Toms River Fire Commissioners Joint Board Meeting Minutes Toms River Fire Academy February 8, 2023

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
Golden -present
Latshaw - present
Minkler-present
Tutela -present

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

Administrator Kubiel and Administrator Carson present. Bisceglie present to take minutes.

Motion Heroy second Autenrieth to approve minutes of the January 11, 2023 regular meeting providing a copy is made available for inspection by the public during this meeting.

AYES-10 NAYS-0 ABSTAIN-0 CARRIED

<u>COMMUNICATIONS</u> – Defer to the supervisor

COMMUNICATION SUPERVISOR WEINBERGER - (See inserted report)

FIRE ACADEMY- Defer to the Director

FIRE ACADEMY SAM SEAMAN – (See inserted report) Tutela stated it has been discussed leaving the Fire Academy availability open for Tuesday and Thursday nights so that Toms River Fire Departments have use of our own facility. Seaman stated he had asked the chiefs to send over a schedule in advance and they will block out the days needed. Sam recommended adding chiefs to the when to work system so they can place their company on calendar for training.

Motion Willson second Seiders to add Chiefs and Asst. Chiefs to the when to work calendar.

AYES-10 NAYS-0 ABSTAIN-0 CARRIED

BUREAU OF FIRE PREVENTION- Defer to Chief

BUREAU CHIEF JANORA - (See inserted report)

LEGISLATION- No report

FIRE CHIEFS ASSOCIATION - No report

INSURANCE- Tutela stated minor accident with Bureau vehicle.

DISTRICT NO. 1 ADMINISTRATOR KUBIEL – No report

DISTRICT NO. 2 ADMINISTRATOR CARSON – No report

BILLS

Motion Duff second Willson for District No. 2 to pay \$62,759.10 for their share of the February 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-5 NAYS-0 CARRIED

UNFINISHED BUSINESS-None

NEW BUSINESS

MOTION TO APPROVE BURNING OF THE BREAD CEREMONY- Motion Willson second Minkler authorizing Burning of the Bread ceremony for April 5th 2023.

AYES-10

NAYS-0

ABSTAIN-0

CARRIED

MOTION TO ADVERTISE FOR PROFESSIONAL SERVICES FOR ATTORNEY- Motion Autenrieth second Golden to advertise for professional services for Attorney.

AYES-10

NAYS-0

ABSTAIN-0

CARRIED

<u>BUREAU DRESS CODE POLICY</u>- Kubiel stated this policy is written for non-uniformed employees.

Motion Duff second Seiders to approve Bureau Dress Code Policy.

AYES-10

NAYS-0

ABSTAIN-0

CARRIED

PARTICIPATION BY THE PUBLIC- No report

<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. Various interviews
- 2. Assistant Chief Position

Motion Willson second Duff to go into Private Executive Session @ 5:46 p.m.

AYES-10

NAYS-0

ABSTAIN-0

CARRIED

Motion Seiders second Duff to go into open session @ 8:25 p.m.

AYES-10

NAYS-0

ABSTAIN-0

CARRIED

Let the minutes reflect that Commissioner Minkler had to leave closed session meeting @ 7:20 p.m.

There being no further business, Motion Golden second Minkler to close meeting at 8:26 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

February 8, 2023 (Report submitted February 3, 2023)

- Conducted Radio Testing @ 1930 Lakewood Rd
- Conducted Radio Testing @ 1261 Rt 37W
- Motorola Radio Meeting at Lakewood Fire Headquarters with Chief Janora and Administrator Carson
- Attended the Township Chiefs meeting at the Fire Academy with the administrators.
- Unit 1 has had all repairs made and back in service.
- We are now able to forward the 2285 and 0063 phone lines in case of an emergency.
- I have submitted policy changes to the Administrators for review.
- We have conducted interviews for Full and Per-Diem Dispatchers and my recommendations have been forwarded.
- I have approached the Administrators about getting approval to become an Instructor for BTC,
 EMD and Fire Communications so we can hold our own classes at the fire academy.
- Next month we have several CPR Classes set up for the public.

Call totals for the month of January:

Fire - 155

EMS - 1136

EMS All Calls - 84

Call totals for 2023:

Fire - 155

EMS - 1136

The fire dispatchers in the month of January, fielded 1691 phone calls.



