

**Toms River Fire Commissioners
Joint Board Meeting Minutes
Toms River Fire Academy
November 10, 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 – absent	Tutela – present
Quinlisk – absent	Latshaw –present
Willson-present	Minkler – present

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

Motion Autenrieth second Latshaw to approve minutes of the October 13, 2021 regular meeting providing a copy is made available for inspection by the public during this meeting.

AYES-8 NAYS-0 ABSTAIN-0 CARRIED

Motion Willson second Latshaw to approve minutes of the October 13, 2021 budget workshop meeting providing a copy is made available for inspection by the public during this meeting.

AYES-8 NAYS-0 ABSTAIN-0 CARRIED

Motion Tutela second Duff to approve minutes of the October 27, 2021 special meeting providing a copy is made available for inspection by the public during this meeting.

**AYES-7 NAYS-0 ABSTAIN-1 CARRIED
(Minkler)**

COMMUNICATIONS –progress

FIRE DISPATCH SUPERVISOR SAHATJIAN – (see inserted report) Also discussed, request to rehire per-diem dispatcher Joseph Lord

Motion Willson second Autenrieth to rehire Joseph Lord as per-diem fire dispatcher.

AYES-8 NAYS-0 CARRIED

FIRE ACADEMY- Progress

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report)

BUREAU OF FIRE PREVENTION- No report

BUREAU CHIEF NOVAK – (See inserted report) Novak asked the status of the Assistant Chief position. Convery responded still in the works. Discussion followed regarding new construction and training of new fire inspectors on the radio frequency testing process.

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION – Chief’s meeting following joint board meeting.

INSURANCE- No report

DISTRICT NO.1 ADMINISTRATOR KUBIEL – No report

DISTRICT NO. 2 ADMINISTRATOR CARSON – No report

BILLS

Motion Duff second Willson for District No. 2 to pay \$76,427.13 for their share of the bills (See inserted list)

AYES-3 NAYS-0 CARRIED

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

AYES-5 NAYS-0 CARRIED

NEW BUSINESS

MOTION TO ACCEPT 2022 RATABLES - Tutela stated the ratables have shifted a half percent, 63.5% District 1, 36.5% District No.2.

Motion Tutela second Minkler to accept 2022 ratables.

AYES-8 NAYS-0 CARRIED

MOTION TO ACCEPT CAPITAL WORKSHEET- Motion Tutela second Minkler to accept capital worksheets as presented.

AYES-8 NAYS-0 CARRIED

PARTICIPATION BY THE PUBLIC- None

Motion Willson second Autenrieth to go into Private Executive Session @ 5:20 p.m.

AYES-8 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 require in order for the attorney to exercise his ethical duties as a lawyer.

1. Bureau Contracts

Motion Willson second Autenrieth to go into open session @ 6:16 p.m.

AYES-8 NAYS-0 CARRIED

There being no further business, Motion Tutela seconded Convery to close meeting at 6:19 p.m.

AYES-8 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

November 10, 2021 (Report submitted November 8,2021)

- Per Diem Dispatcher updates – 1 per diem has been released from training, working well. Applegate is back on the roles.
 - Joe lord would like to rescind his resignation also like Applegate.

TR Fire / EMS Calls Year to Date

Fire: 1901

EMS: 11097



Toms River Fire Academy

1780 Church Rd. (Site Location)

1144 Hooper Ave. (Mailing)

Suite 306

Toms River, NJ 08753

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

academy@trfire.org

Toms River Fire Training Center Report November 2021

1. Outside agencies using the facility in Oct and Nov; Lakewood, Brick 21 &22 Lakehurst FC, Jackson Sta 55 (2), Manchester FD, Lanoka harbor, Southard, TRPD, NJDFS ,NJSP HM, Squankum FC, Laurelton CF, Island Heights FC 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 has been completed for all Dist 1 companies.
2. The EMT class being hosted by the FA and conducted by RWJBarnabas is continuing with 20 students including 2 from TRFD. RWJB has requested approval to conduct 3 classes in 2022.
3. Academy classes for the Fall Semester are underway. 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 32 students registered. We plan to conduct the FF 2 stand alone class upon the completion of FF 1/2.
4. The propane pump has been sent back to Lakewood Electric Motor and will be reinstalled next week. We are presently seeking estimates for powerwashing the Academy buildings.
5. 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. Currently underway are Fire Prevention Inspector and Scene Safety Officer. Strategy and Tactics for the First Line Supervisor has been completed. The revised extrication class is currently in progress with 25 students.

Respectfully submitted

Bob Hansson, Director, Toms River FTC

Toms River Bureau of Fire Prevention monthly report for November 2021

1. Fire Inspectors Conducted (5) five educational programs for fire prevention and education during the month of October. These programs were for Day Cares and Senior programs. The programs reached 305 children, 100 Seniors and 84 adults for a total attendance of 489 attendees +/-

2. Inspection activity: (October)
 - a. **(773)** fire inspections for the month of October.
 - b. **(276)** smoke detector inspections.
 - c. Cause and origin investigation **(1)**
 - d. Fire Inspectors responded **to (8)** incidents on the request of a fire officer (Not including cause and origin fire investigations).

