

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

Minutes of Meeting Held  
March 9, 2023 – Reorganizational Meeting

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 6:14 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. Board Attorney Braslow was also present via remote communications.

**New Commissioner Sworn in:** Commissioners Jamison and Torres were sworn in by Board Attorney Braslow. These Commissioners are to sign the oath of office.

**Reorganization of Board:** Commissioner Jamison motioned to cast the ballot for the following positions: President: Torres; Vice President: Couceiro; Secretary: O'Brien; Treasurer: Jamison; Commissioner at large: Goldman, seconded by Commissioner O'Brien. Motioned passed with one (1) no vote (Goldman). Issue to be discussed later in closed session. Topic was discussed during closed session. Board was in agreement for positions to remain the same.

**Resolutions:** The following Resolutions in Title were presented:

<i>Appointing Labor Counsel:</i>	Blaney, Donahue, et al
<i>Appointing Auditor:</i>	Holman & Frenia
<i>Appointing QPA &amp; accounting services:</i>	Cheryl Parker QPA
<i>Meeting Schedule:</i>	Meetings to begin at 6 pm on the second Thursday of each month
<i>Official Newspapers:</i>	Asbury Park Press NJ Advanced Media
<i>Official Banks:</i>	Lakeland Bank
<i>Surety Bonding:</i>	VFIS
<i>Approval of payment of claims:</i>	Who signs checks as commissioners; compensation provided to Fire District employees per their respective contracts; Commissioner compensation provided; facsimile

signatures are allowed (only one facsimile signature)

*Appointing Richard Braslow Board Attorney:*

Monthly fee: \$1,500.; plus additional fees for any litigation.

Commissioner O'Brien motioned to accept the Resolutions as Outlined above, seconded by Commissioner Jamison. Motion passed by unanimous consent.

Copies of the above listed Resolutions are attached to the original minutes and incorporated herein by reference.

**Minutes:** Commissioner Goldman motioned to approve the minutes of the February 9, 2023 General meeting, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

**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 March 9, 2023 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner Couceiro motioned to accept the Treasurer's report and pay the bills, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**New Fire Company Members:** President Linde introduced the following new members to the Board: Aron Cagan and Nicholas Balla.

**Legal Report:** Board Attorney Braslow verbally reported that he received an affirmative answer from the Insurance Company so Commissioner Jamison can move forward with the proposed CDL class.

**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). He reported that Tremco was doing a 10-year inspection unannounced yesterday. Mr. Gerry Flowers spoke to Captain Leonard and told him that the roof report was not that "bad." Board Attorney Braslow recommended a conference call between Mr. Flowers, Captain Leonard and himself to discuss the issues. Board Attorney Braslow said that then they will be able to advise the Board if the next step would be litigation. Issue about camera use raised. Board Attorney Braslow advised that on his perspective – there is no expectation of privacy in Board vehicles. Board Attorney Braslow to look for camera policy.

**Chief's Report:** absent – no report submitted.

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

**Fire Bureau Report:** read by FOB O'Brien. (A copy of which is attached to the original minutes and made a part hereof.)

**Work Order Requests:** addressed in Career Staff Report.

**Old Business:** None

**New Business:** LED lights: Do these have to be installed by an electrician. Captain Leonard advised that an electrician advised him that the light should be removed, ballast removed and then new light bulbs. Discussion. Cheryl advised that the lights are to be installed by June – as per the grant.

**Mail Correspondence:**

Cheryl to recertify the list for Fire Prevention Specialist.  
Board Attorney Braslow left the meeting at 6:59.

**Public Session:** None

**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 Jamison. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 7:07 p.m. Ayes: Couceiro, Torres, Jamison, Goldman O'Brien; Nays: none; absent: none; Abstention: none). The executive session ended at 9:16 p.m. and the Board reconvened the public session.

**Public Session:**

Final Inspection of new truck #5421 – FF Porth reported that final inspection of the new truck will be next Friday.  
Station #2 – FOB Brien said that members of the community asked to have them to hold a fire burning of leftover bread on 4/5/23 – for the eve of Passover. Stan will be there. Board was in agreement.

**Adjournment:** With no other business to come before the Board, Commissioner Couceiro motioned to adjourn the meeting, seconded by Commissioner O'Brien. Meeting was adjourned at 9:21 p.m. by Commissioner Torres.

