

**Toms River Fire Commissioners
Joint Board Meeting Minutes
Toms River Fire Academy
May 11, 2022**

Commissioner Tutela 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

| | |
|-------------------------|------------------|
| Autenrieth - present | Britton - absent |
| Golden –arrived 5:44p.m | Duff - present |
| Latshaw – present | Heroy -present |
| Minkler-present | Seiders -absent |
| Tutela -present | Willson- present |

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

Motion Duff second Autenrieth to approve minutes of the April 13, 2022 regular meeting providing a copy is made available for inspection by the public during this meeting.

AYES-6 NAYS-0 ABSTAIN-1 CARRIED

COMMUNICATIONS – Autenrieth stated there was a major radio outage due to Verizon T1 system issues. It is back up and running.

FIRE ACADEMY- Defer to Director Hansson

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report)

Chairman Tutela expressed his thoughts on several items.

1. Both boards, well in advance, advertise their monthly board meetings at the reorganization meeting. Therefore, is requesting in the future that Director Hansson put more consideration on the board meeting when scheduling events. Due to the scheduling conflicts, both boards have to change their meetings.
2. Tutela suggested just give a synopsis of the monthly report and not read it verbatim. Each commissioner receives the monthly report and will be able to read it prior to meeting.

BUREAU OF FIRE PREVENTION- Defer to Chief Inspector Novak

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 he attended the township radio meeting today. Bid packages are going out for the tower and building construction.

BILLS

Motion Duff second Heroy for District No. 2 to pay \$72,564.56 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**

UNFINISHED BUSINESS

MOTION TO ACCEPT JOHN SAHATJIAN AS A PER DIEM DISPATCHER- Motion Duff second Minkler to hire John Sahatjian as a per-diem dispatcher.
AYES-8 NAYS-0 ABSTAIN-0 **CARRIED**

NEW BUSINESS

RESOLUTION APPOINTING SCHEDULING MANAGER FOR FIRE DISPATCH- A resolution was presented Motion Heroy second Duff to appoint Charles Weinberger as scheduling manager for the fire dispatchers.

ROLL CALL VOTE

Latshaw-Yes Golden-Yes
Autenrieth-Yes Minkler-Yes
Tutela-Yes

Heroy- Yes Duff-Yes
Seiders-Absent Willson-Yes
Britton-Absent

CARRIED

MOTION TO APPROVE FIRE TRAINING CENTER EXTRICATION VEHICLE SOG

Duff stated in the SOG there is mention of a hold harmless agreement and asked if anyone saw this. Discussion on the review and importance of this agreement. Duff also questioned the storage of vehicles and what does that entail? Tutela agreed with Duff and said there should be no personal vehicles stored at the fire academy. This will be tabled until next meeting.

REPLACEMENT AIR CONDITIONER RADIO ROOM – Kubiell explained the air conditioner for the radio room at 26-1 is in need of replacement.

Motion Willson second Latshaw to replace the air conditioner unit in radio room at Station 26-1.
AYES-8 NAYS-0 ABSTAIN-0 **CARRIED**

Tutela suggested suspending the July and August board meetings. He stated if any issue arise they can be done at the individual meetings. Discussion on how to pay the bills will be addressed at the next joint board meeting.

Motion Willson second Golden to suspend the July and August meetings and reconvene in September.

ROLL CALL VOTE

Latshaw-Yes Golden-Yes
Autenrieth-Yes Minkler-Yes
Tutela-Yes

Heroy- Yes Duff-Yes
Seiders-Absent Willson-Yes
Britton-Absent

CARRIED

PARTICIPATION BY THE PUBLIC- Sam Seaman asked if there has been an agreement with Township re: supervision of dispatch. Tutela stated it is still being worked on.

Doug Foley asked if the director report is made part of the public package. Tutela stated the Bureau report is always sent over the Friday or Monday before the meeting but the Fire Academy report is not received until they walk in the door. Tutela requested in the future the report received the latest Monday prior to the meeting so it can be reviewed. All minutes, reports and correspondences are placed on the fire commissioner's webpage the day after the meeting.

