

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

Minutes of Meeting Held
June 12, 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 and Sherry were present. Commissioner Torres was absent. Board Attorney Youssouf was present. "Open Meetings Act" statement was read by Board Attorney Youssouf. All participated in the Pledge of Allegiance and a moment of silence was observed.

Minutes –Commissioner Sherry motioned to approve the minutes of the May 8, 2014 General Meeting with one correction (change name to Commissioner **Leonard** motioned to adjourn), seconded by Commissioner Ruditsky. Motion passed by unanimous vote.

Treasurer's Report –The report and bill list (a copy of which is attached and incorporated herein by reference) as of June 12, 2014 was read by Commissioner Ruditsky. Commissioner Sherry motioned to approve payment of the bills as presented seconded by Commissioner Leonard. Motion passed by unanimous vote.

Legal Report – Board Attorney Youssouf reported that the State Comptroller released a Fiscal and Operating Practices Report in May 2014. Random audits were completed. They were critical of expenditures of districts that have both career and volunteer firefighters. Also discussed: fire district elections to be moved to November, consolidation of fire districts. Board Attorney Youssouf reviewed process of consolidating districts with the Board. Bill introduced in legislature again this year. Board Attorney Youssouf will keep the Board informed.

Truck & Building/Career Department Report – read by Commissioner Sherry (a copy of which is attached and incorporated herein by reference). It was reported that #17 – door latches are horrible. Lt. Reynolds requested permission to take the vehicle to Jerry's. Chairman Bollentin authorized that the vehicle go to Jerry's for the latches.

Chief's Report – read by Chief Lubertazzi (a copy of which is attached and incorporated herein by reference). Commissioner Leonard motioned to approve payment of \$630 for Big Rig Rescue and \$314 for F/F Torres to attend confined space and I-200 classes, seconded by Commissioner Sherry. Motion passed by unanimous consent. Board reviewed policy that it will pay for EMT school after the course has been completed and the attendee has passed the

course and provides proof to the Board. Chief submitted list of equipment to purchase. Board was in agreement to go ahead with the purchase of this equipment not to exceed \$15,000 with the list going to FF Leonard Jr to obtain the best pricing for the items on the list. It was also approved that brackets and chargers for tablets for #3 and #4 be purchased - cost not to exceed \$300. Permission given to use a vehicle to attend a funeral on Saturday for a Union Beach firefighter. Millstone: mutual aid for confirmed working fires only. Commissioner Ruditsky requested 6 outstanding EMT cards for Narcan training.

President's Report: Joe Ski reported the following:

- a. Alex Slickers resigned. Trask notified Cheryl & Brian, key and pager collected. Commissioner Ruditsky asked for a letter from the company to the Board stating same for her file
- b. Trask will email Fire Service Agreement (FSA) to Cheryl tomorrow

Fire Bureau: Report (part of the aforementioned Career Department Report) reviewed by Fire Fighter Burmeister with the Board.

Work Orders: are now on the tablets. Work Orders are emailed to Lt. Reynolds, Fire Fighter Leonard, Fire Official Burmeister, Cheryl, Chief Lubertazzi and President O'Hara. It was determined that all the commissioners are to be included.

Old Business/Correspondence:

Correspondence:

- a. None

Old Business:

- a. Architect for Station #2 – Commissioner Ruditsky is meeting with two other firms for cost comparison

New Business:

- a. Torres List: Commissioner Ruditsky read a list submitted by Commissioner Torres on how funds could be transferred to allow many firefighters to attend Baltimore Expo. To be discussed during Executive Session.
- b. Fire Company submitted expenses: Company provided receipts for reimbursements (approximately \$ 200.) for HAZMAT training, structure fires, autism training, several fire calls. Commissioner Ruditsky motioned to reimburse the fire company for the aforementioned runs/calls seconded by Commissioner Sherry. Motion passed by unanimous consent.
- c. Joint Board – to be discussed during Executive Session.
- d. Certified Purchasing Agent – Cheryl has passed the class. Next class is coming up. District #3 to pay for the class, District #4 to pay hours. Board was in agreement to continue this practice
- e. Minerva Pricing – Lt. Reynolds provided the Board with a list of pricing from Minerva Cleaning (a copy of which is attached hereto and incorporated herein by reference). After discussion, Board determined to forgo pants at this time.

