

**BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO 1
FREEHOLD TOWNSHIP, NJ**

Regular Meeting

February 21, 2012

The regular meeting of the Board of Fire Commissioners was called to order at 7:30pm by Chairman Robert Buscaglia.

Notice was read, the flag salute was lead by Chief Prochnow. Roll call was taken; Mr. Story, Mr. Caruso, Mr. Keim, C. Buscaglia, R. Buscaglia, were all present. Also in attendance was Joseph Youssof, Chief Prochnow, President Marcondes, Donna Pujat and other members of the Fire Company.

A motion was made by Mr. Caruso and seconded by Mr. Story to approve **the** minutes of the January meeting with one correction, being that the minutes incorrectly listed Dan Petersen as 1st Lieut and Craig Haas as 2nd Lieut. Craig is 1st Lieut and Dan is 2nd. A roll call vote was taken, all votes in the affirmative except Mr. Keim who abstained due to his absence at that meeting.

Correspondence: None

Treasurers Report: Mr. C. Buscaglia read the report into record. A motion was made by Mr. Story and seconded by Mr. Caruso, to approve the report as presented. A roll call vote was taken, all votes in the affirmative.

A motion was made by Mr. C. Buscaglia and seconded by Mr. Story to pay the bills in the total of \$76,669.69 and to transfer \$75,000 from Money Market into checking. Large bill items included Workman's comp insurance at \$27,790 and Basic Life Coverage for \$11,000. A roll call vote was taken, all votes in the affirmative.

Insurance: Mr. C. Buscaglia reported that a check was received from FEMA in the amount of \$9,200 for Hurricane Irene. He added that he has heard nothing from insurance regarding the truck repairs, which last he knew was in the area of \$100,000. At this point it appears insurance will cover it. Discussion was held regarding the radios which were ordered as replacements. It was decided that these replacement should be submitted through insurance. Asst Chief Zuccarelli will obtain quotes for the Board.

Mr. C. Buscaglia reported that with the help of the Chief, all members and Junior firefighters had been signed up and paperwork completed for the life insurance entitlement. He added that the coverage for "In the Line of Duty Death" had been increased from \$175,000 to \$250,000. Some discussion followed.

Building: Mr. Keim reported that the ceiling had been fixed at District. Georgia Road roof repairs were completed, soap dispensers are due to be delivered for District, and Chuck will install them. The parking lot light is out at Georgia Road. Norman Electric is scheduled to make the repairs, and will be asked to put a sensor switch on the sign at District. Timing seems to be off since the sign is on during the day hours, but not at night.

Legal: Mr. Youssof read into record, results of the election:

Budget 178 Yes / 108 No Total voters 220

Charles Buscaglia	142 votes
Abe Conk	48 votes
Shyamal Joshi	182 votes
Roger Keim	117 votes

Mr. Youssof congratulated Mr. Joshi, who will be sworn in at the March meeting. Mr. C. Buscaglia noted that the letter is prepared to send to the Township Tax Assessor regarding the approval of the budget. Nominating petitions were given to Mr. Keim for the files.

Mr. Youssof continued on the report that the bill requiring Fire District Websites was passed, and Boards must be in compliance by 2/1/13 Information required on the site is as follows: Mission statement of the Board, Annual budget, budget for three consecutive years, Audit report for three consecutive years, Districts rules, regulations and policies, Notices of meetings, minutes and resolutions of three consecutive years which are to be posted after approval, names, addresses and phone numbers of all board members, name, address and phone number of board attorney. He added that the website must be updated and maintained at all times.

Discussion was held regarding changing the meeting week for 2012. Discussion followed. It was decided to change the meeting nights from the third Tuesday of the month to the fourth Tuesday. That making the meeting dates as follows:

April 24, May 22, June 26, July 24, Aug 28, Sept 18 (moved due to holiday), Oct 23, Nov 27, Dec 18th (moved due to holiday), 1/22/13 & 2/26/13

A motion was made by Mr. Caruso and seconded

Chiefs Report: Chief Prochnow read into record, Chiefs reports from December and January. The Chief congratulated Mr. Joshi on his position with the Board and thanked Mr. Keim for his years of service.

86 – air trailer needed the radiator replaced.

76 – Lights on the rear were done.

