

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

Minutes of Meeting Held
May 9, 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 6:00 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. Commissioner Goldman was absent. Commissioner Couceiro entered the meeting at 6:11pm. Board Attorney Braslow participated via remote communication.

Minutes: Commissioner O'Brien motioned to accept the minutes of the April 11, 2024 meeting, seconded by Commissioner Jamison. Motion passed by unanimous consent. A copy of the minutes is attached to the original minutes and incorporated herein by reference.

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 May 9, 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 reported to the Board that there is no report at this time. Board Attorney Braslow did ask questions regarding the next hearing with the Jackson Township council scheduled for May 14, 2024.

Truck & Building: Captain Leonard was absent. Lt. Porth read his report. A copy of the written report is attached to the original minutes and incorporated herein by reference. Commissioner O'Brien motioned to purchase the SCBA equipment with the NJ Rescue Grant Funds after the annual budget is approved by the Jackson Township council. Motion seconded by Commissioner Couceiro. Motion passed by unanimous consent. Commissioner O'Brien motioned to sell surplus equipment due to end of life for the Fire District – specifically Engine # 5417 2000 Freightliner Fire Engine on Gov.Deals with a reserve bid. Motion seconded by Jamison. Motion passed by unanimous consent.

Chief's Report: Absent – no report. Captain O'Brien was present but did not have the Chief's report.

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. Commissioner Couceiro motioned to approve new membership applications pending approval of the Jackson Mills Fire Company, seconded by Commissioner Jamison. Motion passed by unanimous consent.

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

Work Orders: Lt. Porth advised the Board that work orders are now being placed into First Due. First Due will assist with billing and tracking the maintenance requests.

Old Business: None.

New Business: Commissioner Torres wanted to make the following statement public: he received a phone call from a township Official stating that the township will pull our legs out from under us if we (Fire District #4) don't agree with the consolidation. Also: after reviewing the Site Plan Review for the Gardens of Jackson 21. The width of the roadways and street parking issues were addressed already by the Fire Bureau. Currently there is street parking allowed on turns, making it impossible to maneuver the larger fire apparatus through the streets due to vehicles parked in these areas.

Correspondence:

Mail: 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, seconded by Commissioner O'Brien. 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 6:50 pm.

Public: Commissioner Jamison motioned to certify the Firefighter Civil Service list for hiring, seconded by Commissioner O'Brien. Motion passed.

Commissioner Couceiro motioned to close the meeting, seconded by Commissioner Jamison at 6:54 pm.

Commissioner Jamison motioned to reopen the meeting in order to void the last vote due to an extension vote by Commissioner O'Brien at 6:55 pm.

Commissioner Jamison motioned to certify the Firefighter Civil Service list for hiring, seconded by Commissioner Couceiro. Motion passed with Commissioner O'Brien casting an extension vote.

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 6:56 p.m. by Commissioner Torres.


_____, Clerk

May 9, 2024

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

May 9, 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

2:55 PM

05/09/24

Accrual Basis

Board of Fire Commissioners

Cash Balances

As of May 9, 2024

	May 9, 24	
	Debit	Credit
1009 · Lakeland Bank Operating	497,741.71	
1011 · Lakeland Bank Payroll	57,166.63	
1012 · Lakeland Bank Fire Bureau	75,115.70	
1019 · Lakeland Ban-CD Future Cap 0872	0.50	
TOTAL	<u>630,024.54</u>	<u>0.00</u>

