

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

Minutes of Meeting Held  
April 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 Rich Leonard at 8:00 pm. "Open Meetings Act" statement was read by Commissioner Bollentin. 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 Youssouf was also present. Board Attorney Youssouf declared that there was a quorum with all commissioners present.

**Minutes:** Commissioner Goldman motioned to approve the minutes of the March 10, 2016 General meeting seconded by Commissioner Bollentin. Motion passed by majority vote with Commissioner Torres abstaining.

**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 April 14, 2016 was read by Commissioner Torres. Commissioner Bollentin motioned to accept the treasurer's report as read and to pay the bills, seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

**Legal Report** – Board Attorney Youssouf informed the Board of a March 15, 2016 Superior Court of NJ Appellate Division decision regarding OPRA requests (Berry vs. Franklin #1 Fire Department and Millstone Valley Fire Department). Court's ruling determined that volunteer fire companies are subject to OPRA. Board Attorney Youssouf's recommendation is that any OPRA requests be sent to him as soon as possible so that he may evaluate the validity of any OPRA request – there are twenty-four (24) prohibitive categories.

**Truck & Building/Career Department Report** – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). After discussion (Fire & Safety Services proposal attached to the original minutes and incorporated herein by reference), it was decided that foam mount would not be relocated. Commissioner Ruditsky motioned to purchase pike pole mounting bracket, seconded by Commissioner Torres (a copy of the proposal is attached to the original minutes and seconded herein by reference). Commissioner Ruditsky motioned to purchase three sets of Epy pens (a set consist of an adult dose and a pediatric dose) – one set for #07, one set for #01, one set for #11, seconded by Commissioner Torres. Commissioner Torres will work on SOG's. A copy of the proposal is attached to the original

minutes and incorporated herein by reference. Training classes to be scheduled for volunteers.

**Chief's Report** – Stanley O'Brien Sr., Deputy Chief verbally reported that there have been 125 fires to date. Everything has been running smooth, no problems.

**Fire Bureau:** Report was ready by Commissioner Goldman. A copy of the report is attached and incorporated herein by reference.

**President's Report** – President Robert Booth provided the Board with a copy of the 1<sup>st</sup> Quarter 2016 Hall Balance Sheet (a copy of which is attached to the original minutes and incorporated herein by reference), which lists income and expenses. There was also a spreadsheet itemizing the report. Fire Service Agreement (FSA) expired on March 29, 2016. Fire Company wants to eliminate the \$300 ~~for~~ <sup>emergency equipment</sup> ~~expense~~ for the year 2016 only. Commissioner Torres motioned to accept the Resolution in Title presented by Board Attorney Youssouf to extend the Fire Protection Agreement for a period of one year, commencing on January 1, 2016 and expiring on February 28, 2017, the terms to be unchanged. Seconded by Commissioner Bollentin. Roll call vote: All commissioners voting yes: Bollentin, Goldman, Leonard, Ruditsky and Torres. Commissioner Ruditsky motioned to approve \$1,000 to purchase recruitment materials (to recruit volunteer fire members) for the fire company, seconded by Commissioner Goldman. Motion passed by unanimous consent. Discussion on use of Commissioners Meeting Room as a day room on a trial basis for the fire company. Drawing submitted to the Board. Commissioner Ruditsky motioned to give the Volunteers the Commissioners Room as a Day Room on a trial basis (later stipulated that until contract is rendered, room will not be used for dayroom by the volunteers), seconded by Commissioner Torres. Discussion followed. Commissioner Torres and Commissioner Goldman to work together on contract for use of the room by Volunteers as a day room. Until contract is approved, room is not be used by volunteers. Folders needed for junior members – junior members are to turn in a copy of report cards to the President when report cards are issued at the conclusion of each marking period.

**Work Orders:** None.

**Old Business/Correspondence:**

**Correspondence:**

**Good Mowin'** – correspondence was received for applications of lawn treatments (5 applications for Station #1: \$500; 5 applications for Station #2: \$600) and mowing rates (Station #1: \$81. Per mow; Station #2: \$ 56 Per mow). Commissioner Ruditsky motioned that the Board stay with Good Mowin for 2016, seconded by Commissioner Torres. Motion passed by unanimous consent.

