

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday December 5th, 2019 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 8:05 P.M.

1. **Sunshine Statement by Attorney J. Youssouf**

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 Melissa Scarrone, Gerald Maresca, Brian Stonaker

Legal: A Resolution for Introduction of the Budget for 2020 was presented with a change to the date of January 7th at 7:00pm. A motion to accept the resolution was made by P. Cooke and a second by B. Stonaker. Motion passed unanimously.

The hearing will be at the January 7th, 2020 meeting. The Elections are February 15th, 2020.

The Resolution that was offered by title to transfer \$100,000.00 from the LOSAP account to the General Fund at the last meeting was presented and put into the file.

A Resolution to renew the membership in the Joint Insurance Fund and appoint G. Maresca as the Fund Commissioner was introduced and voted on. A motion to accept the resolution was made by P. Cooke and a second was made by B. Stonaker. Motion passed unanimously.

November 2019 Minutes: A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the minutes. Motion passed by unanimous vote.

Financial: A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: The Introduced 2020 Budget forms were distributed for signatures of the Board Members.

Chief's Report:

- Total of 33 calls for the month of November 2019. Breakdown is attached. 5 calls in Englishtown Borough. Of the 5 calls, we responded 2 normal staffed, 1 short staffed and 2 we did not respond to.
- For all 33 calls:

Responded Normal Staffing – 6

Responded Short Staffed (3) – 4

No Response – 23

The Chief will be meeting with a vendor to get pricing on new 4-gas Meters.

Administrative Engineer's Report:

- See attached Report

President's Report:

- Vice-President Tim Kirkland reported that the Ladies Auxiliary Toy Run Fundraiser will be on December 14th and 15th. The Fire Department Santa Run will be December 22nd at 10:00am with the Holiday party to follow at 3:00pm.

Fire Bureau:

- See attached Report

LOSAP:

- No report.

Correspondence:

- None

Insurance:

- Insurance Agent Soden presented the Insurance renewal. With an increase of \$575.00.

Membership:

- 2 Applications are out for Probationary Firefighter

Old Business:

- The authorization letter to allow Deputy Chief Hagenberg to renew the vehicle registration had to be notarized. It was done but the second attempt he made the computers were down. He will be trying again.
- A letter requesting money from Firefighter Kole for the Nashville Fire Expo needs to be sent.

New Business:

- None

Public Open Portion:

- None

At 8:44pm P. Cooke requested that the Board go into Executive Session to discuss contract issues. A resolution by title was made by the Board Attorney. A motion was made by P. Cooke and a second was made by V. Sarti. Motion passed unanimously. The Executive session ended at 8:51pm.

Meeting Adjournment: at 8:53 PM. After a motion by P. Cooker and Seconded by M. Scarrone and approved by a unanimous roll call vote.

