

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

Minutes of Meeting Held
December 14, 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 6:11 pm. Board Attorney Braslow read the "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

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

Minutes: Commissioner Couceiro motioned to accept the minutes from the General meeting of November 9, 2023 seconded by Commissioner Jamison, as revised (page 2, President's report, Capital Meeting, line 3 "not to exceed **\$115,000**). Motion passed by unanimous vote.

Councilwoman Jennifer Kuhn was introduced to the Board and she spoke briefly to the meeting attendees – thanking all for their work in the district career staff, volunteer firefighters and commissioners. The council will be asking questions so they can learn more about the districts, all were encouraged to contact the council members if they had concerns, etc.

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 December 14, 2023 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner Goldman motioned to accept the Treasurer's report and pay the bills, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Legal Report: Board Attorney Braslow reported to the Board that the mail in notices for the Notice of Election has been mailed in for publication. Roof update: Mr. Braslow has given the roof information to an attorney colleague who does only legal work in the construction field for his/her review. Mr. Braslow will update the Board at the next meeting regarding the review by his colleague.

Councilman Bernstein was introduced to the Board and he spoke briefly to the meeting attendees – thanking all the firefighters (career and volunteer) for their work. Councilman Bernstein further stated that he looked forward to learning more

Adoption of Temporary Budget for 2024: Commissioner Jamison motioned to adopt a temporary budget for 2024, 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.

Acceptance of 2022 Audit: Commissioner Jamison motioned to accept the 2022 Audit with no Comments, seconded by Commissioner Goldman. Motion passed by unanimous consent. Cheryl to provide Audit Summary to Board Attorney Braslow for publication.

Continental Fire & Safety: Commissioner Jamison motioned include Continental Fire & Safety in Line Item Transfers in the amount of \$8,421.60, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Motorola Solutions: Commissioner Goldman motioned to include Motorola Solutions in Line Item Transfers in the amount of \$29,477.94 (state contract amount) to replace system in Engine Bay Station #1, seconded by Commissioner Jamison. Motion carried by unanimous consent.

Executive Session - Commissioner Goldman motioned to accept the Resolution to take the Board into an executive session for the purpose of discussion of personnel matters and other legal matters, seconded by Commissioner Jamison. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent. A copy of the Resolution is attached to the original minutes and incorporated herein by reference. The executive session ended at 7:54 pm and the Board reconvened continuing with the agenda.

Correspondence:

Mail: Thank you letter from Lt. Porth was received for sending him to the Fire House Expo Conference and copies of his certs were included.

Public Session: Jacob Simon was introduced to the Board. Commissioner Jamison motioned to approve his membership pending positive results on the background check and physical, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Executive Session - Commissioner Goldman motioned to accept the Resolution to take the Board into an executive session for the purpose of discussion of personnel matters seconded by Commissioner Jamison. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent. A copy of the Resolution is attached to the original minutes and incorporated herein by reference. The executive session ended at 8:15 pm and the Board reconvened continuing with the agenda.

Adjournment: With no other business to come before the Board, Commissioner Jamison motioned to adjourn the meeting, seconded by Commissioner O'Brien. Meeting was adjourned at 8:17 p.m. by Commissioner Couceiro.


_____, Clerk

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

December 14, 2023

Meeting Time 6PM Caucus 5:30PM

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

1:00 PM

12/14/23

Accrual Basis

Board of Fire Commissioners

Cash Balance Report

As of December 14, 2023

	Dec 14, 23	
	Debit	Credit
1009 · Lakeland Bank Operating	560,827.82	
1011 · Lakeland Bank Payroll	48,851.29	
1012 · Lakeland Bank Fire Bureau	34,778.27	
1016 · Lakeland Ban-CD-Future Cap 0721	334,482.43	
1019 · Lakeland Ban-CD Future Cap 0872	1,197.88	
TOTAL	<u>980,137.69</u>	<u>0.00</u>