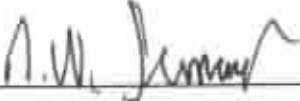
- f. **Condemned & Surplus Equipment** - Lt Reynolds provided the Board with a listing (a copy of which is attached hereto and incorporated herein by reference). After discussion it was determined that Commissioner Ruditsky will review the list to determine what can still be used.

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 Ruditsky. Motion passed by unanimous consent at 9:04 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:57 p.m. and the Board reconvened the public session.

Public Session: None

Adjournment: With no other business to come before the Board, Commissioner Ruditsky motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Leonard. Motion passed by unanimous consent. Meeting adjourned at 9:57 p.m.


_____, Clerk

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

Minutes of Executive Session
June 12, 2014

Chairman Bollentin called the Executive Session to order at 9:05 p.m. Commissioners Bollentin, Leonard, Sherry and Ruditsky were present. Commissioner Torres was absent. Board Attorney Youssouf was also present.

Report of Workshop Meeting of Joint Board RE: Fire Bureau: Commissioner Leonard reported that District #3 wants to take over as Fire Bureau for all of the districts. Discussion followed. This would be a new entity – a fifth fire district. Board Attorney Youssouf does not see how this will save District #4 any money. Commissioner Leonard reported that Fire Official Burmeister does not want to work with the newly proposed fire district. Board was in agreement that they are not interested in participating in consolidating the functions of the fire districts. The Board will wait and see how they establish themselves and the Board may reconsider their position at a later time.

Transferring of Funds: Board was not in agreement with moving of funds to pay for many volunteer firefighters to attend convention. Transfers are done in November and December – there is still half the year to get through and unexpected expenditures may arise. Board was in agreement to pay for Chief Lubertazzi, Fire Official Burmeister and one additional volunteer firefighter to attend. Chief to select the volunteer firefighter to attend.

Disposition of Engine: After discussion, Board was in agreement to sell the engine. Board Attorney Youssouf recommended that the value of the vehicle be confirmed and then selling it on GOV.deals. Board was in agreement.

Letter of Reprimand: After discussion regarding Lt. Reynolds having the code to the lock box at Station #2 changed, Board was in agreement that Commissioner Ruditsky will write a letter of reprimand for Chairman Bollentin's signature.

Need for information regarding radio programs: The Jackson Twp. Police Captain is not providing the necessary information regarding the radio programs. After discussion it was decided that Board Attorney Youssouf will draft a letter on Board stationery for Commissioner Bollentin's signature to the Jackson Twp. Police Chief expressing their frustration over not receiving the necessary information despite repeated requests.

Adjournment: Commissioner Ruditsky motioned to adjourn the Executive Session, seconded by Commissioner Leonard. Motion passed by unanimous consent. Executive Session was adjourned at 9:57 p.m.


_____, Clerk

BOARD OF FIRE COMMISSIONERS, DISTRICT 4
AGENDA AND MEETING NOTES
June 12, 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

Approve school for Cheryl/QPA(Qualified Purchasing Agent)-Rutgers
Chief purchase requisitions.

Mail Correspondence

Per Orange folder

Board of Fire Commissioners
Cash Balances
As of June 12, 2014

	Jun 12, 14	
	Debit	Credit
1009 - Shore Community Operating	256,102.22	
1011 - Shore Community Payroll	19,725.38	
1012 - Shore Community Fire Bureau	58,560.40	
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	
TOTAL	<u>1,416,295.59</u>	<u>0.00</u>

1:55 PM
 06/11/14
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of June 12, 2014

