

Jackson Township Fire District No. 3

Board of Fire Commissioners

Jackson Township, New Jersey

Minutes of Meeting Held

April 20th 2020

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:30pm by Commissioner Siedler on April 20th, 2020.

PRESENT- Commissioners Siedler, Keegan, Keller, Brito and Loiacono were present.

ABSENT- None

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

VOLUNTEER COMPANY REPORT – See attached report

SECRETARIES REPORT-Commissioner Keegan made a motion to accept March 2020 minutes. 2nd by Commissioner Brito, Vote: All Aye.

TREASURER’S REPORT-Financial Reports were read by Commissioner Keller.

ATTORNEY REPORT – N/A Board Attorney Joseph Youssouf was not present.

CHIEF REPORT- See attached report.

BUREAU REPORT- See attached report

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

OLD BUSINESS- the Board approved to move forward with the purchase of a new Fire Official vehicle. The purchase price will be for \$39,102.00. Chief Carson and F.O. Grossman will turn in the specs to Clerk Hode so she can order the vehicle via purchase order. Motion to purchase the new FO Vehicle made by Commissioner Keller; 2nd by Commissioner Loiacono. Vote: All Aye.

NEW BUSINESS- the Board approved the quote from Miles Technologies for the iCloud Based Server. Moving forward, Clerk Hode will work with Miles Technologies on this project. Motion to approve the Miles quote made by Commissioner Brito; 2nd by Commissioner Loiacono. Vote: All Aye.

The Board chose Rodolfo Brito as Fund Commissioner and Wayne Keegan as Alternate Fund Commissioner. ROLL CALL VOTE to approve Commissioners’ Brito and Keegan: All Aye.

Clerk Hode will send the proper paperwork to Susan Weiner at the Joint Insurance Fund in order to set up the Fund Commissioner for the year.

Commissioner Siedler stated that the District will continue to assist in EMS First Aid Calls.

EXECUTIVE SESSION- There will be no Executive Session this month.

OPEN TO THE PUBLIC- A few people who were in attendance, praised the collective body as a whole for their hard work during this Coronavirus pandemic.

Motion to adjourn the meeting at approximately 8:07 pm by Commissioner Brito 2nd by
Commissioner Keller Vote: All Aye.

 _____, CLERK

Jackson Board of Fire Commissioners Dist. #3
Executive Minutes
April 20th 2020

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

NO EXECUTIVE MEETING HELD THIS MONTH

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 April 20th, 2020

1. Attendance
2. Volunteer Company Report
3. Secretary's report
4. Treasurer's Report
5. Attorney Report
6. Fire Official Report
7. Chief's Report
8. Supervisory Commissioner Report
Approved Requisitions:
A: Henry Schein, Safco Dental Supply & Amazon: EMS supplies, sanitizers, gowns, steel hooks and spray adhesive
B: Advanced Auto: antifreeze and bulbs
C: Firepenny.com: muffler blanket
D: Defender: UV Light
E: Fire & Safety: switch for 5521
9. Old Business
10. New Business
 1. Resolution for Fund Commissioner
 2. EMS response
 3. Miles Technologies quote
11. Executive Session
12. Open To Public
13. Adjournment

9:38 AM

04/17/20

Accrual Basis

Jackson Twsp Board of Fire Dist No. 3

Cash Balance Report

As of April 20, 2020

	Apr 20, 20	
	Debit	Credit
1101 · NJ State Cash Management	62,792.36	
1102 · Fulton Bank Fire Bureau 2206	145,344.65	
1107 · Shore Comm Bank Freedom Liq 764	53,936.46	
1108 · Fulton Bank Payroll 2205	138,687.14	
1109 · Fulton Bank General Fund 2204	14,770.98	
1111 · Fulton Bank MMKT 7655	234,976.27	
TOTAL	650,507.86	0.00

