

**MINUTES**  
**TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1**  
**EAST DOVER FIRE COMPANY**  
**June 2, 2021**

Commissioner Convery called a regular meeting to order at 6:16 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 Kubiell and Attorney Appleby were present.  
Bisceglie present to take minutes

**BIDS - None**

**APPROVING THE MINUTES**

Motion Autenrieth second Minkler to approve the May 19, 2021 minutes providing a copy is made available for inspection by the public during this meeting.

Ayes-4    Abstain-1    **CARRIED**

**REPORTS OF COMMITTEES**

**COMMUNICATION** – No report

**FIRE PREVENTION BUREAU** – Convery stated moving forward with hiring Inspectors and clerical.

**FIRE ACADEMY** – Latshaw stated:

1. The roofline is supposed to start within the next two weeks.
2. Burn room inspection next week

**INSURANCE**—Tutela stated one claim has been processed for an injured firefighter.

**POLICE/EMERGENCY MANAGEMENT**- No report

**LEGISLATION** – No report

**TOWNSHIP COUNCIL AND MAYOR** – Latshaw stated primary elections on Tuesday.

**VEHICLE REPAIR/NEW APPARATUS** –Tutela stated a meeting with Fire & Safety to discuss the ladder for station 27. Station 27 boat moving forward with the change in the engine.

**FIRE OFFICERS ASSOCIATION**- Mtg. scheduled for Monday June 7<sup>th</sup>.

**ADMINISTRATOR KUBIEL REPORT** – Kubiell stated:

1. The truck report has been placed in the folders for review.
2. Hose and ground ladder testing schedule has been sent out
3. Reminded all there is only one meeting per month for June, July and August.

**ATTORNEY REPORT** – Attorney Appleby thanked the board for the appointment.  
Updated all on Covid-19 health emergencies.

### **REPORTS OF FIRE OFFICERS**

Convery expressed on behalf of the board his condolences for the loss of District Chief Seaman's brother.

**DISTRICT CHIEF SEAMAN**- Seaman stated it has been a busy month. Two firefighters suffered minor injuries during a recent structural fire.

**CO. 1 CHIEF VICIDOMINI** – Progress

**CO. 2 CHIEF CIRZ** -Progress

**CO. 3 CHIEF CALVO** – Calvo thanked all for the help with the recent events.

**CO.4 CHIEF CATAPANO**– Catapano stated:

1. It has been a very busy month.
2. Questioned the status of the OEM vehicle because there are no computers in it. He received an email to bring laptop until computers are upgraded. Kubiel stated to forward email to him and he will check into this.
3. Issues with laptops. He stated on 05/19/21 a request for repair went to Help IT. To date these issues have not been resolved. Tutela stated the board approved a shared service agreement with Toms River MUA several weeks ago for Tammy to work our networks and IT issues. Waiting for MUA to send back the signed agreement. It seems like the Spillman update is the cause of this.

**ISLAND HEIGHTS** – Progress

**SEASIDE HEIGHTS** –Progress

**FIRE OFFICERS ASSOCIATION** – President Simone stated meeting tomorrow night with the association and a meeting with the liaisons on June 7<sup>th</sup>. Discussion on recruitment and retention ideas. Chief Calvo created a survey and 91 out of 150 completed. Questioned the status on the Opticom system. Kubiel stated there are six intersections in each district that need to be completed and will commence Friday night.

**APPLICATIONS FOR MEMBERSHIP**- Michael Staples Co.1 as a firefighter.

**Motion Autenrieth second Tutela approving Michael Staples Co.1 as firefighter pending physical.**

**Ayes – 5    Nays – 0    CARRIED**

**UNFINISHED BUSINESS** - None

### **NEW BUSINESS**

Kubiel stated the homeland security grant for 2021 was received after the budget was submitted, therefore, an amendment needs to approved.

