

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

Minutes of Meeting Held  
July 13, 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 Youssof. All participated in the Pledge of Allegiance. A moment of silence was observed.

**Roll Call**: Commissioners Bollentin, Goldman and Jamison were present. Commissioner Leonard was absent. Commissioner Torres was absent at roll call but entered the meeting at 8:05 pm

**Swearing In of Newly Hired** - Board Attorney Youssof administered the oath of firefighter to Steven Porth.

**Minutes**: Commissioner Goldman motioned to approve the minutes of the June 8, 2017 General meeting as presented, seconded by Commissioner Jamison. 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 July 13, 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 Youssof said all is quiet. Cheryl reported to the Board that the Estimator report is to be available during the week of July 17, 2017. After discussion, Commissioner Jamison motioned to accept a Resolution scheduling a work session on July 27, 2017 at Station #1 commencing at 7:00 pm, seconded by Commissioner Torres. Motion passed by unanimous vote. Cheryl to attend the meeting to take minutes. Board Attorney Youssof will not be attending the workshop session due to a scheduling conflict.

**Truck & Building/Career Department Report** - read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Per Lt. Reynolds, cut up cars taken out at Station #2.

**Chief's Report** - read by Chief Lubertazzi (a copy of which is attached and incorporated herein by reference). Discussion on Firehouse Expo. Commissioner Torres motioned to authorize up to the amount of \$6,800. for Chief Lubertazzi and Firefighter O'Brien to attend October 2017 Firehouse Expo in Nashville TN, seconded by Commissioner Jamison. Motion passed by unanimous consent.

**President's Report** – read by President Locklear (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. Board was in agreement for President's request to use the unmarked trailer.

**Fire Bureau:** postponed as Fire Official Burmeister not present.

**Work Orders:** on the computer

**Old Business/Correspondence:**  
**Correspondence:**

**Old Business:**

***Station #2:*** Workshop meeting scheduled for July 27, 2017 at 7 pm.  
Commissioner Bollentin to contact pole barn companies for information/pricing.

**Unfinished Business:** None

**New Business:**

***Commissioner Leonard:*** Commissioner Bollentin reported that Commissioner Leonard has lost his second leg and a finger. He asked that everyone keep Commissioner Leonard in their prayers.

***Scott Bottles:*** Three prices were obtained: \$9,027 from Fire Fighter One Group; \$ 9,146.20 from MES; \$ 11,0070.00 from New Jersey Fire Fighter Equipment. Discussion. Commissioner Jamison motioned to accept a Resolution to authorize the acquisition of replacement equipment from MES (Municipal Emergency Services) Huntington Valley, PA (whose state contract number is: A80961) for a total amount of \$9, 146.20, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Public:** None

**Executive Session:** Commissioner Torres motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing contract negotiations and lawyer/client privileged information, seconded by Commissioner Jamison. Motion passed by unanimous consent at 8:37 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:05 p.m. and the Board reconvened the public session.

**Public Session:**

***Web mistress:*** Commissioner Torres motioned to award a contract for professional services for webmistress to Caitlin Flemming, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Adjournment:** With no other business to come before the Board, Commissioner Goldman motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Torres. Motion passed by unanimous consent. Meeting adjourned 9:08 pm.

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

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

**July 13, 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  
Website

Mail Correspondence  
Per Yellow folder

2:34 PM

07/13/17

Accrual Basis

# Board of Fire Commissioners

## Cash Balances

As of July 13, 2017

	Jul 13, 17	
	Debit	Credit
1009 · Shore Community Operating	1,007,737.66	
1011 · Shore Community Payroll	44,138.78	
1012 · Shore Community Fire Bureau	60,757.05	
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	
<b>TOTAL</b>	<b>2,263,396.81</b>	<b>0.00</b>

7:27 PM  
07/13/17  
Accrual Basis

Board of Fire Commissioners  
Treasurer Report  
As of July 13, 2017

Type	Date	Num	Name	Debit	Credit
<b>1009 · Shore Community Operating</b>					
Bill Pmt -...	07/13/2017	4551	Affordable Pumping Services		1,195.00
Bill Pmt -...	07/13/2017	4552	Asbury Park Press		97.90
Bill Pmt -...	07/13/2017	4553	Blaze Emergency Equipment LLC		1,806.71
Bill Pmt -...	07/13/2017	4554	David Van Arsdale		90.00
Bill Pmt -...	07/13/2017	4555	Family Practice of Centrastate		575.00
Bill Pmt -...	07/13/2017	4556	Federal Express		28.69
Bill Pmt -...	07/13/2017	4557	Jack A. Purvis, A.I.A.		10,114.11
Bill Pmt -...	07/13/2017	4558	JCP&L		2,021.87
Bill Pmt -...	07/13/2017	4559	Jersey Coast Equipment		400.00
Bill Pmt -...	07/13/2017	4560	Joint Board of Commissioners Twp of B...		415.00
Bill Pmt -...	07/13/2017	4563	Joseph D. Youssouf, Esq		6,000.00
Bill Pmt -...	07/13/2017	4564	Middlesex County Fire Academy		262.00
Bill Pmt -...	07/13/2017	4566	Optimum		388.66
Bill Pmt -...	07/13/2017	4562	Staples Credit Plan		148.98
Bill Pmt -...	07/13/2017	4566	State of New Jersey Dept of Comty Affa...		397.00
Bill Pmt -...	07/13/2017	4567	Verizon		161.14
Bill Pmt -...	07/13/2017	4569	Verizon Wireless		183.80
Bill Pmt -...	07/13/2017	4570	Waste Management		289.93
Bill Pmt -...	07/13/2017	4571	Witmer Public Safety Group		504.99
Bill Pmt -...	07/13/2017	4572	JCP&L		600.17
Bill Pmt -...	07/13/2017	4574	Jackson Mills Volunteer Fire Company		25,000.00
Bill Pmt -...	07/13/2017	4575	NJNG		377.27
Bill Pmt -...	07/13/2017	4576	Optimum		183.63
Bill Pmt -...	07/13/2017	4577	Susan L Oksen-Pereira		225.00
Bill Pmt -...	07/13/2017	4578	Verizon		327.43
Bill Pmt -...	07/13/2017	4579	Embroider Me		70.00
Total 1009 · Shore Community Operating				0.00	51,864.28
<b>TOTAL</b>				<b>0.00</b>	<b>51,864.28</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through July 13, 2017**

