

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

Minutes of Meeting Held
May 9, 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 7:00 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, Goldman and Jamison were present. Commissioner Esposito and Commissioner Torres were absent. Board Attorney Youssouf was also present.

Minutes: Minutes from the April 16, 2019 were tabled due to a lack of quorum from those who were present at the April 16, 2019 meeting (Commissioner Jamison was absent from the April 16, 2019 meeting).

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 May 9, 2019 was read by Commissioner Jamison. Commissioner Goldman motioned to pay the bills as listed seconded by Commissioner Jamison. Motion passed by unanimous consent. Commissioner Goldman motioned to approve the Treasurer's Report, seconded by Commissioner Jamison. Motion passed by unanimous consent. Later in the meeting the Board approved payment to County of Ocean, Dept. of Finance in the amount of \$2,952.05 for election expenses.

Legal Report: Board Attorney Youssouf read a Voluntary Recognition Agreement – for IAFF to be the exclusive majority representative for collective negotiations for full time sworn fire officers employed by the district (Lieutenants, Captains, Battalion Chiefs and Deputy Chiefs). Since Board was in agreement, Board Attorney Youssouf directed Chairman Bollentin to sign the Agreement. Corrected Resolutions from the March 14, 2019 Re-Organization meeting were distributed to the Board. These corrected resolutions (Official Newspapers for 2019 – to include Jackson Times, and Koerner and Koerner Board Accountants for 2019) are to be attached to the March 14, 2019 re-organizational meeting minutes. Board Attorney Youssouf informed the Board of a major decision being issued by the Appellate Division (and will probably go to the Supreme Court) regarding a Volunteer firefighter who was injured while working as volunteer. Volunteer (who was not employed) filed for Workers Comp claim. Volunteer was denied benefits. Court is now saying volunteer is entitled to benefits. Board Attorney Youssouf will keep the Board updated on this matter. He believes that this may cause an impact on Worker Comps claims and increase in rates. Commissioner Jamison raised the issue of the increased expense for elections to the fire district. Commissioner Jamison wants to protest the increased election

expenses imposed by the State of New Jersey. This now is an unreasonable and unfortunate expense that has become a burden on the taxpayers of Fire District #4 due to the new system. After discussion, Commissioner Jamison motioned for Board Attorney Youssouf to prepare a Resolution for criticizing the electoral reform for consideration, seconded by Commissioner Goldman. Motion passed by unanimous consent. Crest Engineering has not submitted a proposal. Board Attorney Youssouf will follow up with them. Cheryl is also reaching out to an engineering firm for a proposal.

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 on trying out First Priority for work so district is not depending solely on Blaze. Discussion on water line at Station #2 and condition of driveway. Commissioner Bollentin recommended five foot depth to eliminate issues with line freezing.

Chief's Report – read by Deputy Chief O'Hara (a copy of which is attached to the original minutes and incorporated herein by reference). Commissioner Jamison requested that more follow up information be provided to the Board when an injury is reported. He also congratulated those who made it through Level 1 & Level 2. Capt. Reynolds was directed to have a mason look at the apparatus floor at Station #2 (which is cracking).

President's Report – verbal report given by Vice President Chris Locklear. Request from JTPD Officer Basso to use the picnic grounds on June 8 and June 9, 2019 (rain date) for Police Explorers. Board was in agreement. Request from American Diabetic Association to utilize a portion of back parking lot of Station #2 on June 22, 2019 as a rest area for bike riders including a port a potty. Copy of the Liability Insurance was provided to Cheryl. Board was in agreement. Discussion on ad for Kiwanis Club 2018 Patrolman of the year and 2018 Detective of the year. Event to be held on May 1, 2019 at Laurita Winery. Reported that they are still working on sexual harassment paperwork. A few stragglers still have to sign-off. June 6, 2019 is First Responders Night for Lakewood Blue Claws. Chief is making arrangements for coverage. Invitation was extended to Commissioners, Sue & Cheryl. Commissioner Jamison motioned to supplement the fire company contract in the amount of \$150, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Fire Bureau: read by Commissioner Goldman (a copy of the written report is attached to original minutes and incorporated herein by reference). Status of investigations discussed – none listed in report.

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

Old Business/Correspondence:

Old Business:

Discussion – merger of properties at Station #2 and pole barn phases.

Board Attorney Youssouf recommends a re-subdivision of the properties with the design that the Board wants (to create a larger lot from two smaller lots). Cheryl has put a request out to an engineer. Board Attorney Youssouf recommends obtaining two proposals and compare them side-by-side.

Statement from Jack Purvis: Cheryl advised Mr. Purvis that the Board will not be paying that bill with regard to the hand dryers. Cheryl directed Mr. Purvis to contact Board Attorney Youssouf to discuss.

Shorelands: Discussion. Board Attorney Youssouf recommended not pursuing the items – it is not economically feasible.

Electric Dryers: Capt. Reynolds was directed to have the electrician provide quote to install hand dryers.