**Old Business:**

**Road Project.** Commissioner Bollentin reported that there is a new county engineer. Board Attorney Youssouf will write a letter to Ocean County Chief Engineer to request a meeting to review roadwork project on County Line Road.

Station #2: Commissioner Bollentin reported that there was a meeting with Pete Kitay to discuss recommendations. Recommendation: renovations to the livable part and erecting a pole barn on the property that has to be used. Board Attorney Youssouf reviewed funding options. Funds from this year's budget cannot be expended unless the spending has been appropriated. Commissioner Bollentin motioned to approve the proposed Resolution in Title by Board Attorney Youssouf to schedule a Bond Referendum on June 18, 2016 for Renovations and Improvements to Fire Substation located at 550 West Commodore Boulevard and Road improvements in the vicinity of Station #1 County Line Road in an amount not to exceed \$500,000. Polling to be held at Station #2 located at 550 West Commodore Boulevard, 2 pm to 9 pm, seconded by Commissioner Ruditsky. After discussion, Commissioner Ruditsky motioned to accept a Resolution to amend the motion (to remove Road Improvements in the vicinity of Station #1 County Line Road), seconded by Commissioner Goldman. Motion to amend the Resolution passed by unanimous consent. (Amended Resolution: to schedule a Bond Referendum on June 18, 2016 for Renovations and Improvements to Fire Substation located at 550 West Commodore Boulevard in an amount not to exceed \$500,000. Polling to be held at Station #2 located at 550 West Commodore Boulevard, 2 pm to 9 pm). Motion passed by unanimous consent (ayes: Bollentin, Goldman, Leonard, Ruditsky and Torres). Boat Motor: bigger engine needed. Prices for 25 hp engine needed. Stickers on #01: Union sticker was approved in the past. To be discussed at next month's meeting. Roof Status: to be discussed at next month's meeting

#### **New Business:**

**Intern:** Brian Bruno, senior at U of New Haven (studying Fire Code Investigations and Fire Investigations) was introduced to the Board by Fire Official Burmeister. Brian is asking to be an intern during the summer of 2016 (150 hours) focus on Code Enforcement and what is asked of him. Discussion on gear: Brian is a member in Freehold Township. Brian will ask permission from Freehold Twp to use his gear while doing his intern house, after that, Brian was asked to bring his gear in for inspection to determine if it can be used while serving in JTFD #4. Commissioner Bollentin motioned to accept the Resolution in Title presented by Board Attorney Youssouf to authorize FF Brian Robert Bruno to participate in the Fire Prevention Bureau for District #4 for training purposes, seconded by Commissioner Ruditsky. Motion passed by unanimous consent (ayes: Bollentin, Goldman, Leonard, Ruditsky, Torres). Credit Card: "P Card" program has evolved, as per Cheryl. It is a Visa card issued through Bank of America. It allows the district to make purchases tax-free and it gives a rebate. It is approved by the State of NJ, under NJ State contract, to be controlled by your QPA or a designee. Limits can be set. Commissioner Ruditsky motioned to accept the Resolution to participate in the Bank of American "P Card" program, with a limit of \$1,000, seconded by Commissioner Goldman. Motion passed by unanimous consent (Ayes: Bollentin, Goldman, Leonard, Ruditsky, Torres). Policy to be established regarding the use of the "P Card" at the next meeting.

**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 Goldman. Motion passed by unanimous consent. Meeting adjourned at 9:40 pm.

Phil Goldman, Clerk

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

**April 14, 2016  
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

New Business  
Intern

Mail Correspondence  
Per Orange folder

1:08 PM

04/14/16

Accrual Basis

**Board of Fire Commissioners**

**Cash Balances**

**As of April 14, 2016**

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	Apr 14, 16	
	Debit	Credit
1009 · Shore Community Operating	659,266.63	
1011 · Shore Community Payroll	50,875.53	
1012 · Shore Community Fire Bureau	48,284.05	
1016 · Shore Comm-CD-Future Cap 0721	298,900.03	
1018 · Shore Comm-CD-Future Cap 0795	240,201.98	
1019 · Shore Comm-CD Future Cap 0872	411,629.35	
1021 · Shore Comm-CD Future Cap 0877	179,427.63	
TOTAL	<u>1,888,585.20</u>	<u>0.00</u>