Certified at the January 7th, 2020 regularly scheduled meeting _____

Victoria L. Sarti – Clerk

**Englishtown Fire District No. 1
Bill List**

As of December 5, 2019

12/05/19

Type	Date	Num	Name	Memo	Split	Debit	Credit
Brunswick Bank Checking							
Deposit	11/08/2019			Dep...	-SPLIT-		
Check	11/08/2019	6565	Englishtown Fire Department	dec ...	Contract - Volunteer ...	135.00	2,500.00
Check	11/08/2019	6566	NetLink	dec ...	Professional Services		199.00
Check	12/05/2019	6545	Cytracom LLC.	oct i...	Utilities		300.00
Check	12/05/2019	6546	Verizon Wireless	invol...	Utilities		420.56
Check	12/05/2019	6547	Optimum	0786...	Utilities		128.14
Check	12/05/2019	6548	new jersey fire equipment	inv. ...	Fire Fighting Equipm...		61.70
Check	12/05/2019	6549	Motorola Solutions Credit Comp...	2019...	-SPLIT-		33,245.99
Check	12/05/2019	6550	Manalapan - Englishtown Board...	Invol...	Fuel		338.96
Check	12/05/2019	6551	Jersey Central Power & Light	1000...	Utilities		1,120.27
Check	12/05/2019	6552	Blaze Emergency Equipment C...	Invol...	Trucks		436.72
Check	12/05/2019	6553	Verizon	732...	Utilities		126.67
Check	12/05/2019	6554	NJ Natural Gas	10-3...	Utilities		1,334.66
Check	12/05/2019	6555	Withum Smith & Brown	Invol...	Audit and Accounting		13,004.00
Check	12/05/2019	6556	Family Practice of ContraState	Acco...	Professional Services...		132.00
Check	12/05/2019	6557	Gerald Maresca		Salaries and Wages		2,010.29
Check	12/05/2019	6558	Peter Cooke		Salaries and Wages		2,010.29
Check	12/05/2019	6559	Victoria Sarti	2nd ...	Salaries and Wages		2,326.51
Check	12/05/2019	6560	Melissa Scarrone	2nd ...	Salaries and Wages		2,326.51
Check	12/05/2019	6561	Tom Frueh	2nd ...	Salaries and Wages		1,726.25
Check	12/05/2019	6562	Brian Stonaker	2nd ...	Salaries and Wages		2,010.29
Check	12/05/2019	6563	Timothy Kirkland	2nd ...	Salaries and Wages		2,665.26
Check	12/05/2019	6564	united States Treasury	22-3...	Employee Benefits		2,587.75
Check	12/05/2019	6567	Borough of Englishtown	2019...	-SPLIT-		32,760.00
Total Brunswick Bank Checking						135.00	103,771.82
Brunswick Bank Savings							
Total Brunswick Bank Savings							
Fire Safety Trust Account							
Total Fire Safety Trust Account							

6:16 PM

12/05/19

Accrual Basis

Englishtown Fire District No. 1
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget
Income			
Capital Fund Balance	0.00	80,656.00	-80,656.00
Fire District Taxes	338,250.00	492,000.00	-153,750.00
Interest on Investments	56.61	0.00	56.61
Uniform Fire Safety Act			
Smoke Detector Fees	3,350.50	14,000.00	-10,649.50
State Registration Fees	6,160.25	10,000.00	-3,839.75
Total Uniform Fire Safety Act	9,510.75	24,000.00	-14,489.25
Supplemental Fire Services	0.00	444.00	-444.00
Total Income	347,817.36	597,100.00	-249,282.64
Gross Profit	347,817.36	597,100.00	-249,282.64
Expense			
2018 Expense	13,026.14	0.00	13,026.14
Monmouth County Dispatch Fees	0.00	10,000.00	-10,000.00
Professional Services-Physicals	1,151.50	5,000.00	-3,848.50
Fringe Benefits	6.08	2,330.00	-2,323.92
Administration			
Salaries and Wages	29,840.90	45,500.00	-15,659.10
Total Administration	29,840.90	45,500.00	-15,659.10
Employee Benefits	5,123.02	0.00	5,123.02
Advertising	1,151.87	700.00	451.87
Capital Appropriations			
Firehouse Renovations	6,195.00	0.00	6,195.00
Total Capital Appropriations	6,195.00	0.00	6,195.00
Contract - Volunteer Fire Co	27,500.00	30,000.00	-2,500.00
Dues and Subscriptions	3,508.00	5,000.00	-1,492.00
Elections	807.50	1,500.00	-692.50
Fire Fighting Equipment	11,660.38	20,000.00	-8,339.62
Fuel	5,425.28	15,000.00	-9,574.72
Insurance Premiums	76,817.00	90,000.00	-13,183.00
Maintenance and Repairs			
Building	14,814.17	20,000.00	-5,185.83
Trucks	42,869.82	47,500.00	-4,630.18
Total Maintenance and Repairs	57,683.99	67,500.00	-9,816.01
Office Supplies	6,914.63	7,610.00	-695.37
Personal Protective Equipment	1,965.65	15,000.00	-13,034.35
Professional Services			
Audit and Accounting	13,004.00	0.00	13,004.00
Professional Services - Other	11,484.64	40,000.00	-28,515.36
Total Professional Services	24,488.64	40,000.00	-15,511.36
Promotion	0.00	1,000.00	-1,000.00
Training	21,711.84	18,000.00	3,711.84
Utilities	35,853.82	45,000.00	-9,146.18
UFSA Salaries and Wages	0.00	18,000.00	-18,000.00
UFSA Fringe Benefits	0.00	3,000.00	-3,000.00
UFSA Other Expenses	1,979.98	5,000.00	-3,020.02
Length of Service Awards	0.00	35,000.00	-35,000.00
Reserve for future outlay	0.00	25,000.00	-25,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	3,675.21	3,713.00	-37.79
Radio Lease Purchase Principal	25,365.00	26,362.00	-997.00
Radio Lease Interest	7,880.99	6,885.00	995.99
Total Expense	424,732.42	597,100.00	-172,367.58
Net Income	-76,915.06	0.00	-76,915.06

