

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

Minutes of Meeting Held  
February 9, 2023

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 6:09 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 but entered the meeting later. Board Attorney Braslow was present remotely.

**Minutes:** Minutes from the January 12, 2023 meeting: Commissioner Goldman motioned to approve the minutes from the January 12, 2023 meeting, seconded by Commissioner O'Brien. Motion passed by unanimous vote.

**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 9, 2023 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 verbally reported: 1. All the appropriate election notices are done; 2. Board Attorney Braslow spoke to the Insurance Company with regard to the issue that Commissioner Jamison raised. Board Attorney Braslow anticipates having an answer prior to the next meeting; 3. There was a lengthy conference call this past week between the bond attorney, Board Attorney Braslow, DCA Director and DCA staff RE: purchase of fire trucks and financing. DCA and Local Finance Board are acknowledging that the longer you wait to cement a commitment to purchasing a truck, the higher the price for the truck. Currently there is a district that now will be making four years of debt payments before the truck arrives. Two possibilities: 1. Come before the Local Finance Board with a range of financing terms; 2. Come in with cemented findings for truck purchase, might have to make a second appearance for financing. They are working on legislation for municipalities to be able to issue notes for six (6) years.

**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). #5417 needs repairs – if it was going to be kept.

Commissioner Jamison advised that the Chief provided other options for #5417 (unimog or #5408). Capt. Leonard asked to be kept in the loop – maintenance work needs to be done.

**Chief's Report:** Chief O'Hara was absent. A copy of the written report is attached to the original minutes and incorporated herein by reference. Report read by Commissioner Couceiro.

**President's Report:** Report read by Capt. Joe Krzyzewski. A copy of the written report is attached to the original minutes and incorporated by reference.

**Fire Bureau Report:** read by Fire Official O'Brien. A copy of the written report is attached to the original minutes and made a part hereof. FO O'Brien requested that a Knox Box (\$1238.00) be purchased for the new vehicle after the budget is passed. Board was in agreement.

### **Work Orders:**

**Old Business:** Commissioner Goldman motioned to accept the Resolution to accept the Fire Service Agreement for 2023, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Capt. Burmeister advised Board that the Grant had been submitted. Grant has been revised for 22 Scott packs, 22 bottles. Grant amount was then updated to \$179,000. FF Porth updated the Board that they had a good meeting at today's new truck inspection. Truck is on schedule. Final inspection is anticipated in two (2) to three (3) weeks. FF Porth is concerned about tools that have not yet been ordered. After completed, then truck will go to Blaze for tool mounting. FYI – 32 months is now the lead-time now for trucks. FF Esposito raised the issue regarding extrication tools. Discussion. Recommendation that #01 Humatro equipment go into new truck for the time being. Board was in agreement so they can keep things moving.

Board Attorney Braslow left the meeting at 6:57.

### **New Business:**

Commissioner Couceiro advised that Josh is off probation and congratulated him. Josh thanked everyone for their support and help.

Captain Burmeister advised the Board about two (2) new grant possibilities: 1. Safer Grant – for staffing costs and 2. FM Global for Fire Prevention. RCD Group gave pricing for \$1500 for Safer and \$250.00 for FM Global for a total of \$1750.00 (pricing is discounted). Commissioner Couceiro motioned to accept the proposal from RCD Group at a cost of \$1,750 (\$ 250.00 to come from Fire Prevention budget), seconded by Commissioner Goldman. Motion passed by unanimous consent.

Commissioner Torres entered the meeting at 7:04 pm.

Banquet Hall request: Captain Leonard requested use of the Banquet Hall on November 4, 2023. Board was in agreement.

Captain Burmeister advised that he has confirmed with Keller that we are a CDL Training Site. Cost: Group 1 (6 attendees): \$200 per person; Group 2 (6

attendees (\$175 per person; Group 3 (6 attendees \$150 per person). Classes are approximately 40 hours on line – to be done at your own pace and it fulfills the educational requirement. To be decided as to who and what order will be the first six participants. Shane O'Brien & Hoffman are to be on the A level list. Captain Burmeister discussed hiring new firefighters. Discussion. He was authorized to certify the entire list as soon as it becomes available. Commissioner Jamison advised that a special meeting can be called with forty-eight (48) hours notice.

