

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

Minutes of Meeting Held  
May 11, 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 8:05 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 families and friends.

**Roll Call:** Commissioners Bollentin, Goldman, Jamison and Leonard, were present. Commissioner Torres was absent.

**Minutes:** Commissioner Goldman motioned to approve the minutes of the April 13, 2017 General meeting as presented, seconded by Commissioner Jamison. Motion passed by unanimous vote.

**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 May 11, 2017 was read by Commissioner Jamison. Commissioner Bollentin motioned to approve the Treasurer's report as read and pay the bills as listed, seconded by Commissioner Goldman. Motion passed by unanimous vote.

**Legal Report** – Board Attorney Youssouf reviewed with the Board a statute that was modified which is applicable to career firefighters. In the event that career firefighters are injured in the line of duty, the Board is unable to discharge them based upon incident. Board must maintain health insurance at level of coverage prior to the incident/injury. A copy of the Certificate of Insurance from the Boy Scouts was submitted to the Board for their records.

**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 Lubertazzi (a copy of which is attached and incorporated herein by reference). Chief to check with Don Burke RE: use of millings. Commissioner Jamison asked if the Board is prepared for upcoming radio transfers. Yes – monies have been set-aside in previous budgets.

**President's Report** – read by President Locklear (a copy of which is attached to the original minutes and incorporated herein by reference). New junior member Joseph Rugarber was present and introduced himself to the board. Commissioner Goldman reported to the Board that the Boy Scouts police

the area after the meeting. Court of Honor for Boy Scouts will be next Wednesday at 7 pm. Board was invited to attend.

Commissioner Leonard interjected a point of personal privilege and thanked the company for the fruit basket that was sent to him and for the get well card that was sent to his wife. Everything is greatly appreciated.

**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). FOB Burmeister advised that he is cancelling his request to attend a class in June due to a scheduling conflict. FO Burmeister advised that ticket citations are not ready yet. He will follow up with the township at a later date.

**Work Orders:** up to date.

**Old Business/Correspondence:**  
**Correspondence:**

**Old Business:**

***Seat Belt Inspection:*** Brian Rider spoke to career staff – to be scheduled during career staff operational hours.

***Upgrade to Station #2:*** Commissioner Bollentin advised that everything has been finalized. Board is waiting for last set of plans with all the changes from the architect and then will move forward with a request for an estimator after final plans are approved by the Building Committee. Capital Project review must be done before spending any money. Construction official to advise if capital project review is necessary. Commissioner Bollentin thanked FF Leonard for all his help with the review of the plans. If Building Committee approves the final plans, Board to move forward with estimator.

**Unfinished Business:**

**New Business:**

***FF Rich Leonard*** is unable to make a conference – he is requesting approval to send Stanley O'Brien in his place. FF Leonard presented a leave request on behalf of FF O'Brien. Board was in agreement.

***Insurance:*** Offer to provide additional insurance coverage. After discussion, Board was in agreement for Cheryl to contact the agent and invite him to come to the next meeting night a half hour prior to the meeting to discuss this offer and other aspects of the insurance with two (2) commissioners.

***LOSAP:*** Commissioner Leonard advised the Board that he approved a request by Brian Ruditsky to withdraw LOSAP funds due to hardship.

**Executive Session:** Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters and lawyer/client privileged information, 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:**

**Emergency Standby Fire Official:** Commissioner Jamison motioned to approve a Resolution in Title appointing David Van Arsdale emergency standby fire official, seconded by Commissioner Bollentin. Motion passed by unanimous consent. Commissioner Jamison motioned to authorize up to 16 hours of training with FO Burmeister at the rate of \$30 per hour, seconded by Commissioner Bollentin. Motion passed by unanimous consent.

Commissioner Jamison asked that a badge/credentials and district #4 polo shirt(s) be provided to VanArsdale.

**EMT school:** Commissioner Bollentin motioned to send fire company member Matt Jamison to EMT school at a cost of \$1,200 plus \$200 for text (Chief's training budget), seconded by commissioner Goldman. Motion passed by majority vote with Commissioner Jamison abstaining.

**Fire Official school:** Commissioner Jamison motioned to approve sending two (2) career staff members to Fire Official school, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Candidates List:** Commissioner Jamison motioned to have the candidate list certified and requested that a resume, drivers license and a current utility bill be provided by the candidates (proving residence), seconded by Commissioner Goldman. Motion passed by unanimous consent.

