

MINUTES
TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1
East Dover Fire Company
February 17, 2021

Commissioner Convery called a regular meeting to order at 4:30 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
Tutela – Present Minkler-Present
Convery-present

Administrator Kubiel and Attorney Appleby present
Bisceglie present to take minutes

Bids- None

APPROVING THE MINUTES

Motion Autenrieth second Minkler to approve the minutes of the February 3, 2021 meeting providing they are made available for inspection by the public during this meeting. (SEE INSERTION) Ayes-5 Nays-0 Abstain-0 **CARRIED**

REPORTS OF COMMITTEES

COMMUNICATION – No report

BUREAU OF FIRE PREVENTION – No report

FIRE ACADEMY – Latshaw stated forklift is being worked on, the chairs should be delivered Monday.

POLICE/EMERGENCY MANAGEMENT-Progress

LEGISLATIVE- Progress

INSURANCE- No report

TOWNSHIP COUNCIL/MAYOR –Convery stated Congressman Andy Kim provided a letter of support for the FEMA grant.

FIRE OFFICERS ASSOCIATION-Autenrieth stated the Fire Officers Association has requested a meeting with himself and Minkler.

VEHICLE REPAIR/NEW APPARATUS- Progress

ADMINISTRATOR KUBIEL REPORT- Kubiel stated the truck repair reports are in the folders for review.

ATTORNEY REPORT- No report

APPLICATIONS FOR MEMBERSHIP-None

REMOVALS FROM THE ROLLS- None

UNFINISHED BUSINESS

Kubiel stated this was done by a motion at the February 3rd meeting. This resolution is to formalize.

RESOLUTION AUTHORIZING APPLICATION FOR AFG SAFER GRANT TO FIREHOUSE GRANTS- A resolution was presented Motion Minkler second Autenrieth authorizing the Administrator to procure Firehouse Grants to apply for an AFG (Assistance to Firefighter Grant) and SAFER Grant.

ROLL CALL VOTE

Latshaw-Yes Tutela -Yes
Autenrieth-Yes Minkler-Yes
Convery-Yes

CARRIED

NEW BUSINESS

Kubiel stated the job posting for Fire Sub-Code Official has been posted at the Township, this is to prevent any employee unless permission is granted by the board to perform outside work.

RESOLUTION ADOPTING POLICY FOR OUTSIDE EMPLOYMENT- A resolution was presented, Motion Tutela second Latshaw adopting a policy to require prior written approval for outside employment of district no.1 employees. (see inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Tutela -Yes
Autenrieth-Yes Minkler-Yes
Convery-Yes

CARRIED

Kubiel stated since the fire election was moved to April 20th 2021 the contracts need to be extended to the June meeting or until reorganization meeting if sooner.

RESOLUTION EXTENDING CONTRACTS- -A resolution was presented, Motion Tutela second Autenrieth authorizing the extension of certain appointments, contracts and agreements in response to the postponement of the fire district election to April 20, 2021. (see inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Tutela -Yes
Autenrieth-Yes Minkler-Yes
Convery-Yes

CARRIED

BILLS

Motion Autenrieth second Latshaw to approve the bill list for February 17, 2021 (SEE INSERTED LIST)

Ayes – 5 Nays – 0

CARRIED

PARTICIPATION BY THE PUBLIC- District Chief Everett Seaman asked how Radio Tech Genovese is making out with the radios. Kubiel stated the code plugs are in Manchester for the new portables and from there they are going to Jackson.

PRIVATE EXECUTIVE SESSION- Motion Autenrieth second Latshaw to go into private executive session @ 4:38 p.m.

Ayes - 5 Nays -0

CARRIED

Attorney Appleby read aloud the resolution for Private executive session and stated in addition she would like to discuss pending litigation as it relates to 2019-163 where Mr. Kubiel will have to recuse himself.

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 required in order for the attorney to exercise his ethical duties as a lawyer.
Contractual matters – Fire Subcode Shared Services Agreement

Motion Autenrieth second Minkler to go into open session @ 5:52

Ayes - 5 Nays -0

CARRIED

There being no further business, motion Autenrieth second Latshaw to close the meeting @ 5:53 p.m.

