Districts; and,

WHEREAS, N.J.S.A. 40A:14-81.2 outlines specific qualifications for hiring of paid positions within a Fire Districts; and,

WHEREAS, there is a need to hire one (1) Data Entry Clerk for the Toms River Township Bureau of Fire Prevention,

WHEREAS, the Fire Commissioners for Fire Districts No. 1 and No. 2 have recommended the hire of Sara McClave to the position of Full Time Data Entry Clerk; and,

WHEREAS, the Commissioners of Fire Districts No. 1 and No. 2 have reviewed the qualifications for the Data Entry Clerk position; and

NOW, THEREFORE, BE IT RESOLVED by the Toms River Boards of Fire Commissioners District No. 1 and No. 2, of Toms River Township as follows:

1. That Sara McClave be and is hereby hired to the position of Full Time Data Entry Clerk for the Toms River Bureau of Fire Prevention.
2. The starting salary of \$36,400.00 dollars and said rate and terms and conditions of employment for this position shall be as determined by the Commissioners and as otherwise mandated by New Jersey Statutory law.
3. That all functions and duties of said position are outlined in offer of employment and may be redefined, increased,

decreased or eliminated by resolution as the need for such services may arise as determined by the Commissioners of Fire Districts No. 1 and No. 2.

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 July 14th 2021.


GEORGE CONVERY, CHAIRMAN


LEONARD MINKLER, CLERK

I, Michael Willson, 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 July 14th 2021.


KEVIN BRITTON, CHAIRMAN


MICHAEL WILLSON, CLERK

RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARDS OF FIRE
COMMISSIONERS DISTRICTS No.1 AND DISTRICT NO. 2, COUNTY OF
OCEAN, STATE OF NEW JERSEY,
HIRING RYAN LAVIGNE AND CRAIG STALOWSKI
AS FULL TIME CLASS II FIRE INSPECTORS FOR THE TOMS RIVER
TOWNSHIP BUREAU OF FIRE PREVENTION PURSUANT TO N.J.S.A. 40A:14-
81.1 ET SEQ. AND N.J.S.A. 40A:14-81.2

July 14, 2021

WHEREAS, N.J.S.A. 40A:14-81.1 provides that paid positions within the fire districts may be established and determined by the Commissioners of the Fire Districts; and,

WHEREAS, N.J.S.A. 40A:14-81.1 permits the Commissioners of the Fire Districts to hire persons, determine the terms, fix the compensation, and prescribe the powers, functions and duties of all paid positions established within said Fire Districts; and,

WHEREAS, N.J.S.A. 40A:14-81.2 outlines specific qualifications for hiring of paid positions within a Fire Districts; and,

WHEREAS, there is a need to hire two (2) Full Time Class II Fire Inspectors for the Toms River Township Bureau of Fire Prevention,

WHEREAS, the Fire Commissioners for Fire Districts No. 1 and No. 2 have recommended the hire of Ryan LaVigne and Craig Stalowski to the position of Full Time Class II Fire Inspector; and,

WHEREAS, the Commissioners of Fire Districts No. 1 and No. 2 have reviewed the qualifications for the Class II Fire Inspector position; and

NOW, THEREFORE, BE IT RESOLVED by the Toms River Boards of Fire Commissioners District No. 1 and No. 2, of Toms River Township as follows:

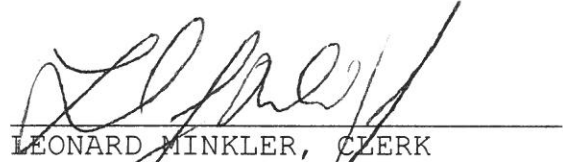
1. That Ryan LaVigne and Craig Stalowski be and is hereby hired to the position of Full Time Class II Fire Inspector for the Toms River Bureau of Fire Prevention.
2. The starting salary of \$45,000 dollars and said rate and terms and conditions of employment for this position shall be as determined by the Commissioners and as otherwise mandated by New Jersey Statutory law.

3. That all functions and duties of said position are outlined in offer of employment and may be redefined, increased, decreased or eliminated by resolution as the need for such services may arise as determined by the Commissioners of Fire Districts No. 1 and No. 2.