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019

ZONE	INCIDENT COUNT	MAN-HOURS
12-42 - Jamesburg Fire Department	1	0:00
13-12-1 - Englishtown fire department	5	12:27
13-26-2 - Manalapan Fire Company #1	19	13:24
13-26-2P - Manalapan Primary Response Area	5	12:53
13-32-1 - Millstone Fire Department	3	2:12

TOTAL

33

40:56

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

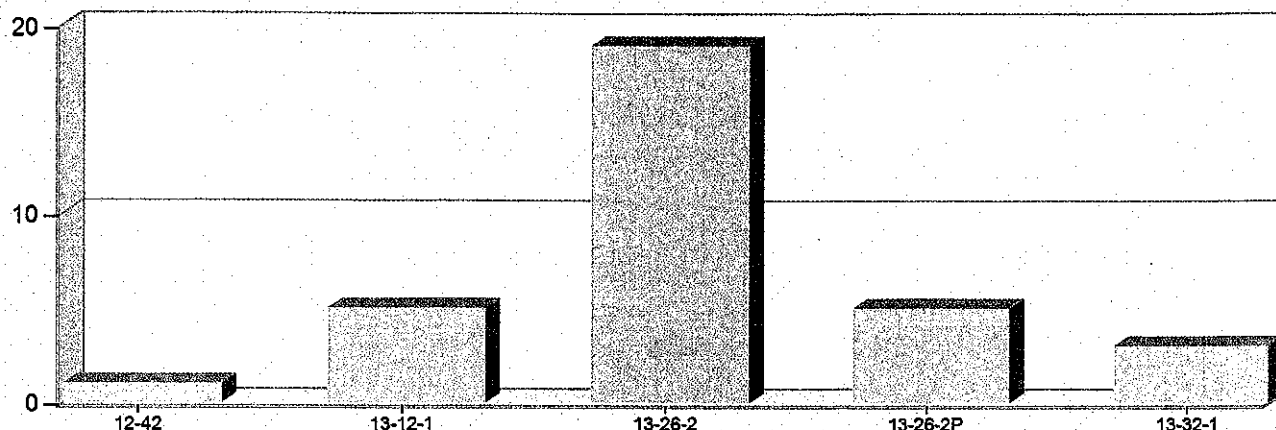
Englishtown, NJ

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Incident Type Count per Zone for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019



