

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Tuesday March 5th, 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 8:04 P.M.

1. Sunshine Statement by Attorney J. Youssef

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 Scarrone, Gerald Maresca
Brian Stonaker

Legal: Re-Organizational Business

Commissioners Peter Cooke, Gerald Maresca were sworn in for a three-year term as Commissioner and Melissa Scarrone was sworn in for the one-year un-expired term.

The Fire District Attorney requested an Executive session to discuss Lawyer/Client Privileged Material at 8:07pm. Executive Session closed at 8:55pm.

P. Cooke made an En-banc Motion and B. Stonaker seconded it to keep all positions the same as the previous year. The motion passed unanimously.

The following Resolutions were presented and voted upon:

2020 Meeting Dates – Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Official Depositories of District Funds – Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Official Newspapers – Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 CPA/District Auditor Ronald C. Petricks - Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Accountant George Lang - Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Tom Frueh as Administrative Engineer - Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Joseph Youssef as District Attorney - Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Jason Kole as District IT Officer – Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

February 2020 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: With the addition of \$3,010.00 for Stockles Landscaping, A motion was made by P. Cooke and a Second was made by V. Sarti to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: The Engagement letters for the Audit were signed by Treasurer M. Scarrone and Chairman P. Cooke.

Chief's Report:

- Total of 32 calls for the month of February 2020. Breakdown is attached. 6 fire calls in Englishtown Borough. **Of the 6 fire calls, we responded 3 normal staffed and 3 no response.**

Of the 6 fire calls - 5 fire calls were handled between 6am and 6pm 3 of those fire calls we responded normal staffed and 2 no response. Of the No Response calls – 1 was a cancellation at a MVA by EMS and the other was 12-67 only, no apparatus responded, for power lines and a pole down. One fire call from 6pm to 6am.

Administrative Engineer's Report:

- See attached Report
- Advised that 12-66 is approaching 100,000 miles and requiring more repairs. The Board should consider looking into a new vehicle in the near future.

President's Report:

- None

Fire Bureau:

- No Report

LOSAP:

- No report

Correspondence:

- None

Insurance:

- No Report

Membership:

- Probationary Member Joseph Hamias brought up. P. Cooke made a motion to accept the application, second by B. Stonaker. Motion passed unanimously.

Old Business:

- The handicap spaces have the proper signage. P. Cooke contacted Manalapan Road Department and signs were made.
- V. Sarti is still waiting to hear from the County in reference to 1 Park Avenue.
- P. Cooke asked the Chief if 26-1 was contacted about responding to all calls in Englishtown from 6:00am to 6:00pm. Chief Sarti state that he spoke to the 26-1 Assistant Chief at the Western Monmouth Chiefs meeting and there was some confusion on the matter. A meeting will be scheduled with all Chiefs to work on the details. 26-1 did express that they are having the same staffing issues.
- Nashville Fire Expo – Commissioners Maresca and Cooke will be attending. There will be three open spots to be filled by the Chief.
- Work will begin soon on the Station lighting and a Bay Heater will be replaced.

New Business:

- A new Fire show will be in Philadelphia from October 13th to the 17th. It has the same benefits as Nashville, and it may be a more cost-effective alternative. The Chief is requesting to send two people if it seems worth the Departments time after further research.

Purchase Requests:

- Update emergency lighting package on Vehicle 12-67 - \$378.44
- 6 Mobile Computers and mounts for 12-74, 12-75, 12-87, 12-66, 12-67 and 12-30 - \$9,345.41
- Both purchases met purchasing requirements and approved by the Board unanimously

Public Open Portion:

- None

Meeting Adjournment: at 9:37 PM. After a motion by V. Sarti and Seconded by B. Stonaker and approved by a unanimous roll call vote.

Certified at the April 9th, 2020 regularly scheduled meeting _____

Victoria L. Sarti – Board Clerk

CSS inc. in to do fire alarm inspection / testing

Hutchinson in to take notes what's needed to replace heater in bays and insulation for pipes in utility room.

