

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

Minutes of Meeting Held  
September 10, 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. Board Attorney Youssouf declared that there was a quorum. All participated in the Pledge of Allegiance. A moment of silence was observed.

**Executive Session:** Commissioner Torres motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Ruditsky. Motion passed by unanimous consent at 8:05 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 8:27 p.m. and the Board reconvened the public session.

**Roll Call:** Commissioners Bollentin, Goldman, Leonard, Ruditsky and Torres were present. Board Attorney Youssouf was also present.

**Minutes:** Commissioner Ruditsky asked that the minutes be distributed earlier. Commissioner Leonard motioned to approve the minutes of the August 13, 2015 General meeting with one correction (p. 3, New Business, Striping on Truck, change to seconded by Commissioner Leonard), seconded by Commissioner Goldman. Motion passed by majority vote with Commissioners Ruditsky and Torres abstaining due to their 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 September 10, 2015 was read by Commissioner Torres. Commissioner Ruditsky motioned to pay the bills as presented, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Legal Report**–Board Attorney Youssouf advised that the budgetary dates for the upcoming year have now been set by Trenton. Budget must be introduced by December 22, 2015; Pubic Hearing must be held by January 21, 2016; Election date is February 20, 2016. Board Attorney Youssouf recommended that the Board schedule a workshop to get budget formulated in October or November at the latest and ready for submission. Board Attorney Youssouf asked if the Board intends to do any capital projects. Answer was deferred to New Business. Chairman Bollentin directed Board Attorney Youssouf that in the event that Fire Company calls him with respect to court appearances, legal matters, etc., that Board Attorney Youssouf was to advise the Board.

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

**Fire Bureau:** Report (part of the aforementioned Career Department Report) was read by Commissioner Goldman earlier in the meeting. FO Burmeister advised that he inadvertently omitted a car fire investigation.

**Chief's Report**– Chief Lubertazzi submitted an incident report regard RE: wiper fluid leaked over Trask O'Hara's personal phone that was placed under the seat for safe keeping, Work Order requesting that the hose be fixed; invoice for phone repair in the amount of \$287.83 (copy of each is attached to the original minutes and incorporated herein by reference). Commissioner Torres motioned to approve reimbursement to Trask O'Hara in the amount of \$287.83 to cover cost of phone repair, seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Chief Lubertazzi reviewed his written report with the Board (a copy of which is attached to the original minutes and incorporated herein by reference). Chief requested that Steve Lindy be approved as a driver for only #5401 with a 6-month probation period. Board was in agreement. #5401 was previously approved to go to Wildwood. Commissioner Bollentin reminded all that the Certification of Insurance is to be provided to the Board before #5401 leaves the district. Previously approved equipment list for purchase is submitted to Commissioner Torres for purchasing. Commissioner Ruditsky motioned to approve the purchase of new antennae for the Command Box (antennae was apparently misplaced while it was at First Priority), seconded by Commissioner Goldman. Commissioner Ruditsky stated that he had a text from First Priority stating that they would reimburse the Board for the cost of the replacement antennae. Commissioner Torres asked if that could be put into writing by First Priority and sent to the Board by an email. Commissioner Ruditsky said that he would ask that it be sent to the Board. Motion passed by majority vote (4 yes, 1 no [Torres]). Commissioner Bollentin reported that he was on the rescue call listed in the Chief's report. Everything went very smoothly. Commissioner Ruditsky left the meeting at 8:45 pm.

**President's Report** – In the President's absence, Vice President Chris Locklear reported that Bob should be returning September 1<sup>st</sup>; budget information and quarterly reports should be forthcoming from Bob in the near future; Company picnic: Oct 3, 2015 @ 2 pm – all are invited. Company Open House: October 11, 2015. Commissioner Ruditsky has a lot of the work for set up regarding the Open House completed. Pavilion at picnic grounds need shingle woodwork. Two contractors came out to evaluate but no estimates have been received. The Board reminded the Vice President that this is company expense. The Fire Company has received three applications. They are: Matthew Jameson – application is in process. He is in attendance tonight to be introduced to the Board. VP Locklear asked if the company could move forward on this application; Henry Fuller – application is in process, is at a class but should be coming to the meeting later in the evening. Discussion regarding Henry having a physical at the Board's expense while not yet approved by the Board as a Fire company member; Jason Halley – was not in attendance. Board Attorney Youssouf recommended to the Board that the company not provide Fire

