

**MINUTES**  
**TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1**  
**1144 Hooper Ave, Conference Room "A"**  
**May 3, 2023**

Commissioner Tutela called a regular meeting to order at 6:30 p.m. 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- absent	Roman -present
Latshaw - present	Minkler-present
Tutela - present	

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

**Motion Roman second Latshaw to excuse Commissioner Golden from the meeting.**

**Ayes - 4    Nays - 0    CARRIED**

**APPROVING THE MINUTES**

**Motion Roman second Latshaw to approve the April 19, 2023 minutes providing a copy is made available for inspection by the public during this meeting.**

**Ayes - 4    Nays - 0    CARRIED**

**REPORTS OF COMMITTEES**

**COMMUNICATION**-No report

**FIRE PREVENTION BUREAU** – Minkler stated busy with fire inspections. Inspector Oeskovic received her license and is back to doing inspections

**FIRE ACADEMY** – Minkler stated they are in the process of finalizing the director position at the fire academy. Latshaw stated he wants to set up a meeting to finalize some of the projects that have been ongoing.

**INSURANCE**- Tutela stated a minor incident with 2865 has been submitted to the insurance company.

**POLICE/EMERGENCY MANAGEMENT**- no report

**LEGISLATION** – Minkler stated there is a bill in the legislation re: the possibility of receiving Covid money up to \$10,000 to be placed back in our budget for gear & safety equipment.

**TOWNSHIP COUNCIL AND MAYOR** – No report

**VEHICLE REPAIR/NEW APPARATUS** – Minkler asked Administrator Kubiel the anticipated completion for Station 28's boat? Kubiel stated on or about May 17<sup>th</sup>. Tutela stated a meeting to be set up with the chiefs as it relates to chiefs cars and replacement apparatus.

**FIRE CHIEFS ASSOCIATION**- Roman stated they are making progress with revising the SOG's.

**ADMINISTRATOR KUBIEL REPORT** - Kubiel stated:

1. The truck report is in your folders for your review.
2. Station 28 boat tentative completion date is May 17<sup>th</sup>, then it goes out for sea trials.

3. At the April 5<sup>th</sup> meeting there was a discussion re: award ceremony and certain accusations against the board that they did not move forward with award ceremony. The administrative office listened to several months' worth of recordings and the only mention was when Chief Oneill asked when the swearing in of new officers was going to be. There was never a mention re: award ceremony.

**ATTORNEY REPORT** – No report

**REPORTS OF FIRE OFFICERS**

**DISTRICT CHIEF E. SEAMAN** – District Chief Seaman stated:

1. A meeting has been scheduled with Chief Calvo and the Chiefs of the barrier island to discuss watercraft s procedures.
2. Commends all for the job well done at the latest fire during the storm, the conditions were flooded and muddy and many obstacles in the way.
3. Discussion on information brought back from FDIC.

**CO. 1 CHIEF GONZALEZ**– Gonzalez stated:

1. April has been a busy month.
2. Request authorization for the downtown summer season for civilians to ride on the apparatus for parades and festivities.
3. Jillian Mesina from the police department offered a public relation firm to do a video for free to show what firefighters do. If the board does not want to utilize Co.1 will use.
4. Several members are participating in NJ Weekend, Firefighter Health & Safety.
5. Implemented gear washer initiative. Requested information from Administrator on the Fore Line tracking process.
6. Looking into a diesel exhaust capturing system. Asked if the board would entertain making the modifications needed on the apparatus.
7. Chief Gonzalez presented Commissioner Latshaw with his 15 year pin.

**CO. 2 ASST. CHIEF RICE** – Progress

**CO. 3 CHIEF CALVO** – Calvo stated:

1. Train the trainer class with life guards has been completed.
2. Requesting authorization to utilize 2710 for the ION battery class.
3. Beach construction is soaring on the beach.

**CO.4 ASST. CHIEF VETH** – Progress

Tutela stated he has been following the local news and Seaside Heights police department did a rescue somewhere on the river which was dispatched by the County. District Chief Seaman spoke with Seaside Heights Chief Rumbolo to see if there was more information. Rumbolo to reach out to Seaside Chief of Police.