Marker light replaced on 1275

Mileage for the month

1287- 16582 / 141

1275- 35716 / 64

1274-20258 // 108

1293 -13665 / 0

1276- 93580 / 0

1266- 94688 / 1108

1267- 36918 / 988

1230- 13312 / 450

Administrative Engineer

Thomas Frueh

Englishtown Fire District No. 1

03/05/20

Bill List

Accrual Basis

As of March 5, 2020

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Deposit	02/08/2020						*****
Check	02/12/2020	6604	Electronic Measurement Labs, Inc.	-SPLIT- Trucks	180.00	1,260.59	*****
Check	02/12/2020	6605	US Postal Service	Office Supplies	0.00		*****
General ...	02/12/2020	2014...	US Postal Service	Office Supplies		150.00	*****
Deposit	02/20/2020			-SPLIT-	1,061.75		*****
Check	03/05/2020	6607	Ruth Schuimer	Elections		200.00	*****
Check	03/05/2020	6608	Patrice McCoy	Elections		200.00	*****
Check	03/05/2020	6609	Backdraft OpCo LLC	Dues and Subscriptions		2,276.00	*****
Check	03/05/2020	6606	Toshiba Business Solutions, USA	Office Supplies		486.73	*****
Check	03/05/2020	6610	Brunswick Bank & Trust	-SPLIT-		1,250.86	*****
Check	03/05/2020	6611	Reliance Graphics	Elections		340.00	*****
Check	03/05/2020	6612	Manalapan Hardware	Trucks		62.73	*****
Check	03/05/2020	6613	Matt O'Brien	Fire Fighting Equipment		62.45	*****
Check	03/05/2020	6614	Manalapan - Englishtown Board of ...	Fuel		625.94	*****
Check	03/05/2020	6615	NJ Natural Gas	Utilities		298.26	*****
Check	03/05/2020	6616	Jersey Central Power & Light	Utilities		1,235.11	*****
Check	03/05/2020	6617	Verizon Wireless	Utilities		372.19	*****
Check	03/05/2020	6618	Optimum	Utilities		128.11	*****
Check	03/05/2020	6619	State Of New Jersey	Payroll Expenses		50.00	*****
Check	03/05/2020	6620	Complete Security Systems Inc.	Building		475.00	*****
Check	03/05/2020	6621	NetLink	Professional Services		199.00	*****
Check	03/05/2020	6622	new jersey fire equipment	Fire Fighting Equipment		50.00	*****
Check	03/05/2020	6623	Blaze Emergency Equipment Com...	Trucks		434.96	*****
Check	03/05/2020	6624	Verizon	Utilities		62.84	*****
Check	03/05/2020	6625	John Spierto	Personal Protective Eq...		159.84	*****
Check	03/05/2020	6626	Craig Boland	Training		31.99	*****
Check	03/05/2020	6627	IAAI	UFSA Other Expenses		145.00	*****
Check	03/05/2020	6628	US Postal Service	Office Supplies		161.00	*****
Check	03/05/2020	6629	Englishtown Fire Department	Contract - Volunteer Fir...		3,000.00	*****
Check	03/05/2020	6630	Cytracom LLC.	Utilities		300.00	*****
General ...	03/05/2020	2014...	US Postal Service	Office Supplies	150.00		*****
Check	03/05/2020	6631	Witmer	2019 Expense		1,771.98	*****
Total Brunswick Bank Checking					1,391.75	15,810.58	*****
TOTAL					1,391.75	15,810.58	*****

