

**MINUTES**  
**TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1**  
**East Dover Fire Company**  
**August 6, 2025**

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**

Tutela – present	Roman –present
Krohn – present	Minkler-present

Administrator Kubiell present. Attorney Koutsouris present, Bisceglie present to take minutes.

**APPROVING THE MINUTES**

**Motion Roman second Minkler to approve the July 9, 2025 minutes providing a copy is made available for inspection by the public during this meeting. Ayes – 4 Nays – 0 CARRIED**

**Motion Roman second Minkler to approve the July 21, 2025 minutes of special meeting providing a copy is made available for inspection by the public during this meeting. Ayes – 4 Nays – 0 CARRIED**

**REPORTS OF COMMITTEES**

**COMMUNICATION**-Krohn stated the phones at police headquarters were out of service but seem to be up and running now.

**FIRE PREVENTION BUREAU** – Minkler stated yesterday there is a water incident and the Bureau was able to locate three juveniles with the drone.

**FIRE ACADEMY** – Krohn stated the daytime Firefighter 1 & 2 class moving along. A practice test was given where several students failed but was confident once the final test given those students will pass.

**INSURANCE** –Minkler stated Assistant Chief O’Neill was injured. Chief Uffer stated he injured his ankle. Tutela thanked Chief Uffer for advising him of the incident where he was able to go to the hospital to make sure O’Neill was being taken care of.

**POLICE/EMERGENCY MANAGEMENT**- Krohn stated new police chief has been sworn in. Mike Lafalce is the on road representative for emergency management, He recently was out at the oil spill downtown and at a few other incidents.

**LEGISLATION**- No report

**TOWNSHIP COUNCIL AND MAYOR** – No report

**VEHICLE REPAIR/NEW APPARATUS** – No report

**FIRE CHIEFS ASSOCIATION**- No report

**ADMINISTRATOR KUBIELL REPORT** – Kubiell stated:

1. Truck repair report in your folders for review
2. Waiting to hear back from the DCA re: using funds from capital question.

**ATTORNEY REPORT** – Attorney Koutsouris stated several items in Private Executive Session.

**REPORTS OF FIRE OFFICERS**

**DISTRICT CHIEF J. CIRZ** – See inserted report

**CO. 1 CHIEF UFFER** – Uffer stated:

1. Asked about Chief's vehicle? Kubiell responded waiting to hear back from the DCA.
2. Requesting permission to take 2501 on 09/26/25 to live fire training at Middlesex Fire Academy.
3. Received request from High school South art director to decorate one of the chiefs vehicles for the Halloween parade.
4. Request authorization for apparatus to go to Bayville for firefighter Tyler Webb celebration of life on August 11, 2025.
5. Discovered vandalism on the tech trailer, graffiti at the substation. The perpetrator felt remorse and left a note apologizing and stating to leave out supplies and they would remove it. A police report has been generated. Firefighter Lonergan stated they have supplies that may take it off.
6. Captain Wells did some research on the pay per call and the 40% approved at the last meeting gives six members that benefit when implemented. Tutela stated that was a starting point and after calculating for this year the number is too high it can be adjusted accordingly. Uffer stated he would not want a program implemented with such low results. He said he would help streamline the process if needed.
7. Will be away from the 8<sup>th</sup> to the 18<sup>th</sup>

**CO.2 CHIEF RICE-** District Chief reported progress for Chief Rice.

**CO.3 CHIEF CALVO**

1. Busy month, one firefighter transported to hospital for heat exhaustion
2. Been expanding the use the fire police with helping EMS.
3. 2716 is back in service.
4. Sent an email re: FEMA grant and possible use of high water rescue truck. Encourage the administration to apply for this. Krohn stated he was at Ocean County OEM discussing this and there is very little information on the use of this grant. OEM is in the process of reaching out to the Ocean County representative to contact the State Police OEM coordinator to see how to move forward. Kubiell stated he reached out to the Districts grant writer regarding this. He stated we are not eligible unless the state requests it on our behalf
5. At the last District No.1 chiefs meeting signing the new Lexipol document was discussed. He is very hesitant about signing without more information. He does not want to be held liable for something he is not knowledgeable on.

Tutela stated he will have the administrator set up meeting with a representative from Lexipol to set up a seminar for the officers to answer some of the questions and concerns.

