

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

Minutes of Meeting Held
October 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 the "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

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

Minutes: Commissioner Couceiro motioned to accept the minutes from the General meeting of August 2023, seconded by Commissioner Goldman. Motion passed by unanimous consent. Commissioner Couceiro motioned to accept the meeting of the September 11, 2023, seconded by Commissioner O'Brien. Motion passed by majority vote with Commissioner Goldman abstaining due to his absence.

Treasurer's Report: The bill list as well as the report (a copy of which is attached to the original minutes and incorporated herein by reference) as of October 12, 2023 was presented and left on table for public review. Commissioner Torres 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 advised 1. Resolution regarding commissioners' compensation should be done tonight and then forwarded to the Township 2. The upcoming February election/budget time is approaching – needs to know how many vacancies there will be for the Board (two – Commissioners Couceiro and Goldman).

Truck & Building: report was read by Captain Leonard. A copy of the report is attached to the original minutes and incorporated herein by reference.

Chief's Report: no report was received. Deputy Chief Lubertazzi advised that Open House will be held on October 22, 2023. Is the Career Staff able to attend and set up Fire Prevention display. Board was in agreement.

President's Report: absent – No report.

Fire Bureau: Fire Official O'Brien was absent. Report was read by Commissioner Torres. A copy of the report is attached to the original minutes and incorporated herein by reference.

Work Orders: Captain Leonard advised that everything has been taken care of verbally and things are status quo.

Old Business:

New Business: Word on the street is that commissioners are not attending consolidation meetings – Commissioner Jamison's wife recently died and Commissioner Torres is still experiencing medical issues. Commissioner Torres said that anyone else is welcome to attend. Commissioner Torres will reach out to see when the next meeting is scheduled for.

Correspondence: None

Public Session: Discussion on grant company for SCBA. FF Esposito to follow up with grant writer he found. Commissioner Goldman advised that the Men's Club has requested a talk on Fire Safety next Tuesday night. Board was in agreement. FO O'Brien is available. Board Attorney Braslow advised that if a workshop meeting is held, it must be posted in the official newspapers, information provided to the town clerk and the information is to be posted in five places. Board Attorney Braslow recommended that any new vehicle should be on the February 2024 ballot or a special election during 2024. It must go through the Local Finance Board. Commissioner O'Brien motioned to have a Workshop meeting on November 9 at 5 pm, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Regular meeting to follow at 6 pm. Commissioner O'Brien motioned to accept Commissioners' annual salary for 2024 at \$4,500., seconded by Commissioner Couceiro. Motion passed by unanimous consent.

Adjournment: With no other business to come before the Board, Commissioner O'Brien motioned to adjourn the meeting, seconded by Commissioner Couceiro. Meeting was adjourned at 6:53 p.m. by Commissioner Torres.


_____, Clerk

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

October 12, 2023

Meeting Time 5:30 Caucus, 6PM

Meeting called to order 6:00PM
Reading of the "Public Meeting Act"
Flag Salute
Attendance
Secretary's Report
Treasurer's Report
Legal Report
Truck & Building Report
Chief's Report
President's Report
Fire Bureau Report
Work Order Requests
Old Business
New Business

Mail Correspondence-Per Yellow Folder

Open to Public
Meeting Adjourned

Old Business-Correspondence/Pending

New Business

Mail Correspondence
Per Yellow folder

5:33 PM
10/12/23
Accrual Basis

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

	Oct 12, 23	
	Debit	Credit
1009 · Lakeland Bank Operating	635,054.79	
1011 · Lakeland Bank Payroll	26,280.81	
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	1,031,794.18	0.00

