

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

Minutes of Meeting Held
December 9, 2021

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-at-large Couceiro at 6:13 pm. Board Attorney Youssef read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Couceiro, Jamison, and O'Brien were present. Commissioners Goldman and Torres were absent. Board Attorney Youssef was also present. Board Attorney Youssef declared a three-member quorum was present.

Minutes: Commissioner Jameson motioned to approve the minutes of the November 16, 2021 General meeting, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

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 December 9, 2021 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 Jamison. Motion passed by unanimous consent.

Legal Report: Board Attorney Youssef read the Resolution for the Special Meeting which commenced at 6 pm this date (for the purpose of acquiring a new emergency generator and outfitting and equipping a fire truck tractor). Polls close at 9 pm. Board Attorney Youssef read the Introduction to Annual Budget Resolution for fiscal year ending December 31, 2022 (p. C-6). Commissioner Jamison motioned to accept the Resolution as read, seconded by Commissioner O'Brien. Motion was accepted by unanimous vote (Ayes: Couceiro, Jamison, O'Brien; Nays: 0; Absent: Goldman, Torres; Abstentions: 0). Resolution to approve Line Item Transfers read by Board Attorney Youssef. Commissioner Jamison motioned to accept the Resolution as read, seconded by Commissioner O'Brien. Motion was accepted by unanimous vote (Ayes: Couceiro, Jamison, O'Brien; Nays: 0; Absent: Goldman, Torres; Abstentions: 0). A copy of the Line Item Transfers is attached to the original minutes. Board Attorney Youssef read a Resolution in Title listing items as excess property and to be sold on Gov.deals. Commissioner Jamison motioned to accept the Resolution as read, seconded by Commissioner O'Brien. Motion was accepted by unanimous vote

(Ayes: Couceiro, Jamison, O'Brien; Nays: 0; Absent: Goldman, Torres; Abstentions: 0). Board Attorney Youssouf reported to the Board that legal documents were received and removed from Kansas State Bank. He confirmed for the Board that these documents comply with New Jersey banking laws. Board Attorney Youssouf read a Resolution in Title awarding a contract to Kansas State Bank for financing the Sutphen fire truck. Commissioner Jamison motioned to accept the Resolution as read, seconded by Commissioner O'Brien. Motion was accepted by unanimous vote (Ayes: Couceiro, Jamison, O'Brien; Nays: 0; Absent: Goldman, Torres; Abstentions: 0). Cheryl confirmed that she received email from Board Attorney Youssouf listing requirements from Bond Counsel. Board Attorney Youssouf anticipates turnaround time of one month.

At this time, a recess was taken for the purpose of voting. Recess was taken at 6:31. Meeting was called back to order at 6:53.

Truck & Building/Career Department Report – read by Acting Captain Leonard (a copy of the written report is attached to the original minutes and incorporated herein by reference). Commissioner Jamison thanked District #3 officials present for the use of their truck. Quotes for HVAC unit were reviewed (a copy of each quote is attached to the original minutes). Commissioner Jamison motioned to accept the quote from Kool Vent Mechanical, LLC, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Ayes: Couceiro, Jamison, O'Brien; Nays: 0; Absent: Goldman, Torres; Abstentions: 0. Commissioner Jamison motioned to approve S&S to be used whenever possible for necessary repairs, seconded by Commissioner O'Brien. Motioned passed by unanimous consent. Captain Leonard was directed to provide emergency contact information to S&S.

Resolutions for Appointments to Positions

Board Attorney Youssouf read a Resolution in Title appointing Joshua W Griffin to the position of fire fighter in service of Jackson Township District #4. Board Attorney Youssouf swore Joshua W Griffin to the position.

Board Attorney Youssouf read a Resolution in Title appointing John Burmeister Jr to the office of Fire Lieutenant in service of Jackson Township District #4, effective January 1, 2022. Board Attorney Youssouf swore John Burmeister to the office.

Board Attorney Youssouf read a Resolution in Title appointment Stanley O'Brien Jr to the position of Fire Official in service of Jackson Township District #4. Board Attorney swore Stanley O'Brien to the position.