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	06/12/2014	3158	Crown Trophy	PO 5830		60.00
Check	06/12/2014	3159	MONOC	PO 5831		1,400.00
Check	06/12/2014	3160	John Burmeister Jr	PO 5832		40.86
Check	06/12/2014	3161	Embroider Me	PO 5833		205.00
Check	06/12/2014	3162	Blue Tarp Financial Inc	PO 5834		39.99
Check	06/12/2014	3163	Verizon Wireless	PO 5835		180.80
Check	06/12/2014	3164	Waste Management	PO 5836		333.13
Check	06/12/2014	3165	Jerry's Autobody, LLC	PO 5837		179.92
Check	06/12/2014	3166	VFIS	PO 5838		2,856.48
Check	06/12/2014	3167	Industrial Scientific Corporation	PO 5839		1,511.00
Check	06/12/2014	3168	Jackson National Life Insuran...	PO 5840		391.00
Check	06/12/2014	3169	Asbury Park Press	PO 5841		144.35
Check	06/12/2014	3170	Verizon Wireless	PO 5842		343.30
Check	06/12/2014	3171	Federal Express	PO 5843		57.56
Check	06/12/2014	3172	Board of Fire Commissioner'	PO 5844		1,250.00
Check	06/12/2014	3173	NJNG	PO 5845		878.63
Check	06/12/2014	3174	Koerner & Koerner, PA	PO 5846		1,440.00
Check	06/12/2014	3175	Verizon	PO 5847		309.58
Check	06/12/2014	3176	JCP&L	PO 5848		1,423.27
Check	06/12/2014	3177	Jackson Twp-MUA	PO 5849		15,529.10
Check	06/12/2014	3178	Hanger 14 Solutions LLC	PO 5850		65.00
Check	06/12/2014	3179	Good Mowin'	PO 5851		243.00
Check	06/12/2014	3180	Watchung Spring Water	PO 5852		9.98
Check	06/12/2014	3181	Dafeldecker Associates	PO 5853		240.00
Check	06/12/2014	3182	Institute for Forensic Psychol...	PO 5854		425.00
Check	06/12/2014	3183	Township of Freehold	PO 5855		902.19
Check	06/12/2014	3184	Good Mowin'	PO 5856		119.84
Check	06/12/2014	3185	New Jersey State Associatio...	PO 5857		300.00
Check	06/12/2014	3186	NJ Casualty Ins Co	PO 5858		5,105.06
Check	06/12/2014	3187	Hanger 14 Solutions LLC	PO 5859		150.00
Check	06/12/2014	3188	Holmes & MCDowell	PO 5860		8,644.00
Check	06/12/2014	3189	TSVP Janitorial Services	PO 5861		415.00
Check	06/12/2014	3190	Jackson National Life Insuran...	PO 5862		472.00
Check	06/12/2014	3191	Verizon	PO 5863		247.53
Check	06/12/2014	3192	New Jersey Press Media Sol...	VOID P...	0.00	
Check	06/12/2014	3193	Home Depot	PO 5865		63.94
Check	06/12/2014	3194	Family Practice of Centrastate	PO 5866		155.00
Check	06/12/2014	3195	National Parts Supply Co	PO 5864		8.59
Check	06/12/2014	3196	2-Track Solutions	PO 5867		209.30
Check	06/12/2014	3197	Cablevision	PO 5869		262.25
Check	06/12/2014	3198	GW Tire Service	PO 5870		1,595.96
Check	06/12/2014	3199	Seacoast Accounting, LLC	PO 5871		2,280.00
Check	06/12/2014	3200	Susan L Oksen-Pereira	PO 5872		225.00
Check	06/12/2014	3201	Robert Haskins Jr	PO 5873		30.00
Check	06/12/2014	3202	Jerry's Autobody, LLC	PO 5874		795.74
Check	06/12/2014	3204	State of New Jersey Dept of ...	PO 5876		397.00
Check	06/12/2014	3205	NJNG	PO 5877		179.46
Check	06/12/2014	3206	JCP&L	PO 5878		648.18
Total 1009 - Shore Community Operating					0.00	52,762.99
TOTAL					0.00	52,762.99