**CO.4 CHIEF VETH** –No representation. Krohn stated Veth is on his regular work schedule.

**ISLAND HEIGHTS** –Progress

**SEASIDE HEIGHTS** No representation

**FIRE CHIEFS ASSOCIATION** –No report

**REMOVALS FROM THE ROLLS-** None

**APPLICATIONS FOR MEMBERSHIP**– Andre Lissinna, Co.3 & Joseph Nudo Co.3, Brian McDermott Junior Firefighter (Water Rescue only), Fabio Messina Co.3 pending process

**Motion Roman second Minkler to accept Andre Lissinna, Co.3 & Joseph Nudo Co.3 (Water Rescue only), Brian McDermott Co.3 Junior Firefighter, Fabio Messina Co.3 pending process**  
Ayes – 4 Nays – 0 **CARRIED**

**UNFINISHED BUSINESS**

**CHIEFS VEHICLES-** This was discussed earlier. Administrator Kubiel is waiting to hear back from NJ State DCA to see if funds can be made available from a prior capital question.

**Motion Krohn second Minkler to move forward with funds for the UPFIT as long as it is approved through the New Jersey State DCA.**  
Ayes – 4 Nays – 0 **CARRIED**

**NEW BUSINESS**

**RESOLUTION TO INCREASE BID THRESHOLD TO \$53,000.** A resolution was presented, Motion Roman second Minkler increase bid threshold to \$53,000.

**ROLL CALL VOTE**

Tutela –Yes	Krohn-Yes	
Roman-Yes	Minkler-Yes	CARRIED

**RESOLUTION AUTHORIZING APPOINTMENT OF ROBERT RENAUD AS LEGAL COUNSEL FOR WORKPLACE INVESTIGATIONS RELATED TO EMPLOYEE COMPLAINTS FILED ON JULY 25, 2025-** Commissioner Krohn requested this be discussed in closed session.

**Motion Krohn second Minkler authorizing the use of 2501 to go to Middlesex Fire Academy on 09/26/25.**  
Ayes – 4 Nays – 0 **CARRIED**

**Motion Minkler second Roman authorizing Toms River High School South to decorate the chief's vehicle for the Halloween Parade.**  
Ayes – 4 Nays – 0 **CARRIED**

**Motion Krohn second Minkler authorizing use of apparatus to attend firefighter Tyler Webb fireman's service on August 11, 2025.**  
Ayes – 4 Nays – 0 **CARRIED**

**Motion Tutela second Krohn to purchase gear for the department Chaplin.**  
Ayes – 4 Nays – 0 **CARRIED**

**BILLS**

**Motion Roman second Minkler to approve the bill list for August 6, 2025 pending available funds. (SEE INSERTED LIST)**  
Ayes – 4 Nays – 0 **CARRIED**

**PARTICIPATION BY THE PUBLIC**

District Chief Cirz asked if there was movement on the lettering of the District Chiefs vehicle. Tutela stated he believes it was approved and just waiting on purchase order.

Chief Calvo advised that the Oceans of Love is September 18<sup>th</sup> 2025 and expressed the importance of this event.

**Motion Minkler second Krohn go into private executive session at 6:56 p.m.**

**Ayes – 4 Nays – 0 CARRIED**

**Private Executive Session- *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. *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. Anticipated Litigation
2. Contracts

**Motion Krohn second Roman to go back into open session @ 7:33 p.m.**

**Ayes – 4 Nays – 0 CARRIED**

**Resolution authorizing appointment of Robert Renaud as legal counsel for workplace investigations related to employee complaints filed on July 25, 2025 as long as the Ocean County Jif approves claim and Robert Renaud is on the list.**

**ROLL CALL VOTE**

**Tutela –Yes  
Roman-Yes**

**Krohn-Yes  
Minkler-Yes**

**CARRIED**

**Motion Minkler second Krohn to close the meeting at 7:35 p.m.**

**Ayes – 4 Nays – 0 CARRIED**

Respectfully submitted

*Robert Krohn*

Robert Krohn, Clerk

August 1, 2025

District #1 Board of Fire Commissioners  
Cc Fire Administrator

Ref: July 2025 District Chief Report

Dear Fire Commissioners, Administrator Kubiel,

Please find my activity report for the month of July 2025.

