

**MINUTES**  
**TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1**  
**1144 Hooper Ave**  
**Conference Room "A"**  
**February 16, 2022**

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

**APPROVING THE MINUTES**

Motion Autenrieth second Latshaw to approve the February 2, 2022 regular minutes providing a copy is made available for inspection by the public during this meeting.

Ayes – 5    Nays – 0    **CARRIED**

**REPORTS OF COMMITTEES**

**COMMUNICATION** – No report

**FIRE PREVENTION BUREAU** – No report.

**FIRE ACADEMY** – Latshaw stated several online classes are being offered and encouraged all to participate.

**INSURANCE**-Tutela reported two minor claims reported.

**POLICE/EMERGENCY MANAGEMENT**- No report

**LEGISLATION** -No report

**COUNCIL AND MAYOR** – No report

**VEHICLE REPAIR/NEW APPARATUS** – Tutela stated progression on both East Dover's boat and Ocean Beach's new aerial.

**FIRE OFFICERS ASSOCIATION**- No report

**ADMINISTRATOR KUBIEL REPORT** – Kubiel stated the truck repair report is in the folders for the commissioners' review. Pleasure working with Commissioner Convery for the last 30 years.

**ATTORNEY REPORT** – No report

**REMOVALS FROM THE ROLLS**- None

**APPLICATIONS FOR MEMBERSHIP OR TRANSFER** – None

## UNFINISHED BUSINESS

Tutela stated he would like to make a motion that this board approves continued health benefits for George Convery for his 30 years of service with Toms River Township Board of Fire Commissioners.

**A resolution by title, Motion Tutela second Latshaw to continue health benefits for George Convery for his 30 years of service with Toms River Township Board of Fire Commissioners.**

### ROLL CALL VOTE

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

**CARRIED**

## NEW BUSINESS

**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-Yes Tutela- Yes  
Autenrieth-Yes Minkler-Yes  
Convery-Yes

**CARRIED**

## JOINT ITEMS

1. **RESOLUTION TO ADVERTISE FOR PROFESSIONAL SERVICES FOR ATTORNEY FOR JOINT BOARD-** A Resolution was presented, Motion Tutela second Autenrieth to advertise for professional services, Attorney for the joint board.

### ROLL CALL VOTE

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

**CARRIED**

2. **MOTION TO ADVERTISE JOINT REORGANIZATION MEETING-** Motion Tutela second Minkler to advertise the joint board reorganization meeting March 9, 2022 @ 5:30 p.m.

Ayes – 5 Nays – 0 **CARRIED**

## BILLS

**Motion Tutela second Latshaw to approve the bill list for February 16, 2022 (See Inserted List)**

Ayes – 5 Nays – 0 **CARRIED**

**PARTICIPATION BY THE PUBLIC-** John Gonzalez congratulated George Convery on his retirement.

Minkler thanked all the fire companies that helped with the fire on the barrier island. He also thanked Commissioner Convery for his service.

Convery stated he would like for the word to be spread to the public on what a great fire service Toms River has. By letting the public know what each and every one of the volunteer firefighters sacrifice to keep Toms River residents safe.

**PRIVATE EXECUTIVE SESSION-** *Matters Relating to Litigation, Negotiations, 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 hearing

**Motion Autenrieth second Tutela to go into closed session @ 4:45 p.m.**

**Ayes - 5    Nays -0    CARRIED**

**Motion Tutela second Latshaw to go into open session @ 5:55 p.m.**

**Ayes - 5    Nays -0    CARRIED**

**Motion made by Commissioner Autenrieth and seconded by Commissioner Latshaw, to approve the determination as encompassed within the written decision, in a form substantially as reviewed during Executive Session, subject to amendments and edits as discussed, as to the appeal of the termination of Kenneth Piscopo from Fire Company No. 2, and to authorize District No. 1's Attorney to release the decision to Attorney Tarver (Piscopo's attorney) and Attorney Golum (Fire Company No. 2's attorney) upon finalization of same.**

**ROLL CALL VOTE**

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

**CARRIED**

**There being no further business, motion Autenrieth second Latshaw to close the meeting @ 5:56 p.m.**

**Ayes - 5    Nays -0    CARRIED**

Respectfully submitted  
*Leonard Minkler, Clerk*

# RESOLUTION

February 16, 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

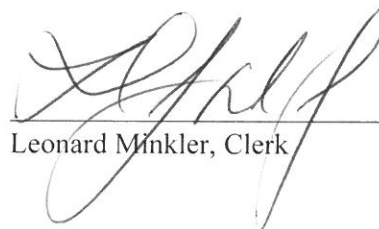
**WHEREAS**, this resolution shall serve as authorization for said budget transfers as noted herein.

