

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

Minutes of Meeting Held  
October 8, 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 Youssef. All participated in the Pledge of Allegiance. A moment of silence was observed.

**Roll Call:** Commissioners Bollentin, Leonard, and Ruditsky were present. Board Attorney Youssef was also present. Commissioners Goldman and Torres were absent for the roll call. Board Attorney Youssef declared that there was a quorum. Commissioner Torres entered the meeting at 8:20 pm

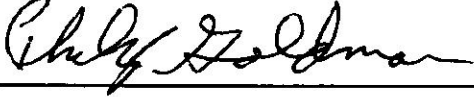
**Minutes:** Commissioner Leonard motioned to approve the minutes of the September 10, 2015 General meeting seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

**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 October 8, 2015 was read by Commissioner Ruditsky. After discussion, it was decided to amend the amount paid to Family Practice (\$515. check reduced to \$335. Physical by one candidate to be removed at this time). Commissioner Ruditsky motioned to pay the bills as amended, seconded by Commissioner Leonard. Motion passed by unanimous consent.

**Legal Report**–Board Attorney Youssef reviewed the budgetary dates for the upcoming year with the Board. Budget must be introduced by December 22, 2015; Pubic Hearing must be held by January 21, 2016; Election date is February 20, 2016. Commissioner Leonard is the sole commissioner up for re-election. Board Attorney Youssef will have nominating petitions prepared and sent over for anyone who needs them. Budget Prep: Fire Company President advised that he anticipates having the 2016 budget ready for the November meeting. Chief submitted 2015 Budget binder to the Board. Bond Resolution to be prepared for November 2015 meeting. Bond Resolution being readied in preparation for the February 2016 ballot. Bonding process was reviewed with the Board. Career staff provided their 2016 budget request (a copy of which is attached to the original minutes and incorporated herein by reference).

**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 Torres entered the meeting at 8:20 pm. Quote from Continental Tire was submitted to the Board (a copy of which is

**Adjournment:** With no other business to come before the Board, Commissioner Torres motioned to accept the Resolution to adjourn the meeting seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Meeting adjourned at 8:42 pm.

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

11:58 AM

10/12/15

Accrual Basis

**Board of Fire Commissioners**  
**Treasurer Report**  
As of October 8, 2015

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 · Shore Community Operating</b>						
Check	10/08/2015	3825	Rocky Mountain Comm Syst...	PO 6500		580.00
Check	10/08/2015	3826	Alpha Air Duct Cleaning	PO 6501		1,750.00
Check	10/08/2015	3827	Jackson Mills Fire Company	PO 6503		400.00
Check	10/08/2015	3828	Waste Management	PO 6504		367.88
Check	10/08/2015	3829	Verizon Wireless	PO 6505		188.80
Check	10/08/2015	3830	Foley, Incorporated	PO 6506		2,681.30
Check	10/08/2015	3831	NJNG	PO 6507		163.29
Check	10/08/2015	3832	National Center for Safety Init...	PO 6508		63.00
Check	10/08/2015	3833	Verizon Wireless	6509		809.65
Check	10/08/2015	3834	Neil Brooks Plumbing Heatin...	PO 6510		555.40
Check	10/08/2015	3835	Less Stress Instructional Ser...	PO 6511		185.00
Check	10/08/2015	3836	MES	PO 6512		1,971.10
Check	10/08/2015	3837	Ocean County Fire Preventio...	PO 6513		20.00
Check	10/08/2015	3838	Blaze Emergency Equipment ...	PO 6514		1,225.00
Check	10/08/2015	3839	Jerry's Autobody, LLC	PO 6515		169.90
Check	10/08/2015	3840	All Comm Technologies	PO 6496		312.90
Check	10/08/2015	3841	Good Mowin'	PO 6516		292.00
Check	10/08/2015	3842	Alert-All Corp	PO 6517		2,180.00
Check	10/08/2015	3843	Blaze Emergency Equipment ...	PO 6518		1,000.00
Check	10/08/2015	3844	Defender Emergency Products	PO 6519		230.00
Check	10/08/2015	3845	Blue Tarp Financial Inc.	PO 6520		94.99
Check	10/08/2015	3846	GW Tire Service	PO 6521		1,738.95
Check	10/08/2015	3847	Good Mowin'	PO 6523		548.00
Check	10/08/2015	3848	Susan L Oksen-Pereira	PO 6526		225.00
Check	10/08/2015	3849	Home Depot	PO 6527		171.12
Check	10/08/2015	3850	Optimum	PO 6522		264.98
Check	10/08/2015	3851	JCP&L	PO 6524		1,591.79
Check	10/08/2015	3852	FF1 Professional Safety Serv...	PO 6529		1,200.00
Check	10/08/2015	3853	Blaze Emergency Equipment ...	PO 6530		1,200.00
Check	10/08/2015	3854	NJNG	PO 6531		40.13
Check	10/08/2015	3855	Middlesex County Fire Acade...	PO 6532		387.00
Check	10/08/2015	3857	Family Practice of Centrastate	PO 6534		335.00
Total 1009 · Shore Community Operating					0.00	22,942.18
<b>TOTAL</b>					<b>0.00</b>	<b>22,942.18</b>

