

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

Minutes of Meeting Held
December 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 8:00 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Bollentin, Goldman, Leonard and Torres were present. Commissioner Ruditsky was absent. Board Attorney Youssouf was also present. Board Attorney Youssouf declared that there was a quorum.

Minutes: Commissioner Torres motioned to approve the minutes of the November 12, 2015 General meeting seconded by Commissioner Leonard. 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 December 12, 2015 was read by Commissioner Torres. Commissioner Goldman motioned to pay the bills as presented, seconded by Commissioner Leonard. Commissioner Torres motioned to accept the treasurer's report as read, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Legal Report – Board Attorney Youssouf referred Commissioners to their respective 2016 Budget Package, specifically Page 6 (Budget Resolution). Board Attorney read the 2016 Fire district Budget Resolution Township of Jackson Fire District No. 4 Budget Fiscal Year: January 1, 2016 to December 31, 2016 (an executed copy is attached to the original minutes and incorporated herein by reference). Commissioner Leonard motioned to accept the Resolution as read, seconded by Commissioner Goldman. Motion passed (4 ayes, one absent Ruditsky). Nominating petitions were given to the clerk. Completed nominating petitions must be turned in 28 days prior to the election (due back by 1/22 or 1/25). After discussion it was determined that Cheryl will contact Board Attorney Youssouf on 1/25 or 1/26 to advise what nominating petitions had been received. Capital question to be included on ballot (3 Million renovation/expansion at Station #2). Notice to be posted ten days prior to election in ten public places. List must be made and maintained as to the ten places where the notice was posted. Board Attorney Youssouf confirmed with the Board that Station #2 is on property that is owned by the Board. Revised Banquet Hall Agreement was distributed to the Board (a copy of which is attached to the original minutes and incorporated herein by reference). Commissioner Torres motioned to accept a Resolution in Title for Line Item

Transfers in the amount of \$61,600,00 from item over expended to line items under-expended, seconded by Commissioner Goldman. Motion passed (4 yes – Commissioner Ruditsky – absent).

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). #05 is not repaired yet. Parts have been ordered. FF Leonard provided Board with a copy of notice for class on Jan 9 2016 requesting that four career firefighters attend the class (29th Annual Firefighter Safety Seminar, 1/9/16 at Saint Barnabas Medical Center, Livingston- a copy of which is attached to the original minutes and incorporated herein by reference). Board was in agreement that four career firefighters attend.

Chief's Report– Commissioner Bollentin reported that Santa Patrol should be finished up tonight. Barry MacNeil submitted a letter request to use his own helmet. Commissioner Torres motioned to approve Barry MacNeil using his own helmet, seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Goldman praised Fire Company for Santa Patrol.

President's Report – Commissioner Bollentin reported that the financial report for the year was received. \$ 41,987 was the total amount that was taken in.

Fire Bureau: Report (part of the aforementioned Career Department Report). Open Flame Permit (for hall rentals) – Sternos are okay to use as long as fire company member is on site. Candles part of decorations during hall rental– open flame permit is required.

Work Orders: FF Leonard reported that everything is status quo. # 08 - #05 on the radar

Old Business/Correspondence:

Correspondence:

Life Insurance Policies: were signed off by the Board per Cheryl's request. Union letter to Board was submitted during November 2015 meeting. Need for additional career staff was reviewed. Board to meet one hour before the January meeting to discuss topic.

Old Business:

LOSAP: 50 Points and be a member in good standing make you eligible for the program. Discussion followed.

Snow Blower: which was approved previously was ordered earlier today.

New Business:

Request for new IP system – Cost: \$1,840 for ten new phones/installation; Cost: \$187.70 per month; Commissioner Goldman motioned to expend \$1840 for new phones and installation (state contract number), seconded by Commissioner Torres. Motion passed by unanimous consent. County is moving forward with radios using Windows based systems.

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 8:59 pm.

Philip Goldman, Clerk

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

**December 10, 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

New Business
Telephone System

Mail Correspondence
Per Orange folder

3:48 PM

12/10/15

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of December 10, 2015

	Dec 10, 15	
	Debit	Credit
1009 · Shore Community Operating	333,099.58	
1011 · Shore Community Payroll	23,913.45	
1012 · Shore Community Fire Bureau	39,720.45	
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	1,504,964.31	0.00

