

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

Minutes of Meeting Held
June 13, 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 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 Esposito were present. Commissioner Jamison and Commissioner Torres were absent. Board Attorney Youssouf was also present.

Minutes: Minutes from the April 16, 2019: Commissioner Esposito motioned to accept the minutes from the April 16, 2019 meeting as presented, seconded by Commissioner Goldman. Motion passed by unanimous consent. Minutes from the May 9, 2019 meeting: tabled due to lack of quorum of commissioners who were present for that 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 June 13, 2019 was read by Commissioner Goldman. Commissioner Esposito motioned to pay the bills as listed seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Esposito motioned to accept the Treasurer's Report, seconded by Commissioner Goldman. Motion passed by unanimous consent. Later in the meeting Board approved payment to Shorelands and wall tile is completed and invoice of Board Attorney Youssouf.

Legal Report: Board Attorney Youssouf reported to the Board that he reviewed the proposal from FWH Associates PA (engineering proposal for merging two properties at Station#2), reviewed highlights of proposal (a copy of which is attached to the original minutes and incorporated herein by reference) with Board, stated prices are very competitive and recommended hiring for the task. Commissioner Goldman motioned to accept a Resolution in Title awarding a contract for professional services to FWH Associates, PA, 1856 Route 9, Toms River NJ 08755, seconded by Commissioner Esposito. Motion passed by unanimous consent (Roll call: Ayes: Bollentin, Esposito, Goldman; No: 0; Abstain: 0; Absent: Jamison, Torres. Board Attorney Youssouf will be the contact person for communications with FWH Associates. AUDIT: Cheryl reported that numbers have not been released by the State of NJ – anticipated date to be June 16, 2019. Deadline to be extended 45 days from date of release – per the State of NJ. Board Attorney Youssouf advised that he has notified them that there are no claims pending against the Board. Board Attorney Youssouf reviewed the audit process with the Board – he anticipates a "clean" audit.

Discussion on concrete apron work – bid package from engineer needed to obtain bids. Commissioner Esposito motioned to authorize FWH Associates, PA to prepare all bid specifications for removal and replacement of a concrete apron at front of Station #1, seconded by Commissioner Goldman.

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.) Shoreline Proposal #4 & #1 reviewed (copy of the proposals are attached to the original minutes and incorporated herein by reference). Board does not take out permits – if permits are needed, it's the contractor's responsibility to pull their own permits. Commissioner Esposito reported to the Board that ASPEN has been contracted by JCP&L and two trees at Station #2 are scheduled to be cut down due to the trees being too close to the wires (trees have fungus). Commissioner Esposito motioned to accept Proposals #4 and #1 submitted by Shoreline Electrical Contractors, Inc., seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Esposito motioned to approve purchase of all additional remaining items listed in Truck and Building Report (twelve new Scott bottles for replacement of outdated bottles, ten 5-gallon buckets of 3% - 6% ARAFF foam for units to replenish stock, four multiple drop down ball hitches for units – copies of pricing for each are attached to original minutes and incorporated herein by reference), seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Bollentin noted that the hitches are to be stored inside vehicles when not in use.

Chief's Report – read by Chief Lubertazzi (a copy of which is attached to the original minutes and incorporated herein by reference). Discussion - Board in agreement that business cards/cheat sheets containing all insurance information to be made to go with firefighter to hospital when there is an injury/incident that requires medial attention. FO Burmeister to work with Cheryl to create card. Discussion on F/F Smith's injury – he did not go to the hospital (treated only by ambulance on scene – record does exist). No worker's comp claim was filed – Board will wait for a month to make a decision if they should file.

President's Report – read by President Linde (a copy of the written report is attached to the original minutes and incorporated herein by reference). Board was in agreement of request by Ralph Aponte for use of pavilion on July 13/July 14 for adult Boy Scout meeting. Discussion on Day room - on hold due to A/C – Heat issue to be determined first before any movement on renovating existing day room.

Fire Bureau: read by Fire Official Burmeister (a copy of the written report is attached to original minutes and incorporated herein by reference). He further reported that the radios are a work in progress. Chief, President and Captain Reynolds were advised to share with all volunteer and career staff: when they leave on a call, make sure that all doors are shut and pagers do not go on a fire scene (they are easy to drop and they are not needed on a scene).

