

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

Minutes of Meeting Held
October 8, 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 Chairman Torres at 7:23 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 Torres were present. Commissioner Goldman was absent. Board Attorney Youssouf was also present.

Minutes: Commissioner Couceiro motioned to approve the minutes of the September 10, 2020 General meeting, seconded by Commissioner Jamison. Motion passed by majority vote (one abstention: Commissioner O'Brien 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 October 8, 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 reported on Directives issued regarding remote fire meetings. DCA issued a report dated September 24, 2020 regarding Emergency Regulations – 46 pages of rules. These Emergency Regulations outline circumstances when a local fire district can hold a remote public meeting during an emergency. Electronic equipment using technology that the public has access to is to be used. Other regulations from the report were reported to the Board. Community Affairs Rules Proposals – Statutes vs. Regulations discussed. Special Meetings included in proposals. Cheryl had telephonic discussions with Steve Byrnes and Melissa Ford/DCA earlier today regarding holding a special election for voter approval for capital projects requiring financing cannot be held until after January 12, 2021 per Executive Order # 184, which was passed on September 22, 2020. (They don't want large gatherings in public forums due to COVID-19 hardships.) All previous Executive Orders were renewed and extended by that Executive Order # 184. Our meeting is for capital project NOT requiring financing. Board Attorney Youssouf's opinion is that it would be inappropriate for the district to hold a special election prior to the date of January 21, 2021 per Executive Order # 184. Options discussed. Board Attorney Youssouf suggested the possibility of a Shared Services

Agreement with the Township of Jackson. The Township could purchase the apparatus, transfers the apparatus to the district, and then the district would reimburse the Township from available funds. Chairman Torres to reach out to township mayor and township CFO to discuss options with them. He will then schedule a Zoom call with the township officials, Board Attorney Youssouf and himself. If that doesn't work out, then it was decided that Melissa Ford/DCA would be contacted and topic discussed with her. Affidavit needed for transfer - Sellers Residency Certification is needed. Chairman Torres was authorized to sign on the district's behalf.

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).

Chief's Report - Chief Trask O'Hara read the Chief's report (a copy of which is attached to the original minutes and incorporated herein reference.) Commissioner Jamison motioned to accept the Resolution to schedule a budget workshop meeting on October 26, 2020 at 6 pm, Station #1 for the purpose of budget analysis and any other matters that come before the Board, seconded by Commissioner O'Brien. Motion passed by unanimous consent (Ayes: Couceiro, Jamison, O'Brien, Torres; No: none; Abstain: none; Absent: Goldman). Discussion on extrication tools (used) – pricing on new tools vs. used tools. A copy of the Holmatro CORE Rescue Systems Bid Proposal is attached to the original minutes and incorporated here in by reference. Commissioner Torres is awaiting receipt of pricing for new equipment so comparison can be made.

President's Report – President Steve Linde absent. Chief O'Hara verbally reported that potential new member Alan Skolkin was introduced to the Board. His paperwork is to be submitted to Cheryl.

Fire Bureau: Fire Official Burmeister – not present. Report was read by Commissioner Torres. A copy of the written report is attached to the original minutes and incorporated herein by reference. Fire Prevention was not listed in the report. Discussion regarding Wawa (Glory's) – RE: request that DEF fluid be installed. Chief O'Hara to contact Wawa headquarters to make the request.

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

Old Business/Correspondence:

Old Business: Blaze: Commissioner Torres advised that he spoke to Blaze; Blaze was not happy with his comments. Commissioner O'Brien has obtained additional quotes – they are to be discussed at the upcoming Budget meeting; **#5401:** to be scheduled for inspection; Snow chains to be quoted (old ones kept snapping off).

New Business: I AM RESPONDING: Chief O'Hara requested that upgrade to modules be purchased at a cost of approximately \$ 500 each. Commissioner Jamison motioned to approve the purchase, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

Unfinished Business: Fire Official Burmeister reported that the FEMA grant application is in PEER review. Washer & Dryer that was purchased was the flag on the application. Fire Official Burmeister is to write a letter explaining purchase and circumstances. Fire Fighter Esposito is working on Cares Act. User Name and Passwords have been requested. Fire Prevention: Fire Official Burmeister reported that he has called all the schools. Due to COVID, schools do not want the fire fighters in their schools. They will be sharing videos with schools, distributing materials, etc. Sign out front has not yet been changed.

Executive Session: Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of lawyer/client privileged matters, subject matter to be released when it is no longer privileged, seconded by Commissioner Couceiro. Motion passed by unanimous consent at 8:20 p.m. (Ayes: Couceiro, Jamison, O'Brien, Torres; Nays: none; Absent: Goldman; Abstention: None). The executive session ended at 8:50 p.m. and the Board reconvened the public session.

Public Session: (NOTE: Commissioner Torres left the meeting during the Executive Session.) Commissioner Jamison announced that #5437 will be relayed to the fire bureau for their use. Lettering to be changed and Captain Reynolds was directed to contact ARE regarding a cap for the truck.

