

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

Minutes of Meeting Held
February 11, 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 7:02 pm. Board Attorney Youssef read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Couceiro, O'Brien and Torres were present. Commissioner Jamison was absent at roll call but entered the meeting later (7:15 pm). Commissioner Goldman was absent from the meeting. Board Attorney Youssef was also present.

Minutes: Commissioner O'Brien motioned to approve the minutes of the January 14, 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 February 11, 2021 was presented and left on table for public review. Commissioner Couceiro read the cash balances into the record. Commissioner O'Brien motioned to accept the Treasurer's report, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

Legal Report: Board Attorney Youssef reported to the Board new DCA Guidelines from Executive Order # 216, which impacts fire districts. Highlights are as follows:

March 9, 2021:	first publication of meeting
March 22, 2021:	nominating petitions due
March 30, 2021:	voter registration deadline for fire district election
April 13, 2021:	deadline for mail in ballot notice to be publishes; lists To be supplied to district
April 16, 2021:	application to receive overseas military and civilian voters mail in ballots
April 19, 2021:	deadline for mail in ballots to be requested at County Clerk's office
April 20, 2021:	election date – polls open from 2 pm to 9 pm; last date for testing of electronic equipment; deadline for Post Office receipt of mail in ballots
April 21 – May 7:	Machines to be impounded for recounting if needed
May 7, 2021:	Deadline for re-count applications

May 22, 2021: Deadline for contest petitions
May 13, 2021: Reorganizational meeting date for JTFD #4

Board Attorney Youssouf advised the Board that the resolution dated January 14, 2021 to purchase a new Class A pumper and Command vehicle at a cost not to exceed \$630,000.00 is to appear on the ballot as a separate question. Two (2) full three (3) year terms for fire commissioners will be up for election. Board Attorney Youssouf read a Resolution that was approved as a Resolution in title from the January 14, 2021 meeting to purchase a 2022 Peterbilt tractor per State Contract. Resolution is to be attached to January 14, 2021 minutes. Board Attorney Youssouf also presented a copy of a Resolution previously passed in title to purchase Humatro tools in the amount not to exceed \$ 36,984.00. After discussion, Commissioner Jamison motioned to amend the January 14, 2021 Resolution to purchase a new Class A pumper and Command vehicle at a cost not to exceed \$ 630,000 to be changed to a new amount of not to exceed \$650,000.00, seconded by Commissioner Couceiro. Motion approved by approved by unanimous vote. Board Attorney Youssouf to amend the Resolution.

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). Commissioner Jamison raised the issue of the bathroom tiles at Station #2. Captain Reynolds was directed to find someone to do the tile work. Captain Reynolds was further directed to get prices for the blower hand driers for all three Station #2 bathrooms. Board Attorney Youssouf reported that he has sent a letter regarding these issues, but there has been no response from the contractor.

Chief's 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 – read by President Steve Linde (a copy of the report is attached to the original minutes and incorporated herein by reference). Project on Station #2 property (slab, steel storage building): Fire Company to bring plans to next Board meeting (permits will be needed) for Board's approval. Commissioner Torres inquired about day room – President Linde said that they were working on everything to get the plans updated.

Fire Bureau: Fire Official Burmeister was not present (a copy of the report is attached to the original minutes and incorporated herein by reference). Report read by Fire fighter Stan O'Brien. Commissioner Jamison asked if off hours inspections are being done. FF O'Brien advised that John has been out – if FO Burmeister is not available to go out, FF O'Brien can go out.

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

Old Business/Correspondence:

Old Business: Covid testing kits: Commissioner Torres recommended that the Board not purchase them, Board was in agreement. New flooring for Station #1 building (Commissioners' office, dayroom, and hallways). Quotes

have been received. Some are very expensive. Epoxy floors are being reviewed. Commissioner Torres to work with FF Esposito on this project. Jersey Shore Flooring, LLC submitted the lowest price of \$9,250.00. Discussion on other areas that can be included –price will then go up. Board was in agreement to move forward with the project after they check with Cheryl regarding pricing/caps provided the cost would be no greater than \$15,000.

New Business: SCBA grant paperwork submitted. Equipment grant check received. Cleaning and pay grant submission: format is the issue. It is to be re-done and submitted next week. Two MVA's: 1. Involved Darren Hoffman and there was no damage to the truck – truck became stuck in basins on the side of the road. 2. FF Rich Leonard was plowing and backed into Victor's truck. Captain Reynolds advised that he had contacted the insurance company for Victor's truck. Board was in agreement not to submit claim for #27 regarding this incident – back bumper was already bent. Captain Reynolds advised that there are career staff members who want to take classes at Toms River Fire Academy during the months of March, April and May. Board was in agreement.

