

MINUTES
TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1
1144 Hooper Ave, Conference Room "A"
February 7, 2024

Commissioner Tutela called the 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— present Roman –present
Latshaw – present Minkler-present
Tutela – present

Administrator Kubiell and Attorney Donohue were present.
Bisceglie present to take minutes

APPROVING THE MINUTES

Motion Golden second Latshaw to approve the January 17, 2024 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 – Minkler stated there is a meeting on 02/16/2024 @ 6:00 p.m. One of the topics will be Jr Firefighters.

INSURANCE –progress

POLICE/EMERGENCY MANAGEMENT- No report

LEGISLATION – no report

TOWNSHIP COUNCIL AND MAYOR – No report

VEHICLE REPAIR/NEW APPARATUS –Minkler stated Commissioners Tutela and Roman, Administrator Kubiell, Chief Calvo, Assistant Chief Giordano will be attending the inspection trip for Ocean Beach's new engine. Commissioner Golden questioned the change to the color from white to grey for the exterior of the apparatus. Tutela stated the truck committee that consisted of Chiefs, District Chief and Commissioners agreed on this.

FIRE CHIEFS ASSOCIATION- No report

ADMINISTRATOR KUBIEL REPORT - Kubiell stated:

1. The truck report is in your folders for your review.
2. The new 2705 radios will be installed by Fire & Safety.
3. Met with the Toms River Township Engineer as to the process re: height of construction with new radio towers.

ATTORNEY REPORT – No report

REPORTS OF FIRE OFFICERS

DISTRICT CHIEF E. SEAMAN – No report.

CO. 1 CHIEF UFFER – Uffer stated:

1. Feels the new recruitment efforts have not benefited his department
2. Sent letter to a new recruit requesting pager and gear returned since he has not attended fire, drills or calls.
3. Requested permission for civilians to ride on apparatus for the Seaside Heights and Belmar Saint Patrick's Day parade.
4. It was discussed at their company meeting that they had a member that got in an accident leaving the fire house after a call and our policy did not cover them. Requested a copy of the board's current accident policy

CO.2 J. CHIEF CIRZ- Chief Cirz stated:

1. Joint response going well
2. Working on an incident re: Opticom and response.

CO. 3 CHIEF CALVO – Calvo stated:

1. The Polar Bear Plunge is scheduled for February 24, 2024
2. Still working on the recruitment and retention efforts.
3. Reached out to the Federation of Beaches where the recruitment will be discussed.

CO.4 CHIEF VETH – Veth stated:

1. Recruitment is going extremely well. In need of turnout gear if any company can spare.
2. Have two new junior members
3. 2800 lights are being fixed
4. Boat has been in and out of service because of the marina boat lift issues.

Tutela stated Rutgers was at the Fire Academy re: cancer study. Not as many firefighters showed up as hoped. Toms River was the first volunteer fire company in the nation to have this program implemented and expressed how important it is to continue to be involved. Recommended new recruits take class over the summer to educate them on this topic.

ISLAND HEIGHTS –Progress

SEASIDE HEIGHTS – Progress

FIRE CHIEFS ASSOCIATION –

REMOVALS FROM THE ROLLS- None

APPLICATIONS FOR MEMBERSHIP – Kristopher Davis Co.4, Brandon Dowd Co.4 and Anthony Muccia Co.4 all pending physicals. Sean Lavigne Co.4 and Carlos Camacho Co.4 as firefighters
Motion Golden second Roman to accept Kristopher Davis Co.4, Brandon Dowd Co.4 and Anthony Muccia Co.4 as firefighters pending physicals and Sean Lavigne Co.4 and Carlos Camacho Co.4 as firefighters
Ayes – 5 Nays – 0 **CARRIED**

UNFINISHED BUSINESS –None

Motion Minkler second Roman to authorize civilians to ride on the apparatus for the Belmar and Seaside Heights St. Patrick's Day parades on March 3rd and 16th 2024.

