

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

Minutes of Meeting Held
August 11, 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 6:06 pm. Commissioner Torres read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

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

Minutes: Minutes from the June 9, 2022 meeting: Commissioner Couceiro motioned to approve the minutes from the June 9, 2022 meeting, seconded by Commissioner Jamison. Motion passed with one abstention (Commissioner O'Brien – due to his absence at the 6/9/22 meeting).

Minutes from the July 14, 2022 meeting: Commissioner Couceiro motioned to approve the minutes from the July 14, 2022 meeting, seconded by Commissioner Jamison. Motion passed with one abstention (Commissioner O'Brien – due to his absence at the 7/14/22 meeting).

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 11, 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 on the following:

1. Generator Bids: not one bid was received by him or by the office. Commissioner Jamison motioned to authorize bids for a standby generator to be due on September 8, 2022, seconded by Commissioner O'Brien. Motion passed by unanimous consent (Ayes: Couceiro, Jamison, O'Brien, Torres; Nays: None; Absent: Goldman; Abstention: None). Attorney Braslow advised that if no bids are received a second consecutive time, then the Board is allowed to negotiate with a vendor.

2. Peterbilt: Limited Warranty. Attorney Braslow has reviewed it. He wishes that some exclusions were not included, but they are. He said it wasn't bad. He further advised that they should accept it and move on. Commissioner Jamison advised that the Extended Warranty needs to be followed up on – where

is the paperwork, is it on file, do we need to do anything, etc. This Extended Warranty was part of the spec when the truck was put together. Attorney Braslow is willing to follow up on anything – just let him know.

3. **Roof:** Attorney Braslow reviewed information provided to him by Captain Leonard. Current game plan is to speak to a warranty rep on this upcoming Tuesday. Hopefully this will make a difference. They will review the issues with the rep, third party evaluation, a proposed remediation plan from a third party, etc. If nothing is resolved, the follow up will then be a letter from Attorney Braslow. Attorney Braslow advised that no remediation work to be done at this time. If it is done, it may void the warranty. Please advise if there are any damage reports. They may stand behind the warranty or move to litigation. Roof issues are holding up other projects. Attorney Braslow will report back to the Board.

4. Increase of benefits are going up 22% - this increase is being actively opposed. Attorney Braslow will get the information to the Board.

Commissioner Goldman entered the meeting at 6:15pm.

Executive Session - Commissioner O'Brien 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 6:18 p.m. The executive session ended at 6:45 p.m. and the Board reconvened continuing with the agenda.

Junior Member: Joseph Matias introduced himself to the Board. He is not yet eligible for a background check due to his age. Board was in agreement for Chief to request gear for the junior member.

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). Board was in agreement that FF Porth could attend Fire Officer One (50 hour course).

Board Attorney Braslow left the meeting at 6:59 pm.

Chief's Report: read by Chief Trask O'Hara (a copy of the written report is attached to the original minutes and made a part thereof). Sole source provider letter is needed for each purchase (i.e.: Holmatro). Cheryl to review budget and provide Board with a solid number on funds remaining in the \$150,000 that was put aside. Board was in agreement that FF Porth can come to Monday's Volunteer meeting to do a full pager update.

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

Fire Bureau Report: read by Fire Official O'Brien (the written report is attached to the original minutes and made a part hereof). Commissioner Jamison motioned to appoint Fire Fighter Porth provisional Fire Prevention Specialist pending the return of Fire Fighter Marrero, seconded by Commissioner Couceiro. Motion passed by unanimous vote (Ayes: Couceiro, Jamison,

Goldman, O'Brian, Torres; Nays: None; Absent: None; Abstention: None). Cheryl will certify the list and then a provisional letter can be done.

Work Order Requests: Captain Leonard advised that he is working together with Chief O'Hara on getting the tasks completed.

Old Business: Commissioner Torres asked that Captain Leonard make a list of materials damaged and the number of man-hours spent on damages from the water damage.

New Business: A volunteer is requesting a withdrawal from his LOSAP account due to hardship – Board was in agreement.

Mail Correspondence: None

Public Session: A question was raised about what happened to the plans for the pole barn for trucks.