1. Emergency Responses:
  - a. 7/5/2025 – Multiple Alarms
  - b. 7/22/2025 – RIT Lakewood
2. Meetings:
  - a. 7/29/2025 – District 1 Chiefs meeting
3. Administrative activity:
  - a. Working with D1 Chiefs on creating standardization master book for quick reference of standardized equipment. Currently comparing the current FF gloves, hoods and boots vs different brands on the market. Once review is complete a letter of recommendation will be presented to the board for consideration.
  - b. Planning Township Mutual Aid Drill for October. Working with TRBFP to locate an acquired structure. Location TBD
  - c. Met with Chief Rumbola regarding radio communication challenges between barrier island companies and District 1.

Respectfully submitted,

Jeffrey Cirz

District 1 Chief

**RESOLUTION OF THE TOMS RIVER BOARD OF FIRE COMMISSIONERS  
DISTRICT NO. 1 IN THE COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AUTHORIZING THE TOMS RIVER BOARD OF FIRE COMMISSIONERS DISTRICT  
NO. 1 TO INCREASE THE BID THRESHOLD TO \$53,000.00 AND  
AUTHORIZING BRIAN KUBIEL, QUALIFIED PURCHASING AGENT (QPA)  
AND/OR HIS ASSIGNS TO MAKE, NEGOTIATE OR AWARD PURCHASES,  
CONTRACTS AND/OR AGREEMENTS THAT DO NOT EXCEED THE TOTAL SUM OF  
\$53,000.00.**

**AUGUST 6, 2025**

WHEREAS, pursuant to N.J.S.A. 40A:11-3(c) the State Treasurer, Elizabeth Maher Muoio, has exercised her authority to adjust the bid thresholds for awarding contracts by various contracting units: and

WHEREAS, the bid threshold for contracting units governed by the Local Public Contracts Law, N.J.S.A. 40A:11-2, which includes the Toms River Board of Fire Commissioners District No. 1, has risen from \$44,000.00 to \$53,000.00, effective July 1, 2025; and

WHEREAS, the recent changes to the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold to \$53,000.00; and

WHEREAS, N.J.S.A. 40A:11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold: and

WHEREAS, Brian Kubiel, QPA possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

Whereas the Toms River Board of Fire Commissioners District No.1 desires to take advantage of the increased bid threshold;

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

1. It hereby authorizes; the Toms River Board of Fire Commissioners District No. 1 Purchasing Agent , Brian

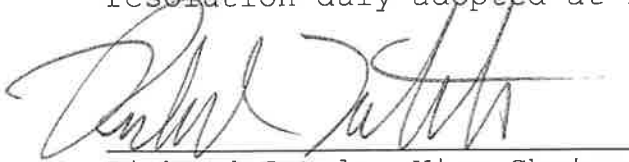
Kubiel and/or his assigns to make, negotiate or award purchases, contracts and/or agreements that do not exceed the total sum of \$53,000.00.

2. In accordance with N.J.S.A. 5:34-5.2, the local unit clerk is hereby is authorized and directed to forward a certified copy of this resolution and a copy of Brian Kubiel's certification to the director of the Division of Local Government Services.
3. A certified copy of this resolution shall be provided by the Toms River Board of Fire Commissioners District No. 1 Administration Office to each of the following:

- a. Richard Tutela, Vice Chairman of the Board
- b. Business Administrator
- c. Board Attorney
- d. Purchasing Agent
- e. Mr. Michael F. Rogers, Director  
Division of Local Government Services  
101 S. Broad Street  
P.O. Box 803  
Trenton, New Jersey 08625-0803

**CERTIFICATION**

I, Robert Krohn, 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 August 6<sup>th</sup>, 2025.