Toms River Bureau of Fire Prevention

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



Fire Bureau Report Joint Board of Fire Commissioners Meeting 2/8/2023

- 1. Quality of Life Task Force meeting and referrals, Lakehurst Rd, Whitesville Rd and NJ Cannabis Event
 - a. Our office has been busy with complaints deriving from the QLTF. Every month the taskforce meets to discuss properties that any individual agency believes should be handled by the QLTF. In January we handled multiple squatting, illegal occupancy and change of use complaints forwarded to us from the QLTF or PD. These complaints take some time to complete due to the nature and the documentation required.
- 2. Meeting with Veolia Operations and Engineering team
 - a. Myself and Inspector Roselli met with upper management from Veolia for an introductory meeting with me as the Fire Official and their operations and engineering departments. This meeting was helpful to put names to faces. Veolia stated that anything they can do to help the fire department they will try to do. Please let me know if we need anything from them.
- 3. LEA annual report submitted and certified
 - a. 2022 Annual report has been completed and certified by me and Administrator Kubiel. I have not heard of any problems and I do not anticipate any.
- 4. Inspector Britton involved in crash
 - a. Vehicle 217 was involved in a minor crash. The vehicle was taken to Kreans auto body and Inspector Britton was unhurt. An incident report was sent to the boards.
- 5. Full time Inspector interviews were conducted on 7 candidates
 - a. 10 application for the full time fire inspector position were received. 7 applicates were interviewed and 3 were moved forward to the boards liaisons to be ranked and the position offered.
- 6. Updating policies and updating work procedures
 - a. I have been working updated rules and regulations format to better match the Fire Department SOG manual layout. To date I have updated 9 policies with very little changes. I have added 1 policy that is new, Dress Code Non Uniform Employees. I am looking to have this approved and implemented. I have attached this policy to my report.
- 7. Inspection zones are being updated
 - a. Myself and Inspector Foster have been working to realign the inspection zones. Over time and with the movement of staff the zones were in disarray. As of today, all inspection have been assigned to the correct zone and scheduled with the inspector that handles that zone. Currently we have 71 Commercial Zones, 14 Multi-family Zones and 2 Group home / Sober Living Zones. All of these combined to reflect just shy of 5000 units. Each unit had to be touched in SDL to make these fixes. I would like to thank Inspector Foster for this work. Inspector Foster should be commended for this project as this task is a huge lift which took approximately 2 weeks in addition to his regular assigned work.



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- 8. School and Event permits
 - a. The number of school and event permits, and special event inspection are almost back up to precovid numbers. This is great to see and is a sign that other facilities such as the mall are following this trend as well.
- 9. Inspector Carlin has been cleared to be on the duty rotation. I have removed myself from the rotation as of this week. Inspector Carlin has not yet attended the Arson Investigator Basic Course yet but has authored several fire reports to date. If Inspector Carlin finds him self in a situation that is over his ability, I will be assisting him as needed. I will send out an updated duty rotation calendar to CJ and the Boards.

<u>Inspections for January 2023</u>

	<u>Britton</u>	Clapman	<u>Stalowski</u>	<u>Foster</u>	<u>LaVigne</u>	Roselli	Carlin	Janora	Totals
Complaint	4	13	4	10	9	0	0	0	40
Inspections	33	28	54	55	21	29	70	14	304
Re-Insp	30	83	17	77	82	50	21	1	361
Referrals	0	1	0	5	0	0	1	0	7
Kiosk	0	0	0	0	11	0	0	0	11
Permit	0	0	1	3	1	0	1	1	7
Smoke	0	2	2	0	0	0	115	0	119
Events	0	1	1	2	1	0	1	0	6
	67	128	79	152	125	79	209	16	855

Respectfully submitted,

Matthew Janora, Fire Official



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 February 2023

- 1. Fall evening FF 112 class continues with 22 students.
- 2. The RWJBarnabas program has removed all of their equipment and supplies from the Fire Academy.
- 3. We continue to schedule registrations for Toms River Companies and outside agencies for training and Drills in 2023.
- 4. Maintenance and repair projects completed or under way included various Maintenance and upkeep tasks including inspecting and adjustments to mounting screws in the burn rooms. All of the wooden doors in the building have been repaired. We are currently building props to be used for the Truck Class and overhaul training in FF I/2. Cleaning of the upholstered chairs in all of the classrooms is ongoing.
- 5. The 2023 class schedule has been finalized and will be distributed online soon.
- 6. Fire Prevention Inspector class, Building Construction for the Fire Officer and Fire Officer 1 classes have been completed. Vehicle Extrication, numerous classes, including a daytime Fire Prevention Inspector class have been scheduled.

