

Jackson Township Fire District No. 3

Board of Fire Commissioners

Jackson Township, New Jersey

Minutes of Meeting Held

December 16th, 2013

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:38pm by Commissioner C. Jordan on December 16th, 2013.

PRESENT-Commissioners: Cliff Jordan, Michael Fatovic, John Walter, Scott Jordan and District Attorney.

ABSENT-Steve Gibson

This meeting was duly advertised in accordance with the open business-meeting act of the State of New Jersey.

VOLUNTEER COMPANY REPORT One application for a volunteer firefighter was handed in. (Jeff Hodges) A formal request from the volunteers to discontinue negotiation with the new fire company was proposed again. After closed session a formal statement was issued motioning to resend the acceptance of the new volunteer fire company petition. All Aye. Commissioner J Walter will resolve and sign the new volunteer contract on or before 12/31/13.

TREASURER'S REPORT-Financial Reports were left on the conference table for the public and board. Treasurer's report was read by Commissioner Fatovic. Commissioner C Jordan motioned to accept Treasurer's report, Commissioner Walter 2nd. Vote: All Aye.

SECRETARIES REPORT-Commissioner S. Jordan motioned to accept November Minutes, second by Commissioner Walter, Vote: All Commissioners Aye.

ATTORNEY REPORT-Board Attorney Yousouff read the resolution to introduce the 2014 budget. A roll call was made. All Aye to accept introduction of 2014 Budget. A motion was made for a resolution, for 2013 Budgeted Line Item Transfers by Title by Commissioner C. Jordan, seconded by S. Jordan, All Aye. A motion was made for Adopting a Temporary Budget for 2014 by Commissioner C. Jordan. Second by Commissioner Fatovic. Vote: All Aye.

FIRE BUREAU REPORT-See attached Report

CHIEF'S REPORT-See attached Report. FF Mike McLaughlin, Vol Chief Mike Waters and Vol Lt Bob Mazzeo were approved to attend the final inspection for the new Pierce triple combo truck. 1/8/14.

Commissioner's asked if Dover Oil and Amerigas Propane are on Auto fill. Yes, both utilities, per Dawn Hode, are now on Auto. Commissioner S Jordan motioned to accept the Fire Police Response SOG, second by Commissioner Fatovic, All Aye.

SUPERVISORY REPORT-Approved requisitions for Skylands to purchase gloves, Good Friend for electrical –Spool plugs and connectors, Blaze 5511- tank to pump & 5521-brake system & pump repairs, Prof Safety s Services, Battery Pack, LED's, ERS Fleet-Pump intake valve, ASAP-Bureau forms, County Line Hardware, 5521 saw parts, All Pro Transmission-Durango, FF1-Dewalt Tools to purchase.

OLD BUSINESS- Permits-Need Hood to by re-inspected for final approval.

NEW BUSINESS-A motion was made to approve the new copier lease from Sonrise by Commissioner S Jordan and second by Commissioner Fatovic. All Aye.

OPEN TO THE PUBLIC-A letter from DCA was sent to the board in reference to questions about the petition for a new fire company and the logistics surrounding the acceptance of the petition. After the executive session the letter was released to the public. Board Attorney Yousouff will respond to DCA.

JOINT BOARD UPDATES- Fire Official Frank McDonnell read a letter in reference to the Joint Board. (See attached) Commissioner C Jordan and Commissioner J. Walter addressed their concerns they have with sharing staff and equipment in the proposed joint board contract. Until these items can be resolved the board is reluctant to sign the contract.

EXECUTIVE SESSION-Motion to accept a Resolution authorizing a closed session for executive session for the purpose of discussing potential litigation; lawyer-client privileged material and personnel material. Subject matter to be released when it is no longer privileged, motioned by Commissioner C Jordan, 2nd by Commissioner Fatovic , Vote all Aye.

Meeting closed to the public for Executive at 8:38pm.

Executive session opened at 8:40pm. In attendance are Commissioner's Cliff Jordan, Michael Fatovic, Scott Jordan and John Walter.

Executive Session closed at 9:10pm.

Regular meeting opened at 9:12pm.

PUBLIC-None

Motion to adjourn the meeting at approximately 9:30pm by Commissioner C Jordan, 2nd by Commissioner Fatovic. Vote: All Aye.



