

**Board of Fire Commissioners
Fire District No. 1
P.O. Box 6903
Freehold, NJ 07728**

Regular Meeting

March 24, 2015

The regular meeting of the Board of Fire Commissioners was called to order at 7:30pm by Board Attorney, Mr. Joseph Youssouf, addressing this as a reorganization meeting and acting as Chairman Pro Tem. Notice was read. Flag salute lead by Chief Bryan Zuccarelli.

Mr. Youssouf swore in newly re-elected Board member Shyamal Joshi and newly elected Board member Joseph Colón.

Mr. Youssouf stated that the Board needs to reorganize itself by proceeding with nominations of officers appointed by the Board. Reorganization as follows:

Motion made by Mr. Buscaglia to nominate Tom Caruso as Chairman.

Mr. Joshi seconded.

All in favor.

Motion made by Mr. Caruso to nominate Bob Buscaglia as Vice Chairman.

Mr. Joshi seconded.

All in favor.

Motion made by Mr. Joshi to nominate Joe Colón for Clerk.

Mr. Caruso seconded.

All in favor.

Motion made by Mr. Caruso to nominate Sham Joshi for Treasurer.

Mr. Buscaglia seconded.

All in favor.

Motion made by Mr. Joshi to nominate John Toutouchi for Assistant Treasurer and Assistant Clerk.

Mr. Caruso seconded.

All in favor.

Board successfully reorganized. Mr. Caruso took over as Board Chairman.

Roll call: Mr. Toutouchi, Mr. Buscaglia, Mr. Joshi, Mr. Colón, Mr. Caruso. Also in attendance were Mr. Joseph Youssouf and Rachel Davis.

Legal: Mr. Youssouf handed out the Reorganization Resolutions (all attached to minutes) needed to adopt this evening:

Motion made by Mr. Buscaglia to accept Resolution Scheduling 2015 Meeting Dates: 4/28, 5/26, 6/23, 7/28, 8/25, 9/15, 10/27 11/24, 12/22, 1/26/16, 2/23/16 and 3/22/16.

Mr. Joshi seconded.

All in favor.

Motion made by Mr. Buscaglia to accept Resolution Designating Official Depositories of Fire District Funds for 2015.

Mr. Joshi seconded.

All in favor.

Motion made by Mr. Buscaglia to accept Resolution Designating Official Newspapers for 2015.

Mr. Joshi seconded.

All in favor.

Motion made by Mr. Buscaglia to accept Resolution Appointing Donna Pujat Board Secretary for 2015.

Mr. Joshi seconded.

All in favor.

Motion made by Mr. Caruso to accept Resolution Appointing Rachel Davis Assistant Board Secretary for 2015.

Mr. Buscaglia seconded.

All in favor.

Motion made by Mr. Buscaglia to accept Resolution Appointing Gerard Stankiewicz District Auditor for 2015.

Mr. Joshi seconded.

All in favor.

Motion made by Mr. Buscaglia to accept Resolution Appointing Joseph D. Youssouf, Esq. Board Attorney for 2015.

Mr. Colón seconded.

All in favor.

Mr. Youssouf discussed a significant Court case from January of this year, which stated that the power is vested in the municipality to control fire protection. Mr. Youssouf then handed out Fire Protection Agreement (attached to minutes) between Board of Fire Commissioners, Fire District No. 1, and the Freehold Township Independent Fire Company No. 1. \$108,000 was inserted into Paragraph #4. Mr. Caruso inquired about a month-to-month contract; Mr. Youssouf said annual is better. Agreement must be accepted and signed by Volunteer Fire Company.

Motion made by Mr. Buscaglia authorizing the Chairman of the Board to execute the Fire Protection Agreement for the year 2015 with Freehold Township Independent Fire Company No. 1.

Mr. Toutouchi seconded.

All in favor.

(legal concluded)

Motion made by Mr. Buscaglia to accept February meeting minutes.

Mr. Joshi seconded.

