

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

Minutes of Meeting Held  
March 12, 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** - All participated in the Pledge of Allegiance. The re-organizational meeting was called to order by Commissioner Raymond Torres Jr. at 7:00 p.m. A moment of silence was observed. Commissioners O'Brien, Goldman and Torres were present. Commissioner Jamison and Board Attorney were absent.

**Swearing In of Newly Elected will be tabled until Board Attorney is present**

**Re-Organization of Board of Fire Commissioners Fire District No. 4 -**

*2019 Election of Officers:* Commissioner Goldman motioned to nominate Raymond Torres Jr as CHAIRMAN, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Commissioner Torres Jr motioned to nominate Philip Goldman as VICE CHAIRMAN, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Commissioner Goldman motioned to nominate Shane O'Brien as CLERK, seconded by Commissioner Torres Jr. Motion passed by unanimous consent. Commissioner Torres Jr motioned to nominate Wally Jamison as TREASURER, seconded by Commissioner Goldman.

*2020 Meeting Dates:* A Resolution for Scheduling Meeting Dates for the Year 2020 (April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, December 10, January 14, 2021, February 11, 2021 and March 11, 2021— which shall serve as the annual reorganization meeting of the Board). Commissioner Torres Jr motioned to accept the Resolution as presented, seconded by Commissioner Goldman. Motion passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

*2020 Official Newspapers:* After discussion, Commissioner Torres Jr motioned to accept the Resolution of the Board of Fire Commissioners of Fire District No. 4 Jackson Township Designating Official Newspaper for 2020 (which names the Asbury Park Press and the Newark Star Ledger and to the Jackson Times), seconded by Commissioner Goldman. Motion passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

*2020 Designation of Official Depositories:* Commissioner Torres Jr motioned to accept the Resolution of the Board of Fire Commissioners of Fire District No. 4

Jackson Township Designating Official Depositories of Fire District Funds for 2020 (which names The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, 1<sup>st</sup> Constitution Bank, Harmony Bank and Investors Savings Bank), seconded by Commissioner Goldman. Motion passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

*2020 Appointment of District Auditors:* Commissioner Torres opened two sealed bids from the RFP advertised for Auditors. BKC submitted a proposal 5% less than the 2019 audit fee. Holman and Frenia P.C. submitted a proposal for \$11,200. The difference was less than \$600 so the board motioned to continue with the current Auditor Holman and Frenia P.C. as 1 of the lowest “responsible” bidders of 2 received. Commissioner Torres Jr. moved to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Holman & Frenia P.C. District Auditors for 2020, seconded by Commissioner Goldman. Motion passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

*2020 Appointment of Certified Public Accountant:* Commissioner Torres Jr motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Koerner & Koerner Certified Public Accountants for consulting for the Year 2020, seconded by Commissioner Goldman. Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

*2020 Appointment of Board Accountant & Qualified Purchasing Agent:* Commissioner Goldman motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Cheryl Parker Accountant and qualified purchasing agent for the Year 2020, seconded by Commissioner Torres Jr. Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

*2020 Appointment of Recording Secretary:* Commissioner Torres Jr motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township appointing Susan L. Oksen-Pereira recording secretary for the Year 2020, seconded by Commissioner Goldman. Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

**Minutes:** Commissioner Goldman requested the minutes to be tabled until April’s board meeting.

**Treasurer’s Report:** was read by Commissioner O’Brien. The report and bill list (a copy of which is attached to the original minutes and incorporated herein by reference) as of March 12, 2020, were read. Commissioner Torres Jr. motioned

to accept the Treasurer's report as presented and to pay the bills, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Truck & Building/Career Report** – was read by Commissioner O'Brien (a copy of which is attached to the original minutes and incorporated herein by reference).

**Chief's Report** – was read by Joseph Krzyzewski (a copy of which is attached and incorporated herein by reference).

**President's Report** - was read by Alfred Chili (a copy of which is attached to the original minutes and incorporated herein by reference) Boy Scouts were denied to use the hall for an additional day on Friday's.