Correspondence: None

Unfinished Business: None

New Business:

We BBQ for You, LLC: company is asking to use the Station #1 kitchen for prep work. Commissioner Jamison motioned to approve the request, pending receipt of Certificate of Liability Insurance from the vendor, seconded by Commissioner Goldman. Motion passed by unanimous consent.

March 27 2019 Incident Report: Deputy Chief O'Hara reviewed the incident with the Board (Katz windshield's broken). After discussion, Board was in agreement that they would pay the deductible.

Jeff Ernst: Commissioner Bollentin reported on what had happened regarding the incident. Commissioner Jamison requested that all be given updates on the condition of a firefighter who have gone for medical treatment as the result of an injury on a call.

Stackable Stairs: Twenty-five stackable chairs were donated.

Vehicles detailing service: Trask had two fire company vehicles done. Everyone was very impressed with the work that was done. Trask will obtain quotes for district vehicles. Board will reimburse Trask for the work that was done on the two vehicles he had done. Invoices to be given to Cheryl.

Mileage: Board will reimburse use of personal car for mileage to travel to and from training events.

Course reimbursement: Contract states that fire science courses have to be paid for by the employee. If employee passes the course, Board will then reimburse the employee.

Volunteer Fire Assistance Grant: Commissioner Jamison motioned to accept the NJ Forest Service Grant Federal Award, seconded by Commissioner Goldman. Motion passed by unanimous consent. (A copy of the notification letter for the grant award is attached to the original minutes and incorporated herein by reference.)

Public Session: None.

Executive Session: Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Goldman. Motion passed by unanimous consent (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 9:34 p.m. and the Board reconvened the public session.

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 9:35 pm.

Philip Goldman, Clerk

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

**May 9, 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

8:00 PM
 05/09/19
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of May 9, 2019

Type	Date	Num	Name	Debit	Credit
1009 - Shore Community Operating					
Bill Pmt -...	05/09/2019	5297	Advanced Auto Parts		23.98
Bill Pmt -...	05/09/2019	5298	AT&T Mobility		306.21
Bill Pmt -...	05/09/2019	5299	B Safe, Inc.		220.00
Bill Pmt -...	05/09/2019	5300	Blonder Supply Inc.		1,795.26
Bill Pmt -...	05/09/2019	5301	Family Practice of Centrastate		940.00
Bill Pmt -...	05/09/2019	5302	First Priority Emergency Vehicles, Inc.		205.27
Bill Pmt -...	05/09/2019	5303	Freehold Cartage, Inc.		277.41
Bill Pmt -...	05/09/2019	5304	GSB		7,276.28
Bill Pmt -...	05/09/2019	5305	Holmes and McDowell		12,048.00
Bill Pmt -...	05/09/2019	5306	Home Depot		59.64
Bill Pmt -...	05/09/2019	5307	JCP&L		1,221.20
Bill Pmt -...	05/09/2019	5308	KC Greenscapes		745.63
Bill Pmt -...	05/09/2019	5309	Mark W Reynolds		200.00
Bill Pmt -...	05/09/2019	5310	McKesson Medical Surgical		457.85
Bill Pmt -...	05/09/2019	5311	NJNG		900.48
Bill Pmt -...	05/09/2019	5312	Ocean County Board of Elections		968.21
Bill Pmt -...	05/09/2019	5313	Ocean Security Systems, Inc.		220.00
Bill Pmt -...	05/09/2019	5314	Skillender s Service Center Inc.		1,146.05
Bill Pmt -...	05/09/2019	5315	Staples Credit Plan		78.70
Bill Pmt -...	05/09/2019	5316	Terminix		523.80
Bill Pmt -...	05/09/2019	5317	The Knox Company		4,108.00
Bill Pmt -...	05/09/2019	5318	Trask O'Hara		366.62
Bill Pmt -...	05/09/2019	5319	Verizon		193.95
Bill Pmt -...	05/09/2019	5320	Verizon Wireless		377.60
Bill Pmt -...	05/09/2019	5321	Optimum		241.46
Bill Pmt -...	05/09/2019	5322	Continental Fire & Safety		20,490.91
Bill Pmt -...	05/09/2019	5323	KC Greenscapes		745.63
Bill Pmt -...	05/09/2019	5324	Susan L Oksen-Pereira		250.00
Bill Pmt -...	05/09/2019	5325	Optimum		257.94
Bill Pmt -...	05/09/2019	5326	Plosia Cohen, LLC		1,428.00
Bill Pmt -...	05/09/2019	5327	County of Ocean- Dept of Finance- Carl...		2,952.05
Total 1009 - Shore Community Operating				0.00	61,026.13
TOTAL				0.00	61,026.13

Board of Fire Commissioners

Cash Balances

As of May 9, 2019

	May 9, 19	
	<u>Debit</u>	<u>Credit</u>
1009 - Shore Community Operating	461,382.64	
1011 - Shore Community Payroll	82,854.05	
1012 - Shore Community Fire Bureau	41,113.80	
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>1,777,066.78</u>	<u>0.00</u>

