

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

Regular Meeting

April 25, 2017

Board Chairman Joseph Colón called the regular meeting of the Board of Fire Commissioners to order at 7:33pm, the notice was read and Chief Wayne Prochnow led the flag salute. Those in attendance were Andrew Story, John Toutouchi, Shyamal Joshi, Thomas Caruso and Joseph Colón. Board Attorney-Joseph Youssouf and Board Secretary-Rachel Davis were also present.

Board discussed March 28th minutes, and Mr. Caruso noted a change that had to be made to certain roll call votes, which should not include the abstentions. Mr. Toutouchi confirmed that the March 28, 2017 regular meeting minutes were now corrected to reflect the proper roll call vote without the abstentions.

Motion made by Mr. Joshi to approve the minutes from the March 28, 2017 regular meeting, as amended.

Second: Mr. Caruso

Roll call vote: 5-0 all in favor

Motion made by Mr. Joshi to approve the minutes from the April 4, 2017 closed special workshop meeting.

Second: Mr. Story

Roll call vote: 4-0 (Mr. Toutouchi abstained)

Motion made by Mr. Joshi to approve the minutes from the April 5, 2017 closed special workshop meeting.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Motion made by Mr. Joshi to approve the minutes from the April 20, 2017 closed special workshop meeting.

Second: Mr. Story

Roll call vote: 4-0 (Mr. Toutouchi abstained)

Correspondence:

Mr. Caruso received an e-mail from Scott B. with his insurance certificate, which was forwarded to Mr. Colón.

Treasurer's Report (attached):

Read into record by Mr. Joshi, who noted that the majority of the bills (\$108,000) are LOSAP—actuary fees, administrator fees and life insurance policies for LOSAP. The check will be held, as previously discussed, until we receive our quarterly tax payment, but everything else will be disbursed as normal this week.

Motion made by Mr. Joshi to pay monthly bills for April 2017 in the amount of \$144,620.71.

Second: Mr. Caruso

Roll call vote: 5-0 all in favor

Mr. Joshi advised that he would take the bills up until the Thursday before the meeting. Checks will be cut a few days earlier and advised everyone to tell vendors they need to have bills in the week before the meeting. A couple of the vendors are using old vouchers; Board will send them new vouchers. Audit was a clean report. State contract needs to be on the invoice, the quote and the voucher—three quotes as usual.

Insurance:

- One claim outstanding—75% of paperwork is done.
- Met with Liberty Mutual insurance auditor, few things to talk about in executive but everything else is clear; the only recommendation is that they now have a website and portal for safety training similar with VFIS that we use. Other than that, we are clear and have 37 members on the roster.
- LOSAP list was certified last month; four individuals new to the program. The LOSAP check will be held until we receive our first quarter tax payment from the town, so we can cover that and have enough in surplus.

Buildings:

- Parking behind district—Mr. Toutouchi will reach out to township to get a new sign for additional parking so that Court parking is not in firefighter parking. Firefighter spots will also be painted in red.
- Georgia Road—township took care of tree limbs.

Purchasing:

- Mr. Joshi discussed the joint purchase of a fit test machine with the Borough of Freehold and possibly District 2. An e-mail went out to Chief Pullen in regards to the purchasing of the unit. Still waiting for some clarification on the Shared Services Agreement.
- Operations should send all purchase requests via e-mail to one of the Chiefs.

Chief's Report:

Read into record by Chief Wayne Prochnow (attached).

Chief also:

- Asked about compressors for the buildings;
- Mentioned a phone for needed Frank;
- Advised to add Mike Vota to insurance and remove Matt Miranda.

Chief Prochnow also read Chief Lucas' report into record (attached).

1st Assistant Chief Ralph Reifer noted that he would be going to Harrisburg on May 19th.

Captain Craig Haas has nothing to report.

Maintenance Report:

Read into record by Lt. Dan Petersen (attached). Lt. Petersen mentioned that we are coming up on the yearly service of the Plymovent.

Chief Prochnow announced election results—the new 2nd Lieutenant is Mr. Frank Santore. Board congratulated and thanked Mr. Santore.

President's Report:

President Neil Timo had nothing to report.

Website:

Up to date.

Legal:

Mr. Youssouf provided the corrected and revised Resolution Scheduling Meeting Dates for 2017, which will be attached to the March 28, 2017 meeting.

Mr. Youssouf read into record the Resolution Commending Commissioner Robert Buscaglia for his Years of Dedicated Public Service, which will be framed and presented at the next meeting.

Motion made by Mr. Caruso to adopt the Resolution Commending Commissioner Robert Buscaglia for his Years of Dedicated Public Service.

Second: Mr. Joshi

Roll call vote: 5-0 all in favor

Mr. Youssouf also read into record and reviewed the Shared Services Resolution and Shared Services Agreement.

Motion made by Mr. Story to adopt the Resolution Authorizing Execution of a Shared Services Agreement with the County of Monmouth.

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Old Business:

Chairman Colón requested an update on the radios. Officers reported that they were working with the county on programming. Officers also reported that the existing radios are not working well, and that this matter is a life-safety issue. Chairman Colón stressed the importance of making life-safety issues a priority and asked the officers to keep the Board updated on the matter.

SOG's are done, printed and ready to be adopted. Board will table the SOG's until the next meeting, when Chief Lucas is present.

Mr. Caruso advised fire fighters to schedule appointments for physicals Monday through Friday at various locations/various hours before the next meeting on May 23rd. Must call Centra State to schedule, tell them you are a member of Fire District No. 1 and do not let them bill your private insurance.

Mr. Joshi asked President Neil Timo if there was an update on the Fire Company audit. No update per President Timo.

New Business:

Mr. Toutouchi advised that the Bagel Nook had requested a firefighter jacket and helmet to be hung on their wall and made a motion to give them two surplus items. Board discussed and suggested receiving their request in writing. Lt. Petersen also added that the items must be cleaned. Mr. Toutouchi tabled his motion and will take care of the two requirements made by the Board.

Mr. Youssouf read a Resolution Cancelling Previous Approved Capital Project into record, which was prepared by the auditor.

Motion made by Mr. Joshi to approve the Resolution Cancelling Previous Approved Capital Project.

Second: Mr. Story

Roll call vote: 4-0 (Mr. Story abstained)

Audience:

Chief Reifer asked about Shared Services Agreement clarification. Lt. Dan Petersen asked about utilizing their truck wash as well.

Motion made by Mr. Toutouchi to go into executive session at 8:17pm.

Second: Mr. Joshi

Roll call vote: 5-0 all in favor

(back from executive session at 9:45pm)

Being no further business, a motion was made by Mr. Toutouchi to adjourn the meeting at 9:45pm.

Second: Mr. Joshi

5-0 all in favor

Respectfully submitted,

John Toutouchi, Secretary
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