

MINUTES
TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1
OCEAN BEACH FIRE COMPANY
February 2, 2022

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

APPROVING THE MINUTES

Motion Autenrieth second Minkler to approve the January 19, 2022 minutes providing a copy is made available for inspection by the public during this meeting.

Ayes – 5 Nays – 0 **CARRIED**

REPORTS OF COMMITTEES

COMMUNICATION – Autenrieth stated radio testing is being performed in new buildings to continue to make sure radio communication in and out of buildings to meet the minimum standards.

FIRE PREVENTION BUREAU – No report

FIRE ACADEMY – Progress

INSURANCE- Tutela stated authorization to repair 1-100 has been approved by the insurance carrier.

POLICE/EMERGENCY MANAGEMENT- Tutela stated he believes Chief Mitch Little is currently in charge of OEM.

LEGISLATION - No report

TOWNSHIP COUNCIL AND MAYOR – No report

VEHICLE REPAIR/NEW APPARATUS – No report

FIRE OFFICERS ASSOCIATION- Autenrieth stated since there is a new president and vice president. A meeting to be set up with Al McDaniel when he returns from Florida.

ADMINISTRATOR KUBIELL REPORT - Kubiell stated:

1. Truck repair report in the folders for review
2. The fire pump for East Dover's boat should be arriving in Louisiana today.
3. Thanked all members that stood by for the snowstorm

ATTORNEY REPORT – No report

Convery wanted to reiterate what was said earlier on a great job done by the firefighters during the snow storm. Unfortunately, the public does not know what the firefighters go through for the safety

of the public. Thanks again. Kubiell stated waiting for the numbers on how many calls. Tutela asked if the fire chiefs can get them to the administrator as soon as possible so this can be added to the flyer going to the public.

REPORTS OF FIRE OFFICERS

DISTRICT CHIEF E. SEAMAN – Seaman said ice rescue drills are called when conditions are favorable so apologizes for last minute notice. Convery congratulated Chief Seaman for the extension of the District Chief position for a year.

CO. 1 CHIEF SIMONE JR – Simone Jr. stated his company responded to 53 calls for the month of January. Great job to his members for the 48 hours of snow standbys. Requesting to use apparatus for Belmar's Saint Patrick's day parade on March 6th and Seaside Heights is March 12th. There is a disconnect issue with net motion and inquired if the board is aware of this. Convery said the Administrator to look into this.

CO. 2 CHIEF A. CIRZ –Progress

CO. 3 CHIEF CALVO – Calvo said he understands this is not the board's issue it is the township but the streets over on the beach were horrible during the storm and hampers the response of the fire trucks. Congratulated Commissioner Convery on his retirement from the board.

CO.4 CHIEF CATAPANO- Catapano stated 37 calls for the month of January. 100% completed for COVID mandatory training, 90 % completed for annual SCBA training, dropped off standby paperwork to the board office this morning. Ice rescue class is this weekend. Asked if the board physician has a firefighter weight requirement? Kubiell stated the physician goes by the NFPA 1500 standards, but will look into this further.

ISLAND HEIGHTS – No report

SEASIDE HEIGHTS – A representative for Seaside Heights reported the Polar Bear Plunge February 26th 2022. Bill Rumbolo the Chief.

FIRE OFFICERS ASSOCIATION – No report

REMOVALS FROM THE ROLLS – John Purciful Co.4, Brian Weil Co.1

Motion Autenrieth second Tutela to remove John Purciful Co.4, Brian Weil Co.1

Ayes – 5 Nays – 0

CARRIED

APPLICATIONS FOR MEMBERSHIP- Michael LeDuc Co.4 and Louis Mastellone Co.4 both pending physicals.

Motion Autenrieth second Tutela to accept Michael LeDuc Co.4 and Louis Mastellone Co.4 both pending physicals.

Ayes – 5 Nays – 0

CARRIED

UNFINISHED BUSINESS - None

NEW BUSINESS

RESOLUTION ADVERTISING PROFESSIONAL SERVICES AUDITOR & ATTORNEY

A resolution was presented, Motion Tutela second Autenrieth authorizing advertisement for professional service qualifications for Auditor & Attorney (See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Tutela- Yes

Autenrieth-Yes Minkler-Yes

Convery-Yes

CARRIED

RESOLUTION ADVERTISING PROFESSIONAL SERVICES PHYSICIAN - A resolution was presented, Motion Tutela second Autenrieth authorizing advertisement for professional service qualifications for physician. (See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Tutela- Yes

Autenrieth-Yes Minkler-Yes

Convery-Yes

CARRIED

RESOLUTION ADVERTISING ANNUAL MAINTENANCE AND REPAIR APPARATUS

A resolution was presented, Motion Tutela second Autenrieth authorizing advertisement for Annual Maintenance and Repair for Apparatus bids to be returned February 25 @ 12:00 p.m.

(See inserted resolution)

ROLL CALL VOTE

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

CARRIED

MOTION TO ADVERTISE REORGANIZATION MEETING - Motion Autenrieth second Minkler to advertise reorganization meeting on March 2nd 2022, 6:00 p.m. regular meeting to follow.