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through May 9, 2019

	Jan 1 - May 9, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	345,959.56	1,628,045.00	(1,282,085.44)
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	9,607.91	35,000.00	(25,392.09)
4800 · Other Income	90.06	0.00	90.06
4920 · Unreserved Fund Balance	0.00	615,000.00	(615,000.00)
Total Income	<u>355,709.37</u>	<u>2,282,887.00</u>	<u>(1,927,177.63)</u>
Gross Profit	355,709.37	2,282,887.00	(1,927,177.63)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	1,000.00	2,800.00	(1,800.00)
5210 · Elections	4,320.26	1,500.00	2,820.26
5220 · Office Expense	2,028.59	12,000.00	(9,971.41)
5230 · Professional Services	26,305.00	110,000.00	(83,695.00)
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	(36,909.70)	52,552.00	(89,461.70)
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	113,214.41	120,000.00	(6,785.59)
6220 · Advertising	246.66	2,000.00	(1,753.34)
6310 · Maintenance & Repairs	24,976.29	110,000.00	(85,023.71)
6410 · Supplies	6,043.81	25,000.00	(18,956.19)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	34,745.79	70,000.00	(35,254.21)
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	3,187.10	15,000.00	(11,812.90)
6611 · Training	1,105.00	25,000.00	(23,895.00)
6614 · Technology-Equipment	3,277.06	0.00	3,277.06
6615 · Gear - Fire Company	30,372.36	30,000.00	372.36
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	918.53	5,000.00	(4,081.47)
6655 · Replacement Equipment	14,203.76	18,000.00	(3,796.24)
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	<u>404,072.92</u>	<u>1,732,887.00</u>	<u>(1,328,814.08)</u>
Net Ordinary Income	(48,363.55)	550,000.00	(598,363.55)

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through May 9, 2019

	<u>Jan 1 - May 9, 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>(431,062.40)</u></u>	<u><u>0.00</u></u>	<u><u>(431,062.40)</u></u>

Board of Fire Commissioners Career Department

May 9, 2019

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Station 1 roof repairs were completed no leaks reported
- Electrical repairs at sta-1 are underway
- Sprinklers at sta-1 are up and running sta- will be started next week
- Al

Year to date career department responses:

Fire call- 64

EMS calls-168

Trucks

Command 5400

- Is scheduled to go to pine belt service 5/9/2019 for repairs

Engine 5401

- New front brakes and rear self adjusters were installed

Engine 5410

- Was sent out for service at Skillenders for brakes and oil change

Engine 5411

- Knox box was installed & in service
- Front drivers seat was repaired
- New hose straps for the hard suction were installed
- Unit has a crack in the flex tube for the exhaust blaze was contacted and parts are on order.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in
- Waiting for quote to install the new water line at Station 2 will have for next meeting
- FF. Marrero is currently in IAAI arson class
- FPS.Obrien is scheduled for EMS Task Force training 5/3/19 thru 5/7/19.
- FF.Porth will be attending the National Fire Academy Arson Investigator 5/3/19 thru 5/14/19.

Submitted by,
Jackson Dist. 4 Career Department



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

CHIEF REPORT

May 2019

Calls for the year 175

DRILLS/SCHOOLS:

May's drill will be on May 13th @ 1900hrs at station 1 on tool familiarization

TRAINING:

F/F Yulia Myrovych, F/F Ben Rossi and F/F Henry Smith Graduated FF1 class

EVENTS:

After the Harrisburg Muster Lt. Ruditsky will be trying to set up a Demo for a single rear axial ladder truck.

PROJECTS:

The apparatus floor at station 2 is cracking more and more. Ca the board have someone go there and inspect the area for needed repairs.

Has the Board make any progress on the Pole Barn and has there been any meetings on the 10 year plan that was submitted.

Miscellaneous:

F/F Katz shattered his windshield while responding to a fire call. Incident report was made as well as a police report.

F/F Ernst was injured at the fire on Inderio on 5-6-19 and returned to duty on 5-8-19 all reports were submitted.

The Department Mandatory Physicals are in the process of being reorganized to prevent any further discretions in the future

Respectfully submitted

A handwritten signature in blue ink that reads "Chief Michael Lubertazzi".

Chief Michael Lubertazzi

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.

May 9, 2019 Monthly Bureau Report

Inspections are being completed as normal. (27 done)
No major violations noted. Report attached.

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

Site plans received:

New plans received:

None

All other plans still in progress – no updates

Fire investigations / Call Outs / Complaints:

None

Knox box – Unit is working in 5405, 5411

Key cores were ordered and awaiting

FF Marrero attended NJIAI Fire Investigator training at Middlesex Fire Academy.

Outside the Bureau:

- Emergency Reporting - Attending several webinars regarding upgrades to the system.
- New Radios were are being delivered slowly – installs may take place by end of month
-

Respectfully submitted,
John Burmeister Jr.
Fire Official