

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

Minutes of Meeting Held
August 12, 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 7:05 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, O'Brien and Torres were present. Commissioner Jamison was absent. Board Attorney Youssouf was also present.

Minutes: Commissioner Couceiro motioned to approve the minutes of the July 20, 2021 General meeting, seconded by Commissioner Goldman. 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 August 12, 2021 was presented and left on table for public review. Commissioner Torres 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 Youssouf reported that no bids had been received to finance the vehicle purchase. Additionally there was no one in the room to submit a bid. Commissioner Goldman motioned to accept a Resolution to re-advertise for the receipt of bids within ten (10) days time, seconded by Commissioner O'Brien. Motion carried. Ad is to be placed in newspaper and simultaneously bond counsel to be contacted to see if their financial institutions are interested. Board Attorney Youssouf advised that there will probably be a re-imposition of additional restrictions due to COVID -19 resurgence. He will advise as soon as he is made aware of any changes. Board Attorney Youssouf distributed a copy of the Resolution appointing Stanley O'Brien, Jr. Fire official for Jackson Township District 4 effective June 1, 2021. To be attached to May 6, 2021 minutes.

Truck & Building/Career Department Report – read by Commissioner Torres motioned to accept the quote (a copy of the written report is attached to the original minutes and incorporated herein by reference). Commissioner Couceiro motioned to accept quote from Kelly Kilowatt in the amount of \$3,400, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Chief's Report - Report read by Chief Trask O'Hara. (A copy of the written report is attached to the original minutes and incorporated herein by reference).

President's Report –Report read by Al Chelli (a copy of the report is attached to the original minutes and incorporated herein by reference). Rich Winter, new member of Fire/Police, introduced to the Board.

Fire Bureau: Report read by Fire Official O'Brien (a copy of the report is attached to the original minutes and incorporated herein by reference). FO O'Brien confirmed that Dave Van Arsdale has been out on off hours looking for parking violations. Shop Rite is having issues. Managers are trying to space out delivery times so the trucks are not backing up in the fire lanes.

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

Old Business/Correspondence:

Old Business:

Lettering for Fire Official Truck: Phone number is on truck. Discussion: on what to put on truck. Telephone number of firehouse is to be removed.

Standard Design for trucks: Board wants to see standard design for trucks (logos/decals).

Ladder: John Burmeister to address with Commissioner Torres.

New Business:

Radio for new truck: Commissioner Couceiro motioned to purchase a radio, two portable chargers, low profile antennae and wiring, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Outfit new vehicle: Contingent upon the fire company being amenable to deferring payment in the amount of \$25,000 until 2022, Commissioner Couceiro motioned to expend \$25,000 to outfit the new vehicle (Quote from Elite – a copy of which is attached to the original minutes and incorporated herein by reference- to be lowered to \$25,000), seconded by Commissioner Goldman. Motion passed by unanimous consent

Mail Correspondence: None

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 Goldman. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 7:46 p.m. (Ayes: Couceiro, Torres, O'Brien, Goldman; Nays: none; Absent: Jamison; Abstention: None). The executive session ended at 8:46 p.m. and the Board reconvened the public session.

Public Session:

Union approval to paint their room: Wallpaper to be removed, skim coat, paint a neutral color – paid for by union. Commissioner Couceiro motioned to accept the union proposal, seconded by Commissioner Goldman. Motion passed by unanimous consent.

Status of table/number of executive chairs: Board to discuss at a later time

Adjournment: With no other business to come before the Board, Commissioner Couceiro motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Goldman. Motion passed by unanimous consent. Meeting adjourned 8:51 pm.

 _____, Clerk

BOARD OF FIRE COMMISSIONERS

JACKSON FIRE DISTRICT NO 4

AGENDA AND MEETING NOTES

August 12, 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 and 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 the Public

Meeting Adjourned

Old Business-Correspondence

New Business

Mail Correspondence

6:01 PM

08/12/21

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of August 12, 2021

	Aug 12, 21	
	Debit	Credit
1009 · Shore Community Operating	526,505.07	
1011 · Shore Community Payroll	112,253.16	
1012 · Shore Community Fire Bureau	22,093.44	
1016 · Shore Comm-CD-Future Cap 0721	323,042.94	
1019 · Shore Comm-CD Future Cap 0872	455,604.51	
TOTAL	1,439,499.12	0.00

