

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

Minutes of Meeting Held
April 10, 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

Call to Order - The meeting was called to order by Chairman Jack Bollentin at 8:02 p.m. Commissioner Bollentin, Ruditsky, Leonard and Torres were present as well as Board Attorney Youssouf. All participated in the Pledge of Allegiance.

Minutes – Commissioner Bollentin motioned to accept the minutes from March 13, 2014, seconded by Commissioner Torres. Motion passed by unanimous consent.

Treasurer's Report –The report and bill list (a copy of which is attached and incorporated herein by reference) as of April 10, 2014 was read by Commissioner Ruditsky. Commissioner Leonard motioned to approve payment of the bills as presented, seconded by Commissioner Torres. Motion passed by unanimous consent.

Legal Report - The audit for 2013 has been completed. It was reported that there were no comments for the Audit. Board Attorney Youssouf reviewed the Audit with the board and public. Board Attorney Youssouf presented a Resolution in Title accepting the audit report for the year ending December 31, 2013, authorizing publication of the audit synopsis, and signatures for group affidavit. Commissioner Leonard motioned to accept the Resolution in title, seconded by Commissioner Torres. Motion passed by unanimous consent (Yes: Ruditsky, Bollentin, Torres, Leonard; No: 1; absent: 0; abstentions: 0). Board Attorney Youssouf will publish the audit synopsis and the group affidavit will be prepared for signatures at the May 2014 Board meeting.

Board Attorney Youssouf received correspondence with the State of NY in reference to a Worker's Comp Claim for a deceased Firefighter. He will write a letter in response. Board Attorney Youssouf advised the Board of a Legislature-Assembly 2593 requiring Local Fire Mutual Aid plans and determine necessity of designated fire command structure. Mark Reynolds will look into Annex of OEM and see if we have a Mutual Aid Plan with the Township for the next meeting.

Truck & Building/Career Department Report – The report (a copy of which is attached and incorporated herein by reference) was read by Commissioner Bollentin. Firefighter Richard Leonard and Volunteer Firefighter Trask O'Hara will be attending training for Residential Structure Tactics Ops. There will be 6-8 Hours of OT for FF Richard Leonard.

Chief's Report: Deputy Chief Sheehan reported the following:
156 calls to date; Commissioner Bollentin emphasized that all new drivers are on probation for six months for Trucks 5405/5411. He is available for training 5/11/14. The Safety Officer will be taking the SUV 5404 home to respond to calls directly on a trial period for 6 months. A vote was made Vote: Aye: Commissioner Ruditsky, Leonard and

Torres, Abstained; Commissioner Bollentin, Deputy Chief Sheehan said a Volunteer Budget list is being put together to order equipment. Two water suits need repair. They are leaking.

President's Report: President Trask O'Hara said they are still waiting for the Title on the new Volunteer truck. Woodbridge signed on wrong line and needs new title.

Fire Bureau: Report (part of Career Department Report) read by Fire Official John Burmeister Jr. Board approved John to go to two CEU classes for Fire Bureau.

Work Orders: Electronic work orders are now being summated to Lt Mark Reynolds by Volunteers. Mark replies when they are completed.

Old Business: None

New Business: Commissioner Ruditsky would like to purchase 5 SCBA's Totaling \$17,900. FF Richard Leonard will get additional Quote. Under State Contract. Boat was damaged during a call. Commissioner Bollentin explained it is not repairable and would like to purchase an aluminum boat. Lt. Mark Reynolds got a quote for \$1,689. Commissioner Ruditsky motioned to purchase John boat, 2nd Commissioner Torres. Vote: All Aye to replace boat. Board Attorney will make a resolution deeming the old zodiac 14' boat salvage, excess property. Motion moved by Commissioner Ruditsky, 2nd by Commissioner Leonard. Vote: All Aye. Commissioner Ruditsky motioned to hire Good Mowin to do Weekly lawn service for Bldg1, and Bi-weekly lawn service for Bldg 2, as needed. \$81 Bldg 1, \$56 Bldg 2 (per cut). Plus fertilize for 2014. 2nd Commissioner Leonard. Vote: All Aye.

