

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

Minutes of Meeting Held
June 14, 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 7:02 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 Bollentin, Esposito, Goldman, Jamison and Torres were present. Board Attorney Youssouf was also present.

Minutes:

April 12, 2018 Meeting Minutes: Commissioner Esposito motioned to approve the minutes of the April 12, 2018 General meeting seconded by Commissioner Goldman. Motion passed by majority vote with one abstention (Commissioner Bollentin due to his absence at 4/12/18 meeting).

May 16, 2018 Meeting Minutes: Three corrections: Page 1, Truck & Bldg/Career Dept Report, #4 corrected to read: *seconded by Commissioner Jamison*. Page 2, New Business, #1. – Corrected to read: *New Mowing Service*; Page 3, Executed Session, corrected to read: *seconded by Commissioner Torres*. Commissioner Jamison motioned to accept the minutes of the May 16, 2018 meeting as corrected, seconded by Commissioner Torres. Motion passed by majority vote with two abstention (Commissioners Esposito & Goldman due to their absence at the 5/16/18 meeting.)

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 June 14, 2018 was read by Commissioner Jamison. Commissioner Esposito motioned to pay the bills as listed, seconded by Commissioner Torres. Motion passed by majority vote with one abstention on the payment to Mercer County Community College (Commissioner Jamison). Commissioner Esposito motioned to approve the Treasurer's Report, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Legal Report – Board Attorney Youssouf read a Resolution accepting the audit report for the year ended December 31, 2017. Commissioner Esposito motioned to accept the Resolution as read, seconded by Commissioner Goldman. Motion passed by unanimous consent. A copy of the Resolution is attached to the original minutes and incorporated herein by reference. Annual Audit Review Group Affidavit was then executed. Synopsis will be published in the Asbury Park Press. Board Attorney Youssouf reviewed with the Board the Auditor request to cancel Capital Appropriation (designated for roof repair in the amount of \$12,698.00 remaining in Capital reserve). Board Attorney Youssouf

read a Resolution in Title canceling the roof replacement project and release of funds in the amount of \$12,698.00 from Capital Reserve to unrestricted reserve fund. Commissioner Esposito motioned to accept the Resolution in Title, seconded by Commissioner Goldman. Motion passed by unanimous consent with all Commissioners voting "yes". Board Attorney Youssouf to prepare a formal resolution for the next meeting. NCS Construction Services correspondence sent to Board Attorney Youssouf RE: ventilation system at Station #2. Board Attorney Youssouf's opinion is that their request is inappropriate and he advised the Board to file this correspondence.

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Station #2 – tree to be trimmed by front apron – it interferes with the line of sight. Lt. Leonard to look into it.

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). Chief further reported that Vic and John are graduating from Monmouth County Fire Academy and Nicole was graduating from Jackson Liberty High School and Ski was graduating from Jackson Memorial School.

President's Report – absent - no report. Chief reported that President was asking for the Fire Service Agreement payment. Commissioner Jamison advised that the payment is scheduled for next month per terms of the agreement. Voltage meter (personal wearing meter) discussed. After discussion, Board decided that the topic to be tabled until more research has been received. Commissioner Bollentin advised that part of the Fire Service Agreement was that the baseball field at Station #2 is to be maintained by the Fire Company. Fire Company is not maintaining the field. If field is not cut by the next Board meeting, Board will have someone go in and cut the field and that the payment for the cutting will be deducted from the Fire Service Agreement payment. Lt. Leonard will go to Station #2 tomorrow and pump up the tires on the tractor.

Fire Bureau: read by Commissioner Goldman (a copy of which is attached to the original minutes and incorporated herein by reference). Inspection report was not attached to the report.

Work Orders: Lt. Leonard advised that the air-conditioning on #5411 is being looked at; all other work orders that have been written up have been addressed. Extrication pumps: after discussion, Commissioner Esposito motioned to spend up to \$1,000 to purchase a gauge to check the pressure on the extrication pumps, seconded by Commissioner Torres. Motion passed by unanimous consent.

Old Business/Correspondence:

Correspondence:

1. ***Oliver S. Walling, CPA:*** Board received notification that as of July 1, 2018 Mr. Walling will be a consultant for Koerner and Koerner. Steven R.

Burns, CPA who has been working with Mr. Walling will be taking over his position with the district as accountant.

2. **Request to use hall:** Rich Marrero requested to use the hall for a bridal shower on September 7, 2018. Board was in agreement as long as there are no conflicts with the calendar.
3. **Jackson Township First Aid:** Jackson Township First Aid is hosting a Forcible Entry class on August 1, 2018 from 1900 to 2200 hours. They are requesting permission to use the station and training props for the class. Board was in agreement as long as there are no conflicts with the calendar.

