

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

Minutes of Meeting Held
June 9, 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 Chairman Leonard. 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 at time of Roll Call. He entered the meeting later at 8:14 pm). Board Attorney Youssouf was absent.

Minutes: Commissioner Goldman motioned to approve the minutes of the May 12, 2016 General meeting as presented, seconded by Commissioner Bollentin. Motion passed with a majority vote (aye: Bollentin, Goldman, Leonard; abstain: Torres – due to his absence, absent: Ruditsky).

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 June 9, 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 Goldman. Motion passed with all present commissioners voting "aye".

Legal Report – 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). Lt. Reynolds was directed to make arrangements for Soffit repair.

Chief's Report – read by Chief Lubertazzi (a copy of the Chief's written reported is attached to the original minutes and incorporated herein by reference.) Board was in agreement to review the Dreamstar recliner request after the upcoming election. Commissioner Torres motioned to approve FF Basso's request to use #5401 as a limo for transport from Toms River to Freehold on July 2, 2016, seconded by Commissioner Goldman. Motion passed by unanimous consent. Radio upgrades –reported by Trask O'Hara. County Dispatch moved over to Spillman – there are difficulties with I AM responding notifications, etc. This is CAD – nothing to do with radios. County is asking for details on missed calls. ERS (Emergency Report Services): county picking up initial cost – only for the first year. Overview of current systems discussed. Commissioner Ruditsky motioned to spend up to \$780 to purchase ERS program, seconded by Commissioner Goldman. Motion passed by unanimous

consent. Fire Official Burmeister reported that there are no changes in the radios at this time. Commissioner Leonard thanked Trask O'Hara and FO Burmeister for their time and efforts. Commissioner Bollentin report that Zack Sharp wants to come in and do a demo on air packs. They will receive a free CO meter for letting him do the demonstration. Commissioner Bollentin will refer him to the Chief. Commissioner Ruditsky motioned that the Board purchased all the items in the binder as presented to the Board from the Chief to be paid from Chief's budget, seconded by Commissioner Goldman. Motion passed by unanimous consent.

President's Report –President Robert Booth reported that there are three new prospects from the new recruiting website. Commissioner Torres motioned pending approval Fire company approval on Monday night that the prospects be allowed to move forward with background checks and other necessary approvals, seconded by Commissioner Goldman. Motion passed by unanimous consent. Shake-a-Boot to be held at Shop Rite on July 4, 2016 starting at 8 am.

Fire Bureau: Report was read by Fire Official Burmeister. A copy of the report is attached to the original minutes and incorporated herein by reference. Intern is working out well – he is using his Freehold gear.

Work Orders: up to date.

Old Business/Correspondence:

Correspondence: None

Old Business:

Roof: Rich Leonard Jr. is waiting for return call on roof.

Car Wash: Board was thanked for allowing the dance team to use the firehouse for their recent car wash.

New Business:

Mailbox Individual: After discussion, Commissioner Torres was directed by Commissioner Leonard to get prices and to get it fixed.

Workers Compensation: Commissioner Ruditsky motioned to accept a new workers comp policy issued by AmeriHealth Casualty Service, seconded by Commissioner Torres. Motion passed by unanimous consent.

Public Session: None

Executive Session: Commissioner Bollentin 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 8:50 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:15 p.m. and the Board reconvened the public session.

Adjournment: With no other business to come before the Board, Commissioner Torres motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Bollentin. Motion passed by unanimous consent. Meeting adjourned at 9:15 pm.

Philip Goldman, Clerk

June 9, 2016

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

**June 9, 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
Quote for new Workers Comp.

Mail Correspondence
Per Orange folder

7:05 PM

Board of Fire Commissioners
Cash Balances
As of June 9, 2016

06/09/16

Accrual Basis

	Jun 9, 16	
	Debit	Credit
1009 · Shore Community Operating	465,321.13	
1011 · Shore Community Payroll	71,166.95	
1012 · Shore Community Fire Bureau	54,796.07	
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	1,721,443.14	0.00