**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 9:40 pm.

 , Clerk

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

**May 11, 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 Yellow Folder

Open to Public  
Meeting Adjourned

Old Business-Correspondence/Pending  
Commodore Blvd Project

New Business

Mail Correspondence  
Per Yellow folder – Approval for LOSAP withdrawal

2:04 PM

05/11/17

Accrual Basis

**Board of Fire Commissioners**

**Cash Balances**

**As of May 11, 2017**

	May 11, 17	
	Debit	Credit
1009 · Shore Community Operating	853,280.96	
1011 · Shore Community Payroll	90,406.73	
1012 · Shore Community Fire Bureau	58,421.39	
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>2,152,872.40</b>	<b>0.00</b>

2:31 PM  
 05/11/17  
 Accrual Basis

Board of Fire Commissioners  
**Treasurer Report**  
 As of May 11, 2017

Type	Date	Num	Name	Debit	Credit
<b>1009 - Shore Community Operating</b>					
Bill Pmt -...	05/11/2017	4480	Air & Gas Technologies		300.00
Bill Pmt -...	05/11/2017	4481	AmeriHealth Casualty Services		1,803.00
Bill Pmt -...	05/11/2017	4482	County of Ocean- Dept of Finance- Carl...		744.16
Bill Pmt -...	05/11/2017	4483	Emergency Medical Products INC		362.78
Bill Pmt -...	05/11/2017	4484	Emergency Sevices Marketing Corp., Inc.		725.00
Bill Pmt -...	05/11/2017	4485	Family Practice of Centrastate		360.00
Bill Pmt -...	05/11/2017	4486	Federal Express		29.68
Bill Pmt -...	05/11/2017	4487	Good Mowin'		301.39
Bill Pmt -...	05/11/2017	4488	Holmes and McDowell		10,656.00
Bill Pmt -...	05/11/2017	4489	Home Depot		48.31
Bill Pmt -...	05/11/2017	4490	Jack A. Purvis, A.I.A.		3,882.44
Bill Pmt -...	05/11/2017	4491	Middlesex County Fire Academy		289.00
Bill Pmt -...	05/11/2017	4494	Nationwide Life Insurance		389.50
Bill Pmt -...	05/11/2017	4495	NJ State League of Municipalities		105.00
Bill Pmt -...	05/11/2017	4497	NJNG		1,512.07
Bill Pmt -...	05/11/2017	4498	Optimum		659.91
Bill Pmt -...	05/11/2017	4500	Staples Credit Plan		431.53
Bill Pmt -...	05/11/2017	4501	Terminix		523.80
Bill Pmt -...	05/11/2017	4503	The Hartford Steam Boiler Inspection, Co		90.00
Bill Pmt -...	05/11/2017	4504	Verizon		165.30
Bill Pmt -...	05/11/2017	4505	Verizon Wireless		188.80
Bill Pmt -...	05/11/2017	4510	Waste Management		110.71
Bill Pmt -...	05/11/2017	4506	Family Practice of Centrastate		180.00
Bill Pmt -...	05/11/2017	4507	NJNG		323.54
Bill Pmt -...	05/11/2017	4508	Verizon		166.46
Bill Pmt -...	05/11/2017	4511	Verizon Wireless		245.61
Bill Pmt -...	05/11/2017	4512	MONOC EMS Education		240.00
Bill Pmt -...	05/11/2017	4513	Jack A. Purvis, A.I.A.		5,000.00
Bill Pmt -...	05/11/2017	4514	Susan L Oksen-Pereira		225.00
Bill Pmt -...	05/11/2017	4515	John Burmeister Jr.		95.00
Total 1009 - Shore Community Operating				0.00	30,153.99
<b>TOTAL</b>				<b>0.00</b>	<b>30,153.99</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through May 11, 2017

	<u>Jan 1 - May 11, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	231.77	500.00	(268.23)
4750 · Bureau of Fire Prevention Incm	8,193.20	35,000.00	(26,806.80)
4800 · Other Income	12,466.15	0.00	12,466.15
4920 · Unreserved Fund Balance	0.00	500,000.00	(500,000.00)
<b>Total Income</b>	<u>351,835.22</u>	<u>2,096,141.00</u>	<u>(1,744,305.78)</u>
<b>Gross Profit</b>	351,835.22	2,096,141.00	(1,744,305.78)
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	900.00	2,800.00	(1,900.00)
5210 · Elections	1,648.98	1,500.00	148.98
5220 · Office Expense	2,097.99	10,500.00	(8,402.01)
5230 · Professional Services	53,828.23	107,500.00	(53,671.77)
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.	41,928.00	109,032.00	(67,104.00)
6120 · Salaries - Full Time Fire	113,157.70	279,303.00	(166,145.30)
6125 · Clothing Allowance	2,900.00	7,500.00	(4,600.00)
6130 · Salaries - Fire Official	0.00	20,000.00	(20,000.00)
6140 · Salaries - Firefighter Overtime	7,759.22	25,000.00	(17,240.78)
6180 · Payroll Taxes	(3,654.21)	35,535.00	(39,189.21)
6185 · Employer Pension Contribution	72,553.00	72,553.00	0.00
6190 · Fringe Benefits	32,490.94	101,418.00	(68,927.06)
6210 · Insurance	50,841.96	120,000.00	(69,158.04)
6220 · Advertising	341.46	2,000.00	(1,658.54)
6310 · Maintenance & Repairs	18,305.06	110,000.00	(91,694.94)
6410 · Supplies	3,844.79	25,000.00	(21,155.21)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	23,026.20	65,000.00	(41,973.80)
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	2,246.00	25,000.00	(22,754.00)
6611 · Training	3,389.00	20,000.00	(16,611.00)
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	685.80	5,000.00	(4,314.20)
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 · UFSA	380.00	15,000.00	(14,620.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
<b>Total Expense</b>	<u>472,155.39</u>	<u>1,596,141.00</u>	<u>(1,123,985.61)</u>
<b>Net Ordinary Income</b>	(120,320.17)	500,000.00	(620,320.17)