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

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

**March 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

4:51 PM

03/09/23

Accrual Basis

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

	Mar 9, 23	
	Debit	Credit
1009 · Lakeland Bank Operating	244,001.82	
1011 · Lakeland Bank Payroll	168,463.47	
1012 · Lakeland Bank Fire Bureau	17,440.52	
1016 · Lakeland Ban-CD-Future Cap 0721	328,712.92	
<b>TOTAL</b>	<b>758,618.73</b>	<b>0.00</b>

## Board of Fire Commissioners

## Treasurer Report

As of March 9, 2023

Type	Date	Num	Name	Debit	Credit
<b>1009 · Lakeland Bank Operating</b>					
Bill Pmt -...	03/09/2023	6246	Acrisure, LLC		17,320.63
Bill Pmt -...	03/09/2023	6247	AT&T Mobility		393.53
Bill Pmt -...	03/09/2023	6248	Atlantic Medical Group		360.00
Bill Pmt -...	03/09/2023	6249	Blaney, Donohue, et al		210.00
Bill Pmt -...	03/09/2023	6250	Continental Fire & Safety		3,884.00
Bill Pmt -...	03/09/2023	6251	Daniel Governale GC, LLC		2,612.50
Bill Pmt -...	03/09/2023	6252	Elite Vehicle Solutions		276.52
Bill Pmt -...	03/09/2023	6253	Federal Express		204.29
Bill Pmt -...	03/09/2023	6254	FF1 Professional Safety Ser...		4,948.92
Bill Pmt -...	03/09/2023	6255	Fire-Dex, GW LLC		527.75
Bill Pmt -...	03/09/2023	6256	Freehold Cartage, Inc.		302.33
Bill Pmt -...	03/09/2023	6257	J.J. Keller & Associates, Inc.		349.73
Bill Pmt -...	03/09/2023	6258	Jackson Municipal Utilities		14.85
Bill Pmt -...	03/09/2023	6259	Jackson Twp MUA		17,650.60
Bill Pmt -...	03/09/2023	6260	Jammer Doors Co Inc		900.00
Bill Pmt -...	03/09/2023	6261	JCP&L		1,269.79
Bill Pmt -...	03/09/2023	6262	KC Greenscapes		721.11
Bill Pmt -...	03/09/2023	6263	Kelly Kilowatt Electric Comp...		833.00
Bill Pmt -...	03/09/2023	6264	Kenneth Esposito		60.00
Bill Pmt -...	03/09/2023	6265	LytX, Inc.		480.64
Bill Pmt -...	03/09/2023	6266	Motorola Solutions, Inc.		927.00
Bill Pmt -...	03/09/2023	6267	Neil Brooks Plumbing Heati...		3,230.00
Bill Pmt -...	03/09/2023	6268	NJNG		2,289.06
Bill Pmt -...	03/09/2023	6269	Optimum		578.01
Bill Pmt -...	03/09/2023	6270	Richard Braslow ESQ		1,500.00
Bill Pmt -...	03/09/2023	6271	S&S Fleet Services		636.80
Bill Pmt -...	03/09/2023	6272	Skillender s Service Center I...		108.16
Bill Pmt -...	03/09/2023	6273	State of NJ Bureau of Boiler ...		80.00
Bill Pmt -...	03/09/2023	6274	Terminix		1,528.44
Bill Pmt -...	03/09/2023	6275	Velting Overhead Door		1,215.58
Bill Pmt -...	03/09/2023	6276	Verizon		47.93
Bill Pmt -...	03/09/2023	6277	Verizon Wireless		189.95
Bill Pmt -...	03/09/2023	6278	Susan L Oksen-Pereira		250.00
Total 1009 · Lakeland Bank Operating				0.00	65,901.12
<b>TOTAL</b>				<b>0.00</b>	<b>65,901.12</b>