Ayes – 5 Nays – 0

CARRIED

BILLS

Motion Minkler second Autenrieth to approve the bill list for February 2nd 2022 (SEE INSERTED LIST)

Ayes – 5 Nays – 0

CARRIED

PARTICIPATION BY THE PUBLIC- Bryant Curry asked the board who are they contracted with in reference to plowing the fire companies' parking lots. Tutela responded the agreement between the township, public works and MUA. Kubieli stated in the past MUA was assigned to do that but will check into what the current agreement is.

Motion Tutela second Autenrieth to go into Closed Session @ 7:24 p.m.

Ayes – 5 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. GRC-Complaint
2. Personnel/Anticipated Litigation: Ken Piscopo

Motion Tutela second Minkler to go back into open session @ 8:05 p.m.

Ayes – 5 Nays – 0

CARRIED

Motion Minkler second Latshaw to approve the executive session minutes of January 26, 2022 special meeting.

Ayes – 5 Nays – 0

CARRIED

There being no further business, motion Autenrieth second Tutela to close the meeting @ 8:10 p.m.

Ayes - 5 Nays - 0

CARRIED

Respectfully submitted

Leonard Minkler, Clerk

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 2, 2022 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 February 25, 2022.

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 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 2, 2022, 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. Basic Physical examination
2. 9 panel Drug Screen w MDA and MRO
3. Review of OSHA Respirator Questionnaire
4. Electrocardiogram
5. Pulmonary Function Test
6. Audiogram
7. Complete Blood Count
8. Lipid Panel
9. Hepatitis B Antibody
10. Comprehensive Metabolic Panel
11. Urinalysis
12. Cancer screening to include T-3 Uptake, TSH, Total T-4 Thyroxine and LDH
13. Chest x-ray (2 view)

Extra:

Hepatitis B Vaccine

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 February 25, 2022.

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
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 February 25, 2022 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 5 , 2022

Leonard Minkler, Clerk
Board of Fire Commissioners
District No. 1 Toms River Township

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 2nd 2022 @ 6:00 p.m. @ East Dover Fire Company, 629 Fisher Blvd, Toms River New Jersey 08753. The regular meeting to immediately follow.

Formal action will be taken.

February 2, 2022

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 Exempt: Y
 Rcvd Batch Id Range: First to Last Encumbrance Date Range: First to 12/31/22 Include Non-Budgeted: Y
 Prior Year Only: N
 Department Page Break: No Subtotal CAFR: No Subtotal Department: No Subtotal Extd: Yes

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -112-05 -024	HEALTH BENEFITS/DISABILITY					
H0110	HORIZON BLUE CROSS/BLUE SHIELD	22-00042	02/22 HEALTH	562.52	0.00	
U0046	UNITED HEALTHCARE INS. CO.	22-00045	02/22 INS. CUSTOMER #04P2972	130.46	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	22-00051	02/22 INS. EMPLOYER #25283	343.21	0.00	
H0033	HARTFORD INSURANCE COMPANY	22-00065	02/22 INSURANCE GROUP #680338	339.25	0.00	
				1,375.44		
	Extd Total:			1,375.44		
01- -113-10 -074	OFFICE EQUIPMENT					
C0049	CDW-GOVERNMENT	21-01208	WORKSTATIONS DIST#1	3,156.12	0.00	
	Extd Total:			3,156.12		
01- -114-05 -101	HYDRANT RENTAL					
S0337	SUEZ WATER T.R.	22-00058	01/22 ACCT#04402764900000	18,939.76	0.00	
	Extd Total:			18,939.76		
01- -115-05 -136	RENT/LEASE					
P0130	PITNEY BOWES INC.	22-00014	POSTAGE/RENTAL DIST#1	69.00	0.00	
	Extd Total:			69.00		
01- -119-01 -274	PHYSICALS					
T0075	THE STRESS CENTER, P.C.	22-00064	EVALUATIONS	171.00	0.00	
	Extd Total:			171.00		
01- -120-05 -311	LEGAL NOTICES					
G0032	GANNETT NEW JERSEY NEWSPAPERS	21-01355	LEGAL ADS	649.50	0.00	
	Extd Total:			649.50		
01- -121-05 -346	ELECTION EXPENSES					
G0032	GANNETT NEW JERSEY NEWSPAPERS	21-01355	LEGAL ADS	78.20	0.00	
	Extd Total:			78.20		
01- -123-05 -416	DUES/SUBSCRIPTIONS					
B0012	BANK OF AMERICA	22-00050	PROCUREMENT PURCHASES	19.00	0.00	
	Extd Total:			19.00		

