

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

Minutes of Meeting Held  
November 10, 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

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

**Minutes** – Commissioner Allmann motioned to accept the minutes of the October 13, 2011 as presented seconded by Commissioner Leonard. Motion passed by unanimous consent.

**Treasurer's Report** – The report and bill list (a copy of which is attached and incorporated herein by reference) as of November 10, 2011 was read by Commissioner Allmann. Commissioner Byrnes motioned to pay the bills as presented, seconded by Commissioner Leonard. Motioned passed by majority consent, with all commissioners abstaining from approval of payments to themselves. Discussion followed regarding LOSAP account. Four members do not have time frame in. Letters have been sent to them. Board Attorney Youssouf advised that the LOSAP account is a trust account and remaining funds can only be used to defray future LOSAP expenses. Cheryl was directed to review this with Board Accountant Oliver S. Walling. Budget workshop was held earlier and process is moving forward.

**Legal Report** – Board Attorney Youssouf advised the Board of a recent case reported in the Asbury Park Press this past weekend. The case involved a man who resided in Tinton Falls and stepped on a live wire in his driveway. The man lost an arm and a leg. The man received \$18.5 million for his injuries and his wife received \$2 million – JCP & L was assessed 40% responsible and the local fire department was assessed 60% responsible for the damages due to the fact that they left the downed wires unattended. Board Attorney advised that this was a lesson of moral responsibility for all to learn: in the event that the fire company responds to a scene involving down wires, the fire company is to stay there until JCP&L is there to protect the public from any fire hazards regarding the down wires. Board Attorney Youssouf advised that he will continue to pursue the status of the district's laptop computer that is in possession of the Ocean County Prosecutor's Office. Board Attorney Youssouf advised the Board that the nominating petition that the Board has on hand meets with his approval. Commissioner Allmann motioned to purchase a Tough Books computer under state contract at a cost of \$5327.63 (a copy of the quote is attached and

incorporated here by reference, seconded by Commissioner Byrnes. Motion passed by unanimous consent.

**Truck & Building/Career Department Report** – The report (a copy of which is attached and incorporated herein by reference) was read by Commissioner Byrnes. Proposals for lighting fixtures work for sub-station were discussed (a copy of which are attached and incorporated herein by reference). Commissioner Allmann motioned to accept the proposal from Kelly Kilowatt Electric Company, Inc. in the amount of \$2,925, seconded by Commissioner Leonard. Motion passed by unanimous consent. Station #1 proposals for electrical work were discussed (a copy of which is attached and incorporated herein by reference). After discussion it was decided that the work in the garage bays would be included in the 2012 budget. Commissioner Allmann motioned to spend up to \$3000 on the work proposed by Kelly Kilowatt Electric Company, Inc. with the remaining items to be included in the 2012 budget, seconded by Commissioner Byrnes. Motion passed by unanimous consent. NJ State Forest Fire Service asked about a donation of old radios. Board had no issue but asked that the request be processed through the proper channels. Commissioner Allmann reported to the Board that price information regarding furniture for Station #2 was received from the fire company. Commissioner Allmann motioned to approve the purchase of furniture for Station #2 (couch, oak table, six chairs) up to \$3400, seconded by Commissioner Byrnes. Motion passed by unanimous consent. Commissioner Allmann reported to the Board that an architect came out to look at the roof. He estimated that the cost to replace the roof would be approximately \$285,000, with architectural fees being an additional \$16,000 to \$20,000. Commissioner Allmann motioned to hire the firm of Yezzi and Associates to prepare the bid specs (to be paid for out of the 2010 encumbrance), and design with a formal written proposal to be presented at the December 2011 meeting, seconded by Commissioner Byrnes. Roll call vote was taken and the motion passed (ayes: Allmann, Byrnes, Leonard, Sherry; absent: Bollentin). Board Attorney Youssouf advised the Board that they need voter authorization to expend \$285,000 to effectuate roof repairs to the firehouse to be expended out of capital which will be included in the 2012 budget. Commissioner Allmann motioned to accept a Resolution in Title scheduling a special meeting for December 8, 2011 at 7:30 p.m. for the purpose of securing voter authorization to expend up to \$285,000 for a roof repair project to the firehouse, seconded by Commissioner Byrnes. Roll call vote was taken and the motion passed (ayes: Allmann, Byrnes, Sherry, Leonard; absent: Bollentin). Board Attorney Youssouf will ensure that the meeting notice is published. Commissioner Byrnes advised that the ladders on #5411 were removed. He thought that the mountings were unsafe and someone would get hurt. Lt. Reynolds will meet with the Chief to discuss. Commissioner Allmann advised the Board that the Chief had requested certain items in the proposed 2012 budget (copies of prices are attached and incorporated herein by reference). Since there are funds remaining in the 2011 budget, Commissioner Allmann motioned to purchase the following items at a cost of up to \$9,000: 5 helmets @ \$385 each; 20 skirt gloves @ \$90 each; 20 extrication gloves @ \$60 each; 6 glove leather boots @ \$385 each; 10 hoods @ \$35 each; one chain saw @ \$375.95 each; 48 safety glasses w/case @ \$22.50 each; 30 SCBA mask bags @ \$22.50 each, seconded by Commissioner Byrnes. Motion passed by unanimous consent. Commissioner Allmann motioned to purchase 10 lockers for Station #2 from

