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

Commissioner Britton called a regular meeting of the Toms River Fire Commissioners Districts No. 1 & No. 2 to order at 5:20 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
Golden -present
Latshaw - present
Minkler-present
Tutela -present

Britton - present
Duff - present
Heroy -present
Seiders -present
Willson- present

Administrators Kubiel and Carson present. Bisceglie present to take minutes

Motion Autenrieth second Heroy to approve minutes of the September 14th 2022 regular meeting providing a copy is made available for inspection by the public during this meeting.

AYES-10 NAYS-0 ABSTAIN-0 CARRIED

CARRIED

COMMUNICATIONS – No report

COMMUNICATION SUPERVISOR WEINBERGER – (See inserted report)

Weinberger requested one dispatcher and himself attend the Spillman Summit in Orlando Florida April 2023. A resolution will be added to the agenda once the name of the dispatcher is provided.

Motion Autenrieth second Golden authorizing one dispatcher and Supervisor Weinberger to attend the Spillman Conference April 2023.

ROLL CALL VOTE

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

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

Britton-Yes

REQUEST TO ATTEND LEAGUE OF MUNICIPALITIES- Motion Tutela second Autenrieth authorizing Supervisor Weinberger to attend the League of Municipalities in November.

ROLL CALL VOTE

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

Tutela-Yes

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

Britton-Yes CARRIED

FIRE ACADEMY- Tutela asked if the fire academy could run a Fire Officer 1 class prior to the end of the year. He stated several members are lacking this class and waivers are being requested with the stipulation they take this class. He stated that Administrator Carson is going through similar situation. Commissioner Britton stated for the chiefs to advise the officers that if they plan on running for office to be proactive and take it even if they do not plan on running the year it is offered. Discussion followed on when the last time this class was run, Novak stated April 2021.

Kubiel stated a vehicle arson class is being offered at the fire academy and Director Hansson stated it would be beneficial for four bureau inspectors to attend.

Motion Tutela second Willson authorizing four bureau inspectors to attend the vehicle arson class.

ROLL CALL VOTE

Latshaw-Yes Golden-Yes Autenrieth-Yes

Minkler-Yes

Tutela-Yes

Heroy- Yes Seiders-Yes

Duff-Yes Willson-Yes

Britton-Yes

CARRIED

Sam Seaman stated the FDIC early bird registration has started. He was able to reserve 10 rooms and 10 spots. Rooms do not need to be paid for now but the registration has to be paid as soon as possible. Britton asked if this is possible because it has to come out of next year funds but needs to be paid this year. Administrator Kubiel will look into how to do this. Sam Seaman to get list over to Brian.

Motion Tutela second Heroy to proceed with registering six people for the FDIC 2023.

AYES-10 NAYS-0 ABSTAIN-0

CARRIED

A resolution to be presented at next meeting.

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report)

BUREAU OF FIRE PREVENTION- Kubiel stated there was an inquiry about purchasing a police package for a Ford F150. Unfortunately, they are not under state bid but are under the requirements of his QPA threshold which is \$44,000.

Motion Minkler second Willson to proceed with the purchase of the Ford F150 police package in the amount not to exceed \$44,000.

ROLL CALL VOTE

Latshaw-Yes

Golden-Yes

Autenrieth-Yes

Minkler-Yes

Tutela-Yes

Heroy- Yes Seiders-Yes **Duff-Yes** Willson-Yes

Britton-Yes

CARRIED

BUREAU CHIEF NOVAK – (See inserted report)

Tutela congratulated Inspector Sima Clapman for completing the IAAI Arson Investigation Course.

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION - Sinnott stated chiefs meeting next week to go over response plan and realign other items.

INSURANCE- No report

DISTRICT NO.1 ADMINISTRATOR KUBIEL – Kubiel requested permission to shop insurance.

<u>DISTRICT NO. 2 ADMINISTRATOR CARSON</u> – Carson stated they are still speaking with Judith Tutela, the CFO for Toms River Township, in reference to boards' share of Spillman. Opticom system should be up and running so if there are any issues to contact himself or Administrator Kubiel. Discussion on Route 9 construction project.

BILLS

Motion Duff second Willson for District No. 2 to pay \$82,076.09 for their share of the October bills (See inserted list)

AYES-5 NAYS-0

CARRIED

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

AYES-5 NAYS-0

Kubiel requested authorization to pay Elite between meetings.