**RESOLUTION AMENDING THE 2021 BUDGET**- A resolution was presented, Motion Minkler second Autenrieth authorizing amendment to the 2021 budget. (See inserted resolution)

### **ROLL CALL VOTE**

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

**CARRIED**

**RESOLUTION TO ACCEPT FY-20 GRANT-** A resolution was presented, Motion Minkler second Autenrieth to accept a FY-20 Security Grant award in the amount of \$42,000 from the State of New Jersey Office of Homeland Security. (See inserted resolution)

**ROLL CALL VOTE**

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

**CARRIED**

**MOTION TO ADVERTISE FOR THE CLERICAL POSITION FOR THE BUREAU OF FIRE PREVENTION-** Motion Autenrieth second Tutela to advertise for the clerical position for the Bureau of Fire Prevention.

Ayes – 5    Nays – 0    **CARRIED**

**BILLS**

Motion Tutela second Latshaw to approve the bill list for June 2, 2021 (SEE INSERTED LIST)

Ayes – 5    Nays – 0    **CARRIED**

**PARTICIPATION BY THE PUBLIC-** Chief Cirz asked for the update on the assistant chiefs cars. Kubiel explained that he still has to order a car and unfortunately the pickings are very slim. Gary Simone asked what the process is as it relates to new members. Kubiel stated the CPAT is normally first step before any other process. Chief Vicidomini reminded all that Co.1 125<sup>th</sup> anniversary is Saturday on Robbins Street, which starts with a parade and then a block party after.

**PRIVATE EXECUTIVE 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. **Personnel, Bureau and Station 27**

Motion Autenrieth second Minkler to go into closed session @ 6:41 p.m.

Ayes - 5    Nays -0    **CARRIED**

Motion Autenrieth second Tutela to go into open session @ 7:19 p.m.

Ayes - 5    Nays -0    **CARRIED**

Motion Autenrieth second Tutela to authorize citizens to participate and be on fire apparatus for 125<sup>th</sup> Anniversary event.

Ayes - 5    Nays -0

**CARRIED**

There being no further business, motion Autenrieth second Tutela to close the meeting @ 7:20 p.m.

Ayes - 5    Nays -0

**CARRIED**

Respectfully submitted  
*Leonard Minkler, Clerk*

**RESOLUTION REQUESTING APPROVAL OF  
ITEMS OF REVENUE AND APPROPRIATION  
N.J.S.A. 40A:14-78.5**

**June 2, 2021**

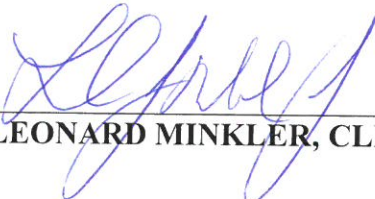
WHEREAS, N.J.S.A.40A:14-78.5 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any Fire District when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for an equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Fire District #1 of the Township of Toms River in the County of Ocean, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of grant revenue in the budget of the year 2021 in the sum of \$42,000 which is now available from the County of Ocean and the same amount of \$42,000 be added to total appropriations to purchase Shoring and Lifting System through the FY20 Homeland Security Grant.

**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 June 2, 2021.

  
\_\_\_\_\_  
**LEONARD MINKLER, CLERK**



RESOLUTION AUTHORIZING THE TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT NO. 1 TO ACCEPT A FY-20 HOMELAND SECURITY GRANT AWARD IN THE AMOUNT OF \$42,000.00 FROM THE STATE OF NEW JERSEY, OFFICE OF HOMELAND SECURITY AND PREPAREDNESS ADMINISTERED BY THE OCEAN COUNTY SHERIFF'S OFFICE AND AUTHORIZING THE DISTRICT CHAIRMAN AND CLERK TO EXECUTE THE MEMORENDUM OF UNDERSTANDING IN CONNECTION WITH THIS GRANT AWARD

JUNE 2, 2021

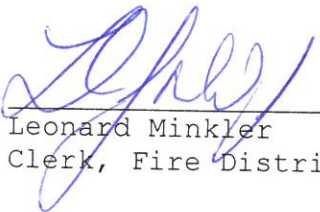
BE IT RESOLVED BY the Toms River Township Board of Fire Commissioners District No. 1 in the County of Ocean, and the State of New Jersey as follows:

The Toms River Township Board of Fire Commissioners District No. 1 is authorized to accept a FY-20 Homeland Security Grant award from the State of New Jersey, Office of Homeland Security administered by the Ocean County Sheriff's Department, in the amount of \$42,000.00.

