

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

Minutes of Meeting Held  
November 9, 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 6:11 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, Jamison, O'Brien and Torres were present. Commissioner Goldman was absent. Board Attorney Braslow participated via remote communication.

**Oath of Office:** FF John Fiore was sworn in by Board Attorney Braslow to serve as a firefighter.

**Minutes:** Commissioner Couceiro motioned to accept the minutes from the General meeting of October 12, 2023 seconded by Commissioner O'Brien. Motion passed by majority vote, with Commissioner Jamison abstaining due to his absence from that meeting.

**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 November 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 O'Brien. Motion passed by unanimous consent.

**Legal Report:** Board Attorney Braslow advised that he will send out election notices, will do Budget hearing notices when necessary. Capital meeting can be held the same time as the Budget meeting.

**Truck & Building:** report was read by Captain Leonard. A copy of the report is attached to the original minutes and incorporated herein by reference. Commissioner Couceiro motioned to approve a Resolution in Title to condemn/dispose of the attached list of Personal Property no longer serviceable, seconded by Commissioner Jamison. Motion passed by unanimous consent.

Report of Lieutenant Porth was read by Captain Leonard. A copy of the report is attached to the original minutes and incorporated herein by reference.

**Chief's Report:** Deputy Chief Lubertazzi verbally reported that Chief O'Hara will have end of the year report for the next meeting, working on having a live burn on the 20<sup>th</sup> – date to be confirmed, working with Captain Leonard to discuss future and current equipment needs.

**President's Report:** President Steve Linde read his report. A copy of the report is attached to the original minutes and incorporated herein by reference. New applicant Gordon Demetzky is not available to attend a Commissioners' meeting due to his work schedule. Commissioner Torres advised that due to those circumstances, just provide the Board with a copy of this application. Replacement signage is being worked on. Volunteers will fund the project but they are looking for Board approval. Board was in agreement. A copy of the proposed contract is attached to the original minutes and incorporated herein by reference. Update on roof: Captain Leonard advised that a third proposal was received from an outside contractor. This contractor advised that the roof be replaced – there are too many patches. Captain Leonard is to provide all necessary information to Board Attorney Braslow who will, in turn, send a demand letter.

**Capital Meeting:** After discussion, it was decided that there will be a capital meeting on December 14, 2023, from 6 pm to 9 pm for the purchase of SCBA bottles and PAK, not to exceed \$15,000. Board Attorney Braslow will draft notice, provide it to two newspapers, the Town Clerk and district must post the notice in at least five (5) public places. Commissioner O'Brien motioned to authorize the capital meeting and notices, seconded by Commissioner Couceiro. Motion passed by unanimous consent.

**Fire Bureau:** Fire Official O'Brien read the report. A copy of the report is attached to the original minutes and incorporated herein by reference. Board was in agreement for Fire Official O'Brien attend City Fire Facts Training on January 11, 2024 at Monmouth County Fire Academy.

**Work Orders:** Captain Leonard advised that that are some small items to take care of on #05.

**Old Business:** Commissioner Couceiro reported that a consolidation meeting for the districts is scheduled for November 14, 2023. Lt. Porth raised issue of CDL. Board was in agreement that drivers can just take the class or take the class and get their CDL license. Board Attorney Braslow left the meeting at 6:58.

**New Business:** None

**Correspondence:** None


**Mail:**

**Public Session:** Captain Leonard brought up that Lt. Porth needs a work station. Discussion.

**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. The executive session ended at 7:11 pm and the Board reconvened continuing with the agenda.

**Adjournment:** With no other business to come before the Board, Commissioner Couceiro motioned to adjourn the meeting, seconded by Commissioner Jamison Meeting was adjourned at 7:15 p.m. by Commissioner Torres.

