

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

Minutes of Meeting Held
December 14, 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 Bollentin at 7:06 pm. "Open Meetings Act" statement was read by Board Attorney Youssof. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Bollentin, Esposito, Jamison and Torres were present. Commissioner Goldman was absent. Board Attorney Youssof was present also.

Minutes: Minutes from the November 9, 2017 Meeting: Commissioner Jamison motioned to approve the minutes from the November 9, 2017 meeting as presented, seconded by Commissioner Torres, motion passed by majority vote. Commissioner Esposito abstained (he was not a commissioner at that time).

Minutes from the November 30, 2017 special meeting: Commissioner Jamison motioned to approve the minutes from the November 30, 2017 special meeting as presented, seconded by Commissioner Torres, 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 December 14, 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 Esposito. Motion passed by unanimous vote.

Legal Report – Commissioner Torres motioned to accept a Resolution in Title read by Board Attorney Youssof for December 14 2017 Line Item Transfers as per attached list (a copy of the list is attached to the original minutes and incorporated herein by reference), seconded by Commissioner Esposito. Motion passed by unanimous consent (Ayes: Bollentin, Esposito, Jamison, Torres; Absent: Goldman). Commissioner Torres motioned to accept a Resolution read by Board Attorney Youssof adopting the proposed budget from January 1, 2018 through January 31, 2018, seconded by Commissioner Torres. Motion passed by unanimous consent (Ayes: Bollentin, Esposito, Jamison, Torres, Absent: Goldman). Board Attorney Youssof read a proposed letter from Fire Official Burmeister to the township Clerk RE: Fire Prevention Code Chapter 204 (asking that permit fees be designated as per N.J.A.C.5-70-2.9(c).) A copy of the letter is attached to the original minutes and incorporated herein by reference. After discussion, Commissioner Jamison motioned to approve the letter and authorize Chairman Bollentin to sign the letter on behalf of District #4,

seconded by Commissioner Torres. Motion passed by unanimous consent (Ayes: Bollentin, Esposito, Jamison, Torres; Absent: Goldman). Board Attorney Youssouf will advertise in the newspaper for the budget's public hearing on January 11, 2018. Election to be held February 17, 2018. Nominating petitions to be posted on website. There is one (1) un-expired term; and two (2) three year terms (Bollentin & Goldman terms are to expire). After discussion regarding a pole barn, it was decided that a special meeting would be scheduled in 2018. A committee will be formed to gather information regarding pole barns.

Truck & Building/Career Department Report – read by Commissioner Esposito (a copy of which is attached to the original minutes and incorporated herein by reference).

Chief's Report – Acting Chief Stan O'Brien Sr. gave a verbal report. There were 455 calls to date. Santa Patrol to being this weekend. Santa Patrol will also work with Oceans of Love on December 22, 2017.

President's Report – President Chris Locklear was absent. Brian Rudistky 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 that Firefighter Locklear could use the hall on 4/22/18 for a Cub Scout Blue & Gold dinner. Applicants for membership in the fire company were introduced to the Board. Permission was asked for and granted by the Board (provided that background/criminal checks were completed) for Eric Katz, John Fiore, Victor Aquilar, Ryan Burtchell. Coleman Richards is to submit MVC and criminal background check shortly.

Fire Bureau: Fire Official Burmeister was absent. Fire Official's report was read by Commissioner Torres. (A copy of the report is attached to the original minutes and incorporated herein by reference). FirstNet: more information on the plan is to be obtained and brought to the Board.

Work Orders: up to date.

Old Business/Correspondence:

Correspondence: None

Old Business: None

Unfinished Business: None

New Business: Station #2: Construction has begun. No members allowed in construction area. Weekly meetings with one commissioner and contractor are to begin. Commissioner will report to the Board. Board will make arrangements to have a port-a-potty on site.

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 8:00 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 8:50 p.m. and the Board reconvened the public session.

Public Session: reconvened at 8:51pm.

Adjournment: With no other business to come before the Board, Commissioner Esposito motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent. Meeting adjourned 8:52 pm.

