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

Minutes of Meeting Held September 8, 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.

<u>Call to Order</u>: the meeting was called to order by Commissioner Torres at 6:20 pm. Commissioner Torres read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners O'Brien and Torres were present. Commissioner Jamison participated in the meeting by telephone beginning at 6:30 pm and entered the meeting in person at 7:01 pm. Commissioner Couceiro was in attendance via telephone. Commissioner Goldman was absent. Board Attorney Braslow was present via remote communications.

Minutes: Minutes from the August 11, 2022 meeting: Commissioner Couceiro motioned to approve the minutes from the August 11, 2022 meeting, seconded by Commissioner O'Brien. Motion passed

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 September 8, 2022 was presented and left on table for public review. Commissioner Torres 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.

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

- 1. Generator Bids: Board Attorney Braslow advised that bids are scheduled to be open at 6:30 pm tonight. Fifteen bids were sent out by request and two have been received.
- 2. Roof: Attorney Braslow reported that the roofing company came out to look at the roof. He and Captain Leonard are scheduled to telephone the company tomorrow and discuss the Board's concerns regarding the roof.

<u>Junior Member</u>: Jake Michalik introduced himself to the Board. He is turning 18 in October. Board was in agreement for Chief to request gear for the junior member.

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

BID OPENING: Commissioner Torres asked if there were any additional bids being submitted now for the generator purchase and installation. There was no response from the audience. The acceptance of any further bids was now closed.

Sealed bid from Kelly Kilowatt was opened. Two options were provided by this company:

- 1. \$63,800 for 60 KW (electrical work)
- 2. \$54 200 for 48 KW (electrical work)

Sealed bid from George Koustas Painting & Construction LLC was opened. Two options were provided by this company:

- 1. \$125,00 for 60W
- 2. \$119,00 for 48 W

Cheryl to send bids to Board Attorney Braslow for review and then the two of them will discuss the options presented to the Board. A copy of each bid submission is attached to the original minutes and incorporated herein by reference.

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). Roofing company arrived unannounced to inspect yesterday (9/7/22). More information to be provided after they discuss issues with the East Coast rep.

Chief's Report: Chief O'Hara was absent. Report was read by Commissioner Torres. (a copy of the written report is attached to the original minutes and made a part thereof). Three quotes were received to purchase six (6) SCBA packs. Copies of each proposal are attached to the original minutes. After discussion, it was decided that Board Attorney Braslow will review the three proposals and advise the Board at the October 2022 general meeting. All bids are over the bid threshold. However, the Board can move forward on them IF they are part of a Cooperative or a State Contract. Captain Leonard to confirm that each proposal is either part of a cooperative or a state contract.

Board Attorney Braslow left the meeting at 7 pm.

Fire Bureau Report: Fire Official O'Brien was absent. The report was read by Commissioner Torres. (The written report is attached to the original minutes and made a part hereof).

Work Order Requests: Captain Leonard advised that he is catching up on items. Preventive maintenance on trucks is getting done. Several vendors are being used. FF Esposito has been designated by Captain Leonard to work on quotes/estimates for purchasing regarding the new truck. Vendors' information has been provided to FF Esposito. Scheduling of budget meeting discussed. Captain Leonard to send out email to everyone.

Old Business: Cheryl is waiting for final numbers from the state in order to complete the audit. Audit information on hand has been sent to the Board's Auditors' office. Discussion on payment due for new truck issue that has not yet been discussed. Cheryl to reach out to Board Attorney Braslow to discuss and obtain his opinion.

September 8 , 2022 2

New Business: A representative from member of Boy Scout Troop 204 submitted a project for an Eagle Scout Project for one of the scouts— A fire pit replacement project. Project to be started in late October. Captain Leonard gave his contact information to the scout representative.

Scheduling of Budget Workshop & Special Meeting – Board was in agreement of October 6 2022 at 6:00 pm. Cheryl will contact Board Attorney Braslow for the advertising. October 13, 2022 (6 to 9 pm) will be special meeting for Capital 2023 spending. Captain Leonard to notify all via email.

