

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

Minutes of Meeting Held
February 8, 2018

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 7:05 pm. "Open Meetings Act" statement was read by Board Attorney Youssef. All participated in the Pledge of Allegiance. A moment of silence was observed.

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

Minutes: Commissioner Goldman motioned to accept the minutes of the January 11, 2018 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 February 8, 2018 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 Youssef reported that 2017 LOSAP contribution has a 2.1% increase. He further reported that all is ready for the upcoming fire district election on February 17, 2018, 2 pm to 9 pm. Resolutions that were adopted previously by the Board were distributed to the Board. Resolution authorizing line item transfers dated 12/14/17 was read by Board Attorney Youssef. Resolution to be attached to the December 14, 2017 minutes. Resolution creating the position of Fire Captain and provisionally appointing Lt. Mark Reynolds to the position; Resolution provisionally appointing Richard P Leonard to the position of Lieutenant; Resolution appointing Stanley J O'Brien Jr. to the position of Fire Prevention Specialist UFD were distributed. These resolutions were adopted by the Board on January 11, 2018. Resolutions to be attached to the January 11, 2018 minutes.

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 Stanley O'Brien Sr. (a copy of which is attached to the original minutes and incorporated herein by reference). Discussion regarding the township using similar names for naming of roads within the township – which causes confusion for first responders. Board directed Board Attorney Youssef to write a letter to the township regarding the

naming of the streets. Captain Reynolds to provide Board Attorney Youssouf with a list of similar names that illustrate the problem.

President's Report – fire company representative verbally reported that they are still awaiting background check on Coleman Richards; rose sale is scheduled for February 13 & February 14; Ralph Aponte is in charge of hall for member rentals; Jay Zimmerman will be using the hall on March 31, 2018; and Company's financial records are available if they are needed. Definition of Charter Member: name appears on charter.

Fire Bureau: read by Commissioner Goldman (a copy of which is attached and incorporated herein by reference).

Work Orders: per Captain Reynolds – none.

Old Business/Correspondence:

Correspondence: Letter received from Jackson Memorial Ice Hockey Booster Club requesting use of two bays on May 12 & May 13, 2018 for a Mother's Day plant sale fundraiser. Board was in agreement. Letter received from a Jackson Twp. Police Office requesting use of the hall. After discussion, the Board decided to table the request. Fire Company to discuss and bring their decision to the Board.

Old Business: Station #2: Commissioner Bollentin reported that the quote for electrical was received (\$3,000). Board Attorney Youssouf reported that the quote amount was acceptable as the Board has a QPA (Cheryl). Commissioner Torres will be going to the Township tomorrow to help facilitate the permit issues (he has been there once already).

Unfinished Business: None

New Business:

Discussion on special meeting procedure. Commissioner Jamison motioned to accept a Resolution for a special meeting to be held on February 22, 2018 commencing at 7 pm at Station #1, seconded by Commissioner Esposito. Motion passed by unanimous consent (Ayes: Bollentin, Esposito, Goldman, Jamison, Torres; No: none; Abstain: none; Absent: none).

Public Session: Brian Ruditsky asked if there were any two or three year plans for trucks. Discussion. Fire Company reported that it has preliminary work done on truck specs.

Appointment of new career staff positions: Commissioner Bollentin announced the appointments of the following career staff to these positions: Stanley J O'Brien Jr as Fire Prevention Specialist UFD; Richard P Leonard as provisional Lieutenant; Mark Reynolds as provisional Captain. Each staff member was pinned by a family member. Board Attorney Youssouf administered the oath of office to all three newly appointed. Commissioner Bollentin thanked all for coming out for the promotions.

Adjournment: With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned 8:02 pm.