CERTIFICATION

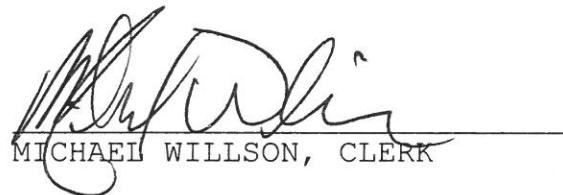
I, Leonard Minkler, Clerk of the Toms River Township Fire Commissioners District No. 1, in the County of Ocean, State of New Jersey, do hereby certify the above to be a true copy of a resolution duly adopted at its meeting held July 14th 2021.


GEORGE CONVERY, CHAIRMAN


LEONARD MINKLER, CLERK

I, Michael Willson, 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 July 14th 2021.


KEVIN BRITTON, CHAIRMAN


MICHAEL WILLSON, CLERK

RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARD OF COMMISSIONERS,
FIRE DISTRICT NO.1 AND FIRE DISTRICT NO. 2, COUNTY OF OCEAN,
STATE OF NEW JERSEY, CREATING THE POSITION OF ASSISTANT CHIEF
FOR THE BUREAU OF FIRE PREVENTION

July 14, 2021

WHEREAS, Toms River Bureau of Fire Prevention is under the jurisdiction and control of the Fire Commissioners of the Township of Toms River, Fire District No. 1 and Fire District No 2; and


WHEREAS, the Commissioners of both Fire District No. 1 and Fire District No.2 desire to create the position of Assistant Chief Inspector for the Bureau of Fire Prevention.

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

1. That the position of Assistant Chief Inspector of the Bureau of Fire Prevention is hereby created.
2. That the terms, conditions and compensation for the position shall be determined by further Resolution of the Boards of Fire District No. 1 and Fire District No. 2, and shall be consistent with the terms of the current Shared Services Agreement between the Districts.
3. That the Clerk of Fire District No. 1 shall forward a certified copy of this Resolution to the following:
 - A. Chairman, and Administrator Fire District 1
 - B. Chairman, Clerk and Administrator Fire District 2
 - C. Chief of the Bureau of Fire Prevention

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 July 14, 2021.


Leonard Minkler
Clerk, Fire District No.1

Date:

I, Michael Willson, 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 July 14, 2021.


Michael Willson
Clerk, Fire District No.2

7.14.21
Date:

RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARDS OF FIRE
COMMISSIONERS DISTRICT NO. 1 AND NO. 2,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
HIRING JOHN NOVAK

AS FIRE OFFICIAL FOR THE TOMS RIVER TOWNSHIP BUREAU OF FIRE
PREVENTION PURSUANT TO N.J.S.A. 40A:14-81.1 ET SEQ. AND N.J.S.A.
40A:14-81.2

JULY 14, 2021

WHEREAS, N.J.S.A. 40A:14-81.1 provides that paid positions within the fire districts may be established and determined by the Commissioners of the Fire District No. 1 and No. 2; and,

WHEREAS, N.J.S.A. 40A:14-81.1 permits the Commissioners of the Fire Districts to hire persons, determine the terms, fix the compensation, and prescribe the powers, functions and duties of all paid positions established within said Fire Districts; and,

WHEREAS, pursuant to Section 308-48 of the Toms River Township Code, the Toms River Bureau of Fire Prevention is under the jurisdiction and control of the Fire Commissioners of the Township of Toms River and the Bureau is designated as the local enforcing agency; and

WHEREAS, Fire Commissioners shall appoint the Fire Official pursuant to Section 308-53 of the Township Code; and

WHEREAS, N.J.S.A. 40A:14-81.2 outlines specific qualifications for hiring of paid positions within a Fire Districts; and,

WHEREAS, there is a need to hire a Fire Official to oversee Toms River Township Bureau of Fire Prevention

WHEREAS, the Fire Commissioners for Fire Districts No 1 and No. 2 have recommended the hire of John Novak to the position of Fire Official; and,

