

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

Minutes of Meeting Held  
September 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 Chairman Bollentin at 7:00pm. "Open Meetings Act" statement was read by Chairman Bollentin. All participated in the Pledge of Allegiance. A moment of silence was observed for all of those down South.

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

**Minutes:** Commissioner Esposito motioned to approve the minutes of the August 16, 2018 meeting as corrected, seconded by Commissioner Jamison (Correction: Page #1, Truck and Building Report, Line 7 – Change to read "*Captain Reynolds to obtain total of three proposals.*") Motion passed by majority vote (one abstention – Commissioner Goldman due to his absence).

**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 September 12, 2018 was read by Commissioner Jamison. Commissioner Esposito motioned to pay the bills as listed with one exception (hold Affordable Pumping Services), seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Goldman motioned to approve the Treasurer's Report, seconded by Commissioner Esposito. Motion passed by unanimous consent.

**Legal Report** – None – due to absence. Issue was raised by Commissioner Jamison of status of sub-station transfer/offset issues/survey. Commissioner Bollentin to follow up with Captain Wagner/JTPD.

**Truck & Building/Career Department Report** – no written report. Capt. Reynolds verbally reported: Station #2 Fire sub-code passed; Plumbing & Construction – set for tomorrow; 9/17: electrical is scheduled – Trask to cover wires. Discussion regarding the replacement door – no damage was observed. Exhaust system – issue to be referred to Board Attorney Youssouf. Board wants it on gable end. Issues for Board's punch list: credit for vinyl not used; credit for stuccos; Ice Machine (to be larger); placement of drains, exhaust fans, lack of light switch in bathroom; uneven tile; color of concrete – different colors in different areas. Captain Reynolds was directed to start making deficiency list for Stations #2. Board was in agreement that that no change-orders are to be signed until discussion with Board Attorney Youssouf. Commissioner Jamison motioned to award contract to Central Jersey Security Cameras in the amount of

\$ 5,750.00 for a new system consisting of 16 cameras, seconded by Commissioner Esposito. Motion passed by unanimous consent. A copy of the estimate is attached to the original minutes and incorporated herein by reference. (NOTE: 3 proposals were received – all 3 are included in attachment.) Commissioner Jamison motioned to award a contract to Freehold Cartage in the amount of \$215.92 (for trash only – no recycling), seconded by Commissioner Goldman. Motion passed by unanimous consent with all commissioners voting “aye” – roll call vote. Capt. Reynolds to contact public works RE: recycling.

**Chief's Report** – read by Chief O'Brien (a copy of which is attached to the original meeting and incorporated herein by reference). Capt. Reynolds to follow up on water softener system; MUA to bring in hydrant up to the driveway. Chief is requesting five (5) new sets of turnout gear and five (5) new Scott masks. Board reminded Chief that budget requests in priority order to be submitted prior to the next meeting. Chief reported that there will be five attendees from the fire company at the upcoming Wildwood convention. Chief has arranged for coverage for the convention weekend with overlap. Chief will look for items that will have “convention pricing”. New Members: Yuliya Myrovysh (present and introduced to the Board)– checklist not available to Board, approved by Fire Co., Board was in agreement; Neal Lelievre (not present at meeting)– Board was in agreement provided background completed with a satisfactory result. Later in the meeting, Commissioner Bollentin reported that there is a clicker for Metedeconk gate in following vehicles: Chief's, Jack's, 01, 11, St #55.

**President's Report** –President Christopher Locklear's email report was ready by Commissioner Esposito (a copy of which is attached to the original minutes and incorporated herein by reference). Requested from exempt member Ralph Seda to use the hall on Saturday, October 6, 2018 for memorial service for a retired member of JPD – Board was in agreement. Request for Billy Colangelo to use the hall on November 18, 2018 from noon to 4 pm – Board was in agreement provided that a member is present. Commissioner Esposito motioned to accept the President's report, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Fire Bureau:** read by Commissioner Goldman (a copy of the written report is attached to original minutes and incorporated herein by reference). Commissioner Jamison motion to approve expenditure up to \$2500 for fire prevention supplies, seconded by Commissioner Esposito. Fire Officials can now inspect farms – recently approved by State. Capt. Reynolds confirmed that he has assigned FPS O'Brien to FOB Burmeister for inspections, parking violations, etc. There was an electrical box that had a short at Station #1. Box shorted out –electrician to be called in. P card to be used to “take care” of those who come out to help – Capt. Reynolds confirmed.

