

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

Minutes of Meeting Held
March 18, 2011

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

Swearing In of Newly Elected - Board Attorney Youssouf administered the oath of office to newly re-elected Fire Commissioners Jack Bollentin and John Sherry.

Call to Order - All participated in the Pledge of Allegiance. A moment of silence was observed for Commissioner Sherry's family member who passed away this month. The re-organizational meeting was called to order by Chairman Jack Bollentin at 8:06 p.m. Roll Call was taken and all commissioners were present.

Re-Organization of Board of Fire Commissioners Fire District No. 4 -

2012 Election of Officers: Board Attorney Youssouf offered a Resolution to have all seats remain the same (Chairman: Jack Bollentin; Vice Chair: John Sherry; Treasurer: Bill Allmann; Clerk: Richard Leonard; Assistant Clerk/Assistant Treasurer: Ken Byrnes). Commissioner Allmann motioned to accept the motion, seconded by Commissioner Sherry. Motion passed by unanimous consent.

2012 Meeting Dates: Board Attorney Youssouf presented a Resolution for Scheduling Meeting Dates for the Year 2011 (April 12, 2012, May 10, 2012, June 14, 2012, July 12, 2012, August 9, 2012, September 13, 2012, October 11, 2012, November 4, 2012, December 13, 2012, January 10, 2013, February 14, 2013, and March 14, 2013– which shall serve as the annual reorganization meeting of the Board). Commissioner Allmann motioned to accept the Resolution as presented, seconded by Commissioner Byrnes. Motion passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2012 Designation of Official Depositories: Commissioner Allmann motioned to accept the Resolution of the Board of Fire Commissioners of Fire District No. 4 Jackson Township Designating Official Depositories of Fire District Funds for 2012 (which names The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank), presented by Attorney Youssouf, seconded by Commissioner Sherry. Motion passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2012 Designation of Official Newspaper: Commissioner Allmann motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township

Designating Official Newspapers for the Year 2012 (which names the Asbury Park Press and the Newark Star-Ledger), presented by Attorney Youssof, seconded by Commissioner Byrnes. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2012 Appointment of Bookkeeper: Commissioner Allmann motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Appointing Cheryl Parker bookkeeper for the Year 2012, presented by Attorney Youssof, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2012 Appointment of Recording Secretary: Commissioner Allmann motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Appointing Susan L. Oksen-Pereira recording secretary for the Year 2012, presented by Attorney Youssof, seconded by Commissioner Byrnes. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2012 Appointment of Board Accountant: Commissioner Allmann motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Appointing Oliver S. Walling Board Accountant for the Year 2012 by Attorney Youssof, seconded by Commissioner Byrnes. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2012 Appointment of District Auditors: Commissioner Allmann motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Holman & Frenia PC District Auditors for 2012, presented by Attorney Youssof, seconded by Commissioner Byrnes. Resolution passed by majority consent with Commissioner Bollentin abstaining. (A copy of the Resolution is attached and incorporated herein by reference.)

2011 Appointment of Board Attorney: Commissioner Allmann motioned to accept the Resolution of the Board of Fire Commissioners Fire District No. 4 Jackson Township Appointing Joseph D. Youssof, Esq., Board Attorney for the Year 2011, presented by Attorney Youssof, seconded by Commissioner Byrnes. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference. A professional services agreement between the Board and Joseph D. Youssof, Esq. was executed. A copy of the agreement is attached and incorporated herein by reference.)

Legal Report – Board Attorney Youssof advised the Board that he had received a request from Holman & Frenia for the annual attorney opinion letter regarding the legal affairs of the Board for the year ending 12/31/11. He provided the Board with copies of the letter he faxed to Holman & Frenia, today's date, advising that the Board was not involved in any litigation nor were there any claim. A copy of the letter is attached and incorporated herein by reference. He advised that Paul Mayerwitz sent an email on February 27, 2012 (an OPRA request) asking for the 2012 Budget in an Excel spreadsheet. He responded to

Mr. Mayerowitz that he was not the custodian of records of these documents. If a letter is received from Mr. Mayerowitz, the Board must respond within seven days. As a courtesy, Board Attorney Youssouf recommended that the Board provide the requested documents in the specified format. Board Attorney Youssouf provided his email address: Pmayerowitz@mail.com. After discussion, it was decided that the chairman is designated as the official custodian of the records in the event that any OPRA requests are received. Board Attorney Youssouf will publish the notices of official resolutions in the Asbury Park Press.

