

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

Minutes of Meeting Held  
October 10, 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 7:16 pm. Board Attorney Youssef read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

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

**Minutes**: Commissioner Torres motioned to approve the minutes of the workshop meeting August 27, 2019 meeting as presented, seconded by Commissioner Jamison. Motion passed by majority vote (abstain: O'Brien). Commissioner Torres motioned to approve the minutes of the September 26, 2019 General meeting, seconded by Commissioner Jamison. Motion passed by majority vote (abstain: Goldman).

**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 October 10, 2019 was presented and left on table for public review. Commissioner Jamison read the cash balances into the records. Commissioner Torres motioned to accept the Treasurer's Report, seconded by Commissioner Goldman. Motion passed by unanimous vote.

**Legal Report**: Board Attorney Youssef distributed copies of the Open Public Meetings Statement to the Board and read into the record (a copy of which is attached to the original minutes and incorporated herein by reference). Per the bid specs as advertised, bid for masonry work were due on 10/7/19 at 1:30 pm. Only one bid was received at that time. All other bids were considered to be invalid. Conforming Bid was from Quality First Contracting, Cliffwood NJ in the amount of \$213,190. Board appropriated amount of \$150,000. for this project. Commissioner Jamison motioned to adopt a Resolution rejecting all bids. Motion passed by unanimous vote (Ayes: Bollentin, Goldman, Jamison, Obrien, Torres). Board Attorney Youssef to prepare a formal resolution that is to be sent to all bidders. Bid security is to be returned to bidders along with the copy of the formal resolution. Future bidding will be at a date to be determined at a later date - next year after the winters. Schedule for 2020 budget reviewed with the Board: Budget to be introduced at the December 12, 2019 meeting, public hearing on the budget to be held at the January 2020 meeting and election will be held in February. Cheryl reported that the worked sheet was reviewed earlier in caucus session and the Board is on track to meet the deadlines as

previously listed. Board Attorney Youssouf advised that if any line item in the budget is ten percent (10%) greater than the previous year or less than ten percent (10%) supporting and careful documentation must be provided.

New procedures for special meetings: privacy for the voters to be provided, written ballots to be provide, voter registry must be obtained, special meeting must be conducted between 6 pm and 9 pm on a scheduled date, special meeting must be advertised in newspapers and include Resolution to explain purpose of the special meeting. Any special meeting must be held prior to the introduction of the budget to be included in the following year's budget. Absentee ballots are not necessary for a special meeting. If budget fails, item from special meeting vote is still included in the budget. Anything that is not considered operating expenses – capital appropriations.

After it was discovered that there was a second bid packet distributed with a deadline published for October 10, 2019 at 8 pm, Commissioner Torres motioned to rescind the previous resolution rejecting the previous bids, seconded by Commissioner Jamison. Motion passed by unanimous vote.

**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.) Traffic Bureau approved water line today. Chip O'Connor doing plumbing - Captain Reynolds to speak to him. Area needs to be re-graded. #05: condensation in tank, which causes the rust. Sea Graves will be supplier for new tank.

**President's Report** – absent – no report.

**Fire Bureau:** absent – no report.

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

**Old Business/Correspondence:**

**Old Business:** None

**Correspondence:** Engineer was moving forward with site plan, Cheryl to advise him that the Board is not at that point. Perimeter Survey has been done to merge the two properties together.

FF Porth: requesting tuition reimbursement

8:00 pm: Bids for concrete apron replacement at Station #1. Board Attorney Youssouf confirmed with those in attendance that all the bids had been submitted to the Board and no more bids will be received. Board Attorney Youssouf opened the bids.