**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 Goldman. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 7:25 p.m. The executive session ended at 7:52 p.m. and the Board reconvened continuing with the agenda.

**Public Session:** No comment/discussion from the public.

**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 7:53 p.m. by Commissioner Torres.

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

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

**February 9, 2023  
Meeting Time 5:30 Caucus, 6PM**

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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

12:50 PM  
02/09/23  
Accrual Basis

**Board of Fire Commissioners**  
**Cash Balance Report**  
As of February 9, 2023

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	Feb 9, 23	
	<u>Debit</u>	<u>Credit</u>
1009 · Lakeland Bank Operating	433,227.20	
1011 · Lakeland Bank Payroll	48,463.47	
1012 · Lakeland Bank Fire Bureau	17,440.52	
1016 · Lakeland Ban-CD-Future Cap 0721	328,712.92	
<b>TOTAL</b>	<b><u>827,844.11</u></b>	<b><u>0.00</u></b>

Board of Fire Commissioners

Treasurer Report

As of February 9, 2023

Type	Date	Num	Name	Debit	Credit
<b>1009 · Lakeland Bank Operating</b>					
Bill Pmt -...	02/09/2023	6204	Action Uniform Co.		112.00
Bill Pmt -...	02/09/2023	6205	Asbury Park Press		62.48
Bill Pmt -...	02/09/2023	6206	AT&T Mobility		393.53
Bill Pmt -...	02/09/2023	6207	Community Safety Consulta...		300.00
Bill Pmt -...	02/09/2023	6208	Continental Fire & Safety		2,404.00
Bill Pmt -...	02/09/2023	6209	Dafeldecker Associates		372.00
Bill Pmt -...	02/09/2023	6210	Ecolab		1,691.39
Bill Pmt -...	02/09/2023	6211	Elite Vehicle Solutions		16,649.51
Bill Pmt -...	02/09/2023	6212	Evelyn Seaman		300.00
Bill Pmt -...	02/09/2023	6213	Fayth Reynolds		300.00
Bill Pmt -...	02/09/2023	6214	Federal Express		185.51
Bill Pmt -...	02/09/2023	6215	FF1 Professional Safety Ser...		7,432.70
Bill Pmt -...	02/09/2023	6216	GW Tire Service		778.00
Bill Pmt -...	02/09/2023	6217	JCP&L		1,276.64
Bill Pmt -...	02/09/2023	6218	John Burmeister Jr.		144.32
Bill Pmt -...	02/09/2023	6219	John Fiore		50.00
Bill Pmt -...	02/09/2023	6220	LytX, Inc.		961.28
Bill Pmt -...	02/09/2023	6221	Mark W Reynolds		300.00
Bill Pmt -...	02/09/2023	6223	NJNG		2,827.42
Bill Pmt -...	02/09/2023	6224	Optimum		578.01
Bill Pmt -...	02/09/2023	6225	RCD Group Solutions		1,550.00
Bill Pmt -...	02/09/2023	6226	Staples Credit Plan		92.22
Bill Pmt -...	02/09/2023	6227	Verizon		182.95
Bill Pmt -...	02/09/2023	6228	Verizon Wireless		189.95
Bill Pmt -...	02/09/2023	6229	Lexipol's		708.64
Bill Pmt -...	02/09/2023	6230	LifeForce USA, Inc		57.00
Bill Pmt -...	02/09/2023	6231	Neil Brooks Plumbing Heati...		3,551.25
Bill Pmt -...	02/09/2023	6232	Skillender s Service Center I...		1,314.52
Bill Pmt -...	02/09/2023	6234	NetLink Web Services, LLC		199.00
Bill Pmt -...	02/09/2023	6235	Safe & Secure Security Syst...		855.00
Bill Pmt -...	02/09/2023	6236	AMTRUST NORTH AMERI...		16,014.00
Bill Pmt -...	02/09/2023	6237	Blaney, Donohue, et al		682.50
Bill Pmt -...	02/09/2023	6238	Dafeldecker Associates		494.00
Bill Pmt -...	02/09/2023	6239	Ecolab		304.44
Bill Pmt -...	02/09/2023	6240	Freehold Cartage, Inc.		302.33
Bill Pmt -...	02/09/2023	6241	Home Depot		225.15
Bill Pmt -...	02/09/2023	6242	Susan L Oksen-Pereira		350.00
Bill Pmt -...	02/09/2023	6243	Motorola Solutions, Inc.		2,516.00
Bill Pmt -...	02/09/2023	6244	Emergency Sevices Marketi...		735.00
Bill Pmt -...	02/09/2023	6245	Richard Braslow ESQ		1,500.00
Total 1009 · Lakeland Bank Operating				0.00	68,942.74
<b>TOTAL</b>				<b>0.00</b>	<b>68,942.74</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through February 9, 2023**

