

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

Minutes of Meeting Held
October 12, 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 7:01 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Bollentin, Goldman and Jamison were present. Commissioner Torres was absent. Board Attorney Youssouf was present also. Board Attorney Youssouf announced that three members were present – a quorum.

Presentation of Resolutions - Board Attorney Youssouf read a Resolution commemorating the service of Fire Commissioner Richard W. Leonard (which was plaqued) that was passed on August 10, 2017 by the Board and presented to Mrs. Leonard and FF Rich Leonard by Commissioner Bollentin. Board Attorney Youssouf also presented a plaque with a commemorative fire commissioners' badge to Mrs. Leonard. A copy of the Resolution is attached to the original minutes and is incorporated herein by reference. Mrs. Leonard expressed her thanks to the Board for everything. Board Attorney Youssouf read a Resolution from the Board to Jackson Mills Fire Department that was passed on August 10, 2017 expressing the Board's gratitude for its assistance during the memorial service for Commissioner Richard W. Leonard (which was framed) and presented to a member of the Fire Company. A copy of the Resolution is attached to the original minutes and incorporated herein by reference. Board Attorney Youssouf read a Resolution from the Board expressing its gratitude to the city of Perth Amboy Fire Department that was passed on August 10, 2017 for its assistance during the memorial service for Commissioner Richard W. Leonard (which was framed). A copy of the Resolution is attached to the original minutes and incorporated herein by reference. FF Leonard will take the Resolution to the Perth Amboy Fire Department.

Legal Report – Board Attorney Youssouf reported on the Bid Process results from the September 2017 meeting. There were several deficiencies from the Gavan General Contracting bid – which was the apparent low bidder. It was noted that Shorelands Construction had sent a letter of protest regarding these deficiencies. A copy of the Shorelands Construction letter of protest is attached to the original minutes and incorporated herein by reference. Board Attorney Youssouf's recommendation is not to accept the Gavan General Contracting bid. Letter of recommendation from Jack A. Purvis, A.I.A., Architect recommending Shorelands Construction be approved as the General Contractor for the renovations on Building #2, a copy of which is attached to the original minutes

and incorporated herein by reference. Commissioner Goldman motioned to accept a Resolution in Title to award a contract to Shorelands Construction Inc. in the amount of \$584,238.00 for the renovation of Building No. 2, 550 West Commodore Blvd, Jackson NJ, seconded by Commissioner Jamison. Motion passed by unanimous consent (Aye: Bollentin, Goldman, Jamison; No: none; Absent: Torres; Abstain: none). Bid packages submitted to be returned to all except Shorelands by Commissioner Bollentin. Bid guarantees are to be returned to the unsuccessful bidders. Shorelands is to sign a contract and provide a performance guarantee. After the performance guarantee is received, then Shorelands will have their bid guarantee returned to them. Board Attorney Youssouf deemed that "there was a lot of palaver about this building." Later in the meeting, Board Attorney Youssouf announced that a legal notice for a claim was received – regarding the fax number from a class action suit. Board Attorney Youssouf authorized Cheryl to complete the claim form.

Minutes: Minutes from the September 10, 2017 were tabled due to not enough attendees from the September 10, 2017 meeting present to vote on the minutes.

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 October 12, 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 Bollentin. Motion passed by unanimous vote.

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Correction: Engine #5400 received its yearly preventative maintenance – NOT 5410 as listed in the report. Career Firefighter Leonard reported that he is still awaiting receipt of a narcan report that is to be submitted to the state. "If they treat, they have to write a sheet." Career Firefighter Leonard will contact the person via text and "cc" Commissioner Goldman. If no response, then he is to contact Commissioner Goldman. Career Firefighter Leonard urged the Board to have protocols in place. After discussion it was determined that the company is to cease & desist EMS calls until the Board establishes policy. Cheryl to distribute Cease & Desist to the fire company. Board was in agreement that Lt. Reynolds, FO Burmeister and FF Forth may attend two classes at Monmouth Fire Academy (11/13/17: Common Operational Dangers; 11/20/17: Officer Development Full Contact Leadership) –cost is \$50 per person for each class.