Mail Correspondence: None

Public Session: None

Executive Session - Commissioner Jamison 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 7:10 p.m. The executive session ended at 8:10 p.m. and the Board reconvened continuing with the agenda.

Adjournment: With no other business to come before the Board, Commissioner Goldman motioned to adjourn the meeting, seconded by Commissioner Jamison. Meeting was adjourned at 8:10 p.m. by Commissioner Torres.

Le D. Clerk

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

September, 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 September 8, 2022

Туре	Date	Num	Name	Split	Amount
1009 · Shore Commun	nity Operating				
Bill Pmt -Check	09/08/2022	6049	AMTRUST NORTH AMERICA	2000 - *Accoun	-8,380.00
Bill Pmt -Check	09/08/2022	6050	Asbury Park Press	2000 · *Accoun	-32.56
Bill Pmt -Check	09/08/2022	6051	AT&T Mobility	2000 · *Accoun	-403.67
Bill Pmt -Check	09/08/2022	6052	Blaney, Donohue, et al	2000 · *Accoun	-612.50
Bill Pmt -Check	09/08/2022	6053	Burlington County ESTC	2000 · *Accoun	-83.00
Bill Pmt -Check	09/08/2022	6054	County Line hardware	2000 · *Accoun	-75.98
Bill Pmt -Check	09/08/2022	6055	Federal Express	2000 · *Accoun	-62.46
Bill Pmt -Check	09/08/2022	6056	Jackson Twp MUA	2000 · *Accoun	-17,558.40
Bill Pmt -Check	09/08/2022	6057	JCP&L	2000 · *Accoun	-468.13
Bill Pmt -Check	09/08/2022	6058	Jersey Coast Equipment	2000 · *Accoun	-380.80
Bill Pmt -Check	09/08/2022	6059	KC Greenscapes	2000 · *Accoun	-1,075,71
Bill Pmt -Check	09/08/2022	6060	Kelly Kilowatt Electric Company	2000 · *Accoun	-1,020.00
Bill Pmt -Check	09/08/2022	6061	Kenneth Esposito	2000 · *Accoun	-60.00
Bill Pmt -Check	09/08/2022	6062	Lytx, Inc.	2000 - *Accoun	-480.64
Bill Pmt -Check	09/08/2022	6063	NetLink Web Services, LLC	2000 · *Accoun	-199.00
Bill Pmt -Check	09/08/2022	6064	NJNG	2000 · *Accoun	-43.24
Bill Pmt -Check	09/08/2022	6065	Optimum	2000 - *Accoun	-277.28
Bill Pmt -Check	09/08/2022	6066	Safe & Secure Security Systems	2000 · *Accoun	-814.80
Bill Pmt -Check	09/08/2022	6067	Velting Overhead Door	2000 · *Accoun	-397.50
Bill Pmt -Check	09/08/2022	6068	Verizon	2000 · *Accoun	-72.19
Bill Pmt -Check	09/08/2022	6069	Verizon Wireless	2000 · *Accoun	-189.95
Bill Pmt -Check	09/08/2022	6070	JCP&L	2000 · *Accoun	-1,278.83
Bill Pmt -Check	09/08/2022	6071	Richard Braslow ESQ	2000 · *Accoun	-1,500.00
Bill Pmt -Check	09/08/2022	6072	Susan L Oksen-Pereira	2000 · *Accoun	-500.00
Bill Pmt -Check	09/08/2022	6073	Blaze Emergency Equipment LLC	2000 · *Accoun	-2,889.56
Bill Pmt -Check	09/08/2022	6074	IFF Local 4395	2000 · *Accoun	-2,009.50
Bill Pmt -Check	09/08/2022	6075	Jersey Coast Equipment	2000 · *Accoun	-327.25
otal 1009 · Shore Comm	nunity Operating				-39,243.45
AL.					-39,243.45

5:02 PM 09/08/22 Accrual Basis

Board of Fire Commissioners Cash Balance Report

As of September 8, 2022

	Sep 8, 22	
	Debit	Credit
1009 · Shore Community Operating	382,763.38	
1011 · Shore Community Payroll	63,430.94	
1012 · Shore Community Fire Bureau	20,955.72	
1016 · Shore Comm-CD-Future Cap 0721	328,712.92	
TOTAL	795,862.96	0.00

