

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 May 18th, 2020

1. Attendance
2. Volunteer Company Report
3. Secretary's report
4. Treasurer's Report
5. Attorney Report-
 - 1: Resolution for Indemnification
6. Fire Official Report
7. Chief's Report
8. Supervisory Commissioner Report
Approved Requisitions:
 - A: Amazon- Soap and Headphone Ear Covers, 2 Android Tablets
 - B: 1st choice Safety- Thermal Camera Kit
 - C: The Fire Store- Hose
 - D: Firecom & David Clark- Headset repairs
 - E: Advanced Auto- Anti Freeze
9. Old Business
10. New Business
11. Executive Session
12. Open To Public
13. Adjournment

Jackson Board of Fire Commissioners Dist. #3
Executive Agenda
May 18th, 2020

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

1. Personnel issues

Jackson Township Fire District No. 3

Board of Fire Commissioners

Jackson Township, New Jersey

Minutes of Meeting Held

May 18th 2020

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:30pm by Commissioner Siedler on May 18th, 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 Brito made a motion to accept April 2020 minutes. 2nd by Commissioner Keegan, Vote: All Aye.

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

ATTORNEY REPORT – N/A

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- Discussion regarding EMS now that the trial period is over. EMS to station at our building as needed 7 days a week from 5am to 6pm starting on a trial basis for 90 days beginning June 1st 2020. Motion to approve new station hours for EMS made by Commissioner Loiacono; 2nd by Commissioner Siedler. Roll Call Vote: 4 Aye and 1 Nay. Lt. Howles and Clerk Hode will work together to have the proper access keys made for the EMS workers.

NEW BUSINESS- Chief Carson to give the Board updates regarding information to recoup expenses that were used during Covid 19.

EXECUTIVE SESSION- Motion to close for executive session made by Commissioner Brito; 2nd by Commissioner Keller. Public session closed at 8:15p.m.

OPEN TO THE PUBLIC- N/A

Motion to adjourn the meeting at approximately 8:15 pm by Commissioner Brito 2nd by
Commissioner Keller Vote: All Aye.

Wayne Room, CLERK

Jackson Board of Fire Commissioners Dist. #3
Executive Minutes
May 18th 2020

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 Personnel issues.

Commissioner: Walter Kelly

6:31 PM

Jackson Twsp Board of Fire Dist No. 3

Cash Balance Report

As of May 15, 2020

05/15/20

Accrual Basis

	May 15, 20	
	Debit	Credit
1101 · NJ State Cash Management	62,904.72	
1102 · Fulton Bank Fire Bureau 2206	146,823.12	
1107 · Shore Comm Bank Freedom Liq 764	53,936.46	
1108 · Fulton Bank Payroll 2205	417,339.58	
1109 · Fulton Bank General Fund 2204	149,567.27	
1111 · Fulton Bank MMKT 7655	221,214.59	
TOTAL	<u>1,051,785.74</u>	<u>0.00</u>

