

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

Minutes of Meeting Held
August 10, 2017

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 Bollentin at 8:00 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. All participated in the Pledge of Allegiance. A moment of silence was observed in honor Commissioner/Chairman Leonard.

Roll Call: Commissioners Bollentin, Goldman, Jamison and Torres were present. Board Attorney Youssouf was present also.

Minutes: Commissioner Goldman motioned to approve the minutes of the July 13, 2017 General meeting as presented, seconded by Commissioner Torres. Motion passed unanimous vote. Commissioner Goldman motioned to approve the minutes of the July 27, 2017 Special Meeting as presented, seconded by Commissioner Torres. Motion passed unanimous vote.

Treasurer's Report –The report and bill list (a copy of which is attached to the original minutes and incorporated herein by reference) as of August 10, 2017 was read by Commissioner Jamison. Commissioner Goldman motioned to approve the Treasurer's report as read and pay the bills as listed, seconded by Commissioner Torres. Motion passed by unanimous vote.

Legal Report – Board Attorney Youssouf reported that he spoke to Jack Purvis. Documents have been reviewed and have been prepared. A copy of the Notice and Invitation to Bidders Firehouse Reconstruction Project was presented to the Board (a copy of which is attached to the original minutes and incorporated herein by reference.) Notice to be published in the Asbury Park Press. Board Attorney Youssouf reviewed the process of a capital project review to be submitted to the Planning Board. Board was informed that Governor Christie signed a bill allowing the fire districts to opt out of the February election and move to the general elections held annually in November – to be effective 2019. Pros and cons discussed with the Board. Board Attorney Youssouf reviewed a decision dated August 7, 2017: Robert A Veri vs. Millstone Valley Fire Department. Ruling determined that OPRA request must be honored – the volunteer fire company is a public entity. Board Attorney Youssouf reminded everyone that all OPRA requests received by the Board/District/Fire Company are to be sent to him immediately upon receipt for his review.

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Lt. Reynolds requested \$150 for reflective house numbers

for those who are not in compliance. Lt. Reynolds requested permission to re-apply to .Gov surplus. Board was in agreement.

Chief's Report – read by Chief Lubertazzi (a copy of which is attached and incorporated herein by reference). Discussion: Board was in agreement for career staff would provide coverage on 8/19/17 for fire company to attend Blue Claws game (1600 hrs to 23000 hrs). Commissioner Torres motioned to spend up to and not to exceed \$7,000 for an ID printer, seconded by Commissioner Goldman. Motion passed by unanimous consent. (A copy of a proposed quote is attached to the original minutes and incorporated herein by reference.) Information regarding a brush truck for sale by Brevent Park & Leonardo Fire Company was distributed to the Board (a copy of which is attached to the original minutes and incorporated herein by reference). After discussion, Commissioner Torres motioned to purchase Brevent Park & Leonard Fire Co 1988 Dodge 3500 4 x 4, brush truck up to \$3,000. pending review of service records, inspection by Lt. Reynolds and a mechanic of his choice, seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Jamison raised issued of I AM Responding – needs to be updated. Chief and Fire Company to look into it.

President's Report – read by Vice President Steven Linde (a copy of which is attached to the original minutes and incorporated herein by reference). Board was in agreement for use of hall on September 23, 2017 (Weinrich); September 24, 2017 (Lubertazzi); December 9, 2017 (Krzyzewski).

Fire Bureau: no written report - returned to full time duty today.

Work Orders: up to date.

Old Business/Correspondence:
Correspondence:

Old Business:

Soda Machine: Fire Official Burmeister advised that the soda machines to be removed. Thank you to everyone for their work on the funeral arrangements for Commissioner Leonard. It was a good job by all.

Vacant Position: Vice Chairman Bollentin advised that an empty seat will remain at the table until the February 2018 election. He does not consider himself to be president, but will act in the role of Vice Chairman – filling in for Chairman Leonard's absence.

Unfinished Business: None

New Business:

Commissioner Leonard funeral arrangements: Commissioner Goldman asked that a Resolution be drafted to express gratitude to Perth Amboy FD for Commissioner Leonard's funeral and honors; Resolution to be drafted to express gratitude the career staff and the fire company for the services and how they conducted. Commissioner Bollentin asked that a Resolution expressing condolences to the family of Commissioner Leonard and commending him on his extraordinary work as a volunteer and to fire service. Badge to be mounted to the plaque. After discussion, it was decided that the presentation of the

resolutions and plaque to the Leonard family would be done at the October meeting. Rich Leonard expressed sincere thanks to all. It was decided that two Resolutions will be done and one plaque. Board was in agreement.

