

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

Minutes of Meeting Held  
March 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 7:07 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. Commissioners Goldman and Jamison were absent from the meeting. Board Attorney Youssef was also present and he declared a three – member quorum.

**Executive Session**: Commissioner O'Brien motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing lawyer/client matters, seconded by Commissioner Couceiro. Motion passed by unanimous consent at 8:07 p.m. (Ayes: Couceiro, O'Brien, Torres; Nays: none; Absent: Goldman, Jamison; Abstention: None). The executive session ended at 7:25 p.m. and the Board reconvened the public session.

**Minutes**: Commissioner O'Brien motioned to approve the minutes of the February 11, 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 Torres read the cash balances into the record. Commissioner Couceiro motioned to accept the Treasurer's report, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

**Legal Report**: Board Attorney Youssef reported that the County to provide ballot. Board is to provide pertinent information to the County (candidate names, ballot questions, etc.). Bond question to be on ballot – amount to be raised \$650,000.00 as a separate question. Two petitions have been received as of date. Deadline for information to be submitted to county is Friday, March 26, 2021. March 22, 2021 is deadline to submit petitions for commissioners. Board Attorney Youssef is to be contacted by March 23, 2021 with the names of those who have submitted petitions so that the information can be submitted to the Ocean County Clerk's office. Provisional ballot and emergency ballot discussed. Those that have requested absentee ballots from 2016, 2017, 2018, 2019 and

2020 to receive absentee ballots per the Governor's order. Cheryl to have two (2) poll workers. Deadlines:

- 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
- April 22, 2021: Deadline for receipt of timely mail in ballots through US Mail
- May 7, 2021: Deadline for re-count applications
- May 7, 2021: Deadline for re-check of voting machines
- May 22, 2021: Deadline for contest petitions
- May 22, 2021: Results to be certified provided there have been no objections

Local Finance Board – 2021-04: Extends from 3 days to 10 days to certify elections. Forms can be located on line – Standardized by rule: Levy Cap Referendum; Resolution authorizing restricted balance fund release Referendum; Special meeting application Affidavit, notice posting and publication; Special meeting Results Certification; Questions for Public Referendum Levy Cap.

**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). Storage wall in banquet hall: Captain Reynolds has received one quote: \$3,500.00. \$6,600.00 is the bid threshold. Board in agreement to move forward. Flooring pricing: Commissioner Torres to look into obtaining a more favorable price for the district.

**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 Vice President Al Chelli (a copy of the report is attached to the original minutes and incorporated herein by reference). Sara Sulkowski and Jake Green were present and introduced to the Board.

**Fire Bureau:** read by Fire Official Burmeister (a copy of the report is attached to the original minutes and incorporated herein by reference) later in the meeting.

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

**Old Business/Correspondence:**

**Old Business:** None

**New Business:**

***Work Order Requests:*** Board wants an electronic version to track progress in a more timely manner. ERS program will be reviewed to see if it can be used for this purpose. Trask, FOB Burmeister, and others will look into the program.

***Fill in position for Lt. Leonard:*** Interview for fill-in position until his return per Commissioner Torres. Board Attorney Youssouf advised that the Board should appoint from the list if someone is qualified. It can be a provisional appointment – provided person takes the test, passes the test, etc. Rule of 3:

from the first three applicants by order of their ranking on the test. Cheryl to obtain an updated list from Civil Service.

**Staff W-2:** District changed payroll services provider from Paychex to ADP. ADP did not make one of the deductions pre-tax. One of the career staff discovered the error. Payroll returns and W-2's for two (2) years have to be adjusted. ADP is now requesting for information in writing on District letterhead. The request has been completed. Issue of changing providers was raised. Board will cover extensions and re-filing for 2019. Per Board Attorney Youssouf – Board can make the claim, it will be a debatable claim by the insurance company; does not mean that you are guaranteed to prevail. W-2's should be available by the end of the March.

**Support of Fire District Budget:** President Linde reminded the Board that the company is willing to support the budget election. Everyone should encourage people to come out to vote.

**Washer/Dryer:** FF Esposito to investigate cost/space for washer/dryer (stackable) including hook-ups.

**CARES Grant:** Cheryl reported that she and FF Esposito updated the CARES Grant application for payroll.

**Board membership application:** Commissioner Torres advised Chief O'Hara that the Board is adding an application for initial membership. New application to include driving abstracts. Driving abstracts will be done for all career staff, fire company members, etc.

