

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

Minutes of Meeting Held
March 13, 2014

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

Swearing In of Newly Elected - Board Attorney Youssouf administered the oath of office to newly elected Fire Commissioner's Brian Ruditsky and Raymond Torres Jr.

Call to Order - All participated in the Pledge of Allegiance. The re-organizational meeting was called to order by Board Attorney Youssouf at 8:13 p.m. Roll Call was taken and all commissioners were present.

Re-Organization of Board of Fire Commissioners Fire District No. 4 -

2014 Election of Officers: Commissioner Leonard motioned for Commissioner Bollentin to be President seconded by Commissioner Sherry, Vote: All Aye. Commissioner Bollentin motioned for Commissioner Sherry to be Vice Chair, seconded by Commissioner Torres Jr., Vote: All Aye. Commissioner Bollentin motioned for Commissioner Ruditsky to be Treasurer seconded by Commissioner Leonard, Vote: All Aye. Commissioner Bollentin motioned for Commissioner Leonard for Clerk, seconded by Commissioner Sherry, Vote: All Aye. Commissioner Bollentin motioned for Commissioner Torres Jr. to be Asst Clerk/Asst Treasurer, second by Commissioner Sherry, Vote: All Aye.

2014 Meeting Dates: Board Attorney Youssouf presented a Resolution for Scheduling Meeting Dates for the Year 2014 (April 10, 2014, May 8, 2014; June 12, 2014; July 10, 2014; August 14, 2014; September 11, 2014, October 9, 2014, November 13, 2014; December 11, 2014, January 8, 2015; February 12, 2015; and March 12, 2015-- which shall serve as the annual reorganization meeting of the Board). Commissioner Sherry motioned to accept the Resolution as presented, seconded by Commissioner Bollentin. Motion passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2014 Designation of Official Depositories: Commissioner Sherry motioned to accept the Resolution of the Board of Fire Commissioners of Fire District No. 4 Jackson Township Designating Official Depositories of Fire District Funds for 2014 (which names Shore Community Bank), presented by Attorney Youssouf, seconded by Commissioner Bollentin. Motion passed. (A copy of the Resolution is attached and incorporated herein by reference.)

2014 Designation of Official Newspaper: Commissioner Leonard motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Designating Official Newspapers for the Year 2014 (which names the Asbury Park Press and the Newark Star-Ledger), presented by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2014 Appointment of District Auditors: Commissioner Leonard motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Holman, Frenia, Allison, PC as District Auditors for 2014, presented by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by majority consent with Commissioner Bollentin abstaining. (A copy of the Resolution is attached and incorporated herein by reference.)

2014 Appointment of Board Accountant: Commissioner Leonard motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Appointing Oliver S. Walling Board Accountant for the Year 2014 by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2014 Appointment of Bookkeeper: Commissioner Leonard motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Appointing Cheryl Parker bookkeeper for the Year 2014, presented by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2014 Appointment of Recording Secretary: Commissioner Leonard motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Appointing Susan L. Oksen-Pereira recording secretary for the Year 2014, presented by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

2014 Appointment of Board Attorney: Commissioner Leonard motioned to accept the Resolution of the Board of Fire Commissioners Fire District No. 4 Jackson Township Appointing Joseph D. Youssouf, Esq., Board Attorney for the Year 2014, presented by Attorney Youssouf, seconded by Commissioner Sherry. Resolution passed by unanimous consent. (A copy of the Resolution is attached and incorporated herein by reference.)

Minutes— Commissioner Leonard motioned to approve the minutes from the February 20, 2014 meeting, (with one correction of approved minutes motioned by Commissioner Sherry and seconded by Commissioner Leonard), seconded by Commissioner Sherry. Motion passed by majority vote.

Treasure's Report was presented by Commissioner Ruditsky. The report and bill list (a copy of which is attached and incorporated herein by reference) as of March 13, 2014 were read. Commissioner Leonard motioned to accept a

Resolution to accept the bill list, seconded by Commissioner Sherry. Resolution passed by majority consent.

