

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

Minutes of Meeting Held
November 13, 2025

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 Couceiro at 6:061pm. 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 Couceiro, Goldman, Jamison and Tremer were present. Commissioner Torres participated via remote communication; Board Attorney Braslow participated via remote communication.

Minutes: Approval of Minutes from the October 9 2025 meetings were motioned by Commissioner Goldman seconded by Commissioner Tremer. Motion passed by unanimous consent.

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 November 13, 2025 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner Tremer motioned to accept the Treasurer's report and pay the bills seconded by Commissioner Goldman. Motion passed by unanimous consent.

Legal Report: Board Attorney Braslow advised the Board that there was not much to report. They are working on the Local Finance Board application for the new truck. There might be bills to report on at the next meeting.

Truck & Building Report: A copy of the written report is attached to the original minutes and incorporated herein by reference. Deputy Chief Leonard reviewed some points with the Board. He also reported that the NJ State Forestry donated a leaf blower to the district.

Chief's Report: Chief Stan O'Brien was absent. He submitted a written report which was ready by President Hoffman. A copy of the Chief's report is attached and incorporated herein by reference.

President's Report: no written report submitted. President Darren Hoffman verbally reported on the following: 1. Lack of communication regarding the changing of room assignments (topic was discussed with previous Chief) 2.

Appeal letters have been sent out (review of address labels for out of district addresses was done) 3. Still waiting for second check (Cheryl to add it to the list); 4. Agreement has expired and Commissioner Couceiro to schedule a meeting

Fire Official Report: Fire Official report by Fire Official O'Brien was submitted to the Board. A copy of the report is attached to the original minutes and incorporated herein. Discussion in plans, water suppression, etc.

Work Orders: None discussed

Old Business: Changing of room assignments/room painting: Commissioner Tremmer advised that he received an invoice from in the amount of \$2,583.93. Discussion on quality of work provided. Commissioner Tremmer motioned to reimburse 50% on the invoice, seconded by Commissioner Jamison. Motion carried with one (1) abstention (Commissioner Couceiro). Tile floor: Deputy Chief Leonard reported on a field inspection he made at the request of Commissioner Tremmer. Commissioner Tremmer reported that he went to Paterson and reviewed their tile installation. Advantage: this tile would eliminate the need to epoxy the floor every ten years. Cost is approximately \$10,000 more than epoxy. There is a lifetime guarantee on the tiles. Issue was put-on hold so other fire stations that are using the product can be visited.

Executive Session: Commissioner Goldman motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing of personnel seconded by Commissioner Tremmer at 6:435pm. Motion passed by unanimous consent. The Executive Session adjourned at 7:11pm.

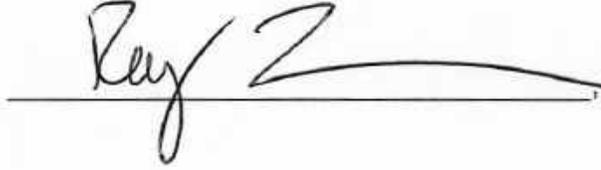
New Business: Josh Griffin filed for IGT. Commissioner Couceiro reported that he will be transferring to District #3. Transfer date has not been finalized on that. District #3 is requesting the transfer happen before the end of the year. The chiefs of the two districts (#3 & #4) are to work it out. Commissioner Tremmer reported to the Board that there is a Facebook group regarding the Fire district consolidation of Jackson. The person is putting out false information Everyone is encouraged not to engage with this person. Discussion regarding compliance with Division of Fire Safety. According to Captain Porth, they have been working with the Division of Fire Safety. The district will be in compliance by January 1, 2026. Discussion on what trucks are used for. (i.e.) 5407 – is there a need for it; '98: what will this be used for – plowing this winter; 5408 – no drivers for the tanker, etc. Commissioner Tremmer requested that a breakdown for all apparatus be prepared for the Board's review. IT contract was reviewed by Board Attorney Braslow and returned with some proposed changes. Commissioner Jamison asked about the status of the Chief's truck. Deputy Chief Leonard reported that he has estimates on his desk. He is also obtaining prices from state contract vendors and co-ops. When asked if the truck could be purchased next month, he replied yes.

Correspondence:

Mail: None

Pubic Session: None

Adjournment: With no other business to come before the Board, Commissioner Tremmer motioned to adjourn the meeting, seconded by Commissioner Jamison. Meeting was adjourned at 7:32 p.m. by Commissioner Couceiro.