Executive Session - Commissioner Couceiro motioned to accept the Resolution to take the Board into an executive session for the purpose of discussion of two personnel matters seconded by Commissioner O'Brien. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 7:37 p.m. The executive session ended at 8:00 p.m. and the Board reconvened continuing with the agenda.

Adjournment: With no other business to come before the Board, Commissioner Goldman motioned to adjourn the meeting, seconded by Commissioner Jamison. Meeting was adjourned at 8:00 p.m. by Commissioner Torres.


_____, Clerk

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

**August 11, 2022
Meeting Time 5:30 Caucus, 6PM**

Meeting called to order 6:00PM
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

4:40 PM
08/11/22
Accrual Basis

Board of Fire Commissioners
Cash Balances
As of August 11, 2022

	Aug 11, 22	
	Debit	Credit
1009 · Shore Community Operating	443,313.94	
1011 · Shore Community Payroll	63,430.94	
1012 · Shore Community Fire Bureau	20,955.72	
1016 · Shore Comm-CD-Future Cap 0721	328,712.92	
TOTAL	856,413.52	0.00

Board of Fire Commissioners
Treasurer Report
 As of August 11, 2022

Type	Date	Num	Name	Debit	Credit
1009 · Shore Community Operating					
Bill Pmt -...	08/11/2022	6014	AT&T Mobility		342.15
Bill Pmt -...	08/11/2022	6015	CentraState Healthcare Syst...		39.07
Bill Pmt -...	08/11/2022	6016	County of Ocean- Dept of Fi...		3,607.59
Bill Pmt -...	08/11/2022	6017	Elite Vehicle Solutions		7,777.42
Bill Pmt -...	08/11/2022	6018	ESI Equipment, Inc.		1,551.00
Bill Pmt -...	08/11/2022	6019	Fire & Safety Services, Ltd		362.50
Bill Pmt -...	08/11/2022	6020	GW Tire Service		2,078.00
Bill Pmt -...	08/11/2022	6021	Holman, Frenia, Allison, PC		2,646.00
Bill Pmt -...	08/11/2022	6022	Home Depot		27.91
Bill Pmt -...	08/11/2022	6023	JCP&L		438.92
Bill Pmt -...	08/11/2022	6024	Jersey Coast Fire Equipment		420.80
Bill Pmt -...	08/11/2022	6025	Joseph D. Youssouf, Esq		5,646.00
Bill Pmt -...	08/11/2022	6026	Lytix, Inc.		480.64
Bill Pmt -...	08/11/2022	6027	National Association of Fire ...		55.00
Bill Pmt -...	08/11/2022	6028	NetLink Web Services, LLC		199.00
Bill Pmt -...	08/11/2022	6029	NJNG		43.24
Bill Pmt -...	08/11/2022	6030	On The Job Fire Rescue		1,000.00
Bill Pmt -...	08/11/2022	6031	Optimum		577.98
Bill Pmt -...	08/11/2022	6032	Pathlink of New Jersey LLC		77.00
Bill Pmt -...	08/11/2022	6033	S&S Fleet Services		6,659.51
Bill Pmt -...	08/11/2022	6034	Seagrave Fire Apparatus, LLC		5,382.88
Bill Pmt -...	08/11/2022	6035	Staples Credit Plan		401.87
Bill Pmt -...	08/11/2022	6036	Verizon		209.54
Bill Pmt -...	08/11/2022	6037	Verizon Wireless		189.95
Bill Pmt -...	08/11/2022	6038	Air & Gas Technologies		2,313.00
Bill Pmt -...	08/11/2022	6039	JCP&L		1,440.61
Bill Pmt -...	08/11/2022	6040	KC Greenscapes		305.44
Bill Pmt -...	08/11/2022	6041	Richard Braslow ESQ		1,500.00
Bill Pmt -...	08/11/2022	6042	Susan L Oksen-Pereira		250.00
Bill Pmt -...	08/11/2022	6043	Acrisure, LLC		2,226.28
Bill Pmt -...	08/11/2022	6044	Custom Bandag Inc		817.06
Bill Pmt -...	08/11/2022	6045	Skillender s Service Center I...		114.08
Bill Pmt -...	08/11/2022	6046	Wolf's Den Nursery, LLC		540.00
Bill Pmt -...	08/11/2022	6048	Freehold Cartage, Inc.		299.20
Total 1009 · Shore Community Operating				0.00	50,019.64
TOTAL				0.00	50,019.64