4 in favor, Mr. Colón abstained.

Motion made by Mr. Toutouchi to approve workshop meeting and executive session minutes.

Mr. Joshi seconded.

4 in favor, Mr. Colón abstained.

Correspondence:

None.

Treasurer's Report: (attached to minutes)

- Summarized workshop meeting, discussed a workshop meeting in the future.
- Gym membership voucher payment discussed. Mr. Youssouf suggested to increase the compensation paid to the volunteer Fire Company, and let the Fire Company send it's members to the gym. FF Jack S. (audience) questioned paying his voucher for the last three months. Tom proposed to see their annual accounting before proceeding. Since no representatives present, gym membership tabled until we're in contract with them. Anything we have now (1st quarter), we pay. On record to discontinue paying for any gym memberships from this point on, until discussing with fire company options of them picking up by advisement of council.

Motion made by Mr. Buscaglia to accept Treasurer's report.

Mr. Colón seconded.

All in favor.

Insurance:

Waiting on an update for a couple bills from 2013/2014.

Building:

- Mr. Buscaglia said problem with Georgia Road generator, gave quote. Mr. Caruso said to pay it; it's an emergency.
- Scheduled for construction May 1st
- Concerns regarding doors. Mr. Joshi recommended replacing all three doors, using credits, for \$5,000.

Motion made by Mr. Joshi to accept \$5000 change order for replacement of back three bays to be certified by OSHA standards from JRD and also a motion to give Mr. Joshi and Mr. Caruso to try and get more credit with contractor to wipe that \$5,000 off.

Mr. Buscaglia seconded.

All in favor.

- Carpet—Mr. Toutouchi gave three carpet estimates for conference room, Chief's office and Commissioner's office (all attached to minutes).

Motion made by Mr. Toutouchi to go with A.B. Carpet.

Question arose as to why not go with lower bid from Carpet Yard?

Difference in warranty (15 yr. warranty vs. 5 yr. warranty).

Mr. Yousouff approved.

Mr. Colón seconded motion.

All in favor.

- Furniture—Mr. Toutouchi gave three furniture estimates for conference room table and chairs (all attached to minutes).

Motion made by Mr. Toutouchi to go with Linnett & Co., Inc. for \$11,000 for furniture.

Also includes removing the furniture.

Not to be done until the flooring is done.

Painting, flooring, and then furniture will be the order to be done.

Mr. Joshi seconded motion.

All in favor.

- Mr. Buscaglia said inspection on 31st to go over smoke detectors in all three buildings
- Security cameras—Mr. Toutouchi has three estimates. North American Video is the cheapest. For Stillwells and Siloam Road.

Motion made by Mr. Toutouchi to use North American Video for camera system for Stillwells and Siloam Road.

Mr. Joshi seconded.

All in favor.

Chief's Report:

Read into record by Chief Zuccarelli along with two letters deeming surplus equipment (attached to minutes). Discussed donating hose to Freehold Township Road Department. Waiting on letter from Road Department and then will attach to minutes.

Motion made by Mr. Buscaglia to authorize conveyance of hose no longer needed for firematic purposes to the Township of Freehold.

Mr. Joshi seconded.

All in favor.

Lt. Dan Peterson stated:

- 16176 replace battery charger plug
- 85 service completed, siren shorted out, new one on order to replace box
- 88 has gone through inspection
- 78 issue with rough idle, fire and safety didn't see anything, it's due for service so they're going to change fuel filters first to see if that resolves issue
- 90 replace front ac compressor within month or two, have \$1,200 quote, need two more quotes
- 16186 waiting on parts to do compressor service

Lt. Peterson asked, regarding capital items, compressor and light tower, have to finish getting quotes, but when can we move working on that? Need quotes. One quote is for \$48,000. Board advised that he has to bid.

Chief Zuccarelli also mentioned April 2nd meeting with County Radios regarding narrow banding; radios reprogrammed @ \$45/unit—about \$9,000 total. Does he have authority? Must be done by May 1st. Board advised to keep documented, but go ahead; it's an emergency.

