

Jackson Township Fire District No. 3

Board of Fire Commissioners

Jackson Township, New Jersey

Minutes of Meeting Held

March 21st, 2016

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:30pm by Commissioner Brito on March 21st, 2016.

PRESENT-Commissioners: Brito, Bradley, Keller, Keegan, Siedler and District Attorney.

ABSENT- None

This meeting was duly advertised in accordance with the open business-meeting act of the State of New Jersey.

VOLUNTEER COMPANY REPORT – No new members were presented. FF Ernst has been removed from the fire company.

SECRETARIES REPORT-Commissioner Keller made a motion to accept February 2016 minutes, 2nd by Commissioner Keegan, Vote: All Aye.

TREASURER'S REPORT-Financial Reports were left on the conference table for the public and board. Treasurer's report was read by Commissioner Keller. Commissioner Bradley motioned to accept Treasurer's report, Commissioner Keegan 2nd. Vote: All Aye.

ATTORNEY REPORT- Re-Organization of Board of Fire Commissioners Fire District No. 3. 2016 reorganization of Officers: Commissioner Brito nominated for Chairman. Commissioner Bradley nominated for Vice Chair & Supervisory Commissioner. Commissioner Keller nominated for Treasurer. Commissioner Keegan nominated for Clerk. Commissioner Siedler nominated for Assistant Clerk.

Fire Bureau Report- See attached March 2016 Report. Commissioner Brito motioned to accept Fire Bureau Report. Commissioner Keegan 2nd. Vote: All Aye.

CHIEF'S REPORT-See attached Report. Station 54 will have a water rescue awareness training coming up, Dates to be announced. Setting a date for the truck committee to meet and continue discussion on a replacement plan. Gate access at Winding Ways and upcoming Westlake change. Inventory discussion almost complete. There have been 330 calls YTD. Attended the Jackson Memorial Cheerleaders Championship Welcome Home. Girl Scouts used the main station for the Cookie sale. 5504 Suction unit batteries replaced. A few packs were fixed in house for minor repairs. Three radios will be fixed and will include a 1 year warranty.

SUPERVISORY REPORT- Motion to approve requisitions listed on Agenda made by Commissioner Bradley, 2nd by Commissioner Keegan, Vote: All Aye.

OLD BUSINESS- None

NEW BUSINESS – Clerk Hode set up our account with US Fire Com. Quote for an Inventory Company was presented by District Accountant, C. Parker. C. Parker is to get two more quotes. Windows 10 upgrade has been approved. Motion by Commissioner Bradley. 2nd by Commissioner Keller. Vote: All Aye. Ccure Door Swipe System upgrade approved. Motion by Commissioner Keller. 2nd by Commissioner Keegan. Vote: All Aye. Laptop for Clerk Hode approved. Motioned by Commissioner Brito. 2nd by Commissioner Keller. Vote: All Aye. FF Somers to get quotes for landscaping ideas around the building.

OPEN TO THE PUBLIC- None

EXECUTIVE SESSION-Motion to accept a Resolution authorizing a closed session for executive session for the purpose of discussing potential litigation; lawyer-client privileged material and personnel material. Subject matter to be released when it is no longer privileged, motioned by Commissioner Brito, 2nd by Commissioner Bradley, Vote: All Aye.

Meeting closed to the public for Executive at 8:20 pm. Executive session opened at 8:22 pm. In attendance are Commissioner's Bradley, Brito, Keller, Keegan, Siedler, Clerk Hode and District Attorney.

Executive Session closed at 9:00 p.m.

Regular meeting opened at 9:01 p.m.

Motion to adjourn the meeting at approximately 9:02 pm by Commissioner Brito 2nd by Commissioner Keegan. Vote: All Aye.

Wayne Keegan

COMMISSIONER Keegan, Clerk

5:56 PM

03/21/16

Accrual Basis

Jackson Twsp Board of Fire Dist No. 3

Cash Balance Report

As of March 21, 2016

	Mar 21, 16	
	<u>Debit</u>	<u>Credit</u>
1101 · NJ State Cash Management	59,393.75	
1102 · Fulton Bank Fire Bureau 2206	24,396.10	
1106 · Shore Comm Beacon Municipal 534	211.70	
1107 · Shore Comm Bank Freedom Liq 764	103,604.18	
1108 · Fulton Bank Payroll 2205	33,866.50	
1109 · Fulton Bank General Fund 2204	22,545.80	
1111 · Fulton Bank MMKT 7655	391,802.07	
TOTAL	<u>635,820.10</u>	<u>0.00</u>

JACKSON BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #3
AGENDA

Pursuant to the Open Public Meetings Act of the State of New Jersey, this meeting was duly advertised in the Asbury Park Press and is called to order at 7:30p.m. on March 21st , 2016.

