

**Toms River Fire Commissioners
Joint Board Meeting Minutes
Toms River Fire Academy
June 8, 2022**

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

Autenrieth - present	Britton - present
Golden –present	Duff - present
Latshaw – absent	Heroy -present
Minkler-present	Seiders -present
Tutela -present	Willson- present

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

Motion Autenrieth second Minkler to excuse Commissioner Latshaw for medical reasons.

AYES-9 NAYS-0 ABSTAIN-0 CARRIED

Motion Autenrieth second Heroy to approve minutes of the May 11, 2022 regular meeting providing a copy is made available for inspection by the public during this meeting.

AYES-7 NAYS-0 ABSTAIN-2 CARRIED

COMMUNICATIONS – No report

FIRE ACADEMY- Defer to Director Hansson

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report) In addition to report

1. There are 10 students for the day class, 8 are Toms River members.
2. After further investigation into the propane pump it was recommended by Suburban Propane to replace the pump instead of rebuilding.
3. Forklift needs new tires and new battery. (Kubiell stated these have been ordered)

Minkler congratulated Director Hansson and the Fire Academy staff on a well put together graduation. It was done very nicely.

BUREAU OF FIRE PREVENTION- Defer to Chief Inspector Novak

BUREAU CHIEF NOVAK – (See inserted report) Requesting Sima Clapman attend the IAAI Fire Investigator course at Middlesex Fire Academy in September.

Motion Autenrieth second Seiders authorizing Inspector Sima Clapman to attend the IAAI Fire Investigator course at Middlesex Fire Academy.

AYES-9 NAYS-0 ABSTAIN-0 CARRIED

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION – District No.1 had a virtual meeting on Thursday. Heroy stated there are new response assignments Chief Sinnott sent out today.

INSURANCE- No report

DISTRICT NO.1 ADMINISTRATOR KUBIEL – No report

DISTRICT NO. 2 ADMINISTRATOR CARSON – Carson stated started a trial run with switching the air cards from Verizon to T-Mobile. Not only is the cost better it should work better with net motion. Working with the Bureau re: Knox boxes.

BILLS

Motion Duff second Heroy for District No. 2 to pay \$68,848.42 for their share of the bills (See inserted list)
AYES-5 NAYS-0 CARRIED

Motion Autenrieth second Golden for District No. 1 to pay the bills. (See inserted list)
AYES-4 NAYS-0 CARRIED

UNFINISHED BUSINESS

MOTION TO APPROVE RUN SCHEDULE - Motion Tutela second Autenrieth to accept the run assignments as written.
AYES-9 NAYS-0 ABSTAIN-0 CARRIED

NEW BUSINESS

MOTION TO REHIRE PAUL DALEY AS A PER-DIEM FIRE DISPATCHER - Motion Autenrieth second Heroy to rehire Paul Daley as a per diem fire dispatcher.
AYES-9 NAYS-0 ABSTAIN-0 CARRIED

LETTER OF COMMENDATION FOR DISPATCHER JOHN HAFNER AND FIRE INSPECTOR KYLE PALMISANO- Commissioner Willson read aloud letters of commendation for Fire Dispatcher Hafner and Bureau Fire Inspector Kyle Palmisano to be placed in their personnel files.

DISCUSSION ON BUREAU VEHICLES- Kubiel stated three bureau vehicles (Colorados) that were ordered 19 months ago arrived. Three two door extended cabs were delivered when three four door vehicles were ordered. Lengthy dialogue followed as to the pros and cons of what was delivered to what was ordered, changing the vehicles to Ford Explorers, keeping the two door extended cabs. After discussion a motion was made to accept the three Colorados.
Motion Golden second Heroy to accept the delivery of the three Chevy Colorados

ROLL CALL VOTE

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

Heroy- Yes Duff-Yes
Seiders-Yes Willson-Yes
Britton-No

CARRIED

RESOLUTION BUREAU COPIER - A resolution was presented Motion Tutela second Heroy authorizing the execution of a lease agreement with Xerox Cooperation for a Xerox C8155H Copier for the Bureau of Fire Prevention.

ROLL CALL VOTE

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

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

CARRIED

MOTION TO PAY THE BILLS FOR JULY AND AUGUST – Britton asked with all that is going on if it is a good idea to cancel the summer meetings. Tutela stated if there is anything emergent that a meeting can be called.

Motion Minkler second Golden to pay the bills for July and August as long as agreed upon by both administrators. AYES-9 NAYS-0 ABSTAIN-0 **CARRIED**

DISCUSSION ON DISABILITY INSURANCE – Kubiell explained a quote was received for enhanced disability insurance for the employees for a lower cost. It was sent to the board members to review.

Motion Duff Second Golden authorizing changing form Hartford to the enhanced disability policy option 2 through Guardian.

AYES-9 NAYS-0 ABSTAIN-0 **CARRIED**

DISCUSSION ON PROPANE QUOTE – This was discussed earlier in the meeting.