WHEREAS, the Commissioners of Fire Districts No. 1 and No. 2 have reviewed the qualifications for the Fire Official position; and

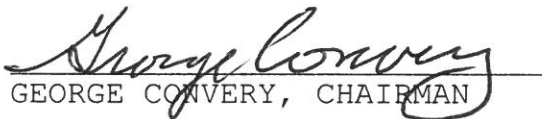
NOW, THEREFORE, BE IT RESOLVED by the Boards of Fire Commissioners District No. 1 and No. 2, of Toms River Township as follows:

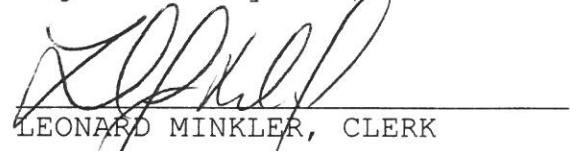
1. That John Novak be and is hereby hired to the position of Fire Official for the Toms River Bureau of Fire Prevention.

2. The starting salary of \$95,000.00 dollars and said rate and terms and conditions of employment for this position shall be as determined by the Commissioners and as otherwise mandated by New Jersey Statutory law.
3. That all functions and duties of said position are outlined in offer of employment and may be redefined, increased, decreased or eliminated by resolution as the need for such services may arise as determined by the Commissioners of Fire Districts No. 1 and No. 2.

CERTIFICATION

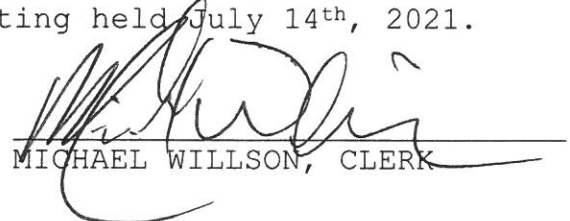
I, Leonard Minkler, Clerk of the Toms River Township Fire Commissioners District No. 1, in the County of Ocean, State of New Jersey, do hereby certify the above to be a true copy of a resolution duly adopted at its meeting held July 14th, 2021.


GEORGE CONVERY, CHAIRMAN


LEONARD MINKLER, CLERK

I, Michael Willson, 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 July 14th, 2021.


KEVIN BRITTON, CHAIRMAN


MICHAEL WILLSON, CLERK

July 14, 2021
10:57 AM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021 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: N
Range: 03- -111-51 -001 to 03- -134-54 -744 Bid: Y State: Y Other: Y Exempt: Y
Rcvd Batch Id Range: First to Last Paid Date Range: 06/10/21 to 07/14/21 Include Non-Budgeted: Y
Prior Year Only: N
Department Page Break: No Subtotal CAFR: No Subtotal Department: No Subtotal Extd: No

