

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

Minutes of Meeting Held  
May 8, 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. Commissioner Sherry arrived 8:26pm.

**Minutes** – Commissioner Leonard motioned to accept the minutes from April 10,2014, seconded by Commissioner Ruditsky. 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 May 8, 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** – Resolution to accept Audit Report for 2013 and Group Affidavit was passed for signatures. The Resolution was passed at the April 10, 2014 board meeting. A resolution to dispose of the zodiac 14' boat was also passed out for signatures. The Resolution was passed at the April 10, 2014 board meeting. A letter attached was also read by Attorney Youssouf addressing The State of NY in reference to a deceased Firefighter's Workers Comp in NJ.

**Truck & Building/Career Department Report** – The report (a copy of which is attached and incorporated herein by reference) was read by Commissioner Leonard. A contract was passed out to commissioners along with a synopsis of Service vendors contacted and quotes obtained for HVAC service for 2014. A motion was made by Commissioner Leonard to accept the contract for HVAC service for the 2014 year from Shore Mechanical Services, LLC. 2<sup>nd</sup> by Commissioner Torres, Vote: All Aye. 5417 is need of a light bar. Motion was made by Commissioner Ruditsky to purchase of state contract a light bar for 5417 not to exceed \$1,200. 2<sup>nd</sup> by Commissioner Leonard. Vote: All Aye.

**Chief's Report:** Chief Lubertazzi reported the following:

195 calls to date; Firefighter Hoffman is in need of training for his CDL. Commissioner Torres authorized A ,volunteer Firefighter from Chesterfield, Chris Tyminski to be temporarily approved to train Firefighter Hoffman for his CDL with the 18 Wheel Tanker, 2<sup>nd</sup> by Commissioner Ruditsky. Vote: All Aye. Chief Lubertazzi is looking for approval to go to the Baltimore Expo and have authorization to spend up to \$1,500 if needed for Firefighting Equipment. Vote: All Aye.

**President's Report:** President O'Hara asked where the Fire Protection Agreement stands. The commissioner's asked President O'Hara to re-type the contract for the next board meeting so the board can approve and sign.

**Fire Bureau:** Report (part of Career Department Report) read by Fire Official John Burmeister J.

**Work Orders:** Electronic work orders are now being summated to Lt Mark Reynolds by Volunteers. Mark replies when they are completed. Nothing to report for meeting.

**Old Business:** A question was asked when the new boat will be purchased. Commissioner Bollentin stated, Lt Reynold's, Chief Lubertazzi and himself will go and look at the boats and make a decision by next board meeting.

**New Business:** The station is in emergency need to purchases radios. The old radios are not usable with the town frequencies. Motion was made by Commissioner Sherry to purchase Radios not to exceed \$10,000 from Rocky Mountain Communication Systems Inc. as a sole source supplier for refurbished Motorola 1500's. 2<sup>nd</sup> by Commissioner Torres. Vote: All Aye. President O'Hara asked if the board would approve \$100 to lamresponding, for a file conversion, to have location disclosure for hydrants in the district on the new GPS's. Board approved and the amount will be taken out Fire Official Budget.

**Joint Board:** Waiting for a rewritten contract to sign.

**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 8:55 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:35 p.m. and the Board reconvened the public session.

**Adjournment:** With no other business to come before the Board, Commissioner <sup>Leonard</sup> ~~Byrnes~~ motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Sherry. Motion passed by unanimous consent. Meeting adjourned at 9:43 p.m.

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

**BOARD OF FIRE COMMISSIONERS, DISTRICT 4**  
**AGENDA AND MEETING NOTES**  
May 8, 2014

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

Old Business-Correspondence/Pending

New Business

Mail Correspondence  
Per Orange folder

3:48 PM  
05/08/14  
Accrual Basis

Board of Fire Commissioners  
**Cash Balances**  
As of May 8, 2014

	May 8, 14	
	Debit	Credit
1009 - Shore Community Operating	320,836.43	
1011 - Shore Community Payroll	35,736.49	
1012 - Shore Community Fire Bureau	58,030.94	
1018 - Shore Comm-CD-Future Capital 1	288,437.59	
1018 - Shore Comm-CD-Future Capital 2	226,796.00	
1019 - Shore Comm-CD Future Capital 3	391,769.61	
1021 - Shore Comm-CD Future Capital 4	175,884.41	
<b>TOTAL</b>	<b><u>1,496,511.47</u></b>	<b><u>0.00</u></b>

