

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

Minutes of Meeting Held
December 12, 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 Vice Chairman Torres at 7:08 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 Jamison, O'Brien and Torres were present. Commissioners Bollentin and Goldman were absent. Board Attorney Youssouf was also present.

Minutes: Commissioner O'Brien motioned to approve the minutes of the November 14, 2019 General meeting, seconded by Commissioner Jamison. Motion passed by unanimous 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 December 12, 2019 was presented and left on table for public review. Commissioner Jamison read the cash balances into the records. Commissioner O'Brien motioned to accept the Treasurer's Report, seconded by Commissioner Jamison. Motion passed by unanimous vote.

Legal Report: Board Attorney Youssouf presented the 2020 Adopted Budget Resolution Fiscal Year January 1, 2020 to December 31, 2020 (a copy of which is attached to the original minutes and incorporated here in by reference). Commissioner Jamison motioned to open the public hearing on the budget, seconded by Commissioner O'Brien. Motion passed by unanimous consent. There were no questions/comments on the proposed 2020 budget. Commissioner Jamison motioned to close the public hearing on the budget, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Commissioner O'Brien motioned to approve the Resolution to adopt the 2020 budget resolution, seconded by Commissioner Jamison. Motion passed by unanimous roll call vote (Ayes: Jamison, O'Brien, Torres, Nays: 0, Abstain: 0; Absent: Goldman & Bollentin). Board Attorney Youssouf advised the Board that the proposed tax rate is very low and he will take care of the required advertising for the election and budget. Nominating petitions for position of fire commissioner are due January 20, 2020. Two full term positions are open and one un-expired term is open. Board Attorney Youssouf is to be notified when petitions are received. Line Item Transfers: Commissioner Jamison motioned to approve a Resolution in Title for line item transfers as per the attached list, seconded by Commissioner O'Brien. Motion passed by unanimous roll call vote

(Ayes: Jamison, O'Brien, Torres, Nays: 0, Abstain: 0; Absent: Goldman & Bollentin). Chapter 48 Resolution to be discussed in closed session. A Takton Concrete Corp – Commissioner Torres reviewed the issues with Board (no performance bond received, unwilling to re-schedule meetings, etc.). Board will not be threatened by anyone. Commissioner Jamison motioned to accept a Resolution terminating A Takton Concrete Corp for failure to perform, seconded by Commissioner O'Brien. Motion passed by unanimous roll call vote (Ayes: Jamison, O'Brien, Torres, Nays: 0, Abstain: 0; Absent: Goldman & Bollentin). Abhzen will now be awarded the contract. Discussion: delay in start date to warmer weather. Commissioner Jamison raised the question regarding status of absentee ballots. Has it been stricken? Board Attorney Youssouf will contact Ocean County Board of Elections for their position in writing.

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.)

Chief's Report - read by a fire company officer (a copy of the written report is attached to the original minutes and incorporated herein by reference.)

President's Report – read by Al Chelli (a copy of the written report is attached to the original minutes and incorporated herein by reference.) Board was in agreement for Chris Locklear to use the hall on January 5, 2020. Reverend Dan: spoke to Board regarding a PAC (Parent Affiliated Church). He wants to reach out to first responders (police, firefighters, EMS) and is looking for a place to hold a religious service. It would be a structured service with counseling services available also. To be called "Front Line Outreach". Board was in agreement. Discussion on scheduling of services - to be handled through Fire Company.

Fire Bureau: read by Commissioner Jamison. A copy of the written report is attached to the original minutes and incorporated herein by reference.

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

Old Business/Correspondence:

Old Business: Merger of two properties at Station#2 needs to be completed. Discussion on land use. Board authorized Board Attorney Youssouf to work with Planning Board to take any action to move forward.

New Business: Commissioner Torres advised the Board that he is going to be reaching out to other fire service maintenance companies to research services, costs. There are issues with Blaze. Board was in agreement.

Correspondence: No mail folder.

