

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 February 21st, 2017

1. Attendance
2. Volunteer Company Report-
3. Secretary's report-
4. Treasurer's Report –see attached report
5. Attorney's Report-
6. Fire Official Report-see attached report
7. Chief's Report –see attached report
8. Supervisory Commissioner Report
Approved Requisitions:
A: Monmouth County Fire Academy classes
B: Ground light bulb
C: windshield washer pump, diesel fuel, rocker switch & gauge wire for 5501
9. Old Business-
10. New Business-
11. Open to Public
12. Executive Session
13. Adjournment

Jackson Board of Fire Commissioners Dist. #3
Executive Agenda
February 21st, 2017

Pursuant to the Open Public Meetings Act of the State of New Jersey, this meeting was duly advertised in the Asbury Park Press

1. EMS Protocol
2. FF Grossman light duty
3. FMBA Contract
4. Clerk Contract
5. Tuition Reimbursement
6. MUA Contract

Jackson Township Fire District No. 3

Board of Fire Commissioners

Jackson Township, New Jersey

Minutes of Meeting Held

February 21st, 2017

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:30pm by Commissioner Brito on February 21st, 2017

PRESENT-Commissioners: Brito, Bradley, Keller, Keegan and Siedler, Clerk Dawn Hode and District Attorney Joseph Yousouff.

ABSENT- None

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

VOLUNTEER COMPANY REPORT – None to report

SECRETARIES REPORT-Commissioner Keegan made a motion to accept January 2017 minutes, 2nd by Commissioner Keller, 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 Siedler motioned to accept Treasurer's report, Commissioner Keegan 2nd. Vote: All Aye.

ATTORNEY REPORT- The election was held February 18th and as a result The Budget was passed 106 to 95 and Commissioner John Siedler was re-elected for a 3 year term. A referendum was read into record by Board Attorney Joseph Yousouff. The Board Meetings for this year are as follows: March 20th, April 17th, May 15th, June 19th, July 17th, Aug 21st, Sept. 18th, Oct 16th, Nov 20th, Dec 18th. The Board meetings for January and February 2018 will be held on January 16th and February 20th. Board Attorney Joseph Yousouff will prepare a resolution to award the bid for the new cascade system to Compressed Air Systems. A formal resolution of contract award that includes an explanation of why the board didn't award to the lowest bidder will be presented at the March Board meeting. Motion to accept resolution was made by Commissioner Brito, 2nd by Commissioner keller. Vote: All Aye.

CHIEF REPORT- See attached report. There are Three PFF in FF1 and FF2 at Toms River Fire Academy. One PFF is in FF1 and FF Keller is taking ICS300 and 400 at MCFA. Daytime training planned so far as follows:

All training post on district website with sign up capability.
3 classes given by our insurance company
Elevator Rescue Course by Monmouth Fire Academy
Paratech Class.

The Goal for 2017 is to add drivers to all vehicles. Discussion held on truck repairs. Chief Carson and Lt Howles updated everyone. Looking at adding a booster pump on 5503 and 5521 for keeping the air up on both trucks. 5541 Hydrant Bag needs replacement. All Hands on Training on May 7th 2017 has been approved. Chief Carson and Commissioner Keller will meet with the Honor and Awards Committee on February 28th, 2017. The Board approved with moving forward with the purchase of the new vehicles. Chief Carson, Capt. Moore, Lt. Howles and Clerk Hode will start the process. The Board also approved Lt. Howles to move forward with scheduling the ladder, PM testing and hose testing.

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

OLD BUSINESS- None

NEW BUSINESS – None

OPEN TO THE PUBLIC- Attorney Joseph Yousouf will prepare a resolution for SOP's, implementing procedural guidelines for EMS Calls, adopted wholesale. Motion to approve resolution made by Commissioner Brito, 2nd by Commissioner Keller. All Aye.

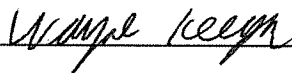
EXECUTIVE SESSION-Motion to accept a Resolution authorizing a closed session for executive session for the purpose of discussing potential litigation; lawyer-client privileged material and personnel material. Subject matter to be released when it is no longer privileged, motioned by Commissioner Brito,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

Meeting closed to the public for Executive at 7:57 pm. Executive session opened at 8:00 pm. In attendance are Commissioner's Brito, Keller, Siedler, Keegan and Bradley. Clerk Dawn Hode and District Attorney, Joseph Yousouff.

Executive Session closed at 8:47 p.m.

Regular meeting opened at 8:48 p.m.

Motion to adjourn the meeting at approximately 8:50 pm by Commissioner Brito 2nd by Commissioner Keller. Vote: All Aye.



