



Matthew J.
Jakob

Firefighter / EMT

 (609) 850-9059

 emt3212@gmail.com

 Browns Mills, NJ

 www.linkedin.com/in/emt3212

 live:firefighter181

 youtube.com/emt3212

Dianne Kelly

Township Administrator

Upper Freehold Township

314 Route 539

Cream Ridge, NJ 08514

DEAR MRS KELLY,

As per my previous e-mail I am interested in a supervisor/management position with Upper Freehold Township in the Emergency Services Department. I have 26 years of experience in The Emergency Services, starting in 1993 as an Emergency Medical Technician in my home township of Pemberton. During that time, I have served in positions from basic firefighter/EMT to Fire Assistant Chief & EMS Chief locally. On a county level I have served as a County EMS Coordinator from 2000 to 2003. I was part of the Burlington County Response to 9/11. In the private sector, I have served in positions from basic EMT responder, Emergency Dispatcher, to EMS Coordinator and Supervisor of Operations.

My Service with The Pemberton Twp. Vol. Fire Company (Originally the Browns Mills Fire Company) began in 1995 and has not stopped. I am still an active member, answering calls and preparing to open a new firehouse. During my time with PTFC, I served as an Operational Officer from 1999 till 2017. Positions held included Fire Lieutenant, Fire Captain, Battalion Chief (District 1 which had 2 fire stations), and Assistant Chief of the Township Fire Department. My duties included Officer in Charge of the Engine/Ladder/BLS, Station Commander, Incident Commander of Incidents including several large-scale incidents (Multiple Alarm Fires and Multi-jurisdictional Incidents), Operations Officer of Incidents, Training Officer, Teacher/Instructor, Infection Control Officer, Information Technology Officer (Included GIS), Administrative Chief (handled all office paperwork), Application Processing, New Member Interviews, Inventory Control, Fire Prevention, Public Events Coordination, New Equipment Purchasing (through the Chief and directly with the Township Finance Office), Response Area Design (who responds with us to what areas), and conversion of an all paper department to mostly computerized.

I have also served with 2 different Volunteer Emergency Medical Services. I began my EMS Career in 1993 with the Browns Mills Emergency Squad and served The Whiting First Aid Squad from 1995 till 1999. I served with the Browns Mills Emergency Squad till they closed in 2012, Emergency Medical Services in Pemberton Township was merged with the Fire Department. During my time in Volunteer EMS I served as Lieutenant, Captain and Chief of Operations. My duties included Overall Operational Control, operational budgeting, purchase of equipment and apparatus, Incident command of Incidents including several large-scale incidents (Mass Casualty, Active Shooter, and Multiple Alarm Fires), computerizing the administration, recruitment/retention, training redesign, fleet maintenance with low budget costs, quality control of incident reports, and redesigning the Standard Operating Guidelines to be more efficient. My Volunteer Services assisted me in my Career EMS Service as well.

In my early Career Emergency Medical Service there were several companies I worked for. I started in 1996 with SAS Ambulance as a Transport and Emergency Response EMT. In November of 1996, the company was purchased by AMR where I continued my service as a street EMT and progressed to Emergency Dispatch. At the Beginning of 2000 AMR left the State of New Jersey, our location was sold to Alert Ambulance where I continued as an Emergency Dispatcher. I continued there till May 2000 when I was asked to join the original owner of SAS Ambulance at his new company, Exceptional Medical Transport. I worked there till April 2005. While working in these positions I dispatched and Coordinated over 68 Ambulances and 98 Invalid Coach trucks in 3 states. Worked as an EMT providing EMS to the residents in the towns of Jackson, Lakewood, Brick, and Atlantic City. Assisted the supervisors and acted as supervisor in their absence. I was the Incident Commander of several incidents in our contracted towns. These jobs were key in allowing me to continue my service to the next level after I left Exceptional.

I left Exceptional Medical Transport for a job offer as a Supervisor/EMS Coordinator with Vanguard Healthcare Management. This job was back in my hometown and at the time offered a lot of upward mobility in EMS. I worked out of Saint Frances Hospital in Trenton, providing EMS to the towns of Pemberton and Hightstown. I supervised daily operations of both our EMS sites and our Non-Emergency Transport units. I did spot checks of the ambulances,

scheduling/schedule changes, budgeting for the service both operational and administrative, inventory control, handling of personnel issues, response to accidents involving our units, accident reconstruction/investigation, and managing of other unforeseen issues that arisen. Sadly, in November of 2006 St. Frances decided to discontinue the service, however I quickly received an offer to join Kennedy Healthcare System in Voorhees, NJ.

I began with Kennedy Healthcare System in November of 2006. There I started as a dispatcher and was quickly promoted through the ranks. I eventually became the Operations Supervisor. I worked out of the STAT Ambulance site for Kennedy HS. There we provided Communications for 38 non-Emergent BLS units, 7 ALS/SCTU Ambulances, 5 MAVs, 10 courier units, 9 Behavioral Health Transports, 2 EMS Supervisors, and 5 EMS BLS Ambulances. I supervised daily operations of both our EMS sites and our Non-Emergency Transport units. I did spot checks of the units, scheduling/schedule changes, budgeting for operations, inventory control, handling of personnel issues, response to accidents involving our units, accident reconstruction/investigation, Training (including Defensive Driving Certification, and new member orientation), Oversaw 2 Licensed Mechanics, purchased vehicle maintenance equipment, decision making for the purchase of new ambulances and equipment, implemented the installation of a Computer Aided Dispatch with GPS, and managing of other unforeseen issues that arisen. I left this job in December of 2009 to follow my dream job of Firefighter/EMT with Plumsted Twp. Fire District.

In May of 2006, I started working for Plumsted Township as a per diem EMT. At the beginning of 2009, the service was turned over to the Plumsted Twp. Fire District #1. In December of 2009, I was offered a Full Time Position as a firefighter/EMT and accepted it. As a firefighter/EMT with Plumsted Twp. Fire District, I respond to Fire and EMS calls in Plumsted, New Hanover, North Hanover, parts of Upper Freehold, and other areas as requested for Mutual Aid. During my time with Plumsted I updated the NFIRS from an antiquated system to a state of art system that does more then just reports. It tracks Incidents, staff, training, equipment, supplies, and pre-plans. I implemented computerized charting for EMS as well as Wi-Fi for the stations and ambulances (still working on the firetrucks). I provided support on several incident in different roles including Incident Command, Resource Officer, Operations Branch, Staging Officer, and Water Supply. I oversaw the Emergency Operations Center for Plumsted Township during Hurricanes Iris and Sandy. I responded to the barrier islands of Ocean County and provided several roles in ICS during Hurricane Sandy. I have Researched, Secured and Fulfilled several Grants for the district. I continue to provide service to the residents of Plumsted and the surrounding areas to this day.

During my years of service, I also served as a County EMS Coordinator for the county of Burlington. I responded to multiple incidents providing support to the incident commander including large natural gas leak (12" main), multiple Mass Casualty Incidents, and Plane Crashes. I was a primary responder for 9/11. I was in the County Emergency Operations Center by 1030am. There I contacted both fire & EMS units throughout the county coordinating our response. At approx. 2pm we set up a staging area for all responding units, I was the EMS Staging Officer with 30 BLS Units and 5 ALS Units arriving. EMS was the only service officially requested, responded to the Meadowlands, then to Ground Zero. While units were deployed, I was the Incident Commander for Burlington County OEM from midnight 12 Sept 01 till 0600 12 Sept. 01. During the next month we coordinated units deploying to NYC 5 BLS at a time on 24-hour shifts. In 2003, my direction moved back to the fire service and I resigned from the EMS Coordinator position.

Along with all my experience I have received several awards for my service. These awards include, Public Service, Life Safety, Valor Award (rescued a girl from a fire), multiple CPR saves, Multiple baby deliveries, Multiple Firefighter of the Year & EMT of the Year Awards, and 2 Life Safety Awards from the NJ State Legislation for courageous actions while on duty.

As you can see, I have a lot of experience in fire & EMS. I will be able to get a handle of the inventory issues Upper Freehold Township has, as well as make other major improvements to the service. I have been driving fire apparatus since 1997 and am very proficient as a pump operator. I worked for a short period as a Fire Pump, Ladder, & Hose

Tester for Fireflow Testing Services. We went all around the Tri-state area operating and testing firetrucks. I have been approved to drive all vehicles for Upper Freehold Township/Hope Fire Company except the Tractor Trailer. I am a NJ Fire Instructor Level 2, meaning I can teach any fire service class, and a Previous National Safety Council Instructor of Defensive Driving (Certification lapsed after I left Kennedy HS). I am Incident Management Level 3 Certified (The highest level in NJ) and have used it on multiple occasions. I am MS Certified and very proficient in Microsoft Office Products. I received training in the programs that Upper Freehold uses currently for Incident Reporting and Inventory. I am the administrator for these same programs with Plumsted Township. I am Motorola Certified to program their pagers and radios. I know the Computer Aided System that Monmouth County uses to dispatch us, and we operate in the apparatus. My only draw backs are that I do Not have my CDL or Fire Inspector. I do know how to drive a split trans truck (like the tanker), have driven them before, however I am not certified in the Hope Fire Company Truck. I am willing to go get my CDL and Fire Inspector if the Township is willing to pay for the classes. If needed I can oversee the EMS in Upper Freehold Township as well as do reports to ensure the contracted service(s) are meeting the town's needs. As you can see there are a lot of positives to hiring me as a supervisor/manager for Upper Freehold Emergency Services.