12:00 PM

10/12/15

Accrual Basis

**Board of Fire Commissioners**  
**Cash Balances**  
**As of October 12, 2015**

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	Oct 12, 15	
	Debit	Credit
1009 · Shore Community Operating	561,284.08	
1011 · Shore Community Payroll	32,399.03	
1012 · Shore Community Fire Bureau	39,440.14	
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	
<b>TOTAL</b>	<b>1,741,354.08</b>	<b>0.00</b>

11:56 AM  
 10/12/15  
 Cash Basis

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through October 8, 2015

	Jan 1 - Oct 8, 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	352.06	500.00	(147.94)
4750 · Bureau of Fire Prevention Incm	22,597.46	35,145.00	(12,547.54)
4800 · Other Income	4,138.52	0.00	4,138.52
<b>Total Income</b>	<u>1,056,298.92</u>	<u>1,535,936.00</u>	<u>(479,637.08)</u>
<b>Gross Profit</b>	1,056,298.92	1,535,936.00	(479,637.08)
<b>Expense</b>			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	2,250.00	2,800.00	(550.00)
5210 · Elections	3,023.00	1,500.00	1,523.00
5220 · Office Expense	7,919.32	10,500.00	(2,580.68)
5230 · Professional Services	71,838.53	102,500.00	(30,661.47)
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.	83,856.00	109,032.00	(25,176.00)
6120 · Salaries - Full Time Fire	212,750.41	259,971.00	(47,220.59)
6125 · Clothing Allowance	4,635.00	0.00	4,635.00
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	18,698.52	25,000.00	(6,301.48)
6180 · Payroll Taxes	17,390.56	57,868.00	(40,477.44)
6185 · Employer Pension Contribution	46.21	55,388.00	(55,341.79)
6190 · Fringe Benefits	31,177.81	73,003.00	(41,825.19)
6210 · Insurance	103,606.60	110,000.00	(6,393.40)
6220 · Advertising	480.25	2,000.00	(1,519.75)
6310 · Maintenance & Repairs	87,224.68	110,000.00	(22,775.32)
6410 · Supplies	20,083.32	25,000.00	(4,916.68)
6415 · Fire Prevention	3,580.00	5,000.00	(1,420.00)
6510 · Utilities	42,959.80	65,000.00	(22,040.20)
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	6,266.25	20,000.00	(13,733.75)
6611 · Training	8,909.42	20,000.00	(11,090.58)
6615 · Gear - Fire Company	28,005.76	15,000.00	13,005.76
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	2,177.10	20,000.00	(17,822.90)
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	12,693.79	30,000.00	(17,306.21)
6675 · UFSA	975.39	15,145.00	(14,169.61)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
7810 · Res. For Future Capital Outlay	160,000.00	160,000.00	0.00
8030 · Chief Truck	22,795.00	0.00	22,795.00
<b>Total Expense</b>	<u>1,020,581.18</u>	<u>1,535,936.00</u>	<u>(515,354.82)</u>
<b>Net Ordinary Income</b>	<u>35,717.74</u>	<u>0.00</u>	<u>35,717.74</u>
<b>Net Income</b>	<u><b>35,717.74</b></u>	<u><b>0.00</b></u>	<u><b>35,717.74</b></u>

Board of Fire Commissioners Career Dept  
October 8, 2015

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 134
  - EMS Calls – 293

**Fire Prevention**

Inspections: 23

Re-inspection: 18

Fines: -0-

Permits: 1

Plans: 2 plans submitted (under review)

Pre Plans – -0-

Invests: -0-

- Fire Prevention is ongoing this month

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations
- Station 1 – All repairs and clean up for Open House will be complete on 10/9/15
- Station 1 – Heater in First Aid Bay and over 5405 are not working, service company was notified
- Station 2 – Minor leak was reported from roof in bay area, possibly from storm, will monitor

**Trucks and Equipment**

Unit 5401

- Speedy dry chute was repaired
- Chain saw was sent out for service, as per work order

Unit 5405

- Foley Caterpillar finished installing new fuel line and check valve
- New front tires were installed

