

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

Minutes of Meeting Held  
March 14, 2004 – Reorganizational Meeting

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 6:15 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:** All Commissioners (Couceiro, Goldman, Jamison, O'Brien and Torres) were present. Board Attorney Braslow participated via remote communications.

**Oath of Office:** Board Attorney Braslow administered the oath of office to newly re-elected Commissioners Couceiro and Goldman.

**Reorganization of Board:** Commissioner Jamison motioned that Board continue to hold the same positions (Chairman: Torres; Vice Chairman: Couceiro, Secretary: O'Brien, Treasurer: Jamison; Commissioner at large: Goldman, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

**Resolutions:** The following Resolutions in Title were presented:

<i>Payment of Claims:</i>	<i>Who signs checks as commissioners, , compensation Provided to Fire District employees per their respective contracts; Commissioner compensation provided; facsimile signatures are allowed (only one)</i>
<i>Appointing Auditor:</i>	<i>Holman &amp; Frenia</i>
<i>Appointing Richard Braslow Esq Board Attorney</i>	<i>Richard Braslow</i>
<i>Official Newspapers</i>	<i>Asbury Park Press &amp; Star Ledger</i>
<i>Official Banks</i>	<i>Lakeland &amp; PNC</i>
<i>Accountant &amp; QPA</i>	<i>Cheryl Parker</i>
<i>Recording Secretary</i>	<i>Susan L Oksen-Pereira</i>
<i>Meeting Schedule</i>	<i>Meetings to begin at 6 pm on the second Thursday of each month</i>
<i>Labor Counsel</i>	<i>Nicole Curio, Esq.</i>

Commissioner Jamison motioned to approve the aforementioned appointments, Seconded by Commissioner O'Brien. Motion passed by unanimous consent. Copies of the above listed Resolutions are attached to the original minutes and incorporated herein by reference.

**Minutes:** Approval of Minutes from the January 18, 2024 meeting was motioned by Commissioner Jamison, seconded by Commissioner O'Brien. Motion passed by majority consent (Commissioners Goldman and Couceiro abstained due to their absence at that meeting). Approval of Minutes from the February 8, 2024 meeting was motioned by Commissioner Goldman, seconded by Commissioner Couceiro. Motion passed by majority consent (Commissioner O'Brien abstained due to his absence at 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 March 14, 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 O'Brien. Motion passed by unanimous consent.

**Legal Report:** Board Attorney Braslow reminded the Board that a law was passed with regard to bonding a fire truck for twenty (20) years. Bill has been drafted but not introduced yet. It will allow fire districts to issue notes at 4% for ten (10) years. This will allow fire districts to move away from lease/purchase financing. Question: can we re-cast our financing. Commissioner Torres to get documents to Board Attorney Braslow for his review. (Currently #01 and #21 are the only vehicles that have financing on them.) Question: status of roof. Captain Leonard advised that the roof is holding – there are no leaks. Commissioner Torres advised that the township is extending the deadline for the Budget. Commissioner Torres to meet with the Business Administrator – asking for breakdown on truck maintenance, repairs, gas, personnel for review.

**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. There are surplus portable radios that were declared excess property. If the State Forestry radios are compatible with the district's chargers, they can be donated to the State Forestry. All information is to be provided to the Board before they are donated.

**Chief's Report:** Chief Lubertazzi read his report. A copy of the written report is attached to the original minutes and incorporated herein by reference. Commissioner Torres motioned to add Volunteer FF Jared Hendrickson to the CDL driver list, seconded by Commissioner Jamison. Motion passed by unanimous consent. Volunteer FF Anthony Quaranta has finished online CDL course and working with Lt Porth on the next steps. At this time, no other volunteer FF are interested in taking the course. Captain Leonard is considering it.

**President's Report:** President Robert Chojmacki verbally reported to the Board that the signage is updated. Thank you for the use of the bays for the flower sale. LOSAP list has been updated and it will get to Cheryl.

**Fire Bureau:** Fire Official O'Brien read his written report. A copy of the report is attached to the original minutes and incorporated herein by reference.

Board Attorney Braslow left the meeting at 6:57 pm.

When you get a certification, do not let it lapse. The Board has paid for the original certification.

