

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

Minutes of Meeting Held
November 10, 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 6:10 pm. Commissioner Torres read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Couceiro, Goldman, Jamison, O'Brien and Torres were present. Board Attorney Braslow was present via remote communications.

Minutes: Minutes from the October 13, 2022 meeting: Commissioner Couceiro motioned to approve the minutes from the September 8, 2022 meeting, seconded by Commissioner Goldman. Motion passed by majority vote – Commissioner Torres abstained due to his absence at the October 13, 2022 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 November 10, 2022 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 and pay the bills, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

Legal Report: Board Attorney Braslow reported remotely on the following:

1. Roof: Board Attorney Braslow reported that Captain Leonard will give update on the roof issues.
2. Election Notices: Board Attorney Braslow reported that he will be preparing the election notices. Does the Board want to be included in the Joint Election Notice to keep cost down- Yes, Board was in agreement. Forms should be available for review by the December 2022 meeting.
3. Fire District Elections: Later in the meeting issue of moving election from February to November was raised. Our district boundaries do not align – election date cannot be changed. It must remain as is.

Truck & Building/Career Department Report – read by Captain Leonard (a copy of the written report is attached to the original minutes and incorporated herein by reference). Kelly Kilowatt provided quotes for LED upfit: Station #1 - \$19,800; Station #2: \$ 7,200. More quotes to be obtained for cost effectiveness.

Chief's Report: Chief O'Hara was absent. Commissioner Torres reported verbally that there will be a training event held on Monday at Station #2.

President's Report: Report read by President Al Chelli. A copy of the report is attached to the original minutes and incorporated by reference.

Fire Bureau Report: Fire Official O'Brien was absent. The report was read by FF Steve Porth. (The written report is attached to the original minutes and made a part hereof). Fire hydrant issue happened during transition between officials. Discussion on what can be done to rectify the issue.

Work Orders: There is one (1) verbal work order between Captain Leonard and Chief O'Hara. Commissioner Jamison advised the Board that he asked Captain Leonard to get together with Cheryl to review the remaining funds in the truck repair line item and prioritize work that needs to be done.

Old Business: New Trailer: Leeds should be able to take care of it RE: back up lights (not a Peterbilt issue). Five-minute shutoff while idling for the new truck. Captain Leonard advised to get it taken care of sooner rather than later. Shut down is part of the emissions regulation. Captain Leonard was advised to get Board Attorney Braslow in on the call to deal with it. There is a coolant leak as well that needs to be addressed. Commissioner Goldman motioned to dispose of personal property (MAC tractor) on Gov. deals, seconded by Commissioner Couceiro (reserve to be \$50,000). Motion passed by unanimous consent.

New Business:

EMS calls – there has been an increased number. Captain Leonard has been monitoring the calls.

Mail Correspondence: Commissioner Torres read correspondence from the Life Style Director from Four Seasons/the Knoll thanking the Board for coming out to the Grandchildren's Halloween event.

Executive Session - Commissioner Couceiro motioned to accept the Resolution to take the Board into an executive session for the purpose of discussion of personnel matters seconded by Commissioner O'Brien. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 6:46 p.m. The executive session ended at 7:26 p.m. and the Board reconvened continuing with the agenda.

Board Attorney Braslow left the meeting at 6:57 pm.

Public Session: No business discussed. However the Board remained in Public Session until the close of the Special Election at 9 pm.

Adjournment: With no other business to come before the Board, Commissioner Couceiro motioned to adjourn the meeting, seconded by Commissioner O'Brien. Meeting was adjourned at 9:00 p.m. by Commissioner Torres.

 _____, Clerk

November 10, 2022

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

November 10, 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

4:12 PM

11/10/22

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of November 10, 2022

	Nov 10, 22	
	Debit	Credit
1009 · Shore Community Operating	380,953.14	
1011 · Shore Community Payroll	179,951.05	
1012 · Shore Community Fire Bureau	22,211.72	
1016 · Shore Comm-CD-Future Cap 0721	328,712.92	
1019 · Shore Comm-CD Future Cap 0872	56.96	
TOTAL	911,885.79	0.00