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

Old Business/Correspondence:

Old Business:

Waterlines at Station #2: Capt. Reynolds had a contractor come out to review issue and how to resolve. Commissioner Bollentin directed him to obtain prices for 1 ¼" and 1 1/2" size lines.

Washer/Dryer for gear: After discussion, Capt. Reynolds was directed to obtain pricing. Chief recommends keeping the washer/dryer at Station #1- due to career staff wears their gear more often.

Correspondence: None

Unfinished Business: None

New Business:

Webmaster: She does not want to do the work any longer. Issue is tabled until next month's meeting - the bill for services was paid through August 2019.

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 8:35 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:05 p.m. and the Board reconvened the public session.

Public Session:

Shorelands: Commissioner Esposito motioned to approve payment to Shorelands after the tile work on the wall is completed, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Invoice from Board Attorney Youssof: Commissioner Esposito motioned to approve payment of invoice from Board Attorney Youssof, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Adjournment: With no other business to come before the Board, Commissioner Esposito motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned 9:07 pm.

 _____, Clerk

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

**June 13, 2019
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 June 13, 2019

| | Jun 13, 19 | |
|--------------------------------------|---------------------|-------------|
| | Debit | Credit |
| 1009 · Shore Community Operating | 112,665.61 | |
| 1011 · Shore Community Payroll | 331,139.10 | |
| 1012 · Shore Community Fire Bureau | 23,447.70 | |
| 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 | 1,658,968.70 | 0.00 |

Board of Fire Commissioners
Treasurer Report
 As of June 13, 2019

| Type | Date | Num | Name | Debit | Credit |
|---|------------|------|---|-------------|------------------|
| 1009 · Shore Community Operating | | | | | |
| Bill Pmt -... | 06/13/2019 | 5330 | 1st Choice Safety Equipment | | 5,259.00 |
| Bill Pmt -... | 06/13/2019 | 5331 | Affordable Pumping Services | | 600.00 |
| Bill Pmt -... | 06/13/2019 | 5332 | AT&T Mobility | | 306.25 |
| Bill Pmt -... | 06/13/2019 | 5333 | Blaze Emergency Equipment LLC | | 6,449.69 |
| Bill Pmt -... | 06/13/2019 | 5334 | Continental Fire & Safety | | 1,773.50 |
| Bill Pmt -... | 06/13/2019 | 5335 | David Van Arsdale | | 100.00 |
| Bill Pmt -... | 06/13/2019 | 5336 | Freehold Cartage, Inc. | | 277.41 |
| Bill Pmt -... | 06/13/2019 | 5337 | Home Depot | | 42.30 |
| Bill Pmt -... | 06/13/2019 | 5356 | Jackson Mills Volunteer Fire Company | | 979.99 |
| Bill Pmt -... | 06/13/2019 | 5357 | Jackson Twp MUA | | 16,265.15 |
| Bill Pmt -... | 06/13/2019 | 5338 | JCP&L | | 1,265.63 |
| Bill Pmt -... | 06/13/2019 | 5339 | Jersey Coast Equipment | | 142.45 |
| Bill Pmt -... | 06/13/2019 | 5340 | KC Greenscapes | | 1,145.63 |
| Bill Pmt -... | 06/13/2019 | 5341 | McKesson Medical Surgical | | 429.58 |
| Bill Pmt -... | 06/13/2019 | 5342 | Mercer County Fire Academy | | 1,440.00 |
| Bill Pmt -... | 06/13/2019 | 5343 | National Center for Safety Initiatives | | 43.00 |
| Bill Pmt -... | 06/13/2019 | 5344 | NJIAAI | | 425.00 |
| Bill Pmt -... | 06/13/2019 | 5345 | NJMMA | | 115.00 |
| Bill Pmt -... | 06/13/2019 | 5346 | NJNG | | 959.96 |
| Bill Pmt -... | 06/13/2019 | 5347 | Optimum | | 468.19 |
| Bill Pmt -... | 06/13/2019 | 5348 | Skillender s Service Center Inc. | | 71.10 |
| Bill Pmt -... | 06/13/2019 | 5349 | State of New Jersey Dept of Comty Affa... | | 397.00 |
| Bill Pmt -... | 06/13/2019 | 5350 | Susan L Oksen-Pereira | | 250.00 |
| Bill Pmt -... | 06/13/2019 | 5351 | The HON Company | | 369.24 |
| Bill Pmt -... | 06/13/2019 | 5352 | The Knox Company | | 339.00 |
| Bill Pmt -... | 06/13/2019 | 5353 | Trendway Corporation | | 5,262.18 |
| Bill Pmt -... | 06/13/2019 | 5354 | Velting Overhead Door | | 1,470.00 |
| Bill Pmt -... | 06/13/2019 | 5355 | Verizon | | 194.35 |
| Total 1009 · Shore Community Operating | | | | 0.00 | 46,840.60 |
| TOTAL | | | | 0.00 | 46,840.60 |

