

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

Minutes of Meeting Held  
July 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 Board Attorney Youssof. 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 & Torres). Board Attorney Youssof was present.

**Minutes:** Commissioner Goldman motioned to approve the minutes of the June 9, 2016 General meeting as presented, seconded by Commissioner Bollentin. Motion passed with all present commissioners voting "aye".

**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 July 14, 2016 was read by Commissioner Goldman. 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** – Board Attorney Youssof reported that the referendum vote is upcoming. Lt. Reynolds confirmed that everything needed is under control. Board Attorney Youssof reported that the notice was submitted to the Asbury Park Press on July 11, 2016. It was recommended that in the future absentee ballots should be on hand as early as possible.

**Truck & Building/Career Department Report** – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). #5411: needs alignment as reported by Lt. Reynolds. #5401: Chief Lubertazzi reported that the wrong type of foam is in the tank. Chairman Leonard directed that the foam be replaced – do what you have to do.

**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.) After discussion, Board was in agreement that John Poppy III can drive #5408 on July 23, 2016 in the event that it is needed (Tanker relay class). Commissioner Bollentin reported that at Mercer County two (2) firefighters were injured during training (one was slip and fall, the other was heat exhaustion).

**President's Report** –Vice President Locklear reported on the following:

President Booth did have a follow up visit with his doctor and has been cleared; New member Jeffrey completed all his background requirements and is now active; Applications from three (3) prospective fire fighters received – one is already certified Fire Fighters I; Ralph: needs to have medical clearance through the Board (Boy Scout medical clearance presented does not meet Board approval); Banquet Hall new contact person: Melissa Killaman; Fire company has approved purchase of 240 new chairs for banquet hall. Existing chairs are property of the Board – many chairs are broken and there are not enough chairs for larger rentals. Discussion. Carpet to be cleaned, hood to be dealt with. Second Quarter financial report to be available at the August 2016 Board meeting; Rental agreement: contract to be given to Board Attorney Youssouf for his review (corrections have been made); next Shake the Boot is scheduled for September 3, 2016; August 13, 2016 Company BBQ – invitation extended to Board and support staff; Fire Service Agreement: the previous extension removed the \$300 credit (which was done in error). Board is being asked to reconsider/rescind the FSA. Company will review the FSA with its members and come back to Board at the August 2016 Board meeting and ask them to reconsider the \$300 credit at that time. Chairman Leonard directed VP Locklear to submit the change to Board Attorney Youssouf for his review and the Board will advise after they have seen the new document. Banquet Hall Chairs: After discussion, Commissioner Bollentin motioned to accept a Resolution declaring the existing Banquet Hall Chairs declared excess property no longer needed for public purpose and to be disposed of as you see fit, seconded by Commissioner Goldman. Motion passed by unanimous vote. (Roll call vote: Bollentin: Aye; Goldman: Aye; Leonard: Aye; Ruditsky & Torres: absent) Later in the meeting, Commissioner Goldman reiterated to the Board that the fire company would be asking for the \$300 to be returned to the company per the FSA. Commissioner Bollentin raised the issue that one of the new applicants is 53 years old. He is to be a transfer – this is a trained, certified current firefighter from Cassville. Board Attorney Youssouf advised them to check his status – if he's in the relief. If he is in already, it should not be an issue. As long as this is a transfer, it is a reasonable request.

**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. Commissioner Goldman motioned to expend \$2,500 for annual fire prevention materials, seconded by Commissioner Bollentin. Motion passed with all present commissioners voting "aye."

**Work Orders:** up to date.

**Old Business/Correspondence:**

**Correspondence:** None

**Old Business:**

**Roof:** Chairman Leonard that there is a warranty and he reminded everyone that the coping is not finished. It was damaged when it was taken off. Coffey Brothers never put the vents back. They are now sealed – missing 10 vents on the parapet. Last year's proposal was for \$7500.00 After discussion

Commissioner Goldman motioned to spend an amount not to exceed \$10,500 to have Ace Aluminum to order coping and missing parapet wall vents, seconded by Commissioner Bollentin. Motion passed with all present commissioners voting "aye."

**Driver Logs:** Chairman Leonard reminded all that Driver logs are to be completed by everyone for driving outside firefighter duties. Time Out mileage, Time In mileage for use of vehicles outside normal duties. This is to show more accountability. Chairman Leonard asked for the Chief's cooperation and his officers to see that the log is maintained. Career staff is to use the logbooks for outside normal duties.

**New Business:**

**Hall Rentals: Commissioner** Goldman reported that Melissa is taking over the hall rentals and she is doing a good job.

