

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

Minutes of Meeting Held
September 11 Special Election and Meeting, 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: A moment of silence was made for 9/11. The meeting was called to order by Commissioner Couceiro at 2:00 pm. Commissioner Couceiro read the "Open Meetings Act" statement. All participated in the Pledge of Allegiance. Election was open and the board went into recess until 6:00pm.

Roll Call: Commissioners Couceiro, Goldman, and Torres were present. Commissioner Tremer joined via zoom at 6:25pm. Commissioner Jamison was absent. Board Attorney Braslow participated via remote communication.

Minutes: Approval of Minutes from August were moved by Commissioner Goldman and second by Commissioner Couceiro.

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 September 11, 2025 was presented and left on table for public review. Commissioner Goldman read the cash balances into the record. Commissioner Torres motioned to accept the Treasurer's report and pay the bills seconded by Commissioner Goldman. Motion passed by unanimous consent.

Legal Report: Attorney Braslow was absent.

Truck & Building Report: A copy of the written report is attached to the original minutes and incorporated herein by reference. Polymovent was installed, Gear ordered, Testing done, 1 length of hose failed. Deputy Chief Leonard will be working with Deputy Chief Moore on required written procedures from DCA, Bureau of Fire Department Services, Office of Fire Department Preparedness.

Chief's Report: A copy of the written report is attached to the original minutes and incorporated herein by reference. On September 1, 2025 the voluntary transition of Chief O'Hara to active firefighter has transpired. Stanley O'Brien Sr. is the new Chief.

President's Report: no written report submitted. 99 calls, 32% EMS, Lynch, Alba, and Rosa all passed Firefighter 1, volunteers to train with the career staff for

extrication drill 9/14, 9/22. Due to the number of volunteers without applications, the Losap check was voided and reissued without those members. A question came up as to the interest that the volunteers missed out on waiting for the missing volunteer applications.

Fire Official Report: The Fire Official report by FO O'Brien was submitted to the Board. A copy of the report is attached to the original minutes and incorporated herein. 257 Resale inspections, Knox Boxes purchased, Tent permit was issued, there was a shed fire and there is an upcoming Trunk or Treat.

Work Orders: None

Old Business: First Due is up and running. Fire reports are up to date.

Executive Session: Commissioner Torres motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel seconded by Commissioner Goldman at 6:30 pm. Motion passed by unanimous consent. A motion was made to come out of executive session at 7:28PM.

New Business: A motion was made by Commissioner Torres, 2nd by Commissioner Goldman to hire Firefighter John Fiore back on Oct 1, 2025.

Resolution: A formal motion was made by Commissioner Goldman, 2nd by Commissioner Torres to acquire legal services as a hearing officer from Steven Secare Esq. All Aye.

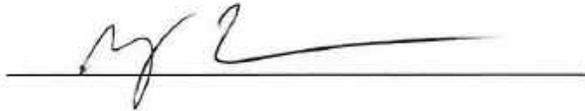
There was a homeless person out front of the fire house on the apron at night. The board is encouraging the volunteers and staff to keep the building closed. There will be an open house at Jackson Mills 10/5. Do we need staff that day? The Uniform policy is complete.

Correspondence:

Mail: None

PUBLIC: NONE

Adjournment: With no other business to come before the Board, Commissioner Torres motioned to adjourn the meeting, seconded by Commissioner Goldman. Meeting was recessed at 7:41 p.m. by Commissioner Couceiro. Election was closed at 10:00 pm.


