

MINUTES
TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1
Ocean Beach Fire Company
February 6, 2019

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-present
Convery – present

Bisceglie present to take minutes

APPROVING THE MINUTES

Motion Ambrosio second Sipe to accept the minutes of the January 16, 2019 regular meeting providing they are made available for inspection by the public during this meeting.

Ayes-5 Nays-0 CARRIED

REPORTS OF COMMITTEES

COMMUNICATION –No report

FIRE PREVENTION BUREAU- Convery stated meeting tomorrow re: contract negotiations.

FIRE ACADEMY-Latshaw stated: Sprinkler heads were relocated and completed.

POLICE/EMERGENCY MANAGEMENT- Convery stated he is very proud of the first responders and the recognition that Verizon has given them. Ambrosio stated along with Verizon the NFL also recognized first responders during the Super bowl.

LEGISLATION – No report

INSURANCE- Sipe stated 2600 has been repaired.

FIRST AID SQUADS No report

FIRE OFFICERS ASSOCIATION

TOWNSHIP COUNCIL AND MAYOR- No report

VEHICLE REPAIR/NEW APPARATUS – No report

REPORTS OF FIRE OFFICERS

DISTRICT CHIEF GOLDEN-(See inserted report)

CO. 1 ASST. CHIEF VICIDOMINI – Vicidomini stated responded to several extrications on the parkway that were significant. Requesting permission to utilize apparatus for the Belmar parade and Seaside Heights for the Saint Patrick's Day Parade.

Motion Autenrieth second Sipe to authorizing one piece of apparatus per company to attend Saint Patrick's Day parade in Belmar and Seaside Heights.

Ayes - 5 Nays -0 CARRIED

Vicidomini also stated the check engine light for 2561 is on. He was told to place a repair order into the office.

CO. 2 CHIEF MILLER—Miller thanked Company No.1 for the use of 2517 while 2600 was being repaired.

CO. 3 ASST CHIEF GIORDANO— Giordano stated the Polar plunge is on the 23rd of February. CPR refresher on February 16, 2019.

CO.4 DISTRICT CHIEF GOLDEN— Golden stated Asst. Chief Catapano texed him his report where it stated Station 28 had 50 calls for the month , finalizing response plans, participated in an ice rescue drill and minor issues as it relates to Spillman.

SEASIDE HEIGHTS— No representation

ISLAND HEIGHTS— Progress

FIRE OFFICERS ASSOCIATION— Muttie stated meeting next month, continuing to work on SOG'S.

REMOVALS FROM THE ROLLS — John Mount Jr Co. No.1, John Mount Sr. Co.1

Motion Autenrieth second Sipe to remove John Mount Sr. Co.1 and John Mount Jr. Co.1 from the rolls as firefighters. Ayes - 5 Nays -0 **CARRIED**

APPLICATIONS FOR MEMBERSHIP— Nicolas Muttie Co.1

Motion Sipe second Ambrosio to accept Nicholas Muttie Co.1 as a firefighter. Ayes - 5 Nays -0 **CARRIED**

UNFINISHED BUSINESS—None

NEW BUSINESS

REORGANIZATION MEETING—Motion Sipe second Latshaw to advertise reorganization meeting for March 6, 2019 6:30 p.m. at East Dover Fire Company, regular meeting to follow. Ayes - 5 Nays -0 **CARRIED**

RESOLUTION AUTHORIZING ADVERTISEMENT FOR PROFESSIONAL SERVICES FOR AUDITOR —A resolution was presented, Motion Ambrosio second Autenrieth to solicit for and receive fair and open professional services solicitations for Auditor. (See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Ambrosio- Yes
Autenrieth-Yes Sipe-Yes
Convery-Yes

CARRIED

RESOLUTION AUTHORIZING ADVERTISEMENT FOR PROFESSIONAL SERVICES FOR ATTORNEY —A resolution was presented, Motion Ambrosio second Autenrieth to solicit for and receive fair and open professional services solicitations for Attorney. (See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Ambrosio-Yes
Autenrieth-Yes Sipe-Yes
Convery-Yes

CARRIED

RESOLUTION AUTHORIZING ADVERTISEMENT FOR PROFESSIONAL SERVICES FOR PHYSICIAN —A resolution was presented, Motion Ambrosio second Autenrieth to solicit for and receive fair and open professional services solicitations for Physician.

