

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday May 2<sup>nd</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, Treasurer Ryan Reale, Gerald Maresca, Brian Stonaker

**Legal:**

Resolution supplement for use of fire apparatus for non-emergency events presented and voted on. Motion made by G. Maresca and second by P. Cooke. Motion passed by unanimous vote.

Workers Comp law has changed to cover all volunteer Firefighters, weather they are employed or not employed at the time of the injury. More information to follow.

**April 2019 Minutes:** A motion was made by P. Cooke and a Second was made by R. Reale to accept the minutes. Motion passed by unanimous vote.

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

**Chief's Report:**

- Total of 29 calls for the month of April 2019. Breakdown is attached. 8 calls in Englishtown Borough. **Of the 8 calls, we responded normal staffed to 4, No response to 3 and 1 responded short staff.**

A quote was presented for various equipment needed on the apparatus. The best quote was through Witmer for \$529.00

A quote was presented for 2 medical suction units to be placed on the Rescue and the First Responder truck. The best quote was through V.E. Ralph for \$631.00 each for a total of \$1,262.00.

The board unanimously approved the requests.

**Administrative Engineer's Report:**

- See attached Report

**President's Report:**

- Still waiting for quotes on electrical work.

**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 6<sup>th</sup>, 2019.

**Insurance:**

- No Report

**Membership:**

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

**Old Business:**

- V. Sarti still investigating EZ Pass devices for the vehicles they stated that a credit card is needed. She will try to contact a supervisor to explain that the Board is a municipal entity and can use a purchase order.
- P. Cooke will contact the Locksmith to schedule an appointment for May.

**New Business:**

- None

**Public Open Portion:**

- The front door by the bunk room will not secure.

**Meeting Adjournment:** at 8:45 PM. After a motion by G. Maresca and Seconded by V. Sarti and approved by a unanimous roll call vote. Meeting was re-opened at 8:45pm for a request from the Secretary to purchase a laptop for her secretarial duties. A quote for \$1,183.00 was presented. The price is a state bid price. The Board unanimously voted yes. The meeting was then again adjourned at 8:45pm after a motion from G. Maresca and a second by P. Cooke and approved by a unanimous vote.

**Certified** at the June 6<sup>th</sup>, 2019 regularly scheduled meeting \_\_\_\_\_

5:02 PM

05/01/19

Accrual Basis

## Englishtown Fire District No. 1

## Bill List

As of May 2, 2019

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Brunswick Bank Checking</b>							16,667.96
Deposit	4/11/2019			-SPLIT-	685.75		17,353.71
Deposit	4/11/2019			-SPLIT-	340.00		17,693.71
Check	4/13/2019	6406	Jason Kole	Building	0.00		17,693.71
Check	4/13/2019	6407	Jason Kole	Building		617.35	17,076.36
Deposit	4/16/2019			-SPLIT-	781.00		17,857.36
Deposit	4/23/2019			-SPLIT-	1,041.75		18,899.11
Transfer	4/29/2019			Brunswick Bank Savin...	25,000.00		43,899.11
Check	5/2/2019	6408	Blaze Emergency Equipment Co...	Trucks		2,942.29	40,956.82
Check	5/2/2019	6409	Borough of Englishtown	-SPLIT-		194.00	40,762.82
Check	5/2/2019	6410	Englishtown Automotive	Trucks		405.76	40,357.06
Check	5/2/2019	6411	Blaze Emergency Equipment Co...	Trucks		209.50	40,147.56
Check	5/2/2019	6412	Verizon	Utilities		62.24	40,085.32
Check	5/2/2019	6413	new jersey fire equipment	Fire Fighting Equipment		280.00	39,805.32
Check	5/2/2019	6414	new jersey fire equipment	Fire Fighting Equipment		115.38	39,689.94
Check	5/2/2019	6418	Verizon Wireless	Utilities		370.07	39,319.87
Check	5/2/2019	6419	Manalapan - Englishtown Board ...	Fuel		693.58	38,626.29
Check	5/2/2019	6420	Staples	Office Supplies		911.13	37,715.16
Check	5/2/2019	6421	Optimum	Utilities		128.14	37,587.02
Check	5/2/2019	6422	Family Practice of CentraState	Professional Services...		236.50	37,350.52
Check	5/2/2019	6423	Englishtown Fire Department	Contract - Volunteer Fi...		2,550.00	34,800.52
Check	5/2/2019	6424	New Jersey Association of Fire D...	Dues and Subscriptions		300.00	34,500.52
Check	5/2/2019	6425	Complete Security Systems Inc.	Building		70.00	34,430.52
Check	5/2/2019	6426	Cytracom LLC.	Utilities		325.00	34,105.52
Check	5/2/2019	6427	Jersey Central Power & Light	Utilities		1,654.27	32,451.25
Check	5/2/2019	6428	NJ Natural Gas	Utilities		741.56	31,709.69
Check	5/2/2019	6429	George Lang	-SPLIT-		5,200.00	26,509.69
Check	5/2/2019	6430	Donald Saizmann LLC	Trucks		9,341.72	17,167.97
Total Brunswick Bank Checking					27,848.50	27,348.49	17,167.97
<b>TOTAL</b>					<b>27,848.50</b>	<b>27,348.49</b>	<b>17,167.97</b>

