

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

Minutes of Meeting Held
November 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 7:08 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 Torres motioned to approve the minutes of the October 11, 2018 meeting with one correction (Workshop minutes – corrected to read: "seconded by Commissioner Esposito"), seconded by Commissioner Goldman. Motion passed by unanimous consent.

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 November 8, 2018 was read by Commissioner Jamison. Commissioner Torres motioned to pay the bills as listed, 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 Attorney Youssouf presented the 2019 Fire District Budget Resolution introducing the annual budget for fiscal year January 1, 2019 to December 31, 2019 (a copy of the Resolution is attached to the original minutes and incorporated herein by reference). Commissioner Jamison motioned to accept the Resolution, seconded by Commissioner Torres. Motion passed by unanimous consent with all commissioners voting "aye." Board Attorney Youssouf will advertise for the public hearing on the budget. Earned Sick Leave – became a law for October 29, 20108. Inventory must be kept. State has advised that district may be audited. Law is for career firefighters, staff, per diem, sub-contractors, etc. Board Attorney Youssouf will keep the Board informed as more information becomes available. Absentee Ballot Issues: Board Attorney Youssouf reported that Local finance Board approved a \$500,000 bond referendum for Jackson Township Fire District #3 for the purpose of purchase of new radio telecommunications system. Chairman Bollentin advised that funds have been set aside and District #4 will not be issuing debt to purchase new radio/telecommunications system. Purchase to be under state contract. Since no debt is being issued, it is not necessary for District #4 to go before the local finance board to purchase new radio/telecommunications system.

Truck & Building/Career Department Report – read by Commissioner Goldman. A copy of the written report is attached to the original minutes and incorporated herein by reference. Discussion regarding the ladder truck incident. Career staff reacted per districts guidelines.

Chief's Report – read by Chief O'Brien (a copy of which is attached to the original meeting and incorporated herein by reference). Chairman Bollentin complimented career staff for their work at the recent Glory's accident scene. Everything went very well. Lt. Leonard stated mutual aid was great. Cutting is being done in the parking lot – glass all over. Lt. Leonard will take care of it.

President's Report –report was read by President Locklear (a copy of which is attached to the original minutes and incorporated herein by reference). Discussion regarding the request by the girls troop to have an overnight event. Board did not approve the request.

Fire Bureau: read by Commissioner Goldman (a copy of the written report is attached to original minutes and incorporated herein by reference). Commissioner Jamison raised questions regarding the status of the know box – an update is needed.

Work Orders: addressed in the Truck & Building/Career Department report.

Old Business/Correspondence:

Old Business:

City Water Tie-in: Quote from Jack Purvis was received. Lt. Leonard directed to contact Neil Brooks Plumbing and advise the Board

MUA: to be contacted – the line is on the wrong side of driveway of Station #2 (is on the right side of new driveway- everything is on the left side – hydrant is in a good spot). Capt. Reynolds to contact MUA

Sealant for driveway: Capt. Reynolds to pick it up at Clayton's. Chairman Bollentin wants it done before the bad weather sets in and driveway needs to be salted.

Correspondence: - None

Unfinished Business: None

New Business:

LA Tinting: Proposals were reviewed with the Board (a copy of the written report is attached and incorporated herein by reference). Commissioner Torres motioned to accept the proposals (tinting of Garage doors at Station #1, front strips of two (2) fire trucks [#5401 & Ford F250] and front entrance of Station #1), seconded by Commissioner Jamison. Motion passed by unanimous consent.

Conference Table & Chairs: Discussion. Commissioner Esposito motioned to expend up to \$ 5,500 to purchase six (6) conference room chairs and one conference table (oval shape with rounded corner), seconded by

Commissioner Goldman. Motion passed by unanimous consent (roll call vote – all “yes” votes).

Jackson Township PBA – Lt. Leonard reported that the PBA was very appreciative and thankful for the use of the hall - especially on such short notice.

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 (roll call vote – all “yes” votes) at 8:10 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 8:29 p.m. and the Board reconvened the public session. Commissioner Torres was not present when the public session re-convened.

Public Session:

Request of Steven Porth to attend courses: (Bomb Threat Management Course and First Responder Integration for Active Shooter/Active Killing Incidents – Rescue Task Force and Incident Command) – a copy of his request is attached to the original minutes and incorporated herein by reference. No fee for these courses.

