

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

Minutes of Meeting Held
April 16, 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 7:10 pm. Board Labor Law Attorney Jonathan Cohen 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 Torres Jr were present. Commissioner Jamison was absent. Board Labor Law Attorney Jonathan Cohen was also present.

Legal Report: Attorney Jonathan Cohen introduced the new Union IAFF Local 3874. A formal motion was made to separate Unions by Commissioner Esposito and seconded by Commissioner Torres Jr. Roll Call: All Ayes, Commissioner Jamison Absent. This new union will support the district paid officers. A settlement agreement was drawn up by Labor Law Attorney Jonathan Cohen. Commissioner Bollentin, Union Rep from Local 4395 Steven Porth and Union Rep from Local 4395 Cpt Mark Reynolds and Lt Richard Leonard signed the settlement agreement. Attorney Jonathan Cohen reviewed the Memorandum of Agreement with Local 4395, a few minor changes in title will be revised and the contract should be ready for the May Board Meeting along with the New Local 3874 Agreement. The Fire Service Agreement was signed by all parties and returned to the Board. Copies were distributed.

Minutes: Commissioner Esposito motioned to approve the minutes of the March 14, 2019 general meeting as presented, seconded by Commissioner Torres Jr. Motion passed by majority consent with one abstention (Commissioner Goldman due to his absence).

Treasurer's Report –The report and bill list (a copy of which is attached to the original minutes and incorporated herein by reference) as of April 16, 2019 was read by Commissioner Torres Jr. Commissioner Esposito motioned to approve the Treasurer's Report, seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Goldman explained the ballots and mail-ins were almost \$3,000 and we will need to increase next year's Election line item.

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.) Cpt Mark Reynolds went over the quote from Neil Brooks Plumbing Heating and Cooling. Since over the \$6,000 quote

threshold Cpt Reynolds will get an additional quote for May's meeting. KC Greenscapes gave an estimate to fix 2 spots where pavers collapsed. \$450 Board approved repair. A Quote for EJ Schuster for office furniture at Sub Station was submitted by Lt Leonard. \$5,262.18 plus a chair for \$369.24. State Contract. Commissioner Esposito motioned to approve, seconded by Commissioner Torres Jr. All Ayes.

Chief's Report – read by Joe Krzyzewski (a copy of which is attached to the original minutes and incorporated herein by reference). Board discussed the up coming Expo in Nashville and decided the district will not partake this year but want to discuss when the Chief is present. The board approved reserving a hotel room but will not approve Expo until further discussion is made. Harrisburg class is approved since entry is free. They will not use chief truck. Approved to spend up to \$200 on expenses. Commissioner Bollentin reiterated with any accident, the driver must receive a drug test. This is mandatory.

President's Report – read by Vice President Locklear (a copy of which is attached to the original minutes and incorporated herein by reference). VP Locklear asked permission from the board for his son Zach to have a car wash for his Eagle Scout project. Approved by the board. The board requested Cpt Reynolds to help find the adapter to use with the hydrant out back for car wash. Commissioner Esposito asked the VP Locklear if he could please make sure all the Volunteers get their certifications up to date.

Fire Bureau: read by Commissioner Torres Jr. (a copy of the written report is attached to original minutes and incorporated herein by reference).

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 8:30 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 8:45 p.m. and the Board reconvened the public session.

Old Business/Correspondence:

Old Business: None

Correspondence: None

Unfinished Business: None

New Business:

Commissioner Esposito read the email from The NJ Forest Fire Service approving our VFA grant in the amount of \$3,302.47. A letter from FF Steven Porth requested May 17th as a training day for National Association of EMS Educators Level 1 Instructor course in Clinton NJ. Board approved. A letter from

Cpt Mark Reynolds requesting June 22, 23 & 30 (weekend) for Career Staff training for EMT refresher Modular A,B,C course was read. Commissioner Esposito, Goldman and Torres Jr all Aye. Commissioner Bollentin abstained. A verbal request from Fire Prevention Specialist Stan O'Brien was made for training time off 6/2-6/7 for FEMA Response terrorist bombing class. All expenses paid so no cost to district. All Aye.

Adjournment: With no other business to come before the Board, Commissioner Goldman motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Esposito. Motion passed by unanimous consent. Meeting adjourned 8:45 pm.

 _____, Clerk

February 14, 2019

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

**April 16, 2018
Meeting Time 7:00PM**

Meeting called to order 7:00PM
Reading of the "Public Meeting Act"
Flag Salute
Attendance
Secretary's Report
Treasurer's Report
Legal Report
Truck & Building Report
Chief's Report
President's Report
Fire Bureau Report
Work Order Requests
Old Business
New Business

Mail Correspondence-Per Yellow Folder

Open to Public
Meeting Adjourned

Old Business-Correspondence/Pending

New Business

Mail Correspondence
Per Yellow folder

Board of Fire Commissioners
Cash Balances
As of April 16, 2019

	Apr 16, 19	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	174,305.95	
1011 · Shore Community Payroll	82,854.05	
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>1,480,382.18</u>	<u>0.00</u>

