

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

Minutes of Meeting Held
September 8, 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 8:06 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. All participated in the Pledge of Allegiance. A moment of silence was observed in memory of Mr. Youssouf's stepmother.

Roll Call: Commissioners Bollentin, Goldman, Leonard, Ruditsky and Torres were present. Board Attorney Youssouf was present also.

Minutes: Commissioner Bollentin motioned to approve the minutes of the August 11, 2016 General meeting as presented, seconded by Commissioner Goldman. Motion passed by unanimous consent.

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 September 8, 2016 was read by Commissioner Torres. Commissioner Ruditsky motioned to accept the treasurer's report as read and to pay the bills, seconded by Commissioner Bollentin. Motion passed by unanimous vote.

Legal Report – Board Attorney Youssouf reported that the Resolutions in writing will be forthcoming. Fire Service Agreement (FSA): Board Attorney Youssouf reviewed the document. He reported that certain items in the FSA need to be removed (i.e.: gym memberships must be discontinued and the clothing allowance is not permitted). Consideration for services may be included in the FSA. Board cannot pay the volunteers, Board can give consideration (funds) to the Fire Company and the Fire Company is responsible for the administration of the funds. Fire Company is to come up with figures for the board and present to the Board. Paragraph #6 - Quarterly accounting of expenditure of funds is listed in the FSA, Board Attorney Youssouf recommended annual accounting. Chairman Leonard recommended that the accounting be done quarterly but submitted annually. FSA to be three (3) years in length. Board and Jack Purvis have been in email communication. Commissioner Ruditsky motioned for the Board to approve the contract for Jack Purvis Architect, seconded by Commissioner Goldman. Motion passed by unanimous consent. Contract was executed. Commissioner Torres motioned to use the services of Grant Genie to pursue grant in the amount of \$15,000 for workout equipment, seconded by Commissioner Ruditsky. Motion passed by unanimous consent.

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). It was reported that an EMT refresher course will be given in Camden on September 27, 2016 by the district's medical director.

Chief's Report – read by Chief Michael Lubertazzi. A copy of the Chief's written report is attached to the original minutes and incorporated herein by reference. After discussion, Board was in agreement that a new fire apparatus committee be formed for a new pumper. This would be for planning purposes for a future purchase. Turnout gear: there was a new volunteer – gear is to be swapped out with Cassville to fit the new volunteer. Board was in agreement. New drivers have completed training as follows: Chris Locklear: #01; Ryan Calhoun: #11; Stan O'Brien Sr. and Rich Marrero: # 05. Board was in agreement – they will be on probation for six (6) months. Board was in agreement to bring #5410 and trailer to Wildwood convention. Chief submitted proposed Chief's 2017 budget to the board.

President's Report – President Bob Booth advised that it has been quiet for the past few weeks. There are three (3) FF#1 certified members – President Booth requested that Board obtain Class B uniforms for Ralph Aponte, Don Garrell and Jeff Locha. Board cannot purchase Class B uniforms. It is to be paid for out of funds that the Board gives to the fire company.

Fire Bureau: read by Fire Official Burmeister. A copy of the Fire Bureau's report is attached to the original minutes and incorporated herein by reference.

Work Orders: none.

Old Business/Correspondence:

Correspondence: None

Old Business:

Boat Motor: is ordered and ready for pickup. Check for payment in full is ready and available for the chief to take at time of pick up.

Ocean Security Systems: proposal obtained by FO Burmeister. A copy of the proposal is attached to the original minutes and incorporated herein by reference. Panic Bar proposal by Velting Overhead Door is attached and incorporated herein by reference. Commissioner Torres motioned to approve the purchase and installation of the panic bar, seconded by Commissioner Ruditsky. Later in the meeting, Commissioner Bollentin motioned to install door swipe and box not to exceed \$1,600.00 seconded by Commissioner Torres. Motion passed by unanimous consent. FO Burmeister advised that cameras are now all up and running.

Roof Coping: Firefighter Leonard report that the repairs are approximately 30% done. Roof repairs have to be finished before the coping can be done. Repairs are for bubbly surfaces and cracking /peeling.

Jack Purvis: Commissioner Bollentin reported that the committee met with him 2 or 3 weeks ago. Everything was reviewed regarding the substation. Upon his receipt of the signed contract, he will be working on plans/drawings.

Unfinished Business:

New Business:

Reporting software: FO Burmeister reported that it is up and running. Board was in agreement that training classes for the chief and officers are to be scheduled. FO Burmeister is to be the designated point person for the IT Company.