Attendance App – proposal from VCS Human Capital Management (cost \$ 892.50) is attached to the original minutes and incorporated herein by reference. Commission Jamison requested that the company rep make a presentation to two Board members. Commissioner Jamison motioned to approve up to \$892.50 pending a demo from VCS Human Capital Management, seconded by Commissioner Goldman. Motion passed by unanimous consent.

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**

**November 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
Union Contract

New Business
2019 Budget

Mail Correspondence
Per Yellow folder

8:15 PM
11/08/18
Accrual Basis

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

Type	Date	Num	Name	Debit	Credit
1009 - Shore Community Operating					
Bill Pmt -...	11/08/2018	5108	Advanced Auto Parts		372.68
Bill Pmt -...	11/08/2018	5109	Alert-All Corp		1,993.27
Bill Pmt -...	11/08/2018	5110	AT&T		157.02
Bill Pmt -...	11/08/2018	5111	Blaze Emergency Equipment LLC		3,212.55
Bill Pmt -...	11/08/2018	5112	C & T Lawn Sprinkler		320.00
Bill Pmt -...	11/08/2018	5113	Emergency Equipment Sales		2,176.00
Bill Pmt -...	11/08/2018	5114	Federal Express		30.01
Bill Pmt -...	11/08/2018	5115	Holmes and McDowell		11,492.37
Bill Pmt -...	11/08/2018	5116	Home Depot		157.97
Bill Pmt -...	11/08/2018	5117	JCP&L		3,817.76
Bill Pmt -...	11/08/2018	5118	Kirk Florist LLC		110.00
Bill Pmt -...	11/08/2018	5119	L.A. Tinting		1,600.00
Bill Pmt -...	11/08/2018	5120	Mike Lubertazzi		1,361.78
Bill Pmt -...	11/08/2018	5121	Optimum		363.04
Bill Pmt -...	11/08/2018	5122	Quality Copy Company of Ocean Inc		395.00
Bill Pmt -...	11/08/2018	5123	Staples Credit Plan		53.97
Bill Pmt -...	11/08/2018	5124	Verizon		175.46
Bill Pmt -...	11/08/2018	5125	Verizon Wireless		188.80
Bill Pmt -...	11/08/2018	5126	L.A. Tinting		400.00
Bill Pmt -...	11/08/2018	5127	NJNG		155.39
Bill Pmt -...	11/08/2018	5128	Skillender s Service Center Inc.		1,538.66
Bill Pmt -...	11/08/2018	5129	Treasurer-State of New Jersey		91.00
Bill Pmt -...	11/08/2018	5130	Susan L Oksen-Pereira		250.00
Bill Pmt -...	11/08/2018	5131	Dell Marketing LP		2,435.20
Bill Pmt -...	11/08/2018	5132	Venom Graphics		475.00
Total 1009 - Shore Community Operating				0.00	33,322.93
TOTAL				0.00	33,322.93

5:03 PM

11/08/18

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of November 8, 2018

	Nov 8, 18	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	419,170.65	
1011 · Shore Community Payroll	67,922.63	
1012 · Shore Community Fire Bureau	27,195.86	
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>1,684,994.45</u>	<u>0.00</u>