**ISLAND HEIGHTS** –progress

**SEASIDE HEIGHTS** – Kubiel stated they called and were unable to attend tonight's meeting.

**FIRE CHIEFS ASSOCIATION** – District Chief Seaman stated mtg. in two weeks. Working on policies, procedures and SOG'S.

**Motion Minkler second Roman authorizing civilians to ride on apparatus for summer events.**

**Ayes – 4    Nays – 0    CARRIED**

**Motion Minkler second Roman authorizing the use of 2710 for the ION Battery class in Tinton Falls.**

**Ayes – 4    Nays – 0    CARRIED**

**REMOVALS FROM THE ROLLS** – Christian Osorio Co.4

Motion Minkler second Latshaw to remove Christian Osorio Co.4 from the rolls as a firefighter.

Ayes – 4    Nays – 0    **CARRIED**

**APPLICATIONS FOR MEMBERSHIP OR TRANSFERS**- None

**UNFINISHED BUSINESS** –None

**NEW BUSINESS**

**RESOLUTION COMMUNICATION SOLUTION GROUP** - A resolution was presented, Motion Latshaw second Roman authorizing the execution of an agreement with Communication Solution Group for the marketing and volunteer recruitment campaign. (See inserted resolution)

**ROLL CALL VOTE**

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

**CARRIED**

**RESOLUTION FY FEMA GRANT** - A resolution was presented, Motion Latshaw second Roman authorizing Firehouse grants to prepare and submit a grant application and execute a grant agreement with the Federal Emergency Management Agency for the FY 2023 FEMA Assistance in the amount not to exceed \$4,750 (See inserted resolution)

**ROLL CALL VOTE**

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

**CARRIED**

**BILLS**

Motion Minkler second Roman to approve the bill list for May 3, 2023 (SEE INSERTED LIST)

Ayes – 4    Nays – 0    **CARRIED**

**PARTICIPATION BY THE PUBLIC**- None

**PRIVATE EXECUTIVE SESSION**- None

There being no further business, Motion Minkler second Roman to close meeting at 6:55 p.m.

Ayes – 4    Nays – 0    **CARRIED**

Respectfully submitted

*Leonard Minkler, Clerk*

**RESOLUTION OF THE TOMS RIVER BOARD OF FIRE COMMISSIONERS DISTRICT NO. 1,  
AUTHORIZING FIREHOUSE GRANTS TO PREPARE AND SUBMIT A GRANT  
APPLICATION AND EXECUTE A GRANT AGREEMENT WITH THE FEDERAL  
EMERGENCY MANAGEMENT AGENCY FOR AN FY 2023 FEMA ASSISTANCE TO  
FIREFIGHTER GRANT IN AN AMOUNT NOT TO EXCEED \$4,750.00  
May 3, 2023**

**WHEREAS**, the Federal Emergency Management Agency (FEMA) is accepting applications for the Assistance to Firefighter Grant (AFG); and

**WHEREAS**, this program is available to municipalities with full time Fire Departments and volunteer firefighter organizations: and

**WHEREAS**, the primary goal of the Assistant to Firefighter Grant Program to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations; and

**WHEREAS**, this grant program requires a cost share; and

**WHEREAS**, Toms River Board of Fire Commissioners District No. 1 is eligible to apply for this grant program; and

**WHEREAS**, Toms River Board of Fire Commissioners District No. 1 carefully considers grant programs that assist the Fire District in achieving projects and programs that are priorities for the community; and

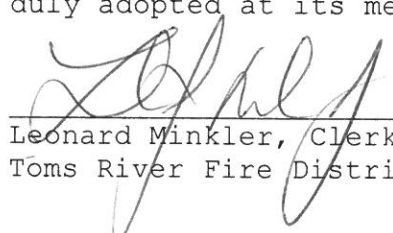
**NOW, THEREFORE, BE IT RESOLVED** that the Toms River Board of Fire Commissioners District No. 1 formally approves Firehouse Grants to prepare the 2023 AFG Grant application for the Toms River Board of Fire Commissioners District No. 1 in an amount not to exceed \$4,750.00.

**BE IT FURTHER RESOLVED** that the Chief Administrator is hereby authorized to submit a grant application to the Federal Emergency Management Agency on behalf of Toms River Board of Fire Commissioners District No. 1.

**BE IT FURTHER RESOLVED** that the Chief Administrator is hereby authorized to sign the grant agreement on behalf of Toms River Board of Fire Commissioners District No. 1 and that his signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

**CERTIFICATION**

I, Leonard Minkler, Clerk of the Township of Toms River 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 the 3<sup>rd</sup> day of May, 2023.

