

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday February 6th, 2020 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, Gerald Maresca and Brian Stonaker

Absent: Treasurer Melissa Scarrone

Legal: The District Fire Elections are February 15th from 2:00pm to 9:00pm. The Board Attorney hand delivered all the remaining application information for voter registry lists with the County Board of Elections and County Clerk. Prepared the necessary notice and sent it to the Asbury Park Press. The voting machine will be delivered on February 14th. G. Maresca will be responsible.

January 2020 Minutes: A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the minutes with corrections. Motion passed by unanimous vote.

January 2020 Financial: A motion was made by P. Cooke and a Second was made by G. Maresca to accept the Bills with two bills added: The post office - \$150.00 The Gas Meters Repairs - \$1,260.00 . Motion passed by unanimous vote.

Auditor/Accountant: A copy of the Auditor Report was handed out by P. Cooke.

Chief's Report:

- Total of 31 calls for the month of January 2020. Breakdown is attached. Total of 9 calls in Englishtown Borough. **Of the 9 calls, we responded 5 normal staffed, 2 short staffed and 2 we did not respond to.**

- **For all 31 calls:**

Responded Normal Staffing – 18

Responded Short Staffed (3) – 4

No Response – 9

P. Cooke requested that the Fire Department only report Fire Calls and not EMS Calls in 2020 as the District is not responsible for EMS Calls. A memo will be sent to the Chief as to how P. Cooke wants the breakdown of the reports to be for 2020.

P. Cooke stated that in 2020 purchase requests will be a separate category on the meeting agenda.

Administrative Engineer's Report:

- See attached Report

President's Report:

- No Report

Fire Bureau:

- See attached Report

LOSAP:

- No report.

Correspondence:

- None

Insurance:

- None

Membership:

- No Report

Purchase Requests:

The Chief requested a new White Chief Helmet as the Deputy's Helmet is past the expiration date.

\$625.00

IT/Jason Kole requested funding to set up emails for The Commissioners.

\$300.00 per year

The Chief requested that the following Structural Fire Gear be surplused due to its noncompliance with NFPA 1851: 3 Structural Firefighting Jackets, 2 Pairs of Structural Firefighting Pants, 21 Pairs of Structural Firefighting Boots and 9 Firefighting Composite Helmets

Also, we are requesting to surplus the Copystar Copier/Printer located in the rear shed that will be donated to the New Jersey Fire Museum.

A verbal Resolution declaring that the above property will be surplused by the Board. A motion was made by P. Cooke to accept the Resolution and a second was made by Brian Stonaker. The motion passed unanimously.

Old Business:

- Call response, the Chief is working with 26-1 to possibly work on dual tones. The Chief will be breaking down his reports in more detail.
- P. Cooke wants to ask the County about the Property on 1 Park Avenue which is next to the District property. V. Sarti will contact the County Council to inquire about the status of the property.

New Business:

- The Fire Expo in Nashville has been moved to July 20th – July 25th. The Chief needs to know which Commissioners will be attending by next meeting.
- Borough Code Enforcement Rich Thompson gave verbal notice to the Board that the Handicap Parking signs and the spots themselves do not meet code. P. Cooke will contact Manalapan Township to make the penalty signs.

Public Open Portion:

- None.

Meeting Adjournment: at 8:45 PM. After a motion by G. Maresca and Seconded by B. Stonaker and approved by a unanimous roll call vote.

Certified at the March 5th, 2020 regularly scheduled meeting _____

Victoria L. Sarti – Clerk

Englishtown Fire District No. 1

Bill List

As of February 6, 2020

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Check	02/04/2020	6589	Cytracom LLC.	Utilities		300.00	*****
Check	02/04/2020	6590	Brian Stonaker	Office Supplies		110.00	*****
Check	02/04/2020	6591	NJ Natural Gas	Utilities		125.54	*****
Check	02/04/2020	6592	Boro of Englishtown	2019 Expense		194.00	*****
Check	02/04/2020	6593	Jersey Central Power & Light	Utilities		1,214.39	*****
Check	02/04/2020	6594	Manalapan - Englishtown Board of ...	Fuel		328.04	*****
Check	02/04/2020	6595	NetLink	Professional Services		199.00	*****
Check	02/04/2020	6596	stockel lawn	2019 Expense		1,503.77	*****
Check	02/04/2020	6597	Jungle Laser, LLC	UFSA Other Expenses		500.00	*****
Check	02/04/2020	6598	Verizon	Utilities		62.60	*****
Check	02/04/2020	6599	Verizon Wireless	Utilities		370.19	*****
Check	02/04/2020	8600	Family Practice of CentraState	Professional Services...		70.40	*****
Check	02/04/2020	8601	NJIAAI	UFSA Other Expenses		525.00	*****
General ...	02/04/2020	2014...	Englishtown Fire Department	Contract - Volunteer Fir...	3,000.00		*****
Check	02/04/2020	6603	Englishtown Fire Department	Contract - Volunteer Fir...		3,000.00	*****
Total Brunswick Bank Checking					3,000.00	8,500.93	*****
TOTAL					3,000.00	8,500.93	*****

Add

*Post office \$150.
gas meters \$1260.00*

9,910.93

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	9	10:08
13-26-2 - Manalapan Fire Company #1	11	12:16
13-26-2P - Manalapan Primary Response Area	9	8:03
13-32-1 - Millstone Fire Department	2	28:55
TOTAL	31	59:22

