

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

Minutes of Meeting Held
January 14, 2016

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, Goldman, Leonard, Ruditsky and Torres were present. Board Attorney Youssef was also present. Board Attorney Youssef declared that there was a quorum with all commissioners present.

Minutes: Commissioner Torres motioned to approve the minutes of the December 10, 2015 General meeting seconded by Commissioner Goldman. Motion passed by majority vote, with Commissioner Ruditsky abstaining due to his absence at that meeting.

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 January 14, 2016 was read by Commissioner Torres. Commissioner Goldman motioned to accept the treasurer's report as read, seconded by Commissioner Leonard. Motion passed by unanimous consent.

Legal Report – Board Attorney Youssef reported to the Board that the Budget Hearing was authorized by the DCA. Board Attorney Youssef read a Resolution adopting the budget for Fiscal Year 2016 (a copy of which is attached to the original minutes and incorporated herein by reference). A public session was convened and questions/comments from the public were requested. There were no comments from the board or public. Commissioner Torres motioned to close the public comment session for the 2016 budget, seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Torres motioned to accept the Resolution to adopt the budget for Fiscal Year 2016, seconded by Commissioner Ruditsky. Motion passed by unanimous consent (all commissioners voting "yes"). Board Attorney Youssef reviewed the election procedures with the Board. Three questions will be on the ballot: one for the budget, one for the Station #2 question and election of commissioner. Nominating petitions for Commissioners are due later next week. Cheryl to advise Board Attorney Youssef of petitions received. Board Attorney Youssef reviewed the process for the temporary budget, which is needed from January 1, 2016 through the March 2016 re-organizational meeting of the board. Amount is to be 14% of last year's budget (\$165,969). Commissioner Ruditsky motioned to accept the Resolution to create a temporary budget for the period of January 1,

2016 to the March 2016 re-organizational meeting of the board in the amount of \$165,969 (14% of 2015 fiscal year budget), seconded by Commissioner Goldman. Motion passed by unanimous consent (all commissioners voting "yes").

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Discussion on request for radio purchase. Commissioner Torres motioned to purchase 3 Motorola CDM 1550 VHF at a cost of \$1,500 (including installation), seconded by Commissioner Goldman. Motion passed by unanimous consent. (Radios will be for #01, #05 and #11.) Lt. Reynolds reported that career staff will attend the CEVO class given by the Chief. Portable LED lights were discussed: one set to be kept at station for landing zone.

Chief's Report– Chief's report was read by Chief Lubertazzi (a copy of which is attached to the original minutes and incorporated herein by reference). Chief assured Board that 2016 Line Officers for the Volunteer Fire Company being presented to the Board all have the necessary certificates. Commissioner Ruditsky motioned to accept the 2016 Line Officers as presented (list is part of the aforementioned written Chief's report), seconded by Commissioner Goldman. Motion passed by unanimous consent. Chief requested permission to send Ray Torres to Fire Instructor Level #2 class. Commissioner Ruditsky motioned to send Ray Torres to Fire Instructor Level #2 Class at a cost of \$ 262, seconded by Commissioner Leonard. Motion passed by majority vote, with Commissioner Torres abstaining. Chief confirmed with the Board that the company's Roll Call has been down. Requested that the Board consider hiring another career firefighter. Banquet is coming up this weekend. Chief has notified county dispatch (written request to county dispatch is included in the aforementioned Chief's written report). Commissioner Bollentin reported to the Board that Stan O'Brien Jr. is requesting to be sent to Drill Ground Instructor class at Mercer County Fire Academy on February 20, 2016 at a cost of \$85.00. Commissioner Ruditsky motioned to approve the request of Stan O'Brien Jr. to attend Drill Ground Instructor class on 2/20/16 at a cost of \$85.00, seconded by Commissioner Goldman. Motion passed by unanimous consent.

President's Report – absent. No report.

Fire Bureau: Report (part of the aforementioned Career Department Report) was read earlier in the meeting. Jackson Auto Body fire turned over to Ocean County Prosecutor's Office due to the liability and the dollar amount. County is moving forward with the CAD on line perhaps over the summer. No information available on county radios.

Work Orders: All are being worked on.

Old Business/Correspondence:

Correspondence:

Letter from Fire Official Burmeister was received (copy of letter is attached to the original minutes and incorporated herein by reference. He requested use of

bereavement leave (5 days) to be spread out over a period of time and not the five consecutive days per the contract. Board was in agreement.

