

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday January 3<sup>rd</sup>, 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 8:00 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, Brian Stonaker

Absent: Treasurer Ryan Reale, Gerald Maresca

**Legal:** Budget Hearing conducted. P. Cooke made a motion to open the public Budget Hearing, B. Stonaker seconded the motion. Motion passed unanimously. The 2019 Budget was offered for public questions. No public questions were offered. The Board was satisfied with the proposed budget. A motion was made by P. Cooke and a second was made by B. Stonaker to close the public Budget Hearing. Motion passed unanimously.

A resolution was offered to adopt the 2019 Budget. A motion to adopt the 2019 Budget was made by P. Cooke and a second was made by B. Stonaker. Motion passed unanimously.

Nomination Petitions must be in by January 21<sup>st</sup>, 2019

Election will be February 16<sup>th</sup>, 2019

**December 2018 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:** Budget is ready for vote.

**Chief's Report:**

- Total of 24 calls for the month of December 2018. Breakdown is attached. 5 calls in Englishtown Borough. **Of the six calls, we responded to five calls and there was no response for the other call.**
- **For all 24 calls:**
  - Responded Normal Staffing – 17
  - Responded Short Staffed (3) – 6
  - No Response – 1

Total of 414 Calls for the year, The Department responded to 83% of the calls for the year 2018 and Failed to respond to 17% of the calls for the year 2018.

**Administrative Engineer's Report:**

- See attached Report

**President's Report:**

- Looking at adding a washer and dryer for rags and basic clothing and a double slop sink for maintenance in the bays.

**Fire Bureau:**

- See Report

**LOSAP:**

- No report.

**Correspondence:**

- None

**Insurance:**

- No Report

2-

**Membership:**

- No Report
- 

**Old Business:**

- V. Sarti questioned about P. Cooke moving the bunk beds out of the room without the knowledge of anyone else on the Board or on the Fire Department. The Chief expressed his concern over the unannounced move. The last information on the move was that a moving company would be hired to complete this job. The Chief and President felt the move was not handled well at all and the Department felt slighted. P. Cooke assured that was not the case. Moving forward, communication must be better within the commissioners themselves and with the Fire Department.

**New Business:**

- \* - New exterior and interior door locks are needed. There are issues with the current system.

**Public Open Portion:**

- None

**Meeting Adjournment:** at 9:35 PM. After a motion by P. Cooke and Seconded by B. Stonaker and approved by a unanimous roll call vote.

**Certified** at the February 7<sup>th</sup>, 2019 regularly scheduled meeting \_\_\_\_\_

8:06 PM

01/02/19

Accrual Basis

## Englishtown Fire District No. 1

## Bill List

As of January 3, 2019

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Brunswick Bank Checking</b>							124,147.80
Deposit	12/7/2018						124,192.80
Check	12/17/2018	6314	Jason Kole	Smoke Detector Fees	45.00		122,692.82
Deposit	12/17/2018			Maintenance and Rep...		1,499.98	122,872.82
Deposit	12/26/2018			-SPLIT-	180.00		140,872.82
Check	1/3/2019	6315	Cytracom LLC.	Sale of 12-86	18,000.00		140,584.00
Check	1/3/2019	6316	First Responder Joint Insurance ...	Utilities		288.82	116,210.00
Check	1/3/2019	6317	Batteries plus Bulbs	Insurance Premiums		24,374.00	116,072.50
Check	1/3/2019	6318	NetLink	2018 Expense		137.50	115,873.50
Check	1/3/2019	6319	Englishtown Automotive	Professional Services		199.00	115,388.23
Check	1/3/2019	6320	Englishtown Automotive	Trucks		485.27	113,901.33
Check	1/3/2019	6321	Overhead door co	2018 Expense		1,486.90	113,380.08
Check	1/3/2019	6322	Manalapan - Englishtown Board ...	2018 Expense		521.25	112,676.60
Check	1/3/2019	6323	Verizon	2018 Expense		703.48	112,614.18
Check	1/3/2019	6324	Ryan Reale	Utilities		62.42	112,468.18
Check	1/3/2019	6325	Englishtown Automotive	Office Supplies		146.00	112,421.23
Check	1/3/2019	6326	Englishtown Automotive	2018 Expense		46.95	110,950.16
Check	1/3/2019	6327	stockel lawn	2018 Expense		1,471.07	110,095.91
Check	1/3/2019	6328	Coastal Fire Systems	2018 Expense		854.25	109,262.16
Check	1/3/2019	6329	Asbury Park Press	2018 Expense		833.75	109,198.56
Check	1/3/2019	6330	Englishtown Fire Department	Advertising		63.60	106,948.56
Check	1/3/2019	6331	Staples	Contract - Volunteer Fi...		2,250.00	106,880.38
Check	1/3/2019	6332	NJ Natural Gas	2018 Expense		68.18	106,253.48
Check	1/3/2019	6333	Brunswick Bank & Trust	Utilities		626.90	48,758.14
Check	1/3/2019	6334	Witmer	-SPLIT-		57,495.34	44,560.39
Check	1/3/2019	6335	US Postal Service	2018 Expense		4,197.75	44,424.39
Check	1/3/2019	6336	Manalapan Hardware	Office Supplies		136.00	44,363.64
				2018 Expense		60.75	
Total Brunswick Bank Checking					18,225.00	98,009.16	44,363.64
<b>TOTAL</b>					<b>18,225.00</b>	<b>98,009.16</b>	<b>44,363.64</b>

