

**Toms River Fire Commissioners
Joint Board Meeting Minutes
Toms River Fire Academy
January 12, 2022**

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
Willson-present	Latshaw –absent
	Minkler – present

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

Motion Heroy second Willson to approve minutes of the December 8, 2021 regular meeting providing a copy is made available for inspection by the public during this meeting.

AYES-8 NAYS-0 ABSTAIN-0 CARRIED

COMMUNICATIONS –progress

FIRE DISPATCH SUPERVISOR SAHATJIAN – (see inserted report)

FIRE ACADEMY- Britton asked status of the 3rd floor burn room, Kubiell responded he is working on a plan with Director Hansson. Power washing is to be placed on hold until weather breaks.

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report)

BUREAU OF FIRE PREVENTION- No report

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 – No report

BILLS

Motion Duff second Heroy for District No. 2 to pay \$75,731.71 for their share of the bills (See inserted list)

AYES-4 NAYS-0 CARRIED

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

AYES-4 NAYS-0 CARRIED

Britton asked the status of the Seaside Heights shared service agreement. Kubiel responded he will set up a meeting.

NEW BUSINESS

CAPITAL QUESTIONS - Motion Minkler second Heroy to accept capital questions as written.

ROLL CALL VOTE

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

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

CARRIED

PARTICIPATION BY THE PUBLIC- None

Motion Tutela second Autenrieth to go into Private Executive Session @ 5:47 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. Personnel- Inspector position
2. Fire Academy Director Contract
3. Personnel- Communication Supervisor

Motion Heroy second Autenrieth to go into open session @ 6:09 p.m.

AYES-8 NAYS-0 **CARRIED**

Motion Heroy second Duff to authorize the advertisement for a Fire Inspector for the Bureau of Fire Prevention to fill vacancy

AYES-8 NAYS-0 **CARRIED**

There being no further business, Motion Autenrieth second Minkler to close meeting at 6:10 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

February 9, 2022 (Report submitted February 7, 2022)

- Discuss the current update with the PD taking over EMS dispatch March 1, 2022, failure to notify or communicate any of this with the Fire Department
- B Doyle rebuilt the active 911 notification system for B7. Hopefully this corrected the problems.
- Attended radio meeting with the PD and Administrators, that went well.
- Great job to Dispatcher Conaty on the fire in 27s area.

TR Fire / EMS Calls Year to Date

Fire: 236

EMS: 1550

Toms River Bureau of Fire Prevention monthly report for January 2022

1. Inspection activity:
 - a. **(643)** fire inspections for the month of December.
 - b. **(234)** smoke detector resale inspections.
 - c. Cause and origin investigation **(4)**
 - d. Fire Inspectors responded to **(17)** incidents on the request of a fire officer
(Not including cause and origin fire investigations).
2. 2021 (43) Cause and Origin Fire Investigations
3. 2021 (169) Requests for Inspector to respond to incident.

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 January 2022

1. Outside agencies using the facility in Dec; Lakewood, Jackson Sta 55, Southard and 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.
2. The EMT class being hosted by the FA and conducted by RWJBarnabas has concluded 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 will 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.
4. The heating unit in the apparatus bay has been repaired.

Bob Hansson, Director, Toms River FTC

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
Rcvd Batch Id Range: First	to Last	Paid Date Range: 12/09/21 to 01/12/22	Include Non-Budgeted: Y	
Prior Year Only: N				
Department Page Break: No	Subtotal CAFR: No	Subtotal Department: No	Subtotal Extd: No	

