

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

Minutes of Meeting Held
May 12, 2022

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 Commissioner Torres at 6:04 pm. Board Attorney Braslow 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. Commissioners Goldman was absent. Board Attorney Braslow (and his son – Neil Braslow, Esq.) were present via remote communications.

Minutes: Minutes from the March 10, 2022 meeting were motioned to be approved as presented by Commissioner Couceiro, seconded by Commissioner Jamison. Motion passed by unanimous vote. Minutes from the April 14, 2022 meeting were motioned to be approved as presented by Commissioner Couceiro, seconded by Commissioner Jamison. Motioned passed with Commissioners Torres and O'Brien abstaining due to their absence at that meeting.

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 May 12, 2022 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner Couceiro motioned to accept the Treasurer's report and pay the bills, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Truck & Building/Career Department Report – read by Lt. Burmeister (a copy of the written report is attached to the original minutes and incorporated herein by reference). Board directed career staff to follow-up with warranty company to get repairs completed. Board Attorney Braslow recommended that subrogation through our insurance company for costs to be recovered. Board is interested in this option. Commissioner Torres asked that a quote be obtained for a hand-held Arerea. He will send the information to Lt. Burmeister. Cheryl was directed to hold check for landscaping (RE: how grass was cut earlier today).

Legal Report: Board Attorney Braslow reported remotely that if the Board members want to obtain the status of a bill, they can call – 800-792-8630. Assembly Bill # 3818 – released under committee last week and it affects Fire Districts. It pertains to Special Fire District Elections (Capital projects/Financing). Per this bill, they are to held on the fourth Tuesday in

January, the second Tuesday in March, the last Tuesday in September and the second Tuesday in November. Bill further states that if one of those days falls on a significant religious observance, the DCA Commissioner has the authority to change that particular date (Lakewood/Teaneck). Board Attorney Braslow has already spoken to the sponsor's staff and reviewed the shortcomings with the staff. Further discussion with staff and speaker will be held. There is no companion bill in the Senate. Assembly Bill 3868- Marijuana bill relates to Fire Services, EMS, First Responders, etc. (Volunteers are not included.) Bill is in committee now. Zero Tolerance is still the rule. Board Attorney Braslow to forward a memo to the Board. Board read the memo, can distribute memo to staff and volunteers. Commissioner Jamison advised that the Peterbilt rep did not come to the meeting as of now. Issues are: wing window, tires not as specified. It was decided that if there is no word from Peterbilt rep by Monday, May 16, 2022, Commissioner Jamison and Board Attorney Braslow will contact Sourcewell. All were in agreement with this option.

Chief's Report: Chief Trask O'Hara reported orally that Light burn was completed on Saturday, all went well; #11 was discussed; Class A Pumper is what the district looking for with maintenance records. Board Attorney Braslow reported that South Brunswick is selling an extended ladder – which the Board is not interested in. Chief O'Hara will send specifics to Board Attorney Braslow and he will contact the other districts. Cheryl reported that Franklin Twp. District #2 has a truck for sale. She to obtain additional information that the Board is requesting. Tools to be ordered for new engine will be forthcoming.

President's Report: read by President Chelli (A copy of which is attached to the original minutes and made a part thereof). Cpt. Leonard has requested use of the hall for June 12, 2022 – date has already been reserved by someone else.

Work Order Requests: Lt. Burmeister has been logging into ERS for work orders, being used for various uses to track projects/repairs.

Fire Bureau Report: Fire Official O'Brien was absent but did submit a written report, which is attached to the original minutes and made a part hereof.

Old Business: No updates.

New Business:

New Jersey Forestry Grant: Commissioner O'Brien motioned to accept the NJ Forestry Grant Resolution, seconded by Commissioner Jamison. Motioned by unanimous consent.

Audit: Cheryl reported that all paperwork went over to the auditor's office. District's audit is scheduled for June. Health insurance issue will hold it up. Auditor will go as far as they can and then complete it when they receive information from the state. Board Attorney Braslow has not heard from DCA regarding the supervisory role. Discussion. Board Attorney Braslow's recommendation is to wait to hear from DCA and then respond to them.

Mail Correspondence: None

Public Session: None

Board Attorney Braslow left the meeting at 6:53 pm.

