

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

**Regular Meeting**

**March 27, 2018**

Board Attorney-Joseph Youssouf called the regular meeting of the Board of Fire Commissioners to order at 7:30pm. The notice was read and Fire Company President Neil Timo led the flag salute. Present at the meeting were Andrew Story, John Toutouchi, Michael Fogarty, Kevin Horan and Stephen Lengyel. Also in attendance were District Auditor-Gerard Stankiewicz and Board Secretary-Rachel Davis.

First order of business was for Mr. Youssouf to administer the oath of office to the newly elected commissioners—Michael Fogarty and Stephen Lengyel. All congratulated Mr. Fogarty and Mr. Lengyel.

At this time a reorganization of the Board was held. Mr. Youssouf then opened the floor for nominations.

Nomination for Chairman:

**Motion made by Mr. Fogarty to nominate John Toutouchi as Chairman.**

Second: Mr. Horan

5-0 all in favor

Nomination for Vice Chairman:

**Motion made by Mr. Fogarty to nominate Andrew Story as Vice Chairman.**

Second: Mr. Toutouchi

5-0 all in favor

Nomination for Clerk:

**Motion made by Mr. Story to nominate Stephen Lengyel as Clerk.**

Second: Mr. Toutouchi

5-0 all in favor

Nomination for Treasurer:

**Motion made by Mr. Story to nominate Michael Fogarty as Treasurer.**

Second: Mr. Toutouchi

5-0 all in favor

Nomination for Assistant Clerk/Assistant Treasurer:

**Motion made by Mr. Story to nominate Kevin Horan as Secretary.**

Second: Mr. Fogarty

5-0 all in favor

Board successfully reorganized. The next order of business is the Reorganizational Resolutions (attached to the minutes), as follows:

Resolution Scheduling Meeting Dates for the Year 2018. Meeting on the fourth Tuesday of every month commencing at 7:30pm. Mr. Youssef confirmed the upcoming Board of Fire Commissioner meeting dates for the year 2018: 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, 11/27, 12/11, 1/22/19, 2/26/2019, 3/26/2019.

**Motion made by Mr. Toutouchi to accept the Resolution Scheduling Meeting Dates for 2018.**

Second: Mr. Horan  
5-0 all in favor

**Motion made by Mr. Toutouchi to accept the Resolution Designating Official Depositories of Fire District Funds for 2018.**

Second: Mr. Horan  
5-0 all in favor

**Motion made by Mr. Story to accept the Resolution Designating Official Newspapers for 2018.**

Second: Mr. Toutouchi  
5-0 all in favor

**Motion made by Mr. Story to accept the Resolution Appointing Gerard Stankiewicz District Auditor for the Year 2018.**

Second: Mr. Toutouchi  
5-0 all in favor

**Motion made by Mr. Story to accept the Resolution Appointing Rachel Davis Board Secretary for 2018.**

Second: Mr. Toutouchi  
5-0 all in favor

**Motion made by Mr. Story to accept the Resolution Appointing Joseph D. Youssef, Esq. Board Attorney for 2018.**

Second: Mr. Toutouchi  
5-0 all in favor

For the record, Mr. Youssef provided last month's Resolution Appointing Kevin Horan to the Office of Fire Commissioner, dated February 27, 2018.

**Motion made by Mr. Story to adopt the Resolution Adopting Roberts Rules of Order to Govern the Conduct of Meetings of the Board of Fire Commissioners.**

Second: Mr. Fogarty  
5-0 all in favor

**Motion made by Mr. Story adopting the Resolution Commending Thomas Caruso on the Occasion of his Retirement from Public Service.**

Second: Mr. Fogarty  
5-0 all in favor

Mr. Youssouf provided the Board with a memo regarding the duties and powers of Boards of Fire Commissioners, dated March 27th, and read the same into record.