4:13 PM

11/10/22

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of November 10, 2022

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	11/10/2022	6113	Acrisure, LLC		14,652.00
Bill Pmt -...	11/10/2022	6114	Alert-All Corp		3,238.00
Bill Pmt -...	11/10/2022	6115	AMTRUST NORTH AMERI...		8,395.00
Bill Pmt -...	11/10/2022	6116	Asbury Park Press		49.08
Bill Pmt -...	11/10/2022	6117	AT&T Mobility		400.82
Bill Pmt -...	11/10/2022	6118	Continental Fire & Safety		24,818.50
Bill Pmt -...	11/10/2022	6119	Federal Express		39.46
Bill Pmt -...	11/10/2022	6120	Freehold Cartage, Inc.		302.33
Bill Pmt -...	11/10/2022	6121	Holman, Frenia, Allison, PC		1,000.00
Bill Pmt -...	11/10/2022	6122	JCP&L		1,154.67
Bill Pmt -...	11/10/2022	6123	KC Greenscapes		700.46
Bill Pmt -...	11/10/2022	6124	Lytix, Inc.		961.28
Bill Pmt -...	11/10/2022	6125	NetLink Web Services, LLC		199.00
Bill Pmt -...	11/10/2022	6126	NJ Advanced Media		126.27
Bill Pmt -...	11/10/2022	6127	NJNG		172.41
Bill Pmt -...	11/10/2022	6128	Optimum		578.02
Bill Pmt -...	11/10/2022	6129	PA Turnpike Toll by Plate		75.80
Bill Pmt -...	11/10/2022	6130	ReadyRefresh by Nestle		110.93
Bill Pmt -...	11/10/2022	6131	Richard Braslow ESQ		1,500.00
Bill Pmt -...	11/10/2022	6132	Staples Credit Plan		297.92
Bill Pmt -...	11/10/2022	6133	Tyler Technologies, Inc.		2,678.00
Bill Pmt -...	11/10/2022	6134	Verizon		98.58
Bill Pmt -...	11/10/2022	6135	Verizon Wireless		189.95
Bill Pmt -...	11/10/2022	6136	Fayth Reynolds		200.00
Bill Pmt -...	11/10/2022	6137	Kelly Jamison		200.00
Bill Pmt -...	11/10/2022	6138	Susan L Oksen-Pereira		250.00
Total 1009 · Shore Community Operating				0.00	62,388.48
TOTAL				0.00	62,388.48

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through November 10, 2022

	Jan 1 - Nov 10, 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,401,497.71	2,038,542.13	-637,044.42
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	78.33	500.00	-421.67
4300 · Sale of assets	3,026.00	0.00	3,026.00
4750 · Bureau of Fire Prevention Incm	22,590.10	35,000.00	-12,409.90
4800 · Other Income	39,033.99	0.00	39,033.99
4920 · Unreserved Fund Balance	0.00	167,400.00	-167,400.00
Total Income	<u>1,466,226.13</u>	<u>2,245,784.13</u>	<u>-779,558.00</u>
Gross Profit	1,466,226.13	2,245,784.13	-779,558.00
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	2,750.00	2,800.00	-50.00
Total 5120 · Salaries - Secretary	<u>2,750.00</u>	<u>2,800.00</u>	<u>-50.00</u>
5190 · Fringe Benefits - Admin	60.00	0.00	60.00
5210 · Elections	6,744.09	15,000.00	-8,255.91
5220 · Office Expense			
6560 · Payroll Expenses	3,440.71	0.00	3,440.71
5220 · Office Expense - Other	10,894.80	13,000.00	-2,105.20
Total 5220 · Office Expense	<u>14,335.51</u>	<u>13,000.00</u>	<u>1,335.51</u>
5230 · Professional Services			
5240 · Auditing	11,646.00	0.00	11,646.00
5243 · Bookkeeper	25,008.00	0.00	25,008.00
5245 · Legal fees	18,916.50	0.00	18,916.50
5230 · Professional Services - Other	1,393.00	80,500.00	-79,107.00
Total 5230 · Professional Services	<u>56,963.50</u>	<u>80,500.00</u>	<u>-23,536.50</u>
5260 · Bond Agent	10,093.06	21,000.00	-10,906.94
5280 · Miscellaneous	-340.49	0.00	-340.49
5290 · Contingent Expenses	0.00	2,000.00	-2,000.00
6110 · Salaries & Wages - Fire Lt.	92,533.50	110,864.79	-18,331.29
6115 · Salaries & Wages - Captain	93,907.36	120,987.00	-27,079.64
6120 · Salaries - Full Time Fire	274,918.65	354,839.09	-79,920.44
6125 · Clothing Allowance	8,004.00	10,500.00	-2,496.00
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	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-FireFighter LT&CPT OT	741.67	0.00	741.67
6142 · Salaries-Firefighters OT	39,128.70	0.00	39,128.70
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	<u>39,870.37</u>	<u>49,000.00</u>	<u>-9,129.63</u>
6145 · Salaries-Comp Time	44,883.58	45,000.00	-116.42
6180 · Payroll Taxes	5,205.64	60,000.00	-54,794.36
6185 · Employer Pension Contribution	175,748.00	175,748.00	0.00
6190 · Fringe Benefits	171,037.77	118,576.26	52,461.51
6210 · Insurance	115,966.05	135,000.00	-19,033.95
6220 · Advertising	587.68	2,000.00	-1,412.32

