

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

Minutes of Meeting Held
June 8, 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 8:01 pm. "Open Meetings Act" statement was read by Board Attorney Youssef. All participated in the Pledge of Allegiance. A moment of silence was observed.

Swearing In of Newly Elected - Board Attorney Youssef administered the oath of office to Fire Commissioner Ray Torres (due to his absence from the March 2017 re-organizational meeting).

Roll Call: Commissioners Bollentin, Goldman, Jamison and Torres, were present. Commissioner Leonard was absent.

Minutes: Commissioner Goldman motioned to approve the minutes of the May 11, 2017 General meeting as presented, seconded by Commissioner Jamison. Motion passed by majority vote. Commissioner Torres abstained due to his absence.

Architect Report: Architect Jack Purvis was in attendance. He presented two sets of drawings and two sets of specs to the board for Station #2. After discussion, it was decided that the Board would review the plans presented to them and then ask Mr. Purvis to secure an estimator for preparation of anticipated cost of the project. Estimator to break out pricing by different aspects of the project. Board Attorney Youssef discussed possibility of a special meeting to authorize \$200,000 to be included in 2018 budget for the purpose of Station #2. This would be in the event the estimator's projected cost is more than the voter-approved amount (\$500,000.) This amount could not be spent until the 2018 budget is approved. Commissioner Bollentin to advise Mr. Purvis if the drawings are approved by the Board.

Commissioner Jamison noted for the record that Dave VanArsdale was in attendance.

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 June 8, 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 Youssef distributed a Resolution appointing Acting/Emergency Standby Fire Official David VanArsdale.

Commissioner Torres motioned to accept the Resolution, seconded by Commissioner Jamison. Motion passed by unanimous consent (Ayes: Bollentin, Goldman, Jamison, Torres; Absent: Leonard). A copy of the Resolution is attached to the original minutes and incorporated herein by reference. Highlights of the audit report for the year ending December 31, 2016 were reviewed by Board Attorney Youssef. It was a clean report and the Board is financially sound and being run properly. Commissioner Jamison motioned to approve the Resolution accepting the audit report for the year ending 12/31/16, seconded by Commissioner Goldman. Motion passed by unanimous consent (Ayes: Bollentin, Goldman, Jamison, Torres; Absent: Leonard). The Board members executed group Affidavit in attendance. A copy of the Group Affidavit is attached to the original minutes and incorporated herein by reference. Board Attorney Youssef reported that there is a reform bill in the state legislature regarding the statutes of elections. DCA came to the meeting and announced that they would not support the bill unless it contains strong language to consolidate fire districts. Discussion followed. Board Attorney Youssef will keep the Board advised of any developments. Discussion regarding a past fire company member who is under arrest for distribution of child pornography. There have been no media inquiries to date but another former member is commenting on Facebook regarding the issue. Board Attorney Youssef advised the Fire Company not to make any comments to the media or on social media. Fire Company is to report any comments to Board Attorney Youssef.

President's Report – read by Steven Porth (a copy of which is attached to the original minutes and incorporated herein by reference). Board was in agreement for use of hall on July 8, 2017.

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). After discussion, Cheryl was directed to file a claim for #5410 (invoice was \$4,100.)

Chief's Report – read by Chief Lubertazzi (a copy of which is attached and incorporated herein by reference). Use of pumper for F/F Locha's pump ops class was discussed. Chief to call academy to confirm what is needed. Boat class is this Saturday – Chief Lubertazzi requested permission for the company to pay the invoice and then the Board reimburses the company. Board was in agreement. With officers out of town, Trask will have #5410. Board was in agreement that F/F Steven Porth will be on probation for six months as driver of #5401.

Fire Bureau: written report read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). F/O Burmeister was on vacation.

Work Orders: current as per Lt. Reynolds. Front apron is cracked: patch is not holding. Lt. Reynolds to obtain pricing. Discussion: parking lot lights. Lt. Reynolds to obtain pricing.

Old Business/Correspondence:
Correspondence:

Old Business:

Insurance coverage: Agent sent new quote for additional coverage. After discussion, Commissioner Torres motioned to accept Option #2 coverage with VFIS at a cost of \$1,194.17, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Unfinished Business: None

New Business: None

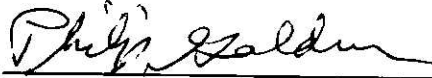
Public: None

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 Jamison. Motion passed by unanimous consent at 9:10 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:46 p.m. and the Board reconvened the public session.

