

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

Minutes of Meeting Held
October 9, 2025

Notice of the time, date, location and agenda of this meeting to the extent then known, was duly published at least forty-eight hours in advance of this meeting, by posting on the official bulletin board and by publications in the official newspapers of the Board. 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 Chairman Couceiro at 6:25 pm. Board Attorney Braslow read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Couceiro, Goldman and Jamison were present. Commissioner Torres and Tremer were present via Zoom. Board Attorney Braslow was also present.

Minutes: Minutes from the Sept 11 Special Mtg and Sept 25 Regular Mtg were approved by Commissioner Goldman and 2nd by Commissioner Tremer.

Legal Report-Board Attorney Braslow went over the budget timeline and the process for a referendum. The Truck was approved by the LFB. He will move forward with Bond Council to get bonding. The board did the 1st reading to add Battalion Chief to the structure and the Board Attorney will advertise.

Treasurer's Report -The report and bill list (a copy of which is attached to the original minutes and incorporated herein by reference) as of October 9, 2025, was read by Commissioner Jamison. Commissioner Goldman motioned to pay the bills and approve the Treasurer's report as listed seconded by Commissioner Tremer. Motion passed by unanimous consent. Commissioner Couceiro motioned to keep the Commissioner Comp the same for 2026, Commissioner Goldman seconded, All Aye. A resolution will be prepared and sent to the township clerk for Municipal approval.

Truck & Building/Career Department Report - read by Deputy Chief Leonard (a copy of the written report is attached to the original minutes and incorporated herein by reference.) Windows 11 is now required, and the office computers need to be replaced. CoMar came back with a competitive quote for IT services and Commissioner Goldman moved to go forward with CoMar and 2nd by Commissioner Tremer. All Aye. Fire Recovery Claims have reached \$21K. Commissioner Tremer said tree trimming needs to be done. Deputy Chief Leonard said they will do a chainsaw drill and take care of it. 10/28 2-4pm is a drill on EV training. The parking lots need to be milled and a quick fix to seal was not recommended by the contractor. Milling a small section at a time to fit within the budget parameters was proposed by Deputy Chief Leonard.

Chief's Report – The report by Chief O'Brien (a copy of which is attached to the original minutes and incorporated herein by reference) 90 Fire Calls to date, 36 EMS calls. Communication within the town with the chiefs has been very good.

President's Report –President Hoffman said all the LOSAP monies have been deposited into the volunteer's account. The volunteers are requesting their 2nd half of the budgeted monies for the Fire Service Contract. The volunteers are working on staffing for the Wounded Warriors parade. The new contract for Fire Service is still being reviewed.

Fire Bureau: read by Fire Official Stanly O'Brien (a copy of the written report is attached to original minutes and incorporated herein by reference). Getz school put tables in the hallway for lunch. This is a violation, and they removed to comply. The Frank Applegate school expansion plan was submitted and there was a short discussion.

Work Orders: addressed in the Truck & Building/Career Department report.

Old Business/Correspondence:

None

Correspondence:

None

New Business:

None

Executive Session: Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel matters, seconded by Commissioner Couceiro. Motion passed by unanimous consent (roll call vote – all "yes" votes) at 6:45 p.m. Subject matter to be released when it is no longer privileged. The executive session ended at 6:58 p.m. and the Board reconvened the public session.

Adjournment: With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Meeting adjourned 7:00 pm.

 _____, Clerk

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

October 9, 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

Board of Fire Commissioners

Cash Balances

As of October 9, 2025

	Oct 9, 25	
	Debit	Credit
1009 · Provident Bank Operating	725,519.75	
1011 · Provident Bank Payroll	64,252.40	
1012 · Provident Bank Fire Bureau	31,670.96	
TOTAL	821,443.11	0.00

Board of Fire Commissioners
Treasurer Report
 As of October 9, 2025

Type	Date	Num	Name	Debit	Credit
1009 - Provident Bank Operating					
Bill Pmt -...	10/09/2025	7128	Asbury Park Press		11.00
Bill Pmt -...	10/09/2025	7129	BHMG-Corporate Care		4,159.00
Bill Pmt -...	10/09/2025	7130	Burlington County ESTC		83.00
Bill Pmt -...	10/09/2025	7131	Firefighter One LLC		276.76
Bill Pmt -...	10/09/2025	7132	Freehold Cartage, Inc.		305.99
Bill Pmt -...	10/09/2025	7133	IIA Fire Department Testing		7,427.05
Bill Pmt -...	10/09/2025	7134	Kenneth Esposito		93.59
Bill Pmt -...	10/09/2025	7135	KS STATEBANK		122,318.99
Bill Pmt -...	10/09/2025	7136	LytX, Inc.		509.60
Bill Pmt -...	10/09/2025	7137	NetLink Web Services, LLC		199.00
Bill Pmt -...	10/09/2025	7138	The Generator Guys LLC		523.58
Bill Pmt -...	10/09/2025	7139	Tilton Body Works V		1,837.63
Bill Pmt -...	10/09/2025	7140	Witmer Public Safety Group		7,425.04
Bill Pmt -...	10/09/2025	7141	IIA Fire Department Testing		1,178.75
Bill Pmt -...	10/09/2025	7142	Richard Braslow ESQ		1,500.00
Total 1009 - Provident Bank Operating				0.00	147,848.98
TOTAL				0.00	147,848.98