  
Richard Tutela, Vice Chairman

  
Robert Krohn, Clerk



Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -119-01 -274 P0215	PHYSICALS PREFERRED BEHAVIORAL HEALTH	25-00609	EMPLOYEE ASSISTANCE PROGRAM	5,850.00	0.00	
01- -120-05 -311 G0032	LEGAL NOTICES GANNETT NEW JERSEY NEWSPAPERS	25-00627	MTGS.,GENERATOR,ELECTION,DISP.	288.28	0.00	
01- -122-05 -386 N0169	CONFERENCES NEW JERSEY STATE LEAGUE	25-00569	2025 CONFERENCE	120.00	0.00	
01- -123-10 -416 U0080	DUES/SUBSCRIPTIONS U.S. BANK	25-00602	PROCUREMENT PURCHASES	11.10	0.00	
01- -124-01 -449 T0145	PHYSICAL FITNESS TOMS RIVER FITNESS CENTER	25-00633	PHYSICAL FITNESS	180.00	0.00	
01- -125-01 -487 W0134 M0090	TURNOUT GEAR WITMER ASSOCIATES, INC. MES SERVICE COMPANY, LLC	25-00497 25-00580	CO#2 HAIX BOOTS DIST 1 FIRE HELMETS	930.00 <u>2,536.98</u> 3,466.98	0.00 0.00	
01- -126-01 -529 D0125 T0175	FUEL DOVER OIL CO., INC. TOWNSHIP OF TOMS RIVER	25-00584 25-00620	FUEL CO#3 ACCT#18859F 6/25 FUEL DIST#1	245.94 <u>1,273.74</u> 1,519.68	0.00 0.00	
01- -126-01 -531 R0098 H0100 U0080 N0215	SUPPLIES R. NICKESON ENTERPRISES HOME DEPOT U.S. BANK NORWOOD AUTO PARTS	25-00587 25-00600 25-00602 25-00624	CO#2 NOVA COOL FOAM EQUIP./SUPPLIES CO#1 PROCUREMENT PURCHASES SUPPLIES	1,185.00 12.97 112.54 <u>459.26</u> 1,769.77	0.00 0.00 0.00 0.00	
01- -126-01 -533 S0356	BATTERIES SUREWAY BATTERY, LLC	25-00579	CO#3 BATTERIES	129.48	0.00	
01- -127-01 -567 A0225 U0080 A0224 O0207 F0171	COMMUNICATIONS AT&T MOBILITY - CC U.S. BANK AT&T MOBILITY OPTIMUM 4X TECHNOLOGIES, LLC	25-00556 25-00602 25-00607 25-00623 25-00629	ACCT#500624237 INV#VCD052025 PROCUREMENT PURCHASES ACCT#287337618304 07/25 ACCT#07867-114249-01-2 07/25 SERVICES DIST#1	1,352.73 36.50 310.74 173.26 <u>439.70</u> 2,312.93	0.00 0.00 0.00 0.00 0.00	
01- -127-05 -567 A0225 C0149 U0080 A0224 F0171	COMMUNICATIONS/UTILITIES AT&T MOBILITY - CC COMCAST CABLE U.S. BANK AT&T MOBILITY 4X TECHNOLOGIES, LLC	25-00556 25-00598 25-00602 25-00607 25-00629	ACCT#500624237 INV#VCD052025 ACCT#8499 05 194 0622198 PROCUREMENT PURCHASES ACCT#287337618304 07/25 SERVICES DIST#1	39.87 360.65 42.00 161.55 <u>234.99</u> 839.06	0.00 0.00 0.00 0.00 0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -128-01 -606	OFFICE SUPPLIES/SHIPPING					
M0090	MES SERVICE COMPANY, LLC	25-00425	CO#2 CHARGERS	16.53	0.00	
W0134	WITMER ASSOCIATES, INC.	25-00497	CO#2 HAIX BOOTS	19.20	0.00	
S0356	SUREWAY BATTERY, LLC	25-00579	CO#3 BATTERIES	19.26	0.00	
R0098	R. NICKESON ENTERPRISES	25-00587	CO#2 NOVA COOL FOAM	227.47	0.00	
W0095	WEST MARINE PRO	25-00588	CO#3 WEST MARINE ORDER	9.95	0.00	
U0080	U.S. BANK	25-00602	PROCUREMENT PURCHASES	20.37	0.00	
W0095	WEST MARINE PRO	25-00605	CO#3 WATER RESCUE RADIO	9.95	0.00	
E0069	ELECTRONIC MEASUREMENT LAB INC	25-00611	REPAIR CO#4	25.19	0.00	
				<u>347.92</u>		
01- -128-05 -607	OFFICE SUPPLIES/SHIPPING					
W0004	W.B. MASON CO., INC.	25-00625	SUPPLIES DIST#1	145.61	0.00	
01- -129-01 -648	VEHICLE REPAIR					
E0004	E.R.S. FLEET REPAIR, INC.	25-00603	2525,61,2671,2716,21,2817,65	5,895.21	0.00	
E0004	E.R.S. FLEET REPAIR, INC.	25-00612	2609,71,2801,11	1,831.17	0.00	
				<u>7,726.38</u>		
01- -129-01 -649	EQUIPMENT REPAIR					
E0069	ELECTRONIC MEASUREMENT LAB INC	25-00611	REPAIR CO#4	191.45	0.00	
E0194	ESI EQUIPMENT, INC.	25-00628	SERVICE AGREEMENT CO#1	2,360.00	0.00	
				<u>2,551.45</u>		
01- -129-01 -651	TURNOUT GEAR CLEAN/REPAIR					
G0053	GEAR WASH	25-00608	CLEAN GEAR	928.52	0.00	
01- -129-01 -652	SCOTTS & EXTINGUISHERS REFILL/REPAIR					
M0090	MES SERVICE COMPANY, LLC	25-00622	DIST#1 SERVICES	11,188.16	0.00	
01- -129-01 -660	HOSE,LADDER,PUMP TESTING					
25031	UFFER, LOUIS	25-00582	TRANSPORT TRUCKS	263.50	0.00	
F0093	FIREFLOW SERVICES, INC.	25-00626	HOSE/PUMP/LADDER TESTING DIST1	19,080.00	0.00	
				<u>19,343.50</u>		
01- -129-05 -648	VEHICLE/EQUIPMENT REPAIRS					
M0044	MAVIS DISCOUNT TIRE	25-00610	910 TIRE REPAIR	39.99	0.00	
01- -129-05 -655	MAINTENANCE SERVICES					
S0300	STEWART BUSINESS SYSTEMS	25-00583	COPIER MAINT. DIST#1	344.21	0.00	
D0170	DUNHAM, NANCY	25-00613	07/25 CLEANING	300.00	0.00	
				<u>644.21</u>		
01- -129-05 -657	DIST#2 CHARGES TO BE REIMBURSED					
G0229	GUARDIAN	25-00589	08/25 INSURANCE GROUP#038344	144.76	0.00	
U0080	U.S. BANK	25-00602	PROCUREMENT PURCHASES	399.38	0.00	
A0234	ATLANTIC IT SOLUTIONS	25-00618	08/25 CYBER SECURITY	628.50	0.00	
V0058	VISION SERVICE PLAN INS. CO.	25-00619	08/25 INS. CLIENT ID#40162306	59.59	0.00	
				<u>1,232.23</u>		

