

**MINUTES**  
**TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1**  
**East Dover Fire Company**  
**September 6, 2018**

Commissioner Convery called a regular meeting to order at 7:00 p.m. with a Salute to the Flag. A moment of silence was observed. The following statement was made:

Adequate notice of this meeting has been provided in accordance with the Provisions of the Open Public Meetings Act by notice being posted in the Municipal Building, 33 Washington Street, Toms River; being filed with the municipal clerk and being transmitted to the Asbury Park Press and Star Ledger and to all persons who have requested copies in accordance with statute.

**ROLL CALL**

Autenrieth – present	Latshaw –present
Ambrosio – present	Sipe-absent
Convery – present	

Administrator Kubiel and Attorney Moriarty present.  
Bisceglie present to take minutes

**APPROVING THE MINUTES**

**Motion Autenrieth second Ambrosio to accept the minutes of the special meeting July 30, 2018 providing they are made available for inspection by the public during this meeting.**

**Ayes-4    Nays-0    CARRIED**

**Motion Autenrieth second Ambrosio to accept the minutes of the August 1, 2018 regular meeting providing they are made available for inspection by the public during this meeting.**

**Ayes-4    Nays-0    CARRIED**

**REPORTS OF COMMITTEES**

**COMMUNICATION** –No report

**FIRE PREVENTION BUREAU**- Autenrieth stated Commissioner Bierbaum and himself met with Chief Esposito to discuss Island Heights Inspections. To be discussed further at the Joint Meeting.

**FIRE ACADEMY**-Latshaw stated all projects that the liaisons committee discussed have been approved by the joint board. The truck bay floors and exterior lighting commenced, the security system update is starting on Monday and all other projects are moving forward at a rapid pace. He thanked all for the efforts they have placed on getting these projects completed.

**POLICE/EMERGENCY MANAGEMENT**- No report

**LEGISLATION** – No report

**INSURANCE**- No report

**FIRST AID SQUADS** No report

**FIRE OFFICERS ASSOCIATION**- No report

**TOWNSHIP COUNCIL AND MAYOR**- No report

**VEHICLE REPAIR/NEW APPARATUS** –No report

**ADMINISTRATOR'S REPORT-** Administrator Kubiel stated: The truck reports have been submitted for the commissioner's review.

**ATTORNEY REPORT-** No report

### **REPORTS OF FIRE OFFICERS**

**DISTRICT CHIEF GOLDEN-** (See inserted report)

**CO. 1 CHIEF MUTTIE** – Muttie asked the progress report of the utility trucks. Kubiel responded at the last truck meeting it was reported that the amount of monies budgeted would not cover the trucks requested. Ambrosio stated at last year budget meeting the chiefs came up with a figure of what the vehicles would cost, since then dialogue was opened and have not heard back from either chief since the last meeting.

**CO. 2 ASST CHIEF MILLER** – Miller stated 2626 is back in the water.

**CO. 3 CHIEF CALVO** – Calvo stated:

1. Thanked the board for adding in the cancer screening to the physicals.
2. In discussion with Commissioner Sipe regarding reviewing Kearny's fire boat. It is tentatively scheduled for September 20, 2018.
3. Golf outing is October 4<sup>th</sup>.
4. As it relates to Brick fire calls, Ocean Beach has been dispatched 5 times but because of a significant delay in dispatch they are canceled mid route. Trying to come up with a solution. Kubiel to reach out to County to see if something can be worked out. Autenrieth suggested active 911 being utilized.

**CO.4 CHIEF ZIESER-** Zieser stated:

1. Responded to a water incident on the 4<sup>th</sup> of September a report has been submitted
2. Responded to the fire at Cafferey's as the RIT chief to assist with the response.
3. Recruitment going well
4. In the Process of closing out end of year budget items.

Ambrosio asked Administrator Kubiel for the chronological events prior to the close of open session for the trucks because of the inaccurate statements made by Chief Muttie.

