

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

Minutes of Meeting Held
October 9, 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 8:03 pm. Chairman Bollentin read the "Open Meetings Act" statement. Commissioners Bollentin, Ruditsky, Sherry and Torres were present. Commissioner Leonard was absent. Board Attorney Youssouf entered the meeting at 8:05 pm. All participated in the Pledge of Allegiance and a moment of silence for a past member who passed away.

Minutes –Commissioner Torres motioned to approve the minutes of the September 9, 2014 General Meeting as presented, seconded by Commissioner Sherry. Motion passed by unanimous vote.

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 October 9, 2014 was read by Commissioner Ruditsky. After discussion, it was decided to hold the check for NJ Emergency Vehicle in the amount of \$332.50 for clarification. Commissioner Sherry motioned to pay the bills as presented with the exception of holding the check for NJ Emergency Vehicle, seconded by Commissioner Torres. Motion passed by unanimous consent.

Legal Report – Board Attorney Youssouf read the Resolution in Title that was voted on and approved at last month's meeting awarding Jack A Purvis A.I.A. a contract for professional services (architectural services). Resolution is attached to the original minutes. Mr. Purvis recommended that the engineering firm of Lindstrom Deissner and Carr be awarded a contract. Commissioner Sherry motioned to accept the Resolution in Title presented by Board Attorney Youssouf to award the engineering firm of Lindstrom, Deissner & Carr a contract for engineering services, seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Fee agreement asks for a \$1500 retainer. Board Attorney Youssouf advised that the Board does not pay retainer fees. Commissioner Ruditsky motioned that the Board approve paying Lindstrom, Deissner & Carr a retainer of \$1500. if required, seconded by Commissioner Torres. Motion passed by unanimous consent. Board Attorney Youssouf will contact them to see about waiving the retainer. (Copies of the proposals from Lindstrom, Diessner & Carr, PC and Crest Engineering are attached to the original minutes and incorporated herein by reference.) The fee agreement for McManimom Scotland & Baumann (bonding firm) was presented. Board Attorney Youssouf reviewed the process for financing with the Board. Commissioner Ruditsky motioned to appointing McManimom Scotland & Baumann as bond counsel for the district, seconded by Commissioner Sherry.

Motion passed by unanimous consent. Board Attorney Youssouf reviewed the budget timeline with the Board. Budget to be introduced at the December 11, 2014 meeting. Public Hearing is then held. State deadline to adopt the 2015 budget is January 26, 2015. Election date is February 21, 2015. Budget process is more complicated now. Board Attorney Youssouf reviewed the new budget process and recommended that the Board start the process now.

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 reported that the regulators for the five new Scott packs were recalled. Firefighter Leonard is taking care of this. Commissioner Ruditsky reported that the new truck looks good. It is now at Fire & Safety in Piscataway. #21 is to be posted on .GOV when the new truck arrives. Reserve is to be set at \$30,000. Bathroom door was fixed.

Chief's Report – Chief Lubertazzi presented his report to the Board (a copy of which is attached to the original minutes and incorporated herein by reference). Commissioner Torres motioned to approve the training as listed in the Chief's report for a total of \$392 (F/F Torres: 1-300 class at Dover F/A \$100; F/F O'Hara: Arson Awareness \$ 30; Building Collapse/Shoring Class \$ 262.), seconded by Commissioner Sherry. Motion passed by unanimous consent. Discussion on 400 bands and 700. Commissioner Torres motioned to send F/F John Burmeister to all countywide Board meetings as the radio liaison for the Board, seconded by Commissioner Sherry. Motion passed by unanimous consent. 1st Priority Estimate (a copy of which is attached to the original minutes and incorporated herein by reference) for tubes: Chief recommended Option #2. After discussion, Commissioner Ruditsky motioned to approve Option #2 for tubes at a cost of \$1,163.04 and Option #4 – outrigger, at a cost of \$2,208.90 for a total cost of \$3,371.94, seconded by Commissioner Torres. Motion passed by unanimous consent. Commissioner Torres motioned that the Board approve Option #3 – recessed handle, seconded by Commissioner Ruditsky. Chief's budget for 2015 was submitted to the Board (a copy of which is attached to the original minutes and incorporated herein by reference). Board Attorney Youssouf read a Resolution in Title calling a special workshop meeting on Wednesday, October 15, 2014 at 7 pm to discuss the Chief's budget and the architect, seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Commissioner Ruditsky motioned to approve the replacement items as listed on the Chief's page 1 of Replacement Items (a copy of which is attached to the original minutes and incorporated herein by reference), seconded by Commissioner Torres. Motion passed by unanimous consent. Page 2 is the list of updated items as per the prices the F/F Leonard was able to obtain (items were previously approved by the Board up to \$15,000). Commissioner Ruditsky motioned to purchase the items listed on page 2 for a cost of \$ 13,072.34, seconded by Commissioner Torres. Motion passed by unanimous consent. F/F Porth requested permission to use a leather fire helmet. A copy of the letter request is attached to the original minutes and incorporated herein by reference. NOMEX hood – Requests to use such items must be approved by the Board by letter to the Board prior to using any personal equipment.