COMMISSIONER Keegan, Clerk

Board of Fire Commissioners Fire District No. 3
Jackson Township, New Jersey

Minutes of Executive Session
February 21st, 2017

Commissioner Brito called the Executive Session to order at 8:00 p.m. Commissioners Brito, Keller, Siedler, Keegan and Bradley were present. Clerk Dawn Hode and Board Attorney Joseph Yousouff were also present.

Discussion regarding EMS response. The Board and Chief Carson will implement a list of calls that the Fire Fighters will be allowed to respond to. Attorney Joseph Yousouff will prepare the resolution.

FF Grossman was allowed to come back to work on light duty, per his doctor. As of right now, The Board cannot offer light duty and therefor, FF Grossman is off duty. The Board will revisit the situation after FF Grossman's next doctor appointment.

Commissioner John Siedler is catching up on the emails regarding the FMBA Contract. Once he is caught up, the Board will reach out to the FMBA President and schedule their next meeting to discuss.

Discussion regarding the Clerk's contract for Dawn Hode. Offer was made by the Board. Clerk Hode will be responding within a timely matter.

The Board approved FF Somers class and text books for Building Construction.

Commissioner Siedler is gathering information regarding our contract with the MUA. Commissioner Siedler is also looking into making sure the hydrants are properly marked and that the Bureau Dept. is receiving testing reports.

Adjournment: Commissioner Brito motioned to adjourn the Executive Session, seconded by Commissioner Bradley. Motion passed by unanimous consent. Executive Session was adjourned at 8:47 p.m.


_____, Clerk

Cash Balance Report

As of February 21, 2017

	Feb 21, 17	
	Debit	Credit
1101 · NJ State Cash Management	59,662.68	
1102 · Fulton Bank Fire Bureau 2206	17,151.29	
1106 · Shore Comm Beacon Municipal 534	202.52	
1107 · Shore Comm Bank Freedom Liq 764	53,714.57	
1108 · Fulton Bank Payroll 2205	55,314.30	
1109 · Fulton Bank General Fund 2204	186,147.76	
1111 · Fulton Bank MMKT 7655	376,694.28	
TOTAL	<u>748,887.40</u>	<u>0.00</u>

Jackson Twp Board of Fire Dist No. 3 Treasurer's Report

02/22/17

Accrual Basis

Type	Date	Num	Name	Amount
Feb 17				
Bill Pmt -Check	02/10/2017	EFT	NJSHBP	-29,485.86
Bill Pmt -Check	02/10/2017	EFT	NJSHBP	-6,675.13
Bill Pmt -Check	02/14/2017	EFT	US Plastic	-19.32
Bill Pmt -Check	02/17/2017	EFT	Wright Express	-1,773.30
Bill Pmt -Check	02/21/2017	3909	Advanced Air Syste...	-127.50
Bill Pmt -Check	02/21/2017	3910	Amazon	-242.49
Bill Pmt -Check	02/21/2017	3911	Asbury Park Press	-70.20
Bill Pmt -Check	02/21/2017	3912	Cablevision	-387.62
Bill Pmt -Check	02/21/2017	3913	Colleen Theobald	-180.00
Bill Pmt -Check	02/21/2017	3914	Continental Fire and...	-217.00
Bill Pmt -Check	02/21/2017	3915	Cooper Power Syste...	-961.88
Bill Pmt -Check	02/21/2017	3916	Edwards Tire Co.	-29.95
Bill Pmt -Check	02/21/2017	3917	Galls	-265.91
Bill Pmt -Check	02/21/2017	3918	Heath Consultants I...	-386.74
Bill Pmt -Check	02/21/2017	3919	Jacksn Twp Board F...	-50.00
Bill Pmt -Check	02/21/2017	3920	Jackson Fire Dist. #2	-246.66
Bill Pmt -Check	02/21/2017	3921	JCP & L	-830.37
Bill Pmt -Check	02/21/2017	3922	Jersey Coast Fire & ...	-41.00
Bill Pmt -Check	02/21/2017	3923	Koerner & Koerner, ...	-6,433.50
Bill Pmt -Check	02/21/2017	3924	Medical Warehouse ...	-693.50
Bill Pmt -Check	02/21/2017	3925	Miles Technologies	-58.00
Bill Pmt -Check	02/21/2017	3926	Monmouth County F...	-50.00
Bill Pmt -Check	02/21/2017	3927	New Jersey Fire Eq...	-198.85
Bill Pmt -Check	02/21/2017	3928	NJ Natural Gas Co.	-1,724.58
Bill Pmt -Check	02/21/2017	3929	ozane	-85.00
Bill Pmt -Check	02/21/2017	3930	Prioli, Nicholas A.	-180.00
Bill Pmt -Check	02/21/2017	3931	Republic Services	-129.67
Bill Pmt -Check	02/21/2017	3932	Turnout Fire & Safet...	-142.38
Bill Pmt -Check	02/21/2017	3933	UPS	-13.15
Bill Pmt -Check	02/21/2017	3934	Verizon (hot spots)	-150.12
Bill Pmt -Check	02/21/2017	3935	Watchung	-30.46
Bill Pmt -Check	02/21/2017	3936	Wells Fargo Financial	-205.00
Bill Pmt -Check	02/21/2017	3937	Witmer Public Safet...	-267.91
Bill Pmt -Check	02/21/2017	3938	Galls	-152.98
Bill Pmt -Check	02/21/2017	3939	JCP & L	-933.81
Bill Pmt -Check	02/21/2017	3940	Koerner & Koerner, ...	-1,995.00
Bill Pmt -Check	02/21/2017	3941	Miles Technologies	-1,096.00
Bill Pmt -Check	02/21/2017	3942	Wells Fargo Financial	-205.00
Bill Pmt -Check	02/21/2017	3943	Witmer Public Safet...	-257.82
Bill Pmt -Check	02/21/2017	3944	Fire and Safety	-2,117.25
Bill Pmt -Check	02/21/2017	3945	Fire and Safety	-30.83
Bill Pmt -Check	02/21/2017	3746	Colleen Theobald	-200.00
Bill Pmt -Check	02/21/2017	3747	Henry Schein EMS/...	-159.99
Bill Pmt -Check	02/21/2017	3748	Less Stress Instructi...	-250.00
Bill Pmt -Check	02/21/2017	3749	Witmer Public Safet...	-226.88
Feb 17				-59,978.61