Jackson Twsp Board of Fire Dist No. 3

Profit & Loss Budget vs. Actual

January 1 through May 18, 2020

05/15/20

Accrual Basis

	Jan 1 - May 18, 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 · Taxation from Township	684,852.65	0.00	684,852.65
4400 · Bureau of Fire Safety			
4403 · Registration Fees-Dist 3	10,962.70	0.00	10,962.70
4503 · Fines District 3	420.50	0.00	420.50
4703 · Permit Fees Dist 3	1,746.00	0.00	1,746.00
4713 · Life Hazard Fees District 3	4,332.25	0.00	4,332.25
4733 · Fire Reports District 3	20.00	0.00	20.00
Total 4400 · Bureau of Fire Safety	17,481.45	0.00	17,481.45
4600 · General Interest Income	339.94	0.00	339.94
4800 · Miscellaneous Revenue	16,637.37	0.00	16,637.37
Total Income	719,311.41	0.00	719,311.41
Gross Profit	719,311.41	0.00	719,311.41
Expense			
5001 · Admin Salary and Wages			
5002 · Salaries - Admin Clerk	17,064.01	0.00	17,064.01
5225 · Commissioner Salaries	13,901.07	0.00	13,901.07
Total 5001 · Admin Salary and Wages	30,965.08	0.00	30,965.08
5050 · Operations Salary & Wages			
5053 · Salaries - FF Stacy	37,116.01	0.00	37,116.01
5055 · Salaries - Captain Moore	43,426.40	0.00	43,426.40
5056 · Salaries - LT Howles	41,198.40	0.00	41,198.40
5057 · Salaries - FF Hilger	35,150.40	0.00	35,150.40
5058 · Salaries - FF Grossman	36,972.00	0.00	36,972.00
5060 · Salaries - FF McLaughlin	35,345.68	0.00	35,345.68
5062 · Salaries - FF Perrotto	41,457.60	0.00	41,457.60
5064 · Salaries- FF Migliore	18,237.60	0.00	18,237.60
5065 · Salaries-FF Kourris	27,330.60	0.00	27,330.60
5069 · Salaries - FF Somers	29,078.68	0.00	29,078.68
5080 · Salaries- FF Suiter	18,237.60	0.00	18,237.60
5090 · Overtime Operations	11,298.53	0.00	11,298.53
5091 · Salaries - Working out of Class	5,223.10	0.00	5,223.10
Total 5050 · Operations Salary & Wages	380,072.60	0.00	380,072.60
5100 · Admin Fringe Benefits			
5092 · Retiree Health Benefits	31,854.70	0.00	31,854.70
5120 · Social Security-Admin	1,011.21	0.00	1,011.21
5121 · Medicare-admin	236.47	0.00	236.47
5141 · Unemployment-admin	111.87	0.00	111.87
5151 · Disability Insurance-admin	127.98	0.00	127.98
Total 5100 · Admin Fringe Benefits	33,342.23	0.00	33,342.23
5110 · Operations Fringe Benefits			
5101 · Medicare	5,333.55	0.00	5,333.55
5102 · Social Security	22,805.74	0.00	22,805.74
5140 · Unemployment	2,276.74	0.00	2,276.74
5150 · Disability Insurance	2,582.30	0.00	2,582.30
5160 · Pension	43.39	0.00	43.39
5170 · Workers Compensation-Career	34,693.00	0.00	34,693.00
5176 · Health Insurance	103,771.85	0.00	103,771.85
Total 5110 · Operations Fringe Benefits	171,506.57	0.00	171,506.57
5200 · Office Expenses			
5204 · Computer Supplies	179.54	0.00	179.54
5205 · Office Supplies	2,266.22	0.00	2,266.22
5206 · Postage	369.35	0.00	369.35
5210 · Photocopier Lease and Maintenan	1,355.55	0.00	1,355.55
6000 · Bank Service Charges	13.00	0.00	13.00
5200 · Office Expenses - Other	37.35	0.00	37.35
Total 5200 · Office Expenses	4,221.01	0.00	4,221.01
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	27,491.35	0.00	27,491.35
5231 · Medical Director	750.00	0.00	750.00
5232 · Payroll Services	31,310.88	0.00	31,310.88
5233 · Medical Physicals	420.00	0.00	420.00

Jackson Twsp Board of Fire Dist No. 3
Profit & Loss Budget vs. Actual
 January 1 through May 18, 2020

