

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

**Regular Meeting**

**April 24, 2018**

Chairman John Toutouchi called the regular meeting of the Board of Fire Commissioners to order at 7:33pm. The notice was read, and Chief Reifer led the flag salute. Roll call was taken. Present at the meeting were John Toutouchi, Andrew Story, Kevin Horan, Michael Fogarty and Stephen Lengyel. Also in attendance were Board Attorney-Joseph Youssouf, District Auditor-Gerry Stankiewicz and Board Secretary-Rachel Davis.

**Motion made by Mr. Horan to approve the minutes from the March 27, 2018 regular meeting.**

Second: Mr. Lengyel

Roll call vote:

Mr. Fogarty: yes

Mr. Horan: yes

Mr. Lengyel: yes

Mr. Story: abstain

Mr. Toutouchi: yes

**Motion made by Mr. Horan to approve the minutes from the March 27, 2018 executive meeting.**

Second: Mr. Lengyel

Roll call vote:

Mr. Fogarty: yes

Mr. Horan: yes

Mr. Lengyel: yes

Mr. Story: abstain

Mr. Toutouchi: yes

**Motion made by Mr. Horan to approve the minutes from the April 10, 2018 special workshop meeting.**

Second: Mr. Lengyel

Roll call vote:

Mr. Fogarty: yes

Mr. Horan: yes

Mr. Lengyel: yes

Mr. Story: abstain

Mr. Toutouchi: yes

**Motion made by Mr. Horan to approve the minutes from the April 10, 2018 executive meeting.**

Second: Mr. Lengyel

Roll call vote:

Mr. Fogarty: yes

Mr. Horan: yes  
Mr. Lengyel: yes  
Mr. Story: abstain  
Mr. Toutouchi: yes

**Correspondence:** (none)

**Treasurer's Report:** Mr. Fogarty read the Treasurer's Report into record (see attached). Mr. Fogarty noted a discrepancy from last month to this month. Last month beginning of March balance NJ Community \$200,059.05, and he is showing it should have been \$199,987.13 as of April. Sun National Bank discrepancy was \$50,262.63, and he is showing \$4,519.63. Transfer from NJ Community to Sun National in the amount of \$30,000.

**Motion made by Mr. Horan to pay the bills for April in the amount of \$29,062.15.**

Second: Mr. Fogarty

Roll call vote: 5-0 all in favor

**Motion made by Mr. Horan to accept the Treasurer's Report, dated April 24, 2018.**

Second: Mr. Lengyel

Roll call vote: 5-0 all in favor

**Buildings:**

Mr. Lengyel reported:

- Plymovent system—waiting to schedule an appointment
- Fire alarm inspections and maintenance will be at Georgia and District on 4/30 at 8:30am
- Bulbs for Georgia bays will be \$82/case
- District—in case of power outage, master key in front of commissioner's door

Mr. Toutouchi reported that the camera system at the District is up and running; signs are out on doors; few tweaks they have to come back to do; every member has been issued key fobs.

**Website:** Up to date.

**Insurance:** (nothing to report)

**Legal:** Mr. Youssouf addressed the issue still pending with Freehold Township over the 2018 budget and read various correspondences to and from the Township Attorney-Robert F. Munoz, which summarizes the Township's position specifically dealing with the new Chief's vehicle, which was voted upon by the taxpayers and denied by the Township. Mr. Youssouf then reviewed a response letter drafted by his office, dated April 24, 2018, to Mr. Munoz, to be sent out pending the Board's consent. Mr. Stankiewicz reviewed the matter further with the Board, and both Mr. Stankiewicz and Mr. Youssouf advised the Board to postpone spending at this time. Mr. Fogarty shared his concerns about the length of time this will continue, as the bills need to be paid. Mr. Youssouf said this could go on for a couple months and reminded the Board of Fire Commissioners that it is their duty to fund fire protection in this district. Mr. Youssouf will get back to the Board as soon as possible with a response.