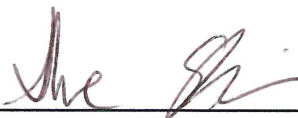
Mail Correspondence: none

Public Session: Commissioner Jamison raised the issue of the graphics for the new tractor. It was recommended that East Coast prepare the design. Commissioner Torres asked for the status of the CDL licenses. Chief O'Hara to follow up. CDL permits to be renewed.

Executive Session: Commissioner O'Brien motioned to accept the Resolution to take the Board into an executive session for the purpose of personnel matters, seconded by Commissioner Couceiro. Motion passed by unanimous consent at 8:07 p.m. (Ayes: Couceiro, Jamison, O'Brien, Torres; Nays: none; Absent: Goldman; Abstention: None). The executive session ended at 9:11 p.m. and the Board reconvened the public session.

Public Session: Commissioner Couceiro asked that a career staff member attend the High Threat Intervention at the Jackson Township Police Range – March 13 and March 14, 2021. Captain Reynolds to assign overtime for career staff member to attend (Ken Esposito interested in attending). Scheduling of a workshop meeting for Fire Bureau: notice will be sent out for availability by career staff. Workshop meeting will then be scheduled. Per Board Attorney Youssouf: 48 hours notice must be given on official website and bulletin board.

Adjournment: With no other business to come before the Board, Commissioner Couceiro motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Meeting adjourned 9:16 pm.


_____, Clerk

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

**February 9, 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

5:28 PM

02/09/21

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of February 11, 2021

	Feb 11, 21	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	417,578.67	
1011 · Shore Community Payroll	194,772.24	
1012 · Shore Community Fire Bureau	20,303.19	
1016 · Shore Comm-CD-Future Cap 0721	317,455.62	
1019 · Shore Comm-CD Future Cap 0872	446,648.28	
TOTAL	<u>1,396,758.00</u>	<u>0.00</u>

Board of Fire Commissioners
Treasurer Report
 As of February 11, 2021

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	02/11/2021	6443	Ace Outdoor Power 2		158.04
Bill Pmt -...	02/11/2021	6444	Air & Gas Technologies		187.50
Bill Pmt -...	02/11/2021	6445	AMTRUST NORTH AMERI...		8,884.00
Bill Pmt -...	02/11/2021	6446	AT&T Mobility		387.73
Bill Pmt -...	02/11/2021	6447	Backdraft Opco,LLC		2,502.40
Bill Pmt -...	02/11/2021	6448	Custom Bandag Inc		622.50
Bill Pmt -...	02/11/2021	6449	Dafeldecker Associates		247.00
Bill Pmt -...	02/11/2021	6450	Dell Marketing LP		2,229.28
Bill Pmt -...	02/11/2021	6451	Federal Express		19.05
Bill Pmt -...	02/11/2021	6452	Fire & Safety Services, Ltd		50.67
Bill Pmt -...	02/11/2021	6453	Freehold Cartage, Inc.		276.75
Bill Pmt -...	02/11/2021	6454	Holmes and McDowell		8,461.00
Bill Pmt -...	02/11/2021	6455	JCP&L		691.72
Bill Pmt -...	02/11/2021	6456	Lee's Emergency Equipmen...		5,017.64
Bill Pmt -...	02/11/2021	6457	NJNG		1,139.31
Bill Pmt -...	02/11/2021	6458	Optimum		250.47
Bill Pmt -...	02/11/2021	6459	Skillender s Service Center I...		157.27
Bill Pmt -...	02/11/2021	6460	Staples Credit Plan		517.31
Bill Pmt -...	02/11/2021	6461	Steven Porth		2,300.00
Bill Pmt -...	02/11/2021	6462	Susan L Oksen-Pereira		250.00
Bill Pmt -...	02/11/2021	6463	Terminix		583.80
Bill Pmt -...	02/11/2021	6464	Toms River Bd of Fire Com...		75.00
Bill Pmt -...	02/11/2021	6465	Trask O'Hara		611.67
Bill Pmt -...	02/11/2021	6466	Verizon		210.60
Bill Pmt -...	02/11/2021	6467	Verizon Wireless		185.80
Total 1009 · Shore Community Operating				0.00	36,016.51
TOTAL				0.00	36,016.51