Motion Autenrieth second Golden to pay Elite between meetings.

AYES-10 NAYS-0 CARRIED

CARRIED

UNFINISHED BUSINESS

<u>SOG-LIVE BURNS</u> – Kubiel stated all the changes have been completed.

Motion Minkler second Autenrieth to accept SOG-Live Burn as written.

AYES-10 NAYS-0 ABSTAIN-0 CARRIED

NEW BUSINESS

MEDIVAC LANDING ZONES - Motion Tutela second Heroy to accept the medivac landing zones as written by the six chiefs and the District Chief of Fire District No.1

AYES-10 NAYS-0 ABSTAIN-0 CARRIED

<u>INSTRUCTORS QUALIFICATIONS</u> - Tutela asked Sam Seaman if this included all the changes that were discussed. Sam stated that the copy the board has in front of them is not the copy with the changes. The board to review the copy with the changes and it will be placed on the next agenda for approval.

Tutela stated they discussed increases for both the part-time instructors and part-time dispatchers by 2.5%

Motion Tutela second Willson to increase the part-time instructors and fire dispatchers hourly rate 2.5% for one year effective January 1, 2023

ROLL CALL VOTE

Latshaw-Yes

Golden-Yes

Autenrieth-Yes

Minkler-Yes

Tutela-Yes

Heroy- Yes Seiders-Yes **Duff-Yes**

Willson-Yes

Britton-Yes

CARRIED

PARTICIPATION BY THE PUBLIC- None

Motion Willson second Duff to go into Private Executive Session @ 5:48 p.m.

AYES-10

NAYS-0

ABSTAIN-0

CARRIED

<u>CLOSED SESSION</u>- 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

Motion Britton second Autenrieth to go into open session @ 6:02 p.m.

AYES-10

NAYS-0

ABSTAIN-0

CARRIED

There being no further business, Motion Seiders second Heroy to close meeting at 6:03 p.m. AYES-10 NAYS-0 ABSTAIN-0 CARRIED

Respectfully submitted,

Leonard Minkler

Clerk, Toms River Fire District No.1



Toms River Fire Department

Communications Division

Communications Supervisor Charles J. Weinberger III Cell (732)998-2515 E-Mail cweinberger@trfire.org

October 12, 2022 (Report submitted October 11, 2022)

- Spillman Update with a SSL Certificate on October 12. If needed I will work with the Chiefs to get their computers up and running.
- I requested to the administrators for 1 dispatcher and myself attend the Spillman Summit April 10-13 2023 in Orlando FL. Whichever dispatcher attends will be obtaining their Dispatcher Administrator Certificate.
- Uniforms have been ordered. We needed to shop around for vendors due to the rising prices.
 Able to stay with our budget. Original \$4748.00, New \$3178.16, Savings of \$1569.84
- Attended a meeting with Chief Simone, Chief A Cirz, Chief Janora and Administrator Carson at the Ocean County Fire Academy. This meeting was held by the Parkway Authority and the NJSP. Coverage areas along with possible improvements to the infrastructure were discussed.
- The communications budget has been submitted for approval.
- A new Run Card book has been made and updated to reflect all changes.

Call totals for the month of September:

Fire - 236

EMS - 1115

Call totals year to date of report:

Fire - 2022

EMS - 10633

The fire dispatchers in the month of September, fielded 1521 phone calls.



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 October 2022

- 1. Fall evening FF1/2 class continues with 26 students.
- 2. The RWJBarnabas fall EMT continues. One TR Fire student remains in the class.
- 3. We have companies scheduled for the burn building in September, October and November. Numerous outside company burn drills have been scheduled. Local companies have requested use of the facility for burn drills and classes through the rest of the year. We have scheduled our first registration for an outside agency for 2023.
- 4. Several work drills have been completed. Projects included various maintenance and upkeep tasks, cleaning of all SCBAs and inspecting and adjustments to mounting screws in the burn rooms. The frame for west side door on the first floor burn room was rebuilt and strengthened.
- 5. We have scheduled a motor vehicle arson detection class for December.
- 6. Fire Officer 2 Class has been completed. I-300 and Fire Prevention Inspector classes are underway. Vehicle Extrication and Truck Co classes are scheduled for November.