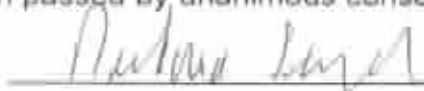
Joint Board: Contract status is in Item 3. (The Opt out clause at the end of the year) The other change needed is the payments to Joint Board will be made quarterly. Once changes are made the board will sign the contract.

Correspondence: None.

Public Session: Discussed under Joint Board.

Executive Session: Commissioner Bollentin 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 9:12 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:20 p.m. and the Board reconvened the public session.

Adjournment: With no other business to come before the Board, Commissioner Byrnes motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Sherry. Motion passed by unanimous consent. Meeting adjourned at 10:35 p.m.

 Clerk


**ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**

We, the undersigned members of the Board of Fire Commissioners of Fire District No.4 Jackson Township, being of full age, duly sworn according to law, upon our oath depose and say:

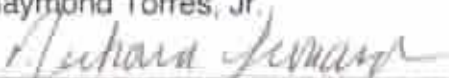
1. The undersigned are the duly elected members of the Board of Fire Commissioners of Fire District No.4 Jackson Township, Ocean Cty. N.J.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17 we have reviewed the Annual Report on Audit for the year ended 12/31/13 which has been duly filed with the Clerk of the Township of Jackson in accordance with the provisions of N.J.S.A.40A: 5A-15.
3. The undersigned do hereby certify that we have reviewed and are familiar with the sections of the Report on Audit entitled "GENERAL COMMENTS " and " RECOMMENDATIONS ",



Brian Ruditsky



Raymond Torres, Jr.



Richard Leonard

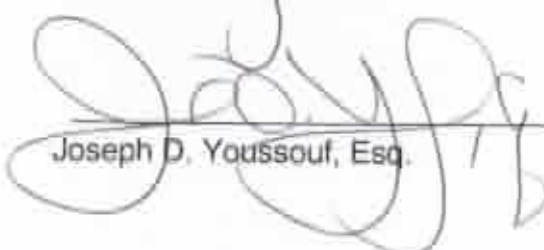


Jack Bollentin



John Sherry

Signed and Sealed this 8th day
of May, 2014.



Joseph D. Youssouf, Esq.

BOARD OF FIRE COMMISSIONERS, DISTRICT 4
AGENDA AND MEETING NOTES
April 10, 2014

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

Lawn Contract
2013 Audit

Mail Correspondence

Per Orange folder

2:19 PM
04/10/14
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of April 10, 2014

	Apr 10, 14	
	Debit	Credit
1009 · Shore Community Operating	98,870.27	
1011 · Shore Community Payroll	26,880.83	
1012 · Shore Community Fire Bureau	54,111.76	
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	391,789.81	
1021 · Shore Comm-CD Future Capital 4	175,884.41	
TOTAL	<u>1,260,770.57</u>	<u>0.00</u>

2:18 PM
 04/10/14
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of April 10, 2014

