

MINUTES
TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1
1144 Hooper Ave
Conference Room "A"
March 15, 2023

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

Golden – present Latshaw –present
Minkler – present Roman -present
Tutela – present

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

APPROVING THE MINUTES

Motion Golden second Minkler to approve the March 1, 2023 regular minutes providing a copy is made available for inspection by the public during this meeting.

Ayes – 4 Nays – 0

CARRIED

(Roman-abstain)

Motion Golden second Roman to approve the reorganization minutes for March 8, 2023 providing a copy is made available for inspection by the public during this meeting.

Ayes – 4 Nays – 0

CARRIED

(Latshaw-abstain)

REPORTS OF COMMITTEES

COMMUNICATION – Golden stated he spoke with Communication Supervisor Weinberger today and the CAD update is complete.

FIRE PREVENTION BUREAU Tutela stated the two new inspectors started March 13th. Offer letters were mailed to Samantha Harter reference clerical position and Rich Foster for the Assistant Chief position. They both accepted the offers.

FIRE ACADEMY – Minkler stated interviews were completed for the director position. Kubiel stated both the liaisons and administrators were in agreement on bringing back two of the applicants to have a 2nd interview prior to the joint board meeting in April.

INSURANCE-Tutela thanked Monica Bisceglie for the work done on recouping insurance funds for the generator at the fire academy.

POLICE/EMERGENCY MANAGEMENT- No report

LEGISLATION – No report

COUNCIL AND MAYOR – No report

VEHICLE REPAIR/NEW APPARATUS – Minkler stated the pre-construction meeting for 2705 is scheduled for March 21st @ 6:00. Kubiel to check on the status of their boat. Tutela asked if a call could be made to East Dover Marina to check into a lift for the boat. He also wanted Kubiel to check with the marina at the base of the bridge. Discussion followed with the best place for easy access.

FIRE CHIEFS ASSOCIATION- District Chief E. Seaman stated Fire Chief Association meeting on February 22nd with the Technical Rescue Team was very productive.

ADMINISTRATOR KUBIEL REPORT –Kubiel stated:

1. The truck report is in the folders for review.
2. At the joint board meeting it was approved for three inspectors to go to Middlesex Fire Academy for a Juvenile Fire Starter Class. The invoice is due prior to the joint board meeting. Requesting permission to pay in between meetings. District 2 is also approving this tonight.
3. Attended a meeting with police department last week re: new radio system. Recommended appointing a committee to try to finalize certain items.
4. Permission to go out to bid for the recruitment and retention marketing campaign.
5. Two years ago the voters approved two generators, there are four that need to be replaced. Requesting permission to start the process.
6. The fire pump at Home Depot is out of service. They cannot get replacement motor for it. So in lieu of shutting down the store the township ordinance would allow the fire department to stand by 24 hours a day @ \$200.00 per hour. He spoke with Pleasant Plains Chief Janora and he does not feel they can do this on their own so asking permission to request members to stand-by and pay them \$40.00 per hour. Conference call tomorrow to go over details. Discussion followed.

ATTORNEY REPORT – No report

REMOVALS FROM THE ROLLS- Michael Muttie Co.1

Motion Tutela second Golden to remove Michael Muttie Co.1 from the rolls as a firefighter.

Ayes – 5 Nays – 0

CARRIED

APPLICATIONS FOR MEMBERSHIP– Maxwell Mansilla Co.4 and Thomas Lang Co.4 both pending physicals.

Motion Golden second Latshaw to accept Maxwell Mansilla Co.4 and Thomas Lang both pending physicals to the rolls as a firefighter.

Ayes – 5 Nays – 0

CARRIED

UNFINISHED BUSINESS- None

NEW BUSINESS

RESOLUTION AMENDING FEE - A resolution was presented, Motion Golden second Latshaw authorizing an amendment to the agreement with Katheryn Hatfield, ESQ. of Hatfield Schwartz Law Group LLC as legal Counsel for workplace Investigations. (See inserted resolution)

ROLL CALL VOTE

Latshaw-Yes Golden- Yes
Roman-Yes Minkler-Yes
Tutela-Yes

CARRIED

Discussed earlier under Administrator report.

Motion Minkler second Golden to pay Kean College in between meetings \$210.00 for three inspectors to go Juvenile Fire starter class.

Ayes -5 Nays – 0

CARRIED

Motion Golden second Minkler to appoint Daniel Roman and Richard Tutela to sit on committee for the radio system.

Ayes -5 Nays – 0

CARRIED

Motion Minkler second Golden authorizing Administrator Kubiel to start the process to purchase two generators.

Ayes -5 Nays – 0

CARRIED

Motion Golden second Latshaw authorizing engines and payment to firefighters to stand by at Home Depot in the amount of \$40.00 per hour.

