

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

Minutes of Meeting Held
November 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

Call to Order - The meeting was called to order by Chairman Jack Bollentin at 8:00 pm. Commissioners Bollentin, Leonard, Ruditsky, Sherry and Torres were present. Board Attorney Youssouf was also present. All participated in the Pledge of Allegiance.

Minutes –Commissioner Ruditsky motioned to approve the minutes of the October 9, 2014 General Meeting as presented, seconded by Commissioner Sherry. Motion passed by majority vote, with Commissioner Leonard abstaining due to his absence.

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 November 13, 2014 was read by Commissioner Ruditsky. After discussion, Commissioner Ruditsky motioned to approve purchase of a boat (14-foot aluminum craft) from Brys Marina at a cost of \$2,624, seconded by Commissioner Torres. Motion passed by unanimous consent. Commissioner Sherry motioned to pay the bills as presented, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Legal Report – Board Attorney Youssouf distributed copies of Resolutions in Title that were approved at the October 2014 meeting (appointing McManimom Scotland & Bauman bond counsel and Lindstrom, Deissner & Carr for engineering services). Resolutions are attached to the original minutes. Board Attorney Youssouf reviewed the budget timeline with the Board. Budget to be introduced at the December 11, 2014 meeting. Commissioners Bollentin and Leonard are up for re-election. Cheryl has nominating petitions. Board Attorney Youssouf reported to the Board that there are ongoing discussions in the state legislature to move the fire district elections to April with the school board elections. Merits and disadvantages reviewed with the Board. Board Attorney Youssouf will keep the Board informed of any updates.

Truck & Building/Career Department Report – read by Commissioner Sherry (a copy of which is attached to the original minutes and incorporated herein by reference). It was reported that #5405 had to be jumped this morning to start. Career staff reported that they will check on it in the morning. If it happens again, they will get it serviced. FF Leonard reviewed additional quotes for replacement items (a copy of each request is attached to the original minutes and incorporated herein by reference). Commissioner Sherry motioned to approve the requests to purchase (replacement foam at a cost of \$1,068.50;

hose items at a cost of \$4,734.48), seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Quote from new vendor for new generator was obtained: \$475 for substation; \$650 for annual certification; quotes from 3 vendors to clean all the carpets throughout the building were obtained. Stanley Steamer was lowest at \$710.40. Commissioner Ruditsky motioned to approve the quote from Stanley Steamer, seconded by Commissioner Torres. HVAC Service: issues in day room. FF Leonard wants to obtain prices to replace wall units. He was directed to obtain proposals. #5421 on Gov. Deals; there have been hits but no bites. After discussion, Board was in agreement to lower the price to \$15,000 (original listing price was \$20,000).

Chief's Report – Chief Lubertazzi verbally reported to the Board: 433 runs to date; Training: Chief Sheehan to do a power point presentation on electrical hazards. #5401: spoke to First Priority – gave him all the information but no proposal was forthcoming. Fire Safety \$9,655 for tool mounting, December 8 2014 would be start date (a copy of the quote is attached to the original minutes and incorporated herein by reference). Commissioner Torres motioned to approve up to \$10,000 for Fire Safety to do the work as outlined by the Chief, seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Training will be done by members of the fire company through December 8, when the vehicle starts service by Fire Safety. #5405: waiting for parts to come in before work begins; Hoods: asked for verbal approval from the Board to approve the use of hoods from the following company firefighters: (Chief has checked them and they are all NFPA compliant) Shane O'Brien, Steve Porth, Jesse Porcelli, Ken Stoddard, and Dan Swing Jr. Board was in agreement. Letter to the Board shall be forthcoming from the chief by the next Board meeting. Letters on truck: It is very expensive. Exploring option to go on tinted windows. All were reminded: after tonight there is to be no more spending until the 2015 budget is approved. Chief to clean port-a-potty.

