

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

Minutes of Meeting Held
December 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 8:00 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. All participated in the Pledge of Allegiance. A moment of silence was observed for fire victims in Oakland and Tennessee.

Roll Call: Commissioners Bollentin, Goldman, Leonard, and Ruditsky were present. Commissioner Torres was absent for roll call but entered the meeting at 8:02 pm. Board Attorney Youssouf was present also.

Minutes: Commissioner Goldman motioned to approve the minutes of the November 10, 2016 General meeting as presented, seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Commissioner Goldman motioned to accept the minutes of the November 16, 2016 special meeting as presented, seconded by Commissioner Torres. Motion passed by majority vote with Commissioner Torres abstaining due to his absence.

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

Legal Report – Bond Referendum for Phase #2 at Station #2 was discussed. Board Attorney Youssouf recommended the amount be \$2.5 million. Board would be able to borrow up to that amount, but it is not necessary to use the entire amount allocated in the referendum. This could be included in the February election or a special election at a later date. After discussion, Commissioner Ruditsky motioned to postpone the voter referendum for phase #2 until April 2017, seconded by commissioner Goldman. Motion passed by unanimous consent. Matter is tabled until April 2017. Board Attorney Youssouf read a Resolution introducing the budget beginning January 1, 2017 and ending December 31, 2017. Copy of the budget summary is attached to the original minutes and incorporated herein by reference. Commissioner Leonard read a copy of the letter written by the Local #4395, requesting that funding for an additional firefighter be included in the 2017 budget (a copy of the letter is attached to the original minutes and incorporated herein by reference). Discussion with the Board – manpower puts out fires, not equipment; asked that funding be restored to the budget. After discussion, it was agreed that there was sufficient funding in operations to hire an additional career firefighter for 2017.

Commissioner Torres motioned to reduce the commissioners' compensation to \$4,000, seconded by Commissioner Ruditsky. Motion passed by unanimous consent. Commissioner Bollentin motioned to accept the Resolution to adopt the Budget for January 1, 2017 through December 31, 2017 as read, seconded by Commissioner Torres. Motion passed by unanimous consent. Budget will be subject to public hearing at the next Board meeting - January 12, 2017. Line item transfers: Commissioner Torres motioned to accept line item transfers for 2016 per the attached list (a copy of which is attached to the original minutes and incorporated herein by reference), seconded by Commissioner Goldman. Motion passed by unanimous consent. Fire Protection Agreement was presented to the Board. Trenton is requiring that a current agreement be sent to them with the budget. Fire Company to hold an emergency meeting this coming Sunday to approve the Fire Protection Agreement. Discussion on changes to the Fire Protection Agreement. Changes are listed in the Fire Protection Agreement attached to the original minutes and incorporated herein by reference. Commissioner Ruditsky motioned to provide the fire company with the pro-rated amount of \$25,000 for 2016 per the terms of the Fire Protection Agreement, seconded by Commissioner Torres. Motion passed by unanimous consent. It was decided to make the payment to the Fire Company in the amount of \$25,000. and this amount to be included in the December 8, 2016 checks. Board was in agreement. Board was in agreement to make the changes to the Fire Protection Agreement as previously outlined and authorized Board Attorney Youssef to make said changes. Commissioner Ruditsky motioned to approve the provisions made to the Fire Protection Agreement through February 28, 2019 and to have the Chairman and the Clerk execute the new document, seconded by Commissioner Goldman. Motion passed by unanimous consent. Board Attorney Youssef read a Resolution authorizing execution of a shared services agreement between Township of Jackson and FD No 4 (Resolution was previous adopted in title verbally and the shared service agreement was already signed). Commissioner Goldman motioned to accept the Resolution, seconded by Commissioner Bollentin. Motion passed by unanimous consent. A copy of the Resolution is attached to the original minutes and incorporated herein by reference. Board Attorney Youssef reviewed with the Board the special meeting issues being raised by the Attorney General's Office - RE: additional sentence that special meetings be open for the same hours as the election. He will keep the Board apprised of the situation as the issues moves through the process.

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Acting Lt. Rich Leonard thanked the Chief and the President for getting the word out – pagers are starting to come in. Coping is complete – the roof is done.

Chief's Report –Chief Michael Lubertazzi submitted to the Board the list of 2017 Line Officers for Board approval (a copy of the list is attached to the original minutes and incorporated herein by reference). Commissioner Ruditsky motioned to approve the 2017 Line Officers as submitted, seconded by Commissioner Goldman. Motion was approved by unanimous consent. Santa Patrol begins 12/11/16. Career staff can participate at no salary. In the event of a fire call during the Santa Patrol, it would be the Chief's discretion to use the

career staff. The Chief thanked the Board for all their efforts. Everything ran smoothly this year.