**Motion made by Mr. Lengyel authorizing Mr. Youssef to send the April 24, 2018 letter, as is, to the Township Attorney-Mr. Robert Munoz.**

Second: Mr. Fogarty

Roll call vote: 5-0 all in favor

Mr. Youssef reminded the Board to file their annual Financial Disclosure Statements before April 30th to avoid fines.

**Motion made by Mr. Story to adopt the Resolution Adjusting the Resolution of General Fund Budget Transfer for the 2017 Budget.**

Second: Mr. Horan

Roll call vote: 5-0 all in favor

Mr. Youssef reviewed the pros and cons of potentially moving the election from February to November. Board discussed. Mr. Youssef said it is a lot to consider, and the decision does not have to be made right away. He will provide a memo with more information.

Board discussed pumper-tanker bonding/leasing details with Mr. Youssef, who said the first step in the process is to appoint bond counsel. Mr. Youssef requested a copy of the specs on the truck.

**Motion made by Mr. Story adopting a Resolution Authorizing an Award of Professional Services Contract to McManimon, Scotland and Baumann of Roseland, NJ, to Serve as Bond Counsel.**

Second: Mr. Lengyel

Roll call vote: 5-0 all in favor

**Chief's Report:**

Chief Reifer read his report into record (attached).

- Stonehill Fire Incident:
  - Mr. Youssef instructed Chief Reifer to complete the Report Request and forward with the Stonehill Fire Incident Report for the \$5 document production check.
  - Chief asked if Mr. Horan and Mr. Toutouchi were okay with the Stonehill Fire incident. Commissioner Horan said that as far as he was concerned, the reports were final, and he considers the matter closed. Chairman Toutouchi agreed with Mr. Horan's findings on the record as the Point of Contact in the matter. Mr. Toutouchi noted that Mr. Caruso had been bringing up his concerns in personal settings, where Mr. Toutouchi would then remind Mr. Caruso that he had advised our Point of Contact-Mr. Horan that he was satisfied. Mr. Toutouchi also reminded Mr. Caruso that he should bring any further concerns publicly to the Board of Commissioners' meeting. Mr. Toutouchi said Mr. Caruso has not been to the past three meetings and nothing further will be done at this time.
- Township Committeeman wants copies of Chief's Report. Board will take care of.
- Jenson Chundamala changing status from Associate Member to Auxiliary Member.
- Trip to Harrisburg Fire Expo on May 18th. Captain Petersen getting free tickets. Chairman Toutouchi said other than gas and tolls, there will be no other expenses for the Board, so the trip is fine.

Mr. Story read 1st Assistant Ken Lucas' report into record (attached).

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

- 77 Update: HME denied the box repair for the chassis. As per his report, due to the price quote received for full passenger-side frame rail replacement and labor along with other repairs needed at this time (for a total of \$36,600+) and also taking into consideration any unforeseen damage, Captain Petersen said it is now up to the Board as to what action to take. Mr. Toutouchi asked Captain Petersen for his recommendation. Captain Petersen stated that we can spend the money to repair, and then something else could go wrong. Mr. Story asked Chief Reifer if he is comfortable with not having this truck, and Chief Reifer said as long as we don't lose any other pumpers, he is comfortable. Board discussed preventative maintenance options with Captain Petersen, such as an undercarriage cleaner. Chief asked if we could get quotes on that. Chairman Toutouchi agreed.
- 66 Motor Bad: Board discussed and decided on getting a second opinion. Mr. Lengyel will check with the county shared services to get a second opinion. Mr. Toutouchi asked if Chief Reifer was okay using 98, 88 and Ken's car. Chief said he can do it but will have to work off of portables.

**President's Report**: President Timo welcomed Kevin Lagravis as the permanent Vice President of the Fire Company. Vice President Kevin Lagravis requested permission from the Board to put the Company PlayStation on the District's system.

