

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

Minutes of Meeting Held
January 18, 2024

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 6:05 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 Jamison, O'Brien and Torres were present. Commissioners Couceiro and Goldman were absent. Board Attorney Braslow participated via remote communication.

Minutes: Approval of Minutes from the December 14, 2023 meeting were tabled until the next General Meeting – a quorum of Commissioners who were present at the December 14, 2024 meeting is needed to vote.

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 January 18, 2024 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner O'Brien motioned to accept the Treasurer's report and pay the bills, seconded by Commissioner Jamison. Motion passed by unanimous consent.

Legal Report: Board Attorney Braslow advised that the Budget Hearing is scheduled for tonight. It has been duly advertised. Roof: Board Attorney Braslow did speak to the attorney that he is recommending that the Board appoint as special counsel. After appointment as special counsel, special counsel would then send out a demand letter to the warranty company requesting a new roof. Depending upon the response that it is received, the Board would then determine if they are going to litigate or not. Commissioner Jamison motioned to accept the Resolution appointing Bradley K Sclar (Sclar and Sclar Esq) as special counsel, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Board Attorney Braslow did review all materials and information with Mr. Sclar. All correspondence to be sent to Board for approval prior to be sending out. Patching that has been done by TREMCO has not been successful. Board was in agreement that the new attorney is to be instructed by Board Attorney Braslow to sit tight until TREMCO gives a date for a re-roof as discussed in their December 13, 2023 correspondence with Captain Leonard. BUDGET HEARING: Commissioner Jamison motioned to open the budget hearing, seconded by

Commissioner O'Brien. Motion was approved by unanimous consent. Floor was opened up for questions or comments from the public. Question was asked about the \$20,000 decrease in professional fees (change of attorney and the fee structure). Member of the public requested information regarding break out of the professional fees. With no other questions or comments coming from the public, Commissioner O'Brien motioned to close the Budget Hearing, seconded by Commissioner Jamison. Commissioner Torres closed the budget hearing. Commissioner Jamison motioned to adopt the Budget Resolution for Fiscal Year January 1, 2024 to December 31, 2024, seconded by Commissioner O'Brien. Motion passed by unanimous consent (Ayes: Jamison, O'Brien, Torres; Nays: none; Abstain: none; Absent: Couceiro, Goldman). A copy of the Resolution is attached to the original minutes and incorporated herein by reference.

Executive Session - Commissioner O'Brien motioned to accept the Resolution to take the Board into an executive session for the purpose of discussion of litigation seconded by Commissioner Jamison. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent. A copy of the Resolution is attached to the original minutes and incorporated herein by reference. The executive session ended at 6:43.

Truck & Building: report was read by Captain Leonard. A copy of the report is attached to the original minutes and incorporated herein by reference. NJ Community Service Program: Board was in agreement that District #4 firehouses can be used as locations to do Community Service provided that there is supervision for the participants and they complete a background check. A copy of the application and site safety checklist is attached to the original minutes and incorporated herein by reference. Commissioner Jamison motioned to loan a Motorola Vehicle Adapter/Charger APX Model (NNTN8527A) to NJ State Forestry Unit B-9 to satisfy the agreement of the Volunteer Fire Capacity Grant that has been awarded to enhance interoperability with NJSF, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Chief's Report: Chief Lubertazzi read his report. A copy of the report is attached to the original minutes and incorporated herein by reference. Chief requested that two volunteers and two career firefighters attend FDIC in April. Board said that this will be continued as it is a past practice.

President's Report: President Robert Chojmacki read his report. A copy of the report is attached to the original minutes and incorporated herein by reference. Board was in agreement for the Fire Company to hold the Valentine's Day Flower sale and to use the bays on the sale dates.

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. Truck is being dropped off on 2/1/24 for repair. Stan to advise if graphics are included if they should be.

Work Orders: Captain Leonard advised that everything is status quo. Everything is being worked on.

Old Business: None


New Business: Jack Marlow from the Scout Troop spoke to the Board regarding a MERK (Emergency Response Kitchen) truck – this to be an Eagle Scout project. They are looking for permission to store on grounds (out by the trailers). The Board to check with Board Attorney Braslow if there will be any issues. Commissioner Jamison motioned to accept the Resolution authorizing participation in State Firefighter Certification Program, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Correspondence:

Mail: None

Public Session: A member of the public raised the issue of using Tahoes vs Explorers. Discussion on the merits of the Tahoe (equipment fits better, safer vehicle, you are up higher, etc.) Chief to show the Tahoe layout so the public can understand the layout that the Tahoe provides. Chiefs are allowed to travel to surrounding towns (anything that touches Jackson). Anything further than that must be approved by one of the commissioners. Return of telephone calls: Board will work on improving response time for telephone calls/messages. Consolidation: discussion on merits, shortcomings, shared savings, etc.