9:56 AM

04/17/20

Accrual Basis

Jackson Twsp Board of Fire Dist No. 3
Treasurer's Report
As of April 20th, 2020

Type	Date	Num	Name	Amount
Apr 1 - 20, 20				
Bill Pmt -Check	04/09/2020	EFT	Safeco Dental	0.00
Bill Pmt -Check	04/09/2020	EFT	Safeco Dental	-175.93
Bill Pmt -Check	04/13/2020	EFT	FirePenny.com	-196.70
Bill Pmt -Check	04/14/2020	EFT	NJSHBP	-6,370.94
Bill Pmt -Check	04/14/2020	EFT	NJSHBP	-26,170.88
Bill Pmt -Check	04/15/2020	EFT	Amazon	-63.52
Bill Pmt -Check	04/15/2020	EFT	Amazon	-61.55
Bill Pmt -Check	04/20/2020		AED Superstore	-105.64
Bill Pmt -Check	04/20/2020		Air Purifiers	-2,149.00
Bill Pmt -Check	04/20/2020		Cablevision	-311.63
Bill Pmt -Check	04/20/2020		Colleen Theobald	-200.00
Bill Pmt -Check	04/20/2020		County of Ocean, Fi...	-4,041.95
Bill Pmt -Check	04/20/2020		Defender Emergenc...	-5,933.06
Bill Pmt -Check	04/20/2020		Detection Canine Se...	-210.84
Bill Pmt -Check	04/20/2020		Ed Delgado	-140.00
Bill Pmt -Check	04/20/2020		Firecom	-120.00
Bill Pmt -Check	04/20/2020		First Responder Join...	-47,217.00
Bill Pmt -Check	04/20/2020		Henry Schein EMS/...	-73.72
Bill Pmt -Check	04/20/2020		JCP & L	-883.17
Bill Pmt -Check	04/20/2020		JTVFC#1	-34,340.12
Bill Pmt -Check	04/20/2020		Leaf Capitol Funding...	-271.11
Bill Pmt -Check	04/20/2020		Miles Technologies	-1,447.00
Bill Pmt -Check	04/20/2020		Moore, Edward	-61.14
Bill Pmt -Check	04/20/2020		New Jersey Fire Eq...	-1,857.60
Bill Pmt -Check	04/20/2020		NJ Natural Gas Co.	-503.48
Bill Pmt -Check	04/20/2020		NJ State Associatio...	-300.00
Bill Pmt -Check	04/20/2020		Ocean County Boar...	-1,253.23
Bill Pmt -Check	04/20/2020		Republic Services Inc.	-242.27
Bill Pmt -Check	04/20/2020		ServPro of Toms Ri...	-3,856.80
Bill Pmt -Check	04/20/2020		Signal 5 Fire Appara...	-500.00
Bill Pmt -Check	04/20/2020		Verizon (hot spots)	-160.14
Bill Pmt -Check	04/20/2020		Vision Service Plan	-395.37
Bill Pmt -Check	04/20/2020		Watchung	-247.58
Bill Pmt -Check	04/20/2020		Witmer Public Safet...	-4,428.50
Bill Pmt -Check	04/20/2020		Air Purifiers	-1,947.00
Bill Pmt -Check	04/20/2020		Defender Emergenc...	-3,773.24
Bill Pmt -Check	04/20/2020		Henry Schein EMS/...	-38.49
Bill Pmt -Check	04/20/2020		Miles Technologies	-18.00
Bill Pmt -Check	04/20/2020		New Jersey Fire Eq...	-328.00
Bill Pmt -Check	04/20/2020		Defender Emergenc...	-13,961.12
Bill Pmt -Check	04/20/2020		Henry Schein EMS/...	-87.24
Bill Pmt -Check	04/20/2020		New Jersey Fire Eq...	-93.96
Apr 1 - 20, 20				-164,536.92