Old Business: Commissioner Bollentin reported that Board has reviewed the career staff request to hire a new career firefighter. Board's position is that they feel they do not need another career firefighter at this time. Board to look into using per diem firefighters. Most likely, beginning March 1st, career staff hours to change to 9 a.m. to 5 p.m. for a trial period of 90 days. FF Leonard requested a written response from the Board on the financial impact on per diem hiring vs. hiring another career firefighter. Discussion followed regarding change of hours; Chief asked to keep hours 7 am to 3 pm keeping early morning coverage. FF Leonard presented the recording secretary with documents that were presented to the Board at the December 2015 meeting. (Documents are attached to the original minutes and incorporated herein by reference.) FF Leonard stated that the union is against using per diems. Board Attorney Youssouf reviewed Garcia case law with the Board and Fair Labor Standards Act. Board Attorney Youssouf recommending that a workshop meeting be held to discuss the issues.

New Business:

Fire District Election: Lt. Reynolds to contact poll workers and to work with Cheryl. Board Attorney Youssouf sent in letter requesting voting machines.

Public Session: Albert Cucorio spoke against switching hours of career staff to 9 am to 5 pm; requested that the Board investigate the EMS proposal by speaking to him. Township approval is needed.

Executive Session: Commissioner Ruditsky motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Goldman. Motion passed by unanimous consent at 8:59 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:40 p.m. and the Board reconvened the public session.

Public Session: It was announced that a Workshop meeting will be held on January 25, 2016 at 6 pm with the Board and the union rep for career staff for the purpose of discussing the possibility of hiring another career staff firefighters, per diem firefighters, change of staff hours. Notices to be posted.

Adjournment: With no other business to come before the Board, Commissioner Torres motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned at 9:42 pm.

 _____, Clerk

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

**January 14, 2016
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
2016 Budget Adoption

Mail Correspondence
Per Orange folder

2:40 PM

01/14/16

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of January 14, 2016

	Jan 14, 16	
	Debit	Credit
1009 · Shore Community Operating	651,211.00	
1011 · Shore Community Payroll	33,733.32	
1012 · Shore Community Fire Bureau	43,952.55	
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	1,837,127.70	0.00

2:40 PM

01/14/16

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of January 14, 2016

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	01/14/2016	3940	Champion Rescue Tools	PO 6582		863.00
Check	01/14/2016	3941	Verizon Wireless	PO 6615		188.80
Check	01/14/2016	3942	Waste Management	PO 6616		377.54
Check	01/14/2016	3943	ACCU Copy	PO 6618		90.00
Check	01/14/2016	3944	Embroider Me	PO 6619		25.00
Check	01/14/2016	3945	Family Practice of Centrastate	PO 6620		720.00
Check	01/14/2016	3946	Jerry's Autobody, LLC	PO 6621		167.94
Check	01/14/2016	3947	Skillender s Service Center Inc.	PO 6622		389.26
Check	01/14/2016	3948	NJNG	PO 6623		688.49
Check	01/14/2016	3949	Verizon	PO 6624		540.12
Check	01/14/2016	3950	Good Mowin'	PO 6625		292.00
Check	01/14/2016	3951	JCP&L	PO 6626		1,122.06
Check	01/14/2016	3952	Blaze Emergency Equipment ...	PO 6627		140.33
Check	01/14/2016	3953	Lincoln Financial Group	PO 6630		11,819.66
Check	01/14/2016	3954	New Jersey Motor Vehicle Co...	PO 6632		150.00
Check	01/14/2016	3955	Advanced Auto Parts	PO 6633		59.93
Check	01/14/2016	3956	Steven Linde	PO 6634		258.09
Check	01/14/2016	3957	Staples Credit Plan	PO 6636		216.83
Check	01/14/2016	3958	Optimum	PO 6635		299.57
Check	01/14/2016	3959	Jackson Storage	PO 6637		1,476.00
Check	01/14/2016	3960	Verizon	PO 6638		362.72
Check	01/14/2016	3961	JCP&L	PO 6639		506.87
Check	01/14/2016	3962	Skillender s Service Center Inc.	PO 6640		638.03
Check	01/14/2016	3963	Asbury Park Press	PO 6642		66.50
Check	01/14/2016	3964	Koerner & Koerner, PA	PO 6641		519.00
Check	01/14/2016	3965	NJNG	PO 6643		344.93
Check	01/14/2016	3966	Foley, Incorporated	PO 6644		1,353.79
Check	01/14/2016	3967	Holmes and McDowell	PO 6645		8,328.00
Check	01/14/2016	3968	Federal Express	PO 6646		18.50
Total 1009 - Shore Community Operating					0.00	32,022.96
TOTAL					0.00	32,022.96

