

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

Minutes of Meeting Held  
September 11, 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, Ruditsky, Sherry and Torres were present. Commissioner Leonard was absent. Board Attorney Youssouf was also present. All participated in the Pledge of Allegiance and a moment of silence for 9/11 remembrance.

**Minutes** –Commissioner Sherry motioned to approve the minutes of the August 14, 2014 General Meeting as presented, seconded by Commissioner Ruditsky. 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 September 11, 2014 was read by Commissioner Ruditsky. Additional check payable to Joseph D. Youssouf Esq. for payment in the amount of \$5250.00 was added to the bill payment list and later in the meeting Architect Jack A. Purvis for payment in the amount of \$ 5,000.00 was added to the bill list. Commissioner Sherry motioned to approve payment of the bills as presented seconded by Commissioner Torres. Motion passed by majority vote with Commissioner Ruditsky abstaining on vote of payment to himself.

**Legal Report** – Board Attorney Youssouf advised that the budget format has changed. He revised the changes and the new information required. In addition, he strongly recommended strict adherence to the new format. New financial disclosure process through life of bond reviewed. It is to be filed by independent consultant and the auditor to work closely with Cheryl. Annual Audit: new directives were published. Board Attorney Youssouf suggested that the Board start very early to put things together. Election cycle for 2015 was reviewed with the Board. Election date is February 21, 2014. Budget must be introduced no later than December 17, 2014 and the Board's public hearing scheduled for January 8, 2015 and this is before the state's deadline. Board Attorney Youssouf recommended that the Board put food allowance into the Fire Service Agreement rather than reimburse the fire company over the course of the year and that all Travel Advances must have itemized bills with receipts.

**Truck & Building/Career Department Report** – read by Commissioner Sherry (a copy of which is attached to the original minutes and incorporated herein by reference). Light bar lights (red/blue) – Commissioner Ruditsky to deal directly with company and discuss the issue with Firefighter Leonard. Rear tires: Board in agreement to approve the new rear tires as requested. Snowplow:

Board was in agreement to approve new blade for this piece of equipment. Lt. Reynolds was directed to check on ordered lights. Floor in kitchen is being addressed. Ductwork for exhaust is coming next week.

**Architect** - Architect Jack A. Purvis was present and his contract was presented to the Board. Board Attorney Youssouf read a resolution in Title approving the contract of Jack A. Purvis as Project Architect for the purpose of renovation and reconstruction on substation located 550 West Commodore Boulevard, Jackson Township. Commissioner Sherry motioned to accept the Resolution in Title, seconded by Commissioner Ruditsky. Motion passed by unanimous consent (Ayes: Bollentin, Sherry, Torres, Ruditsky; No: None; Absent: Leonard; Abstain: None). Workshop night to be scheduled and the property is to be measured. Board Attorney Youssouf recommended that the question be put on the same ballot. Application needs to be made to Planning Board for a capital project review – it is like a site plan review. Date for workshop meeting to be determined – Station #1 to be location of the meeting. Architect Jack A. Purvis left the meeting at 8:50.

**Chief's Report** – Chief Lubertazzi verbally reported: 375 fire calls to date; Schools: Kevin Early started FF#1; Trask O'Hara requesting permission to attend two classes 10/7 for CO emergencies 11/2 for Heating systems emergencies at a cost of \$52 each. Commissioner Torres motioned to approve Trask O'Hara attending these two classes at a cost of \$52 per class and Commissioner Sherry seconded the motion. Motion passed by unanimous consent. Drills: 9/17: Meth lab by NJ State Police – day classes for career staff and evening for fire company; 9/22 – live burn; AV equipment: in progress; 400 radio band – No idea on the cost yet; Budget work has begun – due to the Board in October; September 15, 2014 – fire company to have a meeting for equipment placement on vehicles; #11 to go up to substation, #1 to come here. Chief requested executive session to discuss an issue.

