

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

Minutes of Meeting Held  
January 9, 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 8:04 p.m. All Commissioners were present as well as Board Attorney Youssouf. All participated in the Pledge of Allegiance.

**Minutes** – Commissioner Allmann motioned to approve the minutes of the December 12, 2013 meeting with the correction of deleting "Braslow Esq will advertise the Election for all the Fire Districts in Jackson" and change the year to date fire Calls to 424, 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 January 9, 2014 was read by Commissioner Allmann. All commissioners were in agreement to pay the bills as presented in total for \$17,622.81.

**Legal Report** –Board Attorney Youssouf presented the resolution for the 2014 Temporary budget. All Aye. Board Attorney also presented the resolution appointing John Buremeister, Jr as Fire official UFD. Commissioner Allmann motioned to change resolution making effective date retro 1/1/2013. Moved by Commissioner Allmann and second by Commissioner Leonard. All Aye. Commissioner Byrnes made a motion to open the Local 4395 contract and add the title Fire Official UFD. Second by Commissioner Allmann. Roll Call All Aye. The 2014 Budget hearing was held. Attorney Youssouf read the 2014 Adopted Budget Resolution for the Fiscal Year ending December 31, 2014 and 2014 Adoption Certification (a copy of the Resolution is attached and incorporated herein by reference found on Page 11 & 12 of the 2014 Budget). Commissioner Allmann motioned to accept the budget as presented, seconded by Commissioner Byrnes. Budget carried unanimous vote Aye. Cheryl Parker obtained all necessary signatures for Budget and will mail to DCA. The annual election is February 15, 2014 2-9pm. All petitions for commissioner must be in by closing of day January 20, 2014. Cheryl Parker will call Attorney Youssouf January 21, 2014 with names from the petitions for ballots.

**Truck & Building/Career Department Report** – The report (a copy of which is attached and incorporated herein by reference) was read by Commissioner Sherry. Commissioner Allmann stated OT was presented on Timesheets for Snow Standby and a fire in Howell. Board procedure is to call the President, Commissioner Bollentin for approval. If he can not be reached the volunteers and Paid staff should continue to call three commissioners for

approval. This is also the procedure for approval of out of town coverage for structure fires. Lt Mark Reynolds and Chief Lubertazzi both said they understood.

**New Truck Report**-Commissioner Allmann motioned to approve a Chassis payment for the new Pierce truck in the amount of \$313,130, should the invoice arrive prior to the next board meeting. Commissioner Sherry second. All Aye.

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

- a. 22 calls to date;
- b. An ice rescue drill is to be held February 1, 2014 near the Gordens Corner Fire Dept. The volunteers are requesting board approval to attend. All Aye.
- c. A 2014 drill list was submitted with the chief report.
- d. Volunteer Goldman and Volunteer Hoffman were presented as potential new drivers. Board approved. All Aye.

**President's Report**: President O'Hara passed out installation dinner invitations to the Board. The 2013 LOSAP list was turned in to the Board. The list will be posted for 30 days and will be presented again in February for approval to pay. All tablets are installed and chargers are working. Volunteer Locklear's clearance from his cardiologist was presented. Board stated he still must be cleared by the board Dr. President O'Hara asked if there was any movement on the Fire Service Contract. It appears some of the commissioners did not receive the email with the changes. The email will be sent again. Commissioner Leonard and Commissioner Bollentin said good job to President O'Hara for the prompt LOSAP list. All but two firefighters made the list for 2013.

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

**Work Orders**: Lt. Reynolds advised we are up to date on all work orders.

**Old Business and Correspondence/Pending** – Provisional Fire Official UFD John Burmeister Jr. asked if the board heard any news in reference to our fire district taking over Jackson Fire District 1 & 2 bureau. The board has not received any proposals from Marty Fleming.

**New Business**: Former Chief Haskins turned in his cell phone that belongs to the board. Chief Lubertazzi would prefer to use his personal cell phone. It was brought before the board to approve the board phone to be given to President Commissioner Bollentin who is the first to be contacted in the event of approval for volunteer or paid requests. All Aye. Cheryl submitted a quote from the Local Governmental division of Verizon and a current bill from Sprint, to change carriers. We currently are in contract with Verizon for the tablets and are in the process of purchasing GPS systems for the trucks. Commissioner Allmann asked Volunteer O'Hara to reach out to Verizon for estimates combining the three for a better price.

**Correspondence**: None

Public Session: None.

Adjournment: With no other business to come before the Board, Commissioner Leonard motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Sherry. Motion passed by unanimous consent. Meeting adjourned at 9:28 p.m.

