

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

Minutes of Meeting Held
January 9, 2020

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 7:10pm. Commissioner Bollentin read the "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 Jr were present. Board Attorney Youssouf was absent.

Executive Session: Commissioner Bollentin motioned at 7:15 p.m. to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner O'Brien. All Aye. Subject matter to be released when it is no longer privileged. The executive session ended at 7:24 p.m. and the Board reconvened the public session.

Minutes: Commissioner Jamison motioned to approve the minutes of the December 12, 2019 general meeting as presented, seconded by Commissioner Torres Jr. Motion passed by unanimous consent.

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 January 9, 2020 was put on the meeting table by Commissioner Jamison for public review. Commissioner Torres Jr motioned to pay the bills as listed on the treasurer report, seconded by Commissioner Goldman. Motion passed by unanimous consent. Motion passed by unanimous consent.

Legal Report: Board Attorney Youssouf was absent. Commissioner Jamison reviewed the temporary budget with the Board. Commissioner Torres motioned to accept a Resolution in Title for a Temporary Operating Budget for the period of January 1, 2020 to the March 2021 Organizational meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent (All Ayes) A list of surplus equipment was supplied to the Board by the Career staff. Commissioner Jamison made a motion to deem the equipment surplus and to further move to sell the equipment on a state approved online auction. (i.e GovDeals) (All Ayes) Commissioner Jamison would like Fire Official Burmeister Jr to make sure all radios being sold are wiped clean.

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 Torres Jr read Quotes from a

few vendors for Truck Maintenance. Commissioner Torres Jr suggested the board use different vendors for different services needed.

Chief's Report – read by Chief O'Hara (a copy of which is attached to the original meeting and incorporated herein by reference). Chief O'Hara asked what the board's decision was for a new Chief Truck in 2020. The board explained that by having the volunteers buy the Chief Truck, this would circumvent the Budget process based on legal advise. Chief also asked the status on Chain Saws, Captain Reynolds noted the handles are no longer available and the board might have to consider purchasing new. (K-12) Lt Leonard will be consulted. Firefighters Rossi and Lelievre passed their EMT schooling and would like to be reimbursed. Commissioner Torres Jr motioned to reimburse the firefighters for \$1,830 each. Commissioner Goldman 2nd. All Aye.

President's Report –Firefighter Chelli read the President's report (a copy of which is attached to the original minutes and incorporated herein by reference) Ian Rosato was introduced as a potential new volunteer. The board reviewed his application and asked Ian a few a questions why he would like to be a volunteer firefighter.

Fire Bureau: read by Commissioner Goldman (a copy of the written report is attached to original minutes and incorporated herein by reference).

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

Old Business/Correspondence: None

Correspondence: None

Unfinished Business: None

New Business: Use of Hall: Capt. Reynolds requested permission for use of the hall 1/21 for a Forest Meeting. Board was in agreement. Commissioner Jamison moved to schedule a Workshop meeting to discuss apparatus and all other district business, Thursday Jan 16, 2020 at 7pm. Commissioner Torres Jr. 2nd. All Aye.

Public Session: None.

Adjournment: With no other business to come before the Board, Commissioner Bollentin motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Jamison. 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**

January 9, 2020

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

4:49 PM

01/09/20

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of January 9, 2020

	Jan 9, 20	
	Debit	Credit
1009 · Shore Community Operating	356,885.39	
1011 · Shore Community Payroll	124,309.71	
1012 · Shore Community Fire Bureau	9,384.26	
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	1,496,702.56	0.00