Legal Report – Board Attorney Youssouf presented a newly typed Fire Protection Agreement for review. Board Attorney Youssouf also wanted to review purchasing and voting procedures for the board. Cell phone, text and emails with rolling conversations violate the "Open Meetings Act" and is prohibited. One Commissioner can be appointed by the board as the emergency contact for emergency purchases and decisions. All voted Jack Bollentin will be the emergency contact. Robertsville was contacted by the Board Attorney and they are open to selling us two trucks. Commissioner Badler from Marlboro Fire District 2 (Robertsville Volunteer) will look into truck values and let us know. A question was asked of the Attorney if Truck 5427 can be used during a snow standby to plow volunteers driveways so they can make it to calls. Board Attorney Youssouf said yes as long as they do not take liberties and plow neighbors, friends etc. A letter from the Joint Board was presented for review of the Board Attorney. The letter noted they would like to consolidate the Bureau's and make John Burmeister Jr. the Fire Official. Board Attorney Youssouf said he felt the letter was not taking into consideration LEA and State law would interfere with a Shared Service agreement with the Bureau's. Newly elected Commissioner Ruditsky is on the board as Treasurer and also the Volunteers Hall Manager. He asked if it would be a conflict. It was advised that he does not hold a dual title. Motion was made by Commissioner Bollentin to make Bookkeeper Cheryl Parker the DCA Certifying Officer and Commissioner Brian Ruditsky Asst Certifying Officer, second by Commissioner Sherry; Vote: All Aye. Motion was made by Commissioner Bollentin to make Bookkeeper Cheryl Parker the administrator for Lincoln Financial for the LOSAP account, seconded by Commissioner Sherry; Vote: All Aye.

Truck & Building/Career Report – Commissioner Sherry read the truck and building report. A copy is attached and incorporated herein by reference. Boiler failed state inspection for a valve that needs to be removed and the House air compressor also failed because it needs to be raised. Both are to be repaired before the next inspection per Lt. Mark Reynolds.

Chief's Report - Lubertazzi reported the following:

1. Year to date: 122 calls
2. Chief Lubertazzi asked for approval of the attached training; Commissioner Ruditsky asked if all volunteers on the list for training are in good standing with the Volunteer Fire Company, and if any equipment is needed? Chief Lubertazzi stated they are all in good standing and no equipment is needed for the training. Commissioner Sherry motioned to approve training, seconded by Commissioner Torres Jr. Vote: All Aye.
3. The Chief asked if they can get the Quote approved from Blaze for 5405 Metal tubing to get done \$2,105. The Commissioners at this time would like additional quotes.

4. Budget – The board requested an updated list of purchases the Volunteers would like for the year.
5. Al Chelli was responding to a fire call and dropped his cell phone on the FH floor, witnessed by Commissioner Torres, Jr. He would like reimbursement for the deductible of \$99.00. Motioned approved to reimburse Al Chelli by Commissioner Sherry, seconded by Commissioner Ruditsky, Vote: All Aye.
6. Commissioner Bollentin would like to reiterate that he is to be contacted first if the chief needs any paid staff to standby for snow.

President's Report - President Trask O'Hara reported that Stephen Porth stepped down as Secretary. Trask asked for a Work Shop to be set up for the Fire Protection Agreement. March 25th at 7pm a Work Shop will be held for Career Staff and 8pm for Volunteer Fire Protection Agreement. Board Attorney Youssouf will post in the paper.

Fire Bureau –John Burmeister read his report (a copy of which is attached and incorporated herein by reference)

Old Business and Correspondence/Pending –None

New Business - Commissioner Leonard asked if the Softball Team "Renegades" could hold a car wash fundraiser at the County Line FH in March. The board had no objections besides working out the times so they don't coincide with a hall rental. Commissioner Ruditsky will forward a list of hall rental dates to accommodate the Softball team. Chief Lubertazzi will make sure a volunteer representative will be here during the agreed date and time.