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

- a. Issue with Quality – Jack spoke to the supervisor, Trask was directed not to write the letter or speak to Sal. Problem should be solved. If there still is a problem, Jack to speak to Sal.
- b. Open House – coming soon. After discussion, Commissioner Ruditsky motioned to spend up to \$1,500 for additional fire prevention materials, 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. Township asking for vouchers to be submitted by quarter; Fire Prevention Month: they are going to schools and day care centers, asking for fire company to attend presentations if possible; MUA rep showed John a plan where district lines are with regard to new development going in (Pleasant Grove Rd). According to MUA plan, District #4 paying/responsible for hydrants. Tax records reflect a different district. Board Attorney Youssouf recommendation was to go to the original ordinance where the districts were created – to be found in district clerk office. Original ordinance defines the district boundaries. Fire Company may schedule a flushing with notification to residents.

**Work Orders:** on computer.

**Old Business/Correspondence:**

**Correspondence:** Cheryl's certificate arrived

**Old Business:**

- a. Boat: Jack is waiting to hear from Rubio/PD

**New Business:**

- a. Problem with cleaning company for the building: After discussion, Commissioner Sherry motioned to terminate the services of the cleaning service and have career staff clean the firehouses, seconded by Commissioner Torres. Motion passed by unanimous consent.
- b. Keys: Trask O'Hara asked for a report of people who have keys and when the last time is that they used their respective keys. Lt. Reynolds said he could do that.
- c. Truck Cleaning Supplies: Lt. Reynolds ordered under janitorial supplies
- d. Storage Bins: Chairman Bollentin would like to have all the records stored in a climate controlled storage bin on a temporary basis until the new building is completed. Commissioner Sherry motioned to approve rental of a 10' x 10' climate controlled storage unit for the purpose of storing district records at a cost not to exceed \$110 per month, seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

**Public Session:** None.

**Executive Session:** Commissioner Sherry motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Torres. Motion passed by unanimous consent at 9:20 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:52 p.m. and the Board reconvened the public session.

**Public Session:** Session re-convened at 9:52 p.m. Commissioner Sherry motioned to eliminate the GPS systems in fire district vehicles, seconded by Commissioner Torres. Motion carried by majority vote (Ayes: Ruditsky, Sherry, Torres; No: Bollentin; Abstain: None; Absent: Leonard)

**Adjournment:** With no other business to come before the Board, Commissioner Torres motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Meeting adjourned at 9:56 p.m.

 Clerk

7:45 PM

09/11/14

Accrual Basis

**Board of Fire Commissioners**  
**Cash Balances**  
As of September 11, 2014

	Sep 11, 14	
	Debit	Credit
1009 · Shore Community Operating	473.63	
1011 · Shore Community Payroll	20,268.36	
1012 · Shore Community Fire Bureau	69,516.19	
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	391,789.61	
1021 · Shore Comm-CD Future Capital 4	175,884.41	
<b>TOTAL</b>	<b>1,171,166.79</b>	<b>0.00</b>