Mr. Youssouf read into record correspondence back and forth to Township Attorney Robert F. Munoz, Esq., with regards to the purchase of the Chief's car. In the correspondence, Mr. Youssouf asked Mr. Munoz how they have the legal authority to eliminate something that had been approved by the voters? He made reference to NJSA 40A:14-84, which provides that once the question is voted upon affirmatively by the voters, the amount so approved shall be included in the next succeeding annual budget of the fire district as a capital appropriation. Mr. Youssouf said that the Board has the right and the obligation to buy the Chief's vehicle, and he will work with Mr. Munoz on trying to come to a conclusion on a resolution. Mr. Youssouf suggested that the Board make a detailed presentation for the township, explaining what the Board wants to do and clearing up any misunderstandings.

Mr. Youssouf reviewed the Fire Company contract and stated that the Board is obligated to pay the fire company the agreed-upon contract amount of \$108,000 in four equal payments.

Mr. Youssouf stated that the decision whether or not to move the election to November has to be made by the Board by June of this year. Mr. Stankiewicz stated that the problem with a November election is that right now there is a depressed levy cap base, which will effect operations down the road. If the Township would agree to restore everything, the Board could agree to a November election, which will bind the district to a 2% levy cap.

Mr. Youssouf concluded the reorganization portion of the meeting and relinquished the chair over to Chairman Toutouchi to resume the regular meeting.

**Motion made by Mr. Toutouchi to approve the minutes from the March 12, 2018 special workshop meeting.**

Second: Mr. Horan

Roll call vote:

Mr. Horan: yes

Mr. Story: yes

Mr. Toutouchi: yes

**Correspondence:** (none)

**Treasurer's Report:** read into record by Mr. Story (attached).

**Motion made by Mr. Toutouchi to pay the bills in the amount of \$27,490.08.**

Second: Mr. Horan

Roll call vote: 5-0 all in favor

**Buildings:**

- Light bulbs in bays at Georgia Road and district
- 2 more cameras need to be installed by 87 underneath cage
- Fuel topped off for generators at Georgia Road to 24 gallons; Smithburg 89 gallons; district 0 gallons—gauge broken, currently reading empty
- IP's installed next week: current, active IP for the county will change—Frank or Ken should contact the county

- Storage cage at district (4th one) will be used for CAS storage while they are working on it

**Website:** up to date.

**Insurance:** One claim submitted—MVA.

**Chief's Report:** Chief Reifer welcomed the Board's new members and read his report into record (attached).

- Facial hair policy—do not come to the firehouse unless you are shaved
- Thanked the Board for assistance with food on snow standby's
- Wemrock fire—family was very appreciative and brought dinner
- Jenson Chundamala is changing his status to Associate Member

1st Asst. Chief Ken Lucas read his report into record (attached). Chairman Toutouchi asked if IamResponding is up to date with active/inactive members. Jenson has to be updated. Chairman Toutouchi informed everyone that IamResponding is updated and there is no more station delay—Chief should let everyone know.

2nd Asst. Chief Craig Haas reported on radios--provided Mike with information, but needs to get the excel spreadsheet information out of archives (Mr. Joshi's access was shut down).

Captain Dan Petersen read his maintenance report into record (attached).

- 77 out of service—frame rail cracked. Mr. Petersen reached out to HME about the warranty.
- 79 is starting to exhibit some corrosion similar to 77.

Mr. Petersen said HME are notorious for corrosion and rot. Mr. Fogarty asked if there were any long-term recommendations to prevent this from happening? Mr. Petersen reminded the Board that the servicing was reduced to once a year due to the budget cuts. Other factors might be the heavy salt on the township roads. There is no special coating to prevent this. Mr. Fogarty asked how soon the HME guy could do the work on 77, and Mr. Petersen did not have a time frame. Mr. Story asked the Chief if he feels confident being down a truck, and the Chief said he was fine with it. Board will discuss what kind of action they will take at a later date. In the meantime, Chairman Toutouchi requested that Captain Petersen obtain a service report from FIS for the past six years to show that the truck was properly maintained.