5:03 PM

05/01/19

Accrual Basis

**Englishtown Fire District No. 1**  
**Profit & Loss Budget vs. Actual**  
**January 1 through May 2, 2019**

	Jan 1 - May 2, 19	Budget	\$ Over Budget
<b>Income</b>			
Capital Fund Balance	0.00	80,656.00	-80,656.00
Fire District Taxes	0.00	492,000.00	-492,000.00
Uniform Fire Safety Act			
Smoke Detector Fees	935.00	14,000.00	-13,065.00
State Registration Fees	2,938.50	10,000.00	-7,061.50
<b>Total Uniform Fire Safety Act</b>	3,873.50	24,000.00	-20,126.50
Supplemental Fire Services	0.00	444.00	-444.00
<b>Total Income</b>	3,873.50	597,100.00	-593,226.50
<b>Gross Profit</b>	3,873.50	597,100.00	-593,226.50
<b>Expense</b>			
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	236.50	5,000.00	-4,763.50
Fringe Benefits	0.00	2,330.00	-2,330.00
Administration			
Salaries and Wages	0.00	45,500.00	-45,500.00
<b>Total Administration</b>	0.00	45,500.00	-45,500.00
Advertising	1,151.87	700.00	451.87
Contract - Volunteer Fire Co	12,150.00	30,000.00	-17,850.00
Dues and Subscriptions	3,423.00	5,000.00	-1,577.00
Elections	807.50	1,500.00	-692.50
Fire Fighting Equipment	7,025.04	20,000.00	-12,974.96
Fuel	1,709.99	15,000.00	-13,290.01
Insurance Premiums	52,443.00	90,000.00	-37,557.00
Maintenance and Repairs			
Building	8,213.91	47,500.00	-39,286.09
Trucks	22,314.70	20,000.00	2,314.70
<b>Total Maintenance and Repairs</b>	30,528.61	67,500.00	-36,971.39
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	3,713.80	18,000.00	-14,286.20
Utilities	14,992.63	45,000.00	-30,007.37
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
<b>Total Expense</b>	212,236.61	597,100.00	-384,863.39
<b>Net Income</b>	<b>-208,363.11</b>	<b>0.00</b>	<b>-208,363.11</b>

# Englishtown Fire Department

Englishtown, NJ

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

Start Date: 04/01/2019 | End Date: 04/30/2019

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	8	12:54
13-26-2 - Manalapan Fire Company #1	19	120:30
13-26-2P - Manalapan Primary Response Area	2	1:47
<b>TOTAL</b>	<b>29</b>	<b>135:12</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.



