

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

Minutes of Meeting Held  
November 14, 2019

Notice of the time, date, location and agenda of this meeting to the extent then known, was duly published in the district's official newspapers, posted on its official bulletin board and filed with the office of the municipal clerk at least forty-eight hours in advance of this meeting. 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 7:05 pm. Board Attorney Youssouf read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed. Board Attorney Youssouf swore in new Firefighter Kenneth Esposito.

**Roll Call**: Commissioners Bollentin, Goldman, Jamison, O'Brien and Torres Jr were present. Board Attorney Youssouf was also present.

**Minutes**: Commissioner Jamison motioned to approve the minutes of the October 10, 2019 meeting as presented, seconded by Commissioner Torres Jr. Motion passed by majority vote.

**Treasurer's Report** –The bill list as well as the report (a copy of which is attached to the original minutes and incorporated herein by reference) as of November 14, 2019 was presented and left on table for public review. Commissioner Jamison read the cash balances into the records. Commissioner Goldman motioned to accept the Treasurer's Report, seconded by Commissioner Torres Jr. Motion passed by unanimous vote.

**Legal Report**: Board Attorney Youssouf read the resolution to introduce the 2020 Budget. Commissioner Jamison motioned to introduce the 2020 Budget, Commissioner Torres Jr second. All Ayes. Petitions for Commissioner petition are due by January 13, 2020. Two full and 1 Partial terms are up. Police Captain Wagner came to the meeting and spoke before the board about property they need for a tower. The original lot on West Commodore Blvd, DEP notified it had a Tributary to Metedeconk River and it cannot be used. The board will review with our Engineer to see how it effects our plans and if we can do anything for Police Captain Wagner. The attorney received a description of lots to consolidate and the surveys from FWH. The board asked the attorney for clarification on breach of contract for Non Performance. The Concrete contract was signed by both sides but they have not turned over a performance bond, nor started the project. The weather is a huge issue. Captain Reynolds will call for a time line.

**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.) Commissioner Goldman motioned to accept

the report. Second by Commissioner Torres Jr. Motion passed by unanimous vote.

**Chief's Report:** Chief Lubertazzi read the chief report. (a copy of which is attached to the original minutes and incorporated herein by reference) He asked if they board would address his chief budget. Discussion pursued on a new Command Vehicle. Unfortunately, the vehicle would need public vote before going on the budget. The board will discuss for 2021 Budget. Two of the Utility Vehicles are in serious need of repair or replacement. New apparatus was tabled until next meeting for further discussion with the Commissioners. Hose testing was performed, and hose needs to be ordered. The Chief went over new standard on the colors of the hose for each and every Engine. Firefighter Leonard submitted 3 quotes. (Continental \$15,468, Fire Hose Direct \$16,821.88, and Raw Hide Fire Hose \$16,930.) Commissioner Jamison motioned to purchase the hose from Continental, Commissioner Goldman second, All Aye.

**President Report:** President Linde introduced two potential firefighters Tori and Ruditsky. Reverend Dan is requesting use of the hall for an Outreach Program 1/3/20. Volunteers are ok but need board approval. A discussion pursued and the board needs to reach out to Reverend Dan for clarification on a few items. Santa Patrol is getting ready, 11/23 is a scheduled work night and Santa Patrol is scheduled for 12/7-12/9, 12/10 if needed. Installation dinner is Jan 18, 2020. Commissioners, Career and Secretary all welcome.

**Old Business:** None

**New Business:** Firefighter Esposito researched a few companies for a time and attendance program. ADP, Aldetech and VCS-FIRES. Commissioner Jamison moved to purchase VCS-FIRES, second Commissioner Goldman. All Aye. Start date projected for 1/1/20.

**Executive Session:** Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of Personnel, seconded by Commissioner Goldman. Motion passed by unanimous consent at 9:04 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:** 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 Goldman. Motion passed by unanimous consent. Meeting adjourned 9:28 pm.

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

3:37 PM

11/14/19

Accrual Basis

# Board of Fire Commissioners

## Cash Balances

As of November 14, 2019

	Nov 14, 19	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	253,808.63	
1011 · Shore Community Payroll	64,972.31	
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><u>1,325,390.24</u></b>	<b><u>0.00</u></b>