Respectfully submitted

Bob Hansson, Director

TOMS RIVER TOWNSHIP JOINT BOARD OF FIRE COMISSIONERS DISTRICT NO. 1 & DISTRICT NO. 2 CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR PROFESSIONAL AND OTHER CONTRACTS UNDER THE FAIR AND OPEN PRACTICE

NOTICE IS HEREBY GIVEN, for applicants for the positions of Fire District Attorney as included in a notice of publication authorized by the Toms River Township Board of Fire Commissioners Districts No. 1& 2 by Motion of February 8, 2023 for submission of qualifications. The Toms River Township Joint Board of Fire Commissioners Districts No. 1 & 2 shall take into consideration the following factors, which will be weighted by the Toms River Township Joint Board of Fire Commissioners Districts No. 1 & 2 as the basis of awarding contracts for professional services most advantageous to the Toms River Township Joint Board of Fire Commissioners District No.1 and District No.2

Resume and letter application for the Attorney including all documentation that provides the following for evaluation by the Toms River Township Joint Board of Fire Commissioners District No. 1 & 2:

- a. Experience, qualification and reputation in the field for the position sought.
- b. Knowledge of the area of expertise for the position sought.
- c. Willingness to accept the fee schedule promulgated by the Toms River Township Joint Board of Fire Commissioners District No. 1.
- d. Availability to accommodate any required meeting of the Toms River Township Joint Board of Fire Commissioners District No. 1 & 2.
- e. Designated professional and support staff and location of firm's offices.
- f. References in general and in particular regarding the professional contractor.
- II. Selection of professionals shall be based solely upon the evaluation by the Toms River Township Joint Board of Fire Commissioners Districts No. 1 & 2 of the submitted material. The Joint Board of Fire Commissioners reserves the right to set the terms and conditions of the contract with the successful firm or firms to obtain the most advantageous situation of the Joint Board of Fire Commissioners.
- III. Applicants shall submit all materials in a sealed envelope addressed to Brian Kubiel, Toms River Township Fire Commissioners District No. 1, 1144 Hooper Avenue, Suite 306, Toms River, NJ 08753, to be received on or before 12:00 p.m. on March 3, 2023.

Submit TWO original paper copies

Faxed or E-Mailed proposals will NOT be accepted.

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2022-2023 Purchase Order Listing By Expenditure Account