**Board of Fire Commissioners
Treasurer Report
As of December 14, 2023**

Type	Date	Num	Name	Split	Amount
1009 - Lakeland Bank Operating					
Bill Pmt -Check	12/14/2023	6532	Absolute Fire Protection Co, INC	2000 - *Accoun...	-160.00
Bill Pmt -Check	12/14/2023	6533	Acrisure, LLC	2000 - *Accoun...	-16,981.00
Bill Pmt -Check	12/14/2023	6534	Action Uniform Co.	2000 - *Accoun...	-684.00
Bill Pmt -Check	12/14/2023	6535	Asbury Park Press	2000 - *Accoun...	-8.36
Bill Pmt -Check	12/14/2023	6536	AT&T Mobility	2000 - *Accoun...	-314.32
Bill Pmt -Check	12/14/2023	6537	Blaney, Donohue, et al	2000 - *Accoun...	-2,170.00
Bill Pmt -Check	12/14/2023	6538	BrightIdeaLED	2000 - *Accoun...	-3,697.00
Bill Pmt -Check	12/14/2023	6539	Continental Fire & Safety	2000 - *Accoun...	-59,027.70
Bill Pmt -Check	12/14/2023	6540	Dafeldecker Associates	2000 - *Accoun...	-125.00
Bill Pmt -Check	12/14/2023	6541	Federal Express	2000 - *Accoun...	-26.43
Bill Pmt -Check	12/14/2023	6542	Freehold Cartage, Inc.	2000 - *Accoun...	-305.99
Bill Pmt -Check	12/14/2023	6543	Home Depot	2000 - *Accoun...	-175.00
Bill Pmt -Check	12/14/2023	6544	Jackson Twp MUA	2000 - *Accoun...	-17,271.00
Bill Pmt -Check	12/14/2023	6545	JCP&L	2000 - *Accoun...	-300.73
Bill Pmt -Check	12/14/2023	6546	John Fiore	2000 - *Accoun...	-75.00
Bill Pmt -Check	12/14/2023	6547	Mercer County Community College	2000 - *Accoun...	-85.00
Bill Pmt -Check	12/14/2023	6548	Municipal Emergency Services	2000 - *Accoun...	-975.00
Bill Pmt -Check	12/14/2023	6549	NetLink Web Services, LLC	2000 - *Accoun...	-199.00
Bill Pmt -Check	12/14/2023	6550	New Jersey Motor Vehicle Commission	2000 - *Accoun...	-150.00
Bill Pmt -Check	12/14/2023	6551	N.J Advanced Media	2000 - *Accoun...	-26.66
Bill Pmt -Check	12/14/2023	6552	NJNG	2000 - *Accoun...	-1,160.34
Bill Pmt -Check	12/14/2023	6553	Optimum	2000 - *Accoun...	-575.90
Bill Pmt -Check	12/14/2023	6554	PPC Lubricants, a RelaDyne Company	2000 - *Accoun...	-259.31
Bill Pmt -Check	12/14/2023	6555	RCD Group Solutions	2000 - *Accoun...	-1,750.00
Bill Pmt -Check	12/14/2023	6556	Richard Braslow ESQ	2000 - *Accoun...	-1,500.00
Bill Pmt -Check	12/14/2023	6557	Richard P Leonard	2000 - *Accoun...	-25.00
Bill Pmt -Check	12/14/2023	6558	S&S Fleet Services	2000 - *Accoun...	-5,418.90
Bill Pmt -Check	12/14/2023	6559	Velting Overhead Door	2000 - *Accoun...	-1,702.00
Bill Pmt -Check	12/14/2023	6560	Verizon	2000 - *Accoun...	-100.58
Bill Pmt -Check	12/14/2023	6561	Verizon Wireless	2000 - *Accoun...	-191.95
Bill Pmt -Check	12/14/2023	6562	Visual Computer Solutions, Inc.	2000 - *Accoun...	-883.56
Bill Pmt -Check	12/14/2023	6563	XDS Xerographic Document Solutions, Inc.	2000 - *Accoun...	-434.00
Bill Pmt -Check	12/14/2023	6564	IIA Fire Department Testing	2000 - *Accoun...	-7,894.40
Bill Pmt -Check	12/14/2023	6565	Skillender s Service Center Inc.	2000 - *Accoun...	-743.04
Bill Pmt -Check	12/14/2023	6567	Motorola Solutions, Inc.	2000 - *Accoun...	-4,983.60
Bill Pmt -Check	12/14/2023	6568	Motorola Solutions, Inc.	2000 - *Accoun...	-38,822.00
Bill Pmt -Check	12/14/2023	6570	Fayth Reynolds	2000 - *Accoun...	-200.00
Bill Pmt -Check	12/14/2023	6571	Kelly Jamison	2000 - *Accoun...	-200.00
Bill Pmt -Check	12/14/2023	6572	Equitable Financial Life Ins	2000 - *Accoun...	-125.00
Bill Pmt -Check	12/14/2023	6573	IAFF Local #4395	2000 - *Accoun...	-240.00
Bill Pmt -Check	12/14/2023	6574	Joseph Krzyzewski	2000 - *Accoun...	-357.80
Total 1009 - Lakeland Bank Operating					-170,324.57
TOTAL					-170,324.57