1:58 PM

05/11/17

Accrual Basis

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through May 11, 2017

	<u>Jan 1 - May 11, 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>(120,320.17)</u>	<u>0.00</u>	<u>(120,320.17)</u>



Board of Fire Commissioners Career Dept  
May 11, 2017

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 65
  - EMS Calls – 174

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Storm Drain was cleaned and pumped out at Station 1.
- Station 1 new hose reel installed for unit 5401.
- Air Gas was in quarters for their yearly service on the cascade system.
- Grass maintenance is up and running at both buildings.
- Shop Vac in the Bay needs to be replaced.
- Sta.2 vehicles have been moved into the fenced area.

**Trucks**

Engine 5401

- While returning from a call the pump skid plate came off the truck while making a turn. A incident report was filed.
- Blitz Fire Nozzle was relocated to the exterior of the truck on the officer side.

Ladder 5405

- Emergency Equipment Sales – Replacement base tube waterway was ordered. (1 to 2 weeks) The insurance company covered and paid out for the claim.

Engine 5407

- Drivers Door handle was repaired in house.

Fire Police 5444

- Found and repaired loose battery terminals during weekly checks.
- New LED flash light installed in the rear compartment.

**Special Details / Projects / Notifications**

- FF Marrero will be attending his EMT refresher May 18, 19, PM Classes & 20, 21 Weekend Classes. @ Ocean County Fire Academy
- On duty personal attended a Tanker Shuttle Drill at the Outlets with 55,56,32-1
- On duty personal also attended a EMT CEO Class at District 3 .
- Station 54 was asked to assist with filling a pipe for Jackson MUA at the Cooks Bridge Construction Site.

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

### MAY 2017

**Fire calls:** 155

**Drill:** hose stretching drill possibly at Monmouth county fire academy on

May 22nd

**Schools;** Closed session discussion

**FIRES:** none

**EQUIPMENT:** We are in the process of rope and rigging inventory and we will be purchasing rope equipment that is needed and the out of service life rope will become utility rope

**MISCELLANEOUS:** We are invited to participate in the Memorial Day parade and we would like all of the Commissioners to ride with us if available. I will post the time and meeting place as soon as I am notified.

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 May 2017

### **Boy Scout Troop 204:**

As requested, a copy of the certificate of insurance form the Boy Scouts of America has been received and attached to this report for review.

### **Banquet Hall:**

Career firefighter John Burmeister has requested use of the hall on June 24<sup>th</sup>.

### **Building & Grounds:**

The repair work and painting in the banquet hall has been completed. Special thanks to the career staff for their assistance. The next project is minor repairs and cleaning of the picnic grounds.

### **Membership:**

We have received an application for Junior Membership from Joseph Rugarber. A copy of his application has been provided. We request approval from the commissioners to add him to our membership pending full Company approval at our business meeting on Monday.

### **Fund Raiser:**

The company will be holding a comedy show fundraiser on Friday, August 4<sup>th</sup> in the banquet hall. This will be a non-alcoholic event with light refreshments and snacks being served. Details are still being planned and will be provided as the event nears.

As a reminder, the Jackson Memorial Ice Hockey Booster Club will be holding their fund drive in the fire bay at Station 1. This will be a flower sale similar to what the company has held before. 1<sup>st</sup> Lt. O'Hara and 2<sup>nd</sup> Lt Joe Kryzewski will be present for the event. This event was approved by the Board at the March Commissioners meeting.

Respectfully submitted:

  
Christopher A. Locklear

President

Jackson Mills Volunteer Fire Company

5/11/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.4 JACKSON TOWNSHIP ESTABLISHING THE POSITION OF ACTING/EMERGENCY STAND BY FIRE OFFICIAL AND APPOINTING DAVID VAN ARSDALE TO SAID OFFICE**

**WHEREAS;** The Board of Fire Commissioners heretofore established a Bureau of Fire Prevention in accordance with the provisions of New Jersey Statutes and the Administrative Code; and

**WHEREAS;** In order to ensure continuity of operations during the absence of the District's Fire Official it is necessary and proper to establish the office of Acting/Emergency Fire Official; and

**WHEREAS;** David Van Arsdale is duly licensed and qualified by the State of New Jersey Bureau of Fire Safety to perform the duties of the Fire Official during the absence of the Fire Official.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the office of Acting/Emergency Fire Official is established.

**BE IT FURTHER RESOLVED** that the Acting/Emergency Fire Official shall perform all duties and discharge all functions required of the Fire Official when required to do so in the absence or incapacity of the Fire Official.

**BE IT FURTHER RESOLVED** that David Van Arsdale is appointed to the office established hereby and that the rate of compensation for said services is \$30.00 per hour.

Moved by: Torres

Seconded by: Jamison

Roll Call Vote:

Ayes: Bollettin  
Goldman  
Jamison  
Torres

Nays: Ø

Absent: Leonard Abstain: Ø

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on May 11, 2017.

Philip Goldman Clerk