

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

Minutes of Meeting Held  
June 10, 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 Vice Chairman Goldman at 7:09 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 O'Brien were present. Commissioner Torres was absent from the meeting. Board Attorney Youssouf was also present and he declared a four-member quorum.

**Minutes:** Commissioner Jamison motioned to approve the minutes of the April 8, 2021 General meeting, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Commissioner Jamison motioned to approve the minutes of the May 6, 2021 General meeting, seconded by Commissioner Jamison. 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 June 10, 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 O'Brien. Motion passed by unanimous consent.

**Legal Report:** Board Attorney Youssouf distributed copies of a Resolution that was accepted in Title at the May 6, 2021 General meeting authorizing the sale of personal property of Jackson Township Fire District #4 as per attached Exhibit A list. These items are deemed excess property and no longer needed. Process on how they may be sold reviewed by Board Attorney Youssouf. Resolution is to be attached to the May 6, 2021 minutes. Board Attorney Youssouf reported that a letter was received from the union rep asking for more time to consider union issues and asked that the Board table the matter until the July 2021 meeting. Board Attorney Youssouf recommended to the Board that this matter be tabled in accordance with the request. Commissioner Jamison motioned to table the matter until the July 2021 General Meeting, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Board Attorney Youssouf reminded everyone that Governor Murphy has relaxed the COVID-19 restrictions. Everyone was encouraged to be good and follow guidelines. Discussion on moving forward with process of obtaining new apparatus. Commissioner Jamison motioned to authorize the advertisement and receiving of

bids for the new financing of the new apparatus, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Cheryl to do the necessary work to procure said bids. Later in the meeting it was decided that bids would be accepted on the Monday before the next meeting (July 5, 2021) but opened at the next General Meeting (Thursday, July 8, 2021). Discussion on purchase of Chief's truck – cash vs. lease. Board Attorney Youssouf advised that if there is sufficient cash on hand without hampering the operation of the department, it is permissible to pay cash. Board Attorney Youssouf advised that a quote is needed, model and actual cost to make a Resolution and then to move forward with such a purchase.

**Truck & Building/Career Department Report** – read by Captain Reynolds (a copy of the written report is attached to the original minutes and incorporated herein by reference). Discussion on Station #2: tiles remain an outstanding issue. Capt. Reynolds said that they are waiting for a tile guy to come and do the work. Cheryl has voided the check to the contractor Shorelands (Amount of \$7500.00) since he has not returned to repair issue.

**Chief's Report** - Chief Trask O'Hara absent. Report read by Joe Krzyzewski. (A copy of the written report is attached to the original minutes and incorporated herein by reference). Discussion RE: generator. Assessment needs to be done to determine the size of generator to be purchased. Generator Joe is the state contractor. Cheryl to contact Generator Joe and put vendor in contact with Capt. Reynolds.

**President's Report** – President Steven Linde was absent. Report read by Joe Krzyzewski (a copy of the report is attached to the original minutes and incorporated herein by reference).

**Fire Bureau:** Fire Official Stan O'Brien was absent. Report read by Commissioner O'Brien (a copy of the report is attached to the original minutes and incorporated herein by reference).

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

**Old Business/Correspondence:**

**Old Business:**

#21: tools are on #5511. This is a donated truck – it is going out as a last resort. Commissioner Goldman raised the issue of the sirens not working. Capt. Reynolds advised that a new program is needed. After discussion Commissioner Couceiro motioned to purchase two Motorola programs not to exceed \$2,000 to sync up the sirens/programs, seconded by Commissioner Goldman. Motion passed by unanimous consent. Apparatus count: Commissioner Couceiro needed the count finalized for cameras (13 apparatus – not counting brush trucks).

**New Business:**

**Update to Treasurer's Report:** Commissioner Jamison motioned to include payment to Board Attorney Youssouf in the amount of \$ 11,000.44 for litigation

services on tonight's Treasurer's Report, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

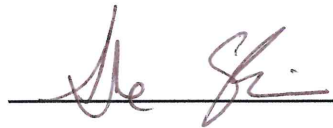
**Legal Bill:** Commissioner Jamison requested that Cheryl contact the Board's insurance carrier to inquire if any parts of this legal bill are covered under the current insurance policy.

**Insurance Discount:** Commissioner Jamison asked if there are any insurance discounts with the updated camera systems. Cheryl to follow up with insurance company at the appropriate time. (Cameras to be installed soon.)

**Mail Correspondence:** Email received: Fire Official promotion requests – State will probably announce on July 1, 2021. Cheryl will keep following up on that information.