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

	Jan 1 - Nov 8, 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
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	611.29	500.00	111.29
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)
Total Income	<u>1,098,632.53</u>	<u>1,757,897.00</u>	<u>(659,264.47)</u>
Gross Profit	1,098,632.53	1,757,897.00	(659,264.47)
Expense			
5110 · Salaries - Commissioners	250.00	20,000.00	(19,750.00)
5120 · Salaries - Secretary	2,350.00	2,800.00	(450.00)
5190 · Fringe Benefits - Admin	85.00	0.00	85.00
5210 · Elections	2,106.62	1,500.00	606.62
5220 · Office Expense	10,291.39	10,500.00	(208.61)
5230 · Professional Services	71,132.54	110,000.00	(38,867.46)
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.	80,318.40	84,262.00	(3,943.60)
6115 · Salaries & Wages - Captain	75,680.04	111,212.00	(35,531.96)
6120 · Salaries - Full Time Fire	240,532.89	263,106.00	(22,573.11)
6125 · Clothing Allowance	7,656.00	7,500.00	156.00
6130 · Salaries - Fire Official	1,020.00	25,000.00	(23,980.00)
6140 · Salaries - Firefighter Overtime	50,627.90	35,000.00	15,627.90
6180 · Payroll Taxes	19,676.68	52,606.00	(32,929.32)
6185 · Employer Pension Contribution	96,532.00	96,532.00	0.00
6190 · Fringe Benefits	82,389.38	103,729.00	(21,339.62)
6210 · Insurance	127,046.34	120,000.00	7,046.34
6220 · Advertising	711.83	2,000.00	(1,288.17)
6310 · Maintenance & Repairs	85,327.32	110,000.00	(24,672.68)
6410 · Supplies	21,755.08	25,000.00	(3,244.92)
6415 · Fire Prevention	3,448.82	5,000.00	(1,551.18)
6510 · Utilities	42,645.86	70,000.00	(27,354.14)
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	11,063.90	30,000.00	(18,936.10)
6611 · Training	32,967.89	20,000.00	12,967.89
6615 · Gear - Fire Company	20,315.33	20,000.00	315.33
6625 · Joint District Expenses	750.00	5,000.00	(4,250.00)
6630 · Building Renovations	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	13,910.82	30,000.00	(16,089.18)
6675 · UFSA	1,446.70	7,500.00	(6,053.30)
6910 · LOSAP	1,543.66	50,000.00	(48,456.34)
Total Expense	<u>1,272,468.44</u>	<u>1,677,897.00</u>	<u>(405,428.56)</u>
Net Ordinary Income	(173,835.91)	80,000.00	(253,835.91)

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

	<u>Jan 1 - Nov 8, 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8041 · Capital-Command Vehicle	55,484.87	80,000.00	(24,515.13)
8054 · Capital	572,664.42	0.00	572,664.42
Total Other Expense	<u>628,149.29</u>	<u>80,000.00</u>	<u>548,149.29</u>
Net Other Income	<u>(628,149.29)</u>	<u>(80,000.00)</u>	<u>(548,149.29)</u>
Net Income	<u>(801,985.20)</u>	<u>0.00</u>	<u>(801,985.20)</u>

2019 FIRE DISTRICT BUDGET RESOLUTION JACKSON FIRE DISTRICT NO. 4

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Township of Jackson Fire District No. 4 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 8, 2018; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.)

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,282,887, which includes an amount to be raised by taxation of \$1,628,045, and Total Appropriations of \$2,282,887; and

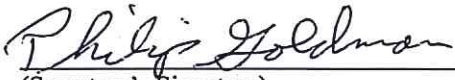
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

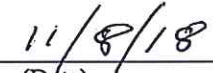
NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 13, 2018 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on December 13, 2018.



(Secretary's Signature)



(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
John Bollentin	X			
Kenneth Esposito	X			
Wallace Jamison	X			
Philip Goldman	X			
Raymond Torres, Jr.	X			

2019 APPROVAL CERTIFICATION

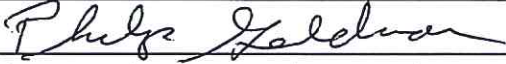
TOWNSHIP OF JACKSON

FIRE DISTRICT No. 4 BUDGET

FISCAL YEAR: January 1, 2019 to December 31, 2019

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true copy of the Annual Budget approved by resolution by the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on the 08 day of November, 2018.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the Board of Commissioners thereof.

Officer's Signature:			
Name:	Philip Goldman		
Title:	Clerk		
Address:	465A North County Line Road Jackson, NJ 08527		
Phone Number:	732-928-1434	Fax Number:	732-928-8220
E-mail address:	pgoldman@jacksonfiredist4.org		

Board of Fire Commissioners Career Department

November 8, 2018

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- KC Landscapes landscaping finished at both buildings
- Sprinkler systems at both buildings have been winterized by CT.

Year to date career department responses:

Fire call- 193

EMS calls-415

Trucks

Engine 5401

- 4 Rear tires need to be replaced before the winter.
- Had the batteries Replaced by Skillenders Auto.

Fire Police 5404 Blazer

- Marked as O.O.S., lettering is being stripped and placed on Gov Deals.

Ladder 5405

- Passed its annual aerial test.

