

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

Minutes of Meeting Held
April 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 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.

Roll Call: Commissioners, Goldman, Jamison and Leonard, were present. Commissioner Torres was absent. Commissioner Bollentin was absent and entered the meeting at 8:45 pm.

Minutes: Commissioner Goldman motioned to approve the minutes of the March 9, 2017 Re-organization meeting as presented, seconded by Commissioner Jamison. Motion passed by unanimous vote. Minutes for the Special Meeting – March 16, 2017 were tabled (not enough participants present to vote for approval).

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 April 13, 2017 was read by Commissioner Jamison. Commissioner Goldman motioned to approve the Treasurer's report as read and pay the bills as listed, seconded by Commissioner Jamison. Motion passed by unanimous vote.

Legal Report – Board Attorney Youssouf provided the board with a copy of a bill that was sent to him by the Ocean County Clerk's office for printing fees associated with the February 18, 2017. Bill to be given to Cheryl for payment. Board Attorney Youssouf submitted a copy of a letter to the Board that was sent to Holman, Frenia, Allison PC dated February 16, 2017 for a legal opinion on any potential claims against the Board (there are none). (A copy of the letter is attached to the original minutes and incorporated herein by reference.) Board Attorney Youssouf submitted a Resolution appointing Susan Pereira Board Secretary for 2017. Resolution was approved in title at the March 9, 2017. A copy of the Resolution is attached to the original minutes and incorporated herein by reference. Board Attorney Youssouf advised the Board of new legislation. In the even that a firefighter or police officer is injured in the line of duty, they cannot be terminated due to the injury sustained during the line of duty. Board Attorney Youssouf advised the Board that after missing eight consecutive meetings, note is made in the minutes by the clerk that eight meetings have been missed, a letter is sent to the elected official that they have violated the municipal vacancy law and therefore their seat has been deem vacant by operational law. All meetings count towards the number of meetings missed (special meetings).

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Lt. Reynolds raised the issue of #5411 – dump valve. The part was listed in specs, but it is not there. To purchase part is approximately \$1,100. No price for installation of dump valve available at this time. Board is not interested in expending money for the part at this time. Turnout gear for juniors: Lt. Reynolds and Chief Lubertazzi will research what options are available.

Chief's Report – read by Chief Lubertazzi (a copy of which is attached and incorporated herein by reference). Commissioner Jamison asked that the coverage plans (Cooksbridge Road to be closed for approximately one year) with Station #57 be memorialized in writing. Leather helmet requests were made to the board (Ernest and Lubertazzi). Board was in agreement to approve the requests.

President's Report – read by President Locklear (a copy of which is attached to the original minutes and incorporated herein by reference). Banquet Hall: FF Shane O'Brien requested use of the hall for April 16, 2017 (inadvertently omitted from the report). Junior membership application of Nicole Linde submitted to the Board. Discussion: someone to be in charge of rental hall. It has been left a mess. People who use the hall should clean it up. If there is an issue, please contact President Locklear. Someone is to be appointed as a point person. Boat Safety course (taught by the Coast Guard) is to be held here on June 10, 2017 per Lt. Reynolds.

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). FO Burmeister has written a summons. Discussion RE: summons. FO Burmeister to meet with Commissioner Jamison to review ordinance. Board Attorney Youssouf read a Resolution in Title to authorize the career staff to issue summons for violations of Township Fire code # 204. Commissioner Goldman motioned to approve FO Burmeister to attend a training class in June at Middlesex Fire Academy at a cost not to exceed \$400, seconded by Commissioner Jamison. Motion passed by unanimous consent.

Work Orders: up to date.

Old Business/Correspondence:

Correspondence:

VFIS: correspondence advised the board that they were eligible for additional coverage at no cost to the district. No decision was reached.

Old Business:

Extrication drill at Station #2: after 2nd drill, the vehicle to be taken away for scrap.

Unfinished Business:

New Business:

Frank Shultz: Commissioner Goldman reported that Frank Shultz had knee surgery today. The Board has received letter and the fire company was notified in writing also.

Tablets: FO Burmeister advised that he and Trask are evaluating the current tablets.

Pool Fill: After discussion, Commissioner Jamison motioned to approve the fire company filling a pool at 397 Leesville as an exception to the rule, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Nicole Linde: entered the meeting and introduced herself to the Board.

Executive Session: Commissioner Jamison 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 8:52 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:42 p.m. and the Board reconvened the public session.