1. Swear in of new Commissioners
2. Reorganization
3. Attendance
4. Volunteer Company Report-
5. Secretary's report-
6. Treasurer's Report –see attached report
7. Attorney's Report-
8. Fire Official Report-see attached report
9. Chief's Report –see attached report
10. Supervisory Commissioner Report-see attached report
Approved Requisitions:
A: Bulb for Whelen Engineering
B: Office supplies
C: Super Lube grease cartridge
D: 2 ½ gallon blue def
E: 6 Volt batteries
F: HP Probook Laptop
G: SCBA Gauge Straps
11. Old Business-
12. New Business-
A: US Fire Com Account Set up Complete
B: Hutchinson Preventive Maintenance Proposal
C: Inventory
D: Windows 10 Upgrade
E: Memorial Stickers
F: Ccure quote
G: Clerk Laptop
H: Landscaping ideas
13. Open to Public
14. Executive Session
15. Adjournment

Jackson Twsp Board of Fire Dist No. 3
Treasurer's Report
 As of March 21, 2016

Type	Date	Num	Name	Amount
1109 - Fulton Bank General Fund 2204				
Bill Pmt -Check	03/21/2016	3245	Amazon	-1,256.58
Bill Pmt -Check	03/21/2016	3246	Home Depot	-264.64
Bill Pmt -Check	03/21/2016	3468	Advanced Auto Parts	-62.45
Bill Pmt -Check	03/21/2016	3469	Alert-All	-2,215.00
Bill Pmt -Check	03/21/2016	3470	All Pro Transmissions	-312.95
Bill Pmt -Check	03/21/2016	3471	AXA Equitable	-6,000.00
Bill Pmt -Check	03/21/2016	3472	Blaze Emergency Equi...	-993.45
Bill Pmt -Check	03/21/2016	3473	Bobek Construction LLC	-375.00
Bill Pmt -Check	03/21/2016	3474	Cablevision	-351.11
Bill Pmt -Check	03/21/2016	3475	Colleen Theobald	-200.00
Bill Pmt -Check	03/21/2016	3476	Communication Special...	-69.00
Bill Pmt -Check	03/21/2016	3477	Complete Security Syst...	-140.00
Bill Pmt -Check	03/21/2016	3478	Debra A Smith	-160.00
Bill Pmt -Check	03/21/2016	3479	Embroider Me	-710.00
Bill Pmt -Check	03/21/2016	3480	Fire and Safety	-936.30
Bill Pmt -Check	03/21/2016	3481	Galls	-135.00
Bill Pmt -Check	03/21/2016	3482	Granato, Michael	-2,962.25
Bill Pmt -Check	03/21/2016	3483	Interstate Mobile Care, ...	-11,937.00
Bill Pmt -Check	03/21/2016	3484	Jackson Fire Dist. #2	-185.00
Bill Pmt -Check	03/21/2016	3485	Jackson Twp MUA	-21,456.05
Bill Pmt -Check	03/21/2016	3486	JCP & L	-759.47
Bill Pmt -Check	03/21/2016	3487	KC Computer Specialis...	-3,000.00
Bill Pmt -Check	03/21/2016	3488	Kelly Kilowatt	-1,325.00
Bill Pmt -Check	03/21/2016	3489	Leaf Capitol Funding LLC	-65.74
Bill Pmt -Check	03/21/2016	3490	Mike McLaughlin	0.00
Bill Pmt -Check	03/21/2016	3491	Miles Technologies	-1,096.00
Bill Pmt -Check	03/21/2016	3492	Monmouth County Fire ...	-1,150.00
Bill Pmt -Check	03/21/2016	3493	MSA Company	-465.00
Bill Pmt -Check	03/21/2016	3494	National Center for Saf...	-25.00
Bill Pmt -Check	03/21/2016	3495	New Jersey Fire Equip...	-449.50
Bill Pmt -Check	03/21/2016	3496	Newman, Barbara	-160.00
Bill Pmt -Check	03/21/2016	3497	NJ Natural Gas Co.	-1,517.65
Bill Pmt -Check	03/21/2016	3498	Ocean County Board of...	-642.07
Bill Pmt -Check	03/21/2016	3499	Red the Tailor	-139.99
Bill Pmt -Check	03/21/2016	3500	Republic Services	-107.58
Bill Pmt -Check	03/21/2016	3501	Somers, Joseph	-197.90
Bill Pmt -Check	03/21/2016	3502	Son Rise	-330.00
Bill Pmt -Check	03/21/2016	3503	STS Auto	-53.48
Bill Pmt -Check	03/21/2016	3504	Verizon (hot spots)	-150.12
Bill Pmt -Check	03/21/2016	3505	Wells Fargo Financial	-205.00
Bill Pmt -Check	03/21/2016	3506	Witmer Public Safety G...	-132.96
Bill Pmt -Check	03/21/2016	3507	Advanced Auto Parts	-161.99
Bill Pmt -Check	03/21/2016	3508	Blaze Emergency Equi...	-794.19
Bill Pmt -Check	03/21/2016	3509	Fire and Safety	-3,750.00
Bill Pmt -Check	03/21/2016	3510	Galls	-494.75
Bill Pmt -Check	03/21/2016	3511	JCP & L	-801.94
Bill Pmt -Check	03/21/2016	3512	National Center for Saf...	-25.00
Bill Pmt -Check	03/21/2016	3513	Witmer Public Safety G...	-79.98
Bill Pmt -Check	03/21/2016	3250	LexisNexis - Matthew B...	-284.00
Bill Pmt -Check	03/21/2016	3248	Mike McLaughlin	-191.75
Bill Pmt -Check	03/21/2016	3514	Less Stress Instruction...	-250.00
Bill Pmt -Check	03/21/2016	3515	Verizon (hot spots)	-150.12
Bill Pmt -Check	03/21/2016	3516	Wells Fargo Financial	-205.00