Minutes– Commissioner Byrnes motioned to approve the minutes from the January 12, 2012 meeting, seconded by Commissioner Allmann. Motion passed by majority vote (abstentions: Commissioners Leonard and Sherry). There are two corrections to the February 9, 2012 minutes: page 2, Truck & Building/Career Department –should read: “in the amount of \$1254, seconded by Commissioner *Sherry*.” Page 1, Call to Order – should read: “Commissioners Allmann, Bollentin and *Sherry* were present.” Commissioner Allmann motioned to accept the minutes of the February 9, 2012 minutes as corrected, seconded by Commissioner Sherry. Motion passed by majority vote (abstentions: Commissioners Leonard and Byrnes).

Treasurer’s Report – Presented by Commissioner Allmann. The report and bill list (a copy of which is attached and incorporated herein by reference) as of March 8, 2012 were read. The second check to Geargrid Corp in the amount of \$5,024 is to be voided and removed from the list – it is a duplicate. Blaze Emergency check is to be held until further notice. Commissioner Sherry motioned to accept a Resolution to accept the bill list as read, seconded by Commissioner Byrnes. Resolution passed by majority consent with Chairman Allmann abstaining on the MUA payment and his check.

Truck & Building/Career Report – read by Commissioner Sherry. Chairman Bollentin advised that the garage door repair bill is to be sent to the township. There is a refund due to the insurance company – Jammer Door sent the original bill to the insurance company. Two panels were found on site so Jammer Door billed for only the panels that they provided. The insurance company issued a check for the original amount. Board Attorney Youssouf advised that the difference between the first bill and final bill provided by Jammer Door is to be refunded to the insurance company. Board’s insurance coverage was discussed. Holmes & McDowell is the board’s agent. Board Attorney Youssouf recommended inviting Oliver Sodden/Sodden Agency to provide a quote for insurance coverage to the Board and make a presentation to the Board at the next meeting. Sodden Agency specializes in insurance for fire districts. A quote was received for \$10M umbrella policy for \$2300 per year. It was decided to wait to see who the board’s broker will be and then obtain the additional coverage with the new broker. Lt. Reynolds advised that he needs to have Kelly Kilowatt come in to replace ballast. After discussion, it was decided to have Kelly Kilowatt put the box in for the dryer. At Commissioner Byrnes request, Blaze Emergency inspected #5408 and #5421 (a copy of the inspection report from both vehicles is attached and incorporated herein). Rough estimates to do the repairs are

included in the inspection report. Issues with the pump on #5408. It was decided that the pump should be done first. A price is to be obtained to repair the pump and then get a price to replace the pump and to move from there. Items that have a #3 rating are a safety issue. #5421: Chairman Bollentin will review the list with the mechanic. He advised that the brakes are already done.

Chief's Report - Chief Haskins reported the following:

1. Year to date: 72 calls
2. Chief's Vehicle is supposed to arrive in six days. Radio installation was discussed. Jay's Lettering is doing the lettering at a cost of \$935. East Coast Lighting/New Brunswick will be doing installations – it should take approximately one week. A copy of the quotation request from Mall Chevrolet dated December 4, 2011 is attached and incorporated herein by reference. Dual Batteries (# 22) is to be removed – it was previously approved. Chief estimated command box to be approximately \$3,000. Second voucher is needed for the quotation request items. Commissioner Byrnes motioned to accept the package quote for the Chief's Vehicle, seconded by Commissioner Sherry. Motion passed by unanimous consent.
3. Training for March:
 - a. March 19: roof
 - b. March 26: live burn
 - c. March 30: CEVO training. New drivers to be training at CEVO training.
4. Request for permission to use the chief's vehicle for March 26th training in Mercer county
5. Attended truck seminar in Texas. Chief inquired about status of new trucks purchase – trucks are old and they are falling apart. Chairman Bollentin requested that rough specs be given to the board at the next meeting and they will review and make their recommendations to get the ball rolling from there. Referendum will be required (60 days notice).
6. NIMS report for OEM: Commissioner Byrnes advised that the report is missing from November 2011 on. Chief will look into it.

