

MINUTES
TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1
Toms River Fire Company No. 2
January 5, 2022

Regular meeting was called to order @ 6:37 by Commissioner Convery immediately following the public hearing of the 2022 budget.

ROLL CALL

Autenrieth – present Latshaw –absent
Tutela – present Minkler-present
Convery – present

Administrator Kubiell and Attorney Appleby were present.
Bisceglie present to take minutes

APPROVING THE MINUTES

Motion Tutela second Minkler to approve the December 15, 2021 minutes providing a copy is made available for inspection by the public during this meeting.

Ayes – 3 Nays – 0 Abstain-1 **CARRIED**
(Autenrieth)

REPORTS OF COMMITTEES

COMMUNICATION – No report

FIRE PREVENTION BUREAU – No report

FIRE ACADEMY – Minkler stated the heater in the bay has been fixed. COVID disinfection has been performed. Classes cancelled for one week to try to slow the spread.

INSURANCE- Tutela stated two workmen's compensation claims and one auto claim have been filed.

POLICE/EMERGENCY MANAGEMENT- No report

LEGISLATION - No report

TOWNSHIP COUNCIL AND MAYOR – No report

VEHICLE REPAIR/NEW APPARATUS – No report

FIRE OFFICERS ASSOCIATION- No report

ADMINISTRATOR KUBIELL REPORT - Kubiell stated:

1. Truck repair report in the folders for review
2. Received the performance bond for the aerial
3. In process of gathering surplus inventory and then we will also advertise old station 27 boat so it can all be done at once.
4. Thanked all members and companies that were able to stop by to give Joanne a nice sendoff for her last day of work.

ATTORNEY REPORT – No report

REPORTS OF FIRE OFFICERS

DISTRICT CHIEF SEAMAN – Progress

CO. 1 CHIEF SIMONE JR – Simone Jr. stated the first week of January has been busy. New officers are in. Requested to remove Joseph Chowanec as a firefighter.

CO. 2 CHIEF A. CIRZ –A. Cirz stated their annual dinner has been postponed until further notice.

CO. 3 CHIEF CALVO – Progress

CO.4 CHIEF CATAPANO- Catapano also stated their annual dinner has been cancelled until further notice.

ISLAND HEIGHTS – No report

SEASIDE HEIGHTS – No representation

FIRE OFFICERS ASSOCIATION – No report

REMOVALS FROM THE ROLLS – Joseph Chowanec Co.1.

Motion Autenrieth second Tutela to remove Joseph Chowanec Co.1 from the rolls.

Ayes – 4 Nays – 0

CARRIED

APPLICATIONS FOR MEMBERSHIP- Peter Fish Co. 4, Anthony Testa Co.4 pending physicals.

Motion Autenrieth second Tutela to accept Peter Fish Co.4 , Anthony Testa Co.4 pending physical.

Ayes – 4 Nays – 0

CARRIED

UNFINISHED BUSINESS - None

NEW BUSINESS

RESOLUTION AUTHORIZING TEMPORARY 2022 BUDGET - A resolution was presented, Motion Minkler second Autenrieth authorizing temporary budget for 2022 not to exceed 14%. (See inserted resolution)

ROLL CALL VOTE

Latshaw-Absent Tutela- Yes

Autenrieth-Yes Minkler-Yes

Convery-Yes

CARRIED

RESOLUTION BUDGET TRANSFER- A resolution was presented, Motion Minkler second Autenrieth authorizing transfer of funds relative to the prior 2021 budget. (See inserted resolution)

ROLL CALL VOTE

Latshaw-Absent Tutela- Yes

Autenrieth-Yes Minkler-Yes

Convery-Yes

CARRIED

RESOLUTION APPOINTING BRIAN KUBIEL AS THE PUBLIC AGENCY COMPLIANCE OFFICER - A resolution was presented, Motion Autenrieth second Tutela appointing Brian Kubiel as the Public Agency Compliance Officer. (See inserted resolution)

ROLL CALL VOTE

Latshaw-Absent Tutela- Yes

Autenrieth-Yes Minkler-Yes

Convery-Yes

CARRIED

MOTION TO ACCEPT CAPITAL QUESTIONS- Motion Autenrieth second Minkler to accept Capital questions as written. A roll call vote was taken

ROLL CALL VOTE

Latshaw-Absent Tutela- Yes

Autenrieth-Yes Minkler-Yes

Convery-Yes

CARRIED

BILLS

Motion Minkler second Autenrieth to approve the bill list for January 5, 2022 (SEE INSERTED LIST)

Ayes – 4 Nays – 0

CARRIED

PARTICIPATION BY THE PUBLIC- John Gonzalez stated in the December 15, 2021 minutes it states that Commissioner Tutela abstained on a vote on transferring a member from Co.1 to Co.2 and suggested moving forward with making them one company.