**Public Session:** none

**Adjournment:** With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Meeting adjourned 7:56 pm.

 \_\_\_\_\_, Clerk

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

**June 10, 2021  
Meeting Time 7:00PM**

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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

4:32 PM

06/10/21

Accrual Basis

# Board of Fire Commissioners

## Cash Balance Report

As of June 10, 2021

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	Jun 10, 21	
	Debit	Credit
1009 · Shore Community Operating	360,735.61	
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	
<b>TOTAL</b>	<b>1,273,729.66</b>	<b>0.00</b>

# Board of Fire Commissioners Treasurer Report As of June 10, 2021

Type	Date	Num	Name	Split	Amount
<b>1009 · Shore Community Operating</b>					
Bill Pmt -Check	06/10/2021	6567	AMTRUST NORTH ...	2000 · *Accoun...	-6,892.00
Bill Pmt -Check	06/10/2021	6568	AT&T Mobility	2000 · *Accoun...	-228.22
Bill Pmt -Check	06/10/2021	6569	Blaze Emergency E...	2000 · *Accoun...	-2,837.95
Bill Pmt -Check	06/10/2021	6570	Continental Fire & S...	2000 · *Accoun...	-316.00
Bill Pmt -Check	06/10/2021	6571	Dafeidecker Associa...	2000 · *Accoun...	-247.00
Bill Pmt -Check	06/10/2021	6572	Emergency Equipm...	2000 · *Accoun...	-898.00
Bill Pmt -Check	06/10/2021	6573	Federal Express	2000 · *Accoun...	-101.57
Bill Pmt -Check	06/10/2021	6574	Freehold Cartage, Inc.	2000 · *Accoun...	-554.73
Bill Pmt -Check	06/10/2021	6575	Jackson Twp MUA	2000 · *Accoun...	-17,484.75
Bill Pmt -Check	06/10/2021	6576	JCP&L	2000 · *Accoun...	-392.65
Bill Pmt -Check	06/10/2021	6577	Jerry's Towing and ...	2000 · *Accoun...	-600.00
Bill Pmt -Check	06/10/2021	6578	Jersey Coast Equip...	2000 · *Accoun...	-317.30
Bill Pmt -Check	06/10/2021	6579	Joseph Krzyzewski	2000 · *Accoun...	-87.99
Bill Pmt -Check	06/10/2021	6580	National Association...	2000 · *Accoun...	-55.00
Bill Pmt -Check	06/10/2021	6581	NetLink Web Servic...	2000 · *Accoun...	-199.00
Bill Pmt -Check	06/10/2021	6582	NJ State League of ...	2000 · *Accoun...	-115.00
Bill Pmt -Check	06/10/2021	6583	NJNG	2000 · *Accoun...	-823.62
Bill Pmt -Check	06/10/2021	6584	Safe & Secure Secu...	2000 · *Accoun...	-285.00
Bill Pmt -Check	06/10/2021	6585	Verizon	2000 · *Accoun...	-211.90
Bill Pmt -Check	06/10/2021	6586	Verizon Wireless	2000 · *Accoun...	-190.80
Bill Pmt -Check	06/10/2021	6587	Air & Gas Technolo...	2000 · *Accoun...	-338.40
Bill Pmt -Check	06/10/2021	6588	GSB	2000 · *Accoun...	-7,594.88
Bill Pmt -Check	06/10/2021	6589	Holman & Frenia, PC	2000 · *Accoun...	-9,200.00
Bill Pmt -Check	06/10/2021	6590	JCP&L	2000 · *Accoun...	-971.12
Bill Pmt -Check	06/10/2021	6591	Middlesex County Fi...	2000 · *Accoun...	-52.00
Bill Pmt -Check	06/10/2021	6592	Optimum	2000 · *Accoun...	-577.56
Bill Pmt -Check	06/10/2021	6593	State of New Jersey ...	2000 · *Accoun...	-512.00
Bill Pmt -Check	06/10/2021	6594	Susan L Oksen-Per...	2000 · *Accoun...	-250.00
Bill Pmt -Check	06/10/2021	6595	Joseph D. Youssouf...	2000 · *Accoun...	-11,044.50

