

MINUTES
TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1
OCEAN BEACH FIRE COMPANY
August 4, 2021

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
Tutela – present	Minkler-present
Convery – present	

Administrator Kubiel and Attorney Cipriani were present.
Bisceglie present to take minutes

BIDS - None

APPROVING THE MINUTES

Motion Autenrieth second Latshaw to approve the July 7, 2021 regular minutes providing a copy is made available for inspection by the public during this meeting.

Ayes – 5 Nays – 0 **CARRIED**

ANNUAL AUDIT REPORT- Lauren Holman from Holman, Frenia & Allison addressed the board with the annual audit report for 2020. After thorough review of the financial records it was determined there were no problems or weaknesses significant enough that would affect the ability to express an opinion on the financial statements as a whole.

REPORTS OF COMMITTEES

COMMUNICATION – No report

FIRE PREVENTION BUREAU – No report

FIRE ACADEMY – Latshaw stated the roof line repair has been inspected and approved. Obtaining several quotes for different projects.

INSURANCE—Progress

POLICE/EMERGENCY MANAGEMENT- No report

LEGISLATION – No report

TOWNSHIP COUNCIL AND MAYOR – Kubiel stated there have been several news articles written that Mayor Hill has been in discussion with Fire District No.1 as it relates to per-diem firefighters on the barrier island. Kubiel wanted it noted that there has been no such discussion.

VEHICLE REPAIR/NEW APPARATUS –Tutela stated Station 27's boat should be delivered within the next couple weeks.

FIRE OFFICERS ASSOCIATION- No report

ADMINISTRATOR KUBIEL REPORT – Kubiel stated:

1. The truck report has been placed in the folders for review.
2. The SCBA fit testing must be done by September 24th for all the active members.
3. Ocean Beach's new boat should be here August 18th or 19th. Requesting to authorize payment in between meetings.
4. Co.2 firefighters are due for their physicals this year. Monica will be sending each firefighter the physical package via email.

ATTORNEY REPORT – No report

REPORTS OF FIRE OFFICERS

DISTRICT CHIEF E. SEAMAN- Seaman stated the new zoning policy seems to be working well. Work in progress and some minor tweaking has been done. Thanked all again for their input and help.

CO. 1 ASST CHIEF SIMONE JR. – Simone stated busy month. They were the first to activate the new second alarm policy and it went well. Emailed both Sahatjian and Hafner thanking them. Activated the technical rescue team which also went well. Past Chief Flynn is back in the hospital in Florida. Members of Company No.1 built a ramp for member Chris O'Shaughnessy at his house.

CO. 2 CHIEF CIRZ –Kubiel stated Chief Cirz notified him he could not attend and no other line officers were available.

CO. 3 CHIEF CALVO – Calvo stated pancake breakfast is labor day weekend. Hosting a blood drive September 9th from 1p.m. to 7p.m. Would like to recognize Dispatcher Mesina for an excellent job in response to two recent calls. He realized there was a discrepancy in a call and was able to adjust the call accordingly. Convery asked that the board's condolences be sent to Chief McIntyre, his wife has passed away. Calvo also advised the board Gary Alston is in hospital and should be released soon.

CO.4 CHIEF CATAPANO– Catapano stated busy month with water calls, all agencies involved in the speedboat flipping did an amazing job with the conditions they were working under. Pulled four individuals out of the bay after jumping off the bridge.

ISLAND HEIGHTS – Progress

SEASIDE HEIGHTS –Progress

FIRE OFFICERS ASSOCIATION – Simone Jr. stated a meeting this month, retention and standardization was discussed.

REMOVALS FROM THE ROLLS- Patrick Beebe-Reynolds Co.2

Motion Tutela second Autenrieth to remove Patrick Beebe-Reynolds from the rolls with regrets.

Ayes – 5 Nays – 0 CARRIED

Convery said with sad regrets that he is leaving the fire service.

