

**Toms River Fire Commissioners
Joint Board Meeting Minutes
Toms River Fire Academy
September 8, 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 – absent
Quinlisk – present	Latshaw –present
Willson-present	Minkler – present

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

Motion Autenrieth second Minkler to excuse Commissioner Tutela from meeting.

AYES-9 NAYS-0 ABSTAIN-0 CARRIED

Motion Autenrieth second Minkler to approve minutes of the August 11, 2021 regular meeting providing a copy is made available for inspection by the public during this meeting.

**AYES-8 NAYS-0 ABSTAIN-1 CARRIED
(Britton)**

COMMUNICATIONS –No report

FIRE DISPATCH SUPERVISOR SAHATJIAN – (see inserted report)

FIRE ACADEMY- Progress

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report) In addition to the directors report he advised the boards there is an issue with the charger to the Hyster forklift. He spoke with South Jersey Lift and they contacted the manufacturer of the charger. Seemingly they are taking responsibility for the charger and claiming that it was wired wrong. Waiting for an official report.

Quinlisk asked if by approving to hold three more EMT classes through RJW Barnabas Health in 2022 does this give the boards twelve more spots? Hansson stated this was his understanding.

BUREAU OF FIRE PREVENTION- progress.

BUREAU CHIEF NOVAK– (See inserted report)

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION – No report

INSURANCE- No report

DISTRICT NO.1 ADMINISTRATOR KUBIELL – No report

Kevin Britton thanked District No.1 Commissioners and Office staff for the fruit basket that was sent to his house after his surgery.

PARTICIPATION BY THE PUBLIC- Andy Goresh:

1. At last month's meeting it was discussed to see if additional members could attend the EMT class, have there been any updates? Kubiak responded he did ask and it will stand at four seats because it is more than the cost of the class.
2. What is the status of the radio migration? Kubiak responded the board of fire commissioners has not fully made a commitment yet, whether or not the township goes to the 700mz series seems the way to go. Tim Carson stated the township currently is focused on building the new dispatch center and radio towers. They are having issues with wetlands in different parts of town. They are still building out the system. The FCC has extended changing of the frequencies until 2024.

Motion Willson second Autenrieth to go into Private Executive Session @ 5:56 p.m.

AYES-9 NAYS-0

CARRIED

CLOSED SESSION- *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege and Legal Advice*- Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

Bureau Contracts

Motion Willson second Autenrieth to go into open session @ 6:22 p.m.

AYES-9 NAYS-0

CARRIED

There being no further business, Motion Autenrieth seconded Minkler to close meeting at 6:23 p.m.

AYES-9 NAYS-0 CARRIED

Respectfully submitted,

Leonard Minkler

Clerk, Toms River Fire District No.1

Toms River Bureau of Fire Prevention monthly report for September 2021

1. Inspector Roselli has been aggressively working on vehicle preventative and minor repair maintenance issues prior to the spending deadline for this year.
2. There was an issue with the firmware in our Xerox copy machine. It seems like this was systemic throughout Town hall with the Xerox copiers. Anthony Lamo from the Township I.T. department was working on the problem. Anthony was able to install firmware upgrade.
3. Inspectors Janora and Foster installed new computer mounting brackets in three Bureau vehicles for the three new laptop computers that were received.
4. Inspectors LaVigne and Stalowski have been shadowing the duty inspector on call outs as part of their training. This will get them some experience on handling complaints so I can get them into a duty rotation.
5. Inspection activity:
 - a. **(943)** fire inspections for the month of July. YTD **(4,723)**
 - b. YTD smoke detector inspections and affidavits **(1,462)**
 - c. Cause and origin investigation **(7)**
 - d. Fire Inspectors responded **to (26)** incidents on the request of a fire officer (Not including cause and origin fire investigations).



TOMS RIVER FIRE DEPARTMENT

COMMUNICATIONS DIVISION

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

September 8, 2021 (Report submitted September 3, 2021)

- Spillman update, one change is to be made to the map, almost complete.
- Response Plans – all seem to be working well
- Radios – Fully operational working good.
- Per Diem Dispatcher updates – PT Dispatcher Crosio has completed training and is cleared to work regular shifts. I am waiting for backgrounds from the PD for the 3 new part timers.
- EMS – The new EMS policy has been implemented and seems to be working. Any problems with EMS are to be directed to me and they will be forwarded to Captain Miller.
- Net Motion – An update was done, should improve connections. If you are still having problems email help@trfire.org.
- Unfortunately, due to some personal issues I had to cancel my trip to Spillman this year. I got a full refund for the airlines. I apologize for the inconvenience. Conaty is still going.
- Dispatcher uniforms for the year have been ordered and received.
- A request for budgeted new dispatch computers was submitted. These will replace the current ones and then we will keep the old for spares.