Fire Officer I training: Information was presented to the Board. Stan O'Brien Jr., Rich Leonard Jr. and FO Burmeister want to attend. Commissioner Ruditsky motioned to spend up to \$500 for tuition for Fire Office I training for the three career staff and potentially two (2) volunteers as designated by the Chief, seconded by Commissioner Goldman. Motion passed by majority vote (Ayes: Bollentin, Goldman, Leonard, Ruditsky; Abstain: Torres).

Future Pick up Truck: Commissioner Ruditsky raised the issued by future purchase: replace #5404 and purchase a pick-up truck to serve as a utility vehicle.


2017 Budget: All are reminded that the budget planning is upcoming. Board is considering hiring two more firefighters: one to replace O'Neill and to add an additional firefighter.

Tower @ station #2: Commissioner Bollentin reported that Captain Wagner spoke to Commissioner Bollentin regarding putting up a tower – to be used for public service only.

Six Flags request for donation: A copy of the request is attached to the original minutes and incorporated herein by reference. Commissioner Torres motioned to approve a Resolution to transfer One Power Hawk Vehicle Rescue Equipment and one Power Hawk Power Pusher Rams to the Volunteer Fire Company for no consideration, seconded by Commissioner Goldman. Motion passed by unanimous consent.

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 9:08pm.

 , Clerk

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

**September 8, 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

Mail Correspondence
Per Orange folder

3:47 PM

09/08/16

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of September 8, 2016

	Sep 8, 16	
	Debit	Credit
1009 · Shore Community Operating	616,013.24	
1011 · Shore Community Payroll	9,521.69	
1012 · Shore Community Fire Bureau	61,545.83	
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	1,817,239.75	0.00

3:47 PM
 09/08/16
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of September 8, 2016

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Bill Pmt -...	09/08/2016	4195	1st Choice Safety Equipment			6,063.40
Bill Pmt -...	09/08/2016	4196	Ace Outdoor Power 2			85.98
Bill Pmt -...	09/08/2016	4197	Air & Gas Technologies			1,256.05
Bill Pmt -...	09/08/2016	4198	AmeriHealth Casualty Services			782.37
Bill Pmt -...	09/08/2016	4199	Blaze Emergency Equipment ...			1,257.42
Bill Pmt -...	09/08/2016	4200	Bry's Marine			2,559.00
Bill Pmt -...	09/08/2016	4201	Family Practice of Centrastate			360.00
Bill Pmt -...	09/08/2016	4202	Fire Service Performance Co...			1,200.00
Bill Pmt -...	09/08/2016	4204	Jackson Twp MUA			16,393.20
Bill Pmt -...	09/08/2016	4205	JCP&L			2,265.93
Bill Pmt -...	09/08/2016	4206	Matthew Bender & Co., Inc.			77.22
Bill Pmt -...	09/08/2016	4207	NJNG			157.39
Bill Pmt -...	09/08/2016	4208	Ocean County Board of Electi...			1,174.47
Bill Pmt -...	09/08/2016	4210	Ocean Security Systems, Inc.			900.00
Bill Pmt -...	09/08/2016	4211	Optimum			299.57
Bill Pmt -...	09/08/2016	4212	Ryan Calhoun			75.00
Bill Pmt -...	09/08/2016	4214	Skillender s Service Center Inc.			876.67
Bill Pmt -...	09/08/2016	4215	Staples Credit Plan			99.00
Bill Pmt -...	09/08/2016	4216	Susan L Oksen-Pereira			225.00
Bill Pmt -...	09/08/2016	4217	Verizon Wireless			285.54
Bill Pmt -...	09/08/2016	4220	Waste Management			432.21
Bill Pmt -...	09/08/2016	4218	NJNG			84.46
Bill Pmt -...	09/08/2016	4219	Verizon Wireless			188.80
Bill Pmt -...	09/08/2016	EFT	WEX BANK			1,376.72
Bill Pmt -...	09/08/2016	4221	Good Mowin'			523.00
Bill Pmt -...	09/08/2016	4222	JCP&L			499.53
Bill Pmt -...	09/08/2016	4223	Double M Productions			1,308.16
Total 1009 - Shore Community Operating					0.00	40,806.09
TOTAL					0.00	40,806.09