Public: None

Executive Session: Commissioner Torres motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters and lawyer/client privileged information, seconded by Commissioner Goldman. Motion passed by unanimous consent at 9:13 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:12 p.m. and the Board reconvened the public session.

Public Session:

Meeting Start Time: Commissioner Torres motioned to start the general meetings at 7 pm, beginning September 14, 2017 with a caucus session at 6:30 pm, seconded by Commissioner Jamison. Motion passed by unanimous consent.

Daily limit for food reimbursement: Commissioner Jamison motioned to approve the daily limit for food reimbursement at \$75.00 per day, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Executive Session: Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters and lawyer/client privileged information, seconded by Commissioner Torres. Motion passed by unanimous consent at 10:20 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:25 p.m. and the Board reconvened the public session.

Public Session:

Fire Prevention Materials: Commissioner Torres motioned to approve FO Burmeister's request to expend up to \$2,500 for October's Fire Prevention materials, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Fire Company member Jeffrey Locha: Commissioner Torres reported that the Board was in agreement that Fire company member Jeffrey Locha is to be removed from the Fire Company's rules based upon advice and information from the Fire Company. Career staff to make arrangements to collect gear, pager, charge, key and uniform.

Adjournment: With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Torres. Motion passed by unanimous consent. Meeting adjourned 10:31 pm.

 _____, Clerk

**BOARD OF FIRE COMMISSIONERS
JACKSON TWSP FIRE DISTRICT NO. 4
AGENDA AND MEETING NOTES**

**August 10, 2017
Meeting Time 8:00PM**

Meeting called to order 8:00PM
Reading of the "Public Meeting Act"
Flag Salute
Attendance
Secretary's Report
Treasurer's Report
Legal Report
Truck & Building Report
Chief's Report
President's Report
Fire Bureau Report
Work Order Requests
Old Business
New Business

Mail Correspondence-Per Yellow Folder

Open to Public
Meeting Adjourned

Old Business-Correspondence/Pending
Commodore Blvd Project

New Business

Mail Correspondence
Per Yellow folder

5:03 PM

08/10/17

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of August 10, 2017

| | Aug 10, 17 | |
|--------------------------------------|---------------------|-------------|
| | Debit | Credit |
| 1009 · Shore Community Operating | 962,437.91 | |
| 1011 · Shore Community Payroll | 44,138.78 | |
| 1012 · Shore Community Fire Bureau | 65,096.75 | |
| 1016 · Shore Comm-CD-Future Cap 0721 | 303,389.29 | |
| 1018 · Shore Comm-CD-Future Cap 0795 | 245,251.28 | |
| 1019 · Shore Comm-CD Future Cap 0872 | 420,891.40 | |
| 1021 · Shore Comm-CD Future Cap 0877 | 181,231.35 | |
| TOTAL | 2,222,436.76 | 0.00 |

