

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

Minutes of Meeting Held
February 14, 2019

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 7:18 pm. Board Attorney Youssouf read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

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

Minutes: Commissioner Esposito motioned to approve the minutes of the January 10, 2019 general meeting as presented, seconded by Commissioner Goldman. Motion passed by majority consent with one abstention (Commissioner Bollentin 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 February 14, 2019 was read by Commissioner Jamison. Commissioner Goldman motioned to pay the bills as listed with two exceptions (Check #5205 in amount of \$650.00 to Jack A Purvis on hold, Check # 5222 in the amount of \$ 720.00 to Velting is authorized for payment but on hold until repair completed), seconded by Commissioner Esposito. Motion passed by unanimous consent. Commissioner Esposito motioned to approve the Treasurer's Report, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Legal Report: Board Attorney Youssouf reminded the Board that fire district election is Saturday Feb 16, 2019. He stated that all is in order. Absentee ballots were discussed. Provisional ballots: procedure was reviewed. If someone shows up to vote that is not registered to vote or is on the list as having received a provisional ballot, you have to let him or her vote via provisional ballot. Provisional ballots are not counted until it is verified that an absentee ballot has not been received. Copies of the January 10, 2019 Resolution in Title adopting a temporary budget were distributed – to be attached to the January 10, 2019 minutes. Letter from Gilmore & Monahan law firm (represent Jackson Twp.) was read to the Board regarding the reverter clause that they are taking one of the lots back (between 2002 and 2019 when the property was deeded to the fire district #4 – fire district failed to develop the lots per the terms of the deed). Application & Certification of Payment from Shorelands Construction, Inc. received (a copy of which is attached to the original minutes and incorporated herein by reference). Board Attorney Youssouf advised that the certified amount of indicated on the form should be paid

forthwith. (Later in the meeting it was determined that issues were to be discussed at the workshop meeting for payment.) March Re-organization meeting of the Board: Board Attorney Youssouf confirmed with the Board that no changes are planned so that he may prepare the documents for re-organization meeting. Fire Service Agreement: issue of changing dates of payment to fire company (April/October) – January payment is an issue since Board is working on temporary budget in the month of January. Language changes proposed by Fire Company to be discussed during Executive Session. Commissioner Jamison brought a \$10,000 grant application from the Forest Fire Service. Grant entails 50% reimbursement from the Forest Fire Service on items that are related to Forest Fire Service (under \$5,000.00 max amount). Commissioner Jamison motioned to accept a Resolution in Title authorizing VFA sponsored program participation, seconded by Commissioner Esposito. Roll Call: Ayes: Bollentin, Esposito, Goldman, Jamison; No: none; Abstain: none; Absent: Torres. Commissioner Jamison to be primary contact, Cheryl to be secondary contact. After discussion, Commissioner Jamison motioned to accept a Resolution in Title establishing a workshop meeting for February 21, 2019 at 6:30 pm at Station #2 located 550 W Commodore Blvd Jackson, seconded by Commissioner Esposito. Motion passed by unanimous consent. Roll Call: Ayes: Bollentin, Esposito, Goldman, Jamison; No: none; Abstain: none; Absent: Torres. This would be a step to submit to the Planning Board to utilize the remainder of the property. Lt. Leonard to send a copy of the proposed draft contract to Board Attorney Youssouf for review.

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.) Command Box: mechanic reported that the command box was too far forward – eventually it would cause the air bags to deploy. Command Box to be moved for free by East Coast – they will plug the holes as well.

Chief's Report – read by Chief Lubertazzi (a copy of which is attached to the original minutes and incorporated herein by reference). Career staff is invited to all drills. Board was in agreement that 5405 could be used for March 3, 2019 Belmar St. Patrick's Day Parade – provided there is a designated driver. 5513 is available for coverage that weekend as well. CEVO III training - "Train the Trainer" (a copy of information is attached to the original minutes and incorporated herein by reference). Two fire company members are interested in attending: Trask O'Hara and Tony Quaranta. Cost: \$750.00. After discussion, Board was in agreement. Five Year Plan by Fire Company is attached to the original minutes. It was reported that a Pearce representative is coming March 19, 2019 for a demo.

President's Report – read by President Linde (a copy of which is attached to the original minutes and incorporated herein by reference). Two new applicants were introduced to the Board: Jason Halle and Nick Spanos (to be reviewed at the Monday meeting). Company suggesting change to language in Fire Service Agreement (FSA). Board Attorney Youssouf asked for a list of duties that the Fire Company is in agreement to performing.