**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>
<b>DISPATCHERS</b>		
PROFESSIONAL SERVICES	7,000.00	
COMMUNICATIONS		7,000.00
<b>TOTALS</b>	<u>7,000.00</u>	<u>7,000.00</u>

Respectfully Submitted,



Leonard Minkler, Clerk

**TOMS RIVER TOWNSHIP JOINT BOARD OF FIRE COMMISSIONERS**  
**DISTRICT NO. 1 & DISTRICT NO. 2**  
**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 Attorney as included in a notice of publication authorized by the Toms River Township Board of Fire Commissioners Districts No. 1 & 2 by Motion of February 16, 2022 for submission of qualifications. The Toms River Township Joint Board of Fire Commissioners Districts No. 1 & 2 shall take into consideration the following factors, which will be weighted by the Toms River Township Joint Board of Fire Commissioners Districts No. 1 & 2 as the basis of awarding contracts for professional services most advantageous to the Toms River Township Joint Board of Fire Commissioners District No.1 and District No.2

Resume and letter application for the Attorney including all documentation that provides the following for evaluation by the Toms River Township Joint Board of Fire Commissioners District No. 1 & 2:

- a. Experience, qualification and reputation in the field for the position sought.
- b. Knowledge of the area of expertise for the position sought.
- c. Willingness to accept the fee schedule promulgated by the Toms River Township Joint Board of Fire Commissioners District No. 1.
- d. Availability to accommodate any required meeting of the Toms River Township Joint Board of Fire Commissioners District No. 1 & 2.
- e. Designated professional and support staff and location of firm's offices.
- f. 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 Joint Board of Fire Commissioners Districts No. 1 & 2 of the submitted material. The Joint 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 Joint Board of Fire Commissioners.

III. Applicants shall submit all materials in a sealed envelope addressed to Brian Kubiak, Toms River Township Fire Commissioners District No. 1, 1144 Hooper Avenue, Suite 306, Toms River, NJ 08753, to be received on or before 12:00 p.m. on March 4, 2022