10/9/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
McMANIMON SCOTLAND & BAUMANN, L.L.C. BOND COUNSEL**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of Bond Counsel to provide specialized legal services which are required by the Board in connection with the sale and issuance of bonds or notes of the District; 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; McManimon Scotland & Baumann, L.L.C. is a law firm which provides specialized bond services 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 Mcmanimon Scotland & Baumann, L.L.C.

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: *Ruditsky*

Seconded by: *Sherry*

Roll Call Vote:

Ayes: *Ballent/n*
Ruditsky
Sherry
Torres

Nays: *0*

Absent: *Leonard* 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 October 9, 2014.

 Clerk

10/9/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP AWARDING A
CONTRACT FOR PROFESSIONAL SERVICES TO LINDSTROM,
DIESSNER & CARR, P.C.**

WHEREAS; The Board of Fire Commissioners anticipates that it will have need for the services of an engineering & surveying firm in connection with the design and construction of a firehouse expansion project; and

WHEREAS; Lindstrom, Diessner & Carr, P.C. is a licensed professional engineering firm capable of providing the professional services required in connection with the firehouse construction project heretofore approved by the Board; 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 receipt of sealed bids if the services to be provided are professional in nature; and

WHEREAS; Engineering services are "Professional Services" and a contract for such services may be awarded without public bidding.

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 is awarded to Lindstrom, Diessner & Carr, P.C.

BE IT FURTHER RESOLVED that a notice of this contract award be published in the official newspaper of the District and that a certified true copy of this Resolution be forwarded to Lindstrom, Diessner & Carr P.C. by the Clerk of the Board.

Moved by: *Sherry*

Seconded by: *Ruditsky*

Roll Call Vote:

Ayes: *Boilentin*
Ruditsky Nays: *0* Absent: *Leonard* Abstain:
Sherry
Torres

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

 Clerk

3:25 PM

10/09/14

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of October 9, 2014

	Oct 9, 14	
	Debit	Credit
1009 - Shore Community Operating	233,702.67	
1011 - Shore Community Payroll	16,217.00	
1012 - Shore Community Fire Bureau	71,647.97	
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	1,402,475.25	0.00

3:26 PM
 10/09/14
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of October 9, 2014