5:01 PM

08/10/17

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of August 10, 2017

| Type | Date | Num | Name | Debit | Credit |
|---|------------|------|--|-------------|------------------|
| 1009 - Shore Community Operating | | | | | |
| Bill Pmt -... | 08/10/2017 | 4581 | Action Uniform Co. | | 2,091.00 |
| Bill Pmt -... | 08/10/2017 | 4582 | Advanced Auto Parts | | 53.92 |
| Bill Pmt -... | 08/10/2017 | 4583 | Blaze Emergency Equipment LLC | | 7,730.72 |
| Bill Pmt -... | 08/10/2017 | 4584 | Blonder Supply Inc. | | 1,550.94 |
| Bill Pmt -... | 08/10/2017 | 4585 | Emergency Equipment Sales | | 14,814.54 |
| Bill Pmt -... | 08/10/2017 | 4586 | Family Practice of Centrastate | | 510.00 |
| Bill Pmt -... | 08/10/2017 | 4587 | Federal Express | | 23.62 |
| Bill Pmt -... | 08/10/2017 | 4588 | Gannett NJ Newspapers | | 29.90 |
| Bill Pmt -... | 08/10/2017 | 4589 | Holmes and McDowell | | 10,656.00 |
| Bill Pmt -... | 08/10/2017 | 4590 | Jack A. Purvis, A.I.A. | | 204.62 |
| Bill Pmt -... | 08/10/2017 | 4591 | JCP&L | | 1,645.89 |
| Bill Pmt -... | 08/10/2017 | 4592 | Jersey Coast Equipment | | 437.45 |
| Bill Pmt -... | 08/10/2017 | 4594 | Optimum | | 438.66 |
| Bill Pmt -... | 08/10/2017 | 4595 | Safe & Secure Security Systems | | 1,670.80 |
| Bill Pmt -... | 08/10/2017 | 4596 | State of New Jersey Dept of Labor & W... | | 52.67 |
| Bill Pmt -... | 08/10/2017 | 4597 | Toms River Fire Academy | | 450.00 |
| Bill Pmt -... | 08/10/2017 | 4598 | Velting Overhead Door | | 325.00 |
| Bill Pmt -... | 08/10/2017 | 4600 | Verizon Wireless | | 188.80 |
| Bill Pmt -... | 08/10/2017 | 4601 | Waste Management | | 289.16 |
| Bill Pmt -... | 08/10/2017 | 4602 | Kirk Florist LLC | | 110.00 |
| Bill Pmt -... | 08/10/2017 | 4603 | Susan L Oksen-Pereira | | 225.00 |
| Bill Pmt -... | 08/10/2017 | 4604 | Verizon Wireless | | 245.20 |
| Bill Pmt -... | 08/10/2017 | 4610 | Caitlin Flemming | | 540.00 |
| Bill Pmt -... | 08/10/2017 | 4611 | Home Depot | | 237.50 |
| Bill Pmt -... | 08/10/2017 | 4612 | JCP&L | | 760.65 |
| Bill Pmt -... | 08/10/2017 | 4613 | Treasurer-State of New Jersey | | 397.00 |
| Bill Pmt -... | 08/10/2017 | 4614 | Verizon | | 2.86 |
| Bill Pmt -... | 08/10/2017 | 4615 | Trask O'Hara | | 26.99 |
| Bill Pmt -... | 08/10/2017 | 4616 | Steven Porth | | 329.53 |
| Total 1009 - Shore Community Operating | | | | 0.00 | 46,038.42 |
| TOTAL | | | | 0.00 | 46,038.42 |

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through August 10, 2017

| | Jan 1 - Aug 10, 17 | Budget | \$ Over Budget |
|--|--------------------|---------------------|-----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Amount To Be Raised By Taxation | 681,355.50 | 1,557,384.00 | (876,028.50) |
| 4020 · Supplemental Fire Services Act | 0.00 | 3,257.00 | (3,257.00) |
| 4200 · Interest Income | 403.18 | 500.00 | (96.82) |
| 4300 · Sale of assets | 1,550.00 | 0.00 | 1,550.00 |
| 4750 · Bureau of Fire Prevention Incm | 14,853.88 | 35,000.00 | (20,146.12) |
| 4800 · Other Income | 16,361.15 | 0.00 | 16,361.15 |
| 4920 · Unreserved Fund Balance | 0.00 | 500,000.00 | (500,000.00) |
| Total Income | 714,523.71 | 2,096,141.00 | (1,381,617.29) |
| Gross Profit | 714,523.71 | 2,096,141.00 | (1,381,617.29) |
| Expense | | | |
| 5110 · Salaries - Commissioners | 0.00 | 20,000.00 | (20,000.00) |
| 5120 · Salaries - Secretary | 1,800.00 | 2,800.00 | (1,000.00) |
| 5210 · Elections | 2,244.10 | 1,500.00 | 744.10 |
| 5220 · Office Expense | 5,616.00 | 10,500.00 | (4,884.00) |
| 5230 · Professional Services | 73,161.96 | 107,500.00 | (34,338.04) |
| 5260 · Bond Agent | 0.00 | 1,500.00 | (1,500.00) |
| 5290 · Contingent Expenses | 0.00 | 2,000.00 | (2,000.00) |
| 6110 · Salaries & Wages - Fire Lt. | 54,506.40 | 109,032.00 | (54,525.60) |
| 6120 · Salaries - Full Time Fire | 147,127.30 | 319,303.00 | (172,175.70) |
| 6125 · Clothing Allowance | 3,770.00 | 7,500.00 | (3,730.00) |
| 6130 · Salaries - Fire Official | 210.00 | 20,000.00 | (19,790.00) |
| 6140 · Salaries - Firefighter Overtime | 10,644.24 | 25,000.00 | (14,355.76) |
| 6180 · Payroll Taxes | 19,767.13 | 35,535.00 | (15,767.87) |
| 6185 · Employer Pension Contribution | 72,553.00 | 72,553.00 | 0.00 |
| 6190 · Fringe Benefits | 51,311.03 | 101,418.00 | (50,106.97) |
| 6210 · Insurance | 86,192.88 | 120,000.00 | (33,807.12) |
| 6220 · Advertising | 469.26 | 2,000.00 | (1,530.74) |
| 6310 · Maintenance & Repairs | 52,228.05 | 110,000.00 | (57,771.95) |
| 6410 · Supplies | 3,844.79 | 25,000.00 | (21,155.21) |
| 6415 · Fire Prevention | 0.00 | 5,000.00 | (5,000.00) |
| 6510 · Utilities | 40,590.83 | 65,000.00 | (24,409.17) |
| 6513 · Fire Service Agreement | 50,000.00 | 50,000.00 | 0.00 |
| 6515 · Hydrant Rent | 32,130.00 | 65,000.00 | (32,870.00) |
| 6610 · Misc. Firefighter Expenses | 4,325.99 | 25,000.00 | (20,674.01) |
| 6611 · Training | 6,575.53 | 20,000.00 | (13,424.47) |
| 6615 · Gear - Fire Company | 20,507.00 | 15,000.00 | 5,507.00 |
| 6620 · Fire Suppression Equipment | 0.00 | 50,000.00 | (50,000.00) |
| 6625 · Joint District Expenses | 1,420.13 | 5,000.00 | (3,579.87) |
| 6635 · Equipment-Non-Bondable | 0.00 | 48,000.00 | (48,000.00) |
| 6640 · SCBA | 1,164.48 | 15,000.00 | (13,835.52) |
| 6650 · Emergency/First Aid Equipment | 685.80 | 5,000.00 | (4,314.20) |
| 6655 · Replacement Equipment | 2,409.75 | 40,000.00 | (37,590.25) |
| 6670 · Vehicle Equip-Radios/Pagers | 613.56 | 30,000.00 | (29,386.44) |
| 6675 · UFGA | 145.00 | 15,000.00 | (14,855.00) |
| 6910 · LOSAP | 0.00 | 50,000.00 | (50,000.00) |
| Total Expense | 746,014.21 | 1,596,141.00 | (850,126.79) |
| Net Ordinary Income | (31,490.50) | 500,000.00 | (531,490.50) |