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through August 11, 2022

	Jan 1 - Aug 11, 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	891,862.18	2,038,542.13	-1,146,679.95
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	19.43	500.00	-480.57
4300 · Sale of assets	3,026.00	0.00	3,026.00
4750 · Bureau of Fire Prevention Incm	21,334.10	35,000.00	-13,665.90
4800 · Other Income	77,467.98	0.00	77,467.98
4920 · Unreserved Fund Balance	0.00	167,400.00	-167,400.00
Total Income	993,709.69	2,245,784.13	-1,252,074.44
Gross Profit	993,709.69	2,245,784.13	-1,252,074.44
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	1,750.00	2,800.00	-1,050.00
Total 5120 · Salaries - Secretary	1,750.00	2,800.00	-1,050.00
5210 · Elections	6,344.09	15,000.00	-8,655.91
5220 · Office Expense			
6560 · Payroll Expenses	3,440.71	0.00	3,440.71
5220 · Office Expense - Other	4,949.41	13,000.00	-8,050.59
Total 5220 · Office Expense	8,390.12	13,000.00	-4,609.88
5230 · Professional Services			
5240 · Auditing	10,646.00	0.00	10,646.00
5243 · Bookkeeper	19,632.00	0.00	19,632.00
5245 · Legal fees	13,804.00	0.00	13,804.00
5230 · Professional Services - Other	796.00	80,500.00	-79,704.00
Total 5230 · Professional Services	44,878.00	80,500.00	-35,622.00
5260 · Bond Agent	10,093.06	21,000.00	-10,906.94
5290 · Contingent Expenses	0.00	2,000.00	-2,000.00
6110 · Salaries & Wages - Fire Lt.	75,477.50	110,864.79	-35,387.29
6115 · Salaries & Wages - Captain	75,292.96	120,987.00	-45,694.04
6120 · Salaries - Full Time Fire	204,402.22	354,839.09	-150,436.87
6125 · Clothing Allowance	6,380.00	10,500.00	-4,120.00
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			
6141 · Salaries-FireFighter LT&CPT OT	479.90	0.00	479.90
6142 · Salaries-Firefighters OT	31,224.33	0.00	31,224.33
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	31,704.23	49,000.00	-17,295.77
6145 · Salaries-Comp Time	44,883.58	45,000.00	-116.42
6180 · Payroll Taxes	36,589.42	60,000.00	-23,410.58
6185 · Employer Pension Contribution	175,748.00	175,748.00	0.00
6190 · Fringe Benefits	153,960.53	118,576.26	35,384.27
6210 · Insurance	76,475.70	135,000.00	-58,524.30
6220 · Advertising	344.64	2,000.00	-1,655.36
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	933.73	0.00	933.73
6313 · M&R - Truck #5407 Utility	708.40	0.00	708.40
6314 · M&R - Truck #5404 Chevy Blazer	170.19	0.00	170.19
6315 · M&R - Truck #5405 Ladder	7,470.48	0.00	7,470.48
6317 · M&R -Truck # 5401 Pumper New	15,708.02	0.00	15,708.02
6320 · M&R - Truck #5410 Asst Chief	2,121.77	0.00	2,121.77
6322 · M&R - Truck #5411 Pumper	10,870.70	0.00	10,870.70
6323 · M&R - Truck #5414 Durango	1,025.00	0.00	1,025.00
6328 · M&R - Truck #5417 KME Pumper	561.86	0.00	561.86
6334 · M&R - Truck #5427 Pick Up	102.20	0.00	102.20
6338 · M&R - Truck #5437 2018 F350	38.98	0.00	38.98
6341 · M&R - Truck #18-407 Bureau	4,403.62	0.00	4,403.62
Total 6311 · M&R - Apparatus	44,114.95	0.00	44,114.95
6350 · M&R - Building #1	13,866.36	0.00	13,866.36
6355 · M&R - Building #2	7,740.40	0.00	7,740.40
6370 · M&R - Equipment	11,147.79	0.00	11,147.79
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
Total 6310 · Maintenance & Repairs	76,869.50	110,000.00	-33,130.50
6410 · Supplies			
6411 · Supplies - Fuel	21,477.86	0.00	21,477.86
6410 · Supplies - Other	836.99	30,000.00	-29,163.01
Total 6410 · Supplies	22,314.85	30,000.00	-7,685.15

