

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

Minutes of Meeting Held
October 14, 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 Chairman Torres at 7:30 pm. Board Attorney Youssouf read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Couceiro, Goldman, Jamison and Torres were present. Commissioner O'Brien was absent. Board Attorney Youssouf was also present.

Legal Report:

BIDS for financing: Board Attorney Youssouf advised the Board that three quotes were received. They are as follows:

1. Kansas State Bank – three options ranging from 2.30 % for five years to 2.700% for ten years.
2. Sutphen/Blaze Emergency Equipment Co –
 - a. Five year lease – 2.37%;
 - b. Seven year lease – 2.43 %;
 - c. Nine years – 2.56 %.
3. Leasing 2
 - a. Five years – 2.36%
 - b. Seven years – 2.42%
 - c. Ten years – 2.56%

After discussion, Commissioner Goldman motioned to approve a Resolution in Title awarding financial bid to Kansas State Bank for 2.30% interest for five (5) years for the purpose of equipment leasing, seconded by Commissioner Couceiro. Motion passed by unanimous consent (Ayes: Couceiro, Goldman, Jameson, Torres; No: None; Abstain: None; Absent: O'Brien).

Local Finance Board: Discussion regarding annual approval of Commissioners' compensation (payment of \$4,500.00 per Commissioner). Commissioner Jameson motioned to approve the Resolution as read by Board Attorney Youssouf, seconded by Commissioner Goldman. Motioned passed by unanimous consent (Ayes: Couceiro, Goldman, Jameson, Torres; No: None; Abstain: None; Absent: O'Brien).

Email from Jackson Twp. Clerk: RE: Shared services agreement and asking Board Attorney Youssouf to draft such agreement. Board was in agreement to have Board Attorney Youssouf draft such agreement and to pay

one-third of Mr. Youssouf's fee for preparing this document. Cost to be born equally among three districts. Board Attorney Youssouf to check with the other districts.

Board Attorney Youssouf will forward bond material to Cheryl, who, in turn, will forward the necessary information to McManimon & Scott (bond counsel).

Minutes: Commissioner Goldman motioned to approve the minutes of the September 9, 2021 General meeting, seconded by Commissioner Couceiro. 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 October 14, 2021 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 Goldman. Motion passed by unanimous consent.

Truck & Building/Career Department Report – read by Commissioner Goldman (a copy of the written report is attached to the original minutes and incorporated herein by reference). #05: Acting Lieutenant Burmeister to contact adjustor. RE: If we can get it to Sea Graves will it be faster? Other items were taken care of.

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 Goldman. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 8:03 p.m. (Ayes: Couceiro, Torres, Jamison, Goldman; Nays: none; Absent: O'Brien; Abstention: None). The executive session ended at 8:34 p.m. and the Board reconvened the public session.

General meeting reconvened at 8:34 pm.

Commissioner Couceiro motioned to approve the Resolution in Title raising Rich Leonard to the position of Provisional Captain, effective immediately, seconded by Commissioner Goldman. Motion passed by unanimous consent. (Ayes: Couceiro, Goldman, Jameson, Torres; No: None; Abstain: None; Absent: O'Brien). Captain Leonard thanked the Board for the opportunity. Commissioner Torres read a resignation letter from Part time Fire Official Dave Van Arsdale, effective October 31, 2021. Commissioner Torres thanked Mr. Van Arsdale for his service to the district. (He can be available to help move the trucks around.)

Commissioner Torres left the meeting at 8:36 p.m.

Commissioner Jamison motioned to approve a Resolution in Title appointment of Fire Inspector Grossman as acting Fire Official if he consents along with District #3 consent, seconded by Commissioner Goldman, effective November 1, 2021,

pending approval by all parties. Motion passed by unanimous consent. (Ayes: Couceiro, Goldman, Jameson; No: None; Abstain: None; Absent: O'Brien, Torres).