5:05 PM 09/08/22 Accrual Basis

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through September 8, 2022

	Jan 1 - Sep 8, 22	Budget	\$ Over Budget
rdinary Income/Expense			
Income	804 800 48	0.000.540.40	4 4 40 000
4010 · Amount To Be Raised By Taxation	891,862.18	2,038,542.13	-1,146,679.9
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.0
4200 · Interest Income	19.43	500.00	-480.5
4300 · Sale of assets	3,026.00	0.00	3,026.0
4750 · Bureau of Fire Prevention Incm	21,334.10	35,000.00	-13,665.9
4800 · Other Income	77,467.98	0.00	77,467.9
4920 · Unreserved Fund Balance	0.00	167,400.00	-167,400.0
Total Income	993,709.69	2,245,784.13	-1,252,074.4
Gross Profit	993,709.69	2,245,784.13	-1,252,074.4
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.0
5120 · Salaries - Secretary			777444
5121 · Secretary-1099	2,250.00	2,800.00	-550.00
Total 5120 · Salaries - Secretary	2,250.00	2,800.00	-550.0
5190 · Fringe Benefits - Admin	60.00	0.00	60.0
5210 · Elections	6,344.09	15,000.00	-8,655.9
5220 · Office Expense			
6560 · Payroll Expenses	3,440.71	0.00	3,440.71
5220 · Office Expense - Other	9,494.53	13,000.00	-3,505.47
Total 5220 · Office Expense	12,935.24	13,000.00	-64.7
5230 · Professional Services			
5240 · Auditing	10,646.00	0.00	10,646.00
5243 · Bookkeeper	19,632.00	0.00	19,632.00
5245 · Legal fees	15,916.50	0.00	15,916.50
5230 · Professional Services - Other	995.00	80,500.00	-79,505.00
Total 5230 · Professional Services	47,189.50	80,500.00	-33,310.50
5260 · Bond Agent	10,093.06	21,000.00	-10,906.94
5290 · Contingent Expenses	0.00	2,000.00	-2,000.00
6110 · Salaries & Wages - Fire Lt.	75,477.50	110,864.79	-35,387.29
6115 · Salaries & Wages - Captain	75,292.96	120,987.00	-45,694.04
6120 · Salaries - Full Time Fire	204,402.22	354,839.09	-150,436.8
6125 · Clothing Allowance	6,380.00	10,500.00	-4,120.00
6130 · Salaries - Fire Official	20.500000000000	1100 4 70 70 70 70 70 70	1,120.0
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	0.00	479.90
6142 · Salaries-Firefighters OT	31,224.33	0.00	31,224.33
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	31,704.23	49,000.00	-17,295.77
6145 · Salaries-Comp Time	44,883.58	45,000.00	-116.42
6180 · Payroll Taxes	36,589.42	60,000.00	-23,410.58
6185 · Employer Pension Contribution	175,748.00	175,748.00	0.00
6190 · Fringe Benefits	162,340.53	118,576.26	43,764.27
6210 · Insurance	76,475.70	135,000.00	-58,524.30
6220 · Advertising	377.20	2,000.00	-1,622.80

