

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

Minutes of Meeting Held  
April 12, 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 Vice Chairman Esposito 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 was observed.

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

**Minutes:** Commissioner Jamison motioned to accept the minutes of the March 8, 2018 Re-organizational/General 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 March 8, 2018 was read by Commissioner Jamison. Commissioner Goldman motioned to approve the Treasurer's report as read and pay the bills as listed, seconded by Commissioner Torres. Motion passed by unanimous vote.

**Legal Report** – Board Attorney Youssouf reported that Financial Disclosure forms deadline to be filed is April 30, 2018 with the Jackson Township Clerk. Financial disclosure forms are required to be filed by all public servants (i.e.: commissioners). Those who do not file are subject to fines, which start at \$100.00 and can be higher. Cheryl to re-send the notice to all Board members. Revised Resolution that was adopted previously by the Board at the March 8, 2018 Organizational/General meeting were distributed to the Board. Resolution for 2018 meeting dates – start time was changed. Revised Resolution to be attached to the March 8, 2018 minutes. Letter request from the Law Firm of Saperman & Lakean from Lawrenceville, NJ for documents related to a MVA on May 3, 2015, which involved a fatality, was received. Fire department reports that were provided to Board Attorney Youssouf will be sent to the requesting law firm in order to comply with the request. Commissioner Goldman motioned to accept the legal report, seconded by Commissioner Jamison. Motion passed by unanimous consent.

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

Building report, seconded by Commissioner Torres. Motion passed by unanimous consent.

**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: Firehouse Expo expenses. Commissioner Esposito motioned to authorize expenses for Mike Lubertazzi up to \$3,200 for the Firehouse Expo, seconded by Commissioner Jamison. Motion passed by unanimous consent. Cheryl reminded Mike that she has a "P" card and encouraged him to come into the office to order the airline tickets on the "P" card. Board was in agreement to send an engine to assist at FF #1 class at Monmouth County Fire Academy on April 14, 2018. Extraction tool: after discussion it was decided to schedule a demonstration day with the vendor. Board to be advised what the date will be. Commissioner Goldman motioned to accept the Chief's report, seconded by Commissioner Esposito. Motion passed by unanimous consent.

**President's Report** – Steve Lindy verbally reported:

1. Brian Ruditsky requested use/rental of the hall for a Goetz School PTN event on May 11, 2018 – food and alcohol to be served, group will provide necessary insurance rider. No objections were raised.
2. Trask sent an email advising that the I Am Responding contract is coming due – April 15, 2018. Form for renewal was sent to Board – three options (1 year, 3 year, 5 year) available. (Note: Trail 911 system was done, it was not approved by the company)
3. Request for information regarding MVA requests to create separate contact page through one portal. This would streamline the process. Others to be included in the email: Chief, President, Fire Official, Assistant Fire Official and Cheryl.
4. Reported that Nick Livinati application was submitted – he has FF 1 & 2, responding to Station #1.
5. Matt Scatigna was introduced to the Board – he is ready to get gear, he is to do FF1 course and will respond to Station #1.
6. Commissioner Goldman motioned to renew the I Am Responding Contract with the three – year option, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Fire Bureau:** read by Commissioner Goldman (a copy of which is attached and incorporated herein by reference). Commissioner Goldman motioned to accept the Fire Bureau report, seconded by Commissioner Jamison. Motion passed by unanimous consent.

**Work Orders:** previously addressed during the meeting.

**Old Business/Correspondence:**

**Correspondence:** None

**Old Business:**

1. FDIC: it was clarified for the record that two career firefighters (John Burmeister and St O'Brien Jr.) and two volunteer firefighters ( Trask O'Hara and Brian Ruditsky) will be attending FDIC

2. Upgrade to radio system: Anticipated cost is to be approximately \$300,000. Cheryl confirmed that there is sufficient funding in future capital. It must be voted on this year (2018) to be included in 2019 budget.
3. Thermal Image: purchase to be tabled until Fire Company comes to a consensus
4. New Command Vehicle – information provided by Shane O'Brien
  - a. Radio/Wiring: discussion, no decision was reached
  - b. Lighting/Command Box/Lettering – information was given to the Board (copy of which is attached to the original minutes and incorporated here in by reference). Cheryl advised that she has not yet reviewed the information/pricing.
  - c. Lights & Lettering for Chief's vehicle: Commissioner Jamison motioned to authorize up to \$20,000 to outfit lights and lettering for Chief's vehicle, seconded by Commissioner Torres. Motioned passed by unanimous consent.