Chief's Report – Chief Lubertazzi's report was read by Commissioner Bollentin. Chief was not present. A copy of the written report is attached to the original minutes and incorporated herein by reference. Commissioner Jamison motioned to approve replacement of two dry suits/water suits at a cost not to exceed \$1500, seconded by Commissioner Goldman. Motion passed by unanimous consent. Extrication tools request was received. A copy of the request is attached to the original minutes and incorporated herein by reference. After discussion, it was decided that a workshop meeting would be needed to discuss the needs with the Chief and phasing in the new equipment. It was

decided that a Budget Workshop meeting will be held on Tuesday, October 24, 2017 to commence at 7:30 pm at Station #1. Board Attorney Youssouf to produce the required notice.

President's Report – President Chris Locklear was absent – no report.

Fire Bureau: read by Commissioner Goldman (a copy of the report is attached to the original minutes and incorporated herein by reference). Commissioner Goldman motioned to approve a quote submitted by Emergency Reporting in the amount of \$1016 for Upgrade setup fee and annual maintenance fee, seconded by Commissioner Jamison. Motion passed by unanimous consent (a copy of the quote is attached to the original minutes and incorporated herein by reference).

Work Orders: up to date.

Old Business/Correspondence:

Correspondence: Commissioner Goldman read Thank you letter from the Leonard family.

Old Business: None

Unfinished Business: None

New Business: LOSAP – Commissioner Bollentin to sign letter asking for LOSAP funds to be returned to the Board (former members who are non-vested).

Commissioner Goldman asked that Life Saving Certificates be sent to two children (ages 9 and 12) in South Carolina for their successful efforts to save their father. Event occurred in South Carolina. Board was in agreement.

Spotlights for the front of the building – After discussion, Career firefighter will obtain prices before the October 24 budget workshop meeting.

Anthony D'Ambrosio was introduced to the Board. He submitted his application to the fire company in August. His application is in the works.

Public Session: None.

Executive Session: Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel and lawyer/client privileged information, seconded by Commissioner Bollentin. Motion passed by unanimous consent at 8:30 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: reconvened at 8:58 pm.

Re-call Policy: Memo of understanding to be produced, approved by career staff and then submitted to the Board for their approval.

Commissioner Jamison motioned to approve a Resolution in Title authorizing a change in the re-call policy, seconded by Commissioner Goldman. Motion

passed by unanimous consent (ayes: Bollentin, Goldman, Jamison; No: none; Absent: Torres; Abstentions: None).

EMT Classes: (In response to request in Chief's report for F/F Ryan Calhoun to attend EMT classes) Fire company is to pay for classes. Upon successful completion of the course, minimum of one year of service, active member and approval of the Chief, Board will reimburse the Fire Company.

Request to use gear for the Tennessee Tower Run - Board was in agreement that Chief Lubertazzi's wife may use a set of gear to participate in the Tennessee Tower Run (fundraiser to honor 9/11 victims).

Adjournment: With no other business to come before the Board, Commissioner Goldman motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent. Meeting adjourned 9:05 pm.


_____, Clerk

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

**September 14, 2017
Meeting Time 7:00PM**

Meeting called to order 7:00PM
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-Award

New Business
Emergency Recall Policy

Mail Correspondence
Per Yellow folder

4:46 PM
10/12/17
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of October 12, 2017

	Oct 12, 17	
	Debit	Credit
1009 · Shore Community Operating	1,064,614.10	
1011 · Shore Community Payroll	97,645.20	
1012 · Shore Community Fire Bureau	25,468.86	
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	2,338,491.48	0.00

4:41 PM
 10/12/17
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of October 12, 2017