**Fire Bureau** – verbal report was given by FO Burmeister. There was a tanker fire and Camp Fire. The Camp Fire was under investigation. Juveniles at the scene are being referred to the state program. FO Burmeister requested scene lights from The Fire Store for \$946. All Aye to purchase.

**Work Orders** – Captain Mark Reynolds noted fans were ordered. Air Horn on 5417 was adjusted.

### **Old Business and Correspondence/Pending**

**Old Business:** Chairman Torres Jr. requested Cheryl Parker QPA check on the start date for the Concrete Apron at the Main Station. VCS Software is up and running for Time Sheets but Chairman Torres Jr. requested Captain Reynolds to do a roll call each day since the Software has a set schedule.

### **New Business:**

**Landscaping:** Two proposals were received: KC Greenscapes: \$ 6,125 for ST 1 & ST 2 (include 6 fertilizer applications, 34 Cuts, stick and debris clean up) Pendergas Landscaping: \$ 5,847 for ST 1 & ST 2 (Only 4 fertilizer applications) and Down to Earth \$7,298. Commissioner O'Brien motioned to approve hiring KC Greenscapes, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

**AC UNITS:** Two quotes came in to install AC Units in the day room. Neil Brooks Plumbing \$12,000 and Save Energy \$15,300. Commissioner O'Brien motioned to approve hiring Neil Brooks Plumbing. Commissioner Goldman seconded. Motion passed by unanimous consent.

**Conference/Mtg room:** Commissioner Torres Jr said a letter was sent to the Commissioners from the Career Union IAFF. They are requesting lockers and more space for daily operations. Commissioner Torres Jr said he is not opposed to giving the Meeting room over to the Career Staff. Firefighter Esposito and Fire Official Burmeister Jr. will bring to the next meeting a drawing and plan of how they would like to use the room for board approval.

**Correspondence:** The Board received a letter from Al Couceiro showing interest in open position on the board. Commissioner Torres Jr. Respectfully said that he

would like written letters sent to the board for review at the April board meeting if anyone interested in the open seat. Interviews prior to the meeting will be held during the caucus.

**Executive Session:** Commissioner Torres Jr motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Goldman. Motion passed by unanimous consent at 8:25 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 8:48 p.m. and the Board reconvened the public session.

**Public Session:**

*2020 Appointment of Board Attorney:* Commissioner Goldman motioned to accept the Resolution of the Board of Fire District No. 4 Jackson Township Appointing Joseph D. Youssouf, Esq., and Board Attorney for the Year 2020, seconded by Commissioner O'Brien. Resolution passed by unanimous consent. (A copy of the Resolution is attached to the original minutes and incorporated herein by reference.)

No other comments received during the Public Session.

**Adjournment:** With no other business to come before the Board, Commissioner Torres Jr. motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned at 9:35 p.m.

o \_\_\_\_\_, Clerk

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

**March 12, 2020  
Meeting Time 7:00PM**

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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

5:02 PM

03/12/20

Accrual Basis

**Board of Fire Commissioners**  
**Cash Balances**  
**As of March 12, 2020**

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	Mar 12, 20	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	25,182.02	
1011 · Shore Community Payroll	59,307.62	
1012 · Shore Community Fire Bureau	1,633.16	
1016 · Shore Comm-CD-Future Cap 0721	317,455.62	
1018 · Shore Comm-CD-Future Cap 0795	261,041.08	
1019 · Shore Comm-CD Future Cap 0872	446,648.28	
<b>TOTAL</b>	<b><u>1,111,267.78</u></b>	<b><u>0.00</u></b>

