

**Board of Fire Commissioners
Fire District No. 1
330 Stillwells Corner Road
Freehold, NJ 07728**

Regular Workshop Meeting

December 13, 2022

Chairman John Toutouchi called the regular workshop meeting of the Board of Fire Commissioners to order at 7:00pm, and Chief Haas led the flag salute. Roll call was taken, and the Commissioners present at the meeting were John Toutouchi, Andrew Story, Michael Fogarty and Stephen Lengyel. Board Secretary-Rachel Davis was also present at the meeting.

Chairman Toutouchi tabled the regular business meeting to review the building project with Architect-Jack Purvis and the building contractors from HGall Building Corporation. Mr. Purvis provided the Board with the Agreement (AIA Document A-104) between Freehold Township Fire District #1 and HGall Building Corporation, dated December 13, 2022. The parties then discussed various building matters, and the contract was signed. Mr. Purvis and Mr. Hall then left the meeting at 7:13pm.

Chairman Toutouchi then resumed the regular business meeting. Due to the e-mail issues, the minutes to be approved were not voted on at this meeting.

Treasurer's Report: Commissioner Fogarty read the December 13, 2022 Treasurer's Report into record.

Motion was made by Mr. Fogarty to transfer \$55,000 from Ocean First Money Market to Ocean First checking and to pay the bills in the amount of \$49,291.55.

Second: Mr. Story

Roll call vote: 4-0 all in favor

Mr. Fogarty stated that the excess money in the checking account is for the LOSAP payment along with payments for 90 and 80.

Buildings:

Commissioner Lengyel inquired about the ceiling in the gear room at Georgia, which is in need of repair. Mr. Fogarty will check with insurance. Mr. Lengyel also mentioned the generator needing to be reset at Smithburg. Warshauer would not come out for this matter, so Mr. Lengyel will research another company to use.

QuickBooks:

Mr. Fogarty advised the Board that he would be purchasing the online version of QuickBooks for January of 2023. The first year is \$27.50 per month; the second year \$55. No one objected.

Background Checks & Driver Abstracts:

Mr. Fogarty noted that the background checks would cost roughly \$6,000. Mr. Story will collect copies of everyone's licenses to be ready for the driver abstracts. Mr. Story will also send e-mails out to all members.

E-mail Server Problems:

Mr. Toutouchi advised that there is a problem with the District e-mail server, which is being rectified. When it is fixed, the new address will be (first names)@ftfd1.org. All old e-mail will be forwarded.

Voicemail:

Points of contact: Hall, Fire Prevention, Board, Executive Board and Line Officers.

Social Media:

Mr. Toutouchi asked if the Board was interested in having the meeting notices on Twitter, Instagram and FaceBook. The Board was hesitant in answering before researching the matter and talking to the Board Attorney.

CAD: Mr. Fogarty noted that the router device was blacklisted, so Pete Hall had to buy two of them, and then they must get reprogrammed.

Fire Company: Chief Haas reported that 1st Assistant Chief Spicuzza was in touch about the lights. Ladders and hoses have all been tested. Chief Haas then thanked the Board for a great year. He also noted that he would be out of state for the last meeting.

Vice President Celano said it was a pleasure working with the Board and that he won't be at the last meeting. He also asked for a Board policy that qualifies how often someone needs to get checked up when they are on medical. The Board confirmed that when someone goes on medical, a doctor's note should go to the Fire Company and also to the Board of Commissioners. When they come off of medical, the doctor's note goes, again, to the Fire Company and also to the Board of Commissioners. It is not the Board's responsibility to manage those on medical, but the Board does want to be notified. Mr. Toutouchi also reminded everyone about the ERS portal and stated that the portal is the best way to keep the records.

Audience:

Captain Erik Schneider asked the Board to clarify that no one could go on medical without a doctor's note. Board responded that it has always been that way. Captain Schneider thanked the Board for the year.

Former Chief Ralph Reifer had questions regarding the changing of the LOSAP points. LOSAP was then discussed in detail.

Motion was made by Mr. Lengyel to go into executive session to discuss a personnel matter at 8:15pm.

Second: Mr. Fogarty

4-0 all in favor

(back from executive at 9:02pm)

Commissioner Story explained to Chief Haas, Vice President Celano and Former Chief Reifer that the Board will take another look at the LOSAP system and make changes.

There being no further business, Mr. Fogarty made a motion to adjourn the meeting at 9:12pm.

Second: Mr. Lengyel

4-0 all in favor

Respectfully submitted,

John Toutouchi, Chairman
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