

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

Minutes of Meeting Held
March 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 - All participated in the Pledge of Allegiance. The re-organizational meeting was called to order by Board Attorney Youssouf at 7:00 p.m. A moment of silence was observed. Commissioners Bollentin, Esposito, Jamison and Torres were present. Commissioner Goldman was absent.

Swearing In of Newly Elected - Board Attorney Youssouf administered the oath of office to newly re-elected Fire Commissioner Esposito.

Re-Organization of Board of Fire Commissioners Fire District No. 4 -

2019 Election of Officers: Commissioner Jamison motioned to nominate Jack Bollentin as CHAIRMAN, seconded by Commissioner Torres. Motion passed by unanimous consent. Commissioner Jamison motioned to nominate Ken Esposito as VICE CHAIRMAN, seconded by Commissioner Torres. Motion passed by unanimous consent. Commissioner Bollentin motioned to nominate Phil Goldman as CLERK, seconded by Commissioner Jamison. Motion passed by unanimous consent. Commissioner Bollentin motioned to nominate Wally Jamison as TREASURER, seconded by Commissioner Esposito. Motion passed by unanimous consent. Commissioner Bollentin motioned to nominate: Ray Torres as COMMISSIONER-AT-LARGE, seconded by Commissioner Jamison. Motion passed by unanimous consent.

2019 Meeting Dates: Board Attorney Youssouf presented a Resolution for Scheduling Meeting Dates for the Year 2019 (April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12, January 9, 2020, February 13, 2020 and March 12, 2020— which shall serve as the annual reorganization meeting of the Board). Commissioner Jamison motioned to accept the Resolution as presented, seconded by Commissioner Esposito. Motion passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

2019 Official Newspapers: After discussion, Commissioner Torres motioned to accept the amended Resolution of the Board of Fire Commissioners of Fire District No. 4 Jackson Township Designating Official Newspaper for 2019 (which names the Asbury Park Press and the Newark Star Ledger and to include the Jackson Times) as presented by Attorney Youssouf, seconded by Commissioner

Esposito. Motion passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

2019 Designation of Official Depositories: Commissioner Jamison motioned to accept the Resolution of the Board of Fire Commissioners of Fire District No. 4 Jackson Township Designating Official Depositories of Fire District Funds for 2019 (which names The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank), presented by Attorney Youssef, seconded by Commissioner Esposito. Motion passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

2019 Appointment of District Auditors: Commissioner Jamison motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Holman & Frenia P.C. District Auditors for 2019, presented by Attorney Youssef, seconded by Commissioner Esposito. Motion passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

2019 Appointment of Board Accountant: After discussion, Commissioner Esposito motioned to accept the amended Resolution of the Board of Fire District No. 4 Jackson Township appointing Koerner & Koerner Board Accountant for the Year 2019, presented by Attorney Youssef, seconded by Commissioner Torres. Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

2019 Appointment of Bookkeeper & Qualified Purchasing Agent: Commissioner Esposito motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Cheryl Parker bookkeeper and qualified purchasing agent for the Year 2019, presented by Attorney Youssef, seconded by Commissioner Torres. Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

2019 Appointment of Recording Secretary: Commissioner Torres motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Susan L. Oksen-Pereira recording secretary for the Year 2019, presented by Attorney Youssef, seconded by Commissioner Esposito. Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

2019 Appointment of Board Attorney: Commissioner Esposito motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Appointing Joseph D. Youssef, Esq., and Board Attorney for the Year 2019, presented by Attorney Youssef, seconded by Commissioner Jamison. Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

Resolution affirming the Board's civil rights policy with respect to all official, appointees, employees, volunteers and members of the general public that come into contract with the volunteers, agents, employees and officials of the district: After discussion and Board Attorney Youssouf's recommendation to re-affirm, Commissioner Jamison motioned to accept the Resolution presented by Attorney Youssouf, seconded by Commissioner Esposito. Motion passed by unanimous consent (Roll call – all commissioners voting “yes”). Copies of the Resolution are to be given to all volunteers and employees (all are to sign for their copy of the policy), to be posted on the firehouse bulletin board and to be posted on the Board's website page. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

At that time, Board Attorney Youssouf relinquished the position as Chair and turned the meeting over to Chairman Bollentin.