5:50 PM
03/21/16
Accrual Basis

Jackson Twsp Board of Fire Dist No. 3
Treasurer's Report
As of March 21, 2016

Type	Date	Num	Name	Amount
Total 1109 · Fulton Bank			General Fund 2204	-69,882.96
TOTAL				-69,882.96

Jackson Twsp Board of Fire Dist No. 3

Profit & Loss Budget vs. Actual

January 1 through March 21, 2016

03/21/16

Accrual Basis

	Jan 1 - Mar 21, 16	Budget
5402 · M&R Trucks		
5426 · M&R Unit 5500 Ford Expedition	1,724.79	0.00
5427 · M&R Unit 5501 Pierce Pumper	367.76	0.00
5428 · M&R Unit 5503 Ford Rescue	588.81	0.00
5429 · M&R 5504 Ford F250	161.99	0.00
5430 · M&R 5505 Pierce Ladder	926.41	0.00
5432 · M&R Unit 5511 HME Pumper	993.45	0.00
5433 · M&R Unit Ford F250	1,395.84	0.00
5434 · M&R Unit 5519 Ford Brush	1,896.09	0.00
5435 · M&R Unit 5521 Pierce Pumper	1,129.19	0.00
5436 · M&R Unit 5524 Ford Excursion	100.00	0.00
5438 · M&R Unit 5541 Pierce Pumper	265.52	0.00
5402 · M&R Trucks - Other	0.00	65,000.00
Total 5402 · M&R Trucks	9,549.85	65,000.00
5500 · Substation Maintenance		
5501 · M&R Substation- Exterminating	170.00	1,600.00
5505 · M&R Substation-Alarm	1,578.75	2,000.00
5510 · M&R Substation-Cleaning	1,320.50	1,200.00
5515 · M&R Substation-Door	0.00	500.00
5520 · M&R Substation - Misc	4,817.31	7,556.00
5525 · M&R Substation - Heating/Air	390.00	1,500.00
5530 · M&R Substation - Gym Equip	0.00	500.00
5535 · M&R Substation-Generator Maint	0.00	500.00
5540 · M&R Substation-Grounds Maint	35.00	500.00
Total 5500 · Substation Maintenance	8,311.56	15,856.00
5600 · Non-Bondables		
5620 · Asset Purchase-Technology	450.36	4,000.00
5630 · Asset Purchase- Radio Equipment	-655.98	5,000.00
5635 · Pass Devices	0.00	3,000.00
5636 · Fire Equipment	3,948.00	30,000.00
5639 · Computer Upgrades	3,969.00	5,000.00
Total 5600 · Non-Bondables	7,711.38	47,000.00
5640 · Utilities		
5655 · Electric	2,579.65	12,500.00
5660 · Telephone	1,053.33	4,200.00
5665 · Volunteer Mobile Phones	0.00	600.00
5670 · Water	0.00	1,000.00
5673 · Gas	1,740.37	10,000.00
5675 · Garbage	216.19	1,300.00
5685 · Water/Sewer	351.05	1,200.00
Total 5640 · Utilities	5,940.59	30,800.00
5644 · Supplies Expenses		
5645 · EMS Supplies	80.48	6,000.00
5646 · EMS Defib Maintenance	0.00	2,000.00
Total 5644 · Supplies Expenses	80.48	8,000.00
5690 · Fuel - Trucks	4,127.47	25,000.00
5700 · Fire Bureau Expenditures		
5738 · Postage-Bureau	98.00	0.00
5740 · Office Supplies/Eqmnt-Bureau	484.19	0.00
5741 · Membership Fees-Bureau	234.00	0.00
5742 · Mobile Phone-Bureau	67.20	0.00
5746 · Fire Prevention Material-Bureau	2,944.50	0.00
5747 · Fire Official Salary	21,054.72	25,500.00
5749 · Vehicle Equipment-Bureau	853.26	0.00
5700 · Fire Bureau Expenditures - Other	0.00	18,000.00
Total 5700 · Fire Bureau Expenditures	25,735.87	43,500.00
5710 · Contingent	0.00	5,000.00

