

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

Minutes of Meeting Held
May 14, 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 8:00 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. Commissioners Bollentin, Goldman, Leonard, Ruditsky and Torres were present. 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 February 12, 2015 meeting as presented, seconded by Commissioner Leonard. Motion passed by majority vote (Ayes: Bollentin, Leonard, Ruditsky; Nays: none; Abstain: Torres (absent) Goldberg (not a Board member at that time). Commissioner Goldman motioned to approve the minutes of the April 9, 2015 General Meeting as presented seconded by Commissioner Leonard. Motion passed by majority vote (Ayes: Bollentin, Goldman, Leonard, Torres; Nays: none; Abstain: Ruditsky (absent)).

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 May 14, 2015 was read by Commissioner Torres. Commissioner Leonard motioned to pay the bills as presented, seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

Legal Report - Board Attorney Youssouf reported there was no legal report. He did present to the Board a letter/bill he received from Board bond counsel McManimon Scotland Baumann requesting payment. There has been no movement in the NJ legislature regarding moving fire district elections to the month of November. All Board commissioners reported that they had filed their financial disclosure forms.

Truck & Building/Career Department Report - read by Commissioner Bollentin (a copy of which is attached to the original minutes and incorporated herein by reference). Commissioner Bollentin to contact Lt. Reynolds RE: replacement tire for #5400/warranty. Discussion #5411/exhaust is working so the company will keep it at Station #2. F/F Leonard gave an update on the status of the roof. They are awaiting report from roofing material company (TRIMCO). There is a 20-year warranty on the product. Report is needed before Board can move forward. Commissioner Ruditsky motioned to remove shrubs from back of Station #1 Banquet Hall, seconded by Commissioner Goldman. Motion passed by unanimous consent. F/F Leonard to obtain prices for shrub removal, stones and/or pavers.

Chief's Report – Chief Lubertazzi submitted a written report to the Board (a copy of the report is attached to the original minutes and incorporated herein by reference). Commissioner Torres motioned to purchase a flat screen Smart TV at a cost not to exceed \$2,000 (including mounting and all accessories) funds to be taken from the Chief's training budget line item, seconded by Commissioner Goldman. Motion passed by unanimous consent. Body work quote from Jerry to be obtained. Physicals: Kevin Bender has an appointment for a physical at 9:40 am on Friday, May 29, 2015. May list for those due physicals is posted. It will be current dates for physicals moving forward. Company members will get reminders sent out 120 days, 90 days, 60 days and 30 days out. Good Mowin' contract reviewed. Commissioner Torres motioned to accept a Resolution in Title to award a contract to Good Mowin' for maintenance seconded by Commissioner Leonard. Motion passed by unanimous consent. A copy of the accepted proposal is attached to the original minutes and incorporated herein by reference. Commissioner Torres motioned to approve Deputy Chief Sheehan attending two courses at the Monmouth County Fire Academy (Building Construction 6/29/15 and HAZ-MAT Incident Command 6/2,4,9,11,13/15), seconded by Commissioner Leonard. Motion passed by unanimous consent. A copy of the course descriptions are attached to the original minutes and incorporated herein by reference. Chief Lubertazzi requested that Deputy Chief Sheehan be given permission to use a vehicle to attend Harrisburg Expo this weekend. Commissioner Torres motioned to approve use of a vehicle to drive to Harrisburg Expo this weekend, seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

President's Report – Pete Kilgour presented application of ^{Zack}~~Jack~~ Lubertazzi, junior member. Board looking for quarterly finance report from the company.

Fire Bureau: Report (part of the aforementioned Career Department Report) read by Commissioner Bollentin (FO Burmeister was absent). Commissioner Ruditsky motioned to approve sending one career staff firefighter to Baltimore Expo, seconded by Commissioner Torres.

Work Orders: FF Leonard reported that as far as he knows, nothing is pending. Completed items from work orders are included in monthly report. They will ask Trask if notifications can be sent out electronically for completed work orders.

Old Business/Correspondence:
Correspondence: None

Old Business: Workshop meeting regarding Station #2 was held last week. Various proposals were discussed at the workshop meeting. Additional workshop meetings on this topic were scheduled for May 27, 2015 (7:00 pm) and June 3, 2015 (7:00 pm). Board Attorney Youssouf to publish these two workshop-meeting dates. In response to Commissioner Torres query, Chief advised that they want the new vehicle color to be white. Firefighter Leonard reported that the quotes for parking lot are coming in slowly.

New Business: Commissioner Bollentin reported that Traffic Safety is coming out to evaluate the divider on County Line Road in front of Station #1 and the need to cut down on response time by the company firefighters. Commissioner Goldman reported that the computers do not have sufficient virus protection. Commissioner Ruditsky motioned to approve purchasing computer protection service for \$361.00 for three years (Provider: Dreaming Tree Technology Program; Sophos web protection subscription), seconded by Commissioner Torres. Motion passed by unanimous consent. Commissioner Ruditsky reported to the Board that on June 23, 2015 there is a public safety Expo in Atlantic City. Provided that there is full staffing for the career staff that day, he would like to take FO Burmeister with him to the public safety expo. Board was in agreement. Commissioner Ruditsky motioned to approve going forward with preparing a design for Class A uniforms for commissioners, seconded by Commissioner Torres. Motion passed by majority vote (Ayes: Bollentin, Goldman, Ruditsky, Torres; Nays: Leonard; Abstain: 0; Absent: 0).