6:58 PM  
 11/14/19  
 Accrual Basis

Board of Fire Commissioners  
**Treasurer Report**  
 As of November 14, 2019

Type	Date	Num	Name	Debit	Credit
<b>1009 · Shore Community Operating</b>					
Bill Pmt -...	11/14/2019	5483	Advanced Auto Parts		225.35
Bill Pmt -...	11/14/2019	5484	AT&T Mobility		306.65
Bill Pmt -...	11/14/2019	5485	Blaze Emergency Equipment LLC		7,846.35
Bill Pmt -...	11/14/2019	5486	Dafeldecker Associates		247.00
Bill Pmt -...	11/14/2019	5487	Emergency Reporting		2,176.00
Bill Pmt -...	11/14/2019	5488	Family Practice of Centrastate		1,790.00
Bill Pmt -...	11/14/2019	5489	Freehold Cartage, Inc.		277.22
Bill Pmt -...	11/14/2019	5490	Gannett NJ Newspapers		26.54
Bill Pmt -...	11/14/2019	5491	Holmes and McDowell		12,045.00
Bill Pmt -...	11/14/2019	5492	JCP&L		1,051.92
Bill Pmt -...	11/14/2019	5493	Jersey Coast Fire Equipment		162.35
Bill Pmt -...	11/14/2019	5494	John Burmeister Jr.		20.25
Bill Pmt -...	11/14/2019	5495	KC Greenscapes		745.63
Bill Pmt -...	11/14/2019	5496	Kenneth Esposito		81.38
Bill Pmt -...	11/14/2019	5497	Mercer County Community College		330.00
Bill Pmt -...	11/14/2019	5498	NetLink Web Services, LLC		199.00
Bill Pmt -...	11/14/2019	5499	NJNG		319.56
Bill Pmt -...	11/14/2019	5500	Optimum		476.52
Bill Pmt -...	11/14/2019	5501	Safe & Secure Security Systems		320.00
Bill Pmt -...	11/14/2019	5502	Shoreline Electrical Contractors, Inc.		125.00
Bill Pmt -...	11/14/2019	5503	Staples Credit Plan		292.73
Bill Pmt -...	11/14/2019	5504	Treasurer-State of New Jersey		182.00
Bill Pmt -...	11/14/2019	5505	Tyler Technologies, Inc.		2,678.00
Bill Pmt -...	11/14/2019	5506	Verizon		200.97
Bill Pmt -...	11/14/2019	5507	Verizon Wireless		185.80
Bill Pmt -...	11/14/2019	EFT	WEX BANK		2,117.24
Bill Pmt -...	11/14/2019	5508	Koerner & Koerner, PA		140.00
Bill Pmt -...	11/14/2019	5509	Safety & Survival Training LLC		600.00
Bill Pmt -...	11/14/2019	5510	Zachary Lubertazzi		500.00
Bill Pmt -...	11/14/2019	5511	Federal Express		30.72
Bill Pmt -...	11/14/2019	5512	Middlesex County Fire Academy		262.00
Bill Pmt -...	11/14/2019	5513	Jackson Mills Volunteer Fire Company		25,000.00
Total 1009 · Shore Community Operating				0.00	60,961.18
<b>TOTAL</b>				<b>0.00</b>	<b>60,961.18</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through November 14, 2019

	Jan 1 - Nov 14, 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	1,119,280.94	1,628,045.00	(508,764.06)
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>1,749,243.95</b>	<b>2,282,887.00</b>	<b>(533,643.05)</b>
<b>Gross Profit</b>	<b>1,749,243.95</b>	<b>2,282,887.00</b>	<b>(533,643.05)</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	2,000.00	20,000.00	(18,000.00)
5120 · Salaries - Secretary	2,000.00	2,800.00	(800.00)
5210 · Elections	4,320.26	1,500.00	2,820.26
5220 · Office Expense	13,230.94	12,000.00	1,230.94
5230 · Professional Services	68,721.25	110,000.00	(41,278.75)
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	57,997.19	104,418.00	(46,420.81)
6210 · Insurance	146,947.34	135,000.00	11,947.34
6220 · Advertising	748.20	2,000.00	(1,251.80)
6310 · Maintenance & Repairs	108,515.27	110,000.00	(1,484.73)
6410 · Supplies	20,516.82	25,000.00	(4,483.18)
6415 · Fire Prevention	3,071.05	5,000.00	(1,928.95)
6510 · Utilities	56,080.51	70,000.00	(13,919.49)
6513 · Fire Service Agreement	50,000.00	50,000.00	0.00
6515 · Hydrant Rent	32,130.00	70,000.00	(37,870.00)
6610 · Misc. Firefighter Expenses	11,288.25	15,000.00	(3,711.75)
6611 · Training	13,132.50	15,000.00	(1,867.50)
6614 · Technology-Equipment	3,277.06	4,000.00	(722.94)
6615 · Gear - Fire Company	39,995.27	35,000.00	4,995.27
6625 · Joint District Expenses	750.00	1,000.00	(250.00)
6635 · Equipment-Non-Bondable	17,694.30	28,000.00	(10,305.70)
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	17,030.05	18,000.00	(969.95)
6670 · Vehicle Equip-Radios/Pagers	0.00	6,000.00	(6,000.00)
6675 · UFSA	9,847.37	7,750.00	2,097.37
6910 · LOSAP	0.00	50,000.00	(50,000.00)
<b>Total Expense</b>	<b>1,316,728.03</b>	<b>1,732,887.00</b>	<b>(416,158.97)</b>
<b>Net Ordinary Income</b>	<b>432,515.92</b>	<b>550,000.00</b>	<b>(117,484.08)</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through November 14, 2019

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	<u>Jan 1 - Nov 14, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	395,595.63	550,000.00	(154,404.37)
Total Other Expense	395,595.63	550,000.00	(154,404.37)
Net Other Income	(395,595.63)	(550,000.00)	154,404.37
Net Income	<u>36,920.29</u>	<u>0.00</u>	<u>36,920.29</u>

Board of Fire Commissioners Career Department  
November 14, 2019

**Year to date career department responses:**

Fire call-164      EMS calls-391

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Water line at Station 2 is complete, Station 2 is now on city water
- Fire inspection at both Stations are complete both passed
- Inspections for both kitchen hood systems have been completed
- Health Inspection for the Station 1 kitchen was completed and passed
- Water leak in the sprinkler line in the softball field.

**Trucks**

**Engine 5401**

- Nothing significant to report.

**Ladder 5405**

- Pins and ladder stops are on order for the water way.

**Engine 5411**

- Officer side rear door repaired

**Engine 5417**

- Break light was replaced, side strobe on order.

**Brush unit 5419**

- Nothing significant to report.

**Vehicle 5444**

- Still out for repair.

**Special Details / Projects / Notifications**

- Work orders were reviewed and completed as they were turned in.
- Hose testing completed, 30 y/o hose not tested and taken out of service. All failed hose was taken out of service and labeled as such.
- Glow in the dark arrows placed on the main intake and discharges of 5411, 5401, 5417, 5407
- Probationary Firefighter Esposito is the best.

Submitted by:  
The Career Department  
Jackson Township Fire District 4