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

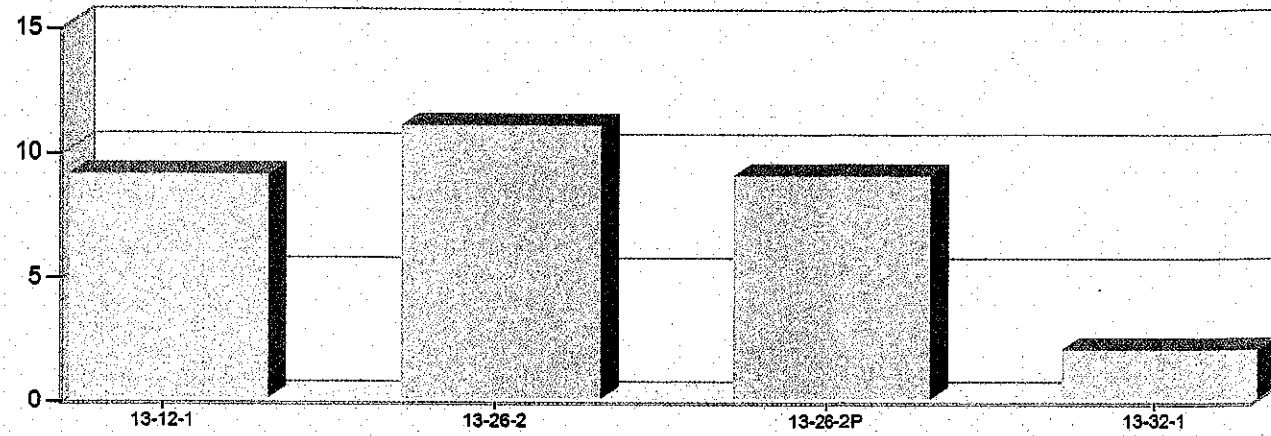
Englishtown, NJ

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Incident Type Count per Zone for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	311 - Medical assist, assist EMS crew	4
	412 - Gas leak (natural gas or LPG)	1
	444 - Power line down	1
	736 - CO detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	2
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	9
13-26-2 - Manalapan Fire Company #1		
	131 - Passenger vehicle fire	1
	322 - Motor vehicle accident with injuries	2
	324 - Motor vehicle accident with no injuries.	1
	442 - Overheated motor	1
	463 - Vehicle accident, general cleanup	1
	600 - Good intent call, other	1
	733 - Smoke detector activation due to malfunction	1
	736 - CO detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	11
13-26-2P - Manalapan Primary Response Area		
	141 - Forest, woods or wildland fire	1

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

ZONES	INCIDENT TYPE	COUNT
	600 - Good intent call, other	2
	735 - Alarm system sounded due to malfunction	4
	743 - Smoke detector activation, no fire - unintentional	2
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area.</i>	9
13-32-1 - Millstone Fire Department		
	111 - Building fire	1
	141 - Forest, woods or wildland fire	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department.</i>	2
Total Count for all Zone:		31

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

Englishtown Fire Department

Englishtown, NJ

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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: 01/01/2020 | End Date: 01/31/2020

ANSWERS	# INCIDENTS	% of Total
USER-DEFINED FIELD: Staffing Level (Required)		
No Response - No Driver	1	3%
No Response - Short Staffed (< 3 FF1)	8	26%
Responded - Short Staffed (< 3 FF1)	4	13%
Responded as normal	18	58%

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.

ENGLISHTOWN FIRE DEPARTMENT



POST OFFICE BOX 1 - 3 SOUTH MAIN STREET - ENGLISHTOWN, NEW JERSEY 07726
732-446-4818 • FAX 732-446-8285

February 6th, 2020

To: Board of Fire Commissioners, Fire District #1

The Line Officers of The Englishtown Fire Department are requesting the following quantities of turnout gear to be surplused due to old age and no longer being Compliant with NFPA 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* :

- 3 Structural Firefighting Jackets
- 2 Pairs of Structural Firefighting Pants
- 21 Pairs of Boots
- 9 Firefighting Composite Helmets

The Executive Committee is also requesting the CopyStar™ Copier/Printer located in the rear shed be surplused, as this item has been replaced and is no longer an asset to the department, and would like to donate it to the NJ Fire Museum.

Respectfully,

Lieutenant Connor Flynn

1275 primer repaired

1275 marker light damaged part ordered

Remotes for garage doors in

1287 emergency lights repaired / with exception of arrow stick

1266 vehicle serviced

Personal door by bay 6 fixed

Scba bottle #50 out for repair

Garage bay 5 door adjusted to close all the way

Mileage for units

1274- 20150/129

1275- 35652/109

1276- 34319/0

1287- 16441/167

1293- 13665/9

1266- 93580

1267- 35930

1230- 12862

Administrative Engineer

Thomas Frueh

December 5, 2019

Board of Fire Commissioners
Borough of Englishtown Fire District No. 1
P.O. Box 1
Englishtown, NJ 07726

Re: 2018 year Audit

Dear Commissioners:

Enclosed please find additional copies of the audit report for the year 2018 year. The group affidavit has been signed, and were also sent to DCA as of this date.

Copies of the 2018 audit have already been sent to DCA, the Township, and the Attorney (copies of cover letters are enclosed).

Enclosed also is the synopsis for the 2018 year audit which must be published. A copy of this synopsis has also been forwarded to DCA. No proposed corrective action plan is enclosed, since none is needed.

If you should have any questions regarding any of the above, please contact me.

It has been a pleasure to serve you, and I would like to extend my appreciation for your cooperation and assistance in the completion of your 2018 year audit.

Very truly yours,



Ronald C. Petrics, CPA, RMA

Withum Smith + Brown

Cc: Joseph D. Youssouf, Esq.