I hope I have outlined all the positives and some negatives in hiring me for the position. I look forward to serving Upper Freehold as a Supervisor/Manager. I have also attached a copy of my resume. To Schedule an interview please call me at (609) 850-9059. The best time to reach me is between 9am and 7pm, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,
Matthew J. Jakob
Enclosure



Matthew J.
Jakob

Firefighter / EMT

 (609) 850-9059

 emt3212@gmail.com

 Browns Mills, NJ

 www.linkedin.com/in/emt3212

 live:firefighter181

 youtube.com/emt3212

Dianne Kelly

Township Administrator

Upper Freehold Township

314 Route 539

Cream Ridge, NJ 08514

\$1071.30 C-04-55-938.001
C-04-55-959-001 ↓
30,000

D E A R M R S K E L L Y ,

As per my previous e-mail I am interested in a supervisor/management position with Upper Freehold Township in the Emergency Services Department. I have 26 years of experience in The Emergency Services, starting in 1993 as an Emergency Medical Technician in my home township of Pemberton. During that time, I have served in positions from basic firefighter/EMT to Fire Assistant Chief & EMS Chief locally. On a county level I have served as a County EMS Coordinator from 2000 to 2003. I was part of the Burlington County Response to 9/11. In the private sector, I have served in positions from basic EMT responder, Emergency Dispatcher, to EMS Coordinator and Supervisor of Operations.

My Service with The Pemberton Twp. Vol. Fire Company (Originally the Browns Mills Fire Company) began in 1995 and has not stopped. I am still an active member, answering calls and preparing to open a new firehouse. During my time with PTFC, I served as an Operational Officer from 1999 till 2017. Positions held included Fire Lieutenant, Fire Captain, Battalion Chief (District 1 which had 2 fire stations), and Assistant Chief of the Township Fire Department. My duties included Officer in Charge of the Engine/Ladder/BLS, Station Commander, Incident Commander of Incidents including several large-scale incidents (Multiple Alarm Fires and Multi-jurisdictional Incidents), Operations Officer of Incidents, Training Officer, Teacher/Instructor, Infection Control Officer, Information Technology Officer (Included GIS), Administrative Chief (handled all office paperwork), Application Processing, New Member Interviews, Inventory Control, Fire Prevention, Public Events Coordination, New Equipment Purchasing (through the Chief and directly with the Township Finance Office), Response Area Design (who responses with us to what areas), and conversion of an all paper department to mostly computerized.

I have also served with 2 different Volunteer Emergency Medical Services. I began my EMS Career in 1993 with the Browns Mills Emergency Squad and served The Whiting First Aid Squad from 1995 till 1999. I served with the Browns Mills Emergency Squad till they closed in 2012, Emergency Medical Services in Pemberton Township was merged with the Fire Department. During my time in Volunteer EMS I served as Lieutenant, Captain and Chief of Operations. My duties included Overall Operational Control, operational budgeting, purchase of equipment and apparatus, Incident command of Incidents including several large-scale incidents (Mass Casualty, Active Shooter, and Multiple Alarm Fires), computerizing the administration, recruitment/retention, training redesign, fleet maintenance with low budget costs, quality control of incident reports, and redesigning the Standard Operating Guidelines to be more efficient. My Volunteer Services assisted me in my Career EMS Service as well.

In my early Career Emergency Medical Service there were several companies I worked for. I started in 1996 with SAS Ambulance as a Transport and Emergency Response EMT. In November of 1996, the company was purchased by AMR where I continued my service as a street EMT and progressed to Emergency Dispatch. At the Beginning of 2000 AMR left the State of New Jersey, our location was sold to Alert Ambulance where I continued as an Emergency Dispatcher. I continued there till May 2000 when I was asked to join the original owner of SAS Ambulance at his new company, Exceptional Medical Transport. I worked there till April 2005. While working in these positions I dispatched and Coordinated over 68 Ambulances and 98 Invalid Coach trucks in 3 states. Worked as an EMT providing EMS to the residents in the towns of Jackson, Lakewood, Brick, and Atlantic City. Assisted the supervisors and acted as supervisor in their absence. I was the Incident Commander of several incidents in our contracted towns. These jobs were key in allowing me to continue my service to the next level after I left Exceptional.

I left Exceptional Medical Transport for a job offer as a Supervisor/EMS Coordinator with Vanguard Healthcare Management. This job was back in my hometown and at the time offered a lot of upward mobility in EMS. I worked out of Saint Frances Hospital in Trenton, providing EMS to the towns of Pemberton and Hightstown. I supervised daily operations of both our EMS sites and our Non-Emergency Transport units. I did spot checks of the ambulances,

scheduling/schedule changes, budgeting for the service both operational and administrative, inventory control, handling of personnel issues, response to accidents involving our units, accident reconstruction/investigation, and managing of other unforeseen issues that arisen. Sadly, in November of 2006 St. Frances decided to discontinue the service, however I quickly received an offer to join Kennedy Healthcare System in Voorhees, NJ.

I began with Kennedy Healthcare System in November of 2006. There I started as a dispatcher and was quickly promoted through the ranks. I eventually became the Operations Supervisor. I worked out of the STAT Ambulance site for Kennedy HS. There we provided Communications for 38 non-Emergent BLS units, 7 ALS/SCTU Ambulances, 5 MAVs, 10 courier units, 9 Behavioral Health Transports, 2 EMS Supervisors, and 5 EMS BLS Ambulances. I supervised daily operations of both our EMS sites and our Non-Emergency Transport units. I did spot checks of the units, scheduling/schedule changes, budgeting for operations, inventory control, handling of personnel issues, response to accidents involving our units, accident reconstruction/investigation, Training (including Defensive Driving Certification, and new member orientation), Oversaw 2 Licensed Mechanics, purchased vehicle maintenance equipment, decision making for the purchase of new ambulances and equipment, implemented the installation of a Computer Aided Dispatch with GPS, and managing of other unforeseen issues that arisen. I left this job in December of 2009 to follow my dream job of Firefighter/EMT with Plumsted Twp. Fire District.

In May of 2006, I started working for Plumsted Township as a per diem EMT. At the beginning of 2009, the service was turned over to the Plumsted Twp. Fire District #1. In December of 2009, I was offered a Full Time Position as a firefighter/EMT and accepted it. As a firefighter/EMT with Plumsted Twp. Fire District, I respond to Fire and EMS calls in Plumsted, New Hanover, North Hanover, parts of Upper Freehold, and other areas as requested for Mutual Aid. During my time with Plumsted I updated the NFIRS from an antiquated system to a state of art system that does more then just reports. It tracks Incidents, staff, training, equipment, supplies, and pre-plans. I implemented computerized charting for EMS as well as Wi-Fi for the stations and ambulances (still working on the firetrucks). I provided support on several incident in different roles including Incident Command, Resource Officer, Operations Branch, Staging Officer, and Water Supply. I oversaw the Emergency Operations Center for Plumsted Township during Hurricanes Iris and Sandy. I responded to the barrier islands of Ocean County and provided several roles in ICS during Hurricane Sandy. I have Researched, Secured and Fulfilled several Grants for the district. I continue to provide service to the residents of Plumsted and the surrounding areas to this day.

During my years of service, I also served as a County EMS Coordinator for the county of Burlington. I responded to multiple incidents providing support to the incident commander including large natural gas leak (12" main), multiple Mass Casualty Incidents, and Plane Crashes. I was a primary responder for 9/11. I was in the County Emergency Operations Center by 1030am. There I contacted both fire & EMS units throughout the county coordinating our response. At approx. 2pm we set up a staging area for all responding units, I was the EMS Staging Officer with 30 BLS Units and 5 ALS Units arriving. EMS was the only service officially requested, responded to the Meadowlands, then to Ground Zero. While units were deployed, I was the Incident Commander for Burlington County OEM from midnight 12 Sept 01 till 0600 12 Sept. 01. During the next month we coordinated units deploying to NYC 5 BLS at a time on 24-hour shifts. In 2003, my direction moved back to the fire service and I resigned from the EMS Coordinator position.

Along with all my experience I have received several awards for my service. These awards include, Public Service, Life Safety, Valor Award (rescued a girl from a fire), multiple CPR saves, Multiple baby deliveries, Multiple Firefighter of the Year & EMT of the Year Awards, and 2 Life Safety Awards from the NJ State Legislation for courageous actions while on duty.