Executive Session: Commissioner O'Brien motioned to accept the Resolution to take the Board into an executive session for the purpose of discussion of personnel matters seconded by Commissioner Jamison. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 6:53 p.m. The executive session ended at 7:20 p.m. and the Board reconvened the public session, continuing with the agenda.


Public Session:

Commissioner Jamison motioned to accept the quote from Kelly Kilowatt for lights at a cost of \$1,020, seconded by Commissioner Couceiro. Motion passed by unanimous consent. A copy of the quote is attached to the original minutes and incorporated herein by reference.

Hose pricing – GHC offers hose pricing also. Items for new truck to come out of that line item. There is going to be a Scott system meeting – so everyone understands the new system. Bottles are 35 – 40 days out from order.

Kelly Kilowatt –requested that they look at lights behind the bar.

Adjournment: With no other business to come before the Board, Commissioner Couceiro motioned to adjourn the meeting, seconded by Commissioner Jamison. Meeting was adjourned at 7:32 p.m. by Commissioner Couceiro.


_____, Clerk

May 12, 2022

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

May 19, 2022

Meeting Time 5:30 Caucus, 6PM

Meeting called to order 6:00PM
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
Treasurer Report
 As of May 31, 2022

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	05/12/2022	5920	Acrisure, LLC		14,652.00
Bill Pmt -...	05/12/2022	5921	Action Uniform Co.		1,817.20
Bill Pmt -...	05/12/2022	5922	AT&T Mobility		447.29
Bill Pmt -...	05/12/2022	5923	Continental Fire & Safety		777.34
Bill Pmt -...	05/12/2022	5924	East Coast Flag & Flagpole,...		84.00
Bill Pmt -...	05/12/2022	5925	Ecolab		912.47
Bill Pmt -...	05/12/2022	5926	Federal Express		52.02
Bill Pmt -...	05/12/2022	5927	Freehold Cartage, Inc.		291.17
Bill Pmt -...	05/12/2022	5928	JCP&L		922.90
Bill Pmt -...	05/12/2022	5929	Jerry's Autobody, LLC		561.86
Bill Pmt -...	05/12/2022	5930	KC Greenscapes		713.66
Bill Pmt -...	05/12/2022	5931	Kelly Kilowatt Electric Comp...		6,095.00
Bill Pmt -...	05/12/2022	5932	Lexipol's		988.00
Bill Pmt -...	05/12/2022	5933	LifeForce USA, Inc		189.00
Bill Pmt -...	05/12/2022	5934	MES		12,148.00
Bill Pmt -...	05/12/2022	5935	NetLink Web Services, LLC		199.00
Bill Pmt -...	05/12/2022	5936	NJNG		2,531.75
Bill Pmt -...	05/12/2022	5937	Ocean County Board of Elec...		1,836.50
Bill Pmt -...	05/12/2022	5938	Optimum		578.00
Bill Pmt -...	05/12/2022	5939	ReadyRefresh by Nestle		157.87
Bill Pmt -...	05/12/2022	5940	Richard Braslow ESQ		1,500.00
Bill Pmt -...	05/12/2022	5941	Seagrave Sales & Service		224.45
Bill Pmt -...	05/12/2022	5942	State of New Jersey Divisio...		25.00
Bill Pmt -...	05/12/2022	5943	Susan L Oksen-Pereira		250.00
Bill Pmt -...	05/12/2022	5944	Verizon		201.56
Bill Pmt -...	05/12/2022	5945	Verizon Wireless		189.95
Bill Pmt -...	05/12/2022	5946	AMTRUST NORTH AMERI...		16,775.00
Bill Pmt -...	05/12/2022	5947	Continental Fire & Safety		5,560.00
Bill Pmt -...	05/12/2022	5948	GPANJ		100.00
Bill Pmt -...	05/12/2022	5949	Kenneth Esposito		30.00
Bill Pmt -...	05/12/2022	5950	McManimon, Scotland, Bau...		10,093.06
Bill Pmt -...	05/12/2022	5951	Oxygen Supply Co., Inc.		14.00
Bill Pmt -...	05/12/2022	5952	S&S Fleet Services		978.77
Bill Pmt -...	05/19/2022	5953	Elite Vehicle Solutions		7,352.42
Bill Pmt -...	05/19/2022	5954	Jersey Coast Equipment		161.00
Bill Pmt -...	05/19/2022	5955	Toms River Bd of Fire Com...		760.00
Bill Pmt -...	05/19/2022	5956	NJNG		630.33
Bill Pmt -...	05/19/2022	5957	Elite Vehicle Solutions		19,889.43
Bill Pmt -...	05/20/2022	EFT	WEX BANK		2,530.48
Total 1009 · Shore Community Operating				0.00	113,220.48
TOTAL				0.00	113,220.48