Old Business:

1. **Traffic Safety:** Commissioner Bollentin reported that he attended a meeting with the Ocean County Engineers regarding the request for changes to the road in front of Station #1. Commissioner Bollentin was disappointed by the response from the meeting attendees. Cost for flashing light at Station #2 is \$10,000.
2. **Computer Hardware & Software Refresh: Proposal** prepared by Trask O'Hara was distributed to the Board (a copy of the report is attached to the original minutes and incorporated herein). Intention of the report was to bring the computers up to current standards and then to have a replacement plan/cycle in place. Proposal was reviewed with the Board and discussed. Commissioner Torres motioned to accept the Resolution authorizing acquisition of computer hardware and software, seconded by Commissioner Esposito. Motion passed by unanimous consent – all Commissioners voted yes.
3. **Tower on Station #2:** Captain Wagner, JTPD, thanked the Board for allowing a police department tower to be erected at Station #2. He wants to make sure that any future expansion to Station #2 will not interfere with proposed tower. They do plan to run underground cables. Requirements: 75' x 75' and clear path to the tower. Commissioners Torres and Jamison to meet with Captain Wagner to discuss options for Tower location.
4. **Radio Upgrades:** Anticipated costs to be approximately \$ 335,000 and approximately \$25,000 for pagers. Discussion. Board Attorney Youssouf read a Resolution in Title scheduling a special meeting commencing on July 12, 2018 at 7 pm seeking voter approval to do two Capital Improvement Projects. Question #1: Upgrade radio and telecommunications equipment for fire dispatch at an estimated cost not to exceed \$400,000. Question #2: reconstruction of concrete apron at Station #1 465 County Line Road not to exceed \$150,000. Both projects to be fully funded using accumulated funds capital reserve funds from prior budgets. No debt to be incurred. Commissioner Torres motioned to accept the Resolution as read by Board Attorney Youssouf, seconded by Commissioner Jamison. Motion passed by unanimous consent with all Commissioners voting yes. Board Attorney Youssouf to prepared the formal resolution, notice for posting (must be posted 10 days in advance in five public places). A list must be made of the where the notices where posted. Notice to be posted for advertising meeting in Asbury Park Press. Board was in agreement.

Unfinished Business: None

New Business:

1. ***F.P.S Stan O'Brien Jr.***: Commissioner Torres advised the Board that FPS O'Brien is asking to join the NJ EMS Task Force. If FPS O'Brien's team is deployed, Board would pay his salary during the deployment but all funds to be reimbursed by FEMA.
2. ***Salary Increase for Recording Secretary***: Commissioner Bollentin advised the Board that the recording secretary has not received a raise since 2013. He proposed an increase of \$25.00 per meeting. Board was in agreement.
3. ***FDIC EMS Jump Bag***: FO Burmeister is recommending that the Board purchase one bag to try out. Regular cost is \$199. Show price of \$159 would still be honored at this time. Board was in agreement to purchase one.
4. ***Fire Expo/Nashville***: Commissioner Jamison reported that Mike Lubertazzi is asking for reimbursement of in the amount of \$399 for cull conference classes. Commissioner Goldman motioned to approve the expenditure, seconded by Commissioner Torres. Motion passed by unanimous consent.
5. ***Boy Scouts***: Boy Scout representative offered to have the troop clean up Station #2 – always looking for conservation hours. Board appreciated the offer but wanted the initial cleanup done by the contractor. It needs professional attention at this time. Requested permission to install a 20-foot aluminum flagpole. Board approved the request at a previous meeting. Board was presented with a plaque by the Boy Scouts to show the troop's appreciation. Mrs. Demick was introduced to Board. She will be working with the girls troop. Program to begin officially in February 2019. Programs to remain the same.

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, seconded by Commissioner Esposito. Motion passed by unanimous consent at 8:55 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:30 p.m. and the Board reconvened the public session.

Public Session:

Amended Treasurer Report: Commissioner Torres motioned to approve the amended Treasurer's report, seconded by Commissioner Esposito. Motion passed by unanimous consent. Updated Treasurer's Report is attached to the original minutes and incorporated here in by reference.

Knox Box: District #4 is using Knox box and will continue to use them.

Adjournment: With no other business to come before the Board, Commissioner Torres motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned 9:35 pm.