**Jackson Twsp Board of Fire Dist No. 3
Profit & Loss Budget vs. Actual
January 1 through April 17, 2020**

	Jan 1 - Apr 17, 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Bureau of Fire Safety			
4403 · Registration Fees-Dist 3	9,673.00	0.00	9,673.00
4503 · Fines District 3	420.50	0.00	420.50
4703 · Permit Fees Dist 3	1,424.00	0.00	1,424.00
4713 · Life Hazard Fees District 3	4,332.25	0.00	4,332.25
4733 · Fire Reports District 3	10.00	0.00	10.00
Total 4400 · Bureau of Fire Safety	15,859.75	0.00	15,859.75
4600 · General Interest Income	218.56	0.00	218.56
4800 · Miscellaneous Revenue	15,774.27	0.00	15,774.27
Total Income	31,852.58	0.00	31,852.58
Gross Profit	31,852.58	0.00	31,852.58
Expense			
5001 · Admin Salary and Wages			
5002 · Salaries - Admin Clerk	13,272.01	0.00	13,272.01
5225 · Commissioner Salaries	12,706.92	0.00	12,706.92
Total 5001 · Admin Salary and Wages	25,978.93	0.00	25,978.93
5050 · Operations Salary & Wages			
5053 · Salaries - FF Stacy	28,868.01	0.00	28,868.01
5055 · Salaries - Captain Moore	33,887.20	0.00	33,887.20
5056 · Salaries - LT Howles	32,043.20	0.00	32,043.20
5057 · Salaries - FF Hilger	27,339.20	0.00	27,339.20
5058 · Salaries - FF Grossman	28,756.00	0.00	28,756.00
5060 · Salaries - FF McLaughlin	27,534.48	0.00	27,534.48
5062 · Salaries - FF Perrotto	32,244.80	0.00	32,244.80
5064 · Salaries- FF Migliore	14,184.80	0.00	14,184.80
5065 · Salaries-FF Kourris	18,664.80	0.00	18,664.80
5069 · Salaries - FF Somers	22,681.88	0.00	22,681.88
5080 · Salaries- FF Sulter	14,184.80	0.00	14,184.80
5090 · Overtime Operations	10,663.76	0.00	10,663.76
5091 · Salaries - Working out of Class	4,241.26	0.00	4,241.26
Total 5050 · Operations Salary & Wages	295,294.19	0.00	295,294.19
5100 · Admin Fringe Benefits			
5092 · Retiree Health Benefits	25,483.76	0.00	25,483.76
5120 · Social Security-Admin	786.53	0.00	786.53
5121 · Medicare-admin	183.93	0.00	183.93
5141 · Unemployment-admin	89.11	0.00	89.11
5151 · Disability Insurance-admin	99.54	0.00	99.54
Total 5100 · Admin Fringe Benefits	26,642.87	0.00	26,642.87
5110 · Operations Fringe Benefits			
5101 · Medicare	4,184.64	0.00	4,184.64
5102 · Social Security	17,893.12	0.00	17,893.12
5140 · Unemployment	1,966.36	0.00	1,966.36
5150 · Disability Insurance	2,194.32	0.00	2,194.32
5160 · Pension	43.39	0.00	43.39
5170 · Workers Compensation-Career	34,693.00	0.00	34,693.00
5176 · Health Insurance	83,241.35	0.00	83,241.35
Total 5110 · Operations Fringe Benefits	144,216.18	0.00	144,216.18
5200 · Office Expenses			
5205 · Office Supplies	1,405.86	0.00	1,405.86
5206 · Postage	358.19	0.00	358.19
5210 · Photocopier Lease and Maintenan	1,084.44	0.00	1,084.44
6000 · Bank Service Charges	13.00	0.00	13.00
5200 · Office Expenses - Other	37.35	0.00	37.35
Total 5200 · Office Expenses	2,898.84	0.00	2,898.84
5201 · Fire Hydrant Rentals	21,175.00	0.00	21,175.00
5220 · Professional Services			
5229 · Accountant	4,624.00	0.00	4,624.00
5230 · Attorney Fees	26,067.35	0.00	26,067.35
5232 · Payroll Services	1,246.07	0.00	1,246.07
5233 · Medical Physicals	420.00	0.00	420.00
5220 · Professional Services - Other	359.41	0.00	359.41
Total 5220 · Professional Services	32,716.83	0.00	32,716.83