Company	Bid Amount	Bid Bond submitted	Bid awarded
Quality First/Cliffwood	\$ 213,190.00	None	
MNC Concrete, LLC/Waretown	\$ 194,769.20	Yes	
Capela Construction Inc./Sicklerville	\$ 156,510.00	Yes	
Abhzeen Design Inc./Toms River	\$ 137,230.00	Yes	
Cypreco Industries, Inc./Neptune	\$ 197,000.00	Yes	
A. Takton Concrete, Corp./South River	\$ 133,775.00	Yes	Conditional acceptance – pending legal & technical review

None of the bidders had any questions. Board Attorney Youssouf advised that the bids were valid for sixty (60). Board will review in consultation with the engineer and make a decision. Board Attorney Youssouf invited anyone who was interested to inspect the bid packets submitted. Commissioner Jamison motioned to accept a Resolution in Title conditionally awarding a contract to A. Takton Concrete Corp. for the apron replacement project conditioned upon full technical review by the engineer and legal review by counsel, seconded by Commissioner Goldman. Motion passed by unanimous consent (Ayes: Bollentin, Goldman, Jamison, O'Brien, Torres).

**Chief's Report:** Deputy Chief Trask O'Hara reported that October 28, 2019 Ice Rescue Awareness training to be held. Flu Shots will be given by the Ocean County Health Department on December 6, 2019. Deputy Chief O'Hara read a letter from Chief Lubertazzi regarding the purchase of two (2) Class A fire engines. A copy of the letter is attached to the original minutes and incorporated herein by reference. Deputy O'Hara read Fire Company statement of support. Fire Company willing to serve as spokesperson do meet & greets in developments and send out a mailer at the fire company's cost. Approximate prices from Sutphin were discussed for tanker and engine. It was noted that there are six (6) voting members on the Truck Committee: two commissioners, two fire company members and 2 career firefighters. Others are welcome to attend meetings, but they do not have votes. Commissioner Torres left the meeting at 8:40 pm.

**Unfinished Business:** None

**Executive Session:** Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of legal advice regarding purchase of fire apparatus, seconded by Commissioner Goldman. Motion passed by unanimous consent at 9:00 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 9:20 p.m. and the Board reconvened the public session.

**Public Session:**

**Apparatus Needs Assessment:** Commissioner Bollentin announced that a apparatus needs assessment will be done and the Board will move forward regarding the purchase of new fire apparatus after the report is received and reviewed by the Board.

**Harry Carter:** Commissioner Jamison motioned to accept a Resolution in Title awarding a contract to Harry Carter to conduct a fire apparatus needs assessment for JTFD #4, seconded by Commissioner Goldman. Motion passed by majority vote (Ayes: Bollentin, Goldman, Jamison, O'Brien; Absent: Torres). Board Attorney Youssouf to be the contact person for Mr. Carter

**Porth Tuition Reimbursement:** Commissioner Jamison motioned to reimburse career firefighter Steven Porth for tuition, seconded by Commissioner Goldman. Motion passed by majority vote (absent: Torres).

**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 9:25 pm.

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

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

**AGENDA AND MEETING NOTES**

**October 10, 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

Engineer email

New Business

Award Bid for Concrete Apron

Mail Correspondence-None

**Board of Fire Commissioners**  
**Treasurer Report**  
 As of October 10, 2019

Type	Date	Num	Name	Debit	Credit
<b>1009 · Shore Community Operating</b>					
Bill Pmt -...	10/10/2019	5458	Alert-All Corp		1,763.00
Bill Pmt -...	10/10/2019	5459	Asbury Park Press		202.04
Bill Pmt -...	10/10/2019	5460	Blaze Emergency Equipment LLC		1,139.98
Bill Pmt -...	10/10/2019	5461	Dafeldecker Associates		247.00
Bill Pmt -...	10/10/2019	5462	Darren T Hoffman		595.00
Bill Pmt -...	10/10/2019	5463	Double M Productions		1,308.05
Bill Pmt -...	10/10/2019	5464	Freehold Cartage, Inc.		277.22
Bill Pmt -...	10/10/2019	5465	FWH Associates, PA		4,500.00
Bill Pmt -...	10/10/2019	5466	Holmes and McDowell		72.43
Bill Pmt -...	10/10/2019	5467	Home Depot		269.09
Bill Pmt -...	10/10/2019	5468	JCP&L		599.55
Bill Pmt -...	10/10/2019	5469	KC Greenscapes		745.63
Bill Pmt -...	10/10/2019	5470	Mercer County Fire Academy		505.00
Bill Pmt -...	10/10/2019	5471	NJNG		173.22
Bill Pmt -...	10/10/2019	5472	Optimum		476.52
Bill Pmt -...	10/10/2019	5473	Safe & Secure Security Systems		407.40
Bill Pmt -...	10/10/2019	5474	Shoreline Electrical Contractors, Inc.		875.00
Bill Pmt -...	10/10/2019	5475	Staples Credit Plan		77.68
Bill Pmt -...	10/10/2019	5476	Verizon		199.37
Bill Pmt -...	10/10/2019	5477	Susan L Oksen-Pereira		250.00
Bill Pmt -...	10/10/2019	5478	Blue Jacket Construction, Inc.		13,925.00
Bill Pmt -...	10/10/2019	5480	Stan O'Brien Jr.		100.00
Bill Pmt -...	10/10/2019	5481	Trask O'Hara		53.29
Bill Pmt -...	10/10/2019	5482	Steven Porth		4,005.00
Total 1009 · Shore Community Operating				<u>0.00</u>	<u>32,766.47</u>
<b>TOTAL</b>				<b><u>0.00</u></b>	<b><u>32,766.47</u></b>