Fire Bureau: read by Fire Official Burmeister (a copy of the written report is attached to original minutes and incorporated herein by reference). After discussion, Commissioner Jamison motioned to approve a Resolution in Title authorizing placement of an order for telecommunications equipment contingent upon budget being passed by the voters on February 16, 2019. Order to be placed on the Monday following the election provided there is voter approval, seconded by Commissioner Goldman. Motion passed by unanimous consent (ayes: Bollentin, Esposito, Goldman, Jamison; Nays: none; Abstention: none; Absent: Torres). Board was in agreement to include radios for Station #2 in purchase. Discussion: if John is not available, Dave is to accompany Stan (FPS) for investigations.

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

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 Goldman. Motion passed by unanimous consent (roll call vote – all “yes” votes) at 9:00 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:55 p.m. and the Board reconvened the public session.

Old Business/Correspondence:

Old Business: None

Correspondence: None

Unfinished Business: None

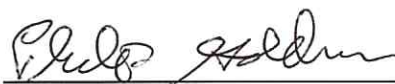
New Business:

Use of Hall: Lt. Reynolds requested permission for use of the hall on April 28, 2019. Board was in agreement.

Proposals from Shoreline Electrical Contractors Inc.: Three proposals were submitted (a copy of each are attached to the original minutes and incorporated herein by reference). Board was in agreement that Proposal #2 & Proposal #3 be done. Proposal #1 to be reviewed again after budget election.

Proposal from Power Pro Rug and Carpet Cleaning: for Carpet cleaning in mail hall, hallway and meeting room and tile and grout cleaning in the kitchen and bar areas in the amount of \$1,000.00 (a copy of each are attached to the original meeting and incorporated herein by reference). Board was in agreement

Adjournment: With no other business to come before the Board, Commissioner Goldman motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent. Meeting adjourned 10:12 pm.



_____, Clerk

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

**February 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
Union Contract
Shorelands Construction Change Orders

New Business

Mail Correspondence
Per Yellow folder

5:45 PM

02/14/19

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of February 14, 2019

| | Feb 14, 19 | |
|--------------------------------------|---------------------|-------------|
| | Debit | Credit |
| 1009 · Shore Community Operating | 511,119.33 | |
| 1011 · Shore Community Payroll | 79,660.03 | |
| 1012 · Shore Community Fire Bureau | 31,504.55 | |
| 1016 · Shore Comm-CD-Future Cap 0721 | 312,563.68 | |
| 1018 · Shore Comm-CD-Future Cap 0795 | 255,667.66 | |
| 1019 · Shore Comm-CD Future Cap 0872 | 437,891.86 | |
| 1021 · Shore Comm-CD Future Cap 0877 | 185,593.09 | |
| TOTAL | 1,814,000.20 | 0.00 |