4:50 PM

05/19/22

Accrual Basis

Board of Fire Commissioners
Cash Balance Report
As of May 31, 2022

	May 31, 22	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	415,198.37	
1011 · Shore Community Payroll	8,421.04	
1012 · Shore Community Fire Bureau	55,614.35	
1016 · Shore Comm-CD-Future Cap 0721	328,712.92	
1019 · Shore Comm-CD Future Cap 0872	461,395.33	
TOTAL	<u>1,269,342.01</u>	<u>0.00</u>

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January through May 2022

	Jan - May 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	433,190.20	2,038,542.13	-1,605,351.93
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	12.29	500.00	-487.71
4300 · Sale of assets	3,026.00		
4750 · Bureau of Fire Prevention Incm	549.00	35,000.00	-34,451.00
4800 · Other Income	38,733.99		
4920 · Unreserved Fund Balance	0.00	167,400.00	-167,400.00
Total Income	475,511.48	2,245,784.13	-1,770,272.65
Gross Profit	475,511.48	2,245,784.13	-1,770,272.65
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	1,250.00	2,800.00	-1,550.00
Total 5120 · Salaries - Secretary	1,250.00	2,800.00	-1,550.00
5210 · Elections	2,736.50	15,000.00	-12,263.50
5220 · Office Expense	4,309.40	13,000.00	-8,690.60
5230 · Professional Services			
5243 · Bookkeeper	8,496.00		
5245 · Legal fees	3,658.00		
5230 · Professional Services - Other	199.00	110,000.00	-109,801.00
Total 5230 · Professional Services	12,353.00	110,000.00	-97,647.00
5260 · Bond Agent	10,093.06	1,500.00	8,593.06
5290 · Contingent Expenses	0.00	2,000.00	-2,000.00
6110 · Salaries & Wages - Fire Lt.	25,642.00		
6115 · Salaries & Wages - Captain	78,294.14	120,987.00	-42,692.86
6120 · Salaries - Full Time Fire	77,669.61	465,703.88	-388,034.27
6125 · Clothing Allowance	2,146.00	10,500.00	-8,354.00
6130 · Salaries - Fire Official			
6133 · Fire Inspector	0.00	10,000.00	-10,000.00
6130 · Salaries - Fire Official - Other	0.00	15,000.00	-15,000.00
Total 6130 · Salaries - Fire Official	0.00	25,000.00	-25,000.00
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-FireFighter LT&CPT OT	479.90		
6142 · Salaries-Firefighters OT	10,147.96		
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	10,627.86	49,000.00	-38,372.14
6150 · Salaries-Retro Pay	0.00	45,000.00	-45,000.00
6180 · Payroll Taxes	15,825.53		
6185 · Employer Pension Contribution	0.00	175,748.00	-175,748.00
6190 · Fringe Benefits	15,657.83	158,576.26	-142,918.43
6210 · Insurance	74,249.42	135,000.00	-60,750.58
6220 · Advertising	69.32	2,000.00	-1,930.68
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6313 · M&R - Truck #5407 Utility	354.20		
6315 · M&R - Truck #5405 Ladder	2,844.45		
6317 · M&R -Truck # 5401 Pumper New	4,196.57		
6322 · M&R - Truck #5411 Pumper	-918.55		
6328 · M&R - Truck #5417 KME Pumper	561.86		
6341 · M&R - Truck #18-407 Bureau	1,900.00		
Total 6311 · M&R - Apparatus	8,938.53		
6350 · M&R - Building #1	5,592.01		
6355 · M&R - Building #2	6,818.08		
6370 · M&R - Equipment	4,428.83		
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
Total 6310 · Maintenance & Repairs	25,777.45	110,000.00	-84,222.55
6410 · Supplies			
6411 · Supplies - Fuel	10,614.58		
6410 · Supplies - Other	28.00	30,000.00	-29,972.00
Total 6410 · Supplies	10,642.58	30,000.00	-19,357.42

Board of Fire Commissioners Career Department Report

May 19, 2022

Building & Truck Report

Station 1

- Third party inspector came for the roof – See Capt. Leonard

Station 2

- Well system repaired by Kay Well.
- Exterior 30 and 50 amp connections completed by Kelly Killowatt

Unit 5405:

- Rear passenger door latch replaced.
- Multiple lights were in-op and replaced
- Waterway pin broken and does not line up. Pin ordered. Seagrave contacted for service.