Board of Fire Commissioners
Treasurer Report
 As of April 16, 2019

Type	Date	Num	Name	Debit	Credit
1009 - Shore Community Operating					
Bill Pmt -...	04/16/2019	5260	Air & Gas Technologies		1,487.86
Bill Pmt -...	04/16/2019	5261	AT&T Mobility		306.36
Bill Pmt -...	04/16/2019	5262	Blaze Emergency Equipment LLC		1,894.23
Bill Pmt -...	04/16/2019	5263	Blonder Supply Inc.		1,795.26
Bill Pmt -...	04/16/2019	5264	Continental Fire & Safety		581.47
Bill Pmt -...	04/16/2019	5265	Cooper Power Systems		677.30
Bill Pmt -...	04/16/2019	5266	County of Ocean- Dept of Finance- Carl...		2,952.05
Bill Pmt -...	04/16/2019	5267	East Coast Emergency Lighting, Inc.		1,733.40
Bill Pmt -...	04/16/2019	5268	Family Practice of Centrastate		180.00
Bill Pmt -...	04/16/2019	5269	Freehold Cartage, Inc.		277.34
Bill Pmt -...	04/16/2019	5270	Holman, Frenia, Allison, P.C.		4,000.00
Bill Pmt -...	04/16/2019	5271	Home Depot		144.26
Bill Pmt -...	04/16/2019	5272	IDWholesaler		378.10
Bill Pmt -...	04/16/2019	5273	Jackson Township First Aid Squad		750.00
Bill Pmt -...	04/16/2019	5274	JCP&L		1,181.99
Bill Pmt -...	04/16/2019	5275	McKesson Medical Surgical		99.26
Bill Pmt -...	04/16/2019	5276	Middlesex County Fire Academy		658.00
Bill Pmt -...	04/16/2019	5279	Nat Alexander Co, Inc.		12,761.00
Bill Pmt -...	04/16/2019	5280	NJNG		1,782.29
Bill Pmt -...	04/16/2019	5281	Skillender s Service Center Inc.		1,106.12
Bill Pmt -...	04/16/2019	5282	Superglass Windshield Repair		1,125.00
Bill Pmt -...	04/16/2019	5283	Terminix		721.68
Bill Pmt -...	04/16/2019	5284	Verizon		195.70
Bill Pmt -...	04/16/2019	5285	Verizon Wireless		377.60
Bill Pmt -...	04/16/2019	5286	Wireless Communications & Electronics		248.00
Bill Pmt -...	04/16/2019	5287	Witmer Public Safety Group		1,192.76
Bill Pmt -...	04/16/2019	5288	1st Choice Safety Equipment		980.00
Bill Pmt -...	04/16/2019	5290	Dafeldecker Associates		247.00
Bill Pmt -...	04/16/2019	5291	Holmes and McDowell		12,337.13
Bill Pmt -...	04/16/2019	5292	McKesson Medical Surgical		196.79
Bill Pmt -...	04/16/2019	5293	Optimum		386.52
Bill Pmt -...	04/16/2019	5294	Wesco Insurance Company		15,566.00
Bill Pmt -...	04/16/2019	5295	Wireless Communications & Electronics		36,725.00
Total 1009 - Shore Community Operating				0.00	105,045.47
TOTAL				0.00	105,045.47

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through April 16, 2019

	Jan 1 - Apr 16, 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	3,352.05	1,500.00	1,852.05
5220 · Office Expense	651.85	12,000.00	(11,348.15)
5230 · Professional Services	24,877.00	110,000.00	(85,123.00)
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.	31,635.20	104,327.00	(72,691.80)
6115 · Salaries & Wages - Captain	29,881.60	112,089.00	(82,207.40)
6120 · Salaries - Full Time Fire	80,551.78	291,490.00	(210,938.22)
6125 · Clothing Allowance	2,436.00	9,000.00	(6,564.00)
6130 · Salaries - Fire Official	0.00	25,000.00	(25,000.00)
6140 · Salaries - Firefighter Overtime	8,231.52	42,000.00	(33,768.48)
6180 · Payroll Taxes	(36,803.47)	52,552.00	(89,355.47)
6185 · Employer Pension Contribution	0.00	116,461.00	(116,461.00)
6190 · Fringe Benefits	(11,073.46)	134,418.00	(145,491.46)
6210 · Insurance	93,890.13	120,000.00	(26,109.87)
6220 · Advertising	246.66	2,000.00	(1,753.34)
6310 · Maintenance & Repairs	14,372.03	110,000.00	(95,627.97)
6410 · Supplies	6,043.81	25,000.00	(18,956.19)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	30,739.13	70,000.00	(39,260.87)
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	2,247.10	15,000.00	(12,752.90)
6611 · Training	905.00	25,000.00	(24,095.00)
6614 · Technology-Equipment	3,277.06	0.00	3,277.06
6615 · Gear - Fire Company	28,586.42	30,000.00	(1,413.58)
6625 · Joint District Expenses	750.00	5,000.00	(4,250.00)
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	3,517.36	30,000.00	(26,482.64)
6650 · Emergency/First Aid Equipment	1,292.77	5,000.00	(3,707.23)
6655 · Replacement Equipment	13,953.76	18,000.00	(4,046.24)
6670 · Vehicle Equip-Radios/Pagers	0.00	20,000.00	(20,000.00)
6675 · UFSA	4,108.00	7,750.00	(3,642.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	363,419.30	1,732,887.00	(1,369,467.70)
Net Ordinary Income	(363,277.40)	550,000.00	(913,277.40)