Unfinished Business: None


Public Session: 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 O'Brien. Motion passed by unanimous consent at 8:13 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 8:53 p.m. and the Board reconvened the public session.

Public Session: Commissioner Jamison motioned to accept a Resolution in Title to adopt provisions of P.L. 1974, c.88, seconded by Commissioner O'Brien. Motion passed by unanimous consent (Ayes: Jamison, O'Brien, Torres, Nays: 0, Abstain: 0; Absent: Goldman & Bollentin). Commissioner Jamison motioned to adopt Chapter, 436, which extends the provision of Chapter 88 to surviving spouses of eligible retirees, seconded by Commissioner O'Brien. Motion passed by unanimous consent (Ayes: Jamison, O'Brien, Torres, Nays: 0, Abstain: 0; Absent: Goldman & Bollentin).

Toy Drive: Fire Official Burmeister requested permission to use a truck for a toy drive on Saturday, December 14, 2019 between 11 and 5. Board was in agreement.

Adjournment: With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Meeting adjourned 9:00 pm.

 _____, Clerk

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

December 12, 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

New Business

Mail Correspondence-None

3:28 PM

12/12/19

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of December 12, 2019

	Dec 12, 19	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	187,119.62	
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	
TOTAL	<u>1,258,701.23</u>	<u>0.00</u>

3:27 PM
 12/12/19
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of December 12, 2019

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	12/12/2019	5514	Asbury Park Press		114.16
Bill Pmt -...	12/12/2019	5515	AT&T Mobility		306.65
Bill Pmt -...	12/12/2019	5516	Atlantic Septic & Sewer		408.00
Bill Pmt -...	12/12/2019	5517	C & T Lawn Sprinkler		1,380.00
Bill Pmt -...	12/12/2019	5518	Continental Fire & Safety		5,138.00
Bill Pmt -...	12/12/2019	5519	Freehold Cartage, Inc.		277.22
Bill Pmt -...	12/12/2019	5520	FWH Associates, PA		2,000.00
Bill Pmt -...	12/12/2019	5521	Jackson Twp MUA		16,357.00
Bill Pmt -...	12/12/2019	5522	JCP&L		1,107.70
Bill Pmt -...	12/12/2019	5523	Kenneth Esposito		90.00
Bill Pmt -...	12/12/2019	5524	MES		1,680.00
Bill Pmt -...	12/12/2019	5525	Middlesex County Fire Academy		430.00
Bill Pmt -...	12/12/2019	5526	Motorola		6,800.00
Bill Pmt -...	12/12/2019	5527	Motorola Solutions, Inc.		760.00
Bill Pmt -...	12/12/2019	5528	National Pen Co. LLC		104.43
Bill Pmt -...	12/12/2019	5529	NetLink Web Services, LLC		199.00
Bill Pmt -...	12/12/2019	5530	Optimum		476.52
Bill Pmt -...	12/12/2019	5531	Quality Copy Company of Ocean Inc		485.00
Bill Pmt -...	12/12/2019	5532	Richard Leonard		281.60
Bill Pmt -...	12/12/2019	5533	Safe & Secure Security Systems		395.00
Bill Pmt -...	12/12/2019	5534	Skillender s Service Center Inc.		1,120.94
Bill Pmt -...	12/12/2019	5535	Staples Credit Plan		90.90
Bill Pmt -...	12/12/2019	5536	Toms River Fire Academy		840.00
Bill Pmt -...	12/12/2019	5537	Verizon		200.16
Bill Pmt -...	12/12/2019	5538	Verizon Wireless		190.80
Bill Pmt -...	12/12/2019	5539	Watchung Spring Water		80.93
Bill Pmt -...	12/12/2019	5540	Dafeldecker Associates		125.00
Bill Pmt -...	12/12/2019	5541	Susan L Oksen-Pereira		250.00
Total 1009 · Shore Community Operating				0.00	41,689.01
TOTAL				0.00	41,689.01