Board of Fire Commissioners
Treasurer Report
 As of May 9, 2024

Type	Date	Num	Name	Debit	Credit
1009 · Lakeland Bank Operating					
Bill Pmt -...	05/09/2024	6707	Red Alert Emergency Gener...		629.40
Bill Pmt -	05/09/2024	6708	Acrisure NJ Partners Insura...		17,812.00
Bill Pmt -...	05/09/2024	6709	County Line hardware		43.85
Bill Pmt -...	05/09/2024	6710	Domain Name Services		265.00
Bill Pmt -...	05/09/2024	6711	East Coast Flag & Flagpole,...		223.30
Bill Pmt -...	05/09/2024	6733	Federal Express		4.61
Bill Pmt -...	05/09/2024	6732	Freehold Cartage, Inc.		611.98
Bill Pmt -...	05/09/2024	6712	Gannett NJ Newspapers		274.51
Bill Pmt -...	05/09/2024	6713	JCP&L		1,244.69
Bill Pmt -...	05/09/2024	6714	Jerry's Autobody, LLC		9,572.18
Bill Pmt -...	05/09/2024	6716	Joshua Griffin		35.98
Bill Pmt -...	05/09/2024	6717	KC Greenscapes		721.11
Bill Pmt -...	05/09/2024	6718	Motorola Solutions, Inc.		1,240.00
Bill Pmt -...	05/09/2024	6719	Municipal Emergency Servic...		1,118.27
Bill Pmt -...	05/09/2024	6720	New Jersey State Associatio...		300.00
Bill Pmt -...	05/09/2024	6721	NJ Advanced Media		18.92
Bill Pmt -...	05/09/2024	6722	Patrick McCloskey		89.58
Bill Pmt -...	05/09/2024	6723	RCD Group Solutions		1,750.00
Bill Pmt -...	05/09/2024	6724	RWJ6H Emergency Medicin...		209.56
Bill Pmt -...	05/09/2024	6725	S&S Fleet Services		1,516.33
Bill Pmt -...	05/09/2024	6726	Sclar & Sclar, LLC		220.00
Bill Pmt -...	05/09/2024	6727	Skillender s Service Center I...		2,733.55
Bill Pmt -...	05/09/2024	6728	Susan L Oksen-Pereira		250.00
Bill Pmt -...	05/09/2024	6729	Toms River Bd of Fire Com...		1,134.00
Bill Pmt -...	05/09/2024	6730	Wireless Electronics, Inc.		450.00
Bill Pmt -...	05/09/2024	6731	Witmer Public Safety Group		184.47
Bill Pmt -...	05/09/2024	6734	Richard Braslow ESQ		1,500.00
Total 1009 · Lakeland Bank Operating				0.00	44,153.29
TOTAL				0.00	44,153.29

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through May 9, 2024

	Jan 1 - May 9, 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	463,092.96	2,723,524.26	-2,260,431.30
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	21,505.99	35,000.00	-13,494.01
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	484,598.95	3,053,866.26	-2,569,267.31
Gross Profit	484,598.95	3,053,866.26	-2,569,267.31
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	1,700.00	0.00	1,700.00
5120 · Salaries - Secretary - Other	0.00	3,000.00	-3,000.00
Total 5120 · Salaries - Secretary	1,700.00	3,000.00	-1,300.00
5210 · Elections	5,398.01	8,000.00	-2,601.99
5220 · Office Expense	359.30	13,461.67	-13,102.37
5230 · Professional Services			
5240 · Auditing	2,075.60	0.00	2,075.60
5243 · Bookkeeper	12,264.00	0.00	12,264.00
5245 · Legal fees	7,847.50	0.00	7,847.50
5230 · Professional Services - Other	3,296.00	70,000.00	-66,704.00
Total 5230 · Professional Services	25,483.10	70,000.00	-44,516.90
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6110 · Salaries & Wages - Fire Lt.	40,794.42	115,290.41	-74,495.99
6115 · Salaries & Wages - Captain	74,600.15	137,510.13	-62,909.98
6120 · Salaries - Full Time Fire	145,832.61	492,624.86	-346,792.25
6125 · Clothing Allowance	3,886.00	12,000.00	-8,114.00
6130 · Salaries - Fire Official	0.00	15,000.00	-15,000.00
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-FireFighter LT&CPT OT	14,791.49	0.00	14,791.49
6142 · Salaries-Firefighters OT	7,083.41	0.00	7,083.41
6140 · Salaries - Firefighter Overtime - Other	0.00	56,000.00	-56,000.00
Total 6140 · Salaries - Firefighter Overtime	21,874.90	56,000.00	-34,125.10
6145 · Salaries-Comp Time	0.00	5,000.00	-5,000.00
6180 · Payroll Taxes	-13,078.63	66,564.03	-79,642.66
6185 · Employer Pension Contribution	0.00	225,650.00	-225,650.00
6190 · Fringe Benefits	12,320.21	297,146.17	-284,825.96
6210 · Insurance	90,172.90	80,000.00	10,172.90
6220 · Advertising	827.94	2,000.00	-1,172.06
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	106.15	0.00	106.15
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
6316 · M&R - Truck #5408 Tanker	475.57	0.00	475.57
6317 · M&R -Truck # 5401 Pumper New	3,798.57	0.00	3,798.57
6320 · M&R - Truck #5410 Asst Chief	2,137.30	0.00	2,137.30
6322 · M&R - Truck #5411 Pumper	12,213.00	0.00	12,213.00
6323 · M&R - Truck #5414 Tahoe 2011	1,876.45	0.00	1,876.45
6338 · M&R - Truck #5437 2018 F250	416.46	0.00	416.46
6341 · M&R - Truck #18-407 Bureau	8,070.66	0.00	8,070.66
6311 · M&R - Apparatus - Other	450.00	0.00	450.00
Total 6311 · M&R - Apparatus	54,875.00	0.00	54,875.00