 _____, Clerk

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

**February 8, 2018
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

4:38 PM

02/08/18

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of February 8, 2018

	Feb 8, 18	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	1,104,838.49	
1011 · Shore Community Payroll	75,681.30	
1012 · Shore Community Fire Bureau	33,194.07	
1016 · Shore Comm-CD-Future Cap 0721	307,941.10	
1018 · Shore Comm-CD-Future Cap 0795	250,404.84	
1019 · Shore Comm-CD Future Cap 0872	429,307.11	
1021 · Shore Comm-CD Future Cap 0877	183,052.26	
TOTAL	<u>2,384,419.17</u>	<u>0.00</u>

Board of Fire Commissioners
Treasurer Report
 As of February 8, 2018

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	02/08/2018	4812	Action Uniform Co.		517.00
Bill Pmt -...	02/08/2018	4813	Advanced Auto Parts		95.30
Bill Pmt -...	02/08/2018	4814	Asbury Park Press		71.30
Bill Pmt -...	02/08/2018	4815	Blaze Emergency Equipment LLC		1,553.02
Bill Pmt -...	02/08/2018	4816	Continental Fire & Safety		755.00
Bill Pmt -...	02/08/2018	4817	Hecht Trailers		1,250.85
Bill Pmt -...	02/08/2018	4818	Home Depot		288.81
Bill Pmt -...	02/08/2018	4819	IDWholesaler		859.00
Bill Pmt -...	02/08/2018	4820	JCP&L		1,314.11
Bill Pmt -...	02/08/2018	4821	Jersey Coast Equipment		124.95
Bill Pmt -...	02/08/2018	4822	Middlesex County Fire Academy		470.00
Bill Pmt -...	02/08/2018	4823	Moore Medical LLC		124.80
Bill Pmt -...	02/08/2018	4824	New Jersey State Association of Fire Dist		300.00
Bill Pmt -...	02/08/2018	4825	Skillender s Service Center Inc.		301.16
Bill Pmt -...	02/08/2018	4826	Susan L Oksen-Pereira		225.00
Bill Pmt -...	02/08/2018	4827	Verizon Wireless		188.80
Bill Pmt -...	02/08/2018	4828	Waste Management		215.90
Bill Pmt -...	02/08/2018	4829	Witmer Public Safety Group		130.00
Bill Pmt -...	02/08/2018	4831	JCP&L		474.58
Bill Pmt -...	02/08/2018	4832	National Center for Safety Initiatives		151.00
Bill Pmt -...	02/08/2018	4833	Board of Fire Commissioner's Dist #2		293.33
Bill Pmt -...	02/08/2018	4834	Treasurer-State of New Jersey		45.00
Bill Pmt -...	02/08/2018	4835	Treasurer-State of New Jersey		45.00
Bill Pmt -...	02/08/2018	4836	Optimum		384.38
Bill Pmt -...	02/08/2018	4837	Stan O'Brien Jr.		400.00
Bill Pmt -...	02/08/2018	4838	Techline Technologies Inc.		3,200.00
Bill Pmt -...	02/08/2018	4839	Mark W Reynolds		28.26
Bill Pmt -...	02/08/2018	4840	NJNG		920.46
Bill Pmt -...	02/08/2018	4841	Verizon		174.93
Bill Pmt -...	02/08/2018	4842	Jack A. Purvis		3,550.00
Bill Pmt -...	02/08/2018	4843	Skillender s Service Center Inc.		905.24
Total 1009 · Shore Community Operating				0.00	19,357.18
TOTAL				0.00	19,357.18

