

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

Minutes of Meeting Held
March 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 7:08 pm. Commissioner Torres read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

New Commissioner Sworn in: Commissioner Shane O'Brien was sworn in by Board Attorney Braslow. Board Attorney Braslow to send Board Oath of Office Form to use when commissioners are sworn in. This form is to be kept on file for the Board's records only.

Reorganization of Board: Commissioner Torres motioned to cast the ballot for the following positions: President: Torres; Vice President: Couceiro; Secretary: O'Brien; Treasurer: Jamison; Commissioner at large: Goldman, seconded by Commissioner O'Brien. Motioned passed by unanimous vote.

Resolutions: The following Resolutions in Title were presented:

<i>Appointing Labor Counsel:</i>	Jonathan Cohen
<i>Appointing Auditor:</i>	Holman & Frenia
<i>Appointing QPA & accounting services:</i>	Cheryl Parker
<i>Meeting Schedule:</i>	Meetings to begin at 6 pm
(Board Attorney Braslow can only do remote attendance for meetings at this time. Board was in agreement. Board Attorney Braslow to Prepare/publish meeting notices, Draft/Prepare Resolutions)	
<i>Official Newspapers:</i>	To remain the same as last year
<i>Official Banks:</i>	To remain the same as last year PLUS PNC to be added
<i>Surety Bonding:</i>	Covers acts of theft and/or inappropriate use of funds. Cheryl to provide surety amount to Board Attorney Braslow.
<i>Approval of payment of claims:</i>	Who signs checks as commissioners; compensation provided to Fire District employees per their respective contracts; Commissioner compensation provided; facsimile signatures are allowed (only one facsimile signature)
<i>Appointing Richard Braslow Board Attorney:</i>	Monthly fee: \$1,500.; plus additional fees for any litigation.

Commissioner Jamison motioned to accept the Resolutions as Outlined above, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

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

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 Couceiro. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 7:15 p.m. Ayes: Couceiro, Torres, Jamison, O'Brien; Nays: none; absent: Goldman; Abstention: none). The executive session ended at 7:30 p.m. and the Board reconvened the public session, continuing with the agenda.

Minutes: Commissioner Couceiro motioned to approve the minutes of the February 10, 2022 General meetings, 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 March 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 there are legislative issues he has been working on for years. They are currently working on changing the statute for commissioners' compensation.

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). Captain Leonard gave a brief verbal report on the history of the roof issues. He to send Board Attorney Braslow a packet of information regarding the roof issues after the evaluation is completed. Commissioner Jamison motioned to accept the contract for KC Greenscape in the amount of \$2,165 for Station #1 and \$3,475 for Station #2 provided contract is done in the name of Fire District #4 (Not the Fire Company), payable in 9 installments, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

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

Board Attorney left the meeting at this time.

President's Report: read by President Chelli (A copy of which is attached to the original minutes and made a part thereof). President Chelli was directed to give the list to Cheryl who did not return the pagers. Discussion – Commissioner Torres to provide Cheryl draft of return pager letter. Letters to be

sent Certified Mail, Return Receipt Requested. Steve Fosteck's request to use the picnic grounds on May 1, 2022 with him cleaning up the area the week prior to his event was approved by the Board – everyone was in agreement. Commissioner Jamison motioned to accept the President's report, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Fire Bureau Report: read by FOB O'Brien. (A copy of which is attached to the original minutes and made a part hereof.) After discussion, Commissioner Jamison motioned to accept the proposal from R & C Campers/New Egypt in the amount of \$1,900 for the purpose of outfitting the Fire Bureau Official truck, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Commissioner Jamison reported on the Shared Services Agreement proposed for Fire Officials. Commissioner Jamison motioned to accept a Resolution in Title for JTFD#4 to become part of the Shared Service Agreement with JTFD#2 and JTFD #3, seconded by Commissioner Couceiro. Motion passed by unanimous consent. (Ayes: Couceiro, Jamison, O'Brien, Torres; Nays: None; Absent: Goldman; Abstentions: None). Cheryl to provide to Board Attorney Braslow for his review.

Work Order Requests: addressed in Career Staff Report.