Adjournment: With no other business to come before the Board, Commissioner O'Brien motioned to adjourn the meeting, seconded by Commissioner Jamison. Meeting was adjourned at 7:41 p.m. by Commissioner Torres.


_____, Clerk

January 18, 2024

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

January 18, 2024

Meeting Time 6PM Caucus 5:30PM

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

Adoption of the 2024 Budget

Mail Correspondence

Per Yellow folder

1:58 PM

Board of Fire Commissioners

Cash Balance Report

01/18/24

As of January 18, 2024

Accrual Basis

	Jan 18, 24	
	Debit	Credit
1009 · Lakeland Bank Operating	359,259.19	
1011 · Lakeland Bank Payroll	636.20	
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	730,353.97	0.00

Board of Fire Commissioners

Treasurer Report

As of January 18, 2024

01/18/24

Accrual Basis

Type	Date	Num	Name	Split	Amount
1009 · Lakeland Bank Operating					
Bill Pmt -Check	01/18/2024	6575	Ace Outdoor Power 2	2000 · *Accoun...	-251.94
Bill Pmt -Check	01/18/2024	6576	Asbury Park Press	2000 · *Accoun...	-75.68
Bill Pmt -Check	01/18/2024	6577	AT&T Mobility	2000 · *Accoun...	-326.18
Bill Pmt -Check	01/18/2024	6578	AWISCO NEW YORK COPR	2000 · *Accoun...	-18.29
Bill Pmt -Check	01/18/2024	6579	Blaney, Donohue, et al	2000 · *Accoun...	-227.50
Bill Pmt -Check	01/18/2024	6580	Continental Fire & Safety	2000 · *Accoun...	-190.00
Bill Pmt -Check	01/18/2024	6581	Delaware Valley Tesla Owners Club	2000 · *Accoun...	-2,300.00
Bill Pmt -Check	01/18/2024	6582	ESO Solutions, Inc.	2000 · *Accoun...	-2,502.40
Bill Pmt -Check	01/18/2024	6583	Federal Express	2000 · *Accoun...	-26.09
Bill Pmt -Check	01/18/2024	6584	Freehold Cartage, Inc.	2000 · *Accoun...	-305.99
Bill Pmt -Check	01/18/2024	6585	Gear Wash - New York	2000 · *Accoun...	-850.12
Bill Pmt -Check	01/18/2024	6586	Holman, Frenia, Allison, PC	2000 · *Accoun...	-2,105.00
Bill Pmt -Check	01/18/2024	6587	J.J. Keller & Associates, Inc.	2000 · *Accoun...	-1,382.80
Bill Pmt -Check	01/18/2024	6588	Jackson Twp MUA	2000 · *Accoun...	-360.76
Bill Pmt -Check	01/18/2024	6589	JCP&L	2000 · *Accoun...	-96.45
Bill Pmt -Check	01/18/2024	6590	Joshua Griffin	2000 · *Accoun...	-30.00
Bill Pmt -Check	01/18/2024	6591	Lytix, Inc.	2000 · *Accoun...	-509.60
Bill Pmt -Check	01/18/2024	6592	Middlesex County Fire Academy	2000 · *Accoun...	-84.00
Bill Pmt -Check	01/18/2024	6593	Motorola Solutions, Inc.	2000 · *Accoun...	-1,068.00
Bill Pmt -Check	01/18/2024	6594	Municipal Emergency Services	2000 · *Accoun...	-756.84
Bill Pmt -Check	01/18/2024	6595	Neil Brooks Plumbing Heating Cooling Inc.	2000 · *Accoun...	-3,785.00
Bill Pmt -Check	01/18/2024	6596	NJ Advanced Media	2000 · *Accoun...	-70.52
Bill Pmt -Check	01/18/2024	6597	NJNG	2000 · *Accoun...	-2,392.38
Bill Pmt -Check	01/18/2024	6598	OHD, LLLP	2000 · *Accoun...	-3,710.00
Bill Pmt -Check	01/18/2024	6599	Optimum	2000 · *Accoun...	-575.90
Bill Pmt -Check	01/18/2024	6600	S&S Fleet Services	2000 · *Accoun...	-6,751.19
Bill Pmt -Check	01/18/2024	6601	Skillender s Service Center Inc.	2000 · *Accoun...	-191.86
Bill Pmt -Check	01/18/2024	6602	Toms River Bd of Fire Commissioners	2000 · *Accoun...	-2,000.00
Bill Pmt -Check	01/18/2024	6603	Velting Overhead Door	2000 · *Accoun...	-1,900.00
Bill Pmt -Check	01/18/2024	6604	Verizon Wireless	2000 · *Accoun...	-191.95
Bill Pmt -Check	01/18/2024	6605	JCP&L	2000 · *Accoun...	-324.32
Bill Pmt -Check	01/18/2024	6606	NJNG	2000 · *Accoun...	-653.82
Bill Pmt -Check	01/18/2024	6607	Susan L Oksen-Pereira	2000 · *Accoun...	-600.00
Bill Pmt -Check	01/18/2024	6608	Treasurer Local 3874	2000 · *Accoun...	-348.40
Bill Pmt -Check	01/18/2024	6609	Richard Braslow ESQ	2000 · *Accoun...	-1,500.00
Bill Pmt -Check	01/18/2024	6610	Acrisure, LLC	2000 · *Accoun...	-25,481.00
Total 1009 · Lakeland Bank Operating					-63,943.98
TOTAL					-63,943.98