| Expend Account Vendor | Description | P.O. Id | P.O. Description | Amount | Void Amount | PO Type |
|--------------------------|--------------------------------|----------|-------------------------------|------------------|-------------|---------|
| 03- -111-53 -003 | INSTRUCTOR'S REMUNERATION | | | | | |
| G0005 | GABRIEL, RICHARD | 21-00591 | INST. REM. | 690.00 | 0.00 | |
| 02665 | CIRZ, ANTHONY | 21-00592 | INST. REM. | 200.00 | 0.00 | |
| 02634 | LONERGAN, JONATHAN T. | 21-00593 | INST. REM. | 127.50 | 0.00 | |
| B0104 | BIERBAUM, CRAIG | 21-00594 | INST. REM. | 730.00 | 0.00 | |
| 02834 | REID, KYLE T. | 21-00595 | INST. REM. | 480.00 | 0.00 | |
| M0050 | MCCANN, THOMAS | 21-00596 | INST. REM. | 60.00 | 0.00 | |
| | | | | <u>2,287.50</u> | | |
| 03- -112-51 -024 | HEALTH BENEFITS | | | | | |
| B0074 | BENECARD SERVICES, INC. | 21-00501 | 06/21 PRESCRIPTION PLAN#1319 | 2,066.71 | 0.00 | |
| U0047 | UNITED HEALTHCARE INSURANCE CO | 21-00523 | 07/21 INS. EMPLOYER #25283 | 686.42 | 0.00 | |
| H0110 | HORIZON BLUE CROSS/BLUE SHIELD | 21-00539 | 07/21 HEALTH | 3,654.07 | 0.00 | |
| | | | | <u>6,407.20</u> | | |
| 03- -112-54 -024 | HEALTH BENEFITS/DISABILITY | | | | | |
| B0074 | BENECARD SERVICES, INC. | 21-00501 | 06/21 PRESCRIPTION PLAN#1319 | 5,634.41 | 0.00 | |
| U0047 | UNITED HEALTHCARE INSURANCE CO | 21-00523 | 07/21 INS. EMPLOYER #25283 | 2,059.26 | 0.00 | |
| U0046 | UNITED HEALTHCARE INS. CO. | 21-00533 | 07/21 INS. CUSTOMER #04P2972 | 216.54 | 0.00 | |
| H0110 | HORIZON BLUE CROSS/BLUE SHIELD | 21-00539 | 07/21 HEALTH | 13,139.69 | 0.00 | |
| H0033 | HARTFORD INSURANCE COMPANY | 21-00540 | 07/21 INSURANCE GROUP #680338 | 835.90 | 0.00 | |
| | | | | <u>21,885.80</u> | | |
| 03- -112-55 -024 | HEALTH BENEFITS/DISABILITY | | | | | |
| B0074 | BENECARD SERVICES, INC. | 21-00501 | 06/21 PRESCRIPTION PLAN#1319 | 1,061.45 | 0.00 | |
| U0046 | UNITED HEALTHCARE INS. CO. | 21-00533 | 07/21 INS. CUSTOMER #04P2972 | 16.46 | 0.00 | |
| H0110 | HORIZON BLUE CROSS/BLUE SHIELD | 21-00539 | 07/21 HEALTH | 2,330.84 | 0.00 | |
| H0033 | HARTFORD INSURANCE COMPANY | 21-00540 | 07/21 INSURANCE GROUP #680338 | 133.47 | 0.00 | |
| | | | | <u>3,542.22</u> | | |
| 03- -113-57 -064 | TOOLS & EQUIPMENT | | | | | |
| H0100 | HOME DEPOT | 21-00619 | SUPPLIES JOINT | 499.00 | 0.00 | |
| 03- -115-54 -136 | RENT | | | | | |
| T0175 | TOWNSHIP OF TOMS RIVER | 21-00290 | 2021 3RD QTR RENT BUREAU | 2,947.88 | 0.00 | |
| P0130 | PITNEY BOWES INC. | 21-00538 | METER RENTAL BUREAU | 69.00 | 0.00 | |
| | | | | <u>3,016.88</u> | | |
| 03- -115-55 -136 | RENT | | | | | |
| T0175 | TOWNSHIP OF TOMS RIVER | 21-00290 | 2021 3RD QTR RENT BUREAU | 736.00 | 0.00 | |
| 03- -120-52 -311 | LEGAL NOTICES | | | | | |
| G0032 | GANNETT NEW JERSEY NEWSPAPERS | 21-00516 | CONTRACTS,MTGS.,INSPECTOR AD | 128.50 | 0.00 | |