TR Fire / EMS Calls Year to Date

Fire: 1515

EMS: 8680



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 September 2021

1. Outside agencies using the facility in August and September; Lakewood E3, Brick Sta 21&22, PP Borough, Lakehurst VFC, Jackson Sta 55, TRPD, NJDFS Fire companies 25, 26, 27, 28, 29 and 30 conducted numerous company drills at the Fire Academy including live burns, extrication, propane props and VEIS and mayday props. Fit testing is underway for all Dist 1 companies.
2. The EMT class being hosted by the FA and conducted by RWJBarnabas is underway with 28 students including 4 from TRFD. RWJB has requested approval to conduct 3 classes in 2022.
3. The Academy has announced the schedule for the Fall Semester. In addition to the FF 1/2 class which started Sept 1st, we plan to offer a stand alone Firefighter 2 class, ICS 300, and courses required for fire officer qualifications. The classes are currently being announced on social media outlets. We no longer mail out Fire Academy Schedules. The FF 1/2 class has 29 students registered. We plan to conduct the FF 2 stand alone class upon the completion of FF 1/2.
4. LOLL forklift has been returned to the FA following repairs. The propane pump is being repaired by Lakewood Electric Motor. DFS has inspected the FA and issued the annual approval certificate. The Academy has zero deficiencies.
5. The FF1/2 day class has been completed. All of the registered students have passed Firefighter 1 and one student must retake FF 2. Graduation was held at the Fire Academy with over 135 family, friends and fire company members in attendance.
6. As mentioned above we are planning to present at least 10 classes during the Fall/ Winter Semester of 2021 in addition to the FF1/2 class. Several of these classes will be those required to advance to the officer ranks. Graduation for the 20-21 evening class was held August 31 at 1900 at the Fine Arts Theater at OCC. We had a great turnout of Commissioners, families, friends and fire co. members.