Page No: 1

Print Perpetual, Revenue, & G/L Accounts: N

Format: Condensed
Range: 03- -111-51 -001
Rcvd Batch Id Range: First to Last

Print Perpetual, Revenue, & G/L Accounts: N

Open: N Void: N Paid: Y

Held: N Aprv: N Rcvd: Y

Bid: Y State: Y Other: Y Exempt: Y

Paid Date Range: 01/12/23 to 02/08/23

Include Non-Budgeted: Y

Prior Year Only: N

Department Page Break: No	Subtotal CAFR: No Subt	otal Department: No	Subtot	al Extd: No
Expend Account Description Vendor	P.O. Id P.O. Description	Amount	Void Amount	РО Туре
03112-54 -024 HEALTH BENEF: G0229 GUARDIAN U0046 UNITED HEALTHCARE INS. CO.	ITS/DISABILITY 23-00039 02/23 INSURANCE GROUP#0 23-00040 02/23 INS. CUSTOMER #04	38344 586.83 P2972 202.64 789.47	0.00 0.00	
03113-53 -064 TOOLS & EQUIP W0134 WITMER ASSOCIATES, INC.		1,361.00	0.00	
03113-53 -077 BADGES/FLAGS/ E0020 EAST COAST FLAG &		100.00	0.00	
03113-54 -069 RADIOS M0184 MOTOROLA SOLUTIONS, INC.	22-00802 BUREAU RADIO CHARGER	120.00	0.00	
03116-52 -171 INSURANCE PRE S0088 SELECTIVE INSURANCE CO.		28.00	0.00	
03119-52 -271 AUDITOR H0098 HOLMAN,FRENIA,ALLISON P.C.	22-01341 2022 AUDIT	500.00	0.00	
03119-53 -271 AUDITOR H0098 HOLMAN,FRENIA,ALLISON P.C.	22-01341 2022 AUDIT	700.00	0.00	
03119-54 -271 AUDITOR H0098 HOLMAN,FRENIA,ALLISON P.C.	22-01341 2022 AUDIT	1,300.00	0.00	
03119-54 -272 LEGAL B0214 BRASLOW, RICHARD M. ESQ	23-00064 LEGAL FEES	150.50	0.00	
03120-52 -311 LEGAL NOTICES G0032 GANNETT NEW JERSEY NEWSPAPERS N0169 NEW JERSEY STATE LEAGUE	22-01362 ELECTION/BUDGET/EMPLOYME 23-00046 JOB POSTINGS	NT 495.86 115.00 610.86	0.00 0.00	
03120-53 -311 LEGAL NOTICES G0032 GANNETT NEW JERSEY NEWSPAPERS	22-01362 ELECTION/BUDGET/EMPLOYMENT	NT 452.50	0.00	
03120-54 -311 LEGAL NOTICES NO169 NEW JERSEY STATE LEAGUE	23-00046 JOB POSTINGS	115.00	0.00	
	PTIONS 22-01368 CODE BOOKS DIST#1 & BUREA 22-01372 CODE BOOKS DIST#1 & BUREA		0.00 0.00	

Expend A Vendor		Description	P.O. Id	P.O. Description		Amount	Void Amount	РО Туре
	23-54 -416 N.J. DIV. OF F				Continued –	30.00 662.81	0.00	
	4-53 -446 FIRE PROTECTIO			' FIRE ACADEMY BOOK!	5	235.80	0.00	
A0023		CLOTHING COMPANY COMPANY	22-01373 23-00068	BRITTON, CARLIN UN JANORA	NIFORMS —	480.00 192.00 672.00	0.00	
	6-53 -530 NEW JERSEY NAT			ACCT#22-0009-3986-	-41	617.60	0.00	
V0008 T0107	7-51 -567 VERIZON CABS T-MOBILE VERIZON	TELEPHONE	23-00059	PHONE JOINT 201 MS 1/23 ACCT#96999274 PHONE JOINT		11,602.15 8.57 480.52 12,091.24	0.00 0.00 0.00	
J0048	7-53 -566 JCP&L VEOLIA WATER TO	UTILITIES DMS RIVER		ACCT#200 000 001 0 01/23 F.A.	20	2,997.70 303.08 3,300.78	0.00	
	7-53 -567 4X TECHNOLOGIES	TELEPHONE , LLC	23-00028	01/23 SERVICES JOI	NT	226.48	0.00	
	7-53 -568 VERIZON	INTERNET	23-00072	PHONE JOINT		450.00	0.00	
03127 F0171 T0107	'-54 -567 4X TECHNOLOGIES T-MOBILE	COMMUNICATIONS , LLC	23-00028	01/23 SERVICES JOII 1/23 ACCT#96999274		289.35 241.89 531.24	0.00 0.00	
03127 v0009	-54 -568 VERIZON	INTERNET	23-00072	PHONE JOINT		139.99	0.00	
	-53 -607 WITMER ASSOCIAT			FIRE ACADEMY HAND 1	rools	89.37	0.00	
10007	-54 -607 INTERNATIONAL CO W.B. MASON CO.,	DDE COUNCIL	22-01368	CODE BOOKS DIST#1 &	BUREAU	18.99 52.35 71.34	0.00	
	-51 -650 WIRELESS ELECTRO			RADIO REPAIRS		1,800.00	0.00	
	-53 -649 MR. KEYS INC.			REPAIR DOOR F.A.		130.00	0.00	

February 8, 2023 01:43 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2022-2023 Purchase Order Listing By Expenditure Account

Page No: 3

Expend Account Description Vendor	P.O. Id P.O. Description	Amount	Void Amount	РО Туре
D0050 DEANGELO FIRE PROTECTION, LLC	23-00037 01/23 MAINT. 23-00038 SPRINKLER INSP. F.A. 23-00065 01/23 I/T SERVICES JOINT	563.00 350.00 313.50 1,226.50	0.00 0.00 0.00	
	23-00048 #167 & #227 TIRE REPAIR 23-00074 187	80.00 38.95 118.95	0.00	
03129-54 -650 RADIO & I/T REF A0234 ATLANTIC IT SOLUTIONS	PAIR 23-00065 01/23 I/T SERVICES JOINT	313.50	0.00	
Fund Total:		28,904.93		
otal Charged Lines: 53 Total List Am	nount: 28,904.93 Total Void Amount:	0.00		

