

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

Minutes of Meeting Held  
April 9, 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 8:02 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. Commissioners Bollentin, Goldman, Leonard, and Torres were present. Commissioners Ruditsky was absent. Board Attorney Youssouf was also present. All participated in the Pledge of Allegiance. A moment of Silence was observed.

**Minutes** – Commissioner Torres motioned to approve the minutes of the March 12, 2015 General Meeting as presented seconded by Commissioner Goldman. 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 April 9, 2015 was read by Commissioner Torres. Commissioner Goldman motioned to pay the bills as presented, seconded by Commissioner Leonard. Motion passed by unanimous consent. Cash balance report was read by Commissioner Torres. Commissioner Leonard motioned to accept the cash balance report as read, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Legal Report** – Board Attorney Youssouf reported that financial disclosures for all commissioners are due by April 30, 2015. Fines to be assessed if not submitted before deadline. Commissioners were directed to the Town Clerk's office or to Cheryl if they need assistance with disclosure. A corrective Resolution from the March 2015 meeting appointing Holman & Frenia as district auditor was submitted – to be attached to March 2015 minutes. Resolution for Resolution in Title from the March 2015 meeting appointing Susan L. Oksen-Pereira recording secretary was submitted – to be attached to March 2015 minutes. Board Attorney Youssouf reported that a letter (a copy of which is attached to the original minutes and incorporated herein by reference) was received from Richard Leonard, IAFF4395 President, regarding two career firefighters not having active dental plans due to an administrative error by District #3. Board Attorney Youssouf recommended to the Board that those two firefighters be made whole by the Board if any expenses were incurred by them until their insurance goes into effect (during the next open enrollment period/October 2015). He further recommended that Cheryl take over the administration of benefits for the staff employees to ensure that it does not happen again in the future.

**Truck & Building/Career Department Report** – read by Commissioner Bollentin (a copy of which is attached to the original minutes and incorporated herein by reference). Roof at Station #1: F/F Rich Leonard reported that the emergency rep from TRIMCO (the roofing company) came out today to walk the roof. The area rep is scheduled to be here on Monday. Board Attorney Youssouf recommended that the Board obtain an estimate from a reputable, fully insured roofing company to get the process going with the bond company. EMT 24-hour course in October – cost is \$185 per person. Commissioner Leonard motioned to approve payment for the five (5) career staff to attend the course, seconded by Commissioner Torres. RER class may be given here. After discussion, Commissioner Goldman motioned to approve \$800 for two workbenches, seconded by Commissioner Leonard. Motion passed by unanimous consent. Issue of major cracks in the parking lot was raised. F/F Leonard was directed to get price quotes for Stations #1 & 2 – to include the front apron also.

**Chief's Report** – Chief Lubertazzi submitted a written report to the Board and a copy of the report is attached to the original minutes and incorporated herein by reference. Commissioner Torres motioned to reimburse the Chief up to \$1,800 for Baltimore Fire Expo July 2015 expenses, seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Goldman motioned to have the career staff attend the Thermal imager class with Chief Riker on April 13, 2015 and live burn at Mercer County Fire Academy on April 27, 2015, seconded by Commissioner Leonard. Motion passed by unanimous consent. Board thanked the fire company and career staff for the outstanding job they did at the recent fires.

**President's Report** – President Robert Booth introduced prospective new member Lauren Vicoso and prospective new junior member Rudolph Michal. Greg Huber's resignation letter was presented. A heads-up letter was sent to six current members who are not meeting percentages (under 15%). Emails regarding annual physicals to be completed have been sent out as of April 2, 2015. List has been posted. Locker gets locked if appointment not made within 30 days. There is a hole in the fence at Station #2. Career staff was directed to get quote. Damage to #03: quotes are being obtained. Fire company annual picnic is scheduled for August 8, 2015. Fund drive letters are going out soon.

**Fire Bureau:** Report (part of the aforementioned Career Department Report) read by Fire Official Burmeister.

**Work Orders:** on computer.

**Old Business/Correspondence:**

**Correspondence:** Engagement letter from Oliver S. Walling III (Board's accountant for 2015) was presented for signature; Bond counsel solicitation letter was received.

**Old Business:** None

**New Business:** FO Burmeister reported that Monmouth County is changing their frequency channels. He is looking to change radios in trucks

that go out of district (Monmouth County). After discussion, Commissioner Torres motioned to spend up to \$3,000. to purchase refurbished model radios with a warranty, seconded by Commissioner Goldman. Motion carried by unanimous consent. No updates from Ocean County regarding the radios.

