

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

Minutes of Meeting Held
July 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 Vice Chairman Goldman at 7:03 pm. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Goldman, O'Brien, Couceiro were present. Commissioner Ray Torres Jr was remotely present. Board Attorney Youssouf was also present.

Insurance: Pete Jeffery's from Holmes and McDowell was in attendance. Mr. Jeffery's went over our insurance policies. He said to review our replacement values to make sure they are up to date. Covid may or may not be covered by Accident and Sickness. Referred to Board Attorney on Statue and Case law. A sudden occurrence happened to pump on 5408. Commissioner Torres Jr asked if we could make a claim. Pete Jeffery's will help make claim for the board.

Minutes: Commissioner O'Brien motioned to approve the minutes of the June 11th, 2020 meeting as presented, seconded by Commissioner Couceiro. All Aye.

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 July 9, 2020 was read by Commissioner Goldman. Commissioner O'Brien motioned to pay the bills as listed and to approve the Treasurer's report, seconded by Commissioner Couceiro. All Aye.

Legal Report: Board Attorney Youssouf read the highlights of the 2019 Audit. Commissioner O'Brien moved to accept the 2019 Audit and Commissioner Couceiro second. All Aye. Mr. Youssouf Esq. will bring formal copies of the resolution and group affidavit to the August Board meeting. A synopsis will be sent over to the Board Attorney for publication in the local papers. Mr. Youssouf Esq also addressed the consolidation of the two lots at 550 Commodore. After Board Accountant sent an email to the Township some discussion was made as to either consolidate by combining deed or by subdivision. Mr. Youssouf Esq is still waiting on the decision by the township.

Truck & Building/Career Department Report: read by Captain Reynolds (a copy of the written report is attached to the original minutes and incorporated herein by reference.) Gear Washer and extractor waiting on utility work by almost ready. Driveway concrete project 68.7% done. The contractor will be back in 28

days to test with the engineer. Computers were affected at the Main Station, a motion was made to purchase surge protectors for all the computers.

Chief's Report: read by Captain Krzyzewski (a copy of which is attached to the original minutes and incorporated herein by reference.) Hurst & Halmatro will be onsite for demonstrations 7/25. The Chief is requesting the career staff to attend. National Night out is postponed. All Career, Volunteer, Board and Office Staff is welcome to the Fire Company BBQ at FF Aponte's house August 8th, 2020.

Presidents Report: President Linde introduced new member Chojnacki. Mr. Chojnacki introduced himself to the board. Wildwood convention is cancelled this year.


Fire Bureau: read by Fire Official Burmeister (a copy of the written report is attached to the original minutes and incorporated herein by reference.) FO Burmeister is requesting to purchase a new tablet for the Bureau out of the Bureau monies. After some discussion Commissioner Couceiro moved to purchase a Panasonic Toughbook, not to exceed \$3,200. Commissioner O'Brien seconded. All Aye. Commissioner Torres Jr. asked FO Burmeister to look into the road opening in the development. He is looking for Correspondence from the FO to see if the road can be changed from 16' to 20' to accommodate the Fire Apparatus. FO Burmeister said he was waiting on FEMA password update to submit FEMA Covid grant paperwork.

Work Orders: Lt Leonard submitted an emergency repair for the AC at the Main Station from Kool Vent Mechanical, LLC for \$3,361.10. Shoreline Mechanical and Neil Brooks were called for quotes, both said they do not do commercial work. East Coast Sheet Metal said they are extremely busy and would not be able to get a quote to the board for 2 weeks.

Old Business/Correspondence: Commissioner Torress Jr went over the process for the purchase of the new apparatus and they are waiting on the pandemic, but will move at the August 13 meeting for a special meeting or election for Budget approval if all estimates are in.

New Business & Public Session: None

Adjournment: With no other business to come before the Board, Commissioner O'Brien motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Meeting adjourned 8:41 pm.

 _____, Clerk

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

July 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

Work Order Requests

Old Business

New Business

Mail Correspondence - Per Yellow Folder

Open to the Public

Meeting Adjourned

2:46 PM

08/27/20

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of July 9, 2020

	Jul 9, 20	
	Debit	Credit
1009 · Shore Community Operating	28,728.65	
1011 · Shore Community Payroll	50,336.32	
1012 · Shore Community Fire Bureau	2,924.09	
1016 · Shore Comm-CD-Future Cap 0721	317,455.62	
1019 · Shore Comm-CD Future Cap 0872	446,648.28	
TOTAL	846,092.96	0.00