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

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

**November 9, 2023**

**Meeting Time 6PM Caucus 5PM**

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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

3:50 PM  
11/09/23  
Accrual Basis

Board of Fire Commissioners  
Cash Balances  
As of November 9, 2023

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	Nov 9, 23	
	Debit	Credit
1009 · Lakeland Bank Operating	855,584.39	
1011 · Lakeland Bank Payroll	48,851.29	
1012 · Lakeland Bank Fire Bureau	34,778.27	
1016 · Lakeland Ban-CD-Future Cap 0721	334,482.43	
1019 · Lakeland Ban-CD Future Cap 0872	1,197.88	
TOTAL	<u>1,274,894.26</u>	<u>0.00</u>

**Board of Fire Commissioners**  
**Treasurer Report**  
**As of November 9, 2023**

Type	Date	Num	Name	Split	Amount
<b>1009 · Lakeland Bank Operating</b>					
Bill Pmt -Check	11/09/2023	6493	Action Uniform Co.	2000 · *Accoun...	-490.00
Bill Pmt -Check	11/09/2023	6494	Asbury Park Press	2000 · *Accoun...	-18.48
Bill Pmt -Check	11/09/2023	6495	AT&T Mobility	2000 · *Accoun...	-403.13
Bill Pmt -Check	11/09/2023	6496	AWISCO NEW YORK COPR	2000 · *Accoun...	-18.87
Bill Pmt -Check	11/09/2023	6497	Burlington County ESTC	2000 · *Accoun...	-100.00
Bill Pmt -Check	11/09/2023	6498	De-Fence Minister Inc	2000 · *Accoun...	-1,590.00
Bill Pmt -Check	11/09/2023	6499	ESI Equipment, Inc.	2000 · *Accoun...	-272.50
Bill Pmt -Check	11/09/2023	6500	Freehold Cartage, Inc.	2000 · *Accoun...	-305.99
Bill Pmt -Check	11/09/2023	6501	Gear Wash - New York	2000 · *Accoun...	-729.10
Bill Pmt -Check	11/09/2023	6502	Jackson Mills Volunteer Fire Company	2000 · *Accoun...	-50,479.52
Bill Pmt -Check	11/09/2023	6503	JCP&L	2000 · *Accoun...	-2,256.79
Bill Pmt -Check	11/09/2023	6504	Joshua Griffin	2000 · *Accoun...	-376.94
Bill Pmt -Check	11/09/2023	6505	KC Greenscapes	2000 · *Accoun...	-1,442.22
Bill Pmt -Check	11/09/2023	6506	Locality Media, Inc.	2000 · *Accoun...	-9,400.00
Bill Pmt -Check	11/09/2023	6507	LytX, Inc.	2000 · *Accoun...	-509.60
Bill Pmt -Check	11/09/2023	6508	NetLink Web Services, LLC	2000 · *Accoun...	-597.00
Bill Pmt -Check	11/09/2023	6509	NJ Advanced Media	2000 · *Accoun...	-17.20
Bill Pmt -Check	11/09/2023	6510	NJAFF	2000 · *Accoun...	-250.00
Bill Pmt -Check	11/09/2023	6511	NJNG	2000 · *Accoun...	-366.04
Bill Pmt -Check	11/09/2023	6512	Richard Braslow ESQ	2000 · *Accoun...	-4,500.00
Bill Pmt -Check	11/09/2023	6513	Steven Porth	2000 · *Accoun...	-420.00
Bill Pmt -Check	11/09/2023	6514	Toms River Bd of Fire Commissioners	2000 · *Accoun...	-350.00
Bill Pmt -Check	11/09/2023	6515	Verizon Wireless	2000 · *Accoun...	-191.95
Bill Pmt -Check	11/09/2023	6516	XDS Xerographic Document Solutions, Inc.	2000 · *Accoun...	-400.00
Bill Pmt -Check	11/09/2023	6517	Tyler Technologies, Inc.	2000 · *Accoun...	-2,811.90
Bill Pmt -Check	11/09/2023	6518	Blaney, Donohue, et al	2000 · *Accoun...	-35.00
Bill Pmt -Check	11/09/2023	6519	Federal Express	2000 · *Accoun...	-26.49
Bill Pmt -Check	11/09/2023	6520	Freehold Cartage, Inc.	2000 · *Accoun...	-611.98
Bill Pmt -Check	11/09/2023	6521	Holman, Frenia, Allison, PC	2000 · *Accoun...	-11,000.00
Bill Pmt -Check	11/09/2023	6522	Home Depot	2000 · *Accoun...	-73.68
Bill Pmt -Check	11/09/2023	6523	JCP&L	2000 · *Accoun...	-283.04
Bill Pmt -Check	11/09/2023	6524	Municipal Emergency Services	2000 · *Accoun...	-6,386.79
Bill Pmt -Check	11/09/2023	6525	Optimum	2000 · *Accoun...	-575.90
Bill Pmt -Check	11/09/2023	6526	S&S Fleet Services	2000 · *Accoun...	-3,018.19
Bill Pmt -Check	11/09/2023	6527	Verizon	2000 · *Accoun...	-100.24
Bill Pmt -Check	11/09/2023	6528	Kenneth Esposito	2000 · *Accoun...	-60.00
Bill Pmt -Check	11/09/2023	6529	Skillender s Service Center Inc.	2000 · *Accoun...	-1,305.22
Bill Pmt -Check	11/09/2023	6530	Shane O'Brien	2000 · *Accoun...	-63.21
Total 1009 · Lakeland Bank Operating					-101,836.97
<b>TOTAL</b>					<b>-101,836.97</b>