APPLICATIONS FOR MEMBERSHIP- James Sarafino, Fire police Co.3 and Kevin Lozano Co.2.

Joseph Chowanec Co.1, Jorge Guevara-Martinez Co.1 and Raul Santillan Diaz Co.1 pending completion of their application process. James Serafino was sworn in.

Motion Tutela second Autenrieth to accept James Serafino Co.3, Firepolice and Kevin Lozano Co.2 as firefighter. Ayes – 5 Nays – 0 **CARRIED**

Motion Tutela second Autenrieth to accept Joseph Chowanec Co.1, Jorge Guevara-Martinez Co.1 and Raul Santillan Diaz Co.1 pending completion of application process.

Ayes – 5 Nays – 0 **CARRIED**

UNFINISHED BUSINESS

AUDITOR APPOINTMENT- Minkler stated this was tabled at the June and July reorganization meeting until he was able to get answers to several questions by the Administrator. He feels confident in moving forward with Autenrieth's motion from last month for appointing Holman Frenia & Allison
Motion Minkler second Autenrieth to appoint Holman, Frenia and Allison as Auditors for 2021/22.

ROLL CALL VOTE

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

CARRIED

NEW BUSINESS

RESOLUTION ACCEPTING 2020 AUDIT A resolution was presented, Motion Autenrieth second Tutela certifying that each commissioner has personally reviewed the 2020 annual audit and accepting same (See inserted resolution)

ROLL CALL VOTE

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

CARRIED

AUTHORIZING PAYMENT FOR BOAT- Motion Tutela second Autenrieth to authorize Administrator Kubiel to issue payment to Safe Boats International in the amount of \$494,219.89 upon delivery and inspection of boat.

Ayes – 5 Nays – 0 **CARRIED**

BILLS

Motion Autenrieth second Latshaw to approve the bill list for August 4, 2021 (See Inserted List)

Ayes – 5 Nays – 0 **CARRIED**

PARTICIPATION BY THE PUBLIC- Gary Simone Sr asked if the fire election will be moved. Kubiel stated statutorily it moves back to February but with this COVID flare things may change. Simone Sr. also stated that District No.2 is sending out invoices for fire calls and collecting a substantial amount of money and asked if District No.1 has looked into this. Kubiel stated they

have been in touch with Local Government Services to get all information needed to see if this is something that can be done.

Andy Goresh:

1. Stated at the April meeting Chief Simone had asked about pagers that they are running in a depleted service. Has there been any movement on this? Kubiel answered yes.
2. Asked how many internal and external lawsuits is the board currently involved with? Attorney Cipriani answered to the best of her knowledge there are two if you include the Government Records Council but it may be down to just one. Pending litigation cannot be discussed at this time.
3. What are the lawsuits that have been settled in the past year? Cipriani stated she is not sure but can make that available if requested.
4. Has the MUA contract been settled for IT? Kubiel answered the contract has been signed.
5. There was a homeland security grant awarded for \$22,000 what was that for? Kubiel stated it is a grant awarded from the county for technical rescue.
6. Any information on the security breach? Kubiel stated it has been completed and there has been no widespread breach of our system.
7. Has the board been asked to return any FEMA payment? Kubiel stated as part of the Superstorm Sandy loan that was required the board applied for and received approximately 1.5 million and were directed by FEMA to repay \$400,000 and that has been completed.

Dan Goresh- He asked if there was a plan for Station 27's old boat. Kubiel stated he has not met with the apparatus committee yet but will be discussing what the best options are.

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 required in order for the attorney to exercise his ethical duties as a lawyer. Formal action may be taken.

Personnel/contracts

Litigations

Motion Autenrieth second Minkler to go into closed session @ 7:43 p.m.

Ayes - 5 Nays -0 CARRIED

Motion Tutela second Autenrieth to go into open session @ 8:48 p.m.

Ayes - 5 Nays -0 CARRIED

Motion Autenrieth second Tutela to increase Part-time radio technician hourly rate to \$30.00 per hour effective immediately.