7:38 PM

04/14/16

Accrual Basis

## Board of Fire Commissioners

## Treasurer Report

As of April 14, 2016

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 - Shore Community Operating</b>						
Check	04/14/2016	4032	VFIS	PO 6734		3,741.48
Check	04/14/2016	4033	Defender Emergency Products	PO 6735		392.36
Check	04/14/2016	4034	Mercer County Community C...	PO 6733		2,275.00
Check	04/14/2016	4035	Family Practice of Centrastate	PO 6732		770.00
Check	04/14/2016	4036	Terminix	PO 6731		721.68
Check	04/14/2016	4037	John M Bollentin	PO 6715		100.00
Check	04/14/2016	4038	New Jersey State Associatio...	PO 6717		300.00
Check	04/14/2016	4039	Waste Management	PO 6718		372.27
Check	04/14/2016	4040	Blaze Emergency Equipment ...	PO 6719		4,964.96
Check	04/14/2016	4041	Koerner & Koerner, PA	PO 6720		2,567.50
Check	04/14/2016	4042	JCP&L	PO 6721		1,085.95
Check	04/14/2016	4043	NJNG	PO 6722		822.64
Check	04/14/2016	4044	Verizon	PO 6723		19.35
Check	04/14/2016	4045	Joseph D. Youssouf, Esq	PO 6724		6,000.00
Check	04/14/2016	4046	Board of Fire Commissioner'...	PO 6725		185.00
Check	04/14/2016	4047	NJ Casualty Ins Co	PO 6726		9,425.14
Check	04/14/2016	4048	Insurance Resotration Specia...	PO 6727		129.50
Check	04/14/2016	4049	Clean Air Company, Inc.	PO 6728		478.06
Check	04/14/2016	4050	Jersey Coast Equipment	PO 6729		759.80
Check	04/14/2016	4051	Expedition Imports Corporation	PO 6736		2,135.03
Check	04/14/2016	4052	NJNG	PO 6737		743.50
Check	04/14/2016	4054	Blue Tarp Financial Inc.	PO 6738		89.98
Check	04/14/2016	4055	Mercer County Fire Academy	PO 6739		125.00
Check	04/14/2016	4056	Verizon	PO 6740		167.58
Check	04/14/2016	4057	Holman & Frenia, PC	PO 6741		7,750.00
Check	04/14/2016	4058	Susan L Oksen-Pereira	PO 6742		225.00
Check	04/14/2016	4059	Optimum	PO 6743		299.57
Check	04/14/2016	4060	Home Depot	PO 6744		450.50
Check	04/14/2016	4061	Staples Credit Plan	PO 6746		140.64
Check	04/14/2016	4062	Emergency Sevices Marketin...	PO 6747		725.00
Check	04/14/2016	4063	JCP&L	PO 6748		555.34
Check	04/14/2016	4065	MES	PO 6749		705.10
Check	04/14/2016	4066	Advanced Auto Parts	PO 6751		102.93
Check	04/14/2016	4067	Richard P Leonard	PO 6752		147.98
Check	04/14/2016	4068	NJNG	PO 6753		401.31
Check	04/14/2016	4069	Federal Express	PO 6754		34.96
Total 1009 - Shore Community Operating					0.00	49,910.11
<b>TOTAL</b>					<b>0.00</b>	<b>49,910.11</b>

