

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

Regular Meeting

July 24, 2018

Chairman John Toutouchi called the regular meeting of the Board of Fire Commissioners to order at 7:32pm. The notice was read, and Ex-Chief Jack Scheurer led the flag salute. Roll call was taken and present at the meeting were John Toutouchi, Andrew Story, Michael Fogarty, Kevin Horan and Stephen Lengyel. Also in attendance were Board Attorney-Joseph Youssouf and Board Secretary-Rachel Davis.

Motion was made by Mr. Horan to approve the minutes from the June 26, 2018 regular and executive meetings.

Second: Mr. Fogarty

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

Motion was made by Mr. Fogarty to approve the minutes from the July 10, 2018 special workshop meeting.

Second: Mr. Story

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

Correspondence: (none)

Treasurer's Report: Mr. Fogarty read his July 24, 2018 Treasurer's Report into record.

Motion was made by Mr. Fogarty to transfer \$10,000 from Ocean First money market to Ocean First checking and to pay the bills in the amount of \$9,700.89.

Second: Mr. Story

Roll call vote: 5-0 all in favor

Legal:

Mr. Youssouf received the pumper/tanker materials and contract proposal from HGAC, which now needs to be approved by the Local Finance Board. Mr. Youssouf will have McManimon, Scotland & Baumann, LLC (previously designated as Bond Counsel) obtain the additional two quotes. Mr. Youssouf will also work with the auditor and the Local Finance Board to have this matter scheduled for their next meeting, hopefully, by October or earlier. Mr. Fogarty advised that he is also waiting for a quote from Ocean First. Mr. Youssouf said the Local Finance Board would need all documentation, including three quotes and the audit. The Board stressed to Mr. Youssouf the urgency of this matter.

Mr. Youssouf read the December 31, 2017 Audit Report into record and reviewed it with the Board.

Motion was made by Mr. Story accepting the Audit Report year ending December 31, 2017.

Second: Mr. Fogarty

Roll call vote: 5-0 all in favor

Motion was made by Mr. Story authorizing the submission of an application to the Local Finance Board for project financing approval in connection with a new fire engine.

Second: Mr. Horan

Roll call vote: 5-0 all in favor

Mr. Youssouf will send a letter to McManimon, Scotland & Baumann, LLC advising them that we have adopted the Audit Report, adopted the Resolution Authorizing Submission of an Application to the Local Finance Board, adopted a Resolution appointing them as Bond Counsel and instructing them to submit posthaste to the Local Finance Board in Trenton in order to expedite this matter. Mr. Youssouf will also send the HGAC proposal to them and asked Mr. Fogarty to get the quotes on his end.

Mr. Youssouf discussed a case involving OPRA, where the Court decided that draft minutes (minutes which were not approved yet), handwritten notes, recording of meeting, etc. are not considered minutes until they are raised at a public meeting and voted upon and, therefore, are not subject to disclosure under OPRA. The case also noted that minutes should be approved within 30-60 days.

Buildings: Mr. Lengyel needs to purchase a new time clock and light bulbs for the parking lot, costing approximately \$200, as he is still working on that.

Website: (up to date)

Insurance: One claim during Freehold Day, which has been submitted and taken care of.

Chief's Report: 1st Assistant Chief Ken Lucas read Chief Reifer's report into record.

- August 4th County Competition
- August 7th National Night Out—cutting up vehicle with 16-2, Black Hawk helicopter landing. Mr. Fogarty questioned an insurance rider.
- Three people graduated from Monmouth County—Connor Lyttle, Devin Starr & Rachel Mitzelman.

1st Assistant Chief Ken Lucas apologized for inventory delay and noted that it is almost done. Sham Joshi is the fourth member, who is Instructor II Certified. There has been a lot of good activity. The county just came out with more classes.

2nd Assistant Craig Haas has nothing further to report, other than what was said by Chief Lucas.

