

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

Minutes of Meeting Held
November 12, 2020

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 Goldman at 7:11 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 Couceiro, Jamison, O'Brien and Goldman were present. Commissioner ~~Goldman~~ ^{Torres} was absent. Board Attorney Youssouf was also present.

Minutes: Commissioner Jamison motioned to approve the minutes of the October 8, 2020 General meeting, seconded by Commissioner O'Brien. Motion passed by majority vote (one abstention: Commissioner Goldman due to his absence).

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 November 12, 2020 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner O'Brien motioned to accept the Treasurer's report, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

Legal Report: Board Attorney Youssouf reviewed with the Board new criteria for Special Meetings. Requirements include polls must be open between 6 pm and 9 pm, paper ballots are needed, must be held before December 31, 2020. Reason for special meeting: three items for the truck: \$ 150,000 equipment for new truck; purchase replacement tractor (# 5408); purchase a utility vehicle at a cost not to exceed \$ 340,000. Commissioner Jamison motioned to accept a Resolution in Title scheduling a special meeting on December 10, 2020 from 6 pm to 9 pm at Station #1 for the purpose of soliciting voter authorization to purchase one tractor, one general utility vehicle and firefighting appliances at a total combined cost not to exceed \$ 340,000 to be paid from existing capital reserve funds in 2021 budget, seconded by Commissioner O'Brien. Motion passed by unanimous consent (Ayes: Couceiro, Goldman, Jamison, O'Brien; No: none; Abstain: none; Absent: Torres). Notices to be posted in at least five public places ten (10) days in advance of the special meeting and an ad to be placed in the newspaper. Board Attorney Youssouf to send notice to newspaper for publication. He will send notices of meeting to Cheryl for posting. Voter privacy is to be provided; Affidavit of posting and publishing to be prepared also. Lot consolidation deed was sent to Ocean

County Clerk's office in Toms River for recording. Property is now consolidated. Budget must be introduced at the next regular meeting – December 10, 2020. Upcoming election date is February 20, 2021. Nominating petitions for Board of Commissioners will be due to office no later than January 27, 2021. Board Attorney Youssouf recommends nominating petitions be submitted earlier rather than later. Cheryl has the petitions on file. Discussion on mail-in-ballots in the future, district to be responsible for mailing costs. Line item for elections should be raised to \$15,000 for the 2021 budget. After discussion, Commissioner Jamison motioned that Board Attorney Youssouf write a letter requesting a cap exclusion for the costs associated with mail in ballots, seconded by Commissioner O'Brien. Motion passed by unanimous consent (Ayes: Couceiro, Goldman, Jamison, O'Brien; No: none; Abstain: none; Absent: Torres).

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). Commissioner Couceiro accepted a Resolution in Title declaring all failed fire hose as excess and no longer needed, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Commissioner Jamison motioned to accept a Resolution in Title declaring the following vehicles excess and authorized their sale on GOV.deals: 5444- 2004 Tahoe; 5414 – 2008 Dodge; 5427 – 97 F250 Ford utility pick up. Motion seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Chief's Report - Chief Trask O'Hara was absent – no written report. President Steve Linde inquired about a rental truck for 5401. Commissioner Jamison advised that 5401 is to go out last. Commissioner O'Brien motioned to accept the Chief's report, seconded by Commissioner Jamison.

President's Report – read by President Steve Linde (a copy of the written report is attached to the original minutes and incorporated herein by reference). New applicant for membership Jack Benintente was presented to the Board. He has been accepted by the Fire Company. His criminal background check and physical is to be completed. Commissioner Jamison motioned to approve Jack Benintente, seconded by Commissioner O'Brien. Charter rep Ralph Aponte and Brian Kohute from Troop #204 spoke to the Board for approval of forming Pack #204. Commissioner Jamison motioned to approve the request, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Commissioner Jamison asked for help from the fire company to free up an office at Station #1 for the purpose of the Board moving records from the storage unit to Station #1. Steve will talk to the Fire Company at their next e-board meeting. Installation to be re-scheduled.