Legal Report – Board Attorney Youssouf distributed to the Board a copy of the Revised Fire Protection Agreement. It is a three-year agreement and change was made to the dates of the Agreement (Para #1: 3/1/19 – 2/28/22) and change to the dates of Payment (Para #3 - April and October of each year). Commissioner Jamison motioned to accept the Fire Protection Agreement as presented, seconded by Commissioner Esposito. Motion passed by unanimous consent (roll call vote: all voting “yes” – Commissioner Goldman absent). (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.) Agreement is to be signed by the Board and then by the fire company. President Linde asked that the agreement be re-visited with respect to the term “maintain.” President Linde was advised to submit the request in writing. Board Attorney Youssouf read a letter from Dennis Kelly, Esq. (attorney for Jackson Township) regarding the reverter clause. Deed was read by Board Attorney Youssouf. After discussion, Commissioner Esposito motioned to authorize the Chairman of the Board and the Clerk of the Board to execute the reverter deed, seconded by Commissioner Jamison. Motion passed by unanimous consent.

Minutes: Commissioner Esposito motioned to approve the minutes of the February 14, 2019 General meeting as presented, seconded by Commissioner Jamison. Motion passed by majority consent (Commissioner Torres abstained due to his absence).

Treasurer's Report: was read by Commissioner Jamison. The report and bill list (a copy of which is attached to the original minutes and incorporated herein by reference) as of March 14, 2019, were read. Commissioner Torres motioned to accept the Treasurer's report as presented and to pay the bills, seconded by Commissioner Esposito. Motion passed by unanimous consent.

Truck & Building/Career Report – was read by Commissioner Torres (a copy of which is attached to the original minutes and incorporated herein by reference). Discussion on the roof issues (leaks in hall). Capt. Reynolds to look for expert to evaluate and provide opinion.

Chief's Report – read by Chief Lubertazzi (a copy of which is attached and incorporated herein by reference). Discussion on how to pay for training expenses. Preferred method is purchase order. Streamlight Purchase: Copies of quotes are attached to the original minutes and incorporated herein by reference. After discussion, Commissioner Jamison motioned to purchase two (2) streamlights portable scene lighting from the vendor that provides the best pricing, seconded by Commissioner Torres. Motion passed by unanimous consent. Discussion: Fit Test Machine for purchase – not included in 2019 budget. Copy of quote is attached to the original minutes and incorporated herein by reference. A sole source letter is needed before the item is ordered/purchased. Possible funding source could be radio budget line. Commissioner Esposito motioned to purchase the fit test machine, seconded by Commissioner Torres. Motion passed by unanimous consent (roll call – all voted “yes”, Commissioner Goldman absent.) This machine is only for use by JTFD #4. No one else is to use the machine. It was also requested that 5-year plan be reviewed vs. 3-year plan. It was approved for Fire Official Burmeister and Lt. Leonard attend the up-coming Monday fire company meeting to collect old pagers and distribute new pagers.

President's Report - Report (a copy of which is attached to the original minutes and incorporated herein by reference) read by President Linde. New applicant to company introduced herself to the Board – Carly Meyers. Laser pointer to be added to new equipment. DVD player has been donated for training purposes.

Fire Bureau – Report (a copy of which is attached to the original minutes and incorporated herein by reference) was read by FO Burmeister. Programming for Knox Boxes discussed. CD was located today. Everything will be ready when the rep comes to program the radios.

Commissioner Torres left the meeting at 8:10 pm.

Work Orders – addressed in Truck & Building report.

Old Business and Correspondence/Pending

Old Business: Radios: Proposal from Motorola to order new radios was provided to the Board. A copy of which is attached to the original minutes and incorporated herein by reference. Three months lead-time from order to installation. Commissioner Esposito motioned to purchase the radio system as per the quote dated 2/27/19, seconded by Commissioner Jamison. Motion passed by unanimous consent (roll call vote: yes: Bollentin, Esposito, Jamison; absent: Goldman, Torres). Request for two additional phones for Station #2 (copy of quote is attached to the original minutes and incorporated herein by reference). Commissioner Jamison motioned to purchase the two additional phones, seconded by Commissioner Esposito. Motion passed by unanimous consent (roll call vote: yes: Bollentin, Esposito, Jamison; absent: Goldman, Torres).