9:06 PM
01/09/20
Accrual Basis

Board of Fire Commissioners
Treasurer Report
As of January 9, 2020

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	01/09/2020	5540	AT&T Mobility		307.71
Bill Pmt -...	01/09/2020	5541	Blaze Emergency Equipment LLC		248.50
Bill Pmt -...	01/09/2020	5542	Dafeldecker Associates		247.00
Bill Pmt -...	01/09/2020	5543	Family Practice of Centrastate		770.00
Bill Pmt -...	01/09/2020	5546	Fire One	3,556.48	
Bill Pmt -...	01/09/2020	5545	Freehold Cartage, Inc.		277.22
Bill Pmt -...	01/09/2020	5548	Garden State Heart Care, PC		15.68
Bill Pmt -...	01/09/2020	5549	Industrial Scientific Corporation		732.90
Bill Pmt -...	01/09/2020	5550	Jackson Storage		1,764.00
Bill Pmt -...	01/09/2020	5551	JCP&L		395.31
Bill Pmt -...	01/09/2020	5552	Joseph D. Youssef, Esq		6,000.00
Bill Pmt -...	01/09/2020	5554	McKesson Medical Surgical		228.70
Bill Pmt -...	01/09/2020	5555	Mercer County Fire Academy		40.00
Bill Pmt -...	01/09/2020	5556	MES		1,714.20
Bill Pmt -...	01/09/2020	5557	Middlesex County Fire Academy		262.00
Bill Pmt -...	01/09/2020	5558	NetLink Web Services, LLC		199.00
Bill Pmt -...	01/09/2020	5559	New Jersey Motor Vehicle Commission		150.00
Bill Pmt -...	01/09/2020	5560	NJNG		1,494.79
Bill Pmt -...	01/09/2020	5561	Optimum		476.52
Bill Pmt -...	01/09/2020	5562	Plosia Cohen, LLC		560.00
Bill Pmt -...	01/09/2020	5561	Staples Credit Plan		33.90
Bill Pmt -...	01/09/2020	5564	Verizon Wireless		190.80
Bill Pmt -...	01/09/2020	5568	JCP&L		995.84
Bill Pmt -...	01/09/2020	5566	Benjamin Rossi		1,830.00
Bill Pmt -...	01/09/2020	5567	Neal Lelievre		1,830.00
Total 1009 · Shore Community Operating				0.00	24,320.55
TOTAL				0.00	24,320.55

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 2020

	Jan 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	0.00	1,748,247.00	(1,748,247.00)
4020 · Supplemental Fire Services Act	0.00	4,342.00	(4,342.00)
4200 · Interest Income	0.00	500.00	(500.00)
4750 · Bureau of Fire Prevention Incm	0.00	35,000.00	(35,000.00)
Total Income	0.00	1,788,089.00	(1,788,089.00)
Gross Profit	0.00	1,788,089.00	(1,788,089.00)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	0.00	2,800.00	(2,800.00)
5210 · Elections	0.00	5,000.00	(5,000.00)
5220 · Office Expense	0.00	12,000.00	(12,000.00)
5230 · Professional Services	199.00	110,000.00	(109,801.00)
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.	0.00	106,146.00	(106,146.00)
6115 · Salaries & Wages - Captain	0.00	124,570.00	(124,570.00)
6120 · Salaries - Full Time Fire	0.00	358,127.00	(358,127.00)
6125 · Clothing Allowance	0.00	9,000.00	(9,000.00)
6130 · Salaries - Fire Official	0.00	25,000.00	(25,000.00)
6140 · Salaries - Firefighter Overtime	0.00	42,000.00	(42,000.00)
6180 · Payroll Taxes	0.00	55,876.00	(55,876.00)
6185 · Employer Pension Contribution	0.00	117,634.00	(117,634.00)
6190 · Fringe Benefits	0.00	116,686.00	(116,686.00)
6210 · Insurance	0.00	135,000.00	(135,000.00)
6220 · Advertising	0.00	2,000.00	(2,000.00)
6310 · Maintenance & Repairs	1,764.00	110,000.00	(108,236.00)
6410 · Supplies	0.00	25,000.00	(25,000.00)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	753.74	70,000.00	(69,246.26)
6513 · Fire Service Agreement	0.00	50,000.00	(50,000.00)
6515 · Hydrant Rent	0.00	70,000.00	(70,000.00)
6610 · Misc. Firefighter Expenses	150.00	15,000.00	(14,850.00)
6611 · Training	0.00	25,000.00	(25,000.00)
6614 · Technology-Equipment	0.00	4,000.00	(4,000.00)
6615 · Gear - Fire Company	0.00	30,000.00	(30,000.00)
6625 · Joint District Expenses	0.00	2,000.00	(2,000.00)
6630 · Building Rennovations	0.00	10,000.00	(10,000.00)
6635 · Equipment-Non-Bondable	0.00	28,000.00	(28,000.00)
6640 · SCBA	0.00	10,000.00	(10,000.00)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	0.00	16,000.00	(16,000.00)
6670 · Vehicle Equip-Radios/Pagers	0.00	10,000.00	(10,000.00)
6675 · UFGA	0.00	7,750.00	(7,750.00)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
Total Expense	2,866.74	1,788,089.00	(1,785,222.26)
Net Ordinary Income	(2,866.74)	0.00	(2,866.74)
Net Income	(2,866.74)	0.00	(2,866.74)

Board of Fire Commissioners Career Department

January 9, 2020

Year to date career department responses:

Fire call-3 EMS calls-11

Building Report

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.

