

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

Minutes of Meeting Held  
February 13, 2017

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 7:00 pm. "Open Meetings Act" statement was read by Commissioner Leonard. All participated in the Pledge of Allegiance. A moment of silence was observed.

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

**Minutes:** Commissioner Goldman motioned to approve the minutes of the January 12, 2017 General meeting as presented, seconded by Commissioner Ruditsky. Motion passed by majority vote. Commissioner Bollentin abstained due to his absence at that 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 February 13, 2017 was read by Commissioner Ruditsky. It was decided that the Blaze bill needed to be adjusted and the bill was removed for payment. Later in the meeting it was decided: to pay the Blaze invoices; to add NJNG (in the amount of 642.92); and AmeriHealth (in the amount of \$5,927). Commissioner Goldman motioned to accept the treasurer's report as read and to pay the bills as amended, seconded by Commissioner Bollentin. Motion passed by unanimous vote.

**Legal Report** – absent.

**Truck & Building/Career Department Report** – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Discussion – #5404 – ladder brackets are crushed. It will cause problems with the waterway in the future. Cost to repair: \$10,000. It was decided that the Board would wait until the election (for passage of budget) to authorize the repair.

**Chief's Report** –Chief Michael Lubertazzi verbally reported that there have been 50 calls to date. All is going well. Training (blood borne) is upcoming. Mass fit tests are upcoming. Morale is great. New members are joining.

**President's Report** – Commissioner Ruditsky read the President's written report with the Board (a copy of which is attached to the original minutes and incorporated herein by reference). Vice President Steve Linde reported that the

mice problem is still ongoing. FF Leonard will follow up with the exterminator. Commissioner Bollentin motioned to allow Boy Scout Troop #204 use of the hall and the parking lot, seconded by Commissioner Goldman. Motion passed by unanimous consent. Discussion: storing the troop's trailers on the property. Board was in agreement. Leaders were directed to contact FF Leonard to determine the location for the trailers.

**Fire Bureau:** Fire Official Burmeister reviewed his written report with the Board (a copy of which is attached to the original minutes and incorporated herein by reference).

**Work Orders:** up to date.

**Old Business/Correspondence:**

**Correspondence:**

***Immunity Letter from Insurance company:*** Regarding the Shultz incident: Board was in agreement not to sign the immunity letter.

***Waste Management Renewal:*** After discussion, Cheryl was directed to call Waste Management and request a lower rate.

**Old Business:**

***Use of Station #1 by JTPD for car seat checks:*** Commissioner Ruditsky did not follow up yet. He will reach out to the contact person for the Jackson Township Police Department.

**Unfinished Business:**

**New Business:**

***Leaders of Boy Scout Troop #204:*** Commissioner Leonard invited the leaders to come up to the Board, introduce themselves to the Board members and to shake hands.

**Public Session:** None.

**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 7:35 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 7:45 p.m. and the Board reconvened the public session.

**Adjournment:** With no other business to come before the Board, Commissioner Bollentin motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned 7:45 pm.

 , Clerk

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

**February 13, 2017  
Meeting Time 7:00PM**

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Meeting called to order 7:00PM  
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

2:47 PM

02/13/17

Accrual Basis

**Board of Fire Commissioners**  
**Cash Balances**  
As of February 13, 2017

	Feb 13, 17	
	Debit	Credit
1009 · Shore Community Operating	392,808.23	
1011 · Shore Community Payroll	58,374.29	
1012 · Shore Community Fire Bureau	50,215.43	
1016 · Shore Comm-CD-Future Cap 0721	303,389.29	
1018 · Shore Comm-CD-Future Cap 0795	245,251.28	
1019 · Shore Comm-CD Future Cap 0872	420,891.40	
1021 · Shore Comm-CD Future Cap 0877	181,231.35	
<b>TOTAL</b>	<b>1,652,161.27</b>	<b>0.00</b>

Board of Fire Commissioners Career Dept  
February 10, 2017

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 21
  - EMS Calls – 56

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Station 2 mechanical room cleared out.
- Station 2 Storage room only has cage, work bench, and cascade system.
- Electrical Upgrades for Hotsy Powerwasher and meeting room media center will be complete 2/14/17

**Trucks**

Engine 5410

- Gas meter was sent out for repair, cost of repairs was price of new meter. New meter was ordered.

Ladder 5405

- Emergency Equipment Sales - Repair estimate in for waterway and bracket damage. \$9804.08

Engine 5411

- Commissioner Ruditsky asked why the exhaust was replaced on 5411. Mechanic stated and Mark validated that it was deteriorated and needed to be replaced.

**Special Details / Projects / Notifications**

- 5401 exhaust boot replaced on Polymovent exhaust evacuation system.
- Standpipe Training at All Hands Training Facility completed - 2/8/17
- 2/16/17 – Career staff attending Fire Officer responsibility at Incendiary Fires
- K-12 Saw pull cord part on order.
- Chain saw oil cap replaced.

