

**Toms River Fire Commissioners
Joint Board Meeting Minutes
Toms River Fire Academy
November 9, 2022**

Commissioner Golden 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 - present	Heroy - present
Minkler - present	Seiders - present
Tutela - absent	Willson - present

Administrator Carson present. Bisceglie present to take minutes

Motion Autenrieth second Minkler excusing Commissioner Tutela for his absence for he is away on commissioner business. **AYES-9 NAYS-0 ABSTAIN-0 CARRIED**

Motion Autenrieth second Heroy to approve budget workshop minutes of the October 14th 2022 and the October 14, 2022 regular meeting providing a copy is made available for inspection by the public during this meeting. **AYES-9 NAYS-0 ABSTAIN-0 CARRIED**

COMMUNICATIONS – No report

COMMUNICATION SUPERVISOR WEINBERGER – (See inserted report)

Weinberger requested to purchase a program called Flight tracker 24. The cost for this program is \$39.00 for the year.

Motion Autenrieth second Willson authorizing the purchase of Flight tracker 24 program for \$39.00 annually. **AYES-9 NAYS-0 ABSTAIN-0 CARRIED**

FIRE ACADEMY-Defer to Director Hansson

FIRE ACADEMY DIRECTOR HANSSON – (See inserted report)

BUREAU OF FIRE PREVENTION- Defer to Chief Novak

BUREAU CHIEF NOVAK – (See inserted report)

LEGISLATION- No report

FIRE OFFICERS ASSOCIATION – No report

INSURANCE- Meeting scheduled for December 14th to go over quotes.

DISTRICT NO.1 ADMINISTRATOR KUBIEL – absent

DISTRICT NO. 2 ADMINISTRATOR CARSON – No report

BILLS

Motion Duff second Willson for District No. 2 to pay \$85,809.03 for their share of the November 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-4 NAYS-0

CARRIED

UNFINISHED BUSINESS

SOG-INSTRUCTOR QUALIFICATIONS – Carson stated all the changes have been completed.

Motion Willson second Autenrieth to accept SOG-Instructor qualifications as written.

AYES-9 NAYS-0 ABSTAIN-0

CARRIED

NEW BUSINESS

RETIREMENT OF BUREAU EMPLOYEE LINDALEE FORTNER - Motion Willson second Autenrieth to accept Lindalee Fortner letter of retirement.

AYES-9 NAYS-0 ABSTAIN-0

CARRIED

MOTION TO ACCEPT RESIGNATION OF PER DIEM DISPATCHER JOHN CROSIO-

Motion Autenrieth second Willson to accept John Crosio letter of resignation.

AYES-9 NAYS-0 ABSTAIN-0

CARRIED

RATEABLES – Minkler stated the rateables for 2023 are as follows:

District No.1- 64%

District No.2 -36%

RESOLUTION TO PURCHASE A FORD F-150 FOR THE BUREAU OF FIRE PREVENTION- A resolution was presented, Motion Willson second Autenrieth authorizing the purchase a Ford F-150 for the Bureau of Fire Prevention not to exceed \$43,669.00

ROLL CALL VOTE

Latshaw-Yes Golden-Yes

Autenrieth-Yes Minkler-Yes

Tutela-Absent

Heroy- Yes

Duff-Yes

Seiders-Yes

Willson-Yes

Britton-Yes

CARRIED

PARTICIPATION BY THE PUBLIC- John Novak stated he sent over 3 SOG'S re: Technical Rescue and was hoping it was placed on the agenda tonight. Asked if this would be placed on next month's agenda. Minkler stated they are in the process of reviewing.

Autenrieth stated a request was placed by CJ Weinberger to add two per-diem fire dispatchers.

Motion Autenrieth second Willson to advertise to hire two per-diem dispatchers.

AYES-9 NAYS-0 ABSTAIN-0

CARRIED

Weinberger stated Dispatcher John Hafner was recognized by the Emergency EMS conference for Dispatcher of the Year. This is a prestigious award and wanted it on the record.