As you can see, I have a lot of experience in fire & EMS. I will be able to get a handle of the inventory issues Upper Freehold Township has, as well as make other major improvements to the service. I have been driving fire apparatus since 1997 and am very proficient as a pump operator. I worked for a short period as a Fire Pump, Ladder, & Hose

Tester for Fireflow Testing Services. We went all around the Tri-state area operating and testing firetrucks. I have been approved to drive all vehicles for Upper Freehold Township/Hope Fire Company except the Tractor Trailer. I am a NJ Fire Instructor Level 2, meaning I can teach any fire service class, and a Previous National Safety Council Instructor of Defensive Driving (Certification lapsed after I left Kennedy HS). I am Incident Management Level 3 Certified (The highest level in NJ) and have used it on multiple occasions. I am MS Certified and very proficient in Microsoft Office Products. I received training in the programs that Upper Freehold uses currently for Incident Reporting and Inventory. I am the administrator for these same programs with Plumsted Township. I am Motorola Certified to program their pagers and radios. I know the Computer Aided System that Monmouth County uses to dispatch us, and we operate in the apparatus. My only draw backs are that I do Not have my CDL or Fire Inspector. I do know how to drive a split trans truck (like the tanker), have driven them before, however I am not certified in the Hope Fire Company Truck. I am willing to go get my CDL and Fire Inspector if the Township is willing to pay for the classes. If needed I can oversee the EMS in Upper Freehold Township as well as do reports to ensure the contracted service(s) are meeting the town's needs. As you can see there are a lot of positives to hiring me as a supervisor/manager for Upper Freehold Emergency Services.

I hope I have outlined all the positives and some negatives in hiring me for the position. I look forward to serving Upper Freehold as a Supervisor/Manager. I have also attached a copy of my resume. To Schedule an interview please call me at (609) 850-9059. The best time to reach me is between 9am and 7pm, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,
Matthew J. Jakob
Enclosure

Township of Upper Freehold
314 Route 539
Cream Ridge, NJ 08514

Telephone: 609-758-7738 Ext.226
Fax 609-758-1183

Employment Application:

Date: 14 May 2020

Applicant Information:

Name (Last, First, Middle): Jakob, Matthew James

Address: 210 Idaho Trail

City/Town: Browns Mills, NJ 08015

Phone (Work): (609) 754-5455

(Home): ()

Drivers' License No:

(Cell): (609) 850-9059

E-mail address emt321z@gmail.com

Position applied for: Captain/Supervisor/Manager

Have you ever applied to the Township before: ☒ Yes ☐ No If yes, give date 02/01/19

Date you can start: 3 Week Notice Needed Salary desired: \$75,000 Salary

Are you available to work: ☒ Full time ☐ Part time ☐ Shift work ☐ Temporary

Are you currently employed: ☒ Yes ☐ No May we contact you at work: ☐ Yes ☒ No

May we contact your current employer: ☒ Yes ☐ No

Are you currently on layoff status and subject to recall: ☐ Yes ☒ No

Do you possess a current driver's license: ☒ Yes ☐ No

Do you possess a current commercial driver's license: ☐ Yes ☒ No

Please list any endorsements:

If you are under eighteen years of age, can you provide proof of eligibility to work:

☐ Yes ☐ No N/A

Are you legally eligible to work in the United States of America: ☒ Yes ☐ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Employment is conditional upon the results of a criminal background check

The Township of Upper Freehold is an Equal Opportunity Employer M/F
Application Form Revised 12/31/2019

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer: Plumsted Twp. Fire District #1	Date started: Dec 09	Date left: N/A	Work performed/ responsibilities: Provided EMS & Fire to the Towns we cover. As well as other services
Address: 59 Main Street, New Egypt, NJ 08533	Special skills EMT/Firefighter, ICS,		
Job Title:	Computer Services		
Reason for leaving:			
Supervisor's name and phone number: Jodi Byrne (609) 556-3797			
May we contact for a reference: ☒ Yes ☐ No			
Employer: Kennedy Healthcare (STAT Ambulance)	Date started: Nov 2006	Date left: 12/09	Work performed/ responsibilities: Operational Supervision of all Services.
Address: 701 Cooper Road, Voorhees, NJ	Special Skills Communications, IT, MS Products, Inventory Control		
Job Title: Operations Supervisor			
Reason for leaving: Job offer as a Firefighter/EMT			
Supervisor's name and phone number: Ron Forsyth Unknown			
May we contact for a reference: ☐ Yes ☒ No Kennedy HS was bought by Jefferson HC, and the site I worked for was sold to a third party who was not able to get the service running again.			
Employer: Vanguard Healthcare Management	Date started: April 2005	Date left: Nov 2006	Work performed/ responsibilities: Supervisor of Operations for EMS and Non-Emergent Transports.
Address: Route 3, Meadowlands, NJ	Special Skills		
Job Title: Operations Supervisor/Coordinator			
Reason for leaving: Site was shut down			
Supervisor's name and phone number: Gerilynn Hood (now Gossard) (609) 203-4752			
May we contact for a reference: ☒ Yes ☐ No			
Employer: Exceptional Medical Transport	Date started: June 2000	Date left: April 2005	Work performed/ responsibilities: Dispatch and control of BLS, SCTU, & MAV units on the street. Provide BLS Care when needed.
Address: 301 Allied Parkway West Berlin, NJ 08091	Special Skills Communications, IT, MS Products, CAD		
Job Title: Dispatcher			
Reason for leaving: Better Job Offer			
Supervisor's name and phone number: George Klink (856) 809-9500			
May we contact for a reference: ☒ Yes ☐ No			

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
Elementary:	5 6 7 8	Yes No	N/A
High:	1 2 3 4	Yes No	Medical Assistant, GED
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:
German	Yes			

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying. I am NJ Certified Firefighter, EMT, Fire Instructor Level 2, and Incident Management Level 3

I am very fluent in the computer software that Upper Freehold Township uses as I am the administrator for the same software in Plumsted Township. I have been in charge of numerous incidents. I have been a manager in charge of upwards of 100 people at a time both in volunteer and career services. I am familiar with Municipal Government Budgeting and what needs to be done as a department manager in a municipality.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:
Kris VanBramer 608 Weymouth Road Browns Mills, NJ 08015	(609) 346-0044	12 years
Christopher Binger 1111A Juniper Street Fort Dix, NJ 08640	(210) 872-5229	5 Years
Christiana Pastore	(609) 610-2783	10 Years

Understandings and Agreements:

As an applicant for a position with the (local unit name), I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Township later discovers that information on this form was incomplete, untrue, or inaccurate. I give the (local unit name) the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township the right to secure additional job-related information about me. I release the (local unit name) and its representatives from all liability for seeking such information. I understand that the (local unit name) is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Township may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks.

Applicant's Signature Matthew Jakob Date 14 May 20

Conditions of Employment:

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive. *For your application to be considered, you must sign and date below.*

Applicant's Signature Matthew Jakob Date 14 May 20

Disclaimer:

I understand employment at Upper Freehold Township is not for a fixed period. Upper Freehold Township may at any time, for any reason, terminate this employment. The terms of this employment relationship cannot be altered except in writing by an authorized company officer.

Applicant's Signature Matthew Jakob Date 14 May 20

Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: Matthew J. Jakob

Address: 210 Idaho Trail

City/town: Browns Mills, NJ 08015

Phone: (609) 850-9059

Position Applied For: Fire Captain/Supervisor/Manager

How did you learn about this position? Advertisement Employment Agency
Friend Relative Walk-in ☒ Other (Explain) Currently work there

Information Regarding Status:

Equal Employment Opportunity identification groups:

☒ White
African-American (non-Hispanic)
Hispanic
American Indian/Alaskan native
Asian/Pacific Islander
Other

Other protected Groups:

Individual with a disability
Vietnam-era veteran (served between 1964 and 1975)
Disabled veteran

For Township use only

Hired: Yes No Position _____ Date _____

Which EEO job classification best describes the position for which the applicant applied?

- | | | |
|---------------------------|--------------------------------|------------------------------|
| 1. Officials and Managers | 4. Sales workers | 7. Operators (semi-skilled) |
| 2. Professionals | 5. Office and clerical workers | 8. Laborers (unskilled) |
| 3. Technicians | 6. Craft workers (skilled) | 9. Service workers |

Township Official _____ Date _____

Matthew J. Jakob

Objective

My Objective is to secure a Supervisor/Manager Position with Upper Freehold Township. I am looking for new challenges, to move forward, and strive for excellence.