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through December 12, 2019

	Jan 1 - Dec 12, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
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
Total Income	1,749,243.95	2,282,887.00	(533,643.05)
Gross Profit	1,749,243.95	2,282,887.00	(533,643.05)
Expense			
5110 · Salaries - Commissioners	2,000.00	20,000.00	(18,000.00)
5120 · Salaries - Secretary	2,250.00	2,800.00	(550.00)
5210 · Elections	4,320.26	1,500.00	2,820.26
5220 · Office Expense	13,887.77	12,000.00	1,887.77
5230 · Professional Services	70,920.25	110,000.00	(39,079.75)
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	58,278.79	104,418.00	(46,139.21)
6210 · Insurance	146,947.34	135,000.00	11,947.34
6220 · Advertising	862.36	2,000.00	(1,137.64)
6310 · Maintenance & Repairs	111,819.21	110,000.00	1,819.21
6410 · Supplies	22,216.56	25,000.00	(2,783.44)
6415 · Fire Prevention	3,175.48	5,000.00	(1,824.52)
6510 · Utilities	58,931.56	70,000.00	(11,068.44)
6513 · Fire Service Agreement	50,000.00	50,000.00	0.00
6515 · Hydrant Rent	48,195.00	70,000.00	(21,805.00)
6610 · Misc. Firefighter Expenses	11,503.25	15,000.00	(3,496.75)
6611 · Training	14,140.50	15,000.00	(859.50)
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	5,497.36	30,000.00	(24,502.64)
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 · UFGA	9,847.37	7,750.00	2,097.37
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	1,347,156.78	1,732,887.00	(385,730.22)
Net Ordinary Income	402,087.17	550,000.00	(147,912.83)

3:27 PM
12/12/19
Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through December 12, 2019

	<u>Jan 1 - Dec 12, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	395,475.63	550,000.00	(154,524.37)
Total Other Expense	395,475.63	550,000.00	(154,524.37)
Net Other Income	(395,475.63)	(550,000.00)	154,524.37
Net Income	<u>6,611.54</u>	<u>0.00</u>	<u>6,611.54</u>

Board of Fire Commissioners Career Department
December 12, 2019

Year to date career department responses:

Fire call-179 EMS calls-423

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Sprinkler line leak at Station 2 was repaired.
- Quote for Station 1 septic repair is out for solicitation.
- Quote for Station 1 trees removal over septic, out for solicitation.

Trucks

Engine 5401

- Foam system non-operational, mechanic notified.

Ladder 5405

- Pins for ladder stops are on order for the water way.
- Hydraulic generator malfunction identified, and repair parts are ordered.
- Vent Saw out of service and awaiting parts.
- Fuel tank replaced.

Engine 5411

- Generator was repaired
- Work order for breaks received and mechanic notified.

Vehicle 5444

- Repaired and put back in service.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- Career Staff completed CPR recertifications.
- Wish Firefighter Rossi a Happy Birthday
- 5 Scott packs repaired, 2 remaining out for service.
- Replacement Hose ordered.

Submitted by:
The Career Department
Jackson Township Fire District 4



Jackson Mills Fire
465 North County Line Road, Jackson NJ 08527

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CHIEF REPORT

DECEMBER 2019

516 Fire calls (YTD)

Drills / Training: FF Nicole Linde and FF Jason Halle completed and passed FF1 Class, 3 members Training for CDL Tractor trailer Class A driver's license paid by the Fire Company.

New Apparatus: After meeting with Cheryl, she confirmed with me that 1.2 million dollars is a good asking dollar amount, therefore I am respectfully requesting for the Board to prepare a referendum for 2 new apparatus not to exceed 1.2 million dollars for the reasons that were submitted at previous meetings.

Also, the volunteers have agreed to purchase a 2020 Chevy Tahoe only if the BoFC opens the Volunteer contract and agrees to reimburse the volunteers as well as maintain and provide vehicle insurance.

