

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

Minutes of Meeting Held  
January 10, 2013

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 8:03 pm. Chairman Bollentin read the Open Meetings Act statement. Commissioners Allmann, Byrnes, Bollentin and Leonard were present. Commissioner Sherry was absent. Board Attorney Youssef entered the meeting at 8:10 p.m. All participated in the Pledge of Allegiance.

**Minutes** - Commissioner Allmann motioned to accept the minutes of the December 13, 2012 meeting as corrected, seconded by Commissioner Byrnes (Page 4 - Under Executive Session, changed to Commissioner *Allmann* motioned, 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 January 10, 2013 was read by Commissioner Allmann. After discussion it was decided to hold the payment for East Cost Sheet Metal (#2552 - \$900). Commissioner Allmann motioned to pay the bills as amended ( Total amount: \$50,412.60) seconded by Commissioner Leonard. Motion passed by unanimous consent.

**Truck & Building/Career Department Report** - read by Commissioner Bollentin (a copy of which is attached and incorporated herein by reference). Commissioner Allmann motioned to approve installing a second roof over the existing roof of the garage on Station #2, seconded by Commissioner Leonard. Motion passed by unanimous consent. Issue with the roof between the contractor and the architect needs to be resolved. It was discovered that two gutters do not go any place. All leaks are to be documented.

**Legal Report** - Board Attorney Youssef advised that the advertised budget hearing should be conducted. Board Attorney Youssef read the 2013 Budget Resolution. Budget hearing was opened for comments. With no comments from the public, Commissioner Allmann motioned to close the budget hearing, seconded by Commissioner Leonard. Commissioner Leonard motioned to accept the 2013 Budget Resolution as read by Board Attorney Youssef, seconded by Commissioner Allmann. Motion passed by unanimous consent (ayes: Allmann, Bollentin, Byrnes, Leonard; nay: none; absent: Sherry). Commissioner Leonard was directed to execute the necessary documentation.

Commissioner Allmann motioned to accept the Resolution adopting a temporary budget for the year 2013, seconded by Commissioner Byrnes. Motion passed by

unanimous consent (ayes: Allmann, Bollentin, Byrnes, Leonard; nay: none; absent: Sherry). (A copy of the Resolution is attached and incorporation herein by reference.) Board Attorney Youssef distributed copies of the Line Item Transfer Resolution that was adopted in title at the December 2012 meeting for \$24,000. Resolution was to be added to the December 2012 minutes. Corrected version of the Resolution scheduling the meeting for December 13, 2012 was distributed. Nominating petition for the office of fire commissioner was distributed. Board Attorney Youssef recommended that additional signatures be obtained in the event that there are any names that are questioned. Commissioner Byrnes was directed to contact Board Attorney Youssef on January 21, 2013 to notify him of the nominating petitions that were received so the names can be placed on the ballots (there is one position open on the Board – Commissioner Leonard’s term is expiring). Station will be a polling place on February 16, 2013. Lt. Reynolds will follow-up with county confirming the machines. Board Attorney Youssef read a Resolution amending the budget for 2013 (a copy of which is attached hereto and incorporated herein). Commissioner Allmann motioned to re-open the Budget Hearing for the purpose of discussing the amendment to the 2013 Resolution. There were no comments or discussion from the public regarding the proposed amended budget resolution as read. Commissioner Allmann motioned to close the re-opened budget hearing for the amended resolution. Commissioner Allmann motioned to accept the amended budget resolution as read, seconded by Commissioner Byrnes. Motion passed by unanimous consent (ayes: Allmann, Bollentin, Byrnes, Leonard; nay: none; absent: Sherry). Commissioner Allmann motioned to re-open the budget hearing to the public for comment/discussion. There was no discussion/comment from the public. Commissioner Allmann motioned to close the public hearing on the budget. Motion passed by unanimous consent (ayes: Allmann, Bollentin, Byrnes, Leonard; nay: none; absent: Sherry). Commissioner Allmann motioned to accept the budget resolution as amended, seconded by Commissioner Byrnes. Motion passed by unanimous consent (ayes: Allmann, Bollentin, Byrnes, Leonard; nay: none; absent: Sherry). Documentation from the December 13, 2012 special meeting were assembled to be submitted to DCA (Fax from Melissa Ford, email from Oliver Walling, Notice of Special Meeting for December 13, 2012, Minutes of Special Meeting December 13, 2012, Resolution scheduling a special meeting for December 13, 2012, copy of sign-in sheet from December 13, 2012, Press Release for Jackson Township Special Bond Referendum – all of which are attached hereto and incorporated herein).

**Chief's Report** – Chief Haskins reported:

- a. 9 calls to date.
- b. 1/14 – 6/6/2013: Chief has to take a class on Monday nights for his employment. He will not be at drills on Monday nights.
- c. Phil Goldman is ready to go for Fire/Police. Per Chairman Bollentin: they have to find a class for him to attend. He can ride with a firefighter, but cannot get involved with traffic.
- d. CDL List – Board is waiting to receive a copy of the list of names.
- e. Three members purchased their own leather helmets, which the chief has approved: Shawn O'Brien, Stan O'Brien and Torres. Policy of only using gear that is issued by the Board was reviewed.
- f. Requested that damaged tiles in Chief's office be replaced

- g. **New Drivers:** Christian McNeil was authorized by the Chief to drive. Discussion on procedure and Chief's immediate need for drivers. Chief requested that Christian McNeil and Brendan Gioconnel be authorized to drive. Commissioner Allmann motioned that the Board approve McNeil and Gioconnel as drivers, subject to the review of their driver's abstract, seconded by Commissioner Leonard. Motion passed by unanimous consent.
- h. Commissioner Byrnes pointed out that the county has been requesting since October the yearly NIMS report. Chief acknowledged the request.
- i. **Log Books:** Chairman Bollentin reported that the logbook for driving the trucks has not been filled in. There is now one book that is to be used – on the counter. None of the books have been used in months. The use of the logbook will be monitored.
- j. **General Housekeeping:** Chairman Bollentin reminded everyone that the general housekeeping is not to be left for the career staff. Everyone is to cleanup after themselves, even after parties. If you see something on the ground, pick it up. This goes for Station #2 also.

**President's Report:** President Trask O'Hara reported to the Board:

- a. Two new members were present and introduced to the Board: Brendan McGee and Kyle McGrath. Applications were submitted to the Board. New members were welcomed.
- b. Fire Academy starts on Monday – five new members are scheduled to start. All were reminded that no classes can be missed the first four weeks.
- c. Station #2 – requested that additional equipment be able to work off the generator. Kelly Killowatt to evaluate.
- d. Fire Service Agreement – requested that issues be revisited. It was requested that a copy with the areas highlighted be given to the Board before the next meeting.
- e. Chief reported that Burlington County is having a Fire/Police course in March 1 & 2, 2013 – cost if \$83 for out of county attendees. Fire/Police are to be sworn in by town clerk.
- f. End of year report for hall rental was requested by Commissioner Byrnes. President O'Hara advised that it should be available for next Board meeting.

**Fire Bureau:** Report (part of the aforementioned Career Department Report) read by Fire Official Burmeister. Requested authorization to attend training course in Waretown on February 25 & February 26, 2013. Board was in agreement that he attend the course. Year-end affidavit from the state has not yet been received.

**Work Orders:** None.

**Old Business/Correspondence:**

**Correspondence:**

- a. Waterway – annual contract to be signed after budget is passed
- b. Letter to Treasurer requesting that AFLAC be an option for the firefighters in the budget – no financial information was provided

- c. Holmes & McDowell sent a questionnaire for renewal. Commissioner Allmann recommends that the contents of each station be increased.
- d. ISO Report was received – Commissioner Byrnes said that it was a good job but there is still room for improvement. He needs to review the last report to see how much improvement there is. Fire department operations has the greatest need for improvement – training and pre-planning in particular. Copy of the report is to be made available for all the board members, the Chief and Assistant Chief. Fire Official Burmeister was thanked for all his work. Fire Official Burmeister thanked all who provided him with the necessary documentation.

**Old Business:**

- a. FEMA: still doing paperwork
- b. UNIMOG: claim has been opened.
- c. Commissioner Byrnes thanked Cheryl, Chief, John and all others who worked on FEMA paperwork. Other districts have not yet received FEMA funds from Hurricane Irene due to missing paperwork. Everyone's efforts are appreciated.

**New Business:**

Joint Board meeting: Commissioner Byrnes reported that three other Boards had approved Jackson Township First Aid Squad to be the purchasing agent for EMS supplies to save costs. Board was in agreement. Dr. Levell is now the Medical Director of Jackson First Aid. \$2500 fee split between four districts and the first aid squad. Six training classes to be held throughout the year, Q&A on EMS trucks, advocate for district if there are issues with MON-OC. Dr. Levell is a firefighter, EMT, paramedic and is now a physician. To come on board February 1 2013 to February 1 2014. Commissioner Allmann motioned to participate in the program at a cost of \$500, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Credit Card for Small Purchases: Commissioner Leonard suggested that a credit card for small purchases would be useful. Board Attorney Youssouf advised that per statue a credit card cannot be used. Discussion on the merits of various options.

Chairman Bollentin reported that First Aid Squad has new rig that cannot fit into their building. They are requesting that it go in one of our bays. The first aid squad will pay for the combination lock. First Aid Squad members are not to be in the firehouse and fire company members are not to be in the bay that the first aid squad is using. All were encouraged to be good neighbors.