Unit 5401:

- Scheduled for yearly service for the end of month
- Rear taillight in-op and replaced

Unit 5411: OOS

- S&S Fleet Services notified for work order repair items.
- Parts ordered for steering pump.

Unit 5417:

- Booster hose has been ordered to replace damaged hose.
- Officer and driver side seatbelts replaced.

Special Details / Projects / Notification

- Work orders and or repair requests were reviewed and completed as they were received.
- Lt Burmeister has a meeting with FEMA ref reimbursement from 2021 snowstorm.
- Polymovent / Clean Air Co. called for repairs rescheduled for next week.
- 10 new 4.5 SCBA bottles received and placed in service and entered into ERS.
- Unit 5410 still pending for repair for airbag recall, vehicle will be taken to Chevy when the New Chevy Tahoe is placed in service and vehicles are rotated.
- 5400 and 5437 both have recalls also. Will be sending out soon.
- Damaged gear was repaired and place into storage.
- Another gas meter sent out for repairs.

- Inventory discussion and Quotes for Helmets, Boots, Fire hose (On back.)

Submitted by:

Captain Richard Leonard

From: Trask O'Hara <tohara@jacksonmillsfire.org>
Sent: Thursday, May 12, 2022 1:10 PM
To: Al Couceiro; Philip Goldman; Raymond Torres; Shane O'Brien; Wallace Jamison; Cheryl Parker; Alfred Chelli; Michael Lubertazzi
Subject: May 2022 Chiefs Report

Nothing to report other than the Landing zone drill was postponed by the NJSP. I expect to have a new date by the end of the week.

Thanks,

Trask O'Hara
Chief (5400)
Jackson Mills Fire - Station 54
(347) 581-3580



**Jackson Mills Fire Company No.
Station 54**
465B North County Line Road
Jackson, New Jersey 08527 ~ 732-833-2981

To: Jackson Twp. Board of Fire Commissioners, District 4

From: Al Chell, President JMVFC

Date: May 12, 2022

Subject: Presidents Report

Membership: Zac Locklear completed his Firefighter 1 class and is now taking Firefighter 2 Class.

Facilities: May 21st Jackson Memorial High School is going to have a car wash here in the parking lot.

= Reverend Dan is holding an Outreach program for first responders here May 23rd.

= We took the damaged ceiling tiles and speakers down in our day room.

Events: We're going to the First Responders Blue Claws game June 2nd.

Committees:

Respectfully

Al Chelli

President: (JMVFC 54)

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 – Stanley O'Brien Jr.

May 19, 2022
Monthly Bureau Report

Inspections are being completed as normal.

Site plans received and finalized:

- One Warehouse on Progress Place was reviewed and approved.
- 3 Story Office Building on North County Line Road was reviewed.

Permits:

- Firework Tent @ Shop Rites Parking Lot (Issued Pending Inspection)
- Food Truck Permit was issued on April 30th at the Baptist Church.
- Lag B'Omer Events scheduled for May 18th and 19th

Fire investigations:

- 4/22 – Assisted 18-207 with an Investigation @ 503 Winterberry Blvd. for a Outside Fire with extension to the building.
- 4/30 – Brush Fire @ 487 Frank Applegate Road, Assisted Forrest fire with the Investigation.

Call Outs / Complaints:

- None at the time.

Training / Meetings:

- Attended the Ocean County Fire Prevention Meeting on May 10th, Ongoing progress with the new Inspection Program for Life Hazards.
- The Jackson Fire Bureaus were requested by the OCFM to attend a meeting on May 16th in Lakewood in reference to the upcoming holidays.

Respectfully submitted,

Stanley O'Brien Jr.
Fire Official