	Jan 1 - May 18, 20	Budget	\$ Over Budget
5220 · Professional Services - Other	359.41	0.00	359.41
Total 5220 · Professional Services	64,955.64	0.00	64,955.64
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
5285 · Background Checks	50.00	0.00	50.00
5290 · Uniforms			
5291 · Paidmen Uniforms	1,024.95	0.00	1,024.95
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	7,442.58	0.00	7,442.58
5300 · Training & Education			
5301 · Training & Education-Career	1,060.00	0.00	1,060.00
5302 · Training & Education-Volunteer	1,174.62	0.00	1,174.62
5304 · Career College FF	375.00	0.00	375.00
Total 5300 · Training & Education	2,609.62	0.00	2,609.62
5306 · Membership dues lic subs	1,378.48	0.00	1,378.48
5400 · Maintenance & Repair			
5402 · M&R Trucks			
5426 · M&R Unit 5500 Ford Expedition	1,451.28	0.00	1,451.28
5427 · M&R Unit 5501 Pierce Pumper	11,908.23	0.00	11,908.23
5428 · M&R Unit 2019 Chevy Tahoe	3,762.16	0.00	3,762.16
5430 · M&R 5505 Pierce Ladder	29,333.87	0.00	29,333.87
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	6,063.99	0.00	6,063.99
5438 · M&R Unit 5541 Pierce Pumper	2,782.87	0.00	2,782.87
5402 · M&R Trucks - Other	3,065.29	0.00	3,065.29
Total 5402 · M&R Trucks	63,755.27	0.00	63,755.27
5405 · M&R Computer	10,769.50	0.00	10,769.50
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	81,324.95	0.00	81,324.95
5500 · Substation Maintenance			
5501 · M&R Substation- Exterminating	615.00	0.00	615.00
5510 · M&R Substation-Cleaning	5,762.37	0.00	5,762.37
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	15,176.42	0.00	15,176.42
5600 · Non-Bondables			
5635 · Pass Devices	140.03	0.00	140.03
5636 · Fire Equipment	26,121.76	0.00	26,121.76
Total 5600 · Non-Bondables	26,261.79	0.00	26,261.79
5640 · Utilities			
5655 · Electric	4,014.53	0.00	4,014.53
5660 · Telephone	1,560.62	0.00	1,560.62
5665 · Volunteer Mobile Phones	510.42	0.00	510.42
5670 · Water	364.40	0.00	364.40
5673 · Gas	3,691.79	0.00	3,691.79
5675 · Garbage	968.32	0.00	968.32
5685 · Water/Sewer	267.00	0.00	267.00
Total 5640 · Utilities	11,377.08	0.00	11,377.08
5644 · Supplies Expenses			
5645 · EMS Supplies	2,195.91	0.00	2,195.91
5644 · Supplies Expenses - Other	105.64	0.00	105.64
Total 5644 · Supplies Expenses	2,301.55	0.00	2,301.55

6:32 PM

05/15/20

Accrual Basis

Jackson Twsp Board of Fire Dist No. 3

Profit & Loss Budget vs. Actual

January 1 through May 18, 2020

	Jan 1 - May 18, 20	Budget	\$ Over Budget
5690 · Fuel - Trucks	6,761.92	0.00	6,761.92
5700 · Fire Bureau Expenditures			
5738 · Postage-Bureau	21.95	0.00	21.95
5740 · Office Supplies/Eqmnt-Bureau	173.91	0.00	173.91
5741 · Membership Fees-Bureau	236.00	0.00	236.00
5742 · Mobile Phone-Bureau	218.09	0.00	218.09
5749 · Vehicle Equipment-Bureau	1,836.95	0.00	1,836.95
Total 5700 · Fire Bureau Expenditures	2,486.90	0.00	2,486.90
5725 · LOSAP	26,400.00	0.00	26,400.00
66000 · Payroll Expenses	175.45	0.00	175.45
Total Expense	977,246.29	0.00	977,246.29
Net Ordinary Income	-257,934.88	0.00	-257,934.88
Net Income	-257,934.88	0.00	-257,934.88

Jackson Twsp Board of Fire Dist No. 3

Treasurer's Report

As of May 18th, 2020

05/15/20

Accrual Basis

Type	Date	Num	Name	Amount
May 1 - 18, 20				
Bill Pmt -Check	05/11/2020	EFT	NJSHBP	-6,370.94
Bill Pmt -Check	05/11/2020	EFT	NJSHBP	-26,170.88
Bill Pmt -Check	05/18/2020		Advance Auto Parts	-69.94
Bill Pmt -Check	05/18/2020		Cablevision	-311.63
Bill Pmt -Check	05/18/2020		Colleen Theobald	-300.00
Bill Pmt -Check	05/18/2020		David Clark Compan...	-87.75
Bill Pmt -Check	05/18/2020		Dawn Hode	-76.75
Bill Pmt -Check	05/18/2020		Defender Emergenc...	-8,737.22
Bill Pmt -Check	05/18/2020		Eddie Salgado	-140.00
Bill Pmt -Check	05/18/2020		Fire and Safety	-1,150.53
Bill Pmt -Check	05/18/2020		Firecom	-120.00
Bill Pmt -Check	05/18/2020		Grossman, Michael	-62.54
Bill Pmt -Check	05/18/2020		Henry Schein EMS/...	-296.64
Bill Pmt -Check	05/18/2020		Jackson Township F...	-750.00
Bill Pmt -Check	05/18/2020		JCP & L	-681.71
Bill Pmt -Check	05/18/2020		Leaf Capitol Funding...	-271.11
Bill Pmt -Check	05/18/2020		Lincoln Financial Se...	-6,600.00
Bill Pmt -Check	05/18/2020		Miles Technologies	-18.00
Bill Pmt -Check	05/18/2020		National Center for ...	-50.00
Bill Pmt -Check	05/18/2020		NJ Natural Gas Co.	-480.16
Bill Pmt -Check	05/18/2020		ozane	-275.00
Bill Pmt -Check	05/18/2020		Plosia Cohen LLC	-1,424.00
Bill Pmt -Check	05/18/2020		Republic Services Inc.	-240.27
Bill Pmt -Check	05/18/2020		Toms River Fire Dist...	-937.50
Bill Pmt -Check	05/18/2020		UPS	-11.16
Bill Pmt -Check	05/18/2020		USAbLe Life	-193.68
Bill Pmt -Check	05/18/2020		Verizon (hot spots)	-160.14
Bill Pmt -Check	05/18/2020		Vision Service Plan	-395.37
Bill Pmt -Check	05/18/2020		Witmer Public Safet...	-39.00
Bill Pmt -Check	05/18/2020		Defender Emergenc...	-5,978.58
Bill Pmt -Check	05/18/2020		Fire and Safety	-32.73
Bill Pmt -Check	05/18/2020		Miles Technologies	-3,597.50
Bill Pmt -Check	05/18/2020		ozane	-85.00
Bill Pmt -Check	05/18/2020		Witmer Public Safet...	-269.85
Bill Pmt -Check	05/18/2020		Defender Emergenc...	-502.00
Bill Pmt -Check	05/18/2020		Miles Technologies	-1,447.00
May 1 - 18, 20				-68,334.58