4:46 PM  
 03/12/20  
 Accrual Basis

Board of Fire Commissioners  
**Treasurer Report**  
 As of March 12, 2020

Type	Date	Num	Name	Debit	Credit
<b>1009 · Shore Community Operating</b>					
Bill Pmt -...	03/12/2020	5604	Advanced Auto Parts		73.97
Bill Pmt -...	03/12/2020	5605	AT&T Mobility		785.16
Bill Pmt -...	03/12/2020	5606	Atlantic Septic & Sewer		2,000.00
Bill Pmt -...	03/12/2020	5607	Blaze Emergency Equipment LLC		2,955.32
Bill Pmt -...	03/12/2020	5608	Champion Rescue Tools		974.00
Bill Pmt -...	03/12/2020	5609	Cooper Electric Supply Co.		884.75
Bill Pmt -...	03/12/2020	5610	Family Practice of Centrastate		400.00
Bill Pmt -...	03/12/2020	5611	Federal Express		27.25
Bill Pmt -...	03/12/2020	5612	Good Tree & Stump Removal		2,850.00
Bill Pmt -...	03/12/2020	5613	Holman, Frenia, Allison, P.C.		1,225.00
Bill Pmt -...	03/12/2020	5614	Jackson Twp MUA		16,316.40
Bill Pmt -...	03/12/2020	5615	JCP&L		1,354.93
Bill Pmt -...	03/12/2020	5616	McKesson Medical Surgical		188.20
Bill Pmt -...	03/12/2020	5617	Mercer County Fire Academy		80.00
Bill Pmt -...	03/12/2020	5618	Middlesex County Fire Academy		262.00
Bill Pmt -...	03/12/2020	5619	NetLink Web Services, LLC		199.00
Bill Pmt -...	03/12/2020	5620	Optimum		477.48
Bill Pmt -...	03/12/2020	5621	Staples Credit Plan		149.92
Bill Pmt -...	03/12/2020	5624	Velting Overhead Door		315.00
Bill Pmt -...	03/12/2020	5625	Verizon		196.86
Bill Pmt -...	03/12/2020	5626	Verizon Wireless		381.60
Bill Pmt -...	03/12/2020	5627	Watchung Spring Water		51.94
Bill Pmt -...	03/12/2020	5628	Air & Gas Technologies		2,176.00
Bill Pmt -...	03/12/2020	5629	NJLM		310.00
Bill Pmt -...	03/12/2020	5630	Freehold Cartage, Inc.		276.96
Bill Pmt -...	03/12/2020	5631	NJNG		673.29
Bill Pmt -...	03/12/2020	5632	State of NJ Bureau of Boiler and Pressure		40.00
Bill Pmt -...	03/12/2020	5634	Toms River Bd of Fire Commissioners		775.00
Bill Pmt -...	03/12/2020	5635	Steven Porth		3,680.00
Bill Pmt -...	03/12/2020	5636	Atlantic Septic & Sewer		1,068.00
Total 1009 · Shore Community Operating				0.00	41,148.03
<b>TOTAL</b>				<b>0.00</b>	<b>41,148.03</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through March 12, 2020**