Richard Leonard, Clerk

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

January 9, 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

New Business

Mail Correspondence

Per Orange folder

6:00 PM

01/09/14

Accrual Basis

Board of Fire Commissioners  
**Cash Balances**  
As of January 9, 2014

|                                       | Jan 9, 14           |             |
|---------------------------------------|---------------------|-------------|
|                                       | Debit               | Credit      |
| 1009 - Shore Community Operating      | 761,909.76          |             |
| 1011 - Shore Community Payroll        | 74,544.30           |             |
| 1012 - Shore Community Fire Bureau    | 48,852.96           |             |
| 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 3 | 382,232.11          |             |
| 1021 - Shore Comm-CD Future Capital 4 | 175,000.00          |             |
| <b>TOTAL</b>                          | <u>1,940,286.77</u> | <u>0.00</u> |

8:01 PM

01/09/14

Accrual Basis

## Board of Fire Commissioners

## Treasurer Report

As of January 9, 2014

| Type                                    | Date     | Num  | Name                              | Memo    | Debit       | Credit           |
|---|----------|------|-----------------------------------|---------|-------------|------------------|
| <b>1009 - Shore Community Operating</b> |          |      |                                   |         |             |                  |
| Check                                   | 1/9/2014 | 3000 | Staples Credit Plan               | PO 5675 |             | 149.99           |
| Check                                   | 1/9/2014 | 3001 | Cablevision                       | PO 5676 |             | 262.25           |
| Check                                   | 1/9/2014 | 3002 | Hanger 14 Solutions LLC           | PO 5677 |             | 150.00           |
| Check                                   | 1/9/2014 | 3003 | Blaze Emergency Equipment...      | PO 5678 |             | 1,564.25         |
| Check                                   | 1/9/2014 | 3004 | TSVP Janitorial Services          | PO 5679 |             | 332.00           |
| Check                                   | 1/9/2014 | 3005 | Sprint                            | PO 5680 |             | 176.89           |
| Check                                   | 1/9/2014 | 3006 | MES                               | PO 5681 |             | 729.75           |
| Check                                   | 1/9/2014 | 3007 | JCP&L                             | PO 5682 |             | 2,136.90         |
| Check                                   | 1/9/2014 | 3008 | Waste Management                  | PO 5682 |             | 328.40           |
| Check                                   | 1/9/2014 | 3009 | Yezzi Associates, LLC             | PO 5683 |             | 2,400.00         |
| Check                                   | 1/9/2014 | 3010 | Family Practice of Centrastate    | PO 5684 |             | 530.00           |
| Check                                   | 1/9/2014 | 3011 | Continental Fire & Safety         | PO 5685 |             | 191.40           |
| Check                                   | 1/9/2014 | 3012 | National Parts Supply Co          | PO 5686 |             | 76.08            |
| Check                                   | 1/9/2014 | 3013 | Middlesex County Fire Acade...    | PO 5687 |             | 52.00            |
| Check                                   | 1/9/2014 | 3014 | National Center for Safety Ini... | PO 5688 |             | 44.00            |
| Check                                   | 1/9/2014 | 3015 | Seacoast Accounting, LLC          | PO 5689 |             | 2,082.50         |
| Check                                   | 1/9/2014 | 3016 | National Parts Supply Co          | PO 5690 |             | 75.84            |
| Check                                   | 1/9/2014 | 3017 | Universal Premium                 | PO 5691 |             | 2,759.09         |
| Check                                   | 1/9/2014 | 3018 | JCP&L                             | PO 5692 |             | 891.91           |
| Check                                   | 1/9/2014 | 3019 | Koerner & Koerner, PA             | PO 5693 |             | 1,866.00         |
| Check                                   | 1/9/2014 | 3020 | NJNG                              | PO 5694 |             | 823.56           |
| Total 1009 - Shore Community Operating  |          |      |                                   |         | 0.00        | 17,622.81        |
| <b>TOTAL</b>                            |          |      |                                   |         | <b>0.00</b> | <b>17,622.81</b> |