Ayes -5 Nays – 0

CARRIED

BILLS

Motion Golden second Latshaw to approve the bill list March 15, 2023 (See Inserted List)

Ayes – 5 Nays – 0

CARRIED

PARTICIPATION BY THE PUBLIC- Assistant Chief Uffer asked permission to have civilians ride on apparatus for the Saint Patrick's Day parade. Tutela stated as long as they are wearing seat belts.

Motion Golden second Roman to allow civilians to ride in the apparatus for the Saint Patrick's Day Parade as long as they are wearing seatbelts.

Ayes – 5 Nays – 0

CARRIED

PRIVATE EXECUTIVE SESSION- *Matters Relating to the Employment Relationship and other legal matters*
Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

Motion Golden second Latshaw to go into closed session @ 5:01 p.m.

Ayes – 5 Nays – 0

CARRIED

Motion made by Commissioner Golden and seconded by Commissioner Latshaw to go back to open session. All present voted in favor.

The Board went back into open session at 6:19 p.m.

Motion made by Commissioner Golden and seconded by Commissioner Latshaw to reappoint Everett Seaman as District Chief in accordance with the District Bylaws. Roll Call: Commissioner Minkler, Commissioner Golden, Commissioner Latshaw, Commissioner Roman and Chairman Tutela voted 'yes'.

Motion made by Commissioner Golden and seconded by Commissioner Roman to close meeting. All present voted in favor.

Meeting ended at 6:21 p.m.

Respectfully submitted

Leonard Minkler, Clerk

**RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARD OF FIRE
COMMISSIONERS, DISTRICT NO.1, COUNTY OF OCEAN, STATE
OF NEW JERSEY, AUTHORIZING AN AMENDMENT TO THE
AGREEMENT WITH KATHERYN HATFIELD, ESQ OF HATFIELD
SCHWARTZ LAW GROUP LLC AS LEGAL COUNSEL FOR WORKPLACE
INVESTIGATIONS
March 15, 2023**

WHEREAS, the Township of Toms River Board of Commissioners, Fire District No. 1 required legal counsel for workplace investigations; and

WHEREAS, said services were awarded on December 7, 2022 by Resolution in accordance with a non-fair and open process award for professional services and said contract is subject to certifications as to reportable contributions under N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Board desires to amend the award a contract to Kathryn Hatfield, Esq. of Hatfield Schwartz Law Group LLC for legal services for workplace investigations.

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

1. That the Board does hereby authorize the amendment of the agreement with Kathryn Hatfield, Esq. of Hatfield Schwartz Law Group LLC for legal services for workplace investigations in accordance with the proposal dated December 5, 2022, so as to increase the "not to exceed" amount to \$20,000.00.
2. That the Board does hereby authorize the Chairman to execute and the Clerk to attest to an Addendum to the Agreement with Kathryn Hatfield, Esq. of Hatfield Schwartz Law Group LLC in accordance with the terms of this Resolution.
3. All other terms of the Contract shall remain in full force and effect.

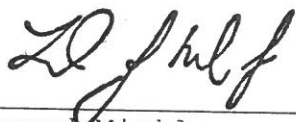
4. That a Certificate of Availability of Funds executed by the Treasurer is annexed hereto. The following are the line item appropriations or ordinances which constitute the availability of funds for this contract: Legal Fees:

01-119-05-272

5. That a certified copy of this resolution, together with a copy of the Addendum, shall be forwarded to Board Chairman, Board Clerk, Board Treasurer, Board Administrator, and Kathryn Hatfield, Esq. of Hatfield Schwartz Law Group LLC.

CERTIFICATION

I, Leonard Minkler, Clerk of the Toms River Township Board of 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 March 15, 2023.



Leonard Minkler
Clerk, Fire District No.1

3-15-23

Date:

March 15, 2023
03:45 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2022-2023 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: Y Rcvd: N
Range: 01- -111-000-000 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 12/31/23 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- -112-05 -026	LIFE INSURANCE					
S0220	SPECIALTY BENEFITS	23-00206	2ND QTR INSURANCE CVT302153-23	7,861.00	0.00	
01- -115-03 -136	RENT/LEASE					
00015	OCEAN BEACH MARINE CENTERS	23-00131	BOAT SLIP RENTAL 2023	4,960.00	0.00	
01- -119-01 -274	PHYSICALS					
H0004	HACKENSACK MERIDIAN WORKS	23-00197	HUBINGER	711.00	0.00	
01- -119-05 -273	CONSULTANT					
F0098	FIREHOUSE GRANTS, LLC.	23-00207	SAFER GRANT APPLICATION	1,000.00	0.00	
01- -120-05 -311	LEGAL NOTICES					
G0032	GANNETT NEW JERSEY NEWSPAPERS	23-00216	REORG. MTGS & PROF. SERVICES	326.36	0.00	
01- -122-01 -386	CONFERENCES					
28079	CATAPANO, JOSEPH F.	23-00204	REIMB. FDIC REGISTRATION	640.00	0.00	
02602	O'NEILL, BRIAN J.	23-00210	REIMB. FDIC REGISTRATION	740.00	0.00	
			<u>1,380.00</u>			
01- -123-05 -416	DUES/SUBSCRIPTIONS					
N0055	NATIONAL FIRE PROTECTION	23-00035	KUBIEL ID#2905138	175.00	0.00	
G0033	GANN LAW BOOKS	23-00070	2023 TITLE 40 & 40A	213.00	0.00	
B0012	BANK OF AMERICA	23-00212	PROCUREMENT PURCHASES	119.94	0.00	
			<u>507.94</u>			
01- -123-10 -416	DUES/SUBSCRIPTIONS					
E0198	ESO SOLUTIONS, INC.	23-00200	HALLIGAN INTERFACE	171.35	0.00	
01- -124-01 -446	TRAINING					
F0094	FIRE GROUND TECHNOLOGIES	22-00956	DISTRICT 1 TRAINING	15,300.00	0.00	
01- -124-01 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	23-00199	PHYSICAL FITNESS	365.00	0.00	
L0054	LAVALLETTE PERSONAL FITNESS	23-00209	PHYSICAL FITNESS	45.00	0.00	
			<u>410.00</u>			
01- -124-05 -449	PHYSICAL FITNESS					
T0145	TOMS RIVER FITNESS CENTER	23-00199	PHYSICAL FITNESS	5.00	0.00	
01- -125-01 -487	TURNOUT GEAR					
C0172	CONTINENTAL FIRE & SAFETY	23-00157	CO#3 BOOTS	249.00	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2022-2023 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- -126-01 -529	FUEL					
R0087	RIGGINS, INC.	22-01385	FUEL DIST#1	1,030.44	0.00	
T0175	TOWNSHIP OF TOMS RIVER	22-01386	11 & 12/22 FUEL DIST#1	39.24	0.00	
B0141	BOROUGH OF LAVALLETTE	23-00164	02/23 FUEL	481.23	0.00	
P0148	POINT BAY FUEL, LLC	23-00202	02/23 FUEL ACCT#104124	334.95	0.00	
R0087	RIGGINS, INC.	23-00208	FUEL DIST#1	2,045.96	0.00	
T0175	TOWNSHIP OF TOMS RIVER	23-00222	1/23 FUEL DIST#1	772.29	0.00	
				<u>4,704.11</u>		
01- -126-01 -531	SUPPLIES					
N0215	NORWOOD AUTO PARTS	23-00214	SUPPLIES DIST#1	6.16	0.00	
01- -126-01 -533	BATTERIES					
S0356	SUREWAY BATTERY, LLC	23-00114	BATTERIES	23.04	0.00	
01- -127-01 -567	COMMUNICATIONS					
T0107	T-MOBILE	23-00198	2/23 ACCT#969992744	487.91	0.00	
B0012	BANK OF AMERICA	23-00212	PROCUREMENT PURCHASES	930.00	0.00	
				<u>1,417.91</u>		
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
T0107	T-MOBILE	23-00198	2/23 ACCT#969992744	23.37	0.00	
B0012	BANK OF AMERICA	23-00212	PROCUREMENT PURCHASES	793.41	0.00	
				<u>816.78</u>		
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
C0172	CONTINENTAL FIRE & SAFETY	23-00157	CO#3 BOOTS	30.00	0.00	
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
G0033	GANN LAW BOOKS	23-00070	2023 TITLE 40 & 40A	12.00	0.00	
P0130	PITNEY BOWES INC.	23-00094	SUPPLIES DIST#1	84.99	0.00	
A0046	ADVANCED MONEY SYSTEMS, LLC	23-00211	SIGNATURE PLATE	289.50	0.00	
				<u>386.49</u>		
01- -129-01 -648	VEHICLE REPAIR					
J0014	J & R PRO AUTOMOTIVE	23-00224	2610 OIL CHANGE/REPAIR	170.95	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	23-00226	2501,25,2609,24,71	5,127.50	0.00	
				<u>5,298.45</u>		
01- -129-01 -651	TURNOUT GEAR CLEAN/REPAIR					
G0053	GEAR WASH	23-00144	REPAIRS/CLEANING	5,199.85	0.00	
01- -129-01 -652	SCOTTS & EXTINGUISHERS REFILL/REPAIR					
A0085	AISH FIRE PROTECTION CO.	23-00151	CO#2 EXTINGUISHER	139.00	0.00	
01- -129-08 -650	RADIO REPAIR					
W0131	WIRELESS ELECTRONICS INC.	23-00205	RADIO REPAIRS	1,125.00	0.00	

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1
2022-2023 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- -130-05 -290	PAYROLL SERVICES					
K0103 KRONOS, INC.		23-00196	WORKFORCE 02/23 INV#12042753	310.69	0.00	
P0070 PAYCHEX INC.		23-00223	02/23 PAYROLL	574.25	0.00	
				884.94		
	Fund Total:			52,913.38		
<hr/>						
Total Charged Lines:	50	Total List Amount:	52,913.38	Total Void Amount:	0.00	