GearGrid at a cost of \$4,706, seconded by Commissioner Byrnes (a copy of the quote is attached and incorporated herein by reference) Roll call vote was taken (ayes: Allmann, Byrnes, Leonard, Sherry; absent: Bollentin). Commissioner Allmann motioned that the Board be authorized to sign an application to open up a new account at Northern Tool, seconded by Commissioner Byrnes. Motion passed by unanimous consent. Commissioner Allmann advised the Board that an estimate from S & J Outdoor Works, LLC for landscaping work on the right side of the firehouse in the amount of \$6400 was received. That amount will be included in the 2012 budget. Commissioner Allmann motioned to accept the proposal from S & J Outdoor Works, LLC in the amount of \$450 for work around the hydrant (a copy of the proposal is attached and incorporated herein by reference), seconded by Commissioner Byrnes. Motion passed by unanimous consent.

**Chief's Report:** Chief Haskins reported the following:

- a. 491 calls to date;
- b. Utility trailer is 90% done;
- c. Coverage of career staff
- d. Cell phone: he will keep the phone that he has but will get an upgrade;
- e. Tickets: Chief requested that he be authorized to write tickets; and
- f. Chief's truck package: Chief advised the Board that he made a phone call and was told that the cost for the Chief's truck package would be approximately \$20,000.

Commissioner Allmann advised the Board that the Chief is driving the Assistant Chief's vehicle that has 113,000 miles on it. Commissioner Allmann advised that there is a four-door SUV, Ford Explorer under state contract with a cutoff date of 11/11/11 for \$23,405. There is also a state contract four-door ½ ton 2012 four-wheel drive Chevy Tahoe for \$29,989. Commissioner Allmann motioned to purchase the state contract four wheel drive, four door, 2012 Chevy Tahoe with funding from the budget, seconded by Commissioner Leonard. Roll call vote was taken (ayes: Allmann, Byrnes, Leonard, Sherry; absent: Bollentin) and motion passed. Commissioner Allmann motioned to expend up to \$11,000 to retrofit the chief's vehicle under a state contract, seconded by Commissioner Byrnes. Roll call vote was taken (ayes: Allmann, Byrnes, Leonard, Sherry; absent: Bollentin) and motion passed. Proposal for new radios was received (a copy of which is attached and incorporated herein by reference) and discussed. Commissioner Allmann motioned to purchase the radios under state contract as proposed by AllComm Technologies (5 portable radios, 5 vehicle chargers, 5 speaker mics, 5s HT1250 chargers, 5 speaker mics, one mobile, installation) for a total price of \$11,453.10, seconded by Commissioner Leonard. Roll call vote was taken (ayes: Allmann, Byrnes, Leonard, Sherry; absent: Bollentin) and motion passed.

**President's Report:** President Pete Kilgour reported the following:

- a. Two applications were submitted to the Board: Auxiliary: Runda Burdge; Junior: Christina Swing (both were in attendance at the meeting);
- b. 2010 payment for the hall was made

**Fire Bureau Report:** Read by Commissioner Byrnes (a copy of which included in the career department staff previously referenced above). Fire Official Burmeister verbally added to his report that the fire bureau participated in

fire prevention in the schools. He went to six day care centers and spoke to approximately 250 students regarding fire prevention. Commissioner Byrnes made a motion to authorize the Chief to issue summons as necessary per Chapter 61, seconded by Commissioner Allmann. Roll call vote was taken (ayes: Allmann, Byrnes, Leonard, Sherry; absent: Bollentin) and motion passed. Commissioner Byrnes motioned to accept the Resolution in Title proposed by Board Attorney Youssouf authorizing the current chief to issue summons pursuant to Chapter 61, seconded by Commissioner Allmann. Roll call vote was taken (ayes: Allmann, Byrnes, Leonard, Sherry; absent: Bollentin) and motion passed.

