

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

Minutes of Meeting Held  
July 11, 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 Vice Chairman Esposito at 7:05 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 Goldman, Jamison and Esposito were present. Commissioner Bollentin was absent during roll call and entered the meeting later at 7:50. Commissioner Torres was absent. Board Attorney Youssouf was also present.

**Minutes**: (voted on later in the meeting after the arrival of Commissioner Bollentin) Minutes from the May 9, 2019 meeting: Commissioner Goldman motioned to approve the minutes of the May 9, 2019 meeting as presented, seconded by Commissioner Jamison. Motion passed by majority vote (abstain: Esposito, absent: Torres). Minutes from the June 13, 2019 meeting: Commissioner Esposito motioned to accept the minutes from the June 13, 2019 meeting as presented, seconded by Commissioner Goldman. Motion passed by majority vote (abstain: Jamison, absent: Torres).

**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 July 11, 2019 was read by Commissioner Jamison. Commissioner Goldman motioned to pay the bills as listed and to approve the Treasurer's report, seconded by Commissioner Jamison. Motion passed by unanimous consent.

**Legal Report**: Board Attorney Youssouf distributed copy of Resolution awarding a contract for professional services to FWH Associates – said Resolution was approved in title at the June 13, 2019 meeting. A copy of the Resolution is to be attached to the June 13, 2019 meeting. Copy of signed contract to be faxed to FWH Associates immediately and Board Attorney Youssouf will be in contact with Mr. Murphy next week upon Mr. Murphy's return from vacation. Board Attorney Youssouf reported to the Board that there is pending legislation regarding use of communication devices during Board meetings. Board Attorney Youssouf recommends do not use personal communication device during Board public meetings – use Board devices only. Personal communication devices could be subject to discovery/OPRA requests. Minutes: current standard is "reasonably comprehensive." There is now a proposed amendment to the law to change it to "comprehensive." This change would mean that transcripts would be required. Requirement would also include minutes to be done "promptly." Board Attorney Youssouf will keep the Board

informed of status of the proposed legislation. Deadline for audits has been extended. Commissioner Jamison motioned to accept a Resolution in Title authorizing execution of contract dated July 19, 2019 from FWH Associations to prepare bid specifications for driveway replacement at Station #1 and bid solicitation, seconded by Commissioner Goldberg. Motion passed by unanimous consent.

**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.) #5401: tires/alignment to be done by R&H Spring after new tires are installed. #5411: repair approved.

**Chief's Report** – read by Chief Lubertazzi (a copy of which is attached to the original minutes and incorporated herein by reference). Chief is recommending and requesting new equipment. Commissioner Jamison recommended that the truck committee look at state contract trucks. Board Attorney Youssouf recommends cooperative purchasing agreement. Board Attorney Youssouf recommends sequence of: 1. Selection of truck; 2. Agreement among the Board members to approve the purchase of said truck; 3. Special bond referendum or purchase to be put on February ballot. Request for replacing extrication tools with Homatro tools. Cheryl advised that there are not sufficient funds to cover these items in 2019 budget – for 2020 budget. Commissioner Bollentin entered the meeting at 7:50. Chief requested that #5444 be replaced. Chief is also looking for speakers in day room, behind bar and chief's office.

**President's Report** –President Linde verbally reported that Zack Locklear is working on a scout project and looking to hold a scout car wash on July 20, 2019 – board was in agreement. Request to use hall on October 20, 2020 by Jack Bollentin for his son's wedding – board was in agreement. Request for Stan to take the antique to an event that he is attending. Board advised that the fire company owns the antique – it is the company's decision if the antique is used. Plans for the day room are ongoing – should be ready for next month's meeting. Signage for Station #2: request to have digital sign. After discussion, company to obtain proposals and then Board will review proposals.

**Fire Bureau:** read by Fire Official Burmeister (a copy of the written report is attached to original minutes and incorporated herein by reference). Trask to re-send out email to fire company members: RE: Knox Box. Chief requested that John attend meeting for tone change. Board was in agreement – date that John to attend is to be coordinated when most fire company members will there.