_____, Clerk

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

**June 14, 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

Board of Fire Commissioners

Treasurer Report

As of June 14, 2018

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	06/14/2018	4947	Asbury Park Press		52.60
Bill Pmt -...	06/14/2018	4948	AT&T Mobility		7.14
Bill Pmt -...	06/14/2018	4949	Blaze Emergency Equipment LLC		8,266.72
Bill Pmt -...	06/14/2018	4950	Board of Fire Commissioner's Dist #3		635.00
Bill Pmt -...	06/14/2018	4951	Federal Express		39.09
Bill Pmt -...	06/14/2018	4952	Jackson Twp MUA		16,281.90
Bill Pmt -...	06/14/2018	4953	JCP&L		1,043.49
Bill Pmt -...	06/14/2018	4954	Kiwanis Club of Jackson		150.00
Bill Pmt -...	06/14/2018	4955	Mercer County Community College		1,625.00
Bill Pmt -...	06/14/2018	4956	MES		589.50
Bill Pmt -...	06/14/2018	4957	Optimum		384.38
Bill Pmt -...	06/14/2018	4958	Skillender s Service Center Inc.		1,925.66
Bill Pmt -...	06/14/2018	4959	Staples Credit Plan		102.10
Bill Pmt -...	06/14/2018	4960	Venom Graphics		1,375.00
Bill Pmt -...	06/14/2018	4961	Verizon Wireless		161.87
Bill Pmt -...	06/14/2018	4962	Waste Management		340.68
Bill Pmt -...	06/14/2018	4963	1st Choice Safety Equipment		1,350.00
Bill Pmt -...	06/14/2018	4964	AT&T Mobility		224.97
Bill Pmt -...	06/14/2018	4966	Continental Fire & Safety		2,962.34
Bill Pmt -...	06/14/2018	4967	Gannett NJ Newspapers		21.80
Bill Pmt -...	06/14/2018	4968	Holman & Frenia, PC		1,250.00
Bill Pmt -...	06/14/2018	4969	Jeffrey Ernst		1,450.00
Bill Pmt -...	06/14/2018	4970	MES		844.22
Bill Pmt -...	06/14/2018	4971	Patrick McCloskey		1,470.00
Bill Pmt -...	06/14/2018	4972	Peter Iliadis		464.52
Bill Pmt -...	06/14/2018	4973	Velting Overhead Door		210.00
Bill Pmt -...	06/14/2018	4974	Verizon		176.04
Bill Pmt -...	06/14/2018	4975	Verizon Wireless		188.80
Bill Pmt -...	06/14/2018	EFT	WEX BANK		2,704.74
Bill Pmt -...	06/14/2018	4976	Champion Rescue Tools		2,080.14
Bill Pmt -...	06/14/2018	4977	John Burmeister Jr.		29.89
Bill Pmt -...	06/14/2018	4978	Susan L Oksen-Pereira		225.00
Bill Pmt -...	06/14/2018	4979	Mike Lubertazzi		399.00
Total 1009 · Shore Community Operating				0.00	49,031.59
TOTAL				0.00	49,031.59

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through June 14, 2018

	<u>Jan 1 - Jun 14, 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8041 · Capital-Command Vehicle	36,863.56	80,000.00	(43,136.44)
8054 · Capital	250,926.43	0.00	250,926.43
Total Other Expense	<u>287,789.99</u>	<u>80,000.00</u>	<u>207,789.99</u>
Net Other Income	<u>(287,789.99)</u>	<u>(80,000.00)</u>	<u>(207,789.99)</u>
Net Income	<u><u>(723,328.00)</u></u>	<u><u>0.00</u></u>	<u><u>(723,328.00)</u></u>

Board of Fire Commissioners
Cash Balances
As of June 14, 2018

	Jun 14, 18	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	515,706.05	
1011 · Shore Community Payroll	57,390.45	
1012 · Shore Community Fire Bureau	23,065.34	
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>1,766,867.15</u>	<u>0.00</u>

