

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

Regular Meeting

October 25, 2016

Chairman Robert Buscaglia called the regular meeting of the Board of Fire Commissioners to order at 7:30pm. The notice was read and Chief Wayne Prochnow led the flag salute. Chairman Buscaglia asked for all to remain standing, with a moment of silence for the passing of Herb Kaufman. Roll call was then taken, present were John Toutouchi, Shyamal Joshi, Thomas Caruso and Robert Buscaglia. Joseph Colón was not present due to illness. Also in attendance were Board Attorney-Mr. Joseph Youssouf and Rachel Davis.

Motion made by Mr. Joshi to approve the regular and executive meeting minutes from September 27, 2016.

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

Correspondence:

E-mail from First Assembly of God requesting a fire truck at their Trunk or Treat on Sunday, October 30th, 5-6pm. Chief will look into it.

Treasurer's Report (attached):

Read into record by Mr. Joshi.

Motion made by Mr. Joshi to pay the monthly bills in the amount of \$40,693.27.

Second: Mr. Caruso

Roll call vote: 4-0 all in favor

Last Saturday the Board had their third budget workshop. The numbers are final, and Mr. Joshi is in the process of forwarding reports to respective parties.

Buildings:

District:

- Door is being replaced, chair rail done, painting done, hanging of pictures done.
- No tax dollars went to the mural; there was a \$4,000 surplus on the insurance claim as well as buying materials ourselves to save money.
- Heating unit in rear-left by 98 is being serviced this week and is covered under warranty.
- Air trailer—DC on/off underneath stairwell, will be run on electricity, instead of generator.
- Controlled Access System/Camera System—waiting on three co-ops' specifications.

Generators:

- Georgia Road will cost approximately \$1,200 to fix.
- District—rusted parts will be replaced as preventive maintenance with the belts, which will cost \$1,588, and which will be done as soon as parts are here.

- Smithburg—generator is fine.

Mr. Buscaglia asked Mr. Caruso to plug in heating tape at Georgia before freezing.

Mr. Joshi said the MSDS sheets will all be hung up.

Insurance:

Trying to upgrade a couple things—payout benefits will stay the same, trying to bump up accident sickness a little. Next month we should have quotes.

Website:

Up to date.

IT:

Couple guys went to the Spillman training at the county. The Board purchased four MDT'S—two will be installed next week. Other two are installed, mounted on the dash and will be going into service once Chief gets to train people. Waiting on software and firewall issue to be cleared up.

Mr. Joshi explained why the IamResponding screens are going out. They are not display screens; they are residential, non-commercial televisions. If you see it off, restart it or reach out to an officer.

Legal:

Mr. Youssouf discussed the upcoming budget cycle and strongly recommended to the Board that the budget be introduced for first reading on November 22nd and move the public hearing to December 20th, which is the deadline date for the introduction and adoption, as opposed to the December 27th meeting.

Mr. Joshi moved for a Resolution scheduling a meeting for December 20th, 2016, at 7:30pm, for the purpose of conducting business and cancelling the regularly scheduled meeting of December 27th.

Second: Mr. Toutouchi

All in favor: 4-0

Mr. Youssouf discussed LOSAP matters with the Board.

Chief's Report:

Read into record by Chief Wayne Prochnow (attached). Chief gave application cover page of two new members to Mr. Joshi. Open house went well; Chief thanked every for participating. Food drop off went well; Chief thanked all for their support. Gear all fitted and ordered.

Chief wanted clarification on police jurisdiction. Mr. Youssouf said the Chief has jurisdiction over a fire scene, and it is the discretion of the officers.

Assistant Chief's Report:

Read into record by Assistant Chief Ken Lucas (attached). Georgia Road voice data needs hook up. Getting pricing on snow blowers.

Maintenance Report:

Read into record by Lieutenant Dan Petersen (attached). Waiting on quotes for lettering 98.

Mr. Buscaglia and Mr. Joshi discussed and confirmed that new members cannot respond at all to calls until classification is back to Board.

Mr. Buscaglia thanked everyone for putting his or her time in at the food stock event. They collected 44,500 pounds of food!

Mr. Buscaglia asked Chief if he could get someone to get the chairs and tables back to Smithburg.

President's Report:

Vice President Kevin Lagravenis discussed LOSAP inconsistencies and the responsibility for such. Mr. Youssouf clarified that the internal bookkeeping is entirely the responsibility of the fire company. Once a year by December fire companies are supposed to use, based on their own records, certified to the Board of Fire Commissioners, a list of firefighters who have attained or satisfied the eligibility for LOSAP credits. The internal bookkeeping is entirely the responsibility of the fire company. All the Board does is process the claim, once the fire company certifies the list to the Board as to who is eligible. If there were an error in the fire companies' records, that error would be reflected in the certified list to the Board. It is a fire company housekeeping issue, and the Board just funds it.

Mr. Lagravenis asked about the phone at Smithburg. Mr. Joshi said that Georgia Road and Smithburg would be done at the same time.

Mr. Buscaglia addressed the fact that the dumpster at Smithburg is not to be used for personal items.

Old Business:

Mr. Joshi discussed cabling and relocation of Ethernet cables for Georgia Road, bringing the modem in the attic down to the office and then run four cable runs for computers.

Motion made by Mr. Joshi for 11 cable runs, conduits, wall jacks and wall plates, not to exceed \$2,400 for Georgia Road to be used for computers and access points.

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

Motion made by Mr. Joshi for 8 cable runs, conduits, wall jacks and wall plates, not to exceed \$2,000 for Smithburg to be used for telephones.

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

Motion made by Mr. Joshi for new computer set up, access points as well as the VPN for the camera system at Georgia Road, not to exceed \$1,500.

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

Mr. Joshi gave a synopsis of the Nashville classes he took and thanked the Chief for doing mutual aid for the guys to be able to go

The county is allowing us on to the new 700-band frequency earlier than any other departments as soon as we get specifications and a list of talk groups, we will be able to get onto that system. The system is up and running. Only two portables that we currently have will work on the system. We are going to try and purchase as many radios as we can. As soon as we get the specs from Mr. Burke, we will program the radios, bring it back to the Board to also purchase some more radios.

ISO stuff came back; it is a new rating system. Thanked everyone for meeting with the ISO guy.

New Business:

Opticom: All units and all sites have a software update—13 vehicles and 14 sites, which will probably take two days to do @ \$880/day.

Not to exceed \$2000.

Mr. Buscaglia made a motion to update the Opticom software on 13 vehicles and 14 sites, not to exceed \$2,000.

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

Mr. Buscaglia discussed our sites being looked at by the DOT; must find out why it is taking a year.

Audience:

FF Paul Nicolossi provided a letter of request to the Board on the Nashville trip. Mr. Youssouf reviewed the OPRA request and confirmed that the Board has seven (7) days to respond, suggesting a letter format and keeping a copy for the Board.

There being no further business, a motion was made by Mr. Joshi to adjourn at 8:31pm.

Second: Mr. Caruso

Roll call vote: 4-0 all in favor

Respectfully submitted,

John Toutouchi, Secretary
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