Clerk

November 13, 2025

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

November 13, 2025

Meeting Time 6:00PM 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

12:31 PM
11/13/25
Accrual Basis

Board of Fire Commissioners
Cash Balance Report
As of November 13, 2025

	Nov 13, 25	
	<u>Debit</u>	<u>Credit</u>
1009 · Provident Bank Operating	422,693.29	
1011 · Provident Bank Payroll	64,252.40	
1012 · Provident Bank Fire Bureau	31,670.96	
TOTAL	<u>518,616.65</u>	<u>0.00</u>

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through November 13, 2025

	Jan 1 - Nov 13, 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,949,285.09	2,835,323.77	-886,038.68
4015 · Amount to be raised by tax Ref	0.00	210,871.08	-210,871.08
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	85.06	1,500.00	-1,414.94
4350 · Grant Income	60,000.00	60,000.00	0.00
4750 · Bureau of Fire Prevention Incm	62,801.89	35,000.00	27,801.89
4800 · Other Income	10,654.25	0.00	10,654.25
4910 · Restricted Fund Balance	0.00	300,000.00	-300,000.00
Total Income	2,082,826.29	3,447,036.85	-1,364,210.56
Gross Profit	2,082,826.29	3,447,036.85	-1,364,210.56
Expense			
5110 · Salaries - Commissioners	6,500.00	22,500.00	-16,000.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	3,102.00	0.00	3,102.00
5120 · Salaries - Secretary - Other	0.00	3,000.00	-3,000.00
Total 5120 · Salaries - Secretary	3,102.00	3,000.00	102.00
5210 · Elections	6,811.75	8,000.00	-1,188.25
5220 · Office Expense			
5221 · Computers-Software	0.00	20,000.00	-20,000.00
6560 · Payroll Expenses	2,826.26	0.00	2,826.26
5220 · Office Expense - Other	8,533.82	14,000.00	-5,466.18
Total 5220 · Office Expense	11,360.08	34,000.00	-22,639.92
5230 · Professional Services			
5240 · Auditing	13,849.70	0.00	13,849.70
5243 · Bookkeeper	30,000.00	0.00	30,000.00
5245 · Legal fees	23,760.00	0.00	23,760.00
5230 · Professional Services - Other	9,490.00	80,000.00	-70,510.00
Total 5230 · Professional Services	77,099.70	80,000.00	-2,900.30
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6103 · Firefighter Salaries Referendum	0.00	210,871.08	-210,871.08
6105 · Salaries-Deputy Chief	129,538.60	141,970.50	-12,431.90
6115 · Salaries & Wages - Captain	111,107.50	121,737.90	-10,630.40
6120 · Salaries - Full Time Fire	498,660.11	637,708.07	-139,047.96
6125 · Clothing Allowance	8,004.00	15,000.00	-6,996.00
6130 · Salaries - Fire Official			
6133 · Fire Inspector	10,000.00	10,000.00	0.00
6130 · Salaries - Fire Official - Other	15,000.00	15,000.00	0.00
Total 6130 · Salaries - Fire Official	25,000.00	25,000.00	0.00
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-FireFighter LT&CPT OT	59,600.57	0.00	59,600.57
6142 · Salaries-Firefighters OT	31,599.29	0.00	31,599.29
6140 · Salaries - Firefighter Overtime - Other	0.00	70,000.00	-70,000.00
Total 6140 · Salaries - Firefighter Overtime	91,199.86	70,000.00	21,199.86
6145 · Salaries-Comp Time	0.00	5,000.00	-5,000.00
6180 · Payroll Taxes	66,922.25	84,007.48	-17,085.23
6185 · Employer Pension Contribution	0.00	258,907.00	-258,907.00
6190 · Fringe Benefits			
6192 · Workers Comp	28,408.00	110,000.00	-81,592.00
6190 · Fringe Benefits - Other	238,155.04	289,215.83	-51,060.79
Total 6190 · Fringe Benefits	266,563.04	399,215.83	-132,652.79
6210 · Insurance	172,661.28	90,000.00	82,661.28
6220 · Advertising	1,254.97	2,000.00	-745.03

