

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

**Budget Hearing**

**December 20, 2016**

Chairman Robert Buscaglia called the budget hearing of the Board of Fire Commissioners to order at 7:35pm. The notice was read and Chief Wayne Prochnow led the flag salute. Roll call was then taken, present were Joseph Colón, John Toutouchi, Shyamal Joshi, Thomas Caruso and Robert Buscaglia. Also in attendance were Board Attorney-Mr. Joseph Youssouf, District Auditor-Gerard Stankiewicz and Rachel Davis.

Mr. Youssouf asked that the regular meeting agenda be suspended for the public hearing, to which Chairman Buscaglia agreed. Mr. Youssouf then read and reviewed the 2017 Fire District Budget Resolution for the fiscal year January 1, 2017 to December 31, 2017 (attached to the minutes). Mr. Stankiewicz also noted that the Department of Community Affairs, Authority Regulation Bureau has reviewed and approved this budget. Mr. Youssouf opened the floor for questions or comments.

**Audience:**

No questions or comments from the general public assembled at the meeting.

**Motion made by Mr. Toutouchi to adopt the District Budget Resolution for the Fiscal Year January 1, 2017 to December 31, 2017.**

Second: Mr. Colón

Roll call vote: 5-0 all in favor

Mr. Youssouf noted that the budget will be advertised, as required by statute, and we will then proceed to our election on February 18<sup>th</sup>.

**Legal:**

Mr. Youssouf reviewed a matter involving the Division of Local Government Services, which could eventually impact the fire district, specifically the polling hour statutes and special meetings.

The District Auditor-Mr. Stankiewicz then left the meeting.

**Chief's Report:**

Read into record by Chief Wayne Prochnow (attached).

Line officers for 2017: Chief Wayne Prochnow; 1<sup>st</sup> Assistant Chief Ralph Reifer; 2<sup>nd</sup> Assistant Chief Ken Lucas; Captain Craig Haas; Lieutenant Dan Petersen; 2<sup>nd</sup> Lieutenant still empty. Will also have an Engineer's slot to be filled. Chief thanked everyone for a good

year; looking forward to next year. Board congratulated all of the officers and wished them a healthy, safe and happy year.

**2<sup>nd</sup> Assistant Chief's Report:**

Read into record by 2<sup>nd</sup> Assistant Chief Ken Lucas.

MDT's in, programmed and ready to go, just waiting on county training. Inventory—we have all of the gear 100 percent in ERS. SOG's are completed and under review. Quotes should be in by the end of this week. Lock box is in progress. All personnel files for active and retired firemen have all been copied; 80 percent in to Board, 100 percent in by the end of next month as well as ERS.

**Maintenance:**

Read into record by Lt. Dan Petersen (attached).

Mr. Buscaglia told Chief that hose trough outside Georgia needs to get put away.

**Motion made by Mr. Joshi to approve the regular meeting minutes from November 22, 2016, with one correction: the Treasurer's Report monthly bill total is \$96,081.82.**

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

**Treasurer's Report (attached):**

Read into record by Mr. Joshi.

**Motion made by Mr. Joshi to pay the monthly bills in the amount of \$100,418.98.**

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

**Motion made by Mr. Joshi to adopt a Resolution Authorizing Line Item Transfers from Items Unexpended to Line Items Over Expended.**

Second: Mr. Colón

Roll call vote: 5-0 all in favor

Mr. Youssouf received the Nominating Petition for Office of Fire Commissioner for Andrew "AJ" Story, Robert C. Buscaglia and John Toutouchi and also noted that the closing date for the petitions is January 21<sup>st</sup>.

**Insurance:**

- One claim outstanding;
- Three more quotes on other workman's compensation companies;
- ID cards are in and all the bills for the first installments for next month.

**Correspondence:**

- Paasch family thank you;
- November 23<sup>rd</sup> letter from Township of Freehold along with copy of Resolution Authorizing Shared Services Agreements with Boards of Fire Commissioners—

Districts 1 and 2 for the Hiring of Four Part-Time Fire Prevention Training Specialists;

- Affidavit from Gannett Newspaper for tonight's hearing;
- Infectious Control Technology letter—no longer be doing gear cleaning;
- Planning Board letter indicating a public hearing on December 1<sup>st</sup> re: variances across from fire house changing zoning. (Letter was received after the hearing date.)

**Buildings:**

- Georgia Road—door has been replaced; Fire & Safety to reimburse;
- Generators done, up and running;
- Chief's hallway insulated;
- Fan quotes—might purchase them ourselves and hire installation;
- Circuit from soda machine to Engineer's room done;
- IT infrastructure change at Georgia Road complete.

**Website:**

Up to date.

**IT:**

- Mr. Colón has new Office for district-issued computers for anyone who needs it;
- Worked on Chief's car computer.

**Old Business:**

- Mr. Caruso mentioned those who have not done harassment class, to be discussed in executive session.
- Mr. Joshi confirmed switching physicals next year to Centra State, but they do not do the fit-testing. Jackson Township splits their machine in the district. Would like to do a letter to Jackson requesting to use their machine. Board discussed.

**Motion made by Mr. Joshi to send a letter to all Jackson Township Fire Districts requesting permission to use their fit-test machine, and we will cover the first year maintenance, not to exceed \$1,000, after that approximately \$250/year.**

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

**New Business:**

(none)

**Audience:**

(none)

**Motion made by Mr. Toutouchi to go into executive session for purposes of discussing personnel matters.**

Second: Mr. Joshi

Roll call vote: 5-0 all in favor

(Into executive at 8:35pm; back from executive at 9:08pm)

Board discussed vehicle for third Chief. Chief Prochnow and 2<sup>nd</sup> Assistant Chief Lucas discussed at length with Board. Board cited 100.11-1 from the by-laws (attached) and decided that 88 will be used as the third Chief's vehicle, unless using the snowplow, and then 98 can be used.

**Motion made by Mr. Colón, following guidelines in the Standard Operating Procedures under 100.11-1, designating 16-1-88 as an alternate Chief's vehicle and 16-1-98 as an alternate to the alternate Chief's vehicle under special circumstances with the Board, effective January 1<sup>st</sup>, 2017 through December 31, 2017.**

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

**There being no further business, a motion was made by Mr. Toutouchi to adjourn at 9:29pm.**

Second: Mr. Colón

Roll call vote: 5-0 all in favor

Respectfully submitted,

John Toutouchi, Secretary  
/rd