Update on Labor Contract: Board Attorney Youssouf advised that as of now, he does not have an update. He will be meeting with the Labor attorney on Monday.

New Business:

Pole Barn Meeting: A handout from Conestoga Construction was submitted to the Board from the recent meeting with the representative (a copy of which is attached to the original meeting and incorporated herein by reference). Discussion about combining lots. Board Attorney Youssof recommended hiring a civil engineer (i.e.: Crest Engineering/Hightstown) to provide the Board with a formal site plan. Board Attorney Youssof will contact civil engineering firm (Crest Engineering) to obtain a proposal (purpose to combine lots and place a pole barn meeting). Need to communicate with the public discussed. Bonding process reviewed with Board.

Landscaping: Two proposals were received: KC Greenscapes: \$ 5,965.00 for ST 1 & ST 2 (includes 2 more fertilizer applications) – no clean-ups included; PLC Landscaping: \$ 5,859.00 for ST 1 & ST 2 – clean-ups included. Commissioner Esposito motioned to approve hiring Greenscapes provided that they include spring and fall cleanups in their proposed price, seconded by Commissioner Jamison. Motion passed by unanimous consent.

Water for Station #2: Discussion. Township will not move the connection. Cost to move it: approximately \$12,000. Sediment is backing up. Captain Reynolds to contact Neil Brooks Plumbing.

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 Esposito. Motion passed by unanimous consent at 9:17 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 10:04 p.m. and the Board reconvened the public session.

Public Session: No comments received during the Public Session.

Adjournment: With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Esposito. Motion passed by unanimous consent. Meeting adjourned at 10:04 p.m.

o Philip Golden, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP SCHEDULING
MEETING DATES FOR THE YEAR 2019**

WHEREAS; The Board of Fire Commissioners, as a political subdivision of the State of New Jersey is required by N.J.S.A. 10:4-18 to publish and post annually a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

WHEREAS; The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of said schedule to the municipal clerk for posting on the official municipal bulletin board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that regularly scheduled meetings of the Board will be held on the second Thursday of each month with workshop sessions commencing at 6:30 p.m. and public sessions commencing at 7:00 p.m. at the Jackson Mills Volunteer Fire Company firehouse 465 West County Line Road, Jackson, New Jersey.

BE IT FURTHER RESOLVED that the regular monthly meetings and workshop meetings of the Board are hereby scheduled for the following dates: **April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12, January 9, February 13, and March 12, 2020**, which meeting shall serve as the annual reorganization meeting of the Board.

BE IT FURTHER RESOLVED that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by: *Jamison*

Seconded by: *Esposito*

Roll Call Vote:

Ayes: *Bollettin*
Esposito
Jamison
Lorres

Nays: *∅*

Absent: *Goldman*

Abstain: *∅*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14th day of March, 2019.

Philip Goldman, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.4 JACKSON TOWNSHIP DESIGNATING
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2019**

WHEREAS; the Fire District is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

WHEREAS; N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit;" and

WHEREAS; the Board has determined that The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank are qualified depositories that are eligible to receive and hold public funds on deposit; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank are hereby designated official depositories of District funds for 2019.

BE IT FURTHER RESOLVED that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

BE IT FURTHER RESOLVED that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by: *Esposito*

Seconded by: *Torres*

Roll Call Vote:

Ayes: *Bollentin*
Esposito
Jamison
Torres

Nays:

Absent: *Goldman*

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14th day of March, 2019.

Philip Goldman, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP DESIGNATING
OFFICIAL NEWSPAPERS FOR THE YEAR 2019**

WHEREAS; N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

WHEREAS; N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election, budget referendum and bond referendums as well as public hearings and other periodic events; and

WHEREAS; To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and Jackson Times

WHEREAS; The Asbury Park Press and the Newark Star Ledger are legally recognized newspapers having general circulation within Jackson Township and are the two publications most likely to inform the citizens of pending Board meetings and actions.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the Asbury Park Press and the Newark Star Ledger be and the same are hereby designated the official newspapers of the Board of Fire Commissioners for the year 2019.

