

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

Regular Meeting

June 28, 2016

Chairman Robert Buscaglia called the regular meeting of the Board of Fire Commissioners to order at 7:31pm. The notice was read and Chief Wayne Prochnow led the flag salute. Roll call was taken, present were Joseph Colón, John Toutouchi, Shyamal Joshi, Thomas Caruso and Robert Buscaglia. Also in attendance were Board Attorney-Mr. Joseph Youssouf and Rachel Davis.

As there was a full board for business, Mr. Youssouf asked that the regular agenda be temporarily suspended to receive bids for installation of a CCTV/CAS Security System in two firehouses. Chairman Buscaglia agreed, and Mr. Youssouf reviewed bidding procedures and invited any other bids before opening, at which time no other bids can be accepted. Since no additional bids came forward, Mr. Youssouf opened the following bids:

1. Radius Systems, LLC, 101 Ponds Edge Drive, Suite 201, Chaddsford, PA 19317;
Bid: \$149,727.00
2. Central Jersey Security Cameras, 101 Barkalow Avenue, Freehold, NJ 07728;
(Check from TD Bank as bid security);
Bid: \$85,300.00
3. Access Security Corp., 271 York Road, Warminster, PA, 18974
Bid: \$100,940.00
4. Sonitrol of Central New Jersey, 127 Route 206, Suite 23, Hamilton, NJ,
Bid: \$64,337.00
5. Proactive Technology Solutions, 289 Highway 33, Bldg. C, Manalapan, NJ 07726
(Cashier's check as bid security);
Bid: \$153,747.00
6. T & R Alarm Systems, Inc., 189 Sargeant Avenue, Clifton, NJ 07013
Bid: \$145,572.00
7. Premier Security, 253 Main Street, Suite 213, Matawan, NJ 07747
Bid: \$63,500.00
8. Main Access Systems, Inc., 9 Princess Road, Suite J, Lawrenceville, NJ 08648
Bid: \$131,100.00

9. ESS Engineered Security Systems, 1 Indian Lane E., Towaco, NJ 07082
Bid: \$151,462.99
10. Advanced Video Surveillance, Inc., 140-J Commerce Way, Totowa, NJ 07512
Bid: \$105,772.59

Mr. Youssouf opened the floor for bidding questions and public inspection of bids and advised that if any bidders contest or protest any of the bids, to do so in writing and that the Board has, by law, 60 days to evaluate the bids and make a decision. No bidders asked any questions or examined the bids. The bidding process was concluded. Board discussed setting up a workshop to review bids. The regular meeting agenda was then resumed.

Motion was made by Mr. Joshi to approve the minutes from the May 24, 2016 regular meeting.

Second: Mr. Colón

Roll call vote: 5-0 all in favor

Board will table executive session minutes from May 24, 2016 until next month.

Correspondence:

- Recall on pump for new truck being taken care of by Lt. Dan Petersen.
- First Responder Joint Insurance Fund to be reviewed by Mr. Caruso.
- NJNG sending easement for gas line being installed on Georgia Road to be reviewed by Mr. Youssouf.

Treasurer's Report:

Read into record by Mr. Joshi, who also noted that large items include: insurance premiums, both workmen's compensation and accident sickness as well as bi-yearly maintenance.

Motion was made by Mr. Joshi to pay the bills in the amount of \$92,441.15.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Insurance:

- Yearly audit was done, and our premiums have gone up about \$9,000 for some claims from last year along with a general price increase. We budgeted for enough, so we should be okay. Our personnel numbers are now more accurate. Year-to-date for insurance is about \$80,000, and we budgeted \$95,000. Right now, as far as members, with the insurance we are the lowest.

Buildings:

- District's water meter has been installed.
- Pole installed, working.
- AC units about 19 years old. Not enough money to do all, but two older ones with the most problems to be discussed in new business.

- Georgia Road AC was serviced. Thermostat in members' room was set on Celsius and was changed out and covers have been put on the thermostats. If temperatures need to be changed at District or Georgia Road, let Bobby or John know.
- Budget included epoxying floors in bay; to be discussed at a later time.

IT:

- TV at Smithburg needs replacing; to be discussed at a later time.
- Phone system: relocation of server, access points, cloud back ups are all done and fully programmed. Mr. Colón reviewed phone system.
- Verizon phone system has been cancelled, except for two remaining fax lines, which will be reevaluated when we find out how much it will cost, if it's worth keeping.

Legal:

Mr. Youssouf read the Resolution of Corrective Plan of Action into record (attached).

Motion was made by Mr. Joshi to adopt the Resolution of Corrective Plan of Action.

Second: Mr. Colón

Roll call vote: 5-0 all in favor

Mr. Joshi will send a certified copy to the State as well as to Mr. Stankiewicz.

Mr. Youssouf reviewed pending reformatory legislation regarding the pension system (when it comes to a retired public employee continuing to serve as a firefighter) and will keep Board advised.

Chief's Report:

Read into record by Chief Wayne Prochnow (attached).

- Letter for 16-1-76 going to Wildwood. Board to discuss.
- Chief requested shorts for uniforms. Mr. Colón is working on it.
- Chief requested a second hose bib out in the back. Board to discuss in September.
- 16-1-85 progress on mounting extrication tools.
- New rack installed in utility room.
- Brian Haas physical from job in Virginia.
- ISO will be here July 6th 7pm.