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

**Old Business:** Commissioner Torres has scheduled a meeting with the men's club on April 9, 2024 at 6:30 pm. Commissioner Torres will be attending, Fire Bureau, volunteer firefighters and career staff are invited to attend.

**New Business:** None

**Correspondence:**

**Mail:** Greenscapes proposal received – 34 mows, fertilizer, trimming, spring and fall clean-ups - \$2,810.00 . Commissioner Jamison motioned to approve the proposal for \$2810 from KC Greenscapes for Station #2, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Captain Leonard to obtain proposal for Station #1 from them. Notice of approval to request a waiver (Swimland Pools warehouse).

**Public Session:** None

**Executive Session:** Commissioner O'Brien motioned to accept the Resolution to take the Board into an executive session for the purpose discussion of manpower, 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 9:16 pm.

**Public Session:** Board was in agreement to look into a part time clerk to work on the days that Cheryl is not here – certified list is to be obtained. Commissioner Couceiro motioned to approve the request for a certified list, seconded by Commissioner Jamison. Motion passed by unanimous consent.

**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 9:18 p.m. by Commissioner Torres.

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

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

March 14, 2024

Meeting Time 6PM Caucus 5:30PM

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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

2:21 PM

03/07/24

Accrual Basis

# Board of Fire Commissioners

## Cash Balances

As of March 14, 2024

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	Mar 14, 24	
	Debit	Credit
1009 · Lakeland Bank Operating	200,414.97	
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	<u>571,509.75</u>	<u>0.00</u>

2:22 PM

03/07/24

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of March 14, 2024

Type	Date	Num	Name	Debit	Credit
<b>1009 - Lakeland Bank Operating</b>					
Bill Pmt -...	03/14/2024	6644	AT&T Mobility		326.23
Bill Pmt -...	03/14/2024	6645	Continental Fire & Safety	0.00	
Bill Pmt -...	03/14/2024	6646	County Line hardware		27.96
Bill Pmt -...	03/14/2024	6647	County of Ocean- Dept of Fi...		2,757.49
Bill Pmt -...	03/14/2024	6648	Gannett NJ Newspapers		146.77
Bill Pmt -...	03/14/2024	6649	Holman, Frenia, Allison, PC		75.60
Bill Pmt -...	03/14/2024	6650	Jackson Township EMS		750.00
Bill Pmt -...	03/14/2024	6651	Jackson Twp MUA		17,529.95
Bill Pmt -...	03/14/2024	6652	JCP&L		1,240.78
Bill Pmt -...	03/14/2024	6653	John Fiore		120.00
Bill Pmt -...	03/14/2024	6654	Joint Board of Commissione...		150.00
Bill Pmt -...	03/14/2024	6655	Joshua Griffin		33.98
Bill Pmt -...	03/14/2024	6656	KC Greenscapes		721.11
Bill Pmt -...	03/14/2024	6657	Kenneth Esposito		30.00
Bill Pmt -...	03/14/2024	6658	McKesson Medical Surgical		411.89
Bill Pmt -...	03/14/2024	6659	Mercer County Fire Academy		40.00
Bill Pmt -...	03/14/2024	6660	Municipal Emergency Servic...		555.00
Bill Pmt -...	03/14/2024	6661	NetLink Web Services, LLC		199.00
Bill Pmt -...	03/14/2024	6662	NJNG		2,614.82
Bill Pmt -...	03/14/2024	6663	Optimum		627.89
Bill Pmt -...	03/14/2024	6664	Richard Braslow ESQ		1,500.00
Bill Pmt -...	03/14/2024	6665	Richard P Leonard		78.00
Bill Pmt -...	03/14/2024	6666	Rowan College of South Jer...		95.00
Bill Pmt -...	03/14/2024	6667	S&S Fleet Services		34,514.56
Bill Pmt -...	03/14/2024	6668	Skillender s Service Center I...		1,933.97
Bill Pmt -...	03/14/2024	6669	Susan L Oksen-Pereira		250.00
Bill Pmt -...	03/14/2024	6670	Verizon Wireless		191.95
Bill Pmt -...	03/14/2024	6671	Continental Fire & Safety		1,841.18
Bill Pmt -...	03/14/2024	6673	Continental Fire & Safety		3,148.00
Bill Pmt -...	03/14/2024	6674	LytX, Inc.		509.60
Total 1009 - Lakeland Bank Operating				0.00	72,420.73
<b>TOTAL</b>				<b>0.00</b>	<b>72,420.73</b>