_____, Clerk

5:20 PM
09/11/25
Accrual Basis

Board of Fire Commissioners
Cash Balance Report
As of September 11, 2025

	Sep 11, 25	
	Debit	Credit
1009 · Provident Bank Operating	504,291.89	
1011 · Provident Bank Payroll	39,137.45	
1012 · Provident Bank Fire Bureau	27,677.46	
TOTAL	571,106.80	0.00

Board of Fire Commissioners Treasurer Report As of September 11, 2025

Type	Date	Num	Name	Split	Amount
1009 - Provident Bank Operating					
Check	08/15/2025	EFT	JCP&L	6510 · Utilities	-483.92
Check	08/22/2025	EFT	WEX BANK	6411 · Supplie...	-3,431.77
Check	09/02/2025	EFT	JCP&L	6510 · Utilities	-1,712.24
Check	09/04/2025	EFT	AT&T	6510 · Utilities	-368.36
Bill Pmt -Check	09/09/2025	7114	County of Bergen	2000 · *Accoun...	-200.00
Bill Pmt -Check	09/09/2025	7115	Encore Fire Protection	2000 · *Accoun...	-927.50
Bill Pmt -Check	09/09/2025	7116	McKesson Medical Surgical	2000 · *Accoun...	-204.45
Bill Pmt -Check	09/11/2025	7099	Blaney, Donohue, & Weinberg, P.C.	2000 · *Accoun...	-1,190.00
Bill Pmt -Check	09/11/2025	7100	Evelyn Seaman	2000 · *Accoun...	-400.00
Bill Pmt -Check	09/11/2025	7101	Federal Express	2000 · *Accoun...	-38.55
Bill Pmt -Check	09/11/2025	7102	Freehold Cartage, Inc.	2000 · *Accoun...	-305.99
Bill Pmt -Check	09/11/2025	7103	Gannett NJ Newspapers	2000 · *Accoun...	-50.84
Bill Pmt -Check	09/11/2025	7104	Jackson Twp MUA	2000 · *Accoun...	-17,873.95
Bill Pmt -Check	09/11/2025	7105	Joshua Griffin	2000 · *Accoun...	-150.00
Bill Pmt -Check	09/11/2025	7106	Luke M. Seaman	2000 · *Accoun...	-400.00
Bill Pmt -Check	09/11/2025	7107	NetLink Web Services, LLC	2000 · *Accoun...	-199.00
Bill Pmt -Check	09/11/2025	7108	S&S Fleet Services	2000 · *Accoun...	-878.98
Bill Pmt -Check	09/11/2025	7109	Safe & Secure Security Systems	2000 · *Accoun...	-1,550.00
Bill Pmt -Check	09/11/2025	7110	Skillender s Service Center Inc.	2000 · *Accoun...	-3,077.54
Bill Pmt -Check	09/11/2025	7111	Toms River Fire District 1	2000 · *Accoun...	-3,000.00
Bill Pmt -Check	09/11/2025	7112	Velting Overhead Door	2000 · *Accoun...	-953.40
Bill Pmt -Check	09/11/2025	7113	Witmer Public Safety Group	2000 · *Accoun...	-1,743.50
Bill Pmt -Check	09/11/2025	7117	Lincoln Financial Group	2000 · *Accoun...	-27,368.38
Bill Pmt -Check	09/11/2025	7118	Township of West Windsor	2000 · *Accoun...	-400.00
Total 1009 - Provident Bank Operating					-66,908.37
TOTAL					-66,908.37