Trucks

Engine 5401

- Foam system is now operational after being calibrated

Ladder 5405

- Bracket for aerial ladder stop repaired.
- Hydraulic generator malfunction is still being evaluated.

Engine 5407

- Scheduled for service

Engine 5411

- Broken windshield wiper repaired.

Vehicles Serviced in December

- Unit 5400, Unit 5410, Unit 5410

Engine 5419

- Vehicle is equipped with new forestry shelters and nozzles.

Special Details / Projects / Notifications

- 5 Scott SCBA and 2 Oxygen bottles sent out for hydro
- Inspection and Inventory of all Scott bottles were conducted, 15 need to be replaced by the end of the year. Quote will follow.
- All Scott Packs are back from repairs.
- Replacement Hose that was ordered should be in by the end of the month.
- Request for resolution to sell / discard equipment. (See attached report)

Submitted by:

The Career Department

Jackson Township Fire District 4



Jackson Mills Fire

465 North County Line Road, Jackson NJ 08527

54

January 9th, 2020

Chief's Report for January 2020

We closed out 2019 with **529** fire calls and have started 2020 with **11**. Nick Havens will be starting FF1 @ Monmouth County Fire Academy later this month.

Annual refreshers for Bloodborne Pathogen Awareness, Chemical Hazard Communication - Chem Safety/HAZCOM (AKA Right to know), HazMat Awareness Refresher and Developmental Disabilities Awareness will be completed by all staff via NJLearn no later than March 1st, 2020.

Most members have obtained their knoxbox key codes. A few stragglers that should be resolved by the end of the month.

The fire company would like to know what progress the board has made on the purchase of new fire apparatus. When can we expect to see it on a referendum?

We have a few open items relating to emergency equipment and are looking for updates on the following.

- 5401** Two chain saws are OOS. What is the estimated time on repair & return to service?
- 5405** Update and timeline for repair of generator.
K12 broken pull handle
- 5411** ETA on hose bed cover?
- 5417** Portal extrication pump has been OOS for some time. What is the expected return to service date so that we can return the portal pump back to 5405. this has been OOS since Spring 2019.
- Sirens** Station 54's siren appears to be on. However, Station 54-1 seems to be off. Can we make sure both are enabled and confirm the hours of operation for each?
- Old Portables Radios** What is the plan for the portable radios that we recently took out of service? We would like to see them re-used as fireground ABC radios.

Sincerely,

Trask O'Hara

Trask O'Hara

Chief (5400)

Jackson Mills Fire – Station 54



Jackson Mills Volunteer fire Company No. 1
Station 54
465B North County Line Road
Jackson, New Jersey 08527 • 732-833-2981



To: Jackson Twp. Board of Fire Commissioners, District 4
From: Steven Linde, President JMVFC
Date: January 1, 2020
Subject: Presidents Report January 2020

Membership:

- Both students in Monmouth Fire Academy; Jason Halle and Nicole Linde have passed the written and practical test and they have both been issued the proper credentials. The ceremony for Jason will be January 21st and Nicole will be January 22nd.
- New recruit Thomas Turi is in the process of registering for FF1
- Application received for Jr Firefighter Ian Rosato. He has not come before the membership yet but we are asking that he be seen by the Board of Fire Commissioners prior to expedite his application. *(He should be in attendance)*

Facilities:

- Reverend Dan has come before the Volunteer membership to clarify his intentions as he did for the Board last month. We are in the process of drafting an agreement with parameters which will be ready for the Boards review next month.
- The following have requested use of the facility:
Kety, February 9, 2020, Carson, March 8, 2020, and Torres February 8, 2020

Chief Vehicle (follow up):

Last month the volunteer membership proposed an agreement where we would purchase a chief's vehicle in lieu of reimbursement the following fiscal year. Has there been any consideration on this topic?

(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:

The Installation Dinner is January 18th and we hope to see you all there!