Ayes - 5 Nays -0 CARRIED

There being no further business, motion Autenrieth second Latshaw to close the meeting @ 8:50 p.m.

Ayes - 5 Nays -0 CARRIED

Respectfully submitted
Leonard Minkler, Clerk

RESOLUTION CERTIFYING EACH COMMISSIONER HAS PERSONALLY REVIEWED
THE ANNUAL AUDIT AND HAS EVIDENCED SAME BY GROUP AFFIDAVIT IN THE
FORM PRESCRIBED BY THE LOCAL FINANCE BOARD

August 4, 2021

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit for the fiscal year ended December 31, 2020, has been completed and filed with the Commissioners of Fire District No. 1, Toms River Township, Ocean County, New Jersey pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body to each authority to, within 15 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member whereof has personally reviewed the annual audit and has evidenced same by group affidavit in the form prescribed by the Local Finance Board;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Commissioners of Fire District No. 1, Toms River Township hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2020 and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the clerk of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE TIME OF THE MEETING HELD ON AUGUST 4, 2021.

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 August 4, 2021.


LEONARD MINKLER, CLERK

8-4-21

DATE

August 4, 2021
02:40 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021 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: Y
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	Paid Date Range: 07/26/21 to 07/26/21	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.	21-00607	07/21 PRESCRIPTION PLAN#1319	4,133.42	0.00	
U0046	UNITED HEALTHCARE INS. CO.	21-00642	08/21 INS. CUSTOMER #04P2972	123.20	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	21-00643	08/21 INS. EMPLOYER #25283	343.21	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	21-00647	08/21 HEALTH	15,332.59	0.00	
H0033	HARTFORD INSURANCE COMPANY	21-00670	08/21 INSURANCE GROUP #680338	420.65	0.00	
				<u>20,353.07</u>		
01- -112-05 -027	LENGTH OF SERVICE AWARD					
S0220	SPECIALTY BENEFITS	21-00611	LOSAP 3RD PAYMENT 2021	128,786.25	0.00	
01- -113-01 -063	HOSE & NOZZLES					
M0119	MID-ATLANTIC FIRE & AIR	21-00415	HOSE CO#2	1,420.00	0.00	
01- -113-02 -064	TOOLS & EQUIPMENT					
A0099	ALL HANDS FIRE EQUIPMENT	21-00555	EQUIP. CO#2	1,175.00	0.00	
01- -113-03 -064	TOOLS & EQUIPMENT					
D0112	DIVERS TWO INC.	21-00527	EQUIP. CO#3	346.92	0.00	
01- -113-03 -068	WATER RESCUE					
D0112	DIVERS TWO INC.	21-00527	EQUIP. CO#3	2,049.08	0.00	
01- -113-04 -064	TOOLS & EQUIPMENT					
M0090	MES INC.	21-00634	EQUIP. CO#4	12,193.00	0.00	
01- -113-04 -065	TOOLS & EQUIP. - BIG					
M0090	MES INC.	21-00634	EQUIP. CO#4	17,500.00	0.00	
01- -113-08 -069	RADIOS					
T0002	TACTICAL PUBLIC SAFETY	21-00556	RADIO EQUIP. DIST 1 & REPAIR	6,510.00	0.00	
01- -114-05 -101	HYDRANT RENTAL					
N0007	N.J. AMERICAN WATER CO.	21-00626	06/21 HYDRANTS	8,456.00	0.00	
S0337	SUEZ WATER T.R.	21-00665	07/21 ACCT#04402764900000	20,903.56	0.00	
				<u>29,359.56</u>		
01- -119-01 -274	PHYSICALS					
M0080	MERIDIAN OCCUPATIONAL HEALTH	21-00646	STAPLES, STALOWSKI	668.00	0.00	
T0075	THE STRESS CENTER, P.C.	21-00649	EVALUATIONS	247.00	0.00	
				<u>915.00</u>		
01- -119-05 -271	AUDITOR					
H0098	HOLMAN, FRENIA, ALLISON P.C.	21-00691	2020 AUDIT INV#50145	500.00	0.00	

