

**Board of Fire Commissioners**  
**Fire District No. 1**  
**Freehold, NJ 07728**

**Regular Meeting**

**September 28, 2010**

The regular meeting of the Board of Fire Commissioners was called to order at 7:30pm by Chairman Thomas Caruso. The notice was read. Flag Salute was lead by the Chief. Roll call was taken. Larry Story, Robert Buscaglia, Charles Buscaglia, and Roger Keim were also present. Also in attendance was; Joseph Youssouf, Donna Pujat, Chief Luongo, and other members of the fire company.

A motion was made by Mr. Story and seconded by Mr. R. Buscaglia to approve the minutes of the August 2010 meeting as prepared. A roll call vote was taken, all present voted in the affirmative.

**Correspondence:** A last minute request for use of the firehouse for a car wash was received, and will be discussed under new business.

**Treasurers Report:** The report was read into record. A motion was made by Mr. R. Buscaglia and seconded by Mr. Story to approve the report as presented. A vote was taken, all present voted in the affirmative.

A motion was made by Mr. C. Buscaglia and seconded by Mr. R. Buscaglia to pay the bills in the total of \$5,324.25 and to and to transfer \$85,000 from money market into the checking account. A roll call vote was taken, all present voted in the affirmative.

Mr. C. Buscaglia also reported that he should be picking up the quarterly check from the Township in the next few days.

**Insurance:** Progress. A statement was received regarding pension info for Ed Burke who will be collecting effective November 1<sup>st</sup>.

**Building:** Mr. Keim reported that the problem with cable at the Georgia Road station should now be ok. Discussion followed.

Mr. R. Buscaglia reported that he spoke to the company regarding the tank exhaust. Also the A/C had been repaired at District Headquarters.

Chief Luongo reported that the bay lights are not working at District. Discussion followed, Norman Electric will be notified. It was also reported that salt is needed for the water system at Georgia Road Station.

**Legal:** Mr. Youssouf presented a resolution approve by title at the August meeting to adopt the audit report.

Mr. Youssouf indicated that the Board election is still to be held on February 19, 2011. This election being for Commissioner term, budget approval and any capital projects.

Discussion followed and it was put on record that capital projects will be the floors and bathrooms.

**Chiefs Report:** Chief Luongo read into record, the August report.

The Chief reported that ladder testing was done and only a few minor repairs are to be done.

The aerial truck needs work resulting from the ladder testing, and will be going out for repairs within the next week.

The Chief asked if they could proceed with 16-1-85. After some discussion, Mr. C. Buscaglia advised the Chief to hold off another month.

It was reported that 16-1-67 is out for work.


The Open House for Fire Prevention is Sunday - October 4<sup>th</sup>, 12-4 and the Board is invited.

Asst Chief Prochnow reported on the annual hose testing. Quotes had been received as follows:

Fail Safe 22cents per foot

Fire One 23 cents per foot

Waterways 26 cents per foot

 The Chief reported that last years bill with Fail Safe was \$19,000 The Board advised the Chief to proceed as they wished.

Chief Luongo reported that medivac landings at CentraState are running 2-4 per day. Discussion followed. The Chief indicated that as of October 1<sup>st</sup>, they company will no longer be responding to medivacs at the hospital.

The Chief requested an Executive Session at the end of the meeting for discussion of personnel.

**Presidents Report:** President AJ Story reported that progress on the hall construction is slow, but moving ahead.

**Old Business:** Mr. Story reported that he is looking into solar. One company he spoke with indicated that it wouldn't be worth it for the Fire District. Larry is going to contact Tinton Falls Fire Company who recently had a system installed, to see who they used.

Mr. Caruso brought up the use of the firehouse for car washes. He had received a call from the Police one weekend because the cheerleaders were standing out by the street. Discussion followed. A motion was made by Mr. Caruso and seconded by Mr. R. Buscaglia to stop loaning the firehouse for these events. A roll call vote was taken, all votes in the affirmative.

**New Business:** None

**Audience:** None

At this time, 7:58pm, a motion was made by Mr. Story and seconded by Mr. R. Buscaglia to suspend the regular order of business, and enter into executive session by request of the Chief. A roll call vote was taken, all in the affirmative.

At 9:06pm the regular order of business was resumed.

Being no further business, a motion was made by Mr. R. Buscaglia and seconded Mr. Story by to adjourn the meeting at 9:07pm

Respectfully submitted;

Larry Story, Secretary

10/19/10

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 FREEHOLD TOWNSHIP AFFIRMING  
THE BOARD'S CIVIL RIGHTS POLICY WITH RESPECT TO  
ALL OFFICIALS, APPOINTEES, EMPLOYEE, VOLUNTEERS  
AND MEMBERS OF THE GENERAL PUBLIC THAT COME INTO  
CONTACT WITH THE VOLUNTEERS, AGENTS, EMPLOYEES AND  
OFFICIALS OF THE DISTRICT.**

**WHEREAS;** It is the policy of the Board of Fire Commissioners of Fire District No.1 Freehold Township to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law Against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act; and

**WHEREAS;** The Board of Fire Commissioners has determined that certain procedures need to be established to accomplish this policy.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Freehold Township that the following policy and procedures be, and the same are hereby adopted:

1. No official, employe, appointee or volunteer firefighter of the Board, by whatever title known, or any entity that is in any way a part of the Board of Fire Commissioners shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee, volunteer, or entity is engaged in or acting on behalf of the Board of Fire Commissioners or using the facilities or property of the Board.
2. The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Board to provide services that otherwise could be performed by the Board.

## GENERAL COMPLAINT PROCEDURES

Any individual who observes alleged wrongdoing on the part of officials, employees, or volunteers associated with the Board of Fire Commissioners of Fire District No.1 Freehold Township may report such action using this procedure. This includes any action the individual believes to constitute harassment, sexual harassment, or any other wrongdoing. Employees of the Board, including volunteer firefighters, and members of the public may report the alleged wrongdoing to the Chief of the Volunteer Fire Company directly, or if they prefer, or do not think that the matter can be discussed with the Chief of the Volunteer Fire Company, to the Board of Fire Commissioners.

Reporting of such incidents is encouraged both when an individual feels that he or she is subject to such incidents, or observes such incidents in reference to other individuals. The report or complaint should be in writing, but individuals may make a verbal complaint at their discretion. If an individual has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment or wrongdoing of any nature whatsoever shall be promptly investigated by the Board.

No individual will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining individuals will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of an incident.