5:02 PM

08/10/17

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through August 10, 2017

| | <u>Jan 1 - Aug 10, 17</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|----------------------|---------------------------|---------------|-----------------------|
| Other Income/Expense | | | |
| Other Expense | | | |
| 8054 - Capital | 0.00 | 500,000.00 | (500,000.00) |
| Total Other Expense | 0.00 | 500,000.00 | (500,000.00) |
| Net Other Income | 0.00 | (500,000.00) | 500,000.00 |
| Net Income | <u>(31,490.50)</u> | <u>0.00</u> | <u>(31,490.50)</u> |

NOTICE AND INVITATION TO BIDDERS
FIREHOUSE RECONSTRUCTION PROJECT

NOTICE IS HEREBY GIVEN that sealed bids for the reconstruction and renovation of an existing firehouse for Jackson Township Fire District No.4 will be received by the Board of Fire Commissioners on **SEPTEMBER 14, 2017 at 8:00 p.m. E.S.T.** at the Fire District's Offices located at 465 A North County Line Road Jackson Township Ocean County, New Jersey. Proposals will be opened immediately thereafter and read aloud. Sealed bids shall be received at or previous to the hour designated in this notice, however, none shall be received thereafter.

Each bidder must submit a bid on the proposal form supplied with the bidding documents. Specifications and proposal bid forms may be obtained from the offices of **Jack A. Purvis, A.I.A., Architect 3203 Atlantic Ave. P.O. Box 267 Allenwood, New Jersey 08720, Telephone No. (732) 292-9300, FAX, (732) 292-9393** during regular weekday business hours. **A nonrefundable fee** of \$200.00 per set of specifications payable to the Architect by certified check, cash or money order is required.

For a bid to be considered, it must be submitted in compliance with the requirements set forth in the specifications and on the forms provided by the Board of Fire Commissioners. Completed bidding documents must be submitted in a sealed envelope bearing the name and address of the bidder and marked as follows: **"PROPOSAL FOR THE RENOVATION AND RECONSTRUCTION OF FIREHOUSE FOR FIRE DISTRICT NO.4 JACKSON TOWNSHIP"**.

Each proposal must be accompanied by a certified check, cashier's check or bid bond in an amount not to exceed 10% of the amount bid or \$20,000.00 whichever is the lesser amount. Bid security shall be made payable to the Board of Fire Commissioners of Fire District No.4 Jackson Township.

All bids submitted must remain valid for sixty (60) days following the date of receipt of bids. The bidder to whom the contract is awarded must provide satisfactory performance guarantees to insure the faithful performance of the work required until said contract is fulfilled.

The Board reserves to itself the right to reject any and all bids, to waive any formalities or irregularities and to award the contract as may appear to be in the best interests of the Board.