**Unfinished Business:** None

**New Business:**

1. Purchase of Replacement Fire Hose: Commissioner Jamison motioned to purchase 1000 feet of 2.5 replacement fire hose from Continental Fire Safe per Lt. Leonard's list, seconded by Commissioner Torres. Motion passed by unanimous consent.
2. Purchase of Gas Meter for Unit 5405: Commissioner Torres motioned to purchase Industrial Scientific Gas Meter Ventis MX4 for Unit 5405 per Lt. Reynolds list, seconded by Commissioner Jamison. Motion passed by unanimous consent.
3. Upgrade computer system: Commissioner Jamison met with Trask O'Hara, submitted proposal to Board (5 desktops, 2 laptops, cabinet, tablets, software, wireless access, included). After discussion, topic was to be tabled until Trask could attend a meeting to review proposal with the Board.

Commissioner Torres left the meeting at 8:10 pm.

4. Lockable cabinet for Station #2: Commissioner Goldman motioned to authorize up to \$1,100 expenditure for a lockable cabinet at Station #2, seconded by Commissioner Jamison. Motion passed by unanimous consent.
5. VFIS Guidelines: A copy of which is attached to the original minutes and incorporated here in by reference. Board will review and discuss at the next meeting. Bring your changes to the next meeting.
6. SOG's – to be worked on. Cheryl is working on changes. Board Attorney Youssouf advised that the best way to work on this is to do a workshop meeting to make the changes/revisions and then present the revised SOG's to the Board for approval. Board will determine who will work on this with Cheryl.
7. Change order for Station #2: Email was received from Jack Purvis – RE: recommendation to replace two metal doors and frames to the mechanical room and old storage room (a copy of which is attached to the original minutes and incorporated herein by reference). Board was in agreement to authorize the change order.
8. Steve Lindy advised that deficiencies on the life safety rope and webbing were discovered during a drill using the Stokes bag. After discussion it was

confirmed that Lt. Leonard will review the materials needed and the pricing and then move forward.

**Public Session:** None.

**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 8:37 pm.

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

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

**April 12, 2018  
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

New Business

Mail Correspondence  
Per Yellow folder

4:30 PM  
04/12/18  
Accrual Basis

**Board of Fire Commissioners**  
**Cash Balances**  
As of April 12, 2018

	Apr 12, 18	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	588,307.99	
1011 · Shore Community Payroll	54,472.67	
1012 · Shore Community Fire Bureau	35,269.79	
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	
<b>TOTAL</b>	<b><u>1,848,755.76</u></b>	<b><u>0.00</u></b>

4:28 PM  
04/12/18  
Accrual Basis

Board of Fire Commissioners  
Treasurer Report  
As of April 12, 2018

Type	Date	Num	Name	Debit	Credit
<b>1009 - Shore Community Operating</b>					
Bill Pmt -...	04/12/2018	4875	Action Training Systems		300.00
Bill Pmt -...	04/12/2018	4876	AT&T Mobility		67.86
Bill Pmt -...	04/12/2018	4877	Blaze Emergency Equipment LLC		496.35
Bill Pmt -...	04/12/2018	4878	DiPasquale Fence		4,995.00
Bill Pmt -...	04/12/2018	4879	Jackson Township First Aid Squad		750.00
Bill Pmt -...	04/12/2018	4880	Jackson Twp MUA		208.50
Bill Pmt -...	04/12/2018	4881	JCP&L		2,408.88
Bill Pmt -...	04/12/2018	4882	John M Bollentin		100.00
Bill Pmt -...	04/12/2018	4883	Joseph D. Youssef, Esq		6,000.00
Bill Pmt -...	04/12/2018	4884	Joseph Krzyzewski		500.00
Bill Pmt -...	04/12/2018	4885	Lincoln Financial Group		1,543.66
Bill Pmt -...	04/12/2018	4886	MES		500.55
Bill Pmt -...	04/12/2018	4887	Moore Medical LLC		300.86
Bill Pmt -...	04/12/2018	4888	National Center for Safety Initiatives		61.00
Bill Pmt -...	04/12/2018	4889	NJNG		2,087.06
Bill Pmt -...	04/12/2018	4890	Ocean County Board of Elections		864.12
Bill Pmt -...	04/12/2018	4891	Optimum		384.38
Bill Pmt -...	04/12/2018	4892	Safe & Secure Security Systems		325.00
Bill Pmt -...	04/12/2018	4893	Shorelands Construction, Inc.		121,125.00
Bill Pmt -...	04/12/2018	4894	Staples Credit Plan		33.02
Bill Pmt -...	04/12/2018	4895	Terminix		721.68
Bill Pmt -...	04/12/2018	4896	Verizon		174.18
Bill Pmt -...	04/12/2018	4897	Verizon Wireless		162.03
Bill Pmt -...	04/12/2018	4898	Waste Management		326.27
Bill Pmt -...	04/12/2018	4899	Watchung Beverage Delivery		45.94
Bill Pmt -...	04/12/2018	4900	Verizon Wireless		188.80
Bill Pmt -...	04/12/2018	4901	Susan L Oksen-Pereira		225.00
Bill Pmt -...	04/12/2018	4902	Witmer Public Safety Group		70.00
Bill Pmt -...	04/12/2018	4903	Home Depot		179.32
Bill Pmt -...	04/12/2018	4905	Action Uniform Co.		231.00
Bill Pmt -...	04/12/2018	4906	Blaze Emergency Equipment LLC		1,427.87
Bill Pmt -...	04/12/2018	4907	Holman & Frenia, PC		4,000.00
Bill Pmt -...	04/12/2018	4908	Jack A. Purvis		1,100.00
Bill Pmt -...	04/12/2018	4909	NJNG		2,156.11
Bill Pmt -...	04/12/2018	4910	Verizon		180.14
Total 1009 - Shore Community Operating				0.00	154,239.58
<b>TOTAL</b>				<b>0.00</b>	<b>154,239.58</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through April 12, 2018