Board of Fire Commissioners
Treasurer Report
As of August 12, 2021

Type	Date	Num	Name	Split	Amount
1009 · Shore Community Operating					
Bill Pmt ...	08/12/2021	6637	1st Choice Safety Equipm...	2000 · ...	-2,565.00
Bill Pmt ...	08/12/2021	6638	Alert-All Corp	2000 · ...	-4,077.50
Bill Pmt ...	08/12/2021	6639	Asbury Park Press	2000 · ...	-83.60
Bill Pmt ...	08/12/2021	6640	AT&T Mobility	2000 · ...	-448.58
Bill Pmt ...	08/12/2021	6641	Blaze Emergency Equipm...	2000 · ...	-22,429.52
Bill Pmt ...	08/12/2021	6642	Elite Vehicle Solutions	2000 · ...	-213.84
Bill Pmt ...	08/12/2021	6643	Freehold Cartage, Inc.	2000 · ...	-277.76
Bill Pmt ...	08/12/2021	6644	Holman, Frenia, Allison, P...	2000 · ...	-2,000.00
Bill Pmt ...	08/12/2021	6645	Holmes and McDowell	2000 · ...	-13,706.12
Bill Pmt ...	08/12/2021	6646	Home Depot	2000 · ...	-97.97
Bill Pmt ...	08/12/2021	6647	IAAI	2000 · ...	-280.00
Bill Pmt ...	08/12/2021	6648	JCP&L	2000 · ...	-343.16
Bill Pmt ...	08/12/2021	6649	KC Greenscapes	2000 · ...	-680.66
Bill Pmt ...	08/12/2021	6650	Lytix, Inc.	2000 · ...	-71.44
Bill Pmt ...	08/12/2021	6651	Mall Chevrolet, Inc.	2000 · ...	-48,165.10
Bill Pmt ...	08/12/2021	6652	Mistras Group Inc.	2000 · ...	-4,571.80
Bill Pmt ...	08/12/2021	6653	Motorola Solutions, Inc.	2000 · ...	-69,164.00
Bill Pmt ...	08/12/2021	6665	National Association of Fir...	2000 · ...	-55.00
Bill Pmt ...	08/12/2021	6666	NFPA	2000 · ...	-175.00
Bill Pmt ...	08/12/2021	6667	Optimum	2000 · ...	-300.53
Bill Pmt ...	08/12/2021	6654	Pinx Group, Inc.	2000 · ...	-1,700.00
Bill Pmt ...	08/12/2021	6655	Plosia Cohen, LLC	2000 · ...	-2,758.00
Bill Pmt ...	08/12/2021	6656	Safe & Secure Security Sy...	2000 · ...	-407.40
Bill Pmt ...	08/12/2021	6657	Susan L Oksen-Pereira	2000 · ...	-250.00
Bill Pmt ...	08/12/2021	6658	Thomas M. Moore	2000 · ...	-112.76
Bill Pmt ...	08/12/2021	6659	Trask O'Hara	2000 · ...	-569.45
Bill Pmt ...	08/12/2021	6660	Verizon	2000 · ...	-213.57
Bill Pmt ...	08/12/2021	6661	Verizon Wireless	2000 · ...	-190.80
Bill Pmt ...	08/12/2021	6663	NetLink Web Services, LLC	2000 · ...	-199.00
Bill Pmt ...	08/12/2021	6664	Optimum	2000 · ...	-277.05
Total 1009 · Shore Community Operating					-176,384.61
TOTAL					-176,384.61