Board of Fire Commissioners
Treasurer Report
 As of February 14, 2019

| Type | Date | Num | Name | Debit | Credit |
|---|------------|------|---|-------------|------------------|
| 1009 · Shore Community Operating | | | | | |
| Bill Pmt -... | 02/14/2019 | 5189 | 1st Choice Safety Equipment | | 4,800.00 |
| Bill Pmt -... | 02/14/2019 | 5190 | Ace Outdoor Power 2 | | 43.68 |
| Bill Pmt -... | 02/14/2019 | 5191 | Ackerman Drapery & Decorator Service... | | 926.00 |
| Bill Pmt -... | 02/14/2019 | 5192 | Advanced Auto Parts | | 77.86 |
| Bill Pmt -... | 02/14/2019 | 5193 | Air & Gas Technologies | | 384.50 |
| Bill Pmt -... | 02/14/2019 | 5194 | AT&T Mobility | | 279.36 |
| Bill Pmt -... | 02/14/2019 | 5195 | Blaze Emergency Equipment LLC | | 125.50 |
| Bill Pmt -... | 02/14/2019 | 5196 | Board of Fire Commissioner's Dist #2 | | 246.66 |
| Bill Pmt -... | 02/14/2019 | 5197 | Continental Fire & Safety | | 3,112.47 |
| Bill Pmt -... | 02/14/2019 | 5198 | Cooper Electric Supply Co. | | 537.30 |
| Bill Pmt -... | 02/14/2019 | 5201 | Family Practice of Centrastate | | 895.00 |
| Bill Pmt -... | 02/14/2019 | 5202 | Fire One | | 3,184.28 |
| Bill Pmt -... | 02/14/2019 | 5203 | Freehold Cartage, Inc. | | 221.57 |
| Bill Pmt -... | 02/14/2019 | 5204 | Home Depot | | 418.52 |
| Bill Pmt -... | 02/14/2019 | 5205 | Jack A. Purvis | | 650.00 |
| Bill Pmt -... | 02/14/2019 | 5206 | JCP&L | | 1,403.18 |
| Bill Pmt -... | 02/14/2019 | 5207 | Jersey Coast Equipment | | 567.45 |
| Bill Pmt -... | 02/14/2019 | 5208 | LifeForce USA, Inc | | 97.00 |
| Bill Pmt -... | 02/14/2019 | 5209 | Lincoln Financial Group | | 45,706.32 |
| Bill Pmt -... | 02/14/2019 | 5210 | McKesson Medical Surgical | | 263.89 |
| Bill Pmt -... | 02/14/2019 | 5211 | MES | | 1,074.00 |
| Bill Pmt -... | 02/14/2019 | 5213 | New Jersey State Association of Fire Dist | | 300.00 |
| Bill Pmt -... | 02/14/2019 | 5214 | NJNG | | 2,029.91 |
| Bill Pmt -... | 02/14/2019 | 5215 | Optimum | | 386.52 |
| Bill Pmt -... | 02/14/2019 | 5216 | Quality Copy Company of Ocean Inc | | 380.00 |
| Bill Pmt -... | 02/14/2019 | 5218 | Skillender s Service Center Inc. | | 2,325.35 |
| Bill Pmt -... | 02/14/2019 | 5219 | Staples Credit Plan | | 218.20 |
| Bill Pmt -... | 02/14/2019 | 5220 | The HON Company | | 1,346.32 |
| Bill Pmt -... | 02/14/2019 | 5221 | Trask O'Hara | | 3,277.06 |
| Bill Pmt -... | 02/14/2019 | 5222 | Velting Overhead Door | | 720.00 |
| Bill Pmt -... | 02/14/2019 | 5223 | Verizon | | 189.27 |
| Bill Pmt -... | 02/14/2019 | 5224 | Verizon Wireless | | 188.80 |
| Bill Pmt -... | 02/14/2019 | 5226 | Witmer Public Safety Group | | 1,149.98 |
| Bill Pmt -... | 02/14/2019 | 5228 | NJNG | | 1,515.87 |
| Bill Pmt -... | 02/14/2019 | 5229 | NJNG | | 899.14 |
| Bill Pmt -... | 02/14/2019 | 5230 | Fayth Reynolds | | 200.00 |
| Bill Pmt -... | 02/14/2019 | 5231 | JoAnne Tufano | | 200.00 |
| Bill Pmt -... | 02/14/2019 | 5232 | Susan L Oksen-Pereira | | 250.00 |
| Bill Pmt -... | 02/14/2019 | 5233 | East Coast Emergency Lighting, Inc. | | 7,888.26 |
| Total 1009 · Shore Community Operating | | | | 0.00 | 88,479.22 |
| TOTAL | | | | 0.00 | 88,479.22 |