Ayes – 5 Nays – 0 **CARRIED**

NEW BUSINESS

MOTION TO HAVE REORGANIZATION MEETING ON MARCH 6TH

Motion Golden second Roman to advertise to hold the reorganization meeting March 6th 2024 @ 6:30 p.m.
Ayes – 5 Nays – 0 **CARRIED**

MOTION TO ADVERTISE FOR PROFESSIONAL SERVICE QUALIFICATIONS FOR AUDITOR & ATTORNEY Motion Golden second Latshaw to advertise for professional services qualifications for Attorney and Auditor. Ayes – 5 Nays – 0 **CARRIED**

MOTION TO ADVERTISE FOR PROFESSIONAL SERVICE QUALIFICATIONS FOR PHYSICIAN

Motion Golden second Latshaw to advertise for professional services qualifications for Physician. Ayes – 5 Nays – 0 **CARRIED**

MOTION TO ADVERTISE FOR ANNUAL MAINTENANCE AND REPAIR FOR APPARATUS BIDS TO BE RETURNED FEBRUARY 23, 2024 @ 12:00 P.M.

Motion Roman second Golden to advertise for the annual maintenance and repair for apparatus bids to be returned February 23rd 2024 @ 12:00 p.m. Ayes – 5 Nays – 0 **CARRIED**

RESOLUTION AUTHORIZING PAYMENT FOR REIMBURSEMENT TO CHIEF TRAVIS VETH AND ASSISTANT CHIEF WILLIAM GIORDANO FOR ATTENDANCE AT THE FDIC.

A resolution was presented Motion Golden second Roman authorizing reimbursement to Chief Travis Veth and Assistant Chief William Giordano for attendance at the FDIC.

ROLL CALL VOTE

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

CARRIED

RESOLUTION MEMORANDUM OF UNDERSTANDING FOR HOMELAND SECURITY GRANT IN THE AMOUNT OF \$10,000

A resolution was presented, Motion Golden second Roman accepting the Memorandum of Understanding for the Homeland Security Grant in the amount of \$10,000.

ROLL CALL VOTE

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

CARRIED

BILLS

Motion Roman second Latshaw to approve the bill list for February 7, 2024 (SEE INSERTED LIST) Ayes – 5 Nays – 0 **CARRIED**

PARTICIPATION BY THE PUBLIC-

Andrew Goresch asked if there are any updates on the radio project. Tutela responded after the second flood at the police department wires had to be rerouted sheetrock had to come down and put back up. This has put the project back several months. Kubiak stated the equipment has been ordered, delivery date was stated prior to the transition over. Motorola contract stated it must be completed by December 31st 2023 as long as the infrastructure is completed. As of yesterday it was stated April is the completion of the radios but received notification today the phone provider for dispatchers will not be completed until June. Anticipating radios will be up but will be operating at the old dispatch center and at some point they will be transitioned to the new system.

Andy Goresh asked of all the radios purchased who presented the models to the board? Tutela stated Motorola. Goresh then stated all radios purchased are APX tri-band with large screens, did the board consider possibility a single ban radio in the jump seats? Minkler stated the radios that were purchased was discussed and recommended by the chiefs because they wanted everyone to be the same. Goresh asked is the fire department still going to encrypt the channels. Kubiak stated there is still discussions on this.

Motion Golden second Roman to go into Private Executive Session @ 7:03 p.m.

Ayes – 5 Nays – 0 CARRIED

PRIVATE EXECUTIVE *Matters Relating to the Employment Relationship:* 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.

1. Personnel

Motion to close executive session and go back into open session made by Commissioner Golden and seconded by Commissioner Roman. All voted in favor.

Motion to close open session made by Commissioner Golden, and seconded by Commissioner Roman. All voted in favor.

Meeting concluded at 7:20 p.m.

