

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

Minutes of Meeting Held
April 14, 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 Couceiro at 6:05 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 and Goldman were present. Commissioners O'Brien and Torres were absent. Board Attorney Braslow was also present via remote communications.

Minutes: Minutes from the March 10, 2022 were tabled to the May 12, 2022 meeting due to a lack of quorum (Commissioner Goldman was absent from the March 10, 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 April 14, 2022 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner Goldman 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 that the notices and Resolutions were done. He further reported that he spoke to a DCA staff member. Upon receipt of the Performance Evaluation he will then meet with Board Attorney Braslow.

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). Commissioner Goldman motioned to accept a Resolution in Title declaring two turnout jackets and two turnout pants (per the list attached to the original minutes) have exceeded their life span and are to be disposed of according to JTFD#4 practices, seconded by Commissioner Jamison. Motion passed by unanimous consent (Ayes: Couceiro, Goldman, Jamison; Nays: none; Absent: O'Brien, Torres; Abstain: None).

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

President's Report: read by President Chelli (A copy of which is attached to the original minutes and made a part thereof). New applicant Kyle Martin was introduced to the Board.

Fire Bureau Report: read by Commissioner Couceiro (Fire Official O'Brien – absent). 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:

Projector Screen Project: Chief O'Hara reviewed the proposal submitted by Daniel Governale GC, LLC.

Screen: Commissioner Jamison motioned to purchase the screen at a cost of \$2,646 from Projector Screen.com (a copy of the proposal is attached to the original minutes), seconded by Commissioner Goldman. Motion carried by unanimous consent.

Projector Screen Installation and electrical scope: Commissioner Jamison motioned to accept the proposal in the amount of \$5,225.00 from Daniel Governale GC, LLC (a copy of the proposal is attached to the original minutes) to install the projector screen and electrical scope, seconded by Commissioner Goldman, pending approval of Board Attorney Braslow. Motion passed by unanimous consent.

Affidavit of Publication: Board Attorney Braslow will "cc" the Board anything that he sends out on behalf of the Board. Board Attorney Braslow will also Not request an affidavit of Publication unless law requires one. Board was in agreement.

New Business:

District #3 Class A Engines: Commissioner Jamison advised the Board that there was a proposal for the Board to purchase two (2) of Station #55's engines. Engines were reviewed by a mechanic and it was determined that they would be a "cash cow." Board was/is willing to expend up to \$20,000. Mechanic advised that there are vendors who have better engines available. Commissioner Jamison asked Board Attorney Braslow if a district to district sale can be done without going out to bid – Answer by Board Attorney Braslow: Yes, but I would want more details as you get closer to making a decision. If you are purchasing from a vendor, it is an entirely different concept. An older vehicle has been found for \$20,000. Cheryl is able to sign off on it with her QPA certification, but there must be minimum of two (2) other quotes – per Board Attorney Braslow. Gov.deals is also acceptable – buying from another public entity. Board is not moving forward with the JTFD #3 trucks. Trask to forward truck information that he has to Board Attorney Braslow and what the district is looking for (Class A engine).

WE BBQ for You: Proposal and Occurrence Form Certificate Page is attached to the original minutes. Discussion – They have used the facility in the past with no issues. Board must be listed as an additionally insured. Board was in agreement that it will be reviewed every six (6) months with only one person at a time using the facility. Commissioner Jamison motioned to accept the proposal subject to aforementioned conditions being met and counsel

approval of all documents, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Supplies to be purchased:

Masks: Captain Leonard will have price quotes for the next meeting

SCBA: Price quoted in report was for direct replacement only – no spares

Fire Hose: Captain Leonard spoke with Ken Hollander/Continental (state contract). Prices are only going up. Board Attorney Braslow suggested to look at co-ops for competitive pricing. Commissioner Jamison suggested reaching out to other companies if they need hose to purchase jointly.

Tabled: Supply items are to be finalized for discussion at May 2022 meeting.

#5408 – Commissioner Jamison went down to Peterbilt and looked at the new tractor that arrived. Three items were different as per specs. Tires need to be replaced, fenders, bar across back for lights, these items will be replaced. Peterbilt is amenable to take care of everything.

Board Attorney Braslow left the meeting at 6:56 pm.

Three pagers still outstanding: Captain Leonard to check with Commissioner Torres on status of draft letter to those who have pagers. If draft is not done, Commissioner Jamison directed Captain Leonard to do it. Letters to be send out via US Mail – Regular and Certified Mail, Return Receipt Requested.

