

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

Minutes of Meeting Held
January 12, 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 Torres at 6:16 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, Goldman, Jamison, O'Brien and Torres were present. No commissioners were absent. Board Attorney Braslow was present remotely.

Minutes: Minutes from the December 8, 2022 meeting: Commissioner Couceiro motioned to approve the minutes from the December 8, 2022 meeting, seconded by Commissioner Goldman. Motion passed by majority vote, with Commissioner Torres abstaining due to his absence at that 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 January 8, 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 verbally reported: Election preparations: 1. January 20, 2023 is the deadline for Commissioner petitions to be received by, notices have been published, budget published. DCA advised that webinar must be taken by the Board. Commissioner Torres advised that it was a recorded webinar – no certificate was available at the end. Cheryl advised that she reached out to Zack, who will check with the Local Finance Board.

Truck & Building/Career Department Report – read by Lt. Burmeister (a copy of the written report is attached to the original minutes and incorporated herein by reference). Commissioner Goldman motioned to approve truck repairs for #5401 (as per estimate attached to the original minutes and incorporated herein by reference), seconded by Commissioner Jamison. Motion passed by unanimous consent. Commissioner Jamison motioned to accept the proposal in the amount of \$2,500 from RCD Group Solutions (a copy of the proposal is attached to the original minutes and incorporated herein by reference) to provide assistance to firefighters grant-writing services, seconded by Commissioner O'Brien. Motion passed by unanimous consent. A copy of the Resolution is

attached to the original minutes and incorporated herein by reference. Commissioner O'Brien motioned to accept a Resolution to declare the items on the attached list and 45 SCBA bottles for authorized disposal of personal property, seconded by Commissioner Jamison. Motion passed by unanimous consent. A copy of the Resolution is attached to the original minutes and incorporated herein by reference.

Executive Session - Commissioner Couceiro motioned to accept the Resolution to take the Board into an executive session for the purpose of discussion of 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 6:43 p.m. The executive session ended at 7:40 p.m. and the Board reconvened continuing with the agenda.

Chief's Report: Chief O'Hara was absent. Deputy Chief Lubertazzi verbally reported on the following:

1. Cheryl advised some items were ordered;
2. Lt. Burmeister will meet with Cheryl RE: quotes, purchase orders, etc.

President's Report: Report read by President Steve Linde. A copy of the written report is attached to the original minutes and incorporated by reference. Cheryl will reach out regarding the waiver request. Commissioner Torres asked about quarterly reports – President Linde will see that they get done.

Fire Bureau Report: read by FF Porth. Fire Official O'Brien was absent. A copy of the written report is attached to the original minutes and made a part hereof. Those with Ring doorbells can sign up for neighborhood alerts that their footage can be requested to assist with investigations. Discussion RE: shared services, fire districts responding, fire marshal.

Work Orders: Lt. Burmeister advised that they are all in progress.

Old Business: None

New Business:

Recommendations correspondence RE: uniform district policy for CDL drivers

Provisional appointment of John Burmeister: Commissioner Jamison motioned to approve the Provisional appointment of John Burmeister to the rank of Captain (to be co-captains with Captain Leonard) for a period of six months – retroactive to January 1, 2023 and then to be re-evaluated, seconded by Commissioner Goldman. Motion passed by unanimous consent. A copy of the Resolution is attached to the original minutes and incorporated herein by reference.

JW Keller – Commissioner Jamison provided information to the Board regarding his research on the topic of DCL training. Education is now a component. He will provide the information to Capt. Burmeister for his review.

Lawn Services: Commissioner Jamison asked that the lawn services for cleanup, fertilizing, etc. for both stations be ready to go since work usually starts end of February. C&T/Charlie for sprinklers to be contacted. Commissioner Jamison asked that all spring items be ready to go.

Gas Meters: Commissioner Torres asked that quotes be obtained for gas meters.

Interior Lights: Board is still looking for quotes to install the lights.

Mail Correspondence:

Volunteer Contract – contract is for one year, dates were changed. Issue to be discussed for next year. President Steve Linde signed the contract.

Jackson Twp. PBA – requested to use the hall on the last Thursday of the month for their meetings and a Cigar Night on April 28, 2023. Board was in agreement.

Audit: Commissioner Couceiro motioned to accept the 2022 Audit, seconded by Commissioner Goldman. Motion was passed by unanimous consent. Group Affidavit was signed.

Adopted Budget Resolution: Commissioner O'Brien motioned to accept the Adopted Budget Resolution, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Role call vote (Ayes: Couceiro, Goldman, Jamison, O'Brien, Torres; Nays: none; Absent: none; Abstain: none).

Public: FF Steve Porth gave an update on the truck. Discussion: more quotes needed. Item is to be tabled until the next meeting. Commissioner Jamison is going to contact Blaze. FF Porth further reported that the truck is almost at the mid point. An inspection will be scheduled for February.

