

**Toms River Fire Commissioners  
Joint Board Meeting Minutes  
Toms River Fire Academy  
December 8, 2021**

Commissioner Britton 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-absent	Minkler – present

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

**Motion Britton second Latshaw to approve minutes of the November 10, 2021 regular meeting providing a copy is made available for inspection by the public during this meeting.**

**AYES-7    NAYS-0    ABSTAIN-2    CARRIED  
(Quinlisk, Heroy)**

**COMMUNICATIONS** –progress

**FIRE DISPATCH SUPERVISOR SAHATJIAN** – (see inserted report)

**FIRE ACADEMY**- Latshaw stated small projects are continuing to be completed. Looking into obtaining maintenance contracts for several of those completed projects for 2022.

**FIRE ACADEMY DIRECTOR HANSSON** – (See inserted report)

**BUREAU OF FIRE PREVENTION**- No report

**BUREAU CHIEF NOVAK** – (See inserted report) Hiring a new inspector to replace Charlie Bauer was a topic.

Britton asked the boards' opinion on going out to advertise to hire an inspector. Tutela suggested waiting until the end of the year to find out the accurate number of inspections and if the data indicates a need to hire a full time fire inspector, he will personally make that motion. Britton suggested moving forward to set something in place for the new year for at least advertising purposes. Minkler also suggested holding off until all other issues are settled. Lengthy discussion followed. This will be discussed further at the next board meeting.

**LEGISLATION**- No report

**FIRE OFFICERS ASSOCIATION** – No report

**INSURANCE**- No report

**DISTRICT NO.1 ADMINISTRATOR KUBIEL** – Kubiel stated:

1. Inquiring re: an invoice from South Jersey Lift re: charger. Hansson stated South Jersey Lift brought in a representative who took apart the charger and said it was wired improperly

and was told there would be no charge. Latshaw said he will work with director Hansson to resolve this issue.

2. The FDIC conference was cancelled last year so recommending to designate the same instructors for FDIC conference this year because we have airline credits for them.
3. Capital questions on the agenda for discussion tonight.

**DISTRICT NO. 2 ADMINISTRATOR CARSON** – Carson asked if the board can order a Chief Inspector Badge for John Novak.

### **BILLS**

**Motion Duff second Heroy for District No. 2 to pay \$88,850.49 for their share of the bills (See inserted list)**

**AYES-4    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**

**CAPITAL QUESTIONS -** Kubiel stated the only questions he is aware of is Director Hanson put in for a SCBA washer and bureau vehicles.

**JOINT MEETING /AWARD CEREMONY -** Motion Tutela second Minkler to advertise to change the Joint Meeting location in January to Pleasant Plains fire house where the award ceremony is taking place.

**AYES-9    NAYS-0    CARRIED**

Kubiel explained that a resolution needs to be passed tonight establishing compensation for members of each district separately. This is something new that has to go to the state within the budget process.

### **RESOLUTION ESTABLISHING COMPENSATION FOR DISTRICT NO.1 COMMISSIONERS**

#### **ROLL CALL VOTE**

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

### **RESOLUTION ESTABLISHING COMPENSATION FOR DISTRICT NO.2 COMMISSIONERS**

#### **ROLL CALL VOTE**

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

**CARRIED**

Quinlisk stated that a comment was made that District No.1 Commissioners were not in favor of hiring an Assistant Chief for the Bureau. Minkler stated he cannot speak on behalf of the other board members but he is not in favor.

### **PARTICIPATION BY THE PUBLIC-** None

**Motion Tutela second Autenrieth to go into Private Executive Session @ 6:11 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 require in order for the attorney to exercise his ethical duties as a lawyer.

1. Bureau Contracts

**Motion Minkler second Heroy to go into open session @ 6:33 p.m.**

**AYES-9 NAYS-0 CARRIED**

**There being no further business, Motion Autenrieth second Minkler to close meeting at 6:33 p.m.**

**AYES-9 NAYS-0 CARRIED**

Respectfully submitted,

*Leonard Minkler*

Clerk, Toms River Fire District No.1

**RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS  
DISTRICT NO. 1, COUNTY OF OCEAN, STATE OF NEW JERSEY, ESTABLISHING THE  
COMPENSATION FOR MEMBERS OF THE TOMS RIVER BOARD OF FIRE  
COMMISSIONERS DISTRICT NO.1**

**DECEMBER 8, 2021**

**WHEREAS**, *N.J.S.A.* 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

**WHEREAS**, *N.J.S.A.* 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

**WHEREAS**, the compensation for members of the Board shall be \$7,500 annually per Commissioner (plus health benefit package for Commissioners elected prior to 2020 pursuant to applicable law).

