

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

Minutes of Meeting Held  
August 11, 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 in memory of Larry Campbell, a former member of the fire company.

**Roll Call:** Commissioners Bollentin, Goldman, Leonard, Ruditsky and Torres were present. Board Attorney Youssouf entered the meeting at 8:06 pm.

**Minutes:** Commissioner Bollentin motioned to approve the minutes of the July 14, 2016 General meeting as presented, seconded by Commissioner Goldman. Motion passed with Commissioners Bollentin, Goldman and Leonard voting "yes". Commissioners Ruditsky and Torres abstained due to their absence at the July 14, 2016 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 August 11, 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 Torres. Motion passed by unanimous vote.

**Legal Report** – Board Attorney Youssouf reported that the referendum passed. He stated that the Board needs to have plans. He recommended that the Board hire an architect to draw up the necessary plans and specs – tell the architect what you want. Procedure is to prepare plans and then submit Capital Review Project application needs to be made to the Jackson Township Planning Committee. When plans are in hand, the Board can simultaneously bid the project. Bids have to be awarded within 60 days. Chairman Leonard confirmed that Commissioners Bollentin and Ruditsky will serve as the planning committee for the Board. Commissioner Ruditsky motioned to accept a Resolution to award a contract to Jack Purvis AIA for architectural/planning services in connection with the capital project, seconded by Commissioner Bollentin. Motion passed by unanimous vote. After the plans meet with the Board's approval, then the application is submitted to the Jackson Township Planning Committee and go out to bid simultaneously. Guestimate is to have something happen with six to seven months. Commissioner Bollentin motioned to accept a Resolution adopting the Standing Operating Guidelines (SOG) for "P" card procurements, seconded by Commissioner Torres. Motion passed by unanimous vote (Yes: Bollentin, Goldman, Leonard, Ruditsky, Torres; No: 0; Absent: 0; Abstention: 0). Resolution is effective as of tonight (8/11/16).

**Truck & Building/Career Department Report** – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). #44 is going out for service – issues with the front of the truck.

**Chief's Report** – absent. A copy of the Chief's written report is attached to the original minutes and incorporated herein by reference. Letters submitted by the Chief were submitted to the Board (Robbinsville Pumper Trucks for sale, Pole Barn @ Station #2, Request that the Board hire 2 or more additional firefighters – copy of each letter is attached to the original minutes and incorporated herein by reference. Robbinsville Pumper trucks: After discussion it was determined that Lt. Reynolds will go look at the trucks and have a mechanic accompany him. Service records are to be checked also.

**President's Report** – President Bob Booth submitted to the Board a copy of the second quarter hall report and a new Fire Service Agreement. Board Attorney Youssouf will review the Fire Service Agreement and provide his legal opinion at a later date. Discussion on Ray Sheehan's outstanding items: Class A uniform, car plate, and county ID. Commissioner Ruditsky to advise him of the outstanding items.

**Fire Bureau:** absent, on vacation. No report submitted. Commissioner Ruditsky reported that an Open House grant from the State of New Jersey was received. A check in the amount of \$1,000. will be paid directly to the Fire Bureau account for fire prevention.

**Work Orders:** none.

**Old Business/Correspondence:**

**Correspondence:** None

**Old Business:**

***Boat Motor.*** Commissioner Ruditsky motioned to purchase a boat motor for a cost not to exceed \$3,500., seconded by Commissioner Goldman. Motion passed by unanimous consent. Boat motor information is attached to the Chief's report and incorporated herein by reference.

***Roof coping:*** New quotes are needed. Commissioner Torres motioned to not to exceed \$14,500. to replace the coping on the roof and to see the bids/quotes before selecting a vendor, seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Firefighter Rich Leonard Jr. to obtain necessary quotes and discuss with commissioners before selecting a contractor.

**Unfinished Business:**

***Pool Fills:*** Discussion on the liability/merits of doing pool fills. Commissioner Torres motioned to discontinue the practice of pools fills, seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

**New Business:**

**FF Leonard:** Commissioner Bollentin reported that Chief Larson reported that FF Leonard provided him valuable information regarding a fire in progress. Chief Larson to be sending a letter to the Board commending FF Leonard for his help.

**Departing Career Staff member.** It was reported that a member of the career staff is leaving and going to Hamilton Township – September 1, 2016 is the start date. Civil Service list has been activated and certified on Monday. Letters to go out to the top 8 candidates. Commissioners Ruditsky and Torres to interview the potential candidates. Later in the meeting, the potential loss of manpower on September 1<sup>st</sup> was discussed. Career staff is willing to go back to 8-hour days, 7 am to 3 pm until the new hire comes on board. When the new hire comes on board, 10-hour days to resume. Board was in agreement.