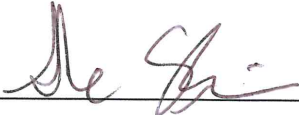
Bid Specs for replacement Generator at Station #2: After discussion, Commissioner Jamison motioned to have the bid specs for a replacement generator at Station #2 to be prepared, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Mail Correspondence:

Letter from FF Ken Esposito: Request to use an engine for Fire Safety display on May 19, 2022 (a copy of the letter is attached to the original minutes). Board was in agreement.

Public Session: None

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 7:03 p.m. by Commissioner Couceiro.


_____, Clerk

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

April 14, 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

4:51 PM

04/14/22

Accrual Basis

Board of Fire Commissioners

Cash Balance Report

As of April 14, 2022

	Apr 14, 22	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	561,236.04	
1011 · Shore Community Payroll	177,810.70	
1012 · Shore Community Fire Bureau	55,613.48	
1016 · Shore Comm-CD-Future Cap 0721	323,042.94	
1019 · Shore Comm-CD Future Cap 0872	455,604.51	
TOTAL	<u>1,573,307.67</u>	<u>0.00</u>

6:13 PM
 04/14/22
 Accrual Basis

Board of Fire Commissioners
Treasurer Report
 As of April 14, 2022

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	04/14/2022	5888	Acrisure, LLC		15,003.65
Bill Pmt -...	04/14/2022	5889	Action Uniform Co.		450.00
Bill Pmt -...	04/14/2022	5890	Asbury Park Press		22.88
Bill Pmt -...	04/14/2022	5891	AT&T Mobility		447.56
Bill Pmt -...	04/14/2022	5892	Atlantic Medical Group		180.00
Bill Pmt -...	04/14/2022	5893	Atlantic Septic & Sewer		299.00
Bill Pmt -...	04/14/2022	5894	Custom Bandag Inc-Manch...		259.50
Bill Pmt -...	04/14/2022	5895	Domain Registry		550.00
Bill Pmt -...	04/14/2022	5896	Emergency Sevices Marketi...		735.00
Bill Pmt -...	04/14/2022	5897	Federal Express		52.02
Bill Pmt -...	04/14/2022	5898	Freehold Cartage, Inc.		573.39
Bill Pmt -...	04/14/2022	5899	GSB		8,292.12
Bill Pmt -...	04/14/2022	5900	J and C Campers, LLC		1,900.00
Bill Pmt -...	04/14/2022	5901	JCP&L		355.84
Bill Pmt -...	04/14/2022	5902	KC Greenscapes		1,394.32
Bill Pmt -...	04/14/2022	5903	Kenneth Esposito		60.00
Bill Pmt -...	04/14/2022	5904	NetLink Web Services, LLC		199.00
Bill Pmt -...	04/14/2022	5905	NJNG		1,404.63
Bill Pmt -...	04/14/2022	5906	Optimum		578.00
Bill Pmt -...	04/14/2022	5907	Oxygen Supply Co., Inc.		14.00
Bill Pmt -...	04/14/2022	5908	Plosia Cohen, LLC		168.00
Bill Pmt -...	04/14/2022	5909	Susan L Oksen-Pereira		250.00
Bill Pmt -...	04/14/2022	5910	Toms River Bd of Fire Com...		525.00
Bill Pmt -...	04/14/2022	5911	Verizon		202.79
Bill Pmt -...	04/14/2022	5912	Verizon Wireless		189.95
Bill Pmt -...	04/14/2022	5913	Vickers Consulting Services...		50.00
Bill Pmt -...	04/14/2022	5914	XDS Xerographic Document...		355.28
Bill Pmt -...	04/14/2022	5915	NJNG		1,514.38
Bill Pmt -...	04/14/2022	5916	Middlesex County Fire Acad...		262.00
Deposit	04/14/2022			433,190.20	
Bill Pmt -...	04/14/2022	5917	S&S Fleet Services		932.07
Bill Pmt -...	04/14/2022	5918	Richard Braslow ESQ		1,500.00
Total 1009 · Shore Community Operating				433,190.20	38,720.38
TOTAL				433,190.20	38,720.38

