

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

Minutes of Meeting Held
July 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 8:03 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. Commissioners Bollentin, Goldman, Leonard, Ruditsky and Ruditsky 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 June 11, 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 July 9, 2015 was read by Commissioner Torres. Commissioner Torres motioned to pay the bills as presented, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Legal Report–Board Attorney Youssouf reported that Cheryl passed the Purchasing Agent Examination and is now a Qualified Purchasing Agent (QPA). A copy of the state notification is attached to the original minutes and incorporated herein by reference. State legislature is considering a pending bill that merging of fire districts is a voluntary act. Purchase of 2016 Chevy Tahoe was discussed. Board Attorney Youssouf recommended appointing Cheryl purchasing agent for district (QPA purchase limit for items is \$40,000) and have Cheryl locate the appropriate vehicle. Commissioner Torres motioned to approve a Resolution appointing Cheryl Parker district purchasing agent, seconded by Commissioner Leonard. Commissioner Torres motioned to allow QPA Cheryl Parker purchase a 2016 Chevy Tahoe – not to exceed \$40,000. Motion was withdrawn. Cheryl was directed to look into the purchase of the chief's vehicle.

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

Chief's Report– Chief Lubertazzi verbally reported that an incident report for #5411 was submitted. Leaving for Baltimore next week. Deputy Chief is requesting permission to use vehicle to go down for Friday only. Commissioner Bollentin approved the request.

President's Report – Vice –President Locklear reported that Bob was recently discharged from the hospital and that a report will be ready for next meeting.

Fire Bureau: Report (part of the aforementioned Career Department Report) read by Fire Official Burmeister. County CAD system to be updated on his computer.

Work Orders: Reported that light bulbs at Station #2 are out.

Old Business/Correspondence:

Correspondence: Union Correspondence RE: SOG's received (a copy of which is attached to original minutes and incorporated herein by reference). Commissioner Bollentin asked Commissioner Leonard to review the correspondence and have recommendations for the Board for the next meeting.

Old Business:

Estimate from Architect: Commissioner Torres reviewed the estimate (a copy of which is attached to the original minutes and incorporated herein by reference). Workshop meeting to be scheduled with Architect to discuss.

#5404: Discussion - should it be repaired. Topic tabled until further information becomes available.

#5401: insurance company has been contacted

New Business:

Commissioner Goldman motioned to install light bars on #44 and #04 (to be purchased by QPA), seconded by Commissioner Leonard. Motion passed by unanimous consent.

FO Burmeister reported that New Video system installation is in process. Access to the camera system to be done through Cheryl's computer. Commissioner Torres asked that administrative access to everything be given to Cheryl so someone else has it.

Theft tracking for tablet: Trask to submit a bill

Benefit Night for Union at Freehold TGI Fridays – July 13, 2015 – 20% of bill to be donated to union

Jerry's invoice: states that Chief's vehicle needs work on brakes down. Chief was directed to take the vehicle in for works on brakes.

Correspondence from Union RE: proper notification for vehicle accidents has not been followed (a copy of which is attached to the original minutes and incorporated herein by reference). Protocol to be followed each and every time.

Commissioner Bollentin will come down and review everything with FF Leonard. Membership application of Jason Halle submitted to the Board (at work – unable to attend Board meeting). Application submitted to Cheryl.

Chief reported # 5403 and #5417 switched to Station #2. #5411 to go out with full crew only – per Commissioner Bollentin.

Commissioner Torres motioned to approve Resolution to appoint Pat Mackin (life member) contract heavy equipment driver for Fire Company, seconded by Commission Leonard. Motion passed by unanimous consent.

Executive Session: Commissioner Torres motioned to accept the Resolution to take the Board into an executive session for the purpose of

discussing lawyer/client privileged material and personnel matters, seconded by Commissioner Leonard. Motion passed by unanimous consent at 8:55 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:55 p.m. and the Board reconvened the public session.

Public Session: Potential new member Jason Halle did not attend tonight's meeting. Cheryl was authorized to move forward with background check and physical.

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 9:57 pm.

