

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

Minutes of Meeting Held
August 8, 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 7:33 pm. Board Attorney Cohen read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Bollentin, Goldman, Jamison and Torres were present. Board Attorney Jonathan Cohen was also present.

Minutes: Commissioner Goldman motioned to approve the minutes of the July 11, 2019 meeting as presented, seconded by Commissioner Jamison. Motion passed by majority vote (abstain: 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 August 8, 2019 was read by Commissioner Jamison. Commissioner Jamison motioned to transfer one (1) CD to general checking account, seconded by Commissioner Torres. Motion passed by unanimous consent. Commissioner Torres will go and cash out CD to transfer to general checking to cover Motorola bill. Commissioner Torres motioned to pay the bills as listed and to approve the Treasurer's report, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Legal Report: Board Attorney Cohen reported that the district audit is done and correct. Cheryl reported that there were no comments and that the audit was clean. Joint Affidavit was signed under Board Attorney Cohen's direction. Commissioner Torres motioned to accept the Resolution accepting the audit report for the year ended December 31, 2018 read by Board Attorney Cohen, seconded by Commissioner Goldman. Motion passed by unanimous consent (all ayes). A copy of the Resolution is attached to the original minutes and incorporated herein by reference. A copy of the letter written by Board Attorney Youssouf dated August 8, 2019 to Holman, Frenia, Allison P.C. stating that there are no claims against the Board at this time was presented to the Board. A copy of the letter is attached to the original minutes and incorporated herein by reference.

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.) Discussions RE: power steering repairs and tree removal of Station #2 by JCP&L tree contractors. Commissioner Torres motioned to accept the Truck & Building/Career department report, seconded by Commissioner Jamison. Motion passed by unanimous consent.

Chief's Report – read by Chief Lubertazzi (a copy of which is attached to the original minutes and incorporated herein by reference). FF Ruditsky spoke regarding the truck committee report – a copy of truck committee letter report was submitted to the Board. Proposed a workshop meeting for discussion, make a plan, etc. The need to do a better job of educating public was discussed. It was reported by Commissioner Bollentin that residents on Carlson Court are holding Block Party on 8/24/19 and are requesting a truck to come to the party (starts at 2 pm). Chief will see what they can do. Commissioner Jamison raised the issue of a chief from another district responding to a fire in our district will assume command of the fire. Chief advised that the officers take command over their crew. Discussion. Chief will get it all in writing with other chiefs.

President's Report – read by Vice President Christopher Locklear (a copy of which is attached to the original minutes and incorporated herein by reference). Board was in agreement for FF Rich Busch to use the commissioners meeting room on 8/21/19. Two (2) new potential company members submitted applications for membership (Kenly Brown and Nicholas Havens) were in attendance. Company requested permission to send them for physicals. It was reported by the Chief that coverage had been arranged for 8/24/19 - 55 will cover and Station#2 to respond. Commissioner Torres left the meeting at 8:24 p.m.

Fire Bureau: read by Fire Official Burmeister (a copy of the written report is attached to original minutes and incorporated herein by reference). Discussion RE: ordinance regarding remote access for gates. It was recommended by Board Attorney Cohen that any proposed ordinance be submitted to Board Attorney Youssouf for review prior to it being submitted to the township. Commissioner Jamison motioned to authorize expenditure up to \$2,500 for fire prevention week supplies, seconded by Commission Goldman. Motion passed by unanimous consent.

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

Old Business/Correspondence:

Old Business:

Concrete Apron for Station #1: Site work was done, bid specs not submitted to the district as of today. Cheryl will call tomorrow to follow up. Commissioner Jamison motioned to authorize advertisement for bids for concrete apron replacement project at Station #1, seconded by Commissioner Goldman. Motion passed by unanimous consent. Board request that the minimum statute of time to allow for bids be included.

Station #2/Shorelands Construction: Concrete Apron is cracking. Board Attorney Cohen will advise Board Attorney Youssouf for his input. It was also reported that no tile work has been done.

Waterline at Station #2: Captain Reynolds to get bids. MUA approval is needed for new tap. Three (3) quotes from plumbers needed. Contract to be awarded to the lowest responsible bidder. Line to be 1.25" line. Sprinkler and garden hose to be on the well.

Correspondence: None

Unfinished Business: None

New Business:

Budget Season: Commissioner Jamison recommended that RFP's be put together for professional services and re-advertise for positions effective March 2020. To be advertised in the league of municipalities for anticipated positions effective March 2020.