7:01 PM

Board of Fire Commissioners

06/09/16

Treasurer Report

Accrual Basis

As of June 9, 2016

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Check	06/09/2016	4095	JCP&L	PO 6784		1,668.62
Check	06/09/2016	4096	Optimum	PO 6785		299.57
Check	06/09/2016	4097	Jackson National Life Insuran...	PO 6786		472.00
Check	06/09/2016	4098	Good Mowin'	PO 6787		494.00
Check	06/09/2016	4099	Staples Credit Plan	PO 6788		91.65
Check	06/09/2016	4100	NJ Casualty Ins Co	PO 6789		4,712.82
Check	06/09/2016	4101	Clean Air Company, Inc.	PO 6790		314.00
Check	06/09/2016	4102	Dafeldecker Associates	PO 6791		240.00
Check	06/09/2016	4103	Susan L Oksen-Pereira	PO 6792		450.00
Check	06/09/2016	4104	Joseph D. Yousouf, Esq	PO 6793		6,000.00
Check	06/09/2016	4105	Jackson Twp MUA	PO 6794		16,279.30
Check	06/09/2016	4106	Affordable Pumping Services	PO 6795		400.00
Check	06/09/2016	4107	National Center for Safety Init...	PO 6796		63.00
Check	06/09/2016	4108	Verizon Wireless	PO 6797		188.80
Check	06/09/2016	4109	Toms River Fire Academy	PO 6798		750.00
Check	06/09/2016	4110	ESI Equipment, Inc.	PO 6799		271.00
Check	06/09/2016	4111	Blaze Emergency Equipment ...	PO 6800		389.94
Check	06/09/2016	4112	Blue Tarp Financial Inc.	PO 6801		39.99
Check	06/09/2016	4113	Waste Management	PO 6802		460.26
Check	06/09/2016	4114	R19	PO 6803		192.25
Check	06/09/2016	4115	Trask O'Hara	PO 6804		95.94
Check	06/09/2016	4116	Air & Gas Technologies	PO 6805		1,659.76
Check	06/09/2016	4117	Jackson National Life Insuran...	PO 6806		391.00
Check	06/09/2016	4118	C & T Lawn Sprinkler	PO 6807		930.00
Check	06/09/2016	4119	MES	PO 6808		306.90
Check	06/09/2016	4120	Verizon Wireless	PO 6809		235.78
Check	06/09/2016	4121	NJNG	PO 6810		266.76
Check	06/09/2016	4122	Advanced Auto Parts	PO 6811		349.93
Check	06/09/2016	4123	Velting Overhead Door	PO 6812		125.00
Check	06/09/2016	4124	Affordable Pumping Services	PO 6813		950.00
Check	06/09/2016	4125	GW Tire Service	PO 6814		1,544.32
Check	06/09/2016	4126	Robert Haskins Jr.	PO 6815		595.00
Check	06/09/2016	4127	Asbury Park Press	PO 6816		135.00
Check	06/09/2016	4128	AmeriHealth Casualty Services	PO 6817		5,903.49
Check	06/09/2016	4129	John Burmeister Jr.	PO 6818		85.00
Check	06/09/2016	4130	Family Practice of Centrastate	PO 6819		870.00
Check	06/09/2016	4131	United Communications Corp	PO 6820		892.54
Total 1009 - Shore Community Operating					0.00	49,113.62
TOTAL					0.00	49,113.62

