

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

Minutes of Meeting Held
September 14, 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 7:02 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 Torres were present. Commissioner Jamison was absent. Board Attorney Youssouf was present also.

Minutes: Commissioner Goldman motioned to approve the minutes of the August 10, 2017 General meeting as presented, seconded by Commissioner Torres. 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 September 14, 2017 was read by Commissioner Torres. 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 Youssouf reported that NJ Assembly passed bill # 1690, which provides that the Fire District elections may be moved to the general November election (first Tuesday after the first Monday in November) and would be subject to Title 19. This would mean that the re-organizational meeting would be held in December. Nominating petitions would then be filed with the County Club in July of the preceding November. Polling places would be determined by Title 19 (fire house would no longer be a polling place). This would also mean that the voters would no longer vote on budget as long as the budget is within the 2% cap. Board Attorney Youssouf reported that there will be changes to budget documents for the upcoming year. Board would make the decision if the election would be held in November or remain the same. Trenton will severely limit the use of special meetings for budget purposes. Special elections meetings are now to be with paper ballots, private area to vote (booth), 29 days advance notice to be published, three-hour voting time, booths available, hours to be from 6 pm to 9 pm. January 1, 2019 is deadline for the Board to determine if they will move their election date or not. 2018 Election Cycle to remain unchanged. If the Board does nothing, elections will remain the third Saturday of February. There is time to make the decision. Very vs. Franklin Fire District #1: decision rendered by NJ Supreme Court. Issues addressed by Supreme Court: how OPRA applies to fire department, how OPRA applies to volunteer fire company, definition of a Board. It was determined that fire district

is a municipal entity subject to OPRA. Fire company records have to be given to fire district if OPRA request received.

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, Board Attorney Youssouf read a Resolution in Title declaring 10 PPE gear coats and 13 pair of PPE gear excess property no longer needed for fire protection services and they are to be destroyed (a copy of the list is attached to the original minutes and incorporated herein by reference). Commissioner Torres motioned to accept the Resolution, seconded by Commissioner Goldman. Motion passed by unanimous consent (Roll call: Ayes: Bollentin, Goldman, Torres; Nays: none; Absent: Jamison; Abstain: none). Board was in agreement to approve classes requested by FF Stan O'Brien (Biological Incidents, Domestic Incidences, US Homeland Security: Explosions & Effects). Some classes are during the day. Commissioner Torres motioned to purchase an engine for the Chief's truck from Skillender's Service Center at a cost of \$ 3750.00, seconded by Commissioner Goldman. Motion passed by unanimous consent. (A copy of the quote is attached to the original minutes and incorporated herein by reference.) Commissioner Torres motioned to approve FF Leonard, FF O'Brien and Chief Lubertazzi to attend Fire Official class (which follows Fire Inspector Class – Nov 14, 2017 – Dec 19, 2017) at a cost of \$210 each, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Chief's Report – Chief Lubertazzi reported: 310 runs to date; Trask O'Hara requested to enroll in Radio Communication and Scene reporting class on 10/2/17 and Officer Development Class on 11/20/17. Board was in agreement. Chief's budget for 2018 was submitted. Card printer: more quotes are needed. Chief was directed to obtain two more quotes and send to all commissioners for their review. Chief Lubertazzi reported that Fire Company member Ernest saved a neighbor with CPR. Chief prepared a commendation – it will be sent into the state. Chief will be in school on Mondays and Wednesdays for Fire Inspector class and Tuesdays and Thursdays for Fire Official class. Open House to be held on October 8, 2017. Board was in agreement that career staff to work the day.

President's Report – President Chris Locklear reported that Boy Scouts have requested use of the picnic grounds for a camp out on November 10 through November 12, 2017. Board gave the Boy Scout troop permission to use the firehouse if needed during the camp out. Boy Scouts will be having a work detail on October 18, 2017 for the general picnic grounds clean up. Upcoming events: October 2, 2017: flu shots; October 7, 2017: Township Wounded Warrior event; October 8, 2017: Open House; October 21, 2017: Annual Company BBQ – all are invited; October 28, 2017: Annual Jackson Day – Touch a Truck event. Membership applicant from a prospective new member was received. Background check is currently ongoing.