President requested a key swipe for his door. It was requested that a price be obtained and brought to the Board.

Minutes on the website: Trask & John will check to see that it is current.

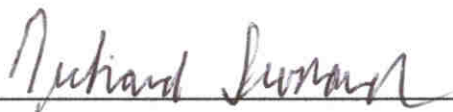
Chairman Bollentin advised the Fire Company that the LOSAP certified list is needed ASAP.

**Public Session:** None.

**Executive Session:** Commissioner Byrnes motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing potential litigation and personnel matters, seconded by Commissioner Allmann. Motion passed by unanimous consent at 9:40 p.m. Subject matter to

be released when it is no longer privileged. The executive session ended at 9:45 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 Leonard. Motion passed by unanimous consent. Meeting adjourned at 9:45 p.m.

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

January 10, 2013

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

January 10, 2013

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  
Roof

New Business  
Budget

Mail Correspondence  
Per Orange folder

7:49 PM  
01/10/13  
Accrual Basis

**Jackson Township Fire District No 4**  
**Cash Balances**  
As of January 10, 2013

	Jan 10, 13	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	681,196.66	
1011 · Shore Community Payroll	29,268.00	
1012 · Shore Community Fire Bureau	18,498.87	
1016 · Shore Comm-CD-Future Capital 1	270,483.70	
1018 · Shore Comm-CD-Future Capital 2	212,099.27	
1019 · Shore Comm-CD Future Capital	372,906.11	
<b>TOTAL</b>	<b><u>1,584,452.61</u></b>	<b><u>0.00</u></b>

7:47 PM  
 01/10/13  
 Accrual Basis

**Jackson Township Fire District No 4**  
**Treasurer Report**  
 As of January 10, 2013

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 · Shore Community Operating</b>						
Check	1/10/2013	2550	JCP&L	PO 5226		2,836.80
Check	1/10/2013	2551	TSVP Janitorial Services	PO 5227		332.00
<del>Check</del>	<del>1/10/2013</del>	<del>2552</del>	<del>East Coast Sheet Metal, Inc.</del>	<del>PO 5228</del>		<del>900.00</del>
Check	1/10/2013	2553	Continental Fire & Safety	PO 5229		12,190.00
Check	1/10/2013	2554	Neil Brooks Plumbing Heatin...	PO 5230		427.04
Check	1/10/2013	2555	Federal Express	PO 5231		35.86
Check	1/10/2013	2556	Verizon	PO 5232		340.62
Check	1/10/2013	2557	Jerry's Autobody, LLC	PO 5233		135.83
Check	1/10/2013	2558	GW Tire Service	PO 5234		164.95
Check	1/10/2013	2559	Blaze Emergency Equipment...	PO 5235		7,321.03
Check	1/10/2013	2560	Waste Management	PO 5236		286.64
Check	1/10/2013	2561	Sprint	PO 5237		305.43
Check	1/10/2013	2562	County Line hardware	PO 5238		46.14
Check	1/10/2013	2563	Cablevision	PO 5240		149.69
Check	1/10/2013	2564	Matthew Bender & Co., Inc.	PO 5241		66.00
Check	1/10/2013	2565	Jackson Mills Fire Company	PO 5242		43.80
Check	1/10/2013	2566	All Comm Technologies	PO 5244		525.00
Check	1/10/2013	2567	Koerner & Koerner, PA	PO 5245		1,742.50
Check	1/10/2013	2568	Dafeldecker Associates	PO 5246		240.00
Check	1/10/2013	2569	Jackson Twp DOPW	PO 5247		1,236.68
Check	1/10/2013	2570	NJNG	PO 5248		822.34
Check	1/10/2013	2571	Seacoast Accounting, LLC	PO 5249		1,907.50
Check	1/10/2013	2572	New Jersey Press Media Sol...	PO 5250		67.00
Check	1/10/2013	2573	Susan L Oksen-Pereira	PO 5214		200.00
Check	1/10/2013	2574	Joseph D. Youssef, Esq	PO 5252		5,250.00
Check	1/10/2013	2575	Universal Premium	PO 5253		2,804.53
Check	1/10/2013	2576	Board of Fire Commissioner'...	PO 5254		7,608.40
Check	1/10/2013	2577	Treasurer County Monmouth	PO 5255		75.00
Check	1/10/2013	2578	Home Depot	PO 5256		47.28
Check	1/10/2013	2579	NJNG	PO 5257		1,164.83
Check	1/10/2013	2580	Jackson Township Vol Fire C...	PO 5259		150.00
Check	1/10/2013	2581	Camden County College	PO 5260		45.00
Check	1/10/2013	2582	Jackson Mills Volunteer Fire ...	PO 5258		1,844.71

Total 1009 · Shore Community Operating

0.00 ~~51,312.60~~

**TOTAL**

0.00 ~~51,312.60~~

50,412.60



**Jackson Township Fire District No 4**  
**Profit & Loss**  
 January 1 - 10, 2013

	Jan 1 - 10, 13
Ordinary Income/Expense	
Expense	
5120 · Salaries - Secretary	
5121 · Secretary-1099	200.00
Total 5120 · Salaries - Secretary	200.00
5220 · Office Expense	101.86
5230 · Professional Services	
5235 · Accounting	1,742.50
5243 · Bookkeeper	1,907.50
5245 · Legal fees	5,250.00
Total 5230 · Professional Services	8,900.00
6110 · Salaries & Wages - Fire Lt.	3,852.75
6120 · Salaries - Full Time Fire	7,130.17
6130 · Salaries - Fire Official	1,230.00
6140 · Salaries - Firefighter Overtime	
6141 · Salaries-FireFighter LT OT	0.00
6142 · Salaries-Firefighters OT	256.47
Total 6140 · Salaries - Firefighter Overtime	256.47
6180 · Payroll Taxes	-2,917.32
6190 · Fringe Benefits	7,450.65
6220 · Advertising	67.00
6310 · Maintenance & Repairs	
6311 · M&R - Apparatus	
6320 · M&R - Truck #5410 Asst Chief	100.79
6328 · M&R - Truck #5417 KME Pumper	5,995.06
6330 · M&R - Truck #5419 Lg Brush	847.36
6332 · M&R - Truck #5421 KME Pumper	1,223.56
6335 · M&R - Truck #5444 Old Chief	35.04
Total 6311 · M&R - Apparatus	8,201.81
6350 · M&R - Building #1	1,565.42
6355 · M&R - Building #2	427.04
Total 6310 · Maintenance & Repairs	10,194.27
6410 · Supplies	
6411 · Supplies - Fuel	4,041.21
Total 6410 · Supplies	4,041.21
6510 · Utilities	5,906.35
6610 · Misc. Firefighter Expenses	1,888.51
6611 · Training	
6612 · Training - Volunteers	270.00
Total 6611 · Training	270.00
6615 · Gear - Fire Company	11,610.00
6670 · Vehicle Equip-Radios/Pagers	525.00
Total Expense	60,706.92
Net Ordinary Income	-60,706.92
Net Income	-60,706.92

12/13/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
OF FIRE DISTRICT NO.4 JACKSON TOWNSHIP ADOPTING  
A TEMPORARY BUDGET FOR THE YEAR 2013.**

**WHEREAS;** the Board of Fire Commissioners has introduced and approved its proposed budget for the year 2013 and submitted same to the State of New Jersey, Department of Community Affairs, Division of Local Government Services for review and approval as required by administrative regulations; and

**WHEREAS;** it is necessary and appropriate for the Board of Fire Commissioners to appropriate and expend funds to meet various contractual obligations including the payment of salaries, insurance bills, public utilities charges and professional fees while awaiting voter approval of the 2013 budget; and

**WHEREAS;** N.J.S.A. 40A:14-78.17 permits fire districts to adopt a resolution creating a temporary budget to make appropriations to provide for the payment of such bills and expenses for the period between the beginning of the fiscal year and the adoption of the budget; and

**WHEREAS;** the total appropriations so made shall not exceed 14% of the total appropriations made for all purposes in the budget for the preceding fiscal year excluding appropriations made for interest and debt redemption charges and capital improvements; and

**WHEREAS;** 14% of the prior year's budget, excluding the prohibited appropriations, is **ONE HUNDRED SIXTY ONE THOUSAND SEVEN DOLLARS (\$161,007.00)**.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a temporary operating budget in the amount of **\$161,007.00** is hereby adopted to fund Board operations for the period commencing January 1 through March 1, 2013.

Moved by: *Allmann*

Seconded by: *Byrnes*

Roll Call Vote:

Ayes: *Allmann*  
*Bollerstin*  
*Byrnes*  
*Leonard*

Nays: *∅*

Absent: *Sherry*

Abstain: *∅*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on the 13th day of December, 2012.

*Richard J. ...*, Clerk

**RESOLUTION NO.**

WHEREAS, the 2013 Budget of Township of Jackson Fire District No. 4 was introduced on December 13, 2012 and

WHEREAS, the Board of Commissioners are desirous of amending said introduced budget, and

WHEREAS, amendments to the budget are permitted in accordance with N.J.A.C. 5:31-2.8, and

WHEREAS, no amendment to the budget shall become effective prior to approval by the Director of the Division of Local Government Services,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Fire District No. 4 in the Township of Jackson in the County of Ocean that the budget for the year ended December 31, 2013 is hereby amended as follows:

	<u>From</u>	<u>To</u>
FRINGE BENEFIT COSTS		
(2) Police & Fire RS Contribution	\$51,569	\$48,648
(4) Other Fringe	\$29,700	\$ 32,621

BE IT FURTHER RESOLVED that the above amendment is the result of preparing the budget based on the original amounts provided by the Division of Pensions.