Motion Willson second Duff to go into Private Executive Session @ 5:54 p.m.

AYES-8 NAYS-0 ABSTAIN-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- Bureau

Motion Tutela second Latshaw to go into open session @ 6:28 p.m.

AYES-8 NAYS-0 ABSTAIN-0 CARRIED

There being no further business, Motion Willson second Autenrieth to close meeting at 6:29 p.m.

AYES-8 NAYS-0 ABSTAIN-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 May 2022

1. Outside agencies using the facility in March and April; TRPD, Lakewood Co 3, Jackson Sta 54, Southard FC, Breton Woods and Pioneer VFC, Tinton Falls VFC, Pt. Pleasant Boro VFC, Freewood Acres VFC, Squankum VFC, Laurelton VFC, and Point Pleasant Beach VFC. Many out of town companies, including some who are new to the academy, have scheduled drills through the end of the year. Fire companies 25, 26, 27, 28, 29 and 30 have scheduled numerous company drills at the Fire Academy through the remainder of the year. Included are live burns, extrication drills, propane props and VEIS and mayday props.
2. The EMT class being hosted by the FA and conducted by RWJBarnabas is finishing up this month with 17 students including 3 from TRFD. A new class will be starting almost immediately.
3. Classes for the winter/spring semester are under way. FF 1/2 class has been completed. All 27 students who finished the course have passed FF 1 and 2. Graduation is scheduled for June 1st. The stand alone Firefighter 2 class has been completed with 17 students. All 17 students passed the state exam and have been certified. ICS 300 is scheduled for the fall semester, as well as a revised and expanded Truck Company Operations class and Fire Officer 2. Fire Official class has been completed with all but one student passing the state exam. Fire Police certification and recertification, and EVOC classes have been completed. Fire Instructor 2 is underway with 7 students. Pump School Starts in June with a full class of 16 students registered. We have announced dates for the Summer Daytime FF ½ class based on strong interest from companies. We currently have 9 students registered, 5 from Toms River. Classes are currently being announced on social media outlets. We no longer mail out Fire Academy Schedules.
4. Preventive maintenance was done on the car prop with adjustments being made to the counter weights on the hood and trunk of the car. The State Propane Inspector did the annual inspection on our system and made several minor recommendations all of which have been addressed. The propane pump has been returned after repair of a faulty connection in the motor. All connections were replaced. There was no charge for the repair.

5. We are currently working on the revision of the five year plan. One of the most important components of the plan is to relocate the radio repair shop and install showers to comply with recommendations for cancer prevention. Instructors have been asked to provide input for the plan. Almost all of the projects proposed for the previous 5 year plan have been accomplished or are in progress.

6. The Fire Academy has once again hosted a successful Burning of the Bread ceremony in cooperation with the TRJCC on Friday April 15. This was the 4th consecutive year in which we partnered with the TRJCC to provide a fire safe means to comply with their religious beliefs and customs. This year there was a second site at a park in Pleasant Plains. Sta 30 will assisted at that site. Since we initiated this program there has been only one call for open burning in Toms River due to bread burning. About a dozen Instructors and Fire Police Volunteered for the program as well as Inspector Simi of the Fire Prevention Bureau.