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -124-01 -446 W0037	TRAINING WARETOWN VOLUNTEER FIRE CO#1	22-00022	SURFACE ICE RESCUE CLASS CO#4	700.00	0.00	
	Extd Total:			700.00		
01- -125-01 -487 M0090	TURNOUT GEAR MES INC.	22-00039	GLOVES	74.00	0.00	
	Extd Total:			74.00		
01- -126-08 -533 B0012	BATTERIES BANK OF AMERICA	22-00050	PROCUREMENT PURCHASES	91.58	0.00	
	Extd Total:			91.58		
01- -127-01 -567 F0171 O0207 V0010	COMMUNICATIONS 4X TECHNOLOGIES, LLC OPTIMUM VERIZON WIRELESS	22-00035 22-00049 22-00061	01/22 SERVICES DIST#1 01/22 ACCT#07867-114249-01-2 ACCT#320580493-00001	407.80 156.67 760.78 <u>1,325.25</u>	0.00 0.00 0.00	
	Extd Total:			1,325.25		
01- -127-05 -567 F0171 C0149 V0010	COMMUNICATIONS/UTILITIES 4X TECHNOLOGIES, LLC COMCAST CABLE VERIZON WIRELESS	22-00035 22-00047 22-00061	01/22 SERVICES DIST#1 ACCT#8499 05 194 0622198 ACCT#320580493-00001	234.99 290.66 38.01 <u>563.66</u>	0.00 0.00 0.00	
	Extd Total:			563.66		
01- -128-01 -606 U0065	OFFICE SUPPLIES/SHIPPING UPS	22-00063	SHIPPING ACCT#E5400F	111.60	0.00	
	Extd Total:			111.60		
01- -128-05 -607 C0151	OFFICE SUPPLIES/SHIPPING THE COMMUNICATION SOLUTIONS	22-00034	NEWSLETTER	6,764.23	0.00	
	Extd Total:			6,764.23		
01- -129-01 -648 E0004 B0012	VEHICLE REPAIR E.R.S. FLEET REPAIR, INC. BANK OF AMERICA	21-01358 22-00050	2801 PROCUREMENT PURCHASES	10,033.13 20.14 <u>10,053.27</u>	0.00 0.00	
	Extd Total:			10,053.27		
01- -129-05 -655 S0300	MAINTENANCE SERVICES STEWART BUSINESS SYSTEMS	22-00031	COPIER MAINT. DIST#1	344.21	0.00	
	Extd Total:			344.21		

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -129-08 -648 N0215 NORWOOD AUTO PARTS	VEHICLE REPAIR	22-00066	SUPPLIES DIST#1 & BUREAU	29.12	0.00	
	Extd Total:			29.12		
01- -130-05 -290 P0070 PAYCHEX INC.	PAYROLL SERVICES	22-00062	01/22 PAYROLL + W2'S	1,367.25	0.00	
	Extd Total:			1,367.25		
01- -134-03 -745 C0070 C.E.T. FIRE PUMPS MFG. INC.	2017 APPARATUS	21-01283	FIRE PUMP CO#4 BOAT	5,569.00	0.00	
	Extd Total:			5,569.00		
	Fund Total:			51,451.19		
Total Charged Lines: 33 Total List Amount: 51,451.19 Total Void Amount: 0.00						

FUNDS RECEIVED AND DEPOSITED

<u>FROM:</u>	<u>CK#:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
Toms River Fire Dist#2	1232	Reimburse insurance	26.36
County of Ocean	613320	FY20 Grant	41,940.60
Fire Officers Training Academy	3459	Fire Academy fees	125.00
Bureau of Fire Prevention	273	Bureau Revenue 11/21	27,562.88
Mullen Coughlin LLC	462	Return retainer balance	4,802.50
Lakewood Fire Dist#1	21959	Fire Academy fees	200.00
Township of Lacey	38590	Fire Academy fees	400.00
James Gillespie	1012	Fire Academy fees	100.00
Jackson Fire Dist#3	6166	Fire Academy fees	1,012.00
Fire Officers Training Academy	3474	Fire Academy fees	125.00
Toms River Township	113781	Taxes 4th qtr. 2021	1,773,138.32
Manchester Township	67820	Fire Academy fees	1,350.00
Brick Fire Dist#2	7994	Fire Academy fees	200.00
Kieran Flynn	657	Health benefitr 1st qtr 2022	171.36
Ocean Beach Fire Co#3	2373	Cable reimbursement 2022	980.70
Toms River Fire Dist#2	1279	Joint Bills 12/21 & reimb. ERS	91,003.29
Howell Dist#3	8634	Fire Academy fees	650.00
Lakehurst Fire Co.	1012	Fire Academy fees	275.00
Lindalee Fortner	115	Reimb. employee's P/R deductions	362.24
Dominick Roselli	4620	Reimb. employee's P/R deductions	1,156.66
Brick Fire Dist#1	23510	Fire Academy fees	150.00
Toms River Fire Dist#2	1298	Joint Bills 01/22	75,731.71
Bureau of Fire Prevention	275	Bureau Revenue 12/21	28,819.84
Bureau of Fire Prevention	277	Dedicated Penalties 2021	3,792.00
Fire Academy	33769	Reimburse postage	7.95
Michael Essig	126	Fire Academy fees	350.00
Crystal Bennett	195	Fire Academy fees	350.00
Monica Bisceglie cash		Reimburse postage	0.53