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

	Jan 1 - Nov 9, 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Amount To Be Raised By Taxation	1,498,241.94	2,179,260.74	-681,018.80
4020 · Supplemental Fire Services Act	4,342.00	4,342.00	0.00
4200 · Interest Income	1,221.23	500.00	721.23
4300 · Sale of assets	0.00	21,200.00	-21,200.00
4750 · Bureau of Fire Prevention Incm	25,476.69	35,000.00	-9,523.31
4800 · Other Income	1,172.46	0.00	1,172.46
4920 · Unreserved Fund Balance	0.00	300,000.00	-300,000.00
<b>Total Income</b>	<u>1,530,454.32</u>	<u>2,540,302.74</u>	<u>-1,009,848.42</u>
<b>Gross Profit</b>	1,530,454.32	2,540,302.74	-1,009,848.42
<b>Expense</b>			
5110 · Salaries - Commissioners	3,000.00	22,500.00	-19,500.00
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
<b>Total 5120 · Salaries - Secretary</b>	<u>2,900.00</u>	<u>2,800.00</u>	<u>100.00</u>
5210 · Elections	5,727.99	9,243.62	-3,515.63
5220 · Office Expense	10,362.02	15,000.00	-4,637.98
5230 · Professional Services			
5240 · Auditing	11,160.00	0.00	11,160.00
5243 · Bookkeeper	21,972.00	0.00	21,972.00
5245 · Legal fees	17,034.00	0.00	17,034.00
5230 · Professional Services - Other	4,689.00	90,000.00	-85,311.00
<b>Total 5230 · Professional Services</b>	<u>54,855.00</u>	<u>90,000.00</u>	<u>-35,145.00</u>
5260 · Bond Agent	0.00	1,500.00	-1,500.00
5290 · Contingent Expenses	0.00	2,000.00	-2,000.00
6115 · Salaries & Wages - Captain	228,822.01	125,354.54	103,467.47
6120 · Salaries - Full Time Fire	317,068.02	505,871.97	-188,803.95
6125 · Clothing Allowance	7,018.00	12,000.00	-4,982.00
6130 · Salaries - Fire Official			
6133 · Fire Inspector	0.00	10,000.00	-10,000.00
6130 · Salaries - Fire Official - Other	0.00	15,000.00	-15,000.00
<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			
6141 · Salaries-FireFighter LT&CPT OT	4,700.64	0.00	4,700.64
6142 · Salaries-Firefighters OT	26,503.66	0.00	26,503.66
6140 · Salaries - Firefighter Overtime - Other	0.00	56,000.00	-56,000.00
<b>Total 6140 · Salaries - Firefighter Overtime</b>	<u>31,204.30</u>	<u>56,000.00</u>	<u>-24,795.70</u>
6145 · Salaries-Comp Time	13,325.00	45,000.00	-31,675.00
6180 · Payroll Taxes	-154,339.49	53,018.12	-207,357.61
6185 · Employer Pension Contribution	0.00	235,364.00	-235,364.00
6190 · Fringe Benefits	77,736.09	300,631.50	-222,895.41
6210 · Insurance	76,750.10	70,000.00	6,750.10
6220 · Advertising	230.24	2,000.00	-1,769.76