Bob Hansson, Director, Toms River FTC



Toms River Bureau of Fire Prevention

33 Washington Street
P.O. Box 728
Toms River, New Jersey 08753
(732) 240-5153
www.trfireprevention.com



Fire Commissioners Report Month of May 2022

1. Chief Novak along with Inspectors Janora and Foster continued to work with Suez,(now Veolia North America) on fire flow testing for the development at Cox Cro Road
2. Chief Novak, Inspector Matt Janora and Inspector Richard Foster along with both Fire Administrators attended a seminar that addressed "Social Media" issues and Governmental agencies. This was hosted by the Toms River Police Association.
3. Our new inspector Sima Clapman continues to progress well in her training. Sima conducted fire education training and provided fire prevention materials during the "Bread Burning" at the academy. Sima estimated that there were approximately 1,200 +- utilizing the service provided by the Fire Districts and the Fire Academy.
4. Inspectors Ryan LaVigne and Craig Stalowski will be attending the DCJ/ IAAI Arson course in May at the Middlesex Fire Academy for two weeks. **Thanks to Commissioner Len Minkler for assisting with procuring their spots in the class.**
5. Fire Inspectors Conducted **(10)** Cause and Origin Fire Investigations
6. Fire Inspectors responded to **(20)** incidents on the request of a fire officer (including cause and origin fire investigations and complaints).
7. The Bureau submitted **(180)** completed NFIRS reports to the Division of Fire Safety for the month of April.

John Novak

RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARDS OF FIRE COMMISSIONERS
DISTRICTS NO.1 AND DISTRICT NO.2, COUNTY OF OCEAN, STATE OF NEW
JERSEY,
APPOINTING FIRE DISPATCHER CHARLES WEINBERGER
AS SCHEDULING/PAYROLL MANAGER FOR THE TOMS RIVER TOWNSHIP FIRE
DISPATCHERS

MAY 11, 2022

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

WHEREAS, the Commissioners of District No.1 and District No.2 have established the need for a position of scheduling/payroll manager within the Toms River Fire Communication Center ; and,

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

WHEREAS, Charles Weinberger has been employed as a full-time Fire Dispatcher since June 11, 2008 for the fire district; and,

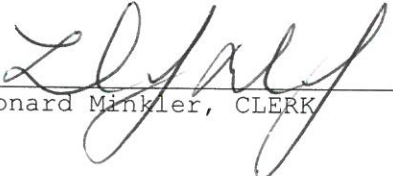
WHEREAS, the Commissioners have approved a yearly stipend to Charles Weinberger to manage the scheduling and timekeeping system at the Toms River Fire Dispatch Center; and

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

1. That Charles Weinberger, Fire Dispatcher, with Toms River Fire Commissioners District No.1 and District No.2 have approved a stipend in the amount of \$5,000 per year on a biweekly basis;

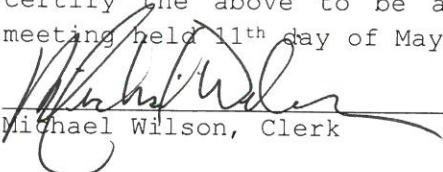
CERTIFICATION

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 the 11th day of May, 2022.


Leonard Minkler, CLERK

5-11-22
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 11th day of May, 2022


