

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

Minutes of Meeting Held  
November 14, 2013

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 8:00 pm. Commissioners Allmann, Bollentin, Byrnes, Leonard and Sherry were present. Board Attorney Youssouf was absent. "Open Meetings Act" statement was ready by Chairman Bollentin. All participated in the Pledge of Allegiance.

**Minutes** –Commissioner Allmann motioned to approve the minutes of the October 10, 2013 General Meeting as presented, seconded by Commissioner Byrnes. Motion passed by unanimous vote.

**Treasurer's Report** –The report and bill list (a copy of which is attached and incorporated herein by reference) as of November 14, 2013 was read by Commissioner Allmann. Commissioner Sherry motioned to approve payment of the bills as presented seconded by Commissioner Leonard. Motion passed by majority vote with each commissioner abstaining on the payment to themselves.

**Legal Report** – None (absent).

**Truck & Building/Career Department Report** – read by Commissioner Sherry (a copy of which is attached and incorporated herein by reference). Three quotes were received HVAC vendor for Station #2 (a copy of which is attached and incorporated herein by reference). After discussion, Commissioner Allmann motioned to approve the proposal from Neil Brooks at a cost of \$8,975.00 for a 5-ton unit at station #2, seconded by Commissioner Leonard. Motion passed by unanimous consent. Painting proposals were received (a copy of which is attached and incorporated herein by reference). After discussion, Commissioner Allmann motioned to accept the proposal from Thomas M. Moore to include back charge Station 1, Station 1 Punch List, Station # 2 full-facelift as presented, seconded by Commissioner Leonard. Motion passed by unanimous consent. Line Item Transfers for the 2013 budget are to be done at the December meeting. Chairman Bollentin reported that he met with Mr. Yezzi, Mr. Coffey and FF Rich Leonard. Board received a letter from Yezzi & Associates advising that the Board should contact the bond agency. Board Attorney Youssouf to send a letter to bonding company. Chairman Bollentin reported that the price for the new truck as reported at last month's meeting (\$690,000) was not correct. The Pierce representative advised that the cost would be \$630,000. LED light tower cost if \$20,000. Board was in agreement to get the Led light tower. Application to join the Houston Galveston purchasing co-op (HGAC) is moving forward.

**Chief's Report** –Chief Haskins verbally reported the following to the Board:

- a. 400 calls to date;
- b. Chief reported that the budget was revised and they are asking for additional funding (\$100,000 additional). Board will review the request at the budget workshop;
- c. Car wash supplies are needed. Lt. Reynolds was directed to call Charlie
- d. Phil Gorman – is now off probation for Fire/Police. Cheryl to run a report on him so he can begin to drive;
- e. Dwelling located on 24 North Cooksbridge Road Jackson is being donated for training purposes (a copy of the letter is attached and incorporated herein by reference). Chief was advised to check for well and septic areas – don't park on those areas. Cheryl was directed to contact the insurance company;
- f. Water tower on Barkley was made available for confined training. Chief to look into it;
- g. Hoses – 3 lengths of 5-inch hose are missing since Seaside fire. Company is still making an effort to find them;

**President's Report:** President Trask O'Hara reported the following:

- a. Applicant Ken Stoddard was introduced to the Board (application was submitted last month) and welcomed. One new member has not yet attended a Board meeting – Board meetings conflict with his work schedule;
- b. Tablets – are almost done. They are waiting for license keys for Street Wise CAD application. Training will be done in groups of 9. Security has already been enabled. After discussion, Board was still in agreement that they will not pay the \$3,000. Fee to re-build the database. Mobile Eyes proposal was reviewed with the Board. After discussion, Commissioner Byrnes motioned to accept the Mobil Eyes proposal at a cost of \$8,638.00, seconded by Commissioner Leonard (state vendor). Motion passed by unanimous consent.

**Fire Bureau:** Report (part of the aforementioned Career Department Report) reviewed by Fire Fighter Burmeister with the Board.

**Work Orders:** up to date

**Old Business/Correspondence:**

**Correspondence:**

- a. None

**Old Business:**

- a. None

**New Business:**

- a. No info on the Joint Board. Next meeting is the last Monday of the month.
- b. Commissioner Leonard advised that they are waiting for written proposal for the Inspection Division

- c. Fundraiser at Jack's #1 – A Spaghetti Dinner to benefit the Schwinge Family will be held tomorrow night (7 to 10 pm)
- d. FYI - issues with District #3 need approval of Mayor and Council;

**Public Session:** None

**Executive Session:** Commissioner Allmann motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing contract negotiations, seconded by Commissioner Byrnes. Motion passed by unanimous consent at 8:45 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:50 p.m. and the Board reconvened the public session.