Old Business: None

New Business: Commissioner Couceiro addressed the public with the statement that nothing with regard to the recent Finance Board issue involves Cheryl. It does not involve Cheryl or any of the Board members – it was due poor legal representation. Commissioner Torres advised that it was brought to his attention that someone may have represented himself or herself as a Fire District Commissioner or former Fire District Commissioner giving information regarding the Board. In the future, this will be dealt with accordingly including up to and possibly termination.

Mail Correspondence:

Chapter 48: Commissioner O'Brien motioned to adopt the Resolution to Provisions of Chapter 48 whereby the Board will continue benefits to the spouse and dependents of retiree upon the demise of the retiree, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Cheryl to provide copy of the Resolution to union.

FF Steve Porth: sent correspondence to the Board informing him that he obtained his Bachelor degree in Fire and Emergency Management. He thanked the Board for their support.

Public Session: None

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 Jamison. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 8:16 p.m. Ayes: Couceiro, Torres, Jamison, O'Brien; Nays: none; absent: Goldman; Abstention: none). The executive session ended at 9:06 p.m. and the Board reconvened the public session.

Public Session:

Scheduling/Advertising of Meetings: Discussion – Board is to be “cc” on all correspondence from attorney with regard to advertising and legal work that is sent out on Board’s behalf.

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 8:42 p.m. by Commissioner Torres.


_____, Clerk

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

March 10, 2022

Meeting Time 6:30 Caucus, 7PM

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

5:03 PM

Board of Fire Commissioners

03/10/22

Cash Balance Report

Accrual Basis

As of March 10, 2022

	Mar 10, 22	
	Debit	Credit
1009 · Shore Community Operating	436,148.99	
1011 · Shore Community Payroll	108,133.42	
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>1,378,543.34</u>	<u>0.00</u>

5:02 PM

03/10/22

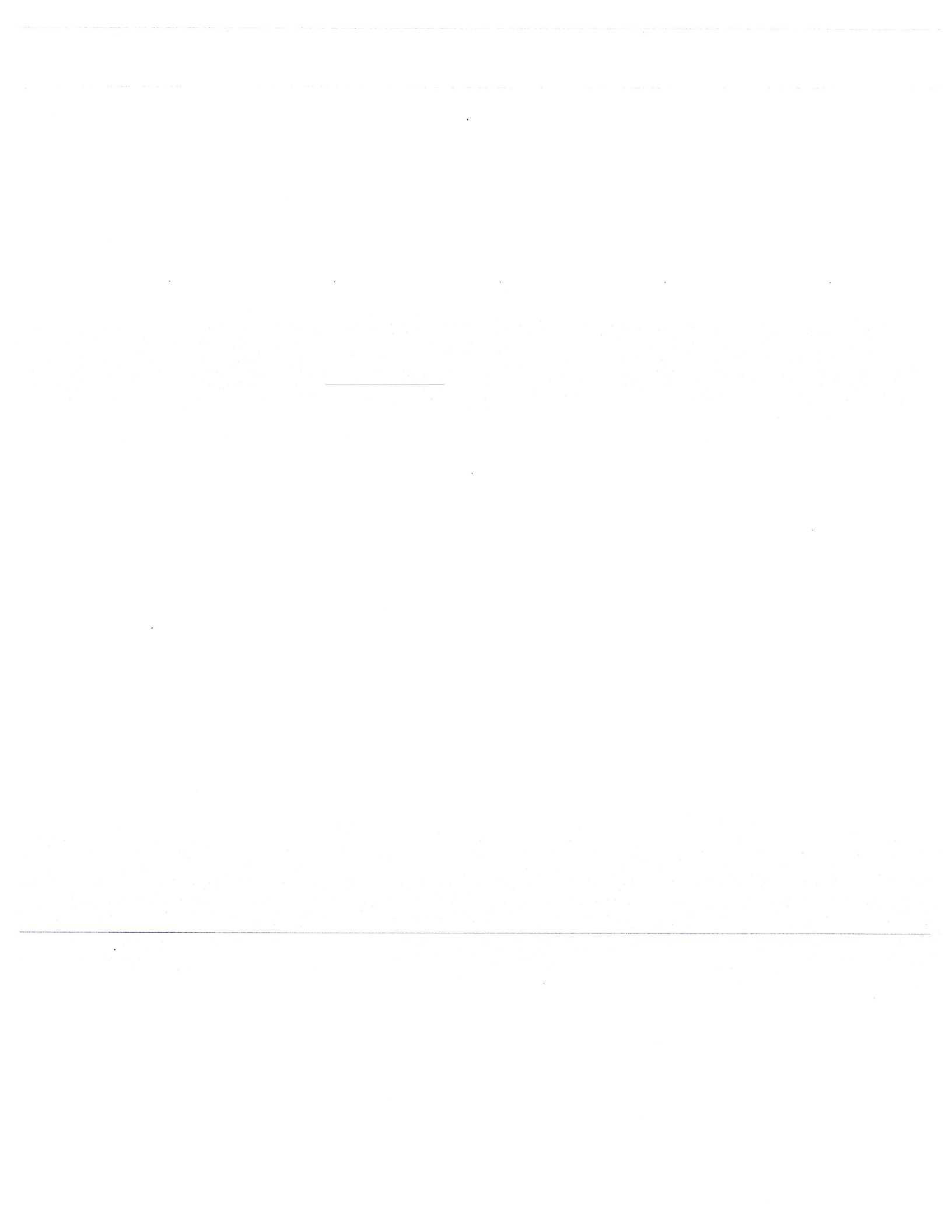
Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of March 10, 2022