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through August 11, 2022

	Jan 1 - Aug 11, 22	Budget	\$ Over Budget
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	31,392.87	60,000.00	-28,607.13
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	34,440.00	70,000.00	-35,560.00
6610 · Misc. Firefighter Expenses	8,550.33	15,000.00	-6,449.67
6611 · Training			
6612 · Training - Paid/Vol	5,878.00	0.00	5,878.00
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	7,258.00	40,000.00	-32,742.00
6614 · Technology-Equipment	852.79	7,000.00	-6,147.21
6615 · Gear - Fire Company	13,255.50	30,000.00	-16,744.50
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	18,655.84	52,400.00	-33,744.16
6640 · SCBA	13,880.25	15,000.00	-1,119.75
6650 · Emergency/First Aid Equipment	0.00	5,000.00	-5,000.00
6655 · Replacement Equipment	2,519.36	40,000.00	-37,480.64
6670 · Vehicle Equip-Radios/Pagers	0.00	40,000.00	-40,000.00
6675 · UFSA			
6675b · Membership	1,345.50	0.00	1,345.50
6675c · Computer Software-Bureau	199.00	0.00	199.00
6675e · Fire Prevention Education	525.00	0.00	525.00
6675 · UFSA - Other	419.00	7,750.00	-7,331.00
Total 6675 · UFSA	2,488.50	7,750.00	-5,261.50
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	1,185,191.84	2,140,784.13	-955,592.29
Net Ordinary Income	-191,482.15	105,000.00	-296,482.15
Other Income/Expense			
Other Expense			
8041 · Capital-Command Vehicle	19,889.43	25,000.00	-5,110.57
8054 · Capital	15,624.51	0.00	15,624.51
8055 · Capital-Generator	0.00	80,000.00	-80,000.00
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	-226,996.09	0.00	-226,996.09

Board of Fire Commissioners Career Department Report

August 11, 2022

Building & Truck Report

Station 1

- As of 8/1/22 roof repairs failed roof is leaking over banquet hall.
New Case number: 170628
- Irrigation leak from well under front sidewalk, Kay Pump Service notified. They will examine and prepare a scope of work. A new water line might be needed to be run from well to "D" side of the building.
- East Coast Flag repaired flagpole (new pully system installed)
- 5419 bay door opener is broken, awaiting prices to replace both rear openers. By law Velting Overhead Door cannot repair the opener due to its lack of safety features.

Station 2

- New exit lights installed by Kelly Killowatt
- 5408 bay door and opener repaired by Velting Overhead door.
- Irrigation / well system repaired.

Unit 5437:

- Unit was serviced at Skillenders

Unit 5404:

- Vehicle was serviced at Skillenders

Unit 5405:

- Truck is going back to Seagrave for additional repairs on 8/22/22; vehicle to be O.O.S. for approximately 2 weeks.

Unit 5401:

- Radiator was replaced by S&S Fleet services.

Unit 5410:

- New command box was installed by Elite.

Unit 5411:

- Tank to pump valve leak was repaired by Fire and Safety.

Unit 5414:

- Awaiting a final date for detail and re-numbering by Elite.

New Unit 5408:

- Is at Hunter Peterbuilt for 65 MPH governor to be set, Rear brakes to be checked.
- Price for gear box and ladder relocate and 5th wheel release handle extension

Special Details / Projects / Notification

- 8/4/2022- 8AM Superior Fire Training conducted Part 1 "Man vs Machine" class
- Mike Corrigan wanted me to say, Thank You very much for the use of the banquet hall.