Company members as bartenders when the hall is rented out. He reviewed the Host Liability Law. Fire company members should serve as supervisor/security when the hall is rented out. Board Attorney Youssouf will review the rental contract for the fire company. Later in the meeting Henry Fuller entered the meeting. He was introduced to the Board. Board approved Henry Fuller and Matthew Jameson for membership so they could move forward with training.

**Work Orders:** Lt. Reynolds reported that #05 is still being worked on.

**Old Business/Correspondence:**  
**Correspondence:**

**Old Business:**

***Traffic Safety.*** Commissioner Bollentin reported that the reports on traffic patterns in front of the building are to go to the county engineer. Then meeting to be scheduled with the engineer's office and the Board representatives.

***Physicals:*** Board has a copy of the list; List is up and it is to be read at the Fire company's next meeting.

***Cascade System:*** Firefighter Leonard reported that the Cascade System at Station #2 value is approximately \$3,500. He asked for permission to list on Gov.deals. Commissioner Torres motioned to accept a Resolution in Title declaring Mako/Bauer Breathing Air Cascade System excess property and authorizing its sale on Gov.deals, seconded by Commissioner Goldman. Motion carried by majority vote (Yes: Bollentin Goldman Torres; No: Leonard; Absent: Ruditsky).

***Cleaning/Sanitizing Ductwork at Station #1:*** Three estimates have been received, but the estimates appear to offer different types of process/service. Commissioner Torres motioned to have the ductwork at Station #1 cleaned at a cost not to exceed \$3,500, seconded by Commissioner Goldman. Motion carried by unanimous consent. Cheryl and Firefighter Leonard are to review the proposals, compare and select company that will best meet the Board's needs at a cost not to exceed \$3,500.

***Station #2 Architect Meeting:*** Board decided to go out for a referendum for the work to be done. Architect recommended \$2.9 million to be the amount. Board Attorney Youssouf advised the Board to go to \$3 million – ask for more money. The amount of the referendum is the amount that you can borrow. If the bids come in for a higher amount, you cannot borrow more than the referendum amount. After discussion of the process (full public explanation highly recommended), Board decided to place the Bond Resolution on the February ballot. Bond question to be properly framed by Board Attorney Youssouf to ask for approval of the project and to pay for the project: Expansion and renovation of Fire Station #2 at 550 West Commodore Boulevard Jackson, amount is \$ 3 million. Board Attorney Youssouf to have Resolution prepared for next Board meeting. Board Attorney Youssouf said that Board should plan on six to eight months for plans/specs to be prepared for bidding. Project must also undergo a capital project review by the planning board of Jackson Township.

***Purchase of Fire Prevention materials:*** FO Burmeister requested authorization to spend his budgeted amount of \$2,500 for Fire Prevention materials. Commissioner Torres motioned to approve the purchase of Fire Prevention materials not to exceed \$2,500, seconded by Commissioner Leonard. Motion passed by unanimous consent.

**New Business:** None

**Public Session:** None

Chairman Bollentin reported that Pete Kilgour's suspension by the Board ended at tonight's meeting. Cheryl advised that the Board requires him to have a physical to return. Chairman Bollentin further reported that the Board received Bob Booth's letter to return.

**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 10:00 pm.

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

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

**September 10, 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

7:58 PM

09/10/15

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of September 10, 2015

	Sep 10, 15	
	Debit	Credit
1009 · Shore Community Operating	253,154.33	
1011 · Shore Community Payroll	28,676.22	
1012 · Shore Community Fire Bureau	39,353.52	
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>1,429,414.90</u>	<u>0.00</u>