Captain Petersen read his report into record. 79—driver's side, wheel bearings will be replaced; exterior warning lights have been replaced; mirrors will be swapped within the next week or two. Chief's Expedition will be stripped within a week or two.

Captain Petersen spoke for Chief Reifer regarding purchasing a Chief's car. He received information from Melissa Forde from the State indicating that a 2-wheel drive could be purchased under general funds (not a 4-wheel drive, which is bondable). Captain Petersen suggested downgrading to a 2-wheel drive Tahoe and was told by the State that this is acceptable. Mr. Fogarty requested that we get it in writing from the State before proceeding. Captain Petersen has a state contract in the amount of \$34,725. The total will be \$50,624, which includes lettering, lighting and boxes. Mr. Story asked Captain Petersen if Chief Reifer was okay with this. Both, Captain Petersen and Chief Lucas, agreed that Chief Reifer approved the purchase of a 2-wheel drive Tahoe. Board agreed to

also add \$800 for a push bar, which is part of the State contract. All electronics from the Expedition will be transferred to the new Tahoe, which will save \$24,000.

Motion was made by Mr. Story authorizing a \$60,000 expenditure from the operating budget for the purchase of a new Chief's vehicle, 2-wheel drive Chevy Tahoe PPV, fully equipped pursuant to State Contract No. A88729.

Second: Mr. Horan

Roll call vote: 5-0 all in favor

Lieutenant Frank Santore reported that he is looking to purchase eight (8) sets of turnout gear for the following members: Firefighter No. 1 graduates: Devin Starr, Rachel Mitzelman and Connor Lyttle; new or returning members: Robert Bereheiko/Dan Spicuzza; as well as three top responders for this year. The Board was concerned about any member's gear, which is expired and requested that expired gear takes precedence over all other. Lieutenant Santore will get the quotes, and Mr. Fogarty requested that he advise him before he purchases.

Lieutenant Santore is looking into purchasing flashlights and pass alerts. Mr. Story will work on this with Mr. Santore.

Mr. Story asked 2nd Asst. Craig Haas about pagers. Chief Haas said he believes everyone has one, because no one has come to him. Mr. Story suggested being proactive in purchasing five (5) new pagers. Mr. Toutouchi said to also get the pagers from associate members. Mr. Fogarty will come to the next workshop with amount that we can spend under operating expenses, and the Officers must then decide what should be purchased.

Chief Lucas spoke for 1st Lieutenant John Burmeister, who said he is good. Mr. Santore told the Board that Mr. Burmeister can have his laptop, and the Board agreed to Mr. Santore giving it to him.

Fire Company: Vice President Kevin Lagravis said he spoke with Denise, who is aware of National Night Out and has everything under control. Thanked the Board for the incident from last month, which was put back on the Fire Company and which they took care of. He met with the President, and they are very pleased with the relationship between the Board and the Fire Company and thanked the Board.

Old Business: Mr. Story asked the Officers to work on their budget and be prepared to discuss by the next workshop in September and then finalize by the end of September.

New Business:

- Mr. Fogarty asked permission from the Board to do online banking, and the Board agreed.
- Mr. Fogarty also shared that he is making Commissioner Story familiar with all Treasury activity, so that another Commissioner will be aware and able to take over, if needed.
- Mr. Story is unavailable on August 14th for the workshop meeting, therefore, the Board decided to move the workshop meeting to Monday, August 13th, at 7:30pm.

Audience: Ken Lucas expressed his dissatisfaction in how long everything is taking (i.e. audit, purchasing fire truck, Chief's vehicle) and suggested that the Board hold agencies more accountable. Board said it was a valid point.

Motion was made by Mr. Story to go into executive session for the purpose of discussing lawyer/client privileged material as well as personnel matters at 8:49pm.

Second: Mr. Horan

Roll call vote: 5-0 all in favor

(back from executive at 9:35pm)

There being no further business, Mr. Story made a motion to adjourn the meeting at 9:35 pm.

Second: Mr. Horan

5-0 all in favor

Respectfully submitted,

Kevin Horan, Secretary
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