Fire Bureau: Fire Official Burmeister read report (a copy of the report is attached to the original minutes and incorporated herein by reference). He has information regarding the Motorola grant. There is a new market per the engineer. No merchants have signed on for project yet. Parts/lettering for truck have been ordered. Commissioner Jamison motioned to approve the Fire Bureau report, seconded by Commissioner O'Brien.

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

Old Business/Correspondence:

Old Business: Fire Official Burmeister advised that the FEMA grant is still under review. Fire fighter Ken Esposito recommended to rescind FEMA submission and submit to CARES for 100% reimbursement (FEMA is partial reimbursement). Board was in agreement. Fire Official Burmeister is to notify FEMA that the current submission is being withdrawn and that the Board will be going to CARES for 100% reimbursement.


New Business: Commissioner Couceiro provided the Board with a copy of Executive Order # 192 (a copy of Executive Order #192 is attached to the original minutes and incorporated herein by reference). Discussion. Practices need to be established.

Executive Session: Commissioner Couceiro motioned to accept the Resolution to take the Board into an executive session for the purpose of labor negotiations seconded by Commissioner O'Brien. Motion passed by unanimous consent at 8:44 p.m. (Ayes: Couceiro, Jamison, O'Brien, Goldman; Nays: none; Absent: Torres; Abstention: None). The executive session ended at 8:57 p.m. and the Board reconvened the public session.

Public Session:

1. Cheryl was directed to contact Ocean County Clerk's office to obtain numbers for 2021 budget
2. Budget to include \$15,000.00 for election costs
3. Budget to be introduced at the December 2020 meeting
4. Commissioner Jamison motioned to spend up to \$1,000 for the purpose of applying lettering for fire zone lanes in front of Station #1, seconded by Commissioner Couceiro. Motion passed by unanimous consent. (Bid from Lincoln Parking Lot Restoration is attached to the original minutes and incorporated herein by reference.)

Adjournment: With no other business to come before the Board, Commissioner Couceiro motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent. Meeting adjourned 9:05 pm.

 _____, Clerk

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

November 12, 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

5:51 PM
11/12/20
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of November 12, 2020

	Nov 12, 20	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	230,894.74	
1011 · Shore Community Payroll	40,325.36	
1012 · Shore Community Fire Bureau	10,251.19	
1016 · Shore Comm-CD-Future Cap 0721	317,455.62	
1019 · Shore Comm-CD Future Cap 0872	446,648.28	
TOTAL	<u>1,045,575.19</u>	<u>0.00</u>

Board of Fire Commissioners
Treasurer Report
 As of November 12, 2020

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	11/12/2020	6343	1st Choice Safety Equipment		1,082.52
Bill Pmt -...	11/12/2020	6344	Ace Outdoor Power 2		187.91
Bill Pmt -...	11/12/2020	6345	Advanced Auto Parts		272.28
Bill Pmt -...	11/12/2020	6346	Alert-All Corp		453.00
Bill Pmt -...	11/12/2020	6347	AT&T Mobility		387.39
Bill Pmt -...	11/12/2020	6348	Burlington County ESTC		45.00
Bill Pmt -...	11/12/2020	6349	C & T Lawn Sprinkler		320.00
Bill Pmt -...	11/12/2020	6352	Family Practice of Centrastate		625.82
Bill Pmt -...	11/12/2020	6353	Federal Express		51.70
Bill Pmt -...	11/12/2020	6342	Freehold Cartage, Inc.		276.08
Bill Pmt -...	11/12/2020	6355	FWH Associates, PA		2,129.00
Bill Pmt -...	11/12/2020	6356	Garden State Heart Care, PC		360.00
Bill Pmt -...	11/12/2020	6357	GW Tire Service		3,215.92
Bill Pmt -...	11/12/2020	6358	Holmes and McDowell		12,311.00
Bill Pmt -...	11/12/2020	6360	JCP&L		1,745.62
Bill Pmt -...	11/12/2020	6361	Jerry's Autobody, LLC		250.00
Bill Pmt -...	11/12/2020	6362	KC Greenscapes		680.66
Bill Pmt -...	11/12/2020	6363	McKesson Medical Surgical		252.14
Bill Pmt -...	11/12/2020	6364	Middlesex County Fire Acad...		52.00
Bill Pmt -...	11/12/2020	6365	NetLink Web Services, LLC		199.00
Bill Pmt -...	11/12/2020	6366	NJNG		105.99
Bill Pmt -...	11/12/2020	6367	Optimum		477.46
Bill Pmt -...	11/12/2020	6368	Oxygen Supply Co., Inc.		14.00
Bill Pmt -...	11/12/2020	6369	Quality Copy Company of O...		395.00
Bill Pmt -...	11/12/2020	6370	Safe & Secure Security Syst...		785.00
Bill Pmt -...	11/12/2020	6371	Staples Credit Plan		113.42
Bill Pmt -...	11/12/2020	6372	The Hartford Steam Boiler I...		65.00
Bill Pmt -...	11/12/2020	6373	Toms River Bd of Fire Com...		800.00
Bill Pmt -...	11/12/2020	6374	Tyler Technologies, Inc.		2,678.00
Bill Pmt -...	11/12/2020	6375	Verizon		208.56
Bill Pmt -...	11/12/2020	6376	Verizon Wireless		190.80
Bill Pmt -...	11/12/2020	6377	Watchung Spring Water		42.95
Bill Pmt -...	11/12/2020	6378	Burlington County ESTC		330.00
Bill Pmt -...	11/12/2020	6379	Steven Porth		1,840.00
Bill Pmt -...	11/12/2020	6380	Susan L Oksen-Pereira		250.00
Bill Pmt -...	11/12/2020	6381	ESI Equipment, Inc.		30,066.00
Bill Pmt -...	11/12/2020	6382	All Hands Fire Equipment INC		225.00
Total 1009 · Shore Community Operating				0.00	63,484.22
TOTAL				0.00	63,484.22