Tutela responded yes that statement was made by him because there have been several transfers within the past year between the companies and is suggesting they possibly share the membership but keep their respective fire companies. No action by the board is taking place to merge the companies.

Gary Simone Jr feels there is a flaw in the overall transfer process.

Motion Tutela second Autenrieth to go into Closed Session @ 7:05 p.m.

Ayes – 4 Nays – 0

CARRIED

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.

1. Anticipated litigation, Piscopo appeal
2. Personnel

Motion Tutela second Minkler to go back into open session @ 7:43 p.m.

Ayes – 4 Nays – 0

CARRIED

Motion Minkler second Tutela to transfer Christopher Bruno from Co.1 to Co.2

Ayes – 4 Nays – 0

CARRIED

There being no further business, motion Tutela second Convery to close the meeting @ 7:44 p.m.

Ayes - 4 Nays -0

CARRIED

Respectfully submitted

Leonard Minkler, Clerk

RESOLUTION

TEMPORARY BUDGET

January 5, 2022

WHEREAS, the Commissioners of Fire District No. 1 in the Township of Toms River, County of Ocean, New Jersey, have called for the use of appropriations pursuant to N.J.S. 40A:14-78.17; and

WHEREAS, the Commissioners of Fire District No. 1 have determined that there is a need for public expenditure to protect or promote the public health, safety, morals and welfare of the community; and

WHEREAS, the total appropriations for the temporary budget will not exceed fourteen (14%) percent expenditure provisions set forth in N.J.S. 40A:14-78; and

WHEREAS, there exists a need for additional appropriations to pay salaries, current operating expenses, outstanding bills and expenses incurred by the Fire District No. 1 which are set forth in the temporary budget which is made a part hereof; and

WHEREAS, without the appropriations, the Commissioners of Fire District No. 1 will be without funds to pay any and all current bills, as well as future bills that will be incurred during the period of time up until the new election which is scheduled for February 19, 2022; and

WHEREAS, the Commissioners of Fire District No. 1 have determined that there exists a need to request these appropriations based upon the facts as set forth above and are satisfied that there is a need for the expenditure to protect and promote the public health, safety, morals and welfare of the community.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 1 of Toms River Township as follows:

The total of the appropriations so made shall not exceed 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year.

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 January 5, 2022.


LEONARD MINKLER, CLERK

2022 ADOPTED BUDGET RESOLUTION

Toms River Fire District No. 1

FISCAL YEAR: January 1, 2022 to December 31, 2022

WHEREAS, the Annual Budget for the Toms River Fire District No. 1 for the fiscal year beginning January 1, 2022 and ending December 31, 2022, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 5, 2022; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

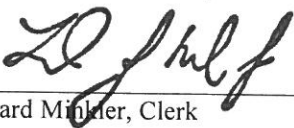
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$8,715,045.00 which includes amount to be raised by taxation of \$6,030,533.59 and Total Appropriations of \$8,715,045.00; and

WHEREAS, an election shall be held annually on the third Saturday of February (only if required) in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 5, 2022 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2022 and ending December 31, 2022, is hereby adopted and, *[subject to the proposed referendum being approved by 50 percent of the voters]* shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$8,715,045.00 which includes amount to be raised by taxation of \$6,030,533.59 and Total Appropriations of \$8,715,045.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February (only if required) to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


Leonard Minkler, Clerk

1-5 22
Date

Board of Commissioners Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|-----------------|-----|-----|---------|--------|
| Mark Autenrieth | X | | | |
| George Convery | X | | | |
| Raymond Latshaw | | | | X |
| Leonard Minkler | X | | | |
| Richard Tutela | X | | | |

RESOLUTION

January 5, 2022

Authorization of Budget Transfers

WHEREAS, it has been necessary for the Commissioners of Fire District No. 1 in the Township of Toms River, County of Ocean, State of New Jersey to undertake certain transfers relative to the prior 2021 budget in order to reflect monies expended to date by the Commissioners; and

WHEREAS, this resolution shall serve as authorization for said budget transfers as noted herein.