BE IT FURTHER RESOLVED that this resolution is adopted prior to the adoption of the 2013 Budget.

BE IT FURTHER RESOLVED that the Director of the Division of Local Government Services is hereby requested to approve this amendment in accordance with N.J.A.C. 5:31-2.8.

<u>Recorded Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Bollentin	X			
Sherry				X
Allmann	X			
Leonard	X			
Byrnes	X			

It is hereby certified that this is a true copy of a resolution amending the budget as adopted by the Board of Fire Commissioners on January 10, 2013.

Certified by Richard Leonard on 1/10/13  
(Secretary) (Date Certified)

DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES

January 9, 2013

**F A C S I M I L E**

**TO:** Oliver Walling  
@ Tel (732) 244-2323  
@ Fax (732) 244-1571  
E-Mail: owalling@koenercpa.com

**FROM:** Melissa Ford  
Bureau of Authority Regulation  
@Fax (609) 984-7388  
@Tel. (609) 633-6238  
E-Mail: melissa.ford@dca.state.nj.us

**RE:** JACKSON TWP FD #4

**Hearing Date:** 01/10/2013

The following are findings, for your review and follow up, in connection with our review and examination of the FY 2013 introduced budget, for the above referenced local unit. Should you have any questions please call. Thank you.

**FY 2013 BUDGET**

**Findings:**

- Please provide the affidavit of advertisement and certified minutes for the special meeting held on 12/13/2012 for the Pumper Truck. ✓
- Pages SS-7 & SS-8 need to be completely filled out. ✓
- PFRS revised contribution amount should be \$48,648 not \$51,569. ✓

**Audit Items not filed:**

- N/A

**NOTICE OF SPECIAL MEETING OF THE  
BOARD OF FIRE COMMISSIONERS OF FIRE  
DISTRICT NO.4 TOWNSHIP OF JACKSON**

**TAKE NOTICE:** The Board of Fire Commissioners Fire District No.4 Jackson Township have scheduled a special meeting for December 13, 2012 commencing at 7:30 p.m. at the Jackson Mills Volunteer Fire Company Fire House, West County Line Road, Jackson N.J. The purpose of this meeting will be to request voter authorization to purchase ONE NEW CUSTOM BUILT CLASS A TRIPLE COMBINATION PUMPER FIRE APPARATUS at an estimated cost of **\$650,000.00** and to include that amount in the next Fire District budget as a capital expenditure.

The purchase price of this apparatus will be paid for from accumulated capital reserve funds from previous budgets of the Board of Fire Commissioners and will not result in additional taxes.

All residents of Fire District No.4 Jackson Township are invited to attend and participate in this Special Meeting. The Public in attendance shall be asked to vote on this proposition.

Jack Bollentin, Chairman

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

Minutes of Special Meeting  
December 13, 2012

Chairman Bollentin called the Special Meeting to order at 7:46 p.m. Commissioners Allmann, Bollentin, and Byrnes were present. Commissioners Leonard and Sherry were absent. Board Attorney Youssef was also absent. Members of the public that reside in District #4 were present and signed in. A copy of the sign-in sheet is attached and incorporated herein by reference. A copy of the Special Meeting Notice is attached and incorporated herein by reference.

Board Attorney Youssef advised that the purpose of the meeting was to discuss a capital expenditure and reviewed how the special meeting would be conducted. Commissioner Allmann motioned to close the meeting for those who are duly registered by the sign-in sheet, seconded by Commissioner Byrnes. Motion passed by unanimous consent. Board Attorney Youssef declared that with three commissioners present there is a quorum.

Board Attorney Youssef posed the question to those assembled: Shall the Board request voter authorization to purchase one new custom built class A Triple Combination Pumper Fire Apparatus at an estimated cost of \$650,000 and to include that amount in the next Fire District budget as a capital expenditure. A vote by voice was taken with all votes but one being yes, and one voice vote being nay. Question carried with the majority voting yes and one nay vote.

**Adjournment:** Commissioner Allmann motioned to adjourn the Special Meeting, seconded by Commissioner Byrnes. Motion passed by unanimous consent. Special Meeting was adjourned at 7:50 p.m.

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

10/11/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP SCHEDULING A  
SPECIAL MEETING FOR DECEMBER 13, 2012**

**WHEREAS;** The Board of Fire Commissioners has determined that the Fire District needs to acquire a new triple combination class A pumper fire apparatus; and

**WHEREAS;** N.J.S.A. 40A:14-84 permits fire districts to seek voter approval of proposed acquisitions of apparatus and capital projects by way of a special meeting called for such purposes; and

**WHEREAS;** Said statute further provides that if the acquisition and/or capital project proposed to the voters at the special meeting is approved by a majority vote of the voters in attendance at the meeting, the revenues so approved shall be included in the next succeeding annual budget of the fire district in the section for capital appropriations; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a special meeting is hereby scheduled for December 13 2012 commencing at 7:30 p.m. at the Jackson Mills Volunteer Fire Company Firehouse, West. County Line Rd. Jackson Twp. for the purpose of requesting voter approval of the proposed ACQUISITION OF ONE NEW TRIPLE COMBINATION CLASS A PUMPER FIRE APPARATUS at a total cost not to exceed **\$650,000.00**.

**BE IT FURTHER RESOLVED** that at said special meeting the assembled voters shall be asked to vote upon the following question:

**SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.4 JACKSON TOWNSHIP BE AUTHORIZED TO PURCHASE ONE NEW CLASS A TRIPLE COMBINATION FIRE APPARATUS AT A COST NOT TO EXCEED \$650,000.00, WITH THE COSTS THEREOF TO BE INCLUDED IN THE NEXT SUCCEEDING ANNUAL BUDGET OF THE BOARD OF FIRE COMMISSIONERS? THIS APPARATUS WILL BE ACQUIRED UTILIZING CAPITAL RESERVE FUNDS AND WILL NOT RESULT IN ANY DEBT SERVICE NOR TAX INCREASE FOR THE FIRE DISTRICT BUDGET.**

Moved by: *Allmann*

Seconded by: *Sherry*

Roll Call Vote:

Ayes: *Allmann*  
*Bollentin*  
*Leonard*  
*Sherry*      Nays: *Byrnes*      Absent: *Ø*      Abstain: *Ø*

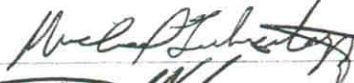



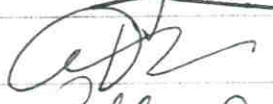

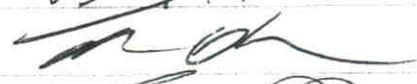

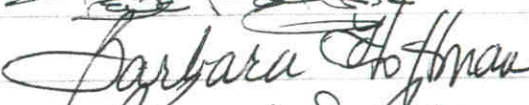
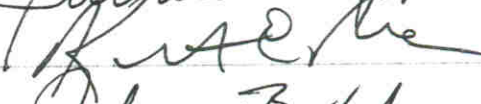
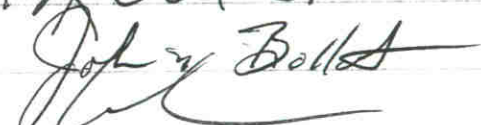


Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 11th day of October, 2012.

*Richard Leonard*, Clerk



Dec 13, 2012

Fire Referendum Sign-In

PRINT NAME	ADDRESS	SIGNATURE
MICHAEL LUBERTAZZI	185 GOMBORG AVUE	
DARREN HOFFMAN	483 W. COMMODORE BLVD.	
BRIAN RUDITSKY	1 ROBE ct	
Barry MacNeil	1 Mary Beth Lane	
AL CHELLI	456 MEADOWOOD RD	
PHILIP GOLDMAN	42 KINGSTON DRIVE	
TRASK O'HARA	12 BRITTANY LN	
STEVE HOFFMAN	31 COLCHESTER DRIVE	
BARBARA HOFFMAN	31 Colchester Dr.	
KENNETH BYRNOS	848 WOODBURY DR	
John m Bolleuti-	578 frank appligate Rd	
William J Allmann	41 Allyson Rd	
AIFRES COCCIRO	28 B Justin Way	

## PRESS RELEASE

### JACKSON TOWNSHIP FIRE DISTRICT NO.4 SPECIAL BOND REFERENDUM

On **September 24, 2005** the Board of Fire Commissioners of Fire District No.4 Jackson Township will hold a special bond referendum. The purpose of this special election is to seek voter approval of the proposed purchase of a new, custom built fire engine. The engine the Board wishes to buy is an "AERIAL " apparatus. It will have a ladder that is mounted on the rear of the engine which will be capable of extending to ONE HUNDRED FEET! The estimated total cost of this new fire engine is \$675,000.00.