FF Marrero: inquired on the status of the contract. Board advised him that they are awaiting the review by the Board's labor attorney. Requested that the Board update them on the status of the hiring of new employee. Discussion on letters of intent that were received/certified list.

Executive Session - Commissioner Couceiro 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 8:52 p.m. The executive session ended at 9:10 p.m. and the Board reconvened continuing with the agenda.

Public Session:

Board advised that they are moving forward with the transfer list and are looking forward to the new certified list – anticipated on March 23 2023.

Adjournment: With no other business to come before the Board, Commissioner Jamison motioned to adjourn the meeting, seconded by Commissioner Goldman. Meeting was adjourned at 9:19 p.m. by Commissioner Couceiro.


_____, Clerk

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

Resolution

Authorizing Disposal of Personal Property

WHEREAS, the Fire District is the owner of various personal property per the attached list; and

WHEREAS, same is no longer needed for public use and is of minimal value; and

WHEREAS, the Fire District wishes to dispose of same in accordance with New Jersey statute.

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

- (1) The above will be disposed of in accordance with New Jersey statute.
- (2) The party receiving any property shall be required to execute a Hold Harmless and Indemnification Agreement relative to use of same.

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 January 12, 2023.



Shane O'Brien, Clerk

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

RECORD OF VOTE

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

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

Resolution

**Closing of Meeting Pursuant to
Open Public Meetings Act**

WHEREAS, pursuant to the Open Public Meetings Act, the Commissioners are allowed to engage in executive session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in executive session; and

WHEREAS, it was necessary for the Commissioners to discuss various matters of personnel, and accordingly, the Commissioners met in executive session to discuss 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) The meeting of January 12, 2023 is closed and will be reopened at such time as the discussion in executive session has been completed.
- (2) The minutes will be revealed to the public at such time as the matters discussed have been resolved.

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 January 12, 2023.



Shane O'Brien, Clerk

The foregoing resolution was introduced by Commissioner Couceiro and it was seconded by Commissioner Goldman.

RECORD OF VOTE

Members	Torres Jr.	Goldman	Jamison	O'Brien	Couceiro
Yes	X	X	X	X	X
No					
Not Voting					
Absent					

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RECORD OF VOTE

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



BOARD OF FIRE COMMISSIONERS JACKSON TOWNSHIP FIRE DISTRICT NO. 4



465A North County Line Road
Jackson, NJ 08527

Telephone 732-928-1434 Fax 732-928-8220

President- Raymond Torres Jr.
Clerk- Shane O'Brien

Vice President- Alfred Couceiro
Treasurer- Wallace Jamison

Commissioner at Large-Philip Goldman

Jan 12, 2023

MEMORANDUM FOR RECORD

FROM: Firefighter Esposito

SUBJECT: Disposition of Equipment

The following items have reached their end of service life.

Helmet	SN: N/A	Exp date: 01/2013
Helmet	SN: N/A	Exp date: 09/2019
Helmet	SN: N/A	Exp date: 07/2014
Helmet	SN: N/A	Exp date: No visible date
Turnout Coat	SN: 4486147	Exp date: 12/2022
Turnout Coat	SN: 4486144	Exp date: 12/2022
Turnout Coat	SN: 4486145	Exp date: 12/2022
Turnout Pants	SN: 4486152	Exp date: 12/2022
Turnout Pants	SN: 4486148	Exp date: 12/2022
Turnout Pants	SN: 4486149	Exp date: 12/2022
Turnout Pants	SN: 4486150	Exp date: 12/2022

Kenneth Esposito
Firefighter/EMT

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

Resolution

Provisional Appointment of John Burmeister Jr. to Position of Captain

WHEREAS, it is necessary for the Fire District to appoint an individual on a provisional basis to act in the capacity of Captain; and,

WHEREAS, the Fire District deems it appropriate to appoint the above referenced individual to this position; and,


WHEREAS, the terms and conditions of said appointment are as agreed upon by the parties.

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

(1) The above individual is hereby provisionally appointed to the position of Captain.

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 January 12, 2023.



Shane O'Brien, Clerk

The foregoing resolution was introduced by Commissioner Jamison and it was seconded by Commissioner Goldman.

