

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

Minutes of Meeting Held
August 13, 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, and Leonard were present. Commissioners Torres and Ruditsky were absent Board Attorney Youssouf was also present. Board Attorney Youssouf declared that there was a quorum. All participated in the Pledge of Allegiance. A moment of silence was observed.

Minutes- Commissioner Leonard motioned to approve the minutes of the July 9, 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 August 13, 2015 was read by Commissioner Goldman. Check to Susan L. Oksen-Pereira in the amount of \$225 was omitted from the bill list and then added to the list. New total amount for bills paid August 13, 2015 is now \$42,295.86 Commissioner Leonard motioned to pay the bills as amended, seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Leonard motioned to accept the Treasurer's Report, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Legal Report–Board Attorney Youssouf distributed to the Board members a Resolution that was passed at the July 9, 2015 meeting in Title appointing Cheryl Parker qualified Purchasing agent for the Board of Fire Commissioners for 2015. Resolution to be attached to July 9,2015 minutes.

Truck & Building/Career Department Report – read by Commissioner Bollentin (a copy of which is attached to the original minutes and incorporated herein by reference). FF Leonard reported that TREMCO has approximately 50 warranty repairs on the roof to do. TREMCO will honor the warranty, Coffey Bros. has been contacted by them and there has been no response from Coffey Bros.

Chief's Report– Chief Lubertazzi verbally reported: National Night out went well; vehicle was stabilized in 19 minutes; Water Rescue: course to be held at Station #1 on September 28, 2015 (Water Rescue Awareness – Flood Water & Lakes); requested that career fire fighters attend this course; reported that Nick Richardson was approved by the company as a junior member and was

introduced to the Board. Commissioner Goldman read item #1 from Commissioner Ruditsky's list (Chief's certificates from Baltimore). Chief advised the Board that certificates were not distributed at Baltimore. He has not yet been notified of the website address to print out certificates. As soon as he can access the website, he will print them out. Discussion followed regarding the issue between Chief and Commissioner Ruditsky with the chief asking for the Board's support. Commissioner Goldman motioned to accept Chief's report, seconded by Commissioner Leonard. Motion passed by unanimous consent.

President's Report – Not present – no report.

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

Work Orders: Commissioner Bollentin asked if the blade was changed. Firefighter Leonard reported that it had been and that items that "wear out" are kept in stock; Gas Cards: Fleet cards are charging a fee now. WEX gas cards are universal (accepted at Wawa, Hess, etc.) Commissioner Leonard motioned to open a new account for utilization of gas purchases, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Old Business/Correspondence:
Correspondence:

Old Business:

Architect: Board Attorney Youssouf recommends that the district hire an architect and that the design be based by maximum budget limitations. Discussion: Board to determine the amount to spend and what the community can afford. Commissioner Goldman motioned to approve a Resolution to hold a workshop session (open session to discuss Station #2) on Tuesday, August 18, 2015 at 7:30 pm, seconded by Commissioner Leonard. Motion passed by unanimous consent. Board Attorney Youssouf to publish meeting notification. Standard Operating Guidelines report: Commissioner Leonard presented his review of the SOG's submitted by Commissioner Ruditsky dated June 11, 2015 (a copy of the review is attached to the original minutes and incorporated herein by reference). Commissioner Leonard's summary opinion was that the responsibility of the Board is to oversee the proper housing and maintenance of the equipment. Chief is welcome to discuss movement of apparatus with commissioners when the need arises. Board Attorney Youssouf also advised the Board that it is inappropriate for commissioners to interfere with firematic activities as they are elected officials charged with budgetary operations, not firematic operations. There is a lack of legal authority to do that. Commissioner Bollentin directed that Cheryl type up a report that will be discussed with the Board at the next Board meeting.

New Business:

Commissioner Ruditsky submitted a list to be discussed at the Board meeting (a copy of which is attached to the original minutes and incorporated herein by reference). #1, #2 & #4 previously discussed. #3: Prior approval of all purchases. Discussion of "planned purchases" vs. "unplanned purchases". Board was in agreement that the current system (under \$ 1,000) is working and

to leave it unchanged. #5: After discussion, Commissioner Goldman motioned to approve \$1400 to be expended out of the fire company's fire prevention budget to cover the cost of open house T-shirts, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Cascade System @ Station #2: after discussion of its non-use for many years, Firefighter Leonard to do some research on its value and other options that may be available to the Board and report at the next meeting.

Air Duct Cleaning: Commissioner Bollentin would like to have a company come in and clean out the air ducts – has never been done since the building has been built. Commissioner Goldman motioned to authorize the procurement of quotes for air duct cleaning at Station #1, seconded by Commissioner Leonard. Motion passed by unanimous consent. Cheryl directed to obtain quotes.