Public Session:

Hiring of new probationary firefighter: Commissioner Torres motioned to accept a Resolution in Title to hire Steven Porth as a probationary firefighter, seconded by Commissioner Jamison. Motion passed by unanimous consent. The start date to be July 3, 2017. Cheryl was directed to send letters to the other candidates to thank them for their interest in the position and to notify them that the position had been filled.

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 9:50


_____, Clerk

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

**June 8, 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
2016 Audit

Mail Correspondence
Per Yellow folder – Insurance Info, Quote Jerry's Auto Body, LLC

6:12 PM

06/08/17

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of June 8, 2017

	Jun 8, 17	
	Debit	Credit
1009 · Shore Community Operating	762,313.12	
1011 · Shore Community Payroll	42,162.63	
1012 · Shore Community Fire Bureau	58,762.16	
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	2,014,001.23	0.00

6:39 PM

06/08/17

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of June 8, 2017

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	06/08/2017	4519	1st Choice Safety Equipment		8,990.00
Bill Pmt -...	06/08/2017	4520	Continental Fire & Safety		18,272.00
Bill Pmt -...	06/08/2017	4521	Dafeldecker Associates		240.00
Bill Pmt -...	06/08/2017	4522	Embroider Me		144.00
Bill Pmt -...	06/08/2017	4523	Federal Express		31.29
Bill Pmt -...	06/08/2017	4524	GW Tire Service		796.00
Bill Pmt -...	06/08/2017	4525	Home Depot		274.47
Bill Pmt -...	06/08/2017	4526	Industrial Scientific Corporation		1,606.50
Bill Pmt -...	06/08/2017	4527	Jackson National Life Insurance Compa...		391.00
Bill Pmt -...	06/08/2017	4528	Jackson Twp MUA		16,267.00
Bill Pmt -...	06/08/2017	4529	JCP&L		2,141.98
Bill Pmt -...	06/08/2017	4530	Mark W Reynolds		160.33
Bill Pmt -...	06/08/2017	4531	NJNG		1,198.87
Bill Pmt -...	06/08/2017	4532	Optimum		388.66
Bill Pmt -...	06/08/2017	4533	Skillender s Service Center Inc.		2,228.06
Bill Pmt -...	06/08/2017	4534	Staples Credit Plan		461.20
Bill Pmt -...	06/08/2017	4535	Steven Porth		80.00
Bill Pmt -...	06/08/2017	4536	Trask O'Hara		1,551.41
Bill Pmt -...	06/08/2017	4537	Verizon Wireless		188.80
Bill Pmt -...	06/08/2017	4539	Waste Management		276.69
Bill Pmt -...	06/08/2017	4540	Continental Fire & Safety		6,852.00
Bill Pmt -...	06/08/2017	4541	Jackson National Life Insurance Compa...		472.00
Bill Pmt -...	06/08/2017	4542	JCP&L		565.67
Bill Pmt -...	06/08/2017	4543	Verizon Wireless		491.47
Bill Pmt -...	06/08/2017	4545	ESI Equipment, Inc.		285.00
Bill Pmt -...	06/08/2017	4546	Susan L Oksen-Pereira		225.00
Bill Pmt -...	06/08/2017	4547	Board of Fire Commissioner's Dist #3		416.67
Bill Pmt -...	06/08/2017	4548	Family Practice of Centrastate		180.00
Bill Pmt -...	06/08/2017	4549	Sisnetsky, David		240.00
Bill Pmt -...	06/08/2017	4550	1st Choice Safety Equipment		1,055.00
Total 1009 · Shore Community Operating				0.00	66,471.07
TOTAL				0.00	66,471.07