Now the average taxpayer may wonder why the Board is seeking permission to purchase a fire truck that has such a long reach capability considering the fact that Jackson Township does not have many high rise buildings and is predominantly suburban and rural in character. Prior to deciding to purchase this type of engine, the Board hired a recognized expert in the area of fire protection and suppression technology and studied the problem of current and future fire protection needs in depth with the members of the professional and volunteer fire department. The fundamental fact which emerged from this intense effort was that modern, state of the art firefighting doctrine dictates that fires should be fought from above when possible and that firefighters should not be placed in harms way on truss roofs which predominate in current housing construction. Aerial devices thus offer the most efficient means of fighting a fire while at the same time affording the greatest degree of safety to firefighters.

The average detached single family dwelling unit is approximately 35' high at the peak of the roof. Getting a conventional truck close enough to reach above that peak is often difficult if not impossible due to building setbacks, driveways clogged with parked cars, hedges, trees, bushes etc. A vehicle that can park a safe distance from a burning structure and extend its ladder horizontally and vertically to clear those obstacles is necessary and ideal. And that is precisely what the proposed fire engine can do!

Perhaps the most compelling argument in favor of purchasing this type of fire engine is, however, the safety of our firefighters. Most of our firefighters are volunteers who give freely of their time, risk their health and lives and take time away from their families to protect

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

Minutes of Meeting Held  
February 14, 2013

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 8:00 pm. Commissioners Byrnes, Bollentin, Leonard and Sherry were present. Commissioner Allmann was absent. All participated in the Pledge of Allegiance. A moment of silence was observed for a past Ladies Auxiliary member.

**Minutes** – Commissioner Byrnes motioned to accept the minutes of the January 10, 2013 meeting, seconded by Commissioner Sherry. 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 February 14, 2013 was read by Commissioner Byrnes. Additional payment of \$500 to Jackson Township First Aid Squad was authorized (District #4 contribution to medical director as approved last month). Commissioner Sherry motioned to pay the bills as amended, seconded by Commissioner Leonard. Motion passed by unanimous consent.

**Legal Report** – Board Attorney Youssouf advised that all necessary steps for the February 16, 2013 election were completed. There are only two questions on the ballot: approval of the budget and election of one fire commissioner (Commissioner Leonard is the only candidate on the ballot). He brought the NJ Fire magazine February issue to the Board's attention. KME was awarded a state contract – 47 models included in the state bid program. This should be a substantial savings to the district. If the budget is approved at the upcoming election, the Board can purchase the truck immediately through the state contract. Board Attorney Youssouf highly recommended purchasing any new fire apparatus through the state contract. Commissioner Byrnes reminded all that the upcoming election at the firehouse is a polling place – not to be used as a members' hangout.

**Truck & Building/Career Department Report** – read by Commissioner Sherry (a copy of which is attached and incorporated herein by reference). Commissioner Byrnes motioned to approve purchase of 3-D Architect software (approximately \$100), seconded by Commissioner Leonard. Motion passed by unanimous consent. Lt. Reynolds to check into setting up a corporate account for the Board at Office Depot and Best Buy to purchase the software.

**Chief's Report** – Chief Haskins reported:

- a. 58 calls to date;
- b. Christian MacNeil status of driving privileges. Commissioner Bollentin to check with Cheryl;
- c. Civil Rights CD – Chief to set up training for new members;
- d. Snow stand-by last weekend – no calls;
- e. Frank Schultz - Fire/Police is hospitalized;
- f. Rules are being worked on;
- g. Storage space getting tight – Chief is working on pole barn for Station #2;
- h. Ice & water Rescue Team is starting to work;
- i. #5427 Ice/Rescue vehicle not long enough for all equipment
- j. February Drill- TBA
- k. CAD training by Fire Official Burmeister. After discussion the Board was in agreement that FO Burmeister could do evening training for two hours maximum for officers.

**President's Report:** President Trask O'Hara reported to the Board:

- a. Three new applicants were present and introduced to the Board: Christopher Ambrose, Christopher Giordano; Steven Linde.
- b. Proposed changes to FSA were presented to the Board (a copy of which is attached hereto and incorporated herein by reference). Chairman Bollentin advised that the Board would review the document and get back to President O'Hara.

**Fire Bureau:** Report (part of the aforementioned Career Department Report) read by Fire Official Burmeister.

**Work Orders:** None.

**Old Business/Correspondence:**

**Correspondence:**

- a. Check from insurance company in the amount of \$500 for door damage was received;
- b. ERT check is to be pulled and not mailed
- c. Received check from VFIS in the amount of \$360.04 for Fire Station and \$1,279.39 for storage – RE: Sandy Damage. Fire Official Burmeister will review the payments with Cheryl.
- d. Waterways hose testing contract to be signed
- e. Watchung check for \$4.99

**Old Business: - None**

**New Business:**

- a. Firefighter Rich Leonard prepared an inventory of excess equipment. After discussion the following action was taken:
  - ❖ Commissioner Byrnes motioned to swap the Scott protégé multi gas monitors with District #3 for ProPak foam unit, seconded by Commissioner Sherry. Motion passed by unanimous consent.
  - ❖ Dell Inspiron 2200 Laptop hard drive needs to be removed and destroyed and can then be put on Gov.Deals


- ❖ Everything else is to be sold on Gov.Deals
  - ❖ Commissioner Byrnes motioned to accept a Resolution in Title to declare two Scott Protégé multi gas monitors gas monitors excess property and authorizing their conveyance to Fire District #3 for no consideration other than a ProPak foam unit, seconded by Commissioner Sherry. Motion passed by unanimous consent.
  - ❖ Commissioner Byrnes motioned to accept a Resolution in Title to declare 10 Motorola mobile radio units excess property no longer needed and authorized to sell on Gov.deals and two Industrial Scientific gas monitors, seconded by Commissioner Sherry. Motion passed by unanimous consent.
  - ❖ Commissioner Byrnes motioned to accept a Resolution in Title to declare the Dell Inspiron 2200 laptop computer excess property and authorizing its destruction of the hard drive and then sold on Gov.deals, seconded by Commissioner Sherry. Motion passed by unanimous consent.
  - ❖ Commissioner Byrnes motioned to accept a Resolution in Title declare two Micros Video Security System DVR excess property and authorized to see on Gov.deals, seconded by Commissioner Sherry. Motion passed by unanimous consent.
- b. Foam – to be discussed at next Board meeting
- c. Career Staff – Courses are offered this Saturday or Wednesday. All were advised to check with Eddie Moore – he is running a daytime class for blood pathogens, etc. on Feb 28, 2013 @ 9 am.

**Public Session:**

Door swipe for President's door will cost approximately \$500 (swipe is \$350 and \$150 for lines). It is being requested to protect personal information on file. Commissioner Byrnes motioned to authorize the installation of door swipe, seconded by Commissioner Sherry. Chairman Bollentin reported to all that First Aid will be using the bay. No one is to go in there. Everything is going to be locked.

**Executive Session:** Commissioner Sherry 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 8:55 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 Byrnes motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Leonard. Motion passed by unanimous consent. Meeting adjourned at 9:10 p.m.

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

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

February 14, 2013

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

Roof-Final payment voucher submitted by Roofer, Architect to review and inspect roof as of 2/7/13

New Business

Election

Mail Correspondence

Per Orange folder

3:19 PM  
02/07/13  
Accrual Basis

Jackson Township Fire District No 4  
**Cash Balances**  
As of February 14, 2013

	Feb 14, 13	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	629,208.28	
1011 · Shore Community Payroll	22,082.70	
1012 · Shore Community Fire Bureau	19,893.87	
1016 · Shore Comm-CD-Future Capital 1	277,421.80	
1018 · Shore Comm-CD-Future Capital 2	219,325.84	
1019 · Shore Comm-CD Future Capital	382,232.11	
<b>TOTAL</b>	<u><b>1,550,164.60</b></u>	<u><b>0.00</b></u>

3:21 PM  
 02/07/13  
 Accrual Basis

Jackson Township Fire District No 4  
**Treasurer Report**  
 As of February 14, 2013