Fire Bureau: read by Commissioner Goldman (a copy of the report is attached to the original minutes and incorporated herein by reference).

Work Orders: up to date.

Old Business/Correspondence:

Correspondence: Correspondence from Jeffrey W. Locha dated 8/31/17 was read by Commissioner Goldman. Board was in agreement that his status is not going to change. Cheryl was directed by the Board to write a letter to Mr. Locha on behalf of the Board and advise him that his letter had been received and that the Board's position remains unchanged.

Old Business: None

Unfinished Business: None


New Business:

Public Session: Board Attorney Youssef announced that it was 8 pm and the bids were scheduled to be opened at this time. He asked if there were any additional bids from people at the meeting (there were no additional bids brought forward). Bids are to be good for 60 days. Bids can be examined by the other bidders upon conclusion of the opening of the bids. Bids were then to be turned over to Jack Purvis (architect) for his review and recommendations. At the conclusion of the bidding process (60 or 30 days from now) Board will adopt a Resolution announcing whose bid would prevail and be mailed to all bidders. Bid securities will be returned to all non-winning bidders at that time. Following bids were received and opened:

<i>Company</i>	<i>Base Bid</i>
1. Ascend Construction	\$ 947,500.00
2. J&M Contracting	\$ 836,000.00
3. Hall Building Corporation (HBC)	\$ 798,000.00
4. Gavan General Contracting	\$ 567,565.00
5. Cypreco Industries Inc.	\$ 962,212.00
6. Fasolino Contracting	\$ 682,700.00
7. Shorelands Construction	\$ 584,248.00

Opening of the bids was concluded. Bids were displayed for review. Board Attorney Youssef thanked all those who submitted bids on behalf of the Board.

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 8:22 pm.

 _____, Clerk

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

**September 14, 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-8pm Bid opening

New Business

Mail Correspondence

Per Yellow folder

4:02 PM

09/14/17

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of September 14, 2017

	Sep 14, 17	
	Debit	Credit
1009 · Shore Community Operating	706,566.15	
1011 · Shore Community Payroll	104,642.10	
1012 · Shore Community Fire Bureau	65,096.75	
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	2,027,068.32	0.00

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 09/14/17
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of September 14, 2017

Type	Date	Num	Name	Debit	Credit
1009 - Shore Community Operating					
Bill Pmt -...	09/14/2017	4621	Asbury Park Press		58.10
Bill Pmt -...	09/14/2017	4622	Asbury Park Press		102.10
Bill Pmt -...	09/14/2017	4623	C & T Lawn Sprinkler		372.00
Bill Pmt -...	09/14/2017	4624	Dover Oil Co, INC		437.39
Bill Pmt -...	09/14/2017	4625	Federal Express		25.98
Bill Pmt -...	09/14/2017	4626	Gannett NJ Newspapers		4.20
Bill Pmt -...	09/14/2017	4627	Good Mowin'		1,852.00
Bill Pmt -...	09/14/2017	4628	GW Tire Service		1,582.00
Bill Pmt -...	09/14/2017	4630	Industrial Scientific Corporation		803.25
Bill Pmt -...	09/14/2017	4629	Jack A. Purvis, A.I.A.		5,390.00
Bill Pmt -...	09/14/2017	4636	Jackson Twp MUA		16,355.50
Bill Pmt -...	09/14/2017	4644	JCP&L		1,595.85
Bill Pmt -...	09/14/2017	4637	Joseph D. Youssouf, Esq		6,000.00
Bill Pmt -...	09/14/2017	4638	National Center for Safety Initiatives		44.00
Bill Pmt -...	09/14/2017	4639	JCP&L		756.77
Bill Pmt -...	09/14/2017	4640	NJNG		43.53
Bill Pmt -...	09/14/2017	4641	Optimum		388.66
Bill Pmt -...	09/14/2017	4642	Steven Porth		1,590.08
Bill Pmt -...	09/14/2017	4643	Velting Overhead Door		160.00
Bill Pmt -...	09/14/2017	4645	NJNG		86.69
Bill Pmt -...	09/14/2017	4646	Verizon		162.69
Bill Pmt -...	09/14/2017	4647	Verizon Wireless		772.39
Bill Pmt -...	09/14/2017	4648	Waste Management		290.96
Bill Pmt -...	09/14/2017	4649	Verizon Wireless		245.45
Bill Pmt -...	09/14/2017	4651	Susan L Oksen-Pereira		225.00
Bill Pmt -...	09/14/2017	4652	Cheryl Parker		126.07
Bill Pmt -...	09/14/2017	4653	Mark W Reynolds		120.00
Bill Pmt -...	09/14/2017	4654	Skillender s Service Center Inc.		804.44
Bill Pmt -...	09/14/2017	4655	Ocean County Fire Prevention Protection		60.00
Bill Pmt -...	09/14/2017	4656	Consolidated Construction Mgmt, Inc.		950.00
Bill Pmt -...	09/14/2017	4657	Nancy Lubertazzi		538.33
Total 1009 - Shore Community Operating				0.00	41,943.43
TOTAL				0.00	41,943.43