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through November 10, 2022

	Jan 1 - Nov 10, 22	Budget	\$ Over Budget
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	1,220.90	0.00	1,220.90
6313 · M&R - Truck #5407 Utility	1,971.40	0.00	1,971.40
6314 · M&R - Truck #5404 Chevy Blazer	490.19	0.00	490.19
6315 · M&R - Truck #5405 Ladder	7,648.77	0.00	7,648.77
6316 · M&R - Truck #5408 Tanker	463.24	0.00	463.24
6317 · M&R - Truck # 5401 Pumper New	20,068.68	0.00	20,068.68
6320 · M&R - Truck #5410 Asst Chief	2,281.07	0.00	2,281.07
6322 · M&R - Truck #5411 Pumper	11,031.12	0.00	11,031.12
6323 · M&R - Truck #5414 Durango	1,025.00	0.00	1,025.00
6328 · M&R - Truck #5417 KME Pumper	2,188.42	0.00	2,188.42
6334 · M&R - Truck #5427 Pick Up	102.20	0.00	102.20
6338 · M&R - Truck #5437 2018 F350	38.98	0.00	38.98
6341 · M&R - Truck #18-407 Bureau	5,149.98	0.00	5,149.98
Total 6311 · M&R - Apparatus	53,679.95	0.00	53,679.95
6350 · M&R - Building #1	17,566.43	0.00	17,566.43
6355 · M&R - Building #2	10,601.92	0.00	10,601.92
6370 · M&R - Equipment	22,487.72	0.00	22,487.72
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
Total 6310 · Maintenance & Repairs	104,336.02	110,000.00	-5,663.98
6410 · Supplies			
6411 · Supplies - Fuel	32,100.27	0.00	32,100.27
6410 · Supplies - Other	961.38	30,000.00	-29,038.62
Total 6410 · Supplies	33,061.65	30,000.00	3,061.65
6415 · Fire Prevention	124.07	5,000.00	-4,875.93
6510 · Utilities	60,146.49	60,000.00	146.49
6513 · Fire Service Agreement	25,000.00	50,000.00	-25,000.00
6515 · Hydrant Rent	34,440.00	70,000.00	-35,560.00
6610 · Misc. Firefighter Expenses	10,358.05	15,000.00	-4,641.95
6611 · Training			
6612 · Training - Paid/Vol	13,609.00	0.00	13,609.00
6616 · Fire Science Education	1,380.00	15,000.00	-13,620.00
6611 · Training - Other	-400.00	25,000.00	-25,400.00
Total 6611 · Training	14,589.00	40,000.00	-25,411.00
6614 · Technology-Equipment	852.79	7,000.00	-6,147.21
6615 · Gear - Fire Company	15,079.13	30,000.00	-14,920.87
6625 · Joint District Expenses	0.00	2,000.00	-2,000.00
6630 · Building Renovations	0.00	20,000.00	-20,000.00
6635 · Equipment-Non-Bondable	19,781.70	52,400.00	-32,618.30
6640 · SCBA	13,880.25	15,000.00	-1,119.75
6650 · Emergency/First Aid Equipment	0.00	5,000.00	-5,000.00
6655 · Replacement Equipment	7,505.52	40,000.00	-32,494.48
6670 · Vehicle Equip-Radios/Pagers	8,957.00	40,000.00	-31,043.00
6675 · UFSA			
6675a · Office Supplies	11.60	0.00	11.60
6675b · Membership	1,345.50	0.00	1,345.50
6675c · Computer Software-Bureau	2,877.00	0.00	2,877.00
6675d · Fire Prevention Expenses	3,255.85	0.00	3,255.85
6675e · Fire Prevention Education	525.00	0.00	525.00
6675 · UFSA - Other	3,280.09	7,750.00	-4,469.91
Total 6675 · UFSA	11,295.04	7,750.00	3,545.04