Public Session: None

Old Business (cont.)

Plans for Station #2 – Commissioner Goldman met with the architect. Discussion. Board Attorney Youssouf advised to have the formal estimate of cost request made to the architect. Commissioners Bollentin and Jamison to review the plans one more time page by page with FF Leonard.

Possibility of cost over-run: FF Leonard advised that the cost might exceed \$500,000. Board Attorney Youssouf advised that the Board could ask public for supplemental funding if it is needed.

Pole Barn for Station #2 - Commissioner Bollentin asked for permission to start meeting with pole barn companies to start preparing for the next phase. Board was in agreement.

Adjournment: With no other business to come before the Board, Commissioner Bollentin motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent. Meeting adjourned 10:10 pm.


_____, Clerk

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

Minutes of Executive Session
April 13, 2017

Chairman Leonard called the Executive Session to order at 8:52 p.m. Commissioners Bollentin, Goldman, Jamison and Leonard, were present. Commissioner Torres was absent. Chief Lubertazzi, Lt. Reynolds and FF Leonard were present.

Additional Career firefighter: Commissioner Leonard raised the topic with the Board and those present about the merits of hiring an additional career firefighter. Discussion. Room vacated by other attendees. Further discussion. It was decided to wait for Cheryl's return to the office to obtain the status of the List.

Joint Purchases with District #2: Board does not want to enter a joint purchase agreement with District #2 at this time.

Comments received from the public: Commissioner Bollentin reported that he had received two reports: 1. O'Brien taking the car to work; 2. Chief having a lead foot. Chief was called back into the room. He apologized to the Board and assured him that it will no longer be an issue. Chief to speak to O'Brien – vehicles not to be taken without reason and commissioners' prior approval.

Adjournment. Commissioner Bollentin motioned to adjourn the Executive Session, seconded by Commissioner Goldman. Motion passed by unanimous consent. Executive Session was adjourned at 9:41 p.m.

Philip Goldman, Clerk

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

**April 10, 2017
Meeting Time 7:00PM**

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 Yellow Folder

Open to Public
Meeting Adjourned

Old Business-Correspondence/Pending

New Business

Mail Correspondence
Per Yellow folder

3:33 PM

04/10/17

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of April 13, 2017

	Apr 13, 17	
	Debit	Credit
1009 · Shore Community Operating	996,101.62	
1011 · Shore Community Payroll	34,083.86	
1012 · Shore Community Fire Bureau	57,835.76	
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	
TOTAL	2,238,784.56	0.00

3:33 PM

04/10/17

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of April 13, 2017

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	04/13/2017	4451	Cooper Electric Supply Co.		386.23
Bill Pmt -...	04/13/2017	4452	Family Practice of Centrastate		180.00
Bill Pmt -...	04/13/2017	4453	Fire Service Performance Concepts		1,000.00
Bill Pmt -...	04/13/2017	4454	GW Tire Service		524.00
Bill Pmt -...	04/13/2017	4455	Jackson Township First Aid Squad		750.00
Bill Pmt -...	04/13/2017	4456	JCP&L		1,619.40
Bill Pmt -...	04/13/2017	4457	Jersey Coast Equipment		807.00
Bill Pmt -...	04/13/2017	4458	Joseph D. Youssof, Esq		6,000.00
Bill Pmt -...	04/13/2017	4459	Mercer County Community College		850.00
Bill Pmt -...	04/13/2017	4461	NJNG		1,563.26
Bill Pmt -...	04/13/2017	4462	Ocean County Board of Elections		604.82
Bill Pmt -...	04/13/2017	4463	Optimum		154.96
Bill Pmt -...	04/13/2017	4464	Robert Booth		25.00
Bill Pmt -...	04/13/2017	4465	Rocky Mountain Comm Systems, Inc.		613.56
Bill Pmt -...	04/13/2017	4466	Staples Credit Plan		43.90
Bill Pmt -...	04/13/2017	4467	Terminix		721.68
Bill Pmt -...	04/13/2017	4468	Verizon		160.25
Bill Pmt -...	04/13/2017	4469	Verizon Wireless		188.80
Bill Pmt -...	04/13/2017	4470	VFIS		4,346.32
Bill Pmt -...	04/13/2017	4471	Waste Management		443.28
Bill Pmt -...	04/13/2017	4472	Verizon Wireless		245.18
Bill Pmt -...	04/13/2017	4473	Blaze Emergency Equipment LLC		648.04
Bill Pmt -...	04/13/2017	4474	Holman, Frenia, Allison, P.C.		2,000.00
Bill Pmt -...	04/13/2017	4475	Susan L Oksen-Pereira		225.00
Bill Pmt -...	04/13/2017	4476	Advanced Auto Parts		97.95
Bill Pmt -...	04/13/2017	4478	Advanced Auto Parts		14.15
Total 1009 · Shore Community Operating				0.00	24,212.78
TOTAL				0.00	24,212.78

