

**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 June 15<sup>th</sup>, 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: Advanced Auto- wiper blades  
B: Safco & Henry Schein- EMS Supplies
9. Old Business
10. New Business
11. Executive Session
12. Open To Public
13. Adjournment

Jackson Board of Fire Commissioners Dist. #3  
Executive Agenda  
June 15<sup>th</sup> 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**

**June 15<sup>th</sup> 2020**

The regular meeting of the Board of Fire Commissioners, District #3, was called to order at 7:30pm by Commissioner Siedler on June 15th, 2020.

**PRESENT**- Commissioners Siedler, Keegan, Brito were present.

**ABSENT**- Commissioners Loiacono & Keller

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 May 2020 minutes. 2nd by Commissioner Keegan, Vote: All Aye.

**TREASURER’S REPORT**-Financial Reports were read by Commissioner Brito

**ATTORNEY REPORT** – Board Attorney Joseph Youssouf discussed the new Losap contribution increase

**CHIEF REPORT**- See attached report.

**BUREAU REPORT**- See attached report

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

**OLD BUSINESS**- Chief Carson will set up an appointment to meet Mr. Harpell along with Commissioner Siedler and all of the Fire Officials in Jackson to discuss the hydrant rental.

**NEW BUSINESS**-July Board meeting will be held at the sub-station at the regular day and time. FF Case approved for EMT Class. Motion to approve EMT Class made by Commissioner Keegan; 2<sup>nd</sup> by Commissioner Brito. The gym at Station 55 is open to members only as of June 16<sup>th</sup>. The Board will hold a special election to go out to the public on 9/19/2020 to purchase a Class A Fire Apparatus up to \$750,000.00. A resolution will be drafted by the Attorney. Motion to approve special election made by Commissioner Brito; 2<sup>nd</sup> by Commissioner Keegan. Roll Call Vote: All Aye.

**EXECUTIVE SESSION**- Motion to close for executive session made by Commissioner Brito; 2<sup>nd</sup> by Commissioner Keegan. Public session closed at 8:35 p.m.

**OPEN TO THE PUBLIC**- Discussion regarding the hiring of new Fire Fighters.


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

Wayne Keegan, CLERK

Jackson Board of Fire Commissioners Dist. #3  
Executive Minutes  
June 15<sup>th</sup> 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: 

11:24 AM

06/14/20

Accrual Basis

### Jackson Twsp Board of Fire Dist No. 3

## Cash Balance Report

As of June 15, 2020

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	Jun 15, 20	
	Debit	Credit
1101 · NJ State Cash Management	62,919.56	
1102 · Fulton Bank Fire Bureau 2206	153,901.69	
1107 · Shore Comm Bank Freedom Liq 764	53,936.46	
1108 · Fulton Bank Payroll 2205	85,589.33	
1109 · Fulton Bank General Fund 2204	44,103.28	
1111 · Fulton Bank MMKT 7655	71,737.17	
<b>TOTAL</b>	<b>472,187.49</b>	<b>0.00</b>