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	10/12/2017	4662	Action Uniform Co.		2,188.00
Bill Pmt -...	10/12/2017	4663	Alert-All Corp		2,140.00
Bill Pmt -...	10/12/2017	4664	Blaze Emergency Equipment LLC		4,125.00
Bill Pmt -...	10/12/2017	4665	David Van Arsdale		45.00
Bill Pmt -...	10/12/2017	4666	Emergency Reporting		295.00
Bill Pmt -...	10/12/2017	4667	Family Practice of Centrastate		725.00
Bill Pmt -...	10/12/2017	4668	Home Depot		101.85
Bill Pmt -...	10/12/2017	4669	JCP&L		603.55
Bill Pmt -...	10/12/2017	4671	NJNG		1.00
Bill Pmt -...	10/12/2017	4673	Middlesex County Fire Academy		630.00
Bill Pmt -...	10/12/2017	4674	Optimum		388.66
Bill Pmt -...	10/12/2017	4675	Rocky Mountain Comm Systems, Inc.		1,334.19
Bill Pmt -...	10/12/2017	4677	Skillender s Service Center Inc.		1,357.58
Bill Pmt -...	10/12/2017	4678	Staples Credit Plan		190.61
Bill Pmt -...	10/12/2017	4679	Velting Overhead Door		375.00
Bill Pmt -...	10/12/2017	4680	Verizon Wireless		195.39
Bill Pmt -...	10/12/2017	4681	Waste Management		294.41
Bill Pmt -...	10/12/2017	4682	Verizon Wireless		547.30
Bill Pmt -...	10/12/2017	4683	Mercer County Fire Academy		200.00
Bill Pmt -...	10/12/2017	4684	JCP&L		1,304.99
Bill Pmt -...	10/12/2017	4685	Moore Medical LLC		1,349.23
Bill Pmt -...	10/12/2017	4686	Susan L Oksen-Pereira		225.00
Bill Pmt -...	10/12/2017	4687	Verizon		162.39
Bill Pmt -...	10/12/2017	4688	Air & Gas Technologies		1,859.59
Bill Pmt -...	10/12/2017	4689	Skillender s Service Center Inc.		4,445.53
Total 1009 · Shore Community Operating				0.00	25,084.27
TOTAL				0.00	25,084.27

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through October 12, 2017

	Jan 1 - Oct 12, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,070,951.50	1,557,384.00	(486,432.50)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	746.05	500.00	246.05
4300 · Sale of assets	1,550.00	0.00	1,550.00
4750 · Bureau of Fire Prevention Incm	15,210.88	35,000.00	(19,789.12)
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	1,104,819.58	2,096,141.00	(991,321.42)
Gross Profit	1,104,819.58	2,096,141.00	(991,321.42)
Expense			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	2,250.00	2,800.00	(550.00)
5210 · Elections	2,244.10	1,500.00	744.10
5220 · Office Expense	7,177.40	10,500.00	(3,322.60)
5230 · Professional Services	93,624.46	107,500.00	(13,875.54)
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.	83,856.00	109,032.00	(25,176.00)
6120 · Salaries - Full Time Fire	236,227.20	319,303.00	(83,075.80)
6125 · Clothing Allowance	6,148.00	7,500.00	(1,352.00)
6130 · Salaries - Fire Official	1,170.00	20,000.00	(18,830.00)
6140 · Salaries - Firefighter Overtime	23,112.84	25,000.00	(1,887.16)
6180 · Payroll Taxes	29,327.00	35,535.00	(6,208.00)
6185 · Employer Pension Contribution	72,553.00	72,553.00	0.00
6190 · Fringe Benefits	75,261.44	101,418.00	(26,156.56)
6210 · Insurance	94,994.98	120,000.00	(25,005.02)
6220 · Advertising	633.66	2,000.00	(1,366.34)
6310 · Maintenance & Repairs	70,972.46	110,000.00	(39,027.54)
6410 · Supplies	11,085.51	25,000.00	(13,914.49)
6415 · Fire Prevention	2,140.00	5,000.00	(2,860.00)
6510 · Utilities	49,309.23	65,000.00	(15,690.77)
6513 · Fire Service Agreement	50,000.00	50,000.00	0.00
6515 · Hydrant Rent	48,195.00	65,000.00	(16,805.00)
6610 · Misc. Firefighter Expenses	5,389.99	25,000.00	(19,610.01)
6611 · Training	13,603.06	20,000.00	(6,396.94)
6615 · Gear - Fire Company	22,695.00	15,000.00	7,695.00
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	2,908.46	30,000.00	(27,091.54)
6675 · UFSA	1,673.78	15,000.00	(13,326.22)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	1,016,232.73	1,596,141.00	(579,908.27)
Net Ordinary Income	88,586.85	500,000.00	(411,413.15)