Board of Fire Commissioners Career Department Report

January 18, 2024

Building & Truck Report

Station 1

- All toilets were replaced to commercial grade models by Neil Brooks Plumbing.

Station 2

- 5421 Bay door opener motor was replaced by Velting Overhead Door.

Unit 5410:

- Unit was serviced by Skillender's Auto.

Unit 5405:

- Vehicle is at S&S Fleet Services for broken leaf spring, rear tires, rear brakes, and a leaking hydraulic piston at ladder.

Unit 5411:

- Scheduled to go out for new batteries 1/19/24 at Skillenders Auto.

Unit 5417:

- Pump relief valve repairs were completed by S&S Fleet Services, awaiting pump testing date from Industrial Inspection and Analytics "Industrial- IA"

Unit 5427:

- Snowplow was installed, Plow service performed.

Unit 5408:

- Elite Emergency Lighting repaired the wiring issue between the pump battery and the tractor. Vehicle is back in service.

Unit 18407:

- Update: F.O. Obrien will coordinate vehicle repairs with Jerrys's Auto from the 12/12/23 MVA. All proper reports were filed. (VFIS document and estimate from Jerry's Auto attached)

Board of Fire Commissioners Career Department Report

January 18, 2024

Special Details / Projects / Notification

- "First Due" Emergency reporting platform merge is still underway.
- F.I.T. test machine was sent out for calibration and is back in service.
- 1/15/24 Career department was requested for district coverage by Chief Lubertazzi. Authorized by Commissioner Torres.
- H.F.A. (Our district accountant) conducted a 2024 Inventory Audit and we passed.
- Lt. Porth and Capt. Leonard enrolled in NJDFS Fire Officer 2 at Toms River Fire Academy.
- FF. Fiore and FF McCloskey both challenged the state exam for Fire instructor and passed.
- FF Fiore completed his CEVO instructor certification by Coaching Systems.
- FF McCloskey thru American Heart Association completed his CPR instructor certification.
- 1/18/24 career staff attended a class on Seizures by Phoenix Emergency Response Training at JFA
- Januarys in house training was indoor large area searches, victim / patient removal from an elevated position using an Aerial Ladder.
- Preplans/ Building familiarization- Shoprite Plaza 260 N. Countyline Rd.
- Contacted by NJ Community Service Program they are inquiring about our firehouses to be used as locations to do Community Service. (See attached application and site safety checklist.)
- Request for a motion to loan a Motorola Vehicle Adapter / Charger APX Model (NNTN8527A) to NJ State Forestry Unit B-9 to satisfy the agreement of the Volunteer Fire Capacity Grant that has been awarded to enhance interoperability with NJSF.