**Jackson Twsp Board of Fire Dist No. 3
Profit & Loss Budget vs. Actual
January 1 through April 17, 2020**

	Jan 1 - Apr 17, 20	Budget	\$ Over Budget
5250 · JTVFC#1 Fire Suppression	68,680.24	0.00	68,680.24
5270 · Insurance	12,524.00	0.00	12,524.00
5275 · Election	5,995.18	0.00	5,995.18
5280 · Advertising	62.00	0.00	62.00
5290 · Uniforms			
5291 · Paidmen Uniforms	465.79	0.00	465.79
5293 · Volunteer Work Uniforms	4,742.63	0.00	4,742.63
5296 · Turnout Gear, Bailout Kit & Har	1,675.00	0.00	1,675.00
Total 5290 · Uniforms	6,883.42	0.00	6,883.42
5300 · Training & Education			
5301 · Training & Education-Career	1,060.00	0.00	1,060.00
5302 · Training & Education-Volunteer	1,100.00	0.00	1,100.00
5304 · Career College FF	375.00	0.00	375.00
Total 5300 · Training & Education	2,535.00	0.00	2,535.00
5306 · Membership dues lic subs	1,362.50	0.00	1,362.50
5400 · Maintenance & Repair			
5402 · M&R Trucks			
5427 · M&R Unit 5501 Pierce Pumper	4,394.35	0.00	4,394.35
5428 · M&R Unit 2019 Chevy Tahoe	3,762.16	0.00	3,762.16
5430 · M&R 5505 Pierce Ladder	23,267.54	0.00	23,267.54
5431 · M&R Unit 5510 Ford Expedition	42.99	0.00	42.99
5432 · M&R Unit 5511 HME Pumper	4,470.91	0.00	4,470.91
5434 · M&R Unit 5519 Ford Brush	873.68	0.00	873.68
5435 · M&R Unit 5521 Pierce Pumper	6,054.12	0.00	6,054.12
5438 · M&R Unit 5541 Pierce Pumper	2,782.87	0.00	2,782.87
5402 · M&R Trucks - Other	3,066.67	0.00	3,066.67
Total 5402 · M&R Trucks	48,715.29	0.00	48,715.29
5405 · M&R Computer	5,707.00	0.00	5,707.00
5410 · M&R Air Pack Maintenance	156.56	0.00	156.56
5460 · M&R Extinguisher Maintenance	835.50	0.00	835.50
5490 · M&R Misc	110.00	0.00	110.00
5400 · Maintenance & Repair - Other	5,698.12	0.00	5,698.12
Total 5400 · Maintenance & Repair	61,222.47	0.00	61,222.47
5500 · Substation Maintenance			
5501 · M&R Substation- Exterminating	255.00	0.00	255.00
5510 · M&R Substation-Cleaning	5,462.37	0.00	5,462.37
5515 · M&R Substation-Door	1,370.00	0.00	1,370.00
5520 · M&R Substation - Misc	6,409.05	0.00	6,409.05
5525 · M&R Substation - Heating/Air	570.00	0.00	570.00
5535 · M&R Substation-Generator Maint	450.00	0.00	450.00
Total 5500 · Substation Maintenance	14,516.42	0.00	14,516.42
5600 · Non-Bondables			
5635 · Pass Devices	140.03	0.00	140.03
5636 · Fire Equipment	10,157.81	0.00	10,157.81
Total 5600 · Non-Bondables	10,297.84	0.00	10,297.84
5640 · Utilities			
5655 · Electric	3,332.82	0.00	3,332.82
5660 · Telephone	1,248.99	0.00	1,248.99
5665 · Volunteer Mobile Phones	350.28	0.00	350.28
5670 · Water	364.40	0.00	364.40
5673 · Gas	3,211.63	0.00	3,211.63
5675 · Garbage	728.05	0.00	728.05
5685 · Water/Sewer	267.00	0.00	267.00
Total 5640 · Utilities	9,503.17	0.00	9,503.17
5644 · Supplies Expenses			
5645 · EMS Supplies	849.47	0.00	849.47
5644 · Supplies Expenses - Other	105.64	0.00	105.64
Total 5644 · Supplies Expenses	955.11	0.00	955.11
5690 · Fuel - Trucks	6,482.67	0.00	6,482.67
5700 · Fire Bureau Expenditures			
5740 · Office Supplies/Eqmnt-Bureau	123.54	0.00	123.54
5742 · Mobile Phone-Bureau	163.77	0.00	163.77
5749 · Vehicle Equipment-Bureau	487.13	0.00	487.13

9:40 AM

04/17/20

Accrual Basis

Jackson Twsp Board of Fire Dist No. 3
Profit & Loss Budget vs. Actual
January 1 through April 17, 2020

	<u>Jan 1 - Apr 17, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 5700 - Fire Bureau Expenditures	774.44	0.00	774.44
5725 - LOSAP	19,800.00	0.00	19,800.00
Total Expense	770,517.30	0.00	770,517.30
Net Ordinary Income	-738,664.72	0.00	-738,664.72
Net Income	<u>-738,664.72</u>	<u>0.00</u>	<u>-738,664.72</u>