Captain Ken Lucaa mentioned:

- Advanced extrication class on October 17th. Cost: \$2,460. Board approved—it's in training budget.
- Lifting bags outdated, only one quote received (attached to minutes). Board said need two more quotes or certification on letterhead. As long as we have certification, go ahead and purchase.

Mr. Joshi confirmed with Mr. Youssef that the hold harmless is good enough.

President's Report:

- Nothing per representative FF Kelly T.
- Mr. Joshi said we have to review five years of their financial statements that were dropped off.

Website: Mr. Toutouchi said still missing January minutes. Rachel will look on computer and send minutes to him for website.

Old Business:

Mr. Toutouchi made a motion accepting a Resolution authorizing preparation and advertisement of notice of invitation for the bidders for the purchase of one new 2015 Chevrolet Suburban. Bids to be received on April 14th at 2pm.

Mr. Colón seconded.

All in favor.

Mr. Youssef reminded everyone that it's against the law to smoke in public buildings.

New Business:

- Two letters listing surplus items (attached to minutes).
- Decided IBM & Paymaster machine should go to Charlie Buscaglia per Mr. Caruso.
- Mr. Joshi said painters contacted for Commissioner's office. College Pro Painters, JT Pro Painters both contacted—did not want to bid on smaller job.
\$1,800 quote from Chip Polo.

Mr. Joshi made a motion to use Chip Polo to paint Commissioner's office for \$1800.

Mr. Buscaglia seconded.

All in favor.

- Mr. Joshi discussed purchasing IT equipment, two big things Apple computers—MacMini and iMac. Mr. Joshi provided specs (attached to minutes) from Apple. Total for Apple is \$6,222.85.

Mr. Joshi made a motion to purchase two computers, the AppleCare Protection, as designated by the specs, for \$6,222.85.

Mr. Colón seconded.

All in favor.

- Mr. Joshi discussed three TV quotes from B & H, PC Richard & Sons and Home Theatre Connection (all attached to minutes).

Mr. Joshi made motion to purchase two HDTVs from Home Theatre Connection at \$1,279 each, for a total of \$2,558 to go on the walls where the outlets were in Commissioner’s office, as discussed at last meeting.

Mr. Colón seconded.

All in favor.

- Mr. Joshi also made everyone aware of the monitor for \$439, dock for \$58 and scanner for monthly treasurer’s reports for \$389, all under the IT computer budget.

Official jobs on the record:

- **Tom:** medical, radios and purchasing (w/Sham)
- **Joe:** IT man, insurance contact
- **Sham:** finances, other half of radios, other half purchasing, low-SAP portion of insurance
- **John:** district building, website—post meetings and public notices, anything related to all buildings (i.e. cameras)
- **Bob:** vehicles, Smithburg & Georgia, backup checks, generators for all buildings

Mr. Joshi made a motion to purchase QuickBooks, not to exceed \$50/month.

Mr. Buscaglia seconded.

All in favor.

Audience:

- FF Kelly T: Low SAP paperwork up to date? Mr. Joshi said we’ll go through it and relay information to Chief. Board will discuss and come up with options.
- FF Andy O: Flagpoles out front, rope failing on all three and offered to take care of. John will check into it.

Mr. Buscaglia made a motion to enter into Executive Session at 9:00pm to discuss personnel matters.

Mr. Joshi seconded.

Roll call vote taken, all in the affirmative

(Executive session ends at 9:10pm.)

(Regular session resumes at 9:12pm.)

Mr. Joshi made a motion to add \$112.35 to treasurer's report for Jack for the gym, barring the fact that Jerry says okay to pay for December.

Mr. Buscaglia seconded.

All in favor.

Mr. Buscaglia made a motion at 9:13pm to close meeting.

Mr. Toutouchi seconded.

All in favor.

Respectfully submitted,

John Toutouchi, Secretary

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Attachments