7:45 PM  
 09/11/14  
 Accrual Basis

Board of Fire Commissioners  
**Treasurer Report**  
 As of September 11, 2014

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 - Shore Community Operating</b>						
Check	09/11/2014	3293	Mark W Reynolds	PO 5982		45.00
Check	09/11/2014	3294	Good Mowin'	PO 5983		292.00
Check	09/11/2014	3295	Verizon Wireless	PO 5984		185.80
Check	09/11/2014	3296	JCP&L	PO 5985		2,456.38
Check	09/11/2014	3297	Watchung Spring Water	PO 5986		4.99
Check	09/11/2014	3298	Seacoast Accounting, LLC	PO 5987		68.07
Check	09/11/2014	3299	MES	PO 5989		363.00
Check	09/11/2014	3300	TSVP Janitorial Services	PO 5970		332.00
Check	09/11/2014	3301	Emergency Medical Products...	PO 5971		914.64
Check	09/11/2014	3302	Hanger 14 Solutions LLC	PO 5972		150.00
Check	09/11/2014	3303	Good Mowin'	PO 5973		436.00
Check	09/11/2014	3304	Waste Management	PO 5974		366.31
Check	09/11/2014	3305	Blaze Emergency Equipment ...	PO 5975		4,396.05
Check	09/11/2014	3306	Alert-All Corp	PO 5976		2,015.00
Check	09/11/2014	3307	Jackson Twp MUA	PO 5977		15,579.15
Check	09/11/2014	3308	Brian Ruditsky	PO 5978		761.20
Check	09/11/2014	3309	Double M Productions	PO 5979		594.09
Check	09/11/2014	3310	Embroider Me	PO 5980		672.00
Check	09/11/2014	3311	Jackson Mills Fire Company	PO 5981		289.60
Check	09/11/2014	3312	John Burmeister Jr.	PO 5983		111.00
Check	09/11/2014	3313	Jersey Coast Equipment	PO 5984		375.00
Check	09/11/2014	3314	GW Tire Service	PO 5985		2,045.92
Check	09/11/2014	3315	Federal Express	PO 5986		14.13
Check	09/11/2014	3316	Cablevision	PO 5987		262.25
Check	09/11/2014	3317	Asbury Park Press	PO 5988		55.25
Check	09/11/2014	3318	Staples Credit Plan	PO 5989		154.39
Check	09/11/2014	3319	NJ Casualty Ins Co	PO 5990		5,105.05
Check	09/11/2014	3320	Blaze Emergency Equipment ...	PO 5991		1,332.94
Check	09/11/2014	3321	NJNG	PO 5992		41.18
Check	09/11/2014	3322	Safe & Secure Security Syste...	PO 5993		383.40
Check	09/11/2014	3323	Robert Haskins Jr.	PO 5994		841.20
Check	09/11/2014	3325	Mark W Reynolds	PO 5997		140.00
Check	09/11/2014	3326	2-Track Solutions	PO 5998		209.30
Check	09/11/2014	3327	NJNG	PO 5999		208.21
Check	09/11/2014	3335	Verizon	PO 5956		395.51
Check	09/11/2014	3328	Richard P Leonard	PO 8001		105.91
Check	09/11/2014	3330	First Priority Emergency Vehi...	PO 8002		1,384.02
Check	09/11/2014	3331	Koerner & Koerner, PA	PO 8003		595.00
Check	09/11/2014	3332	Blue Tarp Financial Inc.	PO 8004		197.51
Check	09/11/2014	3333	Susan L Oksen-Perelra	PO 8005		225.00
Check	09/11/2014	3334	Board of Fire Commissioner...	PO 5899		13,347.90
Check	09/11/2014	3335	Family Practice of Centrastate	PO 5938		210.00
Total 1009 - Shore Community Operating					0.00	57,661.35
<b>TOTAL</b>					<b>0.00</b>	<b>57,661.35</b>