Submitted by Lt. Mark Reynolds

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Submitted by Lt. Mark Reynolds

Board of Fire Commissioners  
Treasurer Report  
As of February 9, 2017

Type	Date	Num	Name	Debit	Credit
<b>1009 - Shore Community Operating</b>					
Bill Pmt -...	02/09/2017	4373	Ace Outdoor Power 2		28.75
Bill Pmt -...	02/09/2017	4375	AmeriHealth Casualty Services		3,342.93
Bill Pmt -...	02/09/2017	4376	Asbury Park Press		72.40
Bill Pmt -...	02/09/2017	4377	Blaze Emergency Equipment LLC		3,346.62
Bill Pmt -...	02/09/2017	4378	Blue Tarp Financial Inc.		74.99
Bill Pmt -...	02/09/2017	4379	Board of Fire Commissioner's Dist #2		246.66
Bill Pmt -...	02/09/2017	4380	Continental Fire & Safety		325.00
Bill Pmt -...	02/09/2017	4381	Emergency Medical Products INC		16.05
Bill Pmt -...	02/09/2017	4382	Hanger 14 Solutions LLC		450.00
Bill Pmt -...	02/09/2017	4383	Home Depot		250.75
Bill Pmt -...	02/09/2017	4384	Industrial Scientific Corporation		803.25
Bill Pmt -...	02/09/2017	4385	Jack A. Purvis, A.I.A.		6,289.25
Bill Pmt -...	02/09/2017	4386	JCP&L		2,216.86
Bill Pmt -...	02/09/2017	4387	Koerner & Koerner, PA		720.00
Bill Pmt -...	02/09/2017	4389	Mercer County Fire Academy		325.00
Bill Pmt -...	02/09/2017	4390	National Association of Fire Investig		55.00
Bill Pmt -...	02/09/2017	4391	National Center for Safety Initiatives		63.00
Bill Pmt -...	02/09/2017	4392	NJNG		1,150.87
Bill Pmt -...	02/09/2017	4393	Optimum		146.44
Bill Pmt -...	02/09/2017	4394	Superior Fire & Emergency Response T...		200.00
Bill Pmt -...	02/09/2017	4395	Verizon		160.21
Bill Pmt -...	02/09/2017	4396	Verizon Wireless		188.80
Bill Pmt -...	02/09/2017	4398	1st Choice Safety Equipment		4,215.63
Bill Pmt -...	02/09/2017	4399	Matthew Bender & Co., Inc.		78.00
Bill Pmt -...	02/09/2017	4400	Optimum		135.63
Bill Pmt -...	02/09/2017	4401	Verizon Wireless		255.18
Bill Pmt -...	02/09/2017	4402	Waste Management		449.39
Bill Pmt -...	02/09/2017	4403	All Hands Fire Equipment and Training		140.00
Bill Pmt -...	02/09/2017	4404	Cheryl Parker		175.20
Bill Pmt -...	02/09/2017	4405	Gannett NJ Newspapers		9.00
Bill Pmt -...	02/09/2017	4406	JoAnne Tufano		150.00
Bill Pmt -...	02/09/2017	4407	Susan L Oksen-Pereira		225.00
Bill Pmt -...	02/09/2017	4408	The King Company		973.00
Bill Pmt -...	02/09/2017	4409	Clean Air Company, Inc.		537.00
Total 1009 - Shore Community Operating				0.00	27,815.86
<b>TOTAL</b>				<b>0.00</b>	<b>27,815.86</b>

NJNG  
Ameri Health

642.92  
+ 5,927.-

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through February 13, 2017

	Jan 1 - Feb 13, 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	0.00	1,557,384.00	(1,557,384.00)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	0.00	500.00	(500.00)
4750 · Bureau of Fire Prevention Incm	0.00	35,000.00	(35,000.00)
4920 · Unreserved Fund Balance	0.00	500,000.00	(500,000.00)
<b>Total Income</b>	<b>0.00</b>	<b>2,096,141.00</b>	<b>(2,096,141.00)</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>2,096,141.00</b>	<b>(2,096,141.00)</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	450.00	2,800.00	(2,350.00)
5210 · Elections	300.00	1,500.00	(1,200.00)
5220 · Office Expense	253.20	10,500.00	(10,246.80)
5230 · Professional Services	11,533.29	107,500.00	(95,966.71)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
5290 · Contingent Expenses	0.00	2,000.00	(2,000.00)
6110 · Salaries & Wages - Fire Lt.	0.00	109,032.00	(109,032.00)
6120 · Salaries - Full Time Fire	0.00	279,303.00	(279,303.00)
6125 · Clothing Allowance	0.00	7,500.00	(7,500.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	0.00	25,000.00	(25,000.00)
6180 · Payroll Taxes	0.00	35,535.00	(35,535.00)
6185 · Employer Pension Contribution	72,553.00	72,553.00	0.00
6190 · Fringe Benefits	8,811.43	101,418.00	(92,606.57)
6210 · Insurance	3,342.93	120,000.00	(116,657.07)
6220 · Advertising	328.06	2,000.00	(1,671.94)
6310 · Maintenance & Repairs	6,356.45	110,000.00	(103,643.55)
6410 · Supplies	2,214.94	25,000.00	(22,785.06)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	4,365.33	65,000.00	(60,634.67)
6513 · Fire Service Agreement	25,000.00	0.00	25,000.00
6515 · Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 · Misc. Firefighter Expenses	63.00	25,000.00	(24,937.00)
6611 · Training	805.00	20,000.00	(19,195.00)
6615 · Gear - Fire Company	0.00	15,000.00	(15,000.00)
6620 · Fire Suppression Equipment	0.00	50,000.00	(50,000.00)
6625 · Joint District Expenses	253.46	5,000.00	(4,746.54)
6630 · Building Rennovations	0.00	40,000.00	(40,000.00)
6635 · Equipment-Non-Bondable	0.00	98,000.00	(98,000.00)
6640 · SCBA	0.00	15,000.00	(15,000.00)
6650 · Emergency/First Aid Equipment	16.05	5,000.00	(4,983.95)
6655 · Replacement Equipment	803.25	40,000.00	(39,196.75)
6670 · Vehicle Equip-Radios/Pagers	0.00	30,000.00	(30,000.00)
6675 · UFGA	55.00	15,000.00	(14,945.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
<b>Total Expense</b>	<b>137,504.39</b>	<b>1,596,141.00</b>	<b>(1,458,636.61)</b>
<b>Net Ordinary Income</b>	<b>(137,504.39)</b>	<b>500,000.00</b>	<b>(637,504.39)</b>