**Work Orders:** LED lights are an outstanding issue.

### **Old Business and Correspondence/Pending –**

#### **Old Business:**

- a. FEMA: Fire Official Burmeister advised the Board that he and Commissioner Byrnes are the FEMA reps. He advised the Board that all their paperwork is current and up to date. He thanked the chief and officers for their good records.
- b. SOG's: Commissioner Byrnes has been working on them and distributed drafts to career staff, chief and commissioners. He has completed three: Manual of Operations (which states why we are doing these), uniforms and emergency recall. All were asked to review and come to the December meeting prepare to discuss. Commissioner Byrnes will email Sue with information that he needs from her.
- c. Thank you to the Chief: for getting the numbers in on time to the township.
- d. Jacket bid: Commissioner Allmann motioned to purchase the jackets at a cost of \$3,054.50 (a copy of the proposal is attached and incorporated herein by reference), seconded by Commissioner Byrnes. Roll call vote was taken (ayes: Allmann, Byrnes, Leonard, Sherry; absent: Bollentin) and motion passed.

#### **New Business:**

- a. Joe Krzyzewski, fire company member, requested permission for a friend of his to use the day room at Station #2 for band rehearsals. The fire company member will always be with them. Commissioner Byrnes asked that the chief and the president monitor the use of the building. Board Attorney Youssouf advised that letting someone use the facilities is always an exposure but that is why the Board has insurance. As long as the band members are not near the fire equipment, Board Attorney Youssouf does not see any issue with the request. Commissioner Allmann motioned to allow the band to use Station #2 day room for band rehearsals, seconded by Commissioner Byrnes. Roll call vote was taken (ayes: Allmann, Byrnes, Sherry; abstain: Leonard; absent: Bollentin) and motion passed.

**Public Session:** None

**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 Byrnes. Motion passed by unanimous consent at 9:05 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:10 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 Byrnes. Motion passed by unanimous consent. Meeting adjourned at 9:10 p.m.

  
\_\_\_\_\_, Clerk

**BOARD OF FIRE COMMISSIONERS, DISTRICT 4**  
**AGENDA AND MEETING NOTES**

November 10, 2011

Minutes  
Treasurer's Report  
Legal Report  
Truck & Building Report  
Chief's Report  
President's Report  
Fire Bureau Report  
Work Order Requests  
Old Business-Correspondence/Pending  
New Business  
Mail Correspondence  
Public  
Closed Session

Old Business-Correspondence/Pending

New Business

Roof

Mail Correspondence

Per Red folder

3:48 PM

11/10/11

Accrual Basis

# Jackson Township Fire District No 4

## Cash Balances

As of November 10, 2011

	Nov 10, 11	
	Debit	Credit
1009 · Shore Community Operating	286,407.95	
1011 · Shore Community Payroll	24,456.40	
1012 · Shore Community Fire Bureau	27,936.77	
1014 · Shore Comm-CD LOSAP	55,451.18	
1016 · Shore Comm-CD-Future Capital 1	260,219.34	
1018 · Shore Comm-CD-Future Capital 2	205,111.95	
1019 · Shore Comm-CD Future Capital	400,000.00	
<b>TOTAL</b>	<b><u>1,259,583.59</u></b>	<b><u>0.00</u></b>