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

- a. New member: Brandon Kilgour, junior member was introduced to the Board. Chairman Bollentin welcomed him aboard.
- b. LOSAP: was calculated and posted at both stations on November 10, 2014
- c. FSA – to be amended to include allotment for up to \$3,000 for food (it will be replenished annually up to a maximum of \$3000 each year).
- d. Quarterly accounting reports on hall: have not yet been received. Fire Company to get it to the Board.
- e. Screens at both stations: Commissioner Leonard motioned to approve screens at both stations at a cost of \$8076, seconded by Commissioner Sherry. Motion passed by unanimous consent.

Fire Bureau: Report (part of the aforementioned Career Department Report) reviewed by Fire Fighter Burmeister with the Board. He attending CU classes yesterday and today.

Work Orders: on computer. FF Leonard: everything is status quo.

Old Business/Correspondence:

Correspondence: None

Old Business:

- a. Township Radios: F/F Burmeister attended the Chief's meeting. He doesn't know where everything is headed at this time. Rough estimates have been discussed. Worst-case scenario: quarter of a million to cover costs. Discussion followed.

New Business:

- a. **Chief's Truck:** Chief submitted in his budget replacement of Durango, which is 7 years old. State contract truck is a 2015 Chevy Tahoe at a cost of \$52,414 (First Priority package). State contract number to be forwarded to Board Attorney Youssouf. Commissioner Ruditsky motioned to purchase a state contract truck – Chevy Tahoe 2015 at a cost of \$52,414, seconded by Commissioner Sherry. Roll call vote was taken and motion passed by unanimous consent.
- b. 2015 Budget: Budget is under 2% state cap. Amount to be raised by taxation will be increased.
- c. Substation: There was a meeting with the architect (a copy of the drawing is attached to the original meeting and incorporated herein by reference). Discussion: addition is of greater scope than what was originally proposed. Concern was expressed that taxpayers may not approve this project.
- d. Joint Board: Commissioner Bollentin was approached about rejoining the Joint Board. Board in agreement not necessary to return to the group at this time.

Public Session: Career Staff distributed copies of letter to Board RE: automatic recall policy clarification (a copy of which is attached to the original minutes and incorporated herein by reference). After discussion, it was decided that the Board would take the paper home for review and be prepared to discuss it at the next Board meeting.

Executive Session: Commissioner Sherry motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters and lawyer-client privileged information to be released when the matter are no long privileged, seconded by Commissioner Torres. Motion passed by unanimous consent at 9:42 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:10 p.m. and the Board reconvened the public session.

Public Session: It was reported that #5411 – driver had an accident; did get drug tested and a report bill be filed.

Adjournment: With no other business to come before the Board, Commissioner Sherry motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Torres. Motion passed by unanimous consent. Meeting adjourned at 10:15 p.m.

 _____, Clerk

BOARD OF FIRE COMMISSIONERS, DISTRICT 4
AGENDA AND MEETING NOTES
November 13, 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

Boat

Sub-Station Building

New Business

Mail Correspondence

Per Orange folder

2:53 PM
11/13/14
Accrual Basis

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

	Nov 13, 14	
	Debit	Credit
1009 Shore Community Operating	184,303.91	
1011 Shore Community Payroll	57,547.44	
1012 Shore Community Fire Bureau	72,299.08	
1016 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	391,789.61	
1021 Shore Comm-CD Future Capital 4	175,884.41	
TOTAL	<u>1,395,057.04</u>	<u>0.00</u>