Chief's Report - read by Chief O'Hara (a copy of the report is attached to the original minutes and incorporated herein by reference). Commissioner Jamison motioned to approve up to \$1,000.00 for Fire Prevention materials/T-shirts, seconded by Commissioner Goldman. (A copy of the report is attached to the original minutes and incorporated herein by reference). Board was in agreement to have the career staff at the October 24, 2021 Open House. Dayroom work is scheduled to begin on week of 10/25. Commissioner Jamison motioned to approve the Chief's report, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

President's Report –Report read by Trask O'Hara (a copy of the report is attached to the original minutes and incorporated herein by reference). Board was in agreement to permit Shane O'brien Hall use for 10/23. Commissioner Couceiro motioned to accept the President's report, seconded by Commissioner Jamison. Commissioner Jamison motions to purchase of Command Box for new Chief's vehicle, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Commissioner Jamison motioned to spend up to \$3,400.00 to mount Humatro tools on #5411, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Commissioner Jamison motioned to spend up to \$2,000.00 for a retractable electric projection screen in the hall, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Captain Leonard to do some research on lights/sconces for the hall.

Fire Bureau: Report read by Fire Official Burmeister since Fire Official O'Brien was absent (a copy of the report is attached to the original minutes and incorporated herein by reference). Commissioner Jamison motioned to approve the report, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

Work Orders: addressed in the Truck & Building/Career Department report.

Old Business/Correspondence:

Old Business:

Room renovations – Room is in progress. It should be done by next week. They are looking for smaller table. Commissioner Jamison motioned to donate the larger table to Contact of Ocean and Monmouth Counties, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

New Business: After discussion, Commissioner Jamison motioned to purchase Laerdal CPR dummies, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Fire Official Burmeister gave an update on the status of grants and possible grants the district could obtain. Commissioner Jamison motioned to request a certified list for these positions: Fire Fighter, Lieutenant, and Fire Prevention Specialist and Fire Official, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

Mail Correspondence: None

Public Session: None

Adjournment: With no other business to come before the Board, Commissioner Goldman adjourned the meeting at 9:15 p.m.

 _____, Clerk

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

**October 14, 2021
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

1:27 PM
10/14/21
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of October 14, 2021

	Oct 14, 21	
	Debit	Credit
1009 · Shore Community Operating	285,930.55	
1011 · Shore Community Payroll	88,639.84	
1012 · Shore Community Fire Bureau	22,183.30	
1016 · Shore Comm-CD-Future Cap 0721	323,042.94	
1019 · Shore Comm-CD Future Cap 0872	455,604.51	
TOTAL	1,175,401.14	0.00

1:24 PM
 10/14/21
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of October 14, 2021

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	10/14/2021	6695	AMTRUST NORTH AMERI...		5,900.00
Bill Pmt -...	10/14/2021	6696	Asbury Park Press		82.70
Bill Pmt -...	10/14/2021	6697	AT&T Mobility		448.58
Bill Pmt -...	10/14/2021	6698	Burlington County ESTC		249.00
Bill Pmt -...	10/14/2021	6699	ESI Equipment, Inc.		4,223.00
Bill Pmt -...	10/14/2021	6700	Federal Express		61.37
Bill Pmt -...	10/14/2021	6701	Fire & Safety Services, Ltd		1,941.74
Bill Pmt -...	10/14/2021	6702	GPANJ		495.00
Bill Pmt -...	10/14/2021	6703	Jackson Township EMS		750.00
Bill Pmt -...	10/14/2021	6704	JCP&L		322.74
Bill Pmt -...	10/14/2021	6705	KC Greenscapes		680.66
Bill Pmt -...	10/14/2021	6706	Kelly Kilowatt Electric Comp...		3,400.00
Bill Pmt -...	10/14/2021	6707	Kenneth Esposito		30.00
Bill Pmt -...	10/14/2021	6708	LifeForce USA, Inc		195.00
Bill Pmt -...	10/14/2021	6709	Lytix, Inc.		761.02
Bill Pmt -...	10/14/2021	6710	McKesson Medical Surgical		73.33
Bill Pmt -...	10/14/2021	6711	MES		4,984.58
Bill Pmt -...	10/14/2021	6712	Middlesex County Fire Acad...		262.00
Bill Pmt -...	10/14/2021	6713	Minerva Cleaners		341.25
Bill Pmt -...	10/14/2021	6714	NetLink Web Services, LLC		199.00
Bill Pmt -...	10/14/2021	6715	NJLM		260.00
Bill Pmt -...	10/14/2021	6716	NJNG		295.37
Bill Pmt -...	10/14/2021	6717	Optimum		577.58
Bill Pmt -...	10/14/2021	6718	Safe & Secure Security Syst...		407.40
Bill Pmt -...	10/14/2021	6719	Safety & Survival Training L...		650.00
Bill Pmt -...	10/14/2021	6720	Skillender s Service Center I...		1,144.51
Bill Pmt -...	10/14/2021	6721	Susan L Oksen-Pereira		250.00
Bill Pmt -...	10/14/2021	6722	Toms River Bd of Fire Com...		1,050.00
Bill Pmt -...	10/14/2021	6723	Verizon		213.54
Bill Pmt -...	10/14/2021	6724	Verizon Wireless		189.95
Bill Pmt -...	10/14/2021	6725	NJNG		71.88
Bill Pmt -...	10/14/2021	6729	Certification Renewal		182.00
Bill Pmt -...	10/14/2021	6732	Freehold Cartage, Inc.		277.87
Bill Pmt -...	10/14/2021	6730	NJNG		288.24
Bill Pmt -...	10/14/2021	6731	Steven Porth		2,760.00
Total 1009 · Shore Community Operating				0.00	34,019.31
TOTAL				0.00	34,019.31