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through May 9, 2024

	Jan 1 - May 9, 24	Budget	\$ Over Budget
6350 · M&R - Building #1	6,631.73	0.00	6,631.73
6355 · M&R - Building #2	4,103.34	0.00	4,103.34
6370 · M&R - Equipment	6,834.00	0.00	6,834.00
6310 · Maintenance & Repairs - Other	0.00	120,000.00	-120,000.00
Total 6310 · Maintenance & Repairs	72,444.07	120,000.00	-47,555.93
6410 · Supplies			
6411 · Supplies - Fuel	9,113.51	0.00	9,113.51
6410 · Supplies - Other	411.89	35,000.00	-34,588.11
Total 6410 · Supplies	9,525.40	35,000.00	-25,474.60
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	16,815.40	65,000.00	-48,184.60
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	9,630.30	20,000.00	-10,369.70
6611 · Training			
6612 · Training - Paid/Vol	6,503.96	0.00	6,503.96
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	6,503.96	31,000.00	-24,496.04
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	4,569.47	40,000.00	-35,430.53
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	1,118.27	15,000.00	-13,881.73
6650 · Emergency/First Aid Equipment	0.00	5,000.00	-5,000.00
6655 · Replacement Equipment	2,103.73	40,000.00	-37,896.27
6670 · Vehicle Equip-Radios/Pagers	0.00	10,000.00	-10,000.00
6675 · UFSA	182.00	8,300.00	-8,118.00
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	533,063.51	2,863,866.26	-2,330,802.75
Net Ordinary Income	-48,464.56	190,000.00	-238,464.56
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	-48,464.56	75,000.00	-123,464.56



JACKSON FIRE

BUREAU of FIRE PREVENTION



Lag B'Omer Bon Fire Permit Guidelines

Below you will find some simple steps that the Ocean County Fire Marshal's Office created in an effort to help us ensure that we can assist you in celebrating this holiday in safest manner possible again this year.

- A permit application must be fully filled out and submitted to the Bureau of Fire Prevention along with the permit fee of \$54 a minimum of 72 hours prior to the proposed event.

NOTE: A unpaid permit fee will cause the Fire Bureau to cancel the event.

- The size of the bon fire may be no larger than 5' x 5' x 5'.
- Bon Fires must be kept a minimum of 50' from any building, structure or combustible / flammable materials.
- All participants attending the bon fire must remain a safe distance from the fire at all times.
- Fuel for bon fires may only be seasoned dry wood.
- Bon fires can be ignited by the use of a small quantity of paper or cardboard only.

NOTE: The use of any type of any type of flammable liquid is strictly prohibited and may result in the fire being extinguished and the permit being revoked.

- An adult must be present to ignite the fire. The adult shall remain present during the event and for a minimum of 30 minutes after extinguishment to ensure the fire is out.
- The ignition time of the bon fire you submit to us must be adhered to. With multiple events taking place in various locations of the town our staff are scheduled by time slots. Changing your event time by more than a half hour may result in the permit not being approved.
- An approved way of controlling and or extinguishing the fire must be in place prior to the ignition of the bon fire. We recommend the use of a garden hose.