## Board of Fire Commissioners Profit & Loss Budget vs. Actual January 2014

|  | Jan 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                 | 0.00               | 2,500.00            | (2,500.00)            |
| 4750 - Bureau of Fire Prevention Incom | 0.00               | 24,290.00           | (24,290.00)           |
| <b>Total Income</b>                    | <b>0.00</b>        | <b>1,515,376.00</b> | <b>(1,515,376.00)</b> |
| <b>Gross Profit</b>                    | <b>0.00</b>        | <b>1,515,376.00</b> | <b>(1,515,376.00)</b> |
| 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                  | 0.00               | 10,500.00           | (10,500.00)           |
| 5230 - Professional Services           | 2,915.00           | 87,500.00           | (84,584.00)           |
| 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.     | 3,970.56           | 105,304.00          | (101,333.44)          |
| 6120 - Salaries - Full Time Fire       | 7,790.03           | 198,872.00          | (189,181.97)          |
| 6130 - Salaries - Fire Official        | 0.00               | 5,000.00            | (5,000.00)            |
| 6140 - Salaries - Firefighter Overtime | 2,091.99           | 40,000.00           | (37,908.01)           |
| 6180 - Payroll Taxes                   | (2,712.23)         | 25,902.00           | (28,614.23)           |
| 6185 - Employer Pension Contribution   | 0.00               | 56,898.00           | (56,898.00)           |
| 6190 - Fringe Benefits                 | (639.81)           | 91,301.00           | (91,940.81)           |
| 6210 - Insurance                       | 0.00               | 95,000.00           | (95,000.00)           |
| 6220 - Advertising                     | 0.00               | 2,000.00            | (2,000.00)            |
| 6310 - Maintenance & Repairs           | 75.84              | 127,000.00          | (126,824.16)          |
| 6410 - Supplies                        | 0.00               | 28,000.00           | (28,000.00)           |
| 6415 - Fire Prevention                 | 0.00               | 5,000.00            | (5,000.00)            |
| 6510 - Utilities                       | 262.25             | 65,000.00           | (64,737.75)           |
| 6515 - Hydrant Rent                    | 0.00               | 65,000.00           | (65,000.00)           |
| 6610 - Misc. Firefighter Expenses      | 0.00               | 15,000.00           | (15,000.00)           |
| 6611 - Training                        | 0.00               | 24,145.00           | (24,145.00)           |
| 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           | 0.00               | 44,500.00           | (44,500.00)           |
| 6670 - Vehicle Equip-Radios/Pagers     | 0.00               | 33,800.00           | (33,800.00)           |
| 6675 - UFGA                            | 0.00               | 15,145.00           | (15,145.00)           |
| 6810 - 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               | 1,600.00            | (1,600.00)            |
| <b>Total Expense</b>                   | <b>13,754.63</b>   | <b>1,515,376.00</b> | <b>(1,501,621.37)</b> |
| <b>Net Ordinary Income</b>             | <b>(13,754.63)</b> | <b>0.00</b>         | <b>(13,754.63)</b>    |
| <b>Net Income</b>                      | <b>(13,754.63)</b> | <b>0.00</b>         | <b>(13,754.63)</b>    |

1/9/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
OF FIRE DISTRICT NO.4 JACKSON TOWNSHIP ADOPTING  
A TEMPORARY BUDGET FOR THE YEAR 2014.**

**WHEREAS;** the Board of Fire Commissioners has introduced and approved its proposed budget for the year 2014 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 2014 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 SEVENTY THREE THOUSAND SEVEN HUNDRED NINETY SEVEN DOLLARS (\$173,797.00).**

**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 **\$173,797.00** is hereby adopted to fund Board operations for the period commencing January 1 through March 1, 2014.

Moved by: *William Allman*  
Roll Call Vote:

Seconded by: *Kenneth Byrnes*

Ayes: *5*      Nays: *0*      Absent: *0*      Abstain: *0*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on the 9th day of January 2014.

*[Signature]* Clerk



1/9/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING  
JOHN BURMEISTER, JR. FIRE OFFICIAL U.F.D. OF THE BUREAU  
OF FIRE PREVENTION DISTRICT NO.4 JACKSON TOWNSHIP**

**WHEREAS;** On October 9, 2007 the Township Council of the Township of Jackson adopted Ordinance No. 35-67 entitled "AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 81 OF THE TOWNSHIP CODE, ENTITLED FIRE PREVENTION"; and

**WHEREAS;** The amended ordinance provides, in relevant part, that the Local Enforcing Agency (LEA) within the geographic boundaries of Fire District No.4 Jackson Township shall be the Board of Fire Commissioners of Fire District No.4; and

**WHEREAS;** The amended ordinance authorizes the Board of Fire Commissioners of Fire District No.4 Jackson Township to appoint the Fire Official who shall administer and enforce the provisions of the Uniform Fire Code within the geographic boundaries of Fire District No.4 Jackson Township, thereby terminating and transferring LEA responsibilities from the existing Bureau to the new LEA established by Ordinance 35-67; and

**WHEREAS;** New Jersey law requires Local Enforcing Agencies to be administered and supervised by a Fire Official holding proper credentials and licenses issued by the State of New Jersey; and

**WHEREAS;** John Burmeister, Jr. is a duly licensed Fire Official and is fully qualified firefighter employed by the Board of Fire Commissioners who may serve as the Fire Official /U.F.D.of the Bureau of Fire Prevention of Jackson Township Fire District No.4.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that John Burmeister, Jr. is hereby appointed to serve as the Fire Official /U.F.D.of the Bureau of Fire Prevention of Jackson Township Fire District No.4 effective January 1, 2014. *Retro 11/13*

Moved by: *Annunzio*

Seconded by: *Sherry Leonard*



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54

465-B North County Line Road  
Jackson, NJ 08527 • 732-833-2981



## CHIEF'S REPORT

JANUARY 2014

RUNS FOR THE YEAR 22

**SCHOOLS** Steve Linde and Joe Mandola have completed FF 1 class and the graduation ceremony is on January 27, 2014 at 1900 hrs at the academy.