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through March 14, 2024**

	Jan 1 - Mar 14, 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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
<b>Total Income</b>	<u>0.00</u>	<u>3,053,866.26</u>	<u>-3,053,866.26</u>
<b>Gross Profit</b>	0.00	3,053,866.26	-3,053,866.26
<b>Expense</b>			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	1,200.00	0.00	1,200.00
5120 · Salaries - Secretary - Other	<u>0.00</u>	<u>3,000.00</u>	<u>-3,000.00</u>
<b>Total 5120 · Salaries - Secretary</b>	1,200.00	3,000.00	-1,800.00
5210 · Elections	3,857.49	8,000.00	-4,342.51
5220 · Office Expense	27.82	13,461.67	-13,433.85
5230 · Professional Services			
5240 · Auditing	2,075.60	0.00	2,075.60
5245 · Legal fees	3,210.00	0.00	3,210.00
5230 · Professional Services - Other	<u>1,347.00</u>	<u>70,000.00</u>	<u>-68,653.00</u>
<b>Total 5230 · Professional Services</b>	6,632.60	70,000.00	-63,367.40
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	231.05	2,000.00	-1,768.95
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6314 · M&R - Truck #5404 2012 Tahoe	560.88	0.00	560.88
6315 · M&R - Truck #5405 Ladder	24,769.96	0.00	24,769.96
6317 · M&R -Truck # 5401 Pumper New	1,543.02	0.00	1,543.02
6320 · M&R - Truck #5410 Asst Chief	1,700.11	0.00	1,700.11
6322 · M&R - Truck #5411 Pumper	11,172.24	0.00	11,172.24
6338 · M&R - Truck #5437 2018 F250	416.46	0.00	416.46
6341 · M&R - Truck #18-407 Bureau	<u>9,572.18</u>	<u>0.00</u>	<u>9,572.18</u>
<b>Total 6311 · M&amp;R - Apparatus</b>	49,734.85	0.00	49,734.85
6350 · M&R - Building #1	803.89	0.00	803.89
6355 · M&R - Building #2	2,697.22	0.00	2,697.22
6370 · M&R - Equipment	5,527.27	0.00	5,527.27
6310 · Maintenance & Repairs - Other	<u>0.00</u>	<u>120,000.00</u>	<u>-120,000.00</u>
<b>Total 6310 · Maintenance &amp; Repairs</b>	58,763.23	120,000.00	-61,236.77

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through March 14, 2024

	Jan 1 - Mar 14, 24	Budget	\$ Over Budget
6410 · Supplies			
6411 · Supplies - Fuel	3,154.14	0.00	3,154.14
6410 · Supplies - Other	411.89	35,000.00	-34,588.11
<b>Total 6410 · Supplies</b>	<b>3,566.03</b>	<b>35,000.00</b>	<b>-31,433.97</b>
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	8,950.50	65,000.00	-56,049.50
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	17,220.00	80,000.00	-62,780.00
6610 · Misc. Firefighter Expenses	8,240.58	20,000.00	-11,759.42
6611 · Training			
6612 · Training - Paid/Vol	5,186.96	0.00	5,186.96
6616 · Fire Science Education	0.00	6,000.00	-6,000.00
6611 · Training - Other	0.00	25,000.00	-25,000.00
<b>Total 6611 · Training</b>	<b>5,186.96</b>	<b>31,000.00</b>	<b>-25,813.04</b>
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 Renovations	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
<b>Total Expense</b>	<b>154,665.26</b>	<b>2,863,866.26</b>	<b>-2,709,201.00</b>
<b>Net Ordinary Income</b>	<b>-154,665.26</b>	<b>190,000.00</b>	<b>-344,665.26</b>
Other Income/Expense			
Other Expense			
8054 · Capital	0.00	115,000.00	-115,000.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>115,000.00</b>	<b>-115,000.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-115,000.00</b>	<b>115,000.00</b>
<b>Net Income</b>	<b>-154,665.26</b>	<b>75,000.00</b>	<b>-229,665.26</b>



Board of Fire Commissioners Career Department Report

March 14, 2024

**Building & Truck Report**

**Station 1**

- Tremco Roofing finished the “roof over project” over the banquet hall is holding, no leaks have been found.
- Fire alarm inspection was conducted by Safe and Secure Security Systems LLC. System requires updates: Detectors heads are slow to activate and are recommended to be replaced to addressable modules.

