

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

Minutes of Meeting Held
May 12, 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 8:07 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 and Leonard were present (absent: Commissioners Ruditsky and Torres). Board Attorney Youssef was also present. Board Attorney Youssef declared that there was a quorum with three commissioners present.

Minutes: Change to the minutes: Under President's Report, line 6, should read: "the \$300 emergency equipment for the year 2016 only." Commissioner Bollentin motioned to approve the minutes of the April 14, 2016 General meeting as corrected, seconded by Commissioner Goldman. Motion passed with all present commissioners voting "aye". Cheryl was directed to send out a notice to the volunteer fire company that they are to have representation at the monthly Board 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 May 12, 2016 was read by Commissioner Goldman. Commissioner Goldman motioned to accept the treasurer's report as read and to pay the bills, seconded by Commissioner Bollentin. Motion passed with all present commissioners voting "aye".

Legal Report – Board Attorney Youssef informed the Board that the audit report was received. Board Attorney Youssef distributed a Resolution accepting the audit report for the year ended December 31, 2015. Commissioner Bollentin motioned to accept the Resolution as presented, seconded by Commissioner Goldman. Motion passed with all present commissioners voting "aye." A copy of the Resolution is attached to the original minutes and incorporated herein by reference. Group Affidavit was reviewed by Board Attorney Youssef and distributed for signatures by all Board members. Board Attorney Youssef distributed a Resolution for a Bond Referendum for the Renovation of Fire Station No. 2 and Ballot question (which was passed in title at the April 14, 2016 meeting). A copy of the Resolution is attached to the original April 14, 2016 meeting. Memo drafted by Board Attorney Youssef dated 5/12/16 to the Board RE: Special bond Referendum Procedures and a Notice of Special Bond Referendum was distributed to the Board and reviewed (a copy of

which is attached to the original minutes and incorporated herein by reference). Board Attorney Youssouf advised that he notified the Ocean County Board of Elections that paper ballots will be used. It was decided to order 200 paper ballots. Election to be held at Station #1 due to the lack of handicapped accessible bathrooms at Station #2. Cheryl to contact the poll workers. A copy of a legal opinion to Holman & Frenia regarding legal affairs of the Board for the year ended December 31, 2015 was distributed to the Board (a copy of which is attached to the original minutes and incorporated herein by reference). Board Attorney Youssouf also reported that he did dictate a letter to the Ocean County Engineering Department regarding the road. He will check on the status of the letter with his office staff.

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 regarding the removal of stickers, Commissioner Leonard pointed out to Lt. Reynolds that nothing is to be done without a majority of the Commissioners approval. Commissioner Goldman motioned to accept the Truck & Building/Career Department report, seconded by Commissioner Bollentin. Motion passed with all present commissioners voting “aye”.

Chief's Report – Stanley O'Brien Sr., Deputy Chief verbally reported that there have been 138 fire calls to date. (A copy of the Chief's written reported is attached to the original minutes and incorporated herein by reference.) Deputy Chief O'Brien further reported that there have been some Chiefs meeting to discuss the radio towers. Commissioner Bollentin verbally reported on the last meeting he attended regarding the radio towers. Survey to be done to determine the best sites. Station #2 is being considered. After the survey is completed, the Board will be informed. Information was presented regarding Dream Seats for Station #2 (copies of which are attached to the original minutes and incorporated herein by reference).

President's Report – On behalf of President Robert Booth, Deputy Chief O'Brien reported that \$1,150 gross sales was collected for the roses sale.

Fire Bureau: Report was ready by Commissioner Goldman. A copy of the report is attached to the original minutes and incorporated herein by reference. Commissioner Goldman motioned to accept the report as presented, seconded by Commissioner Bollentin. Motion passed with all present commissioners voting “aye”.

Work Orders: up to date.

Old Business/Correspondence:

Correspondence:

Membership application: Chairman Leonard reported that Donald Garrell (a previous member who left to join the Navy) is seeking to re-join the Fire Company. Board was in agreement.