3:48 PM  
 11/10/11  
 Accrual Basis

**Jackson Township Fire District No 4**  
**Treasurer Report**  
 As of November 10, 2011

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 · Shore Community Operating</b>						
Check	11/10/2011	2040	Board of Fire Commissioner'...	PO 4722		31,613.80
Check	11/10/2011	2041	Continental Fire & Safety	PO 4723		66.00
Check	11/10/2011	2042	NJNG	PO 4724		293.07
Check	11/10/2011	2043	County Line hardware	PO 4725		23.47
Check	11/10/2011	2044	All Comm Technologies	PO 4726		450.00
Check	11/10/2011	2045	MES	PO 4727		306.14
Check	11/10/2011	2046	JCP&L	PO 4728		1,837.64
Check	11/10/2011	2047	Fleet One LLC	PO 4729		1,748.21
Check	11/10/2011	2048	Sprint	PO 4730		285.39
Check	11/10/2011	2049	TSVP Janitorial Services	PO 4731		252.00
Check	11/10/2011	2050	Cablevision	PO 4732		134.80
Check	11/10/2011	2051	S&J Outdoor Works, LLC	PO 4719		1,300.00
Check	11/10/2011	2052	Jammer Doors Co Inc	PO 4733		1,450.00
Check	11/10/2011	2053	Waste Management	PO 4734		398.72
Check	11/10/2011	2054	Neil Brooks Plumbing Heatin...	PO 4735		4,850.00
Check	11/10/2011	2055	C & T Lawn Sprinkler	PO 4736		1,562.50
Check	11/10/2011	2056	Staples Credit Plan	PO 4644		1,489.31
Check	11/10/2011	2057	AT&T	PO 4737		136.17
Check	11/10/2011	2058	Mercer County Fire Academy	PO 4738		735.00
Check	11/10/2011	2059	T&M Associates	PO 4739		286.00
Check	11/10/2011	2060	Burlington County ESTC-BCIT	PO 4740		45.00
Check	11/10/2011	2061	Sue Pereira	PO 4742		400.00
Check	11/10/2011	2062	Air Power International INC	PO 4718		3,315.38
Check	11/10/2011	2063	Blaze Emergency Equipment...	PO 4743		1,760.79
Check	11/10/2011	2064	John M Bollentin	PO 4744		4,000.00
Check	11/10/2011	2065	William Allmann	PO 4745		4,000.00
Check	11/10/2011	2066	Richard Leonard	PO 4746		4,000.00
Check	11/10/2011	2067	John P Sherry	PO 4747		4,000.00
Check	11/10/2011	2068	Kenneth E. Byrnes	PO 4748		4,000.00
Check	11/10/2011	2069	Rich Leonard	PO 4750		209.91
Check	11/10/2011	2070	<del>Seacoast Accounting, LLC</del>	<del>PO 4749</del>		<del>1,785.00</del> <i>delete</i>
Check	11/10/2011	2071	Postmaster of Forked River	PO 4751		88.00
Check	11/10/2011	2072	Hecht Trailers	PO 4716...		1,660.28
Check	11/10/2011	2074	Jackson Mills Fire Company	PO 4688		172.22
Check	11/10/2011	2075	NJNG	PO 4752		307.13
Check	11/10/2011	2076	NJ Casualty Co.	PO 4753		5,031.00
Check	11/10/2011	2077	Seacoast Accounting, LLC	PO 4749		1,925.00

Total 1009 · Shore Community Operating

0.00 85,917.93

**TOTAL**

**0.00 85,917.93**

- 1,785.00



**Jackson Township Fire District No 4**  
**Profit & Loss Budget vs. Actual**  
 January 1 through November 10, 2011

	Jan 1 - Nov 10, 11	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	943,191.36	1,366,944.00	(423,752.64)
4020 · Supplemental Fire Services Act	0.00	4,226.00	(4,226.00)
4200 · Interest Income	1,859.57	2,500.00	(640.43)
4750 · Bureau of Fire Prevention Incm	22,213.96	20,000.00	2,213.96
4800 · Other Income	161.28	0.00	161.28
<b>Total Income</b>	<b>967,426.17</b>	<b>1,393,670.00</b>	<b>(426,243.83)</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	20,000.00	20,000.00	0.00
5120 · Salaries - Secretary	2,585.00	2,600.00	(15.00)
5210 · Elections	812.30	1,500.00	(687.70)
5220 · Office Expense	10,812.40	9,000.00	1,812.40
5230 · Professional Services	40,758.50	86,500.00	(45,741.50)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	85,795.02	96,481.00	(10,685.98)
6120 · Salaries - Full Time Fire	124,482.19	126,772.00	(2,289.81)
6130 · Salaries - Fire Official	29,468.00	37,700.00	(8,232.00)
6140 · Salaries - Firefighter Overtime	23,145.76	36,000.00	(12,854.24)
6180 · Payroll Taxes	17,359.16	25,000.00	(7,640.84)
6185 · Employer Pension Contribution	33,720.00	33,720.00	0.00
6190 · Fringe Benefits	70,628.48	70,000.00	628.48
6210 · Insurance	85,734.15	80,000.00	5,734.15
6220 · Advertising	375.17	2,000.00	(1,624.83)
6310 · Maintenance & Repairs	101,514.33	127,000.00	(25,485.67)
6410 · Supplies	19,679.85	30,000.00	(10,320.15)
6415 · Fire Prevention	1,054.15	5,000.00	(3,945.85)
6510 · Utilities	50,207.29	60,000.00	(9,792.71)
6515 · Hydrant Rent	45,640.00	65,000.00	(19,360.00)
6610 · Misc. Firefighter Expenses	8,408.86	10,000.00	(1,591.14)
6611 · Training	6,761.20	14,000.00	(7,238.80)
6615 · Gear - Fire Company	17,830.85	35,000.00	(17,169.15)
6630 · Building Rennovations/Equipment	34,264.39	60,000.00	(25,735.61)
6640 · SCBA	10,690.04	5,000.00	5,690.04
6650 · Emergency/First Aid Equipment	(37.35)	7,000.00	(7,037.35)
6655 · Replacement Equipment	6,070.00	59,000.00	(52,930.00)
6670 · Vehicle Equip-Radios/Pagers	2,204.27	11,000.00	(8,795.73)
6675 · UFSA	3,900.58	8,000.00	(4,099.42)
6910 · LOSAP	20,000.00	20,000.00	0.00
6990 · Contingent-Operating	0.00	2,000.00	(2,000.00)
8210 · Serial Bonds - Prin	68,000.00	68,000.00	0.00
8220 · Serial Bonds - Interest	10,896.60	10,897.00	(0.40)
<b>Total Expense</b>	<b>952,761.19</b>	<b>1,225,670.00</b>	<b>(272,908.81)</b>
<b>Net Ordinary Income</b>	<b>14,664.98</b>	<b>168,000.00</b>	<b>(153,335.02)</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8052 · Capital - Utility Truck	0.00	168,000.00	(168,000.00)
8054 · Capital	200,000.00	0.00	200,000.00
<b>Total Other Expense</b>	<b>200,000.00</b>	<b>168,000.00</b>	<b>32,000.00</b>
<b>Net Other Income</b>	<b>(200,000.00)</b>	<b>(168,000.00)</b>	<b>(32,000.00)</b>
<b>Net Income</b>	<b>(185,335.02)</b>	<b>0.00</b>	<b>(185,335.02)</b>

