

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday October 4th, 2018 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.

The meeting was called to order by Chairman Peter Cooke at 8:03 P.M.

1. **Sunshine Statement** by peter Cooke

Statement is hereby given that adequate notice of this meeting was given by:

1. The mailing of said notice to the Asbury Park Press.
2. The prominent posting of said notice at the Englishtown Fire Department.

Roll Call showed the following members in attendance:

Present: Chairman Peter Cooke, Clerk Victoria Sarti, Treasurer Ryan Reale, Brian Stonaker, Gerald Maresca

Legal: Board Attorney not present. Resolution by title to appoint Thomas Frueh as the District Engineer. Resolution by title to amend the motor vehicle accident policy.

September 2018 Minutes: A motion was made by R. Reale and a Second was made by P. Cooke to accept the minutes. Motion passed by unanimous vote. Executive minutes A motion was made to accept by P. Cooke and second by R. Reale to accept the minutes.

Financial: A motion was made by G. Maresca and a Second was made by R. Reale to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: Audit still not complete. George going over Invoices and bills that are causing issues. The Budget meeting will be at November's meeting.

Chief's Report:

- Presented by 12-67, Total of 27 calls for the month of September 2018
See Attached Report for additional details.
- 12-86 had an appraisal of approximately \$10,000.00 to \$12,000.00. Board said to list it for \$18,000.00. Revisit in January if there are no offers.
- Board Insurance Agent stated that we can use any Body Shop to repair 12-74.
- Cars for the Open House will be dropped off on Monday.
- Staffing issues continue. We have not responded for 50% of the Districts calls for the year.
- We believe the Board should meet with the two Manalapan Districts to discuss the staffing issues. We do not have an adequate response for the residents that pay taxes.

Department Engineer's Report:

- Executive meeting to be held addressing open position.

President's Report:

- Working on a spec for electrical work that needs to be done. Then put that out for bid.

Fire Bureau:

- See attached report.

LOSAP:

- Still working on a report.

Correspondence:

- None

Insurance:

- Working with G. Maresca for b0
- Body work on 12-74. All applications for Insurance renewal are in.

Membership:

- A Junior moved to Probationary member. A new Junior applied.

Old Business:

- Question from The President as to who pays for the refrigerator repairs. Bill for refrigerator will be paid for by the Commissioners. He will also be servicing the ice machine.
- Parking lot will be stripped on Monday. Members can park at warehouse Lot.

New Business:

- None

Public Open Portion:

- Fire Prevention is this week. The Department Open House will be This Saturday.
- Ex-Chief Charlie Warshany is not doing well.
- Sunday is the Monmouth County Fallen Fire Fighter Memorial/Awards presentation. Chief Engineer/Firefighter Peter DiBenedetto will be inducted.
- Richard Thompson said that he was recently approached to attend the Nashville Conference. Due to his late attendance, it will cost \$700.00 for the flight and \$300.00 for a Pass. The cost for the others attending is \$1,412.84 per person. It will cost \$2,824.00 for Richard Thompson to attend. Chairman Cooke stated that he approached Richard Thompson about attending after G. Maresca questioned why he was asking to attend this late. President Miller asked if the Chief was asked and Chairman Cooke stated that he did not have to. The Board pays so they choose who attends and that Richard Thompson is on the Executive Board. Board voted to allow Richard Thompson to spend no more that \$3,000.00. Motion made by G. Maresca and a second by R. Reale. Motion passed unanimously.

Meeting Adjournment: at 9:57 PM. After a motion by V. Sarti and Seconded by R. Reale and approved by a unanimous roll call vote.