COMMISSIONER FATOVIC, CO SECRETARY

Jackson Twp Board of Fire Commissioners Dist. #3

Cash Balances

As of December 16, 2013

	Dec 16, 13	
	<u>Debit</u>	<u>Credit</u>
1101.01 · NJ State Cash Management	59,287.52	
1102.03 · Fulton Bank Fire Bureau 2206	105,488.39	
1105.01 · Shore Community Bank-MMKT 026	201,478.63	
1106.01 · Shore Comm Beacon Municipal 534	211.70	
1107.01 · Shore Com Bank Freedom Liq 764	173,169.91	
1108.01 · Fulton Bank Payroll 2205	308,615.09	
1109.01 · Fulton Bank General Fund 2204		161,731.19
1111.01 · Fulton Bank MMKT 7655	176,918.47	
TOTAL	<u>1,025,169.71</u>	<u>161,731.19</u>

Jackson Twp Board of Fire Commissioners Dist. #3
Treasurer's Report
As of December 16, 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1109.01 · Fulton Bank General Fund 2204				
12/16/2013	2237	Air Purifiers		(2,961.55)
12/16/2013	2238	AmeriGas		(1,094.97)
12/16/2013	2239	Asbury Park Press		(144.00)
12/16/2013	2240	AT&T		(72.28)
12/16/2013	2241	Auto Zone	770577 (Needs Vouch...	(229.17)
12/16/2013	2242	Blaze Emergency Equipment Co		(748.46)
12/16/2013	2243	cablevision		(309.19)
12/16/2013	2244	CDW Government		(907.23)
12/16/2013	2245	Colleen Theobald		(100.00)
12/16/2013	2246	Complete Security Systems	02535B4	(1,240.00)
12/16/2013	2247	Continental Fire and Safety, Inc.		(113.57)
12/16/2013	2248	County Line Hardware		(109.45)
12/16/2013	2249	Division of Fire Safety		(100.00)
12/16/2013	2250	East Meets West		(200.00)
12/16/2013	2251	Fire Fighter One Prof safety services		(2,696.10)
12/16/2013	2252	Fire Fighters Equipment		(3,532.36)
12/16/2013	2253	First Responder Joint Insurance Fund		(38,923.00)
12/16/2013	2254	Galls	4796515	(131.57)
12/16/2013	2255	Grossman, Michael		(204.26)
12/16/2013	2256	Heart Smart Technology		(189.00)
12/16/2013	2257	Heath Consultants Incorporated		(110.53)
12/16/2013	2258	Holmes Heating, Air Cond & refrigerat...		(1,240.00)
12/16/2013	2259	IAFC		(234.00)
12/16/2013	2261	Jackson Twp MUA	651003	(211.20)
12/16/2013	2262	JTMUA		(19,427.28)
12/16/2013	2263	JTVFC#1		(29,250.00)
12/16/2013	2264	KC Computer Specialists		(1,100.00)
12/16/2013	2265	Kelly Kilowatt		(1,688.00)
12/16/2013	2266	LexisNexis - Matthew Bender		(66.00)
12/16/2013	2267	Marpal Disposal		(87.40)
12/16/2013	2268	NJ Division of Fire Safety		(185.00)
12/16/2013	2269	ozane	1271	(85.00)
12/16/2013	2270	Perrotto, John		(150.00)
12/16/2013	2271	Rodolfo Brito		(47.00)
12/16/2013	2272	Skylands Area Fire		(2,027.50)
12/16/2013	2273	STS Auto		(83.49)
12/16/2013	2274	UPS		(13.60)
12/16/2013	2275	Wells Fargo Financial		(214.00)
12/16/2013	2276	Withum Smith+Brown		(17,900.00)
12/16/2013	2277	Granato, Michael		(244.95)
12/16/2013	2278	National Center for Safety Initiatives		(203.00)
12/16/2013	2279	Fulton Bank		(10,669.17)
12/16/2013	2281	Lincoln Financial Services		(23,100.00)
12/16/2013	2282	Pierce Manufacturing, Inc.		(209,335.73)
Total 1109.01 · Fulton Bank General Fund 2204				(371,679.01)
TOTAL				(371,679.01)

12/16/13

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
OF FIRE DISTRICT NO.3 TOWNSHIP OF JACKSON
ADOPTING A TEMPORARY BUDGET FOR THE YEAR 2014.**

