

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

Minutes of Meeting Held
February 12, 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 8:04 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. Commissioners Bollentin, Leonard, Sherry and Ruditsky were present. Commissioner Torres was absent. Board Attorney Youssouf was also present. All participated in the Pledge of Allegiance.

Minutes – Commissioner Sherry motioned to approve the minutes of the January 8, 2015 General Meeting as presented seconded by Commissioner Ruditsky. Motion passed by majority vote with Commissioner Ruditsky 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 February 12, 2015 was read by Commissioner Ruditsky. Commissioner Sherry motioned to pay the bills as presented, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Legal Report – Board Attorney Youssouf reported that he had received nominating petitions and submitted to the clerk from John Sherry, John Bollentin, Philip Goldman and Steve Fostich Jr. The Ballot proof had been signed off on. Voting machines are to be delivered. Lt. Reynolds to handle everything regarding the election. Polls will be open from 2 pm to 9 pm.

Truck & Building/Career Department Report – read by Commissioner Sherry (a copy of which is attached to the original minutes and incorporated herein by reference).

Chief's Report – absent. Written report was submitted to the Board and a copy of the report is attached to the original minutes and incorporated herein by reference.

President's Report – Robert Booth requested permission for line officers only to use the office at Station #2. Board approved the request. Request was made to purchase printer cartridges for the Chief's office. Commissioner Ruditsky motioned to purchase 2 cartridges for the Chief's office, seconded by Commissioner Sherry. Motion passed by unanimous consent. It was confirmed that the Board's allowance for meals for the year is \$3,500. Commissioner Ruditsky commended the company for the good job on the hall breakdown (a copy of which is attached to the original minutes and incorporated herein by

reference) – they are to be done quarterly. Annual dinner was held on January 16, 2015. Commissioner Bollentin stated that they looked forward to working with the fire company and encouraged communication between the officers and the board.

Fire Bureau: Report (part of the aforementioned Career Department Report) read by Commissioner Sherry.

Work Orders: on computer.

Old Business/Correspondence:

Correspondence: None

Old Business:

- a. New Building @ Station #2: Commissioner Bollentin reported that a hold had been put on the project. Board has been receiving feedback that project is too large. Discussion followed. Topic to be tabled until after election. Bill for architect: it was part old and part new.
- b. Oars for the boat – have been purchased

New Business:

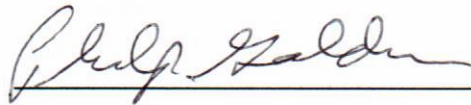
- a. Request for excused absence: Firefighter Leonard and Firefighter Burmeister are scheduled to take a promotional exam. Board was in agreement that the absence would be excused.
- b. Parking Lot: Commissioner Ruditsky requested that everyone park straight in the parking lot
- c. Social Media: Commissioner Ruditsky requested that only positive items be posted on social media (fire company and career staff)
- d. F/F Sisnetsky: Chief submitted a letter to the Board outlining efforts done by F/F Sisnetsky at a fire on January 2, 2015 (a copy of the letter is attached to the original minutes and incorporated herein by reference. Chief Lubertazzi entered the meeting at 8:29 pm. Commissioner Sherry motioned to approve a Resolution commending F/F David Sisnetsky, seconded by Commissioner Ruditsky. Roll call vote was taken – approved by unanimous consent. Board Attorney Youssouf will prepared the Resolution.
- e. Letter for use of personal equipment (Nomex hoods): a letter from the Chief to the Board stating that he had inspected the aforementioned for: Daniel Swing Jr., Kevin Bender and Chris Locklear. A copy of the letter is attached to the original minutes and incorporated herein by reference.
- f. Commissioner Leonard motioned to approve purchase of AED batteries at a cost of \$1,272. (Four total), seconded by Commissioner Sherry. Motion passed by unanimous consent.
- g. F/F Leonard reported that there was the first Narcan save recently.
- h. Commissioner Ruditsky motioned to approve purchase of tools for #01 at a cost of \$1,038.29, seconded by Commissioner Sherry. Motion passed by unanimous consent.
- i. Boat: has been registered

Correspondence: None

Public Session: None

Executive Session: Commissioner Ruditsky motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Sherry. Motion passed by unanimous consent at 8:40 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 8:50 p.m. and the Board reconvened the public session.