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through June 8, 2017

	Jan 1 - Jun 8, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	330,944.10	1,557,384.00	(1,226,439.90)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	397.10	500.00	(102.90)
4300 · Sale of assets	1,550.00	0.00	1,550.00
4750 · Bureau of Fire Prevention Incm	8,524.20	35,000.00	(26,475.80)
4800 · Other Income	12,466.15	0.00	12,466.15
4920 · Unreserved Fund Balance	0.00	500,000.00	(500,000.00)
Total Income	353,881.55	2,096,141.00	(1,742,259.45)
Gross Profit	353,881.55	2,096,141.00	(1,742,259.45)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	1,350.00	2,800.00	(1,450.00)
5210 · Elections	2,394.10	1,500.00	894.10
5220 · Office Expense	4,448.14	10,500.00	(6,051.86)
5230 · Professional Services	54,300.73	107,500.00	(53,199.27)
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.	46,120.80	109,032.00	(62,911.20)
6120 · Salaries - Full Time Fire	124,480.90	279,303.00	(154,822.10)
6125 · Clothing Allowance	3,248.00	7,500.00	(4,252.00)
6130 · Salaries - Fire Official	210.00	20,000.00	(19,790.00)
6140 · Salaries - Firefighter Overtime	9,204.37	25,000.00	(15,795.63)
6180 · Payroll Taxes	17,343.20	35,535.00	(18,191.80)
6185 · Employer Pension Contribution	72,553.00	72,553.00	0.00
6190 · Fringe Benefits	42,917.83	101,418.00	(58,500.17)
6210 · Insurance	75,536.88	120,000.00	(44,463.12)
6220 · Advertising	341.46	2,000.00	(1,658.54)
6310 · Maintenance & Repairs	22,048.92	110,000.00	(87,951.08)
6410 · Supplies	3,844.79	25,000.00	(21,155.21)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	28,671.80	65,000.00	(36,328.20)
6513 · Fire Service Agreement	25,000.00	0.00	25,000.00
6515 · Hydrant Rent	32,130.00	65,000.00	(32,870.00)
6610 · Misc. Firefighter Expenses	2,666.00	25,000.00	(22,334.00)
6611 · Training	3,709.00	20,000.00	(16,291.00)
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)
6630 · Building Rennovations	0.00	40,000.00	(40,000.00)
6635 · Equipment-Non-Bondable	0.00	98,000.00	(98,000.00)
6640 · SCBA	327.03	15,000.00	(14,672.97)
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	55.00	15,000.00	(14,945.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	596,447.19	1,596,141.00	(999,693.81)
Net Ordinary Income	(242,565.64)	500,000.00	(742,565.64)

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through June 8, 2017


	<u>Jan 1 - Jun 8, 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>(242,565.64)</u>	<u>0.00</u>	<u>(242,565.64)</u>

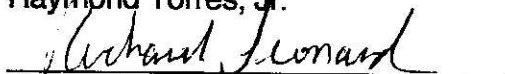
**ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**

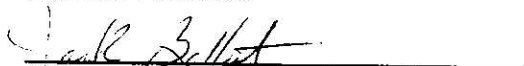
We, the undersigned members of the Board of Fire Commissioners of Fire District No.4 Jackson Township, being of full age, duly sworn according to law, upon our oath depose and say:

1. The undersigned are the duly elected members of the Board of Fire Commissioners of Fire District No.4 Jackson Township, Ocean Cty. N.J.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17 we have reviewed the Annual Report on Audit for the year ended 12/31/16 which has been duly filed with the Clerk of the Township of Jackson in accordance with the provisions of N.J.S.A.40A: 5A-15.
3. The undersigned do hereby certify that we have reviewed and are familiar with the sections of the Report on Audit entitled "GENERAL COMMENTS " and " RECOMMENDATIONS ".


Wallace W. Jamison

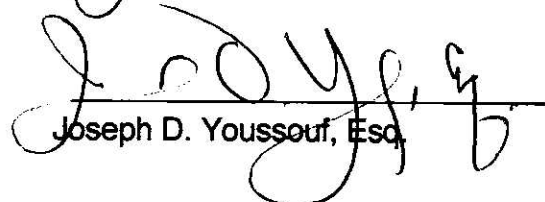

Raymond Torres, Jr.


Richard Leonard


Jack Bollentin


Philip Goldman

Signed and Sealed this 8th day
of June, 2017.


Joseph D. Youssouf, Esq.



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

STATION 54

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



President's Report June 2017

Banquet Hall:

Firefighter Steven Porth requests use of the banquet hall on July 8th for a family event.

Building & Grounds:

Minor repairs and clean up were conducted at the picnic grounds. Repair work was completed on the pavilion structure and the grounds were cleaned up. Wood debris was stacked for the fire pit. Future projects include further debris removal and renovations of the BBQ pit and fire pit.

