

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

Minutes of Meeting Held  
August 10, 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 6:08 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, Jamison and Torres were present. Commissioner O'Brien was absent. Board Attorney Braslow was present remotely.

**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. The executive session ended at 6:33 and the Board reconvened continuing with the agenda.

**Oath of Office:** Board Attorney Braslow administered the oath of office to Fire Fighter to Pat McCluskey first and then Lieutenant Steven Porth. A five minute recess was taken for the purpose of taking photographs with family, congratulating newly sworn in, etc.

**Legal Report:** Commissioner Torres asked Board Attorney Braslow on status of roof (there are more leaks). Captain Leonard to call Board Attorney Braslow tomorrow or Monday to schedule a conference call with the warranty company regarding the status of the roof. Construction Board of Appeal - Board Attorney Braslow will reach out to opposing counsel to discuss what he has recommended. Board Attorney Braslow will report back to the Board. Notes/Bonds: there is legislation pending that will give the option for 10 years in lieu of the current 3 years. Local Finance Board is in agreement with this.

**Minutes:** Minutes from the July 13, 2023 regular meeting: Commissioner Couceiro motioned to approve the proposed minutes from the July 13, 2023 regular meeting, seconded by Commissioner Goldman. 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 August

10, 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.

**Truck & Building/Career Department Report** – Captain Leonard read his report (a copy of which is attached to the original minutes and incorporated hereafter). Captain Leonard read Lt. Porth's report (a copy of which is attached to the original minutes and incorporated hereafter). Commissioner Goldman motioned to dispose of end of life SCBA masks as per the attached list (a copy of which is attached to the original minutes and incorporated hereafter), seconded by Commissioner Couceiro. Motion passed by unanimous consent.

**Chief's Report:** No report.

**President's Report:** No report. There has been no response regarding additional room needed. Commissioner Torres to call the President.

**Fire Bureau Report:** FBO O'Brien read the Bureau report (a copy of which is attached to the original minutes and incorporated herein by reference). Captain Leonard will get quotes for repair work to trucks. Commissioner Jamison asked about FF Marrero riding with him – FBO O'Brien advised that they have plans for next week and Capt. Leonard said that they will make it work.

**Work Orders:** Work orders continue to be addressed as they come in. Chiefs have been advised that they are going out for Preventive Maintenance.

**Old Business:** More office space has not yet been addressed. Commissioner Torres will contact President Linde.


**New Business:** Truck Committee discussion on rising prices for new trucks.

**Fire House Expo:** Commissioner Jameson motioned to authorize two volunteers and two career staff to attend in Columbus, OH. Captain Leonard is authorized to put arrangements on the P Card.

**Correspondence:** Commissioner Torres reported that a grant in the amount of \$22,000. has been received. This is to purchase two tablets and a camera under Global Fire Grant. Thank you to Stan O'Brien for filing the paperwork! OPRA request received – Cheryl sent the budget in response. She had "cc" Rich Braslow on the email and is waiting to hear back from him if more detailed info should be sent. Jackson PD – Sgt Michael Korsky – sent a request to use the hall from December 21 – December 22 for the toy drive.

**Public Session:** None.

**Adjournment:** With no other business to come before the Board, Commissioner Jamison motioned to adjourn the meeting, seconded by Commissioner Couceiro. Meeting was adjourned at 7:29 p.m. by Commissioner Torres.

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

August 10, 2023

**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**

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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 August 10, 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, Alfred Couceiro, Assistant 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 August 10, 2023.

  
\_\_\_\_\_  
Alfred Couceiro, Assistant Clerk

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

**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>No</b>					
<b>Not Voting</b>					
<b>Absent</b>				<b>X</b>	

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

**August 10, 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

5:28 PM

08/10/23

Accrual Basis

# Board of Fire Commissioners

## Cash Balance Report

As of August 10, 2023

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	Aug 10, 23	
	Debit	Credit
1009 · Lakeland Bank Operating	260,333.66	
1011 · Lakeland Bank Payroll	26,280.81	
1012 · Lakeland Bank Fire Bureau	27,113.77	
1016 · Lakeland Ban-CD-Future Cap 0721	328,712.92	
TOTAL	<u>642,441.16</u>	<u>0.00</u>