Adjournment: With no other business to come before the Board, Commissioner Sherry motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Leonard. Motion passed by unanimous consent. Meeting adjourned at 8:50 p.m.

 _____, Clerk

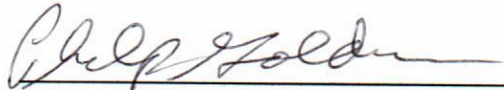
Board of Fire Commissioners Fire District No. 4
Jackson Township, New Jersey

Minutes of Executive Session
February 12, 2015

Chairman Bollentin called the Executive Session to order at 8:40 p.m. Commissioners Bollentin, Sherry, Leonard and Ruditsky were present. Board Attorney Youssouf was also present. Commissioner Torres was absent.

Concerns regarding driving issues of Firefighter Christian McNeil were discussed among the Board. Lt. Reynolds was brought into the meeting and included in the discussion. Lt. Reynolds reported that there were no problems when McNeil was driving the pumper. Lt. Reynolds was directed by the Board to monitor Christian when he was driving. Commissioner Bollentin advised to always have someone back them up.

Adjournment: Commissioner Ruditsky motioned to adjourn the Executive Session, seconded by Commissioner Sherry. Motion passed by unanimous consent. Executive Session was adjourned at 8:50 p.m.

 _____, Clerk

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

**February 12 , 2015
Meeting Time 8:00PM**

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

5:44 PM
02/12/15
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of February 12, 2015

| | Feb 12, 15 | |
|--------------------------------------|----------------------------|--------------------|
| | <u>Debit</u> | <u>Credit</u> |
| 1009 · Shore Community Operating | 283,174.61 | |
| 1011 · Shore Community Payroll | 36,519.94 | |
| 1012 · Shore Community Fire Bureau | 57,368.63 | |
| 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 | |
| TOTAL | <u>1,485,294.01</u> | <u>0.00</u> |

5:49 PM
 02/12/15
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of February 12, 2015