Respectfully submitted

Leonard Minkler, Clerk

RESOLUTION OF THE TOMS RIVER BOARD OF FIRE COMMISSIONERS,
DISTRICT NO.1 IN THE TOWNSHIP OF TOMS RIVER, COUNTY OF OCEAN,
STATE OF NEW JERSEY, AUTHORIZING PAYMENT FOR REIMBURSEMENT TO
CHIEF TRAVIS VETH AND ASSISTANT CHIEF WILLIAM GIORDANO OF THE
FIRE DISTRICT TOWARD THIER EXPENSES AND INCIDENTALS

FEBRUARY 7, 2024

WHEREAS, N.J.S.A. 40 A: 14-81.5 allows for the fire districts to provide for and authorize payment to officers and employees of the fire district toward their expenses and incidentals thereto; and

WHEREAS, the Fire Commissioners of District No. 1 in the Township of Toms River, County of Ocean, State of New Jersey, have agreed for Chief Travis Veth and Assistant Chief Giordano to attend the FDIC Conference to be held April 15th –April 20th 2024; and

WHEREAS, the monies to be reimbursed are to be applied to food, specific travel expenses and cost that are related to the conference; and expenses incurred shall not exceed \$65 per diem for meals and \$200 for ground travel; and

WHEREAS, all officers and members who are receiving said reimbursement shall be obligated to provide a verification of their expenses, for the purposes as outlined in this Resolution pursuant to N.J.S.A. 40 A: 14-81.5. Said officers and members are required to provide detailed invoices of all items which shall be accompanied by the Certification of the expenses incurred as a result of their attendance at the Conference. Said bill shall be submitted ten (10) days after completion of the travel for which reimbursement will be made.

NOW, THEREFORE, be it resolved that Toms River Board of Fire Commissioners District No. 1 hereby authorizes payment to the following:

Chief Travis Veth
Assistant Chief William Giordano

CERTIFICATION

I, Leonard Minkler, Clerk of the Toms River Township Fire Commissioners District No. 1, in the Township of Toms River, 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 February 7, 2024.


Leonard Minkler, Clerk District No.1

2-7-24
Date

RESOLUTION AUTHORIZING THE TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT NO. 1 TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$10,000.00 FROM THE STATE OF NEW JERSEY, OFFICE OF HOMELAND SECURITY AND PREPAREDNESS ADMINISTERED BY THE OCEAN COUNTY SHERIFF'S OFFICE AND AUTHORIZING THE CHIEF ADMINISTRATOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING IN CONNECTION WITH THIS GRANT AWARD

FEBRUARY 7, 2024

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

The Toms River Township Board of Fire Commissioners District No. 1 is authorized to accept a grant award from the State of New Jersey, Office of Homeland Security administered by the Ocean County Sheriff's Department, in the amount of \$10,000.00.

1. The Chief Administrator is authorized to execute the Memorandum of Understanding in connection with this grant award.
2. A certified copy of this resolution shall be provided by the Board of Fire Commissioners Administrative Office to each of the following:
 - a. Board Attorney
 - b. Ocean County Sheriff's Department
Ocean County Justice Complex
120 Hooper Avenue
P.O. Box 2191
Toms River, NJ 08754-2191

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 February 7, 2024



Leonard Minkler
Clerk, Toms River Fire District No.1

2-7-24
Date:

**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 23, 2024 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 8th 2024

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

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 7, 2024, 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, and Toms River, New Jersey, 08753, to be received on or before 12:00 p.m. on February 23, 2024.

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 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 7, 2024 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 Kubiak, 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 23, 2024.

Submit (2) two original paper copies,
Faxed or E-Mailed proposals will NOT be accepted.

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 6th 2024 @ 6:30 p.m. @ 1144 Hooper Ave, Conference Room "A", Toms River New Jersey 08753. The regular meeting to immediately follow.

Formal action will be taken.