Board of Fire Commissioners Career Dept  
October 8, 2015

Unit 5407

- Unit was serviced
- PTO main seal is leaking on the pump, parts are on order, per work order

Unit 5408

- Unit was serviced

Unit 5411

- Portable generator light was replaced with spare
- New exhaust fan switch is on order
- New TIC battery was put in unit
  - All as per work orders

Unit 5414

- Unit is out for light and radio installation

Unit 5417

- Extrication pump was sent out for service, replaced with pump from 5407, as per work order

Unit 5419

- Rear tire was repaired by G & W Tires, as per G & W, they found cracks around the beads and tires need to be replaced

### **Special Details / Projects / Notifications**

- Ocean County Fire Marshall inspected both stations, all violations were corrected
- Received quotes from Kelly Kilowatt to convert all exterior lights at Station 1 to LED

### **Training**

- EMT Re-cert course has been scheduled for October 15<sup>th</sup> and 22<sup>nd</sup> at Station 55-1 starting at 8 am until 4:30 pm

Submitted by  
Lt. Mark Reynolds

11/12/15

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP AUTHORIZING  
A BOND REFERENDUM FOR THE RENOVATION AND EXPANSION  
OF FIRE STATION NO.2**

**WHEREAS;** N.J.S.A. 40A:14-85 authorizes boards of fire commissioners to erect, expand and modify firehouse facilities used for the storage of fire apparatus with the costs thereof to be paid by bonds or notes to be issued by the district; and

**WHEREAS;** The Board, in consultation with the Chief and Executive Officers of the Jackson Mills Volunteer Fire Company, have determined that the renovation, expansion and modernization of Fire Station No.2 is necessary and desirable to meet the current and future needs of the fire district; and

**WHEREAS;** The estimated cost of the construction program at Fire Station No.2 is **THREE MILLION DOLLARS (\$3,000,000.00)**.

**WHEREAS;** N.J.S.A.40A:14-85 requires that before a resolution authorizing a capital expenditure and the issuance of district bonds or notes to pay the costs thereof may become operative it must be submitted to and approved by the fire district's voters at referendum; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a bond referendum is hereby scheduled for **FEBRUARY 20, 2016** for the purpose of soliciting voter approval of the proposed renovation and expansion of Fire Station No.2 with the costs thereof to be paid by bonds or notes issued by the Board of Fire Commissioners of Fire District No.4 Jackson Township in an amount not to exceed **THREE MILLION DOLLARS (\$3,000,000.00)**.



**BE IT FURTHER RESOLVED** that this Resolution shall be inoperative unless and until it has been submitted to and approved by the legal voters of Fire District No.4 Jackson Township at the annual budget referendum and election of commissioners scheduled to be held February 20, 2016.

**BALLOT QUESTION**

**SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.4 JACKSON TOWNSHIP BE AUTHORIZED TO EXPAND AND IMPROVE FIRE STATION NO.2 AT A TOTAL COST NOT TO EXCEED THREE MILLION DOLLARS (\$3,000,000.00) AND TO ISSUE BONDS OR NOTES OF THE FIRE DISTRICT TO PAY THE COSTS THEREOF?**

**YES**

**NO**

**BALLOT EXPLANATION**

The Board of Fire Commissioners is seeking voter approval of the proposed modification, renovation and expansion of Fire Station No.2. The Board intends to pay for this project by issuing bonds or notes of the fire district which are tax exempt municipal securities.

A **YES** vote will authorize the Board to undertake this project and to pay for it by issuing bonds or notes.

A **NO** vote will prohibit the Board from undertaking this project and from issuing bonds or notes.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on November 12, 2015.

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

**NOTICE OF BOND REFERENDUM, BOARD OF FIRE  
COMMISSIONERS FIRE DISTRICT NO.4 JACKSON  
TOWNSHIP**

**TAKE NOTICE:** The Board of Fire Commissioners of Fire District No.4 Jackson Township have scheduled a **BOND REFERENDUM** pursuant to the provisions of N.J.S.A. 40A:14-85 to be held on February 20, 2016. The polls will be open between the hours of 2:00 p.m. and 9:00 p.m. and the polling station will be the Jackson Mills Volunteer Fire Company Firehouse West County Line Road Jackson Twp. All registered voters who reside in Fire District No.4 Jackson Township are eligible to vote.

The purpose of this bond referendum is to seek voter approval of the proposed renovation, expansion and improvement of existing firehouse No.2. The project, if approved, will be paid for by bonds or notes of the Fire District. in an amount not to exceed \$3,000,000.00.

Jack Bollentin, Chairman