

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

Minutes of Meeting Held  
June 8, 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. 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, Goldman and Torres were present. Commissioners Jamison and O'Brien were absent. (Commissioner O'Brien entered the meeting at 6:14 pm.) Board Attorney Braslow was absent.

**Minutes:** Minutes from the May 25, 2023 special meeting: Commissioner Couceiro motioned to approve the minutes from the May 25 2023 meeting, seconded by Commissioner Goldman. Motion passed by unanimous vote.

Minutes from the May 11, 2023 regular meeting: Minutes are tabled until the following meeting due to only Commissioners Couceiro and Goldman were the only Commissioners present eligible to vote on them.

**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 June 8, 2023 was presented and left on table for public review. Commissioner Goldman 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.

**Legal Report:** None. Board Attorney Braslow was absent.

**Truck & Building/Career Department Report** – Captain Leonard verbally reported that everything is status quo (no written report due to number of wildfires this past week). Later in the meeting, Captain Leonard thanked his career staff and the volunteers for all their hard work. Communication has been working well with all the entities involved. Discussion on status of gear order- First Choice order is being cancelled.

**Chief's Report:** Chief O'Hara was absent – no written report submitted. Deputy Chief Lubertazzi verbally reported that they attended the Memorial Day Parade; Driver Training: 4 out of 7 drivers at Station #2 have completed – other three should be finished this weekend (skills covered discussed); glitches discovered and reported to Captain Leonard; Extrication certified class training is

ongoing. Part 1 was completed, Part 2 scheduled for this coming Monday; Company has been assisting with forest fires since this past Tuesday; training on #21 is ongoing; #21 is in service; #21 and #11 are facing front – temporary protocol.

**President's Report:** Report read by President Linde. A copy of the written report is attached to the original minutes and incorporated by reference. The following new applicants were in attendance at the Board meeting and introduced to the Board: Steven Csatri, Frederick Faust, Javier Perez, Derrek Matias, Frank Castellano, and Bradden Galassi.

**Fire Bureau Report:** Fire Official O'Brien reported verbally (no written report): Investigations for fire at Shop Rite, Overheated fan motor at Willow Point, Car fire at Cedar Swamp, Burn Victim and unsafe Structure at Hibiscus Lane, Fountainhead Trailer Fire at Frank Applegate, burn victim on Debow. Complaint received regarding Tikki Torch on Porch; Site Plans received from Metedeconk Gold Course.

**Work Orders:** Per Captain Leonard – Status Quo

**Old Business:** FF Porth listed issues with #21. He further reported that the truck committee is getting reactivated. Commissioner Goldman reported that a volunteer used the cut through. All were advised not to do this – be safe. \$40,000 in budge. On August 1, 2023, prices will go up. Action will be needed at the July meeting.

**Correspondence:** 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 O'Brien. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 6:20 p.m. The executive session ended at 6:43 p.m. and the Board reconvened continuing with the agenda.

**New Business:** None

**Public Session:** Dale Carrie, B-9 Section Warden came before the Board to thank them for the support. He expressed appreciation for a good relationship with the chief, fire company, and the career staff. He is very happy with the good communication that has been ongoing through the current fire situation. He advised that the CWPP (Community Wide Protection Plan) is being worked on through grant applications. He reminded everyone keep track of your receipts! Commissioner Torres offered him any resources that the district could provide. Nothing else from the public was brought up.

**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 7:06 p.m. by Commissioner Couceiro.

Philip Goldman, Clerk

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

**June 8, 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

5:24 PM  
06/08/23  
Accrual Basis

**Board of Fire Commissioners**  
**Cash Balances**  
As of June 8, 2023

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	Jun 8, 23	
	Debit	Credit
1009 · Lakeland Bank Operating	334,196.36	
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	
<b>TOTAL</b>	<b>716,303.86</b>	<b>0.00</b>

