

**MINUTES**  
**TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1**  
**1144 Hooper Ave**  
**Conference Room "A"**  
**September 21, 2022**

Commissioner Tutela 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  
Golden – present      Minkler-present  
Tutela – present

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

**APPROVING THE MINUTES**

Motion Autenrieth second Golden to approve the September 7, 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** – Minkler stated the advertisement to hire a temporary full time clerical employee has been completed. New Inspector to start on September 26<sup>th</sup> 2022. Tutela stated he conversed with Administrator Kubiel on the two new vehicles that are at Elite for equipment install. Kubiel stated will pick up vehicles without the radio installation because we are waiting on the new radios delivery.

**FIRE ACADEMY** – Latshaw stated they are working on projects and getting new quotes for the upcoming budget year. Tutela asked Administrator Kubiel to see what the county's cost for paving is. Also asked if Kubiel could contact Public Works to see if they could do the striping.

**INSURANCE**-Kubiel stated he has set up a meeting on September 30<sup>th</sup> with the liaisons and Mike Avalone from Conner Strong in reference to First Responder Insurance.

**POLICE/EMERGENCY MANAGEMENT**- No report

**LEGISLATION** –No report

**COUNCIL AND MAYOR** – No report

**VEHICLE REPAIR/NEW APPARATUS** – Minkler stated Station 27 ladder truck construction has been postponed from September to February which most likely moves the delivery date to the end of next year. The engines for East Dover's boat are also delayed.

**FIRE OFFICERS ASSOCIATION**- Autenrieth stated the chiefs re-did the landing zone assignments.

**ADMINISTRATOR KUBIEL REPORT** – Kubiel stated

1. The truck repair report is in the folders for the commissioners' review.
2. David Zeh from Union County Fire Department asked if the board would consider donating the old Knox boxes to his department.

3. Discussion on new recruit training requirements. Requesting two commissioners, himself and District Chief to meet with Steve Dyl from the DCA to give some insight.
4. Received a call from the Mayor of Frelinghuysen New Jersey requesting donations of any surplus equipment because they are trying to open a new firehouse. Kubiell stated there is an abundance of surplus equipment at 25-1 and recommended they come view to see if they can use anything.
5. Station 26, 27 and 28 new Knox boxes have been changed over to the new system. It was brought to his attention the possible disconnection issues they are having with the computers may have something to do with their internet. The Bureau informed Chief Cirz of this because the board does not supply their internet service, the company does, and they may have to investigate the issue with their internet provider.

Discussion on updating current social media policy without violating 1<sup>st</sup> amendment rights. Commissioner Tutela has been in discussion with prosecutor's office to run the class.

Tutela stated items that a motion needs to be made.

**Donation of old Knox boxes to Union County Fire Company-** Motion Autenrieth second Latshaw to donate old Knox boxes to Union County Fire Department.

Ayes – 5 Nays – 0 **CARRIED**

**New training requirements for new recruits-** Kubiell to set up a meeting with Steve Dyl from DCA to discuss the new recruit training requirements. Autenrieth and Golden are appointed as representatives for the board as well as Administrator Kubiell and District Chief Seaman.

**Donation of surplus equipment to Frelinghuysen Fire Company-** Motion Golden second Autenrieth to donate surplus equipment to Frelinghuysen New Jersey.

Ayes – 5 Nays – 0 **CARRIED**

**ATTORNEY REPORT** – No report

**REMOVALS FROM THE ROLLS-** None

**APPLICATIONS FOR MEMBERSHIP OR TRANSFER** – None

**UNFINISHED BUSINESS-** None

### **NEW BUSINESS**

**ANNUAL AUDIT REPORT-** Lauren Holman from Holman, Frenia & Allison addressed the board with the annual audit report for 2021. 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.

Discussion followed on exceeding cap levy, surplus, LOSAP liability, emergency appropriations and capital. Minkler stated he wanted it on the record to inform all that are interested in the budget or do not understand the process to OPRA this tape so they can be better informed.

**RESOLUTION 2021 AUDIT** – A resolution was presented, Motion Autenrieth second Golden 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.

**ROLL CALL VOTE**

Latshaw-Yes    Golden- Yes  
Autenrieth-Yes    Minkler-Yes  
Tutela -Yes

**CARRIED**

**BILLS**

Motion Tutela second Minkler to approve the bill list for September 21, 2022 (See Inserted List)  
Ayes – 5    Nays – 0    **CARRIED**

**PARTICIPATION BY THE PUBLIC-** None

**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 require in order for the attorney to exercise his ethical duties as a lawyer.