| Type | Date | Num | Name | Memo | Debit | Credit |
|---|------------|------|---------------------------------|------------|-------------|------------------|
| 1009 - Shore Community Operating | | | | | | |
| Bill Pmt -... | 02/12/2015 | 3733 | Defender Emergency Products | | | 15,867.70 |
| Check | 02/12/2015 | 3734 | Asbury Park Press | PO 6179 | 141.50 | |
| Check | 02/12/2015 | 3737 | Kaldor Emergency Lights | PO 6180 | 100.00 | |
| Check | 02/12/2015 | 3738 | Dafeldecker Associates | PO 6181 | 240.00 | |
| Check | 02/12/2015 | 3739 | Verizon | PO 6182 | 686.60 | |
| Check | 02/12/2015 | 3740 | Home Depot | PO 6183 | 290.94 | |
| Check | 02/12/2015 | 3741 | JCP&L | PO 6184 | 631.73 | |
| Check | 02/12/2015 | 3742 | Staples Credit Plan | PO 6185 | 373.69 | |
| Check | 02/12/2015 | 3743 | Hanger 14 Solutions LLC | PO 6172 | 150.00 | |
| Check | 02/12/2015 | 3744 | Jack A. Purvis, A.I.A. | PO 6187 | | 14,665.14 |
| Check | 02/12/2015 | 3745 | Ocean Security Systems, Inc. | PO 6188 | 481.50 | |
| Check | 02/12/2015 | 3746 | GW Tire Service | PO 6189 | 656.00 | |
| Check | 02/12/2015 | 3747 | Verizon Wireless | PO 6190 | 226.98 | |
| Check | 02/12/2015 | 3724 | Jersey Coast Equipment | PO 6212 | 612.70 | |
| Check | 02/12/2015 | 3725 | Rocky Mountain Comm Syst... | PO 6191 | 350.00 | |
| Check | 02/12/2015 | 3726 | NJ Casualty Ins Co | PO 6193 | | 10,718.00 |
| Check | 02/12/2015 | 3727 | Waste Management | PO 6194 | 345.31 | |
| Check | 02/12/2015 | 3728 | Neil Brooks Plumbing Heatin... | PO 6195 | 743.60 | |
| Check | 02/12/2015 | 3729 | NJNG | PO 6196 | 1,729.47 | |
| Check | 02/12/2015 | 3730 | Safe & Secure Security Syste... | PO 6197 | 715.00 | |
| Check | 02/12/2015 | 3731 | Blaze Emergency Equipment ... | PO 6198 | 2,999.50 | |
| Check | 02/12/2015 | 3749 | Public Agency Training Council | PO 6199 | 295.00 | |
| Check | 02/12/2015 | 3750 | Koerner & Koerner, PA | PO 6200 | 1,255.00 | |
| Check | 02/12/2015 | 3720 | Board of Fire Commissioner'... | PO 6137 | | 16,401.48 |
| Check | 02/12/2015 | 3721 | Holmes and McDowell | PO 6202 | 8,193.00 | |
| Check | 02/12/2015 | 3722 | State of New Jersey Div of P... | PO 6203 | 32.82 | |
| Check | 02/12/2015 | 3723 | R&H Spring & Truck Repair, I... | PO 6204 | 713.02 | |
| Check | 02/12/2015 | 3716 | Cablevision | PO 6205 | 264.98 | |
| Check | 02/12/2015 | 3717 | MES | PO 6207 | 1,267.00 | |
| Check | 02/12/2015 | 3718 | Jersey Coast Equipment | PO 6208 | 100.00 | |
| Check | 02/12/2015 | 3719 | Richard P Leonard | PO 6209 | 74.74 | |
| Check | 02/12/2015 | 3708 | Defender Emergency Products | PO 6219 | 250.00 | |
| Check | 02/12/2015 | 3709 | Bry's Marine | PO 6218 | 83.41 | |
| Check | 02/12/2015 | 3710 | Koerner & Koerner, PA | PO 6217 | 4,125.00 | |
| Check | 02/12/2015 | 3711 | NJNG | PO 6216 | 696.44 | |
| Check | 02/12/2015 | 3712 | JCP&L | PO 6215 | 579.17 | |
| Check | 02/12/2015 | 3713 | MES | PO 6213 | 257.00 | |
| Check | 02/12/2015 | 3714 | Cablevision | PO 6214 | 119.95 | |
| Check | 02/12/2015 | 3707 | C&C Embroidery Creations | PO 6210 | 364.00 | |
| Check | 02/12/2015 | 3705 | Susan L Oksen-Pereira | PO 6176 | 225.00 | |
| Check | 02/12/2015 | 3704 | Advanced Auto Parts | PO 6175... | 24.74 | |
| Total 1009 · Shore Community Operating | | | | | 0.00 | 88,047.11 |
| TOTAL | | | | | 0.00 | 88,047.11 |