Motion Willson second Duff to go into Private Executive Session @ 5:48 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
2. Contracts

Motion made by Commissioner Heroy to go back into open session and seconded by Commissioner Willson. All on both Boards voted in favor. Time: 6:11 p.m.

Motion was made by Commissioner Minkler and seconded by Commissioner Duff to advertise for two part-time dispatchers. All voted in favor.

Motion made by Commissioner Heroy and seconded by Commissioner Willson regarding advertising for position of Director of TRFA. All voted in favor.

Motion made by Commissioner Autenrieth to close meeting, seconded by Commissioner Seiders to close meeting. All voted in favor.

Meeting concluded at 6:13 p.m.

Respectfully submitted,

Leonard Minkler

Clerk, Toms River Fire District No.1



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 November 2022

1. Fire Inspector Ryan Lavigne identified two locations that had violations that warranted their closing. The Halloween store at the Mall and a new business at 1580 Lakewood Road. Both locations posed a possible hazard to the public. Both the Building Department and the Fire Bureau worked together to have these businesses vacated until they meet fire and life safety codes.
2. Ms. Samantha Pierre-Lewis, our new temporary clerical admin assistant, started on Monday November 7th.
3. Fire Inspectors Conducted (5) 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 (220) completed NFIRS reports to the Division of Fire Safety for the month of October
6. Inspector Sima Clapman conducted Eighteen (26) fire education programs for the month of October for fire prevention. Based on our event records approximately 5,165 individuals were in attendance for the programs. (See Attached Report)
7. The third Bureau Vehicle has been delivered and is in service.
8. The Bureau executed a search warrant along with PD, Code Enforcement and Building on a property on North Bay Ave. that was operating as a school.

John Novak
Chief Inspector



Toms River Fire Department

Communications Division

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

November 09, 2022 (Report submitted November 04, 2022)

- Attended the NJ Spillman User meeting which was held at Ocean County Miller Airpark. They discussed the upcoming training conference in Orlando and other security updates. Agencies had questions about the new upgrades. We are not on the list yet. I did request a quote from Spillman for the CAD to CAD interface between Ocean County Sheriff's Department and ourselves. CAD to CAD would allow our agency to use the county call in Spillman as our own.
- Attended the Township Chiefs meeting.
- Uniforms have been ordered. Started to receive items and getting them over to Action for patches and distribution.
- The Halloween from a Communications end went well. Unit 1 was fully operational downtown. I have a request in with OEM for a broken mirror on the driver side. All computers and radio are working. We had a minor issues with one of the antennas, which was fixed. We will be looking to possibly upgrade the antennas in the future.
- It was noticed that there had been some people in I Am Responding that are no longer members. I spoke with each Fire Chief, EMS Captain and the Fire District Administrators and we have since updated that. We currently have 40 administrators of the I Am Responding System.
- Effective November 3, with permission from the administrators, at the request of the Police Captain for the fire dispatchers make phone calls if a CSO employee calls out sick and their supervisor is not working. I will also be working with the dispatchers to make these calls if needed. Prior to this, the dispatchers would pull an ambulance off the road to make these calls.
- I am requesting to hire 2 per-diem fire dispatchers. We recently had 1 dispatcher resign and another was moved to full time. Also if the board would be will to hire a 5th fire dispatcher to cover overlaps and busy times during the day. This position could possibly be an 8, 10 or 12-hour day depending on what is needed.
- One of the tools we use in dispatch is Flightracker 24. This tracks the Medivac Helicopters. Currently dispatchers have a free version. They make a gold version for \$3.99 a month or \$39.00 a year. The paid version takes out apps, gives you more information such as weather conditions and most importantly, it does not time out. There is a business version that is \$499 for the year also.