  
\_\_\_\_\_  
Leonard Minkler, Clerk  
Toms River Fire District No.1

Date: 5/3/23

**RESOLUTION OF THE TOMS RIVER TOWNSHIP COMMISSIONERS,  
FIRE DISTRICT NO.1, COUNTY OF OCEAN, STATE OF NEW  
JERSEY, AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH  
THE COMMUNICATION SOLUTIONS GROUP FOR MARKETING AND  
VOLUNTEER RECRUITMENT CAMPAIGN**

**MAY 3, 2023**

**WHEREAS,** the Township of Toms River Board of Commissioners, Fire District No. 1 requires Public Consulting Services; and

**WHEREAS,** proposals were received from the following vendors on April 21, 2023, through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1 which allows for price and other factors, as follows:

The Communication Solutions Group: See attached rate sheet.

**WHEREAS,** District No. 1 Administrator reviewed the proposal and the State of New Jersey required documents for each vendor and certifies that there is no conflict of interest in accordance with the Local Government Ethics Law N.J.S.A. 40A:9-22.1 et seq.; and

**WHEREAS,** the proposals have been reviewed by the Administrator, and he recommends that the agreement be awarded to the only entity which responded, The Communication Solutions Group.

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

1. That Fire District No. 1 does hereby authorize the Chairman to execute and the Clerk to attest to an Agreement with The Communication Solutions Group, a total contract amount not to exceed \$150,576.00 over a four year period to be paid out of the FEMA Safer Grant EMW-2021-FF-0148, in accordance with the Schedule A attached hereto.

2. The Clerk shall publish a notice in the official newspaper of the contracting unit summarizing the award of a contract, which shall include, but not be limited to, the nature, duration, and amount of the contract, the name of the vendor and a statement that the resolution and contract are on file and available for public inspection in the Clerk's office of Fire District No. 1 during normal business hours.

3. The term of this contract will commence May 1, 2023 through December 31, 2026. The award of this contract is subject to all the terms and conditions of the bid specifications.

4. That a certified copy of this resolution, together with a copy of the agreement, shall be forwarded to Fire District No. 1 Chairman, Fire District No. 1 Clerk, Fire District No. 1 Administrator, and The Communications Solutions Group.

#### 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 May 3, 2023.

  
Leonard Minkler  
Clerk, Fire District No.1

  
Date.