5:28 PM

08/10/23

Accrual Basis

## Board of Fire Commissioners Treasurer Report As of August 10, 2023

Type	Date	Num	Name	Split	Amount
<b>1009 · Lakeland Bank Operating</b>					
Bill Pmt -Check	08/10/2023	6417	AT&T Mobility	2000 · *Accoun...	-403.13
Bill Pmt -Check	08/10/2023	6418	Blaney, Donohue, et al	2000 · *Accoun...	-87.50
Bill Pmt -Check	08/10/2023	6419	Fire and Safety Services, LTD	2000 · *Accoun...	-2,503.78
Bill Pmt -Check	08/10/2023	6420	Freehold Cartage, Inc.	2000 · *Accoun...	-302.33
Bill Pmt -Check	08/10/2023	6421	JCP&L	2000 · *Accoun...	-1,802.65
Bill Pmt -Check	08/10/2023	6422	Kenneth Esposito	2000 · *Accoun...	-60.00
Bill Pmt -Check	08/10/2023	6423	LytX, Inc.	2000 · *Accoun...	-509.60
Bill Pmt -Check	08/10/2023	6424	McKesson Medical Surgical	2000 · *Accoun...	-209.26
Bill Pmt -Check	08/10/2023	6425	Municipal Emergency Services	2000 · *Accoun...	-137.00
Bill Pmt -Check	08/10/2023	6426	NCSI	2000 · *Accoun...	-50.00
Bill Pmt -Check	08/10/2023	6427	NJ Advanced Media	2000 · *Accoun...	-23.22
Bill Pmt -Check	08/10/2023	6428	NJNG	2000 · *Accoun...	-130.78
Bill Pmt -Check	08/10/2023	6429	Optimum	2000 · *Accoun...	-292.58
Bill Pmt -Check	08/10/2023	6430	Richard Braslow ESQ	2000 · *Accoun...	-1,500.00
Bill Pmt -Check	08/10/2023	6431	Safe & Secure Security Systems	2000 · *Accoun...	-814.80
Bill Pmt -Check	08/10/2023	6432	State of New Jersey Dept of Labor & Workf	2000 · *Accoun...	-64.75
Bill Pmt -Check	08/10/2023	6433	Steven Porth	2000 · *Accoun...	-318.88
Bill Pmt -Check	08/10/2023	6434	Susan L Oksen-Pereira	2000 · *Accoun...	-250.00
Bill Pmt -Check	08/10/2023	6435	Toms River Bd of Fire Commissioners	2000 · *Accoun...	-3,000.00
Bill Pmt -Check	08/10/2023	6436	Verizon	2000 · *Accoun...	-97.88
Bill Pmt -Check	08/10/2023	6437	Verizon Wireless	2000 · *Accoun...	-189.95
Bill Pmt -Check	08/10/2023	6438	Blaney, Donohue, et al	2000 · *Accoun...	-472.50
Bill Pmt -Check	08/10/2023	6439	NJNG	2000 · *Accoun...	-289.55
Bill Pmt -Check	08/10/2023	6440	Optimum	2000 · *Accoun...	-273.34
Bill Pmt -Check	08/10/2023	6441	Acrisure, LLC	2000 · *Accoun...	-16,981.00
Total 1009 · Lakeland Bank Operating					-30,764.48
<b>TOTAL</b>					<b>-30,764.48</b>



## Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through August 10, 2023

	Jan 1 - Aug 10, 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	463,092.96	2,179,260.74	-1,716,167.78
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	17,812.19	35,000.00	-17,187.81
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>	<u>486,043.46</u>	<u>2,540,302.74</u>	<u>-2,054,259.28</u>
<b>Gross Profit</b>	486,043.46	2,540,302.74	-2,054,259.28
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	2,400.00	0.00	2,400.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
<b>Total 5120 · Salaries - Secretary</b>	<u>2,400.00</u>	<u>2,800.00</u>	<u>-400.00</u>
5210 · Elections	5,727.99	9,243.62	-3,515.63
5220 · Office Expense	2,304.63	15,000.00	-12,695.37
5230 · Professional Services			
5240 · Auditing	160.00	0.00	160.00
5243 · Bookkeeper	13,188.00	0.00	13,188.00
5245 · Legal fees	10,999.00	0.00	10,999.00
5230 · Professional Services - Other	3,342.00	90,000.00	-86,658.00
<b>Total 5230 · Professional Services</b>	<u>27,689.00</u>	<u>90,000.00</u>	<u>-62,311.00</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	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
<b>Total 6130 · Salaries - Fire Official</b>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>
6140 · Salaries - Firefighter Overtime			
6142 · Salaries-Firefighters OT	15,098.20	0.00	15,098.20
6140 · Salaries - Firefighter Overtime - Other	0.00	56,000.00	-56,000.00
<b>Total 6140 · Salaries - Firefighter Overtime</b>	<u>15,098.20</u>	<u>56,000.00</u>	<u>-40,901.80</u>
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	59,659.77	300,631.50	-240,971.73
6210 · Insurance	79,589.16	70,000.00	9,589.16
6220 · Advertising	171.34	2,000.00	-1,828.66

5:28 PM

08/10/23

Accrual Basis

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through August 10, 2023

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	<u>Jan 1 - Aug 10, 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>-245,433.50</u>	<u>0.00</u>	<u>-245,433.50</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.

