

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

Minutes of Meeting Held  
September 26, 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 and read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

**Roll Call**: Commissioners Torres Jr, Jamison and Bollentin were present. Commissioner Goldman was absent. Board Attorney Youssouf came into the meeting at 7:10pm.

**New Commissioner**: Alfred Couceiro and FF Shane O'Brien submitted letters to the board requesting consideration for the open commissioner seat. During the Caucus meeting at 6:30pm, both applicants were interviewed. Commissioner Torres Jr. moved and Commissioner Jamison 2nd to appoint Shane O'Brien as the new Commissioner filling the open seat from Commissioner Esposito. All Aye. Board Attorney swore in Commissioner O'Brien. Commissioner Jamison moved to nominate Commissioner Torres Jr. to Vice Chair. Commissioner O'Brien 2<sup>nd</sup>. All Aye.

**Minutes**: Commissioner Torres Jr motioned to approve the minutes of the August 8, 2019 meeting as presented, 2nd by Commissioner Jamison. All Aye.

**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 September 26, 2019 was presented by Commissioner Jamison and left on the table for public review. Commissioner Torres Jr motioned to pay the bills as listed and to approve the Treasurer's report, seconded by Commissioner O'Brien. All Aye.

**Legal Report**: Board Attorney Youssouf passed the Deed from Lot 24603 Ref: Cell Tower lot to the Secretary to put in the District Permanent file. Mr. Youssouf went over the 2020 Budget schedule, Budget due Dec 17<sup>th</sup>, 2019. He also went over Lease vs Bond for Capital acquisition for Trucks.

**Truck & Building/Career Department Report** – read by Commissioner O'Brien (a copy of the written report is attached to the original minutes and incorporated herein by reference.). Commissioner Jamison motioned to approve \$3,302 in purchases for jackets, nozzles and shelters from the VFA grant monies awarded. Commissioner O'Brien 2<sup>nd</sup>. All Aye.

**Chief's Report** – did not have a formal report to submit. The Chief submitted his 2020 equipment budget to the board. Chief Lubbertazzi introduced

Bryan a boy scout looking to get approval for an Eagle Scout project at the Substation. Boy Scout Bryan presented a report with a pencil drawing of the Memorial at Station 2. He would like to refurbish the Memorial with a new flag pole, stone, light and clean existing brick. The Board approved the project and Commissioner Bollentin will sign a letter of approval for the township to issue permits and certs. Should take 1-2 months. Driver Training was done. Chief is requesting reimbursement to FF Daren Hoffman for CDL Permit Fees and physical. \$595.00. Commissioner Jamison moved to pay, 2<sup>nd</sup> by Commissioner Torres Jr. All Aye. A CDL Training "EZ Wheels" proposal was given to the board from FF Hoffman. Commissioner Jamison approved CDL training to FF Hoffman for \$1,775 after successful completion and medical clearance. Commissioner Torres Jr. 2<sup>nd</sup>, All Aye.

**President's Report** –President Linde did not have a formal report to submit but would like to thank everyone who helped with the Company picnic. He would like permission to have the Wounded Worrier Parade Oct 12, 9am-1pm end at Station 1. The Jackson Mills Open House is scheduled for Oct 6 10am-2pm. South Knolls is having Huntington Drive Halloween Oct 19 1-3pm, Volunteers will be bringing a Fire Truck. Santa patrol will be Saturday Dec 7<sup>th</sup> and 10<sup>th</sup>. Chief Lubertazzi will be in Talladega Oct 9-14th and will leave the Chief vehicle behind for the Fire Company.

**Fire Bureau:** read by Fire Official Burmeister (a copy of the written report is attached to original minutes and incorporated herein by reference). Commissioner Jamison asked if we can sell the old portables now that we have new and FO Burmeister said to hold off until next meeting until a formal list with serial #'s is made so a resolution can be made to deem surplus equipment.

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


**Old Business/Correspondence:** None

**Executive Session:** Commissioner O'Brien motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Jamison. Motion passed by unanimous consent at 8:55 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:15 p.m. and the Board reconvened the public session.

**New Business:** Commissioner Torres Jr passed out a new Motor Vehicle Accident and Personal Vehicle incident policy. This will be reviewed and moved on at the next board meeting. Chief handed out a Truck Committee report. Two trucks not to exceed \$1,200,000 (Engine & Tanker). Commissioner Jamison saw E1 and Sutphen dealers at the Wildwood Convention. Consideration will be given to the Truck committee and will be discussed at the next meeting.

**Public Session:** None.

**Adjournment:** With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Bollentin. Motion passed by unanimous consent. Meeting adjourned 9:40 pm.