2:46 PM
 08/27/20
 Accrual Basis

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

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	07/09/2020	5725	AT&T Mobility		386.46
Bill Pmt -...	07/09/2020	5726	Blaze Emergency Equipment LLC		1,500.38
Bill Pmt -...	07/09/2020	5727	Champion Rescue Tools		1,034.00
Bill Pmt -...	07/09/2020	5728	Continental Fire & Safety		372.90
Bill Pmt -...	07/09/2020	5729	Ecolab		576.96
Bill Pmt -...	07/09/2020	5730	FWH Associates, PA		1,500.00
Bill Pmt -...	07/09/2020	5731	Holman & Frenia, PC		1,000.00
Bill Pmt -...	07/09/2020	5732	Jackson Mills Volunteer Fire Company		25,000.00
Bill Pmt -...	07/09/2020	5733	JCP&L		461.96
Bill Pmt -...	07/09/2020	5734	Jersey Coast Equipment		560.35
Bill Pmt -...	07/09/2020	5735	KC Greenscapes		680.66
Bill Pmt -...	07/09/2020	5736	Middlesex County Fire Academy		341.00
Bill Pmt -...	07/09/2020	5737	NJNG		848.01
Bill Pmt -...	07/09/2020	5738	Ocean Security Systems, Inc.		3,025.00
Bill Pmt -...	07/09/2020	5739	Optimum		250.47
Bill Pmt -...	07/09/2020	5740	Verizon Wireless		175.80
Bill Pmt -...	07/09/2020	5741	Watchung Spring Water		51.94
Bill Pmt -...	07/09/2020	5742	Freehold Cartage, Inc.		276.53
Bill Pmt -...	07/09/2020	5743	Home Depot		119.80
Bill Pmt -...	07/09/2020	5744	JCP&L		253.80
Bill Pmt -...	07/09/2020	5745	Shoreline Electrical Contractors, Inc.		375.00
Bill Pmt -...	07/09/2020	5746	Verizon		195.50
Bill Pmt -...	07/09/2020	5748	Abhzeen Design Inc.		84,426.30
Bill Pmt -...	07/09/2020	5749	NetLink Web Services, LLC		199.00
Total 1009 · Shore Community Operating				0.00	123,611.82
TOTAL				0.00	123,611.82

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through July 9, 2020

	Jan 1 - Jul 9, 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	371,502.48	1,748,247.00	(1,376,744.52)
4020 · Supplemental Fire Services Act	0.00	4,342.00	(4,342.00)
4200 · Interest Income	1,488.52	500.00	988.52
4750 · Bureau of Fire Prevention Incm	324.00	35,000.00	(34,676.00)
4800 · Other Income	153.54	0.00	153.54
Total Income	<u>373,468.54</u>	<u>1,788,089.00</u>	<u>(1,414,620.46)</u>
Gross Profit	373,468.54	1,788,089.00	(1,414,620.46)
Expense			
5110 · Salaries - Commissioners	1,000.00	20,000.00	(19,000.00)
5120 · Salaries - Secretary	250.00	2,800.00	(2,550.00)
5210 · Elections	4,680.41	5,000.00	(319.59)
5220 · Office Expense	5,675.59	12,000.00	(6,324.41)
5230 · Professional Services	31,955.00	110,000.00	(78,045.00)
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.	45,444.80	106,146.00	(60,701.20)
6115 · Salaries & Wages - Captain	53,232.00	124,570.00	(71,338.00)
6120 · Salaries - Full Time Fire	162,603.20	358,127.00	(195,523.80)
6125 · Clothing Allowance	3,828.00	9,000.00	(5,172.00)
6130 · Salaries - Fire Official	0.00	25,000.00	(25,000.00)
6140 · Salaries - Firefighter Overtime	5,867.25	42,000.00	(36,132.75)
6180 · Payroll Taxes	20,290.00	55,876.00	(35,586.00)
6185 · Employer Pension Contribution	0.00	117,634.00	(117,634.00)
6190 · Fringe Benefits	63,749.38	116,686.00	(52,936.62)
6210 · Insurance	100,915.09	135,000.00	(34,084.91)
6220 · Advertising	376.50	2,000.00	(1,623.50)
6310 · Maintenance & Repair:	109,199.86	110,000.00	(800.14)
6410 · Supplies	8,771.33	25,000.00	(16,228.67)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	26,256.39	70,000.00	(43,743.61)
6513 · Fire Service Agreement	25,000.00	50,000.00	(25,000.00)
6515 · Hydrant Rent	32,515.00	70,000.00	(37,485.00)
6610 · Misc. Firefighter Expenses	5,734.08	15,000.00	(9,265.92)
6611 · Training	7,880.50	25,000.00	(17,119.50)
6614 · Technology-Equipment	0.00	4,000.00	(4,000.00)
6615 · Gear - Fire Company	4,140.89	30,000.00	(25,859.11)
6625 · Joint District Expenses	0.00	2,000.00	(2,000.00)
6630 · Building Renovations	0.00	10,000.00	(10,000.00)
6635 · Equipment-Non-Bondable	24,937.00	28,000.00	(3,063.00)
6640 · SCBA	2,219.73	10,000.00	(7,780.27)
6650 · Emergency/First Aid Equipment	1,786.93	5,000.00	(3,213.07)
6655 · Replacement Equipment	26,155.24	16,000.00	10,155.24
6670 · Vehicle Equip-Radios/Pagers	0.00	10,000.00	(10,000.00)
6675 · UFSA	4,242.59	7,750.00	(3,507.41)
6910 · LOSAP	(3,167.60)	50,000.00	(53,167.60)
Total Expense	<u>775,539.16</u>	<u>1,788,089.00</u>	<u>(1,012,549.84)</u>
Net Ordinary Income	(402,070.62)	0.00	(402,070.62)