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

	Jan 1 - Apr 13, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	330,944.10	1,557,384.00	(1,226,439.90)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	161.25	500.00	(338.75)
4750 · Bureau of Fire Prevention Incm	7,612.20	35,000.00	(27,387.80)
4800 · Other Income	12,466.15	0.00	12,466.15
4920 · Unreserved Fund Balance	0.00	500,000.00	(500,000.00)
Total Income	351,183.70	2,096,141.00	(1,744,957.30)
Gross Profit	351,183.70	2,096,141.00	(1,744,957.30)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	900.00	2,800.00	(1,900.00)
5210 · Elections	904.82	1,500.00	(595.18)
5220 · Office Expense	1,111.43	10,500.00	(9,388.57)
5230 · Professional Services	41,705.79	107,500.00	(65,794.21)
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.	29,349.60	109,032.00	(79,682.40)
6120 · Salaries - Full Time Fire	79,188.10	279,303.00	(200,114.90)
6125 · Clothing Allowance	2,030.00	7,500.00	(5,470.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	6,035.88	25,000.00	(18,964.12)
6180 · Payroll Taxes	(2,367.08)	35,535.00	(37,902.08)
6185 · Employer Pension Contribution	72,553.00	72,553.00	0.00
6190 · Fringe Benefits	35,328.51	101,418.00	(66,089.49)
6210 · Insurance	27,871.25	120,000.00	(92,128.75)
6220 · Advertising	341.46	2,000.00	(1,658.54)
6310 · Maintenance & Repairs	16,964.88	110,000.00	(93,035.12)
6410 · Supplies	3,844.79	25,000.00	(21,155.21)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	15,506.74	65,000.00	(49,493.26)
6513 · Fire Service Agreement	25,000.00	0.00	25,000.00
6515 · Hydrant Rent	16,065.00	65,000.00	(48,935.00)
6610 · Misc. Firefighter Expenses	1,706.00	25,000.00	(23,294.00)
6611 · Training	2,860.00	20,000.00	(17,140.00)
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	1,003.46	5,000.00	(3,996.54)
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	323.02	5,000.00	(4,676.98)
6655 · Replacement Equipment	803.25	40,000.00	(39,196.75)
6670 · Vehicle Equip-Radios/Pagers	613.56	30,000.00	(29,386.44)
6675 · UFGSA	55.00	15,000.00	(14,945.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	379,698.46	1,596,141.00	(1,216,442.54)
Net Ordinary Income	(28,514.76)	500,000.00	(528,514.76)

3:33 PM

04/10/17

Accrual Basis

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

	<u>Jan 1 - Apr 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>(28,514.76)</u>	<u>0.00</u>	<u>(28,514.76)</u>

6/8/17

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.4 JACKSON TOWNSHIP ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2016

WHEREAS; N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

WHEREAS; the Board of Fire Commissioners has heretofore employed the services of a registered municipal accountant for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

WHEREAS; the Board received the report on audit for the year ended December 31, 2016 at its regularly scheduled meeting of 6/8/17; and

WHEREAS; N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically referencing the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS; N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District, and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the report on audit for the year ended December 31, 2016 is accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of the report on audit be published in the official newspaper of the District and that the members of the Board execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance Board.

Moved by: Jamison

Seconded by: Goldman

Roll Call Vote:

Ayes: Ballentin
Goldman
Jamison
Torres

Nays: Ø

Absent: Leonard Abstain: Ø

Certified to be a true copy of a Resolution adopted on June 8, 2017 by the Board of Fire Commissioners, Fire District No.4 Jackson Twp.

 Clerk



Joseph D. Youssef

Attorney at Law

137 Route 9 South • P.O. Box 809

Manalapan, New Jersey 07726

732-972-3010 Fax 732-972-1521

jyoussef@aol.com

February 16, 2017

Holman, Frenia, Allison P.C.
Suite 201
680 Hooper Avenue
Toms River, N.J.
08753-9815

Re: Jackson Twp. F.D. No.4

Gentlemen:

This letter is written in response to your request for information concerning the legal affairs of the above specified fire district for the year ended 12/31/16. As of 12/31/16 the Board of Fire Commissioners of Fire District No.4 Jackson Township was not a named party defendant nor a party plaintiff in any litigation of any nature whatsoever.