Commissioner Vacancy: Board will interview candidates. Interested candidates are to contact Commissioner Bollentin with a letter of interest to schedule an interview.

Truck Workshop Meeting: Meeting to discuss fire apparatus and any other business that should come before the Board to be held on Tuesday, August 27, 2019, 7 pm at Station #1. Board Attorney Cohen will notify Board Attorney Youssouf to advertise the meeting.

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 related to contract negotiations, seconded by Commissioner Goldman. Motion passed by unanimous consent at 9:02 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:25 p.m. and the Board reconvened the public session.

Public Session:

Union Contracts: Board Attorney Cohen summarized for the Board and those assembled what transpired during the Closed Session- final copies of collective negotiating agreements between career staff (subordinate contract and superior officer contract) and the Board. Contracts were duly executed by representatives for both sides and witnessed by Board Attorney Cohen. Board Attorney Cohen was very encouraged to see positive labor relations on both sides. Both sides are to be commended. Commissioner Jamison expressed thanks and appreciation to the unions.

Commissioner Badge Presentation to former Commissioner Esposito: Commissioner Bollentin presented the commissioner's badge to former Commissioner Esposito.

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 9:34 pm.

 _____, Clerk

**BOARD OF FIRE COMMISSIONERS
JACKSON TOWNSHIP FIRE DISTRICT NO. 4**

AGENDA AND MEETING NOTES

August 8, 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

Old Business

New Business

Mail Correspondence-Per Yellow Folder

Open to the Public

Meeting Adjourned

Old Business

Union Contract

New Business

Audit

Mail Correspondence-None

5:56 PM
 08/08/19
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of August 8, 2019

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	08/08/2019	5423	Action Uniform Co.		2,785.92
Bill Pmt -...	08/08/2019	5424	Advanced Auto Parts		71.96
Bill Pmt -...	08/08/2019	5425	AT&T Mobility		306.76
Bill Pmt -...	08/08/2019	5426	Blaze Emergency Equipment LLC		2,790.99
Bill Pmt -...	08/08/2019	5427	Continental Fire & Safety		3,138.98
Bill Pmt -...	08/08/2019	5428	Emergency Training & Consulting, Inc.		2,400.00
Bill Pmt -...	08/08/2019	5429	Freehold Cartage, Inc.		277.22
Bill Pmt -...	08/08/2019	5430	Holman & Frenia, PC		69.00
Bill Pmt -...	08/08/2019	5431	Holmes and McDowell		12,048.00
Bill Pmt -...	08/08/2019	5432	Home Depot		159.88
Bill Pmt -...	08/08/2019	5433	JCP&L		3,081.03
Bill Pmt -...	08/08/2019	5434	Jersey Coast Equipment		300.00
Bill Pmt -...	08/08/2019	5435	KC Greenscapes		745.63
Bill Pmt -...	08/08/2019	5436	Motorola Solutions, Inc.		345,973.85
Bill Pmt -...	08/08/2019	5437	NetLink Web Services, LLC		199.00
Bill Pmt -...	08/08/2019	5438	NJNG		317.67
Bill Pmt -...	08/08/2019	5439	Optimum		476.52
Bill Pmt -...	08/08/2019	5440	R&H Spring & Truck Repair, Inc.		4,305.34
Bill Pmt -...	08/08/2019	5441	Safe & Secure Security Systems		407.40
Bill Pmt -...	08/08/2019	5442	Trask O'Hara		51.18
Bill Pmt -...	08/08/2019	5443	Verizon		202.48
Bill Pmt -...	08/08/2019	5444	Verizon Wireless		175.80
Bill Pmt -...	08/08/2019	5445	Susan L Oksen-Pereira		250.00
Total 1009 · Shore Community Operating				<u>0.00</u>	<u>380,534.61</u>
TOTAL				<u>0.00</u>	<u>380,534.61</u>

6:14 PM

08/08/19

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of August 8, 2019

	Aug 8, 19	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating		109,695.91
1011 · Shore Community Payroll	98,101.86	
1012 · Shore Community Fire Bureau	24,879.11	
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>1,314,697.26</u>	<u>109,695.91</u>