**ISLAND HEIGHTS-** Parks stated Sailfest is this weekend. Boat will be in the water until the end of November.

**SEASIDE HEIGHTS-** No representation

**FIRE OFFICERS ASSOCIATION-** Zieser stated still making progress on the SOG'S.

Convery apologized for having this meeting at 5:00 and stated the first meeting of the month will never take place this early again. He continued to state that because of Frank Donnelly's passing the Wednesday night meeting had to be cancelled.

**REMOVALS FROM THE ROLLS** – Salvatore Caruso Co.1, Lenny Marretta Co.3, Michael Fraher Co.4, John Fratello Co.2, Kenneth McLaughlin Co.4

**Motion Autenrieth second Ambrosio to remove Salvatore Caruso Co.1, Lenny Marretta Co.3, Michael Fraher Co.4 , John Fratello Co.2, Kenneth McLaughlin Co.4**

Ayes-4

Nays-0

**CARRIED**

**APPLICATIONS FOR MEMBERSHIP-** Dylan Frampton Co.4, Dakota Oeskovic Co.4. David Lohman Co.1. and Michael DiMartino Co.2, Kaitlynn Basso Co.1 (pending physicals)

**Motion Autenrieth second Ambrosio to accept Dylan Frampton Co.4, Dakota Oeskovic Co.4. David Lohman Co.1.as firefighters.**  
Ayes-4      Nays-0      **CARRIED**

**Motion Autenrieth second Ambrosio to accept Michael DiMartino Co.2, Kaitlynn Basso Co.1as firefighters pending physicals.**  
Ayes-4      Nays-0      **CARRIED**

**UNFINISHED BUSINESS-** None

**NEW BUSINESS**

**CONFERENCE -** Kubiell stated request has been submitted from Tammy Davicsin (IT) to attend the PTI 2018 Local Government CIO& Leadership Summit in Washington DC on November 29-30. The approximate cost is \$1500 -\$2,000.

**Motion Ambrosio second Autenrieth authorizing Tammy Davicsin to attend PTI 2018 Local Government CIO& Leadership Summit in Washington DC on November 29-30.**

Ayes-4      Nays-0      **CARRIED**

**SOG-ORGANIZATION AND STRUCTURE, GUIDELINE COMMITTEE, SCOPE AND CHAPTER CONTENTS-**

Kubiell stated this was tabled from the last meeting. There are no major changes made to any of these SOG'S. One of the questions that was asked is should fire officers dictate the organizational structure guideline committee. These have been presented in current adopted SOG procedures where the committee create or change them and then submit to the commissioner's review. The board would have to change the way this is done. Kubiell recommended for the purpose of getting them updated, approving them, but change the future way the administrative SOG'S are created or changed.

**Motion Ambrosio second Autenrieth to approve SOG-Organization and Structure, Guideline Committee and Scope and Chapter Contents with the understanding the Administrator will review them and come up with a solution.**

Ayes-4      Nays-0      **CARRIED**

**DRUG TESTING -** Kubiell stated this was recommended by Commissioner Autenrieth to perform a swab test instead of urine sample. It makes the process easier for the firefighters.

**Motion Ambrosio second Autenrieth to change the current drug policy to reflect swab testing.**

Ayes-4      Nays-0      **CARRIED**

**BUDGET HEARING -** Motion Ambrosio second Autenrieth to advertise Budget workshop dates of October 3<sup>rd</sup> 5:00 p.m. & October 17<sup>th</sup> @ 5:30 p.m.

Ayes-4      Nays-0      **CARRIED**

**BILLS**

**Motion Ambrosio second Autenrieth to approve bill list for September 6, 2018 providing monies are available.**  
(See inserted bill list)

Ayes-4      Nays-0      **CARRIED**

**PARTICIPATION BY THE PUBLIC-** Chief Muttie requested a Commissioner to speak on behalf of the board for the 911 Ceremony.

Administrator Kubiel came up with the following chronological order for the pickups for Co No.1 & Co.2.