Also read into record by Assistant Chief Ken Lucas (attached).

Maintenance Report:

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

- Quotes for fabrication on 85 provided to Board. Mr. Buscaglia asked for time span on fabrication. Lt. Petersen said no more than a week. Board will take it up in new business.

Captain Craig Haas reported that the portable radios and all apparatus were logged in.

Mr. Buscaglia reminded officers to keep trucks inside.

President's Report:
(no one representing)

Ross Caruso, as trustee, asked who is installing the generator in Smithburg, because specs are needed for gas line. Board said it wasn't bid out yet and will talk to him about it later.

Website:
Up to date.

Mr. Toutouchi said he was getting phone calls on the District line regarding the hall rentals, so he spoke to Vice President Lagravenis and President Timo several times and asked them to post the hall rental phone number and contact information on their Facebook page and their website, and they have not done it yet. VP Lagravenis suggested that we post the hall rental phone number on the District website. Board advised that that is not going happen. Ross Caruso will relay the message, and Mr. Buscaglia will also talk to them.

Old Business:

Mr. Joshi suggested holding off the expansion of voiceover Internet at Smithburg and Georgia Road until further notice, when we know it's operational and the billing is straightened out. Mr. Colón agreed and added that we need more time to do tests on the system.

Motion made by Mr. Joshi not to expand the voiceover Internet phone system until further notice.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Mr. Caruso confirmed with Chief Prochnow that the requested paperwork was sent regarding the Gravel Hill Road lawsuit. Chief said he gave paperwork to the Board.

Mr. Caruso asked about the harassment class recertification, which still needs to be done. Mr. Colón said he met with person from the State, who will be putting together a plan to come teach a class. After the first class, we will be able set it up online.

Mr. Toutouchi taking care of updating the plaque.

Chief Prochnow inquired about the plaque for 87. Mr. Buscaglia will look into.

Mr. Joshi discussed last month's motion for three (3) mobile computers, where no vendor was listed. Quotes came back, and the cheaper one was Getac.

Motion from last month amended by Mr. Joshi not to exceed \$20,000 for the three (3) Getac MDT's, accessories and installation by Island Tech Services.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

New Business:

Motion made by Mr. Joshi to register two (2) individuals (maximum) at \$599/person for the Emergency Reporting Experience Regional Training Conference 2016 in Massachusetts from September 12th to September 14th plus room and board and meals to be reimbursed at the GSA rate.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Mr. Joshi informed the Board that the IamResponding contract needs to be renewed and that a 5-year contract saves \$50/year.

Motion made by Mr. Joshi to renew the IamResponding contract with Emergency Marketing Services Corporation for 5-years, not to exceed \$650/year.

Second: Mr. Colón

Roll call vote: 5-0 all in favor

Board discussed new radio for Chief. Mr. Joshi and Assistant Chief Lucas discussed details on the Motorola APX 8000 model.

Motion made by Mr. Joshi not to exceed \$10,200 for one (1) APX 8000 Quad Band Portable to be purchased off state contract for 16-1-66.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Mr. Joshi discussed fabrication for 16-1-85. Two quotes received: F.I.S. \$7,980 and Fire & Safety \$7,550. Lights to be outsourced.

Motion made by Mr. Joshi to get 16-1-85 fabricated from Fire and Safety for the amount of \$7,550, including everything as listed on the quote.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Mr. Joshi discussed two air conditioning repairs. Quotes received from: Jersey All Shore \$11,100; Artic Air \$13,675; Duckett and Laird \$29,000.

Motion made by Mr. Joshi for the air handler and condensers for the Commissioner's Room and Meeting Room, not to exceed \$11,100 from Jersey All Shore.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Mr. Buscaglia addressed a letter from Fire & Safety Services requesting 16-1-76 as a display piece at the 2016 NJ State Firemen's Convention in Wildwood from September 15th to 17th. Fire & Safety will detail truck, pick it up, sweep it out and return to us. Lt. Petersen noted that he's waiting for confirmation that Fire & Safety will also get the engine serviced as a thank you. Board asked Chief Prochnow if he had a problem, and he said he would be honored. Board discussed and all agreed.

Motion made by Mr. Toutouchi for 16-1-76 to go to Wildwood for firemen's convention.

Second: Mr. Joshi

Roll call vote: 5-0 all in favor

Mr. Buscaglia discussed an e-mail regarding generator service contract needs to be renewed. All agreed to renew, but, if possible, see if Smithburg can be done for only six (6) months.

Audience:

(no public comment)

Board took a recess at 8:45pm.

Motion made by Mr. Joshi to go into executive session at 8:52pm for the purpose of discussing lawyer-client privileged material.

Second: Mr. Colón

Roll call vote: 5-0 all in favor

(back from executive session at 9:57pm)

Motion made by Mr. Joshi adopting a Resolution Rejecting all Bids for the Purchase and Installation of a CCTV/CAS Security System.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Mr. Joshi discussed changing utility number from 89 to 98.

Being no further business, a motion was made by Mr. Toutouchi to adjourn the meeting at 10:01pm.

Second: Mr. Colón

Roll call vote: 5-0 all in favor

Respectfully submitted,

John Toutouchi, Secretary
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