Jackson Twsp Board of Fire Dist No. 3

Profit & Loss Budget vs. Actual

February 1 - 21, 2017

	<u>Feb 1 - 21, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4400 · Bureau of Fire Safety	4,075.00	0.00	4,075.00
Total Income	<u>4,075.00</u>	<u>0.00</u>	<u>4,075.00</u>
Gross Profit	4,075.00	0.00	4,075.00
Expense			
5001 · Admin Salary and Wages	1,569.60	0.00	1,569.60
5050 · Operations Salary & Wages	46,423.01	0.00	46,423.01
5100 · Admin Fringe Benefits	1,992.20	0.00	1,992.20
5110 · Operations Fringe Benefits	931.51	0.00	931.51
5200 · Office Expenses	205.00	0.00	205.00
5220 · Professional Services	6,590.20	0.00	6,590.20
5270 · Insurance	27,633.89	0.00	27,633.89
5275 · Election	360.00	0.00	360.00
5300 · Training & Education	50.00	0.00	50.00
5400 · Maintenance & Repair	1,447.50	0.00	1,447.50
5402 · M&R Trucks	50.15	0.00	50.15
5500 · Substation Maintenance	1,547.58	0.00	1,547.58
5640 · Utilities	2,134.49	0.00	2,134.49
5690 · Fuel - Trucks	1,464.80	0.00	1,464.80
5700 · Fire Bureau Expenditures	4,760.10	0.00	4,760.10
Total Expense	<u>97,160.03</u>	<u>0.00</u>	<u>97,160.03</u>
Net Ordinary Income	<u>-93,085.03</u>	<u>0.00</u>	<u>-93,085.03</u>
Net Income	<u><u>-93,085.03</u></u>	<u><u>0.00</u></u>	<u><u>-93,085.03</u></u>

**JACKSON TOWNSHIP
FIRE DISTRICT #3**

CHIEF'S REPORT

February 8, 2017

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

Training Recap

Schools

- Three PFF in FF1 and FF2 at Tom's River Fire Academy
- One PFF is in FF1 at Monmouth County Fire Academy
- FF Keller is taking ICS300 and 400 at MCFA

Township Chiefs Meeting

Discussion held on Hands On Training Day May 7th All companies are on board

Discussion held by Capt Wagner on the current state of the County Radio system. There is an issue holding up the building of the tower at the County DPW yard on Don Connor.

Discussion held on allowing Freehold Independent to utilize Fit Test machine and they have offered to pay \$1000 up front and \$250 a year towards maintenance.

Discussion held on Safety officers over powering the radio specifically 5690. Chief Ryan advised he is already addressing the issue and will resolve it immediately

Discussion held on County not following current box assignments. Chief Carson is working with Aaron Bremmer on the issue. All Chiefs agree that the new ERS reporting is extremely better then the old system.

Officers Meeting (Chief Carson, Capt. Baader, Lt. Howles, Lt McGuire, Lt. Theobald, Lt. Keegan, SO Hussey, SO Prioli)

Discussion held on upcoming training opportunities. Fit testing is almost complete for night shift. Day shift is done.

Daytime training planned so far as follows. All training post on district website with sign up capability.

3 classes given by our insurance company
Elevator Rescue Course by Monmouth Fire Academy
Paratech Class

Goal for 2017 is to continue to add drivers to all vehicles.

