

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

Minutes of Special Meeting Held
September 25, 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 6:08 pm. Commissioner Couceiro read the "Open Meetings Act" statement. All participated in the Pledge of Allegiance.

Roll Call: Commissioners Couceiro, Goldman via phone, Jamison and Tremmer were present. Commissioner Torres was absent. Board Attorney Braslow did not participate.

Swearing in of FF Nikki Mastrodomenico by Deputy Chief Leonard

Minutes: Tabled

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 25, 2025 was presented and left on table for public review. Commissioner Tremmer motioned to accept the bills seconded by Commissioner Couceiro. Motion passed by unanimous consent.

Legal Report: No legal report.

Truck & Building Report: Deputy Chief Leonard submitted a proposal by Comar Tech in addition to Ocean Computer for IT Services. Commissioner Couceiro requested references to make a final decision on hiring the IT company. SCBAs were ordered by FF1. FF1 is on state contract. The RIT Pack will go on 5421. 5405 will get upfitted with packs. Commissioner Tremmer asked if the transition was made from Ex Chief O'Hara to Chief O'Brien? Yes. Physicals are on track. NIFRS are up through August of 2025. Commissioners requested that compliance is verified with Volunteer Minimum---Mandatory Qualifications for all Officers.

Chief's Report: Chief O'Brien was present. Nothing to report.

President's Report: Not present.

Fire Official Report: Project across from the Fire House paused.

Work Orders: None

Old Business:

Resolution : Commissioner Tremmer motioned to create a new position Battalion Chief, Commissioner Goldman 2nd, All Aye.

Executive Session: Commissioner Tremmer motioned to accept the Resolution to take the Board into an executive session for the purpose of discussing personnel seconded by Commissioner Goldman at 7:40 pm. Motion passed by unanimous consent. A motion was made to come out of executive session at 8:50PM.

New Business: 2026 Budget worksheet was presented, and the commissioners would like to add future capital to the budget going forward. The new chief truck was discussed, and Deputy Chief Leonard will be presenting quotes at the next board meeting.

A motion was made by Commissioner Goldman to move the Fire Bureau and Board Accountant to the oversized front room, so the Bureau can meet with the public. The Officers will fully take over the current Admin offices. Career staff will move their lockers to the old Bridal suite and use the existing day room in the truck bay. 2nd by Commissioner Jamison. Commissioner Couceiro Yes, Commissioner Tremmer abstained.

Commissioner Jamison requested that VFIS be contacted and appeal made since recent case work was resolved with an old claim.

Correspondence:

Mail: None

PUBLIC: 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 9 p.m. by Commissioner Couceiro.

 _____, Clerk

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

September 25, 2025

Meeting Time 7PM

Meeting called to order 7:00PM
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

Swearing in of FF Nikki M.
2026 Budget

Mail Correspondence

Per Yellow folder

6:55 PM

09/25/25

Accrual Basis

Board of Fire Commissioners

Treasurer Report

As of September 25, 2025

Type	Date	Num	Name	Split	Amount
1009 - Provident Bank Operating					
Bill Pmt -Check	09/25/2025	7121	Dafeldecker Associates	2000 - *Accoun...	-372.00
Bill Pmt -Check	09/25/2025	7122	Ecolab	2000 - *Accoun...	-316.76
Bill Pmt -Check	09/25/2025	7123	S&S Fleet Services	2000 - *Accoun...	-19,331.85
Bill Pmt -Check	09/25/2025	7124	Toms Rlver Fire District 1	2000 - *Accoun...	-1,250.00
Bill Pmt -Check	09/25/2025	7125	Witmer Public Safety Group	2000 - *Accoun...	-1,175.50
Bill Pmt -Check	09/25/2025	7126	Action Uniform Co.	2000 - *Accoun...	-368.00
Bill Pmt -Check	09/25/2025	7127	Locality Media, Inc.	2000 - *Accoun...	-9,812.25
Total 1009 - Provident Bank Operating					-32,626.36
TOTAL					-32,626.36

Board of Fire Commissioners Career Department Report
September 25, 2025

Notes:

IT Company

- Ocean Computer Group Inc.
Onboarding: \$1500
\$1500 a month.
Onsite repairs/ Projects- \$150 an hour
- COMAR Technologies
Onboarding: \$500
\$1100-1200 a month.
Onsite repairs/Projects- \$150 an hour

Capital Project

Firefighter One
SCBA Purchase: \$99,315.25 (State Contract)

Submitted,
Deputy Chief Richard Leonard

Department of Community Affairs



Office of the Director

TO: All Fire Departments
FROM: Richard J. Mikutsky - Director / State Fire Marshal
DATE: September 25, 2025
RE: Training and Certification Requirements

MINIMUM --- MANDATORY QUALIFICATIONS

Required training by ALL Firefighters/Members of the fire service:

NJAC 12:100-10.3 **training/education commensurate with firefighter duties (FF1),** quarterly education/training session in interior structural firefighting, Hazardous Materials Operations, Bloodborne Pathogens, I-100 Incident Management Systems Orientation, Hazard Communication, and Worker and Community Right to Know. *Where applicable: Confined Space Entry, Trench, High Angle, and Technical Rescue disciplines consistent with PEOSH standards*

EO-248/NJOEM-1 IS-100 Introduction to the Incident Command System, IS-200/ICS-200 Incident Command System for Initial Response, IS-700 National Incident Management System Orientation, and IS-800 National Response Framework Introduction.

AG Directive 2004-3 ICS-100 Introduction to the Incident Command System, Hazardous Materials Awareness, and Weapons of Mass Destruction Awareness.

Required training by all Officers of the fire service:

NJAC 12:100-10.3 **training/education is more comprehensive than firefighters.**

Required certifications for all Officers of the fire service:

NJAC 5:73-1.6 Incident Management System Level 1.

Required training by all Incident Commanders of the fire service:

OSHA 1910.120 Hazardous Materials On Scene Incident Commander.

Required certifications for all Coordinators of the fire service:

NJAC 5:75A-2.3 Incident Management System Level 3.

It is imperative that Fire Chiefs and municipal officials realize the responsibility they have to ensure compliance. If you have any questions, or need assistance, please contact your Regional Fire Coordinator directly or through our office at 609 913-4329. Someone will assist you in understanding how to ensure compliance.