Michael Willson, Clerk

5-11-22
Date: _____

| Expend Account Vendor | Description | P.O. Id | P.O. Description | Amount | Void Amount | PO Type |
|--------------------------------------|------------------------|----------|------------------------------|-----------------|-------------|---------|
| 03- -122-53 -386 | CONFERENCES | | | | | |
| 02894 TUTELA, RICHARD E. | | 22-00410 | REIMB. CONFERENCE EXPENSES | 70.00 | 0.00 | |
| T0030 TAYLOR, KENNETH | | 22-00416 | REIMB. FDIC EXPENSES | 3,269.16 | 0.00 | |
| 02629 NOVAK, JOHN | | 22-00417 | REIMB. FDIC EXPENSES | 1,572.09 | 0.00 | |
| M0141 FOSTER, DANA | | 22-00437 | REIMB. FDIC CONFERENCE | 1,728.99 | 0.00 | |
| 02805 SEAMAN, CARLTON | | 22-00438 | REIMB. FDIC CONFERENCE | 3,830.06 | 0.00 | |
| 02538 WELLS, CONNOR | | 22-00439 | REIMB. FDIC CONFERENCE | 2,085.15 | 0.00 | |
| C0138 COCCO, MICHAEL | | 22-00440 | REIMB. FDIC CONFERENCE | <u>3,391.38</u> | 0.00 | |
| | | | | 15,946.83 | | |
| 03- -123-53 -416 | DUES & SUBSCRIPTIONS | | | | | |
| S0285 STATE OF N.J., D.C.A. | | 22-00401 | F.A. UCC SUBSCRIPTION | 50.00 | 0.00 | |
| 03- -124-51 -446 | TRAINING | | | | | |
| C0160 CONATY, RYAN | | 22-00414 | REIMB. SPILLMAN CONFERENCE | 814.76 | 0.00 | |
| 03- -124-53 -446 | TRAINING & MATERIALS | | | | | |
| J0112 JONES & BARTLETT LEARNING, LLC | | 22-00126 | BOOKS F.A. | 1,113.19 | 0.00 | |
| F0119 FIRE PROTECTION PUBLICATIONS | | 22-00351 | FIRE & EMERGENCY INSTRUCTOR | 715.50 | 0.00 | |
| L0140 LIFEFORCE USA, INC. | | 22-00426 | CPR CARDS | <u>243.00</u> | 0.00 | |
| | | | | 2,071.69 | | |
| 03- -124-54 -449 | PHYSICAL FITNESS | | | | | |
| T0145 TOMS RIVER FITNESS CENTER | | 22-00329 | PHYSICAL FITNESS | 10.00 | 0.00 | |
| 03- -125-54 -487 | CLOTHING | | | | | |
| A0023 ACTION UNIFORM COMPANY | | 22-00441 | CLAPMAN,VICIDOMINI | 1,170.97 | 0.00 | |
| 03- -125-57 -487 | CLOTHING - TECH RESCUE | | | | | |
| A0023 ACTION UNIFORM COMPANY | | 22-00441 | CLAPMAN,VICIDOMINI | 139.99 | 0.00 | |
| 03- -126-53 -530 | FUEL(BUILDING/AUTO) | | | | | |
| N0155 NEW JERSEY NATURAL GAS CO. | | 22-00386 | ACCT#22-0009-3986-41 | 551.97 | 0.00 | |
| 03- -126-54 -531 | SUPPLIES | | | | | |
| G0155 GRAINGER | | 22-00382 | SUPPLIES BUREAU | 439.44 | 0.00 | |
| 03- -127-51 -567 | TELEPHONE | | | | | |
| V0008 VERIZON CABS | | 22-00419 | PHONE JOINT 201 M55-5559 269 | 10,187.16 | 0.00 | |
| V0009 VERIZON | | 22-00443 | PHONE JOINT | <u>390.90</u> | 0.00 | |
| | | | | 10,578.06 | | |
| 03- -127-53 -566 | UTILITIES | | | | | |
| J0048 JCP&L | | 21-01362 | ACCT#200 000 001 020 | 2,943.83 | 0.00 | |
| J0048 JCP&L | | 22-00379 | ACCT#200 000 001 020 | 4,703.18 | 0.00 | |
| T0165 TOMS RIVER M.U.A. | | 22-00392 | 1ST,2ND,3RD QTR. 2022 | 1,053.44 | 0.00 | |
| S0337 SUEZ WATER T.R. | | 22-00423 | 04/22 F.A. | <u>340.97</u> | 0.00 | |
| | | | | 9,041.42 | | |
| 03- -127-53 -567 | TELEPHONE | | | | | |
| F0171 4X TECHNOLOGIES, LLC | | 22-00367 | 04/22 SERVICES JOINT | 226.48 | 0.00 | |