**Public Session:** Session re-convened at 9:50 p.m. Commissioner Allmann motioned to approve a stipend in the amount of \$ 5,000 for the 2013 – 2014 budget year to FF John Burmeister for doing the duties of Fire Bureau Official. Motion passed by unanimous consent.

**Adjournment:** With no other business to come before the Board, Commissioner Byrnes motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Allmann. Motion passed by unanimous consent. Meeting adjourned at 9:55 p.m.

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

1:07 PM  
 01/13/14  
 Accrual Basis

**Board of Fire Commissioners**  
**Treasurer Report**  
 As of November 14, 2013

Type	Date	Num	Name	Memo	Debit	Credit	
<b>1009 · Shore Community Operating</b>							
Check	11/14/2013	2923	JDS Industrial Roofing Contr...	PO 5571		3,250.00	
Check	11/14/2013	2925	JCP&L	PO 5598		1,301.76	
Check	11/14/2013	2926	Kelly Kilowatt Electric Compa...	PO 5599		75.00	
Check	11/14/2013	2927	Safe & Secure Security Syst...	PO 5600		796.98	
Check	11/14/2013	2928	TSVP Janitorial Services	PO 5602		332.00	
Check	11/14/2013	2929	MES	PO 5603		780.00	
Check	11/14/2013	2930	Verizon Wireless	PO 5604		543.63	
Check	11/14/2013	2931	Blaze Emergency Equipment...	PO 5583		1,295.46	
Check	11/14/2013	2934	Waste Management	PO 5607		298.85	
Check	11/14/2013	2935	National Center for Safety Ini...	PO 5608		44.00	
Check	11/14/2013	2936	Air Power International INC	PO 5609		1,848.00	
Check	11/14/2013	2937	Jerry's Autobody, LLC	PO 5610		1,298.23	
Check	11/14/2013	2938	Hanger 14 Solutions LLC	PO 5611		2,800.00	
Check	11/14/2013	2939	Warshauer Generator, LLC	PO 5612		1,511.76	
Check	11/14/2013	2940	Federal Express	PO 5613		81.21	
Check	11/14/2013	2941	NJ Casualty Ins Co	PO 5614		5,331.00	
Check	11/14/2013	2942	C & T Lawn Sprinkler	PO 5615		300.00	
Check	11/14/2013	2943	Jerry's Autobody, LLC	PO 5616		43.40	
Check	11/14/2013	2944	Continental Fire & Safety	PO 5617		559.50	
Check	11/14/2013	2945	All Comm Technologies	PO 5618		1,564.00	
Check	11/14/2013	2946	Mercer County Community C...	PO 5619		80.00	
Check	11/14/2013	2947	Seacoast Accounting, LLC	PO 5620		2,082.50	
Check	11/14/2013	2948	MES	PO 5621		1,712.00	
Check	11/14/2013	2949	Jackson Mills Volunteer Fire ...	PO 5622		40.61	
Check	11/14/2013	2950	John M Bollentin	PO 5623		4,000.00	
Check	11/14/2013	2951	William Allmann	PO 5624		4,000.00	
Check	11/14/2013	2952	Richard Leonard	PO 5625		4,000.00	
Check	11/14/2013	2953	John P Sherry	PO 5626		4,000.00	
Check	11/14/2013	2954	Kenneth E. Byrnes	PO 5627		4,000.00	
Check	11/14/2013	2955	Family Practice of Centrastate	PO 5628		285.00	
Check	11/14/2013	2956	Continental Fire & Safety	PO 5630		2,070.75	
Check	11/14/2013	2957	Minerva Cleaners	PO 5631		1,786.28	
Check	11/14/2013	2958	ACCU Copy	PO 5629		90.00	
Check	11/14/2013	2959	Verizon	PO 5596		315.41	
Check	11/14/2013	2960	NJ Casualty Ins Co	PO 5634		5,331.00	
Check	11/14/2013	2962	First Due Training & Safety C...	PO 5636		1,000.00	
Check	11/14/2013	2963	Cablevision	PO 5637		370.65	
Check	11/14/2013	2964	JCP&L	PO 5638		566.91	
Check	11/14/2013	2965	Rich Leonard	PO 5639		1,585.96	
Check	11/14/2013	2966	National Center for Safety Ini...	PO		63.00	
Check	11/14/2013	2967	Middlesex County Fire Acade...	PO 5643		52.00	
Check	11/14/2013	2968	Susan L Oksen-Pereira	PO 5644		225.00	
Check	11/14/2013	2932	Sprint	PO 5606		176.74	
Total 1009 · Shore Community Operating						0.00	61,888.59
<b>TOTAL</b>						<b>0.00</b>	<b>61,888.59</b>