WHEREAS; the Board of Fire Commissioners has introduced and approved its proposed budget for the year 2014 and has submitted same to the State of New Jersey, Department of Community Affairs, Division of Local Government Services for review and approval as required by law; and

WHEREAS; it is necessary for the Board of Fire Commissioners to appropriate funds to meet various contractual obligations including the payment of insurance bills, public utilities charges wages and fees while awaiting voter approval of the budget proposed for 2014; 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 as may arise between the beginning of the fiscal year and the final approval and adoption of the next succeeding annual budget; and

WHEREAS; the temporary budget may 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 operating appropriations sections of the Fire District's 2013 budget, excluding prohibited appropriations, is **\$440,381.00**.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.3 Jackson Township that a temporary operating budget in the amount of **\$440,381.00** is hereby adopted to fund Board expenses for the period commencing January 1, 2014 through March 31, 2014.

Moved by: *Cliff Jordan* Seconded by: *M. Faticic*

Roll Call Vote:

Ayes: *4* Nays: Absent: */* Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.3 Jackson Township on the 16 of December, 2013.

 Clerk

**ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**

We, the undersigned members of the Board of Fire Commissioners of Fire District No.3 Jackson Township, being of full age, duly sworn according to law, upon our oath depose and say:

1. The undersigned are the duly elected members of the Board of Fire Commissioners of Fire District No.3 Jackson Township, Ocean Cty. N.J.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17 we have reviewed the Annual Report on Audit for the year ended 12/31/12 which has been duly filed with the Clerk of the Township of Jackson in accordance with the provisions of N.J.S.A.40A: 5A-15.
3. The undersigned do hereby certify that we have reviewed and are familiar with the sections of the Report on Audit entitled "**GENERAL COMMENTS**" and "**RECOMMENDATIONS**".



Chairman C. Jordan




Commissioner Fatovic



Commissioner Gibson

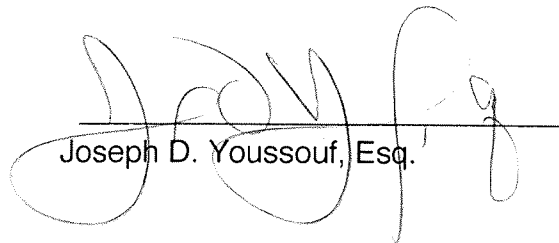


Commissioner Jordan



Commissioner Walter

Signed and Sealed this 16th day
of December, 2013.



Joseph D. Youssouf, Esq.

Chief of Department Report –December 16, 2013

Michael R. Waters

Vision Statement

It is the vision of Fire District 3 / Station 55 to be recognized by those we serve, our staff, and our career and volunteer members as the following:

1. An organization built on teamwork striving to achieve a level of service that is a positive reflection of the department attempting at all times to exceed the expectations of our customers within the constraints of our customers' budget limitations.
2. An exceptional department dedicated to the education of the public in order to promote life safety and the preservation of property.
3. A dynamic organization that adjusts to the changing needs of the community and its members.
4. A department that is acknowledged for its pride, integrity, and professionalism in providing services to the community.
5. Attaining and maintaining a level of service that is measured and benchmarked as successfully conducting its mission.

Health, Safety & Wellness

Three remaining members that did not participate with Interstate will be having physical testing conducted at Family Practice with a completion deadline of 12/31/13.

Strategic Planning

A meeting will be held in January regarding planning of future apparatus replacement.

District 3 Fire Companies

Following several weeks of discussions, Company No. 1 leadership requested on November 18, 2013 that the District 3 Board discontinue formal consideration of a contract with Company 2. At the November meeting we were advised by the Board that they were waiting to hear from Company 2. Written communication has since occurred between the Companies. President Friedland and I met with Commissioner Cliff Jordan on Thursday December 12 regarding our outstanding request to discontinue formal consideration of a contract with Company 2, which will be sought again at the December 16 Board meeting.

Operations

1) We are awaiting the results of Motorola Headquarters analysis of a sample 5000 portable radio issue experienced using a remote microphone which hangs up the transmission on several channels. We are awaiting receipt of radio slings for each 5000 radio. As stated previously, we

need to replace the base station radios for Stations 55 and 55-1 and the board is determining the timing of those purchases.

The Ocean County Radio Committee requested an update from the Jackson chiefs regarding our continued planned usage of OCPS-6, which continues to be dependent on the outcome of the Motorola analysis of the portables.

