

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

Minutes of Meeting Held
January 8, 2015

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 8:06 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. Commissioners Bollentin, Leonard, Sherry and Torres were present. Commissioners Ruditsky was absent. Board Attorney Youssouf was also present. All participated in the Pledge of Allegiance.

Minutes - Three corrections to the minutes of the December 11 2015 meeting were noted: Fire Bureau, p1, change "#5405" to "#5404"; Old Business, b. Renovations at Station #2, change "Commissioner Sherry" to "Commissioner Bollentin"; Legal Report, last line, change "Commissioners Bollentin and Leonard" to "Commissioners Bollentin and Sherry". Commissioner Sherry motioned to approve the minutes of the December 11, 2014 General Meeting as corrected, seconded by Commissioner Leonard. Motion passed by majority vote with Commissioner Torres 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 January 8, 2015 was read by Commissioner Torres. Commissioner Leonard motioned to pay the bills as presented, seconded by Commissioner Sherry. Motion passed by unanimous consent.

Legal Report - Board Attorney Youssouf read a Resolution adopting a budget for calendar year January 1, 2015 through December 31, 2015. Commissioner Torres motioned to accept the Resolution, seconded by Commissioner Sherry. Commissioner Bollentin opened up the meeting for a hearing for the purpose of comments/discussion on the budget. Board Attorney Youssouf provided a brief overview of the budget to the public. With no comments/discussion from the public, Commissioner Torres motioned to close the hearing, seconded by Commissioner Sherry. Motion to close the hearing passed by unanimous consent. Vote to accept the Resolution to adopt the budget from January 1, 2015 through December 31, 2015 passed by unanimous consent (Ayes: Bollentin, Leonard, Sherry, Torres; Nays: none; Absent: Ruditsky; Abstentions: none). Board Attorney Youssouf will advertise the adopted budget. He reminded all that the elections will be on February 21, 2015 from 2 pm to 9 pm. Lt. Reynolds was directed to contact the two poll workers. Board Attorney Youssouf has received two nominating petitions (Bollentin and Sherry). Budget documents were signed. Documents that require Commissioner Ruditsky's signature will be held until he is available to sign them. Renovations at Station #2: Commissioner Bollentin asked if a dollar amount for

the project is to be included on the ballot. Board Attorney Youssouf advised that there needs to be an amount "not to exceed" included in the Bond Referendum. After discussion and information regarding the process was presented to the Board by Board Attorney Youssouf, he recommended a special election in June.

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 Bollentin directed Lt. Reynolds to pick up 30 9-volt batteries – FF Leonard reported that he already has them. All pass alarms to be changed. Tires needed on #5444 – truck recently spun out in the snow. Commissioner Torres motioned to approve the purchase of new tires for #5444, seconded by Commissioner Sherry. Motion passed by unanimous consent.

Chief's Report – Report to be given later in the meeting. (Due to a fire call later in the meeting, Chief was not available to give his report.)

President's Report – absent/out sick. Nothing new to report. Commissioner Bollentin requested that the current Rules and Regulations be followed. Financial Report: expenses are to be included and submitted to the Board quarterly. Commissioner Bollentin advised that the Board is open to working with the fire company and if there is anything that you need to let the Board know.

Fire Bureau: Report (part of the aforementioned Career Department Report) reviewed by Fire Fighter Burmeister with the Board. Basso was injured recently. Commissioner Bollentin has the report. Trailer fire was determined accidental due to pipe tape wiring. FF Burmeister reported that there is an investigating class that he is interested in taking. Commissioner Sherry motioned to approve attendance at the class at a cost not to exceed \$300, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Work Orders: on computer. Commissioner Bollentin reported that he reviewed them all recently.

Old Business/Correspondence:

Correspondence: None

Old Business:

- a. Cancellation of GPS: Board had previously decided not to renew the GPS after its currently annual contract expired.
- b. Station #2: Commissioner Leonard shared comments regarding the project. Board was responsible to upgrade the property. This was to be a simple building – it has escalated to something way out of proportion. He feels that the Board is rushing into this project and its original intention got lost. Commissioner Bollentin reported that everything is to be restructured into the current bays and 3 or 4 bays to be added. The township directive was that the fire company was to do something with the property.
- c. Boat: Commissioner reported that the boat that the Board purchased is exactly what the Board wanted. It does need oar locks and oars.