# Englishtown Fire Department

Englishtown, NJ

Report was generated on 1/1/2019 8:24:05 PM



## Incident Count with Man-Hours per Zone for Date Range

Start Date: 01/01/2018 | End Date: 12/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
11-42 - East Windsor	1	12:40
13-12-1 - Englishtown fire department	83	205:48
13-15-1 - Freehold Fire Department	2	1:57
13-16-2 - East Freehold Fire Company	1	0:56
13-26-1 - Gordon's Corner Fire Company	24	85:32
13-26-2 - Manalapan Fire Company #1	178	435:20
13-26-2P - Manalapan Primary Response Area	92	309:50
13-28-1 - Marlboro Fire Company #1	2	20:10
13-32-1 - Millstone Fire Department	27	147:03
13-82-1 - Hope Fire Company	1	29:28
Monroe - Monroe Twp	3	19:24
<b>TOTAL</b>	<b>414</b>	<b>1268:08</b>

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

This report was generated on 1/1/2019 8:31:52 PM



## 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
<b>USER-DEFINED FIELD: Staffing Level (Required)</b>		
No Response - No Driver	20	5%
No Response - Short Staffed	13	3%
No Response - Short Staffed (< 3 FF1)	55	14%
Responded - Short Staffed	20	5%
Responded - Short Staffed (< 3 FF1)	82	21%
Responded as normal	199	51%

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.

# Fire District Mail-In Ballot

Fire District No. 1  
Borough of Englishtown  
County of Monmouth

**Saturday, February 17, 2018**

Polling Place:

**Englishtown Firehouse**  
3 South Main Street  
Englishtown, New Jersey

*Victoria Sarti*  
Clerk

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To vote for any person whose name appears on this ballot mark a cross (X) or plus (+) or check (✓) mark with ink in the place or square at the left of the name of such person.

To vote for any person whose name is not printed upon this ballot write with black ink or paste the name in the blank space.

Do not vote for more candidates than are to be elected.

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### For Membership to the Board of Fire Commissioners

(Full Term – 3 Years)

(Vote for Two (2) Only)

- |                          |                       |
|--------------------------|-----------------------|
| <input type="checkbox"/> | <b>RYAN REALE</b>     |
| <input type="checkbox"/> | <b>BRIAN STONAKER</b> |
| <input type="checkbox"/> |                       |
| <input type="checkbox"/> |                       |

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If you are in favor of the adoption of the proposition(s) printed below, mark a cross (X) or plus (+) or check (✓) mark with ink in the place or square opposite the word "YES".

If you are opposed thereto, mark a cross (X) or plus (+) or check (✓) mark with ink in the place or square opposite the word "NO".

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### Proposition

- |                          |            |
|--------------------------|------------|
| <input type="checkbox"/> | <b>YES</b> |
| <input type="checkbox"/> | <b>NO</b>  |

Shall the Board of Fire Commissioners of Fire District No. 1 Borough of Englishtown be authorized to expend \$579,000.00 in budget year 2018 with \$484,000.00 the amount to be raised by taxation?