Board of Fire Commissioners Career Department
July 9, 2020

Year to date career department responses:

Fire call-89 EMS calls-167

Building Report

- General housekeeping, decontamination, minor repairs, weekly cleaning was conducted at both stations.
- Washer and Dryer has arrived and partially installed. Awaiting final outlet placement and securing to the floor.
- Front apron replacement is under way. Part 1 cement has been installed and waiting to cure.
- Station 1 AC compressor has failed and working @ 50%, parts have been ordered.
- C&T has been contacted about irrigation leak at Station 2. Station 1 leak found and repaired.
- 3 door swipes were installed, awaiting programing. Should be completed by end of week.
- Electrician contacted for repair to siren at Station 2.

Trucks

Ladder 5405

- Blaze was contacted about possible power steering line leak. Extrication pump repair was received and placed back in service.

Engine 5408

- Out of service at Blaze, awaiting quote approval for pump replacement.

Engine 5411

- Pending workorder – Rear driver side door latch sticking

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in

Submitted by:
The Career Department
Jackson Township Fire District 4



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

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July 2020 Chiefs Report

Date: 07/09/2020

I apologize for my absence this evening. Unfortunately, my Fire Instructor I class resumed and will be held on Mondays, Wednesdays & Thursday evening for the month of July. Captain Krzyzewski will present my Chiefs report for the evening. If you have questions for me, feel free to call or text.

As of this morning, Year to date fire calls for 2020 is 254.

- Looking for an update on 5408 and a date as to when it will return to service.
- Saturday July 25th, 2020 Hurst & Holmatro will be onsite for demonstrations. Email sent with details. I am requesting the presence of Captain Reynolds and/or LT Leonard for the entire day.
- Three members scheduled for FF1 starting in September. Captain Krzyzewski is working with LT Leonard to make sure PPE will meet fire academy requirements and to determine what gear will need to be purchased in the immediate future so that the recruits are ready in September. Worst case scenario would be three (3) sets of turnout gear.
- The County has an "override" dispatch cards for commercial/special locations. I am working with Burmeister on refreshing the list and to make sure it is current. We will also be asking the OCSO to label the group home facilities that appear as ordinary residential structures.
- The truck committee held a meeting and finalized the specs for the new engine. Prices for tools & equipment are in the process of being collected so that it can be added to the total cost. What are the next steps for the BoFC once we have this information.
- We continue to monitor the COVID-19 situation and I will work the career and volunteer line officers to adjust policies as necessary.
- National Night Out has been postponed until September/October of 2020.
- Fire Company BBQ will be held on August 8th, 2020 starting at 2pm and will be held at FF Aponte's house. We would like to extend the invite to all members and staff of the BoFC as well as members of the career staff.

Sincerely,

Trask O'Hara

Trask O'Hara
Fire Chief (5400)
Jackson Mills Volunteer Fire Company



**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: July 9, 2020
Subject: Presidents Report July 2020

Membership:

Robert Chojnacki: Received new membership application form Robert Chojnacki. Would like to have him cleared by the commissioners prior to him being seen by the membership this Monday. Copy of his application has been provided.

Matt Lucas: Matt Lucas has now turned legal age and is looking to move from Junior to Firefighter. He has put in a letter of intent and will be scheduling a physical and background check.

Tyler O'Hara is also moving from junior to firefighter and will be starting FF1 shortly.

Facilities:

All hall use has been frozen due to the COVID 19 pandemic. Discussion for re-opening to take place at August business meeting.

Upcoming Events

Company Picnic: Will take place on August 8th at 3:00 and will be hosted at Ralph Aponte's house at 18 Mill Pond Road. I would like to take this opportunity to invite all the commissioners and career staff to attend.

National Night Out and Wild Wood Convention have both been cancelled due to COVID.

Jack Bollentin Day Room:

Work on the "Jack Bollentin" day room is continuing, and the plan has been approved by the volunteer staff. We are currently gathering cost estimates to establish our budget. Approval of the final plan and budget will take place prior to the next meeting.

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.

July 9, 2020 Monthly Bureau Report

Inspections are being completed as normal.

- 18 – Report attached – no major violations

Site plans received:

3 new plans received this past week (Still reviewing)

All others still in progress.

Fire investigations:

None

Call Outs / Complaints:

None

Training / Meetings:

Training webinar – COVID-19 FEMA Grant

With COVID-19 restrictions several locations are using outside seating.
Approved by township and Bureau.

Food Trucks @ Holbrook Little league are virtually nonexistent currently.

Need to replace Bureau tablet –

Surface Pro up \$2500

Panasonic Tablet up to \$3500

Outside the Bureau:

- Attended Ocean County Fire Prevention Assoc. virtual monthly meeting.

Respectfully submitted,

John Burmeister Jr.

Fire Official