4:07 PM

05/08/14

Accrual Basis

## Board of Fire Commissioners

## Treasurer Report

As of May 8, 2014

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 - Shore Community Operating</b>						
Check	05/08/2014	3130	JCP&L	PO 5804		1,698.00
Check	05/08/2014	3131	Kelly Kilowatt Electric Compa...	PO 5805		2,118.50
Check	05/08/2014	3132	Cablevision	PO 5806		262.25
Check	05/08/2014	3133	2-Track Solutions	PO 5807		3,585.24
Check	05/08/2014	3134	Family Practice of Centrastate	PO 5808		1,410.00
Check	05/08/2014	3135	NJ Casualty Ins Co	PO 5809		7,914.07
Check	05/08/2014	3136	TSVP Janitorial Services	PO 5810		332.00
Check	05/08/2014	3137	Good Mowin'	PO 5811		429.00
Check	05/08/2014	3138	Hanger 14 Solutions LLC	PO 5812		150.00
Check	05/08/2014	3139	Staples Credit Plan	PO 5813		81.81
Check	05/08/2014	3140	Waste Management	PO 5814		329.74
Check	05/08/2014	3141	Harleysville Life Ins Co	PO 5815		389.50
Check	05/08/2014	3142	Richard P Leonard	PO 5816		130.00
Check	05/08/2014	3143	Verizon Wireless	PO 5817		185.80
Check	05/08/2014	3144	T & B Specialties, Inc.	PO 5818		579.58
Check	05/08/2014	3145	Federal Express	PO 5819		20.30
Check	05/08/2014	3147	Verizon Wireless	PO 5820		1,091.85
Check	05/08/2014	3148	Terminix	PO 5821		523.80
Check	05/08/2014	3149	Jerry's Autobody, LLC	PO 5822		143.08
Check	05/08/2014	3150	Blaze Emergency Equipment ...	PO 5823		1,117.57
Check	05/08/2014	3151	Verizon	PO 5824		312.88
Check	05/08/2014	3152	Howell Fire District #1	PO 5825		1,012.50
Check	05/08/2014	3153	Robert Haskins Jr.	PO 5826		30.00
Check	05/08/2014	3154	Board of Fire Commissioner'...	PO		5,774.05
Check	05/08/2014	3155	Seacoast Accounting, LLC	PO 5828		2,432.00
Check	05/08/2014	EFT	Universal Premium	PO 5829		2,105.61
Total 1009 - Shore Community Operating					0.00	34,139.13
<b>TOTAL</b>					<b>0.00</b>	<b>34,139.13</b>

**Board of Fire Commissioners  
Profit & Loss Budget vs. Actual  
January 1 through May 8, 2014**

	Jan 1 - May 8, 14	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
Income			
4010 Amount To Be Raised By Taxation	315,032.41	1,485,329.00	(1,169,696.59)
4020 Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 Interest Income	211.70	2,500.00	(2,288.30)
4750 Bureau of Fire Prevention Incm	8,163.65	24,290.00	(16,126.35)
<b>Total Income</b>	<b>324,007.76</b>	<b>1,515,376.00</b>	<b>(1,191,368.24)</b>
<b>Gross Profit</b>	<b>324,007.76</b>	<b>1,515,376.00</b>	<b>(1,191,368.24)</b>
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	2,054.14	10,500.00	(8,445.86)
5230 Professional Services	30,693.50	87,500.00	(56,806.50)
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.	40,844.65	105,304.00	(64,459.35)
6120 Salaries - Full Time Fire	88,171.49	199,972.00	(111,800.51)
6130 Salaries - Fire Official	0.00	5,000.00	(5,000.00)
6140 Salaries - Firefighter Overtime	9,246.46	40,000.00	(30,753.54)
6180 Payroll Taxes	5,937.13	29,902.00	(19,964.87)
6185 Employer Pension Contribution	0.00	58,898.00	(58,898.00)
6190 Fringe Benefits	39,286.25	91,301.00	(52,014.75)
6210 Insurance	57,781.93	95,000.00	(37,218.07)
6220 Advertising	120.40	2,000.00	(1,879.60)
6310 Maintenance & Repairs	22,528.26	127,000.00	(104,471.74)
6410 Supplies	6,954.37	28,000.00	(21,045.63)
6415 Fire Prevention	0.00	5,000.00	(5,000.00)
6510 Utilities	38,345.28	65,000.00	(26,654.72)
6515 Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 Misc. Firefighter Expenses	4,177.68	15,000.00	(10,822.32)
6611 Training	4,070.60	24,145.00	(19,174.50)
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 Renovations/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	5,913.78	33,800.00	(27,886.22)
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	1,600.00	(0.25)
<b>Total Expense</b>	<b>443,941.36</b>	<b>1,515,376.00</b>	<b>(1,071,434.64)</b>
<b>Net Ordinary Income</b>	<b>(119,933.60)</b>	<b>0.00</b>	<b>(119,933.60)</b>
<b>Net Income</b>	<b>(119,933.60)</b>	<b>0.00</b>	<b>(119,933.60)</b>

Board of Fire Commissioners Career Dept  
May 8, 2014

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 71
  - EMS Calls – 151

**Fire Prevention**

Inspections:	17
Re-inspection:	5
Fines:	twp ordinance issued for open burn
Permits:	0
Plans:	2
Pre Plans:	
Invests:	1 @ 45 Chesterfield Dr. OCFM and OC Prosecutors assisted

**Building Report**

**Station 1:**

- All electrical repairs have been completed
- Quotes for HVAC yearly service were received
- General housekeeping, minor repairs, and weekly cleaning was conducted

**Station 2:**

- General housekeeping and minor repairs were conducted

**Trucks and Equipment**

Unit 5405

- Scene light bulbs were replaced
- Electric horn was replaced
- Unit is scheduled next week for First Priority and P&L for quotes on repairs

Unit 5407

- All cabinets were cleaned and reorganized

Unit 5411

- Replaced front headlight
- Cabinets were cleaned and reorganized

Board of Fire Commissioners Career Dept  
May 8, 2014

Unit 5417

- Front strobes were replaced
- Diesel fuel conditioner was added to tank
- Electrical problems with bar light, request to replace the light

Unit 5421

- Unit has slight antifreeze and oil leak. Blaze was contacted
- Cabinets were cleaned and reorganized
- Re-wrack all Attack Lines

NOTE:

Yearly preventive maintenance will begin on units this month

New GPS Tracking was installed in all units with the exception of 5403 & new unit.

## **Special Details / Projects / Notifications**

### **Notifications**

#### **Upcoming Drills**

- 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**

- 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