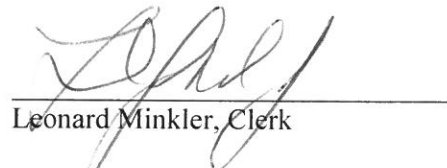
**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of Toms River Board of Fire Commissioners District No. 1 in the State of New Jersey, County of Ocean, Township of Toms River, , as follows:

- (1) The Commissioners shall receive the compensation set forth above subject to review by the governing body of the municipality.

**Certification**

I, Leonard Minkler, Clerk of the Toms River Township Board of Fire Commissioners District No. 1 hereby certify the above to be a true copy of a resolution duly adopted by the Toms River Board of Fire Commissioners District No. 1 in the Township of Toms River, County of Ocean, State of New Jersey at its meeting held on December 8, 2021.

  
George Convery, Chairman

  
Leonard Minkler, Clerk

A certified copy of this resolution shall be provided by the Toms River Board of Fire Commissioners District No. 1 the following parties:

Toms River Township Governing Body

Toms River Township Clerk

Toms River Township Chief Financial Officer

Board Attorney

## **Toms River Bureau of Fire Prevention monthly report for December 2021**

1. Inspector Charles Bauer has submitted his notice that he is retiring. I would like to start the process to hire a replacement for Inspector Bauer.
2. Inspector Dominick Roselli will be undergoing shoulder surgery and will be out of work for at least six weeks starting on December 17th
3. Inspection activity:
  - a. **(719)** fire inspections for the month of November.
  - b. **(238)** smoke detector resale inspections.
  - c. Cause and origin investigation **(3)**
  - d. Fire Inspectors responded to **(18)** incidents on the request of a fire officer (Not including cause and origin fire investigations).

John Novak  
Bureau Chief



# **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 December 2021**

1. Outside agencies using the facility in Nov and Dec; Lakewood, Lakehurst FC, Jackson Sta 55 (2), Manchester FD, Lanoka harbor, Southard, TRPD, NJDFS, 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 1 from TRFD.  
RWJB has been approved to conduct 3 classes in 2022.
3. Academy classes for the Fall Semester are nearing completion and classes for the winter semester are being planned. In addition to the FF 1/2 class which will finish in late March, we plan to offer a stand alone Firefighter 2 class, ICS 300, and courses required for fire officer qualifications as well as a revised and expanded Truck Company Operations class. The classes are currently being announced on social media outlets. We no longer mail out Fire Academy Schedules. We plan to conduct the FF 2 stand alone class upon the completion of FF 1/2.
4. The propane pump has been reinstalled and is operational. The heating unit in the apparatus bay is down and we are awaiting the arrival of parts.
5. As mentioned above we are planning to present at least 10 classes during the Winter/Spring Semester of 2022. Several of these classes will be those required to advance to the officer ranks. Fire Prevention Inspector is currently underway and Scene Safety Officer has been completed as has the revised extrication class with 25 students.

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**

December 8, 2021 (Report submitted December 5, 2021)

- Thank you for the support. With newly hired per diem dispatchers we are able to cover all shifts much easier, 2 are still on training.
- Had a meeting with Chiefs last month regarding a few issues...good progress going forward.
- I will be scheduling a training day for dispatchers in January.

