

Jackson Township Fire District No. 3

Board of Fire Commissioners

Jackson Township, New Jersey

Minutes of Meeting Held

January 16th, 2018

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:30pm by Commissioner Brito on January 16th, 2018

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

ABSENT- Commissioner Keller.

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 Brito made a motion to accept December 2017 minutes. 2nd by Commissioner Bradley, 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 Keegan. Commissioner Brito motioned to accept Treasurer's report, Commissioner Siedler 2nd. Vote: All Aye.

ATTORNEY REPORT- Attorney Joseph Yousoff announced that the District is operating under a temporary budget until the Reorganization meeting.

CHIEF REPORT- See attached report.

BUREAU REPORT- See attached report.

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

OLD BUSINESS- Lt. Howles stated that the Monument for the sub-station is in production.

NEW BUSINESS – None.

OPEN TO THE PUBLIC- Lt. Howles ask the Board for permission to install a washing machine in the bay. The hookup is already there. The Board approved per Motion. Motion to approve washing machine made by Commissioner Brito. 2nd by Commissioner Bradley. VOTE: All Aye.

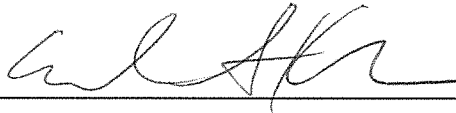
EXECUTIVE SESSION- Motion to accept a Resolution authorizing a closed session for executive session for the purpose of discussing potential litigation; lawyer-client privileged material and personnel material. Subject matter to be released when it is no longer privileged, motioned by Commissioner Brito,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

Meeting closed to the public for Executive at 7:40 p.m. Executive session opened at 7:42 p.m. In attendance are Commissioner's Brito, Keegan, Bradley, Siedler and District Attorney Joseph Youssouf.

Executive Session closed at 8:30 p.m.

Regular meeting re-opened at 8:31p.m.

Motion to adjourn the meeting at approximately 8:32 pm by Commissioner Brito 2nd by Commissioner Keegan. Vote: All Aye.




COMMISSIONER Keller, Clerk

Jackson Board of Fire Commissioners Dist. #3
Executive Agenda
January 16th, 2018

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

Discussion regarding the hiring of new FF's.

ADJOURNMENT: Commissioner Brito motioned to adjourn the Executive Session, 2nd by Commissioner Keegan. Motion passed by unanimous consent. Executive Session was closed at 8:30 p.m.


_____, Clerk

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 January 16th, 2018

1. Attendance
2. Budget Hearing/Adopt
3. Volunteer Company Report-
4. Secretary's report-
5. Treasurer's Report –see attached report
6. Attorney's Report-
7. Fire Official Report-see attached report
8. Chief's Report –see attached report
9. Supervisory Commissioner Report
Approved Requisitions:
A: Witmer Public Safety – Helmet
B: Jackson Twsp. First Aid- Epi Pen
C: Amazon- cleaning supplies
D: 5505 switch
E: Amazon- Battery order
10. Old Business-
11. New Business-
12. Open to Public
13. Executive Session
14. Adjournment

Jackson Board of Fire Commissioners Dist. #3
Executive Agenda
January 16th 2018

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

1. Hiring of new FF

10:55 AM
01/16/18
Accrual Basis

Jackson Twsp Board of Fire Dist No. 3
Cash Balance Report
As of January 16, 2018

	Jan 16, 18	
	Debit	Credit
1101 · NJ State Cash Management	60,141.38	
1102 · Fulton Bank Fire Bureau 2206	44,861.92	
1106 · Shore Comm Beacon Municipal 534	92.52	
1107 · Shore Comm Bank Freedom Liq 764	53,788.36	
1108 · Fulton Bank Payroll 2205	70,271.57	
1109 · Fulton Bank General Fund 2204	346,507.15	
1111 · Fulton Bank MMKT 7655	622,455.29	
TOTAL	1,198,118.19	0.00

