

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday June 6th, 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 8:08 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 Ryan Reale, Gerald Maresca, Brian Stonaker

Legal:

Nothing for this month to report at this time.

May 2019 Minutes: A motion was made by P. Cooke and a Second was made by V. Sarti to accept the minutes. Motion passed by unanimous vote.

Financial: For May 2019: 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: No report. George will speak with R. Reale after the meeting.

Chief's Report:

- Total of 36 calls for the month of May 2019. Breakdown is attached. 9 calls in Englishtown Borough. **Of the 8 calls, we responded normal staffed to 4, No response to 4 and 1 responded short staff.**
- Requested permission to send 12-93 (Brush Truck) to Manalapan Township for Manalapan Day on June 8th at 18:30hrs for the Fireworks Detail. Request approved unanimously.

Administrative Engineer's Report:

- See attached Report

President's Report:

- Received quotes for the Electrical Work to be done in the Station. Corbin Electric came in at the best price for \$6,195.00. (Other Quotes Attached)
- The Membership will be setting up a date to clean out the Large Shed and determine if any equipment can be donated to less fortunate departments through an organization that President Ed Miller is familiar with.

Fire Bureau:

- See attached report

LOSAP:

- The Board received the LOSAP Report from the Chief.

Correspondence:

- ~~Commissioner Ryan Reale submitted his letter of resignation to the Board of Fire Commissioners to go into effect on June 6th, 2019.~~

Insurance:

- Bob Soden present, nothing to report at this time.

Membership:

- One application returned complete, one applicant going for a physical.

Old Business:

- V. Sarti still investigating EZ Pass devices for the Fire Department vehicles

- New Business:

- Board Members and the Chief need to determine who will be attending the Firehouse Expo in Tennessee. October 9th to October 12th.
- Need to fill the upcoming vacant position on the Board of Commissioner's. B. Stonaker stated that he may have someone interested in the position.

Public Open Portion:

- None

Meeting Adjournment: at 8:38 PM. After a motion by G. Maresca and Seconded by V. Sarti and approved by a unanimous roll call vote.