Board of Fire Commissioners Profit & Loss Budget vs. Actual

January 1 through September 8, 2022

	Jan 1 - Sep 8, 22	Budget	\$ Over Budget
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus	CENTRALIZA	2002	22/12/2010/07
6312 · M&R - Truck #5400 Chief	933.73	0.00	933.73
6313 · M&R - Truck #5407 Utility	1,971.40	0.00	1,971.40
6314 · M&R - Truck #5404 Chevy Blazer	170.19	0.00	170.19
6315 · M&R - Truck #5405 Ladder	7,648.77	0.00	7,648.77
6317 · M&R -Truck # 5401 Pumper New	15,708.02	0.00	15,708.02
6320 · M&R - Truck #5410 Asst Chief	2,121.77	0.00	2,121.77
6322 · M&R - Truck #5411 Pumper	10,870.70	0.00	10,870.70
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	47,929.16	0.00	47,929.16
6350 · M&R - Building #1	16,190.96	0.00	16,190.96
6355 · M&R - Building #2	9,868.57	0.00	9,868.57
6370 · M&R - Equipment	12,539.26	0.00	12,539.26
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
Total 6310 · Maintenance & Repairs	86,527.95	110,000.00	-23,472.05
6410 · Supplies			
6411 · Supplies - Fuel	22,078.65	0.00	22,078.65
6410 · Supplies - Other	836.99	30,000.00	-29,163.01
Total 6410 · Supplies	22,915.64	30,000.00	-7,084.36
6415 · Fire Prevention	124.07	5,000.00	-4,875.93
6510 · Utilities	51,684.56	60,000.00	-8,315.44
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	34,440.00	70,000.00	-35,560.00
6610 · Misc. Firefighter Expenses	9,090.97	15,000.00	-5,909.03
6611 · Training	000000000000000000000000000000000000000		0.0000.000
6612 · Training - Paid/Vol	8,373:97	0.00	8,373.97
6616 · Fire Science Education 6611 · Training - Other	1,380.00	15,000.00 25,000.00	-13,620.00 -25,000.00
Total 6611 · Training	9,753.97	40,000.00	-30,246.03
6614 · Technology-Equipment	852.79	7,000.00	-6,147.21
6615 · Gear - Fire Company	14,137.27	30,000.00	-15,862.73
6625 - Joint District Expenses	0.00	2,000.00	-2,000.00
6630 · Building Rennovations	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	6,039.33	40,000.00	-33,960.67
6670 · Vehicle Equip-Radios/Pagers 6675 · UFSA	0.00	40,000.00	-40,000.00
6675a · Office Supplies	11.60	0.00	11.60
6675b · Membership	1,345.50	0.00	1,345.50
6675c · Computer Software-Bureau	199.00	0.00	199.00
6675e · Fire Prevention Education	525.00	0.00	525.00
6675 · UFSA - Other	2,840.17	7,750.00	-4,909.83
Total 6675 · UFSA	4,921.27	7,750.00	-2,828.73
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	1,242,693.00	2,140,784.13	-898,091.13
Net Ordinary Income	-248,983.31	105,000.00	-353,983.31

5:03 PM 09/08/22 Accrual Basis

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through September 8, 2022

	Jan 1 - Sep 8, 22	Budget	\$ Over Budget
Other Income/Expense			27 NO
Other Expense			
8041 · Capital-Command Vehicle	19,889.43	25,000.00	-5,110.57
8054 · Capital	40,443.01	0.00	40,443.01
8055 · Capital-Generator	0.00	80,000.00	-80,000.00
Total Other Expense	60,332.44	105,000.00	-44,667.56
Net Other Income	-60,332.44	-105,000.00	44,667.56
Net Income	-309,315.75	0.00	-309,315.75



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:September 8, 2022

Subject: Presidents Report

<u>Membership:</u> We have a new application for membership Jake Michalik applied to be a Junior Member. He will be turning 18 in October.

Chris Locklear is sill working with Barry MacNeil to take over as Treasurer when Barry leaves.

Facilities: Stan O'Brian Jr along with Shane asked to use the picnic grove for a repass October 1st

September 12th we're holding an Event at the main building parking lot for the volunteer's members and their families. A scout is going to be working on the fire pit. (Scout Ben and his dad Jeremey)

Events: Chris Locklear is in the process of planning our company picnic October 8th.

Ryan Burchtell and Ralph Aponte are helping me plan our Open House October 16th. Chief O'Hara arranged to have a State Police helicopter land for the event

Committees:

Respectfully

Al Chelli

President: (JMVFC 54)

Board of Fire Commissioners Career Department Report September 8, 2022

Building & Truck Report

Station 1

- As of 8/1/22 roof repairs failed roof is leaking over banquet hall.
- New Case number: 170628
- 9/7/2022 Tremco was onsite examined the leaks and stated "the roof is too wet to do any repairs and material is on backorder" they will be back next week.
- SCBA Cascade System was serviced.

Station 2

Irrigation / well system repaired line broke in another location.

Unit 5414:

· Unit had battery replaced at Skillenders

Unit 5407:

P.M. completed by Blaze.

