

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

Minutes of Meeting Held
October 10, 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 8:01 pm. Commissioners Allmann, Bollentin, Byrnes, Leonard, Sherry and Board Attorney Youssouf were present. All participated in the Pledge of Allegiance.

Minutes - Commissioner Allmann motioned to approve the minutes of the September 12, 2013 General Meeting as presented, seconded by Commissioner Sherry. 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 October 10, 2013 was read by Commissioner Allmann. Commissioner Allmann motioned to approve payment of the bills as presented seconded by Commissioner Sherry. Motion passed by unanimous vote. Chief's Budget: Commissioner Allmann motioned to buy equipment/replacement equipment per the list as marked (a copy of which is attached and incorporated herein by reference), seconded by Commissioner Sherry. Motion passed by unanimous vote. Commissioner Allmann motioned to approve the following training expenditures for the rest of the 2013 year, seconded by Commissioner Sherry: Rescue Drag Class on 10/21 at a cost of \$1,000; Trask O'Hara - taking four classes at Middlesex Fire Academy at \$52 per class for a total of \$208; Mike Ruggiero - taking two classes at Mercer County Fire Academy at a cost of \$40 per class for a total of \$80; Drill Night at Mercer County Fire Academy - \$1200 for the facility and \$500 for two instructions for a total cost of \$1700; CPR AED at a cost of \$350. Motion passed by unanimous vote.

Legal Report - Board Attorney Youssouf provided copies of the nominating petitions, which were given to the Board Clerk. The petitions must be filed by the January 2014 Board meeting. Commissioners Allmann and Byrnes are up for re-election. Distributed copies of Resolution authorizing the purchase of a Pierce Triple Combination Class A Pumper through the Houston Galveston Cooperative Purchasing System which was approved in title at the September 12, 2013 General Meeting. Board Attorney Youssouf spoke to John O'Keefe, the Pierce sales rep. Mr. O'Keefe advised that the estimated cost of the new vehicle as specified by the truck committee is \$ 690,000. Voters authorized expenditure of up to \$650,000. It is critical that the truck has to be pared down considerably in order to meet the \$650,000 figure. After contracts are signed, delivery would be in approximately eight to nine months. Application is to be submitted to the local finance board after the contract is signed - this is to demonstrate that the

Board can make this purchase without any further cost to the public (no bond to be issued). Mr. O'Keefe is to prepare the necessary documents in cooperation with HGAC. Board Attorney Youssouf returned the Bid Specs notebook to Chief Haskins. Board Attorney Youssouf noted that all had copies of three proposals for HVAC system. In the event that the Board does not accept the proposal from Neil Brooks Plumbing Heating Cooling Inc., a formal bid with specs must be done. Discussion regarding equipment for new truck. Equipment is to come off #21. Mr. Coffey was present at the meeting to discuss issues that remain with the roof (i.e.: coping, heaters are leaking, etc.) After discussion, it was decided that a meeting be scheduled between two Board members, Mr. Yezzi, representative from the manufacturer, Mr. Coffey and FF Leonard. Chairman Bollentin will call Board members to see who is available to meet when the meeting is scheduled. Mr. Coffey left the meeting at 8:35 p.m.

Truck & Building/Career Department Report – read by Commissioner Sherry (a copy of which is attached and incorporated herein by reference). Proposal received for repair of water damage, work on Station #1 and Station #2. After discussion it was decided that 2 more proposals are needed due to the bid threshold amount. Commissioner Allmann motioned to spend up to \$7,000 for painting projects, seconded by Commissioner Leonard. Motion passed by unanimous consent. A phone vote will be taken after the other proposals are received.

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

- a. 345 calls to date;
- b. All new equipment for new truck (excluding radios) is estimated to cost \$85,000.00;
- c. Township SOG's for Chiefs – District needs to approve and sign off. FF Burmeister to email them out to all;
- d. Glo-Sticks/Road Flares: They are in Board' office – Lt. Reynolds will see that the chief gets them;
- e. Vests: Lt. Reynolds has all of them and they are all marked - they are to go on each seat. They will get placed on each truck;
- f. Bail out equipment: to be discussed with Deputy Chief Lubertazzi;
- g. Road closing in town – Devlin Road to be shut down. Chief has alternate plan using #21 at Station #2. #17 at Devlin Road. Chief will advise final plans when they are completed;
- h. Whitesville Fire company letter was read by Commissioner Byrnes: commending the Fire company for their service at the Seaside Park fire on 9/12/13. Board thanked all for a good job;
- i. Chamber of Commerce awards for first responders of the year: Awards were distributed.