4:09 PM
11/10/22
Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through November 10, 2022

	<u>Jan 1 - Nov 10, 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
6910 · LOSAP	0.00	55,000.00	-55,000.00
8110 · Capital Lease - Prin	0.00	109,637.54	-109,637.54
8120 · Capital Lease - Interest	0.00	12,681.45	-12,681.45
Total Expense	<u>1,472,674.98</u>	<u>2,140,784.13</u>	<u>-668,109.15</u>
Net Ordinary Income	-6,448.85	105,000.00	-111,448.85
Other Income/Expense			
Other Expense			
8041 · Capital-Command Vehicle	19,889.43	25,000.00	-5,110.57
8054 · Capital	103,409.41	0.00	103,409.41
8055 · Capital-Generator	0.00	80,000.00	-80,000.00
8211 · Bond Principal-Truck 5405	122,318.99	0.00	122,318.99
Total Other Expense	<u>245,617.83</u>	<u>105,000.00</u>	<u>140,617.83</u>
Net Other Income	-245,617.83	-105,000.00	-140,617.83
Net Income	<u><u>-252,066.68</u></u>	<u><u>0.00</u></u>	<u><u>-252,066.68</u></u>

Board of Fire Commissioners Career Department Report
November 10, 2022

Building & Truck Report

Station 1

- Tremco was onsite and worked on the roof for 4 full days. Waiting for rain to see if the repairs are holding.
- Sprinkler system winterized by CT Sprinkler.

Station 2

- As per Kaye Pump Service to repair the well supply line properly a tree to be removed from the side of the building.

Unit 5410:

- Vehicle was service at Skillenders Auto, Truck will need tires and a brake job at next service.

Unit 5414:

- Vehicle is back from Elite the detail / cleaning and decals came out very nice.

Unit 5405:

- Hydraulic leak on outrigger is pending awaiting availability with vendor to repair.

Unit 5411:

- New injectors were delivered I will schedule with S&S Fleet services for next week to have repairs made.

New Unit 5408:

- Vehicle is placed in service. Vehicle to go back to Hunter Peterbilt for warranty repair (coolant leak) and Idle shut down timer to be adjusted, and check shifting of transmission 2nd gear.

Special Details / Projects / Notification

- Hose and ladder testing conducted on 10/14/2022, minimal hose failed.
- One ladder failed awaiting one rung to be delivered for replacement.
- On 11/10/22 Career staff attended Syncopal Episodes class by Community Training
- Career staff is currently in the process of recertifying EMT Core A,B,C course with Phoenix Emergency Response Training. Finals class is 11/19/22
- Kelly Kilowatt provided a price quote for LED upfit.

Submitted by:
Captain Richard Leonard



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 Chelli, President JMVFC

Date: November 10, 2022

Subject: Presidents Report

Membership: We held first and second nominations for 2023. Elections will be held November 21st.

Events: Getting ready to do Santa Patrol I'm working on the routes and may start the second Week in December.

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.

November 10, 2022
Monthly Bureau Report

Inspections are being completed as normal. The Bureau yearend report is due January 31st, 2023. The new system for the Division of Fire Safety Back Office goes live February 1st, 2023.

Site plans received and finalized:

- The Club at Jackson 21 – The Proposed second section of The Club has been approved.

Permits:

- One Food Truck Permit was issued at the Jackson Veterans Park.

Fire investigations:

- 10/26 – Vehicle Fire – Leesville Road (Assisted 18-207)
- 11/10 – Vehicle Fire – 260 North County Line Road Jackson Plaza (Handled by 18-207)

Fire Prevention Details:

- School Fire Prevention has been completed for 2022.
- Fire Safety Presentation for Cornerstone Church was rescheduled. Date TBA.

Call Outs / Complaints:

- Complaint was called into the Bureau for over crowding at The VFW located at 54 Magnolia Drive. Handled with a spot check.

Training / Meetings:

- 11/1 Ocean County Fire Prevention Meeting was attended at Toms River Fire Academy.
- 11/9-11/10 Arson for Profit course was completed by Stan O'Brien and Steven Porth.
- Training is scheduled with Ring Public Safety to set up our Neighbors Public Safety Account and Profile for public notifications and to assist with investigations.

Respectfully submitted,

Stanley O'Brien Jr.
Fire Official