President's Report – President Bob Booth reported that his term will be up at the end of the year. He thanked the Board for their support over the past two years. Chris Locklear will be his successor.

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: up to date.

Old Business/Correspondence:

Correspondence: None

Old Business:

Application of Jeffrey Ernest – tabled. Fire Company to continue to investigate and to meet with him.

Unfinished Business:

New Business:

Request for LOSAP withdrawal: Brendan Giordano requested his LOSAP money. Board was in agreement.

Rich Leonard Jr. – thanked the Board for acknowledging their request throughout the year for the career staff and union.

Truck Committee – Commissioner Goldman thanked Steve and the committee for the excellent job that they did at the Rosenbauer meeting.

Public Session: None.

Executive Session: Commissioner Torres 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 9:22 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:10 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 10:10 pm.


_____, Clerk

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

**December 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

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

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
1009 · Shore Community Operating						
Bill Pmt -...	12/08/2016	4306	AmeriHealth Casualty Services			3,342.93
Bill Pmt -...	12/08/2016	4307	Blaze Emergency Equipment ...			3,879.61
Bill Pmt -...	12/08/2016	4308	Dafeldecker Associates			240.00
Bill Pmt -...	12/08/2016	4309	Dezigns Contruction Inc.			12,850.00
Bill Pmt -...	12/08/2016	4310	Emergency Medical Products...			181.30
Bill Pmt -...	12/08/2016	4311	Family Practice of Centrastate			180.00
Bill Pmt -...	12/08/2016	4312	Federal Express			60.82
Bill Pmt -...	12/08/2016	4313	Firefighter University LLC			900.00
Bill Pmt -...	12/08/2016	4314	Institute for Forensic Psychol...			900.00
Bill Pmt -...	12/08/2016	4315	Jackson Twp MUA			303.60
Bill Pmt -...	12/08/2016	4316	JCP&L			1,843.20
Bill Pmt -...	12/08/2016	4317	Joseph D. Youssouf, Esq			6,000.00
Bill Pmt -...	12/08/2016	4318	Mercer County Fire Academy			40.00
Bill Pmt -...	12/08/2016	4319	National Center for Safety Init...			132.00
Bill Pmt -...	12/08/2016	4320	Optimum			303.41
Bill Pmt -...	12/08/2016	4321	Rocky Mountain Comm Syst...			305.00
Bill Pmt -...	12/08/2016	4322	Velting Overhead Door			160.00
Bill Pmt -...	12/08/2016	4323	Verizon Wireless			335.36
Bill Pmt -...	12/08/2016	4324	Waste Management			440.59
Bill Pmt -...	12/08/2016	4327	1st Choice Safety Equipment			6,763.50
Bill Pmt -...	12/08/2016	4328	Advanced Auto Parts			13.98
Bill Pmt -...	12/08/2016	4329	Blaze Emergency Equipment ...			1,567.00
Bill Pmt -...	12/08/2016	4330	Home Depot			2,292.74
Bill Pmt -...	12/08/2016	4331	Industrial Scientific Corporation			828.75
Bill Pmt -...	12/08/2016	4332	Staples Credit Plan			130.69
Bill Pmt -...	12/08/2016	4333	Susan L Oksen-Pereira			225.00
Bill Pmt -...	12/08/2016	4334	Toms River Fire Academy			750.00
Bill Pmt -...	12/08/2016	4335	Verizon Wireless			188.80
Bill Pmt -...	12/08/2016	4336	Jack A. Purvis, A.I.A.			5,500.00
Bill Pmt -...	12/08/2016	4337	NJ Casualty Ins Co			4,596.00
Bill Pmt -...	12/08/2016	4338	NJNG			209.73
Bill Pmt -...	12/08/2016	4339	Verizon			161.21
Bill Pmt -...	12/08/2016	4340	Jackson Mills Volunteer Fire ...			25,000.00
Bill Pmt -...	12/08/2016	4341	AmeriHealth Casualty Services			3,342.93
Bill Pmt -...	12/08/2016	4342	Jackson Storage			1,584.00
Bill Pmt -...	12/08/2016	4343	Middlesex County Fire Acade...			184.00
Bill Pmt -...	12/08/2016	4344	Nationwide Life Insurance			245.00
Total 1009 · Shore Community Operating					0.00	85,981.15
TOTAL					0.00	85,981.15

Board of Fire Commissioners

Cash Balances

As of December 31, 2016

Accrual Basis

	Dec 31, 16	
	Debit	Credit
1009 · Shore Community Operating	575,806.09	
1011 · Shore Community Payroll	67,185.72	
1012 · Shore Community Fire Bureau	50,215.43	
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	1,823,366.23	0.00

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January through December 2016