County of Ocean
 Election Finance

1322.36

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through February 12, 2015

| | Jan 1 - Feb 12, 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 | 43.68 | 500.00 | (456.32) |
| 4750 · Bureau of Fire Prevention Incm | 560.00 | 35,145.00 | (34,585.00) |
| Total Income | 603.68 | 1,535,936.00 | (1,535,332.32) |
| Gross Profit | 603.68 | 1,535,936.00 | (1,535,332.32) |
| Expense | | | |
| 5110 · Salaries - Commissioners | 0.00 | 20,000.00 | (20,000.00) |
| 5120 · Salaries - Secretary | 450.00 | 2,800.00 | (2,350.00) |
| 5210 · Elections | 0.00 | 1,500.00 | (1,500.00) |
| 5220 · Office Expense | 816.70 | 10,500.00 | (9,683.30) |
| 5230 · Professional Services | 22,059.14 | 102,500.00 | (80,440.86) |
| 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. | 12,698.40 | 109,032.00 | (96,333.60) |
| 6120 · Salaries - Full Time Fire | 31,579.20 | 259,971.00 | (228,391.80) |
| 6130 · Salaries - Fire Official | 0.00 | 20,000.00 | (20,000.00) |
| 6140 · Salaries - Firefighter Overtime | 4,557.36 | 25,000.00 | (20,442.64) |
| 6180 · Payroll Taxes | (1,575.90) | 130,871.00 | (132,446.90) |
| 6185 · Employer Pension Contribution | 32.82 | 55,388.00 | (55,355.18) |
| 6190 · Fringe Benefits | 13,567.77 | 0.00 | 13,567.77 |
| 6210 · Insurance | 18,911.00 | 110,000.00 | (91,089.00) |
| 6220 · Advertising | 197.50 | 2,000.00 | (1,802.50) |
| 6310 · Maintenance & Repairs | 7,549.68 | 110,000.00 | (102,450.32) |
| 6410 · Supplies | 14.74 | 25,000.00 | (24,985.26) |
| 6415 · Fire Prevention | 0.00 | 5,000.00 | (5,000.00) |
| 6510 · Utilities | 6,087.13 | 65,000.00 | (58,912.87) |
| 6515 · Hydrant Rent | 0.00 | 65,000.00 | (65,000.00) |
| 6610 · Misc. Firefighter Expenses | 739.00 | 20,000.00 | (19,261.00) |
| 6611 · Training | 836.96 | 20,000.00 | (19,163.04) |
| 6615 · Gear - Fire Company | 1,774.00 | 15,000.00 | (13,226.00) |
| 6630 · Building Rennovations/Equipment | 12,772.75 | 37,729.00 | (24,956.25) |
| 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 | 3,094.95 | 40,000.00 | (36,905.05) |
| 6670 · Vehicle Equip-Radios/Pagers | 450.00 | 30,000.00 | (29,550.00) |
| 6675 · UFSA | 0.00 | 15,145.00 | (15,145.00) |

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through February 12, 2015

| | Jan 1 - Feb 12, 15 | Budget | \$ Over Budget |
|---------------------------------------|---------------------|---------------------|-----------------------|
| 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 | 136,819.20 | 1,535,936.00 | (1,399,116.80) |
| Net Ordinary Income | (136,215.52) | 0.00 | (136,215.52) |
| Net Income | (136,215.52) | 0.00 | (136,215.52) |

Board of Fire Commissioners Career Dept
February 12, 2015

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 21
 - EMS Calls – 52

Fire Prevention

| | |
|----------------|--------------------------|
| Inspections: | 15 |
| Re-inspection: | 6 |
| Fines: | 0 |
| Permits: | 0 |
| Plans: | 1 resubmitted |
| Pre Plans | progress |
| Invests: | 1 – gas fire @ Shop-Rite |

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations and snow removal was conducted as need
- Neil Brooks Plumbing & Heating repaired zone valve 2 and controller on boiler, also replaced men's room faucet and tank valve in ladies room
- Units in bays are being kept as clean as possible due to the weather

Trucks and Equipment

Unit 5401

- Is up and in service, unit had minor glitches in computer and small anti freeze leak, Fire and Safety repaired both

Unit 5411

- Truck is running rough and Blaze replace fuel filters, coolant system was checked and small leak in power steering was found and new one is on order

Unit 5444

- New tires were installed

Submitted by
Lt. Mark Reynolds



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

STATION 54

465-B North County Line Road
Jackson, NJ 08527 • 732-833-2981



CHIEF'S REPORT

February 2015

RUNS FOR THE YEAR 56

SCHOOLS F/F Kevin Early is graduating the fire academy on Monday, February 23, 2015

DRILLS Mask fit test and BBP/RTK classes are complete who ever did not attend will have to
Go to another location

This Sunday will be an ice rescue drill can the career staff attend

Monday February 23 is the 2nd part of respiratory can the career staff attend

EQUIPMENT Water/Rescue equipment is in but we are in the process of exchanging for bigger sizes.