Jackson Twsp Board of Fire Dist No. 3

Treasurer's Report

01/16/18

As of January 16th, 2018

Accrual Basis

Type	Date	Num	Name	Amount
Jan 1 - 16, 18				
Bill Pmt -Check	01/09/2018	EFT	Home Depot	-12.16
Bill Pmt -Check	01/11/2018	EFT	NJSHBP	-31,876.74
Bill Pmt -Check	01/11/2018	EFT	NJSHBP	-3,051.30
Bill Pmt -Check	01/16/2018	EFT	Amazon	-91.41
Bill Pmt -Check	01/16/2018	4334	AISH Fire Protection	-112.00
Bill Pmt -Check	01/16/2018	4335	Auto Zone Inc.	-53.86
Bill Pmt -Check	01/16/2018	4336	Cablevision	-373.17
Bill Pmt -Check	01/16/2018	4337	Colleen Theobald	-300.00
Bill Pmt -Check	01/16/2018	4338	David Clark Compan...	-403.40
Bill Pmt -Check	01/16/2018	4339	Defender Emergenc...	-1,458.81
Bill Pmt -Check	01/16/2018	4340	Detection Canine Se...	-280.00
Bill Pmt -Check	01/16/2018	4341	Embroider Me	-120.00
Bill Pmt -Check	01/16/2018	4342	First Responder Join...	-45,389.00
Bill Pmt -Check	01/16/2018	4343	Galls	-874.65
Bill Pmt -Check	01/16/2018	4344	Grantgenies	-1,200.00
Bill Pmt -Check	01/16/2018	4345	Heath Consultants I...	-649.45
Bill Pmt -Check	01/16/2018	4346	Jackson Township F...	-281.25
Bill Pmt -Check	01/16/2018	4347	JTVFC#1	-32,368.86
Bill Pmt -Check	01/16/2018	4348	Koerner & Koerner, ...	-2,637.00
Bill Pmt -Check	01/16/2018	4349	Leaf Capitol Funding...	-62.00
Bill Pmt -Check	01/16/2018	4350	Miles Technologies	-1,408.00
Bill Pmt -Check	01/16/2018	4351	New Jersey Fire Eq...	-2,575.13
Bill Pmt -Check	01/16/2018	4352	NJ Natural Gas Co.	-1,593.31
Bill Pmt -Check	01/16/2018	4353	ozane	-85.00
Bill Pmt -Check	01/16/2018	4354	Pine Environmental ...	-1,425.00
Bill Pmt -Check	01/16/2018	4355	Plosia Cohen LLC	-784.00
Bill Pmt -Check	01/16/2018	4356	Reporting Systems, ...	-1,382.00
Bill Pmt -Check	01/16/2018	4357	Republic Services	-148.28
Bill Pmt -Check	01/16/2018	4358	Somers, Joseph	-2,480.96
Bill Pmt -Check	01/16/2018	4359	Somerset County E...	-175.00
Bill Pmt -Check	01/16/2018	4360	Staples	-318.43
Bill Pmt -Check	01/16/2018	4361	Velting Overhead D...	-5,500.00
Bill Pmt -Check	01/16/2018	4362	Verizon (hot spots)	-196.82
Bill Pmt -Check	01/16/2018	4363	Vision Service Plan	-368.95
Bill Pmt -Check	01/16/2018	4364	Wells Fargo Financial	-205.00
Bill Pmt -Check	01/16/2018	4365	Witmer Public Safet...	-3,210.00
Bill Pmt -Check	01/16/2018	4366	Youssouf, Joseph D...	-15,376.00
Bill Pmt -Check	01/16/2018	4367	Galls	-89.99
Bill Pmt -Check	01/16/2018	4368	New Jersey Fire Eq...	-777.08
Bill Pmt -Check	01/16/2018	4369	Witmer Public Safet...	-2,254.00
Jan 1 - 16, 18				-161,948.01