Certified at the July 5th, 2019 regularly scheduled meeting _____

Board Secretary – Victoria L. Sarti

8:14 PM

06/06/19

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of June 6, 2019

| Type | Date | Num | Name | Split | Debit | Credit | Balance | |
|--------------------------------|-----------|------|--------------------------------|----------------|------------|-------------------|------------------|------------------|
| Brunswick Bank Checking | | | | | | | 17,167.97 | |
| Deposit | 5/7/2019 | | | -SPLIT- | 282.50 | | 17,450.47 | |
| Deposit | 5/9/2019 | | | -SPLIT- | 1,655.50 | | 19,105.97 | |
| Deposit | 5/9/2019 | | | District Ta... | 104,550.00 | | 123,655.97 | |
| Deposit | 5/17/2019 | | | -SPLIT- | 1,281.61 | | 124,937.58 | |
| Deposit | 5/23/2019 | | | -SPLIT- | 357.50 | | 125,295.08 | |
| Deposit | 5/23/2019 | | | -SPLIT- | 558.50 | | 125,853.58 | |
| Check | 6/6/2019 | 6431 | Verizon Wireless | Utilities | | 736.92 | 125,116.66 | |
| Check | 6/6/2019 | 6432 | Verizon | Utilities | | 62.29 | 125,054.37 | |
| Check | 6/6/2019 | 6433 | new jersey fire equipment | Fire Fighti... | | 58.00 | 124,996.37 | |
| Check | 6/6/2019 | 6434 | new jersey fire equipment | Fire Fighti... | | 86.15 | 124,910.22 | |
| Check | 6/6/2019 | 6435 | V.E. Ralph & Son Inc. | Fire Fighti... | | 350.00 | 124,560.22 | |
| Check | 6/6/2019 | 6436 | V.E. Ralph & Son Inc. | Fire Fighti... | | 1,130.00 | 123,430.22 | |
| Check | 6/6/2019 | 6437 | Clayton Block Compay/ny | Fire Fighti... | | 27.12 | 123,403.10 | |
| Check | 6/6/2019 | 6438 | Family Practice of CentraSt... | Profession... | | 301.50 | 123,101.60 | |
| Check | 6/6/2019 | 6439 | Coastal Fire Systems | Fire Fighti... | | 311.00 | 122,790.60 | |
| Check | 6/6/2019 | 6440 | Optimum | Utilities | | 128.14 | 122,662.46 | |
| Check | 6/6/2019 | 6441 | Manalapan - Englishtown B... | Fuel | | 691.61 | 121,970.85 | |
| Check | 6/6/2019 | 6442 | SBP Industries Inc. | Building | | 541.74 | 121,429.11 | |
| Check | 6/6/2019 | 6443 | Middlesex County Fire Acad... | Training | | 708.00 | 120,721.11 | |
| Check | 6/6/2019 | 6444 | Blaze Emergency Equipme... | Trucks | | 139.50 | 120,581.61 | |
| Check | 6/6/2019 | 6445 | Englishtown Fire Department | Contract - ... | | 2,550.00 | 118,031.61 | |
| Check | 6/6/2019 | 6446 | Cytracom LLC. | Utilities | | 300.00 | 117,731.61 | |
| Check | 6/6/2019 | 6447 | Tom Fruh | Salaries a... | | 1,726.25 | 116,005.36 | |
| Check | 6/6/2019 | 6448 | Thomas Kirkland | Salaries a... | | 2,665.25 | 113,340.11 | |
| Check | 6/6/2019 | 6449 | Peter Cooke | Salaries a... | | 2,010.29 | 111,329.82 | |
| Check | 6/6/2019 | 6450 | Gerald Maresca | Salaries a... | | 2,010.29 | 109,319.53 | |
| Check | 6/6/2019 | 6451 | Victoria Sarti | Salaries a... | | 2,326.51 | 106,993.02 | |
| Check | 6/6/2019 | 6452 | Brian Stonaker | Salaries a... | | 2,010.29 | 104,982.73 | |
| Check | 6/6/2019 | 6453 | Ryan Reale | Salaries a... | | 2,016.62 | 102,966.11 | |
| Check | 6/6/2019 | 6454 | united States Treasury | Employee ... | | 2,535.27 | 100,430.84 | |
| Check | 6/6/2019 | 6455 | Donald Saizmann LLC | Trucks | | 1,225.00 | 99,205.84 | |
| Check | 6/6/2019 | 6457 | B and E Locksmith & Safes... | Building | | 110.00 | 99,095.84 | |
| Total Brunswick Bank Checking | | | | | | 108,685.61 | 26,757.74 | 99,095.84 |
| TOTAL | | | | | | 108,685.61 | 26,757.74 | 99,095.84 |

4:45 PM
 06/06/19
 Accrual Basis

Englishtown Fire District No. 1 Profit & Loss Budget vs. Actual January 1 through June 6, 2019

| | Jan 1 - Jun 6, 19 | Budget | \$ Over Budget |
|--------------------------------------|--------------------|-------------------|--------------------|
| Income | | | |
| Capital Fund Balance | 0.00 | 80,656.00 | -80,656.00 |
| Fire District Taxes | 0.00 | 492,000.00 | -492,000.00 |
| Interest on Investments | 56.61 | 0.00 | 56.61 |
| Uniform Fire Safety Act | | | |
| Smoke Detector Fees | 1,570.50 | 14,000.00 | -12,429.50 |
| State Registration Fees | 5,157.00 | 10,000.00 | -4,843.00 |
| Total Uniform Fire Safety Act | 6,727.50 | 24,000.00 | -17,272.50 |
| Supplemental Fire Services | 0.00 | 444.00 | -444.00 |
| Total Income | 6,784.11 | 597,100.00 | -590,315.89 |
| Gross Profit | 6,784.11 | 597,100.00 | -590,315.89 |
| 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 | 538.00 | 5,000.00 | -4,462.00 |
| Fringe Benefits | 0.00 | 2,330.00 | -2,330.00 |
| Administation | | | |
| Salaries and Wages | 14,765.50 | 45,500.00 | -30,734.50 |
| Total Administation | 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 | 3,423.00 | 5,000.00 | -1,577.00 |
| Elections | 807.50 | 1,500.00 | -692.50 |
| Fire Fighting Equipment | 8,987.31 | 20,000.00 | -11,012.69 |
| Fuel | 2,401.60 | 15,000.00 | -12,598.40 |
| Insurance Premiums | 52,443.00 | 90,000.00 | -37,557.00 |
| Maintenance and Repairs | | | |
| Building | 8,755.65 | 47,500.00 | -38,744.35 |
| Trucks | 22,454.20 | 20,000.00 | 2,454.20 |
| Total Maintenance and Repairs | 31,209.85 | 67,500.00 | -36,290.15 |
| Office Supplies | 2,021.57 | 7,610.00 | -5,588.43 |
| 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 | 4,421.80 | 18,000.00 | -13,578.20 |
| Utilities | 16,219.98 | 45,000.00 | -28,780.02 |
| 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 | 2,495.34 | 3,713.00 | -1,217.66 |
| 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 | 237,659.35 | 597,100.00 | -359,440.65 |
| Net Income | -230,875.24 | 0.00 | -230,875.24 |