 _____, Clerk

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

**December 14, 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
Introduce 2018 Budget

Mail Correspondence
Per Yellow folder



7:11 PM

12/14/17

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of December 14, 2017

	Dec 14, 17	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	791,416.08	
1011 · Shore Community Payroll	60,838.66	
1012 · Shore Community Fire Bureau	29,017.88	
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>2,032,035.94</u>	<u>0.00</u>

5:38 PM
 12/14/17
 Accrual Basis

**Board of Fire Commissioners
 Treasurer Report
 As of December 14, 2017**

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	12/14/2017	4746	Action Uniform Co.		1,247.00
Bill Pmt -...	12/14/2017	4747	Air & Gas Technologies		525.00
Bill Pmt -...	12/14/2017	4748	Blaze Emergency Equipment LLC		2,050.15
Bill Pmt -...	12/14/2017	4749	Champion Rescue Tools		23,078.00
Bill Pmt -...	12/14/2017	4750	Cooper Power Systems		230.00
Bill Pmt -...	12/14/2017	4751	Dafeldecker Associates		125.00
Bill Pmt -...	12/14/2017	4752	Insurance Resotration Specialists, Inc.		116.00
Bill Pmt -...	12/14/2017	4754	Jackson Twp MUA		16,347.00
Bill Pmt -...	12/14/2017	4755	JCP&L		1,465.72
Bill Pmt -...	12/14/2017	4756	John Burmeister Jr.		20.07
Bill Pmt -...	12/14/2017	4757	Joseph D. Youssouf, Esq		6,370.83
Bill Pmt -...	12/14/2017	4758	Lexis Nexis Matthew Bender		78.00
Bill Pmt -...	12/14/2017	4759	Lincoln Financial Group		38,591.50
Bill Pmt -...	12/14/2017	4761	NJ Assoc of Fire Districts		300.00
Bill Pmt -...	12/14/2017	4762	NJNG		435.00
Bill Pmt -...	12/14/2017	4763	Optimum		205.03
Bill Pmt -...	12/14/2017	4764	Richard P Leonard		768.63
Bill Pmt -...	12/14/2017	4765	Staples Credit Plan		313.55
Bill Pmt -...	12/14/2017	4766	Verizon		173.58
Bill Pmt -...	12/14/2017	4767	Verizon Wireless		188.80
Bill Pmt -...	12/14/2017	4768	Waste Management		318.60
Bill Pmt -...	12/14/2017	4769	Jack A. Purvis, A.I.A.		2,840.47
Bill Pmt -...	12/14/2017	4770	NJNG		261.42
Bill Pmt -...	12/14/2017	4771	Verizon Wireless		246.11
Bill Pmt -...	12/14/2017	4772	Susan L Oksen-Pereira		450.00
Bill Pmt -...	12/14/2017	4773	LifeForce USA, Inc		144.00
Bill Pmt -...	12/14/2017	4774	New Jersey Motor Vehicle Commission		150.00
Bill Pmt -...	12/14/2017	4775	NJNG		682.79
Biii Pmt -...	12/14/2017	4776	Skiiender s Service Center Inc.		1,427.33
Bill Pmt -...	12/14/2017	4777	VFIS		1,026.40
Total 1009 · Shore Community Operating				0.00	100,175.98
TOTAL				0.00	100,175.98

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

	Jan 1 - Dec 14, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,557,634.00	1,557,384.00	250.00
4020 · Supplemental Fire Services Act	4,342.00	3,257.00	1,085.00
4200 · Interest Income	930.38	500.00	430.38
4300 · Sale of assets	1,550.00	0.00	1,550.00
4750 · Bureau of Fire Prevention Incm	18,813.88	35,000.00	(16,186.12)
4800 · Other Income	22,878.64	0.00	22,878.64
4920 · Unreserved Fund Balance	0.00	500,000.00	(500,000.00)
Total Income	1,606,148.90	2,096,141.00	(489,992.10)
Gross Profit	1,606,148.90	2,096,141.00	(489,992.10)
Expense			
5110 · Salaries - Commissioners	20,000.00	20,000.00	0.00
5120 · Salaries - Secretary	2,925.00	2,800.00	125.00
5210 · Elections	2,244.10	1,500.00	744.10
5220 · Office Expense	11,549.69	10,500.00	1,049.69
5230 · Professional Services	117,464.83	107,500.00	9,964.83
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.	104,820.00	109,032.00	(4,212.00)
6120 · Salaries - Full Time Fire	303,524.00	279,303.00	24,221.00
6125 · Clothing Allowance	7,888.00	7,500.00	388.00
6130 · Salaries - Fire Official	1,455.00	20,000.00	(18,545.00)
6140 · Salaries - Firefighter Overtime	47,981.38	25,000.00	22,981.38
6180 · Payroll Taxes	29,812.13	35,535.00	(5,722.87)
6185 · Employer Pension Contribution	72,553.00	72,553.00	0.00
6190 · Fringe Benefits	81,607.43	101,418.00	(19,810.57)
6210 · Insurance	105,174.38	120,000.00	(14,825.62)
6220 · Advertising	688.46	2,000.00	(1,311.54)
6310 · Maintenance & Repairs	89,566.18	110,000.00	(20,433.82)
6410 · Supplies	15,054.93	25,000.00	(9,945.07)
6415 · Fire Prevention	2,536.00	5,000.00	(2,464.00)
6510 · Utilities	57,750.56	65,000.00	(7,249.44)
6513 · Fire Service Agreement	50,000.00	0.00	50,000.00
6515 · Hydrant Rent	64,260.00	65,000.00	(740.00)
6610 · Misc. Firefighter Expenses	6,234.94	25,000.00	(18,765.06)
6611 · Training	17,852.71	20,000.00	(2,147.29)
6615 · Gear - Fire Company	25,834.00	15,000.00	10,834.00
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 Renovations	0.00	40,000.00	(40,000.00)
6635 · Equipment-Non-Bondable	0.00	98,000.00	(98,000.00)
6640 · SCBA	15,282.11	15,000.00	282.11
6650 · Emergency/First Aid Equipment	685.80	5,000.00	(4,314.20)
6655 · Replacement Equipment	31,630.25	40,000.00	(8,369.75)
6670 · Vehicle Equip-Radios/Pagers	2,908.46	30,000.00	(27,091.54)
6675 · UFSA	6,638.85	15,000.00	(8,361.15)
6910 · LOSAP	38,591.50	50,000.00	(11,408.50)
Total Expense	1,335,933.82	1,596,141.00	(260,207.18)
Net Ordinary Income	270,215.08	500,000.00	(229,784.92)