85 – Vents were installed in the compartments

Discussion was held regarding the new Chiefs vehicle. A motion was made by C. Buscaglia and seconded by Mr. Caruso to authorize a resolution to purchase a 2012 4 Wheel Drive Chevy Tahoe, color red, from Day Chevrolet under State Contract #79010 with an expiration date of 6/9/12 to include a trade in. Trade in vehicle will be kept until delivery of new vehicle. A roll call vote was taken, all votes in the affirmative.

Chairman Buscaglia suggested that the Chief get the truck committee together to discuss replacement of the pumper. Chief Prochnow indicated that they will and on March 10th at 11am a truck will be coming to the firehouse for viewing.

President's Report: President Marcondes submitted a quote for door opener replacement on the tanker bay at Smithburg Station. John asked if the Board would consider paying the bill. Discussion followed. A motion was made by Mr. Story and seconded by Mr. Caruso to authorize the president to have the work done by Avon Doors and have them bill the board who will pay for the work. A roll call vote was taken, all voted in the affirmative except Mr. C. Buscaglia who abstained. The President asked the Board about paying a refreshment bill for the Siloam Road fire. Both Mr. C. Buscaglia and Mr. R. Buscaglia advised the President that those types of expenses are those that should come out of the company funds, after receipt of the funds received each year from the Board. John agreed that drills, work details, meetings etc are budgeted, but fire scenes can not be budgeted. Mr. Caruso indicated that this was a long fire. They were there through the night and into the morning hours. He added that he had witnessed the food purchased, coffee, rolls, etc, and there was nothing overboard. He added that he agrees, food for large incidents can not be budgeted and he sees no reason why the board should not pick up those bills. Discussion followed. Mr. C. Buscaglia indicated that if the funds being received are not enough, the Board should be presented a budget and requested for an increase, and that had not been done. John agreed and indicated that they would be prepared for budget time in September if not sooner. A motion was made by Mr. R. Buscaglia and seconded by Mr. Caruso that the Board will pay the refreshment bill and the purchase of batteries for the Siloam Road fire scene. A roll call vote was taken, all votes in the affirmative except Mr. C. Buscaglia who abstained. Mr. Story suggested that in the future, the Chief will submit any food bill and will be handled fire by fire, with only large fires to be considered. Mr. Story mentioned to the President that the Board is receiving gym membership which are 8 or 9 months overdue. Discussion followed, in the future, for the membership reimbursement they must be submitted every 90 days. John will remind everyone at the next meeting.

Old Business: None

New Business: Annual physicals have been scheduled for April 12 & 13th. Tom Caruso will have sign up sheets for the times. Discussion was held on privacy screens. Mr. Story noted that it was very dark at the south entrance doorways. Discussion followed regarding having spot lights installed.

At 8:38pm a motion was made by Mr. Story and seconded by Mr. Caruso to enter into an Executive Session meeting for the purpose of discussing personnel matters. A roll call vote was taken, all votes in the affirmative.

Chairman Buscaglia requested Chief Prochnow, President Marcondes and Commissioner Elect Joshi to sit in on the meeting.

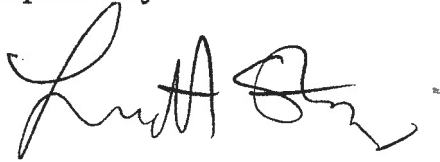
At 8:49pm regular session of the meeting was resumed.

Audience participation: None

Mr. Keim thanked all the fireman for the years he had served on the Board and he appreciated everything. He asked the Chief pass it on to all, and he advised all to be safe.

Being no further business, at 8:50pm a motion was made by Mr. Story and seconded by Mr. Keim to close the meeting.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Larry Story". The signature is written in a cursive style with a large initial "L" and a long, sweeping underline.

Larry Story, Secretary

3/20/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 FREEHOLD TOWNSHIP SCHEDULING
MEETING DATES FOR 2012**

WHEREAS; The Board of Fire Commissioners, as a political subdivision of the State of New Jersey, is required by N.J.S.A. 10:4-18 to publish and post a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

WHEREAS; The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of the meeting dates to the municipal clerk for posting on the official bulletin board of the municipality.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Freehold Township that regularly scheduled meetings of the Board will be held on the third Tuesday of each month commencing at 7:30 p.m. at the Fire District Headquarters Firehouse, Schanck and Stillwells Corner Road, Freehold Twp., New Jersey.