(See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Ambrosio-Yes
Autenrieth-Yes Sipe-Yes
Convery-Yes

CARRIED

RESOLUTION AUTHORIZING ADVERTISEMENT FOR ANNUAL MAINTENANCE AND REPAIR OF APPARATUS BIDS –A resolution was presented, Motion Ambrosio second Autenrieth to advertise for annual maintenance and repair of apparatus. Bids to be returned March 1, 2019 @ 12:00 p.m.
(See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Ambrosio-Yes
Autenrieth-Yes Sipe-Yes
Convery-Yes

CARRIED

DISTRICT CHIEF POSITION DISCUSSION-Sipe read aloud the SOG as it pertains to how the District Chief is selected. A special meeting will be held to conduct interviews since all five commissioners need to be present.

Sipe suggested special meeting, 5:30 p.m. prior to the joint board meeting at Fire Academy.

Motion Sipe second Ambrosio to advertise a special meeting, 5:30 p.m., February 13th 2019 at the Fire Academy.

Ayes - 5 Nays -0 **CARRIED**

BILLS

Motion Ambrosio second Autenrieth to approve the bill list for February 6, 2019. (SEE INSERTED LIST)

Ayes – 5 Nays – 0 **CARRIED**

PARTICIPATION BY THE PUBLIC- None

PRIVATE EXECUTIVE SESSION- Motion Autenrieth second Sipe to go into Private Executive Session @ 7:33 p.m.

Ayes - 4 Nays -0 **CARRIED**

Commissioner Ambrosio recused himself from 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.

Motion Sipe second Autenrieth to go into open session at 7:40 p.m.

Ayes - 4 Nays -0 **CARRIED**
(Ambrosio abstained)

Motion Sipe second Autenrieth to retain special investigator as directed by special council re: a human resource complaint.

Ayes - 4 Nays -0 **CARRIED**
(Ambrosio abstained)

There being no further business, motion Autenrieth second Latshaw to close the meeting @ 7:42 p.m.

Ayes - 5 Nays -0 **CARRIED**

Respectfully submitted

Jesse Sipe, Clerk

Toms River Township District No.1

Jim Golden, District Chief

Monthly Report Wednesday February 6, 2019

Emergency Responses

- 1-12 Traffic Crash Extrication – Garden State Parkway
- 1-13 503 River Terrace – Structure Fire
- 1-14 100 Minturn Rd – Structure Invest
- 1-17 21 Stockton Rd –Structure Invest
- 1-17 987 Shadow Oaks Dr. –Structure Invest
- 1-31 1355 Gillian Ct – Fire Alarm

Meetings Attended

- 1-2 District 1 commissioners meeting-Station 26
- 1-9 Joint Board of Fire Commissioner meeting –Toms River Fire Academy
- 1-9 Township Chiefs Meeting Alarm Assignments- Toms River Fire Academy.
- 1-15 District 1 Chiefs meeting- 1144 Hooper Ave
- 1-16 District 1 Commissioners meeting- 1144 Hooper Ave

Training

- 1-5 32nd Annual Fire Fighter Health and safety Seminar – Saint Barnabas Health center.
- 1-29 District 1 Drill NJ Natural gas Vehicle refueling – Toms river Fire Academy.

District Chief

James Golden

NOTICE

PLEASE TAKE NOTICE the TOMS RIVER BOARD OF FIRE COMMISSIONERS DISTRICT NO.1 in the Township of Toms River, County of Ocean, New Jersey will hold their reorganization meeting on March 6, 2019, 6:30 p.m. @ East Dover Fire Company, 629 Fisher Blvd, Toms River New Jersey 08753. The regular portion of meeting to follow.

Formal action will be taken.

February 6, 2019

**TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT No.1
NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that sealed bids from reputable service companies for **ANNUAL MAINTENANCE REPAIR CONTRACT** for the Fire District's **APPARATUS**, TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS, DISTRICT No. 1 in the Township of Toms River, County of Ocean, State of New Jersey, will be received by the Purchasing Agent at **1144 Hooper Ave, Suite 306** on March 1, 2019 prevailing time, 12:00 p.m.

All bids will be opened publicly at the aforementioned time.