Jackson Twsp Board of Fire Dist No. 3

Profit & Loss Budget vs. Actual

January 1 through March 21, 2016

03/21/16

Accrual Basis

	Jan 1 - Mar 21, 16	Budget
5725 · LOSAP	0.00	30,000.00
5735 · Basic Entitlement Grant	0.00	3,257.00
5754 · Debt Service		
5760 · Serial Bonds-Principal Payment	0.00	70,000.00
5770 · Serial Bonds Interest	0.00	16,275.00
Total 5754 · Debt Service	0.00	86,275.00
Total Expense	769,186.74	2,902,694.00
Net Ordinary Income	17,540.64	145,143.00
Other Income/Expense		
Other Expense		
8001 · Reserve for Future Capital	0.00	70,000.00
8002 · PY Cash Deficit	0.00	75,143.00
Total Other Expense	0.00	145,143.00
Net Other Income	0.00	-145,143.00
Net Income	17,540.64	0.00



JACKSON BUREAU OF FIRE SAFETY

FIRE DISTRICT NO. 3

200 KIERYCH MEMORIAL DRIVE

JACKSON N.J. 08527



RANK McDONNELL
FIRE OFFICIAL

Phone (732) 928-1666x14 Fax (732) 928-6500
fmcdonnell@jacksonfiredist3.org www.jacksonfiredist3.org

FIRE OFFICIAL REPORT

March 2016

1. Fire Safety PSA press release for March "Outdoor Fire Safetyng".
2. Please visit the web page www.jacksonfiredist3.org and Facebook pages for updated information on Fire District business and fire safety information.



Fire District page... www.facebook.com/jacksonfiredist3

Fire Bureau page... www.facebook.com/jacksonfiresafety

3. NJ DFS Spring CEU course are posted: www.nj.gov/dca/divisions/dfs/pdf/trng_programs/spring_2016_brochure.pdf

By the numbers....

ACTIVITY	TOTAL
LHU Periodic Property Visits	16
LHU Reinspection Property Visits	3
NLHU Periodic Property Visits	90
NLHU Reinspection Property Visits	16
Fire Permits Issued	12
Complaints/Follow-up	23
Other/ CO-CCO/ Miscellaneous	7
Penalties Issued	5
Fire Investigations/Notifications	3
Construction Plan Reviews	1
Smoke Detectors Giveaways	4
INCOME (2nd Qtr)	TOTAL
Local Registrations Fees Paid	\$7,112.50
LHU Registrations Fees Paid	\$0.00
Fire Permits Fees Paid	\$334.00
Construction Plan Fees Paid	\$0.00
Penalties 2.12 Paid	\$187.50
Dedicated Penalties 2.12A Paid	\$12.50
Summons fines	\$0.00
Miscellaneous / Grant / Fire Reports	\$31.00
REVENUE RECEIVED	\$7,677.50
Non Life Hazard Payments Due	\$15,649.00
Life Hazard Payments Due	\$10,665.62
TOTAL PROJECTED REVENUE	\$33,992.12
EXPENSE	\$4,951.15

**JACKSON TOWNSHIP
FIRE DISTRICT #3**

CHIEF'S REPORT

March 21, 2016

**SUBMITTED BY
TIMOTHY J. CARSON
CHIEF OF DEPARTMENT**

Training Recap

Training/Drills

2/24/2016 Paratech Airbag and Strut Lecture and Drill

3/2/2016 Ground and Aerial Ladder Drill

- Captains have preliminary drill plan set up to June 2016
- Station 54 will be having a water rescue awareness training coming up. Dates to be announced.
- RERP training as follows
 - March 23, 2016 Station 55 7:30pm
 - March 24, 2016 Station 55-1 11:30am
 - March 30, 2016 Station 57 7pm
 - April 11, 2016 Station 54 7pm
 - April 19, 2016 Station 56-1 7pm
- Keller and Dufour qualified on 5503, Loiacono qualified on 5501, Keegan qualified on 5505 and Principe on 5521