Respectfully submitted

Bob Hansson, Director, Toms River FTC

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -113-54 -074 W0004 W.B. MASON CO., INC.	OFFICE EQUIPMENT	21-00736	Continued SUPPLIES JOINT	<u>509.98</u> 12,509.98	0.00	
03- -113-54 -078 C0049 CDW-GOVERNMENT	COMPUTER PROGRAMS	21-00759	ADOBE FOR BUREAU	266.62	0.00	
03- -116-51 -171 S0088 SELECTIVE INSURANCE CO.	INSURANCE PREMIUMS	21-00806	2021 INS. 4TH PAYMENT JOINT	1,122.20	0.00	
03- -116-52 -171 S0088 SELECTIVE INSURANCE CO.	INSURANCE PREMIUMS	21-00806	2021 INS. 4TH PAYMENT JOINT	8.00	0.00	
03- -116-53 -171 S0088 SELECTIVE INSURANCE CO.	INSURANCE PREMIUMS	21-00806	2021 INS. 4TH PAYMENT JOINT	2,717.40	0.00	
03- -116-54 -171 S0088 SELECTIVE INSURANCE CO.	INSURANCE PREMIUMS	21-00806	2021 INS. 4TH PAYMENT JOINT	6,733.20	0.00	
03- -116-55 -171 S0088 SELECTIVE INSURANCE CO.	INSURANCE PREMIUMS	21-00806	2021 INS. 4TH PAYMENT JOINT	1,122.20	0.00	
03- -119-52 -272 B0214 BRASLOW, RICHARD M. ESQ	LEGAL	21-00786	PROFESSIONAL SERVICE	40.00	0.00	
03- -119-54 -272 B0214 BRASLOW, RICHARD M. ESQ	LEGAL	21-00786	PROFESSIONAL SERVICE	2,760.00	0.00	
03- -122-53 -386 L0011 LACEY LIMOUSINES 02805 SEAMAN, CARLTON 02538 WELLS, CONNOR	CONFERENCES	21-00637 21-00722 21-00757	FDIC TRANSPORTATION REIMB. FDIC CONFERENCE EXPENSE REIMB. FDIC EXPENSES	323.02 3,687.58 <u>2,564.91</u> 6,575.51	0.00 0.00 0.00	
03- -123-54 -416 I0106 INTERNATIONAL ASSOCIATION OF	DUES & SUBSCRIPTIONS	21-00767	BUREAU MEMBERSHIPS	360.00	0.00	
03- -124-53 -450 L0105 LENNY'S SILVERTON MEATS & DELI S0112 SHOPRITE OF FISCHER BLVD	MEALS	21-00738 21-00739	MEALS MEALS GRADUATION	124.74 <u>122.12</u> 246.86	0.00 0.00	
03- -125-51 -487 A0023 ACTION UNIFORM COMPANY	CLOTHING	21-00785	ROSELLI, BRITTON, DISPATCH	2,647.00	0.00	
03- -125-54 -487 L0030 LANDS END BUSINESS OUTFITTERS A0023 ACTION UNIFORM COMPANY	CLOTHING	21-00721 21-00785	CLOTHING BUREAU ROSELLI, BRITTON, DISPATCH	401.54 <u>840.98</u> 1,242.52	0.00 0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -126-53 -530	FUEL(BUILDING/AUTO)					
T0175	TOWNSHIP OF TOMS RIVER	21-00706	7/21 FUEL JOINT	26.88	0.00	
N0155	NEW JERSEY NATURAL GAS CO.	21-00755	ACCT#22-0009-3986-41	84.76	0.00	
				<u>111.64</u>		
03- -126-54 -529	FUEL					
T0175	TOWNSHIP OF TOMS RIVER	21-00706	7/21 FUEL JOINT	410.33	0.00	
P0110	PETROLEUM TRADERS CORPORATION	21-00745	FUEL JOINT ACCT#991249/2	603.83	0.00	
				<u>1,014.16</u>		
03- -126-55 -529	FUEL					
T0175	TOWNSHIP OF TOMS RIVER	21-00706	7/21 FUEL JOINT	264.05	0.00	
P0110	PETROLEUM TRADERS CORPORATION	21-00745	FUEL JOINT ACCT#991249/2	551.82	0.00	
				<u>815.87</u>		
03- -127-51 -567	TELEPHONE					
R0012	RACKSPACE US, INC.	21-00705	EMAIL JUL ACCT#030-34971557175	39.60	0.00	
V0008	VERIZON CABS	21-00773	PHONE JOINT 201 M55-5559 269	9,617.21	0.00	
V0009	VERIZON	21-00818	PHONE JOINT	400.72	0.00	
				<u>10,057.53</u>		
03- -127-53 -566	UTILITIES					
T0165	TOMS RIVER M.U.A.	21-00430	4TH QTR. 2021	336.02	0.00	
J0048	JCP&L	21-00740	ACCT#200 000 001 020	2,602.93	0.00	
S0337	SUEZ WATER T.R.	21-00788	08/21 F.A.	325.06	0.00	
				<u>3,264.01</u>		
03- -127-53 -567	TELEPHONE					
F0171	4X TECHNOLOGIES, LLC	21-00724	08/21 SERVICES JOINT	226.48	0.00	
03- -127-53 -568	INTERNET					
V0009	VERIZON	21-00818	PHONE JOINT	412.20	0.00	
03- -127-54 -567	COMMUNICATIONS					
F0171	4X TECHNOLOGIES, LLC	21-00724	08/21 SERVICES JOINT	289.35	0.00	
V0010	VERIZON WIRELESS	21-00771	ACCT#720641376-0001	289.08	0.00	
				<u>578.43</u>		
03- -127-54 -568	INTERNET					
R0012	RACKSPACE US, INC.	21-00705	EMAIL JUL ACCT#030-34971557175	80.85	0.00	
03- -127-55 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	21-00771	ACCT#720641376-0001	57.01	0.00	
03- -127-55 -568	INTERNET					
V0009	VERIZON	21-00818	PHONE JOINT	139.99	0.00	
03- -128-53 -607	OFFICE SUPPLIES/SHIPPING					
O0005	OCCUPATIONAL HEALTH	21-00697	CALIBRATE FIT TEST MACHINE FA	185.00	0.00	
W0004	W.B. MASON CO., INC.	21-00736	SUPPLIES JOINT	857.55	0.00	
M0029	MARCO TECHNOLOGIES, LLC	21-00747	COPIES F.A.	350.82	0.00	
				<u>1,393.37</u>		