Last year Chief Mount and Cirz submitted a request at the budget workshop for replacement vehicles for 2617 and 2517. It was discussed and if approved it would have to be the same vehicle. At the time Chief Mount provided the figures that were placed in the budget. Since that time Chief Mount moved to Florida. Muttie came in as Chief and a meeting with the liaisons, Chief Muttie, Chief Cirz and Kubiel took place where they agreed to the same trucks and layout of what was originally proposed. Kubiel was directed by the liaisons to price out a F350, crew cab, XLT with the utility body. The numbers far exceeded the amount submitted by the Chiefs at budget time. A meeting was set up with Commissioner Ambrosio, Administrator Kubiel, Chief Muttie and Chief Cirz where it was explained to them the trucks that were requested far exceeded what was originally placed in the budget. At that time, it was stated that this would be addressed later in the year. There was no commitment at that time.

**Motion Ambrosio second Autenrieth to go into Private Executive Session at 7:35p.m.**

**Ayes-4      Nays-0      CARRIED**

**PRIVATE EXECUTIVE SESSION-** *Matters Relating to the Employment Relationship and Legal advice :*  
Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

**Motion Ambrosio second Autenrieth to go into open session @ 8:10 p.m.**

**Ayes-4      Nays-0      CARRIED**

**Motion Ambrosio second Autenrieth to accept Alexis Linares Co.4 as a firefighter.**

**Ayes - 4      Nays -0      CARRIED**

**Motion Ambrosio second Autenrieth to accept Joseph Cruz Co.1 as a firefighter pending clearance.**

**Ayes - 4      Nays -0      CARRIED**

**Motion Ambrosio second Autenrieth to accept John Gonzales Co.1 as a firefighter pending clearance.**

**Ayes - 4      Nays -0      CARRIED**

**Motion Ambrosio second Autenrieth to accept James Kudrick Co.2 as a firefighter pending clearance.**

**Ayes - 4      Nays -0      CARRIED**

**Chief Muttie apologized for the miscommunication regarding trucks.**

**There being no further business, motion Autenrieth second Ambrosio to close the meeting @ 8:12p.m.**

**Ayes - 4      Nays -0      CARRIED**

Respectfully submitted  
*Jesse Sipe, Clerk*

# Toms River Township District No.1

Jim Golden, District Chief

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Monthly Report Wednesday September 5<sup>th</sup> 2018

## Emergency Responses

- 8-12 1865 Cable Dr/ Water Incident
- 8-16 2224 Rt 37 / Structure Fire
- 8-21 3105 Victor Ave / Smoke outdoors
- 8-21605 HuckleBerry Ln / Structure Invest
- 8-23 1951 New St / Structure Invest
- 8-30 3430 Rt 37 East /Water Incident
- 8-30 843 Fisher Blvd / Traffic Crash Bldg

## Training

- 8-7 bullying /Harassment and work place violence Prevention Symposium. Dallas Texas Chiefs Confrence.
- 8/8 -8/11 Executive Chief Officer Leadership 1 /Dallas Texas Chiefs Conference.

Respectfully submitted.

James Golden  
District Chief

September 6, 2018  
02:47 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2018 Purchase Order Listing By Expenditure Account

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P.O. Type: Contract	Print Perpetual, Revenue, & G/L Accounts: N	Open: N	Void: N	Paid: N
Format: Condensed		Held: N	Aprv: N	Rcvd: Y
Range: 01- -111-05 -001	to 01- -140-05 -001	Bid: Y	State: Y	Other: Y
Rcvd Batch Id Range: First	to Last	Exempt: Y		
Prior Year Only: N	Encumbrance Date Range: First	to 12/31/18	Include Non-Budgeted: Y	
Department Page Break: No	Subtotal CAFR: No	Subtotal Department: No	Subtotal Extd: No	