2:47 PM
 11/13/14
 Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	11/13/2014	3375	Industrial Scientific Corporation	PO 6008		384.50
Check	11/13/2014	3376	Champion Rescue Tools		1,363.50	
Check	11/13/2014	3377	All Hands Fire Equipment INC	PO 6046	1,108.62	
Check	11/13/2014	3378	BullEx, Inc	PO 6048	3,702.87	
Check	11/13/2014	3379	Hanger 14 Solutions LLC	PO 6052	150.00	
Check	11/13/2014	3380	Home Depot	PO 6053	335.87	
Check	11/13/2014	3381	Cablevision	PO 6055	262.25	
Check	11/13/2014	3382	JCP&L	PO 6056	2,053.91	
Check	11/13/2014	3383	Jack A. Purvis, A.I.A.	PO 6057	11,219.07	
Check	11/13/2014	3384	Holmes and McDowell	PO 6058	660.90	
Check	11/13/2014	3385	Asbury Park Press	PO 6059	53.00	
Check	11/13/2014	3386	Middlesex County Fire Acade...	PO 6060	524.00	
Check	11/13/2014	3387	Police and Firemen's Retirem...	PO 6061	34.33	
Check	11/13/2014	3388	Affordable Pumping Services	PO 6062	850.00	
Check	11/13/2014	3389	Verizon Wireless	PO 6063	185.80	
Check	11/13/2014	3390	2-Track Solutions	PO 6064	209.30	
Check	11/13/2014	3391	Dafeldecker Associates	PO 6065	240.00	
Check	11/13/2014	3392	Jackson Mills Fire Company	PO 6066	210.20	
Check	11/13/2014	3393	Waste Management	PO 6067	363.30	
Check	11/13/2014	3394	Family Practice of Centrastate	PO 6068	900.00	
Check	11/13/2014	3395	Federal Express	PO 6069	37.55	
Check	11/13/2014	3396	Verizon Wireless	PO 6070	463.51	
Check	11/13/2014	3397	MES	PO 6071	180.00	
Check	11/13/2014	3398	Good Mowin'	PO 6073	292.00	
Check	11/13/2014	3423	Blaze Emergency Equipment ...	PO 6096	1,098.38	
Check	11/13/2014	3400	Mercer County Fire Academy	PO 6074	40.00	
Check	11/13/2014	3401	Advanced Auto Parts	PO 6075	16.71	
Check	11/13/2014	3402	Jackson Storage	PO 6076	798.00	
Check	11/13/2014	3403	NJNG	PO 6077	214.76	
Check	11/13/2014	3404	Rocky Mountain Comm Syst...	PO 6078	122.08	
Check	11/13/2014	3405	Continental Fire & Safety	PO 6079	1,364.20	
Check	11/13/2014	3406	Bry's Marine	PO 6080	2,624.00	
Check	11/13/2014	3407	GW Tire Service	PO 6081	3,448.00	
Check	11/13/2014	3408	Verizon	PO 6082	327.95	
Check	11/13/2014	3409	Good Mowin'	PO 6083	443.84	
Check	11/13/2014	3410	NJNG	PO 6084	49.47	
Check	11/13/2014	3411	All Comm Technologies	PO 6085	843.50	
Check	11/13/2014	3412	New Jersey Press Media Sol...	PO 6086	53.00	
Check	11/13/2014	3413	Galls	PO 6054	434.82	
Check	11/13/2014	3414	Susan L Oksen-Pereira	PO 6088	225.00	
Check	11/13/2014	3415	Rich Leonard	PO 5639	60.00	
Check	11/13/2014	3417	R&H Spring & Truck Repair, I...	PO 6090	328.57	
Check	11/13/2014	3418	Federal Express	PO 6091	86.23	
Check	11/13/2014	3419	Air & Gas Technologies	PO 6092	1,664.25	
Check	11/13/2014	3420	County Line hardware	PO 6093	296.35	
Check	11/13/2014	3421	Robert Haskins Jr.	PO 6094	30.00	
Check	11/13/2014	3422	Monmouth County Fire Acad...	PO 6095	50.00	
Check	11/13/2014	3424	Advanced Auto Parts	PO 6097	191.71	
Total 1009 Shore Community Operating					0.00	40,593.40
TOTAL					0.00	40,593.40