August 4, 2021
02:40 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021 Purchase Order Listing By Expenditure Account

Page No: 2

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -119-05 -272	LEGAL					
R0080	RICCIO, ARMANDO LLC	21-00660	PROFESSIONAL SERVICES	133.00	0.00	
R0127	ROTHSTEIN, MANDELL, STROHM,	21-00689	PROFESSIONAL SERVICES	11,618.00	0.00	
				<u>11,751.00</u>		
01- -120-05 -311	LEGAL NOTICES					
G0032	GANNETT NEW JERSEY NEWSPAPERS	21-00620	CONTRACTS, MTGS., EMPLOYMENT ADS	117.80	0.00	
01- -123-05 -416	DUES/SUBSCRIPTIONS					
B0012	BANK OF AMERICA	21-00663	PROCUREMENT CARD PURCHASES	19.00	0.00	
K0150	KUBIEL, BRIAN	21-00681	REIMB. NOTARY EXPENSES	45.00	0.00	
				<u>64.00</u>		
01- -123-08 -416	DUES/SUBSCRIPTIONS					
M0187	MOTOROLA SOLUTIONS, INC.	21-00652	APX DOWNLOAD	299.00	0.00	
01- -123-10 -416	DUES & SUBSCRIPTIONS					
B0012	BANK OF AMERICA	21-00663	PROCUREMENT CARD PURCHASES	869.42	0.00	
01- -124-01 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	21-00685	PHYSICAL FITNESS	325.00	0.00	
01- -126-01 -529	FUEL					
T0175	TOWNSHIP OF TOMS RIVER	21-00608	6/21 FUEL DIST#1	793.94	0.00	
B0141	BOROUGH OF LAVALLETTE	21-00621	06/21 FUEL	299.31	0.00	
O0059	OCEAN GATE YACHT BASIN	21-00682	FUEL	153.12	0.00	
P0148	POINT BAY FUEL, LLC	21-00690	7/21 FUEL ACCT#104124	352.60	0.00	
				<u>1,598.97</u>		
01- -126-08 -533	BATTERIES					
T0002	TACTICAL PUBLIC SAFETY	21-00556	RADIO EQUIP. DIST 1 & REPAIR	190.00	0.00	
01- -127-01 -567	COMMUNICATIONS					
R0012	RACKSPACE US, INC.	21-00622	EMAIL JUN ACCT#030-34971557175	811.50	0.00	
F0171	4X TECHNOLOGIES, LLC	21-00644	07/21 SERVICES DIST#1	407.80	0.00	
O0207	OPTIMUM	21-00657	07/21 ACCT#07867-114249-01-2	156.67	0.00	
V0010	VERIZON WIRELESS	21-00662	ACCT#320580493-00001	760.34	0.00	
				<u>2,136.31</u>		
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
R0012	RACKSPACE US, INC.	21-00622	EMAIL JUN ACCT#030-34971557175	241.70	0.00	
F0171	4X TECHNOLOGIES, LLC	21-00644	07/21 SERVICES DIST#1	234.99	0.00	
C0149	COMCAST CABLE	21-00656	ACCT#8499 05 194 0622198	291.52	0.00	
V0010	VERIZON WIRELESS	21-00662	ACCT#320580493-00001	38.01	0.00	
				<u>806.22</u>		
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
A0099	ALL HANDS FIRE EQUIPMENT	21-00555	EQUIP. CO#2	15.00	0.00	
U0065	UPS	21-00648	SHIPPING ACCT#E5400F	49.36	0.00	
				<u>64.36</u>		

August 4, 2021
02:40 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021 Purchase Order Listing By Expenditure Account