Board of Fire Commissioners Career Dept  
November 10, 2011

## **Fire Prevention**

Inspections: 18  
Re-inspection: 12  
Fines: 0  
Permits: 0  
Plans: 0  
Pre Plans: 0  
Invests: 1 last night 78 Brookfield Dr.

## **Building Report**

### **Station 1:**

- New door opener was installed over 5405
- Clean Air repaired all violations contacted Jackson for re-inspection
- Albert Lee contacted and roof repairs are under way
- All ceiling tiles were replaced
- Kelly kilowatt was out at both stations: see Firemen Leonard for further info
- Pavers were repaired also received pricing for landscaping on side drive way & stone work around hydrant

### **Station 2:**

- Windows will be installed on Thursday the 17th
- Vanities and toilets were purchased and are in station

## **Trucks and Equipment**

Unit 5405

- Unit was completely serviced new fuel filter housing installed. Also ladder was tested by diversified inspections and recertified

Board of Fire Commissioners Career Dept  
November 10, 2011

Unit 5407

- Mounting brackets for generator will be in next week

Unit 5408

- Pump gauge was replaced and new bar for mud flaps is in and will be installed on Monday

Unit 5411

- Water leak in cabinets resealed P&L was contacted about led lights that are lose and not working also front suction chase mount bracket is cracked mechanic will repair unit will be out about 3 days
- After discussion with 5400 & 5410 for safety reasons the 35' & 20' ladders were removed from the unit

Unit 5417

- Correct breaker for light tower is in and will be installed on Monday

Unit 5419

- New air eject was installed new starter will be installed on Monday

Unit 5421

- New air & electrical auto eject was installed

## **Special Details / Projects / Notifications / Drills**

### **Drills**

- CEVO scheduled for Nov 15 at Station 55
- Forest fire drill on hold till live burn permits are received
- In house core 13 class will be in Dec date to follow

### **Notifications**

- All ladders have been tested for the year one failed for a bent rung new one is in and will be installed this week
- Dash air out again may have found correct parts for 5411 and will be out as soon as they come in to repair
- New utility trailer is in service

Board of Fire Commissioners Career Dept  
November 10, 2011

- New Jersey State Forest Fire Service inquired about old radios for their units in Jackson for county and fire ground communication. Units that need radios, are B-9, B-17 & B-21 (please discuss)

**Attendance - As per Last two pay periods:**

Alicia:	Vac. 0	Sick 0	S/P 8/16
Burmeister:	Vac. 0	Sick 0	S/P 0
Leonard:	Vac. 0	Sick 0	S/P 0
Reynolds:	Vac. 0	Sick 0	S/P 0

**FIRE & EMS Calls** - from Oct 13, 2011 to present Fire Calls: 10 EMS: 20

Submitted by  
Lt. Mark Reynolds