Respectfully submitted

Bob Hansson, Director



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 October 2022

- 1. Our new fire inspector Ben Carlin started work on Monday September 26th.
- 2. Interviews for the temporary clerical position have been conducted.
- 3. Fire Inspectors Conducted (6) Cause and Origin Fire Investigations
- 4. Fire Inspectors responded to (22) incidents on the request of a fire officer or the Public including cause and origin fire investigations and complaints).
- 5. The Bureau submitted (232) completed NFIRS reports to the Division of Fire Safety for the month of July.
- 6. Two of the three new Bureau vehicles are in service as of 10/6/2022
- 7. Inspector Sima Clapman has completed the Arson DCJ/IAAI course.

John Novak Chief Inspector

Range: 03111-51 -001 Rcvd Batch Id Range: First to Last	Print Perpetual, Revenue, & G/L Accounts: to 03134-54 -744 Paid Date Range:	N Bid: 09/15/22 to 10/12	Open: N Vo Held: N Ap Y State: Y Oth /22 Include	oid: N Paid: Y orv: N Rcvd: Y er: Y Exempt: Y Non-Budgeted: Y
	Subtotal CAFR: No Subtotal De	epartment: No	Subtot	al Extd: No
Expend Account Description Vendor	P.O. Id P.O. Description	Amount	Void Amount	РО Туре
03112-51 -021 PAYROLL TAXE S0280 STATE OF NEW JERSEY		21.00	0.00	
03112-51 -024 HEALTH BENEF H0110 HORIZON BLUE CROSS/BLUE SHIE B0074 BENECARD SERVICES, INC.	EITS ELD 22-00924 08/22 HEALTH 22-00929 10/22 PRESCRIPTION PLAN #1319	230.73 1,744.90 1,975.63	0.00 0.00	
03112-53 -021 PAYROLL TAXE S0280 STATE OF NEW JERSEY		34.50	0.00	
03112-54 -021 PAYROLL TAXE S0280 STATE OF NEW JERSEY		21.00	0.00	
U0046 UNITED HEALTHCARE INS. CO. H0110 HORIZON BLUE CROSS/BLUE SHIEL	ITS/DISABILITY 22-00875 10/22 INSURANCE GROUP#038344 22-00903 10/22 INS. CUSTOMER #04P2972 D 22-00924 08/22 HEALTH 22-00929 10/22 PRESCRIPTION PLAN #1319	215.82 806.94	0.00 0.00 0.00 0.00	
03113-54 -074 OFFICE EQUIPM A0120 ALTERNATIVE MICROGRAPHICS		1,104.76	0.00	
03113-54 -075 VEHICLE UPGRA M0184 MOTOROLA SOLUTIONS, INC.		8,963.75	0.00	
03113-57 -064 TOOLS & EQUIP M0090 MES INC.	MENT 22-00729 CARABINERS	228.80	0.00	
03115-52 -136 RENT T0136 TOMS RIVER FIRE CO. #2	22-00324 TOWER RENT 2022	1,050.00	0.00	
3115-54 -136 RENT T0175 TOWNSHIP OF TOMS RIVER P0130 PITNEY BOWES INC.	22-00186 4TH QTR. 2022 RENT BUREAU 22-00867 METER RENTAL BUREAU	3,683.88 69.00 3,752.88	0.00	
3119-52 -271 AUDITOR HOO98 HOLMAN,FRENIA,ALLISON P.C.	22-00932 2021 AUDIT	230.00	0.00	
3119-53 -271 AUDITOR HOO98 HOLMAN,FRENIA,ALLISON P.C.	22-00932 2021 AUDIT	345.00	0.00	

