

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

**Regular Meeting**

**March 28, 2017**

Board Attorney-Joseph Youssouf called the regular meeting of the Board of Fire Commissioners to order at 7:30pm, the notice was read and Chief Wayne Prochnow led the flag salute. Those in attendance were Andrew Story, John Toutouchi, Shyamal Joshi, Thomas Caruso and Joseph Colón, Board Attorney-Joseph Youssouf and Board Secretary-Rachel Davis. First order of business was for Mr. Youssouf to administer the oath of office to the newly elected commissioners—John Toutouchi and Andrew Story. All congratulated Mr. Toutouchi and Mr. Story.

At this time a reorganization of the Board was held. Mr. Youssouf then opened the floor for nominations.

Nomination for Chairman:

**Motion made by Mr. Joshi to nominate Joseph Colón as Chairman.**

Second: Mr. Toutouchi

Being no further nominations, Mr. Youssouf closed the nominations and asked for a vote.

Joshi: Yes

Colón: Yes

Toutouchi: Yes

Story: Yes

Caruso: No

Motion Passed: 4-1

Nomination for Vice Chairman:

**Motion made by Mr. Colón to nominate Thomas Caruso as Vice Chairman.**

Second: Mr. Joshi

Being no further nominations, Mr. Youssouf closed the nominations and asked for a vote.

5-0 all in favor

Nomination for Clerk:

**Motion made by Mr. Colón to nominate Andrew Story as Clerk.**

Second: Mr. Joshi

Being no further nominations, Mr. Youssouf closed the nominations and asked for a vote.

5-0 all in favor

Nomination for Treasurer:

**Motion made by Mr. Toutouchi to nominate Shyamal Joshi as Treasurer.**

Second: Mr. Colón

Being no further nominations, Mr. Youssouf closed the nominations and asked for a vote.  
5-0 all in favor

Nomination for Assistant Clerk/Assistant Treasurer:

**Motion made by Mr. Joshi to nominate John Toutouchi as Assistant Clerk and Assistant Treasurer.**

Second: Mr. Colón

Being no further nominations, Mr. Youssouf closed the nominations and asked for a vote.  
5-0 all in favor

Board successfully reorganized. The next order of business is the Reorganizational Resolutions (attached to the minutes), as follows:

Resolution Scheduling Meeting Dates for the Year 2017. Meeting on the fourth Tuesday of every month commencing at 7:30pm. Mr. Youssouf confirmed the upcoming Board of Fire Commissioner meeting dates for the year 2017-2018: 4/25, 5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/26, 1/23/18, 2/27/2018, 3/27/2018.

**Motion made by Mr. Joshi to accept the Resolution Scheduling Meeting Dates for 2017.**

Second: Mr. Toutouchi

5-0 all in favor

**Motion made by Mr. Joshi to accept the Resolution Designating Official Depositories of Fire District Funds for 2017.**

Second: Mr. Toutouchi

5-0 all in favor

**Motion made by Mr. Joshi to accept the Resolution Designating Official Newspapers for 2017.**

Second: Mr. Toutouchi

5-0 all in favor

**Motion made by Mr. Joshi to accept the Resolution Appointing Gerard Stankiewicz District Auditor for the Year 2017.**

Second: Mr. Toutouchi

5-0 all in favor

**Motion made by Mr. Joshi to accept the Resolution Appointing Rachel Davis Board Secretary for 2017.**

Second: Mr. Toutouchi

5-0 all in favor

**Motion made by Mr. Joshi to accept the Resolution Appointing Joseph D. Youssouf, Esq. Board Attorney for 2017.**

Second: Mr. Toutouchi

5-0 all in favor

Mr. Youssouf concluded the reorganization portion of the meeting and relinquished the chair over to Chairman Joseph Colón to resume the regular meeting, at which time Chairman Colón recognized the service of Robert Buscaglia, who has been a member of the fire company and district for quite some time, and his tireless and selfless service to the township and this district is something that should be commended. All in attendance at the meeting recognized Mr. Buscaglia with a standing ovation.

Chairman Colón asked for approval of the minutes.

**Motion made by Mr. Joshi to approve the minutes from the February 28, 2017 regular meeting.**

Second: Mr. Toutouchi

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

**Motion made by Mr. Joshi to approve the minutes from the March 16, 2017 closed workshop meeting.**

Second: Mr. Caruso

Roll call vote: 3-0 (Mr. Toutouchi and Mr. Story abstained)

**Motion made by Mr. Joshi to approve the minutes from the March 25, 2017 special workshop meeting.**

Second: Mr. Toutouchi

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

**Correspondence:**

- E-mail received from News Transcript asking for election results and a statement on the township's action on the defeated budget. As directed by the Board, Mr. Caruso responded with, "no comment."
- E-mail received from Mayor Preston regarding the fire company's website not being up to date. Mr. Toutouchi e-mailed back with updated information and notified John Burmeister to update.
- Mr. Joshi has copies from the town for the adopted resolution as well as miscellaneous correspondence on budgetary issues.