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

	Jan 1 - Nov 9, 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	11,327.55	0.00	11,327.55
6314 · M&R - Truck #5404 2012 Tahoe	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
6320 · M&R - Truck #5410 Asst Chief	1,305.22	0.00	1,305.22
6322 · M&R - Truck #5411 Pumper	3,260.43	0.00	3,260.43
6323 · M&R - Truck #5414 Tahoe 2011	687.71	0.00	687.71
6328 · M&R - Truck #5417 KME Pumper	11,329.29	0.00	11,329.29
6330 · M&R - Truck #5419 Lg Brush	3,018.19	0.00	3,018.19
6334 · M&R - Truck #5427 Pick Up	3,737.89	0.00	3,737.89
6338 · M&R - Truck #5437 2018 F250	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	82,273.64	0.00	82,273.64
6350 · M&R - Building #1	25,495.20	0.00	25,495.20
6355 · M&R - Building #2	8,061.81	0.00	8,061.81
6370 · M&R - Equipment	10,486.92	0.00	10,486.92
6310 · Maintenance & Repairs - Other	0.00	120,000.00	-120,000.00
Total 6310 · Maintenance & Repairs	126,317.57	120,000.00	6,317.57
6410 · Supplies			
6411 · Supplies - Fuel	29,757.46	0.00	29,757.46
6410 · Supplies - Other	1,019.25	30,000.00	-28,980.75
Total 6410 · Supplies	30,776.71	30,000.00	776.71
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	40,927.11	65,000.00	-24,072.89
6513 · Fire Service Agreement	50,000.00	50,000.00	0.00
6515 · Hydrant Rent	51,660.00	72,000.00	-20,340.00
6610 · Misc. Firefighter Expenses	23,994.66	15,000.00	8,994.66
6611 · Training			
6612 · Training - Paid/Vol	17,588.24	0.00	17,588.24
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	18,528.74	40,000.00	-21,471.26
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	62,497.48	40,000.00	22,497.48
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	8,945.75	15,000.00	-6,054.25
6650 · Emergency/First Aid Equipment	183.05	5,000.00	-4,816.95
6655 · Replacement Equipment	6,586.81	40,000.00	-33,413.19
6670 · Vehicle Equip-Radios/Pagers	41,762.00	40,000.00	1,762.00
6675 · UFSA			
6675a · Office Supplies	26.49	1,000.00	-973.51
6675b · Membership	0.00	3,000.00	-3,000.00
6675c · Computer Software-Bureau	4,836.85	0.00	4,836.85
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	10,695.19	8,300.00	2,395.19



3:53 PM

11/09/23

Accrual Basis

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

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	<u>Jan 1 - Nov 9, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
6910 · LOSAP	0.00	55,000.00	-55,000.00
8110 · Capital Lease - Prin	122,318.99	111,684.11	10,634.88
8120 · Capital Lease - Interest	0.00	10,634.88	-10,634.88
<b>Total Expense</b>	<u>1,302,418.76</u>	<u>2,390,302.74</u>	<u>-1,087,883.98</u>
<b>Net Ordinary Income</b>	228,035.56	150,000.00	78,035.56
<b>Other Income/Expense</b>			
Other Expense			
8054 · Capital	21,402.86	150,000.00	-128,597.14
<b>Total Other Expense</b>	<u>21,402.86</u>	<u>150,000.00</u>	<u>-128,597.14</u>
<b>Net Other Income</b>	<u>-21,402.86</u>	<u>-150,000.00</u>	<u>128,597.14</u>
<b>Net Income</b>	<u><u>206,632.70</u></u>	<u><u>0.00</u></u>	<u><u>206,632.70</u></u>

# Board of Fire Commissioners Career Department Report

November 9, 2023

## Building & Truck Report

### Station 1

- C&T Sprinkler notified to winterize sprinkler system.

### Station 2

- Electrical shoreline at 5421 repaired.

### Unit 5401:

- Check engine light due to emission system. Unit is fine to operate as per S&S Fleet services.

### Unit 5404:

- Leak found at radiator. Radiator is being replaced by Skillender's Auto.

### Unit 5437:

- Unit will need tires next time it goes in for service.

### Unit 5419:

- Vehicle was serviced, leak found and repaired at rear brakes proportioning valve, Fuel gauge sensor was repaired and is now accurate- Repairs completed by S&S Fleet services.

### Unit 5407:

- Turbo repairs were complete by S&S Fleet services and vehicle is running without issue.

### Unit 5405 & 5401:

- Some equipment and handheld cordless power tools are being reorganized on the vehicles and re-mounted. (Everything is authorized by the Chief.)

### Special Details / Projects / Notification

- New Turnout gear was delivered by Continental Fire and safety and placed in service.
- Station 1 Kitchen Fire suppression system needs to be replaced for next year. Awaiting final price quotes from vendors.
- Emergency reporting platform merge is still underway.