John Novak
Bureau Chief

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -113-51 -069	RADIOS					
T0065	TESSCO TECHNOLOGIES, INC.	21-00867	RADIO EQUIP. JOINT	3,232.98	0.00	
G0220	GTBM, INC.	21-00868	RADIO EQUIP. JOINT	17,255.00	0.00	
				<u>20,487.98</u>		
03- -113-54 -074	OFFICE EQUIPMENT					
A0120	ALTERNATIVE MICROGRAPHICS	21-01149	MICRO-FILMING	373.90	0.00	
03- -113-55 -069	RADIOS					
M0184	MOTOROLA SOLUTIONS, INC.	21-00928	EQUIP. BUREAU	240.00	0.00	
03- -113-57 -064	TOOLS & EQUIPMENT					
A0099	ALL HANDS FIRE EQUIPMENT	21-00838	EQUIP. TECH RESCUE	1,296.50	0.00	
03- -115-52 -136	RENT					
T0136	TOMS RIVER FIRE CO. #2	21-00918	TOWER RENT 2021	1,050.00	0.00	
03- -119-53 -272	LEGAL					
R0127	ROTHSTEIN, MANDELL, STROHM,	21-00998	PROFESSIONAL SERVICES	240.50	0.00	
03- -119-54 -272	LEGAL					
B0214	BRASLOW, RICHARD M. ESQ	21-01186	PROFESSIONAL SERVICES	80.00	0.00	
03- -120-52 -311	LEGAL NOTICES					
G0032	GANNETT NEW JERSEY NEWSPAPERS	21-00999	BUDGET WORKSHOPS	41.75	0.00	
03- -122-53 -386	CONFERENCES					
O2629	NOVAK, JOHN	21-01179	REIMB. FDIC 2022	637.00	0.00	
03- -123-54 -416	DUES & SUBSCRIPTIONS					
L0125	LEXIS-NEXIS	21-00878	RENEWAL BUREAU	223.74	0.00	
03- -123-55 -416	DUES & SUBSCRIPTIONS					
B0012	BANK OF AMERICA	21-01144	PROCUREMENT PURCHASES	390.00	0.00	
03- -124-53 -446	TRAINING & MATERIALS					
S0285	STATE OF N.J., D.C.A.	21-00987	BOOKS F.A.	400.00	0.00	
03- -124-54 -447	TRAINING MATERIALS					
P0178	POSITIVE PROMOTIONS, INC.	21-00870	PUBLIC ED MATERIALS	1,957.50	0.00	
03- -124-54 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	21-00943	PHYSICAL FITNESS	20.00	0.00	
03- -125-54 -487	CLOTHING					
M0090	MES INC.	21-00803	GEAR BUREAU	1,116.00	0.00	
L0030	LANDS END BUSINESS OUTFITTERS	21-00863	CLOTHING BUREAU	179.80	0.00	
				<u>1,295.80</u>		
03- -126-53 -530	FUEL(BUILDING/AUTO)					
N0155	NEW JERSEY NATURAL GAS CO.	21-01001	ACCT#22-0009-3986-41	66.40	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -126-54 -529	FUEL					
T0175	TOWNSHIP OF TOMS RIVER	21-00969	9/21 FUEL JOINT	630.34	0.00	
T0175	TOWNSHIP OF TOMS RIVER	21-01182	10/21 FUEL JOINT	753.66	0.00	
				<u>1,384.00</u>		
03- -127-51 -567	TELEPHONE					
V0008	VERIZON CABS	21-01076	PHONE JOINT 201 M55-5559 269	9,420.19	0.00	
V0009	VERIZON	21-01185	PHONE JOINT	399.37	0.00	
				<u>9,819.56</u>		
03- -127-53 -566	UTILITIES					
J0048	JCP&L	21-01000	ACCT#200 000 001 020	2,284.55	0.00	
S0337	SUEZ WATER T.R.	21-01172	10/21 F.A.	324.14	0.00	
				<u>2,608.69</u>		
03- -127-53 -567	TELEPHONE					
F0171	4X TECHNOLOGIES, LLC	21-00986	10/21 SERVICES JOINT	226.48	0.00	
03- -127-53 -568	INTERNET					
V0009	VERIZON	21-01185	PHONE JOINT	411.45	0.00	
03- -127-54 -567	COMMUNICATIONS					
F0171	4X TECHNOLOGIES, LLC	21-00986	10/21 SERVICES JOINT	289.35	0.00	
V0010	VERIZON WIRELESS	21-01078	ACCT#720641376-0001	289.08	0.00	
				<u>578.43</u>		
03- -127-54 -568	INTERNET					
V0009	VERIZON	21-01185	PHONE JOINT	139.99	0.00	
03- -127-55 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	21-01078	ACCT#720641376-0001	57.01	0.00	
03- -128-51 -607	OFFICE SUPPLIES/SHIPPING					
W0004	W.B. MASON CO., INC.	21-00774	SUPPLIES DIST#1	11.67	0.00	
T0065	TESSCO TECHNOLOGIES, INC.	21-00867	RADIO EQUIP. JOINT	220.17	0.00	
				<u>231.84</u>		
03- -128-53 -607	OFFICE SUPPLIES/SHIPPING					
W0004	W.B. MASON CO., INC.	21-01181	SUPPLIES F.A.	156.18	0.00	
03- -128-54 -607	OFFICE SUPPLIES/SHIPPING					
P0178	POSITIVE PROMOTIONS, INC.	21-00870	PUBLIC ED MATERIALS	207.86	0.00	
03- -128-57 -606	POSTAGE - TECH RESCUE					
A0099	ALL HANDS FIRE EQUIPMENT	21-00838	EQUIP. TECH RESCUE	25.00	0.00	
03- -129-53 -657	MAINTENANCE					
G0072	GENSERVE, INC.	21-00981	F.A. REPAIR AND GENTRACKER	1,840.00	0.00	
M0143	M & M CLEANING SERVICE, INC.	21-00997	10/21 MAINT.	563.00	0.00	
B0012	BANK OF AMERICA	21-01144	PROCUREMENT PURCHASES	700.00	0.00	
K0030	KEITH'S LAWN MAINT. SERVICE	21-01152	10/21 SERVICE	550.00	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -129-53 -657 T0165 TOMS RIVER M.U.A.	MAINTENANCE	21-01177	REIMB. PUMP REPAIR	3,450.00 <u>7,103.00</u>	0.00	Continued
03- -129-54 -648 J0014 J & R PRO AUTOMOTIVE E0004 E.R.S. FLEET REPAIR, INC.	VEHICLE REPAIR	21-01151	127 REPAIR	184.99	0.00	
		21-01163	#147 TURBO WASTE	<u>2,792.47</u>	0.00	
				2,977.46		
03- -129-55 -657 A0120 ALTERNATIVE MICROGRAPHICS	MAINTENANCE	21-01149	MICRO-FILMING	97.50	0.00	
	Fund Total:			91,147.09		
Total Charged Lines: 87		Total List Amount:	91,147.09	Total Void Amount:	0.00	