Moved by: Torres

Seconded by: Esposito

Roll Call Vote:

Ayes: Bollenstin
Esposito
Jamism
Torres

Nays: Ø

Absent: Goldman

Abstain: Ø

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14th day of March, 2019.

Philip Goldman, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
HOLMAN FRENIA ALLISON P.C. DISTRICT AUDITORS FOR THE
YEAR 2019**

WHEREAS; the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

WHEREAS; The firm of Holman Frenia Allison, P.C. are certified public accountants and registered municipal auditors licensed to practice in the State of New Jersey and are legally qualified to perform the auditing services required by the laws of the State of New Jersey; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for professional services may be made, negotiated and awarded without public bidding or receipt of bids if the services to be provided will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

WHEREAS; adequate moneys have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the firm of Holman Frenia Allison, P.C. be, and the same, are hereby appointed District auditors for the year 2019.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by: *Jamison*

Seconded by: *Esposito*

Roll Call Vote:

Ayes:

*Dolentín
Esposito
Jamison
Torres*

Nays: *∅*

Absent: *Goldman*

Abstain: *∅*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Twp. on the 14th day of March, 2019.

Philip Goldman, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
OLIVER S. WALLING BOARD ACCOUNTANT FOR 2019**

Koerner: Koerner

WHEREAS; The Board of Fire Commissioners is authorized and empowered by law to employ the services of an accountant and such other professional staff as may be required for the orderly and effective administration of the financial affairs of the fire district; and

WHEREAS; The Board is charged with the responsibility of raising and spending taxes to fund the operations of both the Jackson Mills Volunteer Fire Company and its paid staff; and

WHEREAS; It is the considered opinion of the Board that the services of a certified public accountant to aid in the preparation and administration of the District's financial accounts and records is necessary and desirable; and

WHEREAS; The Local Public Contracts Law provides that a contract for the provision of professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

WHEREAS; Oliver S. Walling, III is a Certified Public Accountant licensed to practice in the State of New Jersey and is qualified to render the professional services required by the Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a contract for professional services be and the same is hereby awarded to Oliver S. Walling III for the year 2018.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board.

Moved by: *Esposito*

Seconded by: *Torres*

Roll Call Vote:

Ayes: *Bollenstin*
Esposito
Jamison
Torres

Nays: *Ø*

Absent: *Goldman* Abstain: *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on the 14th day of March, 2019.

Philip Goldman, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 TOWNSHIP OF JACKSON APPOINTING
CHERYL PARKER BOOKKEEPER AND QUALIFIED PURCHASING
AGENT FOR THE YEAR 2019**

WHEREAS; The Board of Fire Commissioners has determined that it is necessary, desirable and in the public interest to employ the services of a qualified purchasing agent and bookkeeper to maintain the day to day financial books and records of the Board of Fire Commissioners and to perform such other administrative tasks as may be required; and

WHEREAS; Cheryl Parker has the required qualifications and experience to perform the duties required by the Board; and

WHEREAS; Adequate funds exist in the current or a previously approved budget of the Board of Fire Commissioners to pay the salary of a bookkeeper.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that Cheryl Parker is hereby appointed to the position of Qualified Purchasing Agent and Bookkeeper for the Board of Fire Commissioners of Jackson Township Fire District No.4 for the year 2019.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to Cheryl Parker by the Clerk of the Board.

Moved by: *Esposito*

Seconded by: *Torres*

Roll Call Vote:

Ayes *Bollentin*
Esposito
Jamison
Torres

Nays *Ø*

Absent *Goldman*

Abstain *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14th day of March, 2019.

Philip Goldman, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 TOWNSHIP OF JACKSON APPOINTING
SUSAN L. OKSEN-PEREIRA RECORDING SECRETARY TO
THE BOARD OF FIRE COMMISSIONERS FOR 2019**

WHEREAS; The Board of Fire Commissioners has determined that it is necessary, desirable and in the public interest to employ the services of a recording secretary to record, prepare and transcribe minutes of the Board's meetings and to perform such other administrative tasks as may be necessary; and

WHEREAS; Susan L. Oksen-Pereira has the requisite skills to perform the duties required of a recording secretary; and

WHEREAS; Adequate funds exist in the current or a previously approved budget of the Board of Fire Commissioners to pay the salary of a recording secretary.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that Susan L. Oksen-Pereira be, and the same is hereby appointed to the position of Recording Secretary for the Board of Fire Commissioners Fire District No.4 Jackson Township for the year 2019.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to Susan L. Oksen-Pereira by the Clerk of the Board.