**JACKSON TOWNSHIP
FIRE DISTRICT #3**

CHIEF'S REPORT

May 18, 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
- Tentative Date 10/4/2020 Setting up for Success and Firefighter Chaos thru All Hands
- 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, SO Hussey)

Training placed on hold due to COVID19 issue

Fit Testing for nightshift will be completed after the pandemic

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COVID19 Update:

EMS Protocol update given by Capt Moore

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

We have been filling up Diamond Disinfectant with County at no charge

Receiving Daily Updates from Jackson OEM

Attending daily briefing online with OEM.

Apparatus discussion held. Thank you from Lt. Howles for Capt Dufour and FF Seaman for taking care of outriggers for 5505.

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

5" Hose and Handlines ordered for 5505 along with TIC for 5541 and 5513

Gear measuring will take place on May 20. Members to be notified.

Discussion held on members ensuring they wear masks around station and shaving. Officers will leave members behind if they are not following SOG's

Fire/Complaints/Investigations 472 Runs to Date since January 1

- 4/21/2020 RIT Team requested into Lakewood residential Structure fire Clover Street
- 4/25/2020 RIT Team requested into Lakewood residential Structure fire Squankum Yellowbrook Road
- 4/25/2020 Working Structure Fire S. Carolina Street. 18307 on scene for invest.
- 4/29/2020 Working Structure Fire Burger King North Countyline Road District 4
- 5/2/2020 Smoke Condition inside Mc Donalds East Veterans District 2
- 5/5/2020 RIT Team requested into District 4 Cancelled enroute
- 5/8/2020 Smoke Condition Westlake Mews. Mulch fire with smoke into building. Alarms never activated. 18307 handled.
- 5/10/2020 RIT Team requested into Lakewood commercial Structure fire 2nd Street.
- 5/13/2020 Gas Can on fire Bethel Church Road. 18307 notified. No injuries
- 5/14/2020 RIT Team requested into Lakewood Cancelled enroute

Community Events

Jackson 4th of July with Fire Works on 7/11/2020

Jackson Day will be September 12, 2020

Numerous donations of supplies and food being received by residents and businesses

Westlake provided lunch to all on duty staff on May 13, 2020.

All Wave Parades placed on held at the directive of Chairman Siedler email from May 12, 2020.

Equipment

A few packs were fixed in house for minor repairs.

Flashlights repaired

Apparatus

5519 Battery Switch needs wiring repair issue.

5521 Windshield wiper fluid hose broke.

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

May 15, 2020

The Fire Bureau has done one Fire Investigation since last month's meeting.
4/25/2020- Structure and Outside House Fire (Residential)

Received complaint and pictures for Fire Lane violations after hours from President of Commissioners-
Occupant advised and Police report made.

Checking all Knox Box's in our District.

Have been doing spot checks of fire lanes, have written one ticket.

Respectfully submitted,

Michael Grossman