Public Session: No comments received during the Public Session.

Executive Session: Commissioner Torres Jr. motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing lawyer/client-privileged material, seconded by Commissioner Leonard. Motion passed by unanimous consent at 9:50 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:45 p.m. and the Board reconvened the public session.

Adjournment: With no other business to come before the Board, Commissioner Bollentin motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Sherry. Motion passed by unanimous consent. Meeting adjourned at 10:55 p.m.


_____, Clerk

3:11 PM
03/13/14
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of March 13, 2014

	Mar 13, 14	
	<u>Debit</u>	<u>Credit</u>
1009 - Shore Community Operating	213,817.51	
1011 - Shore Community Payroll	21,196.91	
1012 - Shore Community Fire Bureau	53,147.23	
1016 - Shore Comm-CD-Future Capital 1	286,437.59	
1018 - Shore Comm-CD-Future Capital 2	226,796.00	
1019 - Shore Comm-CD Future Capital 3	391,789.61	
1021 - Shore Comm-CD Future Capital 4	175,884.41	
TOTAL:	<u>1,369,069.26</u>	<u>0.00</u>

3:14 PM
 03/13/14
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of March 13, 2014

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	03/13/2014	3063	Staples Credit Plan	PO 5735		183.50
Check	03/13/2014	3064	Hanger 14 Solutions LLC	PO 5736		150.00
Check	03/13/2014	3065	NJ Casualty Ins Co	PO 5737		5,104.58
Check	03/13/2014	3066	Fire One	PO 5738		2,041.20
Check	03/13/2014	3067	TSVP Janitorial Services	PO 5739		332.00
Check	03/13/2014	3068	Pierce Manufacturing Inc	PO 5740		313,130.00
Check	03/13/2014	3069	Jackson Twp MUA	PO 5741		234.10
Check	03/13/2014	3070	Sun Trust	PO 5742		76,608.75
Check	03/13/2014	3071	JCP&L	PO 5743		2,125.15
Check	03/13/2014	3072	Cablevision	PO 5744		262.25
Check	03/13/2014	3073	Air Power International INC	PO 5745		12.30
Check	03/13/2014	3074	Sprint	PO 5746		177.05
Check	03/13/2014	3075	Blaze Emergency Equipment ...	PO 5747		446.12
Check	03/13/2014	3076	Jerry's Autobody, LLC	PO 5748		1,470.33
Check	03/13/2014	3077	National Center for Safety Init...	PO 5749		19.00
Check	03/13/2014	3078	Team Life	PO 5750		424.00
Check	03/13/2014	3079	Waste Management	PO 5751		330.48
Check	03/13/2014	3080	Family Practice of Centrastate	PO 5752		552.00
Check	03/13/2014	3081	National Association of Fire I...	PO 5753		55.00
Check	03/13/2014	3082	Neil Brooks Plumbing Heatin...	PO 5754		525.00
Check	03/13/2014	3083	Jackson Mills Fire Company	PO 5755		84.32
Check	03/13/2014	3084	Verizon	PO 5756		327.11
Check	03/13/2014	3085	Watchung Spring Water	PO 5757		4.99
Check	03/13/2014	3086	NJNG	PO 5758		2,801.55
Check	03/13/2014	3087	Universal Premium	PO 5759		2,375.98
Check	03/13/2014	3088	Blaze Emergency Equipment ...	PO 5760		1,853.89
Check	03/13/2014	3089	Holman, Frenia, Allison, P.C.	PO 5761		4,000.00
Check	03/13/2014	3090	Holmes & MCDowell	PO 5762		834.00
Check	03/13/2014	3091	Joseph D Youssouf, Esq	PO 5763		5,250.00
Check	03/13/2014	3092	Uniform Fire Prevention/Prot...	PO 5764		20.00
Check	03/13/2014	3093	Seacoast Accounting, LLC	PO 5765		1,729.00
Check	03/13/2014	3094	Board of Fire Commissioner...	PO 5766		8,217.05
Total 1009 - Shore Community Operating					0.00	431,680.80
TOTAL					0.00	431,680.80