Cash Basis

	Jan - Dec 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,529,174.00	1,529,174.00	0.00
4020 · Supplemental Fire Services Act	4,342.00	3,257.00	1,085.00
4200 · Interest Income	758.30	500.00	258.30
4750 · Bureau of Fire Prevention Incm	26,247.64	35,000.00	(8,752.36)
4800 · Other Income	25.00		
Total Income	<u>1,560,546.94</u>	<u>1,567,931.00</u>	<u>(7,384.06)</u>
Gross Profit	1,560,546.94	1,567,931.00	(7,384.06)
Expense			
5110 · Salaries - Commissioners	20,000.00	20,000.00	0.00
5120 · Salaries - Secretary	2,700.00	2,800.00	(100.00)
5210 · Elections	2,692.52	2,700.00	(7.48)
5220 · Office Expense	6,386.08	10,500.00	(4,113.92)
5230 · Professional Services	68,582.84	102,500.00	(33,917.16)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	109,012.80	109,032.00	(19.20)
6120 · Salaries - Full Time Fire	273,363.47	280,653.00	(7,289.53)
6125 · Clothing Allowance	7,344.00	7,500.00	(156.00)
6130 · Salaries - Fire Official	20,000.00	20,000.00	0.00
6140 · Salaries - Firefighter Overtime	23,910.72	25,000.00	(1,089.28)
6180 · Payroll Taxes	31,296.19	37,997.00	(6,700.81)
6185 · Employer Pension Contribution	0.00	60,512.00	(60,512.00)
6190 · Fringe Benefits	84,561.91	86,449.00	(1,887.09)
6210 · Insurance	103,738.11	114,000.00	(10,261.89)
6220 · Advertising	2,171.25	2,500.00	(328.75)
6310 · Maintenance & Repairs	113,273.56	115,000.00	(1,726.44)
6410 · Supplies	16,599.86	25,000.00	(8,400.14)
6415 · Fire Prevention	3,885.86	5,000.00	(1,114.14)
6510 · Utilities	47,689.45	65,000.00	(17,310.55)
6513 · Fire Service Agreement	25,000.00	25,500.00	(500.00)
6515 · Hydrant Rent	64,365.00	65,000.00	(635.00)
6610 · Misc. Firefighter Expenses	12,169.82	25,000.00	(12,830.18)
6611 · Training	8,704.75	20,000.00	(11,295.25)
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	6,688.00	(6,688.00)
6635 · Equipment-Non-Bondable	14,207.06	28,500.00	(14,292.94)
6640 · SCBA	7,077.30	15,000.00	(7,922.70)
6650 · Emergency/First Aid Equipment	6,529.17	6,600.00	(70.83)
6655 · Replacement Equipment	9,408.59	40,000.00	(30,591.41)
6670 · Vehicle Equip-Radios/Pagers	2,359.70	30,000.00	(27,640.30)
6675 · UFSA	3,587.56	15,000.00	(11,412.44)
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>1,220,058.37</u>	<u>1,567,931.00</u>	<u>(347,872.63)</u>
Net Ordinary Income	<u>340,488.57</u>	<u>0.00</u>	<u>340,488.57</u>
Net Income	<u><u>340,488.57</u></u>	<u><u>0.00</u></u>	<u><u>340,488.57</u></u>

Jackson Fire District No. 4
2017 Budget Summary

APPROPRIATIONS	<u>2017</u>	<u>2016</u>
Salaries	\$ 465,835	\$ 462,185
Fringe Benefits	269,506	177,958
Election Expense	1,500	1,500
Professional Fees	102,500	102,500
Office Expenses	10,500.00	10,500.00
Bond Agent	1,500.00	1,500.00
Outside Services	2,800.00	2,800.00
Advertising	2,000.00	2,000.00
Insurance	60,000.00	110,000.00
Maintenance & Repairs	110,000.00	110,000.00
Supplies	25,000.00	25,000.00
Utilities	65,000.00	65,000.00
Miscellaneous Firefighter Expense	25,000.00	25,000.00
SCBA	15,000.00	15,000.00
Emergency/First Aid Equipment	5,000.00	5,000.00
Gear	15,000.00	15,000.00
Replacement Equipment	40,000.00	40,000.00
Training	20,000.00	20,000.00
Fire Service Agreement - JMVFC	50,000.00	3,500.00
Hydrant Rental	65,000.00	65,000.00
Joint District Expenses	5,000.00	5,000.00
Fire Prevention	5,000.00	5,000.00
Utility Vehicles	60,000.00	-
Contingent Expenses	2,000.00	2,000.00
Non-Bondables	108,000	106,488
Appropriations Offset with Revenues	15,000	15,000
LOSAP	50,000	50,000
Capital Appropriations	500,000	-
	<u>2,096,141</u>	<u>1,442,931</u>
Total Appropriations	\$ 2,096,141	\$ 1,442,931
REVENUES		
Fund Balance Utilized	\$ 500,000	\$ -
Interest Income	500	500
Supplemental Fire Service Act	3,257	3,257
Uniform Fire Safety Act	35,000	35,000
Amount to Be Raised by Taxation	1,557,384	1,404,174
	<u>2,096,141</u>	<u>1,442,931</u>
Total Revenues	\$ 2,096,141	\$ 1,442,931
Tax Rate per \$100	<u>0.070</u>	<u>0.070</u>

Board of Fire Commissioners Career Dept
December 8, 2016

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
Station 2- Boiler recirculation pump replace.