FUNDS RECEIVED AND DEPOSITED

<u>FROM:</u>	<u>CK#:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
F.A. students	cash	Reimburse books	400.00

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024 Adds: N Changes: N Transfers In: N
 Range of Dates: 10/14/21 to 11/10/21 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					
10/21/21	Expd	W/E 10-21-21 DISPATCH		21,460.05	DM	B 2158 5
11/05/21	Expd	W/E 11-4-21 DISPATCH		22,767.01	DM	B 2164 5
Total Expenditures:		2		44,227.06		
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
10/21/21	Expd	W/E 10-21-21 F.A. INST.		3,585.00	DM	B 2158 7
11/05/21	Expd	W/E 11-4-21 F.A. INST.		3,927.50	DM	B 2164 7
Total Expenditures:		2		7,512.50		
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
10/21/21	Expd	W/E 10-21-21 F.A. COOR.		769.23	DM	B 2158 6
11/05/21	Expd	W/E 11-4-21 F.A. COOR.		769.23	DM	B 2164 6
Total Expenditures:		2		1,538.46		
03- -111-54 -001	SALARIES					
10/21/21	Expd	W/E 10-21-21 BUR ADM		26,546.08	DM	B 2158 3
11/05/21	Expd	W/E 11-4-21 BUR ADM		26,710.58	DM	B 2164 3
Total Expenditures:		2		53,256.66		
03- -111-55 -001	SALARIES					
10/21/21	Expd	W/E 10-21-21 U.C.C.		2,968.69	DM	B 2158 4
11/05/21	Expd	W/E 11-4-21 U.C.C.		3,494.43	DM	B 2164 4
Total Expenditures:		2		6,463.12		
03- -112-51 -021	PAYROLL TAXES					
10/21/21	Expd	W/E 10-21-21 TAXES		1,540.36	DM	B 2158 11
11/05/21	Expd	W/E 11-4-21 TAXES		1,602.90	DM	B 2164 11
Total Expenditures:		2		3,143.26		
03- -112-53 -021	PAYROLL TAXES					
10/21/21	Expd	W/E 10-21-21 TAXES		356.31	DM	B 2158 12
11/05/21	Expd	W/E 11-4-21 TAXES		412.05	DM	B 2164 12
Total Expenditures:		2		768.36		
03- -112-54 -021	PAYROLL TAXES					
10/21/21	Expd	W/E 10-21-21 TAXES		1,836.50	DM	B 2158 9
11/05/21	Expd	W/E 11-4-21 TAXES		1,859.53	DM	B 2164 9
Total Expenditures:		2		3,696.03		

Account No Date	Type	Account Description Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Item #
03- -112-55 -021		PAYROLL TAXES					
10/21/21	Expd	W/E 10-21-21 TAXES			223.23	DM	B 2158 10
11/05/21	Expd	W/E 11-4-21 TAXES			263.45	DM	B 2164 10
Total Expenditures:		2		486.68			

Fund Description	Fund	Expenditures	Refund Expend
	03	121,092.13	0.00
Total of All Funds:		<u>121,092.13</u>	<u>0.00</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	9	18	121,092.13
Total Refund Expend:	0	0	0.00