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -128-54 -607	OFFICE SUPPLIES/SHIPPING					
L0030	LANDS END BUSINESS OUTFITTERS	21-00721	CLOTHING BUREAU	12.95	0.00	
W0004	W.B. MASON CO., INC.	21-00736	SUPPLIES JOINT	<u>1,892.35</u>	0.00	
				1,905.30		
03- -129-53 -648	VEHICLE REPAIR					
E0004	E.R.S. FLEET REPAIR, INC.	21-00731	F.A. TRUCK	7,296.72	0.00	
U0049	UNITED RENTALS, INC.	21-00737	REPAIR FORKLIFT	<u>8,211.28</u>	0.00	
				15,508.00		
03- -129-53 -649	BUILDING MAINTENANCE					
B0012	BANK OF AMERICA	21-00794	PROCUREMENT CARD PURCHASES	111.07	0.00	
03- -129-53 -653	EXTINGUISHER REFILL/REPAIR					
O0250	OXYGEN SUPPLY CO., INC.	21-00770	SERVICE F.A.	51.00	0.00	
03- -129-53 -657	MAINTENANCE					
O0005	OCCUPATIONAL HEALTH	21-00697	CALIBRATE FIT TEST MACHINE FA	675.00	0.00	
A0076	AIR & GAS TECHNOLOGIES, INC.	21-00726	REPAIR F.A.	426.58	0.00	
G0072	GENSERVE, INC.	21-00749	REPAIR F.A.	540.00	0.00	
M0143	M & M CLEANING SERVICE, INC.	21-00750	08/21 MAINT.	563.00	0.00	
K0030	KEITH'S LAWN MAINT. SERVICE	21-00817	08/21 SERVICE	<u>300.00</u>	0.00	
				2,504.58		
03- -129-54 -648	VEHICLE REPAIR					
N0215	NORWOOD AUTO PARTS	21-00729	SUPPLIES BUREAU	237.53	0.00	
S0093	SERVICE TIRE TRUCK CENTERS INC	21-00754	#147 TIRE	313.00	0.00	
J0014	J & R PRO AUTOMOTIVE	21-00777	117,127,207	<u>1,581.60</u>	0.00	
				2,132.13		
03- -133-53 -701	CONTINGENCIES					
B0045	BAY TRADERS	21-00805	SPIKE BARAN AWARD INV#5183	171.50	0.00	
	Fund Total:			123,127.35		

Total Charged Lines: 95 Total List Amount: 123,127.35 Total Void Amount: 0.00

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024
 Range of Dates: 08/12/21 to 09/08/21
 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					
08/12/21 Expd	w/E 8-12-21 DISPATCH			19,852.38	DM	B 2145 5
08/26/21 Expd	w/E 8-26-21 DISPATCH			20,938.49	DM	B 2148 5
Total Expenditures:	2			40,790.87		
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
08/12/21 Expd	w/E 8-12-21 F.A. INST.			10,730.75	DM	B 2145 7
08/26/21 Expd	w/E 8-26-21 F.A. INST.			5,535.50	DM	B 2148 7
Total Expenditures:	2			16,266.25		
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
08/12/21 Expd	w/E 8-12-21 F.A. COOR.			769.23	DM	B 2145 6
08/26/21 Expd	w/E 8-26-21 F.A. COOR.			769.23	DM	B 2148 6
Total Expenditures:	2			1,538.46		
03- -111-54 -001	SALARIES					
08/12/21 Expd	w/E 8-12-21 BUR ADM			27,295.41	DM	B 2145 3
08/26/21 Expd	w/E 8-26-21 BUR ADM			27,601.68	DM	B 2148 3
Total Expenditures:	2			54,897.09		
03- -111-55 -001	SALARIES					
08/12/21 Expd	w/E 8-12-21 U.C.C.			3,933.41	DM	B 2145 4
08/26/21 Expd	w/E 8-26-21 U.C.C.			3,434.42	DM	B 2148 4
Total Expenditures:	2			7,367.83		
03- -112-51 -021	PAYROLL TAXES					
08/12/21 Expd	w/E 8-12-21 TAXES			1,651.22	DM	B 2145 11
08/26/21 Expd	w/E 8-26-21 TAXES			1,620.45	DM	B 2148 12
Total Expenditures:	2			3,271.67		
03- -112-53 -021	PAYROLL TAXES					
08/12/21 Expd	w/E 8-12-21 TAXES			697.87	DM	B 2145 12
08/26/21 Expd	w/E 8-26-21 TAXES			393.93	DM	B 2148 13
Total Expenditures:	2			1,091.80		
03- -112-54 -021	PAYROLL TAXES					
08/12/21 Expd	w/E 8-12-21 TAXES			1,947.08	DM	B 2145 9
08/26/21 Expd	w/E 8-26-21 TAXES			1,952.87	DM	B 2148 10
Total Expenditures:	2			3,899.95		

September 8, 2021
12:51 PM

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

Account No Date	Type	Account Description Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Item #
03- 08/12/21	-112-55 -021 Expd	PAYROLL TAXES W/E 8-12-21 TAXES			261.56	DM	B 2145 10
08/26/21	Expd	W/E 8-26-21 TAXES			223.23	DM	B 2148 11
Total Expenditures:		2		484.79			

Fund Description	Fund	Expenditures	Refund Expend
	03	129,608.71	0.00
Total of All Funds:		<u>129,608.71</u>	<u>0.00</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	9	18	129,608.71
Total Refund Expend:	0	0	0.00