 _____, Clerk

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

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

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

2:33 PM

08/17/15

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of July 9, 2015

	Jul 9, 15	
	Debit	Credit
1009 · Shore Community Operating	449,037.92	
1011 · Shore Community Payroll	28,756.28	
1012 · Shore Community Fire Bureau	74,267.45	
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>1,660,292.48</u>	<u>0.00</u>

2:32 PM
 08/17/15
 Accrual Basis

Board of Fire Commissioners
 Treasurer Report
 As of July 9, 2015

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	07/09/2015	3507	MES	PO 6355		678.25
Check	07/09/2015	3508	Velting Overhead Door	PO 6374		175.00
Check	07/09/2015	3509	Insurance Resotration Specia...	PO 6375		144.00
Check	07/09/2015	3510	Jack A. Purvis, A.I.A.	PO 6376		4,631.25
Check	07/09/2015	3511	Family Practice of Centrastate	PO 6378		1,050.00
Check	07/09/2015	3512	Air & Gas Technologies	PO 6379		26.63
Check	07/09/2015	3513	Jerry's Autobody, LLC	PO 6380		2,119.03
Check	07/09/2015	3514	Verizon Wireless	PO 6381		188.80
Check	07/09/2015	3515	Dafeldecker Associates	PO 6382		240.00
Check	07/09/2015	3516	Verizon Wireless	PO 6383		227.22
Check	07/09/2015	3517	C & T Lawn Sprinkler	PO 6384		535.00
Check	07/09/2015	3518	Waste Management	PO 6385		355.56
Check	07/09/2015	3519	Monmouth County Treasurer	PO 6386		50.00
Check	07/09/2015	3520	Advanced Auto Parts	PO 6387		393.32
Check	07/09/2015	3521	Police and Firemen's Retirem...	PO 6388		13.39
Check	07/09/2015	3522	JCP&L	PO 6389		1,467.71
Check	07/09/2015	3523	Defender Emergency Products	PO 6390		2,667.00
Check	07/09/2015	3524	Blue Tarp Financial Inc.	PO 6391		126.10
Check	07/09/2015	3525	Optimum	PO 6392		264.98
Check	07/09/2015	3526	MES	PO 6393		204.00
Check	07/09/2015	3527	Galls	PO 6394		367.87
Check	07/09/2015	3528	Board of Fire Commissioner'...	PO 6395		8,241.06
Check	07/09/2015	3529	Board of Fire Commissioner'...	PO 6396		7,493.75
Check	07/09/2015	3530	Good Mowin'	PO 6397		685.00
Check	07/09/2015	3531	Home Depot	PO 6398		250.19
Check	07/09/2015	3532	Susan L Oksen-Pereira	PO 6399		225.00
Check	07/09/2015	3533	Hunter Jersey Peterbilt	PO 6400		11.36
Check	07/09/2015	3534	Robert Haskins Jr.	PO		120.00
Check	07/09/2015	3535	Richard P Leonard	PO 6402		1,115.32
Check	07/09/2015	3536	Ocean Security Systems, Inc.	PO 6403		1,987.50
Check	07/09/2015	3537	Embroider Me	PO 6404		119.84
Check	07/09/2015	3538	Seacoast Accounting, LLC	PO 6405		15.69
Check	07/09/2015	3541	Jackson National Life Insuran...	PO 6410		472.00
Total 1009 - Shore Community Operating					0.00	36,661.82
TOTAL					0.00	36,661.82

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

	Jan 1 - Jul 9, 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	654,952.38	1,497,034.00	(842,081.62)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	220.64	500.00	(279.36)
4750 · Bureau of Fire Prevention Incm	17,432.45	35,145.00	(17,712.55)
4800 · Other Income	1,411.02	0.00	1,411.02
Total Income	674,016.49	1,535,936.00	(861,919.51)
Gross Profit	674,016.49	1,535,936.00	(861,919.51)
Expense			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	1,575.00	2,800.00	(1,225.00)
5210 · Elections	3,023.00	1,500.00	1,523.00
5220 · Office Expense	4,579.77	10,500.00	(5,920.23)
5230 · Professional Services	58,332.89	102,500.00	(44,167.11)
5260 · Bond Agent	1,244.84	1,500.00	(255.16)
5290 · Contingent Expenses	0.00	2,000.00	(2,000.00)
6110 · Salaries & Wages - Fire Lt.	58,699.20	109,032.00	(50,332.80)
6120 · Salaries - Full Time Fire	147,396.81	259,971.00	(112,574.19)
6125 · Clothing Allowance	3,195.00	0.00	3,195.00
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	13,131.26	25,000.00	(11,868.74)
6180 · Payroll Taxes	16,063.01	57,868.00	(41,804.99)
6185 · Employer Pension Contribution	46.21	55,388.00	(55,341.79)
6190 · Fringe Benefits	37,313.45	73,003.00	(35,689.55)
6210 · Insurance	87,274.36	110,000.00	(22,725.64)
6220 · Advertising	480.25	2,000.00	(1,519.75)
6310 · Maintenance & Repairs	42,364.39	110,000.00	(67,635.61)
6410 · Supplies	10,985.91	25,000.00	(14,014.09)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	30,159.62	65,000.00	(34,840.38)
6513 · Fire Service Agreement	3,500.00	0.00	3,500.00
6515 · Hydrant Rent	31,465.00	65,000.00	(33,535.00)
6610 · Misc. Firefighter Expenses	3,693.00	20,000.00	(16,307.00)
6611 · Training	4,506.18	20,000.00	(15,493.82)
6615 · Gear - Fire Company	7,272.83	15,000.00	(7,727.17)
6625 · Joint District Expenses	600.00	0.00	600.00
6630 · Building Rennovations/Equipment	1,176.08	37,729.00	(36,552.92)
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	10,938.75	30,000.00	(19,061.25)
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	585,844.21	1,535,936.00	(950,091.79)
Net Ordinary Income	88,172.28	0.00	88,172.28
Net Income	88,172.28	0.00	88,172.28