Jackson Twsp Board of Fire Dist No. 3

Treasurer's Report

As of June 15th, 2020

06/14/20

Accrual Basis

Type	Date	Num	Name	Amount
<b>Jun 1 - 15, 20</b>				
Bill Pmt -Check	06/08/2020	EFT	NJSHBP	-26,170.88
Bill Pmt -Check	06/08/2020	EFT	NJSHBP	-6,370.94
Bill Pmt -Check	06/15/2020	5480	1st Choice Safety E...	-4,999.95
Bill Pmt -Check	06/15/2020	5481	911 Safety Equipment	-173.14
Bill Pmt -Check	06/15/2020	5482	Advance Auto Parts	-107.94
Bill Pmt -Check	06/15/2020	5483	Cablevision	-311.62
Bill Pmt -Check	06/15/2020	5484	Community Safety C...	-245.00
Bill Pmt -Check	06/15/2020	5485	Defender Emergenc...	-248.10
Bill Pmt -Check	06/15/2020	5486	Evan Graham	-130.00
Bill Pmt -Check	06/15/2020	5487	Firecom	-120.00
Bill Pmt -Check	06/15/2020	5488	Fulton Bank, N.A	-74,388.23
Bill Pmt -Check	06/15/2020	5489	Galls	-101.16
Bill Pmt -Check	06/15/2020	5490	Holman Frenia Allis...	-5,000.00
Bill Pmt -Check	06/15/2020	5491	Integrated Serivces ...	-326.00
Bill Pmt -Check	06/15/2020	5492	Jackson Twp MUA	-21,562.40
Bill Pmt -Check	06/15/2020	5493	JCP & L	-792.61
Bill Pmt -Check	06/15/2020	5494	Koerner & Koerner, ...	-7,624.50
Bill Pmt -Check	06/15/2020	5495	Leaf Capitol Funding...	-271.11
Bill Pmt -Check	06/15/2020	5496	Miles Technologies	-18.00
Bill Pmt -Check	06/15/2020	5497	New Jersey Fire Eq...	-227.00
Bill Pmt -Check	06/15/2020	5498	NJ Natural Gas Co.	-219.48
Bill Pmt -Check	06/15/2020	5499	ozane	-85.00
Bill Pmt -Check	06/15/2020	5500	Plosia Cohen LLC	-2,768.00
Bill Pmt -Check	06/15/2020	5501	Republic Services Inc.	-284.66
Bill Pmt -Check	06/15/2020	5502	Son Rise	-429.00
Bill Pmt -Check	06/15/2020	5503	Toms River Fire Dist...	-225.00
Bill Pmt -Check	06/15/2020	5504	UPS	-31.50
Bill Pmt -Check	06/15/2020	5505	USAbLe Life	-369.36
Bill Pmt -Check	06/15/2020	5506	Verizon (hot spots)	-160.14
Bill Pmt -Check	06/15/2020	5507	Vision Service Plan	-395.37
Bill Pmt -Check	06/15/2020	5508	Watchung	-44.90
Bill Pmt -Check	06/15/2020	5509	Waterway Inc	-3,991.20
Bill Pmt -Check	06/15/2020	5510	Witmer Public Safet...	-98.00
Bill Pmt -Check	06/15/2020	5511	Advance Auto Parts	-29.98
Bill Pmt -Check	06/15/2020	5512	Galls	-342.50
Bill Pmt -Check	06/15/2020	5513	Miles Technologies	-6,388.00
Bill Pmt -Check	06/15/2020	5514	Galls	-485.85
<b>Jun 1 - 15, 20</b>				<b>-165,536.52</b>