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through August 12, 2021

	Jan 1 - Aug 12, 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	798,840.23	1,825,920.53	-1,027,080.30
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	109.48	500.00	-390.52
4750 · Bureau of Fire Prevention Incm	1,303.00	35,000.00	-33,697.00
4800 · Other Income	79,973.24	0.00	79,973.24
4920 · Unreserved Fund Balance	0.00	471,815.22	-471,815.22
Total Income	880,225.95	2,337,577.75	-1,457,351.80
Gross Profit	880,225.95	2,337,577.75	-1,457,351.80
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	-20,000.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	1,500.00	0.00	1,500.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
Total 5120 · Salaries - Secretary	1,500.00	2,800.00	-1,300.00
5210 · Elections	1,709.98	15,000.00	-13,290.02
5220 · Office Expense	3,184.55	13,000.00	-9,815.45
5230 · Professional Services			
5240 · Auditing	11,200.00	0.00	11,200.00
5243 · Bookkeeper	11,880.00	0.00	11,880.00
5245 · Legal fees	13,802.50	0.00	13,802.50
5246 · Web Services	1,592.00	0.00	1,592.00
5230 · Professional Services - Other	0.00	110,000.00	-110,000.00
Total 5230 · Professional Services	38,474.50	110,000.00	-71,525.50
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6110 · Salaries & Wages - Fire Lt.	37,101.60	106,232.47	-69,130.87
6115 · Salaries & Wages - Captain	43,552.80	125,712.27	-82,159.47
6120 · Salaries - Full Time Fire	142,669.21	378,032.06	-235,362.85
6125 · Clothing Allowance	3,248.00	10,500.00	-7,252.00
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	7,803.22	0.00	7,803.22
6142 · Salaries-Firefighters OT	12,076.84	0.00	12,076.84
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	19,880.06	49,000.00	-29,119.94
6180 · Payroll Taxes	-60,677.32	55,084.24	-115,761.56
6185 · Employer Pension Contribution	0.00	146,735.00	-146,735.00
6190 · Fringe Benefits	9,742.72	143,231.71	-133,488.99
6210 · Insurance	87,879.20	135,000.00	-47,120.80
6220 · Advertising	209.25	2,000.00	-1,790.75
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6313 · M&R - Truck #5407 Utility	1,168.00	0.00	1,168.00
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	9,205.62	0.00	9,205.62
6320 · M&R - Truck #5410 Asst Chief	668.08	0.00	668.08
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
Total 6311 · M&R - Apparatus	78,243.39	0.00	78,243.39
6341 · M&R - Truck #18-407 Bureau	3,521.22	0.00	3,521.22
6342 · M&R - Truck #18407 Bureau	213.84	0.00	213.84
6350 · M&R - Building #1	26,016.68	0.00	26,016.68
6355 · M&R - Building #2	3,233.32	0.00	3,233.32
6370 · M&R - Equipment	7,731.45	0.00	7,731.45
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
Total 6310 · Maintenance & Repairs	118,959.90	110,000.00	8,959.90

6:00 PM

08/12/21

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through August 12, 2021

	Jan 1 - Aug 12, 21	Budget	\$ Over Budget
6410 · Supplies			
6411 · Supplies - Fuel	12,129.90	0.00	12,129.90
6410 · Supplies - Other	1,388.21	25,000.00	-23,611.79
Total 6410 · Supplies	13,518.11	25,000.00	-11,481.89
6415 · Fire Prevention	4,077.50	5,000.00	-922.50
6510 · Utilities	31,351.81	70,000.00	-38,648.19
6513 · Fire Service Agreement	25,000.00	50,000.00	-25,000.00
6515 · Hydrant Rent	33,670.00	70,000.00	-36,330.00
6610 · Misc. Firefighter Expenses	7,809.00	15,000.00	-7,191.00
6611 · Training			
6612 · Training - Paid/Vol	4,539.08	0.00	4,539.08
6616 · Fire Science Education	7,360.00	10,000.00	-2,640.00
6611 · Training - Other	0.00	30,000.00	-30,000.00
Total 6611 · Training	11,899.08	40,000.00	-28,100.92
6614 · Technology-Equipment	2,229.28	4,000.00	-1,770.72
6615 · Gear - Fire Company	3,056.50	30,000.00	-26,943.50
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	0.00	68,000.00	-68,000.00
6640 · SCBA	943.83	15,000.00	-14,056.17
6650 · Emergency/First Aid Equipment	3,062.18	5,000.00	-1,937.82
6655 · Replacement Equipment	39,549.00	30,000.00	9,549.00
6670 · Vehicle Equip-Radios/Pagers	69,164.00	40,000.00	29,164.00
6675 · UFSA	1,176.00	7,750.00	-6,574.00
6910 · LOSAP	0.00	55,000.00	-55,000.00
6990 · Contingent-Operating	0.00	2,000.00	-2,000.00
Total Expense	701,808.33	1,997,577.75	-1,295,769.42
Net Ordinary Income	178,417.62	340,000.00	-161,582.38
Other Income/Expense			
Other Expense			
8041 · Capital-Command Vehicle	48,165.10	0.00	48,165.10
8052 · Capital - Utility Truck	0.00	40,000.00	-40,000.00
8054 · Capital	191,177.00	300,000.00	-108,823.00
Total Other Expense	239,342.10	340,000.00	-100,657.90
Net Other Income	-239,342.10	-340,000.00	100,657.90
Net Income	-60,924.48	0.00	-60,924.48