Experience

1993–2012 Browns Mills Emergency Squad Browns Mills, NJ

Lieutenant Oct. 2000-June 2001

Assistant Chief of Operations June 2001-Nov 2002

Chief of Operations Nov 2002-November 2005

- Converted Inventories to a Computerized System
- Created a Q&A system for Run Reports
- Ensured the Operational Office worked efficiently within the Squad
- Increased recruitment & retention of the organization
- Began a new training program that is geared more to the day-to-day activities of the Squad.
- Progressed the Squad fleet while maintaining low cost.
- Intergraded the ICS System into the Squad's Operational Organization.
- Increased the amount of experienced EMTs 150% from Nov 02 to Apr 04

1995-2013 Browns Mills Fire Company Browns Mills, NJ

Lt. Jan 2000-June 2000

Captain June 2000-June 2001 & Jan 2009-Dec 2013

- Assisted the development of the training program
- Converted the paper driver's training program to an interactive computer application
- Assisted in converting the operational office to computerized
- Held operational positions including but not limited to Incident Commander, Branch Director, Division Leader

1995-2000 Whiting First Aid Squad Whiting, NJ

Sgt. Nov 1995-Mar 1996

Lt. Mar 1996-Jun 1998,

Chief of Operations Jun 1998-Mar 2000,

- Introduced the ICS & IMS Systems to the Organization
- Streamlined the Operational SOGs to make them more adaptable
- Improved the Squad's appearance in the community
- Assisted in Running MCIs & Large-Scale Stand-Bys

November 1995-June 2000 Alert Medical Transport Lakewood, NJ

Dispatcher Jul 1999-June 2000, EMT Nov 1995-June 2000

- This listing covers my experience as an EMT with 3 different companies. Job titles were the same during this time. Location of the companies was the same. The companies were taken over by the next company. The following is a listing of these company names in order of association: Shore Ambulance Service (SAS), American Medical Response (AMR), & Alert Medical Transport.
- While dispatching handled over 68 ambulances and 98 Invalid Coaches in New Jersey, Pennsylvania, & New York.
- Worked at Jackson, Atlantic City, Lakewood, & Brick EMS sites handling EMS calls from routine transports to school evacuations to major accidents on major highways.
- Assisted Supervisors with day-to-day activities including ambulance checks, manpower pools, crew coverage, & personnel issues.
- OIC of Multiple EMS Assignments within the EMS Contracts.

June 2000-April 2005 Exceptional Medical Transport Berlin, NJ

EMT-B June 2000-April 2005, Dispatcher June 2000-April 2005

- Provided Transportation Services for Virtua Healthcare System. Scheduling and coordinating all patient transports in and out of the Virtua Healthcare System.
- While dispatching handled over 50 ambulances and 20 Invalid Coaches in New Jersey, Pennsylvania, & New York.
- Worked at Atlantic City EMS site handling EMS calls from routine transports to school evacuations to major accidents on major highways.
- Acted as Supervisor for the company till several were appointed. Worked as the overnight Supervisor. Assisted Supervisors with day-to-day activities including ambulance checks, manpower pools, crew coverage, & personnel issues.
- OIC of Multiple EMS Assignments within the EMS Contracts.
- Provided EMS Communications and Responses to EMS Assignments during the MS City to Shore Bike Ride 2003, & 2004.
- Was offered a Communications Supervisor Position, turned it down to pursue an EMS Career with another company.

April 2005-December 2006 Vanguard Healthcare
Management Trenton, NJ

EMT-B April 2005-December 2005

Supervisor December 2005- November 2006

- Working for Vanguard Healthcare Management at St. Francis Medical Center
- Working at Hightstown & Pemberton EMS sites handling EMS calls from routine transports to school evacuations to major accidents on major highways.
- Supervised Daily Operations in both EMS & Non-Emergency Transport situations this included: ambulance spot checks, manpower pools, crew coverage, budgeting, supply assurance, personnel issues, & any unforeseen problems that might occur.

Nov. 2006-Dec. 2009 Kennedy Healthcare System Voorhees, NJ

Dispatcher November 2006-February 2007,

Communications Supervisor February 2007-June 2007,

Operations Supervisor June 2007-December 2009

- Worked for Kennedy Healthcare Systems at STAT Medical Transport
- Provided Communications for 38 BLS Units, 7 ALS Units, 5 MAV Units, 10 Courier Units, 9 Behavioral Health Units, 2 EMS Supervisors, & 5 EMS BLS Units.
- Supervised Daily Operations in both EMS & Non-Emergency Transport situations this included: ambulance spot checks, manpower pools, crew coverage, budgeting, supply assurance, personnel issues, & any unforeseen problems that might occur.
- Oversee 2 Licensed Mechanics. Purchased all tools, equipment, parts, and services for vehicle maintenance.
- Budgeting for the Non-Emergency Transport Services and all Mechanical Services
- Decision making of the purchase of new vehicles and equipment. Designed, Purchased, Inspected, and Stocked all new vehicles.
- Computerized the vehicle maintenance department.
- Directed and implemented the installation and running of a computerized dispatch system in the vehicles, as well as a GPS locating system.
- Implemented and oversee the web-based computerized item and patient transport request system.
- Implemented a complete overhaul of the phone, radio, & computer systems within the STAT Medical Transportation Office.
- Provided Defensive Driver Training for all staff, as well as New Employee Orientations
- Oversee Training for the Entire Company.

Dec 2009-Present Plumsted Township Fire District #1 New Egypt, NJ

Firefighter/EMT Dec 2009-Present

- Provides BLS Service to Plumsted Township, North Hanover Township, New Hanover Township, & parts of Upper Freehold Township
- Provides Firefighting Services to Plumsted Township, & parts of Upper Freehold Township
- Implemented the switching of NFIRS from an old system to a state-of-the-Art Computer Program, integrating all incidents, personnel files, equipment, & supplies into one program.
- Implemented Computerized Charting for the EMS as well as station-wide Wi-Fi.
- Wi-Fi in all ambulances and command vehicles, as well as Computers in all ambulances and command vehicles.
- Provided support on incidents in several different roles. Including, but not limited to Incident Commander, Resource Officer, Operations Branch, Staging Officer, Water Supply
- Oversaw the Emergency Operations Center for Plumsted Township during Hurricanes Sandy & Iris. Acted as the communications officer and ensured all ICS & FEMA Paperwork was completed.
- Responded to the Barrier Islands as a single resource officer during Hurricane Sandy. Operated on the Islands for several weeks.
- Researched, Secured, and Fulfilled Grants

Dec. 2013-Present Pemberton Twp. Vol. Fire Dept. Pemberton, NJ

Battalion Chief Dec 2013-February 2015

Assistant Chief Feb 2015- July 2017

Life Member Firefighter/EMT/Operator

July 2017 - Present

- Oversee the operations of 2 Fire Stations within the department.
- Command and control when the Fire Chief is not available
- Response to Fire & EMS calls
- Oversight of the Information Technology within the department
- Interact and assist the administration of the fire company
- Fire Prevention assignments and education
- Public Relations
- Oversight of all Training activities within the Department
- Schedule all Classes internal and External
- Teach at least 6-7 classes a year.
- Administrative Officer for the Department. Control of all Personnel Files including, Admin, Training, Medical, & Corrective Action Reports.

Feb 2019-Present Township of Upper Freehold,
Cream Ridge, NJ

Firefighter/Driver

- Fire Suppression Services
- Emergency Medical Services
- Driver/Operator of all Department Vehicles
- Inventory and Control
- Cleaning of the Firehouse and Apparatus
- Training, Participating and Teaching
- Lawn Care

Education
(Copy of
Certifications
Available Upon
Request)

- Firefighter Levels I & II (1995)
- Emergency Medical Technician – Ambulance (1994)
(NJDOH changed to Basic 1998)
- National Incident Management System (NIMS) I-100, I-200, I-300, IS-700
- NJ Incident Management Level 3 (2001)
- Hazardous Materials- Awareness, Operations, & EMS Operations (1995)
- Managing Company Tactical Operations (2000, Preparation, Operations, & Tactics)
- Buddy to Boss, Leadership Lecture (1999, Burlington Twp. Fire Department)
- Certified Firefighter Instructor Level II (1998, Middlesex County Fire Academy)
- Weapons of Mass Destruction (Awareness & Operations) (1997, UMDNJ)
- Large Scale Incident Management (1998, UMDNJ)
- EMS Officer Levels I & II (2002, ETC Training Centers)
- Fire Officer Level I (2008, BCESTC)
- International Trauma Life Support (2009, Plumsted Fire District)
- Epinephrine Administration (2013, Plumsted Fire District)
- Narcan Administration (2014, Plumsted Fire District)
- Fire Ground Operations-Engine Company Hands on Training (2010, FDNY-Firehouse Summit Baltimore)
- Fire Grounds Operation-Ladder Company Hand on Training (2010, FDNY-Firehouse Summit Baltimore)
- Waving the Red Flags (2011, Pemberton Twp. FD)
- More available upon request

Interests

Hobbies other than Emergency Services include: Sailing, Hockey, & Paintball

*****References Available Upon Request*****

Diane Kelly

From: emt3212@comcast.net
Sent: Thursday, July 30, 2020 10:56 AM
To: Diane Kelly
Cc: committee
Subject: August Schedule

Good Morning,

During the Safety Briefing/Class this morning, we received a phone call from Bob. He was asking for us to change our schedules. I'm sorry that I was not able to change my schedule. I know this is the second month that you or Bob have asked us to do this, however I have my schedule currently set to maximize my time off between the 3 fire departments I work at. I wish I could change it, trust me I want to help. But changing it would cause issues elsewhere.

Do you know the status of the discussions with the labor attorney about us working more hours here. For me personally, the ability to work here more would be great as I would reduce or stop working all together at my 3rd job. I understand you were here Tuesday (I was not), and the question was raised, but no answers were provided. Just looking for some insight here.