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

	Jan 1 - Mar 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	23.85	500.00	-476.15
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
4800 · Other Income	772.46	0.00	772.46
4920 · Unreserved Fund Balance	0.00	300,000.00	-300,000.00
<b>Total Income</b>	<b>11,437.25</b>	<b>2,540,302.74</b>	<b>-2,528,865.49</b>
<b>Gross Profit</b>	<b>11,437.25</b>	<b>2,540,302.74</b>	<b>-2,528,865.49</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	850.00	0.00	850.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
<b>Total 5120 · Salaries - Secretary</b>	<b>850.00</b>	<b>2,800.00</b>	<b>-1,950.00</b>
5210 · Elections	900.00	9,243.62	-8,343.62
5220 · Office Expense	482.02	15,000.00	-14,517.98
5230 · Professional Services			
5240 · Auditing	160.00	0.00	160.00
5243 · Bookkeeper	4,188.00	0.00	4,188.00
5245 · Legal fees	4,365.00	0.00	4,365.00
5230 · Professional Services - Other	597.00	90,000.00	-89,403.00
<b>Total 5230 · Professional Services</b>	<b>9,310.00</b>	<b>90,000.00</b>	<b>-80,690.00</b>
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>	<b>0.00</b>	<b>25,000.00</b>	<b>-25,000.00</b>
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>	<b>5,213.29</b>	<b>56,000.00</b>	<b>-50,786.71</b>
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	15,072.76	300,631.50	-285,558.74
6210 · Insurance	17,320.63	70,000.00	-52,679.37
6220 · Advertising	62.48	2,000.00	-1,937.52
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	1,422.68	0.00	1,422.68
6317 · M&R -Truck # 5401 Pumper New	5,685.36	0.00	5,685.36
6328 · M&R - Truck #5417 KME Pumper	636.80	0.00	636.80
6311 · M&R - Apparatus - Other	5,524.15	0.00	5,524.15
<b>Total 6311 · M&amp;R - Apparatus</b>	<b>13,268.99</b>	<b>0.00</b>	<b>13,268.99</b>

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

	Jan 1 - Mar 9, 23	Budget	\$ Over Budget
6350 · M&R - Building #1	12,096.37	0.00	12,096.37
6355 · M&R - Building #2	1,816.90	0.00	1,816.90
6370 · M&R - Equipment	607.75	0.00	607.75
6310 · Maintenance & Repairs - Other	0.00	120,000.00	-120,000.00
<b>Total 6310 · Maintenance &amp; Repairs</b>	<b>27,790.01</b>	<b>120,000.00</b>	<b>-92,209.99</b>
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	11,981.17	65,000.00	-53,018.83
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	17,220.00	72,000.00	-54,780.00
6610 · Misc. Firefighter Expenses	4,668.92	15,000.00	-10,331.08
6611 · Training			
6612 · Training - Paid/Vol	1,848.37	0.00	1,848.37
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>1,848.37</b>	<b>40,000.00</b>	<b>-38,151.63</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	8,095.42	62,400.00	-54,304.58
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>189,647.71</b>	<b>2,390,302.74</b>	<b>-2,200,655.03</b>
<b>Net Ordinary Income</b>	<b>-178,210.46</b>	<b>150,000.00</b>	<b>-328,210.46</b>
<b>Other Income/Expense</b>			
Other Expense			
8054 · Capital	18,753.86	150,000.00	-131,246.14
<b>Total Other Expense</b>	<b>18,753.86</b>	<b>150,000.00</b>	<b>-131,246.14</b>
<b>Net Other Income</b>	<b>-18,753.86</b>	<b>-150,000.00</b>	<b>131,246.14</b>
<b>Net Income</b>	<b>-196,964.32</b>	<b>0.00</b>	<b>-196,964.32</b>



# 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.

**March 9, 2023**  
**Monthly Bureau Report**

Inspections are being completed as normal. The New Hydrants on North Cooks Bridge Road have been activated.

### Site plans received and finalized:

- 583 N. County Line LLC – Warehouse / Office Space located @ 583 North County Line Road was approved.

### Permits:

- Food Truck Permit was issued for Tacos y Alitas – 10 Forrest Hill Drive

### Fire investigations:

- None

### Fire Prevention Details:

- 3/31 Senior Center Spring Expo @ 9am – 1pm.

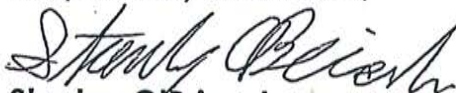
### Call Outs / Complaints:

- 2/15 Open burn and Code Violations @ 154 North County Line Road –, Property was referred to the Division of Code Enforcement.