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 06/06/19
 Accrual Basis

**Englishtown Fire District No. 1
 Profit & Loss Budget vs. Actual
 January 1 through June 6, 2019**

| | <u>% of Budget</u> |
|---------------------------------|----------------------|
| Income | |
| Capital Fund Balance | 0.0% |
| Fire District Taxes | 0.0% |
| Interest on Investments | 100.0% |
| Uniform Fire Safety Act | |
| Smoke Detector Fees | 11.2% |
| State Registration Fees | 51.6% |
| Total Uniform Fire Safety Act | 28.0% |
| Supplemental Fire Services | 0.0% |
| Total Income | <u>1.1%</u> |
| Gross Profit | 1.1% |
| Expense | |
| 2018 Expense | 100.0% |
| Monmouth County Dispatch Fees | 0.0% |
| Professional Services-Physicals | 10.8% |
| Fringe Benefits | 0.0% |
| 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 | 68.5% |
| Elections | 53.8% |
| Fire Fighting Equipment | 44.9% |
| Fuel | 16.0% |
| Insurance Premiums | 58.3% |
| Maintenance and Repairs | |
| Building | 18.4% |
| Trucks | 112.3% |
| Total Maintenance and Repairs | 46.2% |
| Office Supplies | 26.6% |
| Personal Protective Equipment | 0.0% |
| Professional Services | 25.2% |
| Promotion | 0.0% |
| Training | 24.6% |
| Utilities | 36.0% |
| 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 | 67.2% |
| Radio Lease Purchase Principal | 0.0% |
| Radio Lease Interest | 0.0% |
| Total Expense | <u>39.8%</u> |
| Net Income | <u><u>100.0%</u></u> |