*Joseph D Youniff*

*ARCHITECT Jack A Runk*

5,350. -  
 # 6,291.35  
 5. -  
 6,791.35

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through September 11, 2014

	Jan 1 - Sep 11, 14	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	370.13	2,500.00	(2,129.87)
4750 · Bureau of Fire Prevention Incm	19,627.88	24,290.00	(4,662.12)
4800 · Other Income	200.25	0.00	200.25
<b>Total Income</b>	<u>670,029.70</u>	<u>1,515,376.00</u>	<u>(845,346.30)</u>
<b>Gross Profit</b>	670,029.70	1,515,376.00	(845,346.30)
<b>Expense</b>			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	900.00	2,800.00	(1,900.00)
5210 · Elections	855.81	1,500.00	(644.19)
5220 · Office Expense	4,224.09	10,500.00	(6,275.91)
5230 · Professional Services	45,703.57	87,500.00	(41,796.43)
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.	78,379.85	105,304.00	(26,924.15)
6120 · Salaries - Full Time Fire	162,551.73	199,972.00	(37,120.27)
6130 · Salaries - Fire Official	0.00	5,000.00	(5,000.00)
6140 · Salaries - Firefighter Overtime	13,238.86	40,000.00	(26,761.14)
6180 · Payroll Taxes	17,843.10	25,902.00	(6,258.90)
6185 · Employer Pension Contribution	26.32	56,898.00	(56,871.68)
6190 · Fringe Benefits	58,677.68	91,301.00	(32,623.32)
6210 · Insurance	100,110.82	95,000.00	5,110.82
6220 · Advertising	320.00	2,000.00	(1,680.00)
6310 · Maintenance & Repairs	57,038.98	127,000.00	(69,961.02)
6410 · Supplies	13,231.04	28,000.00	(14,768.96)
6416 · Fire Prevention	2,015.00	5,000.00	(2,985.00)
6510 · Utilities	41,276.23	65,000.00	(23,723.77)
6515 · Hydrant Rent	45,885.00	65,000.00	(19,115.00)
6610 · Misc. Firefighter Expenses	6,790.57	15,000.00	(8,209.43)
6611 · Training	12,699.18	24,145.00	(11,445.82)
6615 · Gear - Fire Company	14,702.09	25,000.00	(10,297.91)
6625 · Joint District Expenses	600.00	50,000.00	(49,400.00)
6630 · Building Renovations/Equipment	0.00	37,000.00	(37,000.00)
6640 · SCBA	22,877.05	10,000.00	12,877.05
6650 · Emergency/First Aid Equipment	1,922.64	7,000.00	(5,077.36)
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	9,651.84	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)
<b>Total Expense</b>	<u>796,250.98</u>	<u>1,515,376.00</u>	<u>(717,125.02)</u>
<b>Net Ordinary Income</b>	(126,221.28)	0.00	(126,221.28)
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8054 · Capital	1,572.40	0.00	1,572.40
<b>Total Other Expense</b>	<u>1,572.40</u>	<u>0.00</u>	<u>1,572.40</u>
<b>Net Other Income</b>	(1,572.40)	0.00	(1,572.40)
<b>Net Income</b>	<u>(129,793.68)</u>	<u>0.00</u>	<u>(129,793.68)</u>

**BOARD OF FIRE COMMISSIONERS, DISTRICT 4**  
**AGENDA AND MEETING NOTES**  
September 11, 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  
Commodore Bldg

New Business

Mail Correspondence  
Per Orange folder

Board of Fire Commissioners Career Dept  
September 11, 2014

**FIRE & EMS Calls**

- Year to Date – Career Dept, Runs
  - Fire Calls – 124
  - EMS Calls – 276

**Fire Prevention**

Inspections:	19
Re-inspection:	12
Fines:	0
Permits:	1 @ \$42.00
Plans:	received one – pending
Pre Plans	progress
Invests:	none

Submitted voucher to township for reimbursement for an open burn summons that was issued.

**Building Report**

- General housekeeping, minor repairs, and weekly cleaning was conducted at both stations
- Men's Room at Station 2 was unclogged and cleaned
- Janitorial supplies are on order

**Trucks and Equipment**

Unit 5400

- Unit needs new tires, G & W Tires recommended BF Goodrich M/S – Request approval

Unit 5405

- Unit was serviced
- New Waterway Stop Plate was installed

Unit 5407

- Unit was serviced
- Request to install an alarm to notify fireman that batteries have been left on



Board of Fire Commissioners Career Dept  
September 11, 2014

Unit 5408

- Unit was serviced

Unit 5411

- New rear tires were installed
- P&L is scheduled to replace remaining scene lights, that are under warranty

Unit 5419

- Unit is scheduled to be serviced next week
- Two LED front warning lights were installed
- 1" ball valve on top of tank was rebuilt, 2<sup>nd</sup> rebuilt kit is on order

Unit 5427

- Needs new tires – Request approval

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

### **Projects**

- SCBA's recertification will be completed 9/16/14
- All paperwork in garage at Station 2 will be ready for relocation next week

### **Notifications**

#### **Upcoming Drills**

- September 2014 – Live Burn
- October 2014 – Search & Rescue
- November 2014 – Gas & Electrical Emergencies

#### **Upcoming Classes**

- 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

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: *Sherry*

Seconded by: *Ruditsky*

Roll Call Vote:


Ayes: *Bollentin  
Ruditsky  
Sherry  
Torres*

Nays: *None*

Absent: *Leonard*

Abstain: *None*

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