**Replacement hose:** Commissioner Goldman motioned to purchase replacement hose (\$3,000. for 5-inch hose; \$2,100 for 1 ¾ - inch hose); seconded by Commissioner Ruditsky. Motion passed unanimous consent.

**Excess Property:** Commissioner Torres motioned to accept a Resolution in Title declaring personal property to be excess property and no longer needed for fire district purposes and authorize their disposition by sale, seconded by Commissioner Bollentin. Motion passed by unanimous consent. (A copy of the list of items is attached to the original minutes and incorporated herein by reference.)

**Chief's request to hire more career staff.** Chairman Leonard read a letter submitted by Chief Lubertazzi requesting that additional career staff be hired. A copy of the letter is attached to the original minutes and incorporated herein by reference. Chairman Leonard said that the Board will discuss the content of the letter at a later date.


**September 28<sup>th</sup> Seminar.** Commissioner Ruditsky reported that a seminar will be held on September 28, 2016. Board was in agreement that the career staff to attend.

**Open House:** Board was in agreement that the career staff to attend Open House.

**Company Picnic:** President Bob Booth reminded everyone that the company picnic is this Saturday at 12 noon.

**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 Bollentin. Motion passed by unanimous consent. Meeting adjourned at 9:15 pm.

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

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

**August 11, 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

Mail Correspondence  
Per Orange folder

2:17 PM

08/11/16

Accrual Basis

# Board of Fire Commissioners

## Cash Balances

As of August 11, 2016

	Aug 11, 16	
	Debit	Credit
1009 · Shore Community Operating	655,224.57	
1011 · Shore Community Payroll	39,813.65	
1012 · Shore Community Fire Bureau	59,150.48	
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	
<b>TOTAL</b>	<b>1,884,347.69</b>	<b>0.00</b>

2:45 PM

08/11/16

Accrual Basis

## Board of Fire Commissioners

## Treasurer Report

As of August 11, 2016

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 · Shore Community Operating</b>						
Bill Pmt -...	08/11/2016	4170	Alert-All Corp			2,477.70
Bill Pmt -...	08/11/2016	4171	AmeriHealth Casualty Services			3,342.93
Bill Pmt -...	08/11/2016	4172	Blaze Emergency Equipment ...			2,994.66
Bill Pmt -...	08/11/2016	4173	Fire & Safety Services, Ltd			23.00
Bill Pmt -...	08/11/2016	4174	Hanger 14 Solutions LLC			450.00
Bill Pmt -...	08/11/2016	4175	Holmes and McDowell			10,537.00
Bill Pmt -...	08/11/2016	4176	Home Depot			76.27
Bill Pmt -...	08/11/2016	4177	JCP&L			1,820.21
Bill Pmt -...	08/11/2016	4178	Jersey Coast Equipment			124.95
Bill Pmt -...	08/11/2016	4179	National Center for Safety Init...			151.00
Bill Pmt -...	08/11/2016	4180	NJNG			502.28
Bill Pmt -...	08/11/2016	4181	Optimum			299.57
Bill Pmt -...	08/11/2016	4182	R&H Spring & Truck Repair, I...			530.53
Bill Pmt -...	08/11/2016	4183	Safe & Secure Security Syste...			395.40
Bill Pmt -...	08/11/2016	4184	Skillender s Service Center Inc.			2,053.53
Bill Pmt -...	08/11/2016	4185	Staples Credit Plan			285.68
Bill Pmt -...	08/11/2016	4186	State of New Jersey Dept of ...			51.76
Bill Pmt -...	08/11/2016	4187	Verizon			158.17
Bill Pmt -...	08/11/2016	4189	Verizon Wireless			188.80
Bill Pmt -...	08/11/2016	4190	Waste Management			396.04
Bill Pmt -...	08/11/2016	4191	Asbury Park Press			28.50
Bill Pmt -...	08/11/2016	4192	Verizon Wireless			265.54
Bill Pmt -...	08/11/2016	4193	Susan L Oksen-Pereira			225.00
Bill Pmt -...	08/11/2016	4194	Sisnetsky, David			90.00
Total 1009 · Shore Community Operating					0.00	27,468.52
<b>TOTAL</b>					<b>0.00</b>	<b>27,468.52</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through August 11, 2016