**Board of Fire Commissioners  
Treasurer Report  
As of June 8, 2023**

Type	Date	Num	Name	Split	Amount
<b>1009 · Lakeland Bank Operating</b>					
Bill Pmt -Check	06/08/2023	6351	Asbury Park Press	2000 · *Accoun...	-12.32
Bill Pmt -Check	06/08/2023	6352	AT&T Mobility	2000 · *Accoun...	-403.21
Bill Pmt -Check	06/08/2023	6353	Continental Fire & Safety	2000 · *Accoun...	-2,694.90
Bill Pmt -Check	06/08/2023	6354	Federal Express	2000 · *Accoun...	-133.78
Bill Pmt -Check	06/08/2023	6355	Freehold Cartage, Inc.	2000 · *Accoun...	-302.33
Bill Pmt -Check	06/08/2023	6356	Gear Wash - New York	2000 · *Accoun...	-585.32
Bill Pmt -Check	06/08/2023	6357	Home Depot	2000 · *Accoun...	-2,649.00
Bill Pmt -Check	06/08/2023	6358	Jackson Twp MUA	2000 · *Accoun...	-17,512.25
Bill Pmt -Check	06/08/2023	6359	JCP&L	2000 · *Accoun...	-1,246.78
Bill Pmt -Check	06/08/2023	6360	Lee's Emergency Equipment, INC	2000 · *Accoun...	-4,907.36
Bill Pmt -Check	06/08/2023	6361	Lincoln Financial Group	2000 · *Accoun...	-38,908.10
Bill Pmt -Check	06/08/2023	6362	Lytix, Inc.	2000 · *Accoun...	-509.60
Bill Pmt -Check	06/08/2023	6363	Motorola Solutions, Inc.	2000 · *Accoun...	-526.40
Bill Pmt -Check	06/08/2023	6364	NCSI	2000 · *Accoun...	-75.00
Bill Pmt -Check	06/08/2023	6365	NetLink Web Services, LLC	2000 · *Accoun...	-199.00
Bill Pmt -Check	06/08/2023	6366	NJ Advanced Media	2000 · *Accoun...	-22.36
Bill Pmt -Check	06/08/2023	6367	NJNG	2000 · *Accoun...	-530.38
Bill Pmt -Check	06/08/2023	6368	Optimum	2000 · *Accoun...	-578.24
Bill Pmt -Check	06/08/2023	6369	RCD Group Solutions	2000 · *Accoun...	-1,750.00
Bill Pmt -Check	06/08/2023	6370	Richard Braslow ESQ	2000 · *Accoun...	-1,500.00
Bill Pmt -Check	06/08/2023	6371	Skillender s Service Center Inc.	2000 · *Accoun...	-2,436.19
Bill Pmt -Check	06/08/2023	6372	Superglass Windshield Repair	2000 · *Accoun...	-265.00
Bill Pmt -Check	06/08/2023	6373	Susan L Oksen-Pereira	2000 · *Accoun...	-500.00
Bill Pmt -Check	06/08/2023	6374	Verizon	2000 · *Accoun...	-97.48
Bill Pmt -Check	06/08/2023	6375	Verizon Wireless	2000 · *Accoun...	-189.95
Bill Pmt -Check	06/08/2023	6376	Wireless Communications & Electronics	2000 · *Accoun...	-3,734.00
Bill Pmt -Check	06/08/2023	6377	Fire and Safety Services, LTD	2000 · *Accoun...	-2,338.31
Total 1009 · Lakeland Bank Operating					<u>-84,607.26</u>
<b>TOTAL</b>					<b><u>-84,607.26</u></b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through June 8, 2023**

	Jan 1 - Jun 8, 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>	<b>486,043.46</b>	<b>2,540,302.74</b>	<b>-2,054,259.28</b>
<b>Gross Profit</b>	<b>486,043.46</b>	<b>2,540,302.74</b>	<b>-2,054,259.28</b>
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	1,900.00	0.00	1,900.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
<b>Total 5120 · Salaries - Secretary</b>	<b>1,900.00</b>	<b>2,800.00</b>	<b>-900.00</b>
5210 · Elections	3,161.74	9,243.62	-6,081.88
5220 · Office Expense	2,045.28	15,000.00	-12,954.72
5230 · Professional Services			
5240 · Auditing	160.00	0.00	160.00
5243 · Bookkeeper	13,188.00	0.00	13,188.00
5245 · Legal fees	8,939.00	0.00	8,939.00
5230 · Professional Services - Other	3,143.00	90,000.00	-86,857.00
<b>Total 5230 · Professional Services</b>	<b>25,430.00</b>	<b>90,000.00</b>	<b>-64,570.00</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	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>	<b>0.00</b>	<b>25,000.00</b>	<b>-25,000.00</b>
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>	<b>15,098.20</b>	<b>56,000.00</b>	<b>-40,901.80</b>
6145 · Salaries-Comp Time	13,325.00	45,000.00	-31,675.00
6180 · Payroll Taxes	-76,669.26	53,018.12	-129,687.38
6185 · Employer Pension Contribution	0.00	235,364.00	-235,364.00
6190 · Fringe Benefits	49,179.60	300,631.50	-251,451.90
6210 · Insurance	62,608.16	70,000.00	-7,391.84
6220 · Advertising	125.76	2,000.00	-1,874.24