July 14, 2021
10:57 AM

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

Page No: 2

| Expend Account Vendor | Description | P.O. Id | P.O. Description | Amount | Void Amount | PO Type |
|--------------------------|-------------------------------|----------|--------------------------------|-----------|-------------|---------|
| 03- -120-54 -311 | LEGAL NOTICES | | | | | |
| G0032 | GANNETT NEW JERSEY NEWSPAPERS | 21-00516 | CONTRACTS,MTGS.,INSPECTOR AD | 350.00 | 0.00 | |
| 03- -120-55 -311 | LEGAL NOTICES | | | | | |
| G0032 | GANNETT NEW JERSEY NEWSPAPERS | 21-00516 | CONTRACTS,MTGS.,INSPECTOR AD | 48.20 | 0.00 | |
| 03- -124-53 -446 | TRAINING & MATERIALS | | | | | |
| S0173 | SLOPE BROOK FARM | 21-00510 | STRAW BALES | 800.00 | 0.00 | |
| H0041 | HAZMATT & ASSOCIATES | 21-00532 | HAZMAT TRAINING @ F.A. | 960.00 | 0.00 | |
| H0100 | HOME DEPOT | 21-00619 | SUPPLIES JOINT | 3,067.52 | 0.00 | |
| | | | | 4,827.52 | | |
| 03- -124-54 -449 | PHYSICAL FITNESS | | | | | |
| T0145 | TOMS RIVER FITNESS CENTER | 21-00481 | FITNESS | 5.00 | 0.00 | |
| 03- -125-53 -487 | CLOTHING | | | | | |
| F0019 | FARRO'S FAR OUT TEES, INC. | 21-00557 | CLOTHING F.A. | 203.00 | 0.00 | |
| 03- -125-54 -487 | CLOTHING | | | | | |
| G0025 | GALLS, LLC | 21-00509 | BOOTS BUREAU | 343.17 | 0.00 | |
| A0023 | ACTION UNIFORM COMPANY | 21-00571 | NOVAK, PALMISANO | 432.00 | 0.00 | |
| | | | | 775.17 | | |
| 03- -126-53 -530 | FUEL (BUILDING/AUTO) | | | | | |
| T0175 | TOWNSHIP OF TOMS RIVER | 21-00531 | 5 & 6/21 FUEL JOINT | 113.35 | 0.00 | |
| S0335 | SUBURBAN PROPANE | 21-00542 | FUEL F.A. | 2,437.07 | 0.00 | |
| N0155 | NEW JERSEY NATURAL GAS CO. | 21-00543 | ACCT#22-0009-3986-41 | 74.02 | 0.00 | |
| | | | | 2,624.44 | | |
| 03- -126-54 -529 | FUEL | | | | | |
| T0175 | TOWNSHIP OF TOMS RIVER | 21-00531 | 5 & 6/21 FUEL JOINT | 1,002.34 | 0.00 | |
| P0110 | PETROLEUM TRADERS CORPORATION | 21-00545 | FUEL JOINT ACCT#991249/2 | 1,109.30 | 0.00 | |
| | | | | 2,111.64 | | |
| 03- -126-55 -529 | FUEL | | | | | |
| T0175 | TOWNSHIP OF TOMS RIVER | 21-00531 | 5 & 6/21 FUEL JOINT | 430.80 | 0.00 | |
| 03- -127-51 -567 | TELEPHONE | | | | | |
| R0012 | RACKSPACE US, INC. | 21-00499 | EMAIL MAY ACCT#030-34971557175 | 63.80 | 0.00 | |
| V0008 | VERIZON CABS | 21-00564 | PHONE JOINT 201 M55-5559 269 | 9,733.96 | 0.00 | |
| V0009 | VERIZON | 21-00615 | PHONE JOINT | 400.17 | 0.00 | |
| | | | | 10,197.93 | | |
| 03- -127-53 -566 | UTILITIES | | | | | |
| J0048 | JCP&L | 21-00535 | ACCT#200 000 001 020 | 2,125.06 | 0.00 | |
| S0337 | SUEZ WATER T.R. | 21-00600 | 06/21 F.A. | 335.14 | 0.00 | |
| | | | | 2,460.20 | | |
| 03- -127-53 -567 | TELEPHONE | | | | | |
| F0171 | 4X TECHNOLOGIES, LLC | 21-00519 | 06/21 SERVICES JOINT | 226.48 | 0.00 | |
| 03- -127-53 -568 | INTERNET | | | | | |
| V0009 | VERIZON | 21-00615 | PHONE JOINT | 433.97 | 0.00 | |