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 Leonard. Motion passed by unanimous consent. Meeting adjourned at 9:16 p.m.

Philip Goldman, Clerk

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

**May 14 , 2015
Meeting Time 8:00PM**

Meeting called to order 8:00PM
Reading of the "Public Meeting Act"

Flag Salute

Attendance

~~Secretary's~~ Report

Secretary's

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

Board of Fire Commissioners

Cash Balances

As of May 14, 2015

	May 14, 15	
	Debit	Credit
1009 · Shore Community Operating	269,491.55	
1011 · Shore Community Payroll	49,164.34	
1012 · Shore Community Fire Bureau	67,400.45	
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>1,494,287.17</u>	<u>0.00</u>

Board of Fire Commissioners

Treasurer Report

As of May 14, 2015

Type	Date	Num	Name	Memo	Debit	Credit
1009 · Shore Community Operating						
Check	05/14/2015	3606	Board of Fire Commissioner'...	PO 6292		8,200.74
Check	05/14/2015	3607	Verizon	PO 6293		379.65
Check	05/14/2015	3608	Hartford Steam Boiler	PO 6294		55.00
Check	05/14/2015	3609	Advanced Auto Parts	PO 6295		644.37
Check	05/14/2015	3610	Blue Tarp Financial Inc.	PO 6296		866.11
Check	05/14/2015	3611	Home Depot	PO 6297		170.06
Check	05/14/2015	3612	Fire One	PO 6298		3,504.80
Check	05/14/2015	3613	JCP&L	PO 6299		1,689.40
Check	05/14/2015	3614	Firefighter University LLC	PO 6300		600.00
Check	05/14/2015	3615	Cardiac Science Corp	PO 6301		846.00
Check	05/14/2015	3616	Optimum	PO 6302		264.98
Check	05/14/2015	3617	Hanger 14 Solutions LLC	PO 6303		450.00
Check	05/14/2015	3618	Staples Credit Plan	PO 6304		83.46
Check	05/14/2015	3619	Asbury Park Press	PO 6305		53.75
Check	05/14/2015	3620	Mercer County Community C...	PO 6306		850.00
Check	05/14/2015	3621	Rocky Mountain Comm Syst...	PO 6307		2,995.00
Check	05/14/2015	3622	Waste Management	PO 6308		343.25
Check	05/14/2015	3623	Harleysville Life Ins Co	PO 6309		389.50
Check	05/14/2015	3626	Verizon Wireless	PO 6311		854.07
Check	05/14/2015	3627	Kelly Kilowatt Electric Compa...	PO 6312		359.00
Check	05/14/2015	3628	Family Practice of Centrastate	PO 6313		360.00
Check	05/14/2015	3629	NJNG	PO 6314		1,174.83
Check	05/14/2015	3630	Jackson Township First Aid S...	PO 6315		600.00
Check	05/14/2015	3631	Susan L Oksen-Pereira	PO 6316		225.00
Check	05/14/2015	3632	NJNG	PO 6317		293.16
Check	05/14/2015	3633	Blaze Emergency Equipment ...	PO 6318		1,255.99
Check	05/14/2015	3605	Good Mowin'	PO 6319		429.00
Check	05/14/2015	3604	Mark W Reynolds	PO 6320		120.00
Check	05/14/2015	3597	Blaze Emergency Equipment ...	PO 6321		1,496.88
Check	05/14/2015	3598	National Center for Safety Init...	PO 6322		63.00
Check	05/14/2015	3599	GW Tire Service	PO 6323		989.97
Check	05/14/2015	3600	County Line hardware	PO 6324		85.66
Check	05/14/2015	3601	Defender Emergency Products	PO 6325		1,076.20
Check	05/14/2015	3603	Monmouth County Treasurer	PO 6327		100.00
Check	05/14/2015	3596	McManimon, Scotland, Baum...	PO 6328		1,244.84
Check	05/14/2015	3624	Verizon Wireless	PO 6310		185.80
Total 1009 · Shore Community Operating					0.00	33,299.47
TOTAL					0.00	33,299.47