Jackson Twsp Board of Fire Dist No. 3
Profit & Loss Budget vs. Actual
January 1 - 16, 2018

	Jan 1 - 16, 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Bureau of Fire Safety			
4403 · Registration Fees-Dist 3	250.00	0.00	250.00
4503 · Fines District 3	150.00	0.00	150.00
4703 · Permit Fees Dist 3	166.00	0.00	166.00
4400 · Bureau of Fire Safety - Other	85.00	0.00	85.00
Total 4400 · Bureau of Fire Safety	651.00	0.00	651.00
4752 · Fema Grant-Irma	17,482.42	0.00	17,482.42
Total Income	18,133.42	0.00	18,133.42
Gross Profit	18,133.42	0.00	18,133.42
Expense			
5001 · Admin Salary and Wages			
5002 · Salaries - Admin Clerk	1,857.01	0.00	1,857.01
5225 · Commissioner Salaries	8,000.00	0.00	8,000.00
Total 5001 · Admin Salary and Wages	9,857.01	0.00	9,857.01
5050 · Operations Salary & Wages			
5052 · Salaries - LT G. Moroney	4,428.80	0.00	4,428.80
5053 · Salaries - FF Stacy	5,730.45	0.00	5,730.45
5055 · Salaries - Captain Moore	4,592.80	0.00	4,592.80
5056 · Salaries - LT Howles	4,400.00	0.00	4,400.00
5057 · Salaries - FF Hilger	3,660.80	0.00	3,660.80
5058 · Salaries - FF Grossman	3,660.80	0.00	3,660.80
5060 · Salaries - FF McLaughlin	3,660.80	0.00	3,660.80
5062 · Salaries - FF Perrotto	3,689.60	0.00	3,689.60
5065 · Salaries-FF Kourris	2,414.40	0.00	2,414.40
5069 · Salaries - FF Somers	2,315.20	0.00	2,315.20
5089 · Salaries-FO McDonnell	4,322.40	0.00	4,322.40
5090 · Overtime Operations	1,203.85	0.00	1,203.85
5092 · Benefit Reserves	3,051.30	0.00	3,051.30
Total 5050 · Operations Salary & Wages	47,131.20	0.00	47,131.20
5100 · Admin Fringe Benefits			
5114 · Health Insurance - Admin	1,851.97	0.00	1,851.97
5120 · Social Security-Admin	108.77	0.00	108.77
5121 · Medicare-admin	25.44	0.00	25.44
5141 · Unemployment-admin	22.03	0.00	22.03
5151 · Disability Insurance-admin	4.59	0.00	4.59
Total 5100 · Admin Fringe Benefits	2,012.80	0.00	2,012.80
5110 · Operations Fringe Benefits			
5101 · Medicare	701.70	0.00	701.70
5102 · Social Security	3,000.31	0.00	3,000.31
5140 · Unemployment	528.97	0.00	528.97
5150 · Disability Insurance	110.20	0.00	110.20
5176 · Health Insurance	-3,403.26	0.00	-3,403.26
Total 5110 · Operations Fringe Benefits	937.92	0.00	937.92
5220 · Professional Services			
5229 · Accountant	2,637.00	0.00	2,637.00
5230 · Attorney Fees	784.00	0.00	784.00
5232 · Payroll Services	321.20	0.00	321.20
5235 · Grant Writer	1,200.00	0.00	1,200.00
Total 5220 · Professional Services	4,942.20	0.00	4,942.20
5250 · JTVFC#1 Fire Suppression	32,368.86	0.00	32,368.86
5270 · Insurance	30,024.77	0.00	30,024.77
5300 · Training & Education			
5302 · Training & Education-Volunteer	80.00	0.00	80.00

Jackson Twsp Board of Fire Dist No. 3
Profit & Loss Budget vs. Actual
January 1 - 16, 2018