Total 1009 · Shore Community Operating

**TOTAL**

-63,378.94

**-63,378.94**

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through June 10, 2021

	Jan 1 - Jun 10, 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	388,008.11	1,825,920.53	-1,437,912.42
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	51,232.37	0.00	51,232.37
4920 · Unreserved Fund Balance	0.00	471,815.22	-471,815.22
<b>Total Income</b>	<b>440,652.96</b>	<b>2,337,577.75</b>	<b>-1,896,924.79</b>
<b>Gross Profit</b>			
	440,652.96	2,337,577.75	-1,896,924.79
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	-20,000.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	1,000.00	0.00	1,000.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
<b>Total 5120 · Salaries - Secretary</b>	<b>1,000.00</b>	<b>2,800.00</b>	<b>-1,800.00</b>
5210 · Elections	400.00	15,000.00	-14,600.00
5220 · Office Expense	3,082.59	13,000.00	-9,917.41
5230 · Professional Services			
5240 · Auditing	9,200.00	0.00	9,200.00
5243 · Bookkeeper	11,880.00	0.00	11,880.00
5246 · Web Services	1,194.00	0.00	1,194.00
5230 · Professional Services - Other	0.00	110,000.00	-110,000.00
<b>Total 5230 · Professional Services</b>	<b>22,274.00</b>	<b>110,000.00</b>	<b>-87,726.00</b>
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
<b>Total 6130 · Salaries - Fire Official</b>	<b>390.00</b>	<b>25,000.00</b>	<b>-24,610.00</b>
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
<b>Total 6140 · Salaries - Firefighter Overtime</b>	<b>19,880.06</b>	<b>49,000.00</b>	<b>-29,119.94</b>
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	-2,027.28	143,231.71	-145,258.99
6210 · Insurance	74,173.08	135,000.00	-60,826.92
6220 · Advertising	125.65	2,000.00	-1,874.35
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	13,027.76	0.00	13,027.76
6316 · M&R - Truck #5408 Tanker	622.50	0.00	622.50
6317 · M&R -Truck # 5401 Pumper New	11,646.17	0.00	11,646.17
6320 · M&R - Truck #5410 Asst Chief	668.08	0.00	668.08
6322 · M&R - Truck #5411 Pumper	2,918.00	0.00	2,918.00
6328 · M&R - Truck #5417 KME Pumper	1,730.06	0.00	1,730.06
6330 · M&R - Truck #5419 Lg Brush	3,927.63	0.00	3,927.63
<b>Total 6311 · M&amp;R - Apparatus</b>	<b>35,708.20</b>	<b>0.00</b>	<b>35,708.20</b>
6350 · M&R - Building #1	15,547.56	0.00	15,547.56
6355 · M&R - Building #2	1,349.72	0.00	1,349.72
6370 · M&R - Equipment	5,583.84	0.00	5,583.84
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
<b>Total 6310 · Maintenance &amp; Repairs</b>	<b>58,189.32</b>	<b>110,000.00</b>	<b>-51,810.68</b>
6410 · Supplies			
6411 · Supplies - Fuel	5,597.24	0.00	5,597.24
6410 · Supplies - Other	228.09	25,000.00	-24,771.91
<b>Total 6410 · Supplies</b>	<b>5,825.33</b>	<b>25,000.00</b>	<b>-19,174.67</b>
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	26,482.89	70,000.00	-43,517.11
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	33,670.00	70,000.00	-36,330.00
6610 · Misc. Firefighter Expenses	5,954.10	15,000.00	-9,045.90
6611 · Training			
6612 · Training - Paid/Vol	2,039.08	0.00	2,039.08
6616 · Fire Science Education	5,060.00	10,000.00	-4,940.00
6611 · Training - Other	0.00	30,000.00	-30,000.00
<b>Total 6611 · Training</b>	<b>7,099.08</b>	<b>40,000.00</b>	<b>-32,900.92</b>

## Board of Fire Commissioners Profit & Loss Budget vs. Actual

January 1 through June 10, 2021

	Jan 1 - Jun 10, 21	Budget	\$ Over Budget
6614 · Technology-Equipment	2,229.28	4,000.00	-1,770.72
6615 · Gear - Fire Company	2,212.00	30,000.00	-27,788.00
6625 · Joint District Expenses	0.00	2,000.00	-2,000.00
6630 · Building Rennovations	0.00	15,000.00	-15,000.00
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	2,515.93	5,000.00	-2,484.07
6655 · Replacement Equipment	36,984.00	30,000.00	6,984.00
6670 · Vehicle Equip-Radios/Pagers	39,342.25	40,000.00	-657.75
6675 · UFGA	396.00	7,750.00	-7,354.00
6910 · LOSAP	0.00	55,000.00	-55,000.00
6990 · Contingent-Operating	0.00	2,000.00	-2,000.00
<b>Total Expense</b>	<b>507,036.40</b>	<b>1,997,577.75</b>	<b>-1,490,541.35</b>
<b>Net Ordinary Income</b>	<b>-66,383.44</b>	<b>340,000.00</b>	<b>-406,383.44</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8052 · Capital - Utility Truck	0.00	40,000.00	-40,000.00
8054 · Capital	191,177.00	300,000.00	-108,823.00
<b>Total Other Expense</b>	<b>191,177.00</b>	<b>340,000.00</b>	<b>-148,823.00</b>
<b>Net Other Income</b>	<b>-191,177.00</b>	<b>-340,000.00</b>	<b>148,823.00</b>
<b>Net Income</b>	<b>-257,560.44</b>	<b>0.00</b>	<b>-257,560.44</b>