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through May 14, 2015

	Jan 1 - May 14, 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
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	155.15	500.00	(344.85)
4750 · Bureau of Fire Prevention Incm	15,174.70	35,145.00	(19,970.30)
4800 · Other Income	66.00	0.00	66.00
Total Income	333,515.58	1,535,936.00	(1,202,420.42)
Gross Profit	333,515.58	1,535,936.00	(1,202,420.42)
Expense			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	1,125.00	2,800.00	(1,675.00)
5210 · Elections	3,023.00	1,500.00	1,523.00
5220 · Office Expense	2,844.22	10,500.00	(7,655.78)
5230 · Professional Services	43,243.64	102,500.00	(59,256.36)
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.	42,468.00	109,032.00	(66,564.00)
6120 · Salaries - Full Time Fire	107,117.86	259,971.00	(152,853.14)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	9,038.97	25,000.00	(15,961.03)
6180 · Payroll Taxes	11,464.18	57,868.00	(46,403.82)
6185 · Employer Pension Contribution	12,267.77	55,388.00	(43,120.23)
6190 · Fringe Benefits	23,994.69	73,003.00	(49,008.31)
6210 · Insurance	76,815.36	110,000.00	(33,184.64)
6220 · Advertising	419.75	2,000.00	(1,580.25)
6310 · Maintenance & Repairs	25,340.87	110,000.00	(84,659.13)
6410 · Supplies	3,764.75	25,000.00	(21,235.25)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	23,673.38	65,000.00	(41,326.62)
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	1,769.00	20,000.00	(18,231.00)
6611 · Training	2,386.96	20,000.00	(17,613.04)
6615 · Gear - Fire Company	3,056.93	15,000.00	(11,943.07)
6625 · Joint District Expenses	600.00	0.00	600.00
6630 · Building Rennovations/Equipment	866.11	37,729.00	(36,862.89)
6640 · SCBA	206.00	20,000.00	(19,794.00)
6650 · Emergency/First Aid Equipment	846.00	5,000.00	(4,154.00)
6655 · Replacement Equipment	850.00	40,000.00	(39,150.00)
6670 · Vehicle Equip-Radios/Pagers	3,445.00	30,000.00	(26,555.00)
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)
Total Expense	424,347.84	1,535,936.00	(1,111,588.16)
Net Ordinary Income	(90,832.26)	0.00	(90,832.26)
Net Income	(90,832.26)	0.00	(90,832.26)

Board of Fire Commissioners Career Dept
May 14, 2015

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 65
 - EMS Calls – 144

Fire Prevention

Inspections: 20

Re-inspection: 5

Fines: 0

Permits: 3 for \$415.00

Plans: 2 Pending

Pre Plans – In Progress

Invests: Structure Fire – Oaktree Lane, Dryer Fire – Picadilly Dr & Vehicle Fire on 195

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations
- Station 1's roof is being addressed, see Rich Leonard for info
- Kelly Kilowatt repaired multiple ballast around Station 1
- New work bench and grinder was installed at Station 1
- Station 2 passed State Boiler and Compressor Inspection
- Seasonal lawn care has begun
- Sprinklers were turned on and checked at both stations
- CNT Sprinkler Co. made minor repairs on sprinkler heads
- Request to remove shrubs from the back of Station 1 Banquet Hall, west side has poison ivy, east side is full of bees and trash is collecting underneath them after parties. Shrubs have become an eyesore and I would like to price out pavers or stones to improve the area.

Board of Fire Commissioners Career Dept
May 14, 2015

Trucks and Equipment

Unit 5400

- There was a large bubble on the sidewall of the right front tire. Unit was sent to G & W for replacement.

Unit 5401

- Fire and Safety repaired another antifreeze leak
- New windshield washer motor was installed

Unit 5405

- New headlights were installed
- Out rigger light was checked and found to be working

Unit 5408

- Tires were replaced on driver side rear of tractor, due to damage

Unit 5411

- Missing stereo radio front was located

Special Details / Projects / Notifications

- Hose testing was conducted and waiting on report
- Blue tractor was serviced and relocated to the bay at Station 2
- Requesting that all repairs to the units and equipment are brought to the Career Department's attention via work orders. Please refrain from doing the work as we will handle all repairs.

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

May 2015

RUNS FOR THE YEAR 170

SCHOOLS: Deputy Chief Sheehan will like to attend Monmouth county fire Academy for a class on June 29, 2015 on Building Construction and on June 2, 4,9,11 and 13 for HAZ-MAT incident command

DRILLS: May 18,2015 at 1930hrs at station 1 will be RERP Training Followed by Elevator Rescue power
By Chief Lubertazzi

On June 8²⁰¹⁵ at 1930hrs at station 1 B-9 from forest Fire Service will be here teaching
Structural Protection.

EQUIPMENT: Reviewed the equipment list with F/F Leonard and progress is being made on the best prices.

I would like to purchase a flat screen Smart TV with wall mount for training purposes to be mounted in the Commissioners meeting room. I would like up to \$2,000.00 to complete this purchase.

MVA -- On May 3,2015 there was a fatal MVA in our District. There was some controversy with the Paramedics treatment of patients. 5500 started a paper trail on the incident, therefore I had Deputy Chief Sheehan and Captain O'Brien Sr. write reports to me about their actions on scene.

MISC: We will be participating in the Memorial Day Parade on May 25,2015

I am handing in quotes for the damage to 5403

I am adding F/F Steven Porth to drive 5411 ONLY

Respectfully submitted

Chief Michael Lubertazzi