Type	Date	Num	Name	Memo	Debit	Credit	
1009 - Shore Community Operating							
Check	04/10/2014	3099	TradeMaster, Inc.	PO 5840		8,638.00	
Check	04/10/2014	3100	Watchung Spring Water	PO 5771		4.99	
Check	04/10/2014	3101	Home Depot	PO 5772		188.79	
Check	04/10/2014	3102	Staples Credit Plan	PO 5773		27.79	
Check	04/10/2014	3103	Cablevision	PO 5774		262.25	
Check	04/10/2014	3104	Holman, Frenia, Allison, P.C.	PO 5775		5,850.00	
Check	04/10/2014	3105	NJ Casualty Ins Co	PO 5776		5,105.08	
Check	04/10/2014	3106	Holmes & MCDowell	PO 5777		8,644.00	
Check	04/10/2014	3107	TSVP Janitorial Services	PO 5778		332.00	
Check	04/10/2014	3108	Hanger 14 Solutions LLC	PO 5779		150.00	
Check	04/10/2014	3109	Family Practice of Centrastate	PO 5781		564.00	
Check	04/10/2014	3110	Middlesex County Fire Acade...	PO 5780		1,338.00	
Check	04/10/2014	3111	Team Life	PO 5783		584.00	
Check	04/10/2014	3112	JCP&L	PO 5784		2,176.47	
Check	04/10/2014	3113	Hartford Steam Boiler	PO 5785		90.00	
Check	04/10/2014	3114	Asbury Park Press	PO 5786		51.20	
Check	04/10/2014	3115	Verizon Wireless	PO 5787		168.88	
Check	04/10/2014	3116	Waste Management	PO 5788		330.97	
Check	04/10/2014	3117	Terminix	PO 5789		721.88	
Check	04/10/2014	3118	ESI Equipment, Inc.	PO 5790		271.00	
Check	04/10/2014	3119	Ocean County Board of Electi...	PO 5791		555.81	
Check	04/10/2014	3120	Seacoast Accounting, LLC	PO 5792		2,432.00	
Check	04/10/2014	3121	Lincoln Financial Group	PO 5793		13,118.85	
Check	04/10/2014	3122	Embroider Me	PO 5794		925.00	
Check	04/10/2014	3123	Board of Fire Commissioner'	PO 5795		15,825.45	
Check	04/10/2014	3124	Jackson Twp MUA	PO 5796		15,295.00	
Check	04/10/2014	3125	New Jersey Motor Vehicle Co...	PO 5797		150.00	
Check	04/10/2014	3125	NJNG	PO 5799		655.11	
Check	04/10/2014	3127	Hunter Jersey Peterbilt	PO 5800		97.50	
Total 1009 - Shore Community Operating						0.00	84,553.82
TOTAL						0.00	84,553.82

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through April 10, 2014

	Jan 1 - Apr 10, 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 - Amount To Be Raised By Taxation	0.00	1,485,329.00	(1,485,329.00)
4020 - Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 - Interest Income	179.99	2,500.00	(2,320.01)
4750 - Bureau of Fire Prevention Incom	4,249.00	24,290.00	(20,041.00)
Total Income	<u>4,428.99</u>	<u>1,515,376.00</u>	<u>(1,510,947.01)</u>
Gross Profit	4,428.99	1,515,376.00	(1,510,947.01)
Expense			
5110 - Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 - Salaries - Secretary	0.00	2,800.00	(2,800.00)
5210 - Elections	855.81	1,500.00	(644.19)
5220 - Office Expense	1,775.54	10,500.00	(8,724.46)
5230 - Professional Services	28,261.50	87,500.00	(59,238.50)
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.	27,793.92	105,304.00	(77,510.08)
6120 - Salaries - Full Time Fire	53,178.31	199,972.00	(146,793.69)
6130 - Salaries - Fire Official	0.00	5,000.00	(5,000.00)
6140 - Salaries - Firefighter Overtime	7,833.40	40,000.00	(32,166.60)
6180 - Payroll Taxes	6,611.42	25,902.00	(19,290.58)
6185 - Employer Pension Contribution	0.00	56,898.00	(56,898.00)
6190 - Fringe Benefits	35,772.77	91,301.00	(55,528.23)
6210 - Insurance	49,867.86	95,000.00	(45,132.14)
6220 - Advertising	120.40	2,000.00	(1,879.60)
6310 - Maintenance & Repairs	17,284.73	127,000.00	(109,715.27)
6410 - Supplies	2,375.98	28,000.00	(25,624.02)
6415 - Fire Prevention	0.00	5,000.00	(5,000.00)
6510 - Utilities	33,830.35	65,000.00	(31,169.65)
6515 - Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 - Misc. Firefighter Expenses	2,737.68	15,000.00	(12,262.32)
6611 - Training	3,828.00	24,145.00	(20,317.00)
6615 - Gear - Fire Company	925.00	25,000.00	(24,075.00)
6625 - Joint District Expenses	0.00	50,000.00	(50,000.00)
6630 - Building Rennovations/Equipment	0.00	37,000.00	(37,000.00)
6640 - SCBA	0.00	10,000.00	(10,000.00)
6650 - Emergency/First Aid Equipment	1,008.00	7,000.00	(5,992.00)
6655 - Replacement Equipment	107.00	44,500.00	(44,393.00)
6670 - Vehicle Equip-Radios/Pagers	1,696.10	33,800.00	(32,103.90)
6675 - UFSA	9,610.98	15,145.00	(5,534.02)
6910 - LOSAP	0.00	40,000.00	(40,000.00)
7810 - Res. For Future Capital Outlay	0.00	100,000.00	(100,000.00)
8210 - Serial Bonds - Prin	75,000.00	75,000.00	0.00
8220 - Serial Bonds - Interest	1,608.75	1,609.00	(0.25)
Total Expense	<u>362,083.50</u>	<u>1,515,376.00</u>	<u>(1,153,292.50)</u>
Net Ordinary Income	<u>(357,654.51)</u>	<u>0.00</u>	<u>(357,654.51)</u>
Net Income	<u>(357,654.51)</u>	<u>0.00</u>	<u>(357,654.51)</u>