Expend Account	nt Description	P.O. Id P.O. Description	Amount	Void Amount	РО Туре
	-271 AUDITOR DLMAN,FRENIA,ALLISON P.C.	22-00932 2021 AUDIT	575.00	0.00	
	-272 LEGAL RASLOW, RICHARD M. ESQ	22-00923 LEGAL SERVICES INV#3620 & 3621	415.50	0.00	
	-311 LEGAL NOTICES NNETT NEW JERSEY NEWSPAPERS		42.04	0.00	
03122-54 N0169 NE	-386 CONFERENCES W JERSEY STATE LEAGUE	22-00885 CONFERENCE JANORA	60.00	0.00	
	-416 DUES & SUBSCRITERNATIONAL ASSOCIATION OF	IPTIONS 22-00915 BUREAU MEMBERSHIPS	360.00	0.00	
03124-54 T0145 T0	-449 PHYSICAL FITNE MS RIVER FITNESS CENTER	ESS 22-00842 PHYSICAL FITNESS	5.00	0.00	
	-446 TRAINING & MAT DUSTRIAL WELDING SUPPLY INC.	TERIALS . 22-00854 TRAINING TORCH RODS	885.60	0.00	
03125-53 F0019 FAR	-487 CLOTHING RRO'S FAR OUT TEES, INC.	22-00916 WATER BOTTLES/SHIRTS F.A.	871.40	0.00	
N0155 NEV	-530 FUEL(BUILDING/ W JERSEY NATURAL GAS CO. WNSHIP OF TOMS RIVER	AUTO) 22-00902 ACCT#22-0009-3986-41 22-00949 08/22 FUEL JOINT	71.91 113.05 184.96	0.00	
F0019 FAR	SUPPLIES SRO'S FAR OUT TEES, INC. MASON CO., INC.	22-00916 WATER BOTTLES/SHIRTS F.A. 22-00951 SUPPLIES JOINT	607.50 542.61 1,150.11	0.00 0.00	
03126-54 - T0175 TOW		22-00949 08/22 FUEL JOINT	558.92	0.00	
		22-00890 PHONE JOINT 201 M55-5559 269 22-00940 PHONE JOINT	10,810.16 392.94 11,203.10	0.00	
03127-53 - J0048 JCP6 V0006 VEO	&L	22-00874 ACCT#200 000 001 020 22-00922 09/22 F.A.	2,064.80 347.71 2,412.51	0.00	
03127-53 -5 F0171 4x 1		22-00861 09/22 SERVICES JOINT	226.48	0.00	
03127-53 -5 V0009 VERI		22-00940 PHONE JOINT	410.63	0.00	

Expend Account Description Vendor P.O. Id P.O. Description	Amount	Void Amount	DO Tuno
	Alloutt	VOTO AMOUNT	
03127-54 -567 COMMUNICATIONS F0171 4X TECHNOLOGIES, LLC 22-00861 09/22 SERVICES JO: T0107 T-MOBILE 22-00927 ACCT#969992744	289.35 296.43 585.78		
03127-54 -568 INTERNET	139.99	0.00	
03128-51 -607 OFFICE SUPPLIES/SHIPPING W0004 W.B. MASON CO., INC. 22-00952 SUPPLIES JOINT	247.22	0.00	
03128-53 -607 OFFICE SUPPLIES/SHIPPING F0019 FARRO'S FAR OUT TEES, INC. 22-00916 WATER BOTTLES/SHIR T0137 TOMS RIVER FIRE DISTRICT NO. 1 22-00943 POSTAGE 3RD QTR. W0004 W.B. MASON CO., INC. 22-00951 SUPPLIES JOINT	22.80		
03128-54 -607 OFFICE SUPPLIES/SHIPPING T0137 TOMS RIVER FIRE DISTRICT NO. 1 22-00943 POSTAGE 3RD QTR. W0004 W.B. MASON CO., INC. 22-00952 SUPPLIES JOINT	2.57 523.94 526.51	0.00	
03129-51 -650 RADIO & I/T REPAIR W0131 WIRELESS ELECTRONICS INC. 22-00840 RADIO REPAIRS	8,925.00	0.00	
03129-53 -653 EXTINGUISHER REFILL/REPAIR 00250 OXYGEN SUPPLY CO., INC. 22-00899 CO2 F.A.	142.00	0.00	
03129-53 -657 MAINTENANCE T0179 TRANE U.S., INC. 22-00889 HVAC MAINT. F.A. B0001 B SAFE, INC. 22-00894 4TH QTR 2022 ALARM F0093 FIREFLOW SERVICES, INC. 22-00896 HOSE/LADDER/PUMP TE M0143 M & M CLEANING SERVICE, INC. 22-00900 09/22 MAINT. + WIND K0030 KEITH'S LAWN MAINT. SERVICE 22-00919 09/22 SERVICE A0234 ATLANTIC IT SOLUTIONS 22-00921 I/T SERVICES JOINT	600.00	0.00 0.00 0.00 0.00 0.00 0.00	
03129-54 -648 VEHICLE REPAIR J0014 J & R PRO AUTOMOTIVE 22-00918 117,197	77.90	0.00	
03129-54 -650 RADIO & I/T REPAIR A0234 ATLANTIC IT SOLUTIONS 22-00921 I/T SERVICES JOINT	313.50	0.00	
03129-54 -655 OFFICE CLEANING T0175 TOWNSHIP OF TOMS RIVER 22-00186 4TH QTR. 2022 RENT	BUREAU 618.75	0.00	
03129-54 -657 MAINTENANCE T0177 TOWNSQUARE INTERACTIVE 22-00888 WEBSITE MAINT. BUREA A0120 ALTERNATIVE MICROGRAPHICS 22-00950 MICRO-FILMING	258.00 224.00 482.00	0.00	
Fund Total:	62,412.30		