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through February 11, 2021

	Jan 1 - Feb 11, 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	0.00	1,825,920.53	(1,825,920.53)
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	0.00	35,000.00	(35,000.00)
4920 · Unreserved Fund Balance	0.00	471,815.22	(471,815.22)
Total Income	<u>0.00</u>	<u>2,337,577.75</u>	<u>(2,337,577.75)</u>
Gross Profit	0.00	2,337,577.75	(2,337,577.75)
Expense			
5110 · Salaries - Commissioners	0.00	20,000.00	(20,000.00)
5120 · Salaries - Secretary	500.00	2,800.00	(2,300.00)
5210 · Elections	0.00	15,000.00	(15,000.00)
5220 · Office Expense	1,148.03	13,000.00	(11,851.97)
5230 · Professional Services	199.00	110,000.00	(109,801.00)
5260 · Bond Agent	0.00	1,500.00	(1,500.00)
6110 · Salaries & Wages - Fire Lt.	0.00	106,232.47	(106,232.47)
6115 · Salaries & Wages - Captain	0.00	125,712.27	(125,712.27)
6120 · Salaries - Full Time Fire	0.00	378,032.06	(378,032.06)
6125 · Clothing Allowance	0.00	10,500.00	(10,500.00)
6130 · Salaries - Fire Official	0.00	25,000.00	(25,000.00)
6140 · Salaries - Firefighter Overtime	0.00	49,000.00	(49,000.00)
6180 · Payroll Taxes	0.00	55,084.24	(55,084.24)
6185 · Employer Pension Contribution	0.00	146,735.00	(146,735.00)
6190 · Fringe Benefits	0.00	143,231.71	(143,231.71)
6210 · Insurance	17,345.00	135,000.00	(117,655.00)
6220 · Advertising	62.00	2,000.00	(1,938.00)
6310 · Maintenance & Repairs	16,849.92	110,000.00	(93,150.08)
6410 · Supplies	0.00	25,000.00	(25,000.00)
6415 · Fire Prevention	0.00	5,000.00	(5,000.00)
6510 · Utilities	4,102.35	70,000.00	(65,897.65)
6513 · Fire Service Agreement	0.00	50,000.00	(50,000.00)
6515 · Hydrant Rent	0.00	70,000.00	(70,000.00)
6610 · Misc. Firefighter Expenses	2,682.40	15,000.00	(12,317.60)
6611 · Training	2,375.00	40,000.00	(37,625.00)
6614 · Technology-Equipment	2,229.28	4,000.00	(1,770.72)
6615 · Gear - Fire Company	0.00	30,000.00	(30,000.00)
6625 · Joint District Expenses	0.00	2,000.00	(2,000.00)
6630 · Building Renovations	0.00	15,000.00	(15,000.00)
6635 · Equipment-Non-Bondable	0.00	68,000.00	(68,000.00)
6640 · SCBA	187.50	15,000.00	(14,812.50)
6650 · Emergency/First Aid Equipment	0.00	5,000.00	(5,000.00)
6655 · Replacement Equipment	36,984.00	30,000.00	6,984.00
6670 · Vehicle Equip-Radios/Pagers	0.00	40,000.00	(40,000.00)
6675 · UFSA	0.00	7,750.00	(7,750.00)
6910 · LOSAP	0.00	55,000.00	(55,000.00)
6990 · Contingent-Operating	0.00	2,000.00	(2,000.00)
Total Expense	<u>84,664.48</u>	<u>1,997,577.75</u>	<u>(1,912,913.27)</u>
Net Ordinary Income	(84,664.48)	340,000.00	(424,664.48)

5:28 PM

02/09/21

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through February 11, 2021

	<u>Jan 1 - Feb 11, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8052 · Capital - Utility Truck	0.00	40,000.00	(40,000.00)
8054 · Capital	151,177.00	300,000.00	(148,823.00)
Total Other Expense	<u>151,177.00</u>	<u>340,000.00</u>	<u>(188,823.00)</u>
Net Other Income	<u>(151,177.00)</u>	<u>(340,000.00)</u>	<u>188,823.00</u>
Net Income	<u><u>(235,841.48)</u></u>	<u><u>0.00</u></u>	<u><u>(235,841.48)</u></u>

Board of Fire Commissioners Career Department
February 11, 2021

Year to date career department responses:

Fire call- 17 EMS calls- 68

Building Report

- General housekeeping, decon, snow clean up and minor repairs were conducted at both stations.
- A roof leak was found in the banquet hall warranty company was contacted.
- Proposals for flooring at station 1 are being received.
- All bad bulbs were replaced in banquet hall High hats.
- ECO Labs were contacted to come out and adjust washing machine soap system.

Engine 5401:

- Fire and Safety is tentatively scheduled for service and repairs waiting on weather to cooperate.

Unit 5410:

- Is scheduled to go to Skillenders for repairs and will go when 5404 comes back

Unit 5404:

- Unit is at Skillenders for front suspension repairs and service.

Ladder 5405:

- Is at Emergency Equipment and Service for repairs new hydraulic lines are being made and electrical lines are on order.

Tanker 5408:

- Unit is back in service with the exception of the tank fill gauges blaze has been notified.

Engine 5411:

- Unit is tentatively scheduled for 2/16/21 to have the new steering box installed.

Unit 5414:

- Went to Skillenders for repairs to front tires.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- SCBA Fill station was repaired and adjusted.
- Chain saws and all back in service and chains were sharpened.