President's Report - President Peter Kilgour presented the board with the first quarterly payment per the Hall Rental Agreement for the Fire Services Agreement. David Sisenetsky's physical results were submitted to Cheryl. Darren Hoffman was in attendance and Cheryl advised that all of his documents were received. Harold Bloom's physical was completed. Patrick Mackin/Jackson PD submitted his paperwork – he is an exempt member of the company. He still needs to meet all certification requirements. Ten members have completed TIPS class. Next class is scheduled for April 22, 2012. Ten members at a time will be attending. Chairman Bollentin encouraged all fire company members to take the class.

Fire Bureau – Chairman Bollentin reviewed the report (part of the Career Department report as previously listed in the minutes). Fire Official Burmeister reported to the Board that there was a fire at 95 North County Line while station

#55 was covering during the company's installation dinner. There was a burn victim who was living on the property in a camper. Fire Official Burmeister advised that he has received correspondence from an attorney requesting information. He advised that he was working that night and did not respond as a fire investigator. He will be writing a letter to that effect. Issue was raised – how does the Board get reimbursed for summonses that were written? Fire Official Burmeister will verify with Erin, court clerk.

Old Business and Correspondence/Pending –

1. Bureau received a check in the amount of \$4,120.55 (a copy of the check is attached hereto and incorporated herein). Fire Official Burmeister will look into it – they believe that it is the FEMA reimbursement check for Hurricane Irene. Check should be payable to the Board.
2. Waterway Hose Testing contract for 2012 in the amount of \$2,515.04 – Board authorized the contract be signed.
3. T&S Janitorial Services submitted a proposal with an increase of \$15 per week – this is the first increase they have asked for since they started working here and they do a better job than the previous provider. Board was in agreement to authorize acceptance of the new proposal.
4. All Com: Fire Official Burmeister requested that he be authorized to purchase programming cables (to program radios) at a cost of \$276 (he has been borrowing them from other districts in the past). Commissioner Byrnes motioned to authorize the purchase at a cost of \$276, seconded by Commissioner Sherry. Motion passed by unanimous consent.
5. Price Quote from On Scene Emergency Equipment, LLC to purchase couplers at a cost of \$7,883. A copy of the quote is attached and incorporated herein. Commissioner Byrnes motioned to authorize the purchase per the aforementioned quote, seconded by Commissioner Sherry. Motion passed by unanimous consent.
6. Quote from Continental Fire & Safety, Inc. to purchase hose. A copy of the quote is attached and incorporated herein. Commissioner Allmann motioned to purchase 12 sections of hose at a cost of \$495 per section, seconded by Commissioner Byrnes. Motion passed by unanimous consent.
7. Mailbox out front needs to be replaced (cost of \$779.50 plus shipping and handling).
8. Clothing replacement order for 2012 career staff was submitted at a cost of \$2,426. Nothing else for the year will be needed. Commissioner Allmann motioned to approve the purchase, seconded by Commissioner Sherry. Motion passed by unanimous consent. A copy of the quote is attached and incorporated herein by reference.
9. Brick pavers – only two quotes were received. Three quotes are needed.
10. Roof: bid specs are together.
11. Firefighter Rich Leonard Jr advised that Kelly Kilowatt will replace lights in the bay at a cost of \$7410. Cheryl to check to see if the funds

were encumbered or in the budget. Commissioner Allmann motioned to authorize Kelly Kilowatt to replace the lights in the bay at a cost of \$7410, seconded by Commissioner Sherry. Motion passed by unanimous consent.

New Business -

1. Chairman Bollentin advised the Board that the Jackson Township Shared Services Board met last Monday night. They are moving forward with the Agreement. Next meeting is scheduled for April 2, 2012 for all commissioners in the township at Cassville to begin at 8 p.m.
2. Commissioner Leonard was welcomed back.

Public Session: No comments received during the Public Session.

Executive Session: Commissioner Allmann motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing lawyer/client-privileged material, seconded by Commissioner Sherry. Motion passed by unanimous consent at 9:27 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:36 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 10:36 p.m.

_____, Clerk