5:32 PM

10/12/23

Accrual Basis

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

Type	Date	Num	Name	Split	Amount
1009 · Lakeland Bank Operating					
Bill Pmt -Check	10/12/2023	6463	Action Uniform Co.	2000 · *Accoun...	-1,025.00
Bill Pmt -Check	10/12/2023	6464	AMTRUST NORTH AMERICA	2000 · *Accoun...	-10,322.00
Bill Pmt -Check	10/12/2023	6465	AT&T Mobility	2000 · *Accoun...	-403.13
Bill Pmt -Check	10/12/2023	6466	Atlantic Fire Protection	2000 · *Accoun...	-182.33
Bill Pmt -Check	10/12/2023	6467	Blaney, Donohue, et al	2000 · *Accoun...	-472.50
Bill Pmt -Check	10/12/2023	6468	CINTAS FIRE	2000 · *Accoun...	-1,849.84
Bill Pmt -Check	10/12/2023	6469	Code1Creations	2000 · *Accoun...	-981.46
Bill Pmt -Check	10/12/2023	6470	ESI Equipment, Inc.	2000 · *Accoun...	-1,551.00
Bill Pmt -Check	10/12/2023	6471	Federal Express	2000 · *Accoun...	-36.52
Bill Pmt -Check	10/12/2023	6472	Fire and Safety Services, LTD	2000 · *Accoun...	-7,078.87
Bill Pmt -Check	10/12/2023	6473	JCP&L	2000 · *Accoun...	-1,987.25
Bill Pmt -Check	10/12/2023	6474	KC Greenscapes	2000 · *Accoun...	-312.22
Bill Pmt -Check	10/12/2023	6475	NJ Advanced Media	2000 · *Accoun...	-23.22
Bill Pmt -Check	10/12/2023	6476	NJNG	2000 · *Accoun...	-572.45
Bill Pmt -Check	10/12/2023	6477	Optimum	2000 · *Accoun...	-575.90
Bill Pmt -Check	10/12/2023	6478	Red Alert Emergency Generator Service L...	2000 · *Accoun...	-243.50
Bill Pmt -Check	10/12/2023	6479	Richard Braslow ESQ	2000 · *Accoun...	-1,500.00
Bill Pmt -Check	10/12/2023	6480	S&S Fleet Services	2000 · *Accoun...	-5,314.86
Bill Pmt -Check	10/12/2023	6481	Susan L Oksen-Pereira	2000 · *Accoun...	-500.00
Bill Pmt -Check	10/12/2023	6482	Verizon	2000 · *Accoun...	-97.88
Bill Pmt -Check	10/12/2023	6483	Verizon Wireless	2000 · *Accoun...	-191.95
Bill Pmt -Check	10/12/2023	6484	Warrington Township	2000 · *Accoun...	-50.00
Bill Pmt -Check	10/12/2023	6485	Ace Outdoor Power 2	2000 · *Accoun...	-104.16
Bill Pmt -Check	10/12/2023	6486	Kenneth Esposito	2000 · *Accoun...	-60.00
Bill Pmt -Check	10/12/2023	6487	Lytix, Inc.	2000 · *Accoun...	-509.60
Bill Pmt -Check	10/12/2023	6488	Patrick McCloskey	2000 · *Accoun...	-95.73
Bill Pmt -Check	10/12/2023	6489	Red Alert Emergency Generator Service L...	2000 · *Accoun...	-629.40
Bill Pmt -Check	10/12/2023	6490	S&S Fleet Services	2000 · *Accoun...	-21,195.46
Bill Pmt -Check	10/12/2023	6491	Skillender s Service Center Inc.	2000 · *Accoun...	-109.15
Bill Pmt -Check	10/12/2023	6492	S&S Fleet Services	2000 · *Accoun...	-2,093.70
Total 1009 · Lakeland Bank Operating					-60,069.08
TOTAL					-60,069.08

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

	Jan 1 - Oct 12, 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	953,426.69	2,179,260.74	-1,225,834.05
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	985,639.07	2,540,302.74	-1,554,663.67
Gross Profit	985,639.07	2,540,302.74	-1,554,663.67
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	2,900.00	0.00	2,900.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
Total 5120 · Salaries - Secretary	2,900.00	2,800.00	100.00
5210 · Elections	5,727.99	9,243.62	-3,515.63
5220 · Office Expense	9,415.17	15,000.00	-5,584.83
5230 · Professional Services			
5240 · Auditing	160.00	0.00	160.00
5243 · Bookkeeper	13,188.00	0.00	13,188.00
5245 · Legal fees	12,499.00	0.00	12,499.00
5230 · Professional Services - Other	4,092.00	90,000.00	-85,908.00
Total 5230 · Professional Services	29,939.00	90,000.00	-60,061.00
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	99,920.51	125,354.54	-25,434.03
6120 · Salaries - Full Time Fire	174,686.45	505,871.97	-331,185.52
6125 · Clothing Allowance	4,060.00	12,000.00	-7,940.00
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	0.00	25,000.00	-25,000.00
6140 · Salaries - Firefighter Overtime			
6142 · Salaries-Firefighters OT	15,098.20	0.00	15,098.20
6140 · Salaries - Firefighter Overtime - Other	0.00	56,000.00	-56,000.00
Total 6140 · Salaries - Firefighter Overtime	15,098.20	56,000.00	-40,901.80
6145 · Salaries-Comp Time	13,325.00	45,000.00	-31,675.00
6180 · Payroll Taxes	-76,604.51	53,018.12	-129,622.63
6185 · Employer Pension Contribution	0.00	235,364.00	-235,364.00
6190 · Fringe Benefits	80,303.77	300,631.50	-220,327.73
6210 · Insurance	76,750.10	70,000.00	6,750.10
6220 · Advertising	194.56	2,000.00	-1,805.44