FUNDS RECEIVED AND DEPOSITED

FROM:	<u>CK#:</u>	FOR:	AMOUNT:	
Ben Keogh	cash	Reimburse late fee	20.00	

Range of Accounts: 03- -111-51 -001 03- -112-54 -024 Adds: N Changes: N Transfers In: N Range of Dates: 01/12/23 to 02/08/23 Transfers Out: N Expenditures: Y Refunds: Y Reimbursements: N Encumbrances: N Cancels: N Transfers In: N Received PO: N YTD 1099: N PO Encumbrances: N Contract Encm: N Received PO: N

Account No	ACCOUNT D	escription	V					
Date Type		Transaction Data/Comment	Vendor/Source Amou	ınt	User	Ite	em #	
03111-51 -001	SALARIES							
01/12/23 Expd		W/E 1-12-23 DISPATCH	21,48	30.30	DM	В	2280	
01/27/23 Expd		W/E 1-26-23 DISP	19,10	1.17	DM	В	2285	8
Total Expenditures:	2	40,581.47						
03111-53 -003	INSTRUCTOR	R'S REMUNERATION						
01/12/23 Expd		W/E 1-12-23 F.A. INST.	1,30	9.98	DM	В	2280	- 1
01/27/23 Expd		W/E 1-26-23 F.A. INST.		3.54		В	2285	(
Total Expenditures:	2	4,633.52						
03111-53 -004	FIRE ACADE	MY COORDINATOR						
01/12/23 Expd		W/E 1-12-23 F.A. COOR.	76	9.23	DM	В	2280	Ç
01/27/23 Expd		W/E 1-26-23 F.A. COOR.		9.23		В	2285	5
Total Expenditures:	2	1,538.46						
3111-54 -001	SALARIES							
01/12/23 Expd		W/E 1-12-23 BUR ADM	31,799	9.32	DM	В	2280	3
01/27/23 Expd		W/E 1-26-23 BUR ADM	30,764			В	2285	3
Fotal Expenditures:	2	62,563.78						
3112-51 -020	HEALTH BEN	EFITS SHBP						
02/01/23 Expd		2/23 DISP. HEALTH BENEFITS EMPLOYER	5,558	8.95	DM	В	2288	2
otal Expenditures:	1	5,558.95						
3112-51 -021	PAYROLL TA	XES						
01/12/23 Expd		W/E 1-12-23 TAXES	1,708	3.92	DM	В	2280	9
01/27/23 Expd		W/E 1-26-23 TAXES		1.16		В	2285	9
otal Expenditures:	2	3,310.08						
3112-53 -021	PAYROLL TAX	KES						
01/12/23 Expd		W/E 1-12-23 TAXES	126	5.21	DM	В	2280	10
01/27/23 Expd		W/E 1-26-23 TAXES			DM	В	2285	10
otal Expenditures:	2	327.00						
3112-54 -020	HEALTH BENE	FITS SHBP						
02/01/23 Expd		2/23 BUREAU HEALTH BENEFITS EMPLOYER	21,872	.50	DM	В	2288	3

TOMS RIVER TOWNSHIP FIRE DISTRICT #1 2023 Detail Expenditure Transaction Inquiry By Account

Dana	No.	2
Page	NO.	4

Account No Date Type		Account Description Transact		ction Data/Comment	Vendor/Source	Amount	User	Ite	em #	
03112-54 -021 01/12/23 Expd 01/27/23 Expd		PAYROLL T	W/E 1-3	12-23 TAXES 16-23 TAXES		2,489.75 2,409.76		B B	2280 2285	8
Total Expenditures:		2		4,899.51						
Fund Description	Fund	Exp	penditures	Refund Expend	**			**		_
	03		145,285.27	0.00						_
Total Of All Fund	s:		45,285.27	0.00						
Report Totals Transaction Type		Accounts		Transactions	Amount					
Total Expenditures: Total Refund Expend:		9		16 0	145,285.27					