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through June 9, 2016

	Jan 1 - Jun 9, 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	231.75	500.00	(268.25)
4750 · Bureau of Fire Prevention Incm	10,835.88	35,000.00	(24,164.12)
Total Income	336,017.11	1,579,307.00	(1,243,289.89)
Gross Profit	336,017.11	1,579,307.00	(1,243,289.89)
Expense			
5110 · Salaries - Commissioners	2,000.00	20,000.00	(18,000.00)
5120 · Salaries - Secretary	1,350.00	2,800.00	(1,450.00)
5210 · Elections	906.55	1,500.00	(593.45)
5220 · Office Expense	2,778.82	10,500.00	(7,721.18)
5230 · Professional Services	30,504.50	102,500.00	(71,995.50)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	46,120.80	109,032.00	(62,911.20)
6120 · Salaries - Full Time Fire	123,305.63	280,653.00	(157,347.37)
6125 · Clothing Allowance	3,212.00	7,500.00	(4,288.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	10,043.46	25,000.00	(14,956.54)
6180 · Payroll Taxes	8,101.52	37,997.00	(29,895.48)
6185 · Employer Pension Contribution	0.00	55,388.00	(55,388.00)
6190 · Fringe Benefits	25,147.28	79,449.00	(54,301.72)
6210 · Insurance	70,760.81	110,000.00	(39,239.19)
6220 · Advertising	2,045.50	2,000.00	45.50
6310 · Maintenance & Repairs	52,720.96	110,000.00	(57,279.04)
6410 · Supplies	5,562.52	25,000.00	(19,437.48)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	23,244.07	65,000.00	(41,755.93)
6513 · Fire Service Agreement	0.00	3,500.00	(3,500.00)
6515 · Hydrant Rent	32,235.00	65,000.00	(32,765.00)
6610 · Misc. Firefighter Expenses	4,383.00	25,000.00	(20,617.00)
6611 · Training	4,356.00	20,000.00	(15,644.00)
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 Renovations	0.00	51,988.00	(51,988.00)
6635 · Equipment-Non-Bondable	2,547.34	41,000.00	(38,452.66)
6640 · SCBA	1,012.00	15,000.00	(13,988.00)
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	462,587.97	1,579,307.00	(1,116,719.03)
Net Ordinary Income	(126,570.86)	0.00	(126,570.86)
Net Income	(126,570.86)	0.00	(126,570.86)

Board of Fire Commissioners Career Dept
June 9, 2016

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 75
 - EMS Calls – 227

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Station 1- Front bay door was repaired by Velting overhead doors. Septic system was pumped and snaked out by APS.
- Station 2 – Soffit above 5408 bay door is missing/ or damaged, request to have it repaired.

Trucks

Engine 5401

- At Fire & Safety for Light tower replacement, and foam system update.

Tanker 5408

- Scene light repaired.
- Pump panel ignition works intermittently, blaze was notified.

Engine 5411

- Hose bed cover is being ordered.
- Front tires were replaced.
- Exhaust suction hose boot replaced.

Brush 5419

- Power steering pump leak, Blaze was notified.

Special Details / Projects / Notifications

Career staffs EMS O2 bottles are at Jersey Coast Fire and Safety being serviced and filled. Pump testing set for 6/20/16, Ladder testing set for 6/22/16 and hose testing is set for 6/23/16.

Submitted by
Lt. Mark Reynolds

CHIEF'S REPORT

JUNE 2016

RUNS FOR THE YEAR _____

SCHOOLS Firefighters Jaminson and fuller will be graduating the fire academy *THIS MONTH*

DRILLS I am setting up a live burn drill at Monmouth County Fire Academy
or at Mercer County Fire Academy

EQUIPMENT More equipment has arrived I will be going over the placement of them with Mark

VEHICLES We reviewed the pump operations on 5417 with all drivers

MISCELLANEOUS: The Board has received all reports from FF Ruditsky on the minor MVA

With 5411. I am still investigating this incident on the fire company end.

The Fire Company would like to Board to make a Question and answer Sheet for the membership so if we are asked any questions about Station 2 we will be able to tell them the correct information.

I am respectfully requesting that the Board purchase 4 Dreamseat recliners for
Station 2 for \$900.00 each plus shipping

*5410 WILL BE OUT OF TOWN UNTIL SUNDAY
NIGHT 5420 WILL HAVE 5410 VEHICLE*

Respectfully submitted

Chief Michael Lubertazzi
Chief Michael Lubertazzi

**
ON JULY 2, 2016*

*FIF BASSO WOULD LIKE THE USE OF 5401
AS A LIMO FOR HIS WEDDING FROM
TOMS RIVER TO FREEHOLD*

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.

June 9, 2016

Monthly Bureau Report

Inspections are being completed as normal. Attached is a report for this past month. One new site plan received and correction are being addressed. Others are still pending.

No fines have been issued and several permits have been inspected and awaiting payment.

Respectfully submitted,
John Burmeister Jr.
Fire Official