**JACKSON TOWNSHIP
FIRE DISTRICT #3**

CHIEF'S REPORT

April 20, 2020

**SUBMITTED BY
TIMOTHY J. CARSON
DISTRICT CHIEF**

Training Recap

Training

- Bail Out Training we have 9 more to go to complete the first 30 members
- CEVO and EVOG being planned
- 5/3/2020 Setting up for Success and Firefighter Chaos thru All Hands **Postponed**
- Water shuttle drill 5/17/2020 **Postponed**

Meetings

Officers Meeting. (Chief Carson, AC Baader, Capt Moore, Capt Halpin, Capt Dufour, Lt Drury, Lt. Loiacono, Lt. Keller)

Status of Mandatory Classes for all members being put together

Training placed on hold due to COVID19 issue

Fit Testing for nightshift will be completed after the pandemic

Fire Prevention is cancelled due to schools being closed

COVID19 Update:

EMS Protocol update given by Capt Moore including the policies worked out with Jackson EMS. All patients are having a mask put on right away and all providers are wearing masks which is lowering the exposure changes

Discussion held on the algorithm See Attached.

Supplies have been being acquired including N95's, Gloves, Gowns, Hand Sanitizer, Defoggers, Sprayers, Disinfectants, UV light, and cleaning products.

Jackson PD is available to also disinfect trucks daily

Receiving Daily Updates from Jackson OEM

Attending daily briefing online with OEM.

Total of 3 members were quarantined by exposures outside of the firehouse.

Apparatus discussion held. The truck committee is still receiving quotes and drawing even with the pandemic in place.

Discussion held on Jackson EMS taking over. No complaints so far and Capt Moore states that their performance on Scene is going well. Capt Moore also said the crews at the substation have been working out well and is comfortable with them being there on the weekends since the 30 day trial is up.

Corona Virus Meetings held and Memo sent to all members.

Fire/Complaints/Investigations 393 Runs to Date since January 1

- 3/24/2020 Residential Structure Fire Zimm Lane in Station 54 area
- 3/24/2020 Cooking Fire with a victim Westlake Mews. 5590 able to remove the patient and 18307 responded for investigation
- 4/2/2020 Residential Structure Fire Marginal Road. Fire was investigated by 18307
- 4/7/2020 Oven fire extinguished by JPD Rutgers Road.
- 4/8/2020 Brush Fire Metedeconk Trail caused by lightning strike. 18307 and B9 on scene
- 4/8/2020 Mutual Aid for one engine to Southard for a smoke condition in a building
- 4/10/2020 RIT Team requested into Lakewood residential Structure fire Iroquois Place
- 4/16/2020 RIT Team requested into Lakewood residential Structure fire High Street

- 4/19/2020 Gas Leak determined to be a dryer with a cracked flex hose and arching. 18307 notified

Community Events

Jackson 4th of July with Fire Works on 7/11/2020
Jackson Day will be September 12, 2020
Easter Bunny Escort around town was a huge success
Sirens at Seven held to acknowledge the nurses and doctors
Numerous donations of supplies and food being received by residents and businesses

Equipment

A few packs were fixed in house for minor repairs.

Flashlights repaired

Hose Requisition for replacement of 5505 hose

Thermal Imager requisition for replacement of 5541 camera

Apparatus

5519 Battery Switch needs wiring repair issue.

5521 Windshield wiper fluid hose broke.

5541 Exhaust magnet replaced

5511 Recommending putting no smoke exhaust system to be able to relocate to any bay going forward

18307 receiving quotes for 2020 Tahoe. Recommend going with similar truck to 5500 and 5510. Request permission to purchase same process as previous trucks having truck purchased and the PO's issued to upfit company for equipment and install.

Safety

Discussion held Physicals on hold for now

Hydrants

Hydrant on Bethel Church at Howell Border replaced.

Building

Remaining door openers at Substation to be replaced.



JACKSON BUREAU OF FIRE SAFETY

FIRE DISTRICT NO. 3

200 KIERYCH MEMORIAL DRIVE
JACKSON N.J. 08527



MICHAEL GROSSMAN
FIRE OFFICIAL

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

April 16, 2020

The Fire Bureau has done two Fire Investigations since last month's meeting.

3/24/2020- Kitchen Fire (Multi Family)

4/2/2020- Outside House Fire (Residential)

Construction is moving along in our District. Had some issues, been holding Engineers accountable for not following required stipulations of this office for their project.

Worked with Meridian in setting up their Corona test site.

Checking all Knox Box's in our District.

Have been doing spot checks of fire lanes.

Respectfully submitted,

Michael Grossman