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

	Jan 1 - Oct 12, 23	Budget	\$ Over Budget
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	5,147.50	0.00	5,147.50
6313 · M&R - Truck #5407 Utility	7,124.95	0.00	7,124.95
6314 · M&R - Truck #5404 Chevy Blazer	1,005.47	0.00	1,005.47
6315 · M&R - Truck #5405 Ladder	10,637.88	0.00	10,637.88
6316 · M&R - Truck #5408 Tanker	1,059.00	0.00	1,059.00
6317 · M&R - Truck # 5401 Pumper New	20,066.22	0.00	20,066.22
6322 · M&R - Truck #5411 Pumper	3,260.43	0.00	3,260.43
6323 · M&R - Truck #5414 Durango	687.71	0.00	687.71
6328 · M&R - Truck #5417 KME Pumper	11,329.29	0.00	11,329.29
6334 · M&R - Truck #5427 Pick Up	3,737.89	0.00	3,737.89
6338 · M&R - Truck #5437 2018 F350	571.09	0.00	571.09
6341 · M&R - Truck #18-407 Bureau	1,186.44	0.00	1,186.44
6311 · M&R - Apparatus - Other	7,933.76	0.00	7,933.76
Total 6311 · M&R - Apparatus	73,747.63	0.00	73,747.63
6350 · M&R - Building #1	24,744.75	0.00	24,744.75
6355 · M&R - Building #2	7,437.37	0.00	7,437.37
6370 · M&R - Equipment	9,392.77	0.00	9,392.77
6310 · Maintenance & Repairs - Other	0.00	120,000.00	-120,000.00
Total 6310 · Maintenance & Repairs	115,322.52	120,000.00	-4,677.48
6410 · Supplies			
6411 · Supplies - Fuel	24,322.97	0.00	24,322.97
6410 · Supplies - Other	1,019.25	30,000.00	-28,980.75
Total 6410 · Supplies	25,342.22	30,000.00	-4,657.78
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	35,832.05	65,000.00	-29,167.95
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	51,660.00	72,000.00	-20,340.00
6610 · Misc. Firefighter Expenses	12,435.06	15,000.00	-2,564.94
6611 · Training			
6612 · Training - Paid/Vol	16,888.24	0.00	16,888.24
6616 · Fire Science Education	940.50	15,000.00	-14,059.50
6611 · Training - Other	0.00	25,000.00	-25,000.00
Total 6611 · Training	17,828.74	40,000.00	-22,171.26
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	61,587.48	40,000.00	21,587.48
6625 · Joint District Expenses	0.00	2,000.00	-2,000.00
6630 · Building Renovations	24,470.00	20,000.00	4,470.00
6635 · Equipment-Non-Bondable	8,095.42	62,400.00	-54,304.58
6640 · SCBA	2,558.96	15,000.00	-12,441.04
6650 · Emergency/First Aid Equipment	183.05	5,000.00	-4,816.95
6655 · Replacement Equipment	4,308.49	40,000.00	-35,691.51
6670 · Vehicle Equip-Radios/Pagers	41,762.00	40,000.00	1,762.00
6675 · UFSA			
6675a · Office Supplies	0.00	1,000.00	-1,000.00
6675b · Membership	0.00	3,000.00	-3,000.00
6675c · Computer Software-Bureau	2,024.95	0.00	2,024.95
6675d · Fire Prevention Expenses	4,052.82	2,800.00	1,252.82
6675e · Fire Prevention Education	1,779.03	1,500.00	279.03
Total 6675 · UFSA	7,856.80	8,300.00	-443.20
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	967,278.02	2,390,302.74	-1,423,024.72
Net Ordinary Income	18,361.05	150,000.00	-131,638.95

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

	<u>Jan 1 - Oct 12, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Expense			
8054 - Capital	21,402.86	150,000.00	-128,597.14
Total Other Expense	21,402.86	150,000.00	-128,597.14
Net Other Income	-21,402.86	-150,000.00	128,597.14
Net Income	<u>-3,041.81</u>	<u>0.00</u>	<u>-3,041.81</u>

Bureau of Fire Prevention District #4

Jackson Township

465 A North County Line Rd.
Jackson NJ, 08527
Office 732-928-7848
Fax 732-928-8220
Fire Official – Stanley O'Brien Jr.

October 11, 2023 Monthly Bureau Report

Inspections are being completed as normal. On October 5th, 2023, Mobile Eyes (Our Inspection Program) notified me of an issue with their server. Since then, I haven't been able to upload completed inspection or issue invoices. Their support team has been in contact with me and should be rectified by the end of the week.

Site plans received and finalized:

- 09/13 Construction Site Inspection @ The Club. Knox Box was ordered.

Permits:

- 9/11 Food Truck Permit was issued at Bartley Healthcare.

Fire investigations:

- 8/16 Vehicle Fire @ Cedar Swamp Road & I 195 Overpass
- 9/8 Building Fire @ 3 Elm Street
- 10/5 Vehicle Fire @ I 195 Mile Post 21 East
- 10/9 Electrical Fire @ 41 Pembroke Drive

Fire Prevention Details:

- 8/3 Jackson Baptist Church – Summer Camp
- 10/4 Kinder University
- 10/4 & 5 Jackson Baptist Church
- 10/9 Prep Academy
- 10/10&11 Sunbeam Preschool
- 10/12 The Learning Experience

Call Outs / Complaints:

- Open Burn at 136 Hickory Lane, Permit was issued to the property owner.
- 9/19 Alarm issue at The Learning Experience, Followed up with an inspection.
-

Training / Meetings:

- Spoke with Deale Cary B9 reference to the upcoming Volunteer Fire Assistance (VFA) Grant for NJ Forrest Fire Service. A meeting will be scheduled in the future.

Respectfully submitted,



Stanley O'Brien Jr.
Fire Official