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 · Shore Community Operating</b>						
Check	2/14/2013	2583	Staples Credit Plan	PO 5218		268.42
Check	2/14/2013	2584	Public Safety Dive Supply, LLC	PO 5243		440.20
Check	2/14/2013	2585	County Line hardware	PO 5263		187.36
Check	2/14/2013	2586	Asbury Park Press	PO 5264		142.50
Check	2/14/2013	2587	Continental Fire & Safety	PO 5265		3,094.20
Check	2/14/2013	2588	Universal Premium	PO 5266		2,115.53
Check	2/14/2013	2589	County of Ocean	PO 5267		1,928.61
Check	2/14/2013	2590	MES	PO 5268		168.00
Check	2/14/2013	2591	TSVP Janitorial Services	PO 5269		415.00
Check	2/14/2013	2592	New Jersey Casualty Ins Co	PO 5270		13,482.00
Check	2/14/2013	2593	Waste Management	PO 5271		285.00
Check	2/14/2013	2594	Sprint	PO 5272		530.82
Check	2/14/2013	2596	Toms River Bd. of Fire Com...	PO 5273		1,250.00
Check	2/14/2013	2597	Air Power International INC	PO 5274		1,478.40
Check	2/14/2013	2598	AT&T	PO 5275		115.52
Check	2/14/2013	2599	H & D Fire Extinguisher	PO 5276		1,680.45
Check	2/14/2013	2600	CentraState Medical Associa...	PO 5277		1,885.00
Check	2/14/2013	2601	Verizon	PO 5278		330.51
Check	2/14/2013	2602	Holmes & MCDowell	PO 5279		8,129.00
Check	2/14/2013	2603	Federal Express	PO 5280		26.07
Check	2/14/2013	2604	Public Agency Training Council	PO 5281		295.00
Check	2/14/2013	2605	Rich Leonard	PO 5289		60.00
Check	2/14/2013	2606	John Burmeister Jr.	PO 5282		114.20
Check	2/14/2013	2607	Koerner & Koerner, PA	PO 5283		3,760.00
Check	2/14/2013	2608	National Center for Safety Ini...	PO 5284		132.00
Check	2/14/2013	2609	Galls, An Aramark Co	PO 5285		108.79
Check	2/14/2013	2610	JCP&L	PO 5286		2,113.26
Check	2/14/2013	2611	Cablevision	PO 5287		149.69
Check	2/14/2013	2612	Jerry's Autobody, LLC	PO 5288		186.42
Check	2/14/2013	2613	Blaze Emergency Equipment...	PO 5291		3,925.41
Check	2/14/2013	2614	The J'S Lettering, INC	PO 5290		52.00
Check	2/14/2013	2615	ERT Consultants, LLC	PO 5292		700.00
Check	2/14/2013	2616	Jackson Mills Fire Company	PO 5293		410.94
Check	2/14/2013	2617	Susan L Oksen-Pereira	PO 5294		200.00
Check	2/14/2013	2618	National Parts Supply Co	PO 5295		13.98
Check	2/14/2013	2619	National Association of Fire I...	PO 5296		45.00
Check	2/14/2013	2620	Seacoast Accounting, LLC	PO 5297		1,769.10
Total 1009 · Shore Community Operating					0.00	51,988.38
<b>TOTAL</b>					<b>0.00</b>	<b>51,988.38</b>

*Jackson Twp 1<sup>st</sup> Aid*

500. -  
 \$ 52,488.38



**Jackson Township Fire District No 4**  
**Profit & Loss Budget vs. Actual**  
 January 1 through February 14, 2013

	Jan 1 - Feb 14, 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	0.00	1,452,458.00	(1,452,458.00)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	0.00	2,500.00	(2,500.00)
4750 · Bureau of Fire Prevention Incm	1,395.00	14,000.00	(12,605.00)
4800 · Other Income	0.00	10,000.00	(10,000.00)
4910 · Restricted Fund Balance	0.00	480,000.00	(480,000.00)
4920 · Unreserved Fund Balance	0.00	50,000.00	(50,000.00)
<b>Total Income</b>	<b>1,395.00</b>	<b>2,012,215.00</b>	<b>(2,010,820.00)</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	400.00	2,800.00	(2,400.00)
5210 · Elections	1,928.61	1,500.00	428.61
5220 · Office Expense	379.59	10,500.00	(10,120.41)
5230 · Professional Services	6,437.50	87,500.00	(81,062.50)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	7,751.13	103,240.00	(95,488.87)
6120 · Salaries - Full Time Fire	13,484.54	166,220.00	(152,735.46)
6130 · Salaries - Fire Official	2,460.00	37,700.00	(35,240.00)
6140 · Salaries - Firefighter Overtime	922.95	40,000.00	(39,077.05)
6180 · Payroll Taxes	(5,957.37)	29,700.00	(35,657.37)
6185 · Employer Pension Contribution	0.00	51,569.00	(51,569.00)
6190 · Fringe Benefits	7,284.29	80,448.00	(73,163.71)
6210 · Insurance	21,611.00	95,000.00	(73,389.00)
6220 · Advertising	142.50	2,000.00	(1,857.50)
6310 · Maintenance & Repairs	10,210.00	127,000.00	(116,790.00)
6410 · Supplies	2,115.53	30,000.00	(27,884.47)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	3,721.15	60,000.00	(56,278.85)
6515 · Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 · Misc. Firefighter Expenses	2,131.20	15,000.00	(12,868.80)
6611 · Training	2,085.00	24,000.00	(21,915.00)
6615 · Gear - Fire Company	2,457.09	20,000.00	(17,542.91)
6625 · Joint District Expenses	0.00	50,000.00	(50,000.00)
6630 · Building Rennovations/Equipment	0.00	20,000.00	(20,000.00)
6640 · SCBA	0.00	10,000.00	(10,000.00)
6650 · Emergency/First Aid Equipment	440.20	7,000.00	(6,559.80)
6655 · Replacement Equipment	0.00	50,000.00	(50,000.00)
6670 · Vehicle Equip-Radios/Pagers	764.98	20,733.00	(19,968.02)
6675 · UFSA	340.00	8,000.00	(7,660.00)
6910 · LOSAP	0.00	40,000.00	(40,000.00)
6990 · Contingent-Operating	0.00	2,000.00	(2,000.00)
8210 · Serial Bonds - Prin	0.00	74,000.00	(74,000.00)
8220 · Serial Bonds - Interest	0.00	4,805.00	(4,805.00)
<b>Total Expense</b>	<b>81,109.89</b>	<b>1,362,215.00</b>	<b>(1,281,105.11)</b>
<b>Net Ordinary Income</b>	<b>(79,714.89)</b>	<b>650,000.00</b>	<b>(729,714.89)</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8054 · Capital	0.00	650,000.00	(650,000.00)
<b>Total Other Expense</b>	<b>0.00</b>	<b>650,000.00</b>	<b>(650,000.00)</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>(650,000.00)</b>	<b>650,000.00</b>
<b>Net Income</b>	<b>(79,714.89)</b>	<b>0.00</b>	<b>(79,714.89)</b>

Board of Fire Commissioners Career Dept  
February 14, 2013

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 14
  - EMS Calls - 44

**Fire Prevention**

Inspections:	46
Re-inspection:	15
Fines:	0
Permits:	2 @ \$42.00, 1 @ \$331.00
Plans:	A & A Truck Parts (Bismark Rd) *Approved
Pre Plans:	Progress
Invests:	3 Invests: 191 Brookfield Dr (careless smoking) 277 Frank Applegate (Barn - undetermined) Cedarswamp Rd (Vehicle – undetermined)

**Building Report**

**Station 1:**

- Carpet was repaired in meeting room
- First Aid Bay was cleaned and ready for first aid rig
- Numerous light bulbs were replaced
- Bays were cleaned and floors were washed
- All units were washed weekly

**Station 2:**

- Albert Lee is scheduled to do storm repairs as soon as weather permits
- General housekeeping and weekly cleaning was conducted
- All units were washed weekly

**Trucks and Equipment**

Unit 5400

- Went for service, unit needs new hood spring and Jerry's Auto will order

Board of Fire Commissioners Career Dept  
February 14, 2013

Unit 5407

- Single stage extrication pump back on unit
- Unit needs new tires, will check state contract

Unit 5411

- New fuel tank was installed
- Window knobs were replaced
- Minor oil leak scheduled to be repaired next week

Unit 5417

- New ladders and ladder brackets were replaced from accident
- Hand light charger was repaired
- New door latches are on order
- Unit has air leak in tank to pump valve, Blaze is working on rebuilt kit

Unit 5421

- Dual extrication pump is back in service
- Throttle sensor was replaced
- New rear strobe bases were installed

Unit 5427

- Unit will be going to Jerry's Auto for problem with fuel gauge
- Unit will need new tires

**Special Details / Projects / Notifications**

**Notifications**

- BBP-RTK and Hazmat have been scheduled - dates are:
  - 2/16/13 - Station 55, starting at 9 am
  - 2/20/13 - Station 57, starting at 7 pm
- EMT CEU Elective Classes - All classes at Station 55-1, starting at 9 am
  - 3/21/13 - Documentation Review
  - 4/18/13 - Pt Assessment Review
  - 5/16/13 - BLS Mega Code
  - 6/20/13 - Summer Emergencies
  - 7/18/13 - Triage Review
  - 8/15/13 - Emergency Incident Rehab
- Nine pre-plans are in progress, request purchase of software, 3-D Architect, to assist with program

Submitted by  
Lt. Mark Reynolds

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

Minutes of Meeting Held  
March 14, 2013

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 Commissioner Richard Leonard.

**Call to Order** - All participated in the Pledge of Allegiance. The re-organizational meeting was called to order by Board Attorney Youssouf at 8:09 p.m. Roll Call was taken and all commissioners were present.

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

*2013 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 *en bac* motion, seconded by Commissioner Byrnes. Motion passed by unanimous consent.

*2013 Meeting Dates:* Board Attorney Youssouf presented a Resolution for Scheduling Meeting Dates for the Year 2013 (April 11, 2013, May 9, 2013; June 13, 2013; July 11, 2013; August 8, 2013; September 12, 2013; October 10, 2013, November 14, 2013; December 12, 2013, January 9, 2014; February 13, 2013; and March 13, 2014— which shall serve as the annual reorganization meeting of the Board). Commissioner Byrnes motioned to accept the Resolution as presented, seconded by Commissioner Sherry. Motion passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

*2013 Designation of Official Depositories:* Commissioner Sherry 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 2013 (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 Byrnes. Motion passed with one abstention for Shore Community Bank (Commissioner Allmann). (A copy of the Resolution is attached and incorporated herein by reference.)