Board of Fire Commissioners Career Dept
March 13, 2014

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 45
 - EMS Calls - 78

Fire Prevention

Inspections:	18
Re-inspection:	6
Fines:	0
Permits:	1 @ \$166.00
Plans:	2 pending
Pre Plans:	0
Invests:	2 - shed fire w/ exposure, vehicle fire on 195

Building Report

Station 1:

- Ceiling fans and motion switches are on order
- All burned out light bulbs were replaced in the meeting room
- General housekeeping, minor repairs, weekly cleaning and snow removal was conducted

Station 2:

- Men's Room urinal was repaired
- Boiler failed state inspection, check valve needs to be moved
- House air compressor failed state inspection, needs to be raised and mounted to the floor
- General housekeeping, minor repairs and snow removal were conducted

Trucks and Equipment

Unit 5405

- Exhaust was repaired
- Scene light bulbs were replaced

Board of Fire Commissioners Career Dept
March 13, 2014

Unit 5417

- Wiring problem was repaired

Unit 5421

- Exhaust tailpipe was replaced

Unit 5427

- New batteries are on order
- Unit needs new tires

Special Details / Projects / Notifications

Notifications

Upcoming Drills

- March, 2014 – Vehicle extrication / Vehicle lock out
- April 2014 – Live Burn
- May 2014 – Forcible Entry/Ladders/Hose Stretches
- June 2014 – Live Burn
- July 2014 – Water Rescue
- August 2014 – Water Flow Drill
- September 2014 – Live Burn
- October 2014 – Search & Rescue
- November 2014 – Gas & Electrical Emergencies

Upcoming Classes

- March 20, 2014 – Street Drugs
- April 17, 2014 – Cardiovascular Emergencies
- May 15, 2014 – Diabetes Review
- June 19, 2014 – Respiratory Emergencies
- July 17, 2014 – Medical Ethics in EMS
- August 21, 2014 – Training Officers Workshop (Pending)
- September 18, 2014 – Pharmacology Review
- October 16, 2014 – Pandemic Influenza
- November 20, 2014 – Winter Emergencies

**Note: All classes will be held at Station 55-1 at 9 am

Submitted by
Lt. Mark Reynolds



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54

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



CHIEF'S REPORT

MARCH 2014

RUNS FOR THE YEAR

122

- SCHOOLS** We are in the process of sending members to Pump Ops. Class
- DRILLS** RTK/BBP is just about completed as well as Part II of respiratory. We are still waiting our turn for the Fit Test Machine.
- March 24th is extrication/ vehicle lock out drill at station 2 @1900hrs.
- April 8th is Chain Saw safety classroom lecture time and place TBA
- April 14th will be the hands on portion at station 2
- This is a joint company drill we are still working on the price for this class.
- EQUIPMENT** More equipment has arrived I will be going over the placement of them with Mark
- VEHICLES** I went over the list of minor repairs needed for all apparatus and most repairs have been made.
- 5403 has arrived, however Woodbridge is having trouble getting the Title switch to us.
- Our plans for 5403 are on hold for now.
- FIRES** There were numerous structure fires since the last meeting. And all I could say is that Station 54 was outstanding at all of them. I have received several compliments of our company from the surrounding Chiefs.



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54

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



MISCELLANEOUS: Blaze Emergency Equipment gave us a quote for mounting the large Paratech Struts for 5405. I am respectfully requesting to have this work completed.

By next meeting I would like to start ordering the new equipment from the budget I was planning on ordering only a few things at a time each month or how does the Board want me to order. Any time we request a purchase we will have all of the pricing done prior to the next meeting.