**Reporting of incidents to Board:** Discussion. Board to establish policy. Procedural due process cannot be discarded, no pre-judgment.

**Marijuana Use:** There is a ban on operation of equipment by anyone on CDC or alcohol. Discussion on impairment. Board has a zero tolerance policy.

**Mail Correspondence:** none

**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 9:10 pm.

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

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

**March 11, 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

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

Type	Date	Num	Name	Split	Amount
1009 · Shore Community Operating					
Bill Pmt -Check	03/11/2021	6468	AT&T Mobility	2000 · *Accoun...	-387.73
Bill Pmt -Check	03/11/2021	6469	Blaze Emergency E...	2000 · *Accoun...	-29,191.59
Bill Pmt -Check	03/11/2021	6470	Certification Renewal	2000 · *Accoun...	-91.00
Bill Pmt -Check	03/11/2021	6471	Continental Fire & S...	2000 · *Accoun...	-72.00
Bill Pmt -Check	03/11/2021	6472	County Line hardware	2000 · *Accoun...	-149.94
Bill Pmt -Check	03/11/2021	6473	Custom Bandag Inc...	2000 · *Accoun...	-269.52
Bill Pmt -Check	03/11/2021	6474	Dell Marketing LP	2000 · *Accoun...	-2,168.28
Bill Pmt -Check	03/11/2021	6476	Emergency Equipm...	2000 · *Accoun...	-484.00
Bill Pmt -Check	03/11/2021	6477	Emergency Services ...	2000 · *Accoun...	-725.00
Bill Pmt -Check	03/11/2021	6478	Federal Express	2000 · *Accoun...	-37.89
Bill Pmt -Check	03/11/2021	6479	Freehold Cartage, Inc.	2000 · *Accoun...	-277.12
Bill Pmt -Check	03/11/2021	6480	Holmes and McDowell	2000 · *Accoun...	-12,469.20
Bill Pmt -Check	03/11/2021	6481	Home Depot	2000 · *Accoun...	-158.73
Bill Pmt -Check	03/11/2021	6482	Jackson Twp MUA	2000 · *Accoun...	-16,701.00
Bill Pmt -Check	03/11/2021	6483	JCP&L	2000 · *Accoun...	-1,272.65
Bill Pmt -Check	03/11/2021	6484	Jerry's Autobody, LLC	2000 · *Accoun...	-500.00
Bill Pmt -Check	03/11/2021	6485	Jersey Coast Equip...	2000 · *Accoun...	-648.25
Bill Pmt -Check	03/11/2021	6486	John Burmeister Jr.	2000 · *Accoun...	-55.00
Bill Pmt -Check	03/11/2021	6487	Joseph Krzyzewski	2000 · *Accoun...	-213.82
Bill Pmt -Check	03/11/2021	6488	KC Greenscapes	2000 · *Accoun...	-680.66
Bill Pmt -Check	03/11/2021	6489	NCSI	2000 · *Accoun...	-75.00
Bill Pmt -Check	03/11/2021	6490	Neil Brooks Plumbin...	2000 · *Accoun...	-250.00
Bill Pmt -Check	03/11/2021	6491	NetLink Web Servic...	2000 · *Accoun...	-398.00
Bill Pmt -Check	03/11/2021	6492	NJNG	2000 · *Accoun...	-2,180.53
Bill Pmt -Check	03/11/2021	6493	Optimum	2000 · *Accoun...	-477.46
Bill Pmt -Check	03/11/2021	6494	PowerDMS	2000 · *Accoun...	-199.71
Bill Pmt -Check	03/11/2021	6495	ReadyRefresh by N...	2000 · *Accoun...	-61.90
Bill Pmt -Check	03/11/2021	6496	Skillender s Service ...	2000 · *Accoun...	-510.81
Bill Pmt -Check	03/11/2021	6497	Stan O'Brien Jr.	2000 · *Accoun...	-17.98
Bill Pmt -Check	03/11/2021	6498	Susan L Oksen-Pef...	2000 · *Accoun...	-250.00
Bill Pmt -Check	03/11/2021	6499	Toms River Bd of Fir...	2000 · *Accoun...	-550.00
Bill Pmt -Check	03/11/2021	6500	Verizon	2000 · *Accoun...	-210.64
Bill Pmt -Check	03/11/2021	6501	Verizon Wireless	2000 · *Accoun...	-376.60
Bill Pmt -Check	03/11/2021	6502	Vickers Consulting ...	2000 · *Accoun...	-900.00
Bill Pmt -Check	03/11/2021	6503	Optimum	2000 · *Accoun...	-226.99
Bill Pmt -Check	03/11/2021	6504	McKesson Medical ...	2000 · *Accoun...	-2,042.83
Bill Pmt -Check	03/11/2021	6505	John Fiore	2000 · *Accoun...	-53.26

