

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

Minutes of Meeting Held
February 8, 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 6:01 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 Jamison and Goldman were present. Commissioner Torres participated via remote communication. Commissioner O'Brian was absent. Commissioner Couceiro was absent during roll call but entered the meeting at 6:17 pm. Board Attorney Braslow participated via remote communication.

Minutes: Approval of Minutes from the January 18, 2024 meeting were tabled until the next General Meeting – a quorum of Commissioners who were present at the January 18, 2024 meeting is needed to vote. After Commissioner Couceiro entered the meeting, Commissioner Goldman motioned to accept the minutes from the December 14, 2023 general meeting, seconded by Commissioner Jamison. Motion passed by majority consent with Commissioner Torres abstaining.

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 February 8, 2024 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner Goldman 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 the Board that all legal notices are done for the upcoming election; he spoke with the insurance company's claim adjustor – who will keep him in the loop; and the overlay repair of the roof was done and completed by Tremco.

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

Chief's Report: Chief Lubertazzi verbally reported to the Board that everything is status quo.

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.

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

Work Orders: Captain Leonard advised that everything is up to par.

Old Business: Commissioner Torres advised that he attended the Joint Board Meeting. His impressions are that it is extremely disorganized. He will keep attending meetings. Board Attorney Braslow advised the Board that a letter has been sent to DCA for guidance and he has advised both districts (#2 & #3) as to what to do. Discussion. Commissioner Torres reminded Commissioner Goldman that a meeting needs to be scheduled with the Men's Club. Commissioner Goldman will reach out to them.

New Business: SOG's and SOP's to be forwarded to Commissioner Torres for his review. Board to vote on them at the next General meeting.

Correspondence:

Mail: None

Public Session:

Discussion on tablet issue (There are more accounts than tablets). Commissioner Jamison motioned to abandon the AT&T account for tablets, move to Verizon for the tablet accounts and purchase 7 tablets at a cost not to exceed \$3,000, seconded by Commissioner Couceiro. Motion passed by majority vote with one abstain (Torres).

Executive Session: Commissioner Goldman motioned to accept the Resolution to take the Board into an executive session for the purpose discussion of personnel, seconded by Commissioner Jamison. 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 6:42 pm.

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 6:45 p.m. by Commissioner Torres.


_____, Clerk

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

February 8, 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

Mail Correspondence
Per Yellow folder

Board of Fire Commissioners Career Department Report

February 8, 2024

Building & Truck Report

Station 1

- Tremco Roofing finished the “roof over project” over the banquet hall today.

Station 2

- Bay door behind 5408 was repaired by Velting Overhead Door.

Unit 5410:

- Front calipers were replaced (Caliper pistons seized up and would not release) work performed at Skillender’s Auto.

Unit 5405:

- Broken leaf springs, 4 rear tires replaced, rear brakes replaced, leaking hydraulic piston at ladder rebuilt, power steering pump replaced, electrical outlet/ junction box repairs were completed by S&S Fleet Services. Unit is back in service.

Unit 5411:

- Vehicle is at S&S Fleet services for air leak at pump panel, rear turn signals working inconsistently, leaking 2.5” cross lay valve would not close 100%, Cab will not lift from chassis., New batteries to be installed.

Unit 5417:

- Awaiting pump testing date from Industrial Inspection and Analytics “Industrial- IA” The testing company just started the 2024 test year scheduling on Monday 2/5/24.

Unit 5437:

- At Skillender’s auto for new battery and service.

Unit 5408:

- Vehicle has been checked multiple times since the electrical repair was completed by Elite. No issues found. (There is a wire that controls the reverse lights for the trailer that needs to be relocated on the tractor by Peterbilt.)

Unit 18407:

- Vehicle is at Jerrys’s Auto getting the body work done.



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: February 8, 2024
Subject: President's Report February 2024

Facilities:

- Deposit has been dropped off at Mark-O-Lite sign company. Updates will be passed along and will coordinate with the BoFC for install date when information is available.