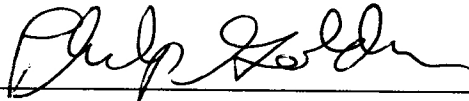
**Request for Car Wash:** FO Burmeister requested use of the Firehouse for a car was on 8/6/16 for the Dance School. Board was in agreement with the use. FOB to coordinate use with the fire company and for rain date. Board was in agreement.

**Pool Fills:** to be discussed by the Board and decision to be made at the next meeting. Company was directed to stop going out of town for pool fills. Board Attorney Youssouf advised that doing pool fills is not a wise decision: It gives you exposure that you do not need.

**Public Session:** Frank reported that the tanker relay will be held off of Route 571 and that other tankers will be coming from out of town.

**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 9:20 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:31 p.m. and the Board reconvened the public session.

**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 9:31 pm.

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

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

**July 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

Mail Correspondence  
Per Orange folder



3:37 PM

07/14/16

Accrual Basis

# Board of Fire Commissioners

## Cash Balances

As of July 14, 2016

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	Jul 14, 16	
	Debit	Credit
1009 · Shore Community Operating	687,389.36	
1011 · Shore Community Payroll	87,533.55	
1012 · Shore Community Fire Bureau	59,145.49	
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><u>1,964,227.39</u></b>	<b><u>0.00</u></b>

3:15 PM  
07/14/16  
Accrual Basis

Board of Fire Commissioners  
Treasurer Report  
As of July 14, 2016

Type	Date	Num	Name	Memo	Debit	Credit
<b>1009 - Shore Community Operating</b>						
Bill Pmt -...	07/14/2016	4155	Advanced Auto Parts			88.95
Bill Pmt -...	07/14/2016	4134	AmeriHealth Casualty Services			5,903.49
Bill Pmt -...	07/14/2016	4135	Asbury Park Press			97.25
Bill Pmt -...	07/14/2016	4136	Blue Tarp Financial Inc.			126.28
Bill Pmt -...	07/14/2016	4137	Dafeldecker Associates			240.00
Bill Pmt -...	07/14/2016	4138	Ecolab			868.51
Bill Pmt -...	07/14/2016	4139	Embroider Me			240.00
Bill Pmt -...	07/14/2016	4140	Emergency Medical Products...			903.20
Bill Pmt -...	07/14/2016	4141	Federal Express			30.05
Bill Pmt -...	07/14/2016	4142	Fire & Safety Services, Ltd			2,240.00
Bill Pmt -...	07/14/2016	4143	Good Mowin'			604.00
Bill Pmt -...	07/14/2016	4144	Home Depot			597.90
Bill Pmt -...	07/14/2016	4146	JCP&L			1,704.86
Bill Pmt -...	07/14/2016	4147	Jerry's Towing and Recovery ...			200.00
Bill Pmt -...	07/14/2016	4148	Koerner & Koerner, PA			1,969.50
Bill Pmt -...	07/14/2016	4149	Mercer County Fire Academy			920.00
Bill Pmt -...	07/14/2016	4149	National Center for Safety Init...			19.00
Bill Pmt -...	07/14/2016	4151	NJNG			242.95
Bill Pmt -...	07/14/2016	4151	Ocean County Fire Preventio...			25.00
Bill Pmt -...	07/14/2016	4156	Optimum			299.57
Bill Pmt -...	07/14/2016	4157	Roy Press, Inc.			311.50
Bill Pmt -...	07/14/2016	4158	State of New Jersey Dept of ...			397.00
Bill Pmt -...	07/14/2016	4159	T&E Sales, Inc.			355.00
Bill Pmt -...	07/14/2016	4160	Verizon			316.13
Bill Pmt -...	07/14/2016	4161	Verizon Wireless			439.22
Bill Pmt -...	07/14/2016	4162	Waste Management			396.64
Bill Pmt -...	07/14/2016	4164	Family Practice of Centrastate			750.00
Bill Pmt -...	07/14/2016	4165	Jersey Coast Equipment			445.00
Bill Pmt -...	07/14/2016	4166	NJNG			156.03
Bill Pmt -...	07/14/2016	4167	Susan L Oksen-Pereira			225.00
Total 1009 - Shore Community Operating					0.00	21,112.03
<b>TOTAL</b>					<b>0.00</b>	<b>21,112.03</b>

