

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

Minutes of Meeting Held  
October 11, 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 7:04 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:** Commissioner Esposito motioned to approve the minutes of the September 12, 2018 meeting, seconded by Commissioner Goldman. Motion passed by majority vote (one abstention – Commissioner Torres due to his absence). Commissioner Goldman motioned to approve the workshop meeting minutes, seconded by Commissioner Esposito. Motion passed by majority vote (Commissioners Jamison & Torres abstained due to their 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 October 11, 2018 was read by Commissioner Jamison. Commissioner Torres motioned to pay the bills as listed with one exception (hold check to Jack A. Purvis), seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Torres motioned to approve the Treasurer's Report, seconded by Commissioner Esposito. Motion passed by unanimous consent.

**Legal Report** – Board of Attorney Youssouf reported on the following:  
*Marlboro FD #3* – Referendum election for a new firehouse. Monmouth County Clerk's office contacted Board Attorney Youssouf and advised him of the new procedure for absentee ballots: anyone who voted by absentee ballot during the 2016 presidential election must now receive an absentee ballot for all elections. Now 750 ballots were required for this district (previously 25 absentee ballots were prepared). For all upcoming elections, absentee ballots are required for residents of the JTFD#4 who had an absentee ballot for the 2016 presidential election. District must be prepared and publicize their information as much as possible. Marlboro FD #3 is a cautionary tale.

*Millstone Local Finance Board* – Board Attorney Youssouf appeared before Millstone Local Finance Committee for the Millstone FD for the purpose of purchasing new fire apparatus. Process was grueling – examination of things that cannot be changed.

*Capital Projects by Special Meeting* - Board Attorney Youssouf strongly urged the Board that all Capital Projects by Special Meeting must be done prior to December 31, 2018. Law changes on January 1, 2019, which will require new

regulations for Special Meetings. They will be mini elections with voting booths, paper ballots; polls open for three hours, etc.

*Captain Wagner, JTPD* – contacted Board Attorney Youssouf regarding erecting a tower at Station #2 on July 19, 2018. Commissioner Bollentin advised that the Board is still awaiting receipt of the survey from the township engineer.

*Deferred Compensation* – is a work in progress until Board receives the necessary information from the insurance company. When the information is received, Board Attorney Youssouf will be able to prepare a proper resolution.

*February 2019 election* – Board Attorney Youssouf encouraged the Board to prepare your budget as soon as possible. Budget to be introduced at the December 2018 general meeting, public hearing on the budget to be held at the January 2019 meeting and then the election to be held in February 2019.

*Construction Issues at Station #2* – Discussion on change orders – emails requests to Jack Purvis, etc. Board issues: Floor drain in bathroom, hand dryers, ice machine, light for flagpole, sensor in ladies room for light needs to be replaced, air compressor in truck bays is not running. Board directed Board Attorney Youssouf to discuss with Jack Purvis.

**Truck & Building/Career Department Report** – read by Commissioner Goldman (a copy of which is attached the original minutes and incorporated herein). Commissioner Jamison motion to purchase ten (10) new 4.5 SCBA Scott bottles through a state contract, seconded by Commissioner Esposito. Motion passed by unanimous consent. Discussion – vehicle to be placed up at Station #2 for transportation – Durango was possibility.

**Chief's Report** – read by Chief O'Brien (a copy of which is attached to the original meeting and incorporated herein by reference). Chief's budget for 2019 was submitted to Board (in their notebooks). Commissioner Jamison motioned to purchase five (5) new sets of gear, seconded by Commissioner Jamison. Motion passed by unanimous consent. Board was in agreement that the career staff would work on the day of the Fire Company's Open House.

**President's Report** – read by President Christopher Locklear (a copy of which is attached to the original minutes and incorporated herein by reference). Board was in agreement that Boy Scout troop could change their meeting date from 10/31/18 to 11/1/18. Discussion regarding furniture for Station #2. Topic to be discussed at fire company meeting. Board is in agreement to purchase for Station #2 up to \$5,999.00 for purchase for recliners and stools – provided that the Fire Company approves purchase. Commissioner Bollentin reminded all that anyone wearing turnout gear is not to be in the new meeting room at Station #2. New member Neal Lelievre was introduced to the Board.

**Fire Bureau:** read by Fire Official Burmeister (a copy of the written report is attached to original minutes and incorporated herein by reference). FO Burmeister advised that he is working on Knox Box issues. There are approximately 20 Knox boxes in the district. FO Burmeister advised that JTPF has access to all public schools in the district with key swipe card. If you go to a school, call to have a police officer dispatched to the scene. Commissioner Jamison reminded FO Burmeister if volunteers come out to fire prevention events at schools, etc. "to take care of the troops". P Card to be used. Commissioner Torres left the meeting at 8:15 pm.