**Work Orders:** Capt. Reynolds reported that turbo needs to be replaced for 07 – it cannot be repaired.

**Old Business/Correspondence:**

**Correspondence:**

Correspondence from State Association of Fire Districts: RE: notification of passing of Roger Potts;  
Correspondence from State of New Jersey Dept. of Law & Public Safety – thank you letter for donated equipment (5 services of out of service bunker gear)

**Old Business:**

Green Tahoe: Capt. Reynolds reported that is was done, but Lt. Leonard did not accept it – Jerry was called and he will take care of it.  
#04: to be going on Gov deals  
Mobile to be put in Chief's truck  
Tuneau cover: Commissioner Jamison liked the cover that JTFD #1 had – Capt. Reynolds to look into it.

**Unfinished Business:** None

**New Business:**

Commissioner Jamison motioned to approve proposal for new payroll services from Paychex to ADP (payroll company) for \$107.97 per bi-weekly/pay period, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Public Session:** None.

**Executive Session:** Commissioner Esposito motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Jamison. Motion passed by unanimous consent at 8:19 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:40 p.m. and the Board reconvened the public session.

**Public Session:** None.

**Adjournment:** With no other business to come before the Board, Commissioner Esposito motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned 9:40 pm.

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

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

**September 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  
Camera Proposals

New Business  
Payroll Service

Mail Correspondence  
Per Yellow folder

4:06 PM

09/12/18

Accrual Basis

# Board of Fire Commissioners

## Cash Balances

As of September 12, 2018

	Sep 12, 18	
	Debit	Credit
1009 · Shore Community Operating	401,836.05	
1011 · Shore Community Payroll	97,051.60	
1012 · Shore Community Fire Bureau	24,171.32	
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>1,693,764.28</b>	<b>0.00</b>

3:48 PM

09/12/18

Accrual Basis

## Board of Fire Commissioners

## Treasurer Report

As of September 12, 2018

Type	Date	Num	Name	Debit	Credit
<b>1009 · Shore Community Operating</b>					
Bill Pmt -...	09/12/2018	5050	Advanced Auto Parts		65.91
Bill Pmt -...	09/12/2018	5051	Asbury Park Press		54.80
Bill Pmt -...	09/12/2018	5052	Blaze Emergency Equipment LLC		3,721.85
Bill Pmt -...	09/12/2018	5053	Blonder Supply Inc.		1,584.84
Bill Pmt -...	09/12/2018	5054	Blue Tarp Financial Inc.		192.69
Bill Pmt -...	09/12/2018	5056	Hecht Trailers		366.95
Bill Pmt -...	09/12/2018	5057	Jack A. Purvis		1,300.00
Bill Pmt -...	09/12/2018	5058	Jackson Twp MUA		16,380.95
Bill Pmt -...	09/12/2018	5059	JCP&L		1,977.36
Bill Pmt -...	09/12/2018	5060	Middlesex County Fire Academy		341.00
Bill Pmt -...	09/12/2018	5061	National Center for Safety Initiatives		147.00
Bill Pmt -...	09/12/2018	5062	Optimum		384.38
Bill Pmt -...	09/12/2018	5063	Safe & Secure Security Systems		455.00
Bill Pmt -...	09/12/2018	5064	Staples Credit Plan		40.44
Bill Pmt -...	09/12/2018	5065	State of New Jersey Dept of Comty Affa...		115.00
Bill Pmt -...	09/12/2018	5067	Verizon		171.96
Bill Pmt -...	09/12/2018	5068	Verizon Wireless		188.80
Bill Pmt -...	09/12/2018	5069	Waste Management		126.95
Bill Pmt -...	09/12/2018	5070	Affordable Pumping Services		225.00
Bill Pmt -...	09/12/2018	5071	Blaze Emergency Equipment LLC		135.00
Bill Pmt -...	09/12/2018	5072	Mark W Reynolds		244.00
Bill Pmt -...	09/12/2018	5073	Susan L Oksen-Pereira		250.00
Bill Pmt -...	09/12/2018	5074	Toms River Bd. of Fire Commissioners		750.00
Bill Pmt -...	09/12/2018	5075	Caitlin Flemming		420.00
Bill Pmt -...	09/12/2018	5076	Family Practice of Centrastate		200.00
Total 1009 · Shore Community Operating				0.00	29,839.88
<b>TOTAL</b>				<b>0.00</b>	<b>29,839.88</b>

