

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

Minutes of Meeting Held
February 20, 2014

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 p.m. Commissioners Bollentin, Leonard, Sherry and Byrnes were present. Commissioner Allmann and Board Attorney Youssouf was absent. All participated in the Pledge of Allegiance.

Minutes – Commissioner Sherry motioned to approve the minutes of the January 9th, 2013 board meeting, 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 February 20, 2014 was read by Commissioner Byrnes. All commissioners were in agreement to pay the bills as presented in total for \$114,603.96.

Legal Report –Board attorney was absent.

Truck & Building/Career Department Report – The report (a copy of which is attached and incorporated herein by reference) was read by Commissioner Sherry. Commissioner Sherry motioned to purchase motion switches at a cost of approx. \$490.00 and Bay fans at a cost of aprox. \$500.00, second by Commissioner Leonard, All Aye.

New Truck Report-None to report.

Chief's Report Chief Lubertazzi reported the following:

- a. 87 calls to date,
- b. Blood borne pathogens right to know is almost done.
- c. The Ice rescue drill went well. The equipment we have was great. Thank you.
- d. Board approved 5405 to go to St. Patty parade 3/2/14 in Belmar.
- e. Board approved the 5444 or 5400 for use to pick up the new (1985 GMC) Volunteer rescue truck.
- f. Can they use 5427 to plow volunteers driveways if they are on snow standby? Tabled until next meeting.

President's Report: President O'Hara spoke with Verizon and it is not advantageous to combine the tablet bill with commissioner cell phone bill; unless we have over 10 tablets. It is less money having separate accounts. Commissioner Leonard motioned to open a new Verizon Cell Phone account,

BOARD OF FIRE COMMISSIONERS, DISTRICT 4
AGENDA AND MEETING NOTES
February 20, 2014

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
Verizon-Vol President

New Business

Mail Correspondence
Per Orange folder

12:16 PM

02/20/14

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of February 20, 2014

	Feb 20, 14	
	Debit	Credit
1009 - Shore Community Operating	645,960.41	
1011 - Shore Community Payroll	51,252.58	
1012 - Shore Community Fire Bureau	49,855.08	
1016 - Shore Comm-CD-Future Capital 1	285,437.59	
1018 - Shore Comm-CD-Future Capital 2	226,796.00	
1019 - Shore Comm-CD Future Capital 3	391,789.61	
1021 - Shore Comm-CD Future Capital 4	175,884.41	
TOTAL	<u>1,828,975.68</u>	<u>0.00</u>

12:17 PM
 02/20/14
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of February 20, 2014

Type	Date	Num	Name	Memo	Debit	Credit	
1009 - Shore Community Operating							
Check	02/13/2014	3021	Dell Computers	PO 5674		1,049.74	
Check	02/13/2014	3022	Safelite	PO 5675		272.90	
Check	02/13/2014	3023	ERT Consultants, LLC	PO 5695		750.00	
Check	02/13/2014	3024	First Due Training & Safety C...	PO 5696		1,000.00	
Check	02/13/2014	3025	Federal Express	PO 5697		31.18	
Check	02/13/2014	3026	Jersey Coast Equipment	PO 5698		713.20	
Check	02/13/2014	3027	Waste Management	PO 5699		264.68	
Check	02/13/2014	3028	Family Practice of Centrastate	PO 5700		380.00	
Check	02/13/2014	3029	Cablevision	PO 5701		262.25	
Check	02/13/2014	3030	Continental Fire & Safety	PO 5702		1,808.00	
Check	02/13/2014	3031	Watchung Spring Water	PO 5703		4.99	
Check	02/13/2014	3032	Jerry's Autobody, LLC	PO 5704		443.78	
Check	02/13/2014	3033	NJNG	PO 5705		1,709.22	
Check	02/13/2014	3034	JCP&L	PO 5706		1,563.93	
Check	02/13/2014	3035	Rutgers University Emergenc...			300.00	
Check	02/13/2014	3036	Sprint	PO 5708		177.05	
Check	02/13/2014	3037	Verizon	PO 5709		322.18	
Check	02/13/2014	3038	Blaze Emergency Equipment ...	PO 5710		3,480.87	
Check	02/13/2014	3039	Hanger 14 Solutions LLC	PO 5711		1,896.10	
Check	02/13/2014	3040	Holmes & MCDowell	PO 5712		8,193.00	
Check	02/13/2014	3041	National Parts Supply Co	PO 5713		242.72	
Check	02/13/2014	3042	Blaze Emergency Equipment ...	PO 5714		944.28	
Check	02/13/2014	3043	TSVP Janitorial Services	PO 5715		385.95	
Check	02/13/2014	3044	NJNG	PO 5716		3,524.23	
Check	02/13/2014	3045	County Line hardware	PO 5717		23.80	
Check	02/13/2014	3046	Koerner & Koerner, PA	PO 5718		3,040.00	
Check	02/13/2014	3047	Asbury Park Press	PO 5719		69.20	
Check	02/13/2014	3048	Hanger 14 Solutions LLC	PO 5720		150.00	
Check	02/13/2014	3049	Staples Credit Plan	PO 5721		43.54	
Check	02/13/2014	3050	IAFF Local #4395	PO 5722		440.00	
Check	02/13/2014	3055	Seacoast Accounting, LLC	PO 5723		2,007.79	
Check	02/13/2014	3052	Board of Fire Commissioner...	PO 5725		8,217.05	
Check	02/13/2014	3053	John Burmeister Jr.	PO 5726		897.98	
Check	02/13/2014	3054	Lincoln Financial Group	PO 5727		36,441.25	
Check	02/13/2014	3056	NJ Casualty Ins Co	PO 5728		13,614.00	
Check	02/13/2014	3057	Verizon	PO 5729		325.16	
Check	02/20/2014	3058	Board of Fire Commissioner...	PO 5730		8,217.05	
Check	02/20/2014	3059	East Coast Flag & Flaggpole, I...	PO 5731		230.00	
Check	02/20/2014	3060	Holmes & MCDowell	PO 5732		8,955.18	
Check	02/20/2014	3061	Jackson Mills Volunteer Fire ...	PO 5733		1,352.46	
Check	02/20/2014	3062	Seacoast Accounting, LLC	PO 5734		1,049.50	
Total 1009 - Shore Community Operating						0.00	114,603.96
TOTAL						0.00	114,603.96