1:00 PM

12/14/23

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through December 14, 2023

	Jan 1 - Dec 14, 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,498,241.94	2,179,260.74	-681,018.80
4020 · Supplemental Fire Services Act	4,342.00	4,342.00	0.00
4200 · Interest Income	1,221.23	500.00	721.23
4300 · Sale of assets	0.00	21,200.00	-21,200.00
4750 · Bureau of Fire Prevention Incm	25,476.69	35,000.00	-9,523.31
4800 · Other Income	1,172.46	0.00	1,172.46
4920 · Unreserved Fund Balance	0.00	300,000.00	-300,000.00
Total Income	<u>1,530,454.32</u>	<u>2,540,302.74</u>	<u>-1,009,848.42</u>
Gross Profit	1,530,454.32	2,540,302.74	-1,009,848.42
Expense			
5110 · Salaries - Commissioners	3,000.00	22,500.00	-19,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	3,150.00	0.00	3,150.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
Total 5120 · Salaries - Secretary	<u>3,150.00</u>	<u>2,800.00</u>	<u>350.00</u>
5210 · Elections	5,727.99	9,243.62	-3,515.63
5220 · Office Expense	10,796.02	15,000.00	-4,203.98
5230 · Professional Services			
5240 · Auditing	11,160.00	0.00	11,160.00
5243 · Bookkeeper	21,972.00	0.00	21,972.00
5245 · Legal fees	20,704.00	0.00	20,704.00
5230 · Professional Services - Other	6,638.00	90,000.00	-83,362.00
Total 5230 · Professional Services	<u>60,474.00</u>	<u>90,000.00</u>	<u>-29,526.00</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	228,822.01	125,354.54	103,467.47
6120 · Salaries - Full Time Fire	317,068.02	505,871.97	-188,803.95
6125 · Clothing Allowance	7,018.00	12,000.00	-4,982.00
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	4,700.64	0.00	4,700.64
6142 · Salaries-Firefighters OT	26,503.66	0.00	26,503.66
6140 · Salaries - Firefighter Overtime - Other	0.00	56,000.00	-56,000.00
Total 6140 · Salaries - Firefighter Overtime	<u>31,204.30</u>	<u>56,000.00</u>	<u>-24,795.70</u>
6145 · Salaries-Comp Time	13,325.00	45,000.00	-31,675.00
6180 · Payroll Taxes	-154,339.49	53,018.12	-207,357.61
6185 · Employer Pension Contribution	0.00	235,364.00	-235,364.00
6190 · Fringe Benefits	77,736.09	300,631.50	-222,895.41
6210 · Insurance	93,731.10	70,000.00	23,731.10
6220 · Advertising	265.26	2,000.00	-1,734.74

1:00 PM

12/14/23

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through December 14, 2023

	<u>Jan 1 - Dec 14, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
6910 · LOSAP	0.00	55,000.00	-55,000.00
8110 · Capital Lease - Prin	122,318.99	111,684.11	10,634.88
8120 · Capital Lease - Interest	0.00	10,634.88	-10,634.88
Total Expense	<u>1,366,075.74</u>	<u>2,390,302.74</u>	<u>-1,024,227.00</u>
Net Ordinary Income	164,378.58	150,000.00	14,378.58
Other Income/Expense			
Other Expense			
8054 · Capital	21,402.86	150,000.00	-128,597.14
Total Other Expense	<u>21,402.86</u>	<u>150,000.00</u>	<u>-128,597.14</u>
Net Other Income	<u>-21,402.86</u>	<u>-150,000.00</u>	<u>128,597.14</u>
Net Income	<u><u>142,975.72</u></u>	<u><u>0.00</u></u>	<u><u>142,975.72</u></u>

Board of Fire Commissioners Career Department Report

December 14, 2023

Building & Truck Report

Station 1

- 11/16/23 Tremco Roofing back onsite for a roof leak and repairs.
- Meeting with Tremco Manager Jere Flowers. (see attached document)
- 5417 bay door was adjusted, and all worn-out garage door rollers were replaced by Velting Overhead Door.
- Backup batteries for alarm system changed by career staff.

Station 2

- 5421 Bay door opener mother board was replaced by Velting Overhead Door.

Unit 5401:

- Front air brake chambers replaced by S&S Fleet services.

Unit 5404:

- Unit was serviced and radiator was replaced by Skillender's Auto.

Unit 5419:

- Unit was serviced and brake proportioning valve was replaced by S&S Fleet services.

