

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

**Special Workshop Meeting**

**January 8, 2019**

Chairman John Toutouchi called the special workshop meeting of the Board of Fire Commissioners to order at 7:33pm. Chief Reifer led the flag salute, and then Chairman Toutouchi called for a moment of silence for fallen FDNY Firefighter-Steven Pollard. Roll call was taken, and the Commissioners present at the meeting were John Toutouchi, Andrew Story, Michael Fogarty and Stephen Lengyel. Also present at the meeting was Board Secretary-Rachel Davis.

**Treasurer's Report:** Mr. Fogarty read his January 8, 2019 Treasurer's Report into record.

**Motion was made by Mr. Fogarty to transfer \$23,000 from Ocean First money market to Ocean First checking account and pay the bills in the amount of \$22,872.17.**

Second: Mr. Story

Roll call vote: 4-0 all in favor

**MDTs:** 1st Lt. Frank Santore gave an update on the MDT usage. Mr. Fogarty expressed his gratitude that he has been seeing more usage, and maybe in six months if the usage increases, he would not be against tablets for the newer trucks. Lt. Santore will work on an MDT training class, possibly in February.

**CAD System:** System is up and running at district. Lt. Santore is making new logins and removed past administration.

**TV's:** Two TV's burned out and must be replaced. There was a question as to why they burned out, and it was confirmed that there was a previous power surge as well as the fact that they are on 24/7. TV's have a warranty on them; someone is coming out to fix.

**Township Wi-Fi:** Township had a problem with their Wi-Fi, and Board offered district conference room to them to use if they need it. They have access to the firehouse, in case it happens, again.

**County Cards:** Mr. Story will collect them all and take care of it.

**Medical Insurance Cards:** Everyone should have an updated card for the new insurance company in case of an emergency.

**Vehicle Registrations:** Mr. Lengyel is currently updating the vehicle registrations.

**Inventory/Gear:** Mr. Toutouchi reminded 1st Lt. Frank Santore about having the list by the 18th. Lt. Santore confirmed that the balance would be done by February. Mr. Toutouchi requested an updated list by the end of January. Mr. Story suggested that Mr. Santore get a few people who know how to use the system and sit down and finish.

**LOSAP:** Commissioner Story will work on it and have it updated by the end of the month for 2018.

**Chief Computer:** Ex-Chief Wayne Prochnow will keep the computer for one more month to assist 1st Asst. Chief Dan Spicuzza and Chief Reifer on how to do ERS reports, and he will give the laptop back on February 1st, as per Chief Reifer's request.

**Cell Phones:** Mr. Toutouchi indicated that three new cell phones were ordered for John Burmeister, Dan Spicuzza and Ralph Reifer at no charge. Mr. Fogarty updated the Board on AT&T. The Board decided not to get AT&T, because AT&T was going to charge for phones, when originally they were not. Verizon was comparable in price and had a first responder discount, so the Board will leave the phones with Verizon and get the discount. Mr. Fogarty then rescinded his December 18, 2018 motion switching to AT&T.

**Apparatus Maintenance:** Emergency Vehicle Technicians are only allowed to work on the vehicles. Mr. Toutouchi asked about Chief's car. Capt. Dan Petersen reported that NFPA requirements say that as long as the person is GM or Ford certified. Capt. Petersen will check on EVT vs. GM/Ford certified when it comes to the cars.

**Driver Abstracts:** They are overdue. Mr. Story will run the Board's driver's licenses, see how it comes back (points) and then report back to the Board by the next meeting. Mr. Story will then take on the responsibility of running the balance of the driver's licenses.

**Physicals/Drug Test:** Board discussed CentraState's high costs for physicals, and firefighters possibly using their individual doctors for yearly physicals. Capt. Petersen suggested the Board look into PEOSHA and NFPA guidelines for standards. Mr. Toutouchi will check with Commissioner Horan on the requirements. Board decided to explore more inexpensive options for physicals.

**Pagers:** Mr. Story requested that Chief Reifer follow up on the status of the pagers by the next workshop meeting. Chief Reifer will also collect pagers from all inactive members.

**Jessica Reizis:** Mr. Fogarty requested that she get paid as bookkeeper on a per diem basis in the future. No one objected. Mr. Story also suggested helping Mr. Fogarty as a backup person.

**SOGs:** Board will be editing. Chairman Toutouchi reminded the Chief about the need for backup drivers, as per the SOGs, because it is an insurance liability. Board questioned Chief Reifer as to whether he is following the SOGs and holding members accountable for not

using precautionary stated policies by the SOGs. Chief Reifer, Lt. Santore and Capt. Petersen objected to the Board bringing this up. Board explained that all parties adopted the SOGs. Mr. Toutouchi suggested that Chief Reifer go through the book with the Officers, update it and give it back to the Board by April.

**Pagers (cont'd.):** 2nd Asst. Chief Craig Haas joined the meeting, and the Board requested an update on pagers. Chief Haas reported that he is working on them. Board instructed him to order them, repair them and finish them.

**ID Tags:** Board advised Lt. Santore to go ahead and purchase the gear ID tags.

Commissioner Fogarty expressed to the Line Officers present that we are all on the same page, and they need to understand that the Board members must pay very close attention to all money spent and be very conscious of questions that might be asked of the Board. The Board must also make sure that they are protected by insurance on all matters, and Mr. Fogarty further stated that anyone who sits on the Board always runs the risk of being indicted for misuse of taxpayer dollars, therefore, he further stressed the importance of everyone working together and reminded that money cannot be spent unless it is a line item on the budget and voted on.

The next regular meeting starts at 7:30pm, and the budget hearing will begin at 8pm on January 22nd.

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

Second: Mr. Lengyel

5-0 all in favor

Respectfully submitted,

John Toutouchi, Chairman  
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