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

	Jan - Nov 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,201,919.81	1,748,247.00	(546,327.19)
4020 · Supplemental Fire Services Act	4,342.00	4,342.00	0.00
4200 · Interest Income	1,715.40	500.00	1,215.40
4300 · Sale of assets	1,930.00		
4750 · Bureau of Fire Prevention Incm	13,659.19	35,000.00	(21,340.81)
4800 · Other Income	153.54		
Total Income	<u>1,223,719.94</u>	<u>1,788,089.00</u>	<u>(564,369.06)</u>
Gross Profit	1,223,719.94	1,788,089.00	(564,369.06)
Expense			
5110 · Salaries - Commissioners	6,000.00	20,000.00	(14,000.00)
5120 · Salaries - Secretary	1,250.00	2,800.00	(1,550.00)
5210 · Elections	4,680.41	5,000.00	(319.59)
5220 · Office Expense	11,879.28	12,000.00	(120.72)
5230 · Professional Services	58,936.00	89,000.00	(30,064.00)
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.	95,124.80	106,146.00	(11,021.20)
6115 · Salaries & Wages - Captain	111,417.60	124,570.00	(13,152.40)
6120 · Salaries - Full Time Fire	333,022.02	358,127.00	(25,104.98)
6125 · Clothing Allowance	8,468.00	9,000.00	(532.00)
6130 · Salaries - Fire Official	25,000.00	25,000.00	0.00
6140 · Salaries - Firefighter Overtime	10,925.30	22,300.00	(11,374.70)
6180 · Payroll Taxes	35,138.70	55,876.00	(20,737.30)
6185 · Employer Pension Contribution	117,634.00	117,634.00	0.00
6190 · Fringe Benefits	115,600.38	116,686.00	(1,085.62)
6210 · Insurance	125,540.09	135,000.00	(9,459.91)
6220 · Advertising	670.60	2,000.00	(1,329.40)
6310 · Maintenance & Repairs	122,864.57	128,000.00	(5,135.43)
6410 · Supplies	19,083.40	25,000.00	(5,916.60)
6415 · Fire Prevention	453.00	5,000.00	(4,547.00)
6510 · Utilities	39,758.03	68,000.00	(28,241.97)
6513 · Fire Service Agreement	50,000.00	50,000.00	0.00
6515 · Hydrant Rent	48,965.00	70,000.00	(21,035.00)
6610 · Misc. Firefighter Expenses	7,054.81	15,000.00	(7,945.19)
6611 · Training	14,752.50	15,000.00	(247.50)
6614 · Technology-Equipment	0.00	4,000.00	(4,000.00)
6615 · Gear - Fire Company	8,643.89	30,000.00	(21,356.11)
6625 · Joint District Expenses	0.00	2,000.00	(2,000.00)
6635 · Equipment-Non-Bondable	58,349.00	59,000.00	(651.00)
6640 · SCBA	14,794.69	15,000.00	(205.31)
6650 · Emergency/First Aid Equipment	4,434.56	5,000.00	(565.44)
6655 · Replacement Equipment	29,699.65	30,000.00	(300.35)
6675 · UFSA	10,920.59	11,750.00	(829.41)
6910 · LOSAP	50,681.60	50,700.00	(18.40)
Total Expense	<u>1,541,742.47</u>	<u>1,788,089.00</u>	<u>(246,346.53)</u>
Net Ordinary Income	(318,022.53)	0.00	(318,022.53)