7:58 PM

09/10/15

Accrual Basis

## Board of Fire Commissioners

## Treasurer Report

As of September 10, 2015

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 - Shore Community Operating</b>						
Check	09/10/2015	3792	Continental Fire & Safety	PO 6407		6,479.00
Check	09/10/2015	3793	Cablevision	PO 6465		264.98
Check	09/10/2015	3794	JCP&L	PO 6466		2,561.73
Check	09/10/2015	3795	National Center for Safety Init...	PO 6467		63.00
Check	09/10/2015	3796	NJNG	PO 6468		201.68
Check	09/10/2015	3797	NJ Casualty Ins Co	PO 6469		5,516.00
Check	09/10/2015	3798	Good Mowin'	PO 6470		685.00
Check	09/10/2015	3799	Family Practice of Centrastate	PO 6471		815.00
Check	09/10/2015	3800	Jackson Twp MUA	PO 6472		16,478.65
Check	09/10/2015	3801	Dafeldecker Associates	PO 6473		240.00
Check	09/10/2015	3802	Waste Management	PO 6474		370.24
Check	09/10/2015	3803	Verizon Wireless	PO 6475		188.80
Check	09/10/2015	3804	Jack A. Purvis, A.I.A.	PO 6476		1,079.64
Check	09/10/2015	3805	Verizon Wireless	PO 6477		582.08
Check	09/10/2015	3806	Foley, Incorporated	PO 6478		1,152.04
Check	09/10/2015	3807	Susan L Oksen-Pereira	PO 6479		225.00
Check	09/10/2015	3808	Blaze Emergency Equipment ...	PO 6480		3,297.20
Check	09/10/2015	3809	Lexis Nexis Matthew Bender	PO 6481		72.27
Check	09/10/2015	3810	Holmes and McDowell	PO 6482		362.24
Check	09/10/2015	3811	Federal Express	PO 6483		93.23
Check	09/10/2015	3812	State of New Jersey Dept of ...	PO 6484		59.13
Check	09/10/2015	3813	Emergency Medical Products...	PO 6485		907.54
Check	09/10/2015	3814	Verizon	PO 6486		355.78
Check	09/10/2015	3815	Less Stress Instructional Ser...	PO 6487		925.00
Check	09/10/2015	3816	Continental Fire & Safety	PO 6488		18,354.00
Check	09/10/2015	3817	Advanced Auto Parts	PO 6489		49.58
Check	09/10/2015	3818	Home Depot	PO 6490		254.00
Check	09/10/2015	3819	Venom Graphics			1,250.00
Check	09/10/2015	3820	Richard P Leonard	PO 6492		362.67
Check	09/10/2015	3821	Joseph D. Youssouf, Esq	PO 6493		6,000.00
Check	09/10/2015	3822	Jackson Mills Fire Company	PO 6494		1,400.00
Total 1009 - Shore Community Operating					0.00	70,645.48
<b>TOTAL</b>					<b>0.00</b>	<b>70,645.48</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through September 10, 2015