Commissioner Jamison motioned to accept all the Resolutions in Title as listed above for appointments to positions, seconded by Commissioner O'Brien. Motioned passed by unanimous consent. Ayes: Couceiro, Jamison, O'Brien; Nays: 0; Absent: Goldman, Torres; Abstentions: 0.

Chief's Report: read by Chief O'Hara. (A copy of which is attached to the original minutes and made a part thereof.)

President's Report: read by President Linde. (A copy of which is attached to the original minutes and made a part thereof.) President Linde asked for approval for the career staff to participate with Santa Patrol. Board was in agreement. Commissioner Couceiro thanked President Linde for his work.

Fire Bureau Report: read by FOB O'Brien. (A copy of which is attached to the original minutes and made a part hereof.)

Work Order Requests: addressed in Career Staff Report.

Old Business: Hideaway Screen/Memorial Plaques: Previously \$2,000 had been approved by the Board for expenditure for this project. Commissioner Jamison motioned to approve and expend an additional \$4,700 for the project for completion for a total expenditure of \$6,700 for the project, seconded by Commissioner Couceiro. Motion approved by unanimous consent. Cheryl advised that she will need a quote to encumber the funds.


New Business: Certification list for Fire Prevention Specialist has not yet been received despite Cheryl requesting it. She will follow up.

Mail Correspondence: None

Public Session: Official from Fire District #3 thanked the Board and District #4 for all that they do in service to the Township.

Recess: Meeting was recessed at 7:20 pm until 9:00 pm when the special meeting/voting closed.

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


_____, Clerk

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

December 9, 2021

Meeting Time 6-9PM Including Special Mtg

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

Introduce 2022 Budget

Resolution for Line Item Transfers

Mail Correspondence

Per Yellow folder

2:32 PM

12/09/21

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of December 9, 2021

	Dec 9, 21	
	Debit	Credit
1009 · Shore Community Operating	154,522.68	
1011 · Shore Community Payroll	8,133.42	
1012 · Shore Community Fire Bureau	2,805.44	
1016 · Shore Comm-CD-Future Cap 0721	323,042.94	
1019 · Shore Comm-CD Future Cap 0872	455,604.51	
TOTAL	944,108.99	0.00

6:01 PM
12/09/21
Accrual Basis

Board of Fire Commissioners
Treasurer Report
As of December 9, 2021

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	12/09/2021	5769	Action Uniform Co.		378.00
Bill Pmt -...	12/09/2021	5770	AMTRUST NORTH AMERI...		11,795.00
Bill Pmt -...	12/09/2021	5771	Asbury Park Press		47.15
Bill Pmt -...	12/09/2021	5772	AT&T Mobility		448.12
Bill Pmt -...	12/09/2021	5773	Blaze Emergency Equipmen...		1,518.00
Bill Pmt -...	12/09/2021	5774	County of Ocean-Departme...		3,191.98
Bill Pmt -...	12/09/2021	5775	Federal Express		55.72
Bill Pmt -...	12/09/2021	5776	Jackson Twp MUA		17,556.50
Bill Pmt -...	12/09/2021	5777	PowerDMS		5,464.83
Bill Pmt -...	12/09/2021	5778	Staples Credit Plan		79.98
Bill Pmt -...	12/09/2021	5779	Verizon		210.26
Bill Pmt -...	12/09/2021	5780	Verizon Wireless		379.90
Bill Pmt -...	12/09/2021	5781	Plosia Cohen, LLC		476.00
Bill Pmt -...	12/09/2021	5782	AMTRUST NORTH AMERI...		5,880.00
Bill Pmt -...	12/09/2021	5783	Asbury Park Press		130.30
Bill Pmt -...	12/09/2021	5784	Freehold Cartage, Inc.		438.47
Bill Pmt -...	12/09/2021	5785	Holmes and McDowell		12,171.00
Bill Pmt -...	12/09/2021	5786	JCP&L		1,708.33
Bill Pmt -...	12/09/2021	5787	Optimum		578.00
Bill Pmt -...	12/09/2021	5788	S&S Fleet Services		7,318.03
Bill Pmt -...	12/09/2021	5789	State of New Jersey Divisio...		80.00
Bill Pmt -...	12/09/2021	5790	Susan L Oksen-Pereira		250.00
Bill Pmt -...	12/09/2021	5791	Home Depot		65.90
Bill Pmt -...	12/09/2021	5793	Kenneth Esposito		30.00
Bill Pmt -...	12/09/2021	5794	Visual Computer Solutions, I...		793.51
Bill Pmt -...	12/09/2021	5795	Fayth Reynolds		200.00
Bill Pmt -...	12/09/2021	5796	Virgina Jamison		200.00
Total 1009 · Shore Community Operating				0.00	71,444.98
TOTAL				0.00	71,444.98