Submitted by:
The Career Department



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

54

February 2021 Chiefs Report

Date: 02/11/2021

- COVID vaccines have been made available to all members and staff that wanted it. Appointments can also be made via ochd.org and/or ohinj.org.
- FIT Testing will take place thru out the month of February 2021.

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: February 11, 2021
Subject: Presidents Report February 2021

Membership:

Two new applicant for membership.

Facilities:

All hall use has been frozen due to the COVID 19 pandemic. Discussion for re-opening to take place at January business meeting.

Events

Flower Sale is scheduled to take place this February 13 from 8Am to 7 PM and February 14th from 8 Am to 3 PM.

Installation dinner is postponed until COVID subsides. Regular dinner is scheduled for Jan 2022.

Comitees:

Antique committee is looking to create an arrangement with the Board of fire commissioners to lease a portion of land at station 2 that will be used for a steel storage building to house the antique and Santa patrol equipment.

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 – John Burmeister Jr.

February 11, 2021 Monthly Bureau Report

Inspections are being completed as normal.

- – Report attached – no major violations.

Site plans received:

New –

Canaan Church on Frank Applegate – New Building behind current

Jackson Baptist Church – 9000 sq ft addition

Resubmitted Plans –

Jackson Woods – Freehold Rd corrections made to fire lanes and moving hydrants. Clubhouse correction will be address on future site plans.

Fire investigations:

Vehicle fire – W. Pleasant Rd. non-suspicious

Call Outs / Complaints:

Parking complaint – Storage box placed in Fire Zone at Jackson Greens Apartments. Contact made and box was moved by contractor.

Training / Meetings:

FEMA Assistance to Firefighters grant – SCBA grant finished and submitted

Emergency Reporting – new options and reports

Programing of the radios to the new 700 frequency will be done in near future.

John Burmeister Jr.
Fire Official

Inspection Summary (18 Inspections)

2/11/2021 4:04:34 PM

Filters:

- Inspection Source: **Internal Department Only**
- Start Date: **1/1/2021 12:00:00 AM**
- End Date: **2/12/2021 11:59:59 PM**
- Inspector: **-all-**
- Occupancy Type: **-all-**
- Section Number: **-all-**
- Partial Section Number: **-all-**
- Occupancy Number: **-all-**
- Address: **-all-**
- Street Name: **-all-**
- Occupant Name: **-all-**
- Zip Code: **-all-**
- Owner: **-all-**
- Location: **-all-**
- Auto Exting. Type: **-all-**
- Inspection Type: **-all-**
- Exclude Re-Inspections: **No**

Section Name

Row	Occupant Type	Occupancy #	Section #	Occupant/Location	Property Owner	Type	Date/Inspector
▼▲	▼▲	▼▲	▼▲	▼▲	▼▲	▼▲	▼▲ ▼▲
1	500-Mercantile, Business	4412	02_D4	Advance Auto BLDG Advance Auto Parts 260 North County Line Road Jackson, NJ 08527		Re-inspect #1 NOVs	1/13/21 S. O'Brien Jr
2	439-Boarding/rooming house, residential hotels	4387	10_D4	Alternatives Inc - Diamond BLDG Alternatives - Diamond 312 Diamond Road Jackson, NJ 08527	Paul Mazar	Re-inspect #1 NOVs	1/9/21 S. O'Brien Jr
3	439-Boarding/rooming house, residential hotels	4387	10_D4	Alternatives Inc - Diamond BLDG Alternatives - Diamond 312 Diamond Road Jackson, NJ 08527	Paul Mazar	Re-inspect #2 NOVs	2/10/21 S. O'Brien Jr
4	459-Residential board and care	4382	09_D4	Alternatives Inc - Pamela Ct BLDG Alternatives - Pamela 5 Pamela Court Jackson, NJ 08527	Kristen	Re-inspect #1 NOVs	1/9/21 S. O'Brien Jr
5	459-Residential board and care	4382	09_D4	Alternatives Inc - Pamela Ct BLDG Alternatives - Pamela 5 Pamela Court Jackson, NJ 08527	Kristen	Re-inspect #2 NOVs	2/10/21 S. O'Brien Jr
6	569-Professional supplies, services	484	02_D4	CASCADE DRILLING (484) BLDG Cascade Drilling 629 WRIGHT DEBOW Road Jackson, NJ 08527		Re-inspect #2 NOVs	1/22/21 S. O'Brien Jr
7	500-Mercantile, business, other	437	01_D4	CVS STORE # 2369 (437) BLDG CVS 890 BENNETTS MILLS Road Jackson, NJ 08527	CVS	Non - LHU	1/22/21 S. O'Brien Jr
8	340-Clinics,	4411	09_D4	Dan Sandru MD LLC	Dan Sandru	Re-	1/22/21 S.