**Public Session:** None

**Executive Session:** Commissioner Torres motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters and potential litigation, seconded by Commissioner Goldman. Motion passed by unanimous consent at 9:01 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:45 p.m. and the Board reconvened the public session.

**Public Session:** Commissioner Torres motioned to approve the Resolution in Title read by Board Attorney Youssouf to approve participation in the Cranford Police Cooperative Purchasing System, seconded by Commissioner Leonard. Motion passed by unanimous consent. Commissioner Torres motioned to approve a Resolution in Title authorizing the Clerk of the Board to sign an agreement to participate in the cooperative pricing system with the Cranford Police Cooperative Purchasing System, seconded by Commissioner Leonard. Motion passed by unanimous consent. Commissioner Torres motioned to approve a Resolution in Title authorizing the purchase of a 2015 Chevy Tahoe SSV 4x4 vehicle to be designated as the Chief's vehicle to be purchased through the Cranford Police Co-op, seconded by Commissioner Leonard. Motion passed by unanimous consent. All were reminded that Cheryl and Commissioner Torres were to do all the negotiations regarding the purchase of the new vehicle. Workshop meeting will be scheduled at a later date to discuss Station #2. Commissioner Bollentin advised the Board that he is doing a survey with Traffic Safety to re-align the front for the purpose of eliminating the use of the jughandle. The response time is too long using the jughandle.

**Adjournment:** With no other business to come before the Board, Commissioner Leonard motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned at 9:52 p.m.

 \_\_\_\_\_, Clerk

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

Minutes of Executive Session  
April 9, 2015

Chairman Bollentin called the Executive Session to order at 9:03 p.m. Commissioners Bollentin, Goldman, Leonard and Torres were present. Board Attorney Youssouf was also present. Commissioner Ruditsky was absent.

**Handicapped Placard:** It was reported that Dan Swing Sr. passed his physical but has a handicapped placard. Discussion followed – Handicapped placard does not prevent him from doing his duties.

**New Chief's Truck:** First priority is not a state bid contract company. First Priority has the command box. After discussion, Board decided to join Cranford Co-op to purchase chief's vehicle and authorize purchase of the vehicle through the Cranford Co-op. Commissioner Torres to work with Cheryl on the purchase


**Commissioner Ruditsky's Letter:** Board members were in receipt of a letter written by Commissioner Ruditsky regarding plans for Station #2. Board decided to site down and discuss the scope of the project at a date to be determined.

**EMS service during the day:** Board not in agreement with EMS service. Response protocols during the day are established. To be discussed again in the future.

**Certifying Officer for Pension:** is Cheryl. Brian is the assisting certifying officer – he has not trained yet.

**Board Attorney Youssouf:** advised the Board that he is raising his rate from \$1,750 per month to \$2,000 per month. Board was in agreement. Board Attorney Youssouf will prepare a new contract for next month.

**Adjournment:** Commissioner Torres motioned to adjourn the Executive Session, seconded by Commissioner Leonard. Motion passed by unanimous consent. Executive Session was adjourned at 9:45 p.m.

 \_\_\_\_\_, Clerk

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

**April 9 , 2015  
Meeting Time 8:00PM**

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Meeting called to order 8:00PM  
Reading of the "Public Meeting Act"  
Flag Salute  
Attendance  
Secretary's Report  
Treasurer's Report  
Legal Report  
Truck & Building Report  
Chief's Report  
President's Report  
Fire Bureau Report  
Work Order Requests  
Old Business  
New Business

Mail Correspondence-Per Orange Folder

Open to Public  
Meeting Adjourned

Old Business-Correspondence/Pending  
Sub-Station Building

New Business

Mail Correspondence  
Per Orange folder

4:28 PM

04/09/15

Accrual Basis

**Board of Fire Commissioners**  
**Cash Balances**  
As of April 9, 2015

	Apr 9, 15	
	Debit	Credit
1009 · Shore Community Operating	349,040.70	
1011 · Shore Community Payroll	55,024.58	
1012 · Shore Community Fire Bureau	62,397.70	
1016 · Shore Comm-CD-Future Cap 0721	294,479.51	
1018 · Shore Comm-CD-Future Cap 0795	234,522.01	
1019 · Shore Comm-CD Future Cap 0872	401,586.98	
1021 · Shore Comm-CD Future Cap 0877	177,642.33	
<b>TOTAL</b>	<b><u>1,574,693.81</u></b>	<b><u>0.00</u></b>