Pre-Bid Inspection: Bidders are expected to examine existing conditions at the project site that will bear on the proposed work.

Statutory Requirements: The Successful Bidder will be required to comply with P.L. 1975, c. 127 (N.J.A.C. 17:27) "Affirmative Action", N.J.S.A. 40A:11-16 "Designated Subcontractor", Chapter 150 of New Jersey Laws of 1963 "Prevailing Wages" and all other laws and regulations that apply to bidding and the performance of the proposed contract.

Dated: August 10, 2017

Jack Bollentin, Chairman F.D. No.4 Jackson Twp.

Board of Fire Commissioners Career Dept
August 10, 2017

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 94
 - EMS Calls – 282

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Sta. 2 - Cars were removed from the parking lot by Skillenders Auto.
- Velting Overhead Doors replaced the broken glass window and adjusted the chain over 5401.
- American Flag and POW Flag was replaced at station 2.
- White Trailers were moved to the rear of the parking lot at Station 1.
- Tree was removed from around the radio tower.
- The Fire Alarms at both Stations tested by Safe and Secure.
- All fire code violations found by the OC Fire Marshall were abated. Both Stations Passed.

Trucks

ENGINE 5401

- EMS gear was relocated to the compartment over the wheel on the Officer Side.

FIRE POLICE 5404

- Was repaired at Skillender's Auto for charging issue.

LADDER 5405

- Back in service from EES. Waterway is back in working order.
- Batteries replaced by EES while it was at the shop
- Officer Side mirror repaired
- During Weekly checks crews found a missing wheel chock. Last seen a National Night Out.

ENGINE 5411

- Air leak repaired by Lt. Reynolds
- Officer Rear door was not closing. The locking cable had to be adjusted.

CAR 5414

- Serviced by Skillender's Auto

FIRE POLICE 5444

- Dropped off at Skillender's Auto for a battery issue.

Board of Fire Commissioners Career Dept
August 10, 2017

Special Details / Projects / Notifications

- The Base radio at Sta.1 is out for repair, 5404 is currently without a radio until its back from the shop.
- All small engines have been serviced at both station.
- One of the new Turn Out Coats was returned for a warranty repair.
- Firefighter S. Porth Attended his EMT refresher A, B,C, 3 day class @ Jackson EMS
- FF Leonard and FF O'Brien Jr. will be attending the Fire Inspector class @ Middlesex County Fire Academy.
- Blue Ford Tractor at Station 2 was repaired by Lt. Reynolds. Cleared the air from the fuel lines.

Respectful Submitted by Lt. Mark Reynolds



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



465-B North County Line Road 📍 Jackson, New Jersey 08527

CHIEF'S REPORT

AUGUST 2017

Fire calls: 291

Drill: Deputy Chief O'Brien is working on the drill for August 28th

EQUIPMENT: We are in the process of rope and rigging inventory and we will be purchasing rope equipment that is needed and the out of service life rope will become utility rope

MISCELLANEOUS: I have received numerous compliments on how our company helped the Leonard family through their difficult time. I personally would like to extend my thanks to the hard work of both Volunteer and career staff because without their efforts of getting all of the little tasks done the funeral would have been a bust.

National night out was a huge success. The company performed a door and roof removal for the crowd.

F/F Locha was treated and released from the hospital after NNO and he can't return to duty until he is cleared from an approved doctor as per the board.

August 19, 2017 the fire company is attending a baseball game at Blue Claws stadium. I am respectfully requesting for the paid staff be on duty from 1600hrs to 2300hrs.

Respectfully submitted

Chief Michael Lubertazzi

President's Report

August 2017

Banquet Hall:

Pete and Marguerite Weinrich have requested the hall for a family baby shower on September 10th. Pete is a life member, Frank Schultz has offered to work with them to make the hall available and to be present during the event.

Chief Lubertazzi has requested the hall for a family function on September 24th.

Firefighter Joseph Krzyzewski has requested the hall for a family function on December 9th.

Building and Grounds:

Firefighter Hoffman is working with the contractor for the departed member plaque. Work is progressing however as the contractor is donating his time and materials, we have been working at his pace. It is estimated that the work will be completed around the end of September. The plaque will be significantly larger (I will try to obtain dimensions), so if it is to be relocated in the meeting room we will need to decide on a location and repairs will need to be made in the hallway where the plaque was.

Firefighter Mandola is working with a contractor who will donate time and materials to repair both the fire pit and the large grill at the picnic grounds. We will keep you updated as those plans progress.

Respectfully Submitted:

Christopher Locklear
President
Jackson Mills Vol. Fire Co.