Expend Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -112-05 -024	HEALTH BENEFITS/DISABILITY					
U0046	UNITED HEALTHCARE INS. CO.	18-00895	09/18 INS. CUSTOMER #04P2972	162.04	0.00	
H0033	HARTFORD INSURANCE COMPANY	18-00922	09/18 INSURANCE GROUP #680338	640.25	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	18-00924	09/18 HEALTH	18,003.92	0.00	
				18,806.21		
01- -113-01 -063	HOSE & NOZZLES					
N0040	NAT ALEXANDER CO., INC.	18-00715	HOSE	4,097.00	0.00	
W0134	WITMER ASSOCIATES, INC.	18-00717	EQUIP. CO#2	350.00	0.00	
U0041	UNION FIRE EQUIPMENT CORP.	18-00904	EQUIP. CO#3	711.00	0.00	
				5,158.00		
01- -113-01 -064	TOOLS & EQUIPMENT					
W0006	W.S. DARLEY & CO.	18-00859	EQUIP. CO#1	824.00	0.00	
01- -113-01 -068	WATER RESCUE					
W0006	W.S. DARLEY & CO.	18-00858	RESCUE SUITS CO#1	1,730.00	0.00	
01- -113-02 -064	TOOLS & EQUIPMENT					
W0134	WITMER ASSOCIATES, INC.	18-00635	EQUIP. CO#2	252.00	0.00	
W0134	WITMER ASSOCIATES, INC.	18-00875	EQUIP. CO#2	764.00	0.00	
H0100	HOME DEPOT	18-00883	EQUIP. CO#2	159.00	0.00	
				1,175.00		
01- -113-03 -064	TOOLS & EQUIPMENT					
U0041	UNION FIRE EQUIPMENT CORP.	18-00888	EQUIP. CO#3	1,574.00	0.00	
01- -113-04 -064	TOOLS & EQUIPMENT					
M0090	MES INC.	18-00876	GAS MONITOR CO#4	875.00	0.00	
01- -113-07 -064	TOOLS & EQUIPMENT					
W0134	WITMER ASSOCIATES, INC.	18-00700	LADDERS	1,810.00	0.00	
01- -113-08 -070	RADIOS(TOWNSHIP)					
T0185	TRAIN'S TOWERS	18-00861	REPLACE LIGHTING TWP TO REIMB.	9,777.55	0.00	
01- -114-05 -101	HYDRANT RENTAL					
N0007	N.J. AMERICAN WATER CO.	18-00871	07/18 HYDRANTS	7,943.19	0.00	
S0337	SUEZ WATER T.R.	18-00919	08/18 ACCT#04402764900000	19,848.90	0.00	
				27,792.09		
01- -119-01 -274	PHYSICALS					
D0185	DYNAMIC TESTING SERVICE	18-00865	TESTING INV#10656 & INV#10707	880.00	0.00	
T0075	THE STRESS CENTER, P.C.	18-00868	EVALUATIONS	456.00	0.00	

September 6, 2018  
02:47 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2018 Purchase Order Listing By Expenditure Account