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through June 14, 2018

	Jan 1 - Jun 14, 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	334,929.75	1,576,140.00	(1,241,210.25)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	407.11	500.00	(92.89)
4750 · Bureau of Fire Prevention Incm	15,518.94	35,000.00	(19,481.06)
4800 · Other Income	137.30	0.00	137.30
4920 · Unreserved Fund Balance	0.00	143,000.00	(143,000.00)
Total Income	350,993.10	1,757,897.00	(1,406,903.90)
Gross Profit	350,993.10	1,757,897.00	(1,406,903.90)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	1,350.00	2,800.00	(1,450.00)
5210 · Elections	1,264.12	1,500.00	(235.88)
5220 · Office Expense	4,315.80	10,500.00	(6,184.20)
5230 · Professional Services	41,370.00	110,000.00	(68,630.00)
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.	45,014.40	111,212.00	(66,197.60)
6115 · Salaries & Wages - Captain	33,752.04	0.00	33,752.04
6120 · Salaries - Full Time Fire	135,254.70	347,368.00	(212,113.30)
6125 · Clothing Allowance	4,176.00	7,500.00	(3,324.00)
6130 · Salaries - Fire Official	720.00	25,000.00	(24,280.00)
6140 · Salaries - Firefighter Overtime	33,026.53	35,000.00	(1,973.47)
6180 · Payroll Taxes	18,454.13	52,606.00	(34,151.87)
6185 · Employer Pension Contribution	96,532.00	96,532.00	0.00
6190 · Fringe Benefits	61,789.58	103,729.00	(41,939.42)
6210 · Insurance	97,542.57	120,000.00	(22,457.43)
6220 · Advertising	589.03	2,000.00	(1,410.97)
6310 · Maintenance & Repairs	43,635.78	110,000.00	(66,364.22)
6410 · Supplies	12,260.85	25,000.00	(12,739.15)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	23,698.84	70,000.00	(46,301.16)
6513 · Fire Service Agreement	25,000.00	50,000.00	(25,000.00)
6515 · Hydrant Rent	32,130.00	65,000.00	(32,870.00)
6610 · Misc. Firefighter Expenses	6,552.90	30,000.00	(23,447.10)
6611 · Training	20,043.78	20,000.00	43.78
6615 · Gear - Fire Company	5,845.34	20,000.00	(14,154.66)
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	32,260.49	50,000.00	(17,739.51)
6640 · SCBA	2,395.87	40,000.00	(37,604.13)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	4,612.00	40,000.00	(35,388.00)
6670 · Vehicle Equip-Radios/Pagers	0.00	30,000.00	(30,000.00)
6675 · UFSA	650.70	7,500.00	(6,849.30)
6910 · LOSAP	1,543.66	50,000.00	(48,456.34)
Total Expense	786,531.11	1,677,897.00	(891,365.89)
Net Ordinary Income	(435,538.01)	80,000.00	(515,538.01)

Board of Fire Commissioners Career Department
June, 16 2018

FIRE & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 100
 - EMS Calls – 202

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Broken Sprinkler line and one sprinkler head was found, CT Sprinkler notified for repairs.
- All fire extinguisher were serviced by Jersey Coast Fire Equipment.
- Ocean County Board of Heath Certified Kitchen.
- Walk-in refrigerator and small refrigerator repaired.
- PLC Landscaping called for Sta. 2 clean up, trimming of bushes, re-mulch and minor perennial planting.
- Station 2 rear garage door opener motor repaired by Velting Overhead doors.

Trucks

5401

- Brakes and Pump valve replaced by Blaze

New 5400

- Awaiting new digital radios to arrive from Motorola, Awaiting call for up-fit from East Coast.

Chief 5410

- Serviced and new control arms installed at Skillenders

Engine 5411

- Blaze notified to door latch repair and to check out A.C.

5414

- 100k Service complete, and ball joints replaced at Skillenders, Strobe replaced.

5405

- “Hot Swap” connectors for extrication tools just arrived and will be changed out.
- Rear marker lights replaced

Engine 5407

- Brakes and Calipers replaced by Blaze

Engine 5417

- Turn Signal lever and assemble replaced by Blaze

Engine 5427

- New brakes and rotors installed by Skillender

Chief's Report

6/14/18

Fire Calls: 264

Drill: Live Burn at mercer county the 25th. Thanks to all who participated.

Multiple members attending advance extrication

July 8 hamatro extrication drill demo all invited to attend

July 22 hurst extrication tool demo all invited to attend

July 9th active shooter class at firehouse all invited to attend

July 15th cevo training all invited to attend

Respectfully Submitted

Chief Stanley O'Brien Sr.

A handwritten signature in black ink, appearing to read "Stanley O'Brien". The signature is written in a cursive style with a large initial "S" and "O".

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.

June 14, 2018
Monthly Bureau Report

Inspections are being completed as normal (report attached).

Occupant or use changes: None

Site plans received:

One site plan for 651 N. County Line Rd (DR's office).

Fire investigations / Call Outs / Complaints:

Dave VanArsdale responded to Harvey Jones Dr – referral made to outside agency

Four Season Metedeconk for alarm malfunction.

Vehicle Fire – Jackson Mills RD @ 195

FF's Marrero and Porth have completed the Fire Inspector course and taking state exam in near future.

Outside the Bureau:

Emergency Reporting - Attending several webinars regarding upgrades to the system.

Attended several training CEU classes for Fire Official.

Respectfully submitted,
John Burmeister Jr.
Fire Official