Current Events:

There have been several news articles regarding the recent arrest of former member Michael Ruggiero regarding the distribution of child pornography. The accusations allege that the events took place between April 16, 2016 and April 19, 2016; long after he left the company. Currently, there have been no inquiries from the media regarding his membership. The company's official position if it comes up is that the events alleged occurred after he had left the company and that we have no further comment. Members have been instructed to avoid discussing and commenting on this matter over social media. A former member, Raymond Tremer had been posting on Facebook regarding Ruggiero's affiliation with the company. We are monitoring these posts.

Respectfully submitted:

Christopher A. Locklear
President
Jackson Mills Volunteer Fire Company

5/11/17

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.4 JACKSON TOWNSHIP ESTABLISHING THE POSITION OF ACTING/EMERGENCY STAND BY FIRE OFFICIAL AND APPOINTING DAVID VAN ARSDALE TO SAID OFFICE

WHEREAS; The Board of Fire Commissioners heretofore established a Bureau of Fire Prevention in accordance with the provisions of New Jersey Statutes and the Administrative Code; and

WHEREAS; In order to ensure continuity of operations during the absence of the District's Fire Official it is necessary and proper to establish the office of Acting/Emergency Fire Official; and

WHEREAS; David Van Arsdale is duly licensed and qualified by the State of New Jersey Bureau of Fire Safety to perform the duties of the Fire Official during the absence of the Fire Official.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the office of Acting/Emergency Fire Official is established.

BE IT FURTHER RESOLVED that the Acting/Emergency Fire Official shall perform all duties and discharge all functions required of the Fire Official when required to do so in the absence or incapacity of the Fire Official.

BE IT FURTHER RESOLVED that David Van Arsdale is appointed to the office established hereby and that the rate of compensation for said services is \$30.00 per hour.

Moved by: *Torres*

Seconded by: *Jamison*

Roll Call Vote:

Ayes: *Pollettin
Goldman
Jamison*

Nays: *Ø*

Absent: *Leonard* Abstain: *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on May 11, 2017.

Philip Goldman, Clerk

Board of Fire Commissioners Career Dept
June 8, 2017

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 75
 - EMS Calls – 217

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Banquet hall vacuum has been refurbished.
- Glass door window panel was broken from landscaper's mower, glass is ordered 2-3 weeks before delivery. Landscaper states he will cover all costs.

Trucks

Engine 5400

- Serviced and new tires installed.

Chiefs Unit 5410

- Vehicle was involved in a minor MVA. (See attached quote for repair.)

Safety Officer 5414

- Serviced, new brakes, and muffler repair completed.

Ladder 5405

- Awaiting delivery of water way pipe.
- Two rear tires replaced. (Cut sidewalls)

Engine 5417

- Primer pump replace.

Engine 5411

- Antifreeze leak found at radiator. Blaze is will remove radiator to see if it can be repaired or has to be replaced.

Engine 5401

- Wipers Replaced

Special Details / Projects / Notifications

- 15- SCBA bottles out for hydro testing.

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

JUNE 2017

Fire calls: 198

Drill: Deputy Chief O'Brien is working on the drill for June 26th

Schools: F/F Locha is in pump ops class at Middlesex Fire Academy and this Saturday June 10th he needs an Engine to use in the class. There are 3 options for us.

1. To have a Volunteer drive the engine
2. have a career F/F drive the engine there on Overtime
3. F/F Locha will have to use an engine that shows up there from
Another fire company

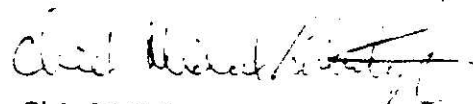
F/F Vincent Cancelleri is graduating FF1 on June 21, 2017 from Monmouth and
F/F Zack Lubertazzi is graduating FF1 on June 29, 2017 from Mercer

FIRES: none

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: F/F Steven Porth has completed his driver training on 5401 and I would like him to be added to the drivers

Respectfully submitted


Chief Michael Lubertazzi

**Bureau of Fire Prevention District #4
Jackson Township**

465 A North County Line Rd.
Jackson NJ, 08527
Office 732-928-7848
Fax 732-928-8220
Fire Official - John Burmeister Jr.

**June 8, 2017
Monthly Bureau Report**

Inspections are being completed as normal (report attached). No new sites plans, several still pending.

Computer for Bureau office is in, awaiting Trask for installation. Dave VanArsdale has been in a few times, camera and paper work location. I am on vacation this weekend and Dave VanArsdale has been advised.

Respectfully submitted,
John Burmeister Jr.
Fire Official