Unit 5405:

 Truck is at Seagrave for repairs Service Manager will call Friday or Monday for vehicle pick up date.

Unit 5401:

 Damage to rear tire was found, unit will be sent out to tire shop to see if replacement is needed.

Unit 5411:

Awaiting date for Fire and Safety to perform P.M.

Unit 5417:

· P.M. completed by Blaze

New Unit 5408:

- Hunter Peterbuilt set the max speed 65 MPH governor; Rear brakes/ air leak repaired.
- Vehicle was detailed and Hub Caps installed.

Special Details / Projects / Notification

- 8/22/2022 Career staff attended Solar Panel information and tactics class.
- 8/23/2022- Superior Fire Training conducted Part 2 "Man vs Machine" class

Request to dispose of:

 42 SCBA bottles in storage that have exceeded their lifespan. I contacted Rob Sexton from M.E.S. (Municipal Emergency Services) our SCOTT repair company. He stated the bottles do not have any value and he advised to remove valve assembly and discard.

Submitted by:

Captain Richard Leonard

THE COMMISSIONERS OF FIRE DISTRICT NO. 4 IN THE TOWNSHIP OF JACKSON, COUNTY OF OCEAN

Resolution

Authorizing Disposal of Personal Property

WHEREAS, the Fire District is the owner of various personal property per the attached list; and

WHEREAS, same is no longer needed for public use and is of minimal value; and WHEREAS, the Fire District wishes to dispose of same in accordance with New Jersey statute.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, as follows:

- (1) The above will be disposed of in accordance with New Jersey statute.
- (2) The party receiving any property shall be required to execute a Hold Harmless and Indemnification Agreement relative to use of same.

Certification

I, Shane O'Brien, Clerk of the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, hereby certify that the foregoing resolution was duly adopted by the Commissioners at a regular meeting held on September 8, 2022.

Shane O'Brien, Clerk

The foregoing resolution was introduced by Commissioner and it was seconded by

Couceiro

RECORD OF VOTE

Members	Torres Jr.	Goldman	Jamison	O'Brien	Couceiro
Yes	X		×	X	X
No	8)				
Not Voting					
Absent		×			



Jackson Mills Fire

54

465-B North County Line Road, Jackson NJ 08527

September 2022 Chiefs Report

Date: 09/08/2022

- Live burn scheduled for Monday 9/26 at the TRFA
- I have requested that 18-407 inquire about adding an additional hydrant to the Charlie side of the new warehouse being build on the North side of West Commodore BLVD. The C side of the building has loading docks for trucks and the closest hydrant is an easy 1000 ft lay. I have also asked about the hydrant to be used for the FDC that will be located on the D/A corner of the building. 18-407 is looking into these requests.
- Walk thru conducted for the two (2) warehouses on West Commodore BLVD as well as the new residential structures off Freehold Road just south of the Ponds.
- I would like the BoFC to move on the purchase of Halmatro tools submitted at last months meeting.
- I Would like to move on the purchase of 12 SCBAs 6 from the new apparatus budget, and 6 from what I requested from our Budget meeting for 2022.
- Does the BoFC have a date for a 2023 budget workshop?

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 – Stanley O'Brien Jr.

September 8, 2022 Monthly Bureau Report

Inspections are being completed as normal.

Site plans received and finalized:

 161 Bartley Road – Centra State Family Practice, Fire Protection Plan was finalized.

Permits:

(Pending) 09/12/22 Food Truck Permit @ Jackson Mills Fire Station 54-1

Fire investigations:

- 8/18 Building Fire 83 Whitesville Road, (Assisted 18-207)
- 8/24 Building Fire 364 Cook Road

Fire Prevention Details:

- Fire Prevention materials were delivered for the Open House and Fire Prevention details at the schools within the district 4.
- Jackson Day Live Burn demonstration is scheduled for October 2nd @ 4pm

Call Outs / Complaints:

None

Training / Meetings:

 Meeting with Jackson Police is scheduled to go over call out procedures for Ocean County Prosecutors Office, Fire Marshals and Ocean County Sheriff CSI, Etc...

Respectfully submitted,

Stanley O'Brien Jr. Fire Official