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 2016

	Jan 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	0.00	1,540,550.00	(1,540,550.00)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	0.00	500.00	(500.00)
4750 · Bureau of Fire Prevention Incm	0.00	35,000.00	(35,000.00)
Total Income	<u>0.00</u>	<u>1,579,307.00</u>	<u>(1,579,307.00)</u>
Gross Profit	0.00	1,579,307.00	(1,579,307.00)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	0.00	2,800.00	(2,800.00)
5210 · Elections	0.00	1,500.00	(1,500.00)
5220 · Office Expense	325.33	10,500.00	(10,174.67)
5230 · Professional Services	519.00	102,500.00	(101,981.00)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	0.00	109,032.00	(109,032.00)
6120 · Salaries - Full Time Fire	0.00	280,653.00	(280,653.00)
6125 · Clothing Allowance	0.00	7,500.00	(7,500.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	0.00	25,000.00	(25,000.00)
6180 · Payroll Taxes	0.00	37,997.00	(37,997.00)
6185 · Employer Pension Contribution	0.00	55,388.00	(55,388.00)
6190 · Fringe Benefits	0.00	79,449.00	(79,449.00)
6210 · Insurance	8,328.00	110,000.00	(101,672.00)
6220 · Advertising	66.50	2,000.00	(1,933.50)
6310 · Maintenance & Repairs	4,517.28	110,000.00	(105,482.72)
6410 · Supplies	0.00	25,000.00	(25,000.00)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	4,431.10	65,000.00	(60,568.90)
6513 · Fire Service Agreement	0.00	3,500.00	(3,500.00)
6515 · Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 · Misc. Firefighter Expenses	1,128.09	25,000.00	(23,871.91)
6611 · Training	0.00	20,000.00	(20,000.00)
6615 · Gear - Fire Company	25.00	15,000.00	(14,975.00)
6625 · Joint District Expenses	0.00	5,000.00	(5,000.00)
6630 · Building Rennovations	0.00	51,988.00	(51,988.00)
6635 · Equipment-Non-Bondable	0.00	41,000.00	(41,000.00)
6640 · SCBA	0.00	15,000.00	(15,000.00)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	863.00	40,000.00	(39,137.00)
6670 · Vehicle Equip-Radios/Pagers	0.00	30,000.00	(30,000.00)
6675 · UFSA	0.00	15,000.00	(15,000.00)
6910 · LOSAP	11,819.66	50,000.00	(38,180.34)
6990 · Contingent-Operating	0.00	2,000.00	(2,000.00)
7810 · Res. For Future Capital Outlay	0.00	125,000.00	(125,000.00)
Total Expense	<u>32,022.96</u>	<u>1,579,307.00</u>	<u>(1,547,284.04)</u>
Net Ordinary Income	<u>(32,022.96)</u>	<u>0.00</u>	<u>(32,022.96)</u>
Net Income	<u><u>(32,022.96)</u></u>	<u><u>0.00</u></u>	<u><u>(32,022.96)</u></u>

2016 ADOPTED BUDGET RESOLUTION

TOWNSHIP OF JACKSON

FIRE DISTRICT NO. 4

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 for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 14, 2016; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget 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 presented for adoption reflects Total Revenues of \$ 1,579,307, which includes amount to be raised by taxation of \$1,540,550, and Total Appropriations of \$1,579,307; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 14, 2016 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016, is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,579,307, which includes amount to be raised by taxation of \$1,540,550, and Total Appropriations of \$1,579,307; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

Richard Leonard
(Secretary's Signature)

1/14/2016
(Date)

Board of Commissioners Recorded Vote

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

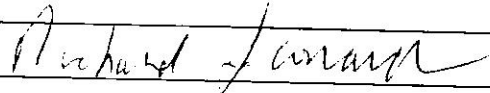
2016 ADOPTION CERTIFICATION

TOWNSHIP OF JACKSON

FIRE DISTRICT NO. 4 BUDGET

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

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on the 14 day of January, 2016.