4:43 PM

10/12/17

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through October 12, 2017

	<u>Jan 1 - Oct 12, 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>88,586.85</u>	<u>0.00</u>	<u>88,586.85</u>

8/10/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP
COMMEMORATING THE SERVICE OF FIRE COMMISSIONER
RICHARD W. LEONARD**

WHEREAS; It was with great sadness that the Board of Fire Commissioners of Fire District No.4 Jackson Township learned of the passing of Fire Commissioner Richard W. Leonard; and

WHEREAS; Commissioner "Rich" Leonard was a dedicated public spirited member of the Jackson Township firefighting family; and

WHEREAS; Before his service as an elected member of the Board of Fire Commissioners, he served as a professional firefighter in the City of Perth Amboy; and

WHEREAS; It was during his tenure as a professional firefighter that he sustained the grievous injuries that would eventually take his life; and

WHEREAS; Despite his often debilitating injuries and demanding medical treatment "Rich" continued to serve and protect the citizens of Jackson Township as a valued member of the Board of Fire Commissioners from 2003 until the time of his passing in 2017; and

WHEREAS; The hallmark of Rich's service was his intense concern for the welfare and safety of our firefighters and the citizens of our community.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the Board extends its deepest condolences to the family of Richard W. Leonard and expresses the thanks and gratitude of the citizens of Jackson Township to Richard W. Leonard for a life of public service and dedication to the protection of others.

8/10/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.4 JACKSON TOWNSHIP EXPRESSING
IT'S GRATITUDE TO THE JACKSON MILLS FIRE DEPARTMENT
FOR ITS ASSISTANCE DURING THE MEMORIAL SERVICE FOR
COMMISSIONER RICHARD W. LEONARD**

WHEREAS; It was with great sorrow that the Board of Fire Commissioners of Fire District No.4 Jackson Township learned of the passing of Fire Commissioner Richard W. Leonard; and

WHEREAS; Prior to serving as an elected member of the Board of Fire Commissioners, "Rich" Leonard had served as a paid professional firefighter with the City of Perth Amboy fire department; and

WHEREAS; It was during his service as a firefighter that he sustained the injuries that eventually cost him his life; and

WHEREAS; The members of the Jackson Mills Fire Department, paid and volunteer alike, rendered honors and assistance during the funeral and memorial services afforded Commissioner Leonard; and

WHEREAS; The members of the Board of Fire Commissioners of Jackson Township Fire District No.4 sincerely appreciated the honors rendered to the family and friends of Commissioner Leonard as he was laid to rest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that, by these presents the Board formally expresses its gratitude and thanks to the members and officers of the Jackson Mills Volunteer Fire Company and the paid professional staff of Fire District No.4 for their kind assistance and participation in the funeral services of Commissioner Richard W. Leonard.

*Certified to be a true copy of a Resolution adopted by the Board of
Fire Commissioners Fire District No.4 Jackson Township on August 10, 2017.*

8/10/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.4 JACKSON TOWNSHIP EXPRESSING
IT'S GRATITUDE TO THE CITY OF PERTH AMBOY FIRE DEPARTMENT
FOR ITS ASSISTANCE DURING THE MEMORIAL SERVICE FOR
COMMISSIONER RICHARD W. LEONARD**

WHEREAS; It was with great sorrow that the Board of Fire Commissioners of Fire District No.4 Jackson Township learned of the passing of Fire Commissioner Richard W. Leonard; and