Certified at the October 4th, 2018, regularly scheduled meeting _____

7:31 PM

10/04/18

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of October 4, 2018

Type	Date	Num	Name	Split	Debit	Credit	Balance
							139,824.24
Brunswick Bank Checking							
Check	9/10/2018			-SPLIT-		84.00	139,740.24
Check	10/4/2018	6243	East Coast Emergency Lighting	Fire Fighting Equipment		8.00	139,732.24
Check	10/4/2018	6244	Matt O'Brien	Training		2,824.72	136,907.52
Check	10/4/2018	6245	Cytracom LLC.	Utilities		288.82	136,618.70
Check	10/4/2018	6246	Englishtown Fire Department	Contract - Volunteer Fi...		2,250.00	134,368.70
Check	10/4/2018	6247	Borough of Englishtown	-SPLIT-		23,680.00	110,688.70
Check	10/4/2018	6248	Verizon	Utilities		55.45	110,633.25
Check	10/4/2018	6249	Family Practice of CentraState	2017 Expense		396.00	110,237.25
Check	10/4/2018	6250	Manalapan - Englishtown Board ...	Fuel		995.68	109,241.57
Check	10/4/2018	6251	International Code Council	UFSA Other Expenses		100.00	109,141.57
Check	10/4/2018	6252	HydraRam Unlimited	Fire Fighting Equipment		279.55	108,862.02
Check	10/4/2018	6253	Jersey Central Power & Light	Utilities		1,846.60	107,015.42
Check	10/4/2018	6254	Family Practice of CentraState	Professional Services-...		386.00	106,629.42
Check	10/4/2018	6255	International Code Council	UFSA Other Expenses		119.00	106,510.42
Check	10/4/2018	6256	NetLink	Professional Services		199.00	106,311.42
Total Brunswick Bank Checking					0.00	33,512.82	106,311.42
TOTAL					0.00	33,512.82	106,311.42

6:43 PM
 10/04/18
 Accrual Basis

Englishtown Fire District No. 1
 2018 Budget
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
Income			
Capital Fund Balance	0.00	70,556.00	-70,556.00
Fire District Taxes	362,902.86	484,000.00	-121,097.14
Miscellaneous	0.00	444.00	-444.00
Uniform Fire Safety Act			
Fines and Penalties	15,500.00		
Smoke Detector Fees	2,693.00	19,000.00	-16,307.00
State Registration Fees	7,111.75	5,000.00	2,111.75
Total Uniform Fire Safety Act	<u>25,304.75</u>	<u>24,000.00</u>	<u>1,304.75</u>
Total Income	<u>388,207.61</u>	<u>579,000.00</u>	<u>-190,792.39</u>
Gross Profit	388,207.61	579,000.00	-190,792.39
Expense			
2017 Expense	64,807.43		
Monmouth County Dispatch Fees	0.00	10,000.00	-10,000.00
Professional Services-Physicals	3,548.50	8,000.00	-4,451.50
Fringe Benefits	14.55	2,300.00	-2,285.45
Administration			
Salaries and Wages	12,971.40	32,650.00	-19,678.60
Total Administration	<u>12,971.40</u>	<u>32,650.00</u>	<u>-19,678.60</u>
Employee Benefits	1,019.36		
Advertising	285.40	700.00	-414.60
Contract - Volunteer Fire Co	22,500.00	26,000.00	-3,500.00
Dues and Subscriptions	3,413.00	5,000.00	-1,587.00
Elections	942.50	1,500.00	-557.50
Fire Fighting Equipment	8,722.99	20,000.00	-11,277.01
Fuel	5,916.62	15,000.00	-9,083.38
Insurance Premiums	76,486.00	84,916.00	-8,430.00
Maintenance and Repairs			
Building	5,705.75		
Trucks	33,477.46		
Maintenance and Repairs - Other	0.00	62,500.00	-62,500.00
Total Maintenance and Repairs	<u>39,183.21</u>	<u>62,500.00</u>	<u>-23,316.79</u>
Office Supplies	2,830.99	4,000.00	-1,169.01
Personal Protective Equipment	3,365.00	15,000.00	-11,635.00
Professional Services			
Legal	4,792.00		
Professional Services - Other	5,108.80	40,000.00	-34,891.20
Total Professional Services	<u>9,900.80</u>	<u>40,000.00</u>	<u>-30,099.20</u>

6:43 PM
10/04/18
Accrual Basis

Englishtown Fire District No. 1
2018 Budget
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Promotion	0.00	1,000.00	-1,000.00
Training	6,759.76	18,000.00	-11,240.24
Utilities	32,510.24	40,000.00	-7,489.76
UFSA Salaries and Wages	23,680.00	16,000.00	7,680.00
UFSA Fringe Benefits	0.00	3,000.00	-3,000.00
UFSA Other Expenses	2,465.24		
Length of Service Awards	27,344.00	48,000.00	-20,656.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	6,211.23	8,663.00	-2,451.77
Bond Note Principal	0.00	20,000.00	-20,000.00
Bond Note Interest	0.00	2,700.00	-2,700.00
Total Expense	<u>409,878.22</u>	<u>539,929.00</u>	<u>-130,050.78</u>
Net Income	<u>-21,670.61</u>	<u>39,071.00</u>	<u>-60,741.61</u>