*2013 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 2013 (which names the Asbury Park Press and the Newark Star-Ledger), presented by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

*2013 Appointment of District Auditors:* Commissioner Allmann motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Rodney Harris CPA RMA District Auditors for 2013, presented by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by majority consent with Commissioner Bollentin abstaining. (A copy of the Resolution is attached and incorporated herein by reference.)

*2013 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 2013 by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

*2013 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 2013, presented by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

*2013 Appointment of Recording Secretary:* Commissioner Sherry 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 2013, presented by Attorney Youssouf, seconded by Commissioner Byrnes. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

*2013 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. Youssouf, Esq., Board Attorney for the Year 2013, presented by Attorney Youssouf, seconded by Commissioner Byrnes. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

**Minutes**– Commissioner Byrnes motioned to approve the minutes from the February 14, 2013 meeting, seconded by Commissioner Sherry. Motion passed by majority vote (abstention: Commissioner Allmann).

**Treasurer's Report –**

**Auditor's Report for year ending December 31, 2012:** Auditor Rodney Haines was present and gave a brief overview of the report (a copy of which is attached hereto and incorporated herein by reference). There are zero comments that

need to be reported. Discussion about state process for bidding process specifically for purchasing new fire apparatus – all were strongly encouraged to follow the years and purchase items that are under state contract. Commissioner Allmann motioned to accept the resolution to approve the audit for the year ending December 31, 2012, seconded by Commissioner Sherry. Motion passed by unanimous consent. Board Attorney Youssef to receive and publish synopsis of audit and then he will provide proof of publication to the Board.

**Treasure's Report** was presented by Commissioner Allmann. The report and bill list (a copy of which is attached and incorporated herein by reference) as of March 14, 2013 were read. After discussion \$6,000 voucher payable to ERT Consultants LLC for ice rescue training was added bringing total expenditures to \$161,931.12. Fire company was reminded that the Board needs to be aware of the amount of training expenses in advance so they may ascertain that there are sufficient designated funds for the expenses and approve the expense before the money is expended. The Board would like at least one month's advance notice. Chief Haskins advised the Board that there is an upcoming command control class on April 3 at a cost of \$50 per person. Chief anticipates approximately 8 to 9 attendees (officers and safety officers). After paperwork is submitted to Cheryl, she will then call three commissioners for approval. Commissioner Sherry motioned to accept a Resolution to accept the bill list as amended, seconded by Commissioner Byrnes. Resolution passed by majority consent with Chairman Allmann abstaining on the MUA payment

**Legal Report** – Board Attorney Youssef advised the Board that Pierce is part of a national co-op purchasing agreement. It has the potential to save the Board more money than purchasing through state contract. He is working on gathering more information and will report back to the Board when he knows more.

**Truck & Building/Career Report** – Commissioner Bollentin reported that they met with the roofer, architect, and the warranty company. FF Leonard reported that the verbal agreement between all parties was that the warranty company was going to provide the Board and the engineer a copy of the punch list that they were going to do for the Board. They are still awaiting receipt of the report/punch list. FF Leonard was authorized to get heater #2 back up and running. Bill will be submitted to the roof contractor. If Yezzi and Coffey cannot work this out, Board Attorney Youssef is to get involved and involve the bond company. Lt. Reynolds is out due to a family issue. FF Leonard reported that 5421 is out of service – pump does not engage; Lubby sent out some Continental tools for repair: be prepared for a bill; Batteries disappearing from portables. They do not know who is doing it. Non-intrinsically safe batteries are turning up on the portables. Replacements cost \$150 each. As of now, every radio portable has a safe battery and a microphone (labeled and marked). Commissioner Allman suggested camera checks and checks and balances. Chief has been asked to do battery checks when they do truck checks. Items for Gov.deals – requested a minimum bid of \$500 for radios. Security camera issues have been worked on and repaired. Cameras went down in October but

are now up and running. Commissioner Sherry advised that he is meeting with the fire company's truck committee to discuss new apparatus.

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

1. Year to date: 84 calls
2. EMS rules are in effect- reviewed with Board
3. CDL Training – got four books. Discussion on who pays for the CDL license – Chairman Bollentin advised that the Board's policy is that the Board will pay for the CDL training, but the individual pays for the CDL license. Recommendation was made to get rid of the vehicle and to purchase one that everyone can drive that does not require CDL.
4. Account for Fire/Police – Lt. Reynolds was authorized to order two jackets.
5. Budget – requested a meeting to discuss budget/wish list prior to the next Board meeting.
6. Station #2 – is falling apart. Problems with the toilet; contractor contacted for roof, fascia and gutters; Fire Official Burmeister is to get three quotes for doors; Commissioner Byrnes will get three quotes for the floor; Fire Fighter Leonard is to get three quotes for water softener. Possibility of adding bays/pole barns was raised. Budget process was reviewed. Commissioner Byrnes recommended that a building committee be formed to explore all the information that is needed.
7. Swing Junior is now a driver.
8. License checks – Cheryl reported that process has changed - now everyone has to self-input their own information for confidentiality. Insurance no longer runs license checks. Letters has been sent to volunteers. In the past two weeks, no one has done it. Board pays for the cost. Green lights/approvals go directly to Cheryl. After discussion it was determined that all volunteers are to self-input their information within 90 days from today. Every volunteer is to do it – even those who do not drive the truck.
9. More lockers are needed for Station #2. Board offered to allow use of lockers in the back – they need to be cleaned.
10. Chairman Bollentin is working on the dryer
11. New sets of gear – already has five new sets, asking for five more sets. Gear has been measured – Joint Board lettering for new gear discussed. Morning Pride is to be the vendor. Board authorized five sets of gear to be ordered.
12. Right to Know – has been scheduled. One member has a work schedule conflict, but is working on it.
13. Storm dispatching school – Christian MacNeil attended course is being asked to pay the fee (\$585.00). All were reminded again that funds are not expended without prior approval of the Board. This is a 911 Certification and Jackson does not use this program.
14. Upcoming Training: Train the Trainer Course/Ice-Rescue trainer in Portland Maine: Cost is \$1700 (includes hotel, airfare, etc.) June 6 – June 9, 2013. Marero is to be the attendee.
15. Upcoming Training: Baltimore Chiefs' convention – July

16. Hepatitis B – update: Trask has been bringing it to all new members attention. If the volunteer refuses to take the shot, they have to sign off on a waiver stating that they are refusing it. Titers are taken for the older members to determine if they need the Hep B. Ask Center State to have them sign off if they refuse the shot.

**President's Report** - President Trask O'Hara reported that Stephen Port is on leave due to conditions of employment. Fire Service Agreement to be discussed in executive session.

**Fire Bureau** – Fire Official Burmeister verbally reported: 37 inspections; 6 permits – four @ \$42, 2@ \$331; one complaint, zero investigations one Site Plan – New building plans to be reviewed. Mobile Fire Pro update: desktop hard drive replaced; update operating system, compatibility being addressed.

**Old Business and Correspondence/Pending –**

1. Lt. Reynolds looking for a laptop RE: pre-plans, payroll reports. Only at Station #2 for six hours on Wednesday. Other options discussed. Trask to look into it with him.
2. Commissioner Allmann motioned to approve Good Mowin contract and write a check for 2013 season, seconded by Commissioner Leonard. Motion passed by unanimous consent.
3. Commissioner Allmann motioned to sign the engagement letter for Oliver S. Walling III at an hourly rate of \$160 for a partner; \$115 for an accountant, \$50 for clerical not to exceed \$7,000., seconded by Commissioner Byrnes. Motion passed by unanimous consent.

**New Business -**

1. Chairman Bollentin asked that Cheryl will be moved into the small room with personnel files to be locked up. Paid staff and Fire Official Burmeister will be in the main office room. Board was in agreement. It was decided that the computer at Station #2 can move down to that room.

**Public Session:** No comments received during the Public Session.

**Executive Session:** Commissioner Leonard 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 9:55 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 11:04 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 11:04 p.m.

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



3/14/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP SCHEDULING  
MEETING DATES FOR THE YEAR 2013**

**WHEREAS;** The Board of Fire Commissioners, as a political subdivision of the State of New Jersey is required by N.J.S.A. 10:4-18 to publish and post annually a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

**WHEREAS;** The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of said schedule to the municipal clerk for posting on the official municipal bulletin board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that regularly scheduled meetings of the Board will be held on the second Thursday of each month commencing at 8:00 p.m. at the Jackson Mills Volunteer Fire Company firehouse 465 North County Line Road, Jackson, New Jersey.

**BE IT FURTHER RESOLVED** that workshop sessions of the Board of Fire Commissioners will be held on the second Thursday of each month commencing at 8:00 p.m. at the above specified location.

**BE IT FURTHER RESOLVED** that the regular monthly meetings and workshop meetings of the Board are hereby scheduled for the following dates: April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12, January 9, February 13, and March 13, 2014, which meeting shall serve as the annual reorganization meeting of the Board.

**BE IT FURTHER RESOLVED** that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by: *Byrnes*

Seconded by: *Sherry*

Roll Call Vote:

Ayes: *Allmann  
Bollentin  
Byrnes  
Leonard  
Sherry*

Nays: *Ø*

Absent: *Ø*

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the *14<sup>th</sup>* day of *March*, 2013.