The Commissioners will not be responsible for late mail deliveries and no bids will be accepted if received after the time stipulated in the Notice to Bidders.

Specifications and form of proposals are on file in the Board office @1144 Hooper Ave, Suite 306, Toms River, New Jersey 08753 and may be obtained upon request. They are also available on our website @ www.trfire.org under bidding opportunities. Direct all inquiries to Administrator Brian Kubiel.

Bidders are required to comply with the requirements of Title 127 regarding equal employment opportunities and with the requirement of P.L. 1977 C33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved.

BY ORDER OF THE COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP
OF TOMS RIVER, COUNTY OF OCEAN, NEW JERSEY.

Dated February 6, 2019

Jesse Sipe, Clerk
Board of Fire Commissioners
District No. 1 Toms River Township

TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT NO. 1
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 Physician as included in a notice of publication authorized by the Toms River Township Board of Fire Commissioners District No. 1 by Motion of February 6th 2019, for submission of qualifications. The Toms River Township Board of Fire Commissioners District No. 1 shall take into consideration the following factors, which will be weighted by the Toms River Township Board of Fire Commissioners District No. 1 as the basis of awarding contracts for professional services most advantageous to the Toms River Township Board of Fire Commissioners District No. 1:

I. Resume and letter application for Fire Department Physician including all documentation that provides the following for evaluation by the Toms River Township Board of Fire Commissioners District No. 1:

Firefighter Physicals is as follows:

1. Physical examination
2. EKG with interpretation
3. Spirometry
4. Urinalysis
5. Hepatitis injection
6. Complete blood count
7. Comprehensive
8. T-4
9. Thyroid stimulating hormone
10. Thyroid screen (T-S Uptake, TSH, Total T-4 Thyroxine)
11. LDH
12. Lipid Panel
13. PSA (only for men over 50)
14. Drug Screen
15. Thyroid Screen
16. LDH
17. Venipuncture/handling
18. Chest x-ray
19. Office hours must be stated on resume

II. Selection of professionals shall be based solely upon the evaluation by the Toms River Township Board of Fire Commissioners District No. 1 of the submitted material. The 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 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 Ave Suite 306, Toms River, New Jersey, 08753, to be received on or before 12:00 p.m. on March 1, 2019.

Submit (2) two original paper copies,
Faxed or E-Mailed proposals will NOT be accepted.

TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT NO. 1
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 Auditor and Attorney as included in a notice of publication authorized by the Toms River Township Board of Fire Commissioners District No. 1 by Motion of February 6, 2019 for submission of qualifications. The Toms River Township Board of Fire Commissioners District No.1 shall take into consideration the following factors, which will be weighted by the Toms River Township Board of Fire Commissioners District No.1 as the basis of awarding contracts for professional services most advantageous to the Toms River Township Board of Fire Commissioners District No. 1:

I. Resume and letter application for either Auditor or Attorney including all documentation that provides the following for evaluation by the Toms River Township Board of Fire Commissioners District No. 1:

- Experience, qualifications and reputation in the field for the position sought
- Knowledge of the area of expertise for the position sought
- Willingness to accept the fee schedule promulgated by the Toms River Township Board of Fire Commissioners District No. 1.
- Availability to accommodate any required meeting of the Toms River Township Board of Fire Commissioners District No. 1.
- Designated professional and support staff and location of firm's offices
- 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 Board of Fire Commissioners District No. 1 of the submitted material. The 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 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 Ave Suite 306, Toms River, New Jersey, 08753, to be received on or before 12:00 p.m. on March 1, 2019.

Submit (2) two original paper copies,

Faxed or E-Mailed proposals will NOT be accepted.

February 6, 2019
02:55 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2018-2019 Purchase Order Listing By Expenditure Account