To the best of my knowledge, information and belief there are no claims, either asserted or unasserted, which could adversely affect the Board's financial position at this point in time.

The representations set forth herein continue to be true as of the date of this letter. Should you require any additional information or have any questions concerning this correspondence, please feel free to contact the undersigned at your convenience.

Very truly yours,

A handwritten signature in black ink, appearing to read 'J. D. Youssef', written over the typed name 'Joseph D. Youssef'.

Joseph D. Youssef

cc: Brd. F. Comm.

Board of Fire Commissioners Career Dept
April 13, 2017

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 53
 - EMS Calls – 139

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Boiler at Station 2 was inspected by the State of New Jersey.
- Station 2 cascade system sold on (Gov Deals) and picked up.
- Both Buildings were inspected by the Ocean County Fire Marshal's Office
- Both in-house backup generators serviced and in working order.
- Lawn irrigations systems were turned on and are in working order.
- Good Mowing was advised to come fertilize both buildings

Trucks

Chief 5410

- Went for service / oil change at Skillenders Auto.

Ladder 5405

- Emergency Equipment Sales – Water Way was taken off to inspect the damage. Waiting on an email and pictures of the damaged pipe. The insurance company covered and paid out for the claim.

Engine 5401

- Blaze Emergency Repair was in quarters to repair Anti Freeze Leak in the rear heaters. New hoses were installed.

Engine 5411

- New tire was installed on the rear axle. Found a large bolt that caused the damage. Was advised by GW Tire to replace all 4 tires in the rear before the winter.

Utility 5427

- The Snow Plow was removed and put into storage at station 2.

Special Details / Projects / Notifications

- None at this current time.

Respectful Submitted by the Career Department



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



465-B North County Line Road 📍 Jackson, New Jersey 08527

CHIEF'S REPORT

APRIL 2017

Fire calls: 133

Drill: Deputy Chief O'Brien will update you on April's drill

Schools: NONE

FIRES: none

MISCELLANEOUS: Cooksbridge rd will be closed for approx. 1 year I have met with 5500 and 5700 about the road closure. We will add station 57 to the assignment via radio through county for any report of a structure fire or a confirmed structure on the bennetts mills side of the road closure from Countyline rd to Frank applegate rd. Lt. Linde will have 5404 at his house and will be using it to respond to the firehouse because of the traffic that the road closure causes.

Pool fill request on Casseville rd.

Capt. O'Brien will have the 5400 vehicle while I'm out of town from April 13 to April 25 and again on April 30 to May 8

Respectfully submitted

Chief Michael Lubertazzi



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

STATION 54

465-B North County Line Road
Jackson, NJ 08527 • 732-833-2981



President's Report April 2017

Boy Scout Troop 204:

As per the request made at the March Commissioner's Meeting, I have contacted Troop 204 and requested a copy of their insurance policy which would cover the Scouts in the event of an injury. The request has been forwarded to Council Administration and is in the works. A copy will be forwarded to the commissioners as soon as it is received.

Banquet Hall:

Public hall rentals have come to an end. We are still receiving requests from the public and they are being informed of our new policy.

Career firefighter Richard Leonard had requested to change his previously approved hall rental on June 24th to May 27th. Appropriate paperwork will be completed.

Building & Grounds:

The banquet hall is in need of some minor repair work, including minor spackling and repainting. With the approval of the commissioners and final company approval at our next business meeting, the Company will allot approximately \$500 for paint and spackle and make these repairs during our next work detail. All color schemes will remain the same.

Hall plaque for departed members will be removed from the hallway to be measured and have a new backing and panels attached.

Membership:

We have received an application for Junior Membership from Nicole Linde, daughter of Firefighter Steve Linde. We request approval from the commissioners to add her to our membership pending full Company approval at our business meeting on Monday.

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.

April 13, 2017 Monthly Bureau Report

Inspections are being completed as normal (report attached). One amended site plan has been reviewed (Medical Building and additional storage building) and others are still pending.

Training: Participated in one (1) webinars for Inspection software. Requesting to attend Vehicle Fire Investigation class (Brochure attached).

Respectfully submitted,
John Burmeister Jr.
Fire Official