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

- a. 41 active members;
- b. Five applications – one junior member; 2 with Fire I certification; 2 without any certification;
- c. Fire Company Member Bob Booth requested to use the picnic grounds on October 24, 2013 from 1 to 4 pm.

- d. October 21, 2013: Ocean County Health Department will be administering flu shots for all first responders at Station 1 from 5 pm to 8 pm. Lincoln Financial will be here at the same time with LOSAP information for all first responders;
- e. November 11, 2013: CPR AED will be held here
- f. October 13, 2013: Open House to be held from 10 to 2, with a helicopter landing at 1 pm (approximately);
- g. Board advised that Station #2 must be kept clean. Key codes are to be checked;
- h. Board advised that the back doors for the hall cannot be propped open. Fire Company was instructed to put signs up and to include that information in the contract. Board to check with Jammer Door to see if latch can be put on them. If the hinge breaks, it will cost \$6000 to replace door (hinges cannot be replaced);
- i. There are 3 couches up at Station #2: President O'Hara advised that one is being donated to the Salvation Army.

Fire Bureau: Report (part of the aforementioned Career Department Report) reviewed by Fire Fighter Burmeister with the Board. There are issues with the current inspection program. Fee of up to \$3,000 to rebuild database. It was decided that the Board will not pay the \$3000 to rebuild the database. FF Burmeister to get information to the board regarding new options

Work Orders: up to date

Old Business/Correspondence:
Correspondence:

- a. None

Old Business:

- a. None

New Business:

- b. None

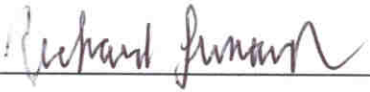
Public Session: Pete Kilgour advised that he needs a list of his assigned equipment from the Board. His equipment was lost when he recently experienced a house fire and his homeowner's policy will reimburse the Board. The career staff will work with him to get the letter for him.

Executive Session: Commissioner Byrnes motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing contract negotiations, seconded by Commissioner Sherry. Motion passed by unanimous consent at 9:17 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:02 p.m. and the Board reconvened the public session.

Public Session: Session re-convened at 10:04. Chairman Bollentin advised that two cameras at Station #2 will be repaired and two additional cameras will be added. FSA counter offer was discussed. Chief reported on the issue on the Round Hill Fire. Chief reported to the Board that there was a

miscommunication. The company never left. Chairman Bollentin advised the Chief and President that Anthony Jaffe is suspended for tampering with Board equipment. He must attend the next Board meeting. His key is to be turned off. He was asked to attend tonight's meeting but he did not attend. President O'Hara and FF Burmeister provided an overview of the Street Wise program with a CAD link. Three quotes were obtained. After discussion, Commissioner Byrnes motioned to purchase ten tablets, software, cases and truck mounts at a cost not to exceed \$12,000, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Adjournment: With no other business to come before the Board, Commissioner Allmann motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Sherry. Motion passed by unanimous consent. Meeting adjourned at 10:30 p.m.

 _____, Clerk

BOARD OF FIRE COMMISSIONERS, DISTRICT 4
AGENDA AND MEETING NOTES

October 10, 2013

Minutes
Treasurer's Report
Legal Report
Truck & Building Report
Chief's Report
President's Report
Fire Bureau Report
Work Order Requests
Old Business-Correspondence/Pending
New Business
Mail Correspondence
Public
Closed Session

Old Business-Correspondence/Pending

New Business

Mail Correspondence
Per Orange folder

8:07 PM

10/10/13

Accrual Basis

Jackson Township Fire District No 4

Cash Balances

As of October 10, 2013

	Oct 10, 13	
	Debit	Credit
1009 · Shore Community Operating	291,346.67	
1011 · Shore Community Payroll	21,166.59	
1012 · Shore Community Fire Bureau	43,074.17	
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	
TOTAL	1,409,567.18	0.00