Events

- Installation Dinner: Dinner was a success, the new venue was a welcomed change by all.
- Flower Sale: Scheduled for February 13th from 10am to 7pm and February 14th from 8am to 7pm.
- Hockey game: February 22nd, all tickets have been accounted for.

Losap:

- The list for LOSAP has been submitted to Cheryl and will be posted.

Respectfully Submitted,

Robert Chojnacki
President
Jackson Mills Volunteer Fire Company

Bureau Report February 2024

From: O'Brien Jr., Stanley (sobrienjr@jacksonfiredist4.org)

To: gwlcheryl@yahoo.com; commissioners@jacksonfiredist4.org

Date: Tuesday, February 6, 2024 at 11:18 AM EST

Good evening, the 2023 Bureau Report was submitted to the Division of Fire Safety without issues. The 18407 Pickup was dropped off at Jerry's to repair the body damage from the crash. I also attached a quote to add additional warning lighting to the rear of the vehicle.

Site Plans

- no new plans at this time, a meeting is planned with the Planning and Zoning Board to review their approval process.

Fire Prevention Details

- Bartley Healthcare / Jackson Twp. Easter Egg Hunt at 175 Bartley Road.

Complaints

- An ongoing issue with a resident from Gardens @ Jackson 21 was referred to the NJ Natural Gas Legal / Safety Team. See attached for details.

Permits

- Food Trucks scheduled for 175 Bartly Road Easter Egg Hunt

Fire Investigation

- Vehicle Fire at 44 Frank Applegate Road

- Electrical Fire @ 43 Hampshire Blvd. . Address was referred to the Building Dept. for working without Permits.

Public Record Request

- 334 Bennett Mills Road

- Willow Point Complex

Home Safety Check

- 138 Huntington Drive

Meeting / Training

- Board of Education Safety meeting scheduled for February 28th at Central Office.

Thank you

Stanley O'Brien Jr.
Fire Official
Bureau of Fire Prevention
Jackson Fire District No. 4
465 A North County Line Road
Jackson, NJ 08527
Office - (732) 928-7848
Cell - (848) 285-8420
www.jacksonfiredist4.org

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2:08 PM

02/08/24

Accrual Basis

Board of Fire Commissioners
Cash Balances
As of February 8, 2024

	Feb 8, 24	
	Debit	Credit
1009 · Lakeland Bank Operating	264,991.80	
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	636,086.58	0.00

