

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

Regular Meeting

February 26, 2013

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

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

The regular order of business was held for discussion of the re-lamping/re-lighting of the bays at District Headquarters by Energy Solutions. Mr. Kevin Rowe, representative of the company was present. Mr. C. Buscaglia made a motion to accept the contract at \$16,605.42 with a rebate of \$2,265.75 for a total of \$14,339.67 The question was asked if other quotes were requested. Mr. C. Buscaglia reported that Norman Electric was asked and he was unable to perform the job, but a third quote was not received. Mr. Rowe reported that the rebate offer would expire on Thursday, February 28th at 5pm. After discussion it was decided that Mr. Rowe would give the board the rebate application which they could file on their own. The Board could obtain one additional quote and award could be made at the next Board meeting to be held on March 26th. C. Buscaglia withdrew his previous motion.

A motion was made by Mr. Caruso and seconded by Mr. Joshi to approve the minutes from the January meeting, with one change. The snow plow actually ended up being less expensive than quoted, that being \$3,980 With this clarification, a roll call vote was taken, all votes in the affirmative except Mr. Story who abstained.

Correspondence: A solicitation letter was received from Hutchinson & Farrel for District Auditor.

Certification of election was made to the Township Tax Assessor and the State. A letter was received from the Monmouth County Sheriffs Office stating that they are having problems with the narrow banding, and requesting that the Fire Company "hold off" until things are worked out. Discussion followed. Mr. R. Buscaglia will contact the Sheriffs Office for further information.

Treasurers Report: Mr. C. Buscaglia read the report into record A motion was made by Mr. Story and seconded by Mr. Joshi to approve the report as presented.

A roll call vote was taken, all present voted in the affirmative. A motion was made by Mr. C. Buscaglia and seconded by Mr. Story to pay the bills in the total of \$69,011.71 and to transfer \$70,000 from Money Market into checking. Large items are Workmans Comp payment, and \$10,000 accident policy. A roll call vote was taken, all present voted in the affirmative.

Mr. C. Buscaglia reported that a corrective action was received as result of the 2012 audit. The aggregate amount for one vendor without needing bids, is \$17,500. The Board had one vendor aggregate amount at \$30,000 this being repairs and maintenance of the apparatus. Discussion followed. A motion was made by Mr. Story and seconded by Mr. Joshi to adopt the corrective action plan and go out to bid for an hourly rate for maintenance & repairs. A roll call vote was taken, all votes in the affirmative. Mr. R. Buscaglia will prepare a list of apparatus and work to be done. Once received, Mr. Youssef will prepare a bid.

Insurance: Mr. C. Buscaglia reported that liability, accident & workman's comp was paid, and that LOSAP would be due shortly. The Chief is preparing a census for that.

Mr. Buscaglia also reported that the insurance company will be re-imbursing Jensen for the damages to his car during the storm. Jensen had sustained damage at the firehouse from a falling limb during Hurricane Sandy. He submitted the claim to his carrier. The Board stressed that in the future, any damages be reported to the Board for processing through their insurance.

Mr. C. Buscaglia commented that there had been no workman's comp claims in four years. Mr. R. Buscaglia commended the Chief and his Officers for practicing and enforcing good safety practices with the company.

Building: Mr. Joshi reported that the toilet at Georgia Road Station will be replaced.

Mr. R. Buscaglia reported that Norman Electric is scheduled for some routine work. Mr. Caruso commented that the furniture at Georgia Road is in very bad shape, he asked the Board to consider purchasing new.

It was reported that a resident is interested in donated a very good pool table to the fire company. Discussion followed. It was decided that the fire company would accept the table and store it at Smithburg until the addition/alteration work is completed at District.

Chiefs Report: Chief Prochnow read into record, Chiefs reports from January. Chief Prochnow congratulated the Board on a successful budget and Mr. Caruso's re-election.

The chief reported that the Fire Academy is requiring a valid physical form when a member enrolls to attend the Academy. Discussion followed. It was decided to make the physical a part of the membership application. Mr. Story will prepare something for the application as to where to go, who to contact etc. These physicals will continue being done by Access Health Systems.

Mr. R. Buscaglia again asked that the Chief "hold off" on purchasing.

President's Report: John Marcondes stated that he had received a quote for the painting of the bays and ceilings at Smithburg, that being from Chip Polo in the amount of \$7,950. John added that he has three more quotes coming and will have them for the next meeting.

Legal: Mr. Youssouf reported that he had reviewed the generator bids. One of the vendors indicated that the low bidder, that being Gibson Electric & General Contracting, did not sign the signature line on the bid bond provided. Discussion followed. Mr. Youssouf advised awarding to the low bid.

Mr. Caruso stated concern at the wide difference in prices. Low bidder at \$26,679 with an alternate being offered at \$2,900 less and high bidder being \$47,998.

After much discussion, a motion was made by Mr. Caruso and seconded by Mr. Joshi to reject all bids, hire a design professional for a more specific bid specification, and rebid due to the Board's dissatisfaction with specifications as bid and their concern with the difference in prices. A roll call vote was taken, all votes in the affirmative.

Mr. Youssouf will prepare a cover letter, and return all bid bonds.

Mr. Youssouf congratulated Mr. Caruso on his re-election and oath of office was performed.

Mr. Youssouf commented that a bond referendum in the amount of \$650,000 was approved for the purchase of apparatus. He further reported that now there is a State Contract for purchase of apparatus with 40 different KME, Pierce, Crimson and other manufacturers participating. He added that if the Board does not purchase from the State Contract, they will need a fully backed reasoning as to why.

Mr. Youssouf indicated that the next meeting will be re-organization and he will prepare all resolutions.

Old Business: Mr. Caruso noted that anti-harassment training was completed. All but 8 members and Donna had attended. Mr. Youssouf stated that if these individuals have received training from another source, they may obtain a certification of that and the Board could accept that in lieu of the Districts training. Donna will obtain a certification from Freehold Township. Mr. Caruso will hold one final training session on Monday, March 11th at 6:30pm. Any of the eight remaining members, who do not attend that training, will receive a letter advising them that they are placed on Administrative leave from the Fire Company. Mr. Caruso will work with Donna to get the letters out.

Mr. Story asked Mr. Youssouf if it is too late to establish an Engineers position. Mr. Youssouf stated that it was not, and it could be done at reorganization.

Mr. Caruso asked if the Board had given further thought to a "houseman". Mr. C. Buscaglia stated that the position was not in the 2013 budget and Mr. Caruso asked why. Mr. C. Buscaglia stated that the Chief asked not to put it in the budget. Chief Prochnow stated that he wanted the record to reflect, he did not say that. He asked that Mr. Buscaglia's statement be deleted from the record.

Discussion followed. Mr. Youssouf stated that a part time position could be added and funds moved around, but a full time position would have to be budgeted.

Mr. C. Buscaglia stated that he would rephrase his earlier comment. He said that a houseman was not one of the Chief's requests on his budget.

New Business: Mr. Caruso & Mr. Joshi will get prices for the furniture at Georgia Road. Mr. Story commented that the furniture purchased for District from Raymore & Flannigan seemed to be holding up very well.

Mr. C. Buscaglia asked the Boards thoughts on deeming the Fire Prevention Smoke trailer surplus. The trailer is owner together with Freehold Township and District No. 2. The trailer is outdated and in need of a good deal of work. The Board agreed to deem it surplus, and a letter will be sent to the Fire Official - Shaun Reilly.

Audience: None

Being no further business, at 9:20 pm to meeting was adjourned.

Respectfully submitted:

Larry Story, Secretary of the Board

/dlp