July 14, 2021
10:57 AM

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

Page No: 3

| Expend Account Vendor | Description | P.O. Id | P.O. Description | Amount | Void Amount | PO Type |
|--------------------------|--------------------------------|----------|--------------------------------|-----------------|-------------|---------|
| 03- -127-54 -567 | COMMUNICATIONS | | | | | |
| F0171 | 4X TECHNOLOGIES, LLC | 21-00519 | 06/21 SERVICES JOINT | 289.35 | 0.00 | |
| V0010 | VERIZON WIRELESS | 21-00580 | ACCT#720641376-0001 | <u>289.08</u> | 0.00 | |
| | | | | 578.43 | | |
| 03- -127-54 -568 | INTERNET | | | | | |
| R0012 | RACKSPACE US, INC. | 21-00499 | EMAIL MAY ACCT#030-34971557175 | 59.95 | 0.00 | |
| 03- -127-55 -567 | COMMUNICATIONS | | | | | |
| V0010 | VERIZON WIRELESS | 21-00580 | ACCT#720641376-0001 | 57.01 | 0.00 | |
| 03- -127-55 -568 | INTERNET | | | | | |
| V0009 | VERIZON | 21-00615 | PHONE JOINT | 139.99 | 0.00 | |
| 03- -128-53 -607 | OFFICE SUPPLIES/SHIPPING | | | | | |
| T0137 | TOMS RIVER FIRE DISTRICT NO. 1 | 21-00583 | POSTAGE JOINT 2ND QTR 2021 | 23.94 | 0.00 | |
| H0100 | HOME DEPOT | 21-00619 | SUPPLIES JOINT | <u>79.00</u> | 0.00 | |
| | | | | 102.94 | | |
| 03- -128-54 -607 | OFFICE SUPPLIES/SHIPPING | | | | | |
| G0025 | GALLS, LLC | 21-00509 | BOOTS BUREAU | 10.00 | 0.00 | |
| T0137 | TOMS RIVER FIRE DISTRICT NO. 1 | 21-00583 | POSTAGE JOINT 2ND QTR 2021 | 15.81 | 0.00 | |
| S0265 | STAPLES | 21-00604 | SUPPLIES | <u>119.97</u> | 0.00 | |
| | | | | 145.78 | | |
| 03- -129-51 -650 | RADIO & I/T REPAIR | | | | | |
| N0120 | NEW JERSEY BUSINESS SYSTEMS | 21-00490 | REPAIR MICROWAVE LINK | 4,435.85 | 0.00 | |
| H0100 | HOME DEPOT | 21-00563 | EQUIPMENT | <u>93.72</u> | 0.00 | |
| | | | | 4,529.57 | | |
| 03- -129-51 -657 | MAINTENANCE CONTRACTS | | | | | |
| T0175 | TOWNSHIP OF TOMS RIVER | 21-00431 | 3RD QTR. 2021 SPILLMAN | 8,115.50 | 0.00 | |
| T0095 | THUNDER EAGLE, INC. | 21-00534 | MAINT. 7/1/21-7/1/22 | <u>1,025.00</u> | 0.00 | |
| | | | | 9,140.50 | | |
| 03- -129-53 -648 | VEHICLE REPAIR | | | | | |
| S0210 | SOUTH JERSEY LIFT, INC. | 21-00566 | FORK LIFT REPAIR F.A. | 1,327.25 | 0.00 | |
| 03- -129-53 -649 | BUILDING MAINTENANCE | | | | | |
| B0053 | BC EXPRESS, INC. | 21-00442 | A/C UNIT @ F.A. | 3,510.00 | 0.00 | |
| 03- -129-53 -653 | EXTINGUISHER REFILL/REPAIR | | | | | |
| O0250 | OXYGEN SUPPLY CO., INC. | 21-00610 | SERVICE F.A. | 76.00 | 0.00 | |
| A0085 | AISH FIRE PROTECTION CO. | 21-00617 | EXTINGUISHERS F.A. | <u>157.00</u> | 0.00 | |
| | | | | 233.00 | | |
| 03- -129-53 -657 | MAINTENANCE | | | | | |
| T0179 | TOZOUR ENERGY SYSTEMS, INC. | 21-00529 | HVAC MAINT. F.A. | 1,283.75 | 0.00 | |
| M0143 | M & M CLEANING SERVICE, INC. | 21-00541 | 06/21 MAINT. | 423.00 | 0.00 | |
| T0179 | TOZOUR ENERGY SYSTEMS, INC. | 21-00609 | REPAIRS | 315.50 | 0.00 | |
| B0001 | B SAFE, INC. | 21-00613 | 3RD QTR 2021 ALARM | 92.70 | 0.00 | |