Moved by: *Torres*

Seconded by: *Jamism*

Roll Call Vote:

*Bolentin
Esposito
Jamism*

Ayes *Torres*

Nays

Ø

Absent *Goldman*

Abstain *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14th day of March, 2019.

Clerk Goldman, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING
JOSEPH D. YOUSSEUF, ESQ. BOARD ATTORNEY FOR 2019**

WHEREAS; The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services" ; and

WHEREAS; N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS; Joseph D. Youssouf is an attorney at law admitted to practice in the State of New Jersey.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2019.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by: *Esposito*

Seconded by: *Jamison*

Roll Call Vote:

Boiteatin
Ayes: *Esposito*
Jamison
Torres

Nays: *Ø*

Absent: *Goldman*

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 14th day of March, 2019.

Philip Goldman, Clerk

3/14/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.4 JACKSON TOWNSHIP AFFIRMING
THE BOARD'S CIVIL RIGHTS POLICY WITH RESPECT TO
ALL OFFICIALS, APPOINTEES, EMPLOYEE, VOLUNTEERS
AND MEMBERS OF THE GENERAL PUBLIC THAT COME INTO
CONTACT WITH THE VOLUNTEERS, AGENTS, EMPLOYEES AND
OFFICIALS OF THE DISTRICT.**

WHEREAS; It is the policy of the Board of Fire Commissioners of Fire District No.4 Jackson Township to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law Against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act; and

WHEREAS; The Board of Fire Commissioners has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the following policy and procedures be, and the same are hereby adopted:

1. No official, employe, appointee or volunteer firefighter of the Board, by whatever title known, or any entity that is in any way a part of the Board of Fire Commissioners shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee, volunteer, or entity is engaged in or acting on behalf of the Board of Fire Commissioners or using the facilities or property of the Board.
2. The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Board to provide services that otherwise could be performed by the Board.

3. Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.
4. The Board shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.
5. No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.
6. The Board shall establish written procedures that require all officials, employees, appointees and volunteers of the District as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.
7. The Board shall establish a system to monitor compliance.
8. A summary of this resolution and the procedures established pursuant to this resolution shall be forwarded to the volunteer fire company annually. This summary shall be posted on the Board's web site.
9. This resolution shall take effect immediately.
10. A copy of this resolution shall be published in the official newspaper of the Board in order for the public to be made aware of this policy and the Board's commitment to the implementation and enforcement of this policy.

Moved by: Jamison

Seconded by: Esposito

Roll Call Vote:

Ayes: Bollettin
Esposito
Jamison
Torres

Nays: 0

Absent: Goldman Abstain: 0

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on the 14th day of March, 2019.

Philip Goldman, Clerk

GENERAL COMPLAINT PROCEDURES

Any individual who observes alleged wrongdoing on the part of officials, employees, or volunteers associated with the Board of Fire Commissioners of Fire District No.4 Jackson Township may report such action using this procedure. This includes any action the individual believes to constitute harassment, sexual harassment, or any other wrongdoing. Employees of the Board, including volunteer firefighters, and members of the public may report the alleged wrongdoing to the Chief of the Volunteer Fire Company directly, or if they prefer, or do not think that the matter can be discussed with the Chief of the Volunteer Fire Company, to the Board of Fire Commissioners.

Reporting of such incidents is encouraged both when an individual feels that he or she is subject to such incidents, or observes such incidents in reference to other individuals. The report or complaint should be in writing, but individuals may make a verbal complaint at their discretion. If an individual has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment or wrongdoing of any nature whatsoever shall be promptly investigated by the Board.

No individual will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining individuals will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of an incident.