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through December 9, 2021

	Jan 1 - Dec 9, 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,255,320.36	1,825,920.53	-570,600.17
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	325.67	500.00	-174.33
4750 · Bureau of Fire Prevention Incm	21,996.77	35,000.00	-13,003.23
4800 · Other Income	80,968.12	0.00	80,968.12
4920 · Unreserved Fund Balance	471,815.22	471,815.22	0.00
Total Income	1,830,426.14	2,337,577.75	-507,151.61
Gross Profit	1,830,426.14	2,337,577.75	-507,151.61
Expense			
5110 · Salaries - Commissioners	20,000.00	20,000.00	0.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	2,500.00	2,800.00	-300.00
Total 5120 · Salaries - Secretary	2,500.00	2,800.00	-300.00
5190 · Fringe Benefits - Admin	17,675.00	0.00	17,675.00
5210 · Elections	4,901.96	15,000.00	-10,098.04
5220 · Office Expense			
6560 · Payroll Expenses	2,950.98	0.00	2,950.98
5220 · Office Expense - Other	5,621.31	12,000.00	-6,378.69
Total 5220 · Office Expense	8,572.29	12,000.00	-3,427.71
5230 · Professional Services			
5240 · Auditing	11,200.00	0.00	11,200.00
5243 · Bookkeeper	31,248.00	0.00	31,248.00
5245 · Legal fees	14,278.50	0.00	14,278.50
5246 · Web Services	1,990.00	0.00	1,990.00
5230 · Professional Services - Other	900.00	80,000.00	-79,100.00
Total 5230 · Professional Services	59,616.50	80,000.00	-20,383.50
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6110 · Salaries & Wages - Fire Lt.	88,786.80	106,232.47	-17,445.67
6115 · Salaries & Wages - Captain	116,140.80	125,712.27	-9,571.47
6120 · Salaries - Full Time Fire	415,489.90	378,032.06	37,457.84
6125 · Clothing Allowance	9,744.00	10,500.00	-756.00
6130 · Salaries - Fire Official			
6133 · Fire Inspector	0.00	10,000.00	-10,000.00
6130 · Salaries - Fire Official - Other	390.00	15,000.00	-14,610.00
Total 6130 · Salaries - Fire Official	390.00	25,000.00	-24,610.00
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-FireFighter LT&CPT OT	19,247.64	0.00	19,247.64
6142 · Salaries-Firefighters OT	40,949.21	0.00	40,949.21
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	60,196.85	49,000.00	11,196.85
6180 · Payroll Taxes	-25,366.79	55,084.24	-80,451.03
6185 · Employer Pension Contribution	146,733.00	146,735.00	-2.00
6190 · Fringe Benefits	112,619.19	143,231.71	-30,612.52
6210 · Insurance	99,950.20	135,000.00	-35,049.80
6220 · Advertising	729.40	2,000.00	-1,270.60
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	1,575.80	0.00	1,575.80
6313 · M&R - Truck #5407 Utility	1,547.99	0.00	1,547.99
6314 · M&R - Truck #5404 Chevy Blazer	4,131.33	0.00	4,131.33
6315 · M&R - Truck #5405 Ladder	18,513.40	0.00	18,513.40
6316 · M&R - Truck #5408 Tanker	3,014.89	0.00	3,014.89
6317 · M&R - Truck # 5401 Pumper New	17,071.55	0.00	17,071.55
6320 · M&R - Truck #5410 Asst Chief	1,773.36	0.00	1,773.36
6322 · M&R - Truck #5411 Pumper	46,725.11	0.00	46,725.11
6328 · M&R - Truck #5417 KME Pumper	6,046.72	0.00	6,046.72
6330 · M&R - Truck #5419 Lg Brush	3,927.63	0.00	3,927.63
6334 · M&R - Truck #5427 Pick Up	663.65	0.00	663.65
6338 · M&R - Truck #5437 2018 F350	38.50	0.00	38.50
6341 · M&R - Truck #18-407 Bureau	3,735.06	0.00	3,735.06
Total 6311 · M&R - Apparatus	108,764.99	0.00	108,764.99

