

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

Minutes of Virtual Meeting Held  
May 19, 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 publishing on the district web-site. 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 Jr at 7:07 pm. Commissioner Torres Jr read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

**Roll Call:** Commissioners Torres Jr, Goldman and Jamison were present. Commissioner O'Brien and Board Attorney Youssouf were absent. Commissioner Torres Jr moved to appoint Alfred Couceiro Commissioner to the vacant Commissioner position from late Commissioner Bolletin. Commissioner Jamison second.

**Minutes:** Minutes from the February 13, 2020 were tabled due to a lack of quorum from those who were present at the meeting (Commissioner Goldman was absent from the February 13th meeting).

**Treasurer's Report** –The report and bill list (a copy of which is attached to the original minutes and incorporated herein by reference) for May 13, 2020 and April 9,th 2020 was read by Commissioner Torres Jr. Commissioner Goldman motioned to pay the bills as listed on Treasurer's report seconded by Commissioner Couceiro. All Aye. Commissioner Jamison asked if the State has reimbursed for election expenses for Absentee Ballots. Accountant Chery Parker QPA will research with Board Attorney as to where to submit for reimbursement.

**Legal Report:** Board Attorney Youssouf was absent. Commissioner Jamison motioned to change Mr. Youssouf Esq. contract to a monthly fee plus an hourly rate agreed upon in a proposal sent the to District. Mr. Youssouf will bring the contract to the June Meeting. Commissioner Goldman second. All Aye.

**Truck & Building/Career Department Report** No Report- Fire Captain Reynolds explained the protocol during Covid 19 Pandemic. Decontaminating a few times a day is also being done at both buildings. A portal pump on 5411 to 5405 needs repair. He will send out ASAP. Fire Lieutenant Leonard summited a proposal for stump removal at station 1. Commissioner Jamison requested any work being done at the building should have 2-3 quotes for due diligence. Commissioner Torres Jr motioned to accept the lowest proposal for stump removal when 3 quotes come in. Commissioner Jamison second.

**Chief's Report** – No report - Chief O'Hara asked if there was any movement on the new apparatus proposed for 2021. Due to the epidemic there is no movement but they will revisit per Commissioner Torres Jr. Chief explained

that all physicals are on hold until Family Practice of CentraState starts taking appointments mid May.

**President's Report** – No Report

**Fire Bureau:** - No Report

**Work Orders:** Captain Reynolds advised any work orders that came up were taken care of.

**Old Business/Correspondence:**

**Old Business:** None

**Correspondence:** None

**Unfinished Business:** None

**New Business:** Commissioner Torres Jr referred to Firefighter Esposito for discussion on a Gear Washer/Extractor. Firefighter Esposito explained due to the Covid 19 Virus they are looking to purchase a Gear Washer/Extractor to decontaminate the gear. Quotes were sent to Commissioner Torres Jr from Firefighter Esposito for 60lb Commercial Unimac (Superlaundry Equipment)\$24,992 and two other vendors. Board requested Cheryl Parker QPA to forward quotes to the rest of the board and review. Fire Lieutenant Leonard submitted 1 proposal for Electric needed for installation of equipment approximately \$9,500, two more will be requested. If deemed proper Commissioner Torres Jr. will move to purchase under NJ State of Emergency- Executive Order 138.

Commissioner Jamison asked if there has been any plans for the conversion of the meeting room for the career staff. Commissioner Torres Jr said they purchased lockers and ideas are being tossed around. Commissioner Jamison requested the board conference table and chairs remain in the room. Firefighter Esposito said 4 Computers and desks are currently being requested for the room. Each computer will be Aprox \$1,000 per Chief O'Hara.

**Public Session:** Accountant Cheryl Parker QPA advised the board Auditor Lauren Holman CPA will be in Thursday at lunch to donate N95 masks to the district. A fundraiser was done within her firm Holman Frenia Allison CPA.

**Adjournment:** With no other business to come before the Board, Commissioner Goldman motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent. Meeting adjourned 7:57 pm.