	Jan 1 - Sep 10, 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	304.10	500.00	(195.90)
4750 · Bureau of Fire Prevention Incm	22,512.46	35,145.00	(12,632.54)
4800 · Other Income	4,133.52	0.00	4,133.52
<b>Total Income</b>	<b>681,902.46</b>	<b>1,535,936.00</b>	<b>(854,033.54)</b>
<b>Gross Profit</b>	<b>681,902.46</b>	<b>1,535,936.00</b>	<b>(854,033.54)</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	2,025.00	2,800.00	(775.00)
5210 · Elections	3,023.00	1,500.00	1,523.00
5220 · Office Expense	6,875.26	10,500.00	(3,624.74)
5230 · Professional Services	69,630.53	102,500.00	(32,869.47)
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.	75,470.40	109,032.00	(33,561.60)
6120 · Salaries - Full Time Fire	190,468.81	259,971.00	(69,502.19)
6125 · Clothing Allowance	4,155.00	0.00	4,155.00
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	15,424.01	25,000.00	(9,575.99)
6180 · Payroll Taxes	20,467.22	57,868.00	(37,400.78)
6185 · Employer Pension Contribution	46.21	55,388.00	(55,341.79)
6190 · Fringe Benefits	33,240.97	73,003.00	(39,762.03)
6210 · Insurance	103,606.60	110,000.00	(6,393.40)
6220 · Advertising	480.25	2,000.00	(1,519.75)
6310 · Maintenance & Repairs	75,798.02	110,000.00	(34,201.98)
6410 · Supplies	16,735.82	25,000.00	(8,264.18)
6415 · Fire Prevention	1,400.00	5,000.00	(3,600.00)
6510 · Utilities	40,115.74	65,000.00	(24,884.26)
6513 · Fire Service Agreement	3,500.00	0.00	3,500.00
6515 · Hydrant Rent	47,635.00	65,000.00	(17,365.00)
6610 · Misc. Firefighter Expenses	5,868.25	20,000.00	(14,131.75)
6611 · Training	7,137.42	20,000.00	(12,862.58)
6615 · Gear - Fire Company	27,775.76	15,000.00	12,775.76
6625 · Joint District Expenses	600.00	0.00	600.00
6630 · Building Renovations/Equipment	7,655.08	37,729.00	(30,073.92)
6640 · SCBA	206.00	20,000.00	(19,794.00)
6650 · Emergency/First Aid Equipment	1,753.54	5,000.00	(3,246.46)
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
<b>Total Expense</b>	<b>802,740.01</b>	<b>1,535,936.00</b>	<b>(733,195.99)</b>
<b>Net Ordinary Income</b>	<b>(120,837.55)</b>	<b>0.00</b>	<b>(120,837.55)</b>
<b>Net Income</b>	<b>(120,837.55)</b>	<b>0.00</b>	<b>(120,837.55)</b>



Board of Fire Commissioners Career Dept  
September 10, 2015

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 122
  - EMS Calls – 259

**Fire Prevention**

Inspections: 26

Re-inspection: 12

Fines: -0-

Permits: -0-

Plans: Several site plans in progress

Pre Plans – -0-

Invests: -0- Car fire

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations
- Station 1 – New toilet was installed in Ladies' Room
- EMS Cabinet from Station 2 was relocated to Station 1
- Station 2 – Air hose was repaired over 5408

**Trucks and Equipment**

Unit 5401

- New portable and charger for Monmouth County was installed
- Unit is leaving on Monday for Wildwood

Unit 5405

- Foley Caterpillar installed new high pressure fuel filter housing, waiting on new check valve before installing new fuel line



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

## CHIEF REPORT

SEPTEMBER 2015

Calls for the year 329

DRILLS/SCHOOLS: September 28, 2015 @1900hrs still water rescue awareness

Advanced SCBA classes will be attended

Fire instructor level 1 class will be attended

EQUIPMENT: The new Paratech fusion lifting struts are on 5401

The new turnout gear is in and has been handed out.

EVENTS: September 11, 2015 Station 55 is hosting a 911 ceremony at 0900 hrs at their main building on Larsen Rd.

September 12, 2015 Station 55 is hosting a commemorative stair climb for 911 heroes at Liberty High school at 0900hrs. All are welcome to attend the above events.

September 19, from 1430hrs to 2230hrs is Jackson day

VEHICLES: September 14, 2015 Fire and Safety will come here to pick up 5401 and bring it to their shop

To have it cleaned and ready for Wildwood convention and they will return it on Saturday

September 19, 2015 sometime in the afternoon. Note they did not call me back with the name

And phone number of the person that will be driving 5401 back to Jackson. When I get the

Name and number I will call Jack and let him know.



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

## CHIEF REPORT

SEPTEMBER 2015

RESCUE CALL: On Saturday, September 5, 2015 Station 54 and 56 responded to a MVA with entrapment in both vehicle and one vehicle on fire. 5610 and 5410 first on scene and found 1 heavily entrapped and the other vehicle on fire and civilians removed two from the burning wreck. 5400 had 5410 use at water extinguisher on the burning vehicle until the Engine arrived. 5400 had the crew of 5405, 5411 and 5611 use cutters, spreaders and rams to remove all 4 doors, roof and lift the dashboard off of the legs of the driver. All members assisted Quality with placing the driver on a backboard and place her in the ambulance in under 30 minutes. All victims have survived.

“ ANOTHER JOB WELL DONE BY THE MEMBERS OF STATION 54”

Respectfully submitted

Chief Michael Lubertazzi