

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

Minutes of Meeting Held
October 13, 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 Youssef. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Bollentin, Goldman, and Leonard were present. Commissioner Torres entered the meeting at 8:30 pm. Commissioner Ruditsky was absent. Board Attorney Youssef was present also.

Minutes: Commissioner Goldman motioned to approve the minutes of the September 8, 2016 General meeting as presented, seconded by Commissioner Bollentin. 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 October 13, 2016 was read by Commissioner Goldman. Commissioner Goldman motioned to accept the treasurer's report as read and to pay the bills as read, seconded by Commissioner Bollentin. Motion passed by unanimous vote.

Legal Report – Board Attorney Youssef reported that the Resolutions in writing would be forthcoming. Fire Service Agreement (FSA): Board Attorney Youssef advised that he needs the numbers to finalize the FSA. Schedule for the budget with state deadlines was reviewed. Intro to budget: State deadline: 12/20 – our meeting date: 12/8/16; Public hearing: State deadline: 1/24/17 – our meeting date: 1/12/17. Election date: third Saturday of February 2017 (2/18/17). It was reported that DCA forms were received. Board Attorney Youssef advised that he spoke with Jack Purvis – who is working on a modifying the plans. Board Attorney Youssef referenced the letter from the union requesting an additional firefighter be hired for 2017 (a copy of the letter is attached to the original minutes and incorporated herein by reference). Recommends that a decision be made now so that the salary is included in the 2017 budget.

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference).

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. Chief recommended the hiring of an additional firefighter to the Board.

Commissioner Bollentin requested that a Boat Safety Class be set up for anyone who will be using the boat – to include the issuance of a boater's license for all course attendees.

President's Report – President Bob Booth submitted the figures to the Board regarding the hall rental. A copy of the figures are attached to the original minutes and incorporated herein by reference. The fire company is asking for \$50,000 in consideration for the fire service agreement. No more hall rentals will be done – eliminating liability, eliminating pool fills – eliminating liability. Board Attorney Youssef recommends use of the hall for civic organizations so that the fire company continues to be part of the community. Hall use to still be available for member and Board use. Issues to be decided at the next meeting (including FSA) when all Board members are in attendance. Chief Lubertazzi raised the issue of equipment to be purchased. After discussion, chief and Career staff to review wants and needs for equipment/gear. List to be prepared for Board's authorization later in the meeting. There remains approximately \$35,000 in 2016 equipment line item and approximately \$ 10,000 in 2016 gear line item. Later in the meeting, it was decided that a special meeting to be held at later date (October 27, 2016) to review list that will be prepared by FF Leonard and Chief. Cheryl to email everyone and confirm date.

Fire Bureau: read by Commissioner Bollentin (FO Burmeister called out sick). A copy of the Fire Bureau's report is attached to the original minutes and incorporated herein by reference. After discussion, Commissioner Goldman motioned to approve the proposal submitted by Affordable Pumping Services in the amount of \$3,250.00 to install new grease trap, seconded by Commissioner Torres. Motion passed by unanimous consent. Copy of the proposal is attached to the original minutes and incorporated herein by reference.

Work Orders: up to date.

Old Business/Correspondence:

Correspondence: None

Old Business:

Changes to Road in front of Station #1: Commissioner Bollentin advised that he met with Congressman Smith's aide. He advised that there is nothing that they can do to help. His recommendation was to write a letter to Ocean County Freeholder Jack Kelly, Ocean County Engineer to request a meeting to discuss the district's request. Commissioner Bollentin further advised that the township's Traffic Safety wants to be included with regard to writing the letter and attending the meeting.

Drawings for Station #2: Commissioner Bollentin advised that he received plans, which were not reflective of what was discussed at the meeting. Commissioner Bollentin to follow-up with Architect Jack Purvis.

Robbinsville Pumper: Commissioner Bollentin advised that he look at the truck test-drove the vehicle. Blaze was unable to go to evaluate the truck. Service

records were deficient. Board was in agreement not to move forward to purchase this vehicle.

Roof Quotes for coping replacement. FF Leonard presented a proposal from Dezigns Construction Inc. (DCI) in the amount of \$12,850 (a copy of the proposal is attached to the original minutes and incorporated here in by reference). This is the lowest proposal. Other proposals were as follows: Ace Home Improvements \$14,900; David Roofing \$13,987.00; and JDS Roofing \$14,400.00. Commissioner Goldman motioned to accept the proposal from DCI in the amount of \$12,850, seconded by Commissioner Torres. Motion passed by unanimous consent.

Grass: Commissioner Torres asked regarding the status of the homeowner who wants the grass repaired in front of her home. Discussion followed. Board Attorney Youssouf's recommendation was not to pursue the issue. Homeowner was told to come to the Board meeting to make a complaint. Homeowner did not attend tonight's Board meeting.

