

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

Minutes of Meeting Held
June 11, 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 7:00 pm. Commissioner Torres Jr read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Swearing in- Board Attorney Joseph Yousouff swore in Commissioner Jamison, Torres Jr and Couceiro from the March reorganization.

Roll Call: Commissioners Torres Jr, O'Brien, Jamison, Couceiro and Goldman remotely, were present. Board Attorney Joseph Yousouf was also present.

Minutes: Minutes from the February 13th and May14th, 2020 were moved by Commissioner O'Brien, seconded by Commissioner Goldman. 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) for June 11, 2020 was read by Commissioner Jamison. Commissioner Couceiro motioned to pay the bills as listed on Treasurer's report seconded by Commissioner O'Brien. All Aye.

Legal Report: Board Attorney Joseph Yousouf read the mandate due to COVID 19, 6ft apart, masks, 50 attendees inside. Commissioner Jamison asked if the lot consolidation at Sub Station has made progress. Board attorney said the township offices were closed during pandemic, but will check in. Commissioner Jamison moved to accept Legal report, Commissioner O'Brien seconded. All Aye.

Truck & Building/Career Department Report - The report (a copy of which is attached to the original minutes and incorporated herein by reference) was read by Captain Reynolds. The Tractor will possibly go out to Blaze for repair. 5410 needs the windshield replaced. We will call VFIS to see if insurance covers. Commissioner Jamison asked if Shorelands ever finished up at the sub station? They still need to finish Tile. Cheryl will call to see if Shorelands has a time frame of when it will be completed. Commissioner Jamison second.

Chief's Report – The report (a copy of which is attached to the original minutes and incorporated herein by reference) was read by Chief O'Hara. Chief explained they would like to run 5408 without the trailer for nonemergent training. Board Attorney explained Tile 39 states in an emergency situation a fire company can run apparatus without a Class B License. Commissioner Torres Jr said going

forward all workers comp cases will be filed by the board. The Chief is requesting movement on the Apparatus for 2021. The board explained the economy is unpredictable right now and they will plan a meeting to determine apparatus, but the timing is tabled on when to go out to vote, to a month to month basis.

President's Report – The report (a copy of which is attached to the original minutes and incorporated herein by reference) was read by the president. The volunteers have now taken the freeze off accepting new volunteers. June 15th will be the first in person volunteer meeting with new mandates. A memorial room is being worked on and the volunteers are requesting some funding from the Board. The board will discuss in the future once the plans are in place.

Fire Bureau: - FPS O'Brien read the report (a copy of which is attached to the original minutes and incorporated herein by reference). Monday May 18th the Bureau will start inspections again. Commissioner Jamison asked FO Burmeister Jr the status on the website. After discussion Chief O'Hara will send the necessary files to our Website provider.

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

Old Business/Correspondence:

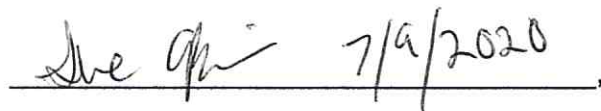
Old Business: FO Burmeister gave a verbal quote to the board for added access points from Ocean Security \$3,025. Commissioner Jamison moved to accept quote and seconded by Commissioner O'Brien. All Aye.

Correspondence: None

New Business: FF Esposito submitted a quote to Commissioner Torres Jr for Epoxy flooring in the conference room \$2,800. Commissioner Jamison moved to purchase epoxy floor and Commissioner Goldman seconded. All Aye. Walls and lockers tabled. The Board requested Cheryl Parker QPA to schedule Pete Jeffery's from Holmes and McDowell to attend our next meeting.

Public Session: None

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 8:30 pm.

 7/9/2020, Clerk

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

**June 11, 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

3:24 PM

06/11/20

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of June 11, 2020

	Jun 11, 20	
	Debit	Credit
1009 · Shore Community Operating	160,589.41	
1011 · Shore Community Payroll	50,351.32	
1012 · Shore Community Fire Bureau	1,106.71	
1016 · Shore Comm-CD-Future Cap 0721	317,455.62	
1019 · Shore Comm-CD Future Cap 0872	446,648.28	
TOTAL	<u>976,151.34</u>	<u>0.00</u>

Board of Fire Commissioners
Treasurer Report
 As of June 11, 2020

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	06/11/2020	5694	1st Choice Safety Equipment		945.00
Bill Pmt -...	06/11/2020	5695	AMTRUST NORTH AMERICA		5,284.00
Bill Pmt -...	06/11/2020	5696	AT&T Mobility		1,607.29
Bill Pmt -...	06/11/2020	5697	Blaze Emergency Equipment LLC		2,938.09
Bill Pmt -...	06/11/2020	5698	Continental Fire & Safety		1,301.44
Bill Pmt -...	06/11/2020	5699	Cooper Electric Supply Co.		475.00
Bill Pmt -...	06/11/2020	5700	CSC Service Works	23,992.00	
Bill Pmt -...	06/11/2020	5701	East Coast Flag & Flagpole, Inc.		150.60
Bill Pmt -...	06/11/2020	5702	Elite Vehicle Solutions		2,250.00
Bill Pmt -...	06/11/2020	5703	FF1 Professional Safety Services		2,925.00
Bill Pmt -...	06/11/2020	5704	Freehold Cartage, Inc.		276.53
Bill Pmt -...	06/11/2020	5705	FWH Associates, PA		80.00
Bill Pmt -...	06/11/2020	5706	GW Tire Service		246.00
Bill Pmt -...	06/11/2020	5708	Jackson Twp MUA	16,704.60	
Bill Pmt -...	06/11/2020	5709	JCP&L		1,242.98
Bill Pmt -...	06/11/2020	5710	KC Greenscapes		1,366.32
Bill Pmt -...	06/11/2020	5711	Kelly Kilowatt Electric Company		4,925.00
Bill Pmt -...	06/11/2020	5712	McKesson Medical Surgical		631.89
Bill Pmt -...	06/11/2020	5713	Minerva Cleaners		409.45
Bill Pmt -...	06/11/2020	5714	NetLink Web Services, LLC		199.00
Bill Pmt -...	06/11/2020	5715	NJNG		1,382.32
Bill Pmt -...	06/11/2020	5716	Optimum		226.99
Bill Pmt -...	06/11/2020	5717	Staples Credit Plan		62.56
Bill Pmt -...	06/11/2020	5718	Steven Porth		2,530.00
Bill Pmt -...	06/11/2020	5719	Verizon		195.63
Bill Pmt -...	06/11/2020	5720	NJNG		1,055.17
Total 1009 · Shore Community Operating				0.00	73,402.86
TOTAL				0.00	73,402.86