May 3, 2023  
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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: N	Rcvd: Y
Range: 01- -111-05 -001	to 01- -135-01 -811	Bid: Y	State: Y	Other: Y
Rcvd Batch Id Range: First	to Last	Encumbrance Date Range: First	to 12/31/23	Exempt: Y
Prior Year Only: N				Include Non-Budgeted: Y
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 -023	WORKMAN'S COMP					
T0175	TOWNSHIP OF TOMS RIVER	23-00219	JUL-DEC 2023 INSURANCE	39,774.48	0.00	
01- -112-05 -024	HEALTH BENEFITS/DISABILITY					
U0046	UNITED HEALTHCARE INS. CO.	23-00392	05/23 INS. CUSTOMER #04P2972	98.76	0.00	
G0229	GUARDIAN	23-00414	05/23 INSURANCE GROUP#038344	405.13	0.00	
				503.89		
01- -113-01 -063	HOSE & NOZZLES					
E0004	E.R.S. FLEET REPAIR, INC.	23-00428	2609,31,2756,2801,29	5,562.40	0.00	
01- -114-05 -101	HYDRANT RENTAL					
N0007	N.J. AMERICAN WATER CO.	23-00398	03/23 HYDRANTS	10,366.40	0.00	
V0006	VEOLIA WATER TOMS RIVER	23-00452	04/23 ACCT#04402764900000	20,434.56	0.00	
				30,800.96		
01- -116-05 -172	INSURANCE PREMIUMS					
T0175	TOWNSHIP OF TOMS RIVER	23-00219	JUL-DEC 2023 INSURANCE	44,362.74	0.00	
01- -117-10 -211	LICENSES					
K0090	KNOX COMPANY	23-00402	KNOX CONNECT LICENSE	2,199.00	0.00	
01- -119-05 -272	LEGAL					
R0127	ROTHSTEIN, MANDELL, STROHM,	23-00415	LEGAL SERVICES	27,013.00	0.00	
01- -119-05 -275	TEMP. PROFESSIONAL SERVICE					
F0098	FIREHOUSE GRANTS, LLC.	23-00396	SAFER GRANT MANAGEMENT SERVICE	5,000.00	0.00	
01- -120-05 -311	LEGAL NOTICES					
G0032	GANNETT NEW JERSEY NEWSPAPERS	23-00461	LEGAL ADS	63.16	0.00	
01- -122-01 -386	CONFERENCES					
B0012	BANK OF AMERICA	23-00406	PROCUREMENT PURCHASES	543.52	0.00	
28079	CATAPANO, JOSEPH F.	23-00444	REIMB. FDIC EXPENSES	1,991.16	0.00	
02602	O'NEILL, BRIAN J.	23-00459	REIMB. FDIC EXPENSES	2,128.10	0.00	
				3,575.74		
01- -124-01 -446	TRAINING					
00010	OCEAN BEACH FIRE CO. #3	23-00455	REIMB. TRAINING	105.00	0.00	
01- -124-01 -449	PHYSICAL FITNESS					
L0054	LAVALLETTE PERSONAL FITNESS	23-00395	PHYSICAL FITNESS	60.00	0.00	
C0259	CRUNCH FITNESS	23-00397	PHYSICAL FITNESS	330.00	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- -124-01 -449	PHYSICAL FITNESS		Continued			
T0145	TOMS RIVER FITNESS CENTER	23-00462	PHYSICAL FITNESS	440.00	0.00	
				<u>830.00</u>		
01- -126-01 -529	FUEL					
T0175	TOWNSHIP OF TOMS RIVER	23-00410	3/23 FUEL DIST#1	904.06	0.00	
S0116	SHORE POINT MARINA &	23-00416	FUEL CO#2	62.30	0.00	
				<u>966.36</u>		
01- -126-01 -531	SUPPLIES					
E0024	EAST DOVER FIRE CO. #4	23-00425	REIMB. WATER	39.90	0.00	
01- -126-01 -533	BATTERIES					
W0134	WITMER ASSOCIATES, INC.	23-00342	CO#1 BATTERIES	244.20	0.00	
C0172	CONTINENTAL FIRE & SAFETY	23-00353	CO#3 BATTERIES	54.00	0.00	
				<u>298.20</u>		
01- -127-01 -567	COMMUNICATIONS					
F0171	4X TECHNOLOGIES, LLC	23-00393	04/23 SERVICES DIST#1	407.80	0.00	
B0012	BANK OF AMERICA	23-00406	PROCUREMENT PURCHASES	984.00	0.00	
O0207	OPTIMUM	23-00441	04/23 ACCT#07867-114249-01-2	156.71	0.00	
T0107	T-MOBILE	23-00442	4/23 ACCT#969992744	487.91	0.00	
				<u>2,036.42</u>		
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
F0171	4X TECHNOLOGIES, LLC	23-00393	04/23 SERVICES DIST#1	234.99	0.00	
B0012	BANK OF AMERICA	23-00406	PROCUREMENT PURCHASES	762.00	0.00	
C0149	COMCAST CABLE	23-00420	ACCT#8499 05 194 0622198	304.69	0.00	
T0107	T-MOBILE	23-00442	4/23 ACCT#969992744	23.37	0.00	
				<u>1,325.05</u>		
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
W0134	WITMER ASSOCIATES, INC.	23-00342	CO#1 BATTERIES	10.00	0.00	
C0172	CONTINENTAL FIRE & SAFETY	23-00353	CO#3 BATTERIES	21.00	0.00	
E0069	ELECTRONIC MEASUREMENT LAB INC	23-00412	GAS DETECTOR CO#2,CO#1 & CO#4	50.51	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	23-00428	2609,31,2756,2801,29	154.00	0.00	
				<u>235.51</u>		
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
P0131	PITNEY BOWES INC.	23-00362	POSTAGE DIST#1 ACCT#49712417	1,000.00	0.00	
01- -129-01 -648	VEHICLE REPAIR					
E0004	E.R.S. FLEET REPAIR, INC.	23-00428	2609,31,2756,2801,29	6,505.35	0.00	
T0187	TRANZ CONNECTION	23-00443	2800 TEMP SENSOR	470.74	0.00	
J0014	J & R PRO AUTOMOTIVE	23-00449	2500 OIL CHANGE/ROTATE TIRES	106.95	0.00	
P0220	PRESTIGE WASH SERVICES	23-00456	1ST QTR. 2023 CAR WASH	57.42	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	23-00463	2511,2671,2801,65	5,050.85	0.00	
				<u>12,191.31</u>		
01- -129-01 -649	EQUIPMENT REPAIR					
E0069	ELECTRONIC MEASUREMENT LAB INC	23-00412	GAS DETECTOR CO#2,CO#1 & CO#4	731.00	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- -129-01 -651 G0053 GEAR WASH	TURNOUT GEAR CLEAN/REPAIR	23-00445	REPAIRS/CLEANING	3,403.72	0.00	
01- -129-01 -652 M0090 MES INC.	SCOTTS & EXTINGUISHERS REFILL/REPAIR	23-00450	SCOTT REPAIRS	1,553.76	0.00	
01- -129-08 -650 W0131 WIRELESS ELECTRONICS INC.	RADIO REPAIR	23-00446	RADIO REPAIRS	525.00	0.00	
01- -129-10 -655 A0234 ATLANTIC IT SOLUTIONS	I/T MAINTENANCE	23-00447	4/23 I/T SERVICES DIST#1	864.00	0.00	
01- -130-05 -290 K0103 KRONOS, INC. P0070 PAYCHEX INC.	PAYROLL SERVICES	23-00413	WORKFORCE 03/23 INV#12066139	327.33	0.00	
		23-00434	04/23 PAYROLL	650.35	0.00	
				977.68		
Fund Total:				185,938.28		
Total Charged Lines: 78 Total List Amount:				185,938.28	Total Void Amount:	0.00

