

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

Minutes of Meeting Held  
December 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 8:02 pm. "Open Meetings Act" statement was read by Commissioner Bollentin. Commissioners Bollentin, Ruditsky and Sherry were present. Commissioners Leonard and Torres were absent. Board Attorney Youssouf entered the meeting later. All participated in the Pledge of Allegiance.

**Minutes** - Commissioner Sherry motioned to approve the minutes of the November 13, 2014 General Meeting as presented, seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

**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 December 11, 2014 was read by Commissioner Ruditsky. Commissioner Sherry motioned to pay the bills as presented, seconded by Commissioner Bollentin (who stepped down as President to second the motion). Motion passed by unanimous consent. Commissioner Bollentin stepped back up as President.

**Truck & Building/Career Department Report** - read by Commissioner Sherry (a copy of which is attached to the original minutes and incorporated herein by reference). Commissioner Ruditsky motioned to approve all career staff and five volunteers to attend safety class on January 10 2015 at New Egypt High School, Board to reimburse after class, seconded by Commissioner Sherry. Motioned pass by unanimous consent.

**Chief's Report** - absent. No report.

**President's Report** - absent. No report.

**Fire Bureau**: Report (part of the aforementioned Career Department Report) reviewed by Fire Fighter Burmeister with the Board. Commissioner Bollentin reported that #5406 check engine light comes on and is idling high. Fire Official Burmeister will take care of it.

**Work Orders**: on computer. Fire Official Burmeister reported that everything is up to date.

**Old Business/Correspondence**:

**Correspondence**: None

**Old Business:**

- a. Door Swipes: Fire Official Burmeister cannot do anything with it (cannot add or delete). System is out of date. Requested proposals from 3 different companies and received two proposals. After discussion, Commissioner Ruditsky motioned to accept the Ocean Security Systems, Inc. proposal at a cost of \$7,000, seconded by Commissioner Sherry. Motion passed by unanimous consent. Cheryl was authorized to prepare a deposit check in the amount of \$3,500.00. Treasurer's report was reflected to show this disbursement. *Bollentin*
- b. Renovations at Station #2: Commissioner *Sherry* reported that Commissioner Leonard contacted him regarding the renovations at building #2. Commissioner Leonard wants everything stopped and everything reviewed. He feels that the project is getting out of proportion. A workshop meeting will be scheduled and the topic will be addressed.
- c. Automatic Recall for career staff: Handout was reviewed item by item. After discussion, #1, #2, #3, #4, #5: up to Chief (all in agreement); #6: No. Out of town response for Mutual Aid: after discussion, all were in agreement that no standby in building – for fires only. When the volunteers show up, the career staff is to be relieved and sent back.

**New Business:**

**2015 Budget:** Commissioner Ruditsky read the proposed Motion to approve the budget for fiscal year 2015. Board Attorney Youssouf entered the meeting at 8:31 p.m. Commissioner Ruditsky motioned to approve the motion as presented, seconded by Commissioner Sherry. Motion passed by unanimous consent (Yes: *Bollentin*, Sherry, Ruditsky; No: none; Absent: Leonard, Torres; Abstain: none)

**Legal Report** – Board Attorney Youssouf reported that Manalapan #2 approved a new firehouse earlier tonight. Board Attorney Youssouf distributed copies of Resolution that was adopted in title to purchase a new fire chief's vehicle (approved on October 13, 2014). Board Attorney Youssouf distributed copies of Resolution that was adopted in title to appoint McManimon Scotland & Baumann LLC Bond Counsel (approved on October 13, 2014). Line Item Transfers: Board Attorney Youssouf read line item transfers as recommended by the bookkeeper. Commissioner Ruditsky motioned to approve line item transfers as outlined, seconded by Commissioner Sherry. Motion passed by unanimous consent (Yes: *Bollentin*, Ruditsky, Sherry, No: none; Absent: Leonard, Torres; Abstain: none). Board Attorney Youssouf reviewed that there will be a budget hearing at the January 2015 meeting. Fire district election to be held on February 21, 2015. Nominating petitions due by January 26, 2015. Commissioners *Bollentin* and *Leonard* are up for re-election this year.

**New Business:**

Joint board is completely disbanded.

Fire Marshall approved everything.

Waste Management paperwork will be addressed in January 2015.

Board approved payment in the amount of \$137.00 for reimbursement to Daniel Swing.