Do you have a status of the Upper freehold Township Fire T-Shirts I had inquired about? I saw on the web-page a section about Upper Freehold Township Employees having IDs to verify who we are, none of the firefighters here have them, nor do we have official township issued T-Shirts. The ones we are currently using were Purchased by US from the Union or from other departments we work for. I just don't want to see us get into an incident where we can not do our jobs or save someone cause the residents don't understand who we are. I know we respond in the Big Red Truck, but I have been questioned from time to time in the past, I kid you not.

As you know, the gear issued to me was sent out for repair about a month ago. I am currently using my gear from Plumsted Township Fire District (With Approval from Chief Byrne of Plumsted FD), while working here. Last Night, The chief of Plumsted has requested that I stop using my gear here, and return it to Plumsted. I will be checking the spare gear here for some that does fit me (at least closely), hopefully I find some. Do we have an estimated time that my gear will return from repair? I don't want to drop shifts due to not having gear.

Lastly, I'm sorry if I'm being a pain about this, but we are at the beginning of another month and I'm just looking to see if there has been any movement in the Captain's Position. Will there be an offer made soon, a decision made at the council meeting next week? I'm just hoping to be able to push forward and offer help/solutions to the issues we currently have going on, including staffing. There are ways we can do things more efficiently, I have resources to get them done a low to no cost to the township. I also have ideas for us to stream line operations which would also possibly save the township some money. I would need some authorization to look further into them, before making the suggestions to you on their approvals.

Thank you for taking the time to read this. I hope to speak to you soon. I'm sorry I missed you on Tuesday. Today is my last day working this week (reached my 30 hours), so I hope you have a good weekend.

Thank You,
Matthew Jakob
Per Diem Firefighter/Driver

FW: Application for Captain/Supervisor/Manager Position

emt3212@comcast.net <emt3212@comcast.net>

Mon 5/18/2020 10:32 AM

To: Diane Kelly <dkelly@uftnj.com>

From: emt3212@comcast.net <emt3212@comcast.net>

Sent: Sunday, May 17, 2020 9:09 AM

To: uftnjadmin@uftnj.com; lmount@uftnj.com

Subject: RE: Application for Captain/Supervisor/Manager Position

Good Morning,

I was looking over the application and noticed that my 3rd (possibly most important) reference did not have her address on it. This is a close friend who lives in Upper Freehold, her information is below:

Christiana Pastore
61 Breza Road
Allentown, NJ 08501
(609) 610-2783

Also, the application does not ask for Professional References, however I would just like to include the following references from Fire Departments that work with Hope Fire/Upper Freehold Firefighters:

Alan South (Career Lieutenant, Millstone Fire District)
342 Woodbine Street
Browns Mills, NJ 08015
(609) 206-1455 (cell)
(609) 259-2560 (work)
asouth32@yahoo.com

Steve Schnaudt (Career Captain, Robbinsville Fire Department)
1018 Hedding-Jacksonville Road
Bordentown, NJ 08505
(609) 743-1209 (cell)
(609) 259-7814 (work)
sschnaudt@robbinsville.net

I've worked with both of them for many years on a professional compacity as a Chief, Firefighter, & EMT.

Thank You,
Matthew Jakob

From: emt3212@comcast.net <emt3212@comcast.net>

Sent: Friday, May 15, 2020 5:10 PM

To: 'uftnjadmin@uftnj.com' <uftnjadmin@uftnj.com>; 'lmount@uftnj.com' <lmount@uftnj.com>
Subject: Application for Captain/Supervisor/Manager Position

Good Evening,

Attached you will find a copy of my Resume Letter, Resume, and Upper Freehold Township's Employment Application. I am Applying for the Captain's Position as requested and look forward to working with the township during my application process. If you have any questions or concerns, please contact me via e-mail or phone (609) 850-9059.

Thank You for your consideration.

Matthew Jakob

Virus-free. www.avg.com

RE: Fire Captain Ad

emt3212@comcast.net <emt3212@comcast.net>

Wed 5/27/2020 10:57 PM

To: Diane Kelly <dkelly@uftnj.com>; LoriSue Mount <lmount@uftnj.com>

 4 attachments (11 MB)

Jakob Certs 1.pdf; Jakob Certs 2.pdf; Jakob Certs 3.pdf; Jakob CPR 013121.pdf;

Mrs. Kelly,

Sorry for the delay in sending this to you, I had to get them from Plumsted.

Attached you will find 3 PDF documents, they are a listing of all my certifications on file with Plumsted.

I regards to the Job description you provided. I do meet the minimum requirements as described in the Advertisement as follows:

I am a US Citizen

I have well over 5 years' experience as a firefighter (Been a firefighter since 1995 and still do fight fire)

I have over 3 years supervisor experience in a Professional Emergency Response Organization (2 years with Whiting FAS, 10 years with Pemberton Fire Department ending as the Assistant Chief, 1 Year with Vanguard Healthcare Management, 3 Years with Kennedy Healthcare, and 5 Years with Browns Mills Emergency Squad).

I do have a valid NJ DL, abstract should already be on file with UFT as I am currently a driver.

I have CEVO, cert attached

I do not have a CDL-A, however I have already started studying for the class should I get the Appointment.

I have been a NJ EMT since 1994, Certification still valid

I am a NJ FF Levels I & II, Certifications Attached

I have NJ Hazmat Awareness & Operations

I am ICS 300 Certified, I am actually ICS Level 400 Certified and NJ IMS Level 3 Certified.

I am a NJ Fire Service Instructor Level II, Certification Attached

I will be able to pass a firefighter medical and performance physical exam.

I have very strong writing and verbal communications skills

I have performed the duties of Emergency Response Administration in the past and am very well versed on Municipal Government, Budgeting, and Purchasing. On top of that I am an administrator of the programs Upper Freehold Twp. Currently uses for Plumsted Twp. Fire District.

I can definitely interact with both Career Staff and Volunteers as I am both a Career Firefighter and Volunteer Firefighter. I understand both roles very well.

I am currently enrolled in PFRS, I would just need to transfer my account to UFT when I get the appointment.

I hope this helps you a little more in your process. Please let me know if there is anything more you would need.

Sincerely,

Matthew Jakob

Per Diem Firefighter

Upper Freehold Township

From: Diane Kelly <dkelly@uftnj.com>
Sent: Thursday, May 21, 2020 2:47 PM
To: emt3212@comcast.net
Subject: Fire Captain Ad

Good afternoon Matt,

Please see the attached advertisement for UFT Fire Captain.

Dianne Kelly, CMFO
Township Administrator/Chief Financial Officer
Upper Freehold Township
314 Route 539
Cream Ridge, NJ 08514
(p) 609-758-7738 ext. 211
(f) 609-758-1183
Monday-Thursday 8:30-4:15

Virus-free. www.avg.com

FW: Application for Captain/Supervisor/Manager Position

Robert Fortsch <uftnjadmin@uftnj.com>

Mon 5/18/2020 10:31 AM

To: Diane Kelly <dkelly@uftnj.com>

 3 attachments (3 MB)

UFT Jakob Captain Application 051420.pdf; UFT resume 051420.pdf; UFT Resume Cover 051420.pdf;

Captain Application. First e-mail.

From: emt3212@comcast.net [mailto:emt3212@comcast.net]

Sent: Friday, May 15, 2020 5:10 PM

To: Robert Fortsch <uftnjadmin@uftnj.com>; LoriSue Mount <lmount@uftnj.com>

Subject: Application for Captain/Supervisor/Manager Position

Good Evening,

Attached you will find a copy of my Resume Letter, Resume, and Upper Freehold Township's Employment Application. I am Applying for the Captain's Position as requested and look forward to working with the township during my application process. If you have any questions or concerns, please contact me via e-mail or phone (609) 850-9059.

Thank You for your consideration.

Matthew Jakob



Virus-free. www.avg.com

FW: Captain/Supervisor Position

Diane Kelly <dkelly@uftnj.com>

Mon 5/18/2020 10:00 AM

To: llansroh@gmail.com <llansroh@gmail.com>

Bcc: dkellycpa@aol.com <dkellycpa@aol.com>

 1 attachments (146 KB)

Matt resume 011219.pdf;

Matt Jakob-interested in Captain position resume attached

Dianne Kelly, CMFO

Township Administrator/Chief Financial Officer

Upper Freehold Township

314 Route 539

Cream Ridge, NJ 08514

(p) 609-758-7738 ext. 211

(f) 609-758-1183

Monday-Thursday 8:30-4:15

From: emt3212@comcast.net [mailto:emt3212@comcast.net]

Sent: Monday, May 11, 2020 2:30 PM

To: Diane Kelly <dkelly@uftnj.com>

Subject: Captain/Supervisor Position

Good Afternoon,

I understand you will be soon looking for a Captain or Supervisor for the Fire Department. I am submitting my resume as I am interested in that position. I have over 20 years of experience as an Officer in the Emergency Services. I have run 2 organizations and have supervised or managed 4 others. I am very familiar with town budgeting processes and have been part of the budget process in 2 different towns. If you have any questions or need further information feel free to contact me.