The Ice Rescue SOG's are just about completed, we will have them for next meeting.

As we all know Brian Alicia is leaving the department soon and I know this request is not up to me, however in Brian's absence I am requesting that the board to hire 2 more paid firefighters for the day shift to safely protect the citizens of fire district 4 until the volunteers return from work. Thank you for looking into this matter.

Finally, I would like the board to reconsider the SOG for the Paid Dept. not leaving town for mutual aid request

Respectfully submitted

Chief Michael Lubertazz
Chief Michael Lubertazz

3/13/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP SCHEDULING
MEETING DATES FOR THE YEAR 2014**

WHEREAS; The Board of Fire Commissioners, as a political subdivision of the State of New Jersey is required by N.J.S.A. 10:4-18 to publish and post annually a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

WHEREAS; The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of said schedule to the municipal clerk for posting on the official municipal bulletin board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that regularly scheduled meetings of the Board will be held on the second Thursday of each month commencing at 8:00 p.m. at the Jackson Mills Volunteer Fire Company firehouse 465 North County Line Road, Jackson, New Jersey.

BE IT FURTHER RESOLVED that workshop sessions of the Board of Fire Commissioners will be held on the second Thursday of each month commencing at 8:00 p.m. at the above specified location.

BE IT FURTHER RESOLVED that the regular monthly meetings and workshop meetings of the Board are hereby scheduled for the following dates: April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11, January 8, February 12, and March 12, 2015, which meeting shall serve as the annual reorganization meeting of the Board.

BE IT FURTHER RESOLVED that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by: *John Sherry* Seconded by: *John Ballentine*

Roll Call Vote:

Ayes: *5* Nays: *0* Absent: *0* Abstain: *0*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the *13* day of *March*, 2014.

[Signature], Clerk

3/13/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.4 JACKSON TOWNSHIP DESIGNATING
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2014**

WHEREAS; the Fire District is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

WHEREAS; N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit; " and

WHEREAS; the Board has determined that The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank are qualified depositories that are eligible to receive and hold public funds on deposit; and

WHEREAS; it is the opinion of the Board that designating the above identified financial institutions as the official depositories of fire district funds is convenient, necessary and desirable for the business purposes of the Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that ~~The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank~~ are hereby designated official depositories of District funds for 2014.

BE IT FURTHER RESOLVED that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

BE IT FURTHER RESOLVED that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by: *John Bellentia* Seconded by: *John Shaney*

Roll Call Vote:

Ayes: 5 Nays: 0 Absent: 0 Abstain: 0

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 13 day of March, 2014.

 Clerk

3/13/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP DESIGNATING
OFFICIAL NEWSPAPERS FOR THE YEAR 2014**

WHEREAS; N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

WHEREAS; N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election, budget referendum and bond referendums as well as public hearings and other periodic events; and

WHEREAS; To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

WHEREAS; The Asbury Park Press and the Newark Star Ledger are legally recognized newspapers having general circulation within Jackson Township and are the two publications most likely to inform the citizens of pending Board meetings and actions.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the Asbury Park Press and the Newark Star Ledger be and the same are hereby designated the official newspapers of the Board of Fire Commissioners for the year 2014.

BE IT FURTHER RESOLVED that the Clerk of the Board be, and the same is hereby directed to publish all required notices in the newspapers specified herein for the year 2014.

Moved by: *Richard Leonard* Seconded by: *John Sheehy*

Roll Call Vote:

Ayes: *5* Nays: *0* Absent: *0* Abstain: *0*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 13 day of March, 2014.