	Jan 1 - Mar 12, 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	47.94	500.00	(452.06)
4750 · Bureau of Fire Prevention Incm	0.00	35,000.00	(35,000.00)
4800 · Other Income	153.54	0.00	153.54
<b>Total Income</b>	<u>201.48</u>	<u>1,788,089.00</u>	<u>(1,787,887.52)</u>
<b>Gross Profit</b>	201.48	1,788,089.00	(1,787,887.52)
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	250.00	2,800.00	(2,550.00)
5210 · Elections	400.00	5,000.00	(4,600.00)
5220 · Office Expense	1,017.37	12,000.00	(10,982.63)
5230 · Professional Services	17,717.00	110,000.00	(92,283.00)
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.	24,744.80	106,146.00	(81,401.20)
6115 · Salaries & Wages - Captain	28,988.00	124,570.00	(95,582.00)
6120 · Salaries - Full Time Fire	88,451.20	358,127.00	(269,675.80)
6125 · Clothing Allowance	2,088.00	9,000.00	(6,912.00)
6130 · Salaries - Fire Official	0.00	25,000.00	(25,000.00)
6140 · Salaries - Firefighter Overtime	3,491.61	42,000.00	(38,508.39)
6180 · Payroll Taxes	(14,037.94)	55,876.00	(69,913.94)
6185 · Employer Pension Contribution	0.00	117,634.00	(117,634.00)
6190 · Fringe Benefits	7,877.32	116,686.00	(108,808.68)
6210 · Insurance	75,876.52	135,000.00	(59,123.48)
6220 · Advertising	376.50	2,000.00	(1,623.50)
6310 · Maintenance & Repairs	25,320.45	110,000.00	(84,679.55)
6410 · Supplies	4,113.59	25,000.00	(20,886.41)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	9,473.38	70,000.00	(60,526.62)
6513 · Fire Service Agreement	0.00	50,000.00	(50,000.00)
6515 · Hydrant Rent	16,065.00	70,000.00	(53,935.00)
6610 · Misc. Firefighter Expenses	4,194.40	15,000.00	(10,805.60)
6611 · Training	5,009.50	25,000.00	(19,990.50)
6614 · Technology-Equipment	0.00	4,000.00	(4,000.00)
6615 · Gear - Fire Company	180.00	30,000.00	(29,820.00)
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	0.00	28,000.00	(28,000.00)
6640 · SCBA	0.00	10,000.00	(10,000.00)
6650 · Emergency/First Aid Equipment	188.20	5,000.00	(4,811.80)
6655 · Replacement Equipment	15,946.85	16,000.00	(53.15)
6670 · Vehicle Equip-Radios/Pagers	0.00	10,000.00	(10,000.00)
6675 · UFSA	2,421.90	7,750.00	(5,328.10)
6910 · LOSAP	0.00	50,000.00	(50,000.00)
<b>Total Expense</b>	<u>320,153.65</u>	<u>1,788,089.00</u>	<u>(1,467,935.35)</u>
<b>Net Ordinary Income</b>	<u>(319,952.17)</u>	<u>0.00</u>	<u>(319,952.17)</u>
<b>Net Income</b>	<u>(319,952.17)</u>	<u>0.00</u>	<u>(319,952.17)</u>





# Jackson Mills Fire

465 North County Line Road, Jackson NJ 08527

# 54

March 12<sup>TH</sup>, 2020

## Chief's Report for March 2020

As of this morning, year to date fire calls for 2020 is **99**. Annual refreshers for *Bloodborne Pathogen Awareness*, *Chemical Hazard Communication - Chem Safety/HAZCOM (AKA Right to know)*, *HazMat Awareness Refresher* and *Developmental Disabilities Awareness* are now past due. Automatic reminders have been sent from NJLearn. Some members have completed the requirements outside of NJ learn and just need to submit the necessary documentation. I will follow-up with officers as necessary.

Annual maze/SCBA recertifications was completed in February at the Toms River Fire Academy. A makeup session will be held at Station 54 in March/April.

We have been closely monitoring the events around the world and within the U.S regarding COVID-19. I have worked closely with Captain Reynolds & Lieutenant Leonard. As of now we continue to monitor the situation. Best practices put together by Squad 22 based on CDC/Board of Health recommendations have been distributed to all members via email as well as printed for primary EMS supervisors. Additional cleaning measures have been taken at the fire house.

Sincerely,

*Trask O'Hara*

Trask O'Hara

Chief (5400)

Jackson Mills Fire – Station 54

(347) 581-4580

[tohara@jacksonmillsfire.org](mailto:tohara@jacksonmillsfire.org)



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

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**Membership:**

New applications have been received and reviewed for Brendan Magee (FF) and for Aiden Cancelliere for JR.

**Facilities:**

The following have requested use of the facility:

May 22 – Hall use for JPD Explorers Dinner – Matt Jameson  
April 4 – Member usage - Ben Rossi

Also, some issues have come to my attention regarding the Hall.