**DRILLS** In December 2013 we have completed the RIT PAK training and the bag was placed in service on 5405.

5410 met with Gordens Corner Fire Dept. and is setting up an ice rescue drill to be held on February 1, 2014 near their firehouse and with the board approval we are

✓ respectfully

requesting board approval to attend this drill.

See attached for the list of 2014 drills.

✓ **EQUIPMENT** All in service

**VEHICLES** I went over the list of minor repairs needed for all apparatus and most repairs have been made.

**FIRES** There were 2 structure fires since the last meeting;

1<sup>st</sup> fire was on December 25, 2013, Christmas day at 9 Larisa Ln. This fire had some unusual circumstances occur and I'm glad to say that they were handled in a professional manner, there was a death at this fire and weapons and other devices were discovered.

I had the ALPHA CISM TEAM come to the firehouse the next day to answer all of the what if questions.



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54

465-B North County Line Road  
Jackson, NJ 08527 • 732-833-2981



2<sup>nd</sup> fire was yesterday and the members did a great job without incident or injury.

MISCELLANEOUS: Myself and all of the officers are in the process of updating all of the members files

And as soon as we are done we will forward any and all information to the board.

The tablets are being used for all calls and I am glad to report things are going well.

Respectfully submitted

*Chief Michael Lubertazzi*  
Chief Michael Lubertazzi



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

## STATION 54

465-B North County Line Road  
Jackson, NJ 08527 • 732-633-2981



# DRILL LIST

## 2014

|                                 |  |
|---------------------------------|--|
| JANUARY – 1 <sup>ST</sup> Lt.   | NJ Learn for BBP/RTK                                 |
| FEBRUARY – 2 <sup>ND</sup> Lt.  | Respiratory - Fit Test/Maze / extra drill ice rescue |
| MARCH – 3 <sup>RD</sup> Lt.     | Vehicle extrication / vehicle lock out               |
| APRIL – 4 <sup>TH</sup> Lt.     | Live Burn Date and Location TBA                      |
| MAY – 1 <sup>ST</sup> Lt.       | Forcible Entry/Ladders/Hose stretches                |
| JUNE – 2 <sup>ND</sup> Lt.      | Live Burn Date and Location TBA                      |
| JULY – 3 <sup>RD</sup> Lt.      | Water Rescue   |
| AUGUST – 4 <sup>TH</sup> Lt.    | Water Flow Drill                                     |
| SEPTEMBER – 1 <sup>ST</sup> Lt. | Live Burn Date and Location TBA                      |
| OCTOBER – 2 <sup>ND</sup> Lt.   | Search and Rescue                                    |
| November – 3 <sup>RD</sup> Lt.  | Gas and Electrical Emergencies                       |
| December – 4 <sup>TH</sup> Lt.  | TBA  |

\*\*\*Note all of the above drills are subject to change\*\*\*

Board of Fire Commissioners Career Dept  
January 9, 2014

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 5
  - EMS Calls - 11

**Fire Prevention**

|                |   |
|----------------|---|
| Inspections:   | 15  |
| Re-inspection: | 18  |
| Fines:         | 0   |
| Permits:       | 0   |
| Plans:         | 3 - North County Line Rd (DR's office) pending,<br>North Cooks Bridge Rd. (Dr's office & Day care center) pending<br>West Commodore Blvd. (Jackson Woods – revised) pending |
| Pre Plans:     | progress  |
| Invests:       | Structure fire (Larise Lane) Fatality – Turned over to OCPO.  |

**Building Report**

Station 1:

- Water reel air swivel assembly was replaced
- General housekeeping, minor repairs, weekly cleaning and snow removal was conducted

Station 2:

- Station needs new flush for urinal in Men's Room request approval for Neil Brooks to come out and repair
- General housekeeping, minor repairs and snow removal were conducted

Board of Fire Commissioners Career Dept  
January 9, 2014

## **Trucks and Equipment**

### Unit 5405

- Fuel filter was replace and fuel treatment was added to system

### Unit 5410

- New headlights and brake lights were installed
- Deputy Chief will schedule service

### Unit 5411

- Air toggle switch on pump panel was replaced
- New windshield was installed
- New windshield washer pump is on order
- P&L was contacted in reference to rear LED scene lights
- Fuel treatment was added to system

### Unit 5419

- Brake air caliper was installed and vehicle is back in service

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

### Notifications

- January 30, 2014 – BBP/RTK/Hazmat
- February 20, 2014 – CBRNE (Pending)
- 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