

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

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

**November 9, 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
Commodore Blvd Project-Award

New Business

Mail Correspondence
Per Yellow folder

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11/09/17

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of November 9, 2017

	Nov 9, 17	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	994,028.97	
1011 · Shore Community Payroll	39,834.85	
1012 · Shore Community Fire Bureau	25,412.63	
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	<u>2,210,039.77</u>	<u>0.00</u>

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Accrual Basis

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

Type	Date	Num	Name	Debit	Credit
1009 - Shore Community Operating					
Bill Pmt -...	11/09/2017	4723	Advanced Auto Parts		58.18
Bill Pmt -...	11/09/2017	4724	Alert-All Corp		396.00
Bill Pmt -...	11/09/2017	4725	Asbury Park Press		54.80
Bill Pmt -...	11/09/2017	4726	Blaze Emergency Equipment LLC		5,124.00
Bill Pmt -...	11/09/2017	4727	C & T Lawn Sprinkler		320.00
Bill Pmt -...	11/09/2017	4728	Champion Rescue Tools		300.00
Bill Pmt -...	11/09/2017	4729	Cooper Power Systems		990.00
Bill Pmt -...	11/09/2017	4730	Emergency Reporting		2,267.00
Bill Pmt -...	11/09/2017	4731	Federal Express		46.81
Bill Pmt -...	11/09/2017	4732	Good Mowin'		606.00
Bill Pmt -...	11/09/2017	4733	Holmes and McDowell		10,651.00
Bill Pmt -...	11/09/2017	4734	Home Depot		336.10
Bill Pmt -...	11/09/2017	4705	Institute for Forensic Psychology		450.00
Bill Pmt -...	11/09/2017	4706	Jack A. Purvis, A.I.A.		7,631.57
Bill Pmt -...	11/09/2017	4707	JCP&L		1,326.96
Bill Pmt -...	11/09/2017	4708	MES		5,298.46
Bill Pmt -...	11/09/2017	4709	Minerva Cleaners		1,068.50
Bill Pmt -...	11/09/2017	4710	National Center for Safety Initiatives		61.00
Bill Pmt -...	11/09/2017	4711	Nationwide Life Insurance		245.00
Bill Pmt -...	11/09/2017	4712	NJNG		56.67
Bill Pmt -...	11/09/2017	4713	Optimum		205.03
Bill Pmt -...	11/09/2017	4714	Rocky Mountain Comm Systems, Inc.		446.10
Bill Pmt -...	11/09/2017	4715	Shore Mechanical Services		1,032.50
Bill Pmt -...	11/09/2017	4716	Skillender s Service Center Inc.		2,410.03
Bill Pmt -...	11/09/2017	4717	Staples Credit Plan		218.25
Bill Pmt -...	11/09/2017	4718	Steven Porth		501.82
Bill Pmt -...	11/09/2017	4719	Toms River Bd. of Fire Commissioners		450.00
Bill Pmt -...	11/09/2017	4720	TradeMaster, Inc.		2,678.00
Bill Pmt -...	11/09/2017	4721	Verizon Wireless		188.80
Bill Pmt -...	11/09/2017	4722	Waste Management		315.53
Bill Pmt -...	11/09/2017	4735	Verizon Wireless		547.63
Bill Pmt -...	11/09/2017	4736	Susan L Oksen-Pereira		225.00
Bill Pmt -...	11/09/2017	4737	IDWholesaler		5,842.50
Bill Pmt -...	11/09/2017	4738	JCP&L		550.36
Bill Pmt -...	11/09/2017	4739	MES		9,146.20
Bill Pmt -...	11/09/2017	4740	Nancy Lubertazzi		3,153.83
Bill Pmt -...	11/09/2017	4741	NJNG		44.70
Bill Pmt -...	11/09/2017	4742	Optimum		388.66
Bill Pmt -...	11/09/2017	4743	Verizon		165.06
Bill Pmt -...	11/09/2017	4744	Fire One		2,977.20
Total 1009 - Shore Community Operating				0.00	68,775.25
TOTAL				0.00	68,775.25