Commissioner Torres will get quotes on what is needed per the Coast Guard. Boat and trailer will be registered.

New Business:

None

Correspondence:

a. Service Agreement with Waste Management. Commissioner Sherry motioned to accept the terms of the annual Service Agreement, seconded by Commissioner Leonard. Motion passed by unanimous consent. Commissioner Bollentin signed the agreement.

Public Session: None

Adjournment: With no other business to come before the Board, Commissioner Torres motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Sherry Motion passed by unanimous consent. Meeting adjourned at 8:58 p.m.


_____, Clerk

**BOARD OF FIRE COMMISSIONERS
JACKSON TWSP FIRE DISTRICT NO. 4
AGENDA AND MEETING NOTES**

**January 8, 2015
Meeting Time 8:00PM**

Meeting called to order 8:00PM
Reading of the "Public Meeting Act"
Flag Salute
Attendance
Secretaries Report –Reading of the 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
Open to Public
Meeting Adjourned

Old Business-Correspondence/Pending
Sub-Station Building

New Business

Mail Correspondence
Per Orange folder

3:24 PM

01/08/15

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of January 8, 2015

	Jan 8, 15	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	463,860.29	
1011 · Shore Community Payroll	7,829.09	
1012 · Shore Community Fire Bureau	76,795.59	
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	391,789.61	
1021 · Shore Comm-CD Future Capital 4	175,884.41	
TOTAL	<u>1,629,392.58</u>	<u>0.00</u>

3:23 PM

01/08/15

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of January 8, 2015

Type	Date	Num	Name	Memo	Debit	Credit
1009 · Shore Community Operating						
Check	01/08/2015	3477	Verizon Wireless	PO 6150		226.80
Check	01/08/2015	3478	Asbury Park Press	PO 6151		65.75
Check	01/08/2015	3479	JCP&L	PO 6152		702.52
Check	01/08/2015	3480	C&C Embroidery Creations	PO 6153		75.00
Check	01/08/2015	3481	Jerry's Autobody, LLC	PO 6154		636.38
Check	01/08/2015	3482	GW Tire Service	PO 6149		2,124.96
Check	01/08/2015	3483	Federal Express	PO 6155		58.90
Check	01/08/2015	3484	Toms River Bd. of Fire Com...	PO 6156		250.00
Check	01/08/2015	3485	NJNG	PO 6157		750.08
Check	01/08/2015	3486	Ocean Security Systems, Inc.	PO 6158		3,500.00
Check	01/08/2015	3487	Verizon Wireless	PO 6159		180.80
Check	01/08/2015	3488	Waste Management	PO 6160		361.47
Check	01/08/2015	3489	Galls	PO 6161		87.33
Check	01/08/2015	3490	Seacoast Accounting, LLC	PO 6162		6.70
Check	01/08/2015	3491	Steven Porth	PO 6163		210.00
Check	01/08/2015	3492	JCP&L	PO 6164		528.60
Check	01/08/2015	3493	Plumstead FMBA Local 89	PO 6165		450.00
Check	01/08/2015	3494	Richard P Leonard	PO 6166		91.96
Check	01/08/2015	3495	Home Depot	PO 6167		86.02
Check	01/08/2015	3496	Cablevision	PO 6168		145.03
Check	01/08/2015	3497	Blaze Emergency Equipment ...	PO 6169		3,562.06
Check	01/08/2015	3498	Asbury Park Press	PO 6170		56.00
Check	01/08/2015	3499	Family Practice of Centrastate	PO 6171		385.00
Check	01/08/2015	3500	Hanger 14 Solutions LLC	PO 6172		150.00
Check	01/08/2015	3501	All Comm Technologies	PO 6173		467.00
Check	01/08/2015	3503	MES	PO 6174		42.99
Check	01/08/2015	3504	Advanced Auto Parts	PO 6175...		642.83
Check	01/08/2015	3505	Susan L Oksen-Pereira	PO 6176		225.00
Check	01/08/2015	3506	Richard P Leonard	PO 6177		152.04
Total 1009 · Shore Community Operating					0.00	16,221.22
TOTAL					0.00	16,221.22