WHEREAS; Prior to serving as an elected member of the Board of Fire Commissioners, "Rich" Leonard had served as a paid professional firefighter with the City of Perth Amboy fire department; and

WHEREAS; It was during his service as a firefighter that he sustained the injuries that eventually cost him his life; and

WHEREAS; The Perth Amboy Fire Department rendered honors and assistance to the fire service of Jackson Township during the funeral and memorial services afforded Commissioner Leonard; and

WHEREAS; It is a fundamental truth that firefighters are a brotherhood that always protects its own and always mourns the passing of one of its own as the occasion arises; and

WHEREAS; The members of the Jackson Township fire service appreciated the assistance and compassion of the Perth Amboy Fire Department in laying Commissioner Leonard to rest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that by these presents, the Board formally expresses its gratitude and thanks to the City of Perth Amboy Fire Department for its kind assistance and participation in this sad event.

*Certified to be a true copy of a Resolution adopted by the Board of
Fire Commissioners Fire District No.4 Jackson Township on August 10, 2017.*

Board of Fire Commissioners Career Dept
October 12, 2017

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 130
 - EMS Calls – 360

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.

Trucks

ENGINE 5401, 5405, 5407, 5419, 5410, 5400

- All listed units just received a yearly preventative maintenance.

FIRE POLICE 5427

- Sent to Skillenders Auto for service. Leak found at rear tank seam, new tank, tank straps and filler neck ordered. Brakes are being replaced front and rear under 20% pad thickness. Spare tire needs to be replaced not road worthy.

CHIEF UNIT 5410

- Engine replacement complete. Will be dropped off to Jerry's Auto for body work.

Special Details / Projects / Notifications

- LT. Reynolds, F.O. Burmeister and F.F. Porth would like to attend two classes at Monmouth Fire Academy.
 - 1) November 13, 2017 "Common Operational Dangers" 1900-2200hrs
 - 2) November 20, 2017 "Officer Development Full Contact Leadership" 1900-2200hrsClass fees are \$50.00 per person for each class.

Pending Work Orders:

- We are aware of the portables not working in 5408 we are tracking down where they are losing power.
- Headlight to be replaced on 5417



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

CHIEF'S REPORT

October 2017

Fire calls: 345

Drill: Deputy Chief O'Brien will inform you of Octobers drill

Schools; I have 5 guys attending CEVO class at Mercer County Fire Academy the start date was prior to this months meeting and a P.O. was sent in as it was done in the past when a class start date is prior to a meeting.

I am respectfully requesting permission to send F/F Ryan Calhoun to the next upcoming EMT class please keep me advised.

Please note that this month is nomination of officers in our company and it is required that you must attend 2 firematic classes prior to Novembers election therefore some members will have to take a class asap if nominated and I will approve there schools and a P.O. might have to be issued as each class comes about .

EQUIPMENT: We have written a report on the issue of extrication tools and we are asking for the board to add the dollar amount that we all come up with to this years budget.

MISCELLANEOUS: Jackson day is October 28th and we will be attending

At the end of September we sent the boat to freehold for a water rescue,unfortunate it turned into at recovery. We damaged 2 water suits and we are requesting replacements asap

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.

October 12, 2017

Monthly Bureau Report

Inspections are being completed as normal (report attached).

Fire Prevention training is being conducted this month. Schedule and reminders are being posted on IAMRESPONDING. The Malvern school has asked if the Bureau may go to the Freehold location on US Hwy 9 to do fire extinguisher training with their staff? Have already spoken to local fire official there, he has no problem with this and will also have local fire company (Freehold Independent) assist.

Several site plans received:

Wright-Debow Rd – Office building in area of Cosmo Lane

West Commodore Blvd / Patterson Rd – Warehouse/office

Outside of the Bureau: As of January 1 2018 the fire department needs to upload electronic patient care report (just like first aid), I am asking the board to approve ~~the~~ attached quote for update our current Emergency Reporting System to include this module.

Respectfully submitted,
John Burmeister Jr.
Fire Official