

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

Minutes of Meeting Held
October 13, 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 Couceiro at 6:10 pm. Commissioner Couceiro 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. Board Attorney Braslow was present via remote communications.

PRESENTATION: Commissioner Couceiro presented a plaque to Dave Van Arsdale in recognition of his 48 years of fire service.

Minutes: Minutes from the September 8, 2022 meeting: Commissioner Goldman motioned to approve the minutes from the September 8, 2022 meeting, seconded by Commissioner O'Brien. Motion passed by majority vote – Commissioner Goldman abstained due to his absence at the September 8, 2022 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 October 13, 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 Goldman. Motion passed by unanimous consent.

Legal Report: Board Attorney Braslow reported remotely on the following:

1. Roof: Board Attorney Braslow reported that Captain Leonard will give update on the roof issues.

2. Special Meeting: There has been discussion about scheduling a special meeting. Board needs to provide Board Attorney Braslow with the not to exceed number amount and the exact capital project. Board needs to schedule the meeting via a Motion.

3. Generator Bid: Clarification was received from Kelly Kilowatt regarding their bid submitted last month. If Board wants to move forward, a Resolution must be passed awarding contract to Kelly Kilowatt.

4. Commissioner Compensation: Board is in agreement that the compensation shall remain the same as last year. Board should adopt that Resolution tonight. It needs to be done prior to introducing the 2023 Budget.

5. DCA Advisory Opinion: DCA is discussing an advisory opinion that Board members cannot hold an administrative or firematic officer position in your fire company. This is to prevent a conflict. Board Attorney Braslow to keep the Board informed.

6. Truck pricing increasing: DCA always asks how many hours on the truck that you are replacing; what are you doing with the truck that you are replacing. Now they are discussing asking for maintenance records – maintenance costs and repairs. Board Attorney Braslow will keep the Board advised on these discussions.

MOTION for Generator: Commissioner Jamison motioned to accept the bid from Kelly Kilowatt for an emergency generator in the amount of \$54,200, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Roll Call vote: Yes: Couceiro, Goldman, Jamison, O'Brien; No: none; Abstention: none; Absent: Torres. Resolution is attached to the original minutes and incorporated herein.

MOTION for Commissioner Compensation: Commissioner Jamison motioned to keep the Commissioner Compensation for 2023 budget the same rate as 2022 budget, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Roll Call vote: Yes: Couceiro, Goldman, Jamison, O'Brien; No: none; Abstention: none; Absent: Torres.

MOTION to schedule Special Meeting: Commissioner Jamison motioned to schedule a special meeting for Thursday, November 10, 2022 from 6 pm to 9 pm for the purpose of authorizing funds to purchase equipment for the new fire truck scheduled to be delivered in March 2023. Amount not to exceed \$150,000, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Roof update: Captain Leonard updated the Board. Meeting was held on September 12, 2022 with Jerry Flowers (Tremco – maintenance & repair for region), Ed Broderick (Tremco – senior field advisor). Mr. Broderick was to discuss issues with corporate members. Test sample was taken to be evaluated. No results have been given. Captain Leonard left message for Mr. Broderick asking for update. A telephone call has been scheduled for this coming Monday to discuss where things stand before litigation is pursued.

Local Finance Board Presentation – now keeping truck? Question was raised: Former Board Attorney presented to the Local Finance Board that the district was going to be selling the truck that the new truck would be replacing. At this time, the Board is leaning towards keeping that truck. Will that be an issue with the Local Finance Board? Board Attorney Braslow advised – no. The information that was presented to the Board at the time was the information that you had at the time of the presentation. Things have changed. Board has the right to change the plan.

President's Report: Report read by President Al Chelli. A copy of the report is attached to the original minutes and incorporated by reference. Open House is scheduled for this coming Sunday. President Chelli requested that any available career staff be able to attend. Board was in agreement.

Junior Members: James Vanyi and Matthew Gonzalez introduced themselves to the Board.

Fire Bureau Report: Fire Official O'Brien was absent. The report was read by FF Steve Porth. (The written report is attached to the original minutes and made a part hereof). A previously approved plan was changed by the contractor. However, the contractor made changes and attached the approval letter to the changes, which had not been reviewed by the Bureau. Issues with fire hydrant placement and fire lanes. Fire Official O'Brien to contact Board Attorney Braslow and fill him in on the details.

Old Business: None

New Business: None

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). Station #2: It was reported that there are sinkholes/tire tracks. Pump training was done there. Career staff will take care of it.

Chief's Report: Chief O'Hara was absent. No report received.

Board Attorney Braslow left the meeting at 7 pm.
Commissioner Couceiro left the meeting at 7:15 pm.