Commissioner Bollentin thanked the career staff and volunteers for all their work on the parking lot and National Night Out.

List of Physicals – List is being given to the Vice President. List is posted.

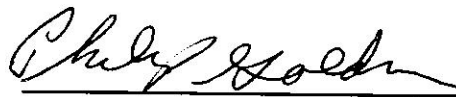
Dents on 2011 Tahoe: After discussion, Commissioner Goldman motioned to have The Ding King repair the dents on the 2011 Chevy Tahoe, not to exceed \$500, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Striping on Truck: Commissioner Goldman motioned to approve Venom Lettering, seconded by Commissioner ~~Goldman~~, not to exceed \$1,250.00. Motion passed by unanimous consent. ^{Leonard}

Pete Kilgour: Commissioner Bollentin did speak to him a second time, advised him that he could appeal the Board's decision by writing a letter to the Board and Commissioner Bollentin offered him counseling. Cheryl confirmed that there has been no written communication from Mr. Kilgour.

Public Session: None

Adjournment: With no other business to come before the Board, Commissioner Goldman motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Leonard. Motion passed by unanimous consent. Meeting adjourned at 9:15 pm.

 _____, Clerk

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: *Torres*

Seconded by: *Leonard*

Roll Call Vote:

Ballentin
Goldman
Ayes: *Leonard* Nays: *Ø* Absent: *Ø* Abstain: *Ø*
Ruditsky
Torres

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.

Philip Goldman, Clerk

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

**August 13, 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

1:50 PM
09/14/15
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of August 13, 2015

	Aug 13, 15	
	Debit	Credit
1009 · Shore Community Operating	377,263.13	
1011 · Shore Community Payroll	17,311.11	
1012 · Shore Community Fire Bureau	35,913.92	
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	1,538,718.99	0.00

1:49 PM
 09/14/15
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of August 13, 2015

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	08/13/2015	3546	John Burmeister Jr.	PO 6409		29.99
Check	08/13/2015	3547	Waste Management	PO 6411		353.66
Check	08/13/2015	3548	Verizon Wireless	PO 6412		188.80
Check	08/13/2015	3549	Affordable Pumping Services	PO 6413		1,195.00
Check	08/13/2015	3562	John Burmeister Jr.	PO 6414		253.18
Check	08/13/2015	3563	Verizon Wireless	PO 6415		227.30
Check	08/13/2015	3751	Verizon	PO 6416		357.30
Check	08/13/2015	3752	Insurance Resotration Specia...	PO 6417		405.00
Check	08/13/2015	3753	Blonder Supply Inc.	PO 6418		638.93
Check	08/13/2015	3754	East Coast Flag & Flagpole, I...	PO 6419		260.00
Check	08/13/2015	3755	GW Tire Service	PO 6420		970.98
Check	08/13/2015	3756	Safe & Secure Security Syste...	PO 6421		790.80
Check	08/13/2015	3757	Federal Express	PO 6422		21.58
Check	08/13/2015	3758	NJNG	PO 6423		208.42
Check	08/13/2015	3759	Kaldor Emergency Lights	PO 6424		1,211.68
Check	08/13/2015	3760	MacNeil, Christian	PO 6425		107.25
Check	08/13/2015	3761	New Jersey State Associatio...	PO 6426		300.00
Check	08/13/2015	3762	Blaze Emergency Equipment ...	PO 6427		6,265.85
Check	08/13/2015	3763	County Line hardware	PO 6428		68.86
Check	08/13/2015	3764	Richard Leonard	PO 6429		906.48
Check	08/13/2015	3765	Jerry's Autobody, LLC	PO 6430		584.28
Check	08/13/2015	3766	Defender Emergency Products	PO 6435		1,635.00
Check	08/13/2015	3767	Holmes and McDowell	PO 6436		10,454.00
Check	08/13/2015	3768	Family Practice of Centrastate	PO 6437		650.00
Check	08/13/2015	3769	Monmouth County Treasurer	PO 6438		100.00
Check	08/13/2015	3770	JCP&L	PO 6440		3,006.57
Check	08/13/2015	3771	Good Mowin'	PO 6441		548.00
Check	08/13/2015	3772	Hanger 14 Solutions LLC	PO 6442		450.00
Check	08/13/2015	3773	Staples Credit Plan	PO 6443		741.79
Check	08/13/2015	3774	Home Depot	PO 6444		309.51
Check	08/13/2015	3775	Optimum	PO 6446		264.98
Check	08/13/2015	3776	Jersey Coast Equipment	PO 6448		114.95
Check	08/13/2015	3777	Jackson Mills Fire Company	PO 6449		1,517.36
Check	08/13/2015	3778	Continental Fire & Safety	PO 6450		596.30
Check	08/13/2015	3779	Ocean Security Systems, Inc.	PO 6451		2,337.50
Check	08/13/2015	3780	Raymond Sheehan	PO 6452		54.00
Check	08/13/2015	3783	Richard P Leonard	PO 6453		37.83
Check	08/13/2015	3784	Lee's Emergency Equipment,...	PO 6454		2,972.00
Check	08/13/2015	3785	NJNG	PO 6455		40.69
Check	08/13/2015	3786	Verizon	PO 6456		369.44
Check	08/13/2015	3787	Good Mowin'	PO 6457		292.00
Check	08/13/2015	3788	Galls	PO 6458		108.93
Check	08/13/2015	3789	Advanced Auto Parts	PO 6459		128.67
Check	08/13/2015	3790	Susan L Oksen-Pereira	PO 6460		225.00
Total 1009 - Shore Community Operating					0.00	42,299.86
TOTAL					0.00	42,299.86