Borough of Englishtown			
Fire District No. 1			
2019 Budget			
	2019	2018	Increase
	Budget	Budget	(Decrease)
<b>Revenues:</b>			
Unreserved Fund Balance	80,656.00	70,556.00	10,100.00
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	484,000.00	8,000.00
<b>Total Revenues</b>	<b>597,100.00</b>	<b>579,000.00</b>	<b>18,100.00</b>
Net Valuation Taxable - 2018	248,186,000	248,186,000	-
Tax Rate	0.199	0.196	0.003
<b>Appropriations:</b>			
<b>Administration:</b>			
Salaries and Wages	27,500.00	23,650.00	3,850.00
Fringe Benefits	2,330.00	2,300.00	30.00
<b>Other Expenses:</b>			
Elections	1,500.00	1,500.00	-
Office Expenses	7,610.00	4,000.00	3,610.00
Professional Services	40,000.00	40,000.00	-
subtotal Other Expenses	49,110.00	45,500.00	3,610.00
<b>Operations - Other Expenses:</b>			
Advertising	700.00	700.00	-
Insurance	90,000.00	84,916.00	5,084.00
Professional Services - Physicals	5,000.00	8,000.00	(3,000.00)
Memberships / Dues	5,000.00	5,000.00	-
Maintenance and Repairs - Trucks	47,500.00	47,500.00	-
Maintenance and Repairs - Bldg	20,000.00	15,000.00	5,000.00
Training and Education	18,000.00	18,000.00	-
Personal Protective Equipment	15,000.00	15,000.00	-
Utilities	45,000.00	40,000.00	5,000.00
Fuel	15,000.00	15,000.00	-
Promotion	1,000.00	1,000.00	-
Contract - Volunteer Fire Co.	30,000.00	26,000.00	4,000.00
Fire Fighting Equipment	20,000.00	20,000.00	-
Monmouth County Dispatch Fees	10,000.00	10,000.00	-
subtotal Other Expenses	322,200.00	306,116.00	16,084.00
<b>Appropriations Offset with Revenues:</b>			
Salaries and Wages	36,000.00	25,000.00	11,000.00
Fringe Benefits	3,000.00	3,000.00	-
Other Expenses	5,000.00	5,000.00	-
<b>Total Appropriations Offset with Revenues</b>	<b>44,000.00</b>	<b>33,000.00</b>	<b>11,000.00</b>
Length of Service Awards	35,000.00	48,000.00	(13,000.00)
<b>Capital Appropriations:</b>			
Reserve for Future Capital Outlays	25,000.00	5,000.00	20,000.00
<b>Debt Service:</b>			
Bond Principal	55,000.00	55,000.00	-
Bond Interest	3,713.00	6,188.00	(2,475.00)
Radio Lease	33,247.00	33,246.00	1.00
Bond Anticipation Note Principal	-	20,000.00	(20,000.00)
Bond Anticipation Note Interest	-	1,000.00	(1,000.00)
<b>Total Debt Service</b>	<b>91,960.00</b>	<b>115,434.00</b>	<b>(23,474.00)</b>
<b>Total Budget</b>	<b>597,100.00</b>	<b>579,000.00</b>	<b>18,100.00</b>



Air packs bench tested

1274 repairs brakes, chains, sensor, muffler done

1266 brakes tires, service, front driver side fender tightened.

1287 service

1266 starting problems & sensor for air bag pass. Side. Replaced head lamp driver side.

4 air packs out for repair 1,4,15,22

In house air system leaking and repaired

1267 new battery

1275 qb2 siren repaired

1275 other issues by end of week waiting on parts

Mileage 1274-18842\*\*227

1275-33994\*\*191

1287-12434\*\*325

1276-333969\*\*8

1293-13408\*\*0

Other vehicle issues 1287 &1266 being taken care of by Lt. O'Brien

1274 just found out still having power down issues will be taken care of soon.

18 air packs filled in December.

Tom Frueh Administrative Engineer



**ANNUAL AUDIT REVIEW  
GROUP AFFIDAVIT**

We, the undersigned members of the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown, Monmouth County, being of full age, duly sworn according to law, upon our oath depose and say:

1. We are the duly elected members of the above referenced Board of Fire Commissioners.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17 we have reviewed the Annual Audit filed with Clerk pursuant to N.J.S.A. 40A: 5A-15 for the year ended 12/31/17.
3. We do hereby certify that we are familiar with, as a minimum, the the sections of the Audit Report entitled "**GENERAL COMMENTS**" and "**RECOMMENDATIONS**".

\_\_\_\_\_  
Peter Cooke

\_\_\_\_\_  
Victoria Sarti

\_\_\_\_\_  
Gerald Maresca

\_\_\_\_\_  
Ryan Reale

\_\_\_\_\_  
Brian Stonaker

Witness:

\_\_\_\_\_  
Joseph D, Youssef, Esq.