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	10/09/2014	3340	Brian Ruditsky	PO 6009		508.28
Check	10/09/2014	3341	JCP&L	PO 6013	2,608.10	
Check	10/09/2014	3342	Jerry's Autobody, LLC	PO 6014	388.75	
Check	10/09/2014	3343	Embroider Me	PO 6015	1,468.00	
Check	10/09/2014	3344	Waste Management	PO 6016	365.49	
Check	10/09/2014	3345	TSVP Janitorial Services	PO 6017	166.00	
Check	10/09/2014	3346	Verizon Wireless	PO 6018	185.80	
Check	10/09/2014	3347	Family Practice of Centrastate	PO 6019	1,445.00	
Check	10/09/2014	3348	T & B Specialities, Inc.	PO 6020	1,552.90	
Check	10/09/2014	3349	Verizon	PO 6021	226.74	
Check	10/09/2014	3350	Good Mowin'	PO 6022	292.00	
Check	10/09/2014	3351	Blaze Emergency Equipment ...	PO 6023	1,560.00	
Check	10/09/2014	3352	MES	PO 6023	3,681.09	
Check	10/09/2014	3353	Emergency Medical Products...	PO 6024	285.00	
Check	10/09/2014	3354	Watchung Spring Water	PO 6025	4.99	
Check	10/09/2014	3355	Good Mowin'	PO 6027	436.00	
Check	10/09/2014	3356	Blaze Emergency Equipment ...	PO 6028	750.00	
Check	10/09/2014	3357	Staples Credit Plan	PO 6029	529.32	
Check	10/09/2014	3358	Hanger 14 Solutions LLC	PO 6030	392.01	
Check	10/09/2014	3359	NJ Casualty Ins Co	PO 6031	5,105.05	
Check	10/09/2014	3360	Middlesex County Fire Acade...	PO 6032	52.00	
Check	10/09/2014	3361	2-Track Solutions	PO 6033	209.30	
Check	10/09/2014	3362	Cablevision	PO 6034	262.25	
Check	10/09/2014	3363	New Jersey Emergency Vehi...	PO 6035	332.50	
Check	10/09/2014	3364	Blue Tarp Financial Inc.	PO 6036	77.07	
Check	10/09/2014	3365	Emergency Sevices Marketin...	PO 6037	12.29	
Check	10/09/2014	3366	C & T Lawn Sprinkler	PO 6038	300.00	
Check	10/09/2014	3367	Advanced Auto Parts	PO 6039	48.26	
Check	10/09/2014	3368	Jackson Storage	PO 6012	114.00	
Check	10/09/2014	3369	Susan L Oksen-Pereira	PO 6005	225.00	
Check	10/09/2014	3370	Donna Collimore	PO 6042	40.00	
Check	10/09/2014	3374	Robert Haskins Jr.	PO 6041	80.00	
Check	10/09/2014	3371	NJNG	PO 6043	41.30	
Check	10/09/2014	3373	John Burmeister Jr.	PO 6044	59.93	
Check	10/09/2014	3372	GPANJ	PO 6045	100.00	
Total 1009 - Shore Community Operating					0.00	23,904.42
TOTAL					0.00	23,904.42

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through October 9, 2014

	Jan 1 - Oct 9, 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	403.71	2,500.00	(2,096.29)
4750 - Bureau of Fire Prevention Incm	21,753.88	24,290.00	(2,536.12)
4800 - Other Income	200.25	0.00	200.25
Total Income	672,189.28	1,515,376.00	(843,186.72)
Gross Profit	672,189.28	1,515,376.00	(843,186.72)
Expense			
5110 - Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 - Salaries - Secretary	1,125.00	2,800.00	(1,675.00)
5210 - Elections	855.81	1,500.00	(644.19)
5220 - Office Expense	5,404.37	10,500.00	(5,095.63)
5230 - Professional Services	62,508.57	87,500.00	(24,991.43)
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.	86,765.45	105,304.00	(18,538.55)
6120 - Salaries - Full Time Fire	183,034.19	199,972.00	(16,937.81)
6130 - Salaries - Fire Official	0.00	5,000.00	(5,000.00)
6140 - Salaries - Firefighter Overtime	13,889.01	40,000.00	(26,110.99)
6180 - Payroll Taxes	20,810.10	25,902.00	(5,091.90)
6185 - Employer Pension Contribution	26.32	56,898.00	(56,871.68)
6190 - Fringe Benefits	57,321.18	91,301.00	(33,979.82)
6210 - Insurance	104,824.87	95,000.00	9,824.87
6220 - Advertising	320.00	2,000.00	(1,680.00)
6310 - Maintenance & Repairs	63,170.46	127,000.00	(63,829.54)
6410 - Supplies	17,569.18	28,000.00	(10,430.82)
6415 - Fire Prevention	2,015.00	5,000.00	(2,985.00)
6510 - Utilities	45,325.21	65,000.00	(19,674.79)
6515 - Hydrant Rent	45,885.00	65,000.00	(19,115.00)
6610 - Misc. Firefighter Expenses	10,198.54	15,000.00	(4,801.46)
6611 - Training	12,751.18	24,145.00	(11,393.82)
6615 - Gear - Fire Company	16,942.08	25,000.00	(8,057.92)
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	25,826.15	10,000.00	15,826.15
6650 - Emergency/First Aid Equipment	2,207.64	7,000.00	(4,792.36)
6655 - Replacement Equipment	107.00	44,500.00	(44,393.00)
6670 - Vehicle Equip-Radios/Pagers	5,813.78	33,800.00	(27,986.22)
6675 - UFSA	9,651.84	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	1,608.75	1,609.00	(0.25)
Total Expense	875,656.58	1,515,376.00	(839,719.32)
Net Ordinary Income	(203,467.40)	0.00	(203,467.40)
Net Income	(203,467.40)	0.00	(203,467.40)