**Work Orders:** none – addressed during Truck & Building report.

**Old Business/Correspondence:**

**Correspondence:** None

**Old Business:** None

**Unfinished Business:** None

**New Business:**

*FF Rich Marrero* asked permission to use the hall for his wedding rehearsal dinner on October 26, 2018. Board was in agreement as long as there is no conflict on the calendar.

*FF Rich Marrero* asked permission to use the engine or the ladder for his wedding photos on October 27, 2018 for approximately one hour at the Lakewood County Club. Board was in agreement and directed him to work with the Chief on this topic.

*FIRES Program* – FO Burmeister recommended this purchase to the Board. This is to be used to track time worked, approvals, run reports for payroll, etc. Cost is \$600 administration fee start up plus \$45.00 per person per year to run the program. No written proposal available at this time.

*Demo Pager* – new sample was dropped off by company sales rep. All pagers have to be replaced.

*Window Tinting* – Station #2: Commissioner Jamison motioned to spend up to \$2,000 for window tinting at the bay doors, front door at Station #2 by LA Tinting, seconded by Commissioner Esposito. Motion passed by unanimous consent.

*Concrete sealer at Station #2:* After discussion, Capt. Reynolds was directed to contact Clayton to purchase commercial grade sealer and seal all new concrete surfaces at Station #2.

**Public Session:** None.

**Executive Session:** Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Goldman. Motion passed by unanimous consent at 8:36 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:39 p.m. and the Board reconvened the public session.

**Public Session:** Commissioner Esposito motioned to accept the Resolution scheduling a budget workshop meeting for October 29, 2018 at Station #1 starting at 7 pm, seconded by Commissioner Goldman. Motion passed by unanimous consent (one absent: Torres). Discussion RE: Replacement chairs/table for Commissioners Meeting Room at Station #1. Cheryl was directed to obtain proposal(s).

**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 9:43pm.

Philip Goldman, Clerk

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

**October 11, 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**  
**Cash Balances**  
As of October 11, 2018

	Oct 11, 18	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	451,403.52	
1011 · Shore Community Payroll	114,306.54	
1012 · Shore Community Fire Bureau	27,194.74	
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>1,763,610.11</u></b>	<b><u>0.00</u></b>

3:23 PM  
 10/11/18  
 Accrual Basis

**Board of Fire Commissioners**  
**Treasurer Report**  
 As of October 11, 2018

Type	Date	Num	Name	Debit	Credit
<b>1009 · Shore Community Operating</b>					
Bill Pmt -...	10/11/2018	5079	Al Chelli		50.00
Bill Pmt -...	10/11/2018	5080	Blaze Emergency Equipment LLC		1,041.94
Bill Pmt -...	10/11/2018	5081	Cooper Power Systems		1,220.00
Bill Pmt -...	10/11/2018	5082	Dafeldecker Associates		247.00
Bill Pmt -...	10/11/2018	5083	Family Practice of Centrastate		1,080.00
Bill Pmt -...	10/11/2018	5084	Jack A. Purvis		1,350.00
Bill Pmt -...	10/11/2018	5085	Jerry's Autobody, LLC		7,119.81
Bill Pmt -...	10/11/2018	5086	Joseph D. Youssef, Esq		6,000.00
Bill Pmt -...	10/11/2018	5087	Leonhard Lang USA, Inc.		367.53
Bill Pmt -...	10/11/2018	5088	MES		5,633.53
Bill Pmt -...	10/11/2018	5089	NJNG		137.36
Bill Pmt -...	10/11/2018	5090	Optimum		202.86
Bill Pmt -...	10/11/2018	5091	Prendergast Landscaping Contractors, ...		1,255.00
Bill Pmt -...	10/11/2018	5092	Safe & Secure Security Systems		4,344.00
Bill Pmt -...	10/11/2018	5093	Shorelands Construction, Inc.		189,146.90
Bill Pmt -...	10/11/2018	5094	Skillender s Service Center Inc.		3,229.66
Bill Pmt -...	10/11/2018	5095	Steven Porth		85.00
Bill Pmt -...	10/11/2018	5096	Toms River Bd. of Fire Commissioners		880.00
Bill Pmt -...	10/11/2018	5097	Venom Graphics		1,300.00
Bill Pmt -...	10/11/2018	5098	Verizon		207.07
Bill Pmt -...	10/11/2018	5099	Verizon Wireless		188.80
Bill Pmt -...	10/11/2018	5100	Waste Management		1,239.22
Bill Pmt -...	10/11/2018	EFT	WEX BANK		1,877.78
Bill Pmt -...	10/11/2018	5102	Wireless Communications & Electronics		97.50
Bill Pmt -...	10/11/2018	5103	NJNG		308.71
Bill Pmt -...	10/11/2018	5104	Central Jersey Security Cameras		6,100.00
Bill Pmt -...	10/11/2018	5105	Advanced Auto Parts		129.97
Bill Pmt -...	10/11/2018	5106	Double M Productions		1,455.55
Bill Pmt -...	10/11/2018	5107	Susan L Oksen-Pereira		250.00
Total 1009 · Shore Community Operating				0.00	236,545.19
<b>TOTAL</b>				<b>0.00</b>	<b>236,545.19</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through October 11, 2018

