

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

**Regular Meeting**

**September 25, 2018**

Chairman John Toutouchi called the regular meeting of the Board of Fire Commissioners to order at 7:30pm. The notice was read, and Chief Reifer 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. Fogarty to approve the minutes from the August 28, 2018 regular and executive meetings.**

Second: Mr. Lengyel

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

**Motion was made by Mr. Fogarty to approve the minutes from the September 11, 2018 special workshop meeting.**

Second: Mr. Story

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

**Motion was made by Mr. Horan to approve the minutes from the September 20, 2018 special workshop meeting.**

Second: Mr. Lengyel

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

**Treasurer's Report:** Mr. Fogarty read his September 25, 2018 Treasurer's Report into record.

**Motion was made by Mr. Fogarty to transfer \$20,000 from Ocean First money market to Ocean First checking and to pay the bills in the amount of \$19,584.87.**

Second: Mr. Lengyel

Roll call vote: 5-0 all in favor

**Correspondence:** (none)

**Insurance:** Firefighter went to emergency room in December after a fire call, and insurance company denied it, because they said it wasn't during the fire incident. Mr. Toutouchi called insurance company to verify that the policy states that it should be covered up to 24 hours of the incident, and he will follow it up.

**Website:** (up to date)

**Buildings:**

- Lawn was done at Georgia Road;
- Still working on AC quotes for District;

- Waiting on plumber quote.

**Legal:** Mr. Youssef read a resolution accepting the audit report.

**Motion was made by Mr. Fogarty adopting the Resolution Accepting the Audit Report for the Year Ended December 31, 2017.**

Second: Mr. Story

Roll call vote: 5-0 all in favor

Mr. Youssef placed the Commissioners under oath and witnessed the signatures of the Commissioners on the Annual Audit Review Group Affidavit. Said document needs to be filed with Trenton in order to comply with the audit requirements. Two copies need to be sent to Gerry Stankiewicz, District Auditor.

Mr. Youssef advised the Board that he had spoken to Ocean First Bank regarding financing for the truck, and they advised him that what is needed is a formal, written, legal opinion that any bonds or notes that the Board issues are tax exempt municipal securities. Mr. Youssef then reviewed a letter he prepared for D.J. Cunningham from Ocean First Bank, N.A., dated September 25, 2018. Mr. Youssef will be with the Local Finance Board on October 10th on another fire district matter, and he will report back to the Board on the interest rates. Mr. Youssef is hoping to get on the November agenda of the Local Finance Board. Mr. Youssef asked the Board if anyone found the Election Results Form. Mr. Story stated that Ex-Commissioner Joshi said he sent it in within a week when it was due and that he had a copy of it on his computer; but that the problem is that they wiped out his computer. Mr. Story does not know who wiped out Ex-Commissioner Joshi's computer; it was done before the new Board took over

Mr. Story questioned Mr. Youssef as to what the Board can do different the next time to expedite the purchase of a truck, because he feels that the current process has been taking a long time. Mr. Youssef reminded Mr. Story that when you don't purchase in cash, it takes longer, especially when you have to go through the complicated bonding process. The defeated budget also made things more difficult.

**Chief's Report:** Chief Reifer read his report into record.

- E-mail from Shyamal Joshi switching his membership to auxiliary fireman, effective September 6, 2018.
- Open House October 7th—Captain Petersen will be in charge. The Board agreed to take care of the food for the public. Mr. Story commented on how great the flyer looked on the website.
- October 13th Food Stock at District—they will be doing fire prevention and recruiting. Mr. Toutouchi asked if they would get the can trailer cleaned out before the event. Mr. Toutouchi also mentioned that they requested the grills.
- Chief thanked the Board for the refrigerator.
- Joshua and Nicole's background checks came back good, and physicals will be scheduled. Board confirmed that Nicole is a member and is covered under insurance. Christopher will be coming in as a member on October 3rd.
- Station No. 15 invited officers to Nestle Plant.

Asst. Chief Craig Haas reported that he has a quote for pagers for \$500. Mr. Toutouchi asked Chief Haas if he ever got the pagers back from the associate members? Chief Haas said he only knew of

one pager, which was given to another member. Mr. Toutouchi reminded Chief Haas of a September 6th e-mail, which was sent to him asking for written guidelines on the procedure the Fire Company has in place for returning Freehold Township Fire District No. 1 property when a firefighter is no longer a firefighter of this District. Said e-mail addressed the following questions:

1. Who is in charge for getting all property back? (All gear/Class B's/Pagers/Key Fobs)
2. How is it communicated to the individual that the items need to be returned?
3. How long does the officer give the member to return the items, and if it is not returned, what is the next step in the process?
4. Who is responsible for putting the collected items into ERS?
5. What is the protocol if someone wants to keep something from his or her gear that is District property?

Asst. Chief Haas said when someone leaves the department, they are issued a certified letter from the Executive Officers with a list of items that need to be returned. Most of what is typically associated on the list is Fire Department vs. Fire District. Upon someone leaving the department, an Officer will check their locker and remove everything. If they have not returned their pager, then the Officers routinely ask them until they give it back. If someone wants to keep a helmet or jacket or any other Board property, they will typically ask for Board approval. Chief Reifer agreed. Mr. Fogarty stressed to Asst. Chief Haas the importance of holding members accountable for property being returned and producing serial numbers in order to justify Board purchases. Mr. Fogarty suggested following up on identifying missing items. Chief Reifer said he would discuss this matter with Asst. Chief Haas after the meeting.

Captain Petersen read his Maintenance Report into record.

Captain Petersen reported for 1st Asst. Chief Ken Lucas

- Western Monmouth Pipeline Drill on Sunday;
- October 7th Open House—they will be cutting a car and will provide food for the public.

Lieutenant Frank Santore thanked the Board for allowing 76 to go to Liberty State Park for 9/11. All new turnout gear is in, was issued and logged into ERS and is getting decent feedback. The other sets of gear will be sent out to get washed and checked for repairs. He is still working on a list of gear needed for next year. As an answer to the discussion, above, he gets the turnout gear back from any members who leave, and he takes it out of ERS. When it comes to helmets that were given to the members—only ones that were out of date, they were taken out of ERS, drilled and given to them.

1st Lieutenant John Burmeister said everything is progressing.

**President's Report:** (no one representing)

**Old Business:** Mr. Fogarty received letters from the Township verifying tax-exempt status for District, Smithburg and Georgia Road. They were completed and handed in. There were additional questions on Smithburg tower, which he gave to President Timo to complete.

**New Business:** Chief Reifer was concerned about tight locker space and asked the Board for a storage shed out back in the future. Board said they would talk about it at the next workshop.

**Audience:** (none)

**Motion was made by Mr. Story to go into executive session for the purpose of discussing personnel/lawyer-client privileged material at 8:31pm.**

Second: Mr. Horan

5-0 all in favor

(back from executive at 9:03pm)

Since Mr. Lengyel was excused from the executive session, Mr. Youssouf explained to him what was decided in that meeting with the Board's recent change on the drug policy.

**Motion was made by Mr. Fogarty to recognize Stephen Lengyel's seven (7) months of being out of commission as time served and to allow his suspension to be completed.**

Second: Mr. Horan

3-0 (Mr. Story and Mr. Lengyel abstained)

Mr. Youssouf will do a resolution reinstating Firefighter Lengyel. The Board approved for Mr. Lengyel to do his FIT test and physical.

**There being no further business, Mr. Horan made a motion to adjourn the meeting at 9:11pm.**

Second: Mr. Lengyel

5-0 all in favor

Respectfully submitted,

Kevin Horan, Secretary

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