Budget Issues: Cheryl made the changes that the Board suggested at the last meeting. Changes were reviewed with the Board. Questions remain on the Chief's budget. Maintenance & Repairs is probably completely spent. Suggestions for line item transfer made. Discussion on gear being purchased now or not. Radios for new truck – Lt. Burmeister was directed to purchase radios now. Captain Leonard will work hand in hand with Cheryl to stay within the budget. Cheryl to do timeline with money spent when and where.

Scot Pack Bids:

Fire Fighter One:	\$ 62,966.40 (to be changed to District #4)
NES:	\$ 63,329.94
NJ Fire Equip:	\$ 69,498.60

Commissioner Goldman motioned to accept the bid from Fire Fighter #1 in the amount of \$62,966.40 (state contract), seconded by Commissioner O'Brien. Motion passed by unanimous consent.

LED proposal – project upgrade: Cheryl and Captain Leonard to review LED proposal.

Work Order Requests: None

Mail Correspondence: None

Public Session: None

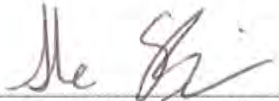
Adjournment: With no other business to come before the Board, Commissioner Goldman motioned to adjourn the meeting, seconded by Commissioner O'Brien. Meeting was adjourned at 7:33 p.m. by Commissioner Jamison.


_____, Clerk

October 13, 2022

Certification

I, Shane O'Brien, Clerk of the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, hereby certify that the foregoing resolution was duly adopted by the Commissioners at a regular meeting held on October 13, 2022.



Shane O'Brien, Clerk

The foregoing resolution was introduced by Commissioner and it was seconded by
Commissioner .
Jamison
O'Brien

RECORD OF VOTE

Members	Torres Jr.	Goldman	Jamison	O'Brien	Couceiro
Yes		<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>
No					
Not Voting					
Absent	<i>x</i>				

**THE COMMISSIONERS OF FIRE DISTRICT NO. 4
IN THE TOWNSHIP OF JACKSON, COUNTY OF OCEAN**

Resolution

Authorizing Award of Contract Relative to Generator Bid

WHEREAS, the Fire District advertised for bids concerning the purchase and installation of a generator; and

WHEREAS, the lowest qualified responsible bid was submitted by Kelly Kilowatt; and

WHEREAS, the Fire District is desirous of awarding a contract relative to same.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, as follows:

- (1) An award of contract is hereby made to Kelly Kilowatt for the providing of the 48 KW generator in accordance with the bid documentation.

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

October, 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

Board of Fire Commissioners
Cash Balance Report
As of October 13, 2022

	Oct 13, 22	
	<u>Debit</u>	<u>Credit</u>
1009 · Shore Community Operating	559,288.30	
1011 · Shore Community Payroll	79,951.05	
1012 · Shore Community Fire Bureau	22,211.72	
1016 · Shore Comm-CD-Future Cap 0721	328,712.92	
1019 · Shore Comm-CD Future Cap 0872	56.96	
TOTAL	<u><u>990,220.95</u></u>	<u><u>0.00</u></u>

