

Minutes of Meeting Held
April 12, 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 8:02 p.m. All Commissioners (Allmann, Bollentin Byrnes, Leonard and Sherry) were present as well as Board Attorney Youssouf. All participated in the Pledge of Allegiance.

Minutes – The date on the proposed minutes has been corrected to March 8, 2012. Commissioner Byrnes motioned to accept the minutes as corrected, seconded by Commissioner Sherry. Motion passed by unanimous consent. Commissioner Bollentin reported that there was a special meeting on April 2, 2012 of the joint board – Station #5 took the minutes and they will be available to the Board by the next meeting.

Treasurer's Report –The report and bill list (a copy of which is attached and incorporated herein by reference) as of April 12, 2012 was read by Commissioner Allmann. Commissioner Sherry motioned to approve payment of the bills as presented, seconded by Commissioner Leonard. Motion passed by unanimous consent. Commissioner Allmann stated that as of next month all vouchers must be completed fully (work completed and all forms signed) before the Board will authorize payment. No checks will be authorized between meetings unless it is a dire necessity. Chairman Bollentin advised that all trucks must get approval from two commissioners before being worked on. All were advised to bring vouchers to the vendor when they go. The audit for 2011 has been completed. It was reported that there were no comments for the Audit. Three commissioners were interviewed for the audit. Board Attorney Youssouf had submitted his legal opinion letter to the auditors also. Board Attorney Youssouf presented a Resolution in Title accepting the audit report for the year ending December 31, 2011, authorizing publication of the audit synopsis, and signatures for group affidavit. Commissioner Allmann motioned to accept the Resolution in title, seconded by Commissioner Sherry. Motion passed by unanimous consent (yes: Allmann, Bollentin, Byrnes, Leonard, Sherry; no: 0; absent: 0; abstentions: 0). Board Attorney Youssouf will publish the audit synopsis and the group affidavit will be prepared for signatures at the May 2012 Board meeting.

Legal Report - Board Attorney Youssouf reported to the Board that he received communication from the Ocean County Board of Elections requesting payment, today's date. He advised them that the Board was meeting tonight and assured them that payment would be forthcoming in the near future. Board Attorney Youssouf then stated that the amount due and owing to the Ocean

County Board of Elections was approved earlier in tonight's agenda for payment. He also received the 2011 audit synopsis from Cheryl. He will publish the audit synopsis, prepare the group affidavit and the Resolution that was approved earlier tonight in title. Board Attorney Youssouf advised the Board that a request was made of him to review proposed legislation that is being written by a NJ legislator with regard to moving the fire district elections to the November general election. He spoke to the issue that the ballots would then have the potential to become unwieldy – law of unintended consequences. Cheryl reported that she received an OPRA request for the original minutes of the first original meeting of JTFD#4. After discussion with Board Attorney Youssouf, he suggested that the requestor be directed to the Jackson Township Municipal Clerk for the minutes. Roof: A request was made by the State of NJ for the ballot question approving the roof. Board Attorney Youssouf advised the Board that this was discussed with Cheryl. A Resolution was adopted on November 10, 2011 for a special meeting on December 8, 2011 to authorize the Board to repair the roof. Notice was published and the meeting was held. Majority in attendance at the meeting overwhelmingly approved the expenditure. Board Attorney Youssouf emphasized what was needed was to put the expenditure in the 2012 budget, which was what was done. He will explain the situation to Joann, who is working on it for the State of New Jersey. All were directed to get the technical information to him regarding the roof repair and he will prepare the bid notice advertisements for bids to be received at the next meeting (May 2012).

Truck & Building/Career Department Report – The report (a copy of which is attached and incorporated herein by reference) was read by Commissioner Sherry. MUA – Lt. Reynolds is working with Cassville and MUA to obtain sufficient numbers of hydrant markers. Lt. Reynolds spoke to Ed Moore, if anyone is around during the day, they are welcome to attend the drills that have been scheduled. Two Holmatro Service Agreements for the year were received. Fees for Good Mowing were received: Station #1: 6 applications at a cost of \$115 per application plus \$75.00 per cut; Station #2: 6 applications at a cost of \$95.00 per application plus \$60.00 per cut. Commissioner Allmann motioned to approve the contract as submitted, seconded by Commissioner Sherry. Motion passed by unanimous consent. Kelly Kilowatt proposal was read by Commissioner Sherry. After discussion, it was decided that Chairman Bollentin will try to come to the station when Kelly Kilowatt was scheduled to be on site to begin work on April 18, 2012 to discuss the proposal.