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through November 13, 2014

	Jan 1 - Nov 13, 14	Budget	5 Over Budget
Ordinary Income/Expense			
Income			
4010 Amount To Be Raised By Taxation	1,021,163.89	1,486,329.00	(464,165.31)
4020 Supplemental Fire Services Act	3,256.50	3,257.00	(0.50)
4200 Interest Income	440.11	2,500.00	(2,059.89)
4750 Bureau of Fire Prevention Incm	22,397.88	24,250.00	(1,852.12)
4800 Other Income	200.25	0.00	200.25
Total Income	<u>1,047,458.43</u>	<u>1,515,376.00</u>	<u>(467,917.57)</u>
Gross Profit	1,047,458.43	1,515,376.00	(467,917.57)
Expense			
5110 Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 Salaries - Secretary	1,350.00	2,800.00	(1,450.00)
5210 Elections	855.81	1,500.00	(644.19)
5220 Office Expense	10,824.23	10,600.00	124.23
5230 Professional Services	76,140.64	67,500.00	(8,639.36)
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.	95,151.05	105,304.00	(10,152.95)
6120 Salaries - Full Time Fire	203,234.07	199,972.00	3,262.07
6130 Salaries - Fire Official	0.00	5,000.00	(5,000.00)
6140 Salaries - Firefighter Overtime	15,078.57	40,000.00	(24,921.43)
6180 Payroll Taxes	18,298.76	25,902.00	(7,603.24)
6185 Employer Pension Contribution	58,897.65	58,898.00	(0.35)
6190 Fringe Benefits	55,518.48	91,301.00	(35,782.52)
6210 Insurance	105,485.77	98,000.00	10,485.77
6220 Advertising	426.00	2,000.00	(1,574.00)
6310 Maintenance & Repairs	76,577.26	127,000.00	(50,422.74)
6410 Supplies	17,569.18	28,000.00	(10,430.82)
6415 Fire Prevention	2,015.00	3,000.00	(2,985.00)
6510 Utilities	49,605.46	65,000.00	(15,394.54)
6515 Hydrant Rent	45,885.00	65,000.00	(19,115.00)
6610 Misc. Firefighter Expenses	11,578.74	15,000.00	(3,421.26)
6611 Training	13,365.18	24,145.00	(10,779.82)
6615 Gear - Fire Company	17,556.90	25,000.00	(7,443.10)
6625 Joint District Expenses	600.00	50,000.00	(49,400.00)
6630 Building Renovations/Equipment	1,364.20	37,000.00	(35,635.80)
6640 SCBA	25,825.15	10,000.00	15,825.15
6650 Emergency/First Aid Equipment	5,910.51	7,000.00	(1,089.49)
6655 Replacement Equipment	2,846.00	44,500.00	(41,654.00)
6670 Vehicle Equip-Radios/Pagers	5,913.78	33,800.00	(27,886.22)
6675 UFSA	9,651.84	15,145.00	(5,493.16)
6910 LOSAP	40,000.00	40,000.00	0.00
7810 Res. For Future Capital Outlay	100,000.00	100,000.00	0.00
8210 Serial Bonds - Prin	75,000.00	75,000.00	0.00
8220 Serial Bonds - Interest	1,508.75	1,609.00	(100.25)
Total Expense	<u>1,145,931.98</u>	<u>1,515,376.00</u>	<u>(369,444.02)</u>
Net Ordinary Income	<u>(98,473.55)</u>	<u>0.00</u>	<u>(98,473.55)</u>
Net Income	<u>(98,473.55)</u>	<u>0.00</u>	<u>(98,473.55)</u>

Board of Fire Commissioners-Career Dept
November 13, 2014

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 150
 - EMS Calls – 322

Fire Prevention

Inspections:	30
Re-inspection:	12
Fines:	0
Permits:	2 @ \$42.00
Plans:	several
Pre Plans	progress
Invests:	2 – 68 Spencer Dr (landscaping/siding), 36 Oakland Dr. (dryer)

Fire Prevention w/ the schools was completed. A total of approx. 350 kids were seen. Fire extinguisher training was done at Shop-Rite (50 employees). We assisted in the fire company's open house, also conducted fire drill training at Four Seasons South Knolls.

Building Report

- General housekeeping, minor repairs, and weekly cleaning was conducted at both stations
- All bulbs were replaced in hall sconces and bay motion lights
- All heaters in both stations, were turned on and are in good running order
- Water fountain in Station 1's hallway and men's room sink at Station 2 were leaking. Neil Brooks Plumbing will be out next week

Trucks and Equipment

Unit 5410

- New headlights were installed

Unit 5404

- Will be going to Jerry Auto for an oil leak

Unit 5407

- New Kussmaul Charger was installed