	Jan 1 - Aug 11, 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	669,013.63	1,540,550.00	(871,536.37)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	420.37	500.00	(79.63)
4750 · Bureau of Fire Prevention Incm	15,196.08	35,000.00	(19,803.92)
<b>Total Income</b>	<u>684,630.08</u>	<u>1,579,307.00</u>	<u>(894,676.92)</u>
<b>Gross Profit</b>	684,630.08	1,579,307.00	(894,676.92)
<b>Expense</b>			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	1,800.00	2,800.00	(1,000.00)
5210 · Elections	1,218.05	1,500.00	(281.95)
5220 · Office Expense	3,915.30	10,500.00	(6,584.70)
5230 · Professional Services	37,954.00	102,500.00	(64,546.00)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	67,084.80	109,032.00	(41,947.20)
6120 · Salaries - Full Time Fire	182,350.98	280,653.00	(98,302.02)
6125 · Clothing Allowance	4,672.00	7,500.00	(2,828.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	12,918.25	25,000.00	(12,081.75)
6180 · Payroll Taxes	14,134.63	37,997.00	(23,862.37)
6185 · Employer Pension Contribution	0.00	55,388.00	(55,388.00)
6190 · Fringe Benefits	50,588.88	79,449.00	(28,860.12)
6210 · Insurance	90,544.23	110,000.00	(19,455.77)
6220 · Advertising	2,171.25	2,000.00	171.25
6310 · Maintenance & Repairs	63,669.19	110,000.00	(46,330.81)
6410 · Supplies	11,107.89	25,000.00	(13,892.11)
6415 · Fire Prevention	2,477.70	5,000.00	(2,522.30)
6510 · Utilities	31,072.22	65,000.00	(33,927.78)
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	5,783.00	25,000.00	(19,217.00)
6611 · Training	5,732.75	20,000.00	(14,267.25)
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	1,457.00	15,000.00	(13,543.00)
6650 · Emergency/First Aid Equipment	5,025.52	5,000.00	25.52
6655 · Replacement Equipment	3,644.39	40,000.00	(36,355.61)
6670 · Vehicle Equip-Radios/Pagers	2,156.44	30,000.00	(27,843.56)
6675 · UFGA	80.00	15,000.00	(14,920.00)
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>641,546.61</u>	<u>1,579,307.00</u>	<u>(937,760.39)</u>
<b>Net Ordinary Income</b>	<u>43,083.47</u>	<u>0.00</u>	<u>43,083.47</u>
<b>Net Income</b>	<u><u>43,083.47</u></u>	<u><u>0.00</u></u>	<u><u>43,083.47</u></u>

Board of Fire Commissioners Career Dept  
Aug 11, 2016

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 102
  - EMS Calls – 305

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations. Hood system was inspected and recertified by Allied. Ocean County Fire Marshall inspected both buildings for fire code volitions. Rugs were cleaned in the hall and meeting room by Stanley Steamers.

**Trucks**

Chief 5400

- Oil Change / Service and New brake pads installed

Chief 5410

- Oil change / service , alignment and 4 new tires

Engine 5401

- Pump test was conducted, Failed for primer. New primer motor on order.

Mini- Pumper 5407

- Rear spring shackle suspension repaired by R&H spring.

Engine 5411

- Front suction valve was replaced by Blaze.

Engine 5417

- Air leak from the front turret tank to pump valve will be repaired next week.
- New parking brake valve was installed by Blaze.

**Special Details / Projects / Notifications**

SCBA recert and flow testing scheduled for 9/8/16 at 9am.

Kevin Apuzzio Seminar Scheduled for 9/28/1016 at Station 54 at 7:30 pm

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

### AUGUST 2016

**Fire calls: 245**

**Drill:** August 22 at 1930hrs Lt. Daly from Monroe twsp will be giving a lecture on Strategies and Tactics for garden apts. And townhouse fires

**Training:** September 28, 2016 JMFC is hosting a lecture about the Line of Duty death of Kevin Apuzzio at Station 1 @1900hrs. I encourage that the career department attend this lecture.

**Miscellaneous:** I would like the board to purchase a boat motor **see attached quote**. This price is good until August 31, 2016. This motor was discussed at a prior board meeting and this is what we found

I hand delivered 3 Letters to each board member 2 weeks ago on issues and concerns that the Jackson Mills Volunteer Fire company has with future projects, manpower and apparatus. These letters were written to the board to let them be aware on where the fire company needs your help. Please keep us advised of your decisions, thank you.

National Night Out was a BIG success, the Deputy Chief and I are proud to say that the members completed 2 evolutions for the public to see in the utmost professionalism fashion, we commend all of them for their efforts.

Respectfully submitted

Chief Michael Lubertazzi