Unfinished Business:

New Business:

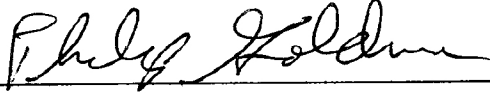
Leak at Station #2: Commissioner Bollentin reported that the roof at Station #2 is leaking. May be issues with plywood. After discussion, Commissioner Bollentin is to advise architect and obtain pricing for roofing at sub-station. It was recommended that pricing be obtained for half roof as well as entire roof replacement. If cost is over \$40,000 project must go out to bid.

Motor Vehicle F/P Accident: Accident occurred at the Bella Terra fire. Fire/Police vehicle backed into a car. Accident report has been filed, police report obtained, drug test was done. Cheryl to submit a claim to Board's insurance carrier.

Executive Session: Commissioner Goldman motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters seconded by Commissioner Bollentin. Motion passed by unanimous consent at 9:10 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:26 p.m. and the Board convened the public session.

Public Session: Chairman Leonard announced that Rich Marrero will be hired by the Board as a career firefighters for District #4. Monday, October 31 2016 to be his start date. He will be sworn in at the November 10, 2016 Board meeting. It was further discussed that the active members and career staff will have access to the new swipe.

Adjournment: With no other business to come before the Board, Commissioner Torres motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned at 9:30 pm.


_____, Clerk

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

**October 13, 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

5:52 PM

10/13/16

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of October 13, 2016

	Oct 13, 16	
	Debit	Credit
1009 · Shore Community Operating	1,288,979.73	
1011 · Shore Community Payroll	58,490.94	
1012 · Shore Community Fire Bureau	46,268.53	
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	2,523,898.19	0.00

5:56 PM

10/13/16

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of October 13, 2016

Type	Date	Num	Name	Memo	Debit	Credit
1009 - Shore Community Operating						
Bill Pmt -...	10/13/2016	4226	Ace Outdoor Power 2			100.19
Bill Pmt -...	10/13/2016	4227	Air & Gas Technologies			498.25
Bill Pmt -...	10/13/2016	4228	Blaze Emergency Equipment ...			2,551.48
Bill Pmt -...	10/13/2016	4229	Blonder Supply Inc.			1,042.68
Bill Pmt -...	10/13/2016	4230	Family Practice of Centrastate			1,050.00
Bill Pmt -...	10/13/2016	4231	Federal Express			24.80
Bill Pmt -...	10/13/2016	4232	Fire One			3,322.90
Bill Pmt -...	10/13/2016	4233	Good Mowin'			710.00
Bill Pmt -...	10/13/2016	4234	Home Depot			901.64
Bill Pmt -...	10/13/2016	4235	Jack A. Purvis, A.I.A.			850.00
Bill Pmt -...	10/13/2016	4236	JCP&L			378.47
Bill Pmt -...	10/13/2016	4238	Joseph D. Youssof, Esq			6,000.00
Bill Pmt -...	10/13/2016	4239	MES			2,025.35
Bill Pmt -...	10/13/2016	4241	Middlesex County Fire Acade...			73.00
Bill Pmt -...	10/13/2016	4242	Middletown Twsp Fire Dept T...			400.00
Bill Pmt -...	10/13/2016	4244	Mike Lubertazzi			43.01
Bill Pmt -...	10/13/2016	4245	Monmouth County Treasurer			50.00
Bill Pmt -...	10/13/2016	4247	National Center for Safety Init...			63.00
Bill Pmt -...	10/13/2016	4248	NJNG			116.33
Bill Pmt -...	10/13/2016	4249	Ocean Security Systems, Inc.			4,050.00
Bill Pmt -...	10/13/2016	4251	Optimum			299.57
Bill Pmt -...	10/13/2016	4252	Skillender s Service Center Inc.			621.10
Bill Pmt -...	10/13/2016	4253	State of NJ Bureau of Boiler ...			20.00
Bill Pmt -...	10/13/2016	4254	United Communications Corp			203.26
Bill Pmt -...	10/13/2016	4255	Verizon			156.89
Bill Pmt -...	10/13/2016	4256	Verizon Wireless			183.80
Bill Pmt -...	10/13/2016	4257	Waste Management			434.58
Bill Pmt -...	10/13/2016	4258	JCP&L			1,600.43
Bill Pmt -...	10/13/2016	4259	NJNG			191.98
Bill Pmt -...	10/13/2016	4260	Verizon			323.43
Bill Pmt -...	10/13/2016	4261	Verizon Wireless			275.54
Bill Pmt -...	10/13/2016	4262	Susan L Oksen-Pereira			225.00
Total 1009 - Shore Community Operating					0.00	28,786.68
TOTAL					0.00	28,786.68