"ANOTHER JOB WELL DONE BY THE MEMBERS OF STATION 54"

Sincerely,

Michael Lubertazzi

Michael Lubertazzi
Fire Chief (5400)
Jackson Mills Fire (Station 54)
mlubertazzi@jacksonmillsfire.org
(908) 770-4664

President's Report

December 2019

Membership:

- Both students in Monmouth Fire Academy; Jason Halle and Nicole Linde have passed the written and practical test. The ceremony for Jason will be January 21st and Nicole will be January 22nd.
- New recruit Thomas Turi has passed his background check and completed his physical on December 10th. We are awaiting results from the physical to issue his gear.

Facilities:

- Chris Locklear is requesting use of the hall January 5th.
- Reverend Dan has been asked to attend the December Commissioners meeting to answer questions regarding his request to use the hall for his outreach program. A copy of his letter was read and submitted to Board of Fire Commissioners 11/4/19.

Community Support

Santa Patrol - Currently running but the weather has caused delays and we expect to finish this Monday December 16th.

Chief Vehicle:

At last months meeting the need for a new SUV/Chiefs truck was discussed and it was decided that it would need to wait until the next budget cycle. As an alternative the volunteer staff would like to propose an agreement where it spends up to \$60,000 to purchase and outfit a new chiefs vehicle in 2020. We would ask that amending the Fire Service agreement by increasing two payments in 2021 by \$30,000 each (or the total of the purchase). Vehicle maintenance, gas, insurance, etc. would still be the responsibility of the commissioners. This would allow us to replace a vehicle that is needed now and give ample time for the commissioners to budget for a new vehicle and secure the funds for 2021.

Installation Dinner:

Details regarding the installation dinner room booking have been send through I Am Responding and text messaging and I want to take the opportunity to once again invite all commissioners to attend the event. We hope to see you there.

Respectfully Submitted:

Steven Linde
President
Jackson Mills Volunteer Fire Company

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.

December 12, 2019 Monthly Bureau Report

Inspections are being completed as normal. (15 done) Report attached

No major violations noted.

Site plans received:

New plans received:
None

All other plans still in progress – no updates

Fire investigations / Call Outs:

Vehicle fire I-195

Complaints:

None

Fire Prevention:

None scheduled

Training / Meeting:

Misc. training webinars

Request to attend Fire Prevention IAAI convention in March 2020

Outside the Bureau:

- Repair for base station @ station 1 completed
- One broken speaker mic turned in. (will check on warranty)

Respectfully submitted,
John Burmeister Jr.
Fire Official

12/12/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.4 JACKSON TOWNSHIP AUTHORIZING LINE
ITEM TRANSFERS AND ADJUSTMENTS**

WHEREAS; N.J.S.A. 40A:14-78.9 provides that whenever it shall become necessary during the last two months of the fiscal year to expend amounts in excess of those amounts of appropriations specified in the various line items of the operating appropriations section of the annual budget and there shall be excess appropriations in other line items of the operating appropriations section of the budget, the board of fire commissioners may, by resolution setting forth the facts, adopted by not less than a 2/3 vote of the full membership of the board, transfer the amount of the excess to those appropriations deemed to be insufficient; and

WHEREAS; the District 's Treasurer has advised the Board that line item transfers are necessary to cover over expenditures made from the following specified budget lines: (5210) \$3,000.00, (5220) \$3,000.00 (6210) \$12,000.00, (6310) \$5,000.00 (6615) \$6,000.00 and (6627) \$3,000.00; and

WHEREAS; there exist unexpended funds in the following specified budget lines: (6640) \$22,000.00 and (6627) \$10,000.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the above specified line item transfers are approved and authorized.

Moved by: Jamison

Seconded by: O'Brien

Roll Call Vote:

Ayes: Jamison
O'Brien
Torres

Nays: Ø

Absent: Ø

Abstain: Ø

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 12th day of December, 2019.

Philip Alden, Clerk