Expend Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
S0390	SZCZYGIEL, CHRISTOPHER	21-01334	INST. REM.	72.00	0.00	
02634	LONERGAN, JONATHAN T.	21-01335	INST. REM.	288.00	0.00	
G0082	GILLESPIE, JAMES	21-01336	INST. REM.	92.00	0.00	
02834	REID, KYLE T.	21-01337	INST. REM.	144.00	0.00	
02519	HAYES, STEPHEN	21-01338	INST. REM.	72.00	0.00	
				668.00		
03- -112-51 -023	WORKMAN'S COMP					
N0125	NEW JERSEY CASUALTY	22-00010	W/C JOINT DOWNPAYMENT	1,609.95	0.00	
03- -112-51 -024	HEALTH BENEFITS					
B0074	BENECARD SERVICES, INC.	21-01265	12/21 PRESCRIPTION PLAN#1319	2,066.71	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	22-00018	01/22 INS. EMPLOYER #25283	686.42	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	22-00019	01/22 HEALTH	361.45	0.00	
				3,114.58		
03- -112-53 -023	WORKMAN'S COMP.					
N0125	NEW JERSEY CASUALTY	22-00010	W/C JOINT DOWNPAYMENT	1,609.95	0.00	
03- -112-54 -023	WORKMAN'S COMP					
N0125	NEW JERSEY CASUALTY	22-00010	W/C JOINT DOWNPAYMENT	7,513.10	0.00	
03- -112-54 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	21-01265	12/21 PRESCRIPTION PLAN#1319	5,263.07	0.00	
U0046	UNITED HEALTHCARE INS. CO.	22-00017	01/22 INS. CUSTOMER #04P2972	202.00	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	22-00018	01/22 INS. EMPLOYER #25283	2,059.26	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	22-00019	01/22 HEALTH	1,613.88	0.00	
H0033	HARTFORD INSURANCE COMPANY	22-00020	01/22 INSURANCE GROUP #680338	1,168.40	0.00	
				10,306.61		
03- -112-55 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	21-01265	12/21 PRESCRIPTION PLAN#1319	1,061.45	0.00	
03- -115-54 -136	RENT					
P0130	PITNEY BOWES INC.	22-00015	METER RENTAL BUREAU	69.00	0.00	
03- -116-51 -171	INSURANCE PREMIUMS					
S0088	SELECTIVE INSURANCE CO.	22-00023	2022 INS. JOINT 1ST PAYMENT	1,237.70	0.00	
03- -116-52 -171	INSURANCE PREMIUMS					
S0088	SELECTIVE INSURANCE CO.	22-00023	2022 INS. JOINT 1ST PAYMENT	8.00	0.00	
03- -116-53 -171	INSURANCE PREMIUMS					
S0088	SELECTIVE INSURANCE CO.	22-00023	2022 INS. JOINT 1ST PAYMENT	2,475.40	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021-2022 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- -116-54 -171 S0088	INSURANCE PREMIUMS SELECTIVE INSURANCE CO.	22-00023	2022 INS. JOINT 1ST PAYMENT	8,663.90	0.00	
03- -119-52 -271 H0098	AUDITOR HOLMAN, FRENIA, ALLISON P.C.	21-01296	2021 AUDIT INV#51116	500.00	0.00	
03- -119-53 -271 H0098	AUDITOR HOLMAN, FRENIA, ALLISON P.C.	21-01296	2021 AUDIT INV#51116	700.00	0.00	
03- -119-54 -271 H0098	AUDITOR HOLMAN, FRENIA, ALLISON P.C.	21-01296	2021 AUDIT INV#51116	920.00	0.00	
03- -119-54 -272 B0214	LEGAL BRASLOW, RICHARD M. ESQ	21-01330	PROFESSIONAL SERVICES	380.00	0.00	
03- -119-55 -271 H0098	AUDITOR HOLMAN, FRENIA, ALLISON P.C.	21-01296	2021 AUDIT INV#51116	380.00	0.00	
03- -120-52 -311 G0032	LEGAL NOTICES GANNETT NEW JERSEY NEWSPAPERS	21-01263	CLERICAL, BUDGET, HEARING, TRUCK	55.02-	0.00	
03- -123-54 -416 E0198 F0137	DUES & SUBSCRIPTIONS ESO SOLUTIONS, INC. FIRST RESPONDER NEWSPAPER	22-00011 22-00016	FIRE/EMS SOFTWARE NEWSPAPER SUBSCRIPTION BUREAU	676.20 85.00 <u>761.20</u>	0.00 0.00	
03- -124-53 -446 S0146	TRAINING & MATERIALS SIMSUSHARE	21-01274	SIMSUSHARE SUBSCRIPTION	198.00	0.00	