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through June 13, 2019

| | Jan 1 - Jun 13, 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 | 165.26 | 500.00 | (334.74) |
| 4750 · Bureau of Fire Prevention Incm | 9,850.91 | 35,000.00 | (25,149.09) |
| 4800 · Other Income | 3,246.29 | 0.00 | 3,246.29 |
| 4920 · Unreserved Fund Balance | 0.00 | 615,000.00 | (615,000.00) |
| Total Income | <u>359,222.02</u> | <u>2,282,887.00</u> | <u>(1,923,664.98)</u> |
| Gross Profit | 359,222.02 | 2,282,887.00 | (1,923,664.98) |
| Expense | | | |
| 5110 · Salaries - Commissioners | 0.00 | 20,000.00 | (20,000.00) |
| 5120 · Salaries - Secretary | 1,250.00 | 2,800.00 | (1,550.00) |
| 5210 · Elections | 4,320.26 | 1,500.00 | 2,820.26 |
| 5220 · Office Expense | 9,171.66 | 12,000.00 | (2,828.34) |
| 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 | (1,815.84) | 52,552.00 | (54,367.84) |
| 6185 · Employer Pension Contribution | 0.00 | 116,461.00 | (116,461.00) |
| 6190 · Fringe Benefits | 14,625.28 | 134,418.00 | (119,792.72) |
| 6210 · Insurance | 113,214.41 | 120,000.00 | (6,785.59) |
| 6220 · Advertising | 361.66 | 2,000.00 | (1,638.34) |
| 6310 · Maintenance & Repairs | 39,361.67 | 110,000.00 | (70,638.33) |
| 6410 · Supplies | 9,940.23 | 25,000.00 | (15,059.77) |
| 6415 · Fire Prevention | 0.00 | 5,000.00 | (5,000.00) |
| 6510 · Utilities | 39,361.67 | 70,000.00 | (30,638.33) |
| 6513 · Fire Service Agreement | 25,000.00 | 50,000.00 | (25,000.00) |
| 6515 · Hydrant Rent | 16,065.00 | 70,000.00 | (53,935.00) |
| 6610 · Misc. Firefighter Expenses | 3,230.10 | 15,000.00 | (11,769.90) |
| 6611 · Training | 2,970.00 | 25,000.00 | (22,030.00) |
| 6614 · Technology-Equipment | 3,277.06 | 0.00 | 3,277.06 |
| 6615 · Gear - Fire Company | 31,521.35 | 30,000.00 | 1,521.35 |
| 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 | 2,310.00 | 28,000.00 | (25,690.00) |
| 6640 · SCBA | 3,517.36 | 30,000.00 | (26,482.64) |
| 6650 · Emergency/First Aid Equipment | 1,348.11 | 5,000.00 | (3,651.89) |
| 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 | 5,926.12 | 7,750.00 | (1,823.88) |
| 6910 · LOSAP | 0.00 | 50,000.00 | (50,000.00) |
| Total Expense | <u>518,950.96</u> | <u>1,732,887.00</u> | <u>(1,213,936.04)</u> |
| Net Ordinary Income | (159,728.94) | 550,000.00 | (709,728.94) |

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through June 13, 2019

| | <u>Jan 1 - Jun 13, 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>(542,427.79)</u> | <u>0.00</u> | <u>(542,427.79)</u> |

Board of Fire Commissioners Career Department
June 13, 2019

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Seeking approval for Shoreline Electrical Contractors to find an electrical short at the front parking lot lights and to possibly approve the LED parking lot light upgrades.
- Seeking approval for Shoreline Electrical Contractors to install an upgraded 80 amp electrical panel. To remedy consistent circuit breaker popping \$2,250.00
- Septic system was cleaned out both tanks were pump and lines were snaked due to backups
- Fire extinguishers and kitchen hood system inspected and serviced.
- Storage shelves installed at Station 2 janitor's closet.