**August 10, 2023**  
**Monthly Bureau Report**

Inspections are being completed as normal without issues.

Site plans received and finalized:

- 8/2 Bennetts Mills Realty LLC – Plans were Resubmitted and Approved to a 2-story office building @ 680 Bennetts Mills Road.
- 8/8 Jackson 21 North Northeast Plans were resubmitted and Approved.

Permits:

- No permits issued.

Fire investigations:

- 7/13 Building Fire @ 481 Huntington Drive
- 8/1 Brush Fire @ 1 195 Mile Post 18 East
- 8/6 Vehicle Fire @ 98 North Cooks Bridge (Post Crash)

Fire Prevention Details:

- 8/1 National Night Out @ 6PM -9 PM
- Assisted Cassville at Elms School on 8/2 & 8/9 for Summer Camp
- Jackson Recreation Fire Prevention is scheduled with Station 56 on August 17<sup>th</sup> @ Jackson Memorial High School.

Call Outs / Complaints:

- Code Enforcement Officers found occupants sleeping within a commercial property located @ 785 Wright Debow Road. The complaint was resolved with a spot inspection.

Training / Meetings:

- Ocean County Board of Appeals hearing is Scheduled for September 14<sup>th</sup>.

Respectfully submitted,

  
Stanley O'Brien Jr.  
Fire Official



# 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

August 10, 2023

Below is an inventory of SCBA masks that are not in compliance with NFPA 1981. I wish to dispose of these masks to prevent them re-entering circulation within the department. If you have any questions, please do not hesitate to ask.

**AV2000**

Medium-2

Large-12

XL-2

**AV 3000 (Pre-2020)**

Medium-8

Thank you,

Steven Porth  
Lieutenant Badge #18-430  
Jackson Fire District # 4  
908-692-4327  
sporth@jacksonfiredist4.org

# Board of Fire Commissioners Career Department Report

August 10, 2023

## Building & Truck Report

### Station 1

- LED upfit post inspection was conducted by JCP&L and passed.

### Station 2

- LED upfit post inspection was conducted by JCP&L and passed.

### Unit 5401:

- Fire and Safety conducted the yearly Preventative Maintenance, TAK-4 front end suspension maintenance and pump packing repair. Vehicle is back in service.

### Unit 5408:

- Belly pump does not start as standalone as it used to waiting on another service appointment for Elite. Awaiting availability from FF Darren Hoffman to bring vehicle to Elite.

### Unit 5404:

- Front Brakes were replaced. A/C was repaired at Skillender's Auto is holding.

### Unit 5421:

- Fuel tank and foam system leak repaired. Portable radio chargers in the rear passenger compartment installed by Blaze Equipment.

### Unit 5405:

- Tentatively scheduled for next week to go to S&S Fleet Services for repair on officer side rear outrigger hydraulic leak.

### Special Details / Projects / Notification

- Career staff members utilized the new 5421 as the duty vehicle while 5401 was out for repair. Vehicle familiarization and training was conducted.
- All career department member has been FIT tested and converted over to the AV3000 HT SCBA masks.
- ERS (Emergency Reporting System) to ESO reporting platform merge is currently underway.
- Adam Vorwerk from Complete Power Washing was at the main building and offered a free commercial power washing of the building and front pavers.
- Provide Lieutenants report.
- Please see attached list on back for equipment to be disposed of.

**Submitted by: Captain Richard Leonard**



# 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

August 10, 2023

Good Afternoon

I apologize in advance for not being present for my report. Thank you again for this opportunity to lead the district as your next Fire Lieutenant. I attend to make you proud .

- Portable radios -
  - Making Progress
  - Portables ordered
- 5423 truck committee-
  - Had a positive meeting on 7/27/23
    - The committee is moving forward with a Class- A Engine Similar to 5421
    - Met with Sutphen for our first vendor 37 month build time Priced at 925,000 Roughly but we Still waiting on a updated shop list and specs from Sutphen before going for “apples to apples quote” with other vendors
- 5421 will be at the wildwood fire expo from 9-13 to 9-17
  - Open items for 5421 will be address when its taken for the convention
- Looking to take over the J.J Keller Training (Online Driver Training) from Ret Captain Burmesiter just waiting for contact info.
- Weekly Drills Completed
  - Supplying Water to Fire Sprinkler and Standpipe Systems
  - Truck Company Fireground Operations: Aerial Apparatus Practical Activities
- Walk Thrus and Pre plans
  - Four Season Metedeconk Lakes Clubhouse
  - Bartley Healthcare

Thank you,

Steven Porth  
Lieutenant Badge #18-430  
Jackson Fire District # 4  
908-692-4327  
sporth@jacksonfiredist4.org