| Expend Account Vendor | Description | P.O. Id | P.O. Description | Amount | Void Amount | PO Type |
|---|----------------------------|----------------------------------|--|---|----------------------|---------|
| 03- -127-53 -568 V0009 VERIZON | INTERNET | 22-00443 | PHONE JOINT | 409.86 | 0.00 | |
| 03- -127-54 -567 F0171 4X TECHNOLOGIES, LLC V0010 VERIZON WIRELESS | COMMUNICATIONS | 22-00367 22-00402 | 04/22 SERVICES JOINT ACCT#720641376-00001 | 289.35 346.15 <u>635.50</u> | 0.00 0.00 | |
| 03- -127-54 -568 V0009 VERIZON | INTERNET | 22-00443 | PHONE JOINT | 139.99 | 0.00 | |
| 03- -128-53 -607 J0112 JONES & BARTLETT LEARNING, LLC | OFFICE SUPPLIES/SHIPPING | 22-00126 | BOOKS F.A. | 116.85 | 0.00 | |
| 03- -128-54 -607 S0265 STAPLES W0004 W.B. MASON CO., INC. | OFFICE SUPPLIES/SHIPPING | 22-00418 22-00442 | BUSINESS CARDS CLAPMAN SUPPLIES BUREAU | 24.99 566.16 <u>591.15</u> | 0.00 0.00 | |
| 03- -129-53 -653 O0250 OXYGEN SUPPLY CO., INC. | EXTINGUISHER REFILL/REPAIR | 22-00394 | EXTINGUISHER F.A. | 91.00 | 0.00 | |
| 03- -129-53 -657 A0076 AIR & GAS TECHNOLOGIES, INC. M0143 M & M CLEANING SERVICE, INC. K0030 KEITH'S LAWN MAINT. SERVICE | MAINTENANCE | 22-00361 22-00387 22-00436 | 2022 MAINT. CONTRACT F.A. 04/22 MAINT. 04/22 SERVICE | 1,435.00 723.00 300.00 <u>2,458.00</u> | 0.00 0.00 0.00 | |
| 03- -129-54 -648 P0220 PRESTIGE AUTO SPA NEW JERSEY J0014 J & R PRO AUTOMOTIVE | VEHICLE REPAIR | 22-00385 22-00420 | 1-3/22 CAR WASH 177 | 74.36 708.85 <u>783.21</u> | 0.00 0.00 | |
| 03- -129-54 -657 T0177 TOWNSQUARE INTERACTIVE | MAINTENANCE | 22-00406 | WEBSITE MAINT. BUREAU | 129.00 | 0.00 | |
| 03- -133-52 -701 K0150 KUBIEL, BRIAN | CONTINGENCIES | 22-00389 | REIMB. PURCHASE | 90.63 | 0.00 | |
| 03- -134-51 -744 C0049 CDW-GOVERNMENT | DISPATCH CONSOLE 2016 | 22-00288 | COMPUTERS FOR DISPATCH UPGRADE | 828.16 | 0.00 | |
| Fund Total: | | | | 59,385.97 | | |
| Total Charged Lines: 68 | | Total List Amount: | 59,385.97 | Total Void Amount: | 0.00 | |

| Account No | Account Description | Vendor/Source | Amount | User | Item # |
|---------------------|--------------------------|---------------|----------|------|----------|
| Date | Transaction Data/Comment | | | | |
| 03- -112-54 -021 | PAYROLL TAXES | | | | |
| 04/21/22 Expd | W/E 4-21-22 TAXES | | 2,398.25 | DM | B 2208 8 |
| 05/06/22 Expd | W/E 5-5-22 TAXES | | 3,216.87 | DM | B 2213 8 |
| Total Expenditures: | 2 | | 5,615.12 | | |

| Fund Description | Fund | Expenditures | Refund Expend |
|---------------------|------|-------------------|---------------|
| | 03 | 139,352.85 | 0.00 |
| Total of All Funds: | | <u>139,352.85</u> | <u>0.00</u> |

| Report Totals | | | |
|----------------------|----------|--------------|------------|
| Transaction Type | Accounts | Transactions | Amount |
| Total Expenditures: | 9 | 16 | 139,352.85 |
| Total Refund Expend: | 0 | 0 | 0.00 |