12:48 PM
 10/10/13
 Accrual Basis

Jackson Township Fire District No 4
Treasurer Report
 As of October 10, 2013

Type	Date	Num	Name	Memo	Debit	Credit
1009 · Shore Community Operating						
Check	10/10/2013	2899	Jammer Doors Co Inc	PO 5459		8,955.00
Check	10/10/2013	2900	Fire One	PO 5572		600.00
Check	10/10/2013	2901	Family Practice of Centrastate	PO 5573		775.00
Check	10/10/2013	2902	Universal Premium	PO 5574		2,416.72
Check	10/10/2013	2903	Mercer County Fire Academy	PO 5575		120.00
Check	10/10/2013	2904	Safe & Secure Security Syst...	PO 5576		150.00
Check	10/10/2013	2905	Blue Tarp Financial Inc.	PO 5577		1,030.96
Check	10/10/2013	2906	TSVP Janitorial Services	PO 5578		332.00
Check	10/10/2013	2907	Cablevision	PO 5580		156.69
Check	10/10/2013	2908	Sprint	PO 5581		176.74
Check	10/10/2013	2909	Waste Management	PO 5582		300.30
Check	10/10/2013	2910	Blaze Emergency Equipment...	PO 5583		7,559.89
Check	10/10/2013	2911	Jerry's Autobody, LLC	PO 5584		385.34
Check	10/10/2013	2912	JCP&L	PO 5585		1,618.41
Check	10/10/2013	2913	Lexis Nexis Matthew Bender	PO 5586		65.34
Check	10/10/2013	2914	National Parts Supply Co	PO 5587		17.58
Check	10/10/2013	2915	Susan L Oksen-Pereira	PO 5588		225.00
Check	10/10/2013	2916	Seacoast Accounting, LLC	PO 5589		2,100.00
Check	10/10/2013	2917	Toms River Fire Academy	PO 5590		500.00
Check	10/10/2013	2918	JCP&L	PO 5592		577.08
Check	10/10/2013	2919	Minerva Cleaners	PO 5593		294.75
Check	10/10/2013	2920	Board of Fire Commissioner'...	PO 5594		22,825.20
Check	10/10/2013	2921	Jerry's Autobody, LLC	PO 5595		1,162.91
Check	10/10/2013	2922	Verizon	PO 5596		351.11
Total 1009 · Shore Community Operating					0.00	52,696.02
TOTAL					0.00	52,696.02

Jackson Township Fire District No 4
Profit & Loss Budget vs. Actual
 January 1 through October 10, 2013

	Jan 1 - Oct 10, 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	635,450.38	1,452,458.00	(817,007.62)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	471.99	2,500.00	(2,028.01)
4300 · Sale of assets	2,001.00	0.00	2,001.00
4750 · Bureau of Fire Prevention Incm	21,197.54	14,000.00	7,197.54
4800 · Other Income	32,871.68	10,000.00	22,871.68
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	691,992.59	2,012,215.00	(1,320,222.41)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	2,250.00	2,800.00	(550.00)
5210 · Elections	2,811.19	1,500.00	1,311.19
5220 · Office Expense	6,515.98	10,500.00	(3,984.02)
5230 · Professional Services	35,033.50	87,500.00	(52,466.50)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	77,027.54	103,240.00	(26,212.46)
6120 · Salaries - Full Time Fire	125,371.81	166,220.00	(40,848.19)
6130 · Salaries - Fire Official	27,732.00	37,700.00	(9,968.00)
6140 · Salaries - Firefighter Overtime	17,726.69	40,000.00	(22,273.31)
6180 · Payroll Taxes	11,697.96	29,700.00	(18,002.04)
6185 · Employer Pension Contribution	51,569.00	51,569.00	0.00
6190 · Fringe Benefits	87,898.69	80,448.00	7,450.69
6210 · Insurance	88,301.06	95,000.00	(6,698.94)
6220 · Advertising	332.00	2,000.00	(1,668.00)
6310 · Maintenance & Repairs	88,359.65	127,000.00	(38,640.35)
6410 · Supplies	27,207.93	30,000.00	(2,792.07)
6415 · Fire Prevention	1,335.60	5,000.00	(3,664.40)
6510 · Utilities	38,168.45	60,000.00	(21,831.55)
6515 · Hydrant Rent	45,780.00	65,000.00	(19,220.00)
6610 · Misc. Firefighter Expenses	13,277.16	15,000.00	(1,722.84)
6611 · Training	17,386.61	24,000.00	(6,613.39)
6615 · Gear - Fire Company	23,851.92	20,000.00	3,851.92
6625 · Joint District Expenses	965.00	50,000.00	(49,035.00)
6630 · Building Rennovations/Equipment	16,008.46	20,000.00	(3,991.54)
6640 · SCBA	5,150.30	10,000.00	(4,849.70)
6650 · Emergency/First Aid Equipment	440.20	7,000.00	(6,559.80)
6655 · Replacement Equipment	14,099.43	50,000.00	(35,900.57)
6670 · Vehicle Equip-Radios/Pagers	1,593.14	20,733.00	(19,139.86)
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	950,036.07	1,362,215.00	(412,178.93)
Net Ordinary Income	(258,043.48)	650,000.00	(908,043.48)
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	(258,043.48)	0.00	(258,043.48)

Neil Brooks Plumbing Heating Cooling Inc.