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through February 20, 2014

	Jan 1 - Feb 20, 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 : Amount To Be Raised By Taxation	0.00	1,485,329.00	(1,485,329.00)
4020 : Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 : Interest Income	73.75	2,500.00	(2,426.25)
4750 : Bureau of Fire Prevention Incm	0.00	24,290.00	(24,290.00)
Total Income	<u>73.75</u>	<u>1,515,376.00</u>	<u>(1,515,302.25)</u>
Gross Profit	73.75	1,515,376.00	(1,515,302.25)
Expense			
5110 : Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 : Salaries - Secretary	0.00	2,800.00	(2,800.00)
5210 : Elections	0.00	1,500.00	(1,500.00)
5220 : Office Expense	847.96	10,500.00	(9,652.04)
5230 : Professional Services	9,000.50	87,500.00	(78,499.50)
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.	11,911.66	105,304.00	(93,392.32)
6120 : Salaries - Full Time Fire	23,354.68	199,972.00	(176,617.32)
6130 : Salaries - Fire Official	0.00	5,000.00	(5,000.00)
6140 : Salaries - Firefighter Overtime	4,876.28	40,000.00	(35,123.72)
6180 : Payroll Taxes	(1,180.41)	25,902.00	(27,082.41)
6185 : Employer Pension Contribution	0.00	56,898.00	(56,898.00)
6190 : Fringe Benefits	14,514.67	91,301.00	(76,786.33)
6210 : Insurance	30,762.18	95,000.00	(64,237.82)
6220 : Advertising	69.20	2,000.00	(1,930.80)
6310 : Maintenance & Repairs	8,902.92	127,000.00	(118,097.08)
6410 : Supplies	0.00	28,000.00	(28,000.00)
6416 : Fire Prevention	0.00	5,000.00	(5,000.00)
6510 : Utilities	8,383.88	65,000.00	(56,616.12)
6515 : Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 : Misc. Firefighter Expenses	1,353.68	15,000.00	(13,646.32)
6611 : Training	2,490.00	24,145.00	(21,655.00)
6615 : Gear - Fire Company	0.00	25,000.00	(25,000.00)
6625 : Joint District Expenses	0.00	50,000.00	(50,000.00)
6630 : Building Renovations/Equipment	0.00	37,000.00	(37,000.00)
6640 : SCBA	0.00	10,000.00	(10,000.00)
6650 : Emergency/First Aid Equipment	0.00	7,000.00	(7,000.00)
6655 : Replacement Equipment	107.00	44,500.00	(44,393.00)
6670 : Vehicle Equip-Radios/Pagers	1,695.10	33,800.00	(32,104.90)
6675 : UFSA	697.96	15,145.00	(14,247.02)
6910 : LOSAP	0.00	40,000.00	(40,000.00)
7810 : Res. For Future Capital Outlay	0.00	100,000.00	(100,000.00)
8210 : Serial Bonds - Prin	0.00	75,000.00	(75,000.00)
8220 : Serial Bonds - Interest	0.00	1,809.00	(1,809.00)
Total Expense	<u>117,988.30</u>	<u>1,515,376.00</u>	<u>(1,397,387.70)</u>
Net Ordinary Income	<u>(117,914.55)</u>	<u>0.00</u>	<u>(117,914.55)</u>
Net Income	<u>(117,914.55)</u>	<u>0.00</u>	<u>(117,914.55)</u>

