

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Friday July 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 8:02 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 Scorone, Gerald Maresca, Brian Stonaker

Legal:

- Attorney Absent
- Melissa Scorone was sworn in by Chairman Peter Cooke as the newly appointed Fire Commissioner to replace Past Fire Commissioner Ryan Reale.

June 2019 Minutes:

A motion was made by G. Maresca and a Second was made by B. Stonaker to accept the minutes with the change of removing the Correspondence information as it was from last month's report. Motion passed with one abstention by M. Scorone

Financial:

For June 2019: A motion was made by G. Maresca and a Second was made by P. Cooke to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant:

No report. Absent

Chief's Report:

- Total of 32 calls for the month of June 2019 with a total of 100.54 Staff Hours. Breakdown is attached. There were 9 calls in Englishtown Borough. Of the 9 calls, we responded normal staffed to 3, No response to 4 and 2 responded short staff.
- The Department has not received certifications from the Middlesex county Fire Academy for R.I.T. training that members received. The Treasurer stated that a check (#6443) was mailed out last month by the previous treasurer and that she will follow up on it.
 - Manalapan Fire Company (26-2) is requesting Brush 12 (12-93) for a fireworks display on July 12th at the Manalapan Recreation Center.
 - Informed the Board that a bill from Minerva Gear Service was submitted for 5 sets of turnout gear that needed to be decontaminated of blood and repairs after a serious accident on Mount Vernon Road.

Administrative Engineer's Report:

- See attached Report

President's Report:

- The Grant Project for the lights will not begin until the fall. Possibly September. Corbin Electric will be doing the electrical work on the Station on Monday July 8th. -

Fire Bureau:

- See attached report

LOSAP:

- No Report

Correspondence:

- None

Insurance:

- No Report – Absent

Membership:

- No Report

Old Business:

- V. Sarti still investigating EZ Pass devices for the Fire Department vehicles
- Board Members and the Chief need to determine who will be attending the Firehouse Expo in Tennessee. October 9th to October 13th. The following are going: Commissioner Peter Cooke, Commissioner Gerald Maresca, Chief Lou Sarti, Deputy Chief Andrew Hagenberg, FF/EMT/IT Jason Kole, FF/EMT John Spierto

New Business:

- None

Public Open Portion:

- None

Meeting Adjournment: at 8:34 PM. After a motion by G. Maresca and Seconded by V. Sarti and approved by a unanimous roll call vote.

Certified at the August 1st, 2019 regularly scheduled meeting_____

Board Secretary – Victoria L. Sarti

7:22 PM

07/05/19

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of July 5, 2019

| Type | Date | Num | Name | Split | Debit | Credit | Balance |
|--------------------------------------|-----------|------|----------------------------------|---------------------------------|-----------------|-----------------|------------------|
| Brunswick Bank Checking | | | | | | | 99,095.84 |
| Deposit | 6/18/2019 | | | -SPLIT- | 718.25 | | 99,814.09 |
| Deposit | 6/20/2019 | | | -SPLIT- | 465.00 | | 100,279.09 |
| Check | 7/5/2019 | 6494 | Optimum | Utilities | | 128.14 | 100,150.95 |
| Check | 7/5/2019 | 6495 | -Jersey Central Power & Light | Utilities | | 2,647.87 | 97,503.08 |
| Check | 7/5/2019 | 6496 | First Responder | Dues and ... | | 85.00 | 97,418.08 |
| Check | 7/5/2019 | 6497 | NJ E-Z Pass | Trucks | | 51.45 | 97,366.63 |
| Check | 7/5/2019 | 6498 | RMCB | Trucks | | 156.15 | 97,210.48 |
| Check | 7/5/2019 | 6463 | Tasc Fire Apparatus | Fire Fighti... | | 900.00 | 96,310.48 |
| Check | 7/5/2019 | 6464 | Manalapan - Englishtown B... | Fuel | | 856.39 | 95,454.09 |
| Check | 7/5/2019 | 6465 | Staples | Office Sup... | | 64.72 | 95,389.37 |
| Check | 7/5/2019 | 6466 | stockel lawn | 2019 Expe... <i>Feb to June</i> | | 1,573.44 | 93,815.93 |
| Check | 7/5/2019 | 6467 | NJ Natural Gas | Utilities | | 225.62 | 93,590.31 |
| Check | 7/5/2019 | 6468 | Family Practice of CentraSt... | Profession... | | 291.50 | 93,298.81 |
| Check | 7/5/2019 | 6469 | Verizon | Utilities | | 62.29 | 93,236.52 |
| Check | 7/5/2019 | 6470 | State of nj dept. of labor an... | Fringe Be... | | 6.08 | 93,230.44 |
| Check | 7/5/2019 | 6471 | Tim Kirkland | Training | | 140.09 | 93,090.35 |
| Check | 7/5/2019 | 6472 | Verizon Wireless | Utilities | | 366.89 | 92,723.46 |
| Check | 7/5/2019 | 6473 | new jersey fire equipment | Fire Fighti... | | 297.77 | 92,425.69 |
| Check | 7/5/2019 | 6474 | Jersey Coast Fire Equipment | Building | | 250.00 | 92,175.69 |
| Check | 7/5/2019 | 6475 | Jersey Coast Fire Equipment | Building | | 610.30 | 91,565.39 |
| Check | 7/5/2019 | 6476 | Brunswick Bank & Trust | -SPLIT- | | 1,179.87 | 90,385.52 |
| Total Brunswick Bank Checking | | | | | 1,183.25 | 9,893.57 | 90,385.52 |
| TOTAL | | | | | 1,183.25 | 9,893.57 | 90,385.52 |