Officer's Signature:			
Name:	Richard Leonard		
Title:	Clerk		
Address:	465A North County Line Road, Jackson, NJ 08527		
Phone Number:	732-928-1434	Fax Number:	732-928-8220
E-mail address:	redtacom600@aol.com		

Board of Fire Commissioners Career Dept
January 14, 2016

FIRE & EMS Calls

Career Personnel's Call totals for 2015- Fire 184 EMS- 383

- Year to Date – Career Dept. Runs
 - Fire Calls – 6
 - EMS Calls – 13

Fire Prevention

Inspections:	18
Re-inspection:	17
Fines:	0
Permits:	0
Plans:	several in progress
Pre Plans:	
Invests:	Jackson Autobody – OCFM and OC Prosecutors Office handled

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations
- Station 1- Plymovent system is to be updated and installed to be made at both stations, just waiting on a date to be set. Telephone system install in progress. Air & Gas tech was contacted to repair door on cascade system
- Station 2 – no issues reported- see station 1 report.

Trucks and Equipment

Unit 5400 (White Tahoe)

- No issues

Board of Fire Commissioners Career Dept
January 14, 2016

- New Smoke ejector fan is on 5401.
- New LED portable lights and tripods are on 5401.
- New Blitz fire nozzle is on 5401
- Upcoming training; 02/04/16 @ 0800hrs Real everyday Incident Command will be at St 55-1
- Upcoming training; 02/17/16 @ 0800hrs CEVO 3-fire with ST 55 Career staff

Submitted by
Lt. Mark Reynolds



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

CHIEF'S REPORT

JANUARY 2016

Fire Calls for 2015: 465

Fire calls FOR 2016: 18

Drill: 1-25-16 BBP/RTK and HAZ-MAT Class 1930hrs at station 1 this a state mandatory class that everyone must complete.

Equipment: Some 2015 Budget equipment has arrived and the company held company drills on the equipment and the equipment was placed in service.

Vehicles: See career staff report

Miscellaneous: See attached 2016 line officers. This list needs the approval of the fire district board.

I am respectfully requesting that the board purchases ice melt asap

SOMETHING FOR THE BOARD TO THINK ABOUT: I am requesting permission to remove all desks and cabinets in the old office at station 2 and place them in the back room. The reason for this is because I would like permission to build bunk beds and place them in that secure room.

Radio Frequency Update: All of the parts are in for Patching capabilities with FIREOPS1 and FIRETAC1. They are working on installation and they will let us know when it is complete, they did not give a completion time or date.

Respectfully submitted

Chief Michael Lubertazzi



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

1-14-16

County dispatch;

On Saturday, January 16, 2016, the Jackson Mills Vol. Fire Co. Station 54 will be holding our annual fire company banquet. I am respectfully requesting that you dispatch Station 55 for all emergencies in station 54's district and any emergencies that Station 54 is requested in Station 56's district as well. This response request will be needed from 12 noon on Saturday, January 16, 2016 until Sunday, January 17, 2016. Yes, you can tone out Station 54 for each call for those that will be in town after our event. If you have any questions please contact me at 908-770-4664.

Thank you

Michael Lubertazzi

Fire Chief
Jackson Mills Vol. Fire Co.



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

Line Officers 2016

- 5400 Chief Michael Lubertazzi - (908) 770 - 4664 185 Gomberg ave.
michael.lubertazzi@jacksonmillsfirecompany.com
- 5410 Deputy Chief Stanley O'Brien Sr. -(732) 816-7705 450 Cook Rd.
stan.obrien.sr@jacksonmillsfirecompany.com
- 5420 Captain Shane O'Brien - (732) 600 - 3190 450 Cook Rd.
shane.obrien@jacksonmillsfirecompany.com
- 5430 1st Lt. Richard Marrero - (908) 906 - 7280 13 Overlook Dr.
rich.marrero@jacksonmillsfirecompany.com
- 5440 2nd Lt. Trask O'Hara - (347) 581-3580 12 Brittany Ln.
trask.ohara@jacksonmillsfirecompany.com
- 5450 3rd Lt. Joseph Krzyzewski - (609) 651-0979 685 W. Commodore Blvd
joe.krzyzewski@jacksonmillsfirecompany.com
- 5460 OPEN POSITION
- 5490 Safety Officer Jack Bollentin - (848)207-6545 578 Frank Applegate Rd
jack.bollentin@jacksonmillsfirecompany.com