### Training / Meetings:

- The IAAI Conference was attended on March 1<sup>st</sup> – 3<sup>rd</sup> in Atlantic City by Myself and Fire Inspector Porth.

Respectfully submitted,



**Stanley O'Brien Jr.**  
**Fire Official**



## 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:** March 9, 2023  
**Subject:** Presidents Report March 2023

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#### Membership:

##### New applications

- Stephanie Russ
- Aron Cagan
- Nicholas Balla
- Stephanie Grainger

#### Facilities:

- Plaque relocations and screen installation are complete. Invoice for screen installation has been given to Cheryl.

#### Events

- Devils game 3/30 – all tickets accounted for
- Flower sale was successful – thank you for allowing use of the bay once again.
- Planning company picnic for May 20<sup>th</sup> with a rain date of May 21<sup>st</sup>.

#### Committees:

New committees have been assigned and will be posted shortly

Respectfully Submitted:

Steven Linde  
President  
Jackson Mills Volunteer Fire Company

# Board of Fire Commissioners Career Department Report

March 9, 2023

## Building & Truck Report

### Station 1

- Kitchen sink drain pipe repaired and water fountain replaced by Neil Brooks.
- Garage door openers at rear of building installed by Jammer Doors.
- Electrical modifications for garage door openers performed by Kelly Kilowatt.
- 10-year inspection was performed by Tremco. (Explanation to follow.)

### Station 2

- Standby backup generator installation is complete. First power up and transfer will be performed 3/10/23 by Kelly Kilowatt.
- Front bay doors repaired. Damaged hardware and missing weather stripping replaced.

### Unit 5401:

- Awaiting tentative date for auto body repair at Lees Emergency Equipment.
- Damaged rear outside driver side tire replaced by GW Tire.
- New Husky foam system head unit ordered. To be installed next week by Fire and Safety Services.
- Thermal Imaging charger replaced.

### Unit 5408:

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

### Unit 5407:

- Vehicle A/C compressor, tensioners and serpentine belt replaced by Skillender's Auto.

### Unit 5417:

- Vehicle had intermittent starting issues. Broken / stripped starter bolts found. Repaired by S&S fleet services.

### Unit 5411:

- Blinkers are malfunctioning mechanic advised. Repair is rescheduled to 3/15 with S&S fleet services.

### Unit 5404:

- Serviced by Skillender's Auto

### Unit 5410:

- Windshield replaced damaged from rock strike. Incident report on file.

### Special Details / Projects / Notification

- Lytx fleet camera monitoring system is up and running. New camera for 5411 is ordered (under warranty)
- Career staff members attended Training on 2/23 Street Survival for EMS, 2/27- SCBA confidence and 3/9 Right to know, Blood Born Pathogen

Submitted by: Captain Richard Leonard

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

**Resolution**

**Authorizing Appointment of Auditor  
for the 2023-2024 Year**

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WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, concerning various responsibilities undertaken by said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2023-2024 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

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

- (1) Holman & Frenia, P.C. is hereby appointed to provide auditing services to the Commissioners. This appointment is made pursuant to the proposal as submitted and attached hereto.
- (2) This resolution and the notice of award of contract shall be available for public inspection.

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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

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

**Resolution**

**Authorizing Approval and Payment of Claims**

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WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

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 checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

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 March 9, 2023.



\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

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

**Resolution**

**Adoption of Cash Management Plan**

---

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

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

(1) Lakeland Bank and PNC Bank are hereby designated as official depositories for the Fire District.



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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

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

**Resolution**

---

**Resolution Authorizing the Award of a Non Fair and Open Contract  
For Legal Services**

**WHEREAS**, the Fire District has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Fire District has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is for the year 2023-2024; and

**WHEREAS**, the Law Office of Richard M. Braslow has submitted a proposal indicating it will provide legal services pursuant to the proposal; and

**WHEREAS**, the Law Office of Richard M. Braslow has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Office of Richard M. Braslow has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit the Law Office of Richard M. Braslow from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Fire District has determined that funds are available concerning the projected expenditures.

**NOW THEREFORE, BE IT RESOLVED**, that the Commissioners of Fire District No. 4 in the Township of Jackson County of Ocean, authorized the Fire District to enter into a contract with the Law Office of Richard M. Braslow as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed with this resolution.