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

	Jan 1 - Sep 12, 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	689,561.25	1,576,140.00	(886,578.75)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	525.08	500.00	25.08
4750 · Bureau of Fire Prevention Incm	10,970.08	35,000.00	(24,029.92)
4800 · Other Income	432.61	0.00	432.61
4920 · Unreserved Fund Balance	0.00	143,000.00	(143,000.00)
<b>Total Income</b>	<u>701,489.02</u>	<u>1,757,897.00</u>	<u>(1,056,407.98)</u>
<b>Gross Profit</b>	701,489.02	1,757,897.00	(1,056,407.98)
<b>Expense</b>			
5110 · Salaries - Commissioners	250.00	20,000.00	(19,750.00)
5120 · Salaries - Secretary	1,850.00	2,800.00	(950.00)
5210 · Elections	2,106.62	1,500.00	606.62
5220 · Office Expense	6,115.02	10,500.00	(4,384.98)
5230 · Professional Services	57,145.04	110,000.00	(52,854.96)
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.	59,136.00	111,212.00	(52,076.00)
6115 · Salaries & Wages - Captain	50,523.24	0.00	50,523.24
6120 · Salaries - Full Time Fire	176,315.50	347,368.00	(171,052.50)
6125 · Clothing Allowance	5,568.00	7,500.00	(1,932.00)
6130 · Salaries - Fire Official	960.00	25,000.00	(24,040.00)
6140 · Salaries - Firefighter Overtime	41,721.53	35,000.00	6,721.53
6180 · Payroll Taxes	18,776.39	52,606.00	(33,829.61)
6185 · Employer Pension Contribution	96,532.00	96,532.00	0.00
6190 · Fringe Benefits	79,381.46	103,729.00	(24,347.54)
6210 · Insurance	115,553.97	120,000.00	(4,446.03)
6220 · Advertising	711.83	2,000.00	(1,288.17)
6310 · Maintenance & Repairs	59,348.04	110,000.00	(50,651.96)
6410 · Supplies	17,860.15	25,000.00	(7,139.85)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	35,308.31	70,000.00	(34,691.69)
6513 · Fire Service Agreement	50,000.00	50,000.00	0.00
6515 · Hydrant Rent	48,195.00	65,000.00	(16,805.00)
6610 · Misc. Firefighter Expenses	7,215.90	30,000.00	(22,784.10)
6611 · Training	29,915.11	20,000.00	9,915.11
6615 · Gear - Fire Company	5,669.33	20,000.00	(14,330.67)
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	32,372.99	50,000.00	(17,627.01)
6640 · SCBA	2,960.73	40,000.00	(37,039.27)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	28,506.27	40,000.00	(11,493.73)
6670 · Vehicle Equip-Radios/Pagers	20,968.82	30,000.00	(9,031.18)
6675 · UFSA	1,301.70	7,500.00	(6,198.30)
6910 · LOSAP	1,543.66	50,000.00	(48,456.34)
<b>Total Expense</b>	<u>1,054,562.61</u>	<u>1,677,897.00</u>	<u>(623,334.39)</u>
<b>Net Ordinary Income</b>	(353,073.59)	80,000.00	(433,073.59)

4:05 PM

09/12/18

Accrual Basis

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

	<u>Jan 1 - Sep 12, 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8041 · Capital-Command Vehicle	48,329.37	80,000.00	(31,670.63)
8054 · Capital	373,162.57	0.00	373,162.57
<b>Total Other Expense</b>	<u>421,491.94</u>	<u>80,000.00</u>	<u>341,491.94</u>
<b>Net Other Income</b>	<u>(421,491.94)</u>	<u>(80,000.00)</u>	<u>(341,491.94)</u>
<b>Net Income</b>	<u><u>(774,565.53)</u></u>	<u><u>0.00</u></u>	<u><u>(774,565.53)</u></u>



## **Chief's Report**

9/12/18

**Fire Calls:** 405

**Report:**

- Storm prep at the firehouse is being done by the career department.