Motion Tutela second Golden authorizing to replace the propane pump at the fire academy in the amount of \$5874.25.

AYES-9 NAYS-0 ABSTAIN-0 **CARRIED**

DISCUSSION ON I/T SERVICES FOR BUREAU/FIRE ACADEMY -Kubiell asked if the boards would be interested in seeking alternative quotes for I/T services for Bureau/Fire Academy. Currently there is a shared service agreement with Toms River MUA. The boards agreed to move forward with obtaining quotes for I/T services.

Kubiell requested approval to pay BC Express for the HVAC repair at the radio room Toms River Fire Co No.2 substation in the amount of \$7,200.

Motion Duff second Autenrieth to pay BC Express \$7,200 for the repair of the HVAC unit in the radio room at Toms River Fire Company No.2 substation.

AYES-9 NAYS-0 ABSTAIN-0 **CARRIED**

PARTICIPATION BY THE PUBLIC-Andy Goresh asked if there has been any definitive conclusion or resolution on the investigation at the Fire Academy. Kubiell stated the Fire Academy staff has made significant progress. Carson stated the prop is back up and running and everyone is working together for the betterment of the Fire Academy. Goresh also asked about the EMS class was there a max placed on attendees? Kubiell to look further into this.

Motion Willson second Duff to go into Private Executive Session @ 6:10 p.m.

AYES-9 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 Asst. Chief
2. Personnel/Bureau (COVID)
3. Personnel/Dispatch
4. Personnel/Fire Academy/Director Contract
5. Personnel/Instructor reimbursement

Motion Willson second Duff to go into open session @ 7:00 p.m.

AYES-9 NAYS-0 ABSTAIN-0 CARRIED

Motion Tutela second Duff to follow Toms River Township policy and not provide reinstatement of sick leave used for COVID-19 exposure/illness.

ROLL CALL VOTE

Latshaw-Absent	Golden-No
Autenrieth-Yes	Minkler-Yes
Tutela-Yes	
Heroy- Yes	Duff-Yes
Seiders-Yes	Willson-No
Britton-No	

CARRIED

Motion Willson second Duff to approve reimbursement to Richard Heroy as an Instructor for the FDIC Conference and transfer money from furniture and fixtures to conference to cover deficit.

ROLL CALL VOTE

Latshaw-Absent	Golden-Yes
Autenrieth-Yes	Minkler-Yes
Tutela-Yes	
Heroy- Yes	Duff-Yes
Seiders-Yes	Willson-Yes
Britton-Yes	

CARRIED

There being no further business, Motion Autenrieth second Seiders to close meeting at 7:04 p.m.

AYES-9 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 June 2022

1. Outside agencies using the facility in May and June; TRPD, Lakewood Co 3, Breton Woods and Pioneer VFC, Tinton Falls VFC, Pt. Pleasant Boro VFC, SquankumVFC, 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 has Finished up this month with 17 students including 3 from TRFD. A new day class has started.
3. Classes 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 was held on June 1st at OCC. Thank you to all of the Commissioners who were able to attend. 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. Instructor 2 has been completed with 7 students. All Toms River students passed the class. Pump School started June 6 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 11 students registered, 7 from Toms River.
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 motor has been returned after repair of a faulty connection in the motor. All connections were replaced. There was no charge for the repair. Suburban Propane determined that the propane pump itself was malfunctioning and has submitted a proposal for replacement.
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.

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 June 2022

1. The Bureau Staff worked with the Jewish Community to issue permits and conduct inspections for the "Lag BaOmer" celebration on May 18th and 19th.
2. Inspectors Ryan Lavigne and Craig Stallowski completed the IAAI Fire Investigator Course at Middlesex Fire Academy.
3. I would Like to get the approval to send Inspector Sima Clapman to the DCJ/IAAI Arson Detection Course at Middlesex in September. The money is available in the training budget. Based on the suspension of Joint Meetings in July and August I wanted to get this approved asap.
4. Fire Inspectors Conducted (3) Cause and Origin Fire Investigations
5. Fire Inspectors responded to **(22)** incidents on the request of a fire officer (including cause and origin fire investigations and complaints).
6. The Bureau submitted (231) completed NFIRS reports to the Division of Fire Safety for the month of April.