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through October 13, 2016

	Jan 1 - Oct 13, 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,051,307.13	1,540,550.00	(489,242.87)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	482.96	500.00	(17.04)
4750 · Bureau of Fire Prevention Incm	22,309.79	35,000.00	(12,690.21)
4800 · Other Income	25.00	0.00	25.00
Total Income	<u>1,074,124.88</u>	<u>1,579,307.00</u>	<u>(505,182.12)</u>
Gross Profit	1,074,124.88	1,579,307.00	(505,182.12)
Expense			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	2,250.00	2,800.00	(550.00)
5210 · Elections	2,692.52	1,500.00	1,192.52
5220 · Office Expense	4,530.95	10,500.00	(5,969.05)
5230 · Professional Services	48,024.00	102,500.00	(54,476.00)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	79,663.20	109,032.00	(29,368.80)
6120 · Salaries - Full Time Fire	195,416.26	280,653.00	(85,236.74)
6125 · Clothing Allowance	5,488.00	7,500.00	(2,012.00)
6130 · Salaries - Fire Official	20,000.00	20,000.00	0.00
6140 · Salaries - Firefighter Overtime	13,939.03	25,000.00	(11,060.97)
6180 · Payroll Taxes	18,041.12	37,997.00	(19,955.88)
6185 · Employer Pension Contribution	0.00	55,388.00	(55,388.00)
6190 · Fringe Benefits	57,072.58	79,449.00	(22,376.42)
6210 · Insurance	91,326.60	110,000.00	(18,673.40)
6220 · Advertising	2,171.25	2,000.00	171.25
6310 · Maintenance & Repairs	79,398.98	110,000.00	(30,601.02)
6410 · Supplies	14,923.57	25,000.00	(10,076.43)
6415 · Fire Prevention	3,785.86	5,000.00	(1,214.14)
6510 · Utilities	39,767.12	65,000.00	(25,232.88)
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	7,346.00	25,000.00	(17,654.00)
6611 · Training	7,530.75	20,000.00	(12,469.25)
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	6,648.30	15,000.00	(8,351.70)
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	2,359.70	30,000.00	(27,640.30)
6675 · UFSA	909.56	15,000.00	(14,090.44)
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	125,000.00	125,000.00	0.00
Total Expense	<u>898,963.10</u>	<u>1,579,307.00</u>	<u>(680,343.90)</u>
Net Ordinary Income	<u>175,161.78</u>	<u>0.00</u>	<u>175,161.78</u>
Net Income	<u><u>175,161.78</u></u>	<u><u>0.00</u></u>	<u><u>175,161.78</u></u>

Board of Fire Commissioners Career Dept
October 13, 2016

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 122
 - EMS Calls – 383

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations. Backup power batteries for the alarm system have been installed. Air Gas completed repairs on the 2200 PSI regulator for the SCBA cascade system at Sta.1.

Trucks

Fire Police 5404

- Tires need to be replaced, found dry rotted during inspection.
- Hard time starting or found ~~bad~~ after a few days. Ongoing issue.

Boat 5406

- New motor installed and in service. Old motor in back room for back up.

Engine 5411

- Blaze completed the repairs on the apparatus. Charging unit and batteries were replaced.

Safety 5414

- Repairs and Serviced at Skillenders Auto

Engine 5417

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

Fire Police 5444

- Damage to vehicle from towing company; estimates and repairs still ongoing.
- Reported damage on rear bumper from a MVC, New light will be ordered.

Special Details / Projects / Notifications

- Yearly apparatus PM'S will be starting on 10/18/16. Work will be completed by Blaze.
- Seeking approval to replace the old grease trap at station1 with a new Grease Trap installed by APS for \$3250.00. See quote for further info.
- Fire Prevention is in full swing at the schools within Fire District 4.
- Two Chain saws (5405&Echo Quick Vent) have been sent out for repairs at ACE Power Equipment. The Echo Quick Vent was sent back and its unable to be repaired.

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

OCTOBER 2016

Fire calls: ~~329~~ 330

Drill: AERIAL OPERATIONS and Truck company operations training

Schools; Robert Haskins is taking classes at Middlesex FA

Rich Marrero is taking fire officers class

FIRES: On Sunday, October 9, 2016 at 0700hrs, the career staff and several volunteers were at the building preparing for the annual open house event. At 0720hrs Station 54 was dispatched to fire alarm at 2 Kathleen Dr. Bella Terra assisted living facility. Upon arrival 5500 and 5410 reported a working fire on the 3rd floor in wing D. 5401 crew consisted of the career staff plus 1 and 5405 crew was volunteers. 5401's crew stretched 1 liter line with a gated wye and a high rise pack of 1 3/4" attack line to the 3rd floor and stood by. 5405's crew split into 2 teams. Team 1 raised the aerial to the roof and prepared for vertical ventilation, which was never needed. Team 2 reported to the 3rd floor and removed the occupants to members of station 55 and they took the occupants safely to the lobby. Team 2 also pulled the hallway ceilings to expose the area where the fire was extinguished by the sprinkler system. By far the actions of the men of Station 54 were outstanding and they should be commended for their actions.

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.

October 13, 2016

Monthly Bureau Report

Inspections are being completed as normal (18 inspections and 7 re-inspections completed). One amended site plan received and approved and another to be reviewed. Others are still pending.

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

Budget for 2017 will be submitted by weeks end. AFG Grant open now till Nov 18th 2016.

Respectfully submitted,
John Burmeister Jr.
Fire Official