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through February 14, 2019

| | Jan 1 - Feb 14, 19 | Budget | \$ Over Budget |
|--|--------------------|--------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Amount To Be Raised By Taxation | 0.00 | 1,628,045.00 | (1,628,045.00) |
| 4020 · Supplemental Fire Services Act | 0.00 | 4,342.00 | (4,342.00) |
| 4200 · Interest Income | 0.00 | 500.00 | (500.00) |
| 4750 · Bureau of Fire Prevention Incm | 0.00 | 35,000.00 | (35,000.00) |
| 4920 · Unreserved Fund Balance | 0.00 | 615,000.00 | (615,000.00) |
| Total Income | 0.00 | 2,282,887.00 | (2,282,887.00) |
| Gross Profit | 0.00 | 2,282,887.00 | (2,282,887.00) |
| Expense | | | |
| 5110 · Salaries - Commissioners | 0.00 | 20,000.00 | (20,000.00) |
| 5120 · Salaries - Secretary | 500.00 | 2,800.00 | (2,300.00) |
| 5210 · Elections | 400.00 | 1,500.00 | (1,100.00) |
| 5220 · Office Expense | 598.20 | 12,000.00 | (11,401.80) |
| 5230 · Professional Services | 650.00 | 110,000.00 | (109,350.00) |
| 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. | 0.00 | 104,327.00 | (104,327.00) |
| 6115 · Salaries & Wages - Captain | 0.00 | 112,089.00 | (112,089.00) |
| 6120 · Salaries - Full Time Fire | 0.00 | 291,490.00 | (291,490.00) |
| 6125 · Clothing Allowance | 0.00 | 9,000.00 | (9,000.00) |
| 6130 · Salaries - Fire Official | 0.00 | 25,000.00 | (25,000.00) |
| 6140 · Salaries - Firefighter Overtime | 0.00 | 42,000.00 | (42,000.00) |
| 6180 · Payroll Taxes | 0.00 | 52,552.00 | (52,552.00) |
| 6185 · Employer Pension Contribution | 0.00 | 116,461.00 | (116,461.00) |
| 6190 · Fringe Benefits | 0.00 | 134,418.00 | (134,418.00) |
| 6210 · Insurance | 8,461.00 | 120,000.00 | (111,539.00) |
| 6220 · Advertising | 246.66 | 2,000.00 | (1,753.34) |
| 6310 · Maintenance & Repairs | 10,584.10 | 110,000.00 | (99,415.90) |
| 6410 · Supplies | 0.00 | 25,000.00 | (25,000.00) |
| 6415 · Fire Prevention | 0.00 | 5,000.00 | (5,000.00) |
| 6510 · Utilities | 5,671.78 | 70,000.00 | (64,328.22) |
| 6513 · Fire Service Agreement | 25,000.00 | 50,000.00 | (25,000.00) |
| 6515 · Hydrant Rent | 0.00 | 70,000.00 | (70,000.00) |
| 6610 · Misc. Firefighter Expenses | 1,442.00 | 15,000.00 | (13,558.00) |
| 6611 · Training | 97.00 | 25,000.00 | (24,903.00) |
| 6614 · Technology-Equipment | 3,277.06 | 0.00 | 3,277.06 |
| 6615 · Gear - Fire Company | 4,110.45 | 30,000.00 | (25,889.55) |
| 6625 · Joint District Expenses | 0.00 | 5,000.00 | (5,000.00) |
| 6630 · Building Rennovations | 0.00 | 10,000.00 | (10,000.00) |
| 6635 · Equipment-Non-Bondable | 0.00 | 28,000.00 | (28,000.00) |
| 6640 · SCBA | 2,029.50 | 30,000.00 | (27,970.50) |
| 6650 · Emergency/First Aid Equipment | 263.89 | 5,000.00 | (4,736.11) |
| 6655 · Replacement Equipment | 0.00 | 18,000.00 | (18,000.00) |
| 6670 · Vehicle Equip-Radios/Pagers | 0.00 | 20,000.00 | (20,000.00) |
| 6675 · UFSA | 0.00 | 7,750.00 | (7,750.00) |
| 6910 · LOSAP | 0.00 | 50,000.00 | (50,000.00) |
| Total Expense | 63,331.64 | 1,732,887.00 | (1,669,555.36) |
| Net Ordinary Income | (63,331.64) | 550,000.00 | (613,331.64) |

5:45 PM

02/14/19

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through February 14, 2019

| | <u>Jan 1 - Feb 14, 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|----------------------|---------------------------|---------------|-----------------------|
| Other Income/Expense | | | |
| Other Expense | | | |
| 8054 - Capital | 0.00 | 550,000.00 | (550,000.00) |
| Total Other Expense | 0.00 | 550,000.00 | (550,000.00) |
| Net Other Income | 0.00 | (550,000.00) | 550,000.00 |
| Net Income | <u>(63,331.64)</u> | <u>0.00</u> | <u>(63,331.64)</u> |

Board of Fire Commissioners Career Dept
February 14, 2019

TRUCK & BUILDING REPORT

Fire & EMS Calls

- Year to Date – Career Dept. Runs
 - Fire Calls – 27
 - EMS Calls – 51

Trucks and Equipment

Unit 5400

- New front seat track covers was installed
- Unit was serviced
- Skillenders advise to have rear air bags disconnected do to proximity of command box

Unit 5401

- Oil leak was repaired
- Service light is on and Blaze was contacted to do a computer scan

Unit 5407

- Oil leak on pump was repaired

Unit 5408

- Battery on pump was replaced

Unit 5411

- New scott pack bracket for rear seat was installed
- Front driver and passenger seat covers and foam are on order