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

	Jan 1 - Jul 14, 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	349.86	500.00	(150.14)
4750 · Bureau of Fire Prevention Incm	15,196.08	35,000.00	(19,803.92)
<b>Total Income</b>	<u>684,559.57</u>	<u>1,579,307.00</u>	<u>(894,747.43)</u>
<b>Gross Profit</b>	684,559.57	1,579,307.00	(894,747.43)
<b>Expense</b>			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	1,575.00	2,800.00	(1,225.00)
5210 · Elections	1,218.05	1,500.00	(281.95)
5220 · Office Expense	3,278.63	10,500.00	(7,221.37)
5230 · Professional Services	35,594.00	102,500.00	(66,906.00)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	58,699.20	109,032.00	(50,332.80)
6120 · Salaries - Full Time Fire	156,934.43	280,653.00	(123,718.57)
6125 · Clothing Allowance	4,088.00	7,500.00	(3,412.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	11,252.23	25,000.00	(13,747.77)
6180 · Payroll Taxes	16,882.05	37,997.00	(21,114.95)
6185 · Employer Pension Contribution	0.00	55,388.00	(55,388.00)
6190 · Fringe Benefits	43,203.01	79,449.00	(36,245.99)
6210 · Insurance	76,664.30	110,000.00	(33,335.70)
6220 · Advertising	2,142.75	2,000.00	142.75
6310 · Maintenance & Repairs	55,221.87	110,000.00	(54,778.13)
6410 · Supplies	6,910.98	25,000.00	(18,089.02)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	26,799.36	65,000.00	(38,200.64)
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	5,632.00	25,000.00	(19,368.00)
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 Rennovations	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 · 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>564,155.10</u>	<u>1,579,307.00</u>	<u>(1,015,151.90)</u>
<b>Net Ordinary Income</b>	120,404.47	0.00	120,404.47
<b>Net Income</b>	<u>120,404.47</u>	<u>0.00</u>	<u>120,404.47</u>

Board of Fire Commissioners Career Dept  
July 14, 2016

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 89
  - EMS Calls – 266

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Station 2 – Lock box installed just inside rear side door next to 5404 for the garage roll up door for station 2, chief was advised and knows the code.

**Trucks**

Engine 5401

- Fire & Safety repaired and replaced Light tower, and updated foam system to allow front discharge to utilize foam.

Utility 5404

- Tires need to be replaced

Ladder 5405

- Waterway brackets are bent and need to be replaced, but is still operable. EES in Hamilton (seagrave dealer) will be contacted.

Mini- Pumper 5407

- Wipers replaced
- Brakes serviced
- Rear spring shackle is broken for the suspension, R&H spring was contacted for the repair

Tanker 5408

- Pump starter works intermittently, blaze notified, they have the parts in, service will be done next week.

Engine 5411

- Hose bed cover is being ordered.
- Front suction valve parts are in, blaze will be repairing it next week.

Engine 5417

Board of Fire Commissioners Career Dept

July 14, 2016

- Air leak for the front turret, parts are in and blaze will be making the repairs next week.
- Wipers were replaced.

Utilities 5427/ 5444-

- Wipers replaced.

**Special Details / Projects / Notifications**

Pump testing, aerial testing, and ground ladder testing were all completed with the exception of 5401 due to being at Fire & Safety, Fire one was contacted to come back out. New car wash, Laundry soap for gear was delivered.

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

### JULY 2016

**Fire calls: 220**

**Drill:** July 25 at station 2 High Pressure air bag drill

August 2, 2016 is National Night out and the fire company will be conducting a drill on removing a victim out from underneath a vehicle.

**Vehicles:** station 56 is conducting a Tanker relay class this month and is requesting 5408 and 5411 to assist on July 23<sup>rd</sup> from 8am to 4pm. If the company is unable to obtain a driver for 5408, will the board grant permission for John Poppe III to come to the building and drive 5408 for the day.

5444 hood hinges broke on July 4<sup>th</sup>, causing minor damage to the hood an incident report was submitted.

**Miscellaneous:** The board has not provided any information to the fire company about station 2 and the up coming election.

Respectfully submitted

Chief Michael Lubertazzi

# **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.*

**July 14, 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.

Bureau was called out for a vehicle fire investigation. Cause was determined to be a lightning strike.

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

Intern FF Brian Bruno has completed 96 hrs of college credit to date. He will be completed with his requirements mid August and everything going well. Fire prevention for the month of October is being scheduled at this time. Request for approval to purchase supplies not to exceed \$2500.00. One fire prevention class was conducted beginning of the month (fire extinguisher training – Malvern School 15 teachers)

Respectfully submitted,  
John Burmeister Jr.  
Fire Official