4:28 PM  
 04/09/15  
 Accrual Basis

**Board of Fire Commissioners**  
**Treasurer Report**  
 As of April 9, 2015

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 · Shore Community Operating</b>						
Check	04/09/2015	3643	Dell Computers	PO 6255		831.91
Check	04/09/2015	3644	Dell Computers	PO 6256		38.49
Check	04/09/2015	3645	Asbury Park Press	PO 6257		168.50
Check	04/09/2015	3646	Waste Management	PO 6258		346.53
Check	04/09/2015	3647	Verizon Wireless	PO 6259		186.22
Check	04/09/2015	3648	Terminix	PO 6260		721.68
Check	04/09/2015	3649	County of Ocean-Department...	PO 6261		683.62
Check	04/09/2015	3650	Galls	PO 6262		61.75
Check	04/09/2015	3651	Federal Express	PO 6263		86.70
Check	04/09/2015	3652	Ocean County Board of Electi...	PO 6264		667.02
Check	04/09/2015	3653	Family Practice of Centrastate	PO 6265		360.00
Check	04/09/2015	3654	Verizon Wireless	PO 6266		226.98
Check	04/09/2015	3655	NJNG	PO 6267		1,724.86
Check	04/09/2015	3656	Hunter Jersey Peterbilt	PO 6268		99.80
Check	04/09/2015	3657	VFIS	PO 6269		4,457.88
Check	04/09/2015	3658	United Communications Corp	PO 6271		438.20
Check	04/09/2015	3659	Koerner & Koerner, PA	PO 6272		1,039.50
Check	04/09/2015	3660	Defender Emergency Products	PO 6273		1,038.29
Check	04/09/2015	3661	Kirk Florist LLC	PO 6274		87.00
Check	04/09/2015	3662	Hanger 14 Solutions LLC	PO 6275		150.00
Check	04/09/2015	3663	Staples Credit Plan	PO 6276		479.02
Check	04/09/2015	3664	Holmes and McDowell	PO 6277		10,459.00
Check	04/09/2015	3665	NJ Casualty Ins Co	PO 6278		28,133.43
Check	04/09/2015	3666	Galls	PO 6279		253.17
Check	04/09/2015	3667	Cablevision	PO 6280		145.03
Check	04/09/2015	3668	County Line hardware	PO 6281		30.31
Check	04/09/2015	3669	Emergency Sevices Marketin...	PO 6282		725.00
Check	04/09/2015	3670	Minerva Cleaners	PO 6283		122.00
Check	04/09/2015	3634	Verizon	PO 6284		344.54
Check	04/09/2015	3635	Defender Emergency Products	PO 6285		850.00
Check	04/09/2015	3636	JCP&L	PO 6286		1,891.78
Check	04/09/2015	3637	Cablevision	PO 6287		119.95
Check	04/09/2015	3638	Susan L Oksen-Pereira	PO 6289		225.00
Total 1009 · Shore Community Operating					0.00	57,193.16
<b>TOTAL</b>					<b>0.00</b>	<b>57,193.16</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through April 9, 2015

	Jan 1 - Apr 9, 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	318,119.73	1,497,034.00	(1,178,914.27)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	116.43	500.00	(383.57)
4750 · Bureau of Fire Prevention Incm	5,579.50	35,145.00	(29,565.50)
4800 · Other Income	66.00	0.00	66.00
<b>Total Income</b>	<u>323,881.66</u>	<u>1,535,936.00</u>	<u>(1,212,054.34)</u>
<b>Gross Profit</b>	323,881.66	1,535,936.00	(1,212,054.34)
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	900.00	2,800.00	(1,900.00)
5210 · Elections	3,023.00	1,500.00	1,523.00
5220 · Office Expense	2,073.94	10,500.00	(8,426.06)
5230 · Professional Services	38,911.64	102,500.00	(63,588.36)
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.	29,709.60	109,032.00	(79,322.40)
6120 · Salaries - Full Time Fire	74,518.20	259,971.00	(185,452.80)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	6,392.77	25,000.00	(18,607.23)
6180 · Payroll Taxes	3,416.77	57,868.00	(54,451.23)
6185 · Employer Pension Contribution	12,267.77	55,388.00	(43,120.23)
6190 · Fringe Benefits	17,990.23	73,003.00	(55,012.77)
6210 · Insurance	76,815.36	110,000.00	(33,184.64)
6220 · Advertising	366.00	2,000.00	(1,634.00)
6310 · Maintenance & Repairs	15,450.55	110,000.00	(94,549.45)
6410 · Supplies	1,925.85	25,000.00	(23,074.15)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	18,624.03	65,000.00	(46,375.97)
6513 · Fire Service Agreement	3,500.00	0.00	3,500.00
6515 · Hydrant Rent	15,295.00	65,000.00	(49,705.00)
6610 · Misc. Firefighter Expenses	1,106.00	20,000.00	(18,894.00)
6611 · Training	836.96	20,000.00	(19,163.04)
6615 · Gear - Fire Company	2,480.33	15,000.00	(12,519.67)
6630 · Building Rennovations/Equipment	0.00	37,729.00	(37,729.00)
6640 · SCBA	206.00	20,000.00	(19,794.00)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	850.00	40,000.00	(39,150.00)
6670 · Vehicle Equip-Radios/Pagers	450.00	30,000.00	(29,550.00)
6675 · UFSA	925.40	15,145.00	(14,219.60)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
7810 · Res. For Future Capital Outlay	0.00	160,000.00	(160,000.00)
<b>Total Expense</b>	<u>328,035.40</u>	<u>1,535,936.00</u>	<u>(1,207,900.60)</u>
<b>Net Ordinary Income</b>	<u>(4,153.74)</u>	0.00	<u>(4,153.74)</u>
<b>Net Income</b>	<u><b>(4,153.74)</b></u>	<u><b>0.00</b></u>	<u><b>(4,153.74)</b></u>