3:26 PM

10/10/19

Accrual Basis

# Board of Fire Commissioners

## Cash Balances

As of October 10, 2019

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	Oct 10, 19	
	Debit	Credit
1009 · Shore Community Operating	295,469.65	
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>1,367,051.26</b>	<b>0.00</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through October 10, 2019

	Jan 1 - Oct 10, 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>	1,749,243.95	2,282,887.00	(533,643.05)
<b>Gross Profit</b>	1,749,243.95	2,282,887.00	(533,643.05)
<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	12,854.20	12,000.00	854.20
5230 · Professional Services	68,382.25	110,000.00	(41,617.75)
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	134,902.34	135,000.00	(97.66)
6220 · Advertising	721.66	2,000.00	(1,278.34)
6310 · Maintenance & Repairs	99,009.21	110,000.00	(10,990.79)
6410 · Supplies	16,758.03	25,000.00	(8,241.97)
6415 · Fire Prevention	3,071.05	5,000.00	(1,928.95)
6510 · Utilities	53,261.87	70,000.00	(16,738.13)
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	6,575.25	15,000.00	(8,424.75)
6611 · Training	7,935.50	15,000.00	(7,064.50)
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	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	6,967.12	7,750.00	(782.88)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
<b>Total Expense</b>	1,244,929.01	1,732,887.00	(487,957.99)
<b>Net Ordinary Income</b>	504,314.94	550,000.00	(45,685.06)



**OPEN PUBLIC MEETINGS STATEMENT**

NOTICE OF THE TIME, DATE, LOCATION AND AGENDA OF THIS MEETING, TO THE EXTENT THEN KNOWN, WAS DULY PUBLISHED IN THE DISTRICTS' OFFICIAL NEWSPAPERS, POSTED ON ITS OFFICIAL BULLETIN BOARD AND FILED WITH THE OFFICE OF THE MUNICIPAL CLERK AT LEAST 48 HOURS IN ADVANCE OF THIS MEETING. THE MEETING IS BEING CONDUCTED IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THE OPEN PUBLIC MEEETING ACT.

Board of Fire Commissioners Career Department  
October 10, 2019

Year to date career department responses:

Fire call-153      EMS calls-344

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- water line at station 2. Is almost complete waiting on traffic safety to ok plans for county road opening permit

Trucks

Engine 5401

- Husky foam system has been repaired by fire and safety.

Ladder 5405

- Ground ladder and aerial testing completed.
- Fuel tank was scoped it was found to have large rusted areas through out the tank and filler tube new tank has been ordered tube was replaced.

Engine 5411

- Yearly service completed.

Engine 5417

- Yearly service completed.

Brush unit 5419

- Yearly service completed.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- Annual Hose testing scheduled for Monday 10/14.
- Yearly service on house generators at both stations has been scheduled
- Alarm system certification for both stations were also scheduled

Submitted by:  
The Career Department  
Jackson Township Fire District 4