[Signature], Clerk

3/13/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 TOWNSHIP OF JACKSON APPOINTING
SUSAN L. OKSEN-PEREIRA RECORDING SECRETARY TO
THE BOARD OF FIRE COMMISSIONERS FOR 2014**

WHEREAS; The Board of Fire Commissioners has determined that it is necessary, desirable and in the public interest to employ the services of a recording secretary to record, prepare and transcribe minutes of the Board's meetings and to perform such other administrative tasks as may be necessary; and

WHEREAS; Susan L. Oksen-Pereira has the requisite skills to perform the duties required of a recording secretary; and

WHEREAS; Adequate funds exist in the current or a previously approved budget of the Board of Fire Commissioners to pay the salary of a recording secretary,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that Susan L. Oksen-Pereira be, and the same is hereby appointed to the position of Recording Secretary for the Board of Fire Commissioners Fire District No.4 Jackson Township for the year 2014.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to Susan L. Oksen-Pereira by the Clerk of the Board.

Moved by: *Richard Leonard* Seconded by: *John Sherry*

Roll Call Vote:

Ayes *5* Nays *0* Absent *0* Abstain *0*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the *13* day of *March*, 2014.

A.W. [Signature], Clerk

3/13/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 TOWNSHIP OF JACKSON APPOINTING
CHERYL PARKER BOOKKEEPER FOR THE YEAR 2014**

WHEREAS; The Board of Fire Commissioners has determined that it is necessary, desirable and in the public interest to employ the services of a qualified bookkeeper to maintain the day to day financial books and records of the Board of Fire Commissioners and to perform such other administrative tasks as may be required; and

WHEREAS; Cheryl Parker has the required qualifications and experience to perform the duties required by the Board; and

WHEREAS; Adequate funds exist in the current or a previously approved budget of the Board of Fire Commissioners to pay the salary of a bookkeeper.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that Cheryl Parker be, and the same is hereby appointed to the position of Bookkeeper for the Board of Fire Commissioners of Jackson Township Fire District No.4 for the year 2014.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to Cheryl Parker by the Clerk of the Board.

Moved by: *Richard Leonard* Seconded by: *John Sherry*

Roll Call Vote:

Ayes *5* Nays *0* Absent *0* Abstain *0*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the *13* day of *March*, 2014.


_____, Clerk

3/13/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
OLIVER S. WALLING BOARD ACCOUNTANT FOR 2014**

WHEREAS; The Board of Fire Commissioners is authorized and empowered by law to employ the services of an accountant and such other professional staff as may be required for the orderly and effective administration of the financial affairs of the fire district; and

WHEREAS; The Board is charged with the responsibility of raising and spending taxes to fund the operations of both the Jackson Mills Volunteer Fire Company and its paid staff; and

WHEREAS; It is the considered opinion of the Board that the services of a certified public accountant to aid in the preparation and administration of the District's financial accounts and records is necessary and desirable; and

WHEREAS; The Local Public Contracts Law provides that a contract for the provision of professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

WHEREAS; Oliver S. Walling, III is a Certified Public Accountant licensed to practice in the State of New Jersey and is qualified to render the professional services required by the Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a contract for professional services be and the same is hereby awarded to Oliver S. Walling III for the year 2014.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board.

Moved by: *Richard Leonard* Seconded by: *John Steady*

Roll Call Vote:

Ayes: 5 Nays: 0 Absent: 0 Abstain: 0

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners
Fire District No.4 Jackson Township on the 13 day of March 2014.

 _____, Clerk

3/13/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
HOLMAN & FRENIA P.C. DISTRICT AUDITORS FOR THE
YEAR 2014** *Alison*

WHEREAS; the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

WHEREAS; The firm of Holman & Frenia, P.C. are certified public accountants and registered municipal auditors licensed to practice in the State of New Jersey and are legally qualified to perform the auditing services required by the laws of the State of New Jersey; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for professional services may be made, negotiated and awarded without public bidding or receipt of bids if the services to be provided will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

WHEREAS; adequate monies have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the firm of Holman & Frenia, P.C. be, and the same, are hereby appointed District auditors for the year 2014.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by: *Richard Leonard*

Seconded by: *John Shanley*

Roll Call Vote:

Ayes: *5* Nays: *0* Absent: *0* Abstain: *0*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Twp. on the 13 day of March, 2014.