Chief's Report: Chief Haskins reported the following:

- a. 105 calls to date;
- b. Brush Truck Policy: Issue was discussed – Chairman Bollentin advised that this is not the time of year to start driving the truck. Policy is that a year after becoming a regular driver, then start driving the brush truck. Un-experienced personnel are not to drive the truck at this time of the year. Training is permissible (not in the woods) but they are not to respond to a fire in the brush truck. Commissioner Byrnes suggested reaching out to the Forest Service Ranger for training.
- c. FEMA reimbursement: Chief was informed that food was not paid for. The Board will look into reimbursing the company for food. Chief was advised to get prices for cots and bring to next meeting;

- d. Truck Committee - Chief reported that company truck committee is ready to sit down with the Board's truck committee. Chief was advised to give the specs to the Board for their review and then they will sit down together(pumper is being looked into);
- e. Chief's vehicle: Chief reported that there are issues with Mall Chevrolet Fleet Manager. Vehicle is still not ready. Board Attorney Youssouf is ready to contact Mall Chevrolet if necessary;
- f. Boundaries: Chief asked to be able to drive the Chief's vehicle to surrounding towns (Lakewood, Howell). Commissioner Allmann suggested that travel to adjacent towns be permitted. However, if it is being abused, the boundaries will be changed again. All were in agreement.
- g. Live burn – will be held at Essex County Fire Academy;
- h. Landscaping questions were raised. Company was to get prices for the Board. PVC pipe sticking up - Lt. Reynolds was directed to contact Neil Brooks;
- i. New signs (no parking) needed – old signs are faded. Service signs are acceptable under new code. Lt. Reynolds was directed to get three;
- j. Portable radios: Chief reported that some non-officers had portable radios. Would there be a problem if a transmission is made on a non-issued ratio? Is this a liability issues? They can have a personal radio, but they cannot bring them on a fire scene.
- k. Request: Two Philadelphia firefighters died recently. Funeral is Saturday and Chief is requesting permission to take #04 or #27 to the funeral. Chairman Bollentin advised that one piece of equipment can go (#04 if four or less attend, #27 is five or more attend).
- l. JTPD applied for 966 grants – Commissioner Byrnes advised that all agencies within the township are to submit their rosters. He directed the Chief to get our roster in as soon as possible.
- m. Board commended the chief on the good job the company has been doing at recent fires;
- n. Wally Jameson – paid inspector for districts #1, #2, #3 is available during the day to drive the tanker. Board directed to look into permission from his employer – Board does not want to pay any overtime for him and he will be subject to District #4 command.

President's Report: President Pete Kilgour reported that Patrick Macklin is to re-join the company. Certification provided to the Board. Matt Marias resigned from the company. He has turned everything in. He is responsible to reimburse the Board for EMT training. President Kilgour advised that they will be in touch with him. Michael Ruggiero left the company and now wants to come back. Updated application was submitted to the Board.

Fire Bureau: Report (part of Career Department Report) read by Commissioner Sherry.

Work Orders: After review of the Work Order book, Lt. Reynolds was directed to update the book by Monday. Chairman Bollentin will be by to check.

Old Business and Correspondence/Pending –

Old Business:

- a. Commissioner Byrnes reported that Trask has been working on putting the documents on line – it went live last week: JacksonFireDistrict4.org
Commissioner Byrnes recommended that minutes from January 2012 forward be posted after they are approved and the agendas. Hosting company has submitted a voucher.
- b. Hose covers: have been put on. When the letters come in, the company will be back to put them on. Lt. Reynolds wanted to get the hoses on there as soon as possible.
- c. Homatro Service Agreement – there are two different agreements for one piece of equipment.

New Business:

- a. Township wide Joint Board of Commissioners meeting is scheduled for April 23, 2012. Commissioner Bollentin and Byrnes will be the delegates for District #4, meeting to be held at 55-1.
- b. District #3 to hold Fit Test – costs to be distributed amongst the districts
- c. New Cones – Chairman Bollentin advised that the purchase of new cones is to be brought up at the next Board meeting – they will bring it up at the upcoming joint meeting. It needs to be determined if vests are on each truck – five cones are needed on each truck
- d. Lawn Mower at Station #2 – Chairman Bollentin reported that it is in bad shape. A member has requested permission to take it. Commissioner Leonard motioned to make the lawnmower surplus property, seconded by Commissioner Allmann. Motion passed by unanimous consent.
- e. Joint Unified Training Meetings: Lt. Reynolds reported that there are training sessions (four – Training, SOG Writing, Safety, and Purchasing). Each of the career staff members will attend a different topic. A volunteer from each fire company will be attending also. Lt. Reynolds advised the Board that there will be approximately 2.5 hours of overtime involved for each career staff member.
- f. Lt. Reynolds advised that he has moved Richie up to Station #2 and it has been working out well.

Correspondence: None.

Public Session: None.

Adjournment: With no other business to come before the Board, Commissioner Byrnes motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Sherry. Motion passed by unanimous consent. Meeting adjourned at 9:26 p.m.