

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

Minutes of Meeting Held
August 14, 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. Commissioners Bollentin, Leonard, Ruditsky, Sherry and Torres were all present. Board Attorney Youssouf was absent. Chairman Bollentin read the "Open Meetings Act" statement. All participated in the Pledge of Allegiance.

Minutes –Commissioner Ruditsky motioned to approve the minutes of the July 10, 2014 General Meeting as presented, seconded by Commissioner Sherry. Motion passed by majority vote with Chairman Bollentin abstaining due to his absence.

Referendum Information – Board Accountant Oliver Walling introduced Tony Solimine, attorney for McManimon, Scotland, Baumann – bond attorneys for the Board. Mr. Solimine gave an overview of the entire process from special elections to ballot questions to finance issues. Mr. Walling reviewed budgetary requirements with the Board.

Station #2 report – Jack A. Purvis, Architect reported that a structural and a mechanical engineer inspected Station #2 and did not find anything that bad. After the review, Mr. Purvis recommended that the Board's building committee meet with him to discuss what the needs will be for the next twenty years so he can design/plan accordingly. It was suggested that a workshop meeting be held with Mr. Purvis being invited also for the purpose of planning. Mr. Solimine reminded the Board to include what the Board wants included in the question for the election (ie- furnishings, equipment, fees, etc.). Mr. Walling and Mr. Solimine left the meeting at 8:21. Mr. Purvis left the meeting at 8:25.

Treasurer's Report –The report and bill list (a copy of which is attached to the original minutes and incorporated herein by reference) as of August 14, 2014 was read by Commissioner Ruditsky. Additional check payable to John Burmeister for reimbursement in the amount of \$265.84 was added to the bill list. Commissioner Sherry motioned to approve payment of the bills as presented seconded by Commissioner Torres. Motion passed by unanimous vote.

Truck & Building/Career Department Report – read by Commissioner Sherry (a copy of which is attached to the original minutes and incorporated herein by reference). Lt. Reynolds asked that Chairman Bollentin check tires on #11.

Legal Report – None; absent.

Chief's Report – Chief Lubertazzi presented his written report (a copy of which is attached to the original minutes and incorporated herein by reference). Kevin Early to do his background check and his driver's license is to be given to Cheryl. Commissioner Torres motioned to approve \$11,450 (Kevin Early - \$250 Firefighter I class; \$10,000 for AV equipment for I AM RESPONDING; \$ 1,200 For Mercer County Fire Academy Live Burn fee scheduled for September 22), seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Chief made a request for the closed session.

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

- a. Kitchen was cleaned last month
- b. Refrigerator was fixed
- c. Kevin Early is now a member as discussed earlier
- d. Updated Fire Service Agreement (FSA) was provided
- e. Mounts for tablets for #04 to be installed
- f. Charging cables to arrive tomorrow
- g. Usage for day room – After discussion it was decided that Trask would draft a letter to Quality and provide a copy to the Board
- h. Building Committee – Commissioner Sherry asked that Trask get a committee together for input on the new building

Fire Bureau: Report (part of the aforementioned Career Department Report) reviewed by Fire Fighter Burmeister with the Board. Commissioner Leonard motion to purchase fire supplies for fire prevention week in October and fire company supplies for Open House up to \$2,000 out of Fire Bureau budget, seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

Work Orders: all are current.

Old Business/Correspondence:

Correspondence: None

Old Business:

- a. Joint Board Withdrawal: Discussion with member of the public on the merits of the Joint Board, flaws in the system, contract, need for infrastructure, etc.

New Business:

- a. Accident: Chairman Bollentin reported that he was hit by a deer while driving #04. He did a police report, underwent a drug test, reported the accident to Commissioner Leonard. Board was in agreement not to invest money in repairs.
- b. Purchase items: Commissioner Sherry motioned to purchase the following items, seconded by Commissioner Torres: Replacement Base Meter Charger (\$95), Replacement head for Champion tool (\$1045), Replacement and extra toe straps (\$169.57), Hoses. Motion passed by unanimous consent.
- c. Request to use Commissioners Meeting Room: Fire company has a double booking for September 17, 2014 and requested permission to use

the Commissioners Room. Board was in agreement that the room might be used.

- d. #5444 parking – Discussion - Vehicle to be parked outside. All were in agreement that it would stay there during warm months and be kept on camera. Lt. Reynolds was designated to get keys made for each Fire Police.
- e. Cement Pad out front: Board was in agreement to wait until after the upcoming winter to address this issue
- f. Donated cots: 25 cots were donated to the fire company by either the PD or OEM.

Public Session: None.

Executive Session: Commissioner Ruditsky motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Sherry. Motion passed by unanimous consent at 9:35 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:06 p.m. and the Board reconvened the public session.