**Station 2**

- Air filter was changed at furnace, Batteries were changes at bathroom sinks.
- Fire alarm inspection was conducted by Safe and Secure security Systems LLC. System Passed.
- Wireless Communications (Motorola Repair) was onsite and updated the radio programing at the station radio to improve signal strength.

**Unit 5419:**

- Air leak at rear air reservoir was repaired in house. Unit is in service for brush season.

**Unit 5411:**

- Air leak at pump panel, rear turn signals working inconsistently, leaking 2.5” cross lay leaking valve replaced, Cab lift cylinders repaired., new batteries installed. Brake chambers replaced. Work performed by S&S fleet services. Vehicle is back in service.

**Unit 5417:**

- Unit is OOS - Scheduled for 4/15/24 for pump testing by Industrial Inspection and Analytics “Industrial- IA”

**Unit 5437:**

- Vehicle was serviced, new battery was installed by Skillender’s Auto. Vehicle will need new tire at next service interval.

**Unit 5408:**

- There is a wire that controls the reverse lights for the trailer that needs to be relocated on the tractor by Peterbilt.) Vol. F.F. Hoffman and FF Quaranta are reviewing the vehicle for any mechanical items that might arise during CDL testing and will advise.

**Unit 18407:**


- Vehicle is at Jerrys’s Auto being re-assembled and then going for decals and final detail.

CHIEF'S REPORT

March 20244

- DRILLS** Tesla Drill was held on March 9,2024. We had huge turnout of students. Have a receipt For the food for reimburstment.  
Monday March 25,2024 at Toms River Fire Academy which will be Live Burn Roof ventilation.
- VEHICLES** Jared Hendrickson has finished his driver training on Engine operations and we would Like him to be adding to the driving list on all engines.  
Anthony Quaranta has finished the online CDL Course and he is working with Lt. Porth On the next steps.
- MISCELLANEOUS:** We are still working the SOG's making progress  
We are all finished with Respiratory Protection  
Myself, Captain Leonard and Lieutenant Porth attendend a state meeting  
On what the state is looking for in every Fire station record keeping

Respectfully submitted



Chief Michael Lubertazzi

# 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

*March 14, 2024*

Inspections are being completed as normal. Bureau Year End Report was submitted to the Division of Fire Safety, no issues were reported. A prescribed burn was conducted with NJ Forest Fire Service at the Sub Station on 3/14/2024. Members and Students from the Elm School Green Team were on site to observe the process of conducting a prescribed fire.

### Site plans received and finalized:

- Jackson Mills Business Park – 2 Contractor Rental Space Buildings were approved on Jackson Mills Road near Vista Fields.
- Seasonal World 620 Cedar Swamp Road was approved for a 10,000 Square foot pole Barn for storage.

### Permits:

- Shop Rite was issued their seasonal permit for Sprinkler / Firework Sales, Items will be in the front of the store near the end of the cash registers.
- 2/15 Food Truck Permit permit was issued for the Tacos Truck on North County Line Rd.
- 3/23 (2) Food Truck Permit Inspections are scheduled for the Township Easter Egg Hunt at Bartley Healthcare.

### Fire investigations:

- 2/15 Vehicle Fire at C&H Auto 107 East Commodore Blvd.
- 3/13 Assisted 18-207 with a Structure Fire Investigation at 2506 Lexington Court.

### Fire Prevention Details:

- March 21, 2023 Jackson Township Job Fair at Jackson Liberty High School.
- March 23, 2023, Township Easter Egg Hunt at Orchards at Bartley.

### Call Outs / Complaints:

- None currently.

### Training / Meetings:

- Fire Prevention Meeting was attended at Toms River Fire Academy.
- IAAI Arson Conference was attended in Atlantic City.

Respectfully submitted,

*Stanley O'Brien Jr.*

**Stanley O'Brien Jr.**

**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 March 14, 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 March 14, 2024.



\_\_\_\_\_  
Shane O'Brien, Clerk

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

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