

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

**Regular Meeting**

**July 26, 2016**

Chairman Robert Buscaglia called the regular meeting of the Board of Fire Commissioners to order at 7:30pm. The notice was read and Ex-Chief Ralph Reifer led the flag salute. Roll call was taken, present were Joseph Colón, John Toutouchi, Shyamal Joshi and Robert Buscaglia. Thomas Caruso was absent from the meeting. Also in attendance were Board Attorney-Mr. Joseph Youssouf and Rachel Davis.

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

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

Board tabled June 28, 2016 regular and executive minutes.

**Correspondence:**

(none)

**Treasurer's Report:**

Read into record by Mr. Joshi (attached).

- Credit from Verizon for \$125; unsure why.
- Error on payroll check by .09 cents, should be .05 cents. Will self-adjust next month.
- Budget-wise doing well. Mr. Joshi requested something concrete by middle of September from Chief Prochnow for next year's budget.

**Motion was made by Mr. Joshi to pay the bills in the amount of \$43,886.19.**

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

**Insurance:**

- Bills due on 19<sup>th</sup> of every month. Tried to get extended; cannot change due date. Will pay a month ahead. Mr. Joshi said he checked with District Auditor, who said it was okay to do that.
- Have to sit down with Kirk to adjust policy. Will do as a workshop for late August.

**Buildings:**

District:

- Painters coming out the 28<sup>th</sup> to paint walls.
- Epoxy floor vendors will be coming out to give estimates.

- HVAC guy starting Tuesday, August 2nd.
- Door in conference room needs to be fixed.
- Discuss Plymovent for next year's budget. Get committee together to decide.

**IT:**

Mr. Colón has an IT meeting to fix a couple issues. If anyone has any IT issues, send him a text by tomorrow.

Mr. Toutouchi said he and Joe will meet with security company to walk through access and security systems. Both potential vendors are on state contract.

**Legal:**

Mr. Youssouf handed out and reviewed the resolution rejecting all bids for purchase and installation of CCTV/CAS. Mr. Youssouf then returned the original bid package along with copies of the rejection letters to the Board to hold for their official records.

Mr. Youssouf read into record the resolution authorizing Right of Way Agreement with New Jersey National Gas.

**Motion made by Mr. Joshi adopting the Resolution Authorizing the Chairman and Clerk to Execute an Easement and Right of Way Agreement with New Jersey National Gas.**

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

Board must return all three signed copies back with a certified copy of the Resolution.

**Chief's Report:**

Read into record by Chief Wayne Prochnow (attached).

- Add to roster: Jason Jaycot and Will Wojciech
- Remove from roster: Kyle Flanagan, Andrew Goonetilleke and Christian MacNeil
- National Night Out is August 2<sup>nd</sup>, 5-9pm
- ISO inspection went well

Mr. Buscaglia asked what date Chief is planning for open house. Chief said first Sunday in October. Saturday, October 15<sup>th</sup> Mr. Buscaglia asked Chief to get help from fire department to assist food bank setting up in the back.

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

- Three more pump operators that just passed pump class to add to driver list.

**Maintenance Report:**

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

- What is the status for Wayne's car blue tooth unit? Board discussed.
- Tinting? Board said quotes are needed.

Mr. Buscaglia reiterated last month's discussion on 76 going to Wildwood and confirmed with everyone. No one objected. Mr. Buscaglia asked officers to take a picture of equipment.

Lt. Petersen asked about getting a 220 outlet run to the other side of the bay. Board said to mark with a piece of tape where he wants it.

**President's Report:**

President Neil Timo said status quo and asked what is going on with generator at Smithburg. Mr. Buscaglia said it is currently on stand-by and requested a meeting between Board, President and Vice President regarding the membership in Smithburg.

**Website:**

Up to date.

**Old Business:**

Mr. Joshi discussed a better quote from Certa Pro for \$5,580 for painting (quote attached) to update from last month's approval. Painting to start on the 28<sup>th</sup>.

Mr. Joshi reviewed a tinting quote for \$1,791.50 from East Coast Tinting (attached).

**Motion made by Mr. Joshi not to exceed \$1,900 for the installation of the tinting, as spec'd out for the two Chief's cars.**

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

**New Business:**

Mr. Joshi read a letter from Gerard Stankiewicz, CPA, and reviewed the Professional Services Contract Auditing Services.

**Motion made by Mr. Colón to accept Professional Services Contract Auditing Services from Gerard Stankiewicz, CPA, RMA.**

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

Board signed contract.

Mr. Buscaglia discussed the First Aid's 75<sup>th</sup> anniversary in back with local fire departments and first aids. Board agreed, but no district parking spots and don't block driveway.

Board discussed can trailer not being taken care of and will write a letter.

**Audience:**

Pres. Timo inquired about pool fills—was it done by town or us? Mr. Buscaglia explained what was discussed at last month's meeting and confirmed the Board's decision not to have pool fills.

**Motion made by Mr. Joshi to go into executive session at 8:06pm for the purpose of discussing personnel matters.**

Second: Mr. Toutouchi

Roll call vote: 4-0 all in favor

(back from executive session at 8:50pm)

Board discussed mural for hallway and decided on the township logo along with seal and "All Gave Some, Some Gave All," which will come out of water damage money.

**Being no further business, a motion was made by Mr. Toutouchi to adjourn the meeting at 9:01pm.**

Second: Mr. Joshi

Roll call vote: 4-0 all in favor

Respectfully submitted,

John Toutouchi, Secretary  
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