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through September 11, 2025

	Jan 1 - Sep 11, 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	1,240,454.15	2,835,323.77	-1,594,869.62
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	0.00	60,000.00	-60,000.00
4750 · Bureau of Fire Prevention Incm	58,808.39	35,000.00	23,808.39
4800 · Other Income	69,352.43	0.00	69,352.43
4910 · Restricted Fund Balance	0.00	300,000.00	-300,000.00
Total Income	1,368,700.03	3,236,165.77	-1,867,465.74
Gross Profit	1,368,700.03	3,236,165.77	-1,867,465.74
Expense			
5110 · Salaries - Commissioners	2,000.00	22,500.00	-20,500.00
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	22,464.00	0.00	22,464.00
5245 · Legal fees	19,260.00	0.00	19,260.00
5230 · Professional Services - Other	9,092.00	80,000.00	-70,908.00
Total 5230 · Professional Services	64,665.70	80,000.00	-15,334.30
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6105 · Salaries-Deputy Chief	102,234.60	141,970.50	-39,735.90
6115 · Salaries & Wages - Captain	87,695.50	121,737.90	-34,042.40
6120 · Salaries - Full Time Fire	412,165.01	514,986.77	-102,821.76
6125 · Clothing Allowance	6,264.00	15,000.00	-8,736.00
6130 · Salaries - Fire Official			
6133 · Fire Inspector	0.00	10,000.00	-10,000.00
6130 · Salaries - Fire Official - Other	0.00	137,721.30	-137,721.30
Total 6130 · Salaries - Fire Official	0.00	147,721.30	-147,721.30
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-FireFighter LT&CPT OT	51,181.55	0.00	51,181.55
6142 · Salaries-Firefighters OT	27,863.92	0.00	27,863.92
6140 · Salaries - Firefighter Overtime - Other	0.00	70,000.00	-70,000.00
Total 6140 · Salaries - Firefighter Overtime	79,045.47	70,000.00	9,045.47
6145 · Salaries-Comp Time	0.00	5,000.00	-5,000.00
6180 · Payroll Taxes	53,481.84	84,007.48	-30,525.64
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	146,451.94	289,215.83	-142,763.89
Total 6190 · Fringe Benefits	174,859.94	399,215.83	-224,355.89
6210 · Insurance	16,636.28	90,000.00	-73,363.72
6220 · Advertising	1,243.97	2,000.00	-756.03

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through September 11, 2025

	Jan 1 - Sep 11, 25	Budget	\$ Over Budget
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6312 · M&R - Truck #5400 Chief	2,167.91	0.00	2,167.91
6314 · M&R - Truck #5404 2012 Tahoe	4,868.46	0.00	4,868.46
6315 · M&R - Truck #5405 Ladder	12,547.49	0.00	12,547.49
6317 · M&R - Truck # 5401 Pumper New	9,817.45	0.00	9,817.45
6320 · M&R - Truck #5410 Asst Chief	1,118.41	0.00	1,118.41
6322 · M&R - Truck #5411 Pumper	3,620.58	0.00	3,620.58
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	64.54	0.00	64.54
Total 6311 · M&R - Apparatus	57,669.79	0.00	57,669.79
6350 · M&R - Building #1	17,268.56	0.00	17,268.56
6355 · M&R - Building #2	5,598.08	0.00	5,598.08
6370 · M&R - Equipment	13,994.89	0.00	13,994.89
6310 · Maintenance & Repairs - Other	0.00	150,000.00	-150,000.00
Total 6310 · Maintenance & Repairs	94,531.32	150,000.00	-55,468.68
6410 · Supplies			
6411 · Supplies - Fuel	27,098.80	0.00	27,098.80
6410 · Supplies - Other	4,969.92	35,000.00	-30,030.08
Total 6410 · Supplies	32,068.72	35,000.00	-2,931.28
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	43,554.65	65,000.00	-21,445.35
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	14,246.60	0.00	14,246.60
6610 · Misc. Firefighter Expenses - Other	9,255.74	20,000.00	-10,744.26
Total 6610 · Misc. Firefighter Expenses	23,502.34	20,000.00	3,502.34
6611 · Training			
6612 · Training - Paid/Vol	15,524.30	0.00	15,524.30
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	15,524.30	35,000.00	-19,475.70
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	4,261.08	40,000.00	-35,738.92
6625 · Joint District Expenses	750.00	2,000.00	-1,250.00
6630 · Building Renovations	4,200.00	10,000.00	-5,800.00
6635 · Equipment-Non-Bondable	0.00	30,000.00	-30,000.00
6640 · SCBA	392.45	15,000.00	-14,607.55
6650 · Emergency/First Aid Equipment	0.00	5,000.00	-5,000.00
6655 · Replacement Equipment	5,377.60	40,000.00	-34,622.40
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	645.00	0.00	645.00
6675e · Fire Prevention Education	117.53	0.00	117.53
6675 · UFSA - Other	0.00	8,300.00	-8,300.00
Total 6675 · UFSA	5,155.83	8,300.00	-3,144.17

Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through September 11, 2025

	<u>Jan 1 - Sep 11, 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	0.00	116,880.65	-116,880.65
8120 · Capital Lease - Interest	0.00	5,438.34	-5,438.34
Total Expense	<u>1,310,304.43</u>	<u>2,776,165.77</u>	<u>-1,465,861.34</u>
Net Ordinary Income	<u>58,395.60</u>	<u>460,000.00</u>	<u>-401,604.40</u>
Other Income/Expense			
Other Expense			
8054 · Capital	103,869.46	460,000.00	-356,130.54
Total Other Expense	<u>103,869.46</u>	<u>460,000.00</u>	<u>-356,130.54</u>
Net Other Income	<u>-103,869.46</u>	<u>-460,000.00</u>	<u>356,130.54</u>
Net Income	<u><u>-45,473.86</u></u>	<u><u>0.00</u></u>	<u><u>-45,473.86</u></u>

September 11, 2025
Monthly Bureau Report

Fire Prevention Bureau Monthly Report

Inspections:

- Inspections are being completed as normal.
- A total of 257 resale inspections has been completed year-to-date.

Site Plans Received and Finalized:

- Proposed Office Building at 680 Bennetts Mills Road was Approved with required changes.
- Knox Boxes were purchased for Chai Lifeline and Metedeconk Golf Club – New hotel building

Permits:

- 8/22 12 Churchill Court – Tent permit for block party.

Fire Investigations:

- 9/2 Shed Fire – 7 Knolls Drive

Assistance Provided:

- None

Fire Prevention Details:

- August 26 Little Hands Fire Prevention
- September 7th 1pm - Touch a Truck @ Orchards at Bartley
- September 14th Jackson Day – Joint Bureau Fire Prevention / Live Burn Demo Trailer

Call Outs / Complaints & Projects:

- 9/7 11pm - Water main break was reported in building #3 at Jackson Green Apartments, Crews secured the buildings, Jackson OEM, Ocean County EMS Coordinator were also on scene assisting with the evacuation. JCP&L and NJ Natural Gas secured the units.
- 9/9 Assisted DaVita Kidney Care with their annual Emergency Preparedness tabletop drill.

Respectfully submitted,
Stanley O'Brien Jr.
Fire Official



JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



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

September 2025 Chiefs Report

Date: September 11, 2025

- For August 2025, Jackson Fire District No. 4 responded to a total of 99 dispatches, with 32% for EMS calls and 68% for Fire calls.
- As of September 1, 2025, the voluntary transition of Chief Trask O'Hara to active firefighter has transpired. Immediately following, according to JMVFC Bylaw's, Deputy Chief Stanley O'Brien Sr. has assumed the role of Chief of the Department. Henceforth Chief O'Brien appointed advancement of rank to the following personnel within the line:
 - Captain Joseph Krzyzewski to Deputy Chief,
 - First Lieutenant Ryan Burtchell to Captain,
 - Second Lieutenant Steven Linde to First Lieutenant.
- Immediately following the transition of line, the current volunteer department chiefs have met with the career department officers to:
 - Develop 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,
 - Review of DCA's written Procedures Required by Fire Department document which Deputy Chief Leonard has in his possession. Moving forward, the volunteer chiefs plan to meet with Deputy Chief Leonard and Captain Porth on a routine schedule to ensure district-wide uniformity of Standard Operating Guidelines.
- Through collaborative efforts by the career department officers with the current volunteer department officers, all NIFRIS reports have been completed to date within the First Due software.
- Probationary Firefighters Cinthia Alba and Timothy Lynch have completed Firefighter 1 & 2 training at Monmouth Fire Academy. Probationary Firefighters Cinthia Alba, Timothy Lynch and Rafael Perez-Rosa have received passing grades on their DCA FF1, FF2 and associated HAZMAT course exams.