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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

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

**Resolution**

**Designation of Official Newspapers for  
Publications for the 2023-2024 Year**

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WHEREAS, the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

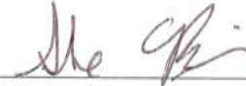
WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2023-2024 year.

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 official newspapers in which the Commissioners will publish all required notices or other items during the 2023-2024 year pursuant to New Jersey statutes shall be the *Asbury Park Press* and/or the *Star Ledger*, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

## NOTICE OF AWARD OF CONTRACTS

PLEASE TAKE NOTICE that the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, have awarded the following contracts for professional services pursuant to New Jersey statutory law:

AWARDED TO: Richard M. Braslow, Esq.

SERVICES: Legal

DURATION: As per contract

COST: As per contract

AWARDED TO: Cheryl Parker

SERVICES: Accounting

DURATION: As per contract

COST: As per contract

AWARDED TO: Holman & Frenia, P.C.

SERVICES: Auditing

DURATION: As per contract

COST: As per contract

AWARDED TO: Blaney, Donahue, et al

SERVICES: Legal

DURATION: As per contract

COST: As per contract

The contracts and the resolutions awarding same are on file with the Commissioners' attorney and may be inspected by contacting Richard M. Braslow, Esq., 516 Fielders Lane, Toms River, New Jersey 08755 (732) 604-7517 during normal business hours.



Shane O'Brien, Clerk  
The Commissioners of Fire District No. 4  
Township of Jackson, County of Ocean

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

**Resolution**

**Authorizing Appointment of Accountant and QPA  
for the 2023-2024 Year**

---

WHEREAS, there exists a continuing need for certain accounting services to be provided to the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, concerning various responsibilities undertaken by said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2023-2024 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

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

(1) Cheryl Parker is hereby appointed to provide accounting services and further to provide services as Qualified Purchasing Agent to the Commissioners. This appointment is made pursuant to the proposal as submitted.

(2) This resolution and the notice of award of contract shall be available for public inspection.

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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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



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

**Resolution**

**Authorizing Reappointment of Susan L. Oksen-Pereira as Board Secretary**

---

WHEREAS, the above individual was previously appointed as Board Secretary; and

WHEREAS, the Fire District wishes to reappoint the individual to said position.

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

- (1) This individual is reappointed to the position of Board Secretary pursuant to the same terms and conditions of employment and salary as previously established by the Fire District.

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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

## **NOTICE OF REGULAR MEETING SCHEDULE**

PLEASE TAKE NOTICE that the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, shall hold regular meetings on the second Thursday of each month at 6:00 p.m. at the Jackson Mills Volunteer Fire Company Firehouse, 465 West County Line Road, Jackson, New Jersey.

The Commissioners of Fire District No. 4  
Township of Jackson, County of Ocean

**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 March 9, 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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

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

**Resolution**

**Designating Surety Bonding for Commissioners**

---

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and


WHEREAS, the Commissioners deem it necessary to provide bonding for the Commissioners of the Fire District.

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

- (1) All Commissioners shall be bonded in the amount of approximately \$500,000.00.

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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

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

**Resolution**

**Authorizing Appointment of Labor Counsel**

---

WHEREAS, the Fire District deems it necessary to secure the services of labor counsel to address various issues as necessary; and

WHEREAS, a proposal has been received in this regard.

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

- (1) Blaney, Donahue, et al is hereby appointed as labor counsel pursuant to the proposal submitted to the Board.



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 March 9, 2023.



\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

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

**Resolution**

**Authorizing Regular Meeting Schedule  
for the 2023-2024 Year**

---

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

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

(1) All regular meetings of the Commissioners shall take place on the second Thursday of each month at 6:00 p.m. at the Jackson Mills Volunteer Fire Company Firehouse, 465 West County Line Road, Jackson, New Jersey.

(2) A summary of this resolution shall be mailed to the *Star Ledger* and the *Asbury Park Press*.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Jackson and shall also be kept on file by the

Municipal Clerk for purposes of public inspection.

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 March 9, 2023.

  
\_\_\_\_\_  
Shane O'Brien, Clerk

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

**RECORD OF VOTE**

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

**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 March 9, 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 Jamison .

**RECORD OF VOTE**

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