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

(1) The following budget transfers are approved by the Commissioners:

| | <u>FROM:</u> | <u>TO:</u> |
|-------------------------|-----------------|-----------------|
| DISTRICT NO. 1 | | |
| HOSE & NOZZLES | 8,000.00 | |
| SAFETY EQUIPMENT | | 8,000.00 |
| TOTALS | <u>8,000.00</u> | <u>8,000.00</u> |
| DISPATCHERS | | |
| FRINGE BENEFITS | 8,500.00 | |
| SALARIES | | 8,500.00 |
| TOTALS | <u>8,500.00</u> | <u>8,500.00</u> |
| FIRE ACADEMY | | |
| TRAINING | 6,000.00 | |
| SALARIES | | 6,000.00 |
| OFFICE SUPPLIES | 2,500.00 | |
| MAINTENANCE | | 2,500.00 |
| TOTALS | <u>8,500.00</u> | <u>8,500.00</u> |

Respectfully Submitted,


Leonard Minkler, Clerk

January 5, 2022
09:00 AM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021-2022 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: Y |
| Format: Condensed | | Held: N | Aprv: N | Rcvd: N |
| 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: 01/05/22 to 01/05/22 | 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 |
|------------------|--------------------------------|----------|--------------------------------|------------------|-------------|---------|
| Vendor | | | | | | |
| 01- -112-05 -024 | HEALTH BENEFITS/DISABILITY | | | | | |
| U0046 | UNITED HEALTHCARE INS. CO. | 22-00017 | 01/22 INS. CUSTOMER #04P2972 | 130.46 | 0.00 | |
| U0047 | UNITED HEALTHCARE INSURANCE CO | 22-00018 | 01/22 INS. EMPLOYER #25283 | 343.21 | 0.00 | |
| H0110 | HORIZON BLUE CROSS/BLUE SHIELD | 22-00019 | 01/22 HEALTH | 562.52 | 0.00 | |
| H0033 | HARTFORD INSURANCE COMPANY | 22-00020 | 01/22 INSURANCE GROUP #680338 | 339.25 | 0.00 | |
| | | | | <u>1,375.44</u> | | |
| 01- -112-05 -026 | LIFE INSURANCE | | | | | |
| S0220 | SPECIALTY BENEFITS | 22-00005 | 1ST QTR INSURANCE CVT302153-22 | 8,076.31 | 0.00 | |
| 01- -112-05 -029 | ACCIDENT/SICKNESS | | | | | |
| V0101 | VFIS OF NEW JERSEY | 22-00013 | 2022 ACCIDENT & SICKNESS | 10,505.00 | 0.00 | |
| 01- -113-05 -074 | OFFICE EQUIPMENT | | | | | |
| H0100 | HOME DEPOT | 21-01298 | TOOLS DIST#1 | 269.48 | 0.00 | |
| 01- -113-10 -078 | COMPUTER PROGRAMS | | | | | |
| E0198 | ESO SOLUTIONS, INC. | 22-00011 | FIRE/EMS SOFTWARE | 4,305.60 | 0.00 | |
| 01- -114-05 -101 | HYDRANT RENTAL | | | | | |
| S0337 | SUEZ WATER T.R. | 21-01308 | 12/21 ACCT#04402764900000 | 22,212.76 | 0.00 | |
| N0007 | N.J. AMERICAN WATER CO. | 21-01326 | 12/21 HYDRANTS | 9,058.00 | 0.00 | |
| | | | | <u>31,270.76</u> | | |
| 01- -119-05 -271 | AUDITOR | | | | | |
| H0098 | HOLMAN, FRENIA, ALLISON P.C. | 21-01296 | 2021 AUDIT INV#51116 | 2,500.00 | 0.00 | |
| 01- -119-05 -275 | TEMP. PROFESSIONAL SERVICE | | | | | |
| W0150 | WITT O'BRIEN'S | 21-01291 | FEMA ASSISTANCE INV#507-000573 | 8,070.00 | 0.00 | |
| 01- -123-05 -416 | DUES/SUBSCRIPTIONS | | | | | |
| B0012 | BANK OF AMERICA | 21-01320 | PROCUREMENT PURCHASES | 19.00 | 0.00 | |
| G0134 | GOVERNMENTAL PURCHASING | 22-00002 | KUBIEL DUES | 100.00 | 0.00 | |
| N0150 | NEW JERSEY MOTOR VEHICLE COMM. | 22-00004 | 2022 ADM. FEE | 150.00 | 0.00 | |
| | | | | <u>269.00</u> | | |
| 01- -124-01 -449 | PHYSICAL FITNESS | | | | | |
| R0057 | RETRO FITNESS OF TOMS RIVER | 21-01311 | PHYSICAL FITNESS | 2,855.00 | 0.00 | |
| 01- -124-05 -450 | MEALS | | | | | |
| H0020 | HALLIWELL, DAWN | 21-01309 | REIMB. MEALS | 89.94 | 0.00 | |
| 01- -125-01 -487 | TURNOUT GEAR | | | | | |
| S0170 | SKYLANDS AREA FIRE EQUIPMENT | 21-00887 | TURNOUT GEAR CO#1 | 21,305.16 | 0.00 | |
| S0170 | SKYLANDS AREA FIRE EQUIPMENT | 21-00889 | TURNOUT GEAR CO#3 | 9,850.74 | 0.00 | |