Sincerely,

Matthew Jakob

Emt3212@gmail.com

(609) 850-9059



Virus-free. www.avg.com

June 2020 Schedule

emt3212@comcast.net <emt3212@comcast.net>

Wed 5/27/2020 11:07 PM

To: Diane Kelly <dkelly@uftnj.com>; LoriSue Mount <lmount@uftnj.com>

Mrs Kelly,

For the month of June I am listed as working Wednesday through Friday. I am willing to change my schedule to help the Township to the following:

June 1-5 I would work the 1st 4th, & 5th. That's Monday, Thursday, & Friday

June 8-12 I would work the 8th, 9th, & 12th. That's Monday, Tuesday, & Friday

June 15-19 I would work the 15th, 18th, & 19th. That's Monday, Thursday, & Friday

June 22-26 I would work 22nd, 23rd, 26th. That's Monday, Tuesday, & Friday

June 29-July 3rd I would work the 29th, 1st & 2nd. That's Monday, Wednesday, & Thursday.

As far as the possibility of working as an Acting Captain. I have discussed it with my wife. I usually take a lot of time off during the summer at Plumsted to work my second job. I would adjust that time off so I have off most week nights. This way I'm not working too many hours in a row between Plumsted & UFT.

I hope this helps you. Let me know if you need anything further.

Sincerely,

Matthew Jakob

Per Diem Firefighter

Upper Freehold Township

Virus-free. www.avg.com

RE: Fire Captain Ad

emt3212@comcast.net <emt3212@comcast.net>

Wed 5/27/2020 10:57 PM

To: Diane Kelly <dkelly@uftnj.com>; LoriSue Mount <lmount@uftnj.com>

 4 attachments (11 MB)

Jakob Certs 1.pdf; Jakob Certs 2.pdf; Jakob Certs 3.pdf; Jakob CPR 013121.pdf;

Mrs. Kelly,

Sorry for the delay in sending this to you, I had to get them from Plumsted.

Attached you will find 3 PDF documents, they are a listing of all my certifications on file with Plumsted.

I regards to the Job description you provided. I do meet the minimum requirements as described in the Advertisement as follows:

I am a US Citizen

I have well over 5 years' experience as a firefighter (Been a firefighter since 1995 and still do fight fire)

I have over 3 years supervisor experience in a Professional Emergency Response Organization (2 years with Whiting FAS, 10 years with Pemberton Fire Department ending as the Assistant Chief, 1 Year with Vanguard Healthcare Management, 3 Years with Kennedy Healthcare, and 5 Years with Browns Mills Emergency Squad).

I do have a valid NJ DL, abstract should already be on file with UFT as I am currently a driver.

I have CEVO, cert attached

I do not have a CDL-A, however I have already started studying for the class should I get the Appointment.

I have been a NJ EMT since 1994, Certification still valid

I am a NJ FF Levels I & II, Certifications Attached

I have NJ Hazmat Awareness & Operations

I am ICS 300 Certified, I am actually ICS Level 400 Certified and NJ IMS Level 3 Certified.

I am a NJ Fire Service Instructor Level II, Certification Attached

I will be able to pass a firefighter medical and performance physical exam.

I have very strong writing and verbal communications skills

I have performed the duties of Emergency Response Administration in the past and am very well versed on Municipal Government, Budgeting, and Purchasing. On top of that I am an administrator of the programs Upper Freehold Twp. Currently uses for Plumsted Twp. Fire District.

I can definitely interact with both Career Staff and Volunteers as I am both a Career Firefighter and Volunteer Firefighter. I understand both roles very well.

I am currently enrolled in PFRS, I would just need to transfer my account to UFT when I get the appointment.

I hope this helps you a little more in your process. Please let me know if there is anything more you would need.

Sincerely,

Matthew Jakob

Per Diem Firefighter

Upper Freehold Township

From: Diane Kelly <dkelly@uftnj.com>
Sent: Thursday, May 21, 2020 2:47 PM
To: emt3212@comcast.net
Subject: Fire Captain Ad

Good afternoon Matt,

Please see the attached advertisement for UFT Fire Captain.

Dianne Kelly, CMFO
Township Administrator/Chief Financial Officer
Upper Freehold Township
314 Route 539
Cream Ridge, NJ 08514
(p) 609-758-7738 ext. 211
(f) 609-758-1183
Monday-Thursday 8:30-4:15

Virus-free. www.avg.com

RE: FW: Fire Captain Position

Diane Kelly <dkelly@uftnj.com>

Tue 9/29/2020 1:04 PM

To: Matthew Jakob <emt3212@gmail.com>

Thank you,

Dianne Kelly, CMFO

Township Administrator/Chief Financial Officer

Upper Freehold Township

314 Route 539

Cream Ridge, NJ 08514

(p) 609-758-7738 ext. 211

(f) 609-758-1183

Monday-Thursday 8:30-4:15

From: Matthew Jakob [mailto:emt3212@gmail.com]

Sent: Tuesday, September 29, 2020 12:17 PM

To: committee <committee@uftnj.com>

Cc: Diane Kelly <dkelly@uftnj.com>

Subject: Fwd: FW: Fire Captain Position

Good Morning,

I see that the Fire Captain Position was removed from the Township Web-Site earlier this week. It has since been placed back on the Web-Site with a new closing date.

At this time, I would like to refresh my application to the Township for this position. If you need me to fill out a new application, I can do this. Please let me know.

I hope to be considered for the position. I do meet the minimum requirements as described in the Advertisement as follows:

I am a US Citizen

I have well over 5 years' experience as a firefighter (Been a firefighter since 1995 and still do fight fire)

I have well over 3 years supervisor experience in a Professional Emergency Response Organization (2 years with Whiting FAS, 10 years with Pemberton Fire Department ending as the Assistant Chief, 1 Year with Vanguard Healthcare Management, 3 Years with Kennedy Healthcare, and 5 Years with Browns Mills Emergency Squad).

I do have a valid NJ DL, abstract should already be on file with UFT as I am currently a driver.

I have CEVO, cert attached

I do not have a CDL-A, however I have already started studying for the class should I get the Appointment.

I have been a NJ EMT since 1994. My Certification is still valid.

I am a NJ FF Levels I & II, Certifications Attached

I have NJ Hazmat Awareness & Operations

I am ICS 300 Certified, I am actually ICS Level 400 Certified and NJ IMS Level 3 Certified.

I am a NJ Fire Service Instructor Level II, Certification Attached

I will be able to pass a firefighter medical and performance physical exam.

I have very strong writing and verbal communications skills

I have performed the duties of Emergency Response Administration in the past. I am very well versed on Municipal Government, Budgeting, and Purchasing. I am familiar with the computer programs that Upper Freehold Township. currently uses. We use these same programs at Plumsted Twp. Fire District. I am the current administrator for these computer programs with Plumsted Township Fire District.

I can definitely interact with both Career Staff and Volunteers as I am both a Career Firefighter and Volunteer Firefighter. I understand both roles very well and have interacted very well with both sides, here at Upper Freehold and other places.

I am currently enrolled in The Police and Firefighter Retirement System (PFRS). I would just need to transfer my account to UFT if I get the appointment.

Attached you will find my application, resume, cover letter, and my certifications.

I hope this helps you a little more in your process. Please let me know if there is anything more you would need.

Sincerely,

Matthew Jakob

Per Diem Firefighter

Upper Freehold Township

Re: August Schedule

Matthew Jakob <emt3212@comcast.net>

Fri 8/21/2020 2:01 PM

To: Diane Kelly <dkelly@uftnj.com>

I'm sorry I didn't see this. It was in my spam. That was corrected.

Excuse my typos, Sent from my iPhone

On Aug 10, 2020, at 12:10, Diane Kelly <dkelly@uftnj.com> wrote:

Some T-shirts are here.

Dianne Kelly, CMFO
Township Administrator/Chief Financial Officer
Upper Freehold Township
314 Route 539
Cream Ridge, NJ 08514
(p) 609-758-7738 ext. 211
(f) 609-758-1183
Monday-Thursday 8:30-4:15

From: emt3212@comcast.net [mailto:emt3212@comcast.net]

Sent: Thursday, July 30, 2020 10:56 AM

To: Diane Kelly <dkelly@uftnj.com>

Cc: committee <committee@uftnj.com>

Subject: August Schedule

Good Morning,

During the Safety Briefing/Class this morning, we received a phone call from Bob. He was asking for us to change our schedules. I'm sorry that I was not able to change my schedule. I know this is the second month that you or Bob have asked us to do this, however I have my schedule currently set to maximize my time off between the 3 fire departments I work at. I wish I could change it, trust me I want to help. But changing it would cause issues elsewhere.

Do you know the status of the discussions with the labor attorney about us working more hours here. For me personally, the ability to work here more would be great as I would reduce or stop working all together at my 3rd job. I understand you were here Tuesday (I was not), and the question was raised, but no answers were provided. Just looking for some insight here.