Submit TWO original paper copies

**Faxed or E-Mailed proposals will NOT be accepted.**

February 16, 2022  
03:10 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2021-2022 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: 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 12/31/22	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
01- -112-05 -024	HEALTH BENEFITS/DISABILITY					
B0074	BENECARD SERVICES, INC.	22-00082	02/22 PRESCRIPTION PLAN #1319	4,644.22	0.00	
C0055	CENTRAL JERSEY HEALTH INS FUND	22-00091	01/22 HEALTH INS. GROUP #1490	11,084.58	0.00	
U0047	UNITED HEALTHCARE INSURANCE CO	22-00103	03/22 INS. EMPLOYER #25283	343.21	0.00	
				<u>16,072.01</u>		
01- -113-05 -074	OFFICE EQUIPMENT					
S0265	STAPLES	22-00100	1099'S & KEYBOARD	69.99	0.00	
01- -113-10 -074	OFFICE EQUIPMENT					
C0049	CDW-GOVERNMENT	22-00038	EQUIP. CO#3	437.00	0.00	
01- -114-05 -101	HYDRANT RENTAL					
N0007	N.J. AMERICAN WATER CO.	22-00068	01/22 HYDRANTS	9,058.00	0.00	
01- -116-05 -172	INSURANCE PREMIUMS					
C0163	CONNER STRONG & BUCKELEW	22-00087	TREASURER'S BOND	2,515.00	0.00	
01- -119-01 -274	PHYSICALS					
M0080	MERIDIAN OCCUPATIONAL HEALTH	22-00109	TESTA, FISH	1,304.00	0.00	
01- -119-05 -271	AUDITOR					
H0098	HOLMAN, FRENIA, ALLISON P.C.	22-00088	2021 AUDIT	8,128.00	0.00	
01- -119-05 -272	LEGAL					
R0080	RICCIO, ARMANDO LLC	22-00089	PROFESSIONAL SERVICE	1,418.50	0.00	
R0127	ROTHSTEIN, MANDELL, STROHM,	22-00104	LEGAL SERVICES	15,298.50	0.00	
				<u>16,717.00</u>		
01- -119-05 -275	TEMP. PROFESSIONAL SERVICE					
W0150	WITT O'BRIEN'S	22-00105	FEMA ASSISTANCE	3,600.00	0.00	
01- -120-05 -311	LEGAL NOTICES					
G0032	GANNETT NEW JERSEY NEWSPAPERS	22-00093	LEGAL ADS	43.80	0.00	
01- -121-05 -346	ELECTION EXPENSES					
C0189	COPY CENTER	22-00090	VOTING BOOKLETS	1,465.60	0.00	
G0032	GANNETT NEW JERSEY NEWSPAPERS	22-00093	LEGAL ADS	74.60	0.00	
				<u>1,540.20</u>		
01- -124-01 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	22-00072	PHYSICAL FITNESS	260.00	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -126-01 -529	FUEL					
B0141	BOROUGH OF LAVALLETTE	22-00067	01/22 FUEL	399.84	0.00	
P0148	POINT BAY FUEL, LLC	22-00069	01/22 FUEL ACCT#104124	157.92	0.00	
T0175	TOWNSHIP OF TOMS RIVER	22-00085	01/22 FUEL DIST#1	1,272.41	0.00	
P0110	PETROLEUM TRADERS CORPORATION	22-00097	FUEL DIST#1 ACCT#991249/1	2,190.36	0.00	
D0125	DOVER OIL CO., INC.	22-00099	FUEL ACCT#18859F	322.50	0.00	
				<u>4,343.03</u>		
01- -126-01 -533	BATTERIES					
A0068	AGT BATTERY SUPPLY	22-00080	BATTERIES DIST#1	98.28	0.00	
01- -126-05 -529	FUEL					
P0110	PETROLEUM TRADERS CORPORATION	22-00097	FUEL DIST#1 ACCT#991249/1	328.85	0.00	
01- -126-08 -529	FUEL					
P0110	PETROLEUM TRADERS CORPORATION	22-00097	FUEL DIST#1 ACCT#991249/1	176.29	0.00	
01- -127-01 -567	COMMUNICATIONS					
R0012	RACKSPACE US, INC.	22-00086	EMAIL JAN ACCT#030-34971557175	774.45	0.00	
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
R0012	RACKSPACE US, INC.	22-00086	EMAIL JAN ACCT#030-34971557175	284.35	0.00	
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
E0069	ELECTRONIC MEASUREMENT LAB INC	22-00073	EXTINGUISHER CO#2	22.09	0.00	
A0068	AGT BATTERY SUPPLY	22-00080	BATTERIES DIST#1	12.85	0.00	
				<u>34.94</u>		
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
S0265	STAPLES	22-00100	1099'S & KEYBOARD	224.90	0.00	
01- -129-01 -648	VEHICLE REPAIR					
S0093	SERVICE TIRE TRUCK CENTERS INC	22-00095	#2705 TIRES	2,698.00	0.00	
J0014	J & R PRO AUTOMOTIVE	22-00107	2600 OIL CHANGE	37.00	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	22-00111	2624,71,2705,21,2801,11	1,844.20	0.00	
				<u>4,579.20</u>		
01- -129-01 -653	EXTINGUISHER REFILL/REPAIR					
E0069	ELECTRONIC MEASUREMENT LAB INC	22-00073	EXTINGUISHER CO#2	79.00	0.00	
01- -129-01 -659	GENERATOR MAINTENANCE					
G0072	GENSERVE, INC.	21-01359	SERVICE CALL CO#1	337.50	0.00	
G0072	GENSERVE, INC.	21-01360	GENERATOR REPAIR CO#1	1,705.00	0.00	
				<u>2,042.50</u>		
01- -129-08 -650	RADIO REPAIR PARTS					
M0184	MOTOROLA SOLUTIONS, INC.	21-01319	PARTS DIST#1	228.58	0.00	
01- -130-05 -290	PAYROLL SERVICES					
K0103	KRONOS, INC.	22-00094	WORKFORCE 01/22 INV#11861691	288.06	0.00	
	Fund Total:			73,227.43		