	Jan 1 - Apr 12, 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	195.46	500.00	(304.54)
4750 · Bureau of Fire Prevention Incm	2,073.00	35,000.00	(32,927.00)
4800 · Other Income	137.30	0.00	137.30
4920 · Unreserved Fund Balance	0.00	143,000.00	(143,000.00)
<b>Total Income</b>	<u>2,405.76</u>	<u>1,757,897.00</u>	<u>(1,755,491.24)</u>
<b>Gross Profit</b>	2,405.76	1,757,897.00	(1,755,491.24)
<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	1,264.12	1,500.00	(235.88)
5220 · Office Expense	2,523.42	10,500.00	(7,976.58)
5230 · Professional Services	32,022.50	110,000.00	(77,977.50)
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.	27,362.40	111,212.00	(83,849.60)
6115 · Salaries & Wages - Captain	12,578.40	0.00	12,578.40
6120 · Salaries - Full Time Fire	84,670.40	347,368.00	(262,697.60)
6125 · Clothing Allowance	2,436.00	7,500.00	(5,064.00)
6130 · Salaries - Fire Official	420.00	25,000.00	(24,580.00)
6140 · Salaries - Firefighter Overtime	20,902.12	35,000.00	(14,097.88)
6180 · Payroll Taxes	(8,619.70)	52,606.00	(61,225.70)
6185 · Employer Pension Contribution	96,532.00	96,532.00	0.00
6190 · Fringe Benefits	13,344.44	103,729.00	(90,384.56)
6210 · Insurance	66,742.60	120,000.00	(53,257.40)
6220 · Advertising	364.63	2,000.00	(1,635.37)
6310 · Maintenance & Repairs	19,525.04	110,000.00	(90,474.96)
6410 · Supplies	6,950.65	25,000.00	(18,049.35)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	16,765.52	70,000.00	(53,234.48)
6513 · Fire Service Agreement	25,000.00	50,000.00	(25,000.00)
6515 · Hydrant Rent	16,065.00	65,000.00	(48,935.00)
6610 · Misc. Firefighter Expenses	4,517.90	30,000.00	(25,482.10)
6611 · Training	7,005.38	20,000.00	(12,994.62)
6615 · Gear - Fire Company	3,055.00	20,000.00	(16,945.00)
6625 · Joint District Expenses	750.00	5,000.00	(4,250.00)
6630 · Building Rennovations	0.00	6,150.00	(6,150.00)
6635 · Equipment-Non-Bondable	1,266.49	50,000.00	(48,733.51)
6640 · SCBA	962.15	40,000.00	(39,037.85)
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	345.00	7,500.00	(7,155.00)
6910 · LOSAP	1,543.66	50,000.00	(48,456.34)
<b>Total Expense</b>	<u>457,195.12</u>	<u>1,677,897.00</u>	<u>(1,220,701.88)</u>
<b>Net Ordinary Income</b>	(454,789.36)	80,000.00	(534,789.36)