2nd Lt. Frank Santore reported on the gear needed: 28 jackets (2009-2013) need to be replaced along with 29 sets of pants. Approximately 30 sets of gear is needed, and he will have the excel spreadsheet to the Board by the end of the night. Lt. Santore is trying to bargain with E. Freehold for washing to help with the cost. Since it is a life-safety issue, the Board said to continue sending them out for washing and inspecting.

Chairman Toutouchi asked the Officers if they are all using their cellphones. If not, he will cancel the lines and suspend hotspots that are not being used in order to cut costs.

**President's Report:** President Timo welcomed the new Commissioners. Mr. Timo asked if the light bulbs were checked at Smithburg and will there be cameras at Smithburg? Mr.

Toutouchi said that Pepper had changed the light bulbs, and he gave Pepper the contact information for the Controlled Access, and once you get a quote, submit it to the Board. Mr. Timo also requested a copy of the insurance policy. Mr. Lagravenis questioned the status of the phone system at Smithburg. Chairman Toutouchi said the check for the phone system was never cashed.

(Board took a recess at 9:00pm; back from recess at 9:07pm)

**Old Business:**

Incident at Stonehill Road fire—Chief stated that he had a meeting and had come to a closure with everyone, including Mr. Caruso. Chairman Toutouchi asked for the reports (attached). Officer reports were submitted at the meeting and are attached to these minutes. Mr. Story suggested to Chief Reifer to have similar meetings after incidents in the future. Chief Reifer said he thinks a lot came out of the meetings and agreed that it would be a good idea. Mr. Toutouchi asked Mr. Horan to get something in writing from Mr. Caruso confirming that the matter has been resolved.

**New Business:**

Mr. Toutouchi discussed adding two more cameras in the blind spots by 87, underneath the cage. Mr. Story asked why the change of plans? Mr. Toutouchi said the left side was omitted from the original plans. Discussion was held regarding an invasion of privacy issue by the lockers due the cameras. It was decided that the camera company should make signs notifying that there are cameras. Mr. Youssouf said it is a good thing to do as a warning.

**Motion made by Mr. Toutouchi to add two more cameras in the blind spots by 87, underneath the cage, not to exceed \$2000.**

Second: Mr. Fogarty

Roll call vote: 5-0 all in favor

Mr. Toutouchi will make arrangements to purchase 40 light bulbs to replace the ones out at Georgia Road and the District.

Captain Petersen has a quote from NJ Fire Equipment Company to get air-pack testing done for \$2,052 (54 packs due at the end of the month).

**Motion made by Mr. Story to get air-pack testing done for 54 packs in the amount of \$2,052 to NJ Fire Equipment Company.**

Second: Mr. Horan

Roll call vote: 5-0 all in favor

**Audience:**

Jon Caruso asked why someone would be changing in the bay, when it is a public area? Mr. Youssouf explained that the bay is not a public area.

Chief Reifer asked if the sign out front could be used. Board said it is being taken care of.

Lieutenant Santore asked if there was any way he could know ahead of time on the membership applications who is going to make it in order to start them on the physical process. Mr. Story explained the Board's process and will discuss it further, once the Board

decides who will be on that committee. On another note, Chairman Toutouchi requested notice of company meetings a week in advance.

Jon Caruso asked about the next harassment class. Once the Board decides who will be handling that class, they will advise.

**Motion made by Mr. Story to go into executive session at 9:28pm for purposes of discussing personnel matters.**

Second: Mr. Fogarty

Roll call vote: 5-0 all in favor

(back from executive session at 9:41pm)

**Motion made by Fogarty to appoint Jessica Reizis as bookkeeper for 2018.**

Second: Mr. Horan

4-1 (Mr. Story abstained)

**Motion made by Mr. Lengyel to adopt the Resolution of General Fund Budget Transfer #1 2017 Budget.**

Second: Mr. Story

Roll call vote: 5-0 all in favor

Board agreed on scheduling an April 10th workshop meeting at 7:30pm.

**There being no further business, a motion was made by Mr. Horan to adjourn the meeting at 9:43pm.**

Second: Mr. Lengyel

5-0 all in favor

Respectfully submitted,

Kevin Horan, Secretary  
/rd