RECORD OF VOTE

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

2023 ADOPTED BUDGET RESOLUTION

Jackson Township FD No. 4

FISCAL YEAR: January 1, 2023 to December 31, 2023

WHEREAS, the Annual Budget for the Jackson Township FD No. 4 (the 'Fire District') for the fiscal year beginning January 1, 2023 and ending December 31, 2023 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 12, 2023; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$2,540,302.74 which includes amount to be raised by taxation of \$2,179,260.74, and Total Appropriations of \$2,540,302.74; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 12, 2023 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$2,540,302.74, which includes amount to be raised by taxation of \$2,179,260.74, and Total Appropriations of \$2,540,302.74; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

sobrien@jacksonfiredist4.org

(Secretary's Signature)

1/12/2022

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Raymond Torres Jr.	X			
Wallace Jamison	X			
Shane O'Brien	X			
Alfred Couceiro	X			
Philip Goldman	X			

5:44 PM

01/12/23

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of January 12, 2023

	Jan 12, 23	
	Debit	Credit
1009 · Lakeland Bank Operating	217,135.82	
1011 · Lakeland Bank Payroll	26,080.42	
1012 · Lakeland Bank Fire Bureau	25,520.72	
1016 · Lakeland Ban-CD-Future Cap 0721	328,712.92	
TOTAL	597,449.88	0.00

Board of Fire Commissioners Treasurer Report As of January 12, 2023

Type	Date	Num	Name	Split	Amount
1009 · Lakeland Bank Operating					
Bill Pmt -Check	01/12/2023	6171	Asbury Park Press	2000 · *Accoun...	-53.68
Bill Pmt -Check	01/12/2023	6172	AT&T Mobility	2000 · *Accoun...	-1,111.99
Bill Pmt -Check	01/12/2023	6173	Atlantic Medical Group	2000 · *Accoun...	-150.00
Bill Pmt -Check	01/12/2023	6174	Blaney, Donohue, et al	2000 · *Accoun...	-472.50
Bill Pmt -Check	01/12/2023	6175	Blaze Emergency Equipment LLC	2000 · *Accoun...	-1,658.23
Bill Pmt -Check	01/12/2023	6176	Federal Express	2000 · *Accoun...	-100.83
Bill Pmt -Check	01/12/2023	6177	Freehold Cartage, Inc.	2000 · *Accoun...	-302.33
Bill Pmt -Check	01/12/2023	6178	Holman, Frenia, Allison, PC	2000 · *Accoun...	-70.00
Bill Pmt -Check	01/12/2023	6179	Home Depot	2000 · *Accoun...	-139.72
Bill Pmt -Check	01/12/2023	6180	IAFF Local #4395	2000 · *Accoun...	-150.00
Bill Pmt -Check	01/12/2023	6181	IIA Fire Department Testing	2000 · *Accoun...	-5,299.00
Bill Pmt -Check	01/12/2023	6182	JCP&L	2000 · *Accoun...	-1,384.22
Bill Pmt -Check	01/12/2023	6183	Kenneth Esposito	2000 · *Accoun...	-30.00
Bill Pmt -Check	01/12/2023	6184	Koerner & Koerner, PA	2000 · *Accoun...	-160.00
Bill Pmt -Check	01/12/2023	6185	Lexis Nexis Matthew Bender	2000 · *Accoun...	-111.00
Bill Pmt -Check	01/12/2023	6186	Motorola Solutions, Inc.	2000 · *Accoun...	-7,757.00
Bill Pmt -Check	01/12/2023	6187	Municipal Emergency Services	2000 · *Accoun...	-2,082.00
Bill Pmt -Check	01/12/2023	6188	NetLink Web Services, LLC	2000 · *Accoun...	-398.00
Bill Pmt -Check	01/12/2023	6189	New Jersey Motor Vehicle Commission	2000 · *Accoun...	-150.00
Bill Pmt -Check	01/12/2023	6190	NJNG	2000 · *Accoun...	-1,342.19
Bill Pmt -Check	01/12/2023	6191	Optimum	2000 · *Accoun...	-578.01
Bill Pmt -Check	01/12/2023	6192	Phoenix Emergency Response Training, L...	2000 · *Accoun...	-100.00
Bill Pmt -Check	01/12/2023	6193	ReadyRefresh by Nestle	2000 · *Accoun...	-86.93
Bill Pmt -Check	01/12/2023	6194	Richard Braslow ESQ	2000 · *Accoun...	-1,500.00
Bill Pmt -Check	01/12/2023	6195	Steven Porth	2000 · *Accoun...	-480.00
Bill Pmt -Check	01/12/2023	6196	Toms River Bd of Fire Commissioners	2000 · *Accoun...	-1,134.00
Bill Pmt -Check	01/12/2023	6197	Verizon Wireless	2000 · *Accoun...	-189.95
Bill Pmt -Check	01/12/2023	6198	Susan L Oksen-Pereira	2000 · *Accoun...	-250.00
Total 1009 · Lakeland Bank Operating					-27,241.58
TOTAL					-27,241.58