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Check	03/10/2022	EFT	AMTRUST NORTH AMERI...		12,798.00
Bill Pmt -...	03/10/2022	5851	AT&T Mobility		447.56
Bill Pmt -...	03/10/2022	5852	Atlantic Medical Group		180.00
Bill Pmt -...	03/10/2022	5853	Atlantic Septic & Sewer		750.00
Bill Pmt -...	03/10/2022	5854	Continental Fire & Safety		153.60
Bill Pmt -...	03/10/2022	5855	Dafeldecker Associates		247.00
Bill Pmt -...	03/10/2022	5856	Emergency Equipment Sales		912.55
Bill Pmt -...	03/10/2022	5857	Federal Express		57.57
Bill Pmt -...	03/10/2022	5858	Geargrid Corporation		3,526.00
Bill Pmt -...	03/10/2022	5859	Jackson Twp MUA		17,494.75
Bill Pmt -...	03/10/2022	5860	JCP&L		381.18
Bill Pmt -...	03/10/2022	5861	Joseph D. Youssof, Esq		11,127.00
Bill Pmt -...	03/10/2022	5862	Lee's Emergency Equipmen...		9,274.00
Bill Pmt -...	03/10/2022	5863	Lincoln Financial Group		36,092.76
Bill Pmt -...	03/10/2022	5864	Lytix, Inc.		2,352.00
Bill Pmt -...	03/10/2022	5865	MES		1,732.25
Bill Pmt -...	03/10/2022	5866	Michael G. Seneca CPA		165.00
Bill Pmt -...	03/10/2022	5867	Middlesex County Fire Acad...		524.00
Bill Pmt -...	03/10/2022	5868	NetLink Web Services, LLC		199.00
Bill Pmt -...	03/10/2022	5869	NJNG		2,886.61
Bill Pmt -...	03/10/2022	5870	Optimum		1,156.00
Bill Pmt -...	03/10/2022	5871	Plosia Cohen, LLC		1,554.00
Bill Pmt -...	03/10/2022	5872	ReadyRefresh by Nestle		72.44
Bill Pmt -...	03/10/2022	5873	S&S Fleet Services		339.95
Bill Pmt -...	03/10/2022	5874	Safe & Secure Security Syst...		880.00
Bill Pmt -...	03/10/2022	5875	Safety & Survival Training L...		4,950.00
Bill Pmt -...	03/10/2022	5876	Staples Credit Plan		11.26
Bill Pmt -...	03/10/2022	5877	Steven Porth		1,380.00
Bill Pmt -...	03/10/2022	5878	Terminix		1,528.44
Bill Pmt -...	03/10/2022	5879	Toms River Bd of Fire Com...		100.00
Bill Pmt -...	03/10/2022	5880	Trask O'Hara		100.00
Bill Pmt -...	03/10/2022	5881	Treasurer-State of New Jers...		182.00
Bill Pmt -...	03/10/2022	5882	Verizon		202.94
Bill Pmt -...	03/10/2022	5883	Verizon Wireless		189.95
Bill Pmt -...	03/10/2022	5884	Wireless Communications &...		450.00
Bill Pmt -...	03/10/2022	5885	County Line hardware		66.37
Bill Pmt -...	03/10/2022	5886	Susan L Oksen-Pereira		250.00
Total 1009 · Shore Community Operating				0.00	114,714.18
TOTAL				0.00	114,714.18