**Issue #1:** It has come to my attention that exempt member Steve Fostek JR has been using the facility to host boy scout gatherings on some random Friday nights. I spoke to him and asked that he follow the proper protocol and he wrote a letter and presented proof of insurance. The letter was read to the membership at last months business meeting and the request to use the facility was denied by the membership. Prior to receiving the notification from us Mr. Fostek was found using the facility again last Friday night. I was notified and met with him personally to let him know his request was denied. I also let him know that he can come to the next business meeting to discuss with the membership if he would like to. A letter will be re-issued.

**Issue #2:** It has come to my attention the hall has not been cleaned appropriately after use. Unfortunately, this information has come second hand and days or weeks after the incident. I would ask that if anyone notices anything untidy, or broken, or just wrong to please let Darren Hoffman (Head of the bar and hall committee) and myself know immediately so we can address the issue at the time it happens. Waiting to report this does not help solve the problem or help identify the issue. I will enact the following steps to address this issue:

1. We have already adopted cleaning initiatives during our work night will increase efforts here
2. I will speak to both the Boy Scouts and Father Dan regarding hygiene
3. I will charge the Bar and hall committee to conduct regular inspections of the Hall, Bathroom, and Kitchen
4. We will discuss the possibility of retaining a professional cleaning service.

**Upcoming Events**

March 28 – Devils vs Flyers Game  
June 13 - Blue Claws Game

**Day Room:**

The old furniture has been removed from the day room and we have developed a four phase project plan, a complete floor plan and a committee to run the project. We are currently in Phase one, "Planning and Budgeting" and we will start meeting with contractors next week. It was agreed that this renovation will be dedicated to the Memory of Jack Bollenin and we will purchase a brass plaque to designate this. The complete plan and a rough budget will be rolled out to the membership at this Mondays business meeting.

Respectfully Submitted:

Steven Linde  
President  
Jackson Mills Volunteer Fire Company

Board of Fire Commissioners Career Department

March 12, 2020

**Year to date career department responses:**

Fire call-29      EMS calls-80

**Building Report**

- General housekeeping, minor repairs, weekly cleaning was conducted at both stations.
- Fire, Electrical and Final inspections completed at Station 2.
- Station 1 had an emergency pump out of septic system on Sunday 3/8/2020 by Atlantic Septic toilets were backing up during a hall rental.
- Standby Generator at each building was serviced.
- Quotes are in for day room and Chiefs office repairs/upgrades.
- SCBA Cascade system serviced
- 12 ECOLAB hand sanitizers stations and wall mounted cleaning product dispenser ordered and will be installed by ECOLAB service department.

**Trucks**

**Engine 5401**

- Blitz fire Monitor Nozzle Was reported to be leaking, found to have missing swivel trunnion (Item Repaired).

**Ladder 5405**

- Electric Hydraulic extrication pump was popping electrical breaker. (Bad capacitor was replaced.)
- Broken K12 saw pull cord assembly and case repaired and placed back in service.

**Engine 5407**

- Scheduled for service

**Unit 5404**

- Will be going to Skillender's Auto to have a driveline noise checked out.

**Engine 5411**

- Overhead personal fan ordered for replacement.

**Unit 5414**

- Parts are in for exhaust manifold leak vehicle will be back in service within the next few days.

**Special Details / Projects / Notifications**

Submitted by:  
Captain Mark Reynolds  
Jackson Township Fire District 4



# Jackson Mills Fire

465 North County Line Road, Jackson NJ 08527

# 54

March 12<sup>TH</sup>, 2020

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Sincerely,

*Trask O'Hara*

Trask O'Hara

Chief (5400)

Jackson Mills Fire – Station 54

(347) 581-4580

[tohara@jacksonmillsfire.org](mailto:tohara@jacksonmillsfire.org)

3/12/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP SCHEDULING  
MEETING DATES FOR THE YEAR 2020**

**WHEREAS;** The Board of Fire Commissioners, as a political subdivision of the State of New Jersey is required by N.J.S.A. 10:4-18 to publish and post annually a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

**WHEREAS;** The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of said schedule to the municipal clerk for posting on the official municipal bulletin board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that regularly scheduled meetings of the Board will be held on the **second Thursday** of each month with workshop sessions commencing at 6:30 p.m. and public sessions commencing at **7:00 p.m.** at the Jackson Mills Volunteer Fire Company firehouse 465 West County Line Road, Jackson, New Jersey.