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through October 9, 2025

	Jan 1 - Oct 9, 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	8,093.82	14,000.00	-5,906.18
Total 5220 · Office Expense	10,920.08	34,000.00	-23,079.92
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	22,260.00	0.00	22,260.00
5230 · Professional Services - Other	9,291.00	80,000.00	-70,709.00
Total 5230 · Professional Services	75,400.70	80,000.00	-4,599.30
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	16,636.28	90,000.00	-73,363.72
6220 · Advertising	1,254.97	2,000.00	-745.03

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through October 9, 2025

	Jan 1 - Oct 9, 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	4,868.46	0.00	4,868.46
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	1,118.41	0.00	1,118.41
6322 · M&R - Truck #5411 Pumper	21,097.40	0.00	21,097.40
6323 · M&R - Truck #5414 Tahoe 2011	878.46	0.00	878.46
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	2,128.51	0.00	2,128.51
6338 · M&R - Truck #5437 2018 F250	7,109.40	0.00	7,109.40
6341 · M&R - Truck #18-407 Bureau	9,294.19	0.00	9,294.19
6311 · M&R - Apparatus - Other	8,670.34	0.00	8,670.34
Total 6311 · M&R - Apparatus	87,445.07	0.00	87,445.07
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	14,311.65	0.00	14,311.65
6310 · Maintenance & Repairs - Other	0.00	150,000.00	-150,000.00
Total 6310 · Maintenance & Repairs	125,896.82	150,000.00	-24,103.18
6410 · Supplies			
6411 · Supplies - Fuel	30,530.57	0.00	30,530.57
6410 · Supplies - Other	4,969.92	35,000.00	-30,030.08
Total 6410 · Supplies	35,500.49	35,000.00	500.49
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	46,608.55	65,000.00	-18,391.45
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	18,405.60	0.00	18,405.60
6610 · Misc. Firefighter Expenses - Other	19,949.59	20,000.00	-50.41
Total 6610 · Misc. Firefighter Expenses	38,355.19	20,000.00	18,355.19
6611 · Training			
6612 · Training - Paid/Vol	16,857.30	0.00	16,857.30
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	16,857.30	35,000.00	-18,142.70
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	14,198.88	40,000.00	-25,801.12
6625 · Joint District Expenses	750.00	2,000.00	-1,250.00
6630 · Building Rennovations	4,200.00	10,000.00	-5,800.00
6635 · Equipment-Non-Bondable	0.00	30,000.00	-30,000.00
6640 · SCBA	669.21	15,000.00	-14,330.79
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

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
 January 1 through October 9, 2025

	Jan 1 - Oct 9, 25	Budget	\$ Over Budget
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	1,795,408.93	2,987,036.85	-1,191,627.92
Net Ordinary Income	287,417.36	460,000.00	-172,582.64
Other Income/Expense			
Other Expense			
8054 · Capital	203,184.71	460,000.00	-256,815.29
Total Other Expense	203,184.71	460,000.00	-256,815.29
Net Other Income	-203,184.71	-460,000.00	256,815.29
Net Income	84,232.65	0.00	84,232.65



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

October 2025 Chiefs Report

Date: October 9, 2025

- For September 2025, Jackson Fire District No. 4 responded to a total of 90 dispatches, with 36% for EMS calls and 64% for Fire calls.

- The current volunteer department chiefs and their staff continue to meet with the career department officers. These meetings have included:
 - Workshop between Captain Porth and Captain Burtchell to develop a standardized Class-B uniform and associated dress code. The proposed uniform details shall be compiled and formally submitted to the Board for review, modifications if deemed necessary and approval. Quartermaster Labbe is in the process of obtaining pricing and will compile the order request to outfit the volunteer department for review and approval by the executive board and subsequent release of funds by the membership.
 - Meetings to review and develop proposed updates to box assignments with Station 55 & Station 56 and mutual aid assignments with Millstone FD (32-1).
 - Development of proper lines of communication to ensure adequate command and proper coverage of the district is maintained.
 - Discuss further collaboration and alignment between departments through joint training and drills.
 - Efforts towards completion or compilation of documentation as dictated by DCA Fire Services Minimum Mandatory Training and Certification Requirements.
 - The volunteer chiefs are continuing to work through scheduling meetings to address 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.



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

- The following community outreach and training events are scheduled for 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 0930 hrs. at Jackson Justice Complex.
 - Sunday, October 12, 2025: Live Burn 0800-1200 hrs. - Toms River Fire Academy
 - Saturday, October 25, 2025: Trunk or Treat – Solomon Ct.
 - Monday, October 27, 2025: Live Burn 1900-2200 hrs. - Toms River Fire Academy
 - Tuesday, October 28, 2025 Electric Vehicle Training – Station 1
 - Saturday, October 29, 2025: Trunk or Treat – Romeo's Plaza.