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through August 8, 2019

	Jan 1 - Aug 8, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	712,269.69	1,628,045.00	(915,775.31)
4020 · Supplemental Fire Services Act	0.00	4,342.00	(4,342.00)
4200 · Interest Income	198.31	500.00	(301.69)
4750 · Bureau of Fire Prevention Incm	11,518.41	35,000.00	(23,481.59)
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>727,232.70</u>	<u>2,282,887.00</u>	<u>(1,555,654.30)</u>
Gross Profit	727,232.70	2,282,887.00	(1,555,654.30)
Expense			
5110 · Salaries - Commissioners	2,000.00	20,000.00	(18,000.00)
5120 · Salaries - Secretary	1,750.00	2,800.00	(1,050.00)
5210 · Elections	4,320.26	1,500.00	2,820.26
5220 · Office Expense	11,378.68	12,000.00	(621.32)
5230 · Professional Services	44,300.00	110,000.00	(65,700.00)
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.	64,794.93	104,327.00	(39,532.07)
6115 · Salaries & Wages - Captain	64,032.00	112,089.00	(48,057.00)
6120 · Salaries - Full Time Fire	173,208.66	291,490.00	(118,281.34)
6125 · Clothing Allowance	5,220.00	9,000.00	(3,780.00)
6130 · Salaries - Fire Official	300.00	25,000.00	(24,700.00)
6140 · Salaries - Firefighter Overtime	20,711.64	42,000.00	(21,288.36)
6180 · Payroll Taxes	22,950.85	52,552.00	(29,601.15)
6185 · Employer Pension Contribution	116,461.00	116,461.00	0.00
6190 · Fringe Benefits	62,524.94	134,418.00	(71,893.06)
6210 · Insurance	134,829.91	120,000.00	14,829.91
6220 · Advertising	361.66	2,000.00	(1,638.34)
6310 · Maintenance & Repairs	61,876.85	110,000.00	(48,123.15)
6410 · Supplies	12,098.44	25,000.00	(12,901.56)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	45,453.50	70,000.00	(24,546.50)
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	5,009.99	15,000.00	(9,990.01)
6611 · Training	6,499.00	25,000.00	(18,501.00)
6614 · Technology-Equipment	3,277.06	0.00	3,277.06
6615 · Gear - Fire Company	34,719.77	30,000.00	4,719.77
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	13,950.00	28,000.00	(14,050.00)
6640 · SCBA	3,817.36	30,000.00	(26,182.64)
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	6,967.12	7,750.00	(782.88)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	<u>981,572.15</u>	<u>1,732,887.00</u>	<u>(751,314.85)</u>
Net Ordinary Income	(254,339.45)	550,000.00	(804,339.45)

5:55 PM

08/08/19

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through August 8, 2019

	<u>Jan 1 - Aug 8, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	<u>390,604.63</u>	<u>550,000.00</u>	<u>(159,395.37)</u>
Total Other Expense	<u>390,604.63</u>	<u>550,000.00</u>	<u>(159,395.37)</u>
Net Other Income	<u>(390,604.63)</u>	<u>(550,000.00)</u>	<u>159,395.37</u>
Net Income	<u>(644,944.08)</u>	<u>0.00</u>	<u>(644,944.08)</u>

8/8/19

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.4 JACKSON TOWNSHIP ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2018

WHEREAS; N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

WHEREAS; the Board of Fire Commissioners has heretofore employed the services of a registered municipal accountant for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

WHEREAS; the Board received the report on audit for the year ended December 31, 2018 at its regularly scheduled meeting of 8/8/19; and

WHEREAS; N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically referencing the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS; N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District, and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the report on audit for the year ended December 31, 2018 is accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of the report on audit be published in the official newspaper of the District and that the members of the Board execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance Board.

Moved by: Torres

Seconded by: Goldman

Roll Call Vote:

Ayes: Bollettin
Goldman Nays: Ø Absent: Ø Abstain: Ø
Jamisa
Torres

Certified to be a true copy of a Resolution adopted on August 8, 2019 by the Board of Fire Commissioners, Fire District No.4 Jackson Twp.

Philip Goldman, Clerk



Joseph D. Yousseouf

Attorney at Law

137 Route 9 South • P.O. Box 809
Manalapan, New Jersey 07726
732-972-3010 Fax 732-972-1521
jyousseouf@aol.com

August 8, 2019

Holman, Frenia, Allison P.C.
Suite 201
680 Hooper Avenue
Toms River, N.J.
08753-9815

Re: Jackson Twp. F.D. No.4

Dear Mr. Palermo:

This letter is written in response to your request for information concerning the legal affairs of the above specified fire district for the year ended 12/31/18. As of 12/31/18 the Board of Fire Commissioners of Fire District No.4 Jackson Township was not a named party defendant nor a party plaintiff in any litigation of any nature whatsoever.

To the best of my knowledge, information and belief there are no claims, either asserted or unasserted, which could adversely affect the Board's financial position at this point in time.

