

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

**Regular Meeting**

**January 26, 2016**

Chairman Thomas Caruso called the regular meeting of the Board of Fire Commissioners to order at 7:33pm. The notice was read and Chief Wayne Prochnow led the flag salute.

Chairman Caruso asked everyone to remain standing for a moment of silence for Ex-Chief, Ex-Commissioner and a well-loved, respected man and an excellent firefighter and teacher Gordon R. Prochnow, Sr., who passed away on January 4, 2016.

Roll call was taken: present were Joseph Colón, Shyamal Joshi, Robert Buscaglia, and Thomas Caruso. Also in attendance was Rachel Davis. John Toutouchi was absent. Board Attorney-Mr. Joseph Youssef was also not in attendance.

**Motion was made by Mr. Joshi to accept the minutes from the December 22, 2015 regular meeting, with one correction changing the monthly bill amount to \$207,328.37.**

Second: Mr. Buscaglia

3-0 (Mr. Caruso abstained to review)

December 22<sup>nd</sup> executive meeting minutes will be tabled until reviewed.

**Motion made by Mr. Joshi to accept minutes of January 13<sup>th</sup> budget hearing.**

Second: Mr. Buscaglia

3-0 (Mr. Caruso abstained to review)

**Correspondence:**

- Monmouth County Board of Elections wants confirmation to use Siloam firehouse. Board decided to give to President of the Fire Company.
- Freehold First Aid letter thanking for furniture and light bar.
- Letter from Mrs. Prochnow thanking for floral tribute.
- Mr. Colón read the tribute for Gordon R. Prochnow, Sr. tribute.

**Treasurer's Report:**

Mr. Joshi reviewed January 2016 report, attached to the minutes. Mr. Joshi also provided the December 2015 revised treasurer's report to be attached to the December 22, 2015 minutes.

**Motion made by Mr. Joshi for accounts payable 2015 for \$77,748.60.**

Second: Mr. Colón

4-0 all in favor

**Motion made by Mr. Joshi for accounts payable 2016 for \$28,231.60**

Second: Mr. Colón

4-0 all in favor

**Insurance:**

- Working on a roster to import to excel;
- One small claim, not putting through insurance, will reimburse.
- New paperwork needs to be done for in-house records as well as driving abstracts done at same time. Must collect email addresses.
- Email from VFIS recommending driver training course again. Will send to Chief Prochnow.

**Buildings:**

District: Garage door fixed tomorrow; last section baseboard covers installed today; bay extension done, received C/O; cabinet storage installed next week and are being painted now.

Georgia Road: salt bought, filled; generator losing water, needs to be checked every month on work detail.

**Legal:**

(Mr. Youssouf absent.)

**Chief's Report (attached):**

Reviewed by Chief Wayne Prochnow.

- List of officers and contact information (attached).
- Discussed old 76. Board agreed on getting the word out to donate to another department.
- Chief said he was so proud and thanked the Board for his Dad's wake and funeral.
- Mr. Buscaglia asked for a copy of the air compressor calibration certification.
- Chief said Assistant Chief Ken Lucas will be in charge of training and is looking to do two conventions—Indianapolis and Nashville. Mr. Joshi said rooms are blocked, but need final yes by end of month for Indianapolis. Nashville by the end of August.

**Maintenance Report**

Reviewed by Captain Craig Haas

- Discussed OSHA gear cleaning plan. Gloves and hoods are to be thrown out in HAZMAT if blood.
- Mr. Joshi e-mailed new accident/incident report forms for everyone to use from now on.

**President's Report:**

(no representative)

**Old Business:**

(none)

**New Business:**

**Motion made by Mr. Buscaglia to accept ESI service contract in the amount of \$2,420.00.**

Second: Mr. Joshi

4-0 all in favor

**Motion made by Mr. Joshi to apply this month to join the Middlesex Regional Educational Services Commission (MRESC) Co-op to get discounts on various items (i.e. first aid supplies, computers, radios, hand tools, etc.) and make a formal resolution next month.**

Second: Mr. Colon

4-0 all in favor

**Motion made by Mr. Joshi to appoint and hire Jennifer Budd as the Records Retention Specialist.**

Second: Mr. Colón

Roll call vote: 4-0 all in favor

**Audience:**

(no public comment)

**Being no further business, a motion was made by Mr. Joshi to adjourn meeting at 8:09pm.**

Second: Mr. Buscaglia

4-0 all in favor

Respectfully submitted,

John Toutouchi, Secretary

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