Do you have a status of the Upper freehold Township Fire T-Shirts I had inquired about? I saw on the web-page a section about Upper Freehold Township Employees having IDs to verify who we are, none of the firefighters here have them, nor do we have official township issued T-Shirts. The ones we are currently using were Purchased by US from the Union or from other departments we work for. I just don't want to see us get into an incident where we can not do our jobs or save someone cause the residents don't understand who we are. I know we respond in the Big Red Truck, but I have been questioned from time to time in the past, I kid you not.

As you know, the gear issued to me was sent out for repair about a month ago. I am currently using my gear from Plumsted Township Fire District (With Approval from Chief Byrne of Plumsted FD), while working here. Last Night, The chief of Plumsted has requested that I stop using my gear here, and return it to Plumsted. I will be checking the spare gear here for some that does fit me (at least closely), hopefully I find some. Do we have an estimated time that my gear will return from repair? I don't want to drop shifts due to not having gear.

Lastly, I'm sorry if I'm being a pain about this, but we are at the beginning of another month and I'm just looking to see if there has been any movement in the Captain's Position. Will there be an offer made soon, a decision made at the council meeting next week? I'm just hoping to be able to push forward and offer help/solutions to the issues we currently have going on, including staffing. There are ways we can do things more efficiently, I have resources to get them done a low to no cost to the township. I also have ideas for us to stream line operations which would also possibly save the township some money. I would need some authorization to look further into them, before making the suggestions to you on their approvals.

Thank you for taking the time to read this. I hope to speak to you soon. I'm sorry I missed you on Tuesday. Today is my last day working this week (reached my 30 hours), so I hope you have a good weekend.

Thank You,
Matthew Jakob
Per Diem Firefighter/Driver
Upper Freehold Township

Re: Captain Position Status

Matthew Jakob <emt3212@comcast.net>

Tue 7/7/2020 2:59 PM

To: Diane Kelly <dkelly@uftnj.com>

Cc: LoriSue Mount <lmount@uftnj.com>

Thank you.

Excuse my typos, Sent from my iPhone

On Jul 7, 2020, at 14:16, Diane Kelly <dkelly@uftnj.com> wrote:

Good afternoon Matthew,

We will contact you when there is something to report. Thank you,

Dianne Kelly, CMFO

Township Administrator/Chief Financial Officer

Upper Freehold Township

314 Route 539

Cream Ridge, NJ 08514

(p) 609-758-7738 ext. 211

(f) 609-758-1183

Monday-Thursday 8:30-4:15

From: emt3212@comcast.net [mailto:emt3212@comcast.net]

Sent: Tuesday, July 07, 2020 1:58 PM

To: Diane Kelly <dkelly@uftnj.com>

Cc: LoriSue Mount <lmount@uftnj.com>

Subject: Captain Position Status

Good Afternoon,

I noticed that the Council meeting this week was canceled. I am just trying to find out if there is any progress in the appointment of a Captain? I know the next meeting is currently scheduled for next week and am wondering if there will be movement then? If not a permanent selection at least a temporary appointment? I do look forward to the possibility of being a Captain with Township, there are a couple things that can be done better and I'm hoping to help improve them.

Thank You,

Matthew Jakob

Per-Diem Firefighter

UFT

Virus-free. www.avg.com

Robert Fortsch

From: emt3212@comcast.net
Sent: Sunday, May 17, 2020 9:09 AM
To: Robert Fortsch; LoriSue Mount
Subject: RE: Application for Captain/Supervisor/Manager Position

Good Morning,

I was looking over the application and noticed that my 3rd (possibly most important) reference did not have her address on it. This is a close friend who lives in Upper Freehold, her information is below:

Christiana Pastore
61 Breza Road
Allentown, NJ 08501
(609) 610-2783

Also, the application does not ask for Professional References, however I would just like to include the following references from Fire Departments that work with Hope Fire/Upper Freehold Firefighters:

Alan South (Career Lieutenant, Millstone Fire District)
342 Woodbine Street
Browns Mills, NJ 08015
(609) 206-1455 (cell)
(609) 259-2560 (work)
asouth32@yahoo.com

Steve Schnaudt (Career Captain, Robbinsville Fire Department)
1018 Hedding-Jacksonville Road
Bordentown, NJ 08505
(609) 743-1209 (cell)
(609) 259-7814 (work)
sschnaudt@robbinsville.net

I've worked with both of them for many years on a professional compacity as a Chief, Firefighter, & EMT.

Thank You,
Matthew Jakob

From: emt3212@comcast.net <emt3212@comcast.net>
Sent: Friday, May 15, 2020 5:10 PM
To: 'uftnjadmin@uftnj.com' <uftnjadmin@uftnj.com>; 'lmount@uftnj.com' <lmount@uftnj.com>
Subject: Application for Captain/Supervisor/Manager Position

Good Evening,

Attached you will find a copy of my Resume Letter, Resume, and Upper Freehold Township's Employment Application. I am Applying for the Captain's Position as requested and look forward to working with the township during my application process. If you have any questions or concerns, please contact me via e-mail or phone (609) 850-9059.

Thank You for your consideration.



Virus-free. www.avg.com

Township of Upper Freehold
314 Route 539
Cream Ridge, NJ 08514

Telephone: 609-758-7738 Ext.226
Fax 609-758-1183

Employment Application:

Date: 14 May 2020

Applicant Information:

Name (Last, First, Middle): Jakob, Matthew James

Address: 210 Idaho Trail

City/Town: Browns Mills, NJ 08015

Phone (Work): (609) 754-5455

(Home): ()

Drivers' License No:

(Cell): (609) 850-9059

E-mail address emt321z@gmail.com

Position applied for: Captain/Supervisor/Manager

Have you ever applied to the Township before: ☒ Yes ☐ No If yes, give date 02/01/19

Date you can start: 3 Week Notice Needed Salary desired: \$75,000 Salary

Are you available to work: ☒ Full time ☐ Part time ☐ Shift work ☐ Temporary

Are you currently employed: ☒ Yes ☐ No May we contact you at work: ☐ Yes ☒ No

May we contact your current employer: ☒ Yes ☐ No

Are you currently on layoff status and subject to recall: ☐ Yes ☒ No

Do you possess a current driver's license: ☒ Yes ☐ No

Do you possess a current commercial driver's license: ☐ Yes ☒ No

Please list any endorsements:

If you are under eighteen years of age, can you provide proof of eligibility to work:

☐ Yes ☐ No N/A

Are you legally eligible to work in the United States of America: ☒ Yes ☐ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Employment is conditional upon the results of a criminal background check

The Township of Upper Freehold is an Equal Opportunity Employer M/F
Application Form Revised 12/31/2019

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer: Plumsted Twp. Fire District #1	Date started: Dec 09	Date left: N/A	Work performed/ responsibilities: Provided EMS & Fire to the Towns we cover. As well as other services
Address: 59 Main Street, New Egypt, NJ 08533	Special skills EMT/Firefighter, ICS,		
Job Title:	Computer Services		
Reason for leaving:			
Supervisor's name and phone number: Jodi Byrne (609) 556-3797			
May we contact for a reference: ☒ Yes ☐ No			
Employer: Kennedy Healthcare (STAT Ambulance)	Date started: Nov 2006	Date left: 12/09	Work performed/ responsibilities: Operational Supervision of all Services.
Address: 701 Cooper Road, Voorhees, NJ	Special Skills Communications, IT, MS Products, Inventory Control		
Job Title: Operations Supervisor			
Reason for leaving: Job offer as a Firefighter/EMT			
Supervisor's name and phone number: Ron Forsyth Unknown			
May we contact for a reference: ☐ Yes ☒ No Kennedy HS was bought by Jefferson HC, and the site I worked for was sold to a third party who was not able to get the service running again.			
Employer: Vanguard Healthcare Management	Date started: April 2005	Date left: Nov 2006	Work performed/ responsibilities: Supervisor of Operations for EMS and Non-Emergent Transports.
Address: Route 3, Meadowlands, NJ	Special Skills		
Job Title: Operations Supervisor/Coordinator			
Reason for leaving: Site was shut down			
Supervisor's name and phone number: Gerilynn Hood (now Gossard) (609) 203-4752			
May we contact for a reference: ☒ Yes ☐ No			
Employer: Exceptional Medical Transport	Date started: June 2000	Date left: April 2006	Work performed/ responsibilities: Dispatch and control of BLS, SCTU, & MAV units on the street. Provide BLS Care when needed.
Address: 301 Allied Parkway West Berlin, NJ 08091	Special Skills Communications, IT, MS Products, CAD		
Job Title: Dispatcher			
Reason for leaving: Better Job Offer			
Supervisor's name and phone number: George Klink (856) 809-9500			
May we contact for a reference: ☒ Yes ☐ No			

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

Matthew J. Jakob

no fire inspector

Objective

My Objective is to continue to advance my career in the emergency services. I am looking to seek new challenges, move forward, and strive for a management position.