## Jackson Twsp Board of Fire Dist No. 3 Profit & Loss Budget vs. Actual

January 1 through June 15, 2020

	Jan 1 - Jun 15, 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 · Taxation from Township	684,852.65	0.00	684,852.65
4400 · Bureau of Fire Safety			
4403 · Registration Fees-Dist 3	15,207.30	0.00	15,207.30
4503 · Fines District 3	420.50	0.00	420.50
4703 · Permit Fees Dist 3	1,939.00	0.00	1,939.00
4713 · Life Hazard Fees District 3	7,304.38	0.00	7,304.38
4733 · Fire Reports District 3	20.00	0.00	20.00
<b>Total 4400 · Bureau of Fire Safety</b>	<b>24,891.18</b>	<b>0.00</b>	<b>24,891.18</b>
4600 · General Interest Income	367.10	0.00	367.10
4800 · Miscellaneous Revenue	16,637.37	0.00	16,637.37
<b>Total Income</b>	<b>726,748.30</b>	<b>0.00</b>	<b>726,748.30</b>
<b>Gross Profit</b>	<b>726,748.30</b>	<b>0.00</b>	<b>726,748.30</b>
<b>Expense</b>			
5001 · Admin Salary and Wages			
5002 · Salaries - Admin Clerk	20,856.01	0.00	20,856.01
5225 · Commissioner Salaries	13,901.07	0.00	13,901.07
<b>Total 5001 · Admin Salary and Wages</b>	<b>34,757.08</b>	<b>0.00</b>	<b>34,757.08</b>
5050 · Operations Salary & Wages			
5053 · Salaries - FF Stacy	45,364.01	0.00	45,364.01
5055 · Salaries - Captain Moore	52,965.60	0.00	52,965.60
5056 · Salaries - LT Howles	50,353.60	0.00	50,353.60
5057 · Salaries - FF Hilger	42,961.60	0.00	42,961.60
5058 · Salaries - FF Grossman	45,188.00	0.00	45,188.00
5060 · Salaries - FF McLaughlin	43,156.88	0.00	43,156.88
5062 · Salaries - FF Perrotto	50,670.40	0.00	50,670.40
5064 · Salaries- FF Migliore	22,290.40	0.00	22,290.40
5065 · Salaries-FF Kourris	32,663.40	0.00	32,663.40
5069 · Salaries - FF Somers	35,475.48	0.00	35,475.48
5080 · Salaries- FF Suiter	22,290.40	0.00	22,290.40
5090 · Overtime Operations	12,612.73	0.00	12,612.73
5091 · Salaries - Working out of Class	5,817.46	0.00	5,817.46
<b>Total 5050 · Operations Salary &amp; Wages</b>	<b>461,809.96</b>	<b>0.00</b>	<b>461,809.96</b>
5100 · Admin Fringe Benefits			
5092 · Retiree Health Benefits	38,225.64	0.00	38,225.64
5120 · Social Security-Admin	1,235.89	0.00	1,235.89
5121 · Medicare-admin	289.01	0.00	289.01
5141 · Unemployment-admin	134.63	0.00	134.63
5151 · Disability Insurance-admin	156.42	0.00	156.42
<b>Total 5100 · Admin Fringe Benefits</b>	<b>40,041.59</b>	<b>0.00</b>	<b>40,041.59</b>
5110 · Operations Fringe Benefits			
5101 · Medicare	6,438.37	0.00	6,438.37
5102 · Social Security	27,529.81	0.00	27,529.81
5140 · Unemployment	2,385.84	0.00	2,385.84
5150 · Disability Insurance	2,718.68	0.00	2,718.68
5160 · Pension	43.39	0.00	43.39
5170 · Workers Compensation-Career	34,693.00	0.00	34,693.00
5176 · Health Insurance	124,428.03	0.00	124,428.03
<b>Total 5110 · Operations Fringe Benefits</b>	<b>198,237.12</b>	<b>0.00</b>	<b>198,237.12</b>
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	400.85	0.00	400.85
5210 · Photocopier Lease and Maintenan	2,055.66	0.00	2,055.66
6000 · Bank Service Charges	13.00	0.00	13.00
5200 · Office Expenses - Other	37.35	0.00	37.35
<b>Total 5200 · Office Expenses</b>	<b>4,952.62</b>	<b>0.00</b>	<b>4,952.62</b>
5201 · Fire Hydrant Rentals	42,455.00	0.00	42,455.00
5220 · Professional Services			
5229 · Accountant	17,248.50	0.00	17,248.50
5230 · Attorney Fees	30,259.35	0.00	30,259.35
5231 · Medical Director	750.00	0.00	750.00
5232 · Payroll Services	31,666.26	0.00	31,666.26
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 June 15, 2020