Page No: 1

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- -111-000-000	to 01- -140-05 -001	Bid: Y	State: Y	Other: Y Exempt: Y
Rcvd Batch Id Range: First	to Last	Encumbrance Date Range: First	to 12/31/19	Include Non-Budgeted: Y
Prior Year Only: N				
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 -023	WORKMAN'S COMP					
T0175	TOWNSHIP OF TOMS RIVER	19-00045	2019 INSURANCE JAN-JUN	32,230.65	0.00	
01- -112-05 -024	HEALTH BENEFITS/DISABILITY					
U0046	UNITED HEALTHCARE INS. CO.	19-00036	02/19 INS. CUSTOMER #04P2972	162.04	0.00	
H0033	HARTFORD INSURANCE COMPANY	19-00072	02/19 INSURANCE GROUP #680338	534.30	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	19-00073	02/19 HEALTH	24,039.00	0.00	
B0074	BENECARD SERVICES, INC.	19-00100	02/19 PRESCRIPTION PLAN#1319	5,223.85	0.00	
				29,959.19		
01- -113-05 -074	OFFICE EQUIPMENT					
C0049	CDW-GOVERNMENT	18-01447	EQUIP. DIST#1	64.00	0.00	
01- -114-05 -101	HYDRANT RENTAL					
S0337	SUEZ WATER T.R.	19-00071	01/19 ACCT#04402764900000	19,594.36	0.00	
N0007	N.J. AMERICAN WATER CO.	19-00077	01/19 HYDRANTS	7,622.43	0.00	
				27,216.79		
01- -116-05 -172	INSURANCE PREMIUMS					
T0175	TOWNSHIP OF TOMS RIVER	19-00045	2019 INSURANCE JAN-JUN	35,948.67	0.00	
01- -119-01 -274	PHYSICALS					
M0080	MERIDIAN OCCUPATIONAL HEALTH	18-01529	SCHAAL	25.00	0.00	
01- -119-05 -272	LEGAL					
K0035	KELAHAR, VAN DYKE & MORIARTY	18-01521	PROFESSIONAL SERVICES DIST#1	9,540.00	0.00	
R0090	RIORDAN, KEVIN ESQ. LLC	18-01526	PROFESSIONAL SERVICES	175.50	0.00	
				9,715.50		
01- -122-01 -386	CONFERENCES					
B0012	BANK OF AMERICA	19-00061	DIST#1 CONFERENCE EXPENSES	531.16	0.00	
01- -122-08 -386	CONFERENCES					
B0012	BANK OF AMERICA	19-00061	DIST#1 CONFERENCE EXPENSES	468.16	0.00	
01- -123-05 -416	DUES/SUBSCRIPTIONS					
N0209	NORTHERN NJ CHAPTER NIGP	19-00068	RENEW BRIAN KUBIEL MEMBERSHIP	80.00	0.00	
01- -125-01 -487	TURNOUT GEAR					
S0170	SKYLANDS AREA FIRE EQUIPMENT	18-01441	GEAR CO#1	3,989.68	0.00	
C0172	CONTINENTAL FIRE & SAFETY	18-01449	GEAR DIST#1	533.76	0.00	
C0172	CONTINENTAL FIRE & SAFETY	19-00028	HELMET PARTS CO#2	149.60	0.00	
				4,673.04		