Unit 5405:

- Schedule for 12/15/23 S&S fleet services for broken leaf spring, wire repair at ladder mounted master stream nozzle.

Unit 5411:

- Telescoping scene light repaired by Career Staff.

Unit 5417:

- Pump testing indicated 5417's relief valve to be inaccurate / sticking. Repairs completed unit can be picked up 12/15/23. repaired by S&S Fleet Services.

Unit 5407:

- New Tires installed.

Unit 18407:

- On 12/12/23 while the Fire Official was in the performance of his duties unit 18407 was involved in a MVA while the vehicle was parked. (Please see attached Fire District 4 incident report, Jackson Police report # 23-150445 not available yet)



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



465-B North County Line Road 📍 Jackson, New Jersey 08527

Chief's Report December 2023

Runs: _____

2024 Officers

Chief-Michael Lubertazzi, Deputy Chief Trask O'Hara, Captain Stanley O'Brien Sr., 1st Lt. Ralph Aponte, 2nd Lt. Ryan Burtchell, 3rd Lt. Chris Locklear, 4th Lt. Steve Linde and Safety Officer Shane O'Brien.

Training: Working on dates and times for the following

January's drill will be BBP/RTK and HAZ-MAT Refresher,

February's Drills will be Mask Fit testing dates TBA and maze drill (mandatory).

Respectfully submitted

Michael Lubertazzi

Deputy Chief

Jackson Mills Vol. Fire Co.



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: December 14, 2023
Subject: Presidents Report December 2023

Membership:

New applications – Jacob Simon. FF1 certified.

Facilities:

- Action to replace / update signage at Station 1 from Mark-O-Lite sign company will be initiated at our next business meeting on December 18th. Expect work to begin Q1 24.

Events

- Santa Patrol ran from December 9th through the 12th. We had a successful run with no incidents to report.
- Installation dinner is scheduled for Jan 20th. You should have received digital invitations, if you have not, please let me know.

Thank you!

As this is my last meeting with the commissioners, I just wanted to say thank you. It has been a pleasure working with you in 2023 and Robert Chojnacki will be taking on the role as president for 2024.

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.

December 14, 2023
Monthly Bureau Report

Inspections are being completed as normal. Working on completing the Bureau Year End Report. The report is due back to the state by January 31st.

Site plans received and finalized:

- 11/13 Approvals were issued for a Strip Mall located at 10 Forrest Hill Ave. 5 units with one restaurant.
- 12/1 Site plan approvals were also issued to 195 Self Storage 640 W. Commodore Blvd. for a site expansion project. Adding 10 storage buildings.

Permits:

- 12/12 Open flame permit was issued to Chabad of Jackson for their Hanukkah event @ 200 North County Line Road.

Fire investigations:

- 11/24 Vehicle Fire – 1 Elm Street
- 10/28 Electrical Fire @ 125 Erin Drive (Assisted District #2)

Fire Prevention Details:

- Menorah Safety Awareness Video was made at Toms River Fire Academy with the other Jackson Fire Bureaus and Toms River Fire Bureau. Thank you, Lakewood News Network, for your assistance.

Call Outs / Complaints:

- None currently

Training / Meetings:

- Commissioner Goldman and I had a meeting with the staff from Four Seasons South Knolls to discuss occupant loads in their ballroom during different events. They're coming up with guidelines for the clubs to use while planning events to assure they're under the marked occupant load.
- Ocean County Fire Prevention meeting was attended on 12/12 @ TRFA.
- City Fire Facts #31. Training on Battery Power Storage is scheduled for January 11th at Monmouth County Fire Academy. Training is free and FIRE CEU's are available.

Respectfully submitted,

Stanley O'Brien Jr.

Stanley O'Brien Jr.
Fire Official

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

Resolution

Adoption of Temporary Budget for 2024

WHEREAS, it has become necessary for the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2024, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 17, 2024.

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

- (1) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

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 December 14, 2023.



Shane O'Brien, Clerk

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

RECORD OF VOTE

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

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

Resolution

**Authorizing Budget Transfers and/or
Encumbrances Relative to 2023 Budget**

WHEREAS, the Commissioners are authorized to undertake various budget transfers and/or encumbrances by statute; and

WHEREAS, it is necessary to undertake certain transfers and/or encumbrances.

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 budget transfers and/or encumbrances as reflected on Schedule A are hereby adopted.

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 December 14, 2023.



Shane O'Brien, Clerk

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

RECORD OF VOTE

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

**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 litigation, 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 December 14, 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 December 14, 2023.



Shane O'Brien, Clerk

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

RECORD OF VOTE

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