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -129-10 -655	I/T MAINTENANCE					
A0234	ATLANTIC IT SOLUTIONS	25-00616	07/25 I/T SERVICES DIST#1	894.00	0.00	
A0234	ATLANTIC IT SOLUTIONS	25-00618	08/25 CYBER SECURITY	<u>1,106.07</u>	0.00	
				2,000.07		
01- -130-05 -290	PAYROLL SERVICES					
U0020	UKG KRONOS SYSTEMS, LLC	25-00558	WORKFORCE 06/25	354.04	0.00	
P0070	PAYCHEX INC.	25-00621	07/25 PAYROLL	<u>810.44</u>	0.00	
				1,164.48		
Fund Total:				120,360.91		

Total Charged Lines: 101 Total List Amount: 120,360.91 Total Void Amount: 0.00

Account No Date	Type	Account Description Transaction Data/Comment	Vendor/Source	Amount	User	Item #
01- -112-05 -020		HEALTH BENEFITS SHBP				
08/06/25	Expd	8/25 DIST 1 HEALTH BENEFITS EMPLOYER		10,139.22	DM	B 2538 1

Total Expenditures: 1 10,139.22

**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	2936	Jt. bills 6/25, email, Cyber, etc.	112,754.88
Bureau of Fire Prevention	374	6/25 Bureau Revenue	65,308.10
Toms River Joint Board of Fire	38117	Postage 2nd qtr. 2025	5.75
Manchester Township	76236	Fire Academy fees	900.00