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

4:21 PM  
 04/05/20  
 Accrual Basis

**Board of Fire Commissioners**  
**Treasurer Report**  
 As of April 5, 2020

Type	Date	Num	Name	Debit	Credit
<b>1009 · Shore Community Operating</b>					
Bill Pmt -...	04/05/2020	5637	AT&T Mobility		346.54
Bill Pmt -...	04/05/2020	5638	County of Ocean- Dept of Finance- Carl...		3,230.15
Bill Pmt -...	04/05/2020	5639	Dafeldecker Associates		247.00
Bill Pmt -...	04/05/2020	5640	Family Practice of Centrastate		610.00
Bill Pmt -...	04/05/2020	5641	Gold Type Business Machines		3,059.98
Bill Pmt -...	04/05/2020	5642	Home Depot		118.31
Bill Pmt -...	04/05/2020	5643	Jackson Mills Volunteer Fire Company		1,449.78
Bill Pmt -...	04/05/2020	5644	Jackson Twp MUA		14.85
Bill Pmt -...	04/05/2020	5645	Jammer Doors Co Inc		1,500.00
Bill Pmt -...	04/05/2020	5646	JCP&L		1,251.20
Bill Pmt -...	04/05/2020	5647	Neil Brooks Plumbing Heating Cooling I...		12,000.00
Bill Pmt -...	04/05/2020	5648	NetLink Web Services, LLC		199.00
Bill Pmt -...	04/05/2020	5649	NJNG		1,025.22
Bill Pmt -...	04/05/2020	5650	Ocean County Board of Elections		1,050.26
Bill Pmt -...	04/05/2020	5651	Optimum		477.48
Bill Pmt -...	04/05/2020	5652	Quality Copy Company of Ocean Inc		360.00
Bill Pmt -...	04/05/2020	5653	Shoreline Electrical Contractors, Inc.		1,250.00
Bill Pmt -...	04/05/2020	5654	Skillender s Service Center Inc.		1,978.89
Bill Pmt -...	04/05/2020	5655	Terminix		721.68
Bill Pmt -...	04/05/2020	5656	The Knox Company		1,275.00
Bill Pmt -...	04/05/2020	5657	Verizon		197.56
Bill Pmt -...	04/05/2020	5658	Verizon Wireless		381.60
Bill Pmt -...	04/05/2020	5659	Witmer Public Safety Group		946.00
Bill Pmt -...	04/05/2020	5660	KC Greenscapes		1,361.32
Total 1009 · Shore Community Operating				<u>0.00</u>	<u>35,051.82</u>
<b>TOTAL</b>				<u><b>0.00</b></u>	<u><b>35,051.82</b></u>

12:31 PM  
 05/14/20  
 Accrual Basis

**Board of Fire Commissioners**  
**Treasurer Report**  
 As of May 14, 2020

Type	Date	Num	Name	Debit	Credit
<b>1009 · Shore Community Operating</b>					
Bill Pmt -...	05/14/2020	5662	1st Choice Safety Equipment		5,829.51
Bill Pmt -...	05/14/2020	5663	AT&T Mobility		346.33
Bill Pmt -...	05/14/2020	5664	Continental Fire & Safety		68.00
Bill Pmt -...	05/14/2020	5666	Family Practice of Centrastate		210.68
Bill Pmt -...	05/14/2020	5667	Federal Express		26.36
Bill Pmt -...	05/14/2020	5668	Freehold Cartage, Inc.		553.49
Bill Pmt -...	05/14/2020	5669	Jackson Township EMS		750.00
Bill Pmt -...	05/14/2020	5670	JCP&L		1,237.79
Bill Pmt -...	05/14/2020	5671	Jerry's Autobody, LLC		250.00
Bill Pmt -...	05/14/2020	5672	Joseph D. Youssof, Esq		5,000.00
Bill Pmt -...	05/14/2020	5673	McKesson Medical Surgical		966.84
Bill Pmt -...	05/14/2020	5674	MES		769.95
Bill Pmt -...	05/14/2020	5675	National Association of Fire Investig		55.00
Bill Pmt -...	05/14/2020	5676	NetLink Web Services, LLC		199.00
Bill Pmt -...	05/14/2020	5677	New Jersey State Association of Fire Dist		300.00
Bill Pmt -...	05/14/2020	5678	NJNG		1,096.00
Bill Pmt -...	05/14/2020	5679	Optimum		477.48
Bill Pmt -...	05/14/2020	5680	SERVPRO of Toms River		7,404.45
Bill Pmt -...	05/14/2020	5681	Staples Credit Plan		200.40
Bill Pmt -...	05/14/2020	5682	Terminix		450.00
Bill Pmt -...	05/14/2020	5683	Verizon		194.69
Bill Pmt -...	05/14/2020	5684	Watchung Spring Water		69.91
Bill Pmt -...	05/14/2020	5688	Ecolab		1,340.91
Bill Pmt -...	05/14/2020	5689	Holmes and McDowell		12,314.00
Bill Pmt -...	05/14/2020	5690	Skillender s Service Center Inc.		341.10
Bill Pmt -...	05/14/2020	5691	NJNG		269.75
Bill Pmt -...	05/14/2020	5692	National Center for Safety Initiatives		172.00
Total 1009 · Shore Community Operating				0.00	40,893.64
<b>TOTAL</b>				<b>0.00</b>	<b>40,893.64</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through May 14, 2020**