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through September 14, 2017

	Jan 1 - Sep 14, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	681,355.50	1,557,384.00	(876,028.50)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	659.34	500.00	159.34
4300 · Sale of assets	1,550.00	0.00	1,550.00
4750 · Bureau of Fire Prevention Incm	14,853.88	35,000.00	(20,146.12)
4800 · Other Income	16,361.15	0.00	16,361.15
4920 · Unreserved Fund Balance	0.00	500,000.00	(500,000.00)
Total Income	714,779.87	2,096,141.00	(1,381,361.13)
Gross Profit	714,779.87	2,096,141.00	(1,381,361.13)
Expense			
5110 · Salaries - Commissioners	4,000.00	20,000.00	(16,000.00)
5120 · Salaries - Secretary	2,025.00	2,800.00	(775.00)
5210 · Elections	2,244.10	1,500.00	744.10
5220 · Office Expense	6,791.25	10,500.00	(3,708.75)
5230 · Professional Services	92,454.46	107,500.00	(15,045.54)
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.	79,663.20	109,032.00	(29,368.80)
6120 · Salaries - Full Time Fire	222,992.00	279,303.00	(56,311.00)
6125 · Clothing Allowance	5,800.00	7,500.00	(1,700.00)
6130 · Salaries - Fire Official	1,170.00	20,000.00	(18,830.00)
6140 · Salaries - Firefighter Overtime	21,136.38	25,000.00	(3,863.62)
6180 · Payroll Taxes	27,901.32	35,535.00	(7,633.68)
6185 · Employer Pension Contribution	72,553.00	72,553.00	0.00
6190 · Fringe Benefits	76,419.14	101,418.00	(24,998.86)
6210 · Insurance	94,994.98	120,000.00	(25,005.02)
6220 · Advertising	633.66	2,000.00	(1,366.34)
6310 · Maintenance & Repairs	58,707.91	110,000.00	(51,292.09)
6410 · Supplies	6,223.70	25,000.00	(18,776.30)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	45,615.82	65,000.00	(19,384.18)
6513 · Fire Service Agreement	50,000.00	0.00	50,000.00
6515 · Hydrant Rent	48,195.00	65,000.00	(16,805.00)
6610 · Misc. Firefighter Expenses	4,369.99	25,000.00	(20,630.01)
6611 · Training	12,773.06	20,000.00	(7,226.94)
6615 · Gear - Fire Company	20,507.00	15,000.00	5,507.00
6620 · Fire Suppression Equipment	0.00	50,000.00	(50,000.00)
6625 · Joint District Expenses	1,420.13	5,000.00	(3,579.87)
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	1,164.48	15,000.00	(13,835.52)
6650 · Emergency/First Aid Equipment	685.80	5,000.00	(4,314.20)
6655 · Replacement Equipment	2,409.75	40,000.00	(37,590.25)
6670 · Vehicle Equip-Radios/Pagers	1,574.27	30,000.00	(28,425.73)
6675 · UFSA	1,628.78	15,000.00	(13,371.22)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	966,054.18	1,596,141.00	(630,086.82)
Net Ordinary Income	(251,274.31)	500,000.00	(751,274.31)

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11/09/17

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through September 14, 2017

	<u>Jan 1 - Sep 14, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	<u>0.00</u>	<u>500,000.00</u>	<u>(500,000.00)</u>
Total Other Expense	<u>0.00</u>	<u>500,000.00</u>	<u>(500,000.00)</u>
Net Other Income	<u>0.00</u>	<u>(500,000.00)</u>	<u>500,000.00</u>
Net Income	<u>(251,274.31)</u>	<u>0.00</u>	<u>(251,274.31)</u>

Board of Fire Commissioners Career Dept
November 9, 2017

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 144
 - EMS Calls – 392

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- The SCBA fill station at the main building is back up and in working order.

Trucks

Engine 5417

- Driver side head light replaced

Fire Police 5404

- Radio Back form repair and installed.

Ladder 5405

- Hydraulic Ram Repaired by on duty firefighters

Engine 5407

- Rear axle completed, Minor electrical issue with the rear work lights. Tech will be coming out some time this week.

Utility 5427

- Back in service

Engine 5411

- New Arm for the Hydraulic Champion Spreader ordered and repaired
- New 14-foot roof ladder needs to be replaced, Failed Inspection
- Replacement Back up light on order
- Deck Gun repaired
- Rear passenger door latches were adjusted

CHIEF UNIT 5410

- Scheduled to be dropped off to Jerry's Auto for body work this week.

Board of Fire Commissioners Career Dept
November 9, 2017

Special Details / Projects / Notifications

- Yearly Hose, Pump and Ladder testing has been completed by FIRE ONE. Failed lines have been replaced from spares on the racks.
- SCBA pack testing completed by M.E.S. Repairs made in quarters.
- Turn Out Gear - 3 Sets of Gear were sent out for decontamination at IRS in Monroe and 4 Sets of Gear was sent out for repair at Minerva

Respectfully Submitted
Lt. Mark Reynolds



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

STATION 54

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



President's Report

November 2017

Membership:

New applicant Anthony D'Ambrosio has completed his physical and is awaiting pass/fail report from the doctor.

We have received applications from 2 prospective volunteers and we are waiting on a 3rd application to be submitted. We will begin their background investigation after our next business meeting.

Banquet hall requests:

Steve Fostek has requested to use his 2017 hall rental on November 17th for his son's birthday party. Approx 15 kids will be attending.

Steve Fostek has requested to use his 2018 hall rental to host an annual Cub Scout Blue and Gold dinner on Sunday, March 11, 2018. He will be present during the event and as the event is open to the public, we will require him to purchase renter/event insurance for the event.

Fund Drive:

Mailers for our 2017 fund drive will be going out to the district residents within the next 2 weeks.

LOSAP Report:

The LOSAP report for the 2017 percentage year is being prepared and will be submitted to Cheryl once finalized.

Santa Patrol:

Our 2017 Santa Patrol is scheduled to begin December 10th.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'Christopher Locklear', written over a white background.

Christopher Locklear
President
Jackson Mills Vol. Fire Co.

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.

November 9, 2017

Monthly Bureau Report

Inspections are being completed as normal (report attached).
Career staff was taken out and some inspections were done.

Fire Prevention training has concluded for the month along with fire
extinguisher training at Shop-Rite and Malvern school.

Several site plans received:

None

Billed so far for this year is	\$14039.00
Collected is approximately	\$8939.00

Outside of the Bureau: As stated last month, the District needs to
start doing electronic patient care reports for EMS calls, the upgrade to
our current reporting software is done and the career staff is getting
familiar with the process.

Respectfully submitted,
John Burmeister Jr.
Fire Official