03- -125-53 -487 S0170	CLOTHING SKYLANDS AREA FIRE EQUIPMENT	21-00886	TURNOUT GEAR F.A.	6,551.74	0.00	
03- -125-54 -487 S0170	CLOTHING SKYLANDS AREA FIRE EQUIPMENT	21-00891	TURNOUT GEAR BUREAU	6,551.74	0.00	
03- -126-53 -530 N0155	FUEL(BUILDING/AUTO) NEW JERSEY NATURAL GAS CO.	21-01301	ACCT#22-0009-3986-41	176.06	0.00	
03- -126-53 -531 A0099	SUPPLIES ALL HANDS FIRE EQUIPMENT	21-01323	SUPPLIES COVID-19	64.20	0.00	
03- -127-51 -567 R0012 V0008 V0009	TELEPHONE RACKSPACE US, INC. VERIZON CABS VERIZON	21-01255 21-01331 22-00028	EMAIL NOV ACCT#030-34971557175 PHONE JOINT 201 M55-5559 269 PHONE JOINT	74.25 9,420.19 390.19 <u>9,884.63</u>	0.00 0.00 0.00	
03- -127-53 -566 J0048 S0337	UTILITIES JCP&L SUEZ WATER T.R.	21-01302 21-01324	ACCT#200 000 001 020 12/21 F.A.	389.46 348.00 <u>737.46</u>	0.00 0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -127-53 -567 F0171	TELEPHONE 4X TECHNOLOGIES, LLC	21-01280	12/21 SERVICES JOINT	226.48	0.00	
03- -127-53 -568 V0009	INTERNET VERIZON	22-00028	PHONE JOINT	409.58	0.00	
03- -127-54 -567 F0171	COMMUNICATIONS 4X TECHNOLOGIES, LLC	21-01280	12/21 SERVICES JOINT	289.35	0.00	
V0010	VERIZON WIRELESS	21-01293	ACCT#720641376-0001	289.10	0.00	
				578.45		
03- -127-54 -568 R0012	INTERNET RACKSPACE US, INC.	21-01255	EMAIL NOV ACCT#030-34971557175	80.85	0.00	
V0009	VERIZON	22-00028	PHONE JOINT	139.99	0.00	
				220.84		
03- -127-55 -567 V0010	COMMUNICATIONS VERIZON WIRELESS	21-01293	ACCT#720641376-0001	57.01	0.00	
03- -128-53 -607 F0179	OFFICE SUPPLIES/SHIPPING FRANKLIN CLEANING EQUIPMENT	21-01234	CHARGER FOR F.A. CLEANER	19.89	0.00	
T0137	TOMS RIVER FIRE DISTRICT NO. 1	21-01340	F.A. POSTAGE 4TH QTR	7.95	0.00	
				27.84		
03- -129-51 -657 E0087	MAINTENANCE CONTRACTS EMERGENCY SERVICES MARKETING	22-00006	I AM RESPONDING SUBSCRIPTION	735.00	0.00	
03- -129-53 -648 S0210	VEHICLE REPAIR SOUTH JERSEY LIFT, INC.	21-01212	FORK LIFT REPAIR F.A.	465.25	0.00	
F0179	FRANKLIN CLEANING EQUIPMENT	21-01234	CHARGER FOR F.A. CLEANER	335.34	0.00	
				800.59		
03- -129-53 -649 T0179	BUILDING MAINTENANCE TOZOUR ENERGY SYSTEMS, INC.	21-01292	REPAIR A/C @ F.A. INV#55645440	3,001.00	0.00	
03- -129-53 -653 O0250	EXTINGUISHER REFILL/REPAIR OXYGEN SUPPLY CO., INC.	21-01271	EXTINGUISHER F.A.	61.00	0.00	
03- -129-53 -657 G0072	MAINTENANCE GENSERVE, INC.	21-01277	REPAIR F.A.	370.00	0.00	
M0143	M & M CLEANING SERVICE, INC.	21-01300	12/21 MAINT.	563.00	0.00	
D0050	DEANGELO FIRE PROTECTION, LLC	21-01304	SPRINKLER INSP. F.A.	325.00	0.00	
K0030	KEITH'S LAWN MAINT. SERVICE	21-01310	12/21 SERVICE	450.00	0.00	
T0179	TOZOUR ENERGY SYSTEMS, INC.	22-00001	HVAC MAINT. F.A.	1,283.75	0.00	
E0194	ESI EQUIPMENT, INC.	22-00007	SERVICE AGMT. F.A.	335.00	0.00	
B0001	B SAFE, INC.	22-00029	1ST QTR 2022 ALARM	92.70	0.00	
				3,419.45		
03- -129-54 -648 N0215	VEHICLE REPAIR NORWOOD AUTO PARTS	21-01318	SUPPLIES BUREAU	3.48	0.00	
03- -129-54 -657 T0177	MAINTENANCE TOWNSQUARE INTERACTIVE	22-00009	WEBSITE MAINT. BUREAU	387.00	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021-2022 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- -129-54 -657 T0260 TYLER TECHNOLOGIES	MAINTENANCE	22-00012	MOBILE EYES 2022 MAINT.	Continued 1,000.00 1,387.00	0.00	
Fund Total:				77,015.37		
<hr/>						
Total Charged Lines:	70	Total List Amount:	77,015.37	Total Void Amount:	0.00	