**BE IT FURTHER RESOLVED** that the regular monthly meetings and workshop meetings of the Board are hereby scheduled for the following dates: **April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, December 10, January 14, February 11, and March 11, 2021**, which meeting shall serve as the annual reorganization meeting of the Board.

**BE IT FURTHER RESOLVED** that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by: *Comm Torres Ja* Seconded by: *Comm Goldman*

Roll Call Vote:

Ayes: *3* Nays: Absent: *1* Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the *12* day of *March*, 2020.

*X* *She Gi*, Clerk

3/12/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP DESIGNATING  
OFFICIAL NEWSPAPERS FOR THE YEAR 2020**

**WHEREAS;** N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

**WHEREAS;** N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election, budget referendum and bond referendums as well as public hearings and other periodic events; and

**WHEREAS;** To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

**WHEREAS;** The Asbury Park Press the Jackson Times and Newark Star Ledger are legally recognized newspapers having general circulation within Jackson Township and are the publications most likely to inform the citizens of pending Board meetings and actions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the Asbury Park Press and the Jackson Times and Newark Star Ledger are hereby designated official newspapers of the Board of Fire Commissioners Fire District No.4 for 2020.

Moved by: *Comm Torres Jr*      Seconded by: *Comm Goldman*

Roll Call Vote:

Ayes: *3*      Nays:      Absent: */*      Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the *12* day of *March*, 2020.

*[Signature]*, Clerk

3/12/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP DESIGNATING  
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2020**

**WHEREAS;** the Fire District is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

**WHEREAS;** N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit;" and

**WHEREAS;** the Board has determined that The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank are qualified depositories that are eligible to receive and hold public funds on deposit; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that The New Jersey State Cash Management Fund, TD Bank, Ocean First Bank, Shore Community Bank, Harmony Bank and Investors Savings Bank are hereby designated official depositories of District funds for 2020.

**BE IT FURTHER RESOLVED** that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

**BE IT FURTHER RESOLVED** that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by: *Comm Torres JA*                      Seconded by: *Comm Goldman*

Roll Call Vote:

Ayes: *3*                      Nays:                      Absent: *1*                      Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the *12* day of *March*, 2020.

*X [Signature]*, Clerk

3/12/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING  
SUSAN L. OKSEN-PEREIRA BOARD SECRETARY FOR 2020**

**WHEREAS;** It is the considered opinion of the Board of Fire Commissioners that the services of a secretary to the Board are necessary and required, said services to include the transcription and preparation of minutes, attendance at public meetings scheduled by the Board, preparation of correspondence and sundry other duties that arise during the course of a year; and

**WHEREAS;** Susan L. Oksen-Pereira is qualified to perform the duties required of a recording secretary for the Board of Fire Commissioners; and

**WHEREAS;** Funds adequate to pay the salary of the recording secretary have been appropriated in the current budget of the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that Susan L. Oksen-Pereira is hereby appointed to serve as secretary to the Board of Fire Commissioners of Jackson Township Fire District No.4 for the year 2020.

**BE IT FURTHER RESOLVED** that a certified true copy of this Resolution be forwarded to Susan L. Oksen-Pereira by the Clerk of the Board.

Moved by: *Comm Torres Jr*      Seconded by: *Comm Goldman*

Roll Call Vote:

Ayes: *3*      Nays:      Absent: *1*      Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on the *12* day of *March*, 2020.