Board of Fire Commissioners Profit & Loss Budget vs. Actual

January 1 through April 14, 2022

	Jan 1 - Apr 14, 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	0.00	3,026.00
4750 · Bureau of Fire Prevention Incm	906.50	35,000.00	-34,093.50
4800 · Other Income	38,733.99	0.00	38,733.99
4920 · Unreserved Fund Balance	0.00	167,400.00	-167,400.00
Total Income	475,868.98	2,245,784.13	-1,769,915.15
Gross Profit	475,868.98	2,245,784.13	-1,769,915.15
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	1,000.00	2,800.00	-1,800.00
Total 5120 · Salaries - Secretary	1,000.00	2,800.00	-1,800.00
5210 · Elections	900.00	15,000.00	-14,100.00
5220 · Office Expense	4,099.51	13,000.00	-8,900.49
5230 · Professional Services			
5243 · Bookkeeper	8,496.00	0.00	8,496.00
5245 · Legal fees	658.00	0.00	658.00
5230 · Professional Services - Other	0.00	110,000.00	-110,000.00
Total 5230 · Professional Services	9,154.00	110,000.00	-100,846.00
5260 · Bond Agent	0.00	1,500.00	-1,500.00
5290 · Contingent Expenses	0.00	2,000.00	-2,000.00
6110 · Salaries & Wages - Fire Lt.	25,642.00	0.00	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	0.00	479.90
6142 · Salaries-Firefighters OT	10,147.96	0.00	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	15,800.53	0.00	15,800.53
6185 · Employer Pension Contribution	0.00	175,748.00	-175,748.00
6190 · Fringe Benefits	-1,117.17	158,576.26	-159,693.43
6210 · Insurance	44,593.77	135,000.00	-90,406.23
6220 · Advertising	69.32	2,000.00	-1,930.68
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6315 · M&R - Truck #5405 Ladder	2,620.00	0.00	2,620.00
6317 · M&R -Truck # 5401 Pumper New	3,572.00	0.00	3,572.00
6322 · M&R - Truck #5411 Pumper	-918.55	0.00	-918.55
6341 · M&R - Truck #18-407 Bureau	1,900.00	0.00	1,900.00
Total 6311 · M&R - Apparatus	7,173.45	0.00	7,173.45
6350 · M&R - Building #1	3,007.12	0.00	3,007.12
6355 · M&R - Building #2	2,284.64	0.00	2,284.64
6370 · M&R - Equipment	-253.37	0.00	-253.37
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
Total 6310 · Maintenance & Repairs	12,211.84	110,000.00	-97,788.16
6410 · Supplies			
6411 · Supplies - Fuel	8,084.10	0.00	8,084.10
6410 · Supplies - Other	14.00	30,000.00	-29,986.00
Total 6410 · Supplies	8,098.10	30,000.00	-21,901.90

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through April 14, 2022

	Jan 1 - Apr 14, 22	Budget	\$ Over Budget
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	18,157.29	60,000.00	-41,842.71
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	17,220.00	70,000.00	-52,780.00
6610 · Misc. Firefighter Expenses	5,484.34	15,000.00	-9,515.66
6611 · Training			
6612 · Training - Paid/Vol	2,977.00	0.00	2,977.00
6616 · Fire Science Education	1,380.00	15,000.00	-13,620.00
6611 · Training - Other	0.00	25,000.00	-25,000.00
Total 6611 · Training	4,357.00	40,000.00	-35,643.00
6614 · Technology-Equipment	852.79	7,000.00	-6,147.21
6615 · Gear - Fire Company	2,745.60	30,000.00	-27,254.40
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	10,878.42	62,400.00	-51,521.58
6640 · SCBA	13,132.25	15,000.00	-1,867.75
6650 · Emergency/First Aid Equipment	697.24	5,000.00	-4,302.76
6655 · Replacement Equipment	0.00	40,000.00	-40,000.00
6670 · Vehicle Equip-Radios/Pagers	0.00	40,000.00	-40,000.00
6675 · UFSA			
6675b · Membership	1,345.50	0.00	1,345.50
6675e · Fire Prevention Education	525.00	0.00	525.00
6675 · UFSA - Other	364.00	7,750.00	-7,386.00
Total 6675 · UFSA	2,234.50	7,750.00	-5,515.50
6910 · LOSAP	-38,733.99	55,000.00	-93,733.99
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	326,214.95	2,140,784.13	-1,814,569.18
Net Ordinary Income	149,654.03	105,000.00	44,654.03
Other Income/Expense			
Other Expense			
8041 · Capital-Command Vehicle	0.00	25,000.00	-25,000.00
8054 · Capital	35,513.94	80,000.00	-44,486.06
Total Other Expense	35,513.94	105,000.00	-69,486.06
Net Other Income	-35,513.94	-105,000.00	69,486.06
Net Income	114,140.09	0.00	114,140.09

Board of Fire Commissioners Career Department Report

April 14, 2022

Building Report

Station 1

- New LED emergency exit lights installation completed by Kelly Killowatt
- The septic system backed up again, line was jetted and video inspected, broken Clean out fitting found prior to septic system.