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through June 8, 2023**

	Jan 1 - Jun 8, 23	Budget	\$ Over Budget
<b>6310 · Maintenance &amp; Repairs</b>			
<b>6311 · M&amp;R - Apparatus</b>			
6312 · M&R - Truck #5400 Chief	3,988.90	0.00	3,988.90
6313 · M&R - Truck #5407 Utility	2,471.82	0.00	2,471.82
6314 · M&R - Truck #5404 Chevy Blazer	75.10	0.00	75.10
6315 · M&R - Truck #5405 Ladder	616.00	0.00	616.00
6316 · M&R - Truck #5408 Tanker	275.00	0.00	275.00
6317 · M&R - Truck # 5401 Pumper New	8,298.67	0.00	8,298.67
6328 · M&R - Truck #5417 KME Pumper	2,579.62	0.00	2,579.62
6334 · M&R - Truck #5427 Pick Up	3,737.89	0.00	3,737.89
6338 · M&R - Truck #5437 2018 F350	210.05	0.00	210.05
6341 · M&R - Truck #18-407 Bureau	1,186.44	0.00	1,186.44
6311 · M&R - Apparatus - Other	5,715.86	0.00	5,715.86
<b>Total 6311 · M&amp;R - Apparatus</b>	29,155.35	0.00	29,155.35
6350 · M&R - Building #1	16,814.67	0.00	16,814.67
6355 · M&R - Building #2	4,895.14	0.00	4,895.14
6370 · M&R - Equipment	1,439.47	0.00	1,439.47
6310 · Maintenance & Repairs - Other	0.00	120,000.00	-120,000.00
<b>Total 6310 · Maintenance &amp; Repairs</b>	52,304.63	120,000.00	-67,695.37
<b>6410 · Supplies</b>			
6411 · Supplies - Fuel	11,321.67	0.00	11,321.67
6410 · Supplies - Other	730.16	30,000.00	-29,269.84
<b>Total 6410 · Supplies</b>	12,051.83	30,000.00	-17,948.17
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	26,258.24	65,000.00	-38,741.76
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	34,440.00	72,000.00	-37,560.00
6610 · Misc. Firefighter Expenses	6,338.12	15,000.00	-8,661.88
<b>6611 · Training</b>			
6612 · Training - Paid/Vol	2,318.37	0.00	2,318.37
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>	2,318.37	40,000.00	-37,681.63
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	1,408.00	40,000.00	-38,592.00
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	2,082.00	15,000.00	-12,918.00
6650 · Emergency/First Aid Equipment	0.00	5,000.00	-5,000.00
6655 · Replacement Equipment	1,126.80	40,000.00	-38,873.20
6670 · Vehicle Equip-Radios/Pagers	0.00	40,000.00	-40,000.00
<b>6675 · UFSA</b>			
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>	0.00	8,300.00	-8,300.00
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>	545,764.85	2,390,302.74	-1,844,537.89
<b>Net Ordinary Income</b>	-59,721.39	150,000.00	-209,721.39



5:20 PM

06/08/23

Accrual Basis

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
January 1 through June 8, 2023

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	<u>Jan 1 - Jun 8, 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>-81,124.25</u>	<u>0.00</u>	<u>-81,124.25</u>



**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:** June 8, 2023  
**Subject:** Presidents Report June 2023

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**Membership:**

New applications

Name	Membership	Business Meeting	Commissioner Meeting	Medical	Background	Gear
Nick Balla	Probationary	Yes	Yes	No	No	No
Stephanie Russ	Probationary	Yes	Yes	Yes	Yes	Yes
✓ Frankie Castellano	Junior	No	No	No	Yes	No
✓ Steven Csatri	Junior	Yes	No	No	No	No
✓ Bradden Galassi	Probationary	Yes	No	June 13th	Yes	No
✓ Frederick Faust	Probationary	Yes	No	Yes	Yes	No
✓ Javier Perez	Probationary	Yes	No	No	Yes	No
✓ Derek Matias	Associate	No	No	No	No	No

**Facilities:**

- Nothing significant to report.

**Events**

- Company picnic May 20<sup>th</sup> was held on rain date of the 21<sup>st</sup>. Thank you to everyone who helped support and came out.
- July 29<sup>th</sup> is Blue Claws game. We are securing 52 tickets

**Committees:**

- Apparel order has been distributed.

Respectfully Submitted:

Steven Linde  
President  
Jackson Mills Volunteer Fire Company