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 09/01/2018 | End Date: 09/30/2018

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	5	12:20
13-26-1 - Gordon's Corner Fire Company	2	7:33
13-26-2 - Manalapan Fire Company #1	15	17:55
13-26-2P - Manalapan Primary Response Area	2	3:02
13-32-1 - Millstone Fire Department	3	2:45
TOTAL	27	43:35

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



Englishtown Fire Department

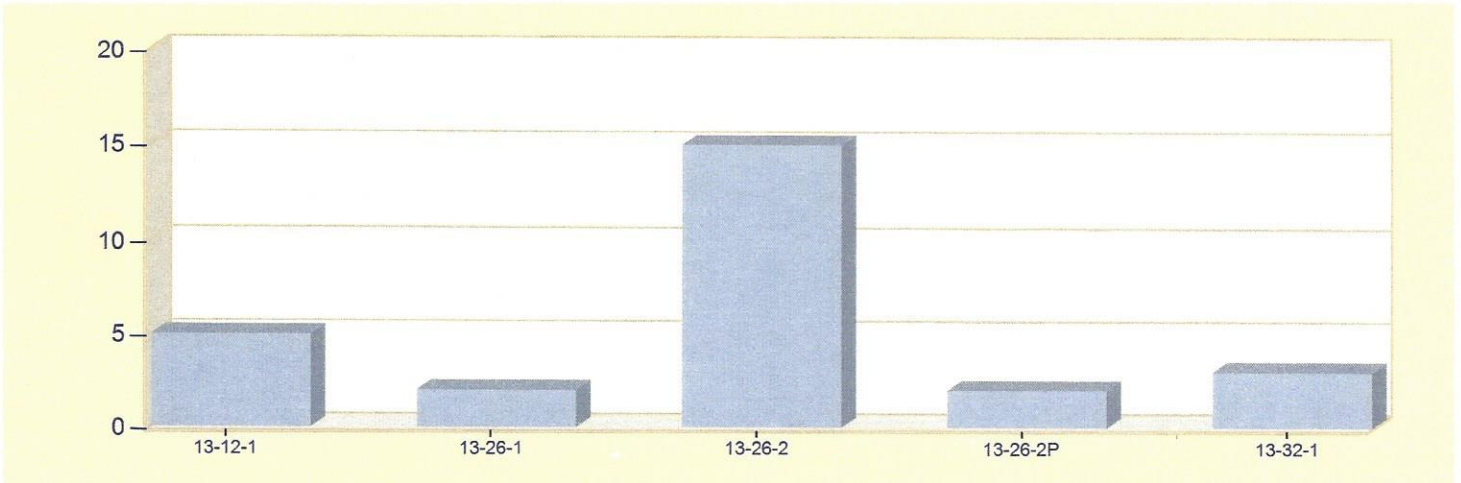
Englishtown, NJ

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Incident Type Count per Zone for Date Range

Start Date: 09/01/2018 | End Date: 09/30/2018



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	611 - Dispatched & cancelled en route	1
	714 - Central station, malicious false alarm	1
	743 - Smoke detector activation, no fire - unintentional	2
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	5
13-26-1 - Gordon's Corner Fire Company		
	111 - Building fire	1
	360 - Water & ice-related rescue, other	1
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	2
13-26-2 - Manalapan Fire Company #1		

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.