Board of Fire Commissioners
Treasurer Report
As of February 8, 2024

Type	Date	Num	Name	Split	Amount
1009 · Lakeland Bank Operating					
Bill Pmt -Check	02/08/2024	6611	AMTRUST NORTH AMERICA	2000 · *Accoun...	-14,964.00
Bill Pmt -Check	02/08/2024	6612	AT&T Mobility	2000 · *Accoun...	-326.23
Bill Pmt -Check	02/08/2024	6613	Blaney, Donohue, et al	2000 · *Accoun...	-210.00
Bill Pmt -Check	02/08/2024	6614	Brick Twp EMS/Rescue-Brick Fire Training	2000 · *Accoun...	-150.00
Bill Pmt -Check	02/08/2024	6615	Continental Fire & Safety	2000 · *Accoun...	-354.00
Bill Pmt -Check	02/08/2024	6616	Emergency Sevices Marketing Corp., Inc.	2000 · *Accoun...	-735.00
Bill Pmt -Check	02/08/2024	6617	ESI Equipment, Inc.	2000 · *Accoun...	-34.25
Bill Pmt -Check	02/08/2024	6618	Federal Express	2000 · *Accoun...	-27.82
Bill Pmt -Check	02/08/2024	6619	Freehold Cartage, Inc.	2000 · *Accoun...	-305.99
Bill Pmt -Check	02/08/2024	6620	Institute for Forensic Psychology	2000 · *Accoun...	-525.00
Bill Pmt -Check	02/08/2024	6621	JCP&L	2000 · *Accoun...	-1,356.92
Bill Pmt -Check	02/08/2024	6622	Jones & Bearlett Learning, LLC	2000 · *Accoun...	-67.11
Bill Pmt -Check	02/08/2024	6623	Joseph Krzyzewski	2000 · *Accoun...	-179.05
Bill Pmt -Check	02/08/2024	6624	Kenneth Esposito	2000 · *Accoun...	-60.00
Bill Pmt -Check	02/08/2024	6625	LifeForce USA, Inc	2000 · *Accoun...	-455.00
Bill Pmt -Check	02/08/2024	6626	Lytix, Inc.	2000 · *Accoun...	-509.60
Bill Pmt -Check	02/08/2024	6627	Motorola Solutions, Inc.	2000 · *Accoun...	-2,151.00
Bill Pmt -Check	02/08/2024	6628	NetLink Web Services, LLC	2000 · *Accoun...	-398.00
Bill Pmt -Check	02/08/2024	6629	NJ Advanced Media	2000 · *Accoun...	-13.76
Bill Pmt -Check	02/08/2024	6630	Optimum	2000 · *Accoun...	-575.90
Bill Pmt -Check	02/08/2024	6631	Phoenix Emergency Response Training, L...	2000 · *Accoun...	-500.00
Bill Pmt -Check	02/08/2024	6632	Richard Braslow ESQ	2000 · *Accoun...	-1,500.00
Bill Pmt -Check	02/08/2024	6633	S&S Fleet Services	2000 · *Accoun...	-1,543.02
Bill Pmt -Check	02/08/2024	6634	Skillender s Service Center Inc.	2000 · *Accoun...	-2,171.12
Bill Pmt -Check	02/08/2024	6635	Velting Overhead Door	2000 · *Accoun...	-150.00
Bill Pmt -Check	02/08/2024	6636	Verizon Wireless	2000 · *Accoun...	-191.95
Bill Pmt -Check	02/08/2024	6637	Institute for Forensic Psychology	2000 · *Accoun...	-525.00
Bill Pmt -Check	02/08/2024	6638	Lincoln Financial Group	2000 · *Accoun...	-35,190.00
Bill Pmt -Check	02/08/2024	6639	Susan L Oksen-Pereira	2000 · *Accoun...	-350.00
Total 1009 · Lakeland Bank Operating					-65,519.72
TOTAL					-65,519.72