Station 2

- Hand dryers and electrical upgrades completed by Kelly Killowatt.
- NJ Roofing Master (732-994-7676) scheduled to make repairs 4/14/22.

Unit 5400:

- Vehicle was sent for service.

Unit 5405:

- Straight Stream and Fog feature on monitor repaired by E.E.S.
- Rear passenger door latch was delivered two days ago, vehicle will be sent to Jerry's Auto for installation.

Engine 5401:

- S&S Fleet Services diagnosed and ordered a part for an air leak found on the driver's side in the dash.
- Vehicle is due for service. Defroster fan working intermittently. Fire & Safety notified.

Unit 5411:

- New rear tire installed hole was found in sidewall. Tire replaced by Custom Bandag.
- S&S Fleet Services notified for work order repair items (Rescheduled for next week)

Unit 18407:

- "Decked" truck bed storage system installed and in service.

Unit 5407:

- Vehicle would not go over 20ish MPH, S&S Fleet service was called. Issues found: Air box mount broke that cause the air sensor to dislodge, Turbo air intake tube was found detached. Vehicle is back in service.

Special Details / Projects / Notification

- Work orders and or repair requests were reviewed and completed as they were received.
- Polymovent / Clean Air Co. called for repairs rescheduled for next week.
- 10 new 4.5 SCBA bottles ordered to replace 10 that expired. Roughly 30 days until delivery.
- Unit 5410 still pending for repair for airbag recall, vehicle will be taken to Chevy when t the New Chevy Tahoe is placed in service and vehicles are rotated.
- The career staff attended Traumatic Injuries training class today 4/14/2022 (2 CEU's)
- F.F. Steven Porth passed his NJ Level 1 Firefighter Instructor class.
- Please see attached request for a resolution to dispose of items that have exceeded their lifespan. (Two turnout jackets and two turnout pairs of pants.)

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

Submitted by:

Captain Richard Leonard

Board of Fire Commissioners Career Department Report
April 14, 2022

SCBA bottles replacement

(Removed due to exceeding their lifespan.)

Qty-10 4.5 SCBA Bottles- \$11,400.00

Fire Hose for Inventory

Qty-5" 1200ft- \$8,196.00 For Stock

Fire Hose for New Truck

Qty-5" 1200ft- \$8,780.00

Qty-2.5" 600ft- \$2604.00

Qty- 1.75" 800ft- \$2600.00

Plus Shipping \$150.00

Total- \$22,310.00

Boots

Qty-16 Structural Boots- \$9,048.80 (\$565.55 Each)

Helmets

Bullard Structural Fire Helmet- \$6,040.00 (\$377.50 Each)



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

54

April 2022 Chiefs Report

Date: 04/14/2022

- Captain Krzyzewski is running a Live burn on Sunday May 15th, 2022 at the Toms River Fire Academy. Signup was sent to all members of the dept. Tentative times are 7am – 12pm.
- Pager programing is underway, 5400 received an updated pager and is testing the different channels before reprogramming.
- CPR recertification is underway and should be completed by the end of April.

Sincerely,

Trask O'Hara

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



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 Chell, President JMVFC

Date: April 14, 2022

Subject: Presidents Report

Membership: We Have a new applicant for membership.

Kyle Martin (908) 510-5947.

Facilities: Chief Badder will be using the hall April 30th and May 14th. May 13th JPD has a comedy show.

June 4th Steve Linde has the hall, Officer John Giovannetti has the hall June 12th, Steve Porth has use June 5th Matt Hibler, has hall use July 16th.

Events: April 9th we had our Installation Diner.

Committees:

Respectfully Submitted:

Al Chelli 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.

April 14, 2022

Monthly Bureau Report

Inspections are being completed as normal.

Site plans received and finalized:

- No New Site Plans currently.

Permits:

- No Permits or Special Events Planned at this time.

Fire investigations:

- 3/16 – Assisted 18-307 with an Investigation @ Deer Lane for a Building Fire.
- 3/30 – Assisted 18-307 with an Investigation @ The Paragon Complex for a Building Fire.

Call Outs / Complaints:

- 4/1 – 465 West Commodore Blvd. for a resident burning trash. The complaint was handled by 5400 and NJFFS B-9.

Training / Meetings:

- Fire Extinguisher Training scheduled for the Jackson Twp. Police Explorers on 4/14/2022 at the Sub- Station @ 7pm.

Respectfully submitted,



Stanley O'Brien Jr.

Fire Official