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Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -119-01 -274	PHYSICALS		Continued			
M0080	MERIDIAN OCCUPATIONAL HEALTH	18-00891	BROPHY, CO#3 PHYSICALS	3,170.00	0.00	
				<u>4,506.00</u>		
01- -119-05 -275	TEMP. PROFESSIONAL SERVICE					
O0003	O'BRIEN'S RESPONSE MANAGEMENT	18-00903	FEMA ASSISTANCE	1,560.00	0.00	
01- -123-05 -416	DUES/SUBSCRIPTIONS					
A0210	ASBURY PARK PRESS	18-00869	SUBSCRIPTION DIST#1	163.00	0.00	
01- -124-01 -449	PHYSICAL FITNESS					
K0130	KS FITNESS CENTER	18-00848	PHYSICAL FITNESS	850.00	0.00	
01- -125-01 -487	TURNOUT GEAR					
S0170	SKYLANDS AREA FIRE EQUIPMENT	18-00756	NAME PATCHES CO#3	276.00	0.00	
N0135	NEW JERSEY FIRE EQUIPMENT CO.	18-00757	NAME PATCHES CO#3	141.00	0.00	
M0090	MES INC.	18-00758	SHIELDS CO#4	242.60	0.00	
M0090	MES INC.	18-00841	PASSPORT SHIELDS CO#2	573.80	0.00	
C0172	CONTINENTAL FIRE & SAFETY	18-00844	BOOTS CO#2	802.50	0.00	
C0172	CONTINENTAL FIRE & SAFETY	18-00880	BOOTS CO#1	401.25	0.00	
				<u>2,437.15</u>		
01- -125-05 -487	CLOTHING					
L0030	LANDS END BUSINESS OUTFITTERS	18-00818	CLOTHING DIST#1	171.33	0.00	
01- -126-01 -529	FUEL					
P0148	POINT BAY FUEL, LLC	18-00852	07 & 08/18 FUEL ACCT#104124	700.89	0.00	
B0141	BOROUGH OF LAVALLETTE	18-00853	07/18 & 08/18 FUEL	674.04	0.00	
O0059	OCEAN GATE YACHT BASIN	18-00899	FUEL CO#2	10.72	0.00	
T0175	TOWNSHIP OF TOMS RIVER	18-00917	7/18 FUEL DIST#1	1,190.81	0.00	
				<u>2,576.46</u>		
01- -126-01 -531	SUPPLIES					
W0134	WITMER ASSOCIATES, INC.	18-00635	EQUIP. CO#2	224.00	0.00	
N0215	NORWOOD AUTO PARTS	18-00842	SUPPLIES CO#2	80.71	0.00	
W0006	W.S. DARLEY & CO.	18-00843	SUPPLIES CO#2	90.00	0.00	
				<u>394.71</u>		
01- -126-01 -533	BATTERIES					
M0090	MES INC.	18-00718	BATTERY CO#2	176.14	0.00	
C0172	CONTINENTAL FIRE & SAFETY	18-00839	BATTERIES CO#1	77.52	0.00	
				<u>253.66</u>		
01- -126-05 -531	SUPPLIES					
G0155	GRAINGER	18-00746	SUPPLIES DIST#1	112.72	0.00	
01- -127-01 -567	COMMUNICATIONS					
O0207	OPTIMUM	18-00887	08/18 ACCT#07867-114249-01-2	143.25	0.00	
V0010	VERIZON WIRELESS	18-00939	ACCT#920642692-00001	167.84	0.00	
V0010	VERIZON WIRELESS	18-00940	ACCT#320580493-00001	739.47	0.00	
R0012	RACKSPACE US, INC.	18-00950	EMAIL AUG ACCT#030-34971557175	679.25	0.00	
				<u>1,729.81</u>		



Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
C0149	COMCAST CABLE	18-00886	ACCT#8499 05 194 0622198	270.50	0.00	
A0223	AT&T	18-00932	ACCT#030 404 5393 001	63.97	0.00	
V0010	VERIZON WIRELESS	18-00939	ACCT#920642692-00001	250.94	0.00	
R0012	RACKSPACE US, INC.	18-00950	EMAIL AUG ACCT#030-34971557175	230.50	0.00	
				815.91		
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
W0134	WITMER ASSOCIATES, INC.	18-00635	EQUIP. CO#2	35.00	0.00	
W0134	WITMER ASSOCIATES, INC.	18-00700	LADDERS	772.50	0.00	
W0134	WITMER ASSOCIATES, INC.	18-00717	EQUIP. CO#2	15.00	0.00	
C0172	CONTINENTAL FIRE & SAFETY	18-00839	BATTERIES CO#1	12.00	0.00	
W0006	W.S. DARLEY & CO.	18-00843	SUPPLIES CO#2	16.67	0.00	
W0006	W.S. DARLEY & CO.	18-00858	RESCUE SUITS CO#1	88.55	0.00	
W0006	W.S. DARLEY & CO.	18-00859	EQUIP. CO#1	37.94	0.00	
W0134	WITMER ASSOCIATES, INC.	18-00875	EQUIP. CO#2	45.00	0.00	
M0090	MES INC.	18-00876	GAS MONITOR CO#4	35.00	0.00	
U0065	UPS	18-00900	SHIPPING ACCT#E5400F	91.35	0.00	
				1,149.01		
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
C0049	CDW-GOVERNMENT	18-00781	SUPPLIES DIST#1	600.00	0.00	
L0030	LANDS END BUSINESS OUTFITTERS	18-00818	CLOTHING DIST#1	9.95	0.00	
W0044	WATCHUNG SPRING WATER CO. INC.	18-00863	WATER DIST#1	27.20	0.00	
				637.15		
01- -129-01 -647	REFURBISHING					
O0015	OCEAN BEACH MARINE CENTERS	18-00847	MERCURY ENGINE #2626	8,676.00	0.00	
01- -129-01 -648	VEHICLE REPAIR					
E0004	E.R.S. FLEET REPAIR, INC.	18-00872	2511,25,2607,2705,16,21,2811	5,110.93	0.00	
O0015	OCEAN BEACH MARINE CENTERS	18-00893	2756, FUEL GAUGE & REPAIRS	974.19	0.00	
J0014	J & R PRO AUTOMOTIVE	18-00908	2800, 1-100, 2617	1,580.57	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	18-00936	2501,2631,69,2701	3,458.81	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	18-00937	2705,16,21,2801,06,16,29	3,099.77	0.00	
				14,224.27		
01- -129-01 -649	EQUIPMENT REPAIR					
C0002	C & H DEHYDRATORS, INC.	18-00909	REPAIR GEAR DRYER CO#4	1,400.00	0.00	
01- -129-01 -652	SCOTTS REFILL/REPAIR					
M0090	MES INC.	18-00851	SCBA FLOW TEST/REPAIRS DIST#1	8,678.33	0.00	
01- -129-01 -653	EXTINGUISHER REFILL/REPAIR					
A0085	AISH FIRE PROTECTION CO.	18-00867	EXTINGUISHERS	310.00	0.00	
01- -129-01 -654	CASCADE MAINTENANCE					
A0082	AIRPOWER INTERNATIONAL, INC	18-00902	REPAIRS	612.00	0.00	
01- -129-05 -655	MAINTENANCE SERVICES					
I0089	IMAGE SYSTEMS FOR BUSINESS INC	18-00882	MAINT. DIST#1	517.50	0.00	



Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -129-10 -655 C0049 CDW-GOVERNMENT	MAINTENANCE	18-00799	BATTERY CO#1	160.20	0.00	
01- -130-05 -290 P0070 PAYCHEX INC.	PAYROLL SERVICES	18-00921	8/18 PAYROLL	440.10	0.00	
01- -133-05 -701 S0165 SKIP'S FLORIST	CONTINGENCIES	18-00952	DONNELLY	84.95	0.00	
01- -135-01 -807 M0181 MOTOROLA SOLUTIONS, INC.	FY17 HOMELAND SECURITY GRANT	18-00840	RADIOS HOMELAND SECURITY GRANT	19,479.00	0.00	
Fund Total:				141,461.11		
Total Charged Lines: 142 Total List Amount:				141,461.11	Total Void Amount:	0.00

**FUNDS RECEIVED AND DEPOSITED**

<b><u>FROM:</u></b>	<b><u>CK#:</u></b>	<b><u>FOR:</u></b>	<b><u>AMOUNT:</u></b>
Plumsted Fire Dist#1	1573	Fire Academy fees	300.00
Toms River Joint Board	29178	I/T repairs & postage	1,498.26
Bureau of Fire Prevention	178	Bureau revenue 7/18	29,774.40
Thomas Lettieri	2518	Fire Academy fees	150.00
Fire Officer Training Academy	2098	Fire Academy fees	125.00
Pt. Pleasant Beach Borough	45800	Fire Academy fees	680.00
Surf City Fire Co#1	4325	Fire Academy fees	150.00