Adjournment: With no other business to come before the Board, Commissioner Couceiro motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Meeting adjourned 8:55 pm.


_____, Clerk

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

**October 8, 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 Public
Meeting Adjourned

Old Business-Correspondence/Pending

New Business

Mail Correspondence
Per Yellow folder

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through October 8, 2020

	Jan 1 - Oct 8, 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	0.00	4,342.00	(4,342.00)
4200 · Interest Income	1,632.49	500.00	1,132.49
4750 · Bureau of Fire Prevention Incm	6,321.38	35,000.00	(28,678.62)
4800 · Other Income	153.54	0.00	153.54
Total Income	1,210,027.22	1,788,089.00	(578,061.78)
Gross Profit	1,210,027.22	1,788,089.00	(578,061.78)
Expense			
5110 · Salaries - Commissioners	2,000.00	20,000.00	(18,000.00)
5120 · Salaries - Secretary	1,000.00	2,800.00	(1,800.00)
5210 · Elections	4,680.41	5,000.00	(319.59)
5220 · Office Expense	9,361.18	12,000.00	(2,638.82)
5230 · Professional Services	60,249.50	110,000.00	(49,750.50)
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.	82,704.80	106,146.00	(23,441.20)
6115 · Salaries & Wages - Captain	96,871.20	124,570.00	(27,698.80)
6120 · Salaries - Full Time Fire	311,519.92	358,127.00	(46,607.08)
6125 · Clothing Allowance	7,250.00	9,000.00	(1,750.00)
6130 · Salaries - Fire Official	0.00	25,000.00	(25,000.00)
6140 · Salaries - Firefighter Overtime	9,727.95	42,000.00	(32,272.05)
6180 · Payroll Taxes	18,544.74	55,876.00	(37,331.26)
6185 · Employer Pension Contribution	117,634.00	117,634.00	0.00
6190 · Fringe Benefits	102,320.55	116,686.00	(14,365.45)
6210 · Insurance	113,229.09	135,000.00	(21,770.91)
6220 · Advertising	670.60	2,000.00	(1,329.40)
6310 · Maintenance & Repairs	107,455.23	110,000.00	(2,544.77)
6410 · Supplies	13,776.09	25,000.00	(11,223.91)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	35,943.24	70,000.00	(34,056.76)
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	5,848.74	15,000.00	(9,151.26)
6611 · Training	11,460.50	25,000.00	(13,539.50)
6614 · Technology-Equipment	0.00	4,000.00	(4,000.00)
6615 · Gear - Fire Company	8,499.89	30,000.00	(21,500.11)
6625 · Joint District Expenses	0.00	2,000.00	(2,000.00)
6635 · Equipment-Non-Bondable	28,283.00	28,000.00	283.00
6640 · SCBA	14,794.69	10,000.00	4,794.69
6650 · Emergency/First Aid Equipment	4,182.42	5,000.00	(817.58)
6655 · Replacement Equipment	25,499.65	26,000.00	(500.35)
6670 · Vehicle Equip-Radios/Pagers	0.00	10,000.00	(10,000.00)
6675 · UFGA	8,242.59	7,750.00	492.59
6910 · LOSAP	50,681.60	50,000.00	681.60
Total Expense	1,351,396.58	1,788,089.00	(436,692.42)
Net Ordinary Income	(141,369.36)	0.00	(141,369.36)

Board of Fire Commissioners
Treasurer Report
 As of October 8, 2020

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	10/08/2020	6312	1st Choice Safety Equipment		400.00
Bill Pmt -...	10/08/2020	6313	Advanced Auto Parts		115.03
Bill Pmt -...	10/08/2020	6314	AT&T Mobility		387.16
Bill Pmt -...	10/08/2020	6315	Blaze Emergency Equipmen...		6,369.54
Bill Pmt -...	10/08/2020	6316	Dell Marketing LP		1,058.90
Bill Pmt -...	10/08/2020	6317	FWH Associates, PA		2,703.00
Bill Pmt -...	10/08/2020	6318	Gannett NJ Newspapers		147.05
Bill Pmt -...	10/08/2020	6319	Jackson Mills Volunteer Fire...		25,000.00
Bill Pmt -...	10/08/2020	6320	JCP&L		345.07
Bill Pmt -...	10/08/2020	6321	Jerry's Towing and Recover...		300.00
Bill Pmt -...	10/08/2020	6322	Johnson's Restaurant Equip...		2,400.00
Bill Pmt -...	10/08/2020	6323	Joseph D. Youssouf, Esq		11,117.00
Bill Pmt -...	10/08/2020	6324	KC Greenscapes		1,066.88
Bill Pmt -...	10/08/2020	6325	McKesson Medical Surgical		267.14
Bill Pmt -...	10/08/2020	6326	MES		10,090.00
Bill Pmt -...	10/08/2020	6327	Optimum		226.99
Bill Pmt -...	10/08/2020	6328	Richard Leonard		15.81
Bill Pmt -...	10/08/2020	6329	Skillender s Service Center I...		193.36
Bill Pmt -...	10/08/2020	6330	T&E Sales, Inc.		230.00
Bill Pmt -...	10/08/2020	6331	Toms River Bd of Fire Com...		1,200.00
Bill Pmt -...	10/08/2020	6332	Verizon Wireless		190.80
Bill Pmt -...	10/08/2020	6333	Susan L Oksen-Pereira		250.00
Bill Pmt -...	10/08/2020	6334	Continental Fire & Safety		4,359.00
Bill Pmt -...	10/08/2020	6335	Fire & Safety Services, Ltd		48.34
Bill Pmt -...	10/08/2020	6336	JCP&L		657.23
Bill Pmt -...	10/08/2020	6337	Neal Lelievre		4,400.00
Bill Pmt -...	10/08/2020	6338	NetLink Web Services, LLC		199.00
Bill Pmt -...	10/08/2020	6339	Optimum		477.46
Bill Pmt -...	10/08/2020	6340	Oxygen Supply Co., Inc.		14.00
Bill Pmt -...	10/08/2020	6341	Verizon		201.80
Total 1009 · Shore Community Operating				0.00	74,430.56
TOTAL				0.00	74,430.56