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

	<u>Jan 1 - Dec 14, 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>270,215.08</u>	<u>0.00</u>	<u>270,215.08</u>

Bureau of Fire Prevention District #4

Jackson Township

465A North County Line Rd.

Jackson NJ, 08527

Office 732-928-7848

Fax 732-928-8220

Fire Official / John Burmeister Jr.

December 14, 2017

Ann Marie Eden
Township Clerk
95 W. Veterans Hwy.
Jackson, NJ 08527

Re: Fire Prevention Code Chapter 204

To Whom It May Concern:

This letter is to inform you that the 3 Fire Bureaus listed below are requesting that the attached change to Chapter 204 Fire Prevention be placed on the earliest agenda for adoption. This change reflects an adoption by the NJ State DCA Division of Fire Safety which has been approved effective January 1, 2018 to the New Jersey Uniform Fire Code.

Jackson Fire District No 2
81 South Hope Chapel Rd
Vincent Rubio
President _____

Jackson Fire Dist. #3
200 Kierych Memorial Dr.
Rudy Brito
President _____

Jackson Fire Dist. #4
465A North County Line Rd.
John Bollentin
President _____

As always, should there could be any comments and concerns, please contact this office.

Thank You

John Burmeister Jr.

Current ordinance:

204-12 Permit requirements: exemptions: fees.

A. Permits shall be obtained from the Fire Official having jurisdiction of the fire district for any of those activities listed in N.J.A.C. 5:70-2.7 of the NJUFC, and any amendments, supplements, and rules and regulations thereto. Fees for these permits must be collected before a permit can be issued.

B. All nonprofit organizations, municipal government and religious organizations shall be exempt from permit fees.

C. Permit fees shall be as follows:

- (1)** Type 1: \$42.
- (2)** Type 2: \$166.
- (3)** Type 3: \$331.
- (4)** Type 4: \$497.

Request change of Chapter 204-12 (c) Permit fees

C. Permit fees shall be designated as per N.J.A.C. 5-70-2.9(c)

Board of Fire Commissioners Career Dept
December 12, 2017

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 155
 - EMS Calls – 431

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Snow blowers serviced at both station for snow removal.
- New District copy machine was installed.
- Cascade System was serviced, New gauges were installed.

Trucks

Fire Police 5404

- Stationed at the main house during the station 2 construction.

Ladder 5405

- New Champion Hydraulic equipment placed into service.
- Starter issue, Blaze found power steering fluid leaking into the starter causing a power issue. New hoses ordered.

Engine 5407

- Work lights back in service, Repairs made by Blaze

Utility 5427

- Plow was installed and serviced, ready for the winter season.
- Batteries were replaced, and ignition switch was replaced by Skillenders

Engine 5411

- New Hydraulic Champion Tools Placed in service.
- New power steering pump filter installed, Steering Pump housing and Gear box needs to be replaced sometime in the future. Repairs made by Blaze.

Fire Police 5444

- Due for Maintenance, it will be dropped off at Skillenders.

Board of Fire Commissioners Career Dept
December 12, 2017

Special Details / Projects / Notifications

- Station 2 Demo project is underway.
- Turn Out Gear - 2 Sets of Gear were sent out for decontamination at IRS in Monroe. Exposure occurred on Motor Vehicle Crash on Rt.537
- All the old furniture at station 2 was removed and taken to the DPW to make room for the construction crews.
- New 4 gas meter order to replace outdated unit for 5417.