Jackson Township Fire District 4 Firefighters Association  
International Association of Firefighters Local 4395

P.O. Box 201  
Jackson, New Jersey 08527

4/9/2015

To: Jackson Township Board of Fire Commissioners Dist. 4  
465-A N. County line Rd.  
Jackson NJ 08527

Re: Notification: Lack of dental plan for two employees.

To whom it may concern,

It has recently come to my attention that Stanly O'Brien and Christian MacNeil currently do not have active dental plans. Christian MacNeil's start date was 4/28/14 and Stanley O'Brien's was on 9/1/14. These two employees filled out healthcare and dental application packets and submitted them to Fire District 3 employee Dawn Hode in a timely fashion upon their hire date.

After some research we have come to find out that after 90 days these employees are no longer eligible to apply until open enrolment reopens again in October of 2015. I absolutely know for a fact that Christian and Stanley have both made efforts since their start date to find out "when they will be getting their dental cards." from Dawn,

We are asking that a corrective action plan is immediately put into place to prevent this from happening again, and to see if there is a possibility to have our board take care of health and dental benefits starting by 2016.

If the Board has the time to discuss this issue at tonight's meeting please advise me who will who responsible for their dental needs until their full time dental plans are in effect.

If you have any question or concerns please feel free to contact me on my cell phone at 908-670-0098

Sincerely,



Richard Leonard

IAFF4395 President

Board of Fire Commissioners Career Dept  
April 9, 2015

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 51
  - EMS Calls – 116

**Fire Prevention**

Inspections:	28
Re-inspection:	8
Fines:	0
Permits:	0
Plans:	progress
Pre Plans	
Invests:	Burn victim follow-up

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations
- Station 1's roof are being addressed
- Request for Kelly Kilowatt to come and repair lights around Station 1
- Neil Brooks Plumbing is scheduled to update the boiler at Station 2

**Trucks and Equipment**

Unit 5400

- Needs new power inverter, less than \$100.00

Unit 5401

- Fire and Safety repaired minor antifreeze leak, still waiting for windshield washer motor.
- Front mud flaps were installed
- Tools are still being mounted

Unit 5405

- Aerial and ground ladders were tested and recertified



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

## CHIEF'S REPORT

APRIL 2015

RUNS FOR THE YEAR 138

- SCHOOLS** We have 3 members attending Pump Ops. Class  
F/F Torres will be taking a trench class and  
Approval up to \$1800.00 for the board to reimburse the fire company for Chief  
Lubertazzi to attend Baltimore fire Expo in July 2015
- DRILLS** RTK/BBP is completed as well as Part II of respiratory. Just a few members  
have to go through the maze  
April 13<sup>th</sup> Thermal imager class with Chief Riker  
April 27<sup>th</sup> will be a live burn at Mercer County Fire Academy at 1930hrs  
I would like the career members to attend both drills  
Every weekend the officers will be out training on anything they feel needed
- EQUIPMENT** We need approval of \$20,000.00 to start purchasing 2015 budget equipment.  
Last meeting the board approved 7 sets of gear last meeting, However I need 1 more set
- VEHICLES** I went over the list of minor repairs needed for all apparatus and most repairs have been  
made.

Please note that I will be on vacation from April 17<sup>th</sup> to May 4<sup>th</sup>, if you need anything call 5410 or 5420.  
Also 5420 Stanley O'Brien Sr. will have my vehicle in my absence.

Respectfully submitted

  
Chief Michael Lubertazzi