1. Personnel/Piscopo Hearing

Motion Autenrieth second Minkler to go into closed session @ 5:28 p.m.

Ayes - 5    Nays -0    **CARRIED**

Motion Minkler second Golden to go into open session @ 5:54 p.m.

Ayes - 5    Nays -0    **CARRIED**

There being no further business, motion Minkler second Autenrieth to close the meeting @ 5:54 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

September 21, 2022

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, 2021, 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;

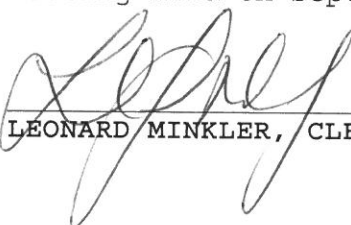
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Commissioners of Fire District No. 1, Toms River Township hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2021 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 SEPTEMBER 21, 2022.

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 September 21, 2022.

  
LEONARD MINKLER, CLERK

9.22.22  
\_\_\_\_\_  
DATE

September 21, 2022  
03:47 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2022 Purchase Order Listing By Expenditure Account

Page No: 1

|                            |   |                               |                   |                         |
|----------------------------|---|-------------------------------|-------------------|-------------------------|
| P.O. Type: All             | 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 Vendor | Description                 | P.O. Id  | P.O. Description            | Amount   | Void Amount | PO Type |
|-----------------------|-----------------------------|----------|-----------------------------|----------|-------------|---------|
| 01- -113-03 -064      | TOOLS & EQUIPMENT           |          |                             |          |             |         |
| F0095                 | FIREHOOKS UNLIMITED         | 22-00818 | CO#3 SUPPLIES               | 1,028.40 | 0.00        |         |
| 01- -113-05 -074      | OFFICE EQUIPMENT            |          |                             |          |             |         |
| W0134                 | WITMER ASSOCIATES, INC.     | 22-00789 | HELMET CAMERA               | 669.00   | 0.00        |         |
| 01- -115-05 -136      | RENT/LEASE                  |          |                             |          |             |         |
| T0120                 | TOMS RIVER BD. OF EDUCATION | 22-00816 | OCT-DEC 2022 RENT SUITE 306 | 6,202.74 | 0.00        |         |
| 01- -119-01 -274      | PHYSICALS                   |          |                             |          |             |         |
| H0004                 | HACKENSACK MERIDIAN WORKS   | 22-00831 | SHANNON, CO#3 PHYSICALS     | 6,534.00 | 0.00        |         |
| 01- -119-05 -272      | LEGAL                       |          |                             |          |             |         |
| R0080                 | RICCIO, ARMANDO LLC         | 22-00809 | LEGAL SERVICES INV#1612     | 57.00    | 0.00        |         |
| 01- -121-05 -346      | ELECTION EXPENSES           |          |                             |          |             |         |
| O0023                 | OCEAN COUNTY BOARD          | 22-00783 | 2022 ELECTION EXPENSES      | 4,839.50 | 0.00        |         |
| 01- -124-01 -446      | TRAINING                    |          |                             |          |             |         |
| N0128                 | NEW JERSEY DEPUTY FIRE      | 22-00792 | TRAINING                    | 80.00    | 0.00        |         |
| 01- -124-01 -449      | PHYSICAL FITNESS            |          |                             |          |             |         |
| C0259                 | CRUNCH FITNESS              | 22-00838 | PHYSICAL FITNESS            | 170.00   | 0.00        |         |
| T0145                 | TOMS RIVER FITNESS CENTER   | 22-00842 | PHYSICAL FITNESS            | 185.00   | 0.00        |         |
|                       |                             |          |                             | 355.00   |             |         |
| 01- -124-05 -446      | TRAINING                    |          |                             |          |             |         |
| N0169                 | NEW JERSEY STATE LEAGUE     | 22-00834 | SEMINAR 9/29 KUBIEL         | 35.00    | 0.00        |         |
| N0169                 | NEW JERSEY STATE LEAGUE     | 22-00835 | LEAGUE CONFERENCE KUBIEL    | 60.00    | 0.00        |         |
|                       |                             |          |                             | 95.00    |             |         |
| 01- -126-01 -529      | FUEL                        |          |                             |          |             |         |
| T0175                 | TOWNSHIP OF TOMS RIVER      | 22-00832 | 08/22 FUEL DIST#1           | 1,415.17 | 0.00        |         |
| B0141                 | BOROUGH OF LAVALLETTE       | 22-00841 | 08/22 FUEL                  | 635.39   | 0.00        |         |
| P0148                 | POINT BAY FUEL, LLC         | 22-00843 | 08/22 FUEL ACCT#104124      | 851.42   | 0.00        |         |
|                       |                             |          |                             | 2,901.98 |             |         |
| 01- -126-01 -531      | SUPPLIES                    |          |                             |          |             |         |
| A0099                 | ALL HANDS FIRE EQUIPMENT    | 22-00790 | PROPERTY STICKERS           | 55.09    | 0.00        |         |
| C0172                 | CONTINENTAL FIRE & SAFETY   | 22-00791 | TOOL FUEL                   | 69.99    | 0.00        |         |
| R0098                 | R. NICKESON ENTERPRISES     | 22-00852 | FOAM                        | 1,830.00 | 0.00        |         |
|                       |                             |          |                             | 1,955.08 |             |         |
| 01- -126-05 -531      | SUPPLIES                    |          |                             |          |             |         |
| W0004                 | W.B. MASON CO., INC.        | 22-00878 | SUPPLIES DIST#1             | 58.69    | 0.00        |         |

