

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

**Regular Meeting Via Teleconference**

**April 28, 2020**

Due to the COVID-19 Pandemic, this meeting is being conducted remotely which is in accordance with the directive issued by the State of New Jersey Department of Community Affairs. Peter Hall from Netlink Corporation is monitoring and managing the communications.

Board Attorney-Joseph Youssouf (via teleconference) called the regular meeting of the Board of Fire Commissioners to order at 7:31pm. Mr. Youssouf led the flag salute, and the notice was read. The Commissioners present at District headquarters were John Toutouchi, Andrew Story, Michael Fogarty, Kevin Horan and Stephen Lengyel. Also in attendance via teleconference was Board Secretary-Rachel Davis.

First order of business was for Mr. Youssouf to administer the oath of office to the re-elected commissioners—John Toutouchi and Andrew Story. Mr. Youssouf then congratulated Commissioner Toutouchi and Commissioner Story back to the Board.

The next order of business was the Reorganizational Resolutions, as follows:

Mr. Youssouf reviewed the Resolution Scheduling Meeting Dates for the Year 2020. Said meetings will be held on the fourth Tuesday of every month commencing at 7:30pm, as follows: **4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27, 11/24, 12/22, 1/26/2021, 2/23/2021, 3/23/2021.**

**Motion was made by Mr. Fogarty to accept the Resolution Scheduling Meeting Dates for 2020.**

Second: Mr. Story  
5-0 all in favor

**Motion was made by Mr. Fogarty to accept the Resolution Designating Official Depositories of Fire District Funds for 2020.**

Second: Mr. Horan  
5-0 all in favor

**Motion was made by Mr. Lengyel to accept the Resolution Designating Official Newspapers for 2020.**

Second: Mr. Fogarty

5-0 all in favor

**Motion was made by Mr. Horan to accept the Resolution Appointing Gerard Stankiewicz District Auditor for the Year 2020.**

Second: Mr. Fogarty

5-0 all in favor

**Motion was made by Mr. Lengyel to accept the Resolution Appointing Joseph D. Youssouf, Esq. Board Attorney for 2020.**

Second: Mr. Fogarty

5-0 all in favor

**Motion was made by Mr. Horan to accept the Resolution Appointing Rachel Davis Board Secretary for 2020.**

Second: Mr. Lengyel

5-0 all in favor

**Motion was made by Mr. Story to return all sitting Commissioners to the offices they held in 2019.**

Second: Mr. Horan

5-0 all in favor

Mr. Youssouf provided the Board with a memo entitled, *The Duties and Powers of the Board of Commissioners* and explained the laws that govern the Board's procedures. The Board was then successfully reorganized, and Mr. Youssouf handed the meeting over to Chairman Toutouchi.

**Motion was made by Mr. Fogarty to approve the minutes from the February 25, 2020 regular meeting.**

Second: Mr. Story

5-0 all in favor

**Motion was made by Mr. Fogarty to approve the minutes from the March 10, 2020 special workshop and executive meetings.**

Second: Mr. Lengyel

4-0 all in favor (Mr. Horan abstained.)

**Motion was made by Mr. Horan to approve the minutes from the March 24th regular meeting conducted via e-mail to pay bills.**

Second: Mr. Fogarty

5-0 all in favor

**Motion was made by Mr. Fogarty to approve the minutes from the April 14th special workshop meeting conducted via e-mail to pay bills, but amending the transfer amount to \$85,000 and the bill amount to \$79,740.05, as reflected in the April 15th e-mail from Commissioner Fogarty.**

Second: Mr. Horan  
5-0 all in favor

**Treasurer's Report:** Commissioner Fogarty read the April 28, 2020 Treasurer's Report into record.

**Motion was made by Mr. Fogarty to transfer \$12,000 from Ocean First money market to Ocean First checking and to pay the bills in the amount of \$7,100.96.**

Second: Mr. Horan  
5-0 all in favor

Mr. Fogarty noted that the additional amount transferred was for payroll.

**Legal:** Mr. Youssouf advised that the Courts are currently suspended and had nothing further to report.

**Insurance:** Accident with 16-1-80. Still waiting for quote from manufacturer.

**Buildings:** Commissioner Lengyel reported that the generator permits are in for Smithburg. Quote for two lights in front of District is \$2,480, and the quote for lights on the side is \$2,340.

**Motion was made by Mr. Story to purchase the front lights based on the March 25, 2020 quote of \$2,480 from Corbin Electrical Services, which includes service and installation.**

Second: Mr. Fogarty  
5-0 all in favor

Mr. Toutouchi noted that the cameras will be up and running in a couple weeks at Georgia Road. Mr. Toutouchi further confirmed that a change order was done to add three additional cameras at Georgia Road, as per the quote from Sonitrol in the amount of \$2,847.60. This matter was approved by Commissioners Fogarty, Lengyel and Toutouchi and abstained by Commissioners Story and Horan as per the April 14th e-mail.

Mr. Toutouchi further stated that the keys to the gear room and building will be disposed of and only key fobs will be used.

Commissioner Story will obtain three quotes to the finish the flooring.

Cleaning company contract ended this past Sunday, and the new cleaning company starts on May 2nd.

**Motion was made by Mr. Fogarty to change the cleaning company to Attention to Detail Janitorial Services, LLC.**

Second: Mr. Horan

5-0 all in favor

Mr. Fogarty will order the mailbox, as per the February 25, 2020 motion, and he will also order new checks reflecting the District address.

**Old Business:** Trailer surplus—Mr. Youssouf advised Board to request that written bids be submitted and give to the highest bidder at the next meeting. Board decided to start the bid at \$100.

**New Business:** Commissioner Story suggested selling 16-1-90 through a broker, and he will get more information and three quotes.

**Motion was made by Mr. Story to use a broker to sell 16-1-90.**

Second: Mr. Toutouchi

5-0 all in favor

Mr. Story discussed fixing the various LOSAP matters.

**Motion was made by Mr. Story that the Board fix the missing LOSAP years on five (5) members and also to give two LOSAP years back to Dan Spicuzza.**

Board discussed and said motion was then tabled until the next monthly meeting.

Mr. Toutouchi does not want to do the physicals at this time due to the COVID-19.

**Motion was made by Mr. Story to postpone the physicals until a safe time based on the government.**

Second: Mr. Horan

5-0 all in favor

**Website:** (up to date)

**Chief's Report:** Chief Spicuzza (via teleconference) noted that he previously submitted his February and March reports to the Commissioner's office. Chief Spicuzza discussed the following with the Board:

- Trailer is back, lettered, looks good, will be at Georgia Road.
- Get rid of old gear; 5 guys getting fitted this weekend.
- Chief cars were serviced.
- Engines had annual service.
- Extrication class moved until things back to normal.
- There will be an Officer class on social distancing.

- Captain Santore wants to know how much more money is left for radios. Commissioner Fogarty will let him know tomorrow.
- Discussed moving plymovent. Board will possibly meet to view and discuss plymovent matter.
- Smithburg needs connection for air trailer.

Board asked Chief about a plan to wash white rags, which are used to wash trucks.

**Fire Company:** Vice President John Catenacci reported the following:

- Propane cage was ordered and will be here next week; asked the Board to let him know where to put the cage.
- Horrible smell in the hallway down to Chief's office.

**Audience:** (none)

**There being no further business, Mr. Fogarty made a motion to adjourn the meeting at 8:30pm.**

Second: Mr. Horan

5-0 all in favor

Respectfully submitted,

Kevin Horan, Secretary  
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