1:04 PM

04/14/16

Cash Basis

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through April 14, 2016**

	Jan 1 - Apr 14, 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	324,949.48	1,540,550.00	(1,215,600.52)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	171.46	500.00	(328.54)
4750 · Bureau of Fire Prevention Incm	4,326.00	35,000.00	(30,674.00)
<b>Total Income</b>	<u>329,446.94</u>	<u>1,579,307.00</u>	<u>(1,249,860.06)</u>
<b>Gross Profit</b>	329,446.94	1,579,307.00	(1,249,860.06)
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	900.00	2,800.00	(1,900.00)
5210 · Elections	906.55	1,500.00	(593.45)
5220 · Office Expense	2,032.64	10,500.00	(8,467.36)
5230 · Professional Services	17,204.50	102,500.00	(85,295.50)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	29,349.60	109,032.00	(79,682.40)
6120 · Salaries - Full Time Fire	78,467.21	280,653.00	(202,185.79)
6125 · Clothing Allowance	2,044.00	7,500.00	(5,456.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	5,273.70	25,000.00	(19,726.30)
6180 · Payroll Taxes	8,567.22	37,997.00	(29,429.78)
6185 · Employer Pension Contribution	0.00	55,388.00	(55,388.00)
6190 · Fringe Benefits	19,382.82	79,449.00	(60,066.18)
6210 · Insurance	44,894.68	110,000.00	(65,105.32)
6220 · Advertising	66.50	2,000.00	(1,933.50)
6310 · Maintenance & Repairs	30,392.57	110,000.00	(79,607.43)
6410 · Supplies	4,305.15	25,000.00	(20,694.85)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	16,076.13	65,000.00	(48,923.87)
6513 · Fire Service Agreement	0.00	3,500.00	(3,500.00)
6515 · Hydrant Rent	16,170.00	65,000.00	(48,830.00)
6610 · Misc. Firefighter Expenses	2,730.00	25,000.00	(22,270.00)
6611 · Training	3,131.00	20,000.00	(16,869.00)
6615 · Gear - Fire Company	1,205.80	15,000.00	(13,794.20)
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	2,547.34	41,000.00	(38,452.66)
6640 · SCBA	705.10	15,000.00	(14,294.90)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	2,710.65	40,000.00	(37,289.35)
6670 · Vehicle Equip-Radios/Pagers	2,156.44	30,000.00	(27,843.56)
6675 · UFSA	55.00	15,000.00	(14,945.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
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)
<b>Total Expense</b>	<u>291,274.60</u>	<u>1,579,307.00</u>	<u>(1,288,032.40)</u>
<b>Net Ordinary Income</b>	<u>38,172.34</u>	<u>0.00</u>	<u>38,172.34</u>
<b>Net Income</b>	<u><u>38,172.34</u></u>	<u><u>0.00</u></u>	<u><u>38,172.34</u></u>



Board of Fire Commissioners Career Dept  
April 14, 2016

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 59
  - EMS Calls – 147

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations and snow removal.
- Station 1- One of the surveillance cameras is bad , (needs to be replaced). Racks for propane tanks will be installed next week. Fire alarm certification has been scheduled for both stations
- Station 2 – State boiler inspection is scheduled for the 21<sup>st</sup> of this month

**Trucks and Equipment**

Engine 5401

- Light tower is back at Fire & Safety awaiting installment date
- Fire & Safety came out to discuss installing a foam line on the front discharge the installment would take about a week hopefully will be done the same time as the light tower.

Engine 5411

- Tank to pump valve was replaced and new toggle switch installed.
- Batteries were replaced.
- Front suction valve actuator is bad, blaze was contacted.

Engine 5417

- Pike pole brackets are broken, request to purchase new and add more to driver-side of truck to eliminate any further issues.

Brush 5419

- New tires will be installed tomorrow (4/15/16)

Utility 5427

- Repair Front strobes
- Back window cap repaired.
- Removed top aluminum storage box, and placed into storage

Submitted by  
Lt. Mark Reynolds

# **Bureau of Fire Prevention District #4 Jackson Township**

465 A North County Line Rd.  
Jackson NJ, 08527  
Office 732-928-7848  
Fax 732-928-8220  
*Fire Official – John Burmeister Jr.*

## **April 14, 2016 Monthly Bureau Report**

Inspections are being completed as normal. Attached is a report for the past month. As of today, no new or amended site plans have been received. Others are still pending.

The Bureau was requested several times last month:

3/12/2016	1241 hrs Structure fire	8 Nicholas Blvd
3/18/2016	1247 hrs Brush Fire	618 Burke Rd.
3/31/2016	1457 hrs Brush Fire	Diamond/Cedar swamp

No fines have been issued and several permits have been inspected and awaiting payment. Several site surveys of the Jackson 21 project have been conducted while construction is being done.

Respectfully submitted,  
John Burmeister Jr.  
Fire Official