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through February 8, 2024

	Jan 1 - Feb 8, 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	0.00	2,723,524.26	-2,723,524.26
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	0.00	1,000.00	-1,000.00
4750 · Bureau of Fire Prevention Incm	0.00	35,000.00	-35,000.00
4910 · Restricted Fund Balance	0.00	40,000.00	-40,000.00
4920 · Unreserved Fund Balance	0.00	250,000.00	-250,000.00
Total Income	0.00	3,053,866.26	-3,053,866.26
Gross Profit	0.00	3,053,866.26	-3,053,866.26
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	950.00	0.00	950.00
5120 · Salaries - Secretary - Other	0.00	3,000.00	-3,000.00
Total 5120 · Salaries - Secretary	950.00	3,000.00	-2,050.00
5210 · Elections	0.00	8,000.00	-8,000.00
5220 · Office Expense	27.82	13,461.67	-13,433.85
5230 · Professional Services			
5240 · Auditing	2,000.00	0.00	2,000.00
5245 · Legal fees	1,710.00	0.00	1,710.00
5230 · Professional Services - Other	398.00	70,000.00	-69,602.00
Total 5230 · Professional Services	4,108.00	70,000.00	-65,892.00
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6110 · Salaries & Wages - Fire Lt.	0.00	115,290.41	-115,290.41
6115 · Salaries & Wages - Captain	0.00	137,510.13	-137,510.13
6120 · Salaries - Full Time Fire	0.00	492,624.86	-492,624.86
6125 · Clothing Allowance	0.00	12,000.00	-12,000.00
6130 · Salaries - Fire Official	0.00	15,000.00	-15,000.00
6140 · Salaries - Firefighter Overtime	0.00	56,000.00	-56,000.00
6145 · Salaries-Comp Time	0.00	5,000.00	-5,000.00
6180 · Payroll Taxes	0.00	66,564.03	-66,564.03
6185 · Employer Pension Contribution	0.00	225,650.00	-225,650.00
6190 · Fringe Benefits	14,964.00	297,146.17	-282,182.17
6210 · Insurance	25,481.00	80,000.00	-54,519.00
6220 · Advertising	84.28	2,000.00	-1,915.72
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6314 · M&R - Truck #5404 2012 Tahoe	560.88	0.00	560.88
6317 · M&R -Truck # 5401 Pumper New	1,543.02	0.00	1,543.02
6320 · M&R - Truck #5410 Asst Chief	182.60	0.00	182.60
6322 · M&R - Truck #5411 Pumper	1,427.64	0.00	1,427.64
6341 · M&R - Truck #18-407 Bureau	9,572.18	0.00	9,572.18
Total 6311 · M&R - Apparatus	13,286.32	0.00	13,286.32
6355 · M&R - Building #2	2,050.00	0.00	2,050.00
6370 · M&R - Equipment	1,136.31	0.00	1,136.31
6310 · Maintenance & Repairs - Other	0.00	120,000.00	-120,000.00
Total 6310 · Maintenance & Repairs	16,472.63	120,000.00	-103,527.37
6410 · Supplies	0.00	35,000.00	-35,000.00
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	3,638.88	65,000.00	-61,361.12
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	0.00	80,000.00	-80,000.00
6610 · Misc. Firefighter Expenses	7,547.00	20,000.00	-12,453.00

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through February 8, 2024

	Jan 1 - Feb 8, 24	Budget	\$ Over Budget
6611 · Training			
6612 · Training - Paid/Vol	4,973.96	0.00	4,973.96
6616 · Fire Science Education	0.00	6,000.00	-6,000.00
6611 · Training - Other	0.00	25,000.00	-25,000.00
Total 6611 · Training	4,973.96	31,000.00	-26,026.04
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	190.00	40,000.00	-39,810.00
6625 · Joint District Expenses	0.00	2,000.00	-2,000.00
6630 · Building Rennovations	0.00	10,000.00	-10,000.00
6635 · Equipment-Non-Bondable	0.00	30,000.00	-30,000.00
6640 · SCBA	0.00	15,000.00	-15,000.00
6650 · Emergency/First Aid Equipment	0.00	5,000.00	-5,000.00
6655 · Replacement Equipment	354.00	40,000.00	-39,646.00
6670 · Vehicle Equip-Radios/Pagers	0.00	10,000.00	-10,000.00
6675 · UFSA	0.00	8,300.00	-8,300.00
6910 · LOSAP	0.00	40,000.00	-40,000.00
6990 · Contingent-Operating	0.00	2,000.00	-2,000.00
7810 · Res. For Future Capital Outlay	0.00	500,000.00	-500,000.00
8110 · Capital Lease - Prin	0.00	114,252.84	-114,252.84
8120 · Capital Lease - Interest	0.00	8,066.15	-8,066.15
Total Expense	78,791.57	2,863,866.26	-2,785,074.69
Net Ordinary Income	-78,791.57	190,000.00	-268,791.57
Other Income/Expense			
Other Expense			
8054 · Capital	0.00	115,000.00	-115,000.00
Total Other Expense	0.00	115,000.00	-115,000.00
Net Other Income	0.00	-115,000.00	115,000.00
Net Income	-78,791.57	75,000.00	-153,791.57