Trucks

Engine 5401

- New Cordless tool kit installed.

Ladder 5405

- New Cordless tool kit installed.
- Snow chains damage from driver training being repaired, parts on order.
- Auto-Crib stabilization kit installed

Engine 5407

- Emergency Lights power switch being repaired, working intermittently.

Engine 5411

- Water can replaced, gauge was damaged.
- Rear driver side scene light repaired, power wire was worn thru.
- Relief Valve is leaking, Rebuild kit on order.

Safety 5414

- Air bag recall has been repaired.

Engine 5417

- Tank to pump switch replaced.

Special Details / Projects / Notifications

- All roof coping repairs complete.
- Station 2 Storage room cleaning is underway.
- All main building PASS alarm batteries have been replaced. Sta. 2 will occur next week.
- New Ventis Gas meter back in service. A new unit had to be ordered repair to existing unit was close to new unit cost.
- This week we will re-stock Ice Melt.

Submitted by,
Acting Lt. Richard Leonard

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.

December 8, 2016

Monthly Bureau Report

Inspections are being completed as normal (22 total inspections completed). No new sites plans to be reviewed. Others are still pending.

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

As reported last month, new Emergency Reporting Software (full package) was ordered and is now up and running. Trying to set up schedule with volunteers to do training on the system. Needs to be done ASAP. Shared services agreement with township in regards to enforcement of parking violations has been signed by all districts. Need resolution to approve same.

On side note, all four Career Firefighters that attended Fire Officer 1, successfully passed and awaiting paperwork from the state.

Respectfully submitted,
John Burmeister Jr.
Fire Official

11/9/16

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP AUTHORIZING
THE EXECUTION OF A SHARED SERVICES AGREEMENT
BETWEEN THE TOWNSHIP OF JACKSON AND F.D. NO.4**

WHEREAS; The Township of Jackson and Fire Districts No. 2,3 and 4 recognize the need for enforcement of parking regulations within the various fire districts; and

WHEREAS; The Board of Fire Commissioners of Fire District No.4 Jackson Township intends to enter into a shared services agreement with the Township of Jackson to provide for mutual enforcement of parking regulations in fire zones etc. within its jurisdiction; and

WHEREAS; N.J.S.A. 40:65-1 et. seq. permits units of local government to enter into a contract with any other unit of local government providing for the joint provision of any service within their several jurisdictions.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the Chairman and Clerk of the Board are authorized to execute the Shared Services Agreement between the Township of Jackson and Fire district No. 2, 3 and 4 which is annexed hereto and incorporated herein by reference.

Moved by: *Goldman*

Seconded by: *Bollettin*

Roll Call Vote:

Bollettin
Goldman
Leonard
Ayes: *Ruditsky*
Torres

Nays: *Ø*

Absent: *Ø*

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Jackson Township F.D. No.4 on the 11 day of Nov 2016.

Philip Goldman, Clerk

12/8/16

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.4 JACKSON TOWNSHIP AUTHORIZING LINE
ITEM TRANSFERS AND ADJUSTMENTS**

WHEREAS; N.J.S.A. 40A:14-78.9 provides that whenever it shall become necessary during the last two months of the fiscal year to expend amounts in excess of those amounts of appropriations specified in the various line items of the operating appropriations section of the annual budget and there shall be excess appropriations in other line items of the operating appropriations section of the budget, the board of fire commissioners may, by resolution setting forth the facts, adopted by not less than a 2/3 vote of the full membership of the board, transfer the amount of the excess to those appropriations deemed to be insufficient; and

WHEREAS; the District 's Treasurer has advised the Board that line item transfers are necessary to cover expenditures made from various line items of the appropriations section of the District's budget; and

WHEREAS; there exist excess appropriations in the amount of **\$35,300.00** which may be transferred from unexpended line item amounts to over-expended line items as follows:

Transfer to:	
5210 Election	\$1,200.00
6190 Fringe Benefits	\$1,000.00
6210 Insurance	\$4,000.00
6220 Advertising	\$ 500.00
6310 M & R	\$5,000.00
6513 Fire Service Agree.	\$22,000.00
6650 First Aid Equip.	\$1,600.00
Total:	\$35,300.00

Transfer From:	
6630 Bldg. Renovations	\$35,300.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the above specified line item transfers are hereby approved and authorized.