1. The Board of Fire Commissioners District No. 1 Chairman and Clerk are authorized to execute the Memorandum of Understanding in connection with this grant award.
2. A certified copy of this resolution shall be provided by the Board of Fire Commissioners Administrative Office to each of the following:
  - a. Board Attorney
  - b. Ocean County Sheriff's Department  
Ocean County Justice Complex  
120 Hooper Avenue  
P.O. Box 2191  
Toms River, NJ 08754-2191

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 June 2, 2021

  
Leonard Minkler  
Clerk, Fire District No.1

6-2-21  
Date:

June 2, 2021  
03:58 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
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- -140-05 -001	Bid: Y	State: Y	Other: 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 Ext: No	

Expend Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -112-05 -024	HEALTH BENEFITS/DISABILITY					
U0047	UNITED HEALTHCARE INSURANCE CO	21-00426	06/21 INS. EMPLOYER #25283	343.21	0.00	
U0046	UNITED HEALTHCARE INS. CO.	21-00451	06/21 INS. CUSTOMER #04P2972	123.20	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	21-00460	06/21 HEALTH	15,768.61	0.00	
H0033	HARTFORD INSURANCE COMPANY	21-00472	06/21 INSURANCE GROUP #680338	420.65	0.00	
				16,655.67		
01- -113-01 -064	TOOLS & EQUIPMENT					
E0069	ELECTRONIC MEASUREMENT LAB INC	21-00403	GAS METERS CO#1	807.50	0.00	
01- -113-02 -064	TOOLS & EQUIPMENT					
G0155	GRAINGER	21-00398	EQUIP. CO#2	677.21	0.00	
01- -113-03 -064	TOOLS & EQUIPMENT					
V0005	V.E. RALPH & SON	21-00410	EQUIP. CO#3	215.91	0.00	
H0100	HOME DEPOT	21-00422	EQUIP. CO#3	249.78	0.00	
				465.69		
01- -113-08 -069	RADIOS					
T0065	TESSCO TECHNOLOGIES, INC.	21-00404	ANTENNA TESTER DIST#1	3,460.00	0.00	
01- -114-05 -101	HYDRANT RENTAL					
N0007	N.J. AMERICAN WATER CO.	21-00389	04/21 HYDRANTS	8,456.00	0.00	
S0337	SUEZ WATER T.R.	21-00476	05/21 ACCT#04402764900000	18,939.76	0.00	
				27,395.76		
01- -119-01 -274	PHYSICALS					
M0080	MERIDIAN OCCUPATIONAL HEALTH	21-00425	CIACCIO, VERHOVEN	1,246.00	0.00	
T0075	THE STRESS CENTER, P.C.	21-00428	EVALUATIONS	209.00	0.00	
				1,455.00		
01- -119-05 -272	LEGAL					
R0127	ROTHSTEIN, MANDELL, STROHM,	21-00470	LEGAL SERVICES	8,991.00	0.00	
R0080	RICCIO, ARMANDO LLC	21-00479	PROFESSIONAL SERVICES	475.00	0.00	
				9,466.00		
01- -119-05 -273	CONSULTANT					
V0101	VFIS OF NEW JERSEY	21-00386	GASB REPORTING	750.00	0.00	
01- -119-05 -275	TEMP. PROFESSIONAL SERVICE					
W0150	WITT O'BRIEN'S	21-00355	FEMA ASSISTANCE INV#507-000268	6,840.00	0.00	
W0150	WITT O'BRIEN'S	21-00471	FEMA ASSISTANCE INV#507-000573	2,370.00	0.00	
				9,210.00		