Old Business:

Foam Lines 7 Snow Chain Switch: Commissioner Goldman motioned to approve a foam line for installation on #5401 at a cost of \$2,240 plus switch for snow chains to be relocated on #5401 at a cost of \$350, seconded by Commissioner Bollentin (copy of the quotation from Fire & Safe Services dated April 1, 2016 is attached to the original minutes and incorporated herein by reference). Motion passed with all present commissioners voting "aye".

Boat Motor: Lt. Reynolds reported average prices are \$ 5,000. Board agreed with Lt. Reynolds recommendation to budget funds for the purchase in the 2017 budget.

Station #2: Chairman Leonard reviewed with the Board that Commissioner Ruditsky and Commissioner Bollentin were working with Pete Kitay with regard to Station #2. Commissioner Leonard appointed Commissioner Bollentin chairman of the Station #2 committee.

Installation of door locks: Lt. Reynolds reported that FO Burmeister did receive some proposals regarding the installation of door locks/swipes but was waiting on one more proposal before presenting the information to the Board. To be discussed at the next meeting.

New Business:

Domain Name: Commissioner Goldman reported that Trask O'Hara asked him to inform the Board that the domain name is up for renewal. Commissioner Goldman motioned to spent up to \$100 for retention of the current domain – up to four or five years, seconded by Commissioner Bollentin. Motion passed with all present commissioners voting "aye".

New Radio System: Commissioner Goldman reported that Trask O'Hara is asking for a workshop meeting to be scheduled in the near future to review the programs. After discussion it was decided that FO Burmeister is the radio liaison for the Board. Trask was directed to speak to FO Burmeister and FO Burmeister should report to the Board at the next meeting.

Pierce request to borrow #5401 on May 18 2016 to Eatontown: After discussion, it was determined that Lt. Reynolds will speak to Chief Lubertazzi regarding the request. Board's opinion: Pierce is to be reminded to hold their end of the Wildwood Deal (vehicle was to be detailed and it was returned only washed).

LOSAP Funds: After discussion, Commissioner Goldman motioned to authorize Dan Swing Sr to take withdraw his LOSAP funds (\$11,000) due to hardship, seconded by Commissioner Bollentin. Motion passed with all present commissioners voting "aye".

Car Wash at Station #1: Commissioner Bollentin motioned to approve the request by Jackson Liberty High School Choir to use the parking lot at Station #1 on May 28, 2016, seconded by Commissioner Goldman. Motion passed with all present commissioners voting "aye".

Auditors: Commissioner Bollentin reported that he met with the Audit team and Cheryl. Auditor reported that the Board was doing a good job and there were no comments from the auditor. Commissioner Bollentin said that Cheryl was doing a good job for the Board.

Day Room/Station #1: Discussion regarding furniture for the day room at Station #1. Chairman Leonard directed Lt. Reynolds to speak to Rich Leonard to obtain pricing. Commissioner Bollentin motioned to approve up to \$1500 for appropriate furniture for the day room at Station #1, seconded by Commissioner Goldman. Motion passed with all present commissioners voting "aye".

Fire Company using Commissioners' Room: After discussion, the Board decided that it wanted to re-evaluate the proposal. To be discussed at a future Board meeting.

Public Session: None

Adjournment: With no other business to come before the Board, Commissioner Goldman motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Bollentin. Motion passed by unanimous consent. Meeting adjourned at 9:14 pm.

 _____, Clerk

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

**May 12, 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
Audit

Mail Correspondence
Per Orange folder

3:31 PM

05/12/16

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of May 12, 2016

	May 12, 16	
	Debit	Credit
1009 · Shore Community Operating	626,280.71	
1011 · Shore Community Payroll	50,875.53	
1012 · Shore Community Fire Bureau	49,131.05	
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	1,856,446.28	0.00