*Richard Leonard*, Clerk

3/14/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP DESIGNATING  
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2013**

**WHEREAS;** the Fire District is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

**WHEREAS;** N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit; " and

**WHEREAS;** the Board has determined that The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank are qualified depositories that are eligible to receive and hold public funds on deposit; and

**WHEREAS;** it is the opinion of the Board that designating the above identified financial institutions as the official depositories of fire district funds is convenient, necessary and desirable for the business purposes of the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank are hereby designated official depositories of District funds for 2012.

**BE IT FURTHER RESOLVED** that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

**BE IT FURTHER RESOLVED** that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by: *Sherry*

Seconded by: *Byrnes*

Roll Call Vote:

Ayes: *Bollentini*  
*Byrnes*  
*Leonard*  
*Sherry*

Nays: *0*

Absent: *0*

Abstain: *Allmann*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 19<sup>th</sup> day of March, 2013.

*Richard Lunn* Clerk

3/8/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP DESIGNATING  
OFFICIAL NEWSPAPERS FOR THE YEAR 2013**

**WHEREAS;** N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

**WHEREAS;** N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election, budget referendum and bond referendums as well as public hearings and other periodic events; and

**WHEREAS;** To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

**WHEREAS;** The Asbury Park Press and the Newark Star Ledger are legally recognized newspapers having general circulation within Jackson Township and are the two publications most likely to inform the citizens of pending Board meetings and actions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the Asbury Park Press and the Newark Star Ledger be and the same are hereby designated the official newspapers of the Board of Fire Commissioners for the year 2013.

**BE IT FURTHER RESOLVED** that the Clerk of the Board be, and the same is hereby directed to publish all required notices in the newspapers specified herein for the year 2013.

Moved by: *Allmann*

Seconded by: *Sherry*

Roll Call Vote:

Ayes: *Allmann*  
*Bollentin*  
*Byrnes*  
*Leonard*  
*Sherry*

Nays: *Ø*

Absent: *Ø*

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 15<sup>th</sup> day of March, 2013.

*Anthony Leonard*, Clerk

3/14/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING  
HOLMAN & FRENIA P.C. DISTRICT AUDITORS FOR THE  
YEAR 2013** Rodney Harris CPA, RMA

**WHEREAS;** the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

**WHEREAS;** The firm of Holman & Frenia, P.C. are certified public accountants and registered municipal auditors licensed to practice in the State of New Jersey and are legally qualified to perform the auditing services required by the laws of the State of New Jersey; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for professional services may be made, negotiated and awarded without public bidding or receipt of bids if the services to be provided will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

**WHEREAS;** adequate monies have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the firm of Holman & Frenia, P.C. be, and the same, are hereby appointed District auditors for the year 2013.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by: Allmann

Seconded by: Sherry

**Roll Call Vote:**

Ayes: Allmann  
Bollentin  
Byrnes  
Leonard  
Sherry

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Twp. on the 15<sup>th</sup> day of March, 2013.

Richard Raymond, Clerk

3/14/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING  
OLIVER S. WALLING BOARD ACCOUNTANT FOR 2013**

**WHEREAS;** The Board of Fire Commissioners is authorized and empowered by law to employ the services of an accountant and such other professional staff as may be required for the orderly and effective administration of the financial affairs of the fire district; and

**WHEREAS;** The Board is charged with the responsibility of raising and spending taxes to fund the operations of both the Jackson Mills Volunteer Fire Company and its paid staff; and

**WHEREAS;** It is the considered opinion of the Board that the services of a certified public accountant to aid in the preparation and administration of the District's financial accounts and records is necessary and desirable; and

**WHEREAS;** The Local Public Contracts Law provides that a contract for the provision of professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

**WHEREAS;** Oliver S. Walling, III is a Certified Public Accountant licensed to practice in the State of New Jersey and is qualified to render the professional services required by the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a contract for professional services be and the same is hereby awarded to Oliver S. Walling III for the year 2013.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board.

Moved by: *Allmann*

Seconded by: *Sherry*

Roll Call Vote:

Ayes: *Allmann*  
*Bollart*  
*Byrnes* Nays: *Ø* Absent : *Ø* Abstain: *Ø*  
*Leonard*  
*Sherry*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on the 14<sup>th</sup> day of March, 2013.

*Richard Leonard*, Clerk

3/14/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 TOWNSHIP OF JACKSON APPOINTING  
CHERYL PARKER BOOKKEEPER FOR THE YEAR 2013**

**WHEREAS;** The Board of Fire Commissioners has determined that it is necessary, desirable and in the public interest to employ the services of a qualified bookkeeper to maintain the day to day financial books and records of the Board of Fire Commissioners and to perform such other administrative tasks as may be required; and

**WHEREAS;** Cheryl Parker has the required qualifications and experience to perform the duties required by the Board; and

**WHEREAS;** Adequate funds exist in the current or a previously approved budget of the Board of Fire Commissioners to pay the salary of a bookkeeper.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that Cheryl Parker be, and the same is hereby appointed to the position of Bookkeeper for the Board of Fire Commissioners of Jackson Township Fire District No.4 for the year 2013.

**BE IT FURTHER RESOLVED** that a certified true copy of this Resolution be forwarded to Cheryl Parker by the Clerk of the Board.

Moved by: *Sherry*

Seconded by: *Byrnes*

Roll Call Vote:

Ayes *Allmann*  
*Bollentin*      Nays *0*      Absent *0*      Abstain *0*  
*Byrnes*  
*Leonard*  
*Sherry*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14<sup>th</sup> day of March, 2013.

*Richard Pomeroy*, Clerk

3/14/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 TOWNSHIP OF JACKSON APPOINTING  
SUSAN L. OKSEN-PEREIRA RECORDING SECRETARY TO  
THE BOARD OF FIRE COMMISSIONERS FOR 2013**

**WHEREAS;** The Board of Fire Commissioners has determined that it is necessary, desirable and in the public interest to employ the services of a recording secretary to record, prepare and transcribe minutes of the Board's meetings and to perform such other administrative tasks as may be necessary; and

**WHEREAS;** Susan L. Oksen-Pereira has the requisite skills to perform the duties required of a recording secretary; and

**WHEREAS;** Adequate funds exist in the current or a previously approved budget of the Board of Fire Commissioners to pay the salary of a recording secretary.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that Susan L. Oksen-Pereira be, and the same is hereby appointed to the position of Recording Secretary for the Board of Fire Commissioners Fire District No.4 Jackson Township for the year 2013.

**BE IT FURTHER RESOLVED** that a certified true copy of this Resolution be forwarded to Susan L. Oksen-Pereira by the Clerk of the Board.

Moved by: *Sherry*

Seconded by: *Byrnes*

Roll Call Vote:

Ayes *Allmann  
Bollenstin  
Byrnes  
Leonard  
Sherry*      Nays *Ø*      Absent *Ø*      Abstain *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14<sup>th</sup> day of March, 2013.

*Richard Sumner*, Clerk

3/14/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING  
JOSEPH D. YOUSSEUF, ESQ. BOARD ATTORNEY FOR 2012**

**WHEREAS;** The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services" ; and

**WHEREAS;** N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

**WHEREAS;** Joseph D. Youssouf is an attorney at law admitted to practice in the State of New Jersey.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2013.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by: *Allmann*

Seconded by: *Sherry*

Roll Call Vote:

Ayes: *Allmann  
Bollentin  
Byrnes Sherry  
Leonard* Nays: *Ø*

Absent: *Ø*

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14<sup>th</sup> day of March, 2013.

*[Signature]* Clerk



3/14/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.4 JACKSON TOWNSHIP ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2012**

**WHEREAS;** N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

**WHEREAS;** the Board of Fire Commissioners has heretofore employed the services of a registered municipal accountant for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

**WHEREAS;** the Board received the report on audit for the year ended December 31, 2012 at its regularly scheduled meeting of 3/14/13, reviewed same and finds it to be acceptable as prepared; and

**WHEREAS;** N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District, and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

**WHEREAS;** N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically referencing the sections of the audit report entitled "General Comments and Recommendations ", and to evidence same by group affidavit in the form prescribed by the Local Finance Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED,** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the report on audit for the year ended December 31, 2012 be and the same is hereby accepted.

**BE IT FURTHER RESOLVED,** that a synopsis of said report on audit be published in the official newspaper of the District and that the members of the Board execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance Board.

Moved by: *Allmann*

Seconded by: *Sherry*

Roll Call Vote:  
*Allmann*

Ayes:

Nays: *Ø*

Absent: *Ø*

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted on the *14<sup>th</sup>* day of *March*, 2013 by the Board of Fire Commissioners, Fire District No.4 Jackson Twp.