	Jan 1 - Feb 9, 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	0.00	2,179,260.74	-2,179,260.74
4020 · Supplemental Fire Services Act	4,342.00	4,342.00	0.00
4200 · Interest Income	0.00	500.00	-500.00
4300 · Sale of assets	0.00	21,200.00	-21,200.00
4750 · Bureau of Fire Prevention Incm	6,298.94	35,000.00	-28,701.06
4920 · Unreserved Fund Balance	0.00	300,000.00	-300,000.00
<b>Total Income</b>	<u>10,640.94</u>	<u>2,540,302.74</u>	<u>-2,529,661.80</u>
<b>Gross Profit</b>	10,640.94	2,540,302.74	-2,529,661.80
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	600.00	0.00	600.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
<b>Total 5120 · Salaries - Secretary</b>	<u>600.00</u>	<u>2,800.00</u>	<u>-2,200.00</u>
5210 · Elections	900.00	9,243.62	-8,343.62
5220 · Office Expense	277.73	15,000.00	-14,722.27
5230 · Professional Services			
5240 · Auditing	160.00	0.00	160.00
5243 · Bookkeeper	4,188.00	0.00	4,188.00
5245 · Legal fees	2,655.00	0.00	2,655.00
5230 · Professional Services - Other	597.00	90,000.00	-89,403.00
<b>Total 5230 · Professional Services</b>	<u>7,600.00</u>	<u>90,000.00</u>	<u>-82,400.00</u>
5260 · Bond Agent	0.00	1,500.00	-1,500.00
5290 · Contingent Expenses	0.00	2,000.00	-2,000.00
6115 · Salaries & Wages - Captain	27,963.10	125,354.54	-97,391.44
6120 · Salaries - Full Time Fire	48,806.40	505,871.97	-457,065.57
6125 · Clothing Allowance	1,218.00	12,000.00	-10,782.00
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
<b>Total 6130 · Salaries - Fire Official</b>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>
6140 · Salaries - Firefighter Overtime			
6142 · Salaries-Firefighters OT	5,213.29	0.00	5,213.29
6140 · Salaries - Firefighter Overtime - Other	0.00	56,000.00	-56,000.00
<b>Total 6140 · Salaries - Firefighter Overtime</b>	<u>5,213.29</u>	<u>56,000.00</u>	<u>-50,786.71</u>
6145 · Salaries-Comp Time	13,325.00	45,000.00	-31,675.00
6180 · Payroll Taxes	-25,028.30	53,018.12	-78,046.42
6185 · Employer Pension Contribution	0.00	235,364.00	-235,364.00
6190 · Fringe Benefits	14,840.60	300,631.50	-285,790.90
6210 · Insurance	0.00	70,000.00	-70,000.00
6220 · Advertising	62.48	2,000.00	-1,937.52
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	1,314.52	0.00	1,314.52
6317 · M&R -Truck # 5401 Pumper New	5,685.36	0.00	5,685.36
6311 · M&R - Apparatus - Other	5,524.15	0.00	5,524.15
<b>Total 6311 · M&amp;R - Apparatus</b>	<u>12,524.03</u>	<u>0.00</u>	<u>12,524.03</u>
6350 · M&R - Building #1	2,211.39	0.00	2,211.39
6355 · M&R - Building #2	661.25	0.00	661.25
6310 · Maintenance & Repairs - Other	0.00	120,000.00	-120,000.00
<b>Total 6310 · Maintenance &amp; Repairs</b>	<u>15,396.67</u>	<u>120,000.00</u>	<u>-104,603.33</u>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through February 9, 2023**