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 December 2017

Fund Raiser:

Fund drive letters have gone out to the community for our annual fund drive.

Banquet Hall:

Firefighter Locklear requests to utilize the banquet hall on Sunday, April 22nd to host a Cub Scout Blue and Gold dinner for a friend. He will be on premises during the event and no alcohol will be served at the event.

Membership:

We have received applications for membership from the following: Copies of applications are provided. Those that need firefighter training are anticipated to be inrolled in upcoming firefighter 1 courses in January and February.

Eric Katz – Company background completed and awaiting results of the MVC and criminal background check. Currently firefighter certified and a firefighter with the New Egypt Fire Co. Requesting permission from commissioners to send him for the physical.

John Fiore – Company background completed and awaiting results of the MVC and criminal background check. Requesting permission to send to physical

Victor Aquilar – Company background completed and awaiting results of the MVC and criminal background check. Requesting permission to send to physical.

Ryan Burtchell – Company background check in progress and will submit MVC and criminal background check shortly. Certified firefighter through the US Merchant Marine Academy. Requesting permission to send to physical upon successful completion of background check.

Coleman Richards – Company background check completed. Will submit MVC and criminal background check shortly.

LOSAP:

Company LOSAP report has been posted at the two stations and submitted to Cheryl. Copy of report is attached.

Administrative Officers:

Company elections were held and the following are the Administrative Officers for the year 2018:

President – Christopher Locklear

Vice President – Steven Linde

Secretary – Vacant

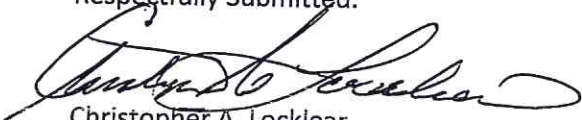
Treasurer – Barry MacNeil

Financial Secretary – Frank Schultz

Nominations to fill the vacant Secretary position will be held at the next company meeting.

On behalf of the Officers and Members of the Jackson Mills Volunteer Fire Company, we wish you all happy holidays and we look forward to a great new year.

Respectfully Submitted:



Christopher A. Locklear

President

Jackson Mills Volunteer Fire Company



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54

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



To: Jackson Twp. Board of Fire Commissioners, District #4

From: Christopher A. Locklear, President JMVFC

Date: November 20, 2017

Subject: LOSAP Awards for year 2017

After reviewing our records for our percentage year from November 1, 2016 to October 31, 2017, the following members have satisfied the requirement for their 2017 LOSAP award.

Michael Lubertazzi	108 Pts.	Keven Earley	68 Pts.
Shane O'Brien	108 Pts.	Zachary Lubertazzi	58 Pts.
Stanley O'Brien Sr.	107 Pts.	Kenneth Esposito	56 Pts.
Frank Schultz	101 Pts.	Robert Booth	55 Pts.
Joseph Krzyzewski	100 Pts.	Jeffrey Ernst	54 Pts.
Steven Linde	98 Pts.	Steven Porth	54 Pts.
Philip Goldman	95 Pts.	Patrick McCloskey	50 Pts.
Barry McNeil	93 Pts.		
Ryan Calhoun	88 Pts.		
John Bollentin	87 Pts.		
Brian Ruditsky	87 Pts.		
Christopher Locklear	86 Pts.		
Trask O'Hara	83 Pts.		
David Sisnetsky	83 Pts.		
Alfred Chelli	81 Pts.		
Richard Busch	79 Pts.		
Vincent Cancelliere	78 Pts.		
Darren Hoffman	77 Pts.		
Ralph Aponte	74 Pts.		

Attached, please find the 2016-17 LOSAP Report and the 2016-17 Numbers report as supporting documents. Should you have any questions or concerns, please do not hesitate to contact me. A copy of this report has been posted at both stations for review.

Bureau of Fire Prevention District #4

Jackson Township

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Fire Official – John Burmeister Jr.

December 14, 2017

Monthly Bureau Report

Inspections are being completed as normal (report attached).

Several site plans received:

None

Outside of the Bureau:

Career staff has started doing electronic patient care reports for EMS calls and it appears to be going well as far as documentation goes.

There was a radio meeting last week, attended by the police department, they advised that upgrades are in process (more to come). Capt. Wagner would like me to inform you that he would like to attend January's meeting to discuss the tower plans for station 2.

Also, another meeting in regard to FirstNet (ATT Cellular) plans being introduced in the very near future. First priority given to first responders using the cellular/data network. Cell/data plans at this time are still being negotiated with the state. Looking to switch cell service depending on further discussions.

Respectfully submitted,
John Burmeister Jr.
Fire Official