The representations set forth herein continue to be true as of the date of this letter. Should you require any additional information or have any questions concerning this correspondence, please feel free to contact the undersigned at your convenience.

Very truly yours,

Joseph D. Yousseouf

cc: Brd. F. Comm.

Board of Fire Commissioners Career Department
August 8, 2019

Year to date career department responses:

Fire call-133 EMS calls-278

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Shoreline Electrical Contractors finished the upgraded on the sub panel station 1.
- A crack was found on the front apron for station 2. Photos were sent to all parties.
- The surveying and site work were completed at Station 2.

Trucks

Chief 5400

- Went for yearly service.

Engine 5401

- Scheduled for service, and the Front LDH will be repaired while at the shop.

Ladder 5405

- Was serviced by Blaze Fire Equipment, Rust and debris was ^{found} frond in the fuel tank and fill tube. Waiting on a price on a repair or replacement.

Engine 5408

- New front 3inch direct fill valves were installed.

Chief 5410

- Went for yearly service.

Engine 5411

- Unit went to R&H spring for repairs on the front and rear suspension.
- Went to Jackson Auto Body for a front-end alignment. Had reports of the apparatus pulling to the right.
- Unit is scheduled for service. New front Suction / In Take valve and actuator will be installed at that time.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in
- Firefighter Esposito is currently in his EMT refresher classes at Jackson EMS. Also scheduled for his physical performance exam for civil service.
- Jackson MUA requested access to the building for periodic water testing of the area. Captain Reynolds will be contacted for access.
- Two trees and fence line was cleared by Davey Tree Service per JCP&L.
- M.E.S. will be out on 8/15 for recert all the SCBA Packs at both buildings.

Submitted by:
The Career Department
Jackson Township Fire District 4

CHIEF'S REPORT

August 2019

RUNS FOR THE YEAR 357

SCHOOLS: 2 members are attending FF1 class at Monmouth County fire academy Aug - Nov.

DRILLS: Safety Driving Class by Jackson PD on August 26 at Station 1

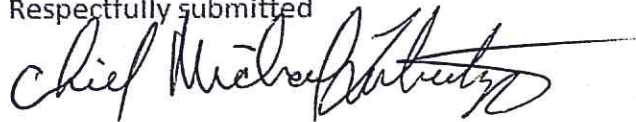
EQUIPMENT: See Misc. part of report

MISC: National Night out was another success, however there was a small issue with the spreader from 5405 and captain Reynolds had made the repairs and the tool is back in service

2020 Budget is just about completed

Truck Committee has a letter of progress to hand into the Board

Respectfully submitted



Chief Michael Lubertazzi



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1

STATION 54

465-B North County Line Road
Jackson, NJ 08527 • 732-833-2981



President's Report

August 2019

Banquet Hall:

Firefighter Rich Busch has requested use of the commissioners meeting room for a union meeting on Wednesday, August 21st. As the banquet hall will be occupied by the scouts, he requested permission for the commissioners meeting room.

The banquet hall will be utilized on Saturday, August 31st by Career Firefighter Richard Marrero, and on Saturday, September 7th by Chief Lubertazzi.

The use of the picnic grounds is requested by me for a Howell High School Band BBQ on Saturday, August 31st. This will be a friends and family event not sponsored by the school and will be brought before the company at the next company meeting.

Company Picnic:

The company picnic will be held at Firefighter Aponte's house on Saturday, August 24th at 2PM. The company cordially extends an invitation to the Commissioners and Staff of Fire District 4 to join us.

Membership:

The company is in the process of obtaining applications from two prospective members and will begin background investigations upon their completion.

Respectfully Submitted:

Christopher Locklear
Vice-President
Jackson Mills Vol. Fire Co.

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.

August 8, 2019

Monthly Bureau Report

Inspections are being completed as normal. (27 done)

No major violations noted.

Site plans received:

New plans received:

None

All other plans still in progress – no updates

Fire investigations / Call Outs:

195 – Car Fire

454 Harmony Rd – Garage Fire w/ vehicles (Ocean County Marshal)

19 Trumbell Ct – Electrical (power strip and misc items)

195 – Car Fire

Bartley Rd – Dumpster fire

Complaints:

None

Fire Prevention:

Malvern School – show and tell and water detail.

Estonia camp scheduled for next week

Discussion on remote gate access systems with other districts

Training / Meeting:

Meeting with South Knolls Board, discussion on seating plans for ballroom.

Several webinars attended

Outside the Bureau:

- New portables have been received, will be handed out on later date.