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -126-01 -531	SUPPLIES					
N0215	NORWOOD AUTO PARTS	19-00037	SUPPLIES CO#4 & CO#2	70.74	0.00	
01- -126-05 -531	SUPPLIES					
W0004	W.B. MASON CO., INC.	19-00051	SUPPLIES DIST#1	71.54	0.00	
01- -127-01 -567	COMMUNICATIONS					
O0207	OPTIMUM	19-00052	01/19 ACCT#07867-114249-01-2	143.25	0.00	
V0010	VERIZON WIRELESS	19-00065	ACCT#320580493-00001	739.41	0.00	
V0010	VERIZON WIRELESS	19-00066	ACCT#920642692-00001	169.52	0.00	
V0074	VOWTEL LLC	19-00069	01/19 SERVICE DIST #1 INV#1426	381.20	0.00	
R0012	RACKSPACE US, INC.	19-00106	EMAIL JAN ACCT#030-34971557175	724.00	0.00	
				<u>2,157.38</u>		
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
C0149	COMCAST CABLE	19-00048	ACCT#8499 05 194 0622198	275.33	0.00	
V0010	VERIZON WIRELESS	19-00066	ACCT#920642692-00001	253.06	0.00	
V0074	VOWTEL LLC	19-00069	01/19 SERVICE DIST #1 INV#1426	191.61	0.00	
R0012	RACKSPACE US, INC.	19-00106	EMAIL JAN ACCT#030-34971557175	209.00	0.00	
				<u>929.00</u>		
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
U0065	UPS	18-01533	SHIPPING ACCT#E5400F	21.53	0.00	
E0069	ELECTRONIC MEASUREMENT LAB INC	19-00054	GAS DETECTOR	58.77	0.00	
U0065	UPS	19-00107	SHIPPING ACCT#E5400F	82.26	0.00	
				<u>119.50</u>		
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
W0044	WATCHUNG SPRING WATER CO. INC.	18-01538	WATER DIST#1	30.19	0.00	
W0004	W.B. MASON CO., INC.	19-00051	SUPPLIES DIST#1	792.41	0.00	
W0044	WATCHUNG SPRING WATER CO. INC.	19-00055	WATER DIST#1	30.19	0.00	
				<u>852.79</u>		
01- -128-08 -606	SHIPPING					
U0065	UPS	19-00107	SHIPPING ACCT#E5400F	17.62	0.00	
01- -129-01 -648	VEHICLE REPAIR					
E0004	E.R.S. FLEET REPAIR, INC.	18-01540	2511,2631,2671,2726	9,068.32	0.00	
J0014	J & R PRO AUTOMOTIVE	19-00063	1-100	69.95	0.00	
M0198	MR. KEYS INC.	19-00064	SPARE KEY 2800	125.00	0.00	
				<u>9,263.27</u>		
01- -129-01 -649	EQUIPMENT REPAIR					
B0115	BLAIRS RENTAL SERVICE, INC.	18-01527	REPAIR SNOWBLOWER CO#2	214.04	0.00	
E0069	ELECTRONIC MEASUREMENT LAB INC	19-00054	GAS DETECTOR	326.00	0.00	
				<u>540.04</u>		
01- -129-01 -651	TURNOUT GEAR CLEAN/REPAIR					
M0135	MINERVA CLEANERS	18-01539	REPAIRS CO#3 & CO#4	1,768.50	0.00	
01- -129-01 -652	SCOTTS REFILL/REPAIR					
A0076	AIR & GAS TECHNOLOGIES, INC.	18-01534	HYDRO BOTTLE	100.00	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -129-01 -659 G0072 GENSERVE, INC.	GENERATOR MAINTENANCE	18-01523	SERVICE CALL CO#1	351.00	0.00	
01- -129-05 -655 S0300 STEWART BUSINESS SYSTEMS	MAINTENANCE SERVICES	19-00034	COPIER MAINT. DIST#1	344.21	0.00	
01- -130-05 -290 K0103 KRONOS, INC. P0070 PAYCHEX INC.	PAYROLL SERVICES	18-01525 19-00083	WORKFORCE 12/18 INV#11403232 01/19 PAYROLL	170.73 1,160.80 1,331.53	0.00 0.00	
Fund Total:				158,829.28		
Total Charged Lines: 74 Total List Amount:				158,829.28	Total Void Amount:	0.00

FUNDS RECEIVED AND DEPOSITED

<u>FROM:</u>	<u>CK#:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
Gov Deals	145582	Bureau car #157 sold	2,094.44
Joint Board	29816	Fire Academy postage	90.88
Bureau of Fire Prevention	191	Revenue 12/18	30,462.94
Bureau of Fire Prevention	193	2018 dedicated penalties	12,071.68
Toms River Twp.	100365	Reimburse radios	11,335.48
Toms River Fire Dist#2	30201	Radio repairs	96.07
Leonard Nieves	501	Fire Academy fees	150.00
Jackson #3	4850	Fire Academy fees	200.00
Tinton Falls #2	4763	Fire Academy fees	25.00
Toms River Fire Dist#2	30206	Joint bills 1/19	78,452.89
Ocean Beach Fire Co#3	1824	Reimburse cable	795.92
O.C. JIF Insurance	72342	Claim #2600	768.14
Kenneth Taylor	110	Reimburse FDIC airfare	371.65
Toms River Fire Co#1	75778022	Reimburse equipment	4,569.62
Michael Ott		Fire Academy fees	200.00
William Hollingsworth	202	Fire Academy fees	200.00
Frederick Mitchell	10727	Fire Academy fees	200.00
Erin Macri		Fire Academy fees	200.00
John Friday	1052	Fire Academy fees	200.00
Plumsted #1	1816	Fire Academy fees	400.00
Brick #1	21944	Fire Academy fees	750.00