ZONES	INCIDENT TYPE	COUNT
	113 - Cooking fire, confined to container	1
	412 - Gas leak (natural gas or LPG)	1
	444 - Power line down	2
	522 - Water or steam leak	1
	611 - Dispatched & cancelled en route	1
	651 - Smoke scare, odor of smoke	1
	733 - Smoke detector activation due to malfunction	1
	735 - Alarm system sounded due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	2
	745 - Alarm system activation, no fire - unintentional	4
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	15
13-26-2P - Manalapan Primary Response Area		
	324 - Motor vehicle accident with no injuries.	1
	735 - Alarm system sounded due to malfunction	1
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area:</i>	2
13-32-1 - Millstone Fire Department		
	571 - Cover assignment, standby, moveup	1
	735 - Alarm system sounded due to malfunction	1
	736 - CO detector activation due to malfunction	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department:</i>	3
Total Count for all Zone:		27

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.

September

Englishtown Fire Department

Englishtown, NJ

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Response Percentage for Custom Question for Personnel for Incident Type for Date Range

Personnel: Administrator, Englishtown Fire Dept | MultiCustomQuestion: Staffing Level | Incident Type(s): All Incident Types | Start Date: 09/01/2018 | End Date: 09/30/2018

ANSWERS	# INCIDENTS	% of Total
USER-DEFINED FIELD: Staffing Level (Required)		
No Response - No Driver	2	7%
No Response - Short Staffed (< 3 FF1)	6	22%
Responded - Short Staffed (< 3 FF1)	9	33%
Responded as normal	10	37%

Report is grouped by Questions, Users then Answers. Answers data is broken into Percentages of Users who answered Questions. Questions will only show on the report if they are in the Date Range and are Not Archived and Not Empty. Only Reviewed Incidents included.

Englishtown Fire Department

Englishtown, NJ

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Response Percentage for Custom Question for Personnel for Incident Type for Date Range

Personnel: Administrator, Englishtown Fire Dept | MultiCustomQuestion: Staffing Level | Incident Type(s): All Incident Types | Start Date: 01/01/2018 | End Date: 12/31/2018

ANSWERS	# INCIDENTS	% of Total
USER-DEFINED FIELD: Staffing Level (Required)		
No Response - No Driver	17	6%
No Response - Short Staffed	13	4%
No Response - Short Staffed (< 3 FF1)	32	11%
Responded - Short Staffed	20	7%
Responded - Short Staffed (< 3 FF1)	62	21%
Responded as normal	154	52%

21% 62
79-80% 236
T: 298

Report is grouped by Questions, Users then Answers. Answers data is broken into Percentages of Users who answered Questions. Questions will only show on the report if they are in the Date Range and are Not Archived and Not Empty. Only Reviewed Incidents included.

Englishtown Comprehensive Report

09/01/2018 to 09/30/2018

	LHU	Non-LHU
Total Open Properties	16	58
Number Inspected	0	3
Number Reinspected	0	1
Number of Inspection Certificates Issued	0	2

Registrations Invoiced	0
Registrations Paid	0
Permits Invoiced	1
Permits Paid	0
Smoke CO Inspected	7
Smoke CO Approved	7
Smoke CO Invoiced	0
Smoke CO Paid	0
Total Violations Issued	6
Total Penalty Notices Issued	1

Expand All | Collapse All

Property Registration (0)

#Property Registration Annual Registration Letter Date

Registrations (Non-Life Hazard) (0)

#Property Registration Annual Registration Letter Date

New Registrations (0)

#Property Registration Date Registered

Closed Registrations (0)

#Property Registration Date Closed

Inspections by Type (5)

Periodic (4)

Reinspection (1)

Follow up (0)

Complaint (0)

Other (0)

#	Inspection	Inspection Date	Re-Inspection 1	Re-Inspection 2	Re-Inspection 3	Inspection Type
1	Subway Thomas Kirkland	07/02/2018	08/13/2018	08/20/2018	09/10/2018	Periodic
2	Franklin Auto Body Edward Miller	09/04/2018				Periodic
3	Englishtown Automotive Inc. Edward Miller	09/04/2018				Periodic
4	Micalizzi Furniture Restoration and Upholstery Thomas Kirkland	09/10/2018				Periodic

Inspections by Inspector (3)
 Thomas Kirkland (1)
 John Marini (0)
 Edward Miller (2)

#	Inspection	Inspection Date	Inspector
1	Franklin Auto Body Edward Miller	09/04/2018	Edward Miller
2	Englishtown Automotive Inc. Edward Miller	09/04/2018	Edward Miller
3	Micalizzi Furniture Restoration and Upholstery Thomas Kirkland	09/10/2018	Thomas Kirkland