Any questions can be forwarded to

Fire Official Stanley O'Brien Jr. at (732) 928-7848

or

sobrienjr@jacksonfiredist4.org

Board of Fire Commissioners Career Department Report
May 9, 2024

Building & Truck Report

Station 1

- Smoke / Heat detectors and manual pull stations are upgraded to addressable modules work is complete. Work is being performed by Safe and Secure Security Systems LLC.

Station 1& 2

- Landscaper K.C. Greenscapes performed the Spring cleanup, edged, and mulched beds.

Unit 5414

- Vehicle would not shift into drive when on a fire call. Skillenders Auto serviced the vehicle, repaired shifting linkage, and installed new brakes.

Unit 5417:

- Unit is back in service- Passed pump testing on 4/15/24 by Industrial Inspection and Analytics "Industrial- IA"

Unit 5401:

- Ladder racks were adjusted to they keep, burnt out LED light fixture on rear of vehicle was replaced.

Unit 5408:

- S&S Fleet services found loose wiring at ignition control panel found. start issue with belly pump is and to conduct a D.O.T. inspection on truck and trailer working on maintenance punch list.

Unit 18407:

- Vehicle is back from auto body repairs and is back in service.
- Vehicle was serviced and has new batteries installed at Skillinder's Auto.

Special Details / Projects / Notification / Training

- 5 SCBA Bottles were taken Out of Service due to hitting end of Life. We are waiting on a budget to approve SCBA Purchase that was approved previous meeting.
- "First Due" Emergency reporting platform is up and running for 2024 reporting year. Chief Ohara is in the process of transferring the 2023 EMS reports, and legacy data.
- 5 Turnout Jackets were sent out for repair to "Gear Wash"
- FF McCloskey taught CPR at Station 54 on 4/28/24.
- 1- Industrial Scientific MX4 Gas meter was sent out for repair. (Sensors failed)
- 4/22/24- Extrication Drill at Station 2
- 4/23/24- Water Supply Lecture at Sta. 54 Main Building taught by Lt. Poppe (Jackson Fire Dist.2)
- 5/2/2024 -CEVO Lecture Sta. 54 Main Building being taught by FF. Fiore
- Walkthroughs and Building familiarization were conducted at:
 - 6 North Hope Chapel Road New Self storage facility
 - 2160 West County Line Road - Extra Space Storage
 - 485 Hyson RD - New Construction industrial complex
 - 280 Bismark RD A&A Truck 3
 - 30 Bismark RD United Site Service
- 5/23/24 Penetrating Trauma at Jackson First Aid 1000hrs

Board of Fire Commissioners Career Department Report
May 9, 2024

- FF Esposito Finished-Fire Inspector school April 15 - April 30th (Day Classes) TRFA
 - Firefighter Esposito has requested to continue his training by requesting to attend a daytime Fire Official Course at Toms River Fire Academy. Firefighter Esposito is also actively looking for a Fire Investigator Course at the National Fire Academy of accepted in the summer semester he will be placed on a training schedule for the 2-week period for the course.
- 5 SCBA Bottles were taken Out of Service due to hitting end of Life. We are waiting on a budget to approve SCBA Purchase that was approved previous meeting.
 - 3-6 month turn around when ordered
 - Updated quote provided
- Fire Recovery Billing- Resolution attached.
- Apparatus 5417
 - I would like to have a serious discussion about the immediate future of the apparatus. Captain Leonard both agree that we need to seriously consider selling this apparatus due the increased and continuous maintenance cost.

Submitted by: Lt. Steven Porth

Please copy the information below ONTO YOUR
LETTERHEAD, sign, and email to us:



**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



I hereby give Fire Recovery USA the authority to send unpaid accounts to
collections.



Signature of Commissioner

SECTION 4: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Resolutions of the Board.

SECTION 5: This resolution shall take effect at the date of adoption.

SECTION 6: The Mitigation Rates lists in Exhibit A will increase annually based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor. Rate adjustments will occur on the anniversary date of this ordinance/resolution to keep the fire department's cost recovery program in conformity with increasing operating expenses.

THE ABOVE WAS PASSED

Signature: Shane O'Brien

Name (printed): Shane O'Brien

Title: Clerk

Date: 5/9/24