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

**March 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

2:40 PM

03/14/19

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of March 14, 2019

	Mar 14, 19	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	286,132.42	
1011 · Shore Community Payroll	179,660.03	
1012 · Shore Community Fire Bureau	31,505.89	
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	<u>1,689,014.63</u>	<u>0.00</u>

7:00 PM
03/14/19
Accrual Basis

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

Type	Date	Num	Name	Debit	Credit
1009 - Shore Community Operating					
Bill Pmt -...	03/14/2019	5237	Advanced Auto Parts		163.62
Bill Pmt -...	03/14/2019	5238	AT&T Mobility		306.36
Bill Pmt -...	03/14/2019	5239	Blaze Emergency Equipment LLC		531.00
Bill Pmt -...	03/14/2019	5240	Board of Fire Commissioner's Dist #3		49.63
Bill Pmt -...	03/14/2019	5241	Continental Fire & Safety		1,405.00
Bill Pmt -...	03/14/2019	5242	Cooper Electric Supply Co.		475.00
Bill Pmt -...	03/14/2019	5243	Freehold Cartage, Inc.		221.84
Bill Pmt -...	03/14/2019	5244	Holman, Frenia, Allison, P.C.		5,500.00
Bill Pmt -...	03/14/2019	5245	Home Depot		97.14
Bill Pmt -...	03/14/2019	5246	Jackson Twp MUA		16,302.65
Bill Pmt -...	03/14/2019	5247	JCP&L		1,527.52
Bill Pmt -...	03/14/2019	5248	NJNG		750.66
Bill Pmt -...	03/14/2019	5249	Ocean Security Systems, Inc.		446.91
Bill Pmt -...	03/14/2019	5250	Optimum		589.38
Bill Pmt -...	03/14/2019	5251	Skillender s Service Center Inc.		1,403.68
Bill Pmt -...	03/14/2019	5252	Staples Credit Plan		38.65
Bill Pmt -...	03/14/2019	5253	Toms River Bd. of Fire Commissioners		150.00
Bill Pmt -...	03/14/2019	5254	Verizon		195.32
Bill Pmt -...	03/14/2019	5255	Verizon Wireless		188.80
Bill Pmt -...	03/14/2019	5256	Wireless Communications & Electronics		318.50
Bill Pmt -...	03/14/2019	5257	McKesson Medical Surgical		732.83
Bill Pmt -...	03/14/2019	5258	Susan L Oksen-Pereira		250.00
Bill Pmt -...	03/14/2019	5259	Joseph D. Youssef, Esq		6,000.00
Total 1009 - Shore Community Operating				0.00	37,644.49
TOTAL				0.00	37,644.49

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

	Jan 1 - Mar 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	51.84	500.00	(448.16)
4750 · Bureau of Fire Prevention Incm	0.00	35,000.00	(35,000.00)
4800 · Other Income	90.06	0.00	90.06
4920 · Unreserved Fund Balance	0.00	615,000.00	(615,000.00)
Total Income	141.90	2,282,887.00	(2,282,745.10)
Gross Profit	141.90	2,282,887.00	(2,282,745.10)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	750.00	2,800.00	(2,050.00)
5210 · Elections	400.00	1,500.00	(1,100.00)
5220 · Office Expense	651.85	12,000.00	(11,348.15)
5230 · Professional Services	6,150.00	110,000.00	(103,850.00)
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	65,987.00	120,000.00	(54,013.00)
6220 · Advertising	246.66	2,000.00	(1,753.34)
6310 · Maintenance & Repairs	7,337.48	110,000.00	(102,662.52)
6410 · Supplies	3,945.64	25,000.00	(21,054.36)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	26,231.33	70,000.00	(43,768.67)
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	247.00	25,000.00	(24,753.00)
6614 · Technology-Equipment	3,277.06	0.00	3,277.06
6615 · Gear - Fire Company	23,499.42	30,000.00	(6,500.58)
6625 · Joint District Expenses	0.00	5,000.00	(5,000.00)
6630 · Building Renovations	0.00	10,000.00	(10,000.00)
6635 · Equipment-Non-Bondable	0.00	28,000.00	(28,000.00)
6640 · SCBA	2,181.50	30,000.00	(27,818.50)
6650 · Emergency/First Aid Equipment	996.72	5,000.00	(4,003.28)
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	168,343.66	1,732,887.00	(1,564,543.34)
Net Ordinary Income	(168,201.76)	550,000.00	(718,201.76)

2:40 PM

03/14/19

Accrual Basis

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

	<u>Jan 1 - Mar 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>(168,201.76)</u>	<u>0.00</u>	<u>(168,201.76)</u>

Board of Fire Commissioners Career Department

March 14, 2019

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- House generator at main station was serviced.
- Station 1 roof was repaired.
- Air Gas repaired the house compressor at station 2.