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 - 12, 2023

	Jan 1 - 12, 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
5120 · Salaries - Secretary			
5121 · Secretary-1099	250.00	0.00	250.00
Total 5120 · Salaries - Secretary	250.00	0.00	250.00
5190 · Fringe Benefits - Admin	150.00	0.00	150.00
5230 · Professional Services			
5240 · Auditing	160.00	0.00	160.00
5245 · Legal fees	472.50	0.00	472.50
5230 · Professional Services - Other	398.00	0.00	398.00
Total 5230 · Professional Services	1,030.50	0.00	1,030.50
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus	5,299.00	0.00	5,299.00
Total 6310 · Maintenance & Repairs	5,299.00	0.00	5,299.00
6510 · Utilities	1,920.20	0.00	1,920.20
6610 · Misc. Firefighter Expenses	150.00	0.00	150.00
6640 · SCBA	2,082.00	0.00	2,082.00
Total Expense	10,881.70	0.00	10,881.70
Net Ordinary Income	-10,881.70	0.00	-10,881.70
Net Income	-10,881.70	0.00	-10,881.70

Board of Fire Commissioners Career Department Report
January 12, 2023
Building & Truck Report

Station 1

- Several Drop cords repaired or replaced in bays.
- Neil Brooks Heating – pending parts
- Jammer Doors awaiting parts for repair

Station 2

- Normal clean up done.
- Ice machine INOP. – water flowing and no ice in machine – volunteers aware

Old 5408 (Mack):

- Vehicle was picked up by buyer on 12/20.

Unit 5401:

- Punch list needs to be completed of truck
- Estimate for damages – see attached

Unit 5408:

- Mobile radio was not working – Loose connection
- Tractor has an electronic (digital display) recall – to be scheduled
- Pump does not start as stand alone as it use to. It will run when tractor is running.

Unit 5407:

- New Kussmaul charger installed. (old work order)

Unit 5401:

- Side intake leaks – New one on order

Unit 5437:

- Sent to Freehold Ford for undercarriage recall. Done.

Unit 5417:

- Several marker lights and strobes are out.

Special Details / Projects / Notification

- Ventis MX4 gas meter was sent out for service, the cost of repair was not cost effective, new meter were purchased and placed in service.
- SCBA Fit Test machine was placed back in service and career staff was completed.
- New portables are out for programming.
- Chevy Tahoe's (5400,5410,5414) are being scheduled for recalls from Chevy next week.
- See attached report for decommissioned gear.
- Inquire about new AFG FY2022 grant. See attached proposals.
- Truck exhaust system not working in either station.

Submitted by:

Lt. J. Burmeister Jr.



**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: January 12, 2023
Subject: Presidents Report January 2023

Membership:

Peter Gawdun
Brenden Labbe

*Thank you for helping us fast track their applications so they can make fire school which is starting tonight.

Facilities:

- Looking forward to setting up committee to complete renovations
 - Plaque relocation
 - Presentation screen
 - Chair replacement & table maintenance
- Will be cleaning out freezer in preparation for flower sale
- Following up on conversation with Cheryl regarding waiver request

Events

- Devils game 3/30 sign-up sheets have been posted – all are welcome to attend
- Flower sale February 13 -14th – looking for permission to use the bays for drive through
- Installation Dinner is on schedule for Jan 21st
- Santa Patrol was a success this year and a thank you to all who participated. This event continues to be the cornerstone of community relations.

Committees:

Will be assigned and posted during next business meeting on January 16th

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.

January 11, 2023

Monthly Bureau Report

Inspections are being completed as normal. The Fire District is now active with RING / Neighbors Public Safety Service.

Site plans received and finalized:

- Jackson One LLC – Warehouse / Office space was approved on the corner of West Commodore Blvd. and Patterson Road.

Permits:

- No Permits or Special Events scheduled at this time.

Fire investigations:

- 12/22 – Appliance Fire – 355 N. County Line Road-BubbaKoos
- 12/25 – Building Fire – 13 East Connecticut Conn. (Assisted 18-307)
- 1/1 – Unattended Cooking – 240 Butterfly Road

Fire Prevention Details:

- No Fire Prevention details scheduled.

Call Outs / Complaints:

- 1/6 Blocked Fire Exit @ Shop Rite – Carts were moved from the from egress door and discharge area. Management was advised to keep the area clear.

Training / Meetings:

- Attended Ocean County Fire Prevention Meeting on 1/10/23
- Fire Facts Seminar is scheduled for January 12th @ Rutgers New Brunswick.
- The IAAI Conference is scheduled for March 1st – 3rd in Atlantic City.

Respectfully submitted,

Stanley O'Brien Jr.
Fire Official



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.

2022 Year End Report

Inspections

Non-Life Hazard Inspections	330
Life Hazard Inspections	134
Reinspection	112

Permits

Type 1 – 57
Type 2 – 6
Type 3 – 4
Type 4 – 2

Fire Investigations

District #4	27
Assisted District 2 & 3	13

<u>Complaints</u>	15
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<u>Spot Inspections</u>	9
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<u>Fire Safety Education Classes</u>	8
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<u>Site Plans Review</u>	14
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<u>Home Safety Inspections</u>	19
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