**Public Session:** None

**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 8:42 p.m.

Richard Permyer, Clerk

**BOARD OF FIRE COMMISSIONERS, DISTRICT 4**  
**AGENDA AND MEETING NOTES**  
December 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  
Sub-Station Building

New Business

Mail Correspondence  
Per Orange folder

2:43 PM  
12/11/14  
Accrual Basis

Board of Fire Commissioners  
Cash Balances  
As of December 11, 2014

	Dec 11, 14	
	Debit	Credit
1009 - Shore Community Operating	11,760.52	
1011 - Shore Community Payroll	26,118.22	
1012 - Shore Community Fire Bureau	76,583.59	
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	<u>1,195,349.94</u>	<u>0.00</u>

2:24 PM  
 12/15/14  
 Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 - Shore Community Operating</b>						
Check	12/11/2014	3428	Stanley Steemer	PO 5679		710.40
Check	12/11/2014	3429	Good Mowin'	PO 6100		292.00
Check	12/11/2014	3430	New Jersey Motor Vehicle Co...	PO 6101...		150.00
Check	12/11/2014	3431	Staples Credit Plan	PO 6102		62.90
Check	12/11/2014	3432	Family Practice of Centrastate	PO 6103		540.00
Check	12/11/2014	3433	Jackson Mills Fire Company	PO 6104		1,523.86
Check	12/11/2014	3434	Hanger 14 Solutions LLC	PO 6105		150.00
Check	12/11/2014	3435	TradeMaster, Inc.	PO 6106		2,668.00
Check	12/11/2014	3436	Waste Management	PO 6107		362.50
Check	12/11/2014	3437	Jackson Twp MUA	PO 6108		15,613.80
Check	12/11/2014	3438	2-Track Solutions	PO 6109		418.60
Check	12/11/2014	3439	Board of Fire Commissioner'...	PO 6110		13,347.90
Check	12/11/2014	3440	Verizon Wireless	PO 6111		185.80
Check	12/11/2014	3441	JCP&L	PO 6112		2,632.60
Check	12/11/2014	3442	Dafeldecker Associates	PO 6113		240.00
Check	12/11/2014	3443	Asbury Park Press	PO 6114		59.00
Check	12/11/2014	3444	NJNG	PO 6115		346.99
Check	12/11/2014	3444	NJNG	PO 6116		396.00
Check	12/11/2014	3445	All Comm Technologies	PO 6116		396.00
Check	12/11/2014	3445	All Comm Technologies	PO 6117		262.25
Check	12/11/2014	3446	Cablevision	PO 6117		262.25
Check	12/11/2014	3447	JCP&L	PO 6118		587.81
Check	12/11/2014	3448	Jack A. Purvis, A.I.A.	PO 6119		10,998.75
Check	12/11/2014	3448	Jack A. Purvis, A.I.A.	PO 6119		1,113.62
Check	12/11/2014	3449	Jerry's Autobody, LLC	PO 6120		3,068.48
Check	12/11/2014	3450	Continental Fire & Safety	PO 6121		616.55
Check	12/11/2014	3451	Blaze Emergency Equipment ...	PO 6122		616.55
Check	12/11/2014	3452	Lincoln Financial Group	PO 6123		48,968.37
Check	12/11/2014	3453	Rocky Mountain Comm Syst...	PO 6124...		1,365.00
Check	12/11/2014	3453	Rocky Mountain Comm Syst...	PO 6125		225.00
Check	12/11/2014	3454	Susan L Oksen-Pereira	PO 6125		225.00
Check	12/11/2014	3458	NJNG	PO 6128		463.60
Check	12/11/2014	3459	Verizon	PO 6129		338.49
Check	12/11/2014	3460	Home Depot	PO 6130		154.64
Check	12/11/2014	3461	Koerner & Koerner, PA	PO 6131		603.50
Check	12/11/2014	3462	Continental Fire & Safety	PO 6132		1,068.50
Check	12/11/2014	3463	National Center for Safety Init...	PO 6134		25.00
Check	12/11/2014	3463	National Center for Safety Init...	PO 6135		66.00
Check	12/11/2014	3464	Matthew Bender & Co., Inc.	PO 6135		66.00
Check	12/11/2014	3464	Matthew Bender & Co., Inc.	PO 6136		6.00
Check	12/11/2014	3465	New Jersey Press Media Sol...	PO 6136		6.00
Check	12/11/2014	3466	Board of Fire Commissioner'...	PO 6137		7,573.85
Check	12/11/2014	3466	Board of Fire Commissioner'...	PO 6137		7,573.85
Check	12/11/2014	3465	Advanced Auto Parts	PO 6139		79.55
Check	12/11/2014	3470	Galls	PO 6138		21.60
Check	12/11/2014	3471	Cooper Power Systems	PO 6140		1,220.00
Check	12/11/2014	3472	Joseph D. Youssef, Esq	PO 6141		5,250.00
Check	12/11/2014	3473	Daniel Swing	PO 6143		137.00
Check	12/11/2014	3474	Ocean Security Systems, Inc.	PO 6144		3,500.00
Total 1009 - Shore Community Operating					0.00	127,413.91
<b>TOTAL</b>					<b>0.00</b>	<b>127,413.91</b>