5:17 PM

10/08/20

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of October 8, 2020

	Oct 8, 20	
	Debit	Credit
1009 · Shore Community Operating	370,714.10	
1011 · Shore Community Payroll	93,623.72	
1012 · Shore Community Fire Bureau	6,665.53	
1016 · Shore Comm-CD-Future Cap 0721	317,455.62	
1019 · Shore Comm-CD Future Cap 0872	446,648.28	
TOTAL	1,235,107.25	0.00

Board of Fire Commissioners Career Department
October 8, 2020

Year to date career department responses:

Fire call-161 EMS calls-283

Building Report

- General housekeeping, decontamination, minor repairs, and weekly cleaning were conducted at both stations.
- New refrigerator was delivered and installed old one was removed.
- Replacement block and brick work is complete where old AC units were on the east side of station-1.
- New lockers for front conference room are in.
- Generator at station-2 has an electrical issue and service co was contacted.

Truck Report

Engine 5401:

- Unit had belt tensioner bearing, belts and radiator cap replaced.

Ladder 5405:

- Gas powered fan was sent out to ace power for service.

Tanker 5408:

- New pump was shipped and is due to arrive 10/09. other repairs are underway and new rear dump valve was ordered and will be installed as soon as it arrives.

Unit 5410:

- Unit went for tires and service.

Engine 5411:

- Power steering box is still on order new power steering hoses came in and was installed to put unit temporarily back in service unit will be scheduled to installation when the new box comes in.
- New rear tires were installed.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- New SCBA bottles were received marked and in service condemned one were removed.
- Yearly Ladder testing was completed. All passed.
- Hose testing is scheduled for 10/21/20 and Aerial testing is set for 11/09/20.

Submitted by:
The Career Department



October 2020 Chiefs Report

Date: 10/08/2020

- Looking to purchase 3 sets of PPE this year for the following firefighters:
 1. Burmiester, John Jr.
 2. Leonard, Richard
 3. Locklear, Chris (Confirming the member in need)
- Looking for an update on 5408 and a date as to when it will return to service.
- Asking that the BoFC move forward with the purchase of the Holmatro extrication tools for 5411.
- Update on moving the necessary breakers to generator at Station 54-1.
- Due to EO, the special election for new apparatus has been pushed to December 2020. A few questions on this topic
 1. Do we have the tax equation ready that we can use to determine cost per taxpayer?
 2. I would like to have two commissioners be part of a committee with the president & myself to discuss talking points for the public.
 3. If the governor extends the EO that prevents special elections, do we have enough grounds to make this an emergency purchase considering that we are borrowing fire apparatus?
- We continue to monitor the COVID-19 situation and I will work the career and volunteer line officers to adjust policies as necessary.
- 2021 budget items are attached, I would like to meet with BoFC members to review each item and answer any questions that you may have.

Sincerely,

Trask O'Hara

Trask O'Hara
Fire Chief (5400)
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.

October 8, 2020 Monthly Bureau Report

Inspections are being completed as normal.

- – Report attached – no major violations
- Went out one night for parking issues and fire inspections

Site plans received:

584 Cedar Swamp Rd.
Convenience store w/ Fuel and 2 free standing buildings

470 W. Commodore Blvd
Auto repair and sales (all-star kennels)

Leming Road near Diamond Rd
Warehouse/Retail/Office 45,000 sq ft (engineer review)

161 Bartley Rd
3000 sq ft Addition to existing building (Centrastate Practice)

Fire investigations:

None

Call Outs / Complaints:

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

Gardens 21 will be marking approved areas as fire zones with signage.

Training / Meetings:

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

Emergency Reporting – update to software

Mobile Eyes (inspection) – update to software

Radio meeting being scheduled for next week (new system)

John Burmeister Jr.
Fire Official