3:47 PM

Board of Fire Commissioners

12/10/15

Treasurer Report

Accrual Basis

As of December 10, 2015

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	12/10/2015	3907	NJ State League of Municipal...	PO 6550		65.00
Check	12/10/2015	3908	Bry's Marine	PO 6561		116.88
Check	12/10/2015	3909	PowerFlare	PO 6581		755.14
Check	12/10/2015	3910	Brian M. Ruditsky	PO 6584		1,020.00
Check	12/10/2015	3911	Verizon Wireless	PO 6585		188.80
Check	12/10/2015	3912	Verizon	PO 6586		731.97
Check	12/10/2015	3913	Waste Management	PO 6587		367.46
Check	12/10/2015	3914	NFPA	PO 5518		2,515.00
Check	12/10/2015	3915	FF1 Professional Safety Serv...	PO 6577		1,650.00
Check	12/10/2015	3916	Staples Credit Plan	PO 6589		149.16
Check	12/10/2015	3917	Home Depot	PO 6590		55.72
Check	12/10/2015	3918	Koerner & Koerner, PA	PO 6591		825.00
Check	12/10/2015	3919	Jackson Twp MUA	PO 6592		16,507.00
Check	12/10/2015	3920	R&H Spring & Truck Repair, I...	PO 6593		3,802.12
Check	12/10/2015	3921	GW Tire Service	PO 6594		1,857.95
Check	12/10/2015	3922	Blonder Supply Inc.	PO 6595		1,915.88
Check	12/10/2015	3923	Sisnetsky, David	PO 6597		60.00
Check	12/10/2015	3924	Lincoln Financial Group	PO 6598		39,291.06
Check	12/10/2015	3925	JCP&L	PO 6563		1,564.85
Check	12/10/2015	3926	Optimum	PO 6596		264.98
Check	12/10/2015	3927	Verizon Wireless	PO 6600		275.06
Check	12/10/2015	3928	Shore Mechanical Services	PO 6601		718.60
Check	12/10/2015	3929	Joseph D. Youssof, Esq	PO 6602		6,000.00
Check	12/10/2015	3930	Skillender s Service Center Inc.	PO 6603		12.60
Check	12/10/2015	3931	Blaze Emergency Equipment ...	PO 6604		689.00
Check	12/10/2015	3932	Advanced Auto Parts	PO 6605		218.82
Check	12/10/2015	3933	Nationwide Life Insurance	PO 6606		437.00
Check	12/10/2015	EFT	WEX BANK			1,362.57
Check	12/10/2015	3934	Susan L Oksen-Pereira	PO 6610		225.00
Total 1009 - Shore Community Operating					0.00	83,642.62
TOTAL					0.00	83,642.62

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

	Jan 1 - Dec 10, 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,029,210.88	1,497,034.00	(467,823.12)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	443.57	500.00	(56.43)
4750 · Bureau of Fire Prevention Incm	22,874.46	35,145.00	(12,270.54)
4800 · Other Income	4,138.52	0.00	4,138.52
Total Income	1,056,667.43	1,535,936.00	(479,268.57)
Gross Profit	1,056,667.43	1,535,936.00	(479,268.57)
Expense			
5110 · Salaries - Commissioners	20,000.00	20,000.00	0.00
5120 · Salaries - Secretary	2,700.00	2,800.00	(100.00)
5210 · Elections	3,023.00	1,500.00	1,523.00
5220 · Office Expense	9,294.27	10,500.00	(1,205.73)
5230 · Professional Services	83,375.53	102,500.00	(19,124.47)
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.	100,627.20	109,032.00	(8,404.80)
6120 · Salaries - Full Time Fire	257,313.63	259,971.00	(2,657.37)
6125 · Clothing Allowance	5,595.00	0.00	5,595.00
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	23,645.78	25,000.00	(1,354.22)
6180 · Payroll Taxes	27,848.36	57,868.00	(30,019.64)
6185 · Employer Pension Contribution	58.67	55,388.00	(55,329.33)
6190 · Fringe Benefits	68,778.54	73,003.00	(4,224.46)
6210 · Insurance	103,606.60	110,000.00	(6,393.40)
6220 · Advertising	534.75	2,000.00	(1,465.25)
6310 · Maintenance & Repairs	105,908.53	110,000.00	(4,091.47)
6410 · Supplies	25,129.61	25,000.00	129.61
6415 · Fire Prevention	3,580.00	5,000.00	(1,420.00)
6510 · Utilities	51,609.60	65,000.00	(13,390.40)
6513 · Fire Service Agreement	3,500.00	0.00	3,500.00
6515 · Hydrant Rent	63,805.00	65,000.00	(1,195.00)
6610 · Misc. Firefighter Expenses	15,514.05	20,000.00	(4,485.95)
6611 · Training	11,589.42	20,000.00	(8,410.58)
6615 · Gear - Fire Company	28,005.76	15,000.00	13,005.76
6625 · Joint District Expenses	600.00	5,000.00	(4,400.00)
6630 · Building Rennovations/Equipment	10,951.22	37,729.00	(26,777.78)
6640 · SCBA	2,177.10	15,000.00	(12,822.90)
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	14,717.79	30,000.00	(15,282.21)
6675 · UFSA	3,948.37	15,145.00	(11,196.63)
6910 · LOSAP	39,291.06	50,000.00	(10,708.94)
7810 · Res. For Future Capital Outlay	160,000.00	160,000.00	0.00
8030 · Chief Truck	34,476.09	0.00	34,476.09
Total Expense	1,285,053.31	1,535,936.00	(250,882.69)
Net Ordinary Income	(228,385.88)	0.00	(228,385.88)
Net Income	(228,385.88)	0.00	(228,385.88)

2016 FIRE DISTRICT BUDGET RESOLUTION

TOWNSHIP OF JACKSON

FIRE DISTRICT NO. 4 BUDGET

FISCAL YEAR: January 1, 2016 to December 31, 2016

WHEREAS, the Annual Budget for the Township of Jackson Fire District No. 4 (the "Fire District") for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 10, 2015; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,567,931, which includes an amount to be raised by taxation of \$1,529,174, and Total Appropriations of \$1,567,931; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 10, 2015 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 14, 2016.

Richard Leonard
 (Secretary's Signature)

12/10/15
 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
John Bollentin	✓			
Philip Goldman	✓			
Richard Leonard	✓			
Raymond Torres, Jr	✓			
Brian Ruditsky				✓