July 14, 2021
10:57 AM

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

Page No: 4

| Expend Account Vendor | Description | P.O. Id | P.O. Description | Amount | Void Amount | PO Type |
|---|---|----------------------|-----------------------------|---------------------------------|--------------------|---------|
| 03- -129-53 -657 K0030 | MAINTENANCE KEITH'S LAWN MAINT. SERVICE | 21-00618 | 06/21 SERVICE | Continued 300.00 2,414.95 | 0.00 | |
| 03- -129-54 -648 P0220 J0014 | VEHICLE REPAIR PRESTIGE AUTO SPA J & R PRO AUTOMOTIVE | 21-00524 21-00568 | CAR WASH 177,197,127,207 | 19.41 636.52 655.93 | 0.00 0.00 | |
| 03- -129-54 -655 T0175 | OFFICE CLEANING TOWNSHIP OF TOMS RIVER | 21-00290 | 2021 3RD QTR RENT BUREAU | 606.25 | 0.00 | |
| 03- -129-55 -648 J0014 | VEHICLE REPAIR J & R PRO AUTOMOTIVE | 21-00568 | 177,197,127,207 | 49.95 | 0.00 | |
| 03- -129-55 -655 T0175 | OFFICE CLEANING TOWNSHIP OF TOMS RIVER | 21-00290 | 2021 3RD QTR RENT BUREAU | 12.50 | 0.00 | |
| 03- -129-55 -657 T0177 | MAINTENANCE TOWNSQUARE INTERACTIVE | 21-00521 | WEBSITE MAINT. BUREAU | 387.00 | 0.00 | |
| 03- -133-52 -701 S0165 | CONTINGENCIES SKIP'S FLORIST | 21-00570 | FOSTER | 85.95 | 0.00 | |
| 03- -133-54 -701 S0165 | CONTINGENCIES SKIP'S FLORIST | 21-00570 | FOSTER | 70.95 | 0.00 | |
| 03- -134-53 -745 P0217 | F.A. UPGRADES 2017 PREMIER ROOFING | 20-00872 | ROOF REPAIR F.A. | 20,899.08 | 0.00 | |
| 03- -134-53 -747 P0217 | FIRE ACADEMY UPGRADES 2020 PREMIER ROOFING | 20-00872 | ROOF REPAIR F.A. | 21,100.92 | 0.00 | |
| Fund Total: | | | | 129,305.35 | | |
| Total Charged Lines: 100 Total List Amount: | | | | 129,305.35 | Total Void Amount: | 0.00 |

FUNDS RECEIVED AND DEPOSITED

| <u>FROM:</u> | <u>CK#:</u> | <u>FOR:</u> | <u>AMOUNT:</u> |
|---------------------|--------------------|---------------------|-----------------------|
| Kieran Flynn | 642 | Health 3rd qtr 2021 | 171.36 |

July 14, 2021
03:56 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021 Detail Expenditure Transaction Inquiry By Account