3:30 PM

05/12/16

Accrual Basis

Board of Fire Commissioners
Treasurer Report
As of May 12, 2016

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	05/12/2016	4070	Safe & Secure Security Syste...	PO 6774		715.00
Check	05/12/2016	4071	Optimum	PO 6755		299.57
Check	05/12/2016	4072	JCP&L	PO 6756		1,108.60
Check	05/12/2016	4073	Terminix	PO 6757		523.80
Check	05/12/2016	4074	Emergency Medical Products...	PO 6758		4,122.32
Check	05/12/2016	4075	Harleysville Life Ins Co	PO 6759		389.50
Check	05/12/2016	4076	Skillender s Service Center Inc.	PO 6760		58.11
Check	05/12/2016	4077	Fire & Safety Services, Ltd	PO 6761		594.90
Check	05/12/2016	4078	Waste Management	PO 6763		372.93
Check	05/12/2016	4079	Verizon Wireless	PO 6764		183.80
Check	05/12/2016	4080	Good Mowin'	PO 6765		220.00
Check	05/12/2016	4081	The Hartford Steam Boiler In...	PO 6766		55.00
Check	05/12/2016	4082	Hanger 14 Solutions LLC	PO 6767		450.00
Check	05/12/2016	4083	Staples Credit Plan	PO 6768		178.07
Check	05/12/2016	4084	NJ Casualty Ins Co	PO 6769		4,712.82
Check	05/12/2016	4085	Holmes and McDowell	PO 6770		10,537.00
Check	05/12/2016	4086	JCP&L	PO 6771		492.22
Check	05/12/2016	4087	Blaze Emergency Equipment ...	PO 6772		1,245.79
Check	05/12/2016	4088	GW Tire Service	PO 6773		509.00
Check	05/12/2016	4089	Verizon	PO 6775		140.92
Check	05/12/2016	4090	Blaze Emergency Equipment ...	PO 6776		936.30
Check	05/12/2016	4091	Gannett NJ Newspapers	PO 6777		1,844.00
Check	05/12/2016	4092	Holman, Frenia, Allison, P.C.	PO 6778		2,500.00
Check	05/12/2016	4093	Family Practice of Centrastate	PO 6779		360.00
Total 1009 - Shore Community Operating					0.00	32,549.65
TOTAL					0.00	32,549.65

3:30 PM

05/12/16

Cash Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through May 12, 2016

	Jan 1 - May 12, 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
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	5,173.00	35,000.00	(29,827.00)
Total Income	<u>330,293.94</u>	<u>1,579,307.00</u>	<u>(1,249,013.06)</u>
Gross Profit	330,293.94	1,579,307.00	(1,249,013.06)
Expense			
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	2,245.67	10,500.00	(8,254.33)
5230 · Professional Services	19,704.50	102,500.00	(82,795.50)
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	19,772.32	79,449.00	(59,676.68)
6210 · Insurance	60,144.50	110,000.00	(49,855.50)
6220 · Advertising	1,910.50	2,000.00	(89.50)
6310 · Maintenance & Repairs	35,250.47	110,000.00	(74,749.53)
6410 · Supplies	4,305.15	25,000.00	(20,694.85)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	19,525.48	65,000.00	(45,474.52)
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	3,090.00	25,000.00	(21,910.00)
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	4,122.32	5,000.00	(877.68)
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)
Total Expense	<u>324,260.52</u>	<u>1,579,307.00</u>	<u>(1,255,046.48)</u>
Net Ordinary Income	6,033.42	0.00	6,033.42
Net Income	<u><u>6,033.42</u></u>	<u><u>0.00</u></u>	<u><u>6,033.42</u></u>

5/12/16

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.4 JACKSON TOWNSHIP ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2015

WHEREAS; N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

WHEREAS; the Board of Fire Commissioners has heretofore employed the services of a registered municipal accountant for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

WHEREAS; the Board received the report on audit for the year ended December 31, 2015 at its regularly scheduled meeting of 5/12/16; and

WHEREAS; N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically referencing the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS; N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District, and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the report on audit for the year ended December 31, 2015 is accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of the report on audit be published in the official newspaper of the District and that the members of the Board execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance Board.

Moved by: *Bollentin*

Seconded by: *Goldman*

Roll Call Vote:

Ayes: *Bollentin*
Goldman
Leonard

Nays: *Ø*

Absent: *Ruditsky*
Torre

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted on May 12, 2016 by the Board of Fire Commissioners, Fire District No.4 Jackson Twp.

Philip Goldman Clerk