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
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- -123-05 -416	DUES/SUBSCRIPTIONS					
B0012	BANK OF AMERICA	21-00478	PROCUREMENT CARD PURCHASES	19.00	0.00	
01- -126-01 -531	SUPPLIES					
M0090	MES INC.	21-00217	CALIBRATION MIX CO#4	528.00	0.00	
C0172	CONTINENTAL FIRE & SAFETY	21-00411	SUPPLIES CO#3	122.96	0.00	
				<u>650.96</u>		
01- -126-01 -533	BATTERIES					
G0155	GRAINGER	21-00406	BATTERIES CO#3	59.88	0.00	
01- -127-01 -567	COMMUNICATIONS					
F0171	4X TECHNOLOGIES, LLC	21-00436	05/21 SERVICES DIST#1	407.80	0.00	
O0207	OPTIMUM	21-00473	05/21 ACCT#07867-114249-01-2	156.66	0.00	
V0010	VERIZON WIRELESS	21-00477	ACCT#320580493-00001	760.60	0.00	
				<u>1,325.06</u>		
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
F0171	4X TECHNOLOGIES, LLC	21-00436	05/21 SERVICES DIST#1	234.99	0.00	
C0149	COMCAST CABLE	21-00464	ACCT#8499 05 194 0622198	291.52	0.00	
V0010	VERIZON WIRELESS	21-00477	ACCT#320580493-00001	38.01	0.00	
				<u>564.52</u>		
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
M0090	MES INC.	21-00217	CALIBRATION MIX CO#4	20.00	0.00	
E0069	ELECTRONIC MEASUREMENT LAB INC	21-00403	GAS METERS CO#1	23.90	0.00	
U0065	UPS	21-00474	SHIPPING ACCT#E5400F	384.84	0.00	
				<u>428.74</u>		
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
W0004	W.B. MASON CO., INC.	21-00419	SUPPLIES DIST#1	144.61	0.00	
M0029	MARCO TECHNOLOGIES, LLC	21-00457	COPIES DIST#1	54.65	0.00	
				<u>199.26</u>		
01- -128-08 -606	SHIPPING					
T0065	TESSCO TECHNOLOGIES, INC.	21-00404	ANTENNA TESTER DIST#1	34.36	0.00	
01- -129-01 -648	VEHICLE REPAIR					
J0014	J & R PRO AUTOMOTIVE	21-00438	2810 BATTERY/ADM VAN	194.24	0.00	
O0045	OCEAN COUNTY POWERSPORTS	21-00447	BATTERY TENDER CO#3	36.95	0.00	
R0040	RECREATIONAL POWER SPORTS LLC	21-00449	#2506 MAINT.	625.00	0.00	
S0093	SERVICE TIRE TRUCK CENTERS INC	21-00461	#2609 TIRE	425.50	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	21-00480	2701,05,21,2801	2,600.45	0.00	
				<u>3,882.14</u>		
01- -129-05 -648	VEHICLE/EQUIPMENT REPAIRS					
T0220	TRONIX	21-00393	1-910 WINDOW TINT	80.00	0.00	
J0014	J & R PRO AUTOMOTIVE	21-00438	2810 BATTERY/ADM VAN	29.95	0.00	
				<u>109.95</u>		
01- -130-05 -290	PAYROLL SERVICES					
K0103	KRONOS, INC.	21-00453	WORKFORCE 04/21 INV#11759255	246.21	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
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- -131-05 -730 S0165 SKIP'S FLORIST	TESTIMONIALS	21-00475	SEAMAN	75.95	0.00	
Fund Total:				77,938.86		
Total Charged Lines: 67		Total List Amount: 77,938.86		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>
Robert Baran	1172	Fire Academy fees	325.00
Brick Fire Dist#3	5447	Fire Academy fees	750.00
Bureau of Fire Prevention	257	Revenue 4/21	89,822.44
Howell Fire Dist#1	3961	Fire Academy fees	500.00
Lakewood Fire Dist#1	21469	Fire Academy fees	450.00
District #2	31413	Joint bills 5/21	68,592.52
FOTA	3263	Fire Academy fees	125.00
Selective Insurance	51379608	Dividends joint insurance policy	2,786.88
Selective Insurance	51379682	Dividends joint insurance policy	1,298.15