Page No: 3

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
W0004	W.B. MASON CO., INC.	21-00640	SUPPLIES DIST#1	101.83	0.00	
B0012	BANK OF AMERICA	21-00663	PROCUREMENT CARD PURCHASES	973.62	0.00	
				<u>1,075.45</u>		
01- -129-01 -648	VEHICLE REPAIR					
P0220	PRESTIGE AUTO SPA	21-00625	CAR WASH	6.47	0.00	
J0014	J & R PRO AUTOMOTIVE	21-00655	2810, 2600	1,787.01	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	21-00661	2501,2624,2701,2801,11	3,616.86	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	21-00688	2609,24,2705,21,2811	4,754.84	0.00	
				<u>10,165.18</u>		
01- -129-01 -649	EQUIPMENT REPAIR					
E0194	ESI EQUIPMENT, INC.	21-00511	SERVICE AGREEMENT CO#1	2,049.00	0.00	
U0049	UNITED RENTALS, INC.	21-00653	REPAIR LIGHT TOWERS	864.00	0.00	
				<u>2,913.00</u>		
01- -129-01 -652	SCOTTS REFILL/REPAIR					
M0090	MES INC.	21-00686	SCBA FLOW TEST DIST#1	10,659.38	0.00	
01- -129-01 -653	EXTINGUISHER REFILL/REPAIR					
A0085	AISH FIRE PROTECTION CO.	21-00616	EXTINGUISHERS DIST#1	1,506.50	0.00	
01- -129-01 -654	CASCADE MAINTENANCE					
A0076	AIR & GAS TECHNOLOGIES, INC.	21-00671	2021 MAINT. CONTRACT DIST#1	4,435.00	0.00	
01- -129-05 -655	MAINTENANCE SERVICES					
A0046	ADVANCED MONEY SYSTEMS, LLC	21-00614	SERVICE SHREDDER	225.00	0.00	
S0300	STEWART BUSINESS SYSTEMS	21-00624	COPIER MAINT. DIST#1	344.21	0.00	
				<u>569.21</u>		
01- -129-08 -650	RADIO REPAIR PARTS					
M0184	MOTOROLA SOLUTIONS, INC.	21-00504	EQUIP. CO#3 BOAT	255.00	0.00	
T0002	TACTICAL PUBLIC SAFETY	21-00556	RADIO EQUIP. DIST 1 & REPAIR	129.00	0.00	
				<u>384.00</u>		
01- -130-05 -290	PAYROLL SERVICES					
P0070	PAYCHEX INC.	21-00678	07/21 PAYROLL	548.30	0.00	
K0103	KRONOS, INC.	21-00680	WORKFORCE 06/21 INV#11785586	241.08	0.00	
				<u>789.38</u>		
01- -131-05 -730	TESTIMONIALS					
A0023	ACTION UNIFORM COMPANY	21-00416	AWARD PINS	1,196.00	0.00	
01- -134-01 -751	OPTICOM 2020					
C0210	COUNTY OF OCEAN	21-00623	OPTICOM INSTALLATION	1,247.77	0.00	
	Fund Total:			274,270.83		

Total Charged Lines: 106 Total List Amount: 274,270.83 Total Void Amount: 0.00

Totals by Year-Fund
Fund Description

Fund Expend Total

1-01 274,270.83

Total of All Funds: 274,270.83

FUNDS RECEIVED AND DEPOSITED

<u>FROM:</u>	<u>CK#:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
Edison Twp.	22750	Fire Academy fees	150.00
Toms River Fire Dist#2	1028	Joint bills 6/21	72,279.01
Bureau of Fire Prevention	261	Revenue 6/21	36,502.40
Jackson Dist#4	6608	Fire Academy fees	1,000.00
Ocean Grove	5331	Fire Academy fees	2,000.00
Lakewood Fire Dist#1	21618	Fire Academy fees	1,550.00
Toms River Joint Board	33060	Postage	39.75
Jackson Dist#3	5981	Fire Academy fees	3,000.00
Borough of Lavallette	37478	Fire Academy fees	1,000.00
Selective Insurance	11301538	Deductible #127 claim	500.00