

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

Minutes of Meeting Held  
November 9, 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 Vice Chairman Bollentin at 7:02 pm. "Open Meetings Act" statement was read by Board Attorney Youssouf. All participated in the Pledge of Allegiance. A moment of silence in honor of all veterans was observed.

**Roll Call**: Commissioners Bollentin, Goldman, Jamison and Torres were present. Board Attorney Youssouf was present also.

**Minutes**: Minutes from the September 14, 2017 Meeting: Commissioner Goldman motioned to approve the minutes from the September 14, 2017 meeting as presented, seconded by Commissioner Torres, motion passed by majority vote. Commissioner Jamison abstained due to his absence at that meeting.

Minutes from the October 12, 2017 meeting: Commissioner Jamison motioned to approve the minutes from the October 12, 2017 meeting as presented, seconded by Commissioner Goldman, motion passed by majority vote. Commissioner Torres abstained due to his absence at that meeting.

**Contract for Station #2**: Board Attorney Youssouf reported that the contract (standard AIA form) is on the table for signature, the Board has adequate monies to fund the contract, and the bid has been accepted from the lowest responsible bidder. Therefore, the chairman is to sign the contract and the signature witnessed by the clerk. Architect Jack Purvis was in attendance and he introduced the general contractor (Shorelands Construction – Kevin Keeshen) to the Board. Timeline was reviewed. After the permits are cut, the Contractor has 10 days to start the work. Anticipated completion time is 180 days. Contracts (3 copies) were then executed by the Board (one copy for the board, one for the architect, one for the contractor).

**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 November 9, 2017 was read by Commissioner Jamison. Commissioner Torres 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 the budget timeline with the Board. December: budget is introduced; January: public hearing on budget is held; February: vote on budget is held. Line item transfers are to be approved at the December 2017 general meeting. After discussion,

Commissioner Torres motioned to accept a Resolution in Title read by Board Attorney Youssouf to schedule a special meeting for November 30, 2017 at 7:00 pm to solicit voter's authorization to acquire a Chief's Command Vehicle at a cost not to exceed \$80,000. seconded by Commissioner Jamison. Motion passed by unanimous vote. Board Attorney Youssouf to prepare formal resolution and notices. Notices to be posted in a minimum of five (5) public places no later than November 20, 2017. Command Vehicle to be included in the 2018 budget as a capital expenditure if the expenditure is approved by sixty percent (60%) of those voting.

**Truck & Building/Career Department Report** – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Board was in agreement that the 14-foot roof ladder on #5411 that failed inspected be replaced with a new ladder.

**Chief's Report** – Chief Lubertazzi gave a verbal report. This is his last report as Chief (he will be in school for the December 2017 general meeting). Chief thanked the Board and everyone for their help. There have been over 400 runs for the year. Fire School: the guys passed CEVO course. Trask finished ladder training - requested that Trask be put on the board's list.

**President's Report** – President Chris Locklear was absent. Commissioner Bollentin read the President's report (a copy of the report is attached to the original minutes and incorporated herein by reference). Board was in agreement to approve the uses of the hall by Steve Fostek for Nov 17, 2017 (son's birthday party) and March 11, 2017 (Cub Scout Blue and Gold dinner) provided that the Fire Company approves the request.

**Fire Bureau:** Fire Official Burmeister was absent. Fire Official's report was read by Commissioner Goldman (a copy of the report is attached to the original minutes and incorporated herein by reference). Cheryl advised Commissioner Jamison that the LHU's were received; local registrations not received. Cheryl to follow up with FO Burmeister.

**Work Orders:** up to date.

**Old Business/Correspondence:**

**Correspondence:** Thank you letter from Fire fighter Porth was received for allowing him to attend the Fire Expo.

**Old Business:** Social Media platforms for the district was raised by Commissioner Torres. After discussion, Board was in agreement that Commissioner Torres to investigate the issue.

**Unfinished Business:** None

**New Business:** New copier is being requested by the office. Three quotes were submitted and are attached to the original minutes and incorporated herein by reference). After discussion Commissioner Jamison motioned to purchase a Kyocera TA4550ci full color copier, Print/Fax/Scan with staple

finisher at a cost of \$2,295.00, seconded by Commissioner Torres. Motion passed by unanimous consent.

**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 and lawyer/client privileged information, seconded by Commissioner Jamison. Motion passed by unanimous consent at 8:04 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 8:40 p.m. and the Board reconvened the public session.

**Public Session:** reconvened at 8:42 pm.

**Adjournment:** With no other business to come before the Board, Commissioner Goldman motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent. Meeting adjourned 8:42 pm.

\_\_\_\_\_, Clerk