Notice of Violations Issued (0)

Business Name Notice Date

State Notice of Violations Issued (0)

Business Name Notice Date

Order to Pay Penalty Issued (1)

Business Name Notice Date

1	Subway	09/10/2018
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Order to Pay Recurring Penalty Issued (0)

Business Name Notice Date

Punitive Closing Order Issued (0)

Business Name Notice Date

Request for Time Extension (0)

Business Name Notice Date

Notice of Imminent Hazard (0)

Business Name Notice Date

Invoiced (0)

Registration Fee:
 Permit Fee:
 Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL				
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Invoiced & Waived (0)

Registration Fee:
 Permit Fee:
 Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL				
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Invoiced LHUs (0)

Registration Fee:
 Permit Fee:
 Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL				
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Invoices Paid (0)

Registration Fee:
 Permit Fee:
 Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL				
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Invoices Unpaid (0)

Registration Fee:
 Permit Fee:
 Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL				
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Payments (1)

Check: \$156.25
 Cash:
 On Acct:
 Money Order:
 Total: \$156.25

Business Name Payment Date Check Cash On Account Money Order Total Payment

1	BORGHAUS, KARL & IRENE	09/04/2018	\$156.25				\$156.25
GRAND TOTAL			\$156.25				\$156.25

Payments Waived (0)

Check:
 Cash:
 On Acct:
 Money Order:
 Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment

GRAND TOTAL						
--------------------	--	--	--	--	--	--

Permits (1)

Missing Application Date: 0
 Annual: 1
 Seasonal: 0
 Type 1: 1
 Type 2: 0
 Type 3: 0
 Type 4: 0

Applicant Application Date Annual Seasonal Type 1 Type 2 Type 3 Type 4

1	Barny Barbella-Type 1	09/04/2018	Annual		Type 1			
GRAND TOTAL			1	0	1	0	0	0

Invoiced (1)

Registration Fee:
 Permit Fee: \$54.00
 Total Fee: \$54.00

Business Name Invoice Date Registration Fee Permit Fee Total Fee

1	Franklin Auto Body	09/04/2018		\$54.00	\$54.00
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#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
	GRAND TOTAL			\$54.00	\$54.00

Invoices Paid (1)

Registration Fee:
Permit Fee: \$54.00
Total Fee: \$54.00

#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
1	Franklin Auto Body	09/04/2018		\$54.00	\$54.00
	GRAND TOTAL			\$54.00	\$54.00

Invoices Unpaid (0)

Registration Fee:
Permit Fee:
Total Fee:

#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
	GRAND TOTAL				

Invoices Waived (0)

Registration Fee:
Permit Fee:
Total Fee:

#	Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
	GRAND TOTAL				

Payments (0)

Check:
Cash:
On Acct:
Money Order:
Total:

#	Business Name	Payment Date	Check	Cash	On Account	Money Order	Total Payment
	GRAND TOTAL						

Payments Waived (0)

Check:
Cash:
On Acct:
Money Order:
Total:

#	Business Name	Payment Date	Check	Cash	On Account	Money Order	Total Payment
	GRAND TOTAL						

Smoke/CO Certificate - Rental (2)

Approved: 2
Denied: 0
House: 2
Townhouse: 0
Condo: 0
Apartment: 0
Other: 0

#	Applicant	Application Date	Approved	Denied	House	Townhouse	Condo	Apartment	Other
1	20 TENNENT AVENUE right side	09/10/2018	Approved		House				
2	25 PARK AVENUE	09/17/2018	Approved		House				
	GRAND TOTAL		2	0	2	0	0	0	0

October 4 2018

Commissioners,

I have been in contact with FireTec.com for an appraisal of 12-86. It is their opinion that the rescue is worth \$10-12,000. This number is the rescue being sold without any equipment. FireTec can list the rescue on their app and website for 10% commission of the final sale price.

At this time I recommend that the rescue be listed for \$18,000 on social media and a fire publications and not with FireTec. If we cannot sell it then list with FireTec. Attached I have drafted a list of the rescues specs along with a posting.

Please advise of your decision on what steps to take next.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Wright', with a long horizontal flourish extending to the right.

Keith Wright