**Motion made by Mr. Horan to allow the Fire Company permission to hook up their PlayStation to the District's system.**

Second: Mr. Lengyel

Roll call vote: 5-0 all in favor

Chairman Toutouchi confirmed that he gave President Timo the copy of the insurance policy that he requested.

**Old Business**:

Mr. Toutouchi mentioned a contract received from Dafeldecker Associates for post-accident drug and alcohol screening. (Board discussed a motion in October of 2017, but it was tabled pending an updated contract.)

**Motion made by Mr. Horan to use Dafeldecker Associates for post-accident drug and alcohol screening, where they come directly to the firehouse and administer a Breathalyzer and drug test immediately on sight, as per the contract.**

Second: Mr. Fogarty

Roll call vote:

Mr. Fogarty: yes

Mr. Horan: yes

Mr. Lengyel: yes

Mr. Story: abstain

Mr. Toutouchi: yes

Mr. Toutouchi gave an update on CentraState vs. Access Health. CentraState is more thorough in their screenings and said they will work with us to be more flexible in their hours (late screenings, early morning and weekend screenings).

**Motion made by Mr. Fogarty to use CentraState Healthcare Center for firefighter physicals.**

Second: Mr. Lengyel

Roll call vote:

Mr. Fogarty: yes  
Mr. Horan: yes  
Mr. Lengyel: yes  
Mr. Story: abstain  
Mr. Toutouchi: yes

Mr. Toutouchi discussed downsizing phones in the District from 14 to 6 by removing phones in the kitchen hallway, Chief hallway, Officer's room, Member's room, records hallway, meeting room, Board office and front bay. We would keep 2 phones in the Chief's office, 2 in the Commissioners' office, 1 in the bay and 1 in the Dispatch Center.

**Motion made by Mr. Toutouchi to remove 8 phones from kitchen hallway, Chief hallway, Officer's room, Member's room, records hallway, meeting room, Board office and front bay and to keep the 6 phones in the (2) Chief's office, (2) Commissioners' office, (1) bay and (1) Dispatch Center.**

Second: Mr. Fogarty

Discussion was held, and Mr. Story preferred one less phone in the Commissioners' office and keeping the phone in the Member's room.

**Motion amended by Mr. Toutouchi to remove 8 phones from the kitchen hallway, Chief hallway, Officer's room, Commissioners' office, records hallway, meeting room, Board office and front bay and to keep the 6 phones in the (2) Chief's office, (1) Commissioner's office, (1) bay, (1) Member's room and (1) Dispatch Center.**

Second: Mr. Fogarty

Roll call vote: 5-0 all in favor

The workshop is scheduled for May 8th.

Mr. Lagravis clarified that the Board never purchased the phones for Smithburg. Fire Company will purchase the phones and asked the Board to go ahead with resolution to pay for phone line. Mr. Toutouchi advised Vice President Lagravis to get back to the Board when he gets an answer from Pete Hall.

**New Business:** (none)

**Audience:**

- Jack had a question about the key fobs.
- Mr. Lagravis inquired about who is on the payroll. Mr. Fogarty responded with 7 Mr. Story added that others are being paid per diem to do inventory, updating, uploading certificates and personnel file. Captain Petersen stated for the record that he got paid for two months of work and hasn't done it since September. Chairman Toutouchi mentioned that the inventory would be revisited at our next workshop meeting.
- Chief Reifer asked about the Georgia Road office. Mr. Story advised Chief Reifer to make a suggestion to the Board about the office. Chairman Toutouchi added that every officer has access to that office and once the inventory is completed, the officers can work together and figure out how to use it.

**Motion made by Mr. Story to go into executive session for the purpose of discussing personnel matters at 9:37pm.**

Second: Mr. Horan

5-0 all in favor

(back from executive at 10:01pm)

Board decided to change May 8th workshop meeting to Monday, May 7th, 7:30pm.

**There being no further business, Mr. Horan made a motion to adjourn the meeting at 10:03pm.**

Second: Mr. Lengyel

5-0 all in favor

Respectfully submitted,

Kevin Horan, Secretary  
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