Range of Accounts: Range of Dates: 09/15/ Range of Reason Codes: Include Enc/Expd/Acct	ALL	Reason: Yes Include Non-Budgeted: Y	Adds: N Chang Transfers Out: N Expenditur Reimbursements: N Encumbranc Check Payments: N PO Encumbrances: N Contract En	es: N Accou	Re Ca Ints Pa	rs In: I funds: I ncels: I yable: I ed PO: I	Y N N
Account No Date Type	Account De	escription Transaction Data/Comment	Vendor/Source Amount	User	It	em #	
03111-51 -001 09/22/22 Expd 10/07/22 Expd	SALARIES	W/E 9-22-22 DISPATCH W/E 10-6-22 DISPATCH	17,899.63 18,102.48		B B	2244 2247	4
Total Expenditures:	2	36,002.11					
03111-53 -003 09/22/22 Expd 10/07/22 Expd	INSTRUCTOR	W/E 9-22-22 F.A. INST. W/E 10-6-22 F.A. INST.	2,745.25 4,073.75		В В	2244 2247	6
Total Expenditures:	2	6,819.00					
03111-53 -004 09/22/22 Expd 10/07/22 Expd	FIRE ACADE	MY COORDINATOR W/E 9-22-22 F.A. COOR. W/E 10-6-22 F.A. COOR.	769.23 769.23	DM DM	B B	2244 2247	5
Total Expenditures:	2	1,538.46					
03111-54 -001 09/22/22 Expd 10/07/22 Expd	SALARIES	W/E 9-22-22 BUR ADM W/E 10-6-22 BUR ADM	26,350.81 33,909.71	DM DM	B B	2244 2247	3
Total Expenditures:	2	60,260.52					
03112-51 -020 10/05/22 Expd	HEALTH BENE	EFITS SHBP 10/22 DISP. HEALTH BENEFITS EMPLOYER	3,657.13	DM	В	2246	2
otal Expenditures:	1	3,657.13					
03112-51 -021 09/22/22 Expd 10/07/22 Expd	PAYROLL TAX	W/E 9-22-22 TAXES W/E 10-6-22 TAXES	1,389.25 1,430.47		B B	2244 2247	9
otal Expenditures:	2	2,819.72					
3112-53 -021 09/22/22 Expd 10/07/22 Expd	PAYROLL TAX	W/E 9-22-22 TAXES W/E 10-6-22 TAXES	206.90 287.88		B B	2244 2247	10 10
otal Expenditures:	2	494.78					
3112-54 -020 10/05/22 Expd	HEALTH BENE	FITS SHBP 10/22 DISP. HEALTH BENEFITS EMPLOYER	13,231.65	DM	В	2246	3
otal Expenditures:	1	13,231.65					

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2022 Detail Expenditure Transaction Inquiry By Account

Page No: 2

Account No Date Type		Account Description Transaction Data/Comment			Vendor/Source	Amount	User	Ite	em #	
03112-54 -021 09/22/22 Expd 10/07/22 Expd			-22-22 TAXES 0-6-22 TAXES			1,911.86 2,509.04		B B	2244 2247	8
Total Expenditures:		2	4,420.90							
Fund Description	Fund	Expenditures	Refund Expend							_
8	03	129,244.27	0.00							_
Total Of All Funds	5:	129,244.27	0.00							
Report Totals Transaction Type		Accounts	Transactions		Amount					
Total Expenditures: Total Refund Expend:		9	16 0		129,244.27					_