

Board of Fire Commissioners Fire District No. 4
Jackson Township, New Jersey

Minutes of Meeting Held
February 9, 2012

Notice of the time, date, location and agenda of this meeting to the extent then known, was duly published at least forty-eight hours in advance of this meeting, by posting on the official bulletin board and by publications in the official newspapers of the Board. This meeting is being conducted in accordance with the terms and provisions of the "Open Meetings Act" of the State of New Jersey

Call to Order - The meeting was called to order by Chairman Jack Bollentin at 8:01 p.m. Commissioners Allmann, Bollentin and Leonard, were present as well as Board Attorney Youssouf. Commissioners Byrnes and Leonard were absent. Board Attorney Youssouf declared that there was a quorum present. All participated in the Pledge of Allegiance.

Minutes – The proposed minutes of the January 12, 2012 meeting were tabled until the March 2012 meeting since Commissioner Sherry was absent from that meeting and therefore not eligible to vote on them.

Treasurer's Report –The report and bill list (a copy of which is attached and incorporated herein by reference) as of February 9, 2012 was read by Commissioner Allmann. Payment to Jammer Doors in the amount of \$2,550 was added to the list of bills for payment during the Treasurer's Report. Commissioner Sherry motioned to approve payment of the bills as presented, seconded by Commissioner Allmann. Motion passed by unanimous consent with Commissioner Allmann abstaining on the payment to the Jackson Township MUA.

Legal Report - Board Attorney Youssouf reported to the Board that they are all set for the election. The ballots have been prepared and he has been in touch with the county. Lt. Reynolds was designated as the responsible party for the election materials. Commissioners Sherry and Bollentin are the only candidates on the ballot for the two – three year terms of office fire commissioner positions. Board Attorney Youssouf advised that a Resolution was passed by the MUA for an Interlocal Service agreement with the JTFD #4 for potable water. Board Attorney Youssouf read a Resolution authorizing execution of the Agreement of Interlocal Service between JTFD #4 and Jackson Township MUA. He recommended executing the Agreement. Commissioner Sherry motioned to accept the Resolution in Title as read by Board Attorney Youssouf, seconded by Chairman Bollentin. Motion passed by unanimous consent (Roll call vote: ayes: Bollentin, Sherry, Allmann [vote of necessity]; no: none, abstentions: non; absent: Byrnes, Leonard.) The document was executed. The Board's auditor advised the DCA is requesting that the Resolution adopting the budget be re-adopted with a language change. Board Attorney Youssouf read the 2012 Adopted Budget Resolution. Commissioner Allmann motioned to accept the Resolution as read, seconded by Commissioner Sherry. Motion passed by unanimous consent (Roll call vote: ayes: Allmann, Bollentin, Sherry; no: none; abstentions: none; absent: Byrnes, Leonard.) A copy of the Resolution is

attached and incorporated herein by reference. Board Attorney Youssef advised that for this year (2012) LOSAP is 1588 per eligible firefighter (increased from 1553). Cheryl is aware of the increase and she confirmed that the list was posted for thirty days. Commissioner Allmann advised that three LOSAP applications were received by the Board from Christian MacNeil, Barry MacNeil and Dennis Mignone. Cheryl reported that Board Accountant Oliver S. Walling III advised that DCA is no longer requiring the district to maintain a separate account for LOSAP funds. Commissioner Allmann directed her to make the LOSAP payments out of the LOSAP account. Commissioner Allmann motioned to close the LOSAP account after the current LOSAP payment is made and have the remainder of the funds return to the general account, seconded by Commissioner Sherry. Motion passed by unanimous consent. Fire Official Burmeister advised that he is having an issue with site plans with regard to fire lanes. Board Attorney Youssef reported that FO Burmeister can ask for voluntary cooperation to the standard – the developer cannot be forced to do it. During discussion, Board Attorney Youssef reported that fire districts have been taken out of the proposed legislation to move fire district elections to November.