Board of Fire Commissioners
Treasurer Report
As of October 13, 2022

Type	Date	Num	Name	Split	Amount
1009 - Shore Community Operating					
Bill Pmt -Check	10/13/2022	6076	Asbury Park Press	2000 *Accoun...	-10.56
Bill Pmt -Check	10/13/2022	6077	AT&T Mobility	2000 *Accoun...	-403.67
Bill Pmt -Check	10/13/2022	6078	Burlington County ESTC	2000 *Accoun...	-525.00
Bill Pmt -Check	10/13/2022	6079	Continental Fire & Safety	2000 *Accoun...	-824.72
Bill Pmt -Check	10/13/2022	6080	E-Z Pass Customer Service Center	2000 *Accoun...	-100.00
Bill Pmt -Check	10/13/2022	6081	Federal Express	2000 *Accoun...	-213.38
Bill Pmt -Check	10/13/2022	6082	Jackson Mills Volunteer Fire Company	2000 *Accoun...	-25,000.00
Bill Pmt -Check	10/13/2022	6083	JCP&L	2000 *Accoun...	-1,493.54
Bill Pmt -Check	10/13/2022	6084	Jersey Coast Fire Equipment	2000 *Accoun...	-540.50
Bill Pmt -Check	10/13/2022	6085	KC Greenscapes	2000 *Accoun...	-699.66
Bill Pmt -Check	10/13/2022	6086	KS STATEBANK	2000 *Accoun...	-122,318.99
Bill Pmt -Check	10/13/2022	6087	MES	2000 *Accoun...	-4,644.25
Bill Pmt -Check	10/13/2022	6088	NetLink Web Services, LLC	2000 *Accoun...	-199.00
Bill Pmt -Check	10/13/2022	6089	NJ Advanced Media	2000 *Accoun...	-24.57
Bill Pmt -Check	10/13/2022	6090	NJNG	2000 *Accoun...	-86.48
Bill Pmt -Check	10/13/2022	6091	Optimum	2000 *Accoun...	-578.02
Bill Pmt -Check	10/13/2022	6092	Oxygen Supply Co., Inc.	2000 *Accoun...	-14.00
Bill Pmt -Check	10/13/2022	6093	ReadyRefresh by Nestle	2000 *Accoun...	-64.94
Bill Pmt -Check	10/13/2022	6094	Richard Braslow ESQ	2000 *Accoun...	-1,500.00
Bill Pmt -Check	10/13/2022	6095	S&S Fleet Services	2000 *Accoun...	-1,562.48
Bill Pmt -Check	10/13/2022	6096	Skillender s Service Center Inc.	2000 *Accoun...	-587.46
Bill Pmt -Check	10/13/2022	6097	State of New Jersey Dept of Labor & Workf	2000 *Accoun...	-51.88
Bill Pmt -Check	10/13/2022	6098	Susan L Oksen-Pereira	2000 *Accoun...	-250.00
Bill Pmt -Check	10/13/2022	6099	Toms River Bd of Fire Commissioners	2000 *Accoun...	-648.00
Bill Pmt -Check	10/13/2022	6100	Trask O'Hara	2000 *Accoun...	-53.29
Bill Pmt -Check	10/13/2022	6101	Velting Overhead Door	2000 *Accoun...	-375.00
Bill Pmt -Check	10/13/2022	6102	Verizon	2000 *Accoun...	-101.48
Bill Pmt -Check	10/13/2022	6103	Verizon Wireless	2000 *Accoun...	-189.95
Bill Pmt -Check	10/13/2022	6104	JCP&L	2000 *Accoun...	-332.06
Bill Pmt -Check	10/13/2022	6105	Freehold Cartage, Inc.	2000 *Accoun...	-299.20
Bill Pmt -Check	10/13/2022	6106	Phoenix Emergency Response Training, L...	2000 *Accoun...	-1,700.00
Bill Pmt -Check	10/13/2022	6107	S&S Fleet Services	2000 *Accoun...	-1,390.72
Bill Pmt -Check	10/13/2022	6108	Skillender s Service Center Inc.	2000 *Accoun...	-1,567.88
Bill Pmt -Check	10/13/2022	6109	GPANJ	2000 *Accoun...	-530.00
Bill Pmt -Check	10/13/2022	6110	Joseph Krzyzewski	2000 *Accoun...	-165.80
Bill Pmt -Check	10/13/2022	6111	Kenneth Esposito	2000 *Accoun...	-30.00
Bill Pmt -Check	10/13/2022	6112	McKesson Medical Surgical	2000 *Accoun...	-110.39
Total 1009 - Shore Community Operating					-169,186.87
TOTAL					-169,186.87

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through October 13, 2022

	Jan 1 - Oct 13, 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,401,497.71	2,038,542.13	-637,044.42
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	47.19	500.00	-452.81
4300 · Sale of assets	3,026.00	0.00	3,026.00
4750 · Bureau of Fire Prevention Incm	22,590.10	35,000.00	-12,409.90
4800 · Other Income	38,733.99	0.00	38,733.99
4920 · Unreserved Fund Balance	0.00	167,400.00	-167,400.00
Total Income	<u>1,465,894.99</u>	<u>2,245,784.13</u>	<u>-779,889.14</u>
Gross Profit	1,465,894.99	2,245,784.13	-779,889.14
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	2,500.00	2,800.00	-300.00
Total 5120 · Salaries - Secretary	<u>2,500.00</u>	<u>2,800.00</u>	<u>-300.00</u>
5190 · Fringe Benefits - Admin	60.00	0.00	60.00
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	10,214.79	13,000.00	-2,785.21
Total 5220 · Office Expense	<u>13,655.50</u>	<u>13,000.00</u>	<u>655.50</u>
5230 · Professional Services			
5240 · Auditing	10,646.00	0.00	10,646.00
5243 · Bookkeeper	25,008.00	0.00	25,008.00
5245 · Legal fees	17,416.50	0.00	17,416.50
5230 · Professional Services - Other	1,194.00	80,500.00	-79,306.00
Total 5230 · Professional Services	<u>54,264.50</u>	<u>80,500.00</u>	<u>-26,235.50</u>
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.	92,533.50	110,864.79	-18,331.29
6115 · Salaries & Wages - Captain	93,907.36	120,987.00	-27,079.64
6120 · Salaries - Full Time Fire	274,918.65	354,839.09	-79,920.44
6125 · Clothing Allowance	8,004.00	10,500.00	-2,496.00
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	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-FireFighter LT&CPT OT	741.67	0.00	741.67
6142 · Salaries-Firefighters OT	39,128.70	0.00	39,128.70
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	<u>39,870.37</u>	<u>49,000.00</u>	<u>-9,129.63</u>
6145 · Salaries-Comp Time	44,883.58	45,000.00	-116.42
6180 · Payroll Taxes	5,205.64	60,000.00	-54,794.36
6185 · Employer Pension Contribution	175,748.00	175,748.00	0.00
6190 · Fringe Benefits	161,946.29	118,576.26	43,370.03
6210 · Insurance	92,914.05	135,000.00	-42,085.95
6220 · Advertising	412.33	2,000.00	-1,587.67