John Novak
Chief Inspector

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -124-53 -446 L0140	TRAINING & MATERIALS LIFEFORCE USA, INC.	22-00500	CPR CARDS	288.00	0.00	
03- -124-54 -446 D0114	TRAINING DIVISION OF CRIMINAL JUSTICE	22-00515	ARSON INVESTIGATION COURSE	1,900.00	0.00	
03- -124-54 -449 T0145	PHYSICAL FITNESS TOMS RIVER FITNESS CENTER	22-00424	PHYSICAL FITNESS	15.00	0.00	
03- -124-57 -446 M0090	TRAINING & MATERIALS MES INC.	22-00227	TECH RESCUE EQUIP	2,149.08	0.00	
03- -125-54 -487 A0023	CLOTHING ACTION UNIFORM COMPANY	22-00529	FOSTER	1,023.99	0.00	
03- -126-53 -530 N0155	FUEL (BUILDING/AUTO) NEW JERSEY NATURAL GAS CO.	22-00487	ACCT#22-0009-3986-41	288.51	0.00	
03- -126-54 -529 P0110 T0175	FUEL PETROLEUM TRADERS CORPORATION TOWNSHIP OF TOMS RIVER	22-00451 22-00454	FUEL JOINT ACCT#991249/2 4/22 FUEL JOINT	1,888.00 526.98 <u>2,414.98</u>	0.00 0.00	
03- -126-54 -531 N0215	SUPPLIES NORWOOD AUTO PARTS	22-00514	SUPPLIES BUREAU	21.60	0.00	
03- -127-51 -567 R0012 V0008 R0012 V0009	TELEPHONE RACKSPACE US, INC. VERIZON CABS RACKSPACE US, INC. VERIZON	22-00413 22-00522 22-00523 22-00530	EMAIL APR ACCT#030-34971557175 PHONE JOINT 201 M55-5559 269 EMAIL MAY ACCT#030-34971557175 PHONE JOINT	85.80 8,587.16 86.30 390.41 <u>9,149.67</u>	0.00 0.00 0.00 0.00	
03- -127-53 -566 J0048 V0006	UTILITIES JCP&L VEOLIA WATER TOMS RIVER	22-00489 22-00496	ACCT#200 000 001 020 05/22 F.A.	1,708.25 347.69 <u>2,055.94</u>	0.00 0.00	
03- -127-53 -567 F0171	TELEPHONE 4X TECHNOLOGIES, LLC	22-00467	05/22 SERVICES JOINT	226.48	0.00	
03- -127-53 -568 V0009	INTERNET VERIZON	22-00530	PHONE JOINT	415.00	0.00	
03- -127-54 -567 F0171 V0010	COMMUNICATIONS 4X TECHNOLOGIES, LLC VERIZON WIRELESS	22-00467 22-00493	05/22 SERVICES JOINT ACCT#720641376-00001	289.35 346.09 <u>635.44</u>	0.00 0.00	
03- -127-54 -568 R0012 R0012	INTERNET RACKSPACE US, INC. RACKSPACE US, INC.	22-00413 22-00523	EMAIL APR ACCT#030-34971557175 EMAIL MAY ACCT#030-34971557175	89.65 80.85	0.00 0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -127-54 -568 V0009 VERIZON	INTERNET	22-00530	PHONE JOINT	<u>139.99</u> 310.49	0.00	Continued
03- -128-53 -607 W0004 W.B. MASON CO., INC. M0029 MARCO TECHNOLOGIES, LLC	OFFICE SUPPLIES/SHIPPING	22-00483 22-00497	SUPPLIES F.A. COPIES F.A.	962.21 <u>122.65</u> 1,084.86	0.00 0.00	
03- -129-51 -650 N0120 NEW JERSEY BUSINESS SYSTEMS	RADIO & I/T REPAIR	22-00453	REPAIR MICROWAVE LINK JOINT	480.00	0.00	
03- -129-51 -657 T0095 THUNDER EAGLE, INC.	MAINTENANCE CONTRACTS	22-00488	MAINT. 7/1/22-7/1/23	1,025.00	0.00	
03- -129-53 -649 D0090 DEX RESTORATION EXPERTS F0179 FRANKLIN CLEANING EQUIPMENT	BUILDING MAINTENANCE	22-00448 22-00517	POWER WASH @ FIRE ACADEMY SCRUBBER PREVENTATIVE MAINT.	4,600.00 <u>214.25</u> 4,814.25	0.00 0.00	
03- -129-53 -657 M0143 M & M CLEANING SERVICE, INC. K0030 KEITH'S LAWN MAINT. SERVICE	MAINTENANCE	22-00486 22-00526	05/22 MAINT. 05/22 SERVICE	563.00 <u>600.00</u> 1,163.00	0.00 0.00	
03- -129-54 -648 J0014 J & R PRO AUTOMOTIVE	VEHICLE REPAIR	22-00516	187, 207	463.84	0.00	
03- -129-54 -657 T0177 TOWNSQUARE INTERACTIVE	MAINTENANCE	22-00528	WEBSITE MAINT. BUREAU	129.00	0.00	
Fund Total:				58,510.65		
Total Charged Lines: 57		Total List Amount: 58,510.65		Total Void Amount: 0.00		

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
03- -112-54 -021	PAYROLL TAXES				
05/19/22 Expd	W/E 5-19-22 TAXES		2,357.85	DM	B 2216 8
06/02/22 Expd	W/E 6-2-22 TAXES		2,383.53	DM	B 2218 8
Total Expenditures:	2		4,741.38		

Fund Description	Fund	Expenditures	Refund Expend
	03	129,320.28	0.00
Total of All Funds:		<u>129,320.28</u>	<u>0.00</u>

Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	9	16	129,320.28
Total Refund Expend:	0	0	0.00