	Jan 1 - Feb 9, 23	Budget	\$ Over Budget
6410 · Supplies			
6411 · Supplies - Fuel	50.00	0.00	50.00
6410 · Supplies - Other	304.44	30,000.00	-29,695.56
<b>Total 6410 · Supplies</b>	<b>354.44</b>	<b>30,000.00</b>	<b>-29,645.56</b>
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	6,266.11	65,000.00	-58,733.89
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	0.00	72,000.00	-72,000.00
6610 · Misc. Firefighter Expenses	3,768.28	15,000.00	-11,231.72
6611 · Training			
6612 · Training - Paid/Vol	1,065.64	0.00	1,065.64
6616 · Fire Science Education	0.00	15,000.00	-15,000.00
6611 · Training - Other	0.00	25,000.00	-25,000.00
<b>Total 6611 · Training</b>	<b>1,065.64</b>	<b>40,000.00</b>	<b>-38,934.36</b>
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	112.00	40,000.00	-39,888.00
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	0.00	62,400.00	-62,400.00
6640 · SCBA	2,082.00	15,000.00	-12,918.00
6650 · Emergency/First Aid Equipment	0.00	5,000.00	-5,000.00
6655 · Replacement Equipment	0.00	40,000.00	-40,000.00
6670 · Vehicle Equip-Radios/Pagers	0.00	40,000.00	-40,000.00
6675 · UFSA			
6675a · Office Supplies	0.00	1,000.00	-1,000.00
6675b · Membership	0.00	3,000.00	-3,000.00
6675d · Fire Prevention Expenses	0.00	2,800.00	-2,800.00
6675e · Fire Prevention Education	0.00	1,500.00	-1,500.00
<b>Total 6675 · UFSA</b>	<b>0.00</b>	<b>8,300.00</b>	<b>-8,300.00</b>
6910 · LOSAP	0.00	55,000.00	-55,000.00
8110 · Capital Lease - Prin	0.00	111,684.11	-111,684.11
8120 · Capital Lease - Interest	0.00	10,634.88	-10,634.88
<b>Total Expense</b>	<b>124,823.44</b>	<b>2,390,302.74</b>	<b>-2,265,479.30</b>
<b>Net Ordinary Income</b>	<b>-114,182.50</b>	<b>150,000.00</b>	<b>-264,182.50</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8054 · Capital	0.00	150,000.00	-150,000.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>150,000.00</b>	<b>-150,000.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-150,000.00</b>	<b>150,000.00</b>
<b>Net Income</b>	<b>-114,182.50</b>	<b>0.00</b>	<b>-114,182.50</b>



Board of Fire Commissioners Career Department Report  
February 9, 2023

**Building & Truck Report**

**Station 1**

- Heater in antique bay was replaced by Neil Brooks Heating
- Garage door openers to be installed end of Feb by Jammer Doors
- Banquet hall Horn Strobe relocated away from new projector screen location.

**Station 2**

- Air filter changed at furnace.
- Backup generator replacement has started new concrete pad is being poured.
- Three electrical drop cords repaired.

Fire alarm testing and certification performed at both buildings by Safe and Secure. The main building's alarm system failed inspection; smoke detectors need to be replaced, they are old and slow to activate. Repair prices to follow.

**Unit 5401:**

- Awaiting tentative date for auto body repair at Lees Emergency Equipment.
- New Intake manifold installed; old manifold was sent out for rebuild.