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 2015

	Jan 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	0.00	1,497,034.00	(1,497,034.00)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	0.00	500.00	(500.00)
4750 · Bureau of Fire Prevention Incm	0.00	35,145.00	(35,145.00)
Total Income	<u>0.00</u>	<u>1,535,936.00</u>	<u>(1,535,936.00)</u>
Gross Profit	0.00	1,535,936.00	(1,535,936.00)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	225.00	2,800.00	(2,575.00)
5210 · Elections	0.00	1,500.00	(1,500.00)
5220 · Office Expense	0.00	10,500.00	(10,500.00)
5230 · Professional Services	0.00	102,500.00	(102,500.00)
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.	0.00	109,032.00	(109,032.00)
6120 · Salaries - Full Time Fire	0.00	259,971.00	(259,971.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	0.00	25,000.00	(25,000.00)
6180 · Payroll Taxes	0.00	130,871.00	(130,871.00)
6185 · Employer Pension Contribution	0.00	55,388.00	(55,388.00)
6210 · Insurance	0.00	110,000.00	(110,000.00)
6220 · Advertising	0.00	2,000.00	(2,000.00)
6310 · Maintenance & Repairs	275.27	110,000.00	(109,724.73)
6410 · Supplies	0.00	25,000.00	(25,000.00)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	656.50	65,000.00	(64,343.50)
6515 · Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 · Misc. Firefighter Expenses	0.00	20,000.00	(20,000.00)
6611 · Training	541.96	20,000.00	(19,458.04)
6615 · Gear - Fire Company	0.00	15,000.00	(15,000.00)
6630 · Building Rennovations/Equipment	0.00	37,729.00	(37,729.00)
6640 · SCBA	0.00	20,000.00	(20,000.00)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	0.00	40,000.00	(40,000.00)
6670 · Vehicle Equip-Radios/Pagers	0.00	30,000.00	(30,000.00)
6675 · UFSA	0.00	15,145.00	(15,145.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
7810 · Res. For Future Capital Outlay	0.00	160,000.00	(160,000.00)
Total Expense	<u>1,698.73</u>	<u>1,535,936.00</u>	<u>(1,534,237.27)</u>
Net Ordinary Income	<u>(1,698.73)</u>	<u>0.00</u>	<u>(1,698.73)</u>
Net Income	<u><u>(1,698.73)</u></u>	<u><u>0.00</u></u>	<u><u>(1,698.73)</u></u>

Board of Fire Commissioners Career Dept
January 8, 2015

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 1
 - EMS Calls – 4
- Total Calls for 2014
Fire Calls – 172
EMS Calls – 374

Fire Prevention

Inspections: 25
Re-inspection: 15
Fines: 0
Permits: 0
Plans: several pending
Pre Plans
Invests: 84 East Pleasant Grove Rd. (unavailable) County Marshall was called for invest.

Building Report

- General housekeeping, minor repairs, and weekly cleaning was conducted at both stations
- Meeting Room and Office zone at Station 2 not working, Neil Brooks Plumbing & Heating notified

Trucks and Equipment

Unit 5401

- New unit still out for equipment mounting, no date for return has been set

Unit 5404

- New battery was installed

Unit 5405

- New alternator and onboard compressor was installed
- Unit was running ruff, Blaze changed fuel filters and check unit on computer (asking all drivers to monitor)
- Unit to R & H Spring today for repairs

**NOTICE OF SPECIAL MEETING OF THE
BOARD OF FIRE COMMISSIONERS OF FIRE
DISTRICT NO.4 JACKSON TOWNSHIP**

TAKE NOTICE: The Board of Fire Commissioners Fire District No.4 Jackson Township have scheduled a special meeting for January 6, 2015 commencing at 7:00 p.m. at the Jackson Mills Volunteer Fire Company Fire House, County Line Road Jackson, N.J. The purpose of this meeting will be consultation regarding proposed capital projects and such other business as may come before the Board. The Board anticipates that it will go into executive session to discuss privileged material. Official action may be taken at this meeting.

Jack Bollentin, Chairman