Board of Fire Commissioners Profit & Loss Budget vs. Actual

January 1 through October 14, 2021

	Jan 1 - Oct 14, 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	310.24	500.00	-189.76
4750 · Bureau of Fire Prevention Incm	21,376.77	35,000.00	-13,623.23
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	1,829,790.71	2,337,577.75	-507,787.04
Gross Profit	1,829,790.71	2,337,577.75	-507,787.04
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	-20,000.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	2,000.00	0.00	2,000.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
Total 5120 · Salaries - Secretary	2,000.00	2,800.00	-800.00
5210 · Elections	1,709.98	15,000.00	-13,290.02
5220 · Office Expense			
6560 · Payroll Expenses	2,950.98	0.00	2,950.98
5220 · Office Expense - Other	5,171.37	12,000.00	-6,828.63
Total 5220 · Office Expense	8,122.35	12,000.00	-3,877.65
5230 · Professional Services			
5240 · Auditing	11,200.00	0.00	11,200.00
5243 · Bookkeeper	25,776.00	0.00	25,776.00
5245 · Legal fees	13,802.50	0.00	13,802.50
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	53,668.50	80,000.00	-26,331.50
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6110 · Salaries & Wages - Fire Lt.	72,297.20	106,232.47	-33,935.27
6115 · Salaries & Wages - Captain	96,784.00	125,712.27	-28,928.27
6120 · Salaries - Full Time Fire	341,385.67	378,032.06	-36,646.39
6125 · Clothing Allowance	8,120.00	10,500.00	-2,380.00
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	18,010.92	0.00	18,010.92
6142 · Salaries-Firefighters OT	36,441.17	0.00	36,441.17
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	54,452.09	49,000.00	5,452.09
6180 · Payroll Taxes	2,078.80	55,084.24	-53,005.44
6185 · Employer Pension Contribution	146,733.00	146,735.00	-2.00
6190 · Fringe Benefits	113,700.63	143,231.71	-29,531.08
6210 · Insurance	87,779.20	135,000.00	-47,220.80
6220 · Advertising	551.95	2,000.00	-1,448.05
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	410.17	0.00	410.17
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	16,091.39	0.00	16,091.39
6316 · M&R - Truck #5408 Tanker	2,357.97	0.00	2,357.97
6317 · M&R -Truck # 5401 Pumper New	12,471.65	0.00	12,471.65
6320 · M&R - Truck #5410 Asst Chief	1,773.36	0.00	1,773.36
6322 · M&R - Truck #5411 Pumper	40,295.98	0.00	40,295.98
6328 · M&R - Truck #5417 KME Pumper	4,528.72	0.00	4,528.72
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
Total 6311 · M&R - Apparatus	88,238.34	0.00	88,238.34

Board of Fire Commissioners Career Department Report
October 14, 2021

Building Report

Station 1

- AC units #1 broke again awaiting pressure test on 10/19/21
- Electrical upgrades completed at main building.
- C&T Sprinklers repairs complete on malfunction zones.
- Carrer department room remodel is underway.