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through April 16, 2019

	<u>Jan 1 - Apr 16, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	<u>382,698.85</u>	<u>550,000.00</u>	<u>(167,301.15)</u>
Total Other Expense	<u>382,698.85</u>	<u>550,000.00</u>	<u>(167,301.15)</u>
Net Other Income	<u>(382,698.85)</u>	<u>(550,000.00)</u>	<u>167,301.15</u>
Net Income	<u><u>(745,976.25)</u></u>	<u><u>0.00</u></u>	<u><u>(745,976.25)</u></u>

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.

April 16, 2019 Monthly Bureau Report

Inspections are being completed as normal. (15 done in March)
No major violations noted. Report attached.

Updates are being done to the inspection program on regular basis.

Site plans received:

New plans received:

Cedar Swamp Rd. – Self-Storage facility – in progress
All other plans – still pending.

Fire investigations / Call Outs / Complaints:

Truck fire Interstate 195 – engine fire

Knox box – Unit is working in 5401

4 new units were ordered for trucks – should be here any day
New key cores were ordered – to replace existing cores to
match new key. Should be any day also

F/O Burmeister and FPS O'Brien attended training in Atlantic City
sponsored by NJIAAI.

Outside the Bureau:

- Emergency Reporting - Attending several webinars regarding upgrades to the system.
- New pagers were handed out and there were some minor changes to the programming – will be done soon
- New Radios were ordered

Respectfully submitted,
John Burmeister Jr.
Fire Official

Board of Fire Commissioners Career Department

April 16, 2019

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- House generator at main station was serviced.
- Station 1 roof repairs scheduled 4/17/19.
- Rear security camera was replaced and in working order.
- Carpet and tiles were cleaned at station 1.
- Alert siren at station 2 was repaired and back in service.

Year to date career department responses:

Fire call- 55

EMS calls-127

Trucks

Command 5400

- Was went out for service.

Engine 5401

- New LED scene light was installed in the cab.

Engine 5407

- Generator was sent out for service at Ace Power Equipment. Parts on back order.
- Unit had fuel issues and was sent to Skillenders for the repairs.

Engine 5411

- New windshield was installed on the passenger side of the truck.
- Honda Generator back in service from ACE power equipment.

Engine 5417

- Waiting on quotes for the new extension ladder and roof ladder.

Unit 5408

- New scene lights will be installed sometime next week by on duty staff.

Unit 5437

- New bed cover was installed.

Brush 5419

- Unit was cleaned and serviced for the forest fire season.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- Quotes received to repair the front sidewalk in front of station 1.
- Neil Brooks submitted a quote to install the new water line at Station 2.
- E.J. Schuster's submitted a quote for the new office furniture and work areas at Station 2.
- Permits were approved for the electrical work at station 1, need signatures.
- The new Fit Test machine was delivered. Staff was trained and is now in service.

Submitted by,
Jackson Dist. 4 Career Department

President's Report

April 2019

Membership:

No new applications for membership this cycle.

Fire Service Agreement:

Fire Service agreement has been executed.

Facilities:

- Zach Locklear requesting use of the facility for Car Wash fundraiser June 8th for his Eagle Scout project for troop 258.
- Pat McCloskey requesting May 11 for member hall rental
- Ralph Aponte requesting use of volley ball court May 11 for Scout volley ball game
- Ralph Aponte using member rental for Quanta's Club meeting June 19th
- Life member Frank Costa requesting hall June 29th

Community Outreach

The new committee has been formed with the goal of educating residents about the budget and drive support. The group will be lead by Steve Linde and Mike Lubertazzi and will target select communities in our district. 1st meeting will be held in about two weeks.

Sexual Harassment paperwork

Majority of members have received a copy and signed off, only a few remain.

Respectfully Submitted:

Steven Linde
President
Jackson Mills Volunteer Fire Company



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

CHIEF REPORT

APRIL 2019

Calls for the year 146

DRILLS/SCHOOLS:

April's drill will be on April 22 @ 1900hrs at station 2 on extrication.

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.

CEVO Train the Trainer online course is in progress

We are requesting for members to attend Harrisburg Expo on May 17,18 and 19 and Firehouse Expo in Nashville on October 8-13 (see Attached)

EVENTS:

April 2, 2019 Pierce is brought a Demo Ladder truck to Station 2 at 1900 hrs. It was able to maneuver through the tight streets and it fit in the firehouse at station 2. The members feel that this type of truck will be an asset to the fire district. We are looking into different manufacturers to see what else is out there

EQUIPMENT/ PROJECTS:

The new Mask Fit test Machine is here and in service. Captain Reynolds and Deputy Chief O'Hara have installed all of the information for the machine on the computer. We will be scheduling Fits Tests in the near future

The battery operated scene lights are in and in service.