Ayes - 5 Nays -0

CARRIED

*Respectfully submitted
Leonard Minkler, Clerk*

**RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARD OF COMMISSIONERS,
FIRE DISTRICT NO.1, COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING THE EXTENSION OF CERTAIN APPOINTMENTS, CONTRACTS AND
AGREEMENTS IN RESPONSE TO THE POSTPONEMENT OF THE FIRE DISTRICT
ELECTION TO APRIL 20, 2021
FEBRUARY 17, 2021**

WHEREAS, pursuant to N.J.S.A. 40A:14-72(a), fire district elections are held annually on either the third Saturday in February or at the time of the general election in November; and

WHEREAS, the election for the Toms River Township Board of Commissioners, Fire District No.1 was scheduled for February 20, 2021; and

WHEREAS, voters at fire district elections taking place on the third Saturday in February elect members to the board of fire commissioners and determine the amount of money to be raised for the ensuing year and such other matters as may be required; and

WHEREAS, according to N.J.S.A. 40A:14-70, the terms of office of fire commissioners serving in districts with February elections expire at noon on the first Tuesday in March; and

WHEREAS, according to Executive Order 211 (2020), any fire district elections scheduled between January 12, 2021 and April 19, 2021 shall be postponed until April 20, 2021, to be held concurrently with the elections currently scheduled for that date; and

WHEREAS, while Executive Order 211 (2020) stated that the requirements of N.J.S.A. 40A:14-70 shall be suspended and the terms of office of board of fire commissioners shall extend until their successors are duly sworn in, and that N.J.S.A. 40A:14-78.17 is revised to increase to thirty percent the maximum appropriations to be made under a temporary budget to cover the period between the beginning of the fiscal year and the adoption of the fire district budget, it did not address the issue of expiration of certain contracts and agreements which were awarded at the 2020 annual Reorganization meeting which will expire March 1, 2021; and

WHEREAS, the Board desires to extend certain appointments, contracts and agreements which were awarded at the 2020 annual Reorganization meeting until June 2, 2021, or until such time the Board conducts its 2021 annual Reorganization meeting subsequent to the April 20, 2021 fire district election, whichever is earlier, so as to not disrupt fire district operations.

NOW, THEREFORE, BE IT RESOLVED by the Toms River Township Board of Commissioners, Fire District No. 1, County of Ocean, State of New Jersey, as follows:

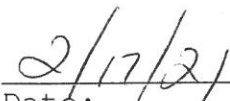
1. That due to the extraordinary circumstances of the continuing State of Emergency/Public Health Emergency and the postponement of the election to April 20, 2021 by Executive Order 211 (2020), the Board does hereby extend the following Professional Appointments and Agreements, originally approved at the March 4, 2020 annual Reorganization meeting of the Board, until June 2, 2021 or until the 2021 annual Reorganization meeting, whichever is earlier:
 - a. Meridian Occupational Health as Physicians to the Board pursuant to N.J.S.A. 40:69A-43(b) and Contract for Physicians Services to Meridian Occupational Health.
 - b. Armando V. Riccio, LLC as Labor Law Attorney and Contract for legal services to Armando V. Riccio, LLC.
 - c. Rothstein, Mandell, Strohm, Halm and Cipriani, P.A. as Attorney and Contract for legal services to Rothstein, Mandell, Strohm, Halm and Cipriani, P.A.
 - d. Holman Frenia Allison, P.C. as Auditors and Contract for auditing services to Holman Frenia Allison, P.C.
2. That due to the extraordinary circumstances of the continuing State of Emergency/Public Health Emergency and the postponement of the election to April 20, 2021 by Executive Order 211 (2020), the Board does hereby extend the following Appointments and Contracts, originally approved at the March 4, 2020 annual Reorganization meeting of the Board, until June 2, 2021 or until the 2021 annual Reorganization meeting, whichever is earlier:
 - a. Fire Flow Services Inc. for Hose, Ground Ladder and Pump Testing.
 - b. Gen-Serve Inc. for Generator Maintenance (not to exceed \$3,335 total)
 - c. Cascade Maintenance for Air and Gas Technologies (not to exceed \$5,270.00 total)

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 February 17, 2021.



Leonard Minkler
Clerk, Fire District No.1



Date:

**RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARD OF COMMISSIONERS,
FIRE DISTRICT NO.1, COUNTY OF OCEAN, STATE OF NEW JERSEY,
ADOPTING A POLICY TO REQUIRE PRIOR WRITTEN APPROVAL FOR OUTSIDE
EMPLOYMENT OF DISTRICT NO. 1 EMPLOYEES**

February 17, 2021

WHEREAS, pursuant to Section 11 of the Bylaws of the Toms River Township Board of Fire Commissioner, the Board may establish paid positions within the District; and

WHEREAS, the Board desires to implement a policy such that any employee in a position within Fire District No. 1 must give prior notice of such outside employment to the Board, and may not simultaneously hold employment with Fire District No. 1 and any other position of employment outside the District without prior written permission of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Toms River Township Board of Commissioners, Fire District No. 1, County of Ocean, State of New Jersey, as follows:

1. Effective immediately, any full-time employee of Fire District No. 1 who intends to accept and work at a position of employment with any entity other than Fire District No. 1, while working for Fire District No. 1, must give ten (10) days prior notice to the Board, in writing of that intention. Any full-time employee of Fire District No. 1 shall not hold outside employment without written approval from the Board.
2. That the Clerk of the Fire Commissioners shall forward a certified copy of this Resolution to the following:
 - A. Chairman.
 - B. Administrator.