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through November 13, 2025

	Jan 1 - Nov 13, 25	Budget	\$ Over Budget
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	4,005.54	0.00	4,005.54
6314 · M&R - Truck #5404 2012 Tahoe	6,912.24	0.00	6,912.24
6315 · M&R - Truck #5405 Ladder	13,271.04	0.00	13,271.04
6317 · M&R -Truck # 5401 Pumper New	10,948.93	0.00	10,948.93
6320 · M&R - Truck #5410 Asst Chief	15,114.43	0.00	15,114.43
6322 · M&R - Truck #5411 Pumper	21,097.40	0.00	21,097.40
6323 · M&R - Truck #5414 Tahoe 2011	2,398.98	0.00	2,398.98
6330 · M&R - Truck #5419 Lg Brush	2,211.39	0.00	2,211.39
6332 · M&R - Truck #5421 KME Pumper	1,843.00	0.00	1,843.00
6334 · M&R - Truck #5427 Pick Up	3,672.53	0.00	3,672.53
6338 · M&R - Truck #5437 2018 F250	7,109.40	0.00	7,109.40
6341 · M&R - Truck #18-407 Bureau	9,438.35	0.00	9,438.35
6311 · M&R - Apparatus - Other	8,670.34	0.00	8,670.34
Total 6311 · M&R - Apparatus	106,693.57	0.00	106,693.57
6350 · M&R - Building #1	18,217.36	0.00	18,217.36
6355 · M&R - Building #2	5,922.74	0.00	5,922.74
6370 · M&R - Equipment	15,828.65	0.00	15,828.65
6310 · Maintenance & Repairs - Other	0.00	150,000.00	-150,000.00
Total 6310 · Maintenance & Repairs	146,662.32	150,000.00	-3,337.68
6410 · Supplies			
6411 · Supplies - Fuel	36,230.41	0.00	36,230.41
6410 · Supplies - Other	4,969.92	35,000.00	-30,030.08
Total 6410 · Supplies	41,200.33	35,000.00	6,200.33
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	49,478.95	65,000.00	-15,521.05
6513 · Fire Service Agreement	25,000.00	50,000.00	-25,000.00
6515 · Hydrant Rent	34,860.00	80,000.00	-45,140.00
6610 · Misc. Firefighter Expenses			
6617 · Physicals	18,695.60	0.00	18,695.60
6610 · Misc. Firefighter Expenses - Other	21,174.59	20,000.00	1,174.59
Total 6610 · Misc. Firefighter Expenses	39,870.19	20,000.00	19,870.19
6611 · Training			
6612 · Training - Paid/Vol	21,910.60	0.00	21,910.60
6616 · Fire Science Education	0.00	10,000.00	-10,000.00
6611 · Training - Other	0.00	25,000.00	-25,000.00
Total 6611 · Training	21,910.60	35,000.00	-13,089.40
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	17,525.66	40,000.00	-22,474.34
6625 · Joint District Expenses	750.00	2,000.00	-1,250.00
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	5,352.38	15,000.00	-9,647.62
6650 · Emergency/First Aid Equipment	0.00	5,000.00	-5,000.00
6655 · Replacement Equipment	7,322.94	40,000.00	-32,677.06
6670 · Vehicle Equip-Radios/Pagers	0.00	12,000.00	-12,000.00
6675 · UFSA			
6675a · Office Supplies	407.16	0.00	407.16
6675b · Membership	1,003.00	0.00	1,003.00
6675c · Computer Software-Bureau	2,983.14	0.00	2,983.14
6675d · Fire Prevention Expenses	738.59	0.00	738.59
6675e · Fire Prevention Education	117.53	0.00	117.53
6675 · UFSA - Other	0.00	8,300.00	-8,300.00
Total 6675 · UFSA	5,249.42	8,300.00	-3,050.58

12:30 PM

11/13/25

Accrual Basis

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through November 13, 2025

	<u>Jan 1 - Nov 13, 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
6910 · LOSAP	0.00	40,000.00	-40,000.00
6990 · Contingent-Operating	0.00	2,000.00	-2,000.00
8110 · Capital Lease - Prin	122,318.99	116,880.65	5,438.34
8120 · Capital Lease - Interest	0.00	5,438.34	-5,438.34
Total Expense	<u>1,993,286.92</u>	<u>2,987,036.85</u>	<u>-993,749.93</u>
Net Ordinary Income	89,539.37	460,000.00	-370,460.63
Other Income/Expense			
Other Expense			
8054 · Capital	203,184.71	460,000.00	-256,815.29
Total Other Expense	<u>203,184.71</u>	<u>460,000.00</u>	<u>-256,815.29</u>
Net Other Income	<u>-203,184.71</u>	<u>-460,000.00</u>	<u>256,815.29</u>
Net Income	<u><u>-113,645.34</u></u>	<u><u>0.00</u></u>	<u><u>-113,645.34</u></u>