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

STATION 54

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



CHIEF'S REPORT

APRIL 2014

RUNS FOR THE YEAR 156

SCHOOLS Second part of chain saw class is Monday night April 14th

DRILLS We are in the process of setting up a live fire drill at Monmouth Fire Academy
On April 28th and I would like the career staff to attend
We just received the fit test machine and a schedule will be out soon.

EQUIPMENT Myself, Ray Sheehan and Commissioner Ruditsky are putting a list of items to be purchased from the budget.
2 cold water suits have small leaks in them. I am working with Mark to see the best way repair them

VEHICLES I went over the list of minor repairs needed for all apparatus and most repairs have been made.

FIRES The men did another great job fighting the Dickens Rd. fire

MISSELANIOUS: The pilot program for the Safety Officer responding to the scene is working well.
The other district added to the SOG that each safety is now given a vehicle to take home and respond with that vehicle. I am respectfully requesting to allow our Safety Officer to do the same.

Stan O'Brien Jr. has completed his hours of driver training for 5405

Raymond Torres has completed his hours of driver training for 5411

I am respectfully requesting for the 2 of them be placed on the insurance and the drivers list.

As of April 15, 2014 at noontime all fire districts are switching radio frequencies to FIREOPS 1 as main channel

The tablets are being used for all calls and I am glad to report things are going well.

Respectfully submitted


Chief Michael Lubertazzi

Board of Fire Commissioners Career Dept
April 10, 2014

FIRE & EMS Calls

- Year to Date – Career Dept, Runs
 - Fire Calls – 57
 - EMS Calls – 111

Fire Prevention

Inspections:	19
Re-inspection:	9
Fines:	0
Permits:	2 @ 166.00
Plans:	0
Pre Plans:	progress
Invests:	1 @ 16 Nicholas Blvd

Building Report

Station 1:

- Bulbs were replaced in front walk way light, not working and may be ballast
- Time clock for lights not working will contact Kelly Killowatt for both
- General housekeeping, minor repairs, and weekly cleaning was conducted

Station 2:

- Two outside entrance were replaced
- General housekeeping and minor repairs were conducted

Trucks and Equipment

Unit 5405

- Scene light bulbs were replaced
- Diesel fuel conditioner was added to tank
- Unit is scheduled next week for First Priority and P&L for quotes on repairs

Unit 5411

- New batteries were installed
- Scene light bulbs were replaced
- Diesel fuel conditioner was added to tank

Board of Fire Commissioners Career Dept
April 10, 2014

Unit 5421

- Brakes were adjusted
- New digital radio charger was installed

Special Details / Projects / Notifications

Notifications

Upcoming Drills

- 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

- 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