Board of Fire Commissioners Profit & Loss Budget vs. Actual

03/10/22

January 1 through March 10, 2022

Accrual Basis

	Jan 1 - Mar 10, 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	0.00	2,038,542.13	-2,038,542.13
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	0.00	500.00	-500.00
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	39,640.49	2,245,784.13	-2,206,143.64
Gross Profit	39,640.49	2,245,784.13	-2,206,143.64
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	750.00	2,800.00	-2,050.00
Total 5120 · Salaries - Secretary	750.00	2,800.00	-2,050.00
5210 · Elections	900.00	15,000.00	-14,100.00
5220 · Office Expense	1,605.79	13,000.00	-11,394.21
5230 · Professional Services			
5245 · Legal fees	11,617.00	0.00	11,617.00
5230 · Professional Services - Other	0.00	110,000.00	-110,000.00
Total 5230 · Professional Services	11,617.00	110,000.00	-98,383.00
5260 · Bond Agent	0.00	1,500.00	-1,500.00
5290 · Contingent Expenses	0.00	2,000.00	-2,000.00
6115 · Salaries & Wages - Captain	0.00	120,987.00	-120,987.00
6120 · Salaries - Full Time Fire	-5,488.20	465,703.88	-471,192.08
6125 · Clothing Allowance	0.00	10,500.00	-10,500.00
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	0.00	49,000.00	-49,000.00
6150 · Salaries-Retro Pay	0.00	45,000.00	-45,000.00
6185 · Employer Pension Contribution	0.00	175,748.00	-175,748.00
6190 · Fringe Benefits	0.00	158,576.26	-158,576.26
6210 · Insurance	21,298.00	135,000.00	-113,702.00
6220 · Advertising	46.44	2,000.00	-1,953.56
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	339.95	0.00	339.95
Total 6311 · M&R - Apparatus	6,531.95	0.00	6,531.95
6350 · M&R - Building #1	1,916.68	0.00	1,916.68
6355 · M&R - Building #2	1,681.76	0.00	1,681.76
6370 · M&R - Equipment	-765.37	0.00	-765.37
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
Total 6310 · Maintenance & Repairs	9,365.02	110,000.00	-100,634.98
6410 · Supplies			
6411 · Supplies - Fuel	4,984.03	0.00	4,984.03
6410 · Supplies - Other	0.00	30,000.00	-30,000.00
Total 6410 · Supplies	4,984.03	30,000.00	-25,015.97
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	12,769.85	60,000.00	-47,230.15
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	4,218.60	15,000.00	-10,781.40
6611 · Training			
6612 · Training - Paid/Vol	654.00	0.00	654.00
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	2,034.00	40,000.00	-37,966.00

Board of Fire Commissioners Profit & Loss Budget vs. Actual

January 1 through March 10, 2022

	Jan 1 - Mar 10, 22	Budget	\$ Over Budget
6614 · Technology-Equipment	852.79	7,000.00	-6,147.21
6615 · Gear - Fire Company	2,295.60	30,000.00	-27,704.40
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	1,732.25	15,000.00	-13,267.75
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	364.00	7,750.00	-7,386.00
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	98,140.83	2,140,784.13	-2,042,643.30
Net Ordinary Income	-58,500.34	105,000.00	-163,500.34
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	-94,014.28	0.00	-94,014.28

Board of Fire Commissioners Career Department Report

March 10, 2022

Building Report

Station 1

- New LED emergency exit lights installation is next week. (Kelly Killowatt)
- Tremco warranty department worked on the roof another round of repairs will be necessary. Case #: 163764
- NJ Roofing Master was contacted for evaluation of main building roof, inspection was postponed due to weather and scheduling conflicts.

Station 2

- NJ Roofing Master (732-994-7676) scheduled to make repairs 3/11/22.

Unit 5405:

- Stream and Fog feature not working on monitor E.E.S. Mechanic ordered part.
- (Work Order # 1875 closed, work completed.)