Year to date career department responses:

Fire call- 201

EMS calls-452

Trucks

Command 5400

- Command box was moved to clear the rear airbag. Serviced by East Coast Lighting.

Deputy 5410

- Truck was sent for service at Skillenders for a starting issue. Found a loose battery thermal.

Engine 5401

- Thermostat was replaced
- Pump throttle light was repaired.
- During the weekly truck checks new items were placed up top. Cribbing, Oil Pan for spills, Absorbent Pads and speed dry was topped off.

Ladder 5405

- New radio antennas were installed on portable radios.
- New cigarette plug installed for the tablet and gas meter.
- Blaze was notified to come look at the Out-Rigger sensors.

Engine 5407

- Generator was sent out for service at Ace Power Equipment.

Engine 5411

- Rear SCBA seat bracket repaired.
- Honda Generator was repaired by Ace Power.
- Extraction Blanket was placed into service.
- Passenger compartment lights on order.

Engine 5417

- Portable charger was installed in the rear passenger area.

Unit 5408

- New scene lights on order, compartment lights installed.
- Pump / valves were relabeled.

Unit 5414

- New rear shocks were installed, Rear Bumper was reinstalled and was serviced.

Brush 5419

- Unit scheduled for new batteries next week.

Board of Fire Commissioners Career Department
March 14, 2019

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- Firefighter PASS devices were inspected, and new batteries were installed.
- We recommend that Sue gets a raise.

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

MARCH 2019

Calls for the year 105

DRILLS/SCHOOLS: February and March Drills

The 2nd part of respiratory (Mask confidence training "MAZE DRILL") was completed for the volunteers

FF Porth has completed CPR training for the volunteers

March 4th @ 1900hrs Class on Active Threat Response at station 1 was very successful and we will be getting together with Jackson Police to further our responsibilities in case of an active shooter event.

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

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

TRAINING:

Over the next couple of months FF Darren Hoffman, FF Anthony Quaranta and FF Shane O'Brien will be working on getting their Class A Drivers License and they will be training on becoming Certified tanker Drivers. Hopefully after our meeting we can add more members to the list.

CEVO Train the Trainer online course. How does the board want to pay for this course, either with the Board Credit Card or Trask said that he will use his credit card and the board can reimburse him???

EVENTS:

April 2, 2019 Pierce is bringing a Demo Ladder truck to Station 2 at 1900 hrs.

EQUIPMENT/ PROJECTS:

Captain Reynolds was provided with a project/equipment list on items that needed to be worked on and equipment that was approved to be ordered. In the future can the board provide in writing to the career staff and the Fire Chief what equipment was approved at the meeting so it can be ordered.

There is (1) item that I would like for the Board to consider for purchase that is not on the budget and that is a new Mask Fit test Machine. Captain Reynolds and Deputy Chief O'Hara have all of the information on the machine.



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

CHIEF REPORT

MARCH 2019

EQUIPMENT:

We are respectfully requesting to purchase (2) Streamlight Portable Battery Scene Lights. This item was approved back in October 2018. We are looking for re-approval to purchase this item tomorrow. The price range from different vendors is from \$580.00 to \$680.00

MISCELLANIOUS:

We are respectfully requesting that FF John Burmeister be allowed to attend our Business Meeting on Monday, March 18, 2019 to hand out and demonstrate the new papers.

Gear Checks are completed on the tablet

Truck Checks are completed on the tablet

Inventory and color coding of all trucks are in progress

PLEASE NOTE THAT I HAVE ATTACHED THE PROJECT/EQUIPMENT LIST

“ ANOTHER JOB WELL DONE BY THE MEMBERS OF STATION 54”

Respectfully submitted

Chief Michael Lubertazzi