Englishtown Fire District No. 1
Profit & Loss Budget vs. Actual
 January 1 through July 5, 2019

| | Jan 1 - Jul 5, 19 | Budget | \$ Over Budget |
|--------------------------------------|--------------------|-------------------|--------------------|
| Income | | | |
| Capital Fund Balance | 0.00 | 80,656.00 | -80,656.00 |
| Fire District Taxes | 104,550.00 | 492,000.00 | -387,450.00 |
| Interest on Investments | 56.61 | 0.00 | 56.61 |
| Uniform Fire Safety Act | | | |
| Smoke Detector Fees | 1,750.50 | 14,000.00 | -12,249.50 |
| State Registration Fees | 6,160.25 | 10,000.00 | -3,839.75 |
| Total Uniform Fire Safety Act | 7,910.75 | 24,000.00 | -16,089.25 |
| Supplemental Fire Services | 0.00 | 444.00 | -444.00 |
| Total Income | 112,517.36 | 597,100.00 | -484,582.64 |
| Gross Profit | 112,517.36 | 597,100.00 | -484,582.64 |
| Expense | | | |
| 2018 Expense | 14,599.58 | 0.00 | 14,599.58 |
| Monmouth County Dispatch Fees | 0.00 | 10,000.00 | -10,000.00 |
| Professional Services-Physicals | 829.50 | 5,000.00 | -4,170.50 |
| Fringe Benefits | 6.08 | 2,330.00 | -2,323.92 |
| Administration | | | |
| Salaries and Wages | 14,765.50 | 45,500.00 | -30,734.50 |
| Total Administration | 14,765.50 | 45,500.00 | -30,734.50 |
| Employee Benefits | 2,535.27 | 0.00 | 2,535.27 |
| Advertising | 1,151.87 | 700.00 | 451.87 |
| Contract - Volunteer Fire Co | 14,700.00 | 30,000.00 | -15,300.00 |
| Dues and Subscriptions | 3,508.00 | 5,000.00 | -1,492.00 |
| Elections | 807.50 | 1,500.00 | -692.50 |
| Fire Fighting Equipment | 10,185.08 | 20,000.00 | -9,814.92 |
| Fuel | 3,257.99 | 15,000.00 | -11,742.01 |
| Insurance Premiums | 52,443.00 | 90,000.00 | -37,557.00 |
| Maintenance and Repairs | | | |
| Building | 9,725.95 | 47,500.00 | -37,774.05 |
| Trucks | 23,886.80 | 20,000.00 | 3,886.80 |
| Total Maintenance and Repairs | 33,612.75 | 67,500.00 | -33,887.25 |
| Office Supplies | 2,086.29 | 7,610.00 | -5,523.71 |
| Personal Protective Equipment | 0.00 | 15,000.00 | -15,000.00 |
| Professional Services | 10,091.64 | 40,000.00 | -29,908.36 |
| Promotion | 0.00 | 1,000.00 | -1,000.00 |
| Training | 4,561.89 | 18,000.00 | -13,438.11 |
| Utilities | 19,650.79 | 45,000.00 | -25,349.21 |
| 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 | 1,419.98 | 5,000.00 | -3,580.02 |
| 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 | 0.00 | 26,362.00 | -26,362.00 |
| Radio Lease Interest | 0.00 | 6,885.00 | -6,885.00 |
| Total Expense | 248,887.92 | 597,100.00 | -348,212.08 |
| Net Income | -136,370.56 | 0.00 | -136,370.56 |