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through February 8, 2018

	Jan 1 - Feb 8, 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	0.00	1,576,140.00	(1,576,140.00)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	0.00	500.00	(500.00)
4750 · Bureau of Fire Prevention Incm	0.00	35,000.00	(35,000.00)
4920 · Unreserved Fund Balance	0.00	143,000.00	(143,000.00)
Total Income	<u>0.00</u>	<u>1,757,897.00</u>	<u>(1,757,897.00)</u>
Gross Profit	0.00	1,757,897.00	(1,757,897.00)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	450.00	2,800.00	(2,350.00)
5210 · Elections	0.00	1,500.00	(1,500.00)
5220 · Office Expense	113.26	10,500.00	(10,386.74)
5230 · Professional Services	8,490.00	110,000.00	(101,510.00)
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.	8,385.60	111,212.00	(102,826.40)
6120 · Salaries - Full Time Fire	27,217.60	347,368.00	(320,150.40)
6125 · Clothing Allowance	696.00	7,500.00	(6,804.00)
6130 · Salaries - Fire Official	0.00	25,000.00	(25,000.00)
6140 · Salaries - Firefighter Overtime	4,632.97	35,000.00	(30,367.03)
6180 · Payroll Taxes	(9,842.28)	52,606.00	(62,448.28)
6185 · Employer Pension Contribution	0.00	96,532.00	(96,532.00)
6190 · Fringe Benefits	(2,812.56)	103,729.00	(106,541.56)
6210 · Insurance	8,328.00	120,000.00	(111,672.00)
6220 · Advertising	364.63	2,000.00	(1,635.37)
6310 · Maintenance & Repairs	7,042.57	110,000.00	(102,957.43)
6410 · Supplies	272.64	25,000.00	(24,727.36)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	4,639.57	70,000.00	(65,360.43)
6513 · Fire Service Agreement	25,000.00	50,000.00	(25,000.00)
6515 · Hydrant Rent	0.00	65,000.00	(65,000.00)
6610 · Misc. Firefighter Expenses	3,413.90	30,000.00	(26,586.10)
6611 · Training	4,874.00	20,000.00	(15,126.00)
6615 · Gear - Fire Company	1,145.00	20,000.00	(18,855.00)
6625 · Joint District Expenses	0.00	5,000.00	(5,000.00)
6630 · Building Rennovations	0.00	6,150.00	(6,150.00)
6635 · Equipment-Non-Bondable	0.00	50,000.00	(50,000.00)
6640 · SCBA	0.00	40,000.00	(40,000.00)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	0.00	40,000.00	(40,000.00)
6670 · Vehicle Equip-Radios/Pagers	0.00	30,000.00	(30,000.00)
6675 · UFSA	145.00	7,500.00	(7,355.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
8030 · Chief Truck	0.00	80,000.00	(80,000.00)
Total Expense	<u>92,555.90</u>	<u>1,757,897.00</u>	<u>(1,665,341.10)</u>
Net Ordinary Income	<u>(92,555.90)</u>	<u>0.00</u>	<u>(92,555.90)</u>
Net Income	<u><u>(92,555.90)</u></u>	<u><u>0.00</u></u>	<u><u>(92,555.90)</u></u>

Board of Fire Commissioners Career Department
February 8, 2018

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 173
 - EMS Calls – 465

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Trailer set up at station 2 power and cable hooked up access keys given to chief
- Front door at station 1 was serviced and operational
- All insurance company deficiencies are in the process of being corrected for station 1

Trucks

5404

- Skillingers repair exhaust leak switched out an defective batteries and preformed general service

Chief 5410

- Dropped off at Skillingers for transmission services and rear lights malfunctioning

Engine 5411

- Out of Service, Parts ordered for radiator leak and air valve replacement Repairs are being made by Blaze.
- Needs new rear tires

5444

- Skillingers for service

Special Details / Projects / Notifications

- *Marrero and Porth stating inspector school next Wednesday the 14th*
- *ALL staff in progress of completing their annual BBP RTK HAZMAT RPRP*

Captain . Mark Reynolds



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1
STATION 54

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



CHIEF'S REPORT

2.8.2018

FIRECALLS: 83

DRILLS: Members are attending their yearly recerts for RIGHT TO KNOW, Blood borne, HazMat.

TRUCKS: 5411 will be back in service soon .Waiting on parts to be delivered by Blaze.

Members in School: Mike Lubertazzi completed Fire inspector and Fire official training at Middlesex County
Vector Aguilar, John Fiora are attending Firefighter One at Monmouth County.
Jeff and Pat are still in EMT training.

Membership Outing: Members will be attending Firefighter Appreciation Night for the NJ Devils.

Respectfully Submitted

A handwritten signature in cursive script that reads 'Stanley O'Brien Sr.'.

Chief Stanley O'Brien Sr.

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.

February 8, 2018 Monthly Bureau Report

Inspections are being completed as normal (report attached). Nothing serious to report.

Site plans received:

Amended site plan for 400 N. County Line Rd. (Jackson Storage) is being sent out today to this office.

No Fire investigations this month.

Lt. Leonard is scheduled to attend DCJ Basic Arson Investigation class the end of this month. FF's Marrero and Porth are scheduled to attend Fire Inspector school starting next week.

Outside the Bureau:

Emergency Reporting – Reports by both Volunteer and Career staff are being completed w/ minor issues. (working on getting things corrected).

Respectfully submitted,
John Burmeister Jr.
Fire Official