Experience

1993-2012
NJ

Browns Mills Emergency Squad Browns Mills,

Lieutenant Oct. 2000-June 2001

Assistant Chief of Operations June 2001-Nov 2002

Chief of Operations Nov 2002-November 2005

- Converted Inventories to a Computerized System
- Created a Q&A system for Run Reports
- Ensured the Operational Office worked efficiently within the Squad
- Increased recruitment & retention of the organization
- Began a new training program that is geared more to the day-to-day activities of the Squad.
- Progressed the Squad fleet while maintaining low cost.
- Intergraded the ICS System into the Squad's Operational Organization.
- Increased the amount of experienced EMTs 150% from Nov 02 to Apr 04

8 mo
1+ yr
3 yrs

1995-2013

Browns Mills Fire Company Browns Mills, NJ

Lt. Jan 2000-June 2000

Captain June 2000-June 2001 & Jan 2009-Dec 2013

- Assisted the development of the training program
- Converted the paper driver's training program to an interactive computer application
- Assisted in converting the operational office to computerized
- Held operational positions including but not limited to Incident Commander, Branch Director, Division Leader

6 mo
6 yrs

1995-2000

Whiting First Aid Squad

Whiting, NJ

Sgt. Nov 1995-Mar 1996

Lt. Mar 1996-Jun 1998,

Chief of Operations Jun 1998-Mar 2000,

- Introduced the ICS & IMS Systems to the Organization
- Streamlined the Operational SOGs to make them more adaptable
- Improved the Squad's appearance in the community
- Assisted in Running MCI's & Large-Scale Stand-Bys

November 1995-June 2000 Alert Medical Transport Lakewood, NJ

Dispatcher Jul 1999-June 2000, EMT Nov 1995-June 2000

- This listing covers my experience as an EMT with 3 different companies. Job titles were the same during this time. Location of the companies was the same. The companies were taken over by the next company. The following is a listing of these company names in order of association: Shore Ambulance Service (SAS), American Medical Response (AMR), & Alert Medical Transport.
- While dispatching handled over 68 ambulances and 98 Invalid Coaches in New Jersey, Pennsylvania, & New York.
- Worked at Jackson, Atlantic City, Lakewood, & Brick EMS sites handling EMS calls from routine transports to school evacuations to major accidents on major highways.
- Assisted Supervisors with day-to-day activities including ambulance checks, manpower pools, crew coverage, & personnel issues.
- OIC of Multiple EMS Assignments within the EMS Contracts.

June 2000-April 2005 Exceptional Medical Transport Berlin, NJ

EMT-B June 2000-April 2005, Dispatcher June 2000-April 2005

- Provided Transportation Services for Virtua Healthcare System. Scheduling and coordinating all patient transports in and out of the Virtua Healthcare System.
- While dispatching handled over 50 ambulances and 20 Invalid Coaches in New Jersey, Pennsylvania, & New York.
- Worked at Atlantic City EMS site handling EMS calls from routine transports to school evacuations to major accidents on major highways.
- Acted as Supervisor for the company till several were appointed. Worked as the overnight Supervisor. Assisted Supervisors with day-to-day activities including ambulance checks, manpower pools, crew coverage, & personnel issues.
- OIC of Multiple EMS Assignments within the EMS Contracts.
- Provided EMS Communications and Responses to EMS Assignments during the MS City to Shore Bike Ride 2003, & 2004.
- Was offered a Communications Supervisor Position, turned it down to pursue an EMS Career with another company.

April 2005-December 2006
Management Trenton, NJ

Vanguard Healthcare

EMT-B April 2005-December 2005

Supervisor December 2005- November 2006

- Working for Vanguard Healthcare Management at St. Francis Medical Center
- Working at Hightstown & Pemberton EMS sites handling EMS calls from routine transports to school evacuations to major accidents on major highways.
- Supervised Daily Operations in both EMS & Non-Emergency Transport situations this included: ambulance spot checks, manpower pools, crew coverage, budgeting, supply assurance, personnel issues, & any unforeseen problems that might occur.

Nov. 2006-Dec. 2009 Kennedy Healthcare System Voorhees, NJ

Dispatcher November 2006-February 2007,

Communications Supervisor February 2007-June 2007,

Operations Supervisor June 2007-December 2009

- Worked for Kennedy Healthcare Systems at STAT Medical Transport
- Provided Communications for 38 BLS Units, 7 ALS Units, 5 MAV Units, 10 Courier Units, 9 Behavioral Health Units, 2 EMS Supervisors, & 5 EMS BLS Units.
- Supervised Daily Operations in both EMS & Non-Emergency Transport situations this included: ambulance spot checks, manpower pools, crew coverage, budgeting, supply assurance, personnel issues, & any unforeseen problems that might occur.
- Oversee 2 Licensed Mechanics. Purchased all tools, equipment, parts, and services for vehicle maintenance.
- Budgeting for the Non-Emergency Transport Services and all Mechanical Services
- Decision making of the purchase of new vehicles and equipment. Designed, Purchased, Inspected, and Stocked all new vehicles.
- Computerized the vehicle maintenance department.
- Directed and implemented the installation and running of a computerized dispatch system in the vehicles, as well as a GPS locating system.
- Implemented and oversee the web-based computerized item and patient transport request system.
- Implemented a complete overhaul of the phone, radio, & computer systems within the STAT Medical Transportation Office.
- Provided Defensive Driver Training for all staff, as well as New Employee Orientations
- Oversee Training for the Entire Company.

Dec 2009-Present Plumsted Township Fire District #1 New Egypt, NJ

Firefighter/EMT Dec 2009-Present

- Provides BLS Service to Plumsted Township, North Hanover Township, New Hanover Township, & parts of Upper Freehold Township
- Provides Firefighting Services to Plumsted Township, & parts of Upper Freehold Township
- Implemented the switching of NFIRS from an old system to a state-of-the-Art Computer Program, integrating all incidents, personnel files, equipment, & supplies into one program.
- Implemented Computerized Charting for the EMS as well as station-wide Wi-Fi.
- Wi-Fi in all ambulances and command vehicles, as well as Computers in all ambulances and command vehicles.
- Provided support on incidents in several different roles. Including, but not limited to Incident Commander, Resource Officer, Operations Branch, Staging Officer, Water Supply
- Oversaw the Emergency Operations Center for Plumsted Township during Hurricanes Sandy & Iris. Acted as the communications officer and ensured all ICS & FEMA Paperwork was completed.
- Responded to the Barrier Islands as a single resource officer during Hurricane Sandy. Operated on the Islands for several weeks.
- Researched, Secured, and Fulfilled Grants

Dec. 2013-Present

Pemberton Twp. Vol. Fire Dept. Pemberton, NJ

Battalion Chief Dec 2013-February 2015

1 + yr

Assistant Chief Feb 2015- July 2017

2 + yr

Life Member Firefighter/EMT/Operator

July 2017 - Present

- Oversee the operations of 2 Fire Stations within the department.
- Command and control when the Fire Chief is not available
- Response to Fire & EMS calls
- Oversight of the Information Technology within the department
- Interact and assist the administration of the fire company
- Fire Prevention assignments and education
- Public Relations
- Oversight of all Training activities within the Department
- Schedule all Classes internal and External
- Teach at least 6-7 classes a year.
- Administrative Officer for the Department. Control of all Personnel Files including, Admin, Training, Medical, & Corrective Action Reports.

Feb 2019-Present
Cream Ridge, NJ

Township of Upper Freehold,

Firefighter/Driver

- Fire Suppression Services
- Emergency Medical Services
- Driver/Operator of all Department Vehicles
- Inventory and Control
- Cleaning of the Firehouse and Apparatus
- Training, Participating and Teaching
- Lawn Care

Education
(Copy of
Certifications
Available Upon
Request)

- Firefighter Levels I & II(1995)
- Emergency Medical Technician – Ambulance(1994)
(NJDOH changed to Basic 1998)
- National Incident Management System (NIMS) I-100, I-200, I-300, IS-700
- NJ Incident Management Level 3 (2001)
- Hazardous Materials- Awareness, Operations, & EMS Operations (1995)
- Managing Company Tactical Operations (2000, Preparation, Operations, & Tactics)
- Buddy to Boss, Leadership Lecture (1999, Burlington Twp. Fire Department)
- Certified Firefighter Instructor Level II (1998, Middlesex County Fire Academy)
- Weapons of Mass Destruction (Awareness & Operations) (1997, UMDNJ)
- Large Scale Incident Management (1998, UMDNJ)
- EMS Officer Levels I & II (2002, ETC Training Centers)
- Fire Officer Level I (2008, BCESTC)
- International Trauma Life Support (2009, Plumsted Fire District)
- Epinephrine Administration (2013, Plumsted Fire District)
- Narcan Administration (2014, Plumsted Fire District)
- Fire Ground Operations-Engine Company Hands on Training (2010, FDNY-Firehouse Summit Baltimore)
- Fire Grounds Operation-Ladder Company Hand on Training (2010, FDNY-Firehouse Summit Baltimore)
- Waving the Red Flags (2011, Pemberton Twp. FD)
- More available upon request

Interests

Hobbies other than Emergency Services include: Sailing, Hockey, & Paintball

References Available Upon Request