Public Session: Session re-convened at 10:06. Commissioner Leonard motioned to approve the updated Fire Service Agreement (FSA), seconded by Commissioner Torres. Motion passed by unanimous consent.

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

 Clerk

BOARD OF FIRE COMMISSIONERS, DISTRICT 4
AGENDA AND MEETING NOTES
August 14, 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
Sub-Station Building

Mail Correspondence
Per Orange folder

7:14 PM
08/14/14
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of August 14, 2014

	Aug 14, 14	
	Debit	Credit
1009 - Shore Community Operating	89,241.42	
1011 - Shore Community Payroll	23,829.58	
1012 - Shore Community Fire Bureau	66,231.39	
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	381,789.61	
1021 - Shore Comm-CD Future Capital 4	175,884.41	
TOTAL	1,262,209.98	0.00

7:15 PM
 08/14/14
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of August 14, 2014

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	08/14/2014	3253	Robert Haskins Jr.	PO 5921		30.00
Check	08/14/2014	3254	TSVP Janitorial Services	PO 5922		332.00
Check	08/14/2014	3255	Watchung Spring Water	PO 5923		4.99
Check	08/14/2014	3256	Cablevision	PO 5924		262.25
Check	08/14/2014	3257	Dafeldecker Associates	PO 5925		240.00
Check	08/14/2014	3258	Good Mowin'	PO 5926		162.00
Check	08/14/2014	3259	Waste Management	PO 5927		339.92
Check	08/14/2014	3260	Monmouth County Fire Acad...	PO 5928		100.00
Check	08/14/2014	3261	Jerry's Autobody, LLC	PO 5929		69.97
Check	08/14/2014	3262	Safe & Secure Security Syste...	PO 5930		383.40
Check	08/14/2014	3263	JCP&L	PO 5931		2,407.60
Check	08/14/2014	3264	Verizon Wireless	PO 5932		5.00
Check	08/14/2014	3265	Blaze Emergency Equipment ...	PO 5933		1,433.00
Check	08/14/2014	3266	Federal Express	PO 5934		26.56
Check	08/14/2014	3267	Affordable Pumping Services	PO 5935		1,250.00
Check	08/14/2014	3268	United Communications Corp	PO 5936		1,053.19
Check	08/14/2014	3269	C & T Lawn Sprinkler	PO 5937		479.00
Check	08/14/2014	3270	Family Practice of Centrastate	PO 5938		210.00
Check	08/14/2014	3271	Lincoln Financial Group	PO 5939		8,211.37
Check	08/14/2014	3272	NJ Casualty Ins Co	PO 5942		5,105.05
Check	08/14/2014	3273	Blaze Emergency Equipment ...	PO 5943		2,521.41
Check	08/14/2014	3274	Hanger 14 Solutions LLC	PO 5944		150.00
Check	08/14/2014	3275	Busch, Richard	PO 5945		754.43
Check	08/14/2014	3276	Pierce Manufacturing Inc	PO 5946		313,423.32
Check	08/14/2014	3277	MacNeil, Christian	PO 5947		120.00
Check	08/14/2014	3278	Raymond Sheehan	PO 5948		353.00
Check	08/14/2014	3279	Jackson Mills Fire Company	PO 5949		1,540.29
Check	08/14/2014	3280	Holmes & MCDowell	PO 5950		8,643.00
Check	08/14/2014	3281	Good Mowin'	PO 5951		168.00
Check	08/14/2014	3282	Richard P Leonard	PO 5952		65.51
Check	08/14/2014	3283	Seacoast Accounting, LLC	PO 5953		2,489.00
Check	08/14/2014	3284	Susan L Oksen-Perelra	PO 5954		225.00
Check	08/14/2014	3285	Seacoast Accounting, LLC	PO 5955		836.00
Check	08/14/2014	3286	Verizon	PO 5956		310.63
Check	08/14/2014	3287	NJNG	PO 5957		199.43
Check	08/14/2014	3288	Verizon Wireless	PO 5958		285.49
Check	08/14/2014	3289	Robert Haskins Jr.	PO 5959		30.00
Check	08/14/2014	3290	Postmaster of Forked River	PO 5960		147.00
Total 1009 - Shore Community Operating					0.00	354,366.81
TOTAL					0.00	354,366.81