Respectfully Submitted:

Steven Linde
President
Jackson Mills Volunteer Fire Company

1/9/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
OF FIRE DISTRICT NO.4 JACKSON TOWNSHIP ADOPTING
A TEMPORARY BUDGET FOR THE YEAR 2020.**

WHEREAS; the Board of Fire Commissioners has introduced and approved its proposed budget for the year 2020 and submitted same to the State of New Jersey, Department of Community Affairs, Division of Local Government Services for review and approval as required by administrative regulations; and

WHEREAS; it is necessary and appropriate for the Board of Fire Commissioners to appropriate and expend funds to meet various contractual obligations including the payment of salaries, insurance bills, public utilities charges and professional fees while awaiting voter approval of the 2020 budget; and

WHEREAS; N.J.S.A. 40A:14-78.17 permits fire districts to adopt a resolution creating a temporary budget to make appropriations to provide for the payment of such bills and expenses for the period between the beginning of the fiscal year and the adoption of the budget; and

WHEREAS; the total appropriations so made shall not exceed 14% of the total appropriations made for all purposes in the budget for the preceding fiscal year excluding appropriations made for interest and debt redemption charges and capital improvements; and

WHEREAS; 14% of the prior year's budget, excluding the prohibited appropriations, is **TWO HUNDRED THIRTY FIVE THOUSAND SIX HUNDRED FOUR DOLLARS (\$234,604.00).**

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a temporary operating budget in the amount of **\$235,604.00** is hereby adopted to fund Board operations for the period commencing January 1 through March 1, 2020.

Moved by: Torres

Seconded by: Jamison

Roll Call Vote:

Ayes: ^{Bollenstin} Jamison ^{Goldman} Nays: Absent: Abstain:
_{O'Brien Torres}

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on January 9, 2020.

Philip Goldman, Clerk

Jackson Township Fire District # 4 2020 Temporary Budget

<u>APPROPRIATIONS</u>	PROPOSED 2020	ADOPTED 2019	14% OF 2019 TEMPORARY 2020 Budget
Professional Fees	\$ 110,000	110,000	15,400
Commissioners Compensation	20,000	20,000	2,800
Office Expense	12,000	12,000	1,680
Outside Services	2,800	2,800	392
Election Expenses	5,000	1,500	210
Bond Expense	1,500	1,500	210
Salary & Wages	664,843	583,906	81,747
Fringe Benefits	355,196	363,431	50,880
Insurance	70,000	60,000	8,400
Maintenance & Repairs	110,000	110,000	15,400
Purchase of Nonbondable Assets	28,000	28,000	3,920
Utilities	70,000	70,000	9,800
Hydrant Rental	70,000	70,000	9,800
Replacement Equipment	16,000	18,000	2,520
Miscellaneous Firefighter Expense	15,000	15,000	2,100
Supplies	25,000	25,000	3,500
Training	25,000	25,000	3,500
Technology	4,000		-
Gear	30,000	30,000	4,200
SCBA	10,000	30,000	4,200
Fire Bureau Expenses	7,750	7,750	1,085
Emergency & First Aid Equipment	5,000	5,000	700
Fire Prevention	5,000	5,000	700
Joint District Expenses	2,000	5,000	700
Fire Service Agreement	50,000	50,000	7,000
Vehicle Equipment	10,000	20,000	2,800
Building Maint and Repair	10,000	10,000	1,400
Advertising	2,000	2,000	280
Contingent Expenses	2,000	2,000	280
TOTAL APPROPRIATIONS	<u>1,738,089</u>	<u>1,682,887</u>	<u>235,604</u>
Capital Outlay	0	550,000	
LOSAP	50,000	50,000	
TOTAL BUDGET APPROPRIATIONS	<u>\$ 1,788,089</u>	<u>\$ 2,282,887</u>	

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.

**January 9, 2020
Monthly Bureau Report**

Inspections are being completed as normal. (17 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:

12/23 Outside Rubbish Fire – FPS Obrien

Complaints:

Fire Hydrant blocked on North Cooks Bridge Rd. Working with MUA and police for marking and/or signs

Fire Prevention:

To schedule fire extinguisher training Malvern School

Training / Meeting:

Misc. training webinars

FO Burmeister and FPS scheduled for IAAI conference in March

Outside the Bureau:

- Nothing to report

Respectfully submitted,
John Burmeister Jr.
Fire Official