14 South Hope Chapel Road Jackson NJ 08527

"Old fashioned reliability using modern technology"

State of New Jersey Master Plumber License #8551

Phone: (732)363-4373 Fax: (732)901-7938

E-mail: neilbrookspbc@aol.com

09/06/2013

Jackson Mills substation
550 West Commodore Blvd

Jackson NJ 08527 Richard (908)670-0098 E-mail: redtacom600@aol.com

We will furnish and install a complete Air conditioning system for the large meeting room, 02-bathrooms, front office and foyer.

Included in this quote will be the following:

Goodman 5-ton complete system

Air Handler with ECM motor

5-ton 16:00 seer condenser (will only rate as a 15 Seer for 5-ton)

Pad, line set, safety pan, digital thermostat

Metal exterior insulated trunk duct with flex connectors and 2X2 ceiling diffusers

3>Returns and all required wiring.

Cost of proposed Labor and Materials: \$8975.00

Permit fees are exempt

If Jackson Township requires an engineer seal the cost of engineered plans will be at the expense of others.

Scoville Mechanical Services, LLC

P.O. Box 733
Jackson, NJ 08527

Tel (732) 818-1317
Fax (877)-816-8658

October 10, 2013

Jackson Fire Department
465 North Countyline Road
Jackson, NJ 08527

ATTN: Mr. Richard Leonard

RE: Installing cooling only ductless split air conditioning for Fire House located at: 550 West Commodore Blvd., Jackson NJ 08527

Dear Mr. Leonard:

We at Scoville Mechanical Services LLC are pleased to submit, for your consideration, our proposal (#1024) for the above referenced job. We will supply all labor and material for the following:

- Supply and install new 5 ton Mitsubishi cooling only unit.
- Supply and install one (1) 12000 btu evap unit in office.
- Supply and install two (2) 24000 btu evaps in general area.
- Subcontractor electrician.
- Start-up and check operation.
- Work to be performed during normal working hours (8:00AM to 4:30PM Mondays thru Fridays).

Cost for the above work will be \$18,500.00. Price quoted does not include applicable taxes.
The price quoted is valid for thirty (30) days from the date of the proposal.

Excluded:

- Permits and fees
- Sheetrock work
- Plumber

Thank you for the opportunity to submit our quote (#1024). If you need additional information, please do not hesitate to contact us.

Sincerely,

James Scoville

Accepted by: _____
Date

From: gfuchs <gfuchs@goldmedalservice.com>

To: redtacoma600 <redtacoma600@aol.com>

Subject: Air condition estimate/ 550 W. Commodore Rd.

Date: Wed, Oct 9, 2013 12:49 pm

We propose two choices in equipment. Either will include elevating the air handler above the existing drop ceiling, securing a drip emergency pan under the air handler with drains and an automatic shutoff in the event the pan drain should be clogged, duct work with supplies to the front office, main open room/lounge and the two existing bathrooms, refrigeration lines in and out, pad for the condenser base, electrical disconnect, electrical lines and connections from the existing panel box, Puron (R410A) refrigerant, programmable thermostat and all permits.

Lennox CBX40 air handler and XC25 condenser- 4ton 25 seer with variable speed and modulating compressor

\$23,410 rebate \$1500 from Lennox until November 3, 2013 and \$500 Cool advantage rebate from the state as long as funds are available.

OR

Lennox CBX25 air handler and 14ACX condenser- 4ton 14 seer single stage cooling.

\$18,202.

No rebates

You can save \$1200 off of the above quoted prices if the existing drop ceiling is removed prior to installation. All are warranted for 10 years parts and labor.

If you have any questions or require any further information, please let me know.

We appreciate the opportunity.

Yours truly,

Gary Fuchs

GOLD MEDAL PLUMBING HEATING COOLING and ELECTRIC

732 558-2702 cell

732 390-3700 office

Sent from my PANTECH Element™ on AT&T

Thomas M. Moore

Custom Decorating Contractor
Wallpapering Specialists/All Types
Painting/Interior/Exterior
Dry Wall Taping & Finishing
Completely Insured



Customer: Jackson Fire
Address: Commission
Phone:
Directions: 465 N County Line Rd

Date Estimated: 10/10/13

GENERAL DESCRIPTION OF JOB:

WATER DAMAGE
REPAIRS

A - Repair Rubbling in Wallpaper
Commission office

B - Repair Damaged Torn
Wallpaper Ballroom

C - Prep - Re tape Women's
shower entry Kill large
water stain & Paint 2
coats

Tape and/or Plaster	\$	
Special Materials	\$	<u>66.34</u>
Painting Labor	\$	<u>617.50</u>
Wallpapering <u>2</u> S/R @ \$ <u> </u> S/R	\$	
Premixed		
Paste <u> </u> Gals. @ \$ <u> </u> per Gal.	\$	
Oil Base Prep <u> </u> S/R @ \$ <u> </u>	\$	
Material	\$	
Sizing Prep <u> </u> S/R @ \$ <u> </u>	\$	
Materials	\$	

Special Notes and/or Contingencies

Sub Total	\$	<u>683.84</u>
Tax	\$	
Total	\$	
30% Deposit	\$	
Balance	\$	

Thomas M. Moore

Custom Decorating Contractor
 Wallpapering Specialists/All Types
 Painting/Interior/Exterior
 Dry Wall Taping & Finishing
 Completely Insured



ST#1 10/10/13

Customer: *Jackson FC* Date Estimated:
 Address: *465 N County Gravel Jackson*
 Phone:
 Directions: *Fx 732-928-8220*

GENERAL DESCRIPTION OF JOB:

- A - *Play a Paint 3 New Metal Doors & Bools (HMDU.)*
- Play a Paint 2 Existing* 1,225.
- B - *Play a Paint 6 Garage Garage Door Liner* 390.-
- C - *Repair / Replace broken Drywall, damage Hallway - Patch Tape No do Wall Paper Repair* 385.
- D - *Play a Paint Near Bottom Ceiling in Vertical* 260.

Tape and/or Plaster	\$	
Special Materials	\$	<u>146.5</u>
Painting Labor	\$	<u>2260.-</u>
Wallpapering <u> </u> S/R @ \$ <u> </u> S/R	\$	
Premixed		
Paste <u> </u> Gals. @ \$ <u> </u> per Gal.	\$	
Oil Base Prep <u> </u> S/R @ \$ <u> </u>	\$	
Material	\$	
Sizing Prep <u> </u> S/R @ \$ <u> </u>	\$	
Materials	\$	

Special Notes and/or Contingencies

Sub Total	\$	<u>2406.5</u>
Tax	\$	
Total	\$	
30% Deposit	\$	
Balance	\$	



Proposal

Date	Proposal #
10/10/2013	40183

304 Monmouth Rd
Millstone, N.J. 08510
Ph:732-695-0100 / Fax: 732-695-0455

Customer Name		PROJECT NAME / LOCATION
Jackson Mills Fire Dept. Fire District #4 Attn: Rich 465 County Line Rd Jackson, NJ 08527		
		Gutter Repair
Item	Description	Total
Proposal	<p>JDS proposes to complete the following;</p> <ul style="list-style-type: none"> - Demo upper right side of EIFS to expose end of existing gutter - Extend gutter or install a PVC pipe to extend to exterior of Bldg - Fabricate a leader head large enough to cover demolished EIFS - Install leader down the side of the brick pillar - Install concrete splash block 	2,850.00
Proposal Good for 30 Days		Total \$2,850.00

Board of Fire Commissioners Career Dept
October 10, 2013

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 106
 - EMS Calls - 231

Fire Prevention

Inspections:	30
Re-inspection:	12
Fines:	0
Permits:	3 @\$42.00
Plans:	1 – Jerry’s (one story residential)
Pre Plans:	progress
Invests:	0

Bureau Report – further discussion on current inspection program. (repairs and possible replacement of system with new program)

Building Report

Station 1:

- House generator repairs are complete
- New gas meter was installed
- General housekeeping and weekly cleaning was conducted

Station 2:

- House generator service are complete
- Key swipe system parts are on order and request to upgrade system
- New doors entrance doors were installed
- General housekeeping and weekly cleaning was conducted

Trucks and Equipment

Unit 5400

- Went for service

Unit 5404

- New rear pads, rotors and calipers were installed

Unit 5405

- Leaky air valve was replaced

Unit 5410

- New brakes were installed and unit was serviced

Unit 5417

- New ground lights are in and will be installed next week

Unit 5421

- New brakes were installed
- Accelerator solenoid was replaced

Special Details / Projects / Notifications

Notifications

- SCBA mask fit test were completed
- (14) 4.5 and (6) 2.2 SCAB bottles are back from hydro
- ESI conducted training and service on extrication tools
- Three members received new gear: (1) probation member & (2) junior members

Submitted by
Lt. Mark Reynolds