2:46 PM

02/13/17

Accrual Basis

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through February 13, 2017

	<u>Jan 1 - Feb 13, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	0.00	500,000.00	(500,000.00)
Total Other Expense	0.00	500,000.00	(500,000.00)
Net Other Income	0.00	(500,000.00)	500,000.00
Net Income	<u>(137,504.39)</u>	<u>0.00</u>	<u>(137,504.39)</u>

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Submitted by Lt. Mark Reynolds

**JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1  
STATION 54**

1450 E. Highway 100, Jackson Mills, Oregon  
503-325-8222 • Fax 503-325-8221



**President's Report February 2017**

**MEMBERSHIP:**

Probationary member Jeff Ernst has completed the requirements for membership and is now active. Assigned to Station 1

Kyle Martin has completed the background investigation and the company is requesting permission to send him for his firefighter physical. Assigned to Station 2.

Patrick McCloskey had received permission from commissioners to schedule his physical and is in the process of completing the requirements for membership. Assigned to Station 2.

**FUND DRIVE-FLOWER SALE:**

The flower sale has been scheduled for Monday, February 13<sup>th</sup> 4pm to 9pm and Tuesday February 14<sup>th</sup> from 9am to 7pm. As discussed, this will be a drive thru flower sale similar to last year. Day crew operations will not be affected.

**BANQUET HALL:**

Bob booth had requested use of the banquet hall on Sunday, March 5<sup>th</sup>. The coaches from Ace Gymnastics are requesting to utilize the hall for a fund-raiser (tricky tray auction) for COTA, Children's Organ Transplant Association, to raise money to help cover the medical bills of Natalia Rosko, a 1 year old girl from Jackson who just had a transplant. The request will be brought before the membership at the next company meeting, Bob Booth will be on premises for the event.

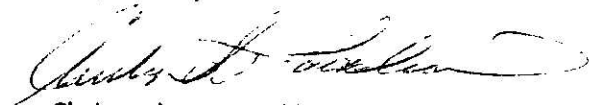
I am requesting use of the hall on Tuesday, May 2<sup>nd</sup> and Tuesday, June 6<sup>th</sup> for one hour each evening. Christine (my wife) wishes to host 2 meetings for NOW (National Organization for Women). Meetings would be from 7pm to 8 pm each night. The request will be brought before the membership for final approval and I will be on premises for the event.

As discussed in the last commissioners meeting, a message was left for the representative of Cooksbridge Association regarding the changes in our banquet hall. As of this time, they have not returned our phone call.

BOY SCOUTS OF AMERICA:

Member Ralph Aponte has approached the company requesting that the company charter Jackson Troop 204. Part of this request, should the company decide to be a chartered organization, is the use of the banquet hall for the scout meetings on Wednesdays from 6:30pm to 9:30 pm. The troop would also request to utilize the rear parking lot as a meeting location for any scout trips. The prospect of being a charter will be discussed at or next company meeting, however we are requesting to obtain approval from the commissioners to utilize the hall and parking lot for those purposes should the company decide to move forward. Our understanding is that all of the scouting events will be covered under the BSA insurance.

Respectfully submitted:



Christopher A. Locklear

President

Jackson Mills Volunteer Fire Company

# **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.*

## **February 13, 2017 Monthly Bureau Report**

Inspections are being completed as normal (12 total inspections completed). One new site plan has been reviewed (Cornerstone Presbyterian Church). Several received and others are still pending.

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

Training: Participate in two (2) webinars. (1 for Inspections and 1 for Emergency Reporting Software).

Radios: Had meeting in regards to upgrades of radio system and equipment also did some reprogramming for the other districts.

Respectfully submitted,  
John Burmeister Jr.  
Fire Official