TR Fire / EMS Calls Year to Date

**Fire: 2057**

**EMS: 12122**

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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: Y  
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: 11/11/21 to 12/08/21      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					
S0390	SZCZYGIEL, CHRISTOPHER	21-01248	INST. REM.	54.00	0.00	
02634	LONERGAN, JONATHAN T.	21-01249	INST. REM.	342.00	0.00	
M0050	MCCANN, THOMAS	21-01250	INST. REM.	423.00	0.00	
G0082	GILLESPIE, JAMES	21-01251	INST. REM.	46.00	0.00	
02834	REID, KYLE T.	21-01252	INST. REM.	360.00	0.00	
				<u>1,225.00</u>		
03- -112-51 -024	HEALTH BENEFITS					
B0074	BENECARD SERVICES, INC.	21-01175	11/21 PRESCRIPTION PLAN#1319	2,066.71	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	21-01189	12/21 INS. EMPLOYER #25283	686.42	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	21-01202	12/21 HEALTH	4,271.77	0.00	
				<u>7,024.90</u>		
03- -112-54 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	21-01175	11/21 PRESCRIPTION PLAN#1319	5,263.07	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	21-01189	12/21 INS. EMPLOYER #25283	2,059.26	0.00	
U0046	UNITED HEALTHCARE INS. CO.	21-01190	11/21 INS. CUSTOMER #04P2972	185.54	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	21-01202	12/21 HEALTH	21,124.62	0.00	
H0033	HARTFORD INSURANCE COMPANY	21-01222	12/21 INSURANCE GROUP #680338	841.45	0.00	
				<u>29,473.94</u>		
03- -112-55 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	21-01175	11/21 PRESCRIPTION PLAN#1319	1,061.45	0.00	
U0046	UNITED HEALTHCARE INS. CO.	21-01190	11/21 INS. CUSTOMER #04P2972	16.46	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	21-01202	12/21 HEALTH	2,408.51	0.00	
H0033	HARTFORD INSURANCE COMPANY	21-01222	12/21 INSURANCE GROUP #680338	133.47	0.00	
				<u>3,619.89</u>		
03- -119-52 -272	LEGAL					
R0127	ROTHSTEIN, MANDELL, STROHM,	21-01224	PROFESSIONAL SERVICES	481.00	0.00	
03- -120-52 -311	LEGAL NOTICES					
G0032	GANNETT NEW JERSEY NEWSPAPERS	21-01199	CLERICAL AD, SPECIAL MTG. JT.	97.67	0.00	
03- -124-54 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	21-01174	PHYSICAL FITNESS	10.00	0.00	
03- -125-55 -487	CLOTHING					
02875	PALMISANO, KYLE	21-01246	REIMB. NAME TAGS	48.00	0.00	
03- -125-57 -487	CLOTHING - TECH RESCUE					
M0090	MES INC.	21-00385	TECH RESCUE COATS	6,187.50	0.00	



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

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Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -126-53 -530	FUEL(BUILDING/AUTO)					
N0155	NEW JERSEY NATURAL GAS CO.	21-01215	ACCT#22-0009-3986-41	165.88	0.00	
03- -126-54 -529	FUEL					
P0110	PETROLEUM TRADERS CORPORATION	21-01192	FUEL JOINT ACCT#991249/2	1,323.25	0.00	
T0175	TOWNSHIP OF TOMS RIVER	21-01206	11 & 12/21 FUEL JOINT	1,507.31	0.00	
				<u>2,830.56</u>		
03- -127-51 -567	TELEPHONE					
R0012	RACKSPACE US, INC.	21-01188	EMAIL OCT ACCT#030-34971557175	39.60	0.00	
V0008	VERIZON CABS	21-01225	PHONE JOINT 201 M55-5559 269	9,420.19	0.00	
V0009	VERIZON	21-01245	PHONE JOINT	401.92	0.00	
				<u>9,861.71</u>		
03- -127-53 -566	UTILITIES					
J0048	JCP&L	21-01213	ACCT#200 000 001 020	1,738.74	0.00	
S0337	SUEZ WATER T.R.	21-01238	11/21 F.A.	312.67	0.00	
				<u>2,051.41</u>		
03- -127-53 -567	TELEPHONE					
F0171	4X TECHNOLOGIES, LLC	21-01196	11/21 SERVICES JOINT	226.48	0.00	
03- -127-53 -568	INTERNET					
V0009	VERIZON	21-01245	PHONE JOINT	412.00	0.00	
03- -127-54 -567	COMMUNICATIONS					
F0171	4X TECHNOLOGIES, LLC	21-01196	11/21 SERVICES JOINT	289.35	0.00	
V0010	VERIZON WIRELESS	21-01220	ACCT#720641376-0001	289.08	0.00	
H0020	HALLIWELL, DAWN	21-01240	PETTY CASH	4.17	0.00	
				<u>582.60</u>		
03- -127-54 -568	INTERNET					
R0012	RACKSPACE US, INC.	21-01188	EMAIL OCT ACCT#030-34971557175	103.95	0.00	
V0009	VERIZON	21-01245	PHONE JOINT	139.99	0.00	
				<u>243.94</u>		
03- -127-55 -567	COMMUNICATIONS					
V0010	VERIZON WIRELESS	21-01220	ACCT#720641376-0001	57.01	0.00	
03- -128-53 -607	OFFICE SUPPLIES/SHIPPING					
M0029	MARCO TECHNOLOGIES, LLC	21-01237	MAINT. CONTRACT F.A.	167.67	0.00	
03- -129-53 -649	BUILDING MAINTENANCE					
B0227	BRICKTOWN ELECTRICAL	21-01193	PROPANE TANK REPAIR F.A.	550.72	0.00	
03- -129-53 -653	EXTINGUISHER REFILL/REPAIR					
T0115	TOMASELLA'S FIRE PROTECTION	21-01194	EXTINGUISHERS F.A.	1,688.00	0.00	
03- -129-53 -657	MAINTENANCE					
B0227	BRICKTOWN ELECTRICAL	21-01193	PROPANE TANK REPAIR F.A.	274.28	0.00	
T0165	TOMS RIVER M.U.A.	21-01205	I/T SERVICES	113.34	0.00	
M0143	M & M CLEANING SERVICE, INC.	21-01216	11/21 MAINT.	563.00	0.00	
M0029	MARCO TECHNOLOGIES, LLC	21-01237	MAINT. CONTRACT F.A.	450.45	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -129-53 -657	MAINTENANCE		Continued			
T0179	TOZOUR ENERGY SYSTEMS, INC.	21-01247	REPAIRS F.A.	762.58	0.00	
K0030	KEITH'S LAWN MAINT. SERVICE	21-01253	11/21 SERVICE	<u>300.00</u>	0.00	
				2,463.65		
03- -129-54 -648	VEHICLE REPAIR					
N0215	NORWOOD AUTO PARTS	21-01227	BATTERY #187	115.07	0.00	
J0014	J & R PRO AUTOMOTIVE	21-01233	167, 217	<u>1,102.31</u>	0.00	
				1,217.38		
03- -129-55 -650	RADIO & I/T REPAIR					
T0165	TOMS RIVER M.U.A.	21-01205	I/T SERVICES	680.04	0.00	
03- -133-52 -701	CONTINGENCIES					
S0165	SKIP'S FLORIST	21-01204	JONES INV#320362 & 320357	91.95	0.00	
03- -133-54 -701	CONTINGENCIES					
S0165	SKIP'S FLORIST	21-01204	JONES INV#320362 & 320357	89.95	0.00	
	Fund Total:			71,548.85		
Total Charged Lines:	65	Total List Amount:	71,548.85	Total Void Amount:	0.00	