January 5, 2022
09:00 AM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021-2022 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- -125-01 -487 | TURNOUT GEAR | | Continued | | | |
| S0170 | SKYLANDS AREA FIRE EQUIPMENT | 21-00890 | TURNOUT GEAR CO#4 | <u>24,856.02</u> | 0.00 | |
| | | | | 56,011.92 | | |
| 01- -126-01 -531 | SUPPLIES | | | | | |
| G0155 | GRAINGER | 21-00861 | SUPPLIES CO#2 | 81.24 | 0.00 | |
| N0215 | NORWOOD AUTO PARTS | 21-01294 | SUPPLIES CO#4 | 57.04 | 0.00 | |
| A0099 | ALL HANDS FIRE EQUIPMENT | 21-01323 | SUPPLIES COVID-19 | <u>1,091.40</u> | 0.00 | |
| | | | | 1,229.68 | | |
| 01- -127-01 -567 | COMMUNICATIONS | | | | | |
| O0207 | OPTIMUM | 21-01297 | 12/21 ACCT#07867-114249-01-2 | 156.67 | 0.00 | |
| V0010 | VERIZON WIRELESS | 21-01306 | ACCT#320580493-00001 | <u>760.74</u> | 0.00 | |
| | | | | 917.41 | | |
| 01- -127-05 -567 | COMMUNICATIONS/UTILITIES | | | | | |
| C0149 | COMCAST CABLE | 21-01303 | ACCT#8499 05 194 0622198 | 288.40 | 0.00 | |
| V0010 | VERIZON WIRELESS | 21-01306 | ACCT#320580493-00001 | <u>38.01</u> | 0.00 | |
| | | | | 326.41 | | |
| 01- -128-01 -606 | OFFICE SUPPLIES/SHIPPING | | | | | |
| U0065 | UPS | 21-01322 | SHIPPING ACCT#E5400F | 92.70 | 0.00 | |
| A0099 | ALL HANDS FIRE EQUIPMENT | 21-01323 | SUPPLIES COVID-19 | <u>31.99</u> | 0.00 | |
| | | | | 124.69 | | |
| 01- -128-05 -607 | OFFICE SUPPLIES/SHIPPING | | | | | |
| B0012 | BANK OF AMERICA | 21-01320 | PROCUREMENT PURCHASES | 94.90 | 0.00 | |
| 01- -129-01 -648 | VEHICLE REPAIR | | | | | |
| F0073 | FIRE AND SAFETY SERVICES, LTD. | 21-01254 | #2701 & #2865 REPAIRS | 1,559.94 | 0.00 | |
| T0187 | TRANZ CONNECTION | 21-01299 | #2610 REPAIRS | 701.40 | 0.00 | |
| E0004 | E.R.S. FLEET REPAIR, INC. | 21-01325 | ADM. VAN, 2705 | <u>590.00</u> | 0.00 | |
| | | | | 2,851.34 | | |
| 01- -129-05 -648 | VEHICLE/EQUIPMENT REPAIRS | | | | | |
| E0004 | E.R.S. FLEET REPAIR, INC. | 21-01325 | ADM. VAN, 2705 | 343.46 | 0.00 | |
| 01- -129-05 -655 | MAINTENANCE SERVICES | | | | | |
| S0300 | STEWART BUSINESS SYSTEMS | 21-01305 | PRINTER MAINT. | 504.65 | 0.00 | |
| E0042 | EDMUNDS & ASSOCIATES, INC. | 22-00008 | 2022 MAINTENANCE | <u>5,855.55</u> | 0.00 | |
| | | | | 6,360.20 | | |
| 01- -130-05 -290 | PAYROLL SERVICES | | | | | |
| P0070 | PAYCHEX INC. | 21-01295 | 12/21 PAYROLL | 590.40 | 0.00 | |
| 01- -131-05 -730 | TESTIMONIALS | | | | | |
| B0012 | BANK OF AMERICA | 21-01320 | PROCUREMENT PURCHASES | 252.00 | 0.00 | |

January 5, 2022
09:00 AM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2021-2022 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- -135-01 -801 | SUPPLEMENTAL FIRE GRANT | | | | | |
| S0170 | SKYLANDS AREA FIRE EQUIPMENT | 21-00888 | TURNOUT GEAR CO#2 | 21,305.16 | 0.00 | |
| S0170 | SKYLANDS AREA FIRE EQUIPMENT | 21-00889 | TURNOUT GEAR CO#3 | 801.84 | 0.00 | |
| | | | | <u>22,107.00</u> | | |
| | Fund Total: | | | 160,795.94 | | |
| <hr/> | | | | | | |
| Total Charged Lines: | 48 | Total List Amount: | 160,795.94 | Total Void Amount: | 0.00 | |