3/5 Stocked

\$ 3010.00

\$ 18,820.58

Englishtown Fire Department

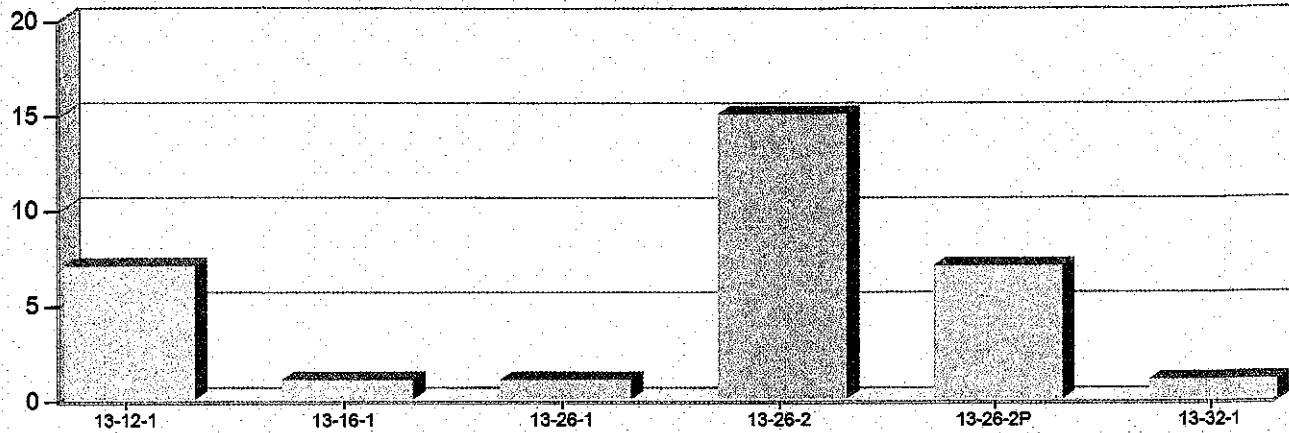
Englishtown, NJ

This report was generated on 3/3/2020 8:43:59 PM



Incident Type Count per Zone for Date Range

Start Date: 02/01/2020 | End Date: 02/29/2020



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	113 - Cooking fire, confined to container	1
	321 - EMS call, excluding vehicle accident with injury	1
	324 - Motor vehicle accident with no injuries.	1
	444 - Power line down	1
	600 - Good intent call, other	1
	651 - Smoke scare, odor of smoke	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	<i>7</i>
13-16-1 - Freehold Independent Fire Company		
	631 - Authorized controlled burning	1
	<i>Total Incidents for 13-16-1 - Freehold Independent Fire Company:</i>	<i>1</i>
13-26-1 - Gordon's Corner Fire Company		
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	<i>1</i>
13-26-2 - Manalapan Fire Company #1		
	112 - Fires in structure other than in a building	1
	131 - Passenger vehicle fire	1
	142M - Mulch fire	1
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1

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

ZONES	INCIDENT TYPE	COUNT
	443 - Breakdown of light ballast	1
	444 - Power line down	2
	522 - Water or steam leak	1
	651 - Smoke scare, odor of smoke	2
	735 - Alarm system sounded due to malfunction	1
	741 - Sprinkler activation, no fire - unintentional	1
	744 - Detector activation, no fire - unintentional	1
	746 - Carbon monoxide detector activation, no CO	1
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	15
13-26-2P - Manalapan Primary Response Area		
	113 - Cooking fire, confined to container	1
	324 - Motor vehicle accident with no injuries.	1
	412 - Gas leak (natural gas or LPG)	1
	600 - Good intent call, other	1
	651 - Smoke scare, odor of smoke	1
	735 - Alarm system sounded due to malfunction	2
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area:</i>	7
13-32-1 - Millstone Fire Department		
	322 - Motor vehicle accident with injuries	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department:</i>	1
Total Count for all Zone:		32

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

3/5/20

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 BOROUGH OF ENGLISHTOWN APPOINTING THOMAS FRUEH DISTRICT ENGINEER FOR THE YEAR 2020

WHEREAS, The Board of Fire Commissioners of Fire District No.1 Englishtown Borough is statutorily authorized to appoint personnel to insure the orderly and proper functioning of the fire district equipment and apparatus; and

WHEREAS, The Board of Fire Commissioners believe that it is necessary, proper and in the public interest to appoint an Engineer to be responsible for the maintenance of District vehicles and equipment; and

WHEREAS, Thomas Frueh has the requisite knowledge and skills to perform the duties required to maintain fire prevention/fire suppression equipment and apparatus; and

WHEREAS, adequate funds have heretofore been appropriated in the fire district budget to fund said position

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No. 1 Borough of Englishtown that Thomas Frueh is hereby appointed District Engineer for the year 2020.