01/16/18

Accrual Basis

	Jan 1 - 16, 18	Budget	\$ Over Budget
5304 · Career College FF	2,400.96	0.00	2,400.96
Total 5300 · Training & Education	2,480.96	0.00	2,480.96
5306 · Membership dues lic subs	1,382.00	0.00	1,382.00
5400 · Maintenance & Repair			
5402 · M&R Trucks			
5430 · M&R 5505 Pierce Ladder	295.69	0.00	295.69
5434 · M&R Unit 5519 Ford Brush	11.99	0.00	11.99
5402 · M&R Trucks - Other	336.97	0.00	336.97
Total 5402 · M&R Trucks	644.65	0.00	644.65
5405 · M&R Computer	1,408.00	0.00	1,408.00
5410 · M&R Air Pack Maintenance	1,315.13	0.00	1,315.13
5415 · M&R Air Pack Testing	1,260.00	0.00	1,260.00
Total 5400 · Maintenance & Repair	4,627.78	0.00	4,627.78
5500 · Substation Maintenance			
5501 · M&R Substation- Exterminating	85.00	0.00	85.00
5510 · M&R Substation-Cleaning	300.00	0.00	300.00
5515 · M&R Substation-Door	5,500.00	0.00	5,500.00
5520 · M&R Substation - Misc	865.02	0.00	865.02
Total 5500 · Substation Maintenance	6,750.02	0.00	6,750.02
5600 · Non-Bondables			
5636 · Fire Equipment	1,664.00	0.00	1,664.00
Total 5600 · Non-Bondables	1,664.00	0.00	1,664.00
5640 · Utilities			
5660 · Telephone	373.17	0.00	373.17
5673 · Gas	1,593.31	0.00	1,593.31
Total 5640 · Utilities	1,966.48	0.00	1,966.48
5700 · Fire Bureau Expenditures			
5741 · Membership Fees-Bureau	234.00	0.00	234.00
Total 5700 · Fire Bureau Expenditures	234.00	0.00	234.00
Total Expense	146,380.00	0.00	146,380.00
Net Ordinary Income	-128,246.58	0.00	-128,246.58
Net Income	-128,246.58	0.00	-128,246.58

**JACKSON TOWNSHIP
FIRE DISTRICT #3**

CHIEF'S REPORT

January 16, 2018

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

Training Recap

Schools

- Chief Carson, Capt Moore, Lt Moroney, Lt Howles and Lt Keller attended Lakewood Thinking Beyond First Due at Townhouse Fires
- PFF Mannikus is starting FF1 at Monmouth.

Township Chiefs Meeting

Awaiting new Chiefs Schedule.

Officers Meeting (Chief Carson, AC Baader, Capt Moore, Lt Howles, Lt Keller, Lt Loiacano, SO Prioli)

Discussion held 2018 Officer Assignments.

Training Goals

- 3-5 Live Burns
- Hosting Pump Ops, Truck Ops and Rescue Ops
- 3-5 Guest Lectures
- Complete Storage Pen including Shipping container and Trailer
- Schedule 2 joint training with day, night and mutual aid

SOGs Committee Back

- Goal to review current and make changes
- Add any missing SOGS
- 3-5 per month

Truck Committee will be chaired by AC Baader and Lt Howles

- Look at current replacement pain from Strategic Plan and make necessary changes

Equipment (Dufour)

- Finalize changes made to 5503 and finish 5505

Responses

- Apparatus response to calls
- Duty Crews
- Out of Town Responses

Fire/Complaints Requiring Investigations 92 Runs to Date since January

- 12/22/2017 Oven fire with a civilian victim. OCFM and 18307 notified
- 12/31/2017 Elevator Rescue 100 Muirfield Rd. Locked Out unit and 18307 notified
- 12/31/2017 2 Kathleen Drive Firewatch due to defective head. 18307 notified
- 1/1/2018 Working Structure Glen Arden Howell. Excellent work by all crews
- 1/3/2018 1 Arcadia Ct Building 12 Broken sprinkler Fire Watch 18307 notified
- 1/3/2018 11 History Lane Broken Sprinkler Fire Watch 18307 notified
- 1/6/2018 Structure Fire Drift Road Freehold 5505 requested.
- 1/7/2018 Stop and Shop Water Flow Broken Sprinkler Fire Watch 18307 notified
- 1/7/2018 1 Arcadia Ct Building 12 Broken sprinkler Fire Watch 18307 notified
- 1/7/2018 1 Arcadia Ct Building 14 Broken sprinkler Fire Watch 18307 notified