Board of Fire Commissioners Profit & Loss Budget vs. Actual

January 1 through December 9, 2021

	Jan 1 - Dec 9, 21	Budget	\$ Over Budget
6350 · M&R - Building #1	38,542.42	0.00	38,542.42
6355 · M&R - Building #2	11,001.08	0.00	11,001.08
6370 · M&R - Equipment	14,685.87	0.00	14,685.87
6310 · Maintenance & Repairs - Other	0.00	150,000.00	-150,000.00
Total 6310 · Maintenance & Repairs	172,994.36	150,000.00	22,994.36
6410 · Supplies			
6411 · Supplies - Fuel	23,595.77	0.00	23,595.77
6410 · Supplies - Other	1,654.61	25,000.00	-23,345.39
Total 6410 · Supplies	25,250.38	25,000.00	250.38
6415 · Fire Prevention	4,721.20	5,000.00	-278.80
6510 · Utilities	47,149.33	60,000.00	-12,850.67
6513 · Fire Service Agreement	50,000.00	50,000.00	0.00
6515 · Hydrant Rent	68,110.00	70,000.00	-1,890.00
6610 · Misc. Firefighter Expenses	15,121.36	15,000.00	121.36
6611 · Training			
6612 · Training - Paid/Vol	5,934.08	30,000.00	-24,065.92
6616 · Fire Science Education	10,120.00	10,000.00	120.00
Total 6611 · Training	16,054.08	40,000.00	-23,945.92
6614 · Technology-Equipment	5,142.80	5,000.00	142.80
6615 · Gear - Fire Company	19,888.55	30,000.00	-10,111.45
6625 · Joint District Expenses	0.00	2,000.00	-2,000.00
6630 · Building Rennovations	7,477.59	15,000.00	-7,522.41
6635 · Equipment-Non-Bondable	60,239.52	58,000.00	2,239.52
6640 · SCBA	5,928.41	15,000.00	-9,071.59
6650 · Emergency/First Aid Equipment	5,441.51	5,000.00	441.51
6655 · Replacement Equipment	39,549.00	40,000.00	-451.00
6670 · Vehicle Equip-Radios/Pagers	39,342.25	40,000.00	-657.75
6675 · UFSA	4,793.96	7,750.00	-2,956.04
6910 · LOSAP	0.00	55,000.00	-55,000.00
6990 · Contingent-Operating	0.00	2,000.00	-2,000.00
Total Expense	1,725,883.40	1,997,577.75	-271,694.35
Net Ordinary Income	104,542.74	340,000.00	-235,457.26
Other Income/Expense			
Other Expense			
8052 · Capital - Utility Truck	40,000.00	40,000.00	0.00
8054 · Capital	185,345.75	300,000.00	-114,654.25
Total Other Expense	225,345.75	340,000.00	-114,654.25
Net Other Income	-225,345.75	-340,000.00	114,654.25
Net Income	-120,803.01	0.00	-120,803.01

Board of Fire Commissioners Career Department Report
December 9, 2021

Building Report

Station 1

- Quotes for new HVAC unit submitted.

Station 2

- Rear electrical outlets and hand dryers install still pending.

Yearly Testing:

- Hose testing completed, minimal loss this year.

Unit 5405:

- Aerial testing still needs to be performed on vehicle (Pending form ladder repair.)
- Mechanic notified of few open work order items. (Work Order # 1875 still open.)

Engine 5401:

- Rear leaf spring pack on passenger side broke. S&S Fleet services was utilized, both rear leaf springs had to be replaced. Repairs are complete.
- Awaiting to be sent out for body repairs after Santa Patrol.
- 2 Rear tires need replacement.