Sincerely,

Stanley O'Brien Sr.
Fire Chief (5400)
Jackson Mills Volunteer Fire Company

Transcription by:
Joseph Krzyzewski
Deputy Chief (5410)
Jackson Mills Volunteer Fire Company

Board of Fire Commissioners Career Department Report
October 9, 2025

Building & Truck Report

Station 1

- Starter was replaced on standby generator by The Generator Guys

Station 2

- Polymovent repaired activation micro switch for unit 5421 exhaust system. Repaired by Clean Air Co. (Under Warranty)

Unit 5411- 2001 KME

- Broken leaf springs replaced by S&S Fleet Services.

Unit 5401- 2025 Pierce

- Appointment with S&S Fleet Services to have rear brakes checked / adjusted.

Unit 5400 2021 Chevy Tahoe

- Vehicle went back to Lakewood Chevrolet and still being monitored for oil consumption. Voice Message left for Andy Favata Chevrolet of Lakewood service manager. (No Response)

Unit 5410 2018 Chevy Tahoe-

- New engine is being installed by Skillender's Auto should be finished by 10/10/2025.

Unit 5414- 2011 White Tahoe

- Rear hatch stuck in the closed position. Latch and handle components replaced. Truck was repaired by Skillenders Auto.

Unit 5404- 2012 Green Tahoe

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

Training:

- 9/12/25- Diabetic Emergencies at Jackson First Aid
- 10/08/25- In-house Paratech strut review
- 10/09/25 The Central Jersey Compliance Company. Lifting and moving (hands on) Paratech Equipment
- 10/10/25- Winter Emergencies at Jacksom EMS
- FF Marrero attending Fire Instructor Level I

Walkthroughs and Building familiarization were conducted at:

- Down to Earth Landscaping (New Office)- 705 Wright Debow Rd,
- PRP Services, Inc. 640 Diamond Rd,
- Palfinger USA, LLC, 632 Cedar Swamp Rd.
- Shoprite 260 N. Count line Rd.
- Davita Dialysis 260 N. Count line Rd.

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.

October 9, 2025

Monthly Bureau Report

Fire Prevention Bureau Monthly Report

Inspections:

- Inspections are being completed as normal.
- A total of 279 resale inspections has been completed year-to-date.

Site Plans Received and Finalized:

- Plans were updated for Life Storage 400 North County Line Road, Added interior storage units / FDC.
- Amended Plans were submitted for 146 North County Line Road, Adding EV Parking for Office Building.

Permits:

- 10/9 – Tent Permit for Jackson PBA #168 at Jackson Mills Firehouse 550 West Commodore Blvd.

Fire Investigations:

- 9/1 Shed Fire – 7 Cedar Knoll Road
- 9/13 Burn Victim – Butterfly Campground
- 10/5 Vehicle Fire – 707 Jackson Mills Road

Assistance Provided: None

Fire Prevention Details:

- September 7th 1pm - Touch a Truck @ Orchards at Bartley
- September 14th Jackson Day – Joint Bureau Fire Prevention / Live Burn Demo Trailer
- October 13, - Kinder University,
- In the process of finalizing the Trunk or Treat Events with Chief Leonard.

Call Outs / Complaints & Projects:

- Blocked Exit doors at the Goetz School. Repairs were made and I'm working with administration to resolve the overcrowding of the lunchroom.

Respectfully submitted,
Stanley O'Brien Jr.
Fire Official

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

Resolution Dated 10/09/25

Establishing the Compensation for Members of the Board of Fire Commissioners

WHEREAS, *N.J.S.A.* 40A:14-88 provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix; and

WHEREAS, *N.J.S.A.* 40A:14-88 further provides that the compensation so fixed shall be subject to review by the governing body wherein the Fire District is located; and

WHEREAS, the compensation for members of the Board is set forth in Schedule A to the resolution.

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 Commissioners shall receive the compensation set forth on the attached schedule subject to review by the governing body of the municipality.
- (2) A copy of this resolution shall be forwarded to the governing body of the municipality upon adoption.

SCHEDULE A

POSITION	TITLE	STIPEND
COMMISSIONER	President	\$4,500
COMMISSIONER	Treasurer	\$4,500
COMMISSIONER	Secretary	\$4,500
COMMISSIONER	Vice President	\$4,500
COMMISSIONER	Asst. Sec./Treas.	\$4,500

Certification

I, Raymond Tremer III, Secretary 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 meeting held on October 9, 2025 2025.

Raymond Tremer III

Raymond Tremer III

Secretary

The foregoing resolution was introduced by Commissioner Couceiro and it was seconded by Commissioner Goldman.

RECORD OF VOTE

Members	Torres Jr	Goldman	Jamison	Couceiro	Tremer III
Yes	X	X	X	X	X
No					
Not Voting					
Absent					