7:19 PM
 07/05/19
 Accrual Basis

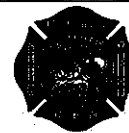
**Englishtown Fire District No. 1
 Profit & Loss Budget vs. Actual
 January 1 through July 5, 2019**

| | <u>% of Budget</u> |
|---------------------------------|----------------------|
| Income | |
| Capital Fund Balance | 0.0% |
| Fire District Taxes | 21.3% |
| Interest on Investments | 100.0% |
| Uniform Fire Safety Act | |
| Smoke Detector Fees | 12.5% |
| State Registration Fees | 61.6% |
| Total Uniform Fire Safety Act | 33.0% |
| Supplemental Fire Services | 0.0% |
| Total Income | <u>18.8%</u> |
| Gross Profit | 18.8% |
| Expense | |
| 2018 Expense | 100.0% |
| Monmouth County Dispatch Fees | 0.0% |
| Professional Services-Physicals | 16.6% |
| Fringe Benefits | 0.3% |
| Administration | |
| Salaries and Wages | 32.5% |
| Total Administration | 32.5% |
| Employee Benefits | 100.0% |
| Advertising | 164.6% |
| Contract - Volunteer Fire Co | 49.0% |
| Dues and Subscriptions | 70.2% |
| Elections | 53.8% |
| Fire Fighting Equipment | 50.9% |
| Fuel | 21.7% |
| Insurance Premiums | 58.3% |
| Maintenance and Repairs | |
| Building | 20.5% |
| Trucks | 119.4% |
| Total Maintenance and Repairs | 49.8% |
| Office Supplies | 27.4% |
| Personal Protective Equipment | 0.0% |
| Professional Services | 25.2% |
| Promotion | 0.0% |
| Training | 25.3% |
| Utilities | 43.7% |
| UFSA Salaries and Wages | 0.0% |
| UFSA Fringe Benefits | 0.0% |
| UFSA Other Expenses | 28.4% |
| Length of Service Awards | 0.0% |
| Reserve for future outlay | 0.0% |
| Bond Principal | 100.0% |
| Bond Interest | 99.0% |
| Radio Lease Purchase Principal | 0.0% |
| Radio Lease Interest | 0.0% |
| Total Expense | <u>41.7%</u> |
| Net Income | <u><u>100.0%</u></u> |

Englishtown Fire Department

Englishtown, NJ

This report was generated on 7/5/2019 1:47:42 PM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 06/01/2019 | End Date: 06/30/2019

| ZONE | INCIDENT COUNT | MAN-HOURS |
|---|----------------|---------------|
| 13-12-1 - Englishtown fire department | 9 | 7:48 |
| 13-16-1 - Freehold Independent Fire Company | 1 | 2:26 |
| 13-26-1 - Gordon's Corner Fire Company | 1 | 0:15 |
| 13-26-2 - Manalapan Fire Company #1 | 14 | 26:08 |
| 13-26-2P - Manalapan Primary Response Area | 7 | 64:17 |
| TOTAL | 32 | 100:54 |

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 7/5/2019 1:40:13 PM



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

Personnel: Administrator, Englishtown Fire Dept | Custom Question(s): Staffing Level | Incident Type(s): All Incident Types | Start Date: 06/01/2019 | End Date: 06/30/2019

| ANSWERS | # INCIDENTS | % of Total |
|--|-------------|------------|
| USER-DEFINED FIELD: Staffing Level (Required) | | |
| No Response - Short Staffed (< 3 FF1) | 11 | 34% |
| Responded - Short Staffed (< 3 FF1) | 6 | 19% |
| Responded as normal | 15 | 47% |

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.

Jersey Coast fire equipment in inspected all fire extinguishers, hood system and sprinkler system.

Air Pak 8 returned repaired placed back in service

Tasc called to service and check on hydraulic pump for extrication tools service completed stated they thought it was a fuel issue for the pump. And the equipment needs to be exercised more often.

Fire Flow tested Pumps, ladders and hoses

Blaze in adjusted door latch will order parts for wiper washer.

Wiper washer was taken care of.

1274 35' ladder failed do to damage, called NJFE to see if under warranty if not will be looking for a company that can repair.

Ladder not under warranty called KLR services in PA. they repair ladders waiting for estimate.

Engines 1274,75 have been serviced issues if any were taken care of.

Hose has been tested I have not received report but don't think any hose failed.

1293 replaced d/s hose reel button now working.

1275 replaced d/s marker light.

Mileage for Vehicles

1274- 132


1275- 181

1276-56

1293- 62

1287- 140

Administrative Engineer



Thomas Frueh