The Joint Chiefs recently sent a letter to Ocean County indicating our interest in participating in their new county radio system planning process.

2) New 5501: Requisitions for SCBA, radios, Hurst rescue tools have been submitted to the Board for approval. The remaining list of equipment for the new pumper has been finalized and related requisitions will be forwarded as the price quotes are received.

The new engine is on the Pierce assembly line and is expected to be ready for final inspection on January 9, 2014.

As Chief my recommendation is that the following operations personnel that have been actively involved in the specification and design process participate in the inspection trip:

-- FF Mike McLaughlin. Mike has been an active part of the apparatus committee since it began the assignment for the specification for 01. He also has been instrumental in identifying the preferred equipment complement and is an asset to the group given his experience and mechanical capabilities. Mike participated in the 5501 pre-construction meeting. He has indicated his interest and availability for the trip.

-- Lt. Bob Mazzeo. Bob is the chairman of the apparatus committee and has been actively involved in all phases of the specification of the pumper. He is also an asset to the process given his experience and mechanical capabilities regarding commercial vehicles, including participating in the 5501 pre-construction meeting. He has indicated his interest and availability for the trip.

-- Chief of the department. I have been an active member of the apparatus committee involved in the specification and design of our apparatus including 5505, 5541, and now new 5501, including participating in the 5501 pre-construction meeting.

3) Township Fire Department: While the level of operational cooperation amongst the four fire companies and districts remains high, recent issues involved with full four district participation in the joint board have affected the level of interest and progress regarding involvement in the township department unification work.

4) Air & Gas completed hydro testing of the main station cascade bottles, recent air leaks in the fill chamber and cascade piping have been occurring, the most recent on Friday December 13. The Rescue truck cascade bottles are currently out for testing. The previously approved relocation of the air system needs to be authorized to schedule the work.

- 5) TASC is scheduling repair of out-of-service hose with Captain Moore.
- 6) Station 54 will be providing a staffed cover engine of our main station during the upcoming Station 55 Fire Company annual dinner planned for Saturday January 4, 2014. Station 55 will provide similar coverage for Station 54 during their annual dinner night on January 18.
- 7) We have indicated our support for the district negotiating a change in career staff coverage hours in FMBA and IAFF contract discussions to expand to coverage 12 hours a day, M-F from 0600 to 1800 hours. Although we have grown substantially in terms of numbers of volunteer members, extending the career shift to 1800 hours allows for a higher percentage of the night shift members returning home from work – especially in periods of inclement weather.
- 8) FF Dennis McGuire qualified as a driver for 5503.
- 9) Captain Moore is scheduling the 2014 NFPA compliant annual apparatus preventative maintenance (PM). A decision will need to be formally made regarding designation of 5511 as a reserve and sale of 5531 as it relates to scheduling PM's.
- 10) Station 55 chiefs have continued to participate in the Joint Board meetings. No District 3 commissioners attended the November 25, 2014 meeting.
- 11) Captain Moore, District Clerk Hode and I were trained by a FEMA representative on December 3, 2013 in their on-line claim process. This will enable us to complete the extensive documentation requirements that exist prior to final payment.
- 12) On Thursday December 12, 2014 Station 55-1 ran out of fuel oil for the heater controlling the apparatus bays. When contacted by 5500, Captain Siedler fortunately had a connection through the Police Department to a local heating oil provider and arrangements were immediately made to have an emergency delivery of 1,000 gallons of fuel oil late that afternoon. The heating unit was then re-started by the heating contractor. The district made arrangements on December 13, 2013 for automatic refilling of both oil tanks going forward.
- 13) Night shift members interested in the positions of Engineer or Safety Officer are requested to notify 5500 no later than December 18.
- 14) We have started the replacement process of NFPA standard aged-out 3" hose (manufactured prior to 1987) as identified in hose testing conducted earlier this year. A total of 10 lengths have been recommended for replacement this year and 14 lengths in 2014.

Community Involvement

- 1) Station 55 personnel will be delivering a Christmas basket from Oceans of Love on December 20 to a child's family in 60 Acres.
- 2) The annual Santa Patrol starts on Saturday December 14, weather permitting. It will continue as needed on Wednesday night December 18 and Saturday December 21.

Member Recruitment and Retention

Station 55 continues to have strong interest expressed by candidates interested in company membership with the rolls continuing to grow. One new probationary member Jeff Hodges was accepted into the company in December and is on the 12/16 meeting agenda for board action.