Most of the Ice rescue equipment is in Yes we have enough equipment to make a rescue

VEHICLES Estimate for 5410 new bumper incident report is in

5403 has to go out for an estimate incident report is in

5401 will be in service on Sunday February 15th and 5411 and 5417 will switch firehouse

5405 the parts are in and 1st priority will call in the morning for a date to bring it to them

MISCELLANEOUS: F/F David Sisnetsky made a rescue see attached

The final plans for the renovations for station 2 were handed in

Request letter for personal nomex hood is in.

Respectfully submitted

Chief Michael Lubertazzi
Chief Michael Lubertazzi



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

STATION 54

465-B North County Line Road
Jackson, NJ 08527 • 732-833-2981



Date: January 5, 2015

To: The Board of Fire Commissioners, Fire District 4

FROM: Chief Michael Lubertazzi

On Friday, January 2, 2015 at 1440hrs Jackson Fire Co. No. 1, Station 55 and Jackson Mills Fire Co. responded to a house fire on Wyoming Dr. with entrapment. With a heavy smoke condition in the area and several reports of people trapped, Chief Michael Lubertazzi (5400) called for a 2nd alarm. Upon arrival Chief Lubertazzi reported heavy fire showing from all three front windows of a 2 story wood framed occupied structure. Chief Lubertazzi was informed by Jackson Police that the victim was out and being attended to on the neighbor's front lawn. Jackson Fire Co. No. 1 and Jackson Mills fire Co. No. 1 used multiple attack lines to attack the large volume of fire and were able to bring the fire under control within 40 minutes of the fire. This allowed firefighters to protect what belongings of the home owner that were left.

While the fire companies were responding a house that was fully involved with heavy smoke and fire on Wyoming Dr., the neighbors were trying to gain entry into the house but they were driving back by the heat of the flames. F/F David Sisnetsky, a member of the Jackson Mills Volunteer Fire Co. No. 1 and a resident of Wyoming Dr. was amongst the several neighbors trying to save their friend that was trapped inside. Once they were unable to get into the house through the front door, F/F Sisnetsky's firefighter instincts kicked in and he went around the house to find another way to get inside. That is when they noticed and heard their neighbor calling for help through a small air vent opening in the foundation on the side of the foundation. With the opening too small and their neighbor too being and the fire growing bigger by the second, F/F Sisnetsky and neighbors had to come up with a plan as fast as they can before the fire gets to their friend. With time running out the 4 men including F/F Sisnetsky found a sledgehammer and took turns breaking through the concrete block foundation. With heavy fire above the heads and without the protection of a hand line and no protective gear the 4 men were able to make a hole in the foundation and pull their friend to safety, where he was treated by EMS.

F/F David Sisnetsky is to be commended for his quick and decisive action, which surely help with the saving of his neighbor's life. F/F Sisnetsky acted in the finest tradition of the Jackson Mills Volunteer Fire Co. No. 1 and is a credit to the life saving profession.

Respectfully submitted

Michael Lubertazzi

Fire Chief



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

February 12, 2015

To; Board of Fire Commissioners, District 4

From; Chief Michael Lubertazzi

Subject; Use of Personal equipment (Nomex Hoods)

Sir,

The following members have purchased their own Nomex hoods; they are requesting to use their own hoods instead of the fire districts. As per the request of the board of fire commissioners, I did inspect all of their nomex hoods and they meet NFPA requirements. Please keep me advised if they are allowed to use their personal hoods.

Daniel swing Jr., Kevin Bender and Chris Locklear

Respectfully submitted

Michael Lubertazzi

Fire Chief

Jackson Mills Vol. Fire Co. No. 1