Board of Fire Commissioners Career Department  
June 10, 2021

**Year to date career department responses:**

Fire call- 78 EMS calls- 226

**Building Report**

- General housekeeping, deacon, and minor repairs were conducted.
- Hall storage project is 95% done waiting on vinal cove molding.
- Estimate to repair Bay floor was received from Neal Lelievre Mason Contractors.
- New hand dryers were delivered and electrician was contacted waiting on availability to install.
- A leak was found in the well line that feeds the sprinklers and picnic grove at sta-2 Kaye Well Repair was contacted.

**Engine 5401:**

- Fire and Safety made contact with findings on the Lube Analyst the Engine lube had a moderate amount of cooper they stated most likely from the lube cooler the transmission had high levels of Lead, Nickel and Aluminum they are sending the report to Allison trans Corp for further diagnostics.
- Unit will be going to Lees equipment for repairs after 5411 returns.

**Ladder 5405:**

- Unit went to Emergency Equipment Service for repairs to the ladder bed censer arm.

**Engine 5411:**

- Unit is out of service at Blaze shop to replace the transmission. Time frame for repair undetermined. Why'll its there they will be repairing the Passenger side and front LDH suction and installing the new hose bed cover.

**Unit 18407:**

- Unit will be going for lettering as soon as graphics come back and are approved.

**Special Details / Projects / Notification**

- Work orders and or repair requests were reviewed and completed as they were received.
- All files and paperwork in storage will be picked up and moved back to sta-1 next week

Submitted by:  
The Career Department



# Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

# 54

## June 2021 Chiefs Report

Date: 06/10/2021

- Upcoming Drills:
  - Live burn on June 28<sup>th</sup>, 2021 @MCFA (*Pending on the weather*)
    - Signup link will be sent out sometime next week.
- Hose bed cover is in for 5411. While it is waiting for the transmission work to be completed, can we drop off the cover to have it installed?
- Do we know how long 5411 will be OOS for?
- Chief Carson & District 3 was kind enough to loan us 5511 until 5411 returns from repair.
- I want to confirm that 5401 will not go out for its cosmetic repair until 5411 returns.
- Pagers need to be re-programmed for new 700 Band. Bob Resetar informed me that the code plugs will be available Tomorrow/Minday. I would like to have someone available during our June Meeting night (Monday June 21<sup>st</sup>, 2021). As of now the pagers can only be used for Dispatch notification.
- Hurricane season is coming up again. Last year I pointed out several important items that are not on the generator. Would it be possible to have this investigated? (See attached email)

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:** June 10, 2021  
**Subject:** Presidents Report June 2021

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**Membership:**

No new applicants for membership to introduce at this time.

**Facilities:**

- The members have voted to open activities in the hall again but no access to bays for anyone other than staff.
- Misc scout activities are scheduled outside using station 2 pavilion

**Events**

First Responders night at Blue Claws Stadium is on and will be July 30th. Sign up sheets are posted at both stations and welcome all to attend.

**Committees:**

- Full report available after June business meeting

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.*

### June 10, 2021 Monthly Bureau Report

Inspections are being completed as normal.

- – Report attached – no major violations.

#### Site plans received and finalized:

**New** – Wright Debow Rd. & Kolendorski Road – 3 Warehouses  
**New** – 28 North Cooks Bridge Road – 2 Story Office Building  
**New** – 498 Herman Road – 1 Warehouse

#### Permits:

1. Type 1 - Tent Permit, Type 2 - Firework Sales Permit application was submitted by Keystone Novelties. Awaiting their site inspection @ Shop Rite. Dates of operation are June 22 thru July 5.

#### Fire investigations:

1. 348 Butterfly Road – Dumpster Fire was Investigated by 18207 S. Rauch
2. 19 Rodeo Drive – Mulch Fire with property damage
3. 27 Rose Drive – Porch Fire with no extension to the living space. Fire was Investigated by J. Burmeister.
4. 2 Abigail Court – Lawn tractor fire
5. 42 Goldfinch Road – Grill fire

#### Call Outs / Complaints:

Emergency Egress issue was reported at Solo Bella and Handled with a spot check.

Illegal burning was reported in the area Chandler Road in the Junk Yard. A site inspection was completed and marked as unfounded.

#### Training / Meetings:

Attended an Ocean County Fire Protection meeting at Toms River Fire Academy for RIMS Training. Successfully completed the IAAI – Fire Investigation Technician program.

Respectfully submitted,



**Stanley O'Brien Jr.**  
**Fire Official**