Engine 5401:

- Lee's Emergency Equipment completed body repairs from the accident that occurred on 5/3/2021
- S&S Fleet Services notified for work order repair items (Appointment 3/14/22)

Unit 5411:

- S&S Fleet Services notified for work order repair items (Appointment 3/14/22.)

Unit 18407:

- Fire Official S. Obrien to provide a quote for a truck bed storage system.

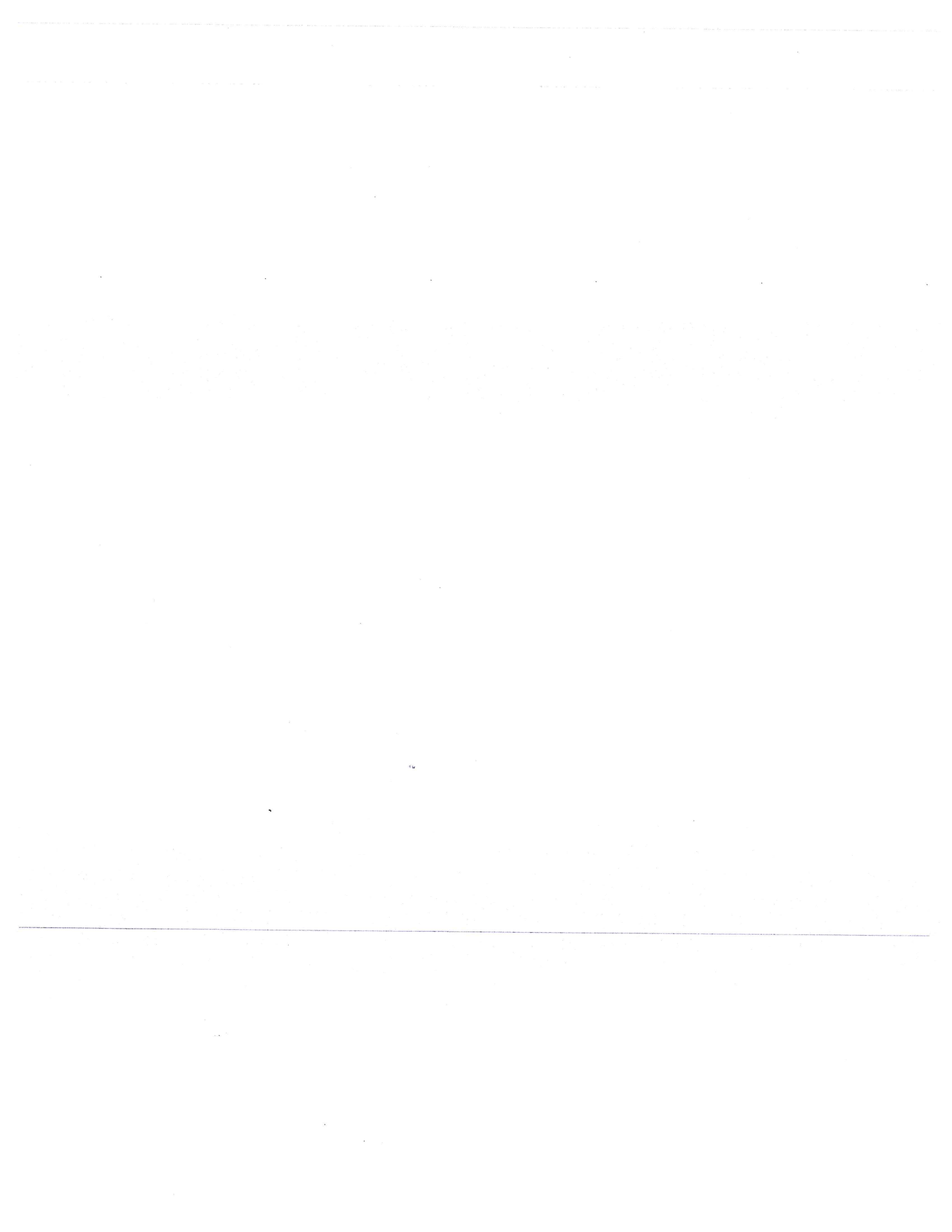
Unit 5427:

- Leaking valve stem on tire replaced.