FUNDS RECEIVED AND DEPOSITED

<u>FROM:</u>	<u>CK#:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
Selective Insurance	20492727	Reimburse Adm. Fee 2021 policy	8.00
Kieran Flynn	657	Health benefit 1st. Qtr. 2022	171.36

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

Page No: 1

Range of Accounts: 03- -111-51 -001 to 03- -112-55 -024
Range of Dates: 12/09/21 to 01/12/22
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					
12/16/21 Expd	W/E 12-16-21 DISPATCH			21,086.36	DM	B 2176 5
12/29/21 Expd	W/E 12-30-21 DISPATCH			21,193.56	DM	B 2178 5
Total Expenditures:	2	42,279.92				
03- -111-53 -003	INSTRUCTOR'S REMUNERATION					
12/16/21 Expd	W/E 12-16-21 F.A. INST.			3,611.25	DM	B 2176 7
12/29/21 Expd	W/E 12-30-21 F.A. INST.			2,970.25	DM	B 2178 7
Total Expenditures:	2	6,581.50				
03- -111-53 -004	FIRE ACADEMY COORDINATOR					
12/16/21 Expd	W/E 12-16-21 F.A. COOR.			769.23	DM	B 2176 6
12/29/21 Expd	W/E 12-30-21 F.A. COOR.			769.23	DM	B 2178 6
Total Expenditures:	2	1,538.46				
03- -111-54 -001	SALARIES					
12/16/21 Expd	W/E 12-16-21 BUR ADM			26,380.62	DM	B 2176 3
12/29/21 Expd	W/E 12-30-21 BUR ADM			26,333.18	DM	B 2178 3
Total Expenditures:	2	52,713.80				
03- -111-55 -001	SALARIES					
12/16/21 Expd	W/E 12-16-21 U.C.C.			2,968.69	DM	B 2176 4
12/29/21 Expd	W/E 12-30-21 U.C.C.			3,619.68	DM	B 2178 4
Total Expenditures:	2	6,588.37				
03- -112-51 -021	PAYROLL TAXES					
12/16/21 Expd	W/E 12-16-21 TAXES			1,579.95	DM	B 2176 11
12/29/21 Expd	W/E 12-30-21 TAXES			2,074.94	DM	B 2178 14
Total Expenditures:	2	3,654.89				
03- -112-51 -024	HEALTH BENEFITS					
12/29/21 Expd	W/E 12-30-21 MED OPT OUT			5,000.00	DM	B 2178 10
Total Expenditures:	1	5,000.00				
03- -112-53 -021	PAYROLL TAXES					
12/16/21 Expd	W/E 12-16-21 TAXES			294.51	DM	B 2176 12
12/29/21 Expd	W/E 12-30-21 TAXES			222.12	DM	B 2178 15
Total Expenditures:	2	516.63				

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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- -112-54 -021		PAYROLL TAXES					
12/16/21	Expd	W/E 12-16-21 TAXES			1,850.09	DM	B 2176 9
12/29/21	Expd	W/E 12-30-21 TAXES			2,767.54	DM	B 2178 12
Total Expenditures:		2		4,617.63			
03- -112-54 -024		HEALTH BENEFITS/DISABILITY					
12/29/21	Expd	W/E 12-30-21 MED OPT OUT			9,091.20	DM	B 2178 9
Total Expenditures:		1		9,091.20			
03- -112-55 -021		PAYROLL TAXES					
12/16/21	Expd	W/E 12-16-21 TAXES			189.41	DM	B 2176 10
12/29/21	Expd	W/E 12-30-21 TAXES			276.91	DM	B 2178 13
Total Expenditures:		2		466.32			

Fund Description	Fund	Expenditures	Refund Expend
	03	133,048.72	0.00
Total of All Funds:		<u>133,048.72</u>	<u>0.00</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	11	20	133,048.72
Total Refund Expend:	0	0	0.00