Engine 5411:

- S&S Fleet services was utilized damaged ECM wiring harness is replaced and vehicle is back in service.

Unit 5417:

- New LED flashlights were ordered, Old Box lights not holding charge.
- KNOX box installed.

Unit 5427:

- Transmission is shifting a "little hard" vehicle will be checked out by Skillender's Auto.

Unit 18407:

- Scheduled for new tires at Skillenders Auto.

Equipment:

- One K-12 pull cord assembly is repaired and placed back in service.
- Unit 5400, 5410, and 5404 awaiting camera install. A voice Message was left for Manager Courtney Day from LYTX Drive Cam to check on status of materials needed to finish installations.

Special Details / Projects / Notification

- Work orders and or repair requests were reviewed and completed as they were received.
- C&T Sprinklers notified to winterize sprinkler systems at both buildings
- Preventative Maintenance will be scheduled for unit 5407.

- Request for a resolution to be made to place two Honda EM 650 generators, and one Stihl TS400 saw on Govedeals. (inoperable / running poorly.)

Submitted by:
Acting Captain Richard Leonard



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

54

December 2021 Chiefs Report

Date: 12/09/2021

- Pagers need to be re-programmed for new 700 Band. LT Burmeister is testing the final settings this week.
- RIT Ops & tech have been completed. Great turnout and an excellent learning experience.
- Landing Zone practical with lecture & CEU's scheduled for 12/27 @ 1930 HRS.
- 5511 will be washed and returned to Station 55 this week.
- Santa Patrol starting this weekend.
- This past month both of our class A engines were OOS. Luckily Station 55 was able to lend us 5511 but that will no longer be an option as 5511 is heading to a new home. I Strongly ask that that the BoFC reconsider purchasing an additional class A engine. I ask that the BoFC look to purchase a used, demo or brand new class A engine for the upcoming February election if we are unable to approve and make such a purchase sooner.

Sincerely,

Trask O'Hara

Trask O'Hara
Fire Chief (5400)
Jackson Mills Volunteer Fire Company



**Jackson Mills Volunteer fire Company No. 1
Station 54**

465B North County Line Road
Jackson, New Jersey 08527 • 732-833-2981



To: Jackson Twp. Board of Fire Commissioners, District 4
From: Steven Linde, President JMVFC
Date: December 9, 2021
Subject: Presidents Report December 2021

Membership:

No new applications.

Facilities:

- The members have voted to open activities in the hall again but no access to bays for anyone other than staff.
- Much progress made to the Day room and Chiefs office thanks to Trask for heading this

Events

- Devils game this December 19th – sign up sheets have been posted
- Santa Patrol is scheduled for week of Dec 12th
 - Would like to extend participation to career staff if OK
- Installation Dinner is on schedule for Jan 15th 2022

Thank you!

Just a quick note to say thank you to the commissioners at Jackson Mills as I end my three years as President of the Volunteer Department. It was a pleasure working with all of you and looking forward to supporting President, Al Cheli in my new role as Vice President.

Respectfully Submitted:

Steven Linde
President
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.

December 9, 2021 Monthly Bureau Report

Inspections are being completed as normal.

- 12/7 – 129 North County Line Rd. was referred to the Building Dept. for an unsafe condition in the basement. Waiting on the Construction Officials review.

Site plans received and finalized:

- No new site plans currently.

Permits:

- 11/28 – A Type 1 Permit was issued to the Chabad of Jackson for a Hanukkah event @ 200 North County Line Road (White Butterfly)

Fire investigations:

- 12/6 – Cooking Fire at 501 Willow Point Drive. No Injuries were reported.

Call Outs / Complaints:

- 12/6 – A complaint was filed with the Bureau for 237 West Commodore Blvd. The issue was referred to the Building Department for review.

Training / Meetings:

- Tim Parr from the Division of Fire Safety completed his audit and spot inspections on 12/8. A report with his findings will be sent to Commissioner Torres.

Respectfully submitted,



Stanley O'Brien Jr.
Fire Official