Submitted by:

Captain Richard Leonard



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

54

August 2022 Chiefs Report

Date: 08/11/2022

- Tool & equipment list for new engine has been sent to vender(s) for pricing.
- Holmatro quote is in and attached to my report.
- Solar panel drill / lecture has been scheduled for August 22, 2022.
- Would like to have FF Porth available for Monday August 15th to re-program pagers.
- Looking to purchase 5 of the 10 sets of PPE for this year. Finalizing list with Captain Lenard.

Sincerely,

Trask O'Hara

Trask O'Hara
Fire Chief (5400)
Jackson Mills Volunteer Fire Company



**Holmatro CORE/Battery Rescue Systems Bid Proposal
Jackson Mills Fire Department, NJ**

	Part Description	17-FLEET-00820	Price
1	CORE SR 20PC2** Duo 3-Stage Honda Gas Power Unit, 4-stroke, 3 HP, 52lbs		\$ 9,752
1	CORECU 4007 Mini Cutter 49,458 lbs cutting force, 7,000 lbs spreading, 8.5 lbs weight		\$ 4,683
1	CORE CU 5050i 7.2" Incline NCT Cutter *** 312,260 lbs Cutting, 35.7 lbs weight		\$ 7,905
1	CORE SP 5240 28.5" Spreader** 62,947 lbs Spread, 6-LED, 32.8 lbs wt		\$ 8,735
1	HRS22 Ram Support SET		\$ 975
1	TR 5350 LP Medium T-Ram w/LED Lights & Laser, Range 22"-50.6", 48,784lbf, 32.2lb		\$ 6,639
2	CORE 32 Foot Kevlar Hose ** Orange		\$ 4,496
1	Limited Life-Time Warranty		
1	One-Year ESI Service Contract on Above Equipment		
1	Shipping, Preparation and Delivery (Includes Fuel)		\$ 125
NJ Contract # 17-FLEET-00820 price			\$ 45,843

** NFPA Compliant

Bid Prices Valid For 90 Days From Date Of Proposal

Respectfully Submitted,

Patrick K. Grubb
Executive Vice President

New Jersey State Contract # 17-FLEET-00820



Jackson Mills Fire Company No.
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: August 11, 2022

Subject: Presidents Report

Membership: Barry MacNeil has served Jackson Mills for over 25 years in good standing and was granted Life Member status. He served as President and took on many fund-raising jobs for Jackson Mills Volunteer fire company. Most recently he served as Treasurer for the company and he will be greatly missed. Fortunately, we have another dedicated firefighter Chris Locklear that will assume the duty as Treasurer and the company looks forward to working with him. We have a new Junior applicant Joseph Matias. He appears eager to serve us.

Facilities:

Events: In the coming months we will be planning our Open House in October and we will be asking the Boy Scouts troop 204 for their help serving food to the guests. Also, we will be trying to arrange a company picnic in September.

Committees:

Respectfully

Al Chelli

President: (JMVFC 54)

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 11, 2022

Monthly Bureau Report

Inspections are being completed as normal.

Site plans received and finalized:

- 680 Bennetts Mills Road – 3 Story Office Complex
- 135 East Commodore Blvd. – (2) Warehouses

Permits:

- 2 Permits were issued @ National Night Out

Fire investigations:

- 7/30 – Vehicle Fire – Speedway Gas Station
- 8/2 – Vehicle Fire – Interstate 195 Mile Marker 20.8
- 8/2 – Natural Gas Explosion – Bethel Church Road (Assisted 18-307)
- 8/5 – Vehicle Fire – West Commodore Blvd. & Fairview Lane

Fire Prevention Details:

- Fire Prevention materials were given out at the recruitment table and the apparatus display area at National Night Out.
- Estonian Boy Scout Camp is scheduled for 8/12 @ 3:30pm

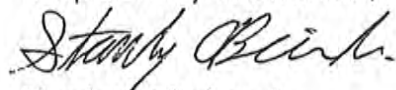
Call Outs / Complaints:

- None

Training / Meetings:

- In Building Radio Systems training is scheduled for 8/17/2022 with Cell Signal Solutions at 340 West Commodore Blvd.

Respectfully submitted,



Stanley O'Brien Jr.

Fire Official