Engine 5407

- New batteries installed by Skillenders Auto.

Engine 5411

- Had the power steering box repaired by Blaze Fire Equipment.

Unit 5414

- Vehicle was detailed and re-lettered by Venom. and at station 1.

Unit 5427

- Placed at Station 2 as a Second Due response vehicle.
- New side steps were installed in quarters by on duty firefighters.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- Ladder, Hose, and pump testing scheduled for Nov 21st and December 5th.
- SCBA cascade system will be out of service next week. Sending the cylinders and 10 SCBA bottles out for Hydro.

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



BOARD OF FIRE COMMISSIONERS JACKSON TOWNSHIP FIRE DISTRICT NO. 4



465A North County Line Road
Jackson, NJ 08527
Telephone 732-928-1434 Fax 732-928-8220

President- Richard Leonard Vice President- John Bollentin
Clerk- Philip Goldman Treasurer- Wallace Jamison
Asst. Clerk/Treasurer - Raymond Torres Jr.

Chief's Report

11/8/18

Fire Calls: 482 to date

Report:

- The Chiefs budget for 2019 was submitted for review.
- Currently have 4 Firefighters in FF 1 Training.
- The Open house was a success. Thank you to everyone who participated.
- Gear was ordered with Ken from Continental Fire. Should be shipped in a month.
- Great teamwork and professionalism were demonstrated at the Glories Crash. Thanks for all the hard work.

Training:

- Yearly SCBA mask Fit Testing and SCBA Mask confidence will be scheduled for December.
- Yearly Right to Know and Bloodborne Pathogens will be scheduled with Monmouth County Fire Academy. Dates to Follow

Respectfully Submitted

Chief Stanley O'Brien Sr.



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

STATION 54

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



President's Report

November 2018

Membership:

We are in the process of completing the background investigation for two new applicants, Breann Pinkham and Kenneth Oldak. They will be brought before the company at the next business meeting and will pending successful backgrounds, they will be brought before the commissioners at the next meeting.

Santa Patrol:

The company will be preparing for Santa Patrol at the end of the month. The sleighs will be brought to Station 1 on November 26th to be set up which will require the pickup truck to be stored outside during that time. Santa Patrol will begin on Saturday, December 8th.

Open House:

The company open house was a success, the Jackson Mills Volunteer Fire Company wishes to thank the career staff for their assistance with the event. Not only was their presence at the event extremely helpful, but their assistance during the week prior preparing the building for the event made everything possible.

Banquet Hall:

Captain O'Hara has requested use of the banquet hall on Thursday, December 6th for a Spaghetti Dinner for the Jackson Memorial Hockey Club. Capt. O'Hara will be sponsoring the event and will be present.

Scout Troop 204:

The scouts have requested use of the banquet hall for the girls troop to hold a "lock in" sometime in February. This would be an overnight event for the girls troop and adult female leaders only with access to the banquet hall and facilities only. I have had discussions with the troop leaders regarding my concerns, but advised them I would bring it before the commissioners to see if it would be permissible prior to trying to address the concerns.

As a reminder, the Scout Troop will be holding their blood drive November 17th from 9am to 2pm.

Furniture for Station 2:

The company has approved the purchase of the furniture for Station 2 as outlined in the price quote provided last month with the matching funds up to \$5999 from the Commissioners. The quote was signed and returned to the company along with a \$6000 deposit. F/F Ruditski will be the liaison for the company and will keep me informed on the status of the order.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Christopher Locklear", written in a cursive style.

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.

November 8, 2018
Monthly Bureau Report

Inspections are being completed as normal.

Site plans received:

New plans received:

None at this time.

All others plans – no changes or updates

Fire investigations / Call Outs / Complaints:

631 Diamond Rd – Chimney Fire – No structural damage.

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

Fire Prevention was completed. Approx. 350 kids were seen. Malvern school would like to schedule fire extinguisher training after hours during a staff meeting.

Open House was done along with the fire company. Well attended event.

Outside the Bureau:

- Emergency Reporting - Attending several webinars regarding upgrades to the system.
- Looking to get approval for attendance / schedule program. (compare to excel and manhours to complete)
- Preliminary radio list is being compiled for the future radio purchase.

Respectfully submitted,
John Burmeister Jr.
Fire Official