Board of Fire Commissioners

Profit & Loss Budget vs. Actual

January 1 through June 12, 2014

Ordinary Income/Expense	Jan 1 - Jun 12, 14	Budget	\$ Over Budget
Income			
4010 - Amount To Be Raised By Taxation	315,632.41	1,485,329.00	(1,169,696.59)
4020 - Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 - Interest Income	246.91	2,500.00	(2,253.09)
4750 - Bureau of Fire Prevention Incom	8,688.15	24,290.00	(15,601.85)
Total Income	324,567.47	1,515,376.00	(1,190,808.53)
Gross Profit	324,567.47	1,515,376.00	(1,190,808.53)
Expense			
5110 - Salaries - Commissioners	2,000.00	20,000.00	(18,000.00)
5120 - Salaries - Secretary	225.00	2,800.00	(2,575.00)
5210 - Elections	855.81	1,500.00	(644.19)
5220 - Office Expense	6,913.52	10,500.00	(3,586.48)
5230 - Professional Services	34,413.50	87,500.00	(53,086.50)
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.	49,030.25	105,304.00	(56,273.75)
6120 - Salaries - Full Time Fire	103,137.89	199,972.00	(96,834.11)
6130 - Salaries - Fire Official	0.00	5,000.00	(5,000.00)
6140 - Salaries - Firefighter Overtime	9,716.53	40,000.00	(30,283.47)
6180 - Payroll Taxes	7,749.55	25,902.00	(18,152.45)
6185 - Employer Pension Contribution	0.00	56,898.00	(56,898.00)
6190 - Fringe Benefits	37,994.07	91,301.00	(53,306.93)
6210 - Insurance	76,152.66	95,000.00	(18,847.34)
6220 - Advertising	264.75	2,000.00	(1,735.25)
6310 - Maintenance & Repairs	27,858.25	127,000.00	(99,141.75)
6410 - Supplies	6,954.37	28,000.00	(21,045.63)
6415 - Fire Prevention	0.00	5,000.00	(5,000.00)
6510 - Utilities	58,889.81	65,000.00	(6,110.19)
6515 - Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 - Misc. Firefighter Expenses	5,387.68	15,000.00	(9,612.32)
6611 - Training	7,620.50	24,145.00	(16,524.50)
6615 - Gear - Fire Company	1,130.00	25,000.00	(23,870.00)
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 - UFGA	9,651.94	15,145.00	(5,493.06)
6910 - LOSAP	0.00	40,000.00	(40,000.00)
7810 - Res. For Future Capital Outlay	0.00	100,000.00	(100,000.00)

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through June 12, 2014

	Jan 1 - Jun 12, 14	Budget	\$ Over Budget
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	529,883.51	1,515,378.00	(985,792.49)
Net Ordinary Income	(205,018.04)	0.00	(205,018.04)
Net Income	(205,018.04)	0.00	(205,018.04)

Board of Fire Commissioners Career Dept
May 8, 2014

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 91
 - EMS Calls – 188

Fire Prevention

Inspections:	21
Re-inspection:	12
Fines:	0
Permits:	2
Plans:	2
Pre Plans:	progress
Invests:	1 - behind Ernest way. (Actually Freehold Twp.)

Building Report

Station 1:

- Back garage was cleaned and organized
- Bulbs were replaced
- Sprinkler was turned on for the season
- General housekeeping, minor repairs, and weekly cleaning was conducted

Station 2:

- Boiler was turned off for the season
- Sprinklers were turned on for the season
- General housekeeping and minor repairs were conducted

Trucks and Equipment

Unit 5400

- Went out for service

Unit 5404

- Went out for service and minor repairs

Board of Fire Commissioners Career Dept
May 8, 2014

Unit 5408

- New tires were installed on the rear trailer

Unit 5411

- LED Scene lights were replaced by P & L (under warranty)
- Rear red LED lights were repaired

Unit 5417

- Front strobes were replaced
- Request the unit to go to Jerry's to adjust door latches

Unit 5421

- Passenger side headlight was replaced
- Bar light was repaired
- Unit has slight antifreeze and oil leak, will be addressed during service

NOTE:

Yearly preventive maintenance on units should begin next month

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

- 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



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

CHIEF'S REPORT

June 2014

RUNS FOR THE YEAR: *235*

SCHOOLS: Big Rig Rescue is June 13th and 14th The cost is \$70.00 per man.
We have 9 members attending for a total cost of \$630.00
Make the check out to: B.O.F.C. district 2. They will send us a bill

F/F Torres attended confined space and I-200 classes. I need approval to pay Middlesex Fire Academy. # 314 -

DRILLS: Monday, June 23rd we will be at NJ Natural Gas for a Demonstration
Monday June 30th we will be going to Monmouth County Fire Academy for live fire training at the cost of \$200.00

*****NOTE***** All of the above only need a voucher to be paid later.

Equipment: We have submitted a list of equipment to be ordered. I am respectfully requesting permission to work with the paid guys to find the best prices available and not to go over \$15,000.00.

Misc. We have most of the copies of EMT cards for the NARCAN training.

We are submitting an incident report for damage found on 5410.

We are comparing Pre Plan software and Active 911 along with I am Responding with Captain Moore of Station 55.

DJ Johnson may have a fiberglass John Boat for free for us, He will let me know Soon.

If some members would like to attend the funeral for the fallen Union Beach FF Can they use an apparatus or a vehicle?

I would like for the paid Dept. to respond to mutual aid fires and not for coverage.

Respectfully submitted

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