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through September 14, 2017

	Jan 1 - Sep 14, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
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	574.64	500.00	74.64
4300 · Sale of assets	1,550.00	0.00	1,550.00
4750 · Bureau of Fire Prevention Incm	14,853.88	35,000.00	(20,146.12)
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	714,695.17	2,096,141.00	(1,381,445.83)
Gross Profit	714,695.17	2,096,141.00	(1,381,445.83)
Expense			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	2,025.00	2,800.00	(775.00)
5210 · Elections	2,244.10	1,500.00	744.10
5220 · Office Expense	6,661.17	10,500.00	(3,838.83)
5230 · Professional Services	90,176.96	107,500.00	(17,323.04)
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.	75,470.40	109,032.00	(33,561.60)
6120 · Salaries - Full Time Fire	209,896.90	319,303.00	(109,406.10)
6125 · Clothing Allowance	5,452.00	7,500.00	(2,048.00)
6130 · Salaries - Fire Official	1,170.00	20,000.00	(18,830.00)
6140 · Salaries - Firefighter Overtime	20,290.01	25,000.00	(4,709.99)
6180 · Payroll Taxes	26,569.96	35,535.00	(8,965.04)
6185 · Employer Pension Contribution	72,553.00	72,553.00	0.00
6190 · Fringe Benefits	77,576.84	101,418.00	(23,841.16)
6210 · Insurance	94,994.98	120,000.00	(25,005.02)
6220 · Advertising	633.66	2,000.00	(1,366.34)
6310 · Maintenance & Repairs	58,653.99	110,000.00	(51,346.01)
6410 · Supplies	6,223.70	25,000.00	(18,776.30)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	45,615.82	65,000.00	(19,384.18)
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	4,369.99	25,000.00	(20,630.01)
6611 · Training	9,851.61	20,000.00	(10,148.39)
6615 · Gear - Fire Company	20,507.00	15,000.00	5,507.00
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	1,574.27	30,000.00	(28,425.73)
6675 · UFSA	1,143.78	15,000.00	(13,856.22)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	941,530.30	1,596,141.00	(654,610.70)
Net Ordinary Income	(226,835.13)	500,000.00	(726,835.13)

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09/14/17

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through September 14, 2017

	<u>Jan 1 - Sep 14, 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>(226,835.13)</u>	<u>0.00</u>	<u>(226,835.13)</u>

Board of Fire Commissioners Career Dept
September 14, 2017

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 112
 - EMS Calls – 324

Building Report

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

Trucks

Annual preventative maintenance scheduled for next week for all vehicle except for SUV's.

ENGINE 5401

- New front tires installed and one roll up door repaired

FIRE POLICE 5404

- Mobil radio out for repair.

CHIEF UNIT 5410

- Dropped off at Skillender's Auto for extensive oil consumption, Motor was found to be blowing oil past valves and burning. Engine ordered for replacement see attached quote.
- Unit will be at Jerry's Auto Body immediately after motor repairs are complete for MVA damage.

Special Details / Projects / Notifications

- FF Leonard and FF O'Brien Jr. will be attending the Fire Inspector class @ Middlesex County Fire Academy and looking for permission to enrolled into Fire Official Class.
- Resolution to be made to discard/ remove from service attached list of P.P.E. Gear has come up to end of service life expectancy, and or condemned by turn out gear repair company.