8/13/15

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
CHERYL PARKER QUALIFIED PURCHASING AGENT FOR
THE BOARD OF FIRE COMMISSIONERS FOR 2015**

WHEREAS; The Board of Fire Commissioners is authorized by law to employ the services of a qualified purchasing agent to assist in the purchase of goods and services as may be required by the fire district; and

WHEREAS; It is the considered opinion of the Board that the services of a qualified purchasing agent are necessary, desirable and in the public interest; and

WHEREAS; The Local Public Contracts Law provides, in relevant part, that a contract for professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

WHEREAS; Cheryl Parker is a certified and qualified purchasing agent of the State of New Jersey Public who can render the professional services required by the Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a contract for professional services be, and the same is hereby awarded to Cheryl Parker to serve as the Qualified Purchasing Agent of Fire District No.4 Jackson Township for the year 2015.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board and that a copy of this Resolution be forwarded to Cheryl Parker by the Clerk.

Moved by: *Ray Torres*

Seconded by: *Rich Leonard*

Roll Call Vote:

Ayes: *Boientin
Goldman
Leonard
Ruditsky
Torres*

Nays: *Ø*

Absent: *Ø*

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 9th of July, 2015.

Cheryl Parker, Clerk



Department of Community Affairs

Division of Local Government Services

This certifies that

Cheryl A. Parker

has successfully met the requirements
established by Chapter 440, Laws of 1999 and is
hereby officially recognized as a

Qualified Purchasing Agent

Q-1677

CERTIFICATION
NUMBER

June 9, 2015

ISSUE DATE

CHARLES A. RICHMAN, *Commissioner*
DEPARTMENT OF COMMUNITY AFFAIRS

CHRIS CHRISTIE, *Governor*
STATE OF NEW JERSEY

TIMOTHY J. CUNNINGHAM, *Director*
DIVISION OF LOCAL GOVERNMENT SERVICES

Board of Fire Commissioners Career Dept
July 9, 2015

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 92
 - EMS Calls – 192

Fire Prevention

Inspections: 25

Re-inspection: 12

Fines: -0-

Permits: -0-

Plans: In Progress

Pre Plans – n/a

Invests: n/a

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations
- Station 1 – PEOSHA inspection deficiencies are complete with the exception of minor electrical repairs needed in Commissioner's Office.
- Station 1 – Rear garage doors were adjusted
- Station 2 – floor drains in bay were shoveled and flushed out and the floors were scrubbed

Trucks and Equipment

Unit 5401

- Quote for repairs to unit was received from Lees Emergency Equipment

Unit 5404

- Unit is at Jerry's Auto Body for repairs

Board of Fire Commissioners Career Dept
July 9, 2015

Unit 5405

- All services were completed
- Blaze contacted Caterpillar for assistance with the vehicle's hesitation
- Unit will need front tires before winter

Unit 5406

- New strap was installed
- Motor was drained of fuel
- D Handles for side of boat will be purchased and installed next week

Unit 5408

- All tires were inspected and filled to proper pressure

Unit 5411

- Front suction was repaired
- Exhaust was relocated
- New exhaust vent flange is on order
- Unit may need alignment due to very slight right hand steering pull
- One estimate has been received to date for passenger side damage repair

Unit 5417

- New rear brakes were installed

Special Details / Projects / Notifications

- PEOSHA gear inspections:
 - (3) sets of gear were sent out for repair
 - (8) pairs of gloves, (6) hoods and (5) pairs of boots were replaced

Submitted by
Lt. Mark Reynolds