Year to date career department responses:

Fire call-82
EMS calls-209

Trucks

Engine 5401

- Mobile Radio Speaker relocated.
- Topped off foam tank.

Ladder 5405

- Mobile Radio Speaker relocated.

Engine 5411

- Unit has a crack in the flex tube for the exhaust new flex tube was installed
- Front suction has possible air leak from the bleeder valve Blaze was contacted

Blue Tractor

- Mower deck disassembled and reassembled due to PTO shaft being seized up.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in
- Request to purchase 12 new Scott bottles to replace bottles that are out of 15 year compliance
- Request to purchase 10 5gallon buckets of 3%-6% ARAFFF foam for units we have no reserve at this time
- Request from the chief to purchase 4 multiple drop down ball hitches for units

Submitted by:
Capt. Mark Reynolds
Jackson Township Fire District 4



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

CHIEF REPORT

JUNE 2019

Calls for the year 224

DRILLS/SCHOOLS:

June's drill will be on June 24th @ 1900hrs at Toms River Fire academy

TRAINING:

F/F Neil Lelievre is graduating FF1 Class on June 19th at 1900hrs at the Monmouth County fire Academy

PROJECTS:

The apparatus floor at station 2 is cracking more and more. Can 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.

Truck committee will be meeting again soon date and time will be announce in the near future. Is there any commissioner interested in joining the committee or does the Board want the committee to submit what they have so far.

Lights are needed around Station 1, is there any status of new lights

AC/Heat for Chief's office and Station 1 day room status

Miscellaneous:

Fit tests are in the process of being completed.

F/F Smith was treated and release for minor burns to his neck while overhauling at the fire on Toms river rd. on 6-6-19 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

Chief Michael Lubertazzi

President's Report

June 2019

Membership:

No new applications for membership this cycle.
Neil finished fire academy on May 5th graduation will be June.

Facilities:

Ralph Aponte requests use of the pavilion July 13 / 14th for an adult Boy Scout meeting and if it's raining have the Fire House as an option.

Support:

Last Thursday we attended the annual Blue claws game. Attendance was low due to a structure fire prior to the game but it was still successful and everyone had a great time.

Day Room

We have had an initial discussion concerning renovating the existing day room. We are looking to repaint, update lighting, and replace the furniture with recliners and bar stools matching what was done at station 2. Other plans include a new door, TV, credenza, mini refrigerator and other assorted amenities. We would look to order additional recliners for the commissioners office. Plans are just beginning but we would like to ask the commissioners for support for renovation expenses similar to what we have done in the past.

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.

June 13, 2019

Monthly Bureau Report

Inspections are being completed as normal. (28 done)

No major violations noted. Report attached.

Site plans received:

New plans received:

East Coast Salt – Wright Debow Rd. – expansions of p-lot
Jackson Storage – N. County Line Rd – new building, fire
access gate on N County Line Rd

All other plans still in progress – no updates

Fire investigations / Call Outs:

555 Inderio Rd - Garage Fire

50 Alissa Terr. – Structure (water heater area)

Complaints:

Learning Experience - North County Line Rd. – storage (violations
written)

Knox box – Unit is working in 5401, 5411, 5407

Key cores are in. Will be installed next week, awaiting three
keys for the additional units in 5400 5410 5405.

Training / Meeting:

FF Porth is currently attending the National Fire Academy Arson
Investigator course in Maryland.

FO Burmeister attended Ocean County Fire Prevention Assoc. meeting –
OCPO discussion on arson task force, New local assistance personnel in
NJDFS,

Bureau of Fire Prevention District #4 Jackson Township

465 A North County Line Rd.

Jackson NJ, 08527

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Fire Official – John Burmeister Jr.

Outside the Bureau:

- No new update on radios
- Several webinars (arson invest, attendance software, inspection program, Emergency Reporting software)

Respectfully submitted,
John Burmeister Jr.
Fire Official