Total 1009 · Shore Community Operating

TOTAL

-75,335.09  
-75,335.09

6:38 PM

03/11/21

Accrual Basis

# Board of Fire Commissioners

## Cash Balance Report

As of March 11, 2021

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	Mar 11, 21	
	Debit	Credit
1009 · Shore Community Operating	340,881.57	
1011 · Shore Community Payroll	104,155.52	
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	
<b>TOTAL</b>	<b>1,229,444.18</b>	<b>0.00</b>

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

	Jan 1 - Mar 11, 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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
<b>Total Income</b>	<b>0.00</b>	<b>2,337,577.75</b>	<b>-2,337,577.75</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>2,337,577.75</b>	<b>-2,337,577.75</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	20,000.00	-20,000.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	750.00	0.00	750.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
<b>Total 5120 · Salaries - Secretary</b>	<b>750.00</b>	<b>2,800.00</b>	<b>-2,050.00</b>
5210 · Elections	0.00	15,000.00	-15,000.00
5220 · Office Expense	1,302.82	13,000.00	-11,697.18
5230 · Professional Services			
5243 · Bookkeeper	6,648.00	0.00	6,648.00
5246 · Web Services	597.00	0.00	597.00
5230 · Professional Services - Other	0.00	110,000.00	-110,000.00
<b>Total 5230 · Professional Services</b>	<b>7,245.00</b>	<b>110,000.00</b>	<b>-102,755.00</b>
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6110 · Salaries & Wages - Fire Lt.	20,612.00	106,232.47	-85,620.47
6115 · Salaries & Wages - Captain	24,196.00	125,712.27	-101,516.27
6120 · Salaries - Full Time Fire	79,212.00	378,032.06	-298,820.06
6125 · Clothing Allowance	2,030.00	10,500.00	-8,470.00
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	4,446.02	0.00	4,446.02
6142 · Salaries-Firefighters OT	3,449.81	0.00	3,449.81
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
<b>Total 6140 · Salaries - Firefighter Overtime</b>	<b>7,895.83</b>	<b>49,000.00</b>	<b>-41,104.17</b>
6180 · Payroll Taxes	-33,968.04	55,084.24	-89,052.28
6185 · Employer Pension Contribution	0.00	146,735.00	-146,735.00
6190 · Fringe Benefits	-1,351.80	143,231.71	-144,583.51
6210 · Insurance	29,814.20	135,000.00	-105,185.80
6220 · Advertising	62.00	2,000.00	-1,938.00
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6315 · M&R - Truck #5405 Ladder	484.00	0.00	484.00
6316 · M&R - Truck #5408 Tanker	622.50	0.00	622.50
6317 · M&R -Truck # 5401 Pumper New	15,035.62	0.00	15,035.62
6320 · M&R - Truck #5410 Asst Chief	668.08	0.00	668.08
6322 · M&R - Truck #5411 Pumper	500.00	0.00	500.00
6330 · M&R - Truck #5419 Lg Brush	269.52	0.00	269.52
<b>Total 6311 · M&amp;R - Apparatus</b>	<b>17,579.72</b>	<b>0.00</b>	<b>17,579.72</b>
6350 · M&R - Building #1	1,538.69	0.00	1,538.69
6355 · M&R - Building #2	544.44	0.00	544.44
6370 · M&R - Equipment	928.96	0.00	928.96
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
<b>Total 6310 · Maintenance &amp; Repairs</b>	<b>20,591.81</b>	<b>110,000.00</b>	<b>-89,408.19</b>
6410 · Supplies			
6411 · Supplies - Fuel	1,362.01	0.00	1,362.01
6410 · Supplies - Other	0.00	25,000.00	-25,000.00
<b>Total 6410 · Supplies</b>	<b>1,362.01</b>	<b>25,000.00</b>	<b>-23,637.99</b>
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	9,763.07	70,000.00	-60,236.93
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	16,450.00	70,000.00	-53,550.00
6610 · Misc. Firefighter Expenses	4,582.11	15,000.00	-10,417.89
6611 · Training			
6612 · Training - Paid/Vol	892.08	0.00	892.08
6616 · Fire Science Education	2,300.00	10,000.00	-7,700.00
6611 · Training - Other	0.00	30,000.00	-30,000.00
<b>Total 6611 · Training</b>	<b>3,192.08</b>	<b>40,000.00</b>	<b>-36,807.92</b>