Station 2

- Irrigation well repair will be schedule as soon as the get mark outs are complete.

NEW 5400:

- Check engine light was on, vehicle was driven a few miles light went out.

Unit 5405:

- Still at EES for repairs should be back 10/15/21 Preventative Maintenance completed. Aerial repair not completed.

Engine 5401:

- Side mounted handrail fell off, with be repaired at Lee's when body repairs are made to vehicle.

Unit 5427:

- Vehicle was service and a transmission leak repaired.

Equipment:

- One K-12 O.O.S. New pull cord assembly ordered.
- Generator at main building had batteries replaced.
- Broken Holmatro extrication cutting head replaced.
- Holmatro extrication equipment serviced.
- Unit 5400, 5410, and 5404 awaiting camera install.

Special Details / Projects / Notification

- Work orders and or repair requests were reviewed and completed as they were received.
- Preventative Maintenance will be scheduled for all apparatus.
- SCBA Bench Testing completed all SCBA packs passed.
- Pump Test scheduled for 10/22/21
- Hose testing- awaiting date
- One Ventis gas meter was replaced with new.

Budget Items on Back

Submitted by:
The Career Department



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

54

October 2021 Chiefs Report

Date: 10/14/2021

- Pagers need to be re-programmed for new 700 Band. Waiting on code plugs to be tested.
- Reminder that the OCBH will be using the hall next Thursday evening for Flu & Covid vaccines.
- Annual Open house has been scheduled for October 24th, 2021. 11-3. Will the BoFC be able to contribute the usual amount for t-shirts that we give away to kids?
- RIT Ops & tech have been scheduled. Still waiting on confirmation of attendance for some firefighters.
- Station 1 Dayroom construction start date is pending. permits approved today by the TWP. Currently just waiting on electrical.
- 2022 Chiefs budget has been submitted.
- 5405 should be ready for pickup Friday Oct 15th or Monday Oct 18th. The aerial ladder has not been fixed and is pending approval from Seagrave. PM has been completed and we can use the truck for rescue (without ladder use) until Seagrave approves and the final work to be completed by EES.

Sincerely,

Trask O'Hara

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

From: O'Hara, Trask <tohara@jacksonmillsfire.org>
Sent: Thursday, October 14, 2021 4:44 PM
To: Raymond Torres (Comm); Al Couceiro; Philip Goldman (Commisioner); Shane O'Brien (Comm); Wallace Jamison (Commisioner)
Cc: Cheryl Parker; Alfred Chelli
Subject: Chiefs & Presidents Report for October
Attachments: Chiefs Report October 2021.pdf

Attached are both reports.



Jackson Mills 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: Al Chelli, President JMVFC

Date: 10/14/2021

Subject: Presidents Report

Membership: No new applicants

Facilities: Shane O'Brian is using the hall 10/23.

Events: We're having our open house on 10/24/21

Committees:

Respectfully Submitted: Al Chelli

[Preview attachment JACKSON MILLLS \(1\).jpg](#)



[JACKSON MILLLS \(1\).jpg](#)

397 KB

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.

October 13, 2021
Monthly Bureau Report

Inspections are being completed as normal.

- – No major violations, Registering new businesses.

Site plans received and finalized:

- No new plans at the current time.

Permits:

- 9/22/21 Food Truck Permit renewal @ Alitas Taco Truck

Fire investigations:

- None to report

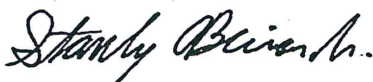
Call Outs / Complaints:

- Bartley Healthcare for a blocked fire exit, handled with a spot check.
- Prep Academy for multiple fire violations, reported during a fire call. Handled with a spot inspection. Violations were issued.
- 15 Woodstock Court, Reported obstructed fire hydrant. Found an underground utility box near the hydrant. Passed the issue over to the MUA.

Training / Meetings:

- Fire Prevention at Jackson Day was a success. Fire Prevention at our local Daycares is still underway. Total of 265 children.
- A Training session is scheduled with Tim Parr from the Division of Fire Safety on 10/25. Tim will also be reviewing the bureau files.

Respectfully submitted,



Stanley O'Brien Jr.
Fire Official