	Jan 1 - Oct 11, 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	1,083,596.25	1,576,140.00	(492,543.75)
4020 · Supplemental Fire Services Act	0.00	3,257.00	(3,257.00)
4200 · Interest Income	573.48	500.00	73.48
4750 · Bureau of Fire Prevention Incm	13,992.38	35,000.00	(21,007.62)
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>1,098,594.72</u>	<u>1,757,897.00</u>	<u>(659,302.28)</u>
<b>Gross Profit</b>	1,098,594.72	1,757,897.00	(659,302.28)
<b>Expense</b>			
5110 · Salaries - Commissioners	250.00	20,000.00	(19,750.00)
5120 · Salaries - Secretary	2,100.00	2,800.00	(700.00)
5190 · Fringe Benefits - Admin	85.00	0.00	85.00
5210 · Elections	2,106.62	1,500.00	606.62
5220 · Office Expense	9,597.41	10,500.00	(902.59)
5230 · Professional Services	68,882.54	110,000.00	(41,117.46)
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.	73,257.60	111,212.00	(37,954.40)
6115 · Salaries & Wages - Captain	67,294.44	0.00	67,294.44
6120 · Salaries - Full Time Fire	218,123.50	347,368.00	(129,244.50)
6125 · Clothing Allowance	6,960.00	7,500.00	(540.00)
6130 · Salaries - Fire Official	1,020.00	25,000.00	(23,980.00)
6140 · Salaries - Firefighter Overtime	44,291.79	35,000.00	9,291.79
6180 · Payroll Taxes	29,670.66	52,606.00	(22,935.34)
6185 · Employer Pension Contribution	96,532.00	96,532.00	0.00
6190 · Fringe Benefits	73,683.22	103,729.00	(30,045.78)
6210 · Insurance	115,553.97	120,000.00	(4,446.03)
6220 · Advertising	711.83	2,000.00	(1,288.17)
6310 · Maintenance & Repairs	77,564.52	110,000.00	(32,435.48)
6410 · Supplies	21,755.08	25,000.00	(3,244.92)
6415 · Fire Prevention	1,455.55	5,000.00	(3,544.45)
6510 · Utilities	37,788.39	70,000.00	(32,211.61)
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	8,887.90	30,000.00	(21,112.10)
6611 · Training	31,515.11	20,000.00	11,515.11
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	33,222.99	50,000.00	(16,777.01)
6640 · SCBA	8,594.26	40,000.00	(31,405.74)
6650 · Emergency/First Aid Equipment	367.53	5,000.00	(4,632.47)
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	1,446.70	7,500.00	(6,053.30)
6910 · LOSAP	1,543.66	50,000.00	(48,456.34)
<b>Total Expense</b>	<u>1,188,351.69</u>	<u>1,677,897.00</u>	<u>(489,545.31)</u>
<b>Net Ordinary Income</b>	(89,756.97)	80,000.00	(169,756.97)



**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through October 11, 2018

	<u>Jan 1 - Oct 11, 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8041 · Capital-Command Vehicle	48,426.87	80,000.00	(31,573.13)
8054 · Capital	572,664.42	0.00	572,664.42
<b>Total Other Expense</b>	<u>621,091.29</u>	<u>80,000.00</u>	<u>541,091.29</u>
<b>Net Other Income</b>	<u>(621,091.29)</u>	<u>(80,000.00)</u>	<u>(541,091.29)</u>
<b>Net Income</b>	<u><u>(710,848.26)</u></u>	<u><u>0.00</u></u>	<u><u>(710,848.26)</u></u>

Board of Fire Commissioners Career Department

October 11, 2018

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- KC Landscapes landscaping finished at both buildings

**Trucks**

**New 5400**

- 100% complete and in service

**Chief 5407**

- Turbo repairs made and unit back in service.

**5401**

- Oil leak fixed

**Engine 5411**

- Power steering box repair re-scheduled

**5408**

- Ignition and battery cable repaired

**Engine 5417**

- Strobe lights repaired.

**Green Tahoe 5404**

- Body damage repaired, detailed and re-lettered.