[Signature], Clerk

3/13/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
JOSEPH D. YOUSOUF, ESQ. BOARD ATTORNEY FOR 2014**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services"; and

WHEREAS; N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS; Joseph D. Youssouf is an attorney at law admitted to practice in the State of New Jersey,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2014.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by: *John Skerry*

Seconded by: *John Bollenstein*

Roll Call Vote:

Ayes: *5* Nays: *0* Absent: *0* Abstain: *0*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 13 day of March, 2014.


_____, Clerk

1/9/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
JOHN BURMEISTER, JR. FIRE OFFICIAL U.F.D. OF THE BUREAU
OF FIRE PREVENTION DISTRICT NO.4 JACKSON TOWNSHIP**

WHEREAS; On October 9, 2007 the Township Council of the Township of Jackson adopted Ordinance No. 35-67 entitled "AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 61 OF THE TOWNSHIP CODE, ENTITLED FIRE PREVENTION"; and

WHEREAS; The amended ordinance provides, in relevant part, that the Local Enforcing Agency (LEA) within the geographic boundaries of Fire District No.4 Jackson Township shall be the Board of Fire Commissioners of Fire District No.4; and

WHEREAS; The amended ordinance authorizes the Board of Fire Commissioners of Fire District No.4 Jackson Township to appoint the Fire Official who shall administer and enforce the provisions of the Uniform Fire Code within the geographic boundaries of Fire District No.4 Jackson Township, thereby terminating and transferring LEA responsibilities from the existing Bureau to the new LEA established by Ordinance 35-67; and

WHEREAS; New Jersey law requires Local Enforcing Agencies to be administered and supervised by a Fire Official holding proper credentials and licenses issued by the State of New Jersey; and

WHEREAS; John Burmeister, Jr. is a licensed Fire Official and a fully qualified firefighter employed by the Board of Fire Commissioners who may serve as the Fire Official /U.F.D. of the Bureau of Fire Prevention of Jackson Township Fire District No.4.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that John Burmeister, Jr. is appointed to the office of Fire Official /U.F.D. for the Bureau of Fire Prevention Jackson Township Fire District No.4 retroactively effective January 1, 2013.

Moved by:
Roll Call Vote:

Seconded by:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on January 9, 2014.


_____, Clerk

1/9/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
OF FIRE DISTRICT NO.4 JACKSON TOWNSHIP ADOPTING
A TEMPORARY BUDGET FOR THE YEAR 2014.**

WHEREAS; the Board of Fire Commissioners has introduced and approved its proposed budget for the year 2014 and submitted same to the State of New Jersey, Department of Community Affairs, Division of Local Government Services for review and approval as required by administrative regulations; and

WHEREAS; it is necessary and appropriate for the Board of Fire Commissioners to appropriate and expend funds to meet various contractual obligations including the payment of salaries, insurance bills, public utilities charges and professional fees while awaiting voter approval of the 2014 budget; and

WHEREAS; N.J.S.A. 40A:14-78.17 permits fire districts to adopt a resolution creating a temporary budget to make appropriations to provide for the payment of such bills and expenses for the period between the beginning of the fiscal year and the adoption of the budget; and

WHEREAS; the total appropriations so made shall not exceed 14% of the total appropriations made for all purposes in the budget for the preceding fiscal year excluding appropriations made for interest and debt redemption charges and capital improvements; and

WHEREAS; 14% of the prior year's budget, excluding the prohibited appropriations, is **ONE HUNDRED SEVENTY THREE THOUSAND SEVEN HUNDRED NINETY SEVEN DOLLARS (\$173,797.00).**

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a temporary operating budget in the amount of **\$173,797.00** is hereby adopted to fund Board operations for the period commencing January 1 through March 1, 2014.

Moved by:
Roll Call Vote:

Seconded by:


Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners
Fire District No.4 Jackson Township on the 9th day of January 2014.

 Clerk