➤ 1/7/2018 2250 W. Countyline Building B Bad Alarm Fire Watch 18307 notified

Community Events

Santa Patrol completed

Equipment

A few packs were fixed in house for minor repairs.

Flashlights repaired

Battery powered PPV fan for 5505 in service

3 Gas Meters in service

Chiefs Helmet for Asst Chief Baader received

Numerous head sets repaired and/or sent out

SCBA Flow Testing completed Mult packs repaired

Honda light repaired in house

5541 TIC has screen issue. Being looked into

Apparatus

5511 is back in service still no CAFS

5541 has minor leak of rear. Defender aware and keeping eye on it

5541 Seat alarm going off intermittent after repair

5519 Radio repaired in house

5510 Tire has a slow leak. Plug installed by Firestone

5505 Generator is OOS

Safety

Issue with Family Practice as they will not give night or weekend appointments.

Hydrants

No report

Building

Cameras installed at Main Station

Main Station Septic has issue. Being addressed



JACKSON BUREAU OF FIRE SAFETY

FIRE DISTRICT NO. 3

200 KIERYCH MEMORIAL DRIVE


JACKSON N.J. 08527



FRANK McDONNELL
FIRE OFFICIAL

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

FIRE OFFICIAL REPORT 2017 Year End Report January 2018

1. Fire Safety PSA press release for January "Carbon Monoxide Poisoning"
2. Please visit the web page www.jacksonfiredist3.org for updated information.
-  Fire District page... www.facebook.com/jacksonfiredist3
Fire Bureau page... www.facebook.com/jacksonfiresafety
3. The amended ordinance for fire permit and LHU fees in the Fire Prevention Code Book will be introduced to the Township Council on January 23, 2018 and ordinance approval on February 13, 2018.
4. Preparing the NJ Division of Fire Safety annual audit due January 31, 2018
5. 2018 1st qtr billing has gone out.
6. NJ Civil Service changed the posting for Fire Official promotional announcement to February 1, 2018.
7. I am preparing Fire Bureau administrative handbooks to assist with the Fire Official transition and training.

2017 YEAR END ACTIVITY BY THE NUMBERS	TOTAL
Non Life Hazard Property Inspections	351
Non Life Hazard Property Re-Inspections	239
Life Hazard Property Inspections	79
Life Hazard Property Re-Inspections	76
Fire Permits Issued	47
Complaints/Follow-up	115
Other/ CO-CCO/Miscellaneous	117
Imminent Hazards Issued	0
Fire Drill	3
Penalties Issued	28
Fire Investigations/Notifications	19
Construction Plan Reviews	11
Smoke Detectors Giveaways	12
Fire Safety Presentations	1854 students
INCOME (2017 Year Ending)	
Local Registrations Fees Paid	\$27,577.50
LHU Registrations Fees Paid	\$10,159.62
Fire Permits Fees Paid	\$2,714.00
Construction Plan Fees Paid	\$300.00
Penalties 2.12 Paid	\$650.00
Dedicated Penalties 2.12A Paid	\$125.00
Miscellaneous / Grant/ Fire Reports	\$254.42
REVENUE RECEIVED	\$41,780.54
NON LIFE HAZARD INVOICES OUTSTANDING	\$965.00
LIFE HAZARD USE INVOICES OUTSTANDING	\$0.00
TOTAL PROJECTED REVENUE	\$42,745.54
BUDGET EXPENSE	\$13,407.44