Englishtown Fire Department

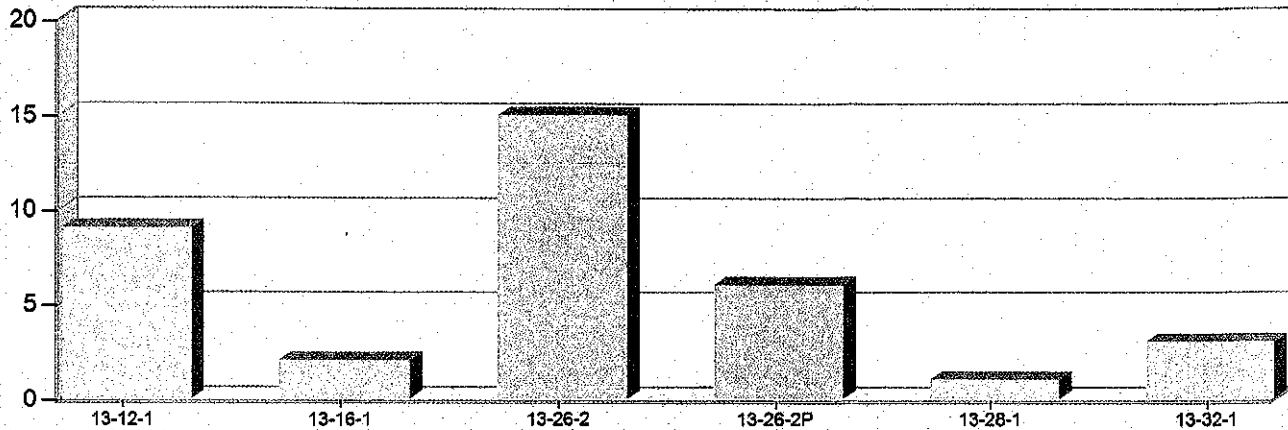
Englishtown, NJ

This report was generated on 6/6/2019 7:29:27 PM



Incident Type Count per Zone for Date Range

Start Date: 05/01/2019 | End Date: 05/31/2019



| ZONES | INCIDENT TYPE | COUNT |
|--|---|-------|
| 13-12-1 - Englishtown fire department | | |
| | 113 - Cooking fire, confined to container | 1 |
| | 142M - Mulch fire | 1 |
| | 151 - Outside rubbish, trash or waste fire | 1 |
| | 311 - Medical assist, assist EMS crew | 2 |
| | 324 - Motor vehicle accident with no injuries. | 1 |
| | 444 - Power line down | 1 |
| | 745 - Alarm system activation, no fire - unintentional | 2 |
| | <i>Total Incidents for 13-12-1 - Englishtown fire department.</i> | 9 |
| 13-16-1 - Freehold Independent Fire Company | | |
| | 571 - Cover assignment, standby, moveup | 2 |
| | <i>Total Incidents for 13-16-1 - Freehold Independent Fire Company.</i> | 2 |
| 13-26-2 - Manalapan Fire Company #1 | | |
| | 111 - Building fire | 1 |
| | 113 - Cooking fire, confined to container | 2 |
| | 162 - Outside equipment fire | 1 |
| | 311 - Medical assist, assist EMS crew | 1 |
| | 322 - Motor vehicle accident with injuries | 1 |
| | 324 - Motor vehicle accident with no injuries. | 1 |
| | 411 - Gasoline or other flammable liquid spill | 1 |
| | 444 - Power line down | 1 |

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

| ZONES | INCIDENT TYPE | COUNT |
|---|--|-----------|
| | 445 - Arcing, shorted electrical equipment | 1 |
| | 651 - Smoke scare, odor of smoke | 1 |
| | 733 - Smoke detector activation due to malfunction | 1 |
| | 735 - Alarm system sounded due to malfunction | 1 |
| | 740 - Unintentional transmission of alarm, other | 2 |
| | <i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i> | <i>15</i> |
| 13-26-2P - Manalapan Primary Response Area | | |
| | 111 - Building fire | 1 |
| | 151 - Outside rubbish, trash or waste fire | 1 |
| | 322 - Motor vehicle accident with injuries | 2 |
| | 651 - Smoke scare, odor of smoke | 1 |
| | 746 - Carbon monoxide detector activation, no CO | 1 |
| | <i>Total Incidents for 13-26-2P - Manalapan Primary Response Area:</i> | <i>6</i> |
| 13-28-1 - Marlboro Fire Company #1 | | |
| | 461 - Building or structure weakened or collapsed | 1 |
| | <i>Total Incidents for 13-28-1 - Marlboro Fire Company #1:</i> | <i>1</i> |
| 13-32-1 - Millstone Fire Department | | |
| | 442 - Overheated motor | 1 |
| | 743 - Smoke detector activation, no fire - unintentional | 1 |
| | 745 - Alarm system activation, no fire - unintentional | 1 |
| | <i>Total Incidents for 13-32-1 - Millstone Fire Department:</i> | <i>3</i> |
| Total Count for all Zone: | | 36 |

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

Coastal in to do Air quality test.

Work on front door to fire house truck bay repaired by B&E lock smith

NJFE returned Pak 23 repaired

SBP dropped off new part for emergency generator will install when he comes for service.

Prangs delivered and have been installed

1275 some minor issues Blaze contacted to correct.

Pak # 8 out for repair hud lights are out.

Mileage

1274- 152

1275- 253

1276- 0

1287- 477

1293- 20

New computer equipment check lists are in the works have started using some.

We have fire flow coming in June for pump, hose and ladder testing.

Will have blaze come in July to start regular PM for the engines.

Contacted Tasc to have hydraulic tools and pumps serviced and tested starting to have issues with pump.

Jersey coast contacted to do service and inspection of hood system and sprinkler systems.

Administrative Engineer