Special Details / Projects / Notification

- Work orders and or repair requests were reviewed and completed as they were received.
- Notification: A few of the fleet SUV's are wired with portables that have constant power, and when they sit for a few days the vehicle's battery seems to be underpowered during start-ups. I authorized 3 inline 12 volt "Havis charge guard" timers, so that that portables in the SUV's disconnect after a selected amount of time to resolve this issue.
- Polymovent / Clean Air Co. called and left a message for system repairs.
- Unit 5404 had the air bag recall repaired. (Unit 5410 still pending for repair for recall.)
- New work bench was assembled and put in service.
- 5 Scott air packs were repaired and placed back in service. (2 more need to be sent out.)
- The career staff attended Respiratory Emergencies training class on 3/3/2022 (2 CEU's)
- Request to the Board to attend an Officers meeting on 3/12/22 with the volunteer officers.
- I have been provided information for online training classes that offers EMT CEU's., Fire Training, Career Development Will review with 5400/5410 if interested.
- Prices \$86.00 per year for Fire and EMS training, and \$46.00 for Fire training.

Submitted by:
Captain Richard Leonard





Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

54

March 2022 Chiefs Report

Date: 03/10/2022

- 5401 will be at Station 55 this Saturday from 6pm – 6am for a coverage assignment. 5417 will be relocated to Station 1.
- Captain Krzyzewski is running a Live burn this Sunday at the Toms River Fire Academy. Signup was sent to all members of the dept. Tentative times are 9am – 2pm.
- Required annual refresher for SCBA confidence was held at the TRFA on February 28th, 2022. Makeups can be completed this Sunday.
- virtual class setup for this on March 28th, 2022 that will cover R2K as well as BBP & Hazmat awareness for those that did not complete it via NJLearn.
- Pager programing is underway, LT Burmeister provide me with a test pager. I have requested edits for the channel assignments. Pager reprograming will be scheduled once the channels have been updated.

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: March 10, 2022

Subject: Presidents Report

Membership: I sent a certified letter to Sara Sulkowski to return her pager and accessories. I also spoke by phone to Jason Helle, Pawel Kuczykowski, Patrick McCloskey, Tom Turi and Matt Lucas and asked them to return their pagers and accessories. So far only Sara and Tom returned their pagers. I will be mailing certified letters to Jason, Pawel, Patrick and Matt. I also spoke to Seve Fosteck about his use of the hall. He stated that he would like to use the hall every Friday for the cub scouts till June 2022.

Facilities: The Volunteer staff would like to thank district 4 commissioners for the use of the bays at station 1 and 2 for our annual Valentine's Day sale and thank the career staff for their cooperation. Also, we thank you for the use of 5405 for the St Patrick's Day Parade. Steve Linde is working on getting the plaque hung on the wall in the center of the dance floor.

Events: Hall Use: Shane O'Brian has a hall use on March 26th, Phil Goldman has a hall use on April 16th. The PBA has the use of the picnic area at sta. 2 on April 28th. Ray Torres has the use of the hall April 3rd and 23rd. Steve Fosteck will be using the picnic area for BBQ May 1st and asked to cleanup the picnic area the week before.

Committees: We continue to work with Radisson Hotel of Freehold for our installation dinner April 9th.

Respectfully Submitted: Al Chelli

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.

March 10, 2022
Monthly Bureau Report

Inspections are being completed as normal.

Site plans received and finalized:

- (2) Plans were resubmitted and finalized.
- (1) Approved for a Warehouse / Office at 651 Herman Road.

Permits:

- (1) Type 2 Permit was requested for a sparkler and novelties kiosk at Shop Rite.

Fire investigations:

- 2/11 – Brush Fire @ 340 Bismark Road, The Bureau assisted the NJFFS with the Investigation.

Call Outs / Complaints:

- Dove Mills Apartments for a Tenant Burning Trash in the rear of the property.

Training / Meetings:

- Community Wildfire Protection Plan Meeting was attended. The committee is working with Deale Cary on acquiring funding for Jackson Township.
- Attended the Ocean County Fire Prevention Meeting @ Toms River Fire Academy on 3/8/22. NJ Div of Fire Safety gave an update on the new Life Hazard Registry database. The program should be active by August.

Respectfully submitted,



Stanley O'Brien Jr.
Fire Official