Truck & Building/Career Department Report – The report (a copy of which is attached and incorporated herein by reference) was read by Commissioner Sherry. It was confirmed that blood borne and FIT testing will be completed soon. Kelly Kilowatt proposal for motion sensors (a copy of which is attached and incorporated herein by reference) was declined at this time. Commissioner Allmann motioned to accept the proposal from Neil Brooks Plumbing Heating Cooling, Inc. (a copy of which is attached and incorporated herein by reference) in the amount of \$1245, seconded by Commissioner Byrnes. Motion passed by unanimous consent. It was decided to hold off on the dryer for now. All were reminded to make sure the lights are off at Station #2. Lt. Reynolds pointed out that he finds lights on all the time when he comes into work in the morning.

Chief's Report: Chief Haskins reported the following:

- a. 45 calls to date;
- b. received a text from #55 to request to purchase awning barrier tape in bulk with them – price unknown at this time. Later in the meeting, Commissioner Allmann motioned to spend up to \$500 on awning barrier tape, seconded by Commissioner Sherry. Motion passed by unanimous consent.
- c. 5421 was reviewed by Commissioners Allmann and Byrnes. Report will be reviewed by the Board prior to the next meeting;
- d. Chief's vehicle should arrive in 2 to 3 weeks;
- e. Requested a camera in the hall by coffee machine (it appears that someone has been going through the company's items);
- f. Requested permission to attend Fire Scene Investigation course at Gloucester County at a cost of \$250 per attendee. Commissioner Allmann motioned to approve Chief Haskins and Fire Official Burmeister to attend the Fire Scene Investigation course to be given in Gloucester County, seconded by Commissioner Sherry. Motion passed by unanimous consent. Board also advised that the Chief's vehicle was approved to go to the class also;

- g. Physicals for members: are to start as soon as possible. Question was raised: can a physical by a personal physician count as fire company physicals? Provided necessary tests (including pulmonary function) is included. Cheryl distributes phone numbers for testing centers so the fire company members can make their own appointment.
- h. Application for Fire/Police: application of Harold Bloom was submitted to the Board.

Chairman Bollentin commended everyone on the great job yesterday with the chemical spill. The rehab trailer worked well. Replacement propane tanks must be procured for the rehab trailer. The tanks are to be stored by the shed in the metal cabinets.

President's Report: suspended since President Pete Kilgour was not here. Commissioner Allmann reported that it was a pleasure to attend the fire company's banquet last month. Everyone did a great job. The commissioners appreciated being invited. Later in the meeting, the President advised that he had one new member for the Board. After discussion, it was determined that there are still outstanding issues to be addressed in the application process for that candidate. After those issues are completed, the application can then be presented to the Board.

Fire Bureau: Fire Investigator Burmeister advised the Board that he forgot to give the information to Lt. Reynolds for inclusion in the monthly report. Commissioner Allmann volunteered to attend the upcoming meeting with the developer.

Work Orders:

- a. Chairman Bollentin directed that quotes for the carpeting in the boardroom are to be obtained;
- b. Chairman Bollentin directed that quotes for the conference room table and chairs are to be obtained;
- c. Cheryl has cancelled the monthly water testing since the fire house is now hooked up to city water; and
- d. Cleaning service will clean floors and countertops in the kitchen/prep room area for an additional \$20 per month. Commissioner Allmann motioned to accept the proposal from the cleaning service to clean the kitchen/prep room area for an additional \$ 20.00 per month, seconded by Commissioner Sherry. Motion passed by unanimous consent.

Old Business and Correspondence/Pending –

Old Business: None.

New Business: None.

Correspondence: None.

Public Session: All were encouraged to come out and vote in the upcoming fire election.

Executive Session: Commissioner Allmann motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Sherry. Motion passed by unanimous consent at 8:49 p.m. Roll call vote was taken: ayes: Allmann, Bollentin, Sherry; no: none; abstention: none; absent: Byrnes, Leonard. Subject matter to be released when it is no longer privileged. The executive session ended at 9:17 p.m. and the Board reconvened the public session.

Adjournment: With no other business to come before the Board, Commissioner Allmann motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Sherry. Motion passed by unanimous consent. Meeting adjourned at 9:17 p.m.

_____, Clerk