*X She Ji*, Clerk



3/12/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING  
HOLMAN FRENIA ALLISON P.C. DISTRICT AUDITORS FOR THE  
YEAR 2020**

**WHEREAS;** the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

**WHEREAS;** The firm of Holman Frenia Allison, P.C. are certified public accountants and registered municipal auditors licensed to practice in the State of New Jersey and are legally qualified to perform the auditing services required by the laws of the State of New Jersey; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for professional services may be made, negotiated and awarded without public bidding or receipt of bids if the services to be provided will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

**WHEREAS;** adequate moneys have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the firm of Holman Frenia Allison, P.C. be, and the same, are hereby appointed District auditors for the year 2020.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by: *Comm Torres Jr*      Seconded by: *Comm Goldman*

Roll Call Vote: *0*

Ayes: *3*      Nays:      Absent: *1*      Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Twp. on the *12* day of *March*, 2020.

*X She Sri*, Clerk

3/12/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.4 JACKSON TOWNSHIP APPOINTING  
JOSEPH D. YOUSSEUF, ESQ. BOARD ATTORNEY FOR 2020**

**WHEREAS;** The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services" ; and

**WHEREAS;** N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

**WHEREAS;** Joseph D. Youssouf is an attorney at law admitted to practice in the State of New Jersey.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.4 Jackson Township that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2020.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by: *Comm Goldman*      Seconded by: *Comm O'Brien*

Roll Call Vote:

Ayes: *3*      Nays:      Absent: */*      Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the *12* day of *March*, 2020.

*X [Signature]*, Clerk

3/12/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO. 4 JACKSON TOWNSHIP APPOINTING CHERYL PARKER QUALIFIED PURCHAING AGENT AND BOARD ACCOUTANT FOR 2020**

**WHEREAS;** The Board of Fire Commissioners is authorized and empowered by law to employ the services of a Qualified Purchasing Agent and Board Accountant to maintain the day to day financial books and records of the Board of Fire Commissioners and to perform such other administrative tasks as may be required; and

**WHEREAS;** Cheryl Parker has the required qualifications and experience to perform the duties of a Qualified Purchasing Agent and Board Accountant required by the Board;

**WHEREAS;** The Local Public Contracts Law provides that a contract for the provision of professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

**WHEREAS;** Cheryl Parker is a Qualified Purchasing Agent certified by the State of New Jersey and is qualified to render the professional services required by the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No. 4 Jackson Township that Cheryl Parker is hereby appointed to the position of Qualified Purchasing Agent and Board Accountant for the Board of Fire Commissioners of Jackson Township Fire District No. 4 for the year 2020.

**BE IT FURTHER RESOLVED** that a notice of professional contract awarded by published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board.

Moved by: *Comm Goldman*                      Seconded by: *Comm Tonnes Jr*

Roll Call Vote:

Ayes 3                      Nays                      Absent /                      Abstain

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.4 Jackson Township on the 12 day of March, 2020.

X *She Yi*, Clerk

3/12/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO. 4 JACKSON TOWNSHIP APPOINTING KOERNER & KOERNER BOARD CERTIFIED PUBLIC ACCOUNTANTS FOR 2020**

**WHEREAS;** The Board of Fire Commissioners is authorized and empowered by law to employ the services of an Certified Public Accountant and such other professional staff as may be required for the orderly and effective administration of the financial affairs of the fire district; and

**WHEREAS;** The Board is charged with the responsibility of raising and spending taxes to fund the operations of both the Jackson mills Volunteer Fire Company and it's paid staff; and

**WHEREAS;** The services of a certified public accountant to aid in the preparation and administration of the District's financial accounts and records is necessary and desirable; and

**WHEREAS;** The Local Public Contracts Law provides that a contract for the provision of professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

**WHEREAS;** Koerner & Koerner is a Certified Public Accountant licensed to practice in the State of New Jersey and is qualified to render the professional services required by the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No. 4 Jackson Township that a contract for professional services is hereby awarded to Koerner & Koerner for the year 2020.

**BE IT FURTHER RESOLVED** that a notice of professional contract awarded by published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board.

Moved by: *Comm Traverson* Seconded by: *Comm Goldman*

Roll Call Vote:

Ayes: *3* Nays: Absent : *1* Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.4 Jackson Township on the *12* day of *March*, 2020.

*X [Signature]*, Clerk