Page No: 1

| | | | | |
|---|-------------------------|--------------------|---------------------|-----------------|
| Range of Accounts: 03- -111-000-000 | to 03- -112-55 -024 | Adds: N | Changes: N | Transfers In: N |
| Range of Dates: 06/10/21 to 07/14/21 | | 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 | Transaction Data/Comment | | Vendor/Source | | | |
| 03- -111-51 -001 | SALARIES | | | | | |
| 06/17/21 Expd | W/E 6-17-21 DISPATCH | | | 18,411.83 | DM | B 2135 5 |
| 07/02/21 Expd | W/E 7-1-21 DISPATCH | | | 19,300.90 | DM | B 2137 5 |
| Total Expenditures: | 2 | 37,712.73 | | | | |
| 03- -111-53 -003 | INSTRUCTOR'S REMUNERATION | | | | | |
| 06/17/21 Expd | W/E 6-17-21 F.A. INST. | | | 4,360.76 | DM | B 2135 7 |
| 07/02/21 Expd | W/E 7-1-21 F.A. INST. | | | 5,129.25 | DM | B 2137 7 |
| Total Expenditures: | 2 | 9,490.01 | | | | |
| 03- -111-53 -004 | FIRE ACADEMY COORDINATOR | | | | | |
| 06/17/21 Expd | W/E 6-17-21 F.A. COOR. | | | 769.23 | DM | B 2135 6 |
| 07/02/21 Expd | W/E 7-1-21 F.A. COOR. | | | 769.23 | DM | B 2137 6 |
| Total Expenditures: | 2 | 1,538.46 | | | | |
| 03- -111-54 -001 | SALARIES | | | | | |
| 06/17/21 Expd | W/E 6-17-21 BUR ADM | | | 43,670.36 | DM | B 2135 3 |
| 07/02/21 Expd | W/E 7-1-21 BUR ADM | | | 22,882.86 | DM | B 2137 3 |
| Total Expenditures: | 2 | 66,553.22 | | | | |
| 03- -111-55 -001 | SALARIES | | | | | |
| 06/17/21 Expd | W/E 6-17-21 U.C.C. | | | 5,680.39 | DM | B 2135 4 |
| 07/02/21 Expd | W/E 7-1-21 U.C.C. | | | 3,434.42 | DM | B 2137 4 |
| Total Expenditures: | 2 | 9,114.81 | | | | |
| 03- -112-51 -021 | PAYROLL TAXES | | | | | |
| 06/11/21 Expd | NJFLI | | | 320.00 | DM | B 2134 4 |
| 06/17/21 Expd | W/E 6-17-21 TAXES | | | 1,403.93 | DM | B 2135 11 |
| 07/02/21 Expd | W/E 7-1-21 TAXES | | | 1,514.93 | DM | B 2137 12 |
| Total Expenditures: | 3 | 3,238.86 | | | | |
| 03- -112-53 -021 | PAYROLL TAXES | | | | | |
| 06/11/21 Expd | NJFLI | | | 39.63 | DM | B 2134 5 |
| 06/17/21 Expd | W/E 6-17-21 TAXES | | | 314.27 | DM | B 2135 12 |
| 07/02/21 Expd | W/E 7-1-21 TAXES | | | 286.23 | DM | B 2137 13 |
| Total Expenditures: | 3 | 640.13 | | | | |
| 03- -112-54 -021 | PAYROLL TAXES | | | | | |
| 06/11/21 Expd | NJFLI | | | 422.37 | DM | B 2134 2 |
| 06/17/21 Expd | W/E 6-17-21 TAXES | | | 3,230.17 | DM | B 2135 9 |

July 14, 2021
03:56 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 | Item # | |
|---------------------|------|---|----------|------------------------------------|----------|------|--------|-----------|
| 03- -112-54 -021 | | PAYROLL TAXES | | | | | | Continued |
| 07/02/21 | Expd | W/E 7-1-21 TAXES | | | 1,685.31 | DM | B 2137 | 10 |
| Total Expenditures: | | 3 | | 5,337.85 | | | | |
| 03- -112-55 -021 | | PAYROLL TAXES | | | | | | |
| 06/11/21 | Expd | NJFLI | | | 82.83 | DM | B 2134 | 3 |
| 06/17/21 | Expd | W/E 6-17-21 TAXES | | | 394.16 | DM | B 2135 | 10 |
| 07/02/21 | Expd | W/E 7-1-21 TAXES | | | 223.23 | DM | B 2137 | 11 |
| Total Expenditures: | | 3 | | 700.22 | | | | |

| Fund Description | Fund | Expenditures | Refund Expend |
|---------------------|------|--------------|---------------|
| | 03 | 134,326.29 | 0.00 |
| Total of All Funds: | | 134,326.29 | 0.00 |

| Report Totals | | | |
|----------------------|----------|--------------|------------|
| Transaction Type | Accounts | Transactions | Amount |
| Total Expenditures: | 9 | 22 | 134,326.29 |
| Total Refund Expend: | 0 | 0 | 0.00 |