Schools

- Working with Tom's River Fire Academy to schedule a RIT Operations Class for our station
- FF Ryan Barnard is in FF 1 class at Tom's River Fire Academy
- CPR classes held by SO Prioli number of members still need
- TIPS training will be on 3/26/2016 1pm Station 55
- Solar Panel Training at Jackson Liberty High School 3/26/2016 8am-12:30pm
- Training Task Force first meeting March 24, 2016 Station 55 7:30pm

Township Chiefs Meeting Recap

- Simulcaster is installed and working well. Now they are working on finished the build out on the 400 Mhz system
- County is continuing work on the 700 Mhz system and will be reaching out to Departments as the time moves on.
- Motorola rep would like to come to next Chief's meeting to discuss the new technology in radios being offered. Agreed to have him come to April's meeting.
- OEM meeting was well attended. 5400 attended and received the dates for the RERP training

- Discussion on setting up bailout training
- Continued discussion and setting a date on an all day either Saturday or Sunday hands on training
- Working with Bella Terra to get more updated info on dispatch, access to the stairwell doors and updated Emergency plan.
- Working with Westlake Mews Apartments to get Apartments numbers on the outside doors and a sign on corners of building to show which way to the apartments.
- Getting SOG committee back together. AC Flemming will reach out to all parties

Officers Meeting

- 2016 Budget Passed
- Upcoming purchases
 - 5 new sets and 5 replacement sets of gear
 - Still awaiting hooks, axes and sawzall from last year
 - Discussion on smooth bore nozzle for 5541 and 5521
 - Getting quotes on masks, pass alarms, harnesses, flashlights and streamlight box for 5521, Jumpsuits for extrication
- Grant update on the cascade system
- Setting a date for truck committee to meet and continue discussion on replacement plan
- Gate Access at Winding ways and upcoming Westlake Change

Radio Update

- Inventory discussion almost complete need some pagers and 1 portables
- Fire Tac 1/Fire Ops 1 update
- New account set up to purchase pagers and fix old ones

Safety Update

- Physical release update
- Gear Inspection plan
- Committee minutes update
- Recent incidents

Fire/Complaints Requiring Investigations (YTD 330 calls)

- Working with Bella Terra to get more updated info on dispatch, access to the stairwell doors and updated Emergency plan.
- Working with Westlake Mews Apartments to get Apartments numbers on the outside doors and a sign on corners of building to show which way to the apartments.
- Manhattan Street Wawa Fire alarm repeat issue. 18307 to address moving the head located directly over the warming oven
- RIT team response to Southard on 2/25/2016 for a working structure
- 54 Villanova Drive water leak had to force entry into the home. Building Dept notified and all utilizes secured

- 834 Hyson Road Large Propane Tank leaking. Petro notified and responded
- 85 Citadel Drive Water Leaking from home. Forced Entry, Building Dept notified and Secured all utilities
- 4 Oregon Avenue Water pipes busted. Secured all utilities Build notified.
- Propect Point apartments working structure fire building 2. 18307 and OCFM notified
- RIT team responded to Adephia on 3/16/2016 for a structure fire

Community Events

- Attended the Jackson Memorial Cheerleaders Championship Welcome Home
- Girl Scouts used main station for Cookie sale
- First Annual JMHS Deca Dash 5k for Chase Olsen Foundation April 10 \$25 per person Team 55 will be there.

Equipment

A few packs were fixed in house for minor repairs .

5503 Dewalt kit batteries are no good. Removed from truck still awaiting approval from voucher turned in beginning of year for new sawzall, flat headed axes and pike poles.

5504 Suction unit batteries replaced

Cascade system had air leak. Repaired by Air and Gas

Apparatus

5521 Weather stripping need to be replaced on rear officer's side passenger door

5521 Pass Side Cabinet door has significant rust

5524 Still needs a spare key made as we only have one

5501 Def Gauge is not reading correctly

5501 Hurst tool cabinet light not working

5505 Speedometer replaced

5501 Transmission light came on and service came out. No issue

5504 Battery Replaced

5541 Tire Wheel chock broken and oos.

Hydrants

Nothing to report

Building

Access system at substation is down. Commissioners working on resolution