	Jan 1 - Jun 15, 20	Budget	\$ Over Budget
5220 · Professional Services - Other	359.41	0.00	359.41
<b>Total 5220 · Professional Services</b>	<b>80,703.52</b>	<b>0.00</b>	<b>80,703.52</b>
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	6,787.79	0.00	6,787.79
5280 · Advertising	62.00	0.00	62.00
5285 · Background Checks	50.00	0.00	50.00
5290 · Uniforms			
5291 · Paidmen Uniforms	2,769.47	0.00	2,769.47
5293 · Volunteer Work Uniforms	4,742.63	0.00	4,742.63
5295 · Turnout Gear Upgrades	15.00	0.00	15.00
5296 · Turnout Gear, Bailout Kit & Har	1,675.00	0.00	1,675.00
<b>Total 5290 · Uniforms</b>	<b>9,202.10</b>	<b>0.00</b>	<b>9,202.10</b>
5300 · Training & Education			
5301 · Training & Education-Career	1,530.00	0.00	1,530.00
5302 · Training & Education-Volunteer	1,174.62	0.00	1,174.62
5304 · Career College FF	375.00	0.00	375.00
<b>Total 5300 · Training &amp; Education</b>	<b>3,079.62</b>	<b>0.00</b>	<b>3,079.62</b>
5306 · Membership dues lic subs	1,394.46	0.00	1,394.46
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	29,581.97	0.00	29,581.97
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	2,902.87	0.00	2,902.87
5402 · M&R Trucks - Other	3,095.27	0.00	3,095.27
<b>Total 5402 · M&amp;R Trucks</b>	<b>64,153.35</b>	<b>0.00</b>	<b>64,153.35</b>
5405 · M&R Computer	17,175.50	0.00	17,175.50
5410 · M&R Air Pack Maintenance	383.56	0.00	383.56
5460 · M&R Extinguisher Maintenance	835.50	0.00	835.50
5485 · Pump Testing	3,991.20	0.00	3,991.20
5490 · M&R Misc	110.00	0.00	110.00
5400 · Maintenance & Repair - Other	5,698.12	0.00	5,698.12
<b>Total 5400 · Maintenance &amp; Repair</b>	<b>92,347.23</b>	<b>0.00</b>	<b>92,347.23</b>
5500 · Substation Maintenance			
5501 · M&R Substation- Exterminating	700.00	0.00	700.00
5510 · M&R Substation-Cleaning	5,762.37	0.00	5,762.37
5515 · M&R Substation-Door	1,696.00	0.00	1,696.00
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
<b>Total 5500 · Substation Maintenance</b>	<b>15,587.42</b>	<b>0.00</b>	<b>15,587.42</b>
5600 · Non-Bondables			
5635 · Pass Devices	140.03	0.00	140.03
5636 · Fire Equipment	26,251.76	0.00	26,251.76
<b>Total 5600 · Non-Bondables</b>	<b>26,391.79</b>	<b>0.00</b>	<b>26,391.79</b>
5640 · Utilities			
5655 · Electric	4,014.53	0.00	4,014.53
5660 · Telephone	1,872.24	0.00	1,872.24
5665 · Volunteer Mobile Phones	670.56	0.00	670.56
5670 · Water	691.70	0.00	691.70
5673 · Gas	3,911.27	0.00	3,911.27
5675 · Garbage	1,252.98	0.00	1,252.98
5685 · Water/Sewer	267.00	0.00	267.00
<b>Total 5640 · Utilities</b>	<b>12,680.28</b>	<b>0.00</b>	<b>12,680.28</b>
5644 · Supplies Expenses			
5645 · EMS Supplies	2,816.15	0.00	2,816.15
5644 · Supplies Expenses - Other	105.64	0.00	105.64

## Jackson Twsp Board of Fire Dist No. 3

## Profit &amp; Loss Budget vs. Actual

January 1 through June 15, 2020

	Jan 1 - Jun 15, 20	Budget	\$ Over Budget
Total 5644 · Supplies Expenses	2,921.79	0.00	2,921.79
5690 · Fuel - Trucks	8,483.44	0.00	8,483.44
5700 · Fire Bureau Expenditures			
5738 · Postage-Bureau	43.90	0.00	43.90
5740 · Office Supplies/Eqmnt-Bureau	224.28	0.00	224.28
5741 · Membership Fees-Bureau	381.00	0.00	381.00
5742 · Mobile Phone-Bureau	272.16	0.00	272.16
5749 · Vehicle Equipment-Bureau	1,941.91	0.00	1,941.91
Total 5700 · Fire Bureau Expenditures	2,863.25	0.00	2,863.25
5725 · LOSAP	26,400.00	0.00	26,400.00
5754 · Debt Service			
5760 · Serial Bonds-Principal Payment	70,000.00	0.00	70,000.00
5770 · Serial Bonds Interest	4,388.23	0.00	4,388.23
Total 5754 · Debt Service	74,388.23	0.00	74,388.23
66000 · Payroll Expenses	175.45	0.00	175.45
Total Expense	1,226,975.98	0.00	1,226,975.98
Net Ordinary Income	-500,227.68	0.00	-500,227.68
Net Income	-500,227.68	0.00	-500,227.68



# 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](mailto:mgrossman@jacksonfiredist3.org) [www.jacksonfiredist3.org](http://www.jacksonfiredist3.org)

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June 12, 2020

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

06/02/2020- Electrical Fire (Residential)

06/04/2020- Fire (Residential)

Took delivery of the new Bureau vehicle.