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

	Jan 1 - Dec 11, 14	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	1,021,163.69	1,485,329.00	(464,165.31)
4020 · Supplemental Fire Services Act	3,256.50	3,257.00	(0.50)
4200 · Interest Income	466.24	2,500.00	(2,034.76)
4750 · Bureau of Fire Prevention Incm	26,657.38	24,290.00	2,367.38
4800 · Other Income	200.25	0.00	200.25
<b>Total Income</b>	<b>1,051,743.06</b>	<b>1,515,376.00</b>	<b>(463,632.94)</b>
<b>Gross Profit</b>			
	1,051,743.06	1,515,376.00	(463,632.94)
<b>Expense</b>			
5110 · Salaries - Commissioners	20,000.00	20,000.00	0.00
5120 · Salaries - Secretary	1,575.00	2,800.00	(1,225.00)
5210 · Elections	855.81	1,500.00	(644.19)
5220 · Office Expense	12,353.14	12,500.00	(146.86)
5230 · Professional Services	95,538.89	102,500.00	(6,961.11)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
5290 · Contingent Expenses	0.00	2,000.00	(2,000.00)
5110 · Salaries & Wages - Fire Lt.	107,729.45	105,304.00	2,425.45
5120 · Salaries - Full Time Fire	233,573.48	244,972.00	(11,398.52)
5130 · Salaries - Fire Official	0.00	5,000.00	(5,000.00)
5140 · Salaries - Firefighter Overtime	15,742.75	20,000.00	(3,257.24)
5180 · Payroll Taxes	15,928.48	25,902.00	(8,973.52)
5185 · Employer Pension Contribution	66,897.65	56,898.00	(9,999.65)
5190 · Fringe Benefits	81,285.43	91,301.00	(10,015.57)
5210 · Insurance	105,485.77	107,000.00	(1,514.23)
5220 · Advertising	491.00	2,000.00	(1,509.00)
5310 · Maintenance & Repairs	81,832.52	89,100.00	(7,267.48)
5410 · Supplies	21,597.12	26,000.00	(4,402.88)
5415 · Fire Prevention	3,538.89	5,000.00	(1,461.11)
5510 · Utilities	55,672.90	65,000.00	(9,327.10)
5515 · Hydrant Rent	61,180.00	65,000.00	(3,820.00)
5510 · Misc. Firefighter Expenses	12,533.74	15,000.00	(2,466.26)
5811 · Training	13,365.18	24,145.00	(10,779.82)
5915 · Gear - Fire Company	17,578.50	35,000.00	(17,421.50)
5525 · Joint District Expenses	600.00	600.00	0.00
5630 · Building Rennovations/Equipment	21,319.30	37,000.00	(15,680.70)
5640 · SCBA	25,825.15	26,000.00	(173.85)
5650 · Emergency/First Aid Equipment	5,910.51	7,000.00	(1,089.49)
5655 · Replacement Equipment	9,000.43	9,500.00	(499.57)
5670 · Vehicle Equip-Radios/Pagers	13,109.75	23,800.00	(10,690.25)
5675 · UFSA	12,319.84	15,145.00	(2,825.16)
5910 · LOSAP	40,000.00	40,000.00	0.00
7810 · Res. For Future Capital Outlay	100,000.00	100,000.00	0.00
8030 · Chief Truck	52,279.00	52,300.00	(21.00)
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>	<b>1,373,738.44</b>	<b>1,515,376.00</b>	<b>(141,637.56)</b>
<b>Net Ordinary Income</b>	<b>(321,995.38)</b>	<b>0.00</b>	<b>(321,995.38)</b>
<b>Net Income</b>	<b>(321,995.38)</b>	<b>0.00</b>	<b>(321,995.38)</b>

Board of Fire Commissioners Career Dept  
December 11, 2014

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 163
  - EMS Calls – 349

**Fire Prevention**

Inspections:	32
Re-inspection:	12
Fines:	0
Permits:	1 @ \$42.00 for roof job
Plans:	4 includes correct previous plans and new plans
Pre Plans	
Invests:	0

**Building Report**

- General housekeeping, minor repairs, and weekly cleaning was conducted at both stations
- Water fountain in Station 1's hallway was repaired
- Men's room sink and kitchen sink at Station 2 need repairs, Neil Brooks Plumbing get back to us with a price

**Trucks and Equipment**

Unit 5401

- New unit was sent out for equipment mounting

Unit 5404

- New manifold was installed & injectors were replaced

Unit 5405

- New Kussmaul Charger was installed, new alternator and onboard compressor are on order

Unit 5411

- Scene lights were repaired