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

Read into record by Mr. Joshi.

**Motion made by Mr. Joshi to pay monthly bills for March 2017 in the amount of \$59,185.93.**

Second: Mr. Toutouchi

Roll call vote: 4-1 (Mr. Story abstained)

Mr. Joshi added that the audit is being worked on; workshop meeting will be within the next two or three weeks and then present to the public within a month or so.

**Insurance:**

Mr. Joshi explained that the policies have been updated; we will be splitting it up quarterly. Two members have been dropped; two members have been added. We should have a LOSAP certification by the end of the meeting. Mr. Joshi stressed, again, to document on the call sheets.

**Buildings:**

- Mr. Caruso stated that the violations were taken care of—generators were serviced and requested that Robert Buscaglia update the Board further. Mr. Buscaglia advised that the air compressor at Smithburg should have been looked at today; he will call tomorrow for prices on what needs to be done at Smithburg and the servicing prices on all the air compressors. Mr. Buscaglia further stated that all violations that were updated—generator reports and alarm reports were handed over to Sean yesterday morning.
- Tree company did not call back for Georgia Rd—Board must start over on that issue.
- Bay door at district to be worked on.
- Controlled Access and Security System process will be started again.
- Mr. Joshi emphasized the importance of keeping the lights off in bay, especially the one under the catwalk.

**Purchasing:**

(None)

**Chief's Report:**

Read into record by Chief Wayne Prochnow (attached). Chief congratulated the Board.

1<sup>st</sup> Assistant Chief Ralph Reifer had nothing to report.

2<sup>nd</sup> Assistant Chief Ken Lucas read his report into record (attached). Surplus letter was also handed in to the Board (attached) for damaged gear.

Captain Craig Haas had nothing to report.

**Maintenance Report:**

Read into record by Lt. Dan Petersen (attached). Maintenance has been scaled back by eliminating the six-month service and instead going to a year of preventative maintenance. Lt. Petersen reported that the brush trucks are starting to get up in age.

Mr. Caruso inquired about 98's repairs. 98 will be dropped off tonight for basic oil change and needs some warranty work as well as an issue with tires.

**President's Report:**

President Timo asked about new member-Dan Caporelli and also welcomed Mr. Toutouchi back and Mr. Story in.

**Website:**

Up to date.

**Legal:**

Mr. Youssouf reviewed a letter (attached), dated March 28, 2017, written to Gerard Stankiewicz, CPA, RMA, which should expedite the completion of the audit. The deadline for the audit is April 30<sup>th</sup>. Mr. Youssouf reminded everyone that we were severely handicapped by the defeat of the budget, so it slowed down the process.

**Old Business:**

Board discussed the Surplus letter from Chief Lucas. Mr. Caruso suggested a time limit. Discussion followed.

**Motion made by Mr. Joshi authorizing the Board to surplus ten (10) helmets that are no longer NFPA compliance, with the stipulation that they sign a release with the serial number, they will be issued back to the member who was last using it.**

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Mr. Joshi read into record the names of all firefighters who met the requirements for their 50 points for the LOSAP Program with Freehold Township Independent Fire Company #1 (list attached).

**Motion made by Mr. Joshi to process the paperwork to fund 2016 from the LOSAP list as read into the minutes, as provided by Chief Wayne Prochnow for 2016.**

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Mr. Joshi reminded everyone that the budget was defeated, and our new total for 2017 will be \$1,011,500. Mr. Joshi has been in touch with the auditor, and once he sends the packet to the attorney, it will eventually be posted to the website.

Mr. Caruso discussed scheduling annual physicals and asked if anyone was opposed to using Centra State full time. Physicals must be completed some time between the April and May Commissioner meetings. Mr. Joshi clarified that Centra State does not do the fit testing. Board is waiting back to hear from a shared service about using their machine.

**New Business:**

(none)

**Audience:**

(no comments)

**Motion made by Mr. Toutouchi to go into executive session at 8:10pm.**

Second: Mr. Joshi

Roll call vote: 5-0 all in favor

(back from executive session at 10:28pm)

**Being no further business, a motion was made by Mr. Joshi to adjourn the meeting at 10:28pm.**

Second: Mr. Toutouchi

Roll call vote: 5-0 all in favor

Respectfully submitted,

John Toutouchi, Secretary  
/rd