Checking all Knox Box's in our District.

Have been doing spot checks of fire lanes.

Respectfully submitted,

Michael Grossman

Jackson Township Fire District 3  
Fire Bureau Report

2020

Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Non Life Hazard Property Inspections	36	24	30	1	33	34							158
Non Life Hazard Property Reinspections	8	14	16	6	3	15							62
Life hazard Property Inspections	3	22	6	0	13	14							58
Life Hazard Property Reinspections	7	3	17	8	0	8							43
Fire Permits Issued	4	5	1	1	3	4							18
Complaints/Follow Up	2	2	3	2	3	6							18
Other/CO-CCO/Misc	27	37	43	35	42	62							246
Imminent hazards Issued	0	2	0	0	0	0							2
Fire Drill	0	0	1	0	0	0							1
Penalties Issued	3	0	1	0	0	1							5
Fire Investigations/Notifications	0	0	3	2	1	2							8
Construction Plan Reviews	3	0	0	0	0	0							3
Smoke Detector Giveaways	0	3	0	0	0	0							3
Fire Safety Presentations	0	1	1	0	0	0							2

**JACKSON TOWNSHIP  
FIRE DISTRICT #3**

**CHIEF'S REPORT**

**June 15, 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 EVOC being planned
- Tentative Date 10/4/2020 Setting up for Success and Firefighter Chaos thru All Hands
- Water shuttle drill 5/17/2020 **Postponed**
- **Seeking permission to send FF Case to EMT School at cost of \$1,580**

### Meetings

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

Training opening back up. Virtual classes ongoing and EMT Training started up within the district.

Engine and Truck Company Classes are starting again with Station 57

Small drills will commence in June

Fit Testing for nightshift will be completed after the pandemic

COVID19 Update:

Supplies have been being acquired including N95's, Gloves, Gowns, Hand Sanitizer, We have been filling up Diamond Disinfectant with County at no charge  
Receiving Daily Updates from Jackson OEM

Apparatus discussion held. 5505 is back in service. Hose and Pump testing completed. Ladder testing and bench testing coming up.

The truck committee will be scheduling final meetings with remaining vendors to get all quotes in line.

5" Hose and Handlines ordered for 5505 along with TIC for 5541 and 5513. TIC for 5541 is in awaiting charger.

Gear measured Requisition going in.

Discussion held on members ensuring they wear masks around station and shaving.

Fixed the county run cards for Indoor/Outdoor Odors and Gas leaks

Looking to open Gym back up to District 3 only the same way we closed it. Permission to open as of June 16.

### Fire/Complaints/Investigations 609 Runs to Date since January 1

- 5/16/2020 Small fire at Westlake mews where once again the alarm never activated. 18307 followed up and system is operational
- 5/20/2020 Reoccurring open burn issue with residence on Brookwood Parkway. 18307 and B9 rectified the situation
- 5/21/2020 RIT Team requested into Howell Township. Cancelled enroute.
- 5/27/2020 Vehicle Fire Brook Plaza. Small fire from Alternator.

- 5/28/2020 RIT Team requested into Lakewood for a commercial Structure fire.
- 5/30/2020 Coverage assignment, One Engine into Squankum
- 6/4/2020 Small fire in closet Hampton Drive. 18307 on scene.
- 6/5/2020 MVC Overturn with Entrapment I-195
- 6/10/2020 Flair Park Garbage Can fire 18307 notified
- 6/15/2020 Notification of Outdoor Dining issue Brook Plaza

### **Community Events**

Jackson 4<sup>th</sup> of July with Fire Works on 7/11/2020 Awaiting decision  
Jackson Day will be September 12, 2020 Awaiting decision  
Going to End Wave Parades as of the end of June since everything is opening  
Protest in the Park went well

### **Equipment**

A few packs were fixed in house for minor repairs.

Flashlights repaired

5513 Gas Meter is missing.

Battery fan repaired for 5505 covered under warranty

### **Apparatus**

5519 Battery Switch needs wiring repair issue.

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

18307 truck is in and awaiting upfit.

### **Safety**

Discussion held Physicals on hold for now

### **Hydrants**

Hydrant ifo 16 Dorchester is OOS

### **Building**

Remaining door openers at Substation to be replaced.