	Jan 1 - May 14, 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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	99.66	500.00	(400.34)
4750 · Bureau of Fire Prevention Incm	324.00	35,000.00	(34,676.00)
4800 · Other Income	153.54	0.00	153.54
<b>Total Income</b>	<b>372,079.68</b>	<b>1,788,089.00</b>	<b>(1,416,009.32)</b>
<b>Gross Profit</b>	<b>372,079.68</b>	<b>1,788,089.00</b>	<b>(1,416,009.32)</b>
<b>Expense</b>			
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	2,732.70	12,000.00	(9,267.30)
5230 · Professional Services	27,633.00	110,000.00	(82,367.00)
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.	41,304.80	106,146.00	(64,841.20)
6115 · Salaries & Wages - Captain	48,383.20	124,570.00	(76,186.80)
6120 · Salaries - Full Time Fire	147,772.80	358,127.00	(210,354.20)
6125 · Clothing Allowance	3,480.00	9,000.00	(5,520.00)
6130 · Salaries - Fire Official	0.00	25,000.00	(25,000.00)
6140 · Salaries - Firefighter Overtime	5,789.62	42,000.00	(36,210.38)
6180 · Payroll Taxes	(6,490.33)	55,876.00	62,366.33
6185 · Employer Pension Contribution	0.00	117,634.00	(117,634.00)
6190 · Fringe Benefits	33,241.38	116,686.00	(83,444.62)
6210 · Insurance	88,190.52	135,000.00	46,809.48
6220 · Advertising	376.50	2,000.00	(1,623.50)
6310 · Maintenance & Repairs	61,955.24	110,000.00	48,044.76
6410 · Supplies	6,855.51	25,000.00	(18,144.49)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	18,258.57	70,000.00	(51,741.43)
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	5,734.08	15,000.00	(9,265.92)
6611 · Training	5,259.50	25,000.00	(19,740.50)
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 Rennovations	0.00	10,000.00	(10,000.00)
6635 · Equipment-Non-Bondable	0.00	28,000.00	(28,000.00)
6640 · SCBA	2,219.73	10,000.00	(7,780.27)
6650 · Emergency/First Aid Equipment	1,155.04	5,000.00	(3,844.96)
6655 · Replacement Equipment	25,782.34	16,000.00	9,782.34
6670 · Vehicle Equip-Radios/Pagers	0.00	10,000.00	(10,000.00)
6675 · UFSA	3,761.90	7,750.00	(3,988.10)
6910 · LOSAP	(3,167.60)	50,000.00	(53,167.60)
<b>Total Expense</b>	<b>542,403.91</b>	<b>1,788,089.00</b>	<b>(1,245,685.09)</b>
<b>Net Ordinary Income</b>	<b>(170,324.23)</b>	<b>0.00</b>	<b>(170,324.23)</b>
<b>Net Income</b>	<b>(170,324.23)</b>	<b>0.00</b>	<b>(170,324.23)</b>