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through June 11, 2020

	Jan 1 - Jun 11, 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	131.25	500.00	(368.75)
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>372,111.27</u>	<u>1,788,089.00</u>	<u>(1,415,977.73)</u>
Gross Profit	372,111.27	1,788,089.00	(1,415,977.73)
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	5,608.65	12,000.00	(6,391.35)
5230 · Professional Services	29,256.00	110,000.00	(80,744.00)
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	93,474.52	135,000.00	(41,525.48)
6220 · Advertising	376.50	2,000.00	(1,623.50)
6310 · Maintenance & Repairs	75,594.57	110,000.00	(34,405.43)
6410 · Supplies	8,194.37	25,000.00	(16,805.63)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	23,407.86	70,000.00	(46,592.14)
6513 · Fire Service Agreement	0.00	50,000.00	(50,000.00)
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	7,539.50	25,000.00	(17,460.50)
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 Rennovations	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	25,782.34	16,000.00	9,782.34
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>702,587.97</u>	<u>1,788,089.00</u>	<u>(1,085,501.03)</u>
Net Ordinary Income	<u>(330,476.70)</u>	<u>0.00</u>	<u>(330,476.70)</u>
Net Income	<u><u>(330,476.70)</u></u>	<u><u>0.00</u></u>	<u><u>(330,476.70)</u></u>

Board of Fire Commissioners Career Department

June 11, 2020

Year to date career department responses:

Fire call-75 EMS calls-152

Building Report

- General housekeeping, minor repairs, weekly cleaning and decon were conducted
- Electrical upgrades and plumbing for new washer, dryer and permits are in progress
- C&T sprinkler service were contacted for a sprinkler main break behind sta-1
- New time clock was ordered and waiting on prices for electrical to be added in the back room at sta-2 clock and work will be completed after approval

Trucks

Engine 5400

- Unit went for service

Ladder 5405

- Broken K12 saw pull cord assembly and case repaired and placed back in service.
- Extrication pump on back up unit was sent out for service

Engine 5407

- Unit went out for service unit will need tires before winter

Unit 5408

- Unit was separated trailer is at blaze for pump repair the tractor is at sta-1 for cleaning while at sta-1 antifreeze leak was reported on the tractor blaze was notified

Unit 5410

- Unit went out for service and had a water leak in the roof area repaired

Engine 5411

- Overhead personal fan replacements were ordered. New rear LED light was ordered
- Tank to pump butterfly valve was repaired
- Roof leak on passenger of cab was repaired

Unit 5417

- New driver's side red emergency light has been ordered
- Wait on quote to replace old air horns

Projects and notifications

- OHD Fit test unit was sent out for its yearly calibration.
- Scott bottle inventor and serial numbers are being up dated for replacement of end of compliance bottles.

Submitted By:
Career staff.



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

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June 2020 Chiefs Report

Date: 06/11/2020

Year to date fire calls for 2020 is 217 (30 so far for the month of June).

- FF Burtchell suffered an injury to his hand while drilling on 5411. FF Burtchell will be on medical for the next 6-8 weeks. Injury report, etc. have been completed and turned over to Cheryl.
- The fire company would like to know the status of the new apparatus. We feel this should continue to move forward and be presented to the public for a decision. When was the last time the committee held a meeting and what are the next steps?
- 5408 training. What will the BoFC allow and not allow? Can our drivers practice on it without the trailer?
- The 2020 chiefs' budget that was submitted last year called for new extrication tools for 1 apparatus. I will be meeting with DC Lubertazzi, Capt. Reynolds and LT Leonard later this month to discuss the next steps.
- The fire company will be assisting the Kiwanis club of Jackson with Saturday on a food Drive.
- We continue to monitor and adjust our response polices around COVID19. On June 1st we returned to normal response for all FF1 certified staff. Our Fire Police, an Jr Program will resume on June 15th, 2020.
- Work will be continued on the dayroom at station 1. President Linde is just waiting for the old AC units to be removed and holes filled. We are also waiting on the keyfob work to be completed on the door.

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.

June 11, 2020

Monthly Bureau Report

Some inspections were completed. (13 permits) Report attached
Inspection will start back up on normal schedule next week.

No violations noted on permit inspections.

Site plans received:

New plans received:

1. Amended use variance – Wright Debow Road
2. Minor subdivision with variance – Jackson mills rd
3. Commercial buildings – N. County Line Rd.

All other plans still in progress – no updates

Fire investigations / Call Outs:

4/29 Grease/ Hood Fire – Burger King

5/14 Car fire – Cobain Rd.

Complaints:

None

Fire Prevention:

None Scheduled at this time

Training / Meeting:

Training webinars:

Emergency reporting software – updated software

COVID-19 grant / reimbursement

Outside the Bureau:

- Nothing at this time.

Respectfully submitted,

John Burmeister Jr.

Fire Official