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through September 8, 2016

	Jan 1 - Sep 8, 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
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	17,591.43	35,000.00	(17,408.57)
4800 · Other Income	25.00	0.00	25.00
Total Income	<u>687,050.43</u>	<u>1,579,307.00</u>	<u>(892,256.57)</u>
Gross Profit	687,050.43	1,579,307.00	(892,256.57)
Expense			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	2,025.00	2,800.00	(775.00)
5210 · Elections	2,392.52	1,500.00	892.52
5220 · Office Expense	4,327.94	10,500.00	(6,172.06)
5230 · Professional Services	40,074.00	102,500.00	(62,426.00)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	75,470.40	109,032.00	(33,561.60)
6120 · Salaries - Full Time Fire	205,515.78	280,653.00	(75,137.22)
6125 · Clothing Allowance	5,256.00	7,500.00	(2,244.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	13,556.93	25,000.00	(11,443.07)
6180 · Payroll Taxes	15,294.77	37,997.00	(22,702.23)
6185 · Employer Pension Contribution	0.00	55,388.00	(55,388.00)
6190 · Fringe Benefits	48,309.64	79,449.00	(31,139.36)
6210 · Insurance	91,326.60	110,000.00	(18,673.40)
6220 · Advertising	2,171.25	2,000.00	171.25
6310 · Maintenance & Repairs	66,908.55	110,000.00	(43,091.45)
6410 · Supplies	12,484.61	25,000.00	(12,515.39)
6415 · Fire Prevention	3,785.86	5,000.00	(1,214.14)
6510 · Utilities	35,613.85	65,000.00	(29,386.15)
6513 · Fire Service Agreement	0.00	3,500.00	(3,500.00)
6515 · Hydrant Rent	48,300.00	65,000.00	(16,700.00)
6610 · Misc. Firefighter Expenses	6,233.00	25,000.00	(18,767.00)
6611 · Training	7,007.75	20,000.00	(12,992.25)
6615 · Gear - Fire Company	4,440.80	15,000.00	(10,559.20)
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	5,106.34	41,000.00	(35,893.66)
6640 · SCBA	4,124.70	15,000.00	(10,875.30)
6650 · Emergency/First Aid Equipment	5,025.52	5,000.00	25.52
6655 · Replacement Equipment	3,805.09	40,000.00	(36,194.91)
6670 · Vehicle Equip-Radios/Pagers	2,156.44	30,000.00	(27,843.56)
6675 · UFSA	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)
Total Expense	<u>714,793.34</u>	<u>1,579,307.00</u>	<u>(864,513.66)</u>
Net Ordinary Income	<u>(27,742.91)</u>	<u>0.00</u>	<u>(27,742.91)</u>
Net Income	<u><u>(27,742.91)</u></u>	<u><u>0.00</u></u>	<u><u>(27,742.91)</u></u>

Board of Fire Commissioners Career Dept
September 8, 2016

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 112
 - EMS Calls – 347

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations. Backup power batteries for the alarm system have been ordered. Air Gas completed their annual maintenance / repairs at Sta.1.

Trucks

Engine 5401

- Primer pump was replaced by Blaze Emergency Equipment.

Fire Police 5404

- Tires need to be replaced, found dry rotted during inspection.

Boat 5406

- New motor has been ordered and may be picked up Friday or Saturday before 3pm. BRY'S Marine Neptune NJ (must call before picking up motor)

Tanker 5408

- Pump starter replaced and in working order. Blaze Emergency Equipment

Engine 5411

- Currently out of service due to a charging issue. Blaze advised and coming on 9/8/16.

Engine 5417

- Blaze has completed all of the repairs on the apparatus.

Fire Police 5444

- Serviced and Front Hub Repaired at Skillenders Auto
- Damage to vehicle from towing company; estimates and repairs still ongoing.

Special Details / Projects / Notifications

SCBA recert and flow testing scheduled for 9/8/16 at 9am has been rescheduled for 9/13/16.

Kevin Apuzzio Seminar Scheduled for 9/28/16 at Station 54 at 7:30 pm

Fire Dist.3 Narcan Training (EMS CEU Class) 9/15/16 9 am

Yearly apparatus PM'S will be starting on 9/19/16. Work will be completed by Blaze.

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 SEPTEMBER 2016

Fire calls: 281

Drill: September 26, 2016 at station 2 Extrication Drill

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.

New Fire Apparatus: We are respectfully requesting the Board to Purchase a new pumper. We will be setting up a committee with the career staff. This will replace 5417 or just add to our fleet.

Turnout Gear: I'm in the process of trading 1 set of larger size turnout gear for a smaller size with Casseville fire Company to accommodate F/F Aponte.

New Drivers: Chris Locklear passed for 5401, Ryan Calhoun passed for 5411, and Stan O'Brien Sr. and Rich Marrero passed for 5405.

Miscellaneous: We are respectfully requesting the use of 5410 vehicle and the white landscaping trailer for bringing supplies to Wildwood convention i.e. tables, chairs and coolers.

September 10th is Jackson Day

September 11th is the 9/11 memorial ceremony at station 55

2017 Fire Chief Budget is handed in.

Respectfully submitted

Chief Michael Lubertazzi