Board of Fire Commissioners Career Department
August 12, 2021

Year to date career department responses:

Fire call- 107 EMS calls- 315

Building Report

- General housekeeping, deacon, and minor repairs were conducted.
- All furniture and equipment is being moved back into rooms
- Well at station 1 was repaired. Well at station -2 will be schedule as soon as the get mark outs are complete.

Engine 5401:

- Unit will be going to Lees equipment for repairs as soon as all parts are received and 5405 returns

Unit 5404:

- Unit is at skillenders for a vibration possibly transmission 5490 will be using 5437

Unit 5405:

- Ladder was damaged at a fire call and was sent to EES for repairs.

Engine 5411:

- Unit was found to have a broken rear light mount Blaze was contacted for repairs

Special Details / Projects / Notification

- Work orders and or repair requests were reviewed and completed as they were received.
- New driving cameras were installed in the units.
- New chiefs unit was delivered and will be going for lighting and lettering when quotes for same are approved.

Submitted by:
The Career Department



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

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August 2021 Chiefs Report

Date: 08/12/2021

- Pagers need to be re-programmed for new 700 Band. Waiting on code plugs to be tested by acting Lt. John Burmeister Jr.
- Waiting on Fire District 2 & 3 to complete radio testing on Fire Ground 4. No action items by us.
- ESI gave a preliminary estimate of \$3,400 which includes hardware, labor, and a technician to install the necessary mounting equipment on 5411 to correctly hold the new extrication equipment. Looking for BoFC approval so that we can move fwd. and finalize the work. It will take 1 day to complete.
- Received state contract quote from Elite to outfit the new command vehicle. Would like BoFC approval on the estimate so that we can lock in our order as it will take 6 weeks. Graphic details can be determined as a next step, ultimately, I would like to mirror the existing 5400 vehicle with some minor changes.
- 5405's ladder was damaged on a mutual aid call and is currently OOS. At the time of incident, Commissioner Torres was notified, and Lt Burmeister scheduled the repairs. Surrounding fire companies have been made aware that 5405 is OOS and that if needed, we will request a ladder from them.

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: August 12, 2021
Subject: Presidents Report August 2021

Membership:

No new applicants for membership to introduce currently.

Facilities:

- The members have voted to open activities in the hall again but no access to bays for anyone other than staff.

Events

First Responders night at Blue Claws Stadium was a successful event with many in attendance. National Night out was also very successful and many thanks to the Chief and officers who led the event.

Committees:

- Day room project has been picked up by Chief O'Hare who has more flexible timing to take on this project.

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.

August 12, 2021 Monthly Bureau Report

Inspections are being completed as normal.

- – Report attached – no major violations.

Site plans received and finalized:

New – 115 N. County Line Road – 1 Office Building

Permits:

- Jackson Fire District 2 and the Kiwanis Club were issued permits to operate at National Night Out on August 3rd.
- The Jackson Soccer Club was issued a Type 1 Permit pending an inspection for August 21st.

Fire investigations:

- None

Call Outs / Complaints:

- 6 Bridle Court – Referred the complaints to the Jackson Building Dept and Zoning.

Training / Meetings:

- Attended a code update on NFPA 13 Fire Sprinkler training at Whitesville Station 57 on 8/5/21.
- West Windsor Fire Department is allowing Jackson Fire Prevention 2,3&4 to use their Fire Demonstration Trailer at Jackson Day. The trailer shows Closed door vs. open door during a fire. The trailer also demonstrates the use of a residential sprinkler head.

Respectfully submitted,

Stanley O'Brien Jr.
Fire Official