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

	<u>Jan - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	<u>144,759.50</u>		
Total Other Expense	<u>144,759.50</u>		
Net Other Income	<u>(144,759.50)</u>	<u>0.00</u>	<u>(144,759.50)</u>
Net Income	<u>(462,782.03)</u>	<u>0.00</u>	<u>(462,782.03)</u>

Board of Fire Commissioners Career Department

November 12, 2020

Year to date career department responses:

Fire call-175 EMS calls-328

Building Report

- General housekeeping, decon, and minor repairs were conducted at both stations.
- Fire alarm systems at both stations were tested and certified by Safe and Secure.
- Quotes for line striping of front aprons at both stations were received.
- Ocean county fire marshal inspected both stations minor violations are being abated.
- Ocean county health dept conducted an inspected at sta-1 and the kitchen passed.

Unit 5400:

- Unit went for service and new tires were installed.

Engine 5401:

- Unit is out of service due to damage VSIF inspected the unit and recommended Lee's fire equipment to due repairs Lee's was contacted and out to review and order needed parts which should take about a week to come in and then the unit will go to his shop. Est time for repairs approximately three to four weeks.

Unit 5404:

- Had new rear brakes installed and serviced.

Ladder 5405:

- Aerial ladder certification was completed minor deficiencies were reported hydraulic lines and out rigor sensors need replacing unit will be scheduled to go to Emergency equipment services when 5401 has returned.
- P.M. service is scheduled.

Tanker 5408:

- Final welding and finishing connections are being completed. Est time of completion of 1 week. With the exception of the new rear dump valve which is on back order.

Unit 5410:

- Unit went for tires and service.

Engine 5411:

- Power steering box is scheduled to ship and will be delivered to R&H spring Dec,3 2020 repairs will be less then 2 days and also will be scheduled after 5401 returns.
- Unit had new fuel injector installed by Foley caterpillar

Fire Bureau unit 18-407

- Unit went for service.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- All testing and recerts have been completed for the year.
- Request resolution to decommission of all fail fire hose so it can be disposed of

Submitted by:
The Career Department



**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: November 12, 2020
Subject: Presidents Report November 2020

Membership:

New applicant for membership Jack Benintente, has been approved by company at Nov business meeting
All other new applicants are progressing through the process – see chiefs report.

Facilities:

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

Events

Starting to pull together Santa Patrol. New trailers have been purchased and are being outfitted with lights
by Elite. Plan is to permanently mount sleds and store in ready condition.

Jack Bollentin Day Room & Hall Memorial:

A bit of a false start and we have switched contractors to someone more familiar with type II construction
requirements. New pricing was approved by company and next step is to get permits and start building.

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.

November 12, 2020 Monthly Bureau Report

Inspections are being completed as normal.

- – Report attached – no major violations

Site plans received:

No new site plans received.

All other site plans still out for corrections and or clarifications.

Fire investigations:

None

Call Outs / Complaints:

Several drive-bys of apartment complexes – no issues noted with parking.

Complaint reference to fire lane markings at Business. Markings to be updated

Fire Prevention:

Handouts were given to day care centers that are open. Will be visiting them when allowed.

Training / Meetings:

Training webinar – COVID-19 FEMA Grant (in review)

Emergency Reporting – update to software

Radio meeting was held and discussion on how radios will be set up

**John Burmeister Jr.
Fire Official**