Call totals for the month of October:

Fire – 223

EMS – 1099

Call totals year to last full month:

Fire – 2168

EMS – 11350

The fire dispatchers in the month of October, fielded 1615 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 November 2022

1. Fall evening FF1/2 class continues with 22 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 November and December. Numerous outside company burn drills have been completed. Local companies have requested use of the facility for burn drills and classes through the rest of the year. We have scheduled our first registrations for outside agencies for 2023.
4. Several work drills have been completed and additional drills scheduled. Projects included various maintenance and upkeep tasks, cleaning of all SCBAs and inspecting and adjustments to mounting screws in the burn rooms. All of the wooden doors in the building have been repaired. Organizing the pallet pile is the next project.
5. We have scheduled a motor vehicle arson detection class for December.
6. Fire Officer 2 Class has been completed as has I-300. Fire Prevention Inspector class is underway. Vehicle Extrication and Truck Co classes are scheduled for November as well as Arson Detection Awareness. Fire Officer 1 has been scheduled to start in January.

Respectfully submitted

Bob Hansson, Director

RESOLUTION AUTHORIZING PURCHASE FROM KOCH 33 FORD, FOR THE PURCHASE OF
(1) FORD F-150 POLICE RESPONDER 4WD CREW CAB PICK UP TRUCKS IN THE
TOTAL MAXIMUM AMOUNT NOT TO EXCEED \$43,669.00

NOVEMBER 9. 2022

BE IT RESOLVED BY the Toms River Township Boards of Fire Commissioners District No. 1 and No. 2 in the County of Ocean, and the State of New Jersey as follows:

1) In accordance with the requirements of Local Public Contracts Law, N.J.S.A. 40A: 40-1 et seq., and the regulations promulgated thereunder, the following purchase without competitive bids from Koch 33 Ford is hereby approved.

2) Contract for the purchase of 1) 2023 Ford F-150 Police Responder 4WD Crew Cab Pick Up Truck for the Toms River Bureau of Fire Prevention in the total maximum amount not to exceed \$ 43,669.00 from Koch 33 Ford as follows:

Toms River Bureau of Fire Prevention not to exceed \$ 43,669.00

Account# 3-113-54-075/3-134-54-743


Total \$43,669.00

Vendor: Koch 33 Ford
3810 Hecktown Road
Easton, PA 18045

3) The certification of funds available statement with respect to this resolution is on file.

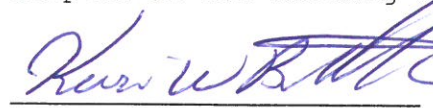
CERTIFICATION


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 November 9, 2022.


Richard Tutela,
Chairman, District No.1


Leonard Minkler,
Clerk, District No. 1

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 on November 9, 2022.