We have selected May 7 9am for a day of training using all the props around town at the Main Station. Discussion held on draft plan and looking for instructors.

Ladder Placement and Operations will be given by Chief Riker. Setting up date for day and night.

Discussion held on truck repairs. Chief Carson and Lt Howles updated everyone. Looking at adding a booster pump on 5503 and 5521 for keeping the air up on both trucks. Lt

Howles will be looking into significant air leak on 5503. Also, Lt Howles will be working on getting the fog lights rewired on the bumper.

Radio reprogramming will be coming soon by JPD

NFIRS reports are all up to date. Brian Pasko has been working to train all officers.

Fire/Complaints Requiring Investigations

- 1/16/2017 Coverage assignment to Station 19-5
- 1/18/2017 Coverage assignment to Station 19-3
- 1/21/2017 Stove Fire 800 Violet Lane. 18307 notified
- 1/23/2017 Working Structure Fire 54 Bryant Drive. Excellent job by all 18307 notified and Car 2 OCFM responded for cause and origin
- 1/23/2017 Stove Fire 17 Hemlock Hill Road. 18307 notified
- 1/25/2017 Haz Mat operation 1094 Farmindale Road for Oil Tank ruptured. OEM, DEP, EPA, Stations 19-3, 85, 20 all responded.
- 1/29/2017 Stove Fire 805 Brewers Bridge Road 18307 notified

Community Events

- Attended a birthday party for Ret FF Tim Simon's son.

Equipment

A few packs were fixed in house for minor repairs.

5541 Hydrant bag needs replacement

Resolution to go out for BID for Cacade system

Apparatus

All Good

Hydrants

Yorkshire and Brewers Bridge OOS

Building

Looking at building temporary prop for bail out training.




FIRE DISTRICT NO. 3
200 KIERYCH MEMORIAL DRIVE
JACKSON N.J. 08527



ANK McDONNELL
FIRE OFFICIAL

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

FIRE OFFICIAL REPORT
February 2017

1. Fire Safety PSA press release for February " Winter Fires"
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. Annual NJ Division of Fire Safety 2016 audit completed and submitted to the Division.
4. Spring NJ Division of Fire Safety CEU course catalog coming out next month

ACTIVITY	TOTAL
Non Life Hazard Property Inspections	61
Non Life Hazard Property Re-Inspections	29
Life Hazard Property Inspections	7
Life Hazard Property Re-Inspections	9
Fire Permits Issued	8
Complaints/Follow-up	11
Other/ CO-CCO/Miscellaneous	4
Imminent Hazards Issued	0
Penalties Issued	3
Fire Investigations/Notifications	2
Construction Plan Reviews	0
Smoke Detectors Giveaways	0
Fire Safety Presentations	0
Fire Extinguisher Training	0
Summons Complaints Issued	0
INCOME (1st Qtr 2017)	TOTAL
Local Registrations Fees Paid	\$2,907.50
LHU Registrations Fees Paid	\$0.00
Fire Permits Fees Paid	\$250.00
Construction Plan Fees Paid	\$0.00
Penalties 2.12 Paid	\$75.00
Dedicated Penalties 2.12A Paid	\$0.00
Summons fines	\$0.00
Miscellaneous / Grant/ Fire Reports	\$10.00
REVENUE RECEIVED	\$3,242.50
NON LIFE HAZARD INVOICES OUTSTANDING	\$5,593.50
LIFE HAZARD USE INVOICES OUTSTANDING	\$9,885.28
1st QTR. TOTAL PROJECTED REVENUE	\$18,721.28
BUDGET EXPENSE	\$827.81



Joseph D. Youssouf

Attorney at Law

137 Route 9 South • P.O. Box 809
Manalapan, New Jersey 07726
732-972-3010 Fax 732-972-1521
jyoussouf@aol.com

February 13, 2017

Holman Frenia Allison, P.C.
680 Hooper Avenue
Suite 201
Toms River, N.J.
08753-9814

Re: Jackson Twp. F. D. No.3

Gentlemen:

This letter is written in response to your request for information concerning the legal affairs of the above specified fire district for the year ended 12/31/16.

As of 12/31/16 the Board of Fire Commissioners of Fire District No.3 Jackson Township was not involved in any litigation of any nature whatsoever, neither as a party defendant nor party plaintiff. To the best of my knowledge, information and belief, there are no claims, either asserted or unasserted, pending against the Board which could adversely affect its financial condition as of the date of the writing of this letter.

The representations set forth herein continue to be true as of the date of this letter. Should you require any additional information or have any questions concerning this correspondence, please feel free to contact the undersigned at your convenience.

Very truly yours,

A handwritten signature in black ink, appearing to read 'J. Youssouf', written over the typed name 'Joseph D. Youssouf'.

cc: Brd. F. Comm.