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

**Old Business/Correspondence:**

**Old Business:**

**Website:** Commissioner Jamison does not want to go back to the way it was being done in the past. After discussion, Commissioner Jamison motioned to award a contract to District Compliance for we maintenance, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Waterline for Station #2:** Capt. Reynolds will provide Commissioner Bollentin with information that he has.

**Smokey the Bear sign:** Commissioner Jamison presented a request from Forest Fire Service to place a Smokey the Bear Sign in front of firehouse. After discussion, Commissioner Goldman motion to approve the request, seconded by Commissioner Esposito. Motion passed by unanimous consent.

**Correspondence:** None

**Unfinished Business:** None

**New Business:**

**Building Maintenance:** Commissioner Bollentin reported that light in men's room needs to be replaced

**Exterior lights in front of building:** LED lights have been replaced – the parking lot lights are not bright enough to conduct truck checks, etc. Capt. Reynolds to obtain pricing for brighter lights for front exterior of Station #1.

**Shorelands:** Cheryl spoke to Kevin – he is on vacation. Upon his return he will re-tile the wall to meet the floor – one tile (6 inches) high. Once he finishes that, he

**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 at 8:17 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:04 p.m. and the Board reconvened the public session.

**Public Session:**

**Appointment of Provisional firefighter:** Commissioner Goldman motioned to accept the Resolution of appointment to position of career fire fighter to Ken Esposito (provisional), seconded by Commissioner Jamison. Motion passed by majority vote (Ayes: Bollentin, Goldman, Jamison; Abstain: Esposito; Absent: Torres). Ken Esposito submitted his resignation as Commissioner effective immediately. Board Attorney Youssouf declared that there is now a vacancy on the Board. Board is entitled to appoint a vacancy prior to the election. Board may select whomever they choose provided the person is legally qualified to hold office (resident of the district, of legal voting age). Board will discuss and decide at a later time.

**Truck check list(s):** Truck maintenance is to be done daily, use the tablets, everything is to be documented and fixed. Capt. Reynolds reported that FF Marrero is working with Trask on customizing list for each truck.

**CDL Training:** All tanker drivers must have CDL license – Board policy. Board will send (at Board's cost) up to three (3) persons per year to CDL training school. When person passes course, they will be tanker drivers. No one can drive tanker without CDL completed training.

**Reminder:** Its "WE" not "I".

**Adjournment:** With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned 9:30 pm.

 \_\_\_\_\_, Clerk

July 11, 2019

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

**July 11, 2019  
Meeting Time 7:00PM**

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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

4:35 PM

07/11/19

Annual Basis

# Board of Fire Commissioners

## Cash Balances

As of July 11, 2019

	Jul 11, 19	
	Debit	Credit
1009 - Shore Community Operating	65,174.24	
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	
<b>TOTAL</b>	<b>1,611,477.33</b>	<b>0.00</b>