ZONES	INCIDENT TYPE	COUNT
12-42 - Jamesburg Fire Department		
	571 - Cover assignment, standby, moveup	1
	<i>Total Incidents for 12-42 - Jamesburg Fire Department:</i>	<i>1</i>
13-12-1 - Englishtown fire department		
	311 - Medical assist, assist EMS crew	1
	424 - Carbon monoxide incident	1
	651 - Smoke scare, odor of smoke	1
	715 - Local alarm system, malicious false alarm	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	<i>5</i>
13-26-2 - Manalapan Fire Company #1		
	151 - Outside rubbish, trash or waste fire	1
	412 - Gas leak (natural gas or LPG)	2
	444 - Power line down	2
	445 - Arcing, shorted electrical equipment	1
	522 - Water or steam leak	1
	611 - Dispatched & cancelled en route	1
	711 - Municipal alarm system, malicious false alarm	2
	715 - Local alarm system, malicious false alarm	1
	733 - Smoke detector activation due to malfunction	1
	735 - Alarm system sounded due to malfunction	2

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

ZONES	INCIDENT TYPE	COUNT
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	2
	746 - Carbon monoxide detector activation, no CO	2
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	19
13-26-2P - Manalapan Primary Response Area		
	112 - Fires in structure other than in a building	1
	411 - Gasoline or other flammable liquid spill	1
	714 - Central station, malicious false alarm	1
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area:</i>	5
13-32-1 - Millstone Fire Department		
	412 - Gas leak (natural gas or LPG)	1
	740 - Unintentional transmission of alarm, other	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department:</i>	3
Total Count for all Zone:		33

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

New Registration put in truck 1274

Air pak out for repair / #18 returned repaired

Issue with personal door by bay 6

Recall for 1274 has been taken care of by Campbell Supply

1267 new Rim and 4 tires plus a service done

Starting to have an issue with bay 5 door have to watch to make sure motor turns off when door is up or down.

1267 working on getting new registration for 1267 vehicle

Mileage

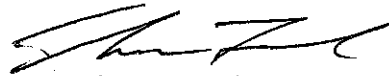
1274- 58

1275- 77

1287- 58

No change on 93 or 76

Administrative Engineer



Thomas Frueh

Borough of Englishtown			
Fire District No. 1			
2020 Budget			
	2020 Budget	2019 Budget	Increase (Decrease)
Revenues:			
Unreserved Fund Balance	122,291.00	80,656.00	41,635.00
Reserved Fund Balance	-	-	-
Uniform Fire Safety Act	24,000.00	24,000.00	-
Supplemental Fire Services	444.00	444.00	-
District Taxes	492,000.00	492,000.00	-
Total Revenues	638,735.00	597,100.00	41,635.00
Net Valuation Taxable - 2019	256,456,600	256,456,600	-
Tax Rate	0.192	0.192	-
Appropriations:			
Administration:			
Salaries and Wages	36,150.00	27,500.00	8,650.00
Fringe Benefits	3,100.00	2,330.00	770.00
Other Expenses:			
Elections	1,500.00	1,500.00	-
Office Expenses	8,000.00	7,610.00	390.00
Professional Services	40,000.00	40,000.00	-
subtotal Other Expenses	49,500.00	49,110.00	390.00
Operations - Other Expenses:			
Advertising	1,500.00	700.00	800.00
Insurance	90,000.00	90,000.00	-
Professional Services - Physicals	5,000.00	5,000.00	-
Memberships / Dues	5,000.00	5,000.00	-
Maintenance and Repairs - Trucks	50,000.00	47,500.00	2,500.00
Maintenance and Repairs - Bldg	20,000.00	20,000.00	-
Training and Education	18,000.00	18,000.00	-
Personal Protective Equipment	15,000.00	15,000.00	-
Utilities	45,000.00	45,000.00	-
Fuel	15,000.00	15,000.00	-
Promotion	1,000.00	1,000.00	-
Contract - Volunteer Fire Co.	36,000.00	30,000.00	6,000.00
Fire Fighting Equipment	20,000.00	20,000.00	-
Monmouth County Dispatch Fees	10,000.00	10,000.00	-
subtotal Other Expenses	331,500.00	322,200.00	9,300.00
Appropriations Offset with Revenues:			
Salaries and Wages	36,000.00	36,000.00	-
Fringe Benefits	3,000.00	3,000.00	-
Other Expenses	5,000.00	5,000.00	-
Total Appropriations Offset with Revenues	44,000.00	44,000.00	-
Length of Service Awards	35,000.00	35,000.00	-
Capital Appropriations:			
Reserve for Future Capital Outlays	50,000.00	25,000.00	25,000.00
Debt Service:			
Bond Principal	55,000.00	55,000.00	-
Bond Interest	1,238.00	3,713.00	(2,475.00)
Radio Lease	33,247.00	33,247.00	-
Bond Anticipation Note Principal	-	-	-
Bond Anticipation Note Interest	-	-	-
Total Debt Service	89,485.00	91,960.00	(2,475.00)
Total Budget	638,735.00	597,100.00	41,635.00