	Jan 1 - Jul 13, 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	10,514.18	35,000.00	(24,485.82)
4800 · Other Income	12,466.15	0.00	12,466.15
4920 · Unreserved Fund Balance	0.00	500,000.00	(500,000.00)
<b>Total Income</b>	<b>706,289.01</b>	<b>2,096,141.00</b>	<b>(1,389,851.99)</b>
<b>Gross Profit</b>	<b>706,289.01</b>	<b>2,096,141.00</b>	<b>(1,389,851.99)</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	1,575.00	2,800.00	(1,225.00)
5210 · Elections	2,244.10	1,500.00	744.10
5220 · Office Expense	4,915.39	10,500.00	(5,584.61)
5230 · Professional Services	72,957.34	107,500.00	(34,542.66)
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	19,714.46	35,535.00	(15,820.54)
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	75,536.88	120,000.00	(44,463.12)
6220 · Advertising	439.36	2,000.00	(1,560.64)
6310 · Maintenance & Repairs	25,447.63	110,000.00	(84,552.37)
6410 · Supplies	3,844.79	25,000.00	(21,155.21)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	37,019.61	65,000.00	(27,980.39)
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	3,745.99	25,000.00	(21,254.01)
6611 · Training	4,386.00	20,000.00	(15,614.00)
6615 · Gear - Fire Company	18,416.00	15,000.00	3,416.00
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	727.03	15,000.00	(14,272.97)
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 · UFSA	145.00	15,000.00	(14,855.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
<b>Total Expense</b>	<b>698,495.79</b>	<b>1,596,141.00</b>	<b>(897,645.21)</b>
<b>Net Ordinary Income</b>	<b>7,793.22</b>	<b>500,000.00</b>	<b>(492,206.78)</b>

2:29 PM

07/13/17

Accrual Basis

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through July 13, 2017

---

	<u>Jan 1 - Jul 13, 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>7,793.22</u>	<u>0.00</u>	<u>7,793.22</u>



Board of Fire Commissioners Career Dept  
July 13, 2017

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 85
  - EMS Calls – 256

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Sta. 2 well water back up and running: well tank replaced
- All garage doors at Sta.1 lubricated.
- SCBA Cascade system fill knob and air leak repaired.
- Old couches in day room replaced with newer donated furniture.

**Trucks**

Engine 5401

- Driver seat adjustment brackets broken retaining clips replaced

Ladder 5405

- Unit is at Emergency Equipment for waterway repairs.
- Radiator site glass replaced to resolve antifreeze leak

Engine 5411

- Radiator replaced, to resolve antifreeze leak.

**Special Details / Projects / Notifications**

- Request to purchase 10 SCBA bottles. To replace bottles that have reached their life expectancy of 15 years.
- 12 more SCBA bottles out for hydro testing.
- All new P.P.E. gear has been received and distributed to members.
- Station 2 urinal would not stop flushing; Flush valve repaired.

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

### JULY 2017

**Fire calls:** 352

**Drill:** Deputy Chief O'Brien is working on the drill for July 24<sup>th</sup>

**Schools;** Chief Lubertazzi would like to attend the Firehouse Expo in Nashville in October approx. cost \$3,200.00

**FIRES:** mutual aid to station 55

**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:** Looking into Drones and Drone Schools for the future

Respectfully submitted

Chief Michael Lubertazzi



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54

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



## President's Report July 2017

### **Change in Administrative Officers:**

With the recent hire of our former Secretary Steven Port to the career staff. Firefighter Brian Ruditsky has been appointed as our new Secretary effective July 1, 2017.

### **Fund Raiser:**

The comedy show which was originally scheduled for August 4<sup>th</sup> has been postponed due to medical issues with the performers. A new date has not been set as of yet. No tickets for the show have been sold as of this point.

### **Banquet Hall:**

Firefighter Brendan Magee requests to use the banquet hall for a family function on September 23<sup>rd</sup>. Approved by the company at our last company meeting.

### **Building and Grounds:**

Plaque for departed members is still being prepared. Firefighter Darren Hoffman is working with the contractor and stated that the work is progressing nicely.

### **Request to use trailer:**

I am respectfully requesting permission to utilize the enclosed unmarked trailer to move personal property from my residence. If approved, I would be using my personal vehicle to tow the trailer.

Respectfully Submitted:

Christopher A. Locklear

President

Jackson Mills Volunteer Fire Company