## Board of Fire Commissioners

## Treasurer Report

As of July 11, 2019

Type	Date	Num	Name	Debit	Credit
<b>1009 - Shore Community Operating</b>					
Bill Pmt -...	07/11/2019	5360	NJLM		115.00
Bill Pmt -...	07/11/2019	5383	Ace Outdoor Power 2		568.88
Bill Pmt -...	07/11/2019	5384	Affordable Pumping Services		250.00
Bill Pmt -...	07/11/2019	5385	AT&T Mobility		306.21
Bill Pmt -...	07/11/2019	5386	Blaze Emergency Equipment LLC		1,162.37
Bill Pmt -...	07/11/2019	5387	Champion Rescue Tools		197.00
Bill Pmt -...	07/11/2019	5388	Division of Criminal Justice		950.00
Bill Pmt -...	07/11/2019	5389	Family Practice of Centrastate		1,365.89
Bill Pmt -...	07/11/2019	5390	Freehold Cartage, Inc.		277.22
Bill Pmt -...	07/11/2019	5391	Garden State Heart Care, PC		180.00
Bill Pmt -...	07/11/2019	5392	Home Depot		164.59
Bill Pmt -...	07/11/2019	5393	Jersey Coast Equipment		994.15
Bill Pmt -...	07/11/2019	5394	MES		11,640.00
Bill Pmt -...	07/11/2019	5395	Middlesex County Fire Academy		289.00
Bill Pmt -...	07/11/2019	5396	Optimum		476.52
Bill Pmt -...	07/11/2019	5397	Shore Mechanical Services		522.48
Bill Pmt -...	07/11/2019	5398	Shoreline Electrical Contractors, Inc.		6,314.85
Bill Pmt -...	07/11/2019	5399	Staples Credit Plan		40.97
Bill Pmt -...	07/11/2019	5400	State of New Jersey Dept of Labor & W...		55.70
Bill Pmt -...	07/11/2019	5401	Toms River Fire Academy		840.00
Bill Pmt -...	07/11/2019	5402	Verizon		194.40
Bill Pmt -...	07/11/2019	5361	KC Greenscapes		745.63
Bill Pmt -...	07/11/2019	5362	McKesson Medical Surgical		1,391.66
Bill Pmt -...	07/11/2019	5364	Christibeth Palombo		750.00
Bill Pmt -...	07/11/2019	5365	Susan L Oksen-Pereira		250.00
Bill Pmt -...	07/11/2019	5366	Wireless Communications & Electronics		554.60
Bill Pmt -...	07/11/2019	5367	Treasurer-State of New Jersey		91.00
Total 1009 - Shore Community Operating				0.00	30,688.12
<b>TOTAL</b>				<b>0.00</b>	<b>30,688.12</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through July 11, 2019

	Jan 1 - Jul 11, 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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)
<b>Total Income</b>	<b>359,222.02</b>	<b>2,282,887.00</b>	<b>(1,923,664.98)</b>
<b>Gross Profit</b>	<b>359,222.02</b>	<b>2,282,887.00</b>	<b>(1,923,664.98)</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	1,500.00	2,800.00	(1,300.00)
5210 · Elections	4,320.26	1,500.00	2,820.26
5220 · Office Expense	9,212.63	12,000.00	(2,787.37)
5230 · Professional Services	33,805.00	110,000.00	(76,195.00)
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	(1,760.14)	52,552.00	(54,312.14)
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	51,031.62	110,000.00	(58,968.38)
6410 · Supplies	12,098.44	25,000.00	(12,901.56)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	40,616.02	70,000.00	(29,383.98)
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	4,775.99	15,000.00	(10,224.01)
6611 · Training	4,099.00	25,000.00	(20,901.00)
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 Renovations	0.00	10,000.00	(10,000.00)
6635 · Equipment-Non-Bondable	13,950.00	28,000.00	(14,050.00)
6640 · SCBA	3,517.36	30,000.00	(26,482.64)
6650 · Emergency/First Aid Equipment	2,739.77	5,000.00	(2,260.23)
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	6,876.12	7,750.00	(873.88)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
<b>Total Expense</b>	<b>558,536.69</b>	<b>1,732,887.00</b>	<b>(1,174,350.31)</b>
<b>Net Ordinary Income</b>	<b>(199,314.67)</b>	<b>550,000.00</b>	<b>(749,314.67)</b>



**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through July 11, 2019

	<u>Jan 1 - Jul 11, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	390,553.45	550,000.00	(159,446.55)
Total Other Expense	390,553.45	550,000.00	(159,446.55)
Net Other Income	(390,553.45)	(550,000.00)	159,446.55
Net Income	<u>(589,868.12)</u>	<u>0.00</u>	<u>(589,868.12)</u>

6/13/194

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP AWARDING A  
CONTRACT FOR PROFESSIONAL SERVICES TO FWH ASSOC.**

**WHEREAS;** The Board of Fire Commissioners anticipates that it will have need for the services of an engineering firm in connection with the design and construction of a new concrete apron at the Jackson Mills firehouse 465 No.County Line road; and

**WHEREAS;** FWH Associates is a licensed professional engineering firm capable of providing the professional services required in connection with the firehouse construction project heretofore approved by the Board; 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 receipt of sealed bids if the services to be provided are professional in nature; and

**WHEREAS;** Engineering services are "Professional Services" and a contract for such services may be awarded without public bidding.