Moved By:

Seconded By:

Roll Call Vote:

Ayes:

Nays:

Abstain:

Absent:

Certified to be a true copy of a Resolution duly adopted by the Board of Fire Commissioners of Fire District No. 1 Borough of Englishtown on March 5, 2020.

_____, Clerk

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING
RONALD C. PETRICS, C.P.A. DISTRICT AUDITOR FOR 2020**

WHEREAS; the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

WHEREAS; Ronald C. Petrics, RMA is a certified public accountant and registered municipal auditor licensed to practice in the State of New Jersey and is legally qualified to perform the audit report required by the laws of the State of New Jersey; and

WHEREAS; N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for "Professional Services" may be made, negotiated and awarded without public bidding and receipt of bids if the services will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

WHEREAS; adequate moneys have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that Ronald C. Petrics be, and the same, is hereby appointed auditor for the year 2020.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

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 Englishtown Borough on March 5, 2020.

_____, Clerk

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING
GEORGE LANG BOARD ACCOUNTANT FOR 2020**

WHEREAS; The Board of Fire Commissioners is authorized and empowered by law to employ the services of an accountant and such other professional staff as may be required for the orderly and effective administration of its financial affairs; and

WHEREAS; It is the considered opinion of the Board that the services of a qualified public accountant to aid in the maintenance of the Board's financial records and accountants and to assist in the preparation and administration of the District's budget is necessary and desirable; and

WHEREAS; The Local Public Contracts Law provides, in relevant part, that a contract for professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

WHEREAS; George Lang is a Certified Public Accountant licensed to practice in the State of New Jersey and is qualified to render the type of professional services required by the Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that a contract for professional services be, and the same is hereby awarded to George Lang for the year 2020.

BE IT FURTHER RESOLVED that a notice of professional contract award be published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board and that a copy of this Resolution be forwarded to George Lang by the Clerk.

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 Englishtown Borough on March 5, 2020.

_____, Clerk

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2020**

WHEREAS; The Board of Fire Commissioners is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

WHEREAS; N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit. "; and

WHEREAS; the Board has determined that Brunswick Bank & Trust Co. and Sovereign Bank are qualified depositories that are eligible to receive and hold public funds on deposit as permitted by the above referenced statutes; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that Brunswick Bank and Trust Co. and Sovereign Bank be and the same are hereby designated as official depositories of District funds for the year 2020.

BE IT FURTHER RESOLVED that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

BE IT FURTHER RESOLVED that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

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 March 5, 2020.

_____, Clerk

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN
SCHEDULING MEETING DATES FOR THE YEAR 2020**

WHEREAS; The Board of Fire Commissioners, as a political subdivision of the State of New Jersey is required by N.J.S.A. 10:4-18 to publish and post a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

WHEREAS; The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of the meeting dates to the municipal clerk for posting on the official bulletin board of the municipality.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that regularly scheduled meetings of the Board will be held on the first Thursday of each month commencing at 8:00 p.m. at the Englishtown Firehouse South Main Street Englishtown, New Jersey.

BE IT FURTHER RESOLVED that the regular monthly meetings of the Board are hereby scheduled for the following dates: April 4, May 7, June 4, July 2, August 6, September 3, October 1, November 5, December 3, January 7, February 4, and March 4, 2021, which meeting shall serve as the annual reorganization meeting of the Board.

BE IT FURTHER RESOLVED that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

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, Englishtown Borough on March 5, 2020.

_____, Clerk