BE IT FURTHER RESOLVED that the regular monthly meetings of the Board are hereby scheduled for the following dates: April ~~17~~, May ~~22~~, June ~~26~~, July ~~27~~, August 28, September 18, October ~~23~~, November 20, December 18, January ~~22~~, February ~~26~~ and March ~~26~~ 2013, which meeting shall serve as the annual reorganization meeting of the Board.

BE IT FURTHER RESOLVED that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Freehold Township on the _____ day of _____, 2012.

_____, Clerk

3/20/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.1 FREEHOLD TOWNSHIP DESIGNATING
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2012**

WHEREAS; the Fire District is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

WHEREAS; N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit;" and

WHEREAS; the Board has determined that Wachovia Bank, Freehold Savings and Loan Association , Sun National Bank and New Jersey Community Bank are qualified depositories that are eligible to receive and hold public funds on deposit as permitted by the above referenced statutes; and

WHEREAS; it is the opinion of the Board that designating the above identified financial institutions as the official depositories of fire district funds is convenient, necessary and desirable for the business purposes of the Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board/ of Fire Commissioners of Fire District No.1 Freehold Township that Wachovia Bank, Freehold Savings and Loan Association, Sun National Bank and New Jersey Community Bank be and the same are hereby designated as the official depositories of District funds for 2012.

wells FARGO

BE IT FURTHER RESOLVED that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

BE IT FURTHER RESOLVED that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by:

Seconded by;

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Freehold Township on the _____ day of _____, 2012.

_____, Clerk

3/20/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 FREEHOLD TOWNSHIP DESIGNATING
OFFICIAL NEWSPAPERS FOR 2012**

WHEREAS; N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

WHEREAS; N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of their annual elections, budget referenda, bond referenda, public hearings and other periodic events; and

WHEREAS; To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

WHEREAS; The Asbury Park Press and the News Transcript are legally recognized newspapers having general circulation within Freehold Township and are the two publications most likely to inform the citizens of pending Board meetings and actions.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Freehold Township that the Asbury Park Press and the News Transcript be and the same are hereby designated to be the official newspapers of the Board of Fire Commissioners for the year 2012.

BE IT FURTHER RESOLVED that the Clerk of the Board be and the same is hereby directed to publish all required notices in the newspapers specified herein for the year 2012.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Freehold Township on the _____ day of _____, 2012.

_____, Clerk

3/20/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 FREEHOLD TOWNSHIP APPOINTING
DONNA PUJAT BOARD SECRETARY FOR 2012**

WHEREAS; The Board of Fire Commissioners of Fire District No.1 Freehold Township manages an annual budget of over one million dollars and is responsible for the provision of fire protection and suppression services, and the management of the financial and business affairs of the District; and

WHEREAS; It is the considered opinion of the Board of Fire Commissioners that the services of a secretary to the Board are necessary and required, said services to include the transcription and preparation of minutes, attendance at public meetings scheduled by the Board, preparation of correspondence and sundry other duties that arise during the course of a year; and

WHEREAS; Donna Pujat has demonstrated the capacity to perform the duties required of a secretary serving the Board of Fire Commissioners of Fire District No.1 Freehold Township.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 that Donna Pujat be and the same is hereby appointed to serve as secretary to the Board of Fire Commissioners of Freehold Township Fire District No.1 for the year 2012.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be provided to Donna Pujat by the Clerk of the Board.

Moved by:
Roll Call Vote:

Seconded by:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.1 Freehold Township on the _____day of_____, 2012.

_____, Clerk

3/20/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 FREEHOLD TOWNSHIP APPOINTING
WILLIAM ANTONIDES DISTRICT AUDITOR FOR 2012**

WHEREAS; the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

WHEREAS; William Antonides is a certified public accountant and registered municipal auditor licensed to practice in the State of New Jersey and is legally qualified to perform the audit report required by the laws of the State of New Jersey; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for professional services may be made, negotiated and awarded without public bidding or receipt of bids if the services to be provided will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

WHEREAS; adequate monies have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Freehold Township that William Antonides C.P.A. be, and the same, is hereby appointed auditor for the year 2012.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Freehold Township on the _____ day of _____, 2012.

_____, Clerk

3/20/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 FREEHOLD TOWNSHIP APPOINTING
JOSEPH D. YOUSOUF, ESQ. BOARD ATTORNEY FOR 2012**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services" ; and

WHEREAS; N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS; Joseph D. Youssouf is an attorney admitted to practice of law in the State of New Jersey.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Freehold Township that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2012.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Freehold Township on the _____ day of _____, 2012.

_____, Clerk