Submitted by: Captain Richard Leonard



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: Robert Chojnacki, President JMVFC
Date: January 18, 2024
Subject: Presidents Report January 2024

Membership:

- Applications
 - Jacob Simon, should be scheduling for background check and physical

Facilities:

- Deposit will be dropped off at Mark-O-Lite sign company and will schedule time for installation

Events

- Instillation Diner is this Saturday. A reminder to those going that you now have to pay for parking. Parking on the other side of Main St by the hall of records should be free.
- Flower Sale: Scheduled for February 13th and February 14th. We are requesting permission to utilize the bays as a drive through at both stations as we have in the past.

Losap:

- The list for losap is being finalized and will be sent to Cheryl as soon as completed

If you have any questions feel free to contact me

Respectfully,

Robert Chojnacki
President
Jackson Mills Volunteer Fire Company

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.

January 12, 2023

Monthly Bureau Report

Inspections are being completed as normal. Working on completing the Bureau Year End Report. The report is due back in the state by January 31st.

Site plans received and finalized:

- Jackson Mills Business Park – 500 West Commodore Blvd was approved.
- Amended plans for Life Storage 400 N. County Line Road were approved.

Permits:

- No Permits or Special Events scheduled at this time.

Fire investigations:

- 1/17 Vehicle Fire – 44 Frank Applegate Road w/ Injuries

Fire Prevention Details:

- No Fire Prevention details scheduled.

Call Outs / Complaints:

- 2 Parking Complaints were emailed to the Bureau. Both were referred to Jackson Twp. Zoning and Code Enforcement.

Training / Meetings:

- Jackson EMS and I are planning a meeting with the staff from Four Seasons South Knolls to discuss the Emergency procedures to gain access through the security gates. EMS are reporting issues with the Yelp system and supplied access codes for the gates.
- City Fire Facts #31 Training on Battery Power Storage was attended at Monmouth County Fire Academy.
- IAAI Arson Conference is scheduled for February 28th – March 1st in Atlantic City.

Respectfully submitted,

Stanley O'Brien Jr.

Stanley O'Brien Jr.
Fire Official

**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 litigation, 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 January 18, 2024 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 18, 2024.



Shane O'Brien, Clerk

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

RECORD OF VOTE

Members	Torres Jr.	Goldman	Jamison	O'Brien	Couceiro
Yes	xx		xx	xx	
No					
Not Voting					
Absent		xx			xx

2024 ADOPTED BUDGET RESOLUTION

Jackson Township FD No. 4

FISCAL YEAR: January 1, 2024 to December 31, 2024

WHEREAS, the Annual Budget for the Jackson Township FD No. 4 (the 'Fire District') for the fiscal year beginning January 1, 2024 and ending December 31, 2024 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 18, 2024; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$3,053,866.26 which includes amount to be raised by taxation of \$2,723,524.26, and Total Appropriations of \$3,053,866.26; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 18, 2024 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,053,866.26, which includes amount to be raised by taxation of \$2,723,524.26, and Total Appropriations of \$3,053,866.26; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


(Secretary's Signature)

3/14/24
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Raymond Torres Jr.	X			
Wallace Jamison	X			
Shane O'Brien	X			
Alfred Couceiro				X
Philip Goldman				X

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

Resolution

Authorizing Appointment of Special Counsel

WHEREAS, the Fire District has various issues which need be addressed concerning the roof at the firehouse; and

WHEREAS, the services of special legal counsel is necessary to address and resolve the issues.

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

(1) Sclar and Sclar Esq. is hereby appointed as special counsel for the above referenced matter pursuant to their proposal for services dated January 18, 2024.

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 18, 2024.



Shane O'Brien, Clerk

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

RECORD OF VOTE

Members	Torres Jr.	Goldman	Jamison	O'Brien	Couceiro
Yes	xx		xx	xx	
No					
Not Voting					
Absent		xx			xx

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

Resolution

Authorizing Participation in State Firefighter Certification Program

WHEREAS, the state has created a voluntary program to certify firefighters; and

WHEREAS, the Fire District has reviewed, discussed, and voted to participate in the program.

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 Fire District appoints Deputy Chief as the Authorized Signatory to sign any documents necessary to implement the Firefighter Certification Program in 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 January 18, 2024.



Shane O'Brien, Clerk

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

RECORD OF VOTE

Members	Torres Jr.	Goldman	Jamison	O'Brien	Couceiro
Yes	xx		xx	xx	
No					
Not Voting					
Absent		xx			xx