John Bulmeister

31,265.84

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through August 14, 2014

	Jan 1 - Aug 14, 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 - Amount To Be Raised By Taxation	649,831.44	1,485,329.00	(835,497.56)
4020 - Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 - Interest Income	328.32	2,500.00	(2,171.68)
4750 - Bureau of Fire Prevention Incom	18,348.88	24,290.00	(5,941.12)
Total Income	688,508.64	1,515,376.00	(846,867.36)
Gross Profit			
	688,508.64	1,515,376.00	(846,867.36)
Expense			
5110 - Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 - Salaries - Secretary	675.00	2,800.00	(2,125.00)
5210 - Elections	855.81	1,500.00	(644.19)
5220 - Office Expense	3,604.10	10,500.00	(6,895.90)
5230 - Professional Services	45,040.50	87,500.00	(42,459.50)
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.	65,801.45	105,304.00	(39,502.55)
6120 - Salaries - Full Time Fire	137,070.89	199,872.00	(62,901.31)
6130 - Salaries - Fire Official	0.00	5,000.00	(5,000.00)
6140 - Salaries - Firefighter Overtime	11,862.59	40,000.00	(28,137.41)
6180 - Payroll Taxes	15,643.88	25,902.00	(10,258.12)
6185 - Employer Pension Contribution	28.32	58,898.00	(58,871.68)
6190 - Fringe Benefits	47,840.03	91,301.00	(43,460.97)
6210 - Insurance	95,005.77	95,000.00	5.77
6220 - Advertising	264.75	2,000.00	(1,735.25)
6310 - Maintenance & Repairs	46,257.91	127,000.00	(80,742.09)
6410 - Supplies	12,155.79	28,000.00	(15,844.21)
6415 - Fire Prevention	0.00	5,000.00	(5,000.00)
6510 - Utilities	36,717.14	65,000.00	(28,282.86)
6515 - Hydrant Rent	30,590.00	65,000.00	(34,410.00)
6510 - Misc. Firefighter Expenses	6,439.71	15,000.00	(8,560.29)
6611 - Training	12,327.43	24,145.00	(11,817.57)
6615 - Gear - Fire Company	12,888.00	25,000.00	(12,112.00)
6625 - Joint District Expenses	600.00	50,000.00	(49,400.00)
6630 - Building Rennovations/Equipment	0.00	37,000.00	(37,000.00)
6640 - SCBA	22,602.05	10,000.00	12,602.05
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	8,651.84	15,145.00	(5,493.16)
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	1,808.75	1,609.00	(0.25)
Total Expense	701,458.29	1,515,376.00	(813,917.71)
Net Ordinary Income	(32,949.65)	0.00	(32,949.65)
Net Income	(32,949.65)	0.00	(32,949.65)

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 116
 - EMS Calls – 246

Fire Prevention

- Inspections: 20
- Re-inspection: 7
- Fines: 0
- Permits: 2 at \$42:00 ea
- Plans: 1 update Jackson business park, 2 plans are pending
- Pre Plans: in progress
- Invests: 1 truck fire interstate I- 195

Building Report

Station 1:

- General housekeeping, minor repairs, and weekly cleaning was conducted

Station 2:

- General housekeeping and minor repairs were conducted

Trucks and Equipment

Unit 5407

- Unit was serviced on 8/13/14

Unit 5411

- Unit was serviced
- Unit needs new rear tires

Unit 5417

- Unit was serviced
- New bar light was installed

Unit 5421

- Unit was serviced
- Over speed cable for generator broke new one is on order

1

- Fire prevention class was conducted at Olev drive boy scout camp
Aprox. 40 children trained on fire extinguishers and fire safety

Notifications

Upcoming Drills

- August 2014 – Water Flow Drill
- September 2014 – Live Burn
- October 2014 – Search & Rescue
- November 2014 – Gas & Electrical Emergencies

Upcoming Classes

- 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, New Jersey 08527

CHIEF'S REPORT

August 2014

RUNS FOR THE YEAR: 335

SCHOOLS: Kevin Early will be going to Firefighter 1 Class this Fall
✦ \$250.00 per FF

Attached is the certificate of classes that were attended in Baltimore.

DRILLS: Monday, August 25, 2014 Water Supply and hose line advancement

NJSP will be giving a class on METH LABS on the following day
Wednesday, September 17,
1300 hrs at station 55 sub station
1930 hrs at station 54 main building

✦ Monday, September 22 Live burn at Mercer County Fire Academy
✦ \$1200
Equipment: Rich is still working on placing the order from Junes meeting

✦ I will need approval use \$10,000.00 to purchase AV equipment for both
Firehouses. *I AM RESPONDING*

What is the status of the new turnout gear?

Misc. We are submitting an incident report for damage on 5404.

The Fiberglass boat that DJ Johnson had offered us was damaged and it was
Too heavy for our use. Jack is setting up a date for us to go and purchase a new boat.

The light bar on 5400 is being worked on so it doesn't blind everyone and they are fixing
The broken pods.

We are putting together a committee to review all of the new equipment and apparatus
This committee will discuss placement of apparatus and equipment.

Trask O'Hara is Acting Lieutenant until December 31, 2014.

Respectfully submitted

Chief Michael Lubertazzi
Jackson Mills Vol. Fire Co. No. 1