Board of Fire Commissioners Career Dept
February 20, 2014

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 27
 - EMS Calls - 57

Fire Prevention

Inspections: 18
Re-inspection: 7
Fines: 0
Permits: 0
Plans: Jackson Woods - resubmitted
Pre Plans: progress
Invests: 0

Building Report

Station 1:

- Bays need new ceiling fans, cost approximately \$500.00
- Four motion switches throughout the station need to be replaced, cost approximately \$490.00
- General housekeeping, minor repairs, weekly cleaning and snow removal was conducted

Station 2:

- Neil Brooks Plumbing is waiting for parts to complete Men's Room urinal
- State boiler inspection is scheduled for March 5th
- General housekeeping, minor repairs and snow removal were conducted

Board of Fire Commissioners Career Dept
February 20, 2014

Trucks and Equipment

Unit 5404

- Vehicle is at Jerry's Auto for service and four-wheel drive repair

Unit 5405

- Exhaust is loose and Blaze Equipment was notified to repair
- Unit needs new driver side rear outrigger replaced (see attached quote)

Unit 5407

- New batteries were installed and charging system was checked

Unit 5411

- Relief valve was rebuilt
- Minor lights were repaired

Unit 5419

- Rear axle bolts were replaced

Unit 5421

- New headlights were installed
- Exhaust tail pipe broke off, Blaze Equipment was notified

Special Details / Projects / Notifications

Notifications

Unit 5405, 5411, 5417 & 5444

- All above units had installed 12 volt direct power outlets for tablets.

Upcoming Drills

- March, 2014 – Vehicle extrication / Vehicle lock out
- April 2014 – Live Burn
- May 2014 – Forcible Entry/Ladders/Hose Stretches
- June 2014 – Live Burn
- July 2014 – Water Rescue
- August 2014 – Water Flow Drill
- September 2014 – Live Burn
- October 2014 – Search & Rescue
- November 2014 – Gas & Electrical Emergencies

Board of Fire Commissioners Career Dept
February 20, 2014

Upcoming Classes

- March 20, 2014 – Street Drugs
- April 17, 2014 – Cardiovascular Emergencies
- May 15, 2014 – Diabetes Review
- June 19, 2014 – Respiratory Emergencies
- July 17, 2014 – Medical Ethics in EMS
- August 21, 2014 – Training Officers Workshop (Pending)
- September 18, 2014 – Pharmacology Review
- October 16, 2014 – Pandemic Influenza
- November 20, 2014 – Winter Emergencies

**Note: All classes will be held at Station 55-1 at 9 am

Submitted by
Lt. Mark Reynolds

Kelly Kilowatt

Electric Co Inc.

189 N County Line Rd

Jackson, New Jersey 08527

License and Business Permit #13066

Phone 732-367-3030 * Fax 732-363-3878

www.kelly-kilowatt.com

Email: lou.kellykilowatt@verizon.net

PROPOSAL

1-16-14

Jackson Fire Dept
County Line Rd
Jackson, N.J., 08527

We hereby propose to furnish all material and supply all labor needed to complete the following work:

Replace 4 existing toggle switches with occupancy sensors.

Total cost of electrical work: \$490.00 four hundred ninety dollars
With payment due upon completion of electrical work

Quote expires 2-15-14 unless signed and returned

Respectfully Submitted,

Lou DeBiase

Acceptance

Date

Blaze Emergency Equipment LLC

BLAZE EMERGENCY EQUIPMENT

247 Downhill Run
Toms River, NJ 08755

(609)893-3600
info@blazeemergency.com
www.blazeemergency.com



Estimate

Date	Estimate No
02/20/2014	1373

Address
Board of Fire Commissioners Dist #4 Jackson Mills Fire Dept. 465A North County Line Rd. Jackson, NJ 08527

				SALES REP:	UNIT# / MILEAGE
				BS	5405
Date	Service	Activity	Quantity	Rate	Amount
02/20/2014		Estimate to replace damaged left rear ladder leg.			
02/20/2014		Work to be completed at our shop. Raise vehicle and support left rear leg. Remove and replace damaged components. Test operation of ladder hydraulic system. Ladder should be re-certified after repair.			
02/20/2014	BLAZE:Shop Rate	Labor	20	75.00	1,500.00
02/20/2014	BLAZE:Parts	Leg pin	1	265.20	265.20
02/20/2014	BLAZE:Parts	Rear leg	1	1,392.26	1,392.26
02/20/2014	BLAZE:Shop Supplies	Lube, hardware, etc...	1	75.00	75.00
02/20/2014	BLAZE:Truck Transport	Pick up and delivery, (if needed)	2.5	50.00	125.00
				Total	\$3,357.46

SHIPPING IS NOT INCLUDED IN ESTIMATE - FINAL INVOICE WILL REFLECT SHIPPING COST.

Accepted By _____

Accepted Date _____