**Special Details / Projects / Notifications**

- Work orders were reviewed and completed as they were turned in.
- Aerial, Ladder, Hose, and pump testing scheduled.
- Chevy Blazer (Old 5404) to be taken out of service and sold on Gov Deals.
- Sta.1 Alarm system re-certified by Safe and Secure.
- SCBA Scott Packs Flow tested and back in service.
- Clean up for open house is underway.
- Sta.2 Hecht office trailer removed, Surveillance cameras installed, Hydrant installed at driveway.

**Request to authorize purchase**

- 10 new 4.5 SCBA Scott bottles. To replace bottles that will be at end of life expectancy in December.

Submitted by,  
Capt. Mark Reynolds  
18-4-20



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

## STATION 54

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



### Chief's Report

10/11/18

**Fire Calls:** 440

#### Report:

- The Chiefs budget for 2019 was submitted. Please see attached.
- Still currently have 4 Firefighters in FF 1 Training.
- Open house is scheduled for the October 14<sup>th</sup> , Cleaning and prep is under way for the event at Station 1.
- The company BBQ is scheduled for Oct 20<sup>th</sup>.
- Currently, I have 5 firefighters that require new gear. Either out of date or due to size.

#### Training:

- 3 new firefighters will be attending firefighter 1 at Dover Fire Academy.
- The Firefighters complete live burn training at Toms River Fire Academy.

Respectfully Submitted

Chief Stanley O'Brien Sr.

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



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

## STATION 54

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



## President's Report

October 2018

### **MEMBERSHIP:**

We are in the process of completing the background investigation for new applicant Neal Lelievre. A copy of his application was provided at the last commissioners meeting. He has submitted his criminal and MV background check and is awaiting the results. The company has approved him as a member pending satisfactory results of the background and medical. The company wishes to present him to the commissioners for approval for membership pending successful completion of the background and medical.

### **Open House:**

The company open house will be held this Sunday from 11am to 3pm. We will have a live burn demonstration in the area of the helipad and will be using the remaining room that was not burned during the sprinkler demonstration.

### **Fund Raiser:**

The company fund raiser that was to be held on October 8<sup>th</sup> was cancelled due to the lack of golfers.

### **Banquet Hall:**

Lt. Lubertazzi has requested to use the hall on November 27, 2018 to host a food truck inspection class for continuing education credits for fire officials and fire inspectors. The course is open to all fire inspectors and fire officials. He stated that he had approached the commissioners regarding the class about a week ago.

The Boy Scouts have requested a one-time change for the use of the hall from Wednesday, October 31<sup>st</sup> to Thursday, November 1<sup>st</sup> for their normal meeting to accommodate for Halloween.

### **FLU SHOTS:**

The Ocean County Board Of Health will be holding their flu shot clinic for members of the company on Monday, November 19, 2018 from 6-7 PM in the commissioners room for those that may be interested in obtaining their flu shot this season.

**COMPANY PICNIC:**

As a reminder, the company will be holding their annual company picnic on Saturday, October 20, 2018 starting at 2PM. The company cordially invites the commissioners as well as Sue and Cheryl to join us.

**UPCOMING EVENTS:**

We have received 2 requests for public appearances on October 20<sup>th</sup>. The Malvern School on No. County Line Rd. from 10AM to 1 PM for their Fall Festival, and Four Seasons at South Knoll from 1PM to 3PM for their children's Halloween Party. We have volunteers who will cover the event prior to the company BBQ.

**QUOTE FOR FURNITURE:**

As requested during the Station 2 workshop meeting, attached is a copy of the price quote for the Dream Seats obtained by F/F Ruditsky.

Respectfully Submitted:



Christopher Locklear

President

Jackson Mills Vol. Fire Co.

# **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.*

### **October 11, 2018**

### **Monthly Bureau Report**

Inspections are being completed as normal.

- Common violations – Carbon Monoxide detector to be installed, emergency lights and debris accumulation.

Site plans received:

New plans received:

1. Block 34 – West Commodore / Patterson Rd. – admin approval for changing of washing and maintenance of vehicles on property.
2. Warehouse – 498 Herman Rd. – site plan denied – fire lane markings and suppression issues.
3. Jackson Storage – N. County Line Rd. – site plan pending – fire modifications and access request from N County Line Rd.

Fire investigations / Call Outs / Complaints:

Complaint from off duty Career FF in regard to blocked exit – when checked exit was free from storage/garbage.

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

Fire Prevention has started. Schedule will be posted in I am Responding.

FPS O'Brien is now attending the IAAI Arson Investigator class in Middlesex Fire Academy.

Open House this weekend. Fire Company doing live burn demonstration and fire extinguisher simulator.

# **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.*

Outside the Bureau:

- Emergency Reporting - Attending several webinars regarding upgrades to the system.
- Attending future CEU classes for Bureau.
- Looking to add attendance / schedule program. (compare to excel and manhours to complete)
- Demo Pager on display. (future purchase)

Respectfully submitted,  
John Burmeister Jr.  
Fire Official