**Training:**

- 3 new firefighters will be attending firefighter 1.

Respectfully Submitted

Chief Stanley O'Brien Sr.

## Cheryl Parker

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**From:** Locklear, Christopher  
**Sent:** Tuesday, September 11, 2018 4:31 PM  
**To:** Jack Bollentin; Wallace Jamison (Comm); Philip Goldman (Comm); Raymond Torres (Comm); Kenneth Esposito (Comm); Cheryl Parker  
**Cc:** Joseph Krzyzewski; Stanley O'Brien Sr.  
**Subject:** September 2018 President's Report

Commissioners:

As I have been scheduled to work the evening of the meeting, please accept this report as the President's Report for September 2018.

### MEMBERSHIP:

We have 2 new applicants for membership:

Yuliya (Julia) Myrovych: Has completed her background investigation and physical. She is currently a member of the Jackson First Aid Squad and is currently scheduled to attend the upcoming firefighter course.

Neal Lelievre: We are currently in the process of conducting the background investigation and introducing him as a candidate for membership to the Company. We request that upon successful completion of our background investigation we be permitted to send him for his physical. Neal was unavailable for this meeting and will be introduced to the commissioners at the next scheduled meeting.

Cheryl has copies of both applications for your review and for the files.

### COMPANY EVENTS:

The company Open House is scheduled for Sunday, October 14th from 10AM to 2PM and is progressing as planned. The company appreciates the Board's support in purchasing the T-shirts that will be distributed to the children.

The company will be making an appearance at a children's Halloween party on Saturday, October 20th from 1PM to 3PM at Four Seasons at South Knoll. One Engine and crew will be made available for this event.

The company will be holding it's annual BBQ on Saturday, October 20th at 2PM at the picnic grounds. We cordially invite the career staff as well as the Commissioners, Sue and Cheryl to join us for the event.

### BANQUET HALL:

Exemp member Ralph Seda has requested the use of the hall on Saturday, October 6th for a memorial service for a retired member of JPD.

Should you have any questions or concerns, please do not hesitate to reach out for me.

Respectfully submitted:

Christopher A. Locklear  
President

# 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.*

### September 12, 2018 Monthly Bureau Report

Inspections are being completed as normal.

- Common violations – Carbon Monoxide detector to be installed, exit, emergency lights. (report to be left in office)

Site plans received:

2 new plans received today. (have not open them)

Fire investigations / Call Outs / Complaints:

Evergreen Ct. – 2 Vehicles Parked next to each other.

Purchased new 2015 NJIFC NJ Edition for office.

FPS O'Brien has limited time out due to scheduling. Will continue to work with him.

**Need approval to spend up to \$2500 for Fire Prevention supplies – hats, books, etc.**

Outside the Bureau:

- Emergency Reporting - Attending several webinars regarding upgrades to the system.
- Attended Ocean County Fire Prevention Assoc. monthly meeting.
- New Radio was installed in New Tahoe – No problems reported.
- I have new portable that was order. Making punch list of changes in options and set up.

Respectfully submitted,  
John Burmeister Jr.  
Fire Official

8/16/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.4 JACKSON TOWNSHIP AUTHORIZING THE ESTABLISHMENT OF A DEFERRED COMPENSATION PLAN THROUGH AXA INSURANCE COMPANY**

**WHEREAS;** The Board of Fire Commissioners has received a formal request from its paid career staff that it sanction the establishment of a Deferred Compensation program utilizing the services of a major insurance company; and

**WHEREAS;** The Board believes that the proposed plan to be administered by AXA Insurance Company is acceptable and represents a viable alternative for paid staff wishing to participate in a deferred compensation program.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township approves the establishment of a Deferred Compensation Plan for paid career staff wishing to participate in said program.

**BE IT FURTHER RESOLVED** that the Chairman and Clerk of the Board are authorized to execute any and all documents necessary to establish, fund and administer a deferred compensation plan for career staff in Fire District No.4 Jackson Township.

Moved by: *Toares Jr.*

Seconded by: *Jamison*

Roll Call Vote:

Ayes: *4*

Nays:

Absent: */*

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on 8/16/18.

*John Bellard*, President