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 February 17, 2021.


Leonard Minkler, Clerk

2/17/21
Date:

**RESOLUTION OF THE TOMS RIVER TOWNSHIP FIRE
COMMISSIONERS, DISTRICT NO.1, COUNTY OF OCEAN, STATE
OF NEW JERSEY, AUTHORIZING THE ADMINISTRATOR TO
PROCURE FIREHOUSE GRANTS TO APPLY FOR AN AFG
(ASSISTANCE TO FIREFIGHTERS GRANT) and SAFER GRANT FOR
DISTRICT NO. 1
FEBRUARY 17, 2021**

WHEREAS, AFG is a federal grant program through FEMA to meet firefighting and emergency response needs of fire departments; and

WHEREAS, SAFER is a federal grant for both staffing and volunteer recruitment and retention; and

WHEREAS, Firehouse Grants performs grant writing services and said services may be obtained from Firehouse Grants for an amount under the applicable bid threshold; and

WHEREAS, the Board had approved, by motion, on February 3, 2021 to authorize the Fire District No. 1 Administrator to take any and all action to engage Firehouse Grants for grant writing services for an AFG and SAFER grant for District No. 1.; and

WHEREAS, the Board now memorializes that authorization to authorize the Fire District No. 1 Administrator to take any and all action to engage Firehouse Grants for grant writing services for an AFG and SAFER grant for District No. 1.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Toms River Board of Fire Commissioners, District No. 1, County of Ocean, State of New Jersey as follows:

1. That the Board does hereby authorize the Fire District No. 1 Administrator to take any and all action to engage Firehouse Grants for grant writing services for an AFG and SAFER grant for District No. 1.
2. That the Board further authorizes the payment of the application fee to Firehouse Grants in the amount of \$7,000.

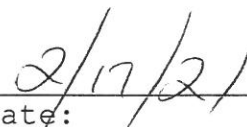
3. That the Chairman is hereby authorized to execute and the Clerk to attest to any applications or documentation necessary for the AFG and SAFER grant through Firehouse Grants.
4. That a certified copy of this resolution shall be forwarded to the District No. 1 Administrator and the District No. 1 Treasurer.

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 February 17, 2021.



Leonard Minkler
Clerk, Fire District No.1



Date:

February 17, 2021
03:06 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2020-2021 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- -135-01 -809	Bid: Y	State: Y	Other: Y Exempt: Y
Rcvd Batch Id Range: First	to Last	Encumbrance Date Range: First	to 12/31/21	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 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	21-00093	02/21 PRESCRIPTION PLAN#1319	4,504.87	0.00	
01- -113-01 -066	AIR CYLINDERS/SCOTTS					
M0090	MES INC.	21-00072	SCOTTS COVID-19	1,840.00	0.00	
01- -114-05 -101	HYDRANT RENTAL					
N0007	N.J. AMERICAN WATER CO.	21-00079	01/21 HYDRANTS	8,456.00	0.00	
01- -116-05 -172	INSURANCE PREMIUMS					
C0146	CONNER STRONG & BUCKELEW	21-00100	TREASURER'S BOND	2,515.00	0.00	
01- -119-05 -271	AUDITOR					
C0098	CIRKIEL ACTUARIAL	20-01416	ACTUARIAL SERVICES	1,268.75	0.00	
01- -119-05 -272	LEGAL					
R0080	RICCIO, ARMANDO LLC	21-00083	PROFESSIONAL SERVICES	2,071.00	0.00	
01- -120-05 -311	LEGAL NOTICES					
G0032	GANNET NEW JERSEY NEWSPAPERS	21-00118	LEGAL ADS ACCT#30915	40.40	0.00	
01- -122-05 -386	CONFERENCES					
G0134	GOVERNMENTAL PURCHASING	21-00056	SYMPOSIUM 10/20-22/2021	395.00	0.00	
01- -123-05 -416	DUES/SUBSCRIPTIONS					
S0285	STATE OF N.J., D.C.A.	21-00116	SUBSCRIPTION SERVICE KUBIEL	50.00	0.00	
01- -124-01 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	21-00098	PHYSICAL FITNESS	260.00	0.00	
01- -124-05 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	21-00098	PHYSICAL FITNESS	40.00	0.00	
01- -125-01 -487	TURNOUT GEAR					
C0172	CONTINENTAL FIRE & SAFETY	21-00054	BOOTS CO#1	225.00	0.00	
01- -126-01 -529	FUEL					
P0148	POINT BAY FUEL, LLC	21-00075	01/21 FUEL ACCT#104124	542.74	0.00	
B0141	BOROUGH OF LAVALLETTE	21-00101	01/21 FUEL	47.93	0.00	
				590.67		
01- -126-01 -531	SUPPLIES					
W0134	WITMER ASSOCIATES, INC.	20-00390	SUPPLIES CO#2	40.00	0.00	
W0134	WITMER ASSOCIATES, INC.	20-00430	SUPPLIES CO#4	18.00	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -126-01 -531	SUPPLIES		Continued			
T0136 TOMS RIVER FIRE CO. #2		21-00032	REIMB. WATER	180.00	0.00	
				238.00		
01- -127-01 -567	COMMUNICATIONS					
R0012 RACKSPACE US, INC.		21-00099	EMAIL JAN ACCT#030-34971557175	352.00	0.00	
F0171 4X TECHNOLOGIES, LLC		21-00115	02/21 SERVICES DIST#1	407.80	0.00	
				759.80		
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
R0012 RACKSPACE US, INC.		21-00099	EMAIL JAN ACCT#030-34971557175	253.25	0.00	
F0171 4X TECHNOLOGIES, LLC		21-00115	02/21 SERVICES DIST#1	234.99	0.00	
				488.24		
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
W0134 WITMER ASSOCIATES, INC.		20-00390	SUPPLIES CO#2	10.00	0.00	
W0134 WITMER ASSOCIATES, INC.		20-00430	SUPPLIES CO#4	8.99	0.00	
U0065 UPS		21-00120	SHIPPING ACCT#E5400F	19.32	0.00	
				38.31		
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
S0265 STAPLES		21-00084	1099'S FORMS	202.91	0.00	
O0070 OCEAN DATA FORMS		21-00102	ENVELOPES	117.35	0.00	
R0038 READY REFRESH BY NESTLE		21-00113	WATER DIST#1	39.95	0.00	
				360.21		
01- -128-08 -606	SHIPPING					
U0065 UPS		21-00120	SHIPPING ACCT#E5400F	40.87	0.00	
01- -129-01 -648	VEHICLE REPAIR					
K0098 KREANS AUTO BODY, INC		20-01394	2700 REPAIR	1,997.40	0.00	
E0075 ELITE VEHICLE SOLUTIONS		21-00059	2800, BATTERY/AUTO EJECT	1,215.00	0.00	
S0093 SERVICE TIRE TRUCK CENTERS INC		21-00092	2801 TIRE	703.00	0.00	
G0175 GRONES'S WRECKER/RECOVERY		21-00103	WINCH OUT INV#68263	500.00	0.00	
E0004 E.R.S. FLEET REPAIR, INC.		21-00121	2525,2624,71,2701,21,2801	10,017.98	0.00	
				14,433.38		
01- -129-01 -651	TURNOUT GEAR CLEAN/REPAIR					
M0135 MINERVA CLEANERS		21-00080	REPAIRS	197.00	0.00	
01- -129-01 -652	SCOTTS REFILL/REPAIR					
M0090 MES INC.		21-00095	REPAIRS	2,085.03	0.00	
01- -129-01 -653	EXTINGUISHER REFILL/REPAIR					
A0085 AISH FIRE PROTECTION CO.		21-00078	EXTINGUISHER CO#1 & CO#2	208.00	0.00	
01- -129-08 -648	VEHICLE REPAIR					
N0215 NORWOOD AUTO PARTS		21-00096	SUPPLIES RADIO & I/T	26.72	0.00	
01- -129-10 -655	MAINTENANCE					
N0215 NORWOOD AUTO PARTS		21-00096	SUPPLIES RADIO & I/T	21.34	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2020-2021 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- -130-05 -290 K0103 KRONOS, INC.	PAYROLL SERVICES	21-00094	WORKFORCE 01/21 INV#11707641	251.34	0.00	
01- -134-01 -751 C0210 COUNTY OF OCEAN	OPTICOM 2020	20-01426	OPTICOM INSTALLATION	1,692.49	0.00	
Fund Total:				43,097.42		
Total Charged Lines:	55	Total List Amount:	43,097.42	Total Void Amount:	0.00	