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through October 13, 2022

	<u>Jan 1 - Oct 13, 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8041 · Capital-Command Vehicle	19,889.43	25,000.00	-5,110.57
8054 · Capital	40,443.01	0.00	40,443.01
8055 · Capital-Generator	0.00	80,000.00	-80,000.00
8211 · Bond Principal-Truck 5405	122,318.99	0.00	122,318.99
Total Other Expense	<u>182,651.43</u>	<u>105,000.00</u>	<u>77,651.43</u>
Net Other Income	<u>-182,651.43</u>	<u>-105,000.00</u>	<u>-77,651.43</u>
Net Income	<u>-124,746.98</u>	<u>0.00</u>	<u>-124,746.98</u>



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

54

To: Jackson Twp. Board of Fire Commissioners, District 4

From: Al Chelli, President JMVFC

Date: October 13,2022

Subject: Presidents Report

Membership: We have two applications for membership James Vanyi 14 Prince Way and Matthew Gonzalez 6 Sugar Maple Ct.

Facilities:

Events: Our Open House is Sunday October 16 for four hours. The Boy Scouts will be helping with tables, chairs and will be serving hot dog chips and drinks. There's going to be a bounce house, face painter, and New Jersey State Police helicopter Planing.

Respectfully

Al Chelli

President (JMVFC54)

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.

October 11, 2022
Monthly Bureau Report

Inspections are being completed as normal.

Site plans received and finalized:

- 443 Leesville Road – Proposed Schools Plan was finalized and approved.
- Grande Harmony - Plans were reviewed and send back for corrections.

Permits:

- None currently

Fire investigations:

- 9/21 – Vehicle Fire – 584 Cedar Swamp Road
- 9/28 – Deck Fire – Lake Eno Fishing Area Lakeview Drive
- 10/7 – Appliance Fire – 748 East Veterans Highway (Assisted 18-207)

Fire Prevention Details:

- Jackson Day Live Burn demonstration was cancelled due to weather.
- Fire Prevention details are currently underway.
- Fire Safety Presentation is scheduled for Cornerstone Church on 10/22.

Call Outs / Complaints:

- Fire Damage was reported to the fishing dock at the Lake Eno Park.

Training / Meetings:

- Attended a Meeting with the Jackson Twp. Planning and Zoning Officers on October 4th refence to future projects.
- A Tabletop Emergency Drill is scheduled at Sun Rise Assisted Living on November 11th.

Respectfully submitted,



Stanley O'Brien Jr.
Fire Official

Board of Fire Commissioners Career Department Report

October 13, 2022

Building & Truck Report

Station 1

- As of 10/13/22 roof repairs failed roof is leaking over banquet hall.
- New Case number: 173379
- 9/12/2022 (Tremco) A meeting was conducted with Jere Flowers (Maintenance and repair Regional Manager), and Ed Broderick (Senior Field Advisor). Mr. Broderick was going to discuss the roof issues with corporate. I was also advised a test sample was removed from the roof to be sent out to be tested. Awaiting update.

Station 2

- Awaiting Kaye Pump to repair well supply line.

Unit 5410

- Vehicle was serviced at Skillender's Auto.

Unit 5414:

- Vehicle is at Elite for detail work and new decals.

Unit 5405:

- Vehicle is back in service. Hydraulic leak on outrigger is pending awaiting availability with vendor to repair.

Unit 5401:

- Batteries replaced by Skillender's Auto
- New rear tire was ordered.
- Emergency roadside repair was conducted by S&S Fleet services, a mechanical failure occurred that caused all the transmission fluid to leak out while on a call.
- Significant Air and Antifreeze leak also repaired by S&S Fleet services.

Unit 5411:

- PM was performed by Fire and Safety Services. Deficiency list was created.

New Unit 5408:

- Vehicle is at Elite for upfit.

Special Details / Projects / Notification

- Pump test was conducted on 5417, 5411, and 5401 all vehicles passed.
- Hose and ladder testing will be conducted tomorrow 10/14/2022.
- 10/27/2022 Career staff will be attending "Stop The Bleed" class by Wolfschmidt Training.
- Career staff is currently in the process of recertifying EMT Core A,B,C course with Phoenix Emergency Response Training.
- Banquet Hall will be used for the General Election on 11/8/22 (6am-8pm)

Submitted by:

Captain Richard Leonard