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

	Jan 1 - Mar 11, 21	Budget	\$ Over Budget
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	2,042.83	5,000.00	-2,957.17
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	91.00	7,750.00	-7,659.00
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>235,665.70</b>	<b>1,997,577.75</b>	<b>-1,761,912.05</b>
<b>Net Ordinary Income</b>	<b>-235,665.70</b>	<b>340,000.00</b>	<b>-575,665.70</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8052 · Capital - Utility Truck	0.00	40,000.00	-40,000.00
8054 · Capital	151,177.00	300,000.00	-148,823.00
<b>Total Other Expense</b>	<b>151,177.00</b>	<b>340,000.00</b>	<b>-188,823.00</b>
<b>Net Other Income</b>	<b>-151,177.00</b>	<b>-340,000.00</b>	<b>188,823.00</b>
<b>Net Income</b>	<b>-386,842.70</b>	<b>0.00</b>	<b>-386,842.70</b>



Board of Fire Commissioners Career Department  
March 11, 2021

Year to date career department responses:

Fire call- 27 EMS calls- 105

Building Report

- General housekeeping, decon, snow clean up and minor repairs were conducted.
- Roof company was out and repair new leaks found after last snow
- Tile company was contacted for work at station 2 and will check the bay floor he will be out this coming week

Engine 5401:

- Fire and Safety is tentatively scheduled for pm service next week .
- Unit had rear breaks shoes, drums and air pods replaced.

Ladder 5405:

- Unit is at Emergency Equipment and Service all parts arrived Tuesday and as of today unit was almost complete

Tanker 5408:

- Unit is back in service tank gauges were repaired.

Unit 5407:

- New passenger side mirror is on order
- Unit will be going for tires next month

Engine 5411:

- Unit has a water leak for the pump packing and will be going out for repairs when 5405 returns for EES.
- Unit is tentatively scheduled for the new steering box to be installed After it returns for pump repairs

Engine 5417:

- Blaze was contacted for repairs on pump primers
- New motor form Hannay is on order for pass side reel.

Special Details / Projects / Notifications

- Work orders were reviewed and completed as they were turned in.
- Kc Greenscapes was contacted they will be out to mulch and cleanup prior to Commissioners elections

Submitted by:  
The Career Department



**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:** March 11, 2021  
**Subject:** Presidents Report March 2021

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**Membership:**

New applicants for membership. Sara Sulkowski, Paul Kuczykowski, and Jake Greene.

**Facilities:**

All hall use has been frozen due to the COVID 19 pandemic. Discussion for re-opening to take place when restrictions ease.

**Events**

Flower Sale was successful, and we raised \$10,000 for the Leonard family. The check was presented to them by Chief O'Hara and myself two weeks ago.

**Committees:**

Full Committee updates will be available mid-month and included in April report.

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.*

**March 11, 2021**  
**Monthly Bureau Report**

Inspections are being completed as normal.

- – Report attached – no major violations.
  - Outdoor tents will probably being constructed again for outdoor dining starting 4/1/2021

Site plans received:

**New** – 334 Bennetts Mills Rd. (corner Johnson lane) 2 – 9600 sgft warehouses

498 Herman Rd. – 4000 sg ft warehouse and office

**Resubmitted Plans** – Several pending

Fire investigations:

None

Call Outs / Complaints:

Parking complaint –

Storage box placed in Fire Zone at Jackson Greens Apartment – moved

Haz-mat – illegal dumping – Down to Earth Landscaping. Responded with twp. authorities and no evidence of complaint.

Training / Meetings:

Emergency Reporting - updates

VCS (time off software) - updates

Fire official and investigator CEU's webinars

FPS O'Brien recertified (official and investigator)

**John Burmeister Jr.**  
**Fire Official**