Kevin Britton
Chairman, District No. 2


Michael Willson
Clerk, District No. 2

P.O. Type: All Print Perpetual, Revenue, & G/L Accounts: N Open: N Void: N Paid: N
Format: Condensed Held: N Aprv: N Rcvd: N
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: 10/13/22 to 11/09/22 Include Non-Budgeted:
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					
M0051	MCGINLEY, NICHOLAS	22-01168	INST. REM.	72.00	0.00	
02841	KAZOUN, CHRISTOPHER	22-01169	INST. REM.	333.00	0.00	
C0249	CRANMER, TIMOTHY	22-01170	INST. REM.	483.00	0.00	
B0160	BOTTS, ANTHONY	22-01171	INST. REM.	92.00	0.00	
B0161	BOTTS, MICHAEL	22-01172	INST. REM.	391.00	0.00	
C0301	CZAPLINSKI, STEVEN	22-01173	INST. REM.	184.00	0.00	
				1,555.00		
03- -112-51 -024	HEALTH BENEFITS					
H0110	HORIZON BLUE CROSS/BLUE SHIELD	22-00993	11/22 HEALTH	230.73	0.00	
03- -112-54 -024	HEALTH BENEFITS/DISABILITY					
U0046	UNITED HEALTHCARE INS. CO.	22-00963	11/22 INS. CUSTOMER #04P2972	215.82	0.00	
G0229	GUARDIAN	22-00988	11/22 INSURANCE GROUP#038344	670.95	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	22-00993	11/22 HEALTH	896.60	0.00	
				1,783.37		
03- -113-51 -074	OFFICE EQUIPMENT					
C0049	CDW-GOVERNMENT	22-00863	DISPATCH COMPUTER ACCESSORIES	933.66	0.00	
B0012	BANK OF AMERICA	22-00987	PROCUREMENT CARD PURCHASES	108.00	0.00	
				1,041.66		
03- -113-53 -064	TOOLS & EQUIPMENT					
G0052	GEAR GRID	22-00926	FIRE ACADEMY LOCKERS	3,454.00	0.00	
B0012	BANK OF AMERICA	22-00987	PROCUREMENT CARD PURCHASES	447.80	0.00	
H0100	HOME DEPOT	22-00998	SUPPLIES DIST#1 & JOINT	219.00	0.00	
				4,120.80		
03- -113-54 -064	TOOLS & EQUIPMENT					
H0100	HOME DEPOT	22-00998	SUPPLIES DIST#1 & JOINT	336.99	0.00	
03- -113-54 -075	VEHICLE UPGRADES					
E0075	ELITE VEHICLE SOLUTIONS	20-01319	EQUIP. FOR NEW BUREAU VEHICLES	13,509.95	0.00	
E0075	ELITE VEHICLE SOLUTIONS	22-00953	BUREAU COMP MOUNTS & ANTENNAS	3,689.44	0.00	
				17,199.39		
03- -113-54 -078	COMPUTER PROGRAMS					
S0216	SPATIAL DATA LOGIC, INC.	22-01176	MOBILE ACCESS BUREAU	4,500.00	0.00	
03- -117-51 -211	LICENSES					
B0012	BANK OF AMERICA	22-00987	PROCUREMENT CARD PURCHASES	108.00	0.00	
03- -117-53 -211	LICENSES					
B0012	BANK OF AMERICA	22-00987	PROCUREMENT CARD PURCHASES	180.00	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
03- -127-53 -568 V0009 VERIZON	INTERNET	22-01177	PHONE JOINT	410.64	0.00	
03- -127-54 -567 F0171 4X TECHNOLOGIES, LLC T0107 T-MOBILE	COMMUNICATIONS	22-00967 22-01156	10/22 SERVICES JOINT ACCT#969992744	289.35 296.43 585.78	0.00 0.00	
03- -127-54 -568 R0012 RACKSPACE US, INC. V0009 VERIZON	INTERNET	22-00937 22-01177	EMAIL SEP ACCT#030-34971557175 PHONE JOINT	92.40 139.99 232.39	0.00 0.00	
03- -128-51 -607 S0265 STAPLES	OFFICE SUPPLIES/SHIPPING	22-01167	SUPPLIES JOINT	39.99	0.00	
03- -128-53 -607 W0134 WITMER ASSOCIATES, INC. G0052 GEAR GRID	OFFICE SUPPLIES/SHIPPING	22-00855 22-00926	FIRE ACADEMY CLEANER FIRE ACADEMY LOCKERS	10.56 640.00 650.56	0.00 0.00	
03- -128-54 -607 W0134 WITMER ASSOCIATES, INC. P0130 PITNEY BOWES INC. S0265 STAPLES	OFFICE SUPPLIES/SHIPPING	22-00886 22-00961 22-00968	BUREAU BOOTS (BRITTON) SUPPLIES BUREAU BUSINESS CARDS CARLIN	10.49 169.98 49.98 230.45	0.00 0.00 0.00	
03- -129-51 -657 T0175 TOWNSHIP OF TOMS RIVER	MAINTENANCE	22-00991	2022 SPILLMAN	38,000.00	0.00	
03- -129-53 -648 U0049 UNITED RENTALS, INC. E0004 E.R.S. FLEET REPAIR, INC.	VEHICLE REPAIR	22-00962 22-01174	REPAIR FORKLIFT F.A. 147, FA-2	928.20 223.54 1,151.74	0.00 0.00	
03- -129-53 -657 M0143 M & M CLEANING SERVICE, INC. A0234 ATLANTIC IT SOLUTIONS G0072 GENSERVE, INC. K0030 KEITH'S LAWN MAINT. SERVICE	MAINTENANCE	22-00992 22-01141 22-01147 22-01153	10/22 MAINT. I/T SERVICES JOINT GENTRACKER F.A. 10/22 SERVICE	563.00 313.50 500.00 600.00 1,976.50	0.00 0.00 0.00 0.00	
03- -129-54 -648 P0220 PRESTIGE AUTO SPA NEW JERSEY D0132 DOWN'S FORD INC. E0004 E.R.S. FLEET REPAIR, INC.	VEHICLE REPAIR	22-00965 22-01151 22-01174	7-9/22 CAR WASH #227 REPAIR 147, FA-2	104.53 235.29 633.44 973.26	0.00 0.00 0.00	
03- -129-54 -650 A0234 ATLANTIC IT SOLUTIONS	RADIO & I/T REPAIR	22-01141	I/T SERVICES JOINT	313.50	0.00	