**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through April 12, 2018

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	<u>Jan 1 - Apr 12, 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8041 · Capital-Command Vehicle	66,482.56	80,000.00	(13,517.44)
8054 · Capital	121,125.00	0.00	121,125.00
<b>Total Other Expense</b>	<u>187,607.56</u>	<u>80,000.00</u>	<u>107,607.56</u>
<b>Net Other Income</b>	<u>(187,607.56)</u>	<u>(80,000.00)</u>	<u>(107,607.56)</u>
<b>Net Income</b>	<u><u>(642,396.92)</u></u>	<u><u>0.00</u></u>	<u><u>(642,396.92)</u></u>

Board of Fire Commissioners Career Department  
April, 12 2018

**FIRE & EMS Calls**

- Year to Date – Career Dept. Runs
  - Fire Calls – 68
  - EMS Calls – 123

**Building Report**

- General housekeeping, snow removal, minor repairs, weekly cleaning was conducted at both stations.
- Station 1 and 2 fence installations was completed
- Annual preventative maintenance completed to station 1 Generator by Cooper Power Systems . Blaze was contacted for minor repairs to the engine
- Flags at station 2 removed till renovations are completed
- 5417 Extension cord replaced
- Carbon Dioxide Alarms Purchased for station 1 will be installed as per Fire Code

**Trucks**

**Chief 5400 & 5410**

- Recall on fan motor completed by Chevy

**Engine 5411**

- Blaze Fixed Steering Problem Replaced Power Steering pump
- Repaired Dash light
- Quotes obtained to replace 2 ½ inch that was damage due to Upper Freehold Fire need board approval to order.

**5401**

- Hydraulic generator pull-cord fix

**5405**

- Holmatro Batteries are over two years old new batteries ordered
- Robopack not working original batteries and old replacement ordered
- Robopack light was ordered
- Found a bad female connector on hose reel replacement connectors ordered
- Quotes obtained for Gas Meter need approval

Board of Fire Commissioners Career Department  
April,12 2018

**Engine 5407**

- Needs New Breaks parts on ordered by Blaze

**Engine 5417**

- Marker lights repaired
- Replacement single switched on order by Blaze

**Engine 5427**

- Snow plow put away for the season

**5408**

- Apparatus Washed
- Pump checked
- Fluid Levels checked

**5419**

- Hydraulic Leaked repaired

**5444**

- Driver Seat electronic control panel fixed

**Special Details / Projects / Notifications**

- All work ordered completed and up to date
- Rich Leonard completed Basic Fire Investigator class in Sea Girt.
- Career Staff wishes to attend EMT CEU class-Pediatric Assessment Tuesday 5/8/18 and Jackson First Aid Squad 1900 Hours
- FF/EMT Porth request to make up his T.I.M's Class on 4-28-18 at OCFA 0800 Hours (missed due to conflict with fire inspector school)
- FF O'Brien in Fire Inspector CEU classes on 5/22 at BCFA 5/30 at OCFA
- FF O'Brien and Bumeister 4/23 thru 4/29 - FDIC

*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

4/12/2018

**Fire Calls:** 167 to date

**Drill:** Live Burn at Toms River Fire Academy was a success. Thanks to all who participated.

**Members in School:** Multiple Members are advancing their education. Classes were listed last month.

John Fiore and Victor Aquilar are looking for a engine to assist the Firefighter One class at Monmouth County Fire Academy. Dates are to follow.

Jeff Ernst and Patrick McCloskey passed their EMT Training at Jersey Shore Medical Center.

**Trucks:** 5405 – Crews had a issue with the Champion Extrication quick connect and disconnect. New connectors are on order.

**Training :** Members would like to start planning for the Fire Expo in Nashville, TN . Dates are Oct 16<sup>th</sup> – 22<sup>nd</sup> 2018. I would like to get the ball rolling on hotel and flight reservations.

Respectfully Submitted

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.*

## **April 12, 2018 Monthly Bureau Report**

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

Site plans received:

No new plans at this time.

No Fire investigations this month.

Lt. Leonard has completed the DCJ Basic Arson Investigation last month. FF's Marrero and Porth are currently attending Fire Inspector and then Fire Official school.

I attended the NJ Chapter of the International Association of Arson Investigators last month.

Outside the Bureau:

Emergency Reporting – Reports by both Volunteer and Career staff are being completed w/ minor issues. Attending several webinars regarding upgrades to the system (ex: fuel can be tracked through an app)

Respectfully submitted,  
John Burmeister Jr.  
Fire Official