1274 out for body work / returned

1293 serviced / recommended work quote given - *Replace all glow plugs - injectors*

*\$3000.-*

1275 blaze called and responded out found loose bolts under cab tightened

1276 has some minor leaks in gates will have checked out with service.

1275 air leak noticed under driver side cab. Blaze came out replaced o ring leak has stopped was for the air horn.

CSS came out to check sprinkler alarm it does work it needs to flow for about a minute before it activates alarm.

SBP out to fix over crank on emergency generator made adjustments now working. But need to keep an eye on it he is looking for a replacement piece for it Take company went out of Business several years ago and parts are limited. There are similar parts for this unit and he is looking into it and when he comes to service he will replace.

Capt. O'Brien made adjustments to 1274 Cabinet. To hold equipment better. Shelving adjustments.

Repaired broken plug 1293 charging unit.

Mileage for vehicles

1293- 51

1274-155

1275-236

1276- 85

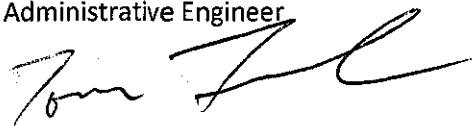
11287- 105

Ordered new prangs for 24' ladder on 1274 one was broken.

Had meeting with NJFE Scott dealer informational discussion.

1287 wipers would go on by themselves called ford and part replaced warranty covered cost.

Administrative Engineer



May 02, 2019

**Chairman of the Board  
Peter Cooke  
Englishtown Board of Fire Commissioners  
3 South Main Street  
Englishtown, New Jersey 07726**

Dear Chairman Cooke,

Please accept this letter as notice of my resignation from my position as Fire Commissioner/Treasurer. My last day will be the June meeting which is scheduled for June 6, 2019.

My resignation is due to other employment and personal commitments. After careful consideration, I realize I will not be able to commit the time that is needed to fulfill the duties as fire commissioner for the Board.

It has been a pleasure working with you and the other board members over the last six years. I am grateful for the board allowing me to serve as both the Treasurer and Clerk of the fire district. I would like to help with the transition of my current duties so that all aspects of the fire district continue to function smoothly after my departure. I am available to help train my replacement and I will make certain that all current duties are performed before my last day of work.

Thank you again for the opportunity to serve the Englishtown Fire District. I wish you and board all the best and I look forward to staying in touch with everyone.

Respectfully Submitted,



Ryan Reale



5/2/19

**RESOLUTION SUPPLEMENTING AND AMENDING A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.1 ENGLISHTOWN ESTABLISHING POLICY REGARDING USE OF FIRE APPARATUS FOR SOCIAL EVENTS AND NON-EMERGENCY FUNCTIONS**

**WHEREAS;** The Board of Fire Commissioners contracts with the Englishtown Fire Department pursuant to the provisions of N.J.S.A.40A:14-70 et. seq. for fire suppression and prevention; and

**WHEREAS;** N.J.S.A. 40A:14-70.1.b. provides, in relevant part, that the members of a volunteer fire company "...shall be under the supervision and control of the board of fire commissioners..."; and

**WHEREAS;** It is customary for the volunteer fire company to use fire apparatus for non-emergency functions and events such as wet-downs and parades; and

**WHEREAS;** It is the considered opinion of the Board of Fire Commissioners that the continued use of fire apparatus for non-firematic activities is necessary but must be regulated to protect the public interest.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown as follows:

1. Requests for permission to use District apparatus for non-emergency events or activities must be submitted in writing by the Chief or his designee to the Board of Fire Commissioners for consideration prior to the anticipated event.
2. The request shall specify the date, time, location and nature of the event and the apparatus to be used for said event.
3. Requests to utilize District apparatus for mutual aid calls must be submitted to the Board or the Chairman or vice chairman of the Board with the exception of emergency circumstances.

**BE IT FURTHER RESOLVED** that a certified true copy of this Resolution be posted on the official bulletin board and given to the Chief of the Englishtown Volunteer Fire Department .

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 of Fire District No.1 Borough of Englishtown on the \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_, Clerk