11/7/19

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN
TRANSFERRING EXCESS LOSAP APPROPRIATIONS TO
THE GENERAL FUND**

WHEREAS; The Board of Fire Commissioners has been advised by the District Auditor that the LOSAP account program has accumulated excess funds in the amount of \$100,000.00; and

WHEREAS; The Board has determined that it is appropriate to transfer said excess fund balance from the LOSAP reserve account to the general fund balance of the District's budget.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the sum of \$100,000.00 be transferred from the LOSAP account to the general fund by the District Treasurer.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the District's Auditor by the Clerk of the Board.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.1 Borough of Englishtown on November 7, 2019.

Clerk

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

ENGLISHTOWN BOROUGH FIRE DISTRICT NO. 1

FISCAL YEAR: January 1, 2020 to December 31, 2020

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of regular voting members of the governing body: 5
- 2) Provide the number of alternate voting members of the governing body: N/A
- 3) Did any current or former commissioner or officer have a family or business relationship with any other current or former commissioner or officer during the current fiscal year? _____ If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Fire District.
- 4) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Fire District file the form as required? _____ If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 5) Does the Fire District have any amounts receivable from current or former commissioners, officers, or employees? _____ If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Fire District.
- 6) Was the Fire District a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, or employee? _____
 - b. A family member of a current or former commissioner, officer, or employee? _____
 - c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner? _____

If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, or employee (or family member thereof) of the Fire District; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 7) Did the Fire District provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:
 - a. First class or charter travel _____
 - b. Travel for companions _____
 - c. Tax indemnification and gross-up payments _____
 - d. Discretionary spending account _____
 - e. Housing allowance or residence for personal use _____
 - f. Payments for business use of personal residence _____
 - g. Vehicle/auto allowance or vehicle for personal use _____
 - h. Health or social club dues or initiation fees _____
 - i. Personal services (i.e.: maid, chauffeur, chef) _____

If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED) ENGLISHTOWN BOROUGH FIRE DISTRICT NO. 1

FISCAL YEAR: January 1, 2020 to December 31, 2020

- 8) Attach a list of the Fire District's vehicles including make, model and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized District personnel, indicate "motor pool."
- 9) Did the Fire District make any payments to current or former commissioners or employees for severance or termination? _____ *If "yes," attach explanation including amount paid.*
- 10) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? _____ *If "yes," attach explanation including amount paid.*
- 11) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? _____
- 12) If the answer to #11 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? _____ *If "yes," attach a copy of the agreement. If "no," attach a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity.*
- 13) Does the Fire District have a Length of Service Award Program (LOSAP) plan? _____ *If "yes," indicate a) the year it was implemented; b) the total number of volunteer members presently eligible to participate; c) the total number of volunteer members presently vested; d) whether the annual contribution for each vested member is fixed or based on an automatic increase; e) the total LOSAP budgeted for the current year; and f) whether the Fire District has required the Plan Contractor to submit its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49.*

Implemented 1998

Eligible 40 members

Vested members 40

Annual contribution increased by cost of living increase

2020 budget amount \$35,000

Plan contractor submits annually to Division of Local Government Services