**FUNDS RECEIVED AND DEPOSITED**

<b><u>FROM:</u></b>	<b><u>CK#:</u></b>	<b><u>FOR:</u></b>	<b><u>AMOUNT:</u></b>
Toms River Fire Dist#2	1863	Reimb. Power DMS,email, health ins.	5,460.45
Kyle Reid	133	Reimb. FDIC registration	496.90
Bureau of Fire Prevention	312	Bureau Revenue 3/23	68,442.40
Kevin Munn	27	Fire Academy fees	250.00
Howell Fire Dist#3	9036	Fire Academy fees	1,620.00
TR Joint Board of Fire	35357	1st qtr. Joint postage	46.35
Township of Springfield	33338	Fire Academy fees	300.00
Howell Fire Dist#5	5090	Fire Academy fees	750.00
Laurence Harbor Fire Dist#1	3112	Fire Academy fees	536.00
Little Egg Harbor Fire Dist#1	1195	Fire Academy fees	450.00
Forked River Fire Co.	1161	Fire Academy fees	300.00
Lakewood Fire Dist#1	22916	Fire Academy fees	2,300.00
Toms River Fire Dist#2	1884	Joint bills 4/23 & reimb. Emails	123,421.92
Jackson Fire Dist#3	6755	Fire Academy fees	750.00
Jackson Fire Dist#2	23425	Fire Academy fees	452.00

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2023 Detail Expenditure Transaction Inquiry By Account

Page No: 1

Range of Accounts: 01- -112-05 -020 01- -112-05 -020 Adds: N Changes: N Transfers In: N  
Range of Dates: 04/06/23 to 05/03/23 Transfers Out: N Expenditures: Y Refunds: N  
Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N  
Include Enc/Expd/Acct Pybl with EOY Reason: Yes Include Non-Budgeted: Y Check Payments: N Accounts Payable: N  
YTD 1099: N PO Encumbrances: N Contract Encm: N Received PO: N

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
01- -112-05 -020	HEALTH BENEFITS SHBP				
05/03/23 Expd	5/23 DIST#1 HEALTH BENEFITS EMPLOYER		9,615.33	DM	B 2315 1
Total Expenditures:	1 9,615.33				

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TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2023 Detail Expenditure Transaction Inquiry By Account

Page No: 1

Range of Accounts: 01- -112-05 -022 01- -112-05 -022 Adds: N Changes: N Transfers In: N  
Range of Dates: 04/06/23 to 05/03/23 Transfers Out: N Expenditures: Y Refunds: N  
Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N  
Include Enc/Expd/Acct Pybl with EOY Reason: Yes Include Non-Budgeted: Y Check Payments: N Accounts Payable: N  
YTD 1099: N PO Encumbrances: N Contract Encm: N Received PO: N

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
01- -112-05 -022	PENSION EXPENSE				
04/25/23 Expd	DIST 1 ANNUAL EMPLOYER APPROPRIATION		58,389.00	DM	B 2314 1
04/25/23 Expd	DIST 1 ANNUAL EMP. APPROPRIATION RETRO		1,515.09	DM	B 2314 2
Total Expenditures:	2 59,904.09				