**Unit 5408:**

- Tractor has an electronic (digital display) recall – to be scheduled.
- Belly pump does not start as stand alone as it use to. Chief Ohara was given a detailed explanation and he will contact Elite.

**Unit 5407:**

- New batteries ordered for flashlights in cab.

**Unit 5417:**

- Several marker lights and strobes are out.

**Unit 5411:**

- Blinkers are malfunctioning mechanic advised.

**Special Details / Projects / Notification**

- Lytx fleet camera monitoring system is up and running Commissioner Couceiro setup as Administrator. On 2/15/23 at 9am there are 5 camera installs and two service repairs scheduled.
- Installs- Unit 5400, 5410, 5404, 5414. 5408 Service-5411, 5405
- Chevy Tahoe's recalls are complete from pine Belt Chevy (5400,5410,5414).
- New AFG FY2022 grant was submitted by Captain Burmeister
- The New Jersey Civil Service results are in for the Lieutenants examination.
- Under Old Business- FF Porth will give an update on the 5421 they just came back from Mid-Point inspection.
- FF Porth and FF Esposito passed their Fire Officer 1 course.
- **Submitted by: Captain Richard Leonard**



# Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

# 54

## February 2023 Chiefs Report

Date: 02/09/2023

- Annual training for R2K, BBP, HAZCON is under way and completed for most staff. Follow-ups will be made with active firefighters as necessary for compliance.
- Annual FIT testing is underway and is expected to be completed by March 1<sup>st</sup>.
- This past weekend we responded to two structure fires, Friday evening Mutual Aid into Howell and Saturday afternoon on Herman RD within our district.
  - The Howell command staff was very satisfied with our response and the work that was performed by our members on scene.
  - Saturday afternoon, the membership made it look easy by perfectly executing a textbook water supply and advancing on the fire to quickly knock it down and preventing fire spread to the remaining of the building.

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 9, 2023  
**Subject:** Presidents Report February 2023

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**Membership:**

No new applications at this time

**Facilities:**

- Committee has been set up to head the plaque relocations, screen installation. Meeting with Dan the contractor on 2/11 for final review and to schedule the start.
- Freezer has been cleaned out in preparation for flower sale
- During our last business meeting one of our members questioned the status of repairs needed at station 2.
  - None of the bathroom sinks work (need new batteries)
  - None of the paper towel holders work (probably batteries)
  - Flag is missing out front
  - Plug from the ceiling for the SUV needs repair
  - Apparatus exhaust tubes from the ceiling do not work
  - Yeti cooler from 5411 is missing
  - Need a garage door opener for rear door in front of 5417
  - Need a gas card for 5417
  - The ice machine is not working

**Events**

- Devils game 3/30 sign-up sheets have been posted – all are welcome to attend
- Flower sale February 13 -14<sup>th</sup> -
- Installation Dinner was successful and thank you to all who attended.

**Committees:**

New committees have been assigned and will be posted shortly

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.

February 9, 2023

## Monthly Bureau Report

Inspections are being completed as normal. The proposed changes to the Jackson Township Fire Code will be presented at the next Commissioners Meeting.

### Site plans received and finalized:

- May Jackson LLC – Warehouse / Office space located @ 556 North County Line Road was approved.
- GM Harmony LLC – 2 Story Office Building Located @ 425 Harmony Road was approved.
- R&K Reality – 2 Story Office Building @ 115 North County Line Road was approved.

### Permits:

- No Permits or Special Events scheduled at this time.

### Fire investigations:

- 1/18 – Unattended Cooking – 9 Sugarbush Court
- 2/4 – Building Fire – 636 Herman Road

### Fire Prevention Details:

- No Fire Prevention details scheduled.

### Call Outs / Complaints:

- None

### Training / Meetings:

- Jackson Board of Ed. Safety Meeting is scheduled on 2/14/23.
- The IAAI Conference is scheduled for March 1<sup>st</sup> – 3<sup>rd</sup> in Atlantic City.

Respectfully submitted,

Stanley O'Brien Jr.  
Fire Official