1:06 PM  
01/13/14  
Accrual Basis

Board of Fire Commissioners  
**Cash Balances**  
As of November 14, 2013

	Nov 14, 13	
	Debit	Credit
1009 · Shore Community Operating	562,452.52	
1011 · Shore Community Payroll	11,821.56	
1012 · Shore Community Fire Bureau	43,397.01	
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>	<b><u>1,671,650.84</u></b>	<b><u>0.00</u></b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through November 14, 2013

	Jan 1 - Nov 14, 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	998,564.88	1,452,458.00	(453,893.12)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	509.75	2,500.00	(1,990.25)
4300 · Sale of assets	2,001.00	0.00	2,001.00
4750 · Bureau of Fire Prevention Incm	20,968.54	14,000.00	6,968.54
4800 · Other Income	38,820.74	10,000.00	28,820.74
4910 · Restricted Fund Balance	0.00	480,000.00	(480,000.00)
4920 · Unreserved Fund Balance	0.00	50,000.00	(50,000.00)
Total Income	1,060,864.91	2,012,215.00	(951,350.09)
Gross Profit	1,060,864.91	2,012,215.00	(951,350.09)
Expense			
5110 · Salaries - Commissioners	20,000.00	20,000.00	0.00
5120 · Salaries - Secretary	2,475.00	2,800.00	(325.00)
5210 · Elections	2,811.19	1,500.00	1,311.19
5220 · Office Expense	7,012.26	10,500.00	(3,487.74)
5230 · Professional Services	37,116.00	87,500.00	(50,384.00)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	88,939.22	103,240.00	(14,300.78)
6120 · Salaries - Full Time Fire	172,349.16	198,920.00	(26,570.84)
6130 · Salaries - Fire Official	3,750.00	5,000.00	(1,250.00)
6140 · Salaries - Firefighter Overtime	20,921.28	40,000.00	(19,078.72)
6180 · Payroll Taxes	18,249.53	29,700.00	(11,450.47)
6185 · Employer Pension Contribution	0.00	51,569.00	(51,569.00)
6190 · Fringe Benefits	78,651.42	80,448.00	(1,796.58)
6210 · Insurance	98,963.06	95,000.00	3,963.06
6220 · Advertising	332.00	2,000.00	(1,668.00)
6310 · Maintenance & Repairs	101,720.28	127,000.00	(25,279.72)
6410 · Supplies	23,221.11	30,000.00	(6,778.89)
6415 · Fire Prevention	1,335.60	5,000.00	(3,664.40)
6510 · Utilities	41,742.40	60,000.00	(18,257.60)
6515 · Hydrant Rent	45,780.00	65,000.00	(19,220.00)
6610 · Misc. Firefighter Expenses	13,532.57	15,000.00	(1,467.43)
6611 · Training	17,416.92	24,000.00	(6,583.08)
6615 · Gear - Fire Company	27,920.95	20,000.00	7,920.95
6625 · Joint District Expenses	807.50	50,000.00	(49,192.50)
6630 · Building Rennovations/Equipment	16,008.46	20,000.00	(3,991.54)
6640 · SCBA	5,402.30	10,000.00	(4,597.70)
6650 · Emergency/First Aid Equipment	2,597.22	7,000.00	(4,402.78)
6655 · Replacement Equipment	15,906.93	50,000.00	(34,093.07)
6670 · Vehicle Equip-Radios/Pagers	12,582.57	20,733.00	(8,150.43)
6675 · UFSA	3,340.00	8,000.00	(4,660.00)
6910 · LOSAP	40,000.00	40,000.00	0.00
6990 · Contingent-Operating	0.00	2,000.00	(2,000.00)
8210 · Serial Bonds - Prin	74,000.00	74,000.00	0.00
8220 · Serial Bonds - Interest	4,804.80	4,805.00	(0.20)
Total Expense	999,689.73	1,362,215.00	(362,525.27)
Net Ordinary Income	61,175.18	650,000.00	(588,824.82)
Other Income/Expense			
Other Expense			
8054 · Capital	0.00	650,000.00	(650,000.00)
Total Other Expense	0.00	650,000.00	(650,000.00)
Net Other Income	0.00	(650,000.00)	650,000.00
Net Income	61,175.18	0.00	61,175.18