November 9, 2022
03:01 PM

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

Page No: 1

Range of Accounts: 03- -111-51 -001 03- -112-55 -024 Adds: N Changes: N Transfers In: N
Range of Dates: 10/13/22 to 11/09/22 Transfers Out: N Expenditures: Y Refunds: Y
Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N
Include Enc/Expd/Acct Pybl with EOY Reason: Yes Include Non-Budgeted: Y Check Payments: N Accounts Payable: N
YTD 1099: N PO Encumbrances: N Contract Encm: N Received PO: N

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
03- -111-51 -001	SALARIES				
10/21/22	Expd	W/E 10-20-22 DISPATCH	18,866.16	DM	B 2249
11/03/22	Expd	W/E 11-3-22 DISPATCH	19,004.04	DM	B 2256
Total Expenditures:	2	37,870.20			
03- -111-53 -003	INSTRUCTOR'S REMUNERATION				
10/21/22	Expd	W/E 10-20-22 F.A. INST.	3,340.50	DM	B 2249
11/03/22	Expd	W/E 11-3-22 F.A. INST.	3,557.75	DM	B 2256
Total Expenditures:	2	6,898.25			
03- -111-53 -004	FIRE ACADEMY COORDINATOR				
10/21/22	Expd	W/E 10-20-22 F.A. COOR.	769.23	DM	B 2249
11/03/22	Expd	W/E 11-3-22 F.A. COOR.	769.23	DM	B 2256
Total Expenditures:	2	1,538.46			
03- -111-54 -001	SALARIES				
10/21/22	Expd	W/E 10-20-22 BUR ADM	31,100.31	DM	B 2249
11/03/22	Expd	W/E 11-3-22 BUR ADM	28,847.35	DM	B 2256
Total Expenditures:	2	59,947.66			
03- -112-51 -020	HEALTH BENEFITS SHBP				
11/02/22	Expd	11/22 DISP. HEALTH BENEFITS EMPLOYER	3,657.13	DM	B 2251
Total Expenditures:	1	3,657.13			
03- -112-51 -021	PAYROLL TAXES				
10/21/22	Expd	W/E 10-20-22 TAXES	1,468.23	DM	B 2249
11/03/22	Expd	W/E 11-3-22 TAXES	1,486.90	DM	B 2256
Total Expenditures:	2	2,955.13			
03- -112-53 -021	PAYROLL TAXES				
10/21/22	Expd	W/E 10-20-22 TAXES	250.89	DM	B 2249
11/03/22	Expd	W/E 11-3-22 TAXES	269.41	DM	B 2256
Total Expenditures:	2	520.30			
03- -112-54 -020	HEALTH BENEFITS SHBP				
11/02/22	Expd	11/22 BUREAU HEALTH BENEFITS EMPLOYER	13,231.65	DM	B 2251
Total Expenditures:	1	13,231.65			