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

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Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024  
Range of Dates: 11/11/21 to 12/08/21  
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					
11/18/21 Expd	W/E 11-18-21 DISPATCH			23,904.63	DM	B 2167 5
11/30/21 Expd	W/E 12-2-21 DISPATCH			37,052.92	DM	B 2169 5
Total Expenditures:	2	60,957.55				
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
11/18/21 Expd	W/E 11-18-21 F.A. INST.			4,587.25	DM	B 2167 7
11/30/21 Expd	W/E 12-2-21 F.A. INST.			4,577.00	DM	B 2169 7
Total Expenditures:	2	9,164.25				
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
11/18/21 Expd	W/E 11-18-21 F.A. COOR.			769.23	DM	B 2167 6
11/30/21 Expd	W/E 12-2-21 F.A. COOR.			769.23	DM	B 2169 6
Total Expenditures:	2	1,538.46				
03- -111-54 -001	SALARIES					
11/18/21 Expd	W/E 11-18-21 BUR ADM			26,176.41	DM	B 2167 3
11/30/21 Expd	W/E 12-2-21 BUR ADM			26,405.68	DM	B 2169 3
Total Expenditures:	2	52,582.09				
03- -111-55 -001	SALARIES					
11/18/21 Expd	W/E 11-18-21 U.C.C.			2,968.69	DM	B 2167 4
11/30/21 Expd	W/E 12-2-21 U.C.C.			2,968.69	DM	B 2169 4
Total Expenditures:	2	5,937.38				
03- -112-51 -021	PAYROLL TAXES					
11/18/21 Expd	W/E 11-18-21 TAXES			1,670.70	DM	B 2167 11
11/30/21 Expd	W/E 12-2-21 TAXES			2,808.88	DM	B 2169 11
Total Expenditures:	2	4,479.58				
03- -112-53 -021	PAYROLL TAXES					
11/18/21 Expd	W/E 11-18-21 TAXES			494.19	DM	B 2167 12
11/30/21 Expd	W/E 12-2-21 TAXES			365.38	DM	B 2169 12
Total Expenditures:	2	859.57				
03- -112-54 -021	PAYROLL TAXES					
11/18/21 Expd	W/E 11-18-21 TAXES			1,844.86	DM	B 2167 9
11/30/21 Expd	W/E 12-2-21 TAXES			1,856.49	DM	B 2169 9
Total Expenditures:	2	3,701.35				

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

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Account No Date	Type	Account Description Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Item #
03- -112-55 -021		PAYROLL TAXES					
11/18/21	Expd	W/E 11-18-21 TAXES			189.41	DM	B 2167 10
11/30/21	Expd	W/E 12-2-21 TAXES			189.41	DM	B 2169 10
Total Expenditures:		2		378.82			

Fund Description	Fund	Expenditures	Refund Expend
	03	139,599.05	0.00
Total of All Funds:		<u>139,599.05</u>	<u>0.00</u>

Report Totals

Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	9	18	139,599.05
Total Refund Expend:	0	0	0.00