### Annual Testing:

- 10 SCBA bottles sent out for Hydro testing have been returned today 11/9/23.
- 10/25/23 SCBA Bench Testing Completed. All Packs back in service. No packs were condemned.
- 10/25/23 Aerial Testing- Completed
- 11/3/23- Hose and Ladder Testing Completed
- 11/9/23 Pump testing on unit 5401 and 5411 Completed. Unit 5417 Relief valve needs adjustment test was postponed.

See attached: Training Report & List of PPE to be condemned / disposed / removed from service due to exceeding service life expectancy.

**If time permits - Closed session discussion: Office relocation of District Operations / Fire Bureau**

**Submitted by: Captain Richard Leonard**

Board of Fire Commissioners Career Department Report  
December 14, 2023

**Special Details / Projects / Notification**

- “First Due” Emergency reporting platform merge is still underway some files have transferred.
- Eyewash stations installed at Station 1 and 2.
- Brand new and updated “SDS” formally known as Material Safety Data Sheets and Infectious Control protocol binders are hung up at each building.
- 12/5/23 Career staff conducted a Fire Prevention Class at Craford Rodrigues school.
- 12/9/23 Career department was requested for district coverage during Santa Patrol.
- 2 new Sensit combustible gas meters were placed in service; one in 5401 and 5421.

**Annual Testing:**

- 10 SCBA bottles are back from Hydro testing and placed in service.
- SCBA Bench Testing completed all packs are back in service.
- Aerial Testing Completed. 5405 Passed.
- Hose and Ladder Testing Completed – One ground ladder failed bent rung was found repair kit is ordered.

**Training Career Department members attended but not limited to:**

- 11/16/23 Obstetrics by Phoenix Emergency response Training
- 12/14/23 Seizures (Postponed.) by Phoenix Emergency response Training
- Career staff conducted in house training with new Sensit gas meter, refresher class on Ventis MX4 Gas meter and a refresher class on water rescue throw bags.
- 12/9/23 FF Fiore and FF McCloskey met the criteria to challenge the NJ Fire Instructor 1 Examination. (awaiting results)
- State of NJ made it mandatory for any Fire Officer to have a Firefighter 2 Certification. I Captain Leonard met the criteria to challenge the written examination and passed.
- Currently working with VFIS on a annual townshipwide fire department harassment and discrimination prevention class.

**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

November 8, 2023

## Training

- EMS Winter Emergency
- EMS Albuterol +Asthma
- EMS Stroke
- Paratech -Support X2 Orientation
- Engine Hydraulic NFPA 1410 scenarios

## Walk Through/ Pre Plans

- 737 Herman Road warehouse
- Progress Place
- 260 North County Line Road

## New Hires

- Firefighter McCloskey has shown competency on 5405,5411 and 5421
- Firefighter Fiore has shown competency on 5405,5411 and 5401

Thank you,

*Steven M Porth*

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



**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:** November 9, 2023  
**Subject:** Presidents Report November 2023

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**Membership:**

New applications – Gordon Demetzky – FF1 Certified and has passed physical and background check. He is a corrections officer and cannot make Thursday night commissioner meeting. Is there a way we can accommodate for this?

**Facilities:**

- Proposal to replace / update signage at Station 1 from Mark-O-Lite sign company – will be funded by volunteers - looking for approval to go
- Fire inspector office: The staff is growing and will continue to grow. We would like to work jointly to develop a long-term solution / plan that accommodates future growth and expansion.
  - looking to put together a committee to develop a long-term plan.

**Events**

- Open house was slow due to Jackson day move and threat of bad weather.
- We are beginning preparations for Santa Patrol Nov 18-19<sup>th</sup> – reviewing / updating routes.

**Committees:**

- Current P&L has been submitted to Cheryl.

Respectfully Submitted:

Steven Linde  
President  
Jackson Mills Volunteer Fire Company

# CONDITIONAL SALES CONTRACT

Date ..... October 10, 2023 .....

Please enter ..... Our ..... order for ..... Various ..... Sign(s) in accordance with specifications provided in this contract and for which ..... We ..... agree to pay you, your successors or assigns the total sum of \$..... \$2880.00 plus tax (if applicable).....