9/11/14

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 TOWNSHIP OF JACKSON AWARDING
A CONTRACT FOR PROFESSIONAL SERVICES
TO JACK A. PURVIS, A.I.A.**

WHEREAS; The Board of Fire Commissioners anticipates that it will have need for the services of an architect for the design of renovations to an existing firehouse; and

WHEREAS; Jack A. Purvis, A.I.A. is a licensed professional architect of the State of New Jersey having offices located at 3203 Atlantic Avenue Allenwood, N.J. 08720; and

WHEREAS; N.J.S.A.40A:11-5.1 (a) (i) provides, in relevant part, that a contract for Professional Services may be negotiated and awarded without public advertising for bids and receipt of sealed bids if the services to be provided are professional in nature; and

WHEREAS; Architectural services are " Professional Services" and a contract for such services may be awarded without public bidding.

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 is hereby awarded to Jack A. Purvis, A.I.A.

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

Moved by:

Seconded by:

Roll Call Vote:

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 September 11, 2014.

_____, Clerk

Board of Fire Commissioners Career Dept
October 9, 2014

FIRE & EMS Calls

- Year to Date – Career Dept, Runs
 - Fire Calls – 138
 - EMS Calls – 292

Fire Prevention

Inspections:	18
Re-inspection:	10
Fines:	
Permits:	1 @ \$42.00 (Bartley Day)
Plans:	progress
Pre Plans	
Invests:	none

Building Report

- General housekeeping, minor repairs, and weekly cleaning was conducted at both stations
- Sprinkler systems were winterized at both stations
- Station 1 front walkway and monument was power washed
- Damaged ceiling tiles in meeting room were replaced
- All bulbs were replace in front foyer and walkway
- Kitchen hood was cleaned and re-installed correctly
- Water fountain in hallway needs to be repaired or replaced

Trucks and Equipment

Unit 5400

- New tires were installed

Unit 5411

- New rear tires were installed



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



465-B North County Line Road Jackson, New Jersey 08527

CHIEF'S REPORT

October 2014

RUNS FOR THE YEAR 402

SCHOOLS F/F Torres would like to attend I-300 class at Dover F/A \$100.00
F/F O'HARA ALSON AWARDS MERCER COUNTY \$ 30.-
And Building Collapse/Shoring Class Starting Nov. 11 ending Nov. 23 \$ 242.- \$342.- TOTAL

DRILLS Chief Sheehan is working on this months drill on forcible entry and ground ladders
November 8, 2014 Jackson Training Task force is hosting a seminar at Liberty HS

EQUIPMENT Water/Rescue equipment needs approval to be ordered
Still working on the audio / monitor equipment prices
Price for 400 band repairs JPD is looking into a grant to reduce the cost

VEHICLES Estimate for 5405 Paratech tubes are in
I am making plans to go to fire and safety to check into 5401

MISCELLANEOUS: Budget is completed and ready to be handed in.

Respectfully submitted
Chief Michael Lubertazzi
Chief Michael Lubertazzi