1:50 PM

09/14/15

Cash Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through August 13, 2015

	Jan 1 - Aug 13, 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	267.46	500.00	(232.54)
4750 · Bureau of Fire Prevention Incm	19,074.45	35,145.00	(16,070.55)
4800 · Other Income	4,133.52	0.00	4,133.52
Total Income	678,427.81	1,535,936.00	(857,508.19)
Gross Profit	678,427.81	1,535,936.00	(857,508.19)
Expense			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	1,800.00	2,800.00	(1,000.00)
5210 · Elections	3,023.00	1,500.00	1,523.00
5220 · Office Expense	6,018.11	10,500.00	(4,481.89)
5230 · Professional Services	60,327.89	102,500.00	(42,172.11)
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.	67,084.80	109,032.00	(41,947.20)
6120 · Salaries - Full Time Fire	168,932.81	259,971.00	(91,038.19)
6125 · Clothing Allowance	3,675.00	0.00	3,675.00
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	14,658.07	25,000.00	(10,341.93)
6180 · Payroll Taxes	18,228.28	57,868.00	(39,639.72)
6185 · Employer Pension Contribution	46.21	55,388.00	(55,341.79)
6190 · Fringe Benefits	35,280.11	73,003.00	(37,722.89)
6210 · Insurance	97,728.36	110,000.00	(12,271.64)
6220 · Advertising	480.25	2,000.00	(1,519.75)
6310 · Maintenance & Repairs	68,247.53	110,000.00	(41,752.47)
6410 · Supplies	13,520.08	25,000.00	(11,479.92)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	35,626.78	65,000.00	(29,373.22)
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	4,750.25	20,000.00	(15,249.75)
6611 · Training	6,430.72	20,000.00	(13,569.28)
6615 · Gear - Fire Company	9,421.76	15,000.00	(5,578.24)
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	11,800.89	30,000.00	(18,199.11)
6675 · UFSA	955.39	15,145.00	(14,189.61)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
7810 · Res. For Future Capital Outlay	0.00	160,000.00	(160,000.00)
8030 · Chief Truck	22,795.00	0.00	22,795.00
Total Expense	694,719.21	1,535,936.00	(841,216.79)
Net Ordinary Income	(16,291.40)	0.00	(16,291.40)
Net Income	(16,291.40)	0.00	(16,291.40)

Board of Fire Commissioners Career Dept
August 13, 2015

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 109
 - EMS Calls – 229

Fire Prevention

Inspections:	25
Re-inspection:	15
Fines:	0
Permits:	0
Plans:	progress
Pre Plans:	progress
Invests:	OC Fire Marshall was called in for 1 Prince Way, 817 Wright DeBow Rd. for A/C fire.

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations
- Station 1 – Parking lot resealed and lined
- Station 1 – Exhaust tube from 5411 was taken down
- Station 1 – Grease traps and septic tanks were pumped out by APS
- Station 1 – Please confirm decision on pavers, cement or stone for rear of hall project

Trucks and Equipment

Unit 5400

- Went to Jerry's Auto for brakes, air conditioning and service

Unit 5401

- Lees Emergency Equipment completed all body damage

Board of Fire Commissioners Career Dept
August 13, 2015

- Atlantic Diesel replaced EGR Valve

Unit 5404

- New LED Light Bar was installed

Unit 5405

- Foley Caterpillar repaired fuel pump
- Unit will need front tires before winter

Unit 5408

- New tires were installed by G & W on rear of tractor

Unit 5410

- New power plugs were installed

Unit 5411

- Wipers were repaired and blades were replaced
- Request to send unit to Mercer Spring for spring bushings, pins and front end alignment

Unit 5419

- New back up alarm was installed
- Hose reel motor was replaced
- Unit was completely serviced by Blaze

Submitted by
Lt. Mark Reynolds

*Truman To do 50 warranty repairs
They will warranty the work.
All coping needs to be replaced
He (Rich Leonard FF) To get*