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

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

September 26, 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 - *forrest* ✓
- 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

New Business

Mail Correspondence-None

4:48 PM

09/26/19

Accrual Basis

# Board of Fire Commissioners

## Cash Balances

As of September 26, 2019

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	Sep 26, 19	
	Debit	Credit
1009 · Shore Community Operating	8,118.42	
1011 · Shore Community Payroll	988.39	
1012 · Shore Community Fire Bureau	486.10	
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	
<b>TOTAL</b>	<b>1,015,716.11</b>	<b>0.00</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through September 26, 2019**

	Jan 1 - Sep 26, 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	615,000.00	615,000.00	0.00
<b>Total Income</b>	<b>1,342,232.70</b>	<b>2,282,887.00</b>	<b>(940,654.30)</b>
<b>Gross Profit</b>	<b>1,342,232.70</b>	<b>2,282,887.00</b>	<b>(940,654.30)</b>
<b>Expense</b>			
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	12,574.48	12,000.00	574.48
5230 · Professional Services	63,882.25	110,000.00	(46,117.75)
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.	99,367.42	130,327.00	(30,959.58)
6115 · Salaries & Wages - Captain	110,040.89	140,089.00	(30,048.11)
6120 · Salaries - Full Time Fire	249,499.30	291,490.00	(41,990.70)
6125 · Clothing Allowance	6,960.00	9,000.00	(2,040.00)
6130 · Salaries - Fire Official	300.00	25,000.00	(24,700.00)
6140 · Salaries - Firefighter Overtime	28,375.80	42,000.00	(13,624.20)
6180 · Payroll Taxes	19,319.48	42,552.00	(23,232.52)
6185 · Employer Pension Contribution	116,461.00	116,461.00	0.00
6190 · Fringe Benefits	57,897.19	104,418.00	(46,520.81)
6210 · Insurance	134,829.91	135,000.00	(170.09)
6220 · Advertising	721.66	2,000.00	(1,278.34)
6310 · Maintenance & Repairs	81,647.11	110,000.00	(28,352.89)
6410 · Supplies	16,758.03	25,000.00	(8,241.97)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	51,535.99	70,000.00	(18,464.01)
6513 · Fire Service Agreement	25,000.00	50,000.00	(25,000.00)
6515 · Hydrant Rent	32,130.00	70,000.00	(37,870.00)
6610 · Misc. Firefighter Expenses	6,706.35	15,000.00	(8,293.65)
6611 · Training	6,835.50	15,000.00	(8,164.50)
6614 · Technology-Equipment	3,277.06	4,000.00	(722.94)
6615 · Gear - Fire Company	34,857.27	35,000.00	(142.73)
6625 · Joint District Expenses	750.00	1,000.00	(250.00)
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	3,293.15	5,000.00	(1,706.85)
6655 · Replacement Equipment	18,222.81	18,000.00	222.81
6670 · Vehicle Equip-Radios/Pagers	0.00	6,000.00	(6,000.00)
6675 · UFSA	6,967.12	7,750.00	(782.88)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
<b>Total Expense</b>	<b>1,214,047.39</b>	<b>1,732,887.00</b>	<b>(518,839.61)</b>
<b>Net Ordinary Income</b>	<b>128,185.31</b>	<b>550,000.00</b>	<b>(421,814.69)</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through September 26, 2019**

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	<u>Jan 1 - Sep 26, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 · Capital	394,715.63	550,000.00	(155,284.37)
Total Other Expense	394,715.63	550,000.00	(155,284.37)
Net Other Income	(394,715.63)	(550,000.00)	155,284.37
Net Income	<u>(266,530.32)</u>	<u>0.00</u>	<u>(266,530.32)</u>

Board of Fire Commissioners Career Department  
September 26, 2019

**Year to date career department responses:**

Fire call-145      EMS calls-324

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Waiting on permits for the water line at station 2.

**Trucks**

**Engine 5401**

- Front bumper LDH repaired.
- Husky foam system parts on order.
- Yearly service completed.
- Air conditioner repaired.

**SUV 5404**

- Taken for service and brakes.

**Ladder 5405**

- Passenger side electrical box repaired.
- Ground ladder testing completed.
- Fuel tank repairs waiting on fuel level to be lowered.
- Annual aerial ladder testing scheduled for 9/27

**Engine 5408**

- New front 3inch direct fill valves were installed.

**Engine 5411**

- Yearly service completed
- Front bumper LDH water leak repaired.
- Rear driver side emergency light on order.
- Unit needs rear brakes and will be scheduled for replacement.

**Engine 5417**

- Scheduled for yearly service.

**Brush Truck 5419**

- Scheduled for yearly service

**Special Details / Projects / Notifications**

- Work orders were reviewed and completed as they were turned in.
- SCBA pack annual certifications complete.
- Annual Hose testing scheduled for 10/14.
- "Gary" Garner Snake safely trapped and released into the field at station 2.

Submitted by:  
The Career Department  
Jackson Township Fire District 4



# 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.*

**September 26, 2019**  
**Monthly Bureau Report**

Inspections are being completed as normal. (32 done)

No major violations noted.

Site plans received:

New plans received:  
None

All other plans still in progress – no updates

Fire investigations / Call Outs:

None

Complaints:

None

Fire Prevention:

All Day Care Schools scheduled for October.  
Messages will be sent out with dates and times for help

Training / Meeting:

Misc. webinars for Emergency reporting  
Request to attend Active shooter prep course (see attached, it was emailed also)

Outside the Bureau:

- All new radios have been handed out to Officers and career staff, most trucks have the portables also.
- Still awaiting repair for base station @ station 1

Respectfully submitted,  
John Burmeister Jr.  
Fire Official