Unit 5414

- Unit was serviced
- New batteries installed and front shocks replaced

Board of Fire Commissioners Career Dept
February 14, 2019

Station 1

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations
- Cascade filling station was repaired by Air & Gas Technologies
- Cascade bottles are back and in service
- Ackerson Drapery completed fire treat curtains in hall
- Quotes for electrical work at Station 1 were received

Station 2

- Explosion proof cabinet was installed and stocked

Special Details and Notifications

- Work orders were reviewed and completed
- (10) New SCBA bottles were placed in service

Submitted by
Capt. Mark Reynolds
18-4-20



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



465-B North County Line Road 📍 Jackson, New Jersey 08527

CHIEF REPORT

FEBRUARY 2019

Calls for the year 62

DRILLS/SCHOOLS: February and March Drills

February 25th at station 1 @ 1900hrs will be the 2nd part of respiratory we will be doing Mask confidence training "MAZE DRILL"

FF Porth has started CPR traing on various nights for the company

March 4th @ 1900hrs Class on Active Threat Response at station 1

March 9th @ 0900hrs Classroom and hands on Training with Forest fire service B-9 at station 1 on Structural Fire Protection.

March 25th @ 1900hrs at Ocean County fire Academy on Live Fire Training.

Also, I have attached a list of members that have signed up for classes so far this year, please remember this schedule may change throughout the year.

Ice Rescue recertification will be moved to November.

EVENTS:

FF Anthony Giarratano passed away on February 11th. The viewing will be Sunday February 17th from 4pm to 8pm at Clayton Mc Girr funeral Home in Freehold. The funeral service will be at 10am at the funeral home on Monday February 18th and the interment will follow in Old tennent Cemetery in Manalapan. The company will meet at respective stations at 1815hrs to leave at 1830hrs . the Firefighter service will be at 1900hrs. Station 55 will be covering our district until we return.

March 3rd is the Belmar St. Patrick's Day Parade, we are respectfully requesting that 5405 is allowed to attend with the company, Station 55 will be our back up plan.

EQUIPMENT:

Captain Reynolds is working on the list of building repairs and vehicle equipment provided last month.

February 18th at 1800hrs 5 members are getting measured for new gear.

Lt. Leonard is working on the water rescue suits and battery station lights for purchase.

President's Report

February 2019

Membership:

Current members in school are progressing as expected. Two new applications have been received and are currently under review by e-board before moving to investigative committee.

Fund Drives:

The company Valentines Day flower sale took place this Wednesday and Thursday February 13th and 14th. The sale was well received and half the proceeds and all donations are going to the Chloe Strong and the Alecia family. We will have a donation total tomorrow February 15th when we reconcile with the vendor.

Fire Service Agreement:

As you are already aware, the current Fire Service Agreement (FSA) is expiring. We would like to renew the current FSA with one small modification. Section 2, Duties, Last sentence to change from "The Company shall maintain the firehouse grounds and property in addition to the firematic duties specified herein." to "The Company shall keep neat and clean the firehouse grounds and property in addition to the firematic duties specified herein."

We are not actually doing maintenance on the property so the term "keep neat and clean" better describes the true responsibility. Request to review and update agreement has been sent to the commissioners January 2019 and again in February 2019.

Upon acceptance we would like to secure January 2019 installment of \$25,000.

Hall Audio / Video upgrade

The upgrades to the hall audio and video system have been made thanks to Trask O'Hara with assistance from Victor Agular. With exception to a few speakers that were still working, the system has been completely replaced and now includes two wireless microphones, a projector and blue tooth connectivity. Additionally Trask has installed new network cables and shelving in the Walk in room to hold the hubs.

Respectfully Submitted:

Steven Linde
President
Jackson Mills Volunteer Fire Company

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.

February 14, 2019

Monthly Bureau Report

Inspections are being completed as normal. Meet with state (NJ DFS) of certain life hazards changes.

Meet with Jackson Building Dept @ The Edge after fire alarm to discuss alarms and other open items prior to opening.

Site plans received:

New plans received:

None

All others plans – still pending.

Fire investigations / Call Outs / Complaints:

Structure Fire – Alyssa Terrace

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

FF Marrero has been scheduled for DCJ/IAAI Fire Investigator class in May @ Middlesex Fire Academy.

Outside the Bureau:

- Emergency Reporting - Attending several webinars regarding upgrades to the system.
- Radios being worked on - to place order in March(?)
- New pager will be here next week

Respectfully submitted,
John Burmeister Jr.
Fire Official