TERMS: \$1440.00 Deposit  
Balance Upon Completion

Balance Due Upon Receipt of Final Invoice.  
A 1 1/2 % Monthly Service Fee will be Added  
To All Unpaid Balances.

All Credit Card Payments will be Subject  
to a 3 % Service Charge.

The Purchaser agrees to purchase such sign in pursuance of the terms hereof and to make the payments as above specified.

IT IS AGREED that title to such sign and all property used in connection therewith shall remain in the Company until payment in full shall have been made, as herein set forth, together with interest on any deferred payments and until any note or security given thereof or any judgment obtained thereof is paid in full plus Legal Fees and in case of default by the Purchaser in any payment or any portion thereof when due, and in case of any other default by the Purchaser in the performance of any provision of this contract, the whole of such indebtedness and entire unpaid balance shall at once become due and payable at the option of the Company and the Company shall have the right to enter and move the said property wherever the same may be found without being guilty of trespass or tort or liable for any damages whatsoever, and to retain all payments theretofore made as compensation for the use thereof.

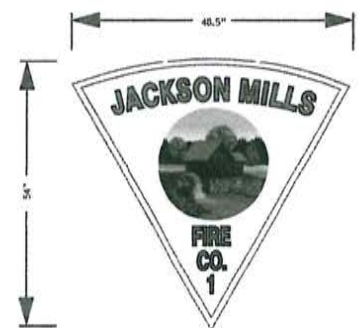
- (1) We guarantee the Purchaser against mechanical and electrical defects in the sign(s) for a period of one year from date of erection, but not against breakage or against negligence on the part of the Purchaser. \*5 year warranty on LED components.
- (2) The Company shall not be liable for any failure in the performance of its obligations under this agreement which may result from strikes or acts of Labor Union, fires, floods, earthquakes or acts of God, war or other conditions or contingencies beyond its control.
- (3) This agreement is binding upon the Company only when signed by one of its owners.
- (4) Purchaser shall not misuse, secrete, sell, encumber, remove or otherwise dispose of or lose possession of said chattels, nor permit nor suffer any lien, encumbrance or charge against said chattels, and shall be responsible for any loss or damage to said chattels.
- (5) Purchaser agrees to provide AC electrical outlet of sufficient current to sign(s).
- (6) VERBAL AGREEMENTS: This agreement covers all agreements between the parties hereto and Company will not be responsible for any undertaking given orally or otherwise which is not specified in this agreement.
- (7) In the event this contract is referred for collection, the customer shall be responsible for legal expenses up to 25% of the contract amount, plus court costs.
- (8) All work to be done in accordance with local building and electrical codes.

### Specifications

### Sketch with Dimensions or Sketch No.

#### Scope of work:

- 1. Fabricate and install (2) monument sign faces. \$1650.00
- 2. Fabricate and install (1) building sign face. \$750.00
- 3. Convert Building sign to Hi-efficiency LED lighting. \$480.00
- 4. Convert Monument sign to Hi-efficiency LED lighting. \*Cost TBD based on parts and labor and added to final bill. \*Cost to be approved by customer.



# 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.*

**November 9, 2023**  
**Monthly Bureau Report**

Inspections are being completed as normal. Mobile Eyes (Our Inspection Program) is back up and running.

### Site plans received and finalized:

- 10/23 A&A Truck Storage Lot was approved on West Commodore Blvd.

### Permits:

- 11/18 (2) Food Truck Permits were issued at Baptist Church

### Fire investigations:

- 10/28 Electrical Fire @ CVS 890 Bennetts Mills Road

### Fire Prevention Details:

- 10/17 Lt. Porth and I gave a presentation to the Men's Club of South Knolls.
- 10/22 Assisted with Prevention at the Jackson Mills Open House.
- 10/22 provided equipment for the Live Burn Demo at Jackson Day.

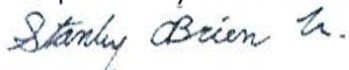
### Call Outs / Complaints:

- 10/25 Gardens @ Jackson 21 for a smoking issue, Referred to complex management.
- 156 East Commodore Blvd. - Parking Complaints was Referred to Zoning / Code Enforcement.

### Training / Meetings:

- Jackson Board of Education Safety meeting is scheduled for November 15<sup>th</sup>.
- City Fire Facts Training is scheduled for January 11<sup>th</sup> at Monmouth County Fire Academy.

Respectfully submitted,



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