Five members are progressing very well in their FF I class at Toms River Fire Academy and are scheduled to complete that training within one week.

Five more candidates are scheduled to start their FF I class at the Toms River Fire Academy on January 13, 2014.

Explorer Post

Under the leadership of FF Angel Liranzo, FF Lou Nicosia, FF George Bergner, and FF Ivon LaBoy, Explorer Post 5501 has renewed its chapter with the master program for 2014.

The Explorers completed CPR certification training on December 8.

Post 5501 will be contributing electronic content regarding our local activities for the Explorer Facebook site.

Training

- 1) On December 4 Station 55 volunteers received training on safe highway operations based on the recently implemented township-wide SOG's on the subject.
- 2) Captain Moore and Assistant Chief Carson have scheduled out the first six months of day and night training activities for 2014.
- 3) Captain Moore and I recently participated in a detailed discussion with Mount Laurel Fire Department Battalion Chief Greg Collier regarding our potential participation in the Chief Alan Brunacini Blue Card officer training program. The program is a 50 hour on-line self-study process leading to certification through subsequent participation in extensive interactive command simulations. We have been provided with two sample demonstration sign-on privileges to test out the concept.
- 4) PFF Rudy Brito completed CEVO.

Significant Incidents

11/27/13 2051 hours 1242 Maxim-Southard Road, Howell – Mutual Aid RIT call with 5521 and 5500 responding to a working house fire on in Southard Fire Department 19-3's area.

12/8/13 1721 hours 28 Shilling Way -- working fire in the Three Pence development -- while on snow stand-by and just after a previous smoke condition call at 100 Muirfield Road, 5521, 5541, 5510 and 5500 responded with Station 54 to a reported appliance fire. While en route, County upgraded the call to a furnace fire. On arrival, 5500 established command with smoke showing.

The first-in crew on 5521 did an outstanding job with an aggressive 1 ¾" hand line attack that limited the fire to the attached utility room on Side C. A male homeowner age 67 tried to fight the fire and was found on our arrival as an ambulatory burn victim. He then drifted into a reduced LOC, assisted at the scene by Station 55 personnel and Quality EMS, with MON-OC medics meeting en route to Kimball Hospital.



JACKSON BUREAU OF FIRE SAFETY

FIRE DISTRICT NO. 1 * 2 * 3

200 KIERYCH MEMORIAL DRIVE

JACKSON N.J. 08527



FRANK McDONNELL
FIRE OFFICIAL

Phone (732) 928-1666x14 Fax (732) 928-6500
fmcdonnell@jacksonfiredist3.org www.jacksonfiredist3.org

FIRE OFFICIAL REPORT DECEMBER 13, 2013

1. Fire safety PSA press release for September "Candle Fire Safety "
2. District 3 website hits 8,195 - 884 hits since last report.
3. Residential fire sprinkler bill passed the State Assembly and advanced a Senate committee last week. The bill would require fire sprinklers in new residential home without wells and manufactured homes.
4. I met with Captain George Becket from the NJ Division of Fire Safety on November 25, 2013 who is conducting LEA monitoring visit' that is required every 3 years according to the NJ UFC, however the State was a little behind conducting our last visit during the summer of 2000. The first initial meeting was administrative paperwork, financial and form review which we will be receiving a letter of compliance or correction/ update plan in certain areas. Our second meeting is scheduled for December 18, 2013 for field inspections of at least two properties of each Fire District.
5. Inspector Stacy attended Juvenile Firesetter Conference December 5 & 6. and Firefighter Perrotto is scheduled to take his Fire Inspector State certification exam this month.
6. 2014 Fire Bureau budget I submitted last month was approved with no changes. I will be presenting in mid-January the end of year Fire Bureau report when all the statistics are in and financials are reconciled.
7. Remaining Firefighters who have taken the Fire Inspector course please take note of the following certification examinations that are scheduled on the NJ Division of Fire Safety website
 - Burlington County Emergency Services Training Center - March 8, 2014
 - Morris County Firefighter & Police Training Academy - June 14, 2014
 - Middlesex County Fire Academy - September 13, 2014
 - Ocean County Fire & EMS Training Center - December 13, 2014

Happy Holiday and Happy New Year

Consider using battery-operated flameless candles, which can look, smell and feel like real candles

