

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

Regular Meeting

June 27, 2017

Board Chairman Joseph Colón called the regular meeting of the Board of Fire Commissioners to order at 7:34pm, 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.

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

Second: Mr. Story

Roll call vote: 5-0 all in favor

Motion made by Mr. Joshi to approve the minutes from the May 23, 2017 regular meeting.

Second: Mr. Story

Roll call vote: 5-0 all in favor

Motion made by Mr. Joshi to approve the minutes from the May 23, 2017 executive meeting.

Second: Mr. Story

Roll call vote: 5-0 all in favor

Motion made by Mr. Joshi to approve the minutes from the June 13, 2017 closed special workshop meeting.

Second: Mr. Story

Roll call vote: 5-0 all in favor

Correspondence:

- Letter from Nottingham Insurance (attached) indicating their recommendation that those on medical leave from the Fire Department should not have access to operational areas and apparatus; members under the age of 18 (Junior Firefighters) should not have access to operational areas and apparatus unless supervised by a certified firefighter; and exempting those employed directly by the Board of Fire Commissioners conducting district business. Board gave a copy of the letter to Member—Jack Scheurer, who had questioned the matter at a previous meeting.
- Letter from Larisa Klein, VP of US HealthVest read into record by Mr. Caruso, looking for community support in writing, for the construction of a 100-bed psychiatric hospital project at Centra State Medical Center. Mr. Colón will work on a response to the letter.
- Letter back from Liberty Mutual in regards to the audit. Received \$4,900 credit for the year: \$3,800 went to the next quarter's payment, with a \$1,100 balance.
- E-mail from township to be discussed in executive session.

Treasurer's Report (attached):

Read into record by Mr. Joshi.

Motion made by Mr. Joshi to pay monthly bills for June 2017 in the amount of \$63,830.86.

Second: Mr. Story

Roll call vote: 5-0 all in favor

Insurance:

- One outstanding issue that has now been taken care of, waiting for zero balance notice.
- Mr. Joshi, once again, reminded all members to report any injuries on the call sheet and to notify a Commissioner as soon as it happens in order to get the proper paperwork and claims in place.

Buildings:

- Georgia Road bird issue resolved;
- Generator fixed at Smithburg;
- Ants at District handled;
- Lock on utility closet at District was fixed;
- Keys being made for Ken's lockbox and for additional access to building. Mr. Toutouchi will inventory all officers' keys for records;
- District A/C had maintenance;
- Georgia Road's computer system camera down, in process of repairing;
- District monitor for camera needs repair;
- Salt for Georgia Road was delivered, water softener must be filled;
- District floors waxed;
- Georgia Road gutters look bad—Mr. Story will have someone take care of;
- Mr. Toutouchi reminded everyone to turn all the lights off when no one in the building to avoid a high electric bill;
- Chief's office—LED upgrade complete;
- Men's bathroom urinals fixed.

Purchasing:

- Pagers have arrived;
- Mr. Joshi reminded everyone of proper purchasing protocol.

Fire Company Reports:

Chief's report was read into record by Chief Wayne Prochnow (attached).

- Memorial Day parade was a great success, took 1st place for fire and rescue;
- Fire Academy: 3 passed, considering running one in Dec/Jan for college kids;
- Two new members: Anthony Gadalfo & Brianna Douglas;
- Training is going well;
- Staffing is good: approximately 48-52 members.

2nd Asst. Ken Lucas' report read into record (attached).

- Chief Lucas stressed the importance of completing the radio project listed in his report and reminded the Board that this is a life safety issue and should be taken care of as soon as possible. He expressed great concern about the current radio situation, because some firefighters have not been able to hear the apparatus coming in due to the poor communication. The radio demos mentioned in his report were tested out and worked extremely well, enabling communication from a mile and a half away, which would take care of the life safety issues at hand.

Captain Craig Haas reported that he ordered 10 new pagers; existing ones were repaired. Should be good right now on pagers until the end of the year. The newer people coming in won't have them.

Lieutenant Dan Petersen read his Maintenance Report into record (attached).

Chairman Colón thanked all the officers for their hard work taking care of the various projects.

President's Report:

(no one representing)

Website:

Up to date.

Legal:

Mr. Youssouf:

- Reviewed the Annual Audit Review Group Affidavit, which Board members signed;
- Forwarded the Audit Synopsis to the Asbury Park Press for publication;
- Reminded the Board of the importance of thinking about the next annual budget.

Old Business:

- Mr. Story said everything is done with Shared Services; will have more information at next workshop.
- Mr. Caruso noted that today was the deadline for the annual physicals. Still have not received results from more than half the Fire Company.
- Chairman Colón inquired about the gear cleaning and inspection. Captain Haas said we have vendors but nothing sent out yet. Mr. Story reminded him that it must be done, because it was not done last year. Board requested emailed quotes prior to two weeks (next workshop meeting).

New Business:

(none)

Audience:

(none)

Motion made by Mr. Joshi to go into executive session at 8:10pm for the purpose of discussing lawyer/client privileged material and personnel matters.

Second: Mr. Caruso

Roll call vote: 5-0 all in favor

(Back from executive session at 9:05pm)

Being no further business, a motion was made by Mr. Caruso to adjourn the meeting at 9:05pm.

Second: Mr. Toutouchi

5-0 all in favor

Respectfully submitted,

John Toutouchi, Secretary
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