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



465-B North County Line Road 📍 Jackson, New Jersey 08527

November 2025 Chiefs Report

Date: November 13, 2025

- For October 2025, Jackson Fire District No. 4 responded to a total of 84 dispatches, with 49% for EMS calls and 51% for Fire calls.
- The volunteer department chiefs continue to meet with the career department officers to discuss the:
 - Development of proper lines of communication to ensure adequate command and proper coverage of the district continues to be maintained.
 - Collaboration and alignment between departments through joint training, drills and community outreach events (see list below).
 - Efforts towards completion or compilation of documentation as dictated by DCA Fire Services Minimum Mandatory Training and Certification Requirements.
 - DCA's written Procedures Required by Fire Department and develop uniformity within the district-wide Standard Operating Guidelines created by Deputy Chief Leonard and Captain Porth.
- Collaborative efforts by the career department and volunteer department officers continue to ensure that all NIFRIS reports to date are being completed in a timely manner within the First Due software.
- The following community outreach and training events were successfully completed during the month of October:
 - Saturday, October 4, 2025: Touch a Truck Fundraiser – Freehold
 - Sunday, October 5, 2025: JMFC Open House – Station 1
 - Saturday October 11, 2025: Wounded Warrior Escort - Jackson Justice Complex.
 - Wednesday, October 15, 2025: Trunk or Treat – Bartleys.
 - Friday, October 17, 2025: Jackson High School Homecoming Football Game
 - Saturday, October 18, 2025: Jamesburg FD Parade and Celebration
 - Sunday, October 19, 2025: Trunk or Treat – Bubbakoos Plaza
 - Sunday, October 19, 2025: Jackson High School Band Championship Win Escort
 - Friday, October 24, 2025: Trunk or Treat – Elms Elementary School
 - Friday, October 24, 2025: Trunk or Treat – Crawford-Rodriguez Elementary School
 - Saturday, October 25, 2025: Trunk or Treat – Four Seasons at South Knolls
 - Saturday, October 25, 2025: Trunk or Treat – Solomon Ct. (cont.)

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 13, 2025

Monthly Bureau Report **Fire Prevention Bureau Monthly Report**

Inspections:

- Inspections are being completed as normal.
- A total of 310 resale inspections has been completed year-to-date.

Site Plans Received and Finalized:

- Plans received, Office/Warehouse on Herman Road, Block 2301 Lot 6. Mark up was sent back for repairs.

Permits:

- 10/31 BBQ on Wheels Food Truck / Boda's Backwoods Haunt at 120 West Pleasant Grove Road.
- 11/8 Cee Gee's Pig Roast (Jackson Fire Dist.3)
- 11/8 Paleschis Pizza Truck - 400 South New Prospect Road (Jackson Fire Dist.3)

Fire Investigations:

- 11/5 Electrical Fire with injury reported @ 1 Greenwich Drive

Assistance Provided:

- 10/27 Structure Fire 2 Oregon Ave (District 3)
- 10/28 Vehicle Fire at Jackson Police (District 2)
- 11/15 Cooking Fire 730 Freehold Road (District 2)

Fire Prevention Details:

- 11/10 Fire Prevention at The Learning Experience
- 11/5 Fire Prevention at The Prep Academy
- Truck or Treat Events – Jackson Twp. , JLK Event, Elms School, Goetz School, Bartley Healthcare, Innovate
- 11/17 Bartley Healthcare scheduled a Firehouse Visit @ 1:30pm
- 12/14 Public Menorah Lighting / Fire Safety Event @ The Firehouse. Time TBD.

Call Outs / Complaints & Projects:

- Complaint was referred from the Building Department, Propane tanks / Heaters being used during construction at The Club on Freehold Road, Permit was issued after site inspection.

Respectfully submitted,
Stanley O'Brien Jr.

Board of Fire Commissioners Career Department Report
12/10/2025

Building & Truck Report

Station 1

- Generator was inspected fuel level is full.

Station 2

- Polymovent repaired activation micro switch for unit 5421 exhaust system. Repaired by Clean Air Co. Came back a second time to make a minor adjustment. (Warranty.)

Unit 5421- Sutphen

- Unit leaking antifreeze expansion tank bolts fell out. Blaze notified for repair. Will have technician out 11/14/25 morning.

Unit 5401- 2025 Pierce

- Rear brakes sticking had to be cleaned and adjusted. S&S Fleet Services
- Batteries were replaced.

Unit 5400 2021 Chevy Tahoe

- Vehicle went back to Freehold Chevrolet for a second opinion and still being monitored for oil consumption.

Unit 5410 2018 Chevy Tahoe-

- New engine installed by Skillender's Auto. Unit is back in service. No issues to report.

Unit 5427- 1997 Ford F-250

- Developed a significant diesel fuel leak. Repaired by Skillender's Auto.

Training:

- 10/10/25- Winter Emergencies- at Jackson EMS
- 10/29/25- All Hazards Disaster Response at Jackson First Aid
- 10/30/25- Ice Water Rescue Awareness lecture delivered by Central Jersey Compliance Company
- 10/30/25- FF Esposito- Attended a strategies and tactics class.
- Jackson Fire District 4 is hosting a (No Cost) EV Class sponsored by Bosch On Tuesday October 28, 2025 Two Session - 12 to 4pm and 5- 9pm
- 11/3/25 - Incident Report Writing class Scott Royle NJ Division of Fire Safety
- 11/06/25- In house RIT Pack Familiarization and Training
- FF Marrero finished - Fire Instructor Level I
- 1215 East Veterans Hwy- Multiple training exercises were conducted on acquired structures, TIC Training, Firefighter Survival, Engine Company Operations, Truck/Ladder Company Operations.
- Capt. Porth attended- Suburban engine company tactics at MCFA
- DC Leonard is currently attending Incident Safety Officer Class at TRFA