February 7, 2024

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -125-01 -487	TURNOUT GEAR		Continued			
W0134	WITMER ASSOCIATES, INC.	23-01218	CO#2 BOOTS	864.00	0.00	
M0090	MES INC.	23-01300	BLACK & YELLOW FF HELMETS	<u>7,974.00</u>	0.00	
				9,288.00		
01- -126-01 -531	SUPPLIES					
V0005	V.E. RALPH & SON	24-00025	CO#2 DEFID PADS	472.76	0.00	
M0090	MES INC.	24-00042	CO#4 CALIBRATION GAS	125.00	0.00	
N0215	NORWOOD AUTO PARTS	24-00087	SUPPLIES CO#2 & CO#4	<u>162.90</u>	0.00	
				760.66		
01- -127-01 -567	COMMUNICATIONS					
O0207	OPTIMUM	24-00052	01/24 ACCT#07867-114249-01-2	180.86	0.00	
T0107	T-MOBILE	24-00060	01/24 ACCT#969992744	<u>159.60</u>	0.00	
				340.46		
01- -127-05 -567	COMMUNICATIONS/UTILITIES					
C0149	COMCAST CABLE	24-00049	ACCT#8499 05 194 0622198	323.99	0.00	
T0107	T-MOBILE	24-00060	01/24 ACCT#969992744	<u>7.60</u>	0.00	
				331.59		
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
W0134	WITMER ASSOCIATES, INC.	23-01218	CO#2 BOOTS	0.00	0.00	
M0090	MES INC.	24-00042	CO#4 CALIBRATION GAS	20.00	0.00	
U0065	UPS	24-00085	SHIPPING ACCT#E5400F	<u>22.62</u>	0.00	
				42.62		
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
B0012	BANK OF AMERICA	24-00058	PROCUREMENT PURCHASES	129.15	0.00	
01- -129-01 -648	VEHICLE REPAIR					
E0004	E.R.S. FLEET REPAIR, INC.	23-01410	2829	1,937.56	0.00	
T0187	TRANZ CONNECTION	24-00059	2810 REPAIR	447.18	0.00	
J0014	J & R PRO AUTOMOTIVE	24-00086	2610 RADIATOR	722.87	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	24-00088	2631,71,2800,01	<u>738.85</u>	0.00	
				3,846.46		
01- -129-01 -652	SCOTTS & EXTINGUISHERS REFILL/REPAIR					
M0090	MES INC.	23-01379	REPAIRS	454.93	0.00	
01- -129-05 -655	MAINTENANCE SERVICES					
A0234	ATLANTIC IT SOLUTIONS	24-00067	02/24 CYBER SECURITY	628.50	0.00	
01- -129-10 -655	I/T MAINTENANCE					
A0234	ATLANTIC IT SOLUTIONS	24-00065	01/24 I/T SERVICES DIST#1	864.00	0.00	
A0234	ATLANTIC IT SOLUTIONS	24-00067	02/24 CYBER SECURITY	<u>1,106.07</u>	0.00	
				1,970.07		
01- -130-05 -290	PAYROLL SERVICES					
P0070	PAYCHEX INC.	24-00061	01/24 PAYROLL	1,236.63	0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -134-03 -747 B0012 BANK OF AMERICA	RESERVE FOR FUTURE CAPITAL OUTLAY	24-00058	PROCUREMENT PURCHASES	2,949.03	0.00	
Fund Total:				413,969.54		
Total Charged Lines: 62		Total List Amount: 413,969.54		Total Void Amount: 0.00		

Account No Date	Type	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
01- -112-05 -020 02/07/24	Expd	HEALTH BENEFITS SHBP	2/24 DIST 1 HEALTH BENEFITS EMPLOYER		9,071.44	DM	B 2397 1
Total Expenditures:		1	9,071.44				

FUNDS RECEIVED AND DEPOSITED

<u>FROM:</u>	<u>CK#:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
Lacey Township	45288	Fire Academy fees	760.00
Howell Fire Dist#2	4904	Fire Academy fees	1,000.00
Jackson Fire Dist#4	6514	Fire Academy fees	350.00
Bureau of Fire Prevention	334	Dedicated Penalties 2023	8,990.08
Bureau of Fire Prevention	332	Bureau Revenue 12/23	57,121.11
Toms River Joint Board	36340	Postage 4th qtr. 2023	30.75
Toms River Fire Dist#2	2198	Reimb. 11/23 email, 1/24 cyber, ESO	3,533.30
Toms River Fire Dist#2	2222	Joint bills 1/24	99,858.96
Robert Morris	370	Fire Academy fees	150.00
Jackson Fire Dist#2	23769	Fire Academy fees	1,000.00
Fire Officers Training Academy	3079	Fire Academy fees	300.00
Barnegat Fire Co. #1	479	Fire Academy fees	150.00