**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 is awarded to FWH Associates

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

Moved by:

Seconded by:

Roll Call Vote:


Ayes:

Nays:

Absent:

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 June 13, 2019.

 , Clerk

Board of Fire Commissioners Career Department  
July 11, 2019

**Year to date career department responses:**

Fire call-106      EMS calls-244

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Shoreline Electrical Contractors upgraded the front parking lot lights and the rear parking lot light
- Shoreline Electrical Contractors is also on scheduled for upgrades to the 80-amp electrical panel.
- New radio base station with remote heads are in process of being installed station 1 station 2 will follow
- Kitchen hood system inspection and serviced is scheduled for next week at sta-2
- HVAC company will be out next week to price out unit for day room and office sta-1

**Trucks**

**Engine 5401**

- Unit had drivshaft carrier bearing replaced
- New front tires were installed by G&W tire passenger side was showing metal bead

**Engine 5405**

- Scheduled for preventive maintenance by Blaze.

**Engine 5408**

- Front direct fill valves need replacing new ones are on order
- Unit has new fuel can

**Engine 5411**

- New front suction air bleeder valve is on order and should be here next week as per hale pump
- Unit went to R&H spring for inspection parts are on order unit should be going in next week.

**Special Details / Projects / Notifications**

- Work orders were reviewed and completed as they were turned in
- New radio base, mobile and portable charges have been installed in all units
- 12 new Scott bottles are in service
- 10 5gallon buckets of foam will be delivered next week

Submitted by:  
The Career Department  
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

July 2019

Calls for the year 271

### DRILLS/SCHOOLS:

July's drill is in the process of getting ready for national nightout

### 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.

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

### Miscellaneous:

Fit tests are in the process of being completed.

The Truck committee met with Pierce on Wednesday July 10<sup>th</sup> and started the specs for a ladder truck and a pumper. The next step is to meet with other vendors to see what else is out there.

We would like the board to start the process to purchase one or two trucks prior to the pole barn. I am respectfully requesting this process to start because of the aging of our fleet. And for the safety of our community and firefighters.

Also I am requesting that the board would start replacing the extrication equipment with Holmatro tool.

We would like to start with 5401 and then purchase more tools with the new apparatus.

Also we would like to replace 5444 this year.

Radios for station 1 base in front a remote head by back door and in Chief's office and Comm. Meeting room, also a speaker with volume control in day room and Hall bar area

Respectfully submitted

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.*

### July 11, 2019 Monthly Bureau Report

Inspections are being completed as normal. (23 done)

No major violations noted.

Site plans received:

New plans received:

Approved - Jackson Storage – N. County Line Rd – new building, fire access gate on N County Line Rd (20ft gate)

Pending – Self storage on Cedar Swamp Rd. – no updates

Fire investigations / Call Outs:

6/22	Marlow Dr.	Electrical	18417
6/25	Int 195	Car Fire	18407
6/26	Cook Rd.	Car Fire	OCFM
6/27	Sunrise Senior	Electrical	18407 & 18427
6/30	Int 195	Car Fire	18407
7/2	W. Pleasant Grove	Gas can	18407
7/4	Cooks Landing	Dumpster	18407
7/9	Elana Dr.	Electrical	18407

Awaiting three keys for the additional units in 5400 5410 5405. Keys that were sent were not working.

Training / Meeting:

Attended CEU class for Fire Official

Fire Extinguisher training @ The Malvern School

Radio Software programming

Radio meeting with Monmouth County – sharing frequencies

# **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.*

Outside the Bureau:

- Update on radios – all new mobiles installed in vehicles (some programming has to be changed at later date).
- Several webinars (Attendance software, inspection program, Emergency Reporting software)
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Respectfully submitted,  
John Burmeister Jr.  
Fire Official