*Richard Sumner*, Clerk

12:35 PM  
 03/14/13  
 Accrual Basis

Jackson Township Fire District No 4  
**Treasurer Report**  
 As of March 14, 2013

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 · Shore Community Operating</b>						
Check	3/14/2013	2622	Jean Scala	PO 5298		125.00
Check	3/14/2013	2623	Lucy Oliverie	PO 5299		125.00
Check	3/14/2013	2624	Burlington County ESTC-BCIT	PO 5261		83.00
Check	3/14/2013	2625	Rich Leonard	PO 5289		1,101.69
Check	3/14/2013	2626	Jackson Twp MUA	PO 5301		15,565.75
Check	3/14/2013	2627	Staples Credit Plan	PO 5302		96.29
Check	3/14/2013	2628	Universal Premium	PO 5303		2,712.97
Check	3/14/2013	2629	Jerry's Autobody, LLC	PO 5304		100.79
Check	3/14/2013	2630	Mercer County Fire Academy	PO 5305		620.00
Check	3/14/2013	2631	Firefighter University LLC	PO 5306		500.00
Check	3/14/2013	2632	Jackson First Aid Squad	PO 5307		500.00
Check	3/14/2013	2633	Holmes & MCDowell	PO 5308		8,427.82
Check	3/14/2013	2634	Waste Management	PO 5309		287.76
Check	3/14/2013	2635	New Jersey State Associatio...	PO 5310		300.00
Check	3/14/2013	2636	Verizon	PO 5311		319.06
Check	3/14/2013	2637	Sprint	PO 5312		289.66
Check	3/14/2013	2638	JCP&L	PO 5313		1,619.71
Check	3/14/2013	2639	Sun Trust	PO 5315		77,196.05
Check	3/14/2013	2640	NJNG	PO 5316		2,789.04
Check	3/14/2013	2641	CentraState Medical Associa...	PO 5317		420.00
Check	3/14/2013	2642	Blaze Emergency Equipment...	PO 5318		1,376.21
Check	3/14/2013	2643	New Jersey Casualty Ins Co.	PO 5319		6,619.00
Check	3/14/2013	2644	Harleysville Life Ins Co	PO 5320		383.00
Check	3/14/2013	2645	Holman & Frenia, PC	PO 5321		9,850.00
Check	3/14/2013	2646	Specialty Systems, Inc.	PO 5322		3,000.00
Check	3/14/2013	2647	National Center for Safety Ini...	PO 5323		38.00
Check	3/14/2013	2648	Continental Fire & Safety	PO 5325		224.80
Check	3/14/2013	2649	All Comm Technologies	PO 5326		380.00
Check	3/14/2013	2650	Dafeldecker Associates	PO 5327		240.00
Check	3/14/2013	2651	New Jersey Press Media Sol...	PO 5328		182.50
Check	3/14/2013	2652	Fleet One LLC	PO 5329		13.00
Check	3/14/2013	2653	County Line hardware	PO 5330		49.67
Check	3/14/2013	2654	Susan L Oksen-Pereira	PO 5331		275.00
Check	3/14/2013	2655	Seacoast Accounting, LLC	PO 5332		2,030.00
Check	3/14/2013	2621	Board of Fire Commissioner'...	PO 5333		15,216.80
Check	3/14/2013	2656	Verizon	PO 5334		319.06
Check	3/14/2013	2657	Ocean County Board of Elect...	PO 5335		632.58
Check	3/14/2013	2658	Cablevision	PO 5336		149.69
Check	3/14/2013	2659	Watchung Spring Water	PO 5337		14.97
Check	3/14/2013	2660	TSVP Janitorial Services	PO 5338		332.00
Check	3/14/2013	2661	Home Depot	PO 5339		375.42
Check	3/14/2013	2662	JCP&L	PO 5340		574.83
Check	3/14/2013	2664	Safe & Secure Security Syst...	PO 5341		475.00
Total 1009 · Shore Community Operating					0.00	155,931.12
<b>TOTAL</b>					<b>0.00</b>	<b>155,931.12</b>

ERT Consultants LLC

6,000.-

TOTAL

161,931.12

## Jackson Township Fire District No 4 Profit & Loss Budget vs. Actual January 1 through March 14, 2013

	Jan 1 - Mar 14, 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	0.00	1,452,458.00	(1,452,458.00)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	216.87	2,500.00	(2,283.13)
4750 · Bureau of Fire Prevention Incm	5,373.00	14,000.00	(8,627.00)
4800 · Other Income	4,984.00	10,000.00	(5,016.00)
4910 · Restricted Fund Balance	0.00	480,000.00	(480,000.00)
4920 · Unreserved Fund Balance	0.00	50,000.00	(50,000.00)
<b>Total Income</b>	<b>10,573.87</b>	<b>2,012,215.00</b>	<b>(2,001,641.13)</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	675.00	2,800.00	(2,125.00)
5210 · Elections	2,811.19	1,500.00	1,311.19
5220 · Office Expense	5,565.00	10,500.00	(4,935.00)
5230 · Professional Services	8,467.50	87,500.00	(79,032.50)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	19,763.89	103,240.00	(83,476.11)
6120 · Salaries - Full Time Fire	32,547.65	166,220.00	(133,672.35)
6130 · Salaries - Fire Official	6,150.00	37,700.00	(31,550.00)
6140 · Salaries - Firefighter Overtime	3,281.67	40,000.00	(36,718.33)
6180 · Payroll Taxes	(3,502.59)	29,700.00	(33,202.59)
6185 · Employer Pension Contribution	0.00	51,569.00	(51,569.00)
6190 · Fringe Benefits	22,385.01	80,448.00	(58,062.99)
6210 · Insurance	36,657.82	95,000.00	(58,342.18)
6220 · Advertising	325.00	2,000.00	(1,675.00)
6310 · Maintenance & Repairs	13,143.89	127,000.00	(113,856.11)
6410 · Supplies	4,841.50	30,000.00	(25,158.50)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	10,445.71	60,000.00	(49,554.29)
6515 · Hydrant Rent	15,190.00	65,000.00	(49,810.00)
6610 · Misc. Firefighter Expenses	3,129.20	15,000.00	(11,870.80)
6611 · Training	4,389.69	24,000.00	(19,610.31)
6615 · Gear - Fire Company	2,457.09	20,000.00	(17,542.91)
6625 · Joint District Expenses	500.00	50,000.00	(49,500.00)
6630 · Building Renovations/Equipment	0.00	20,000.00	(20,000.00)
6640 · SCBA	0.00	10,000.00	(10,000.00)
6650 · Emergency/First Aid Equipment	440.20	7,000.00	(6,559.80)
6655 · Replacement Equipment	0.00	50,000.00	(50,000.00)
6670 · Vehicle Equip-Radios/Pagers	1,144.98	20,733.00	(19,588.02)
6675 · UFSA	3,340.00	8,000.00	(4,660.00)
6910 · LOSAP	0.00	40,000.00	(40,000.00)
6990 · Contingent-Operating	0.00	2,000.00	(2,000.00)
8210 · Serial Bonds - Prin	0.00	74,000.00	(74,000.00)
8220 · Serial Bonds - Interest	3,196.05	4,805.00	(1,608.95)
<b>Total Expense</b>	<b>197,345.45</b>	<b>1,362,215.00</b>	<b>(1,164,869.55)</b>
<b>Net Ordinary Income</b>	<b>(186,771.58)</b>	<b>650,000.00</b>	<b>(836,771.58)</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8054 · Capital	0.00	650,000.00	(650,000.00)
8211 · Bond Principal-Truck 5405	74,000.00	0.00	74,000.00
<b>Total Other Expense</b>	<b>74,000.00</b>	<b>650,000.00</b>	<b>(576,000.00)</b>
<b>Net Other Income</b>	<b>(74,000.00)</b>	<b>(650,000.00)</b>	<b>576,000.00</b>
<b>Net Income</b>	<b>(260,771.58)</b>	<b>0.00</b>	<b>(260,771.58)</b>

1:02 PM

03/14/13

Accrual Basis

**Jackson Township Fire District No 4**  
**Cash Balances**  
As of March 14, 2013

	Mar 14, 13	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	439,873.65	
1011 · Shore Community Payroll	23,441.59	
1012 · Shore Community Fire Bureau	24,334.91	
1016 · Shore Comm-CD-Future Capital 1	277,421.80	
1018 · Shore Comm-CD-Future Capital 2	219,325.84	
1019 · Shore Comm-CD Future Capital	382,232.11	
<b>TOTAL</b>	<b><u>1,366,629.90</u></b>	<b><u>0.00</u></b>

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

Minutes of Executive Session  
March 14, 2013

Chairman Bollentin called the Executive Session to order at 9:55 p.m. Commissioners Allmann, Bollentin, Leonard, Sherry and Byrnes were present. Board Attorney Youssouf was also present. Chief Haskins and President O'Hara were also present.

**Incident Involving Quality Employee - Chairman** Bollentin advised the Board of three incidents where an employee of Quality displayed escalating inappropriate behavior of a lewd nature towards the cleaning lady. The first incident was not reported. The second incident was reported to her boss. The third incident was reported to Lt. Reynolds. The Jackson Township Police Department was contacted. They did an investigation and the Quality employee was arrested. Discussion followed regarding communication within the Board, whether or not Quality ran background checks for their employees, etc. It was decided that Commissioner Allmann would speak to Sal regarding the issues. Chief Haskins and President O'Hara left the meeting.

**Fire Service Agreement -** Board reviewed the proposed Fire Service Agreement submitted by the Fire Company. Each item was reviewed and discussed by the Board. At approximately 10:15 p.m. President O'Hara returned to the meeting and the proposed Fire Service Agreement was reviewed and discussed. President O'Hara left the meeting.

**LOSAP/Corrigan** – After discussion, Board Attorney Youssouf advised the Board that Corrigan has no claim and he will write a letter to Corrigan advising him of same.

**Adjournment:** Commissioner Sherry motioned to adjourn the Executive Session, seconded by Commissioner Byrnes. Motion passed by unanimous consent. Executive Session was adjourned at 11:04 p.m.

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