| Expend Account<br>Vendor | Description               | P.O. Id            | P.O. Description             | Amount             | Void Amount | PO Type |
|--------------------------|---------------------------|--------------------|------------------------------|--------------------|-------------|---------|
| 01- -126-08 -533         | BATTERIES                 |                    |                              |                    |             |         |
| S0356                    | SUREWAY BATTERY, LLC      | 22-00830           | BATTERIES                    | 156.90             | 0.00        |         |
| 01- -128-01 -606         | OFFICE SUPPLIES/SHIPPING  |                    |                              |                    |             |         |
| A0099                    | ALL HANDS FIRE EQUIPMENT  | 22-00790           | PROPERTY STICKERS            | 11.99              | 0.00        |         |
| F0095                    | FIREHOOKS UNLIMITED       | 22-00818           | CO#3 SUPPLIES                | 20.00              | 0.00        |         |
| R0098                    | R. NICKESON ENTERPRISES   | 22-00852           | FOAM                         | 238.66             | 0.00        |         |
| U0065                    | UPS                       | 22-00879           | SHIPPING ACCT#E5400F         | 16.77              | 0.00        |         |
|                          |                           |                    |                              | <u>287.42</u>      |             |         |
| 01- -128-05 -607         | OFFICE SUPPLIES/SHIPPING  |                    |                              |                    |             |         |
| W0134                    | WITMER ASSOCIATES, INC.   | 22-00789           | HELMET CAMERA                | 10.56              | 0.00        |         |
| W0004                    | W.B. MASON CO., INC.      | 22-00878           | SUPPLIES DIST#1              | 92.84              | 0.00        |         |
|                          |                           |                    |                              | <u>103.40</u>      |             |         |
| 01- -128-08 -606         | SHIPPING                  |                    |                              |                    |             |         |
| S0356                    | SUREWAY BATTERY, LLC      | 22-00830           | BATTERIES                    | 13.70              | 0.00        |         |
| 01- -129-01 -648         | VEHICLE REPAIR            |                    |                              |                    |             |         |
| E0004                    | E.R.S. FLEET REPAIR, INC. | 22-00862           | INSTALL KNOX BOX CO#3 & CO#4 | 2,280.24           | 0.00        |         |
| J0014                    | J & R PRO AUTOMOTIVE      | 22-00870           | 2510,2810                    | 250.68             | 0.00        |         |
|                          |                           |                    |                              | <u>2,530.92</u>    |             |         |
| 01- -129-01 -652         | SCOTTS REFILL/REPAIR      |                    |                              |                    |             |         |
| M0090                    | MES INC.                  | 22-00811           | REPAIRS                      | 1,790.90           | 0.00        |         |
| 01- -129-08 -650         | RADIO REPAIR PARTS        |                    |                              |                    |             |         |
| W0131                    | WIRELESS ELECTRONICS INC. | 22-00840           | RADIO REPAIRS                | 300.00             | 0.00        |         |
| 01- -130-05 -290         | PAYROLL SERVICES          |                    |                              |                    |             |         |
| K0103                    | KRONOS, INC.              | 22-00836           | WORKFORCE 08/22 INV#11958108 | 299.59             | 0.00        |         |
|                          | Fund Total:               |                    |                              | 30,259.22          |             |         |
| Total Charged Lines:     | 51                        | Total List Amount: | 30,259.22                    | Total Void Amount: | 0.00        |         |