

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday November 11<sup>th</sup>, 2020 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey. Due to the continuing Covid-19 Pandemic, the meeting was open to the public only through the Zoom Meeting App. This was in accordance with the Governor's Executive Order during an active State of Emergency.**

The meeting was called to order by Chairman Peter Cooke at 8:24 P.M.

1. **Sunshine Statement by Chairman Peter Cooke**

**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 on the electronic sign.

**Roll Call showed the following members in attendance:**

Present: Chairman Peter Cooke, Treasurer Melissa Scarrone, Clerk Victoria Sarti, Gerald Maresca and Brian Stonaker

**Legal:**

Attorney Joe Youssouf discussed the election and budget schedules and due dates.

Audit – Prior to submitting the Budget

Budget – 12-20-2020

Adoption of the Budget – 01-26-2021

Special Meeting will be held on 12-01-2020

**October 2020 Meeting Minutes:**

A motion was made by P. Cooke and a Second was made by B. Stonaker to accept both the regular and executive minutes. Motion passed; Gerald Maresca abstained.

**Financial:** G. Maresca questioned a Verizon bill for \$64.20, Treasurer M. Scarrone will follow up.

A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the Bills. Motion passed by unanimous vote.

6:52 PM

11/05/20

Accrual Basis

# Englishtown Fire District No. 1

## Bill List

As of November 5, 2020

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Brunswick Bank Checking</b>							
Deposit	10/09/2020			-SPLIT-	125.00		*****
Deposit	10/19/2020			-SPLIT-	215.00		*****
Deposit	10/26/2020			-SPLIT-	291.25		*****
Check	11/05/2020	6769	V.E. Ralph & Son Inc.	Personal Protective Eq...		701.80	*****
Check	11/05/2020	6770	Optimum	Utilities		258.24	*****
Check	11/05/2020	6771	First Priority Emergency Services	Trucks		868.33	*****
Check	11/05/2020	6772	campbell supply	Trucks		259.93	*****
Check	11/05/2020	6773	Blaze Emergency Equipment Com...	Trucks		4,850.11	*****
Check	11/05/2020	6774	NJ Natural Gas	Utilities		965.06	*****
Check	11/05/2020	6775	Plosia Cohen LLC	Legal		1,216.00	*****
Check	11/05/2020	6776	Englishtown Automotive	Trucks		634.85	*****
Check	11/05/2020	6777	-Jersey Central Power & Light	Utilities		1,991.80	*****
Check	11/05/2020	6778	Verizon	Utilities		64.20	*****
Check	11/05/2020	6779	Manalapan - Englishtown Board of ...	Fuel		153.81	*****
Check	11/05/2020	6780	Boro of Englishtown	Utilities		194.00	*****
Check	11/05/2020	6781	Cytracom LLC.	Utilities		300.00	*****
Check	11/05/2020	6782	Englishtown Fire Department	Contract - Volunteer Fir...		3,000.00	*****
Check	11/05/2020	6783	Middlesex County Fire Academy	Training		168.00	*****
Check	11/05/2020	6784	NetLink	Professional Services		199.00	*****
Check	11/05/2020	6785	Verizon Wireless	Utilities		1,202.41	*****
Check	11/05/2020	6786	Joseph D. Youssouf	Legal		14,253.00	*****
Total Brunswick Bank Checking					631.25	31,278.54	*****
<b>TOTAL</b>					<b>631.25</b>	<b>31,278.54</b>	<b>*****</b>

**Englishtown Fire District No. 1**  
**Profit & Loss Budget vs. Actual**  
**January 1 through November 5, 2020**

	Jan 1 - Nov 5, 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Fund Balance Anticipated	0.00	122,291.00	-122,291.00	0.0%
Fire District Taxes	492,444.00	492,000.00	444.00	100.1%
Interest on Investments	126.19	0.00	126.19	100.0%
Miscellaneous	5,275.07	0.00	5,275.07	100.0%
<b>Uniform Fire Safety Act</b>				
Smoke Detector Fees	2,740.00	0.00	2,740.00	100.0%
State Registration Fees	4,477.25	0.00	4,477.25	100.0%
Uniform Fire Safety Act - Other	496.25	24,000.00	-23,503.75	2.1%
<b>Total Uniform Fire Safety Act</b>	<b>7,713.50</b>	<b>24,000.00</b>	<b>-16,286.50</b>	<b>32.1%</b>
<b>Supplemental Fire Services</b>	<b>0.00</b>	<b>444.00</b>	<b>-444.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>505,558.76</b>	<b>638,735.00</b>	<b>-133,176.24</b>	<b>79.2%</b>
<b>Gross Profit</b>	<b>505,558.76</b>	<b>638,735.00</b>	<b>-133,176.24</b>	<b>79.2%</b>
<b>Expense</b>				
2019 Expense	17,221.83	0.00	17,221.83	100.0%
Monmouth County Dispatch Fees	0.00	10,000.00	-10,000.00	0.0%
Professional Services-Physicals	1,151.70	5,000.00	-3,848.30	23.0%
<b>Administration</b>				
Salaries and Wages	21,443.24	36,150.00	-14,706.76	59.3%
<b>Total Administration</b>	<b>21,443.24</b>	<b>36,150.00</b>	<b>-14,706.76</b>	<b>59.3%</b>
Employee Benefits	1,761.08	3,100.00	-1,338.92	56.8%
Advertising	454.70	1,500.00	-1,045.30	30.3%
Contract - Volunteer Fire Co	30,000.00	36,000.00	-6,000.00	83.3%
Dues and Subscriptions	3,283.00	5,000.00	-1,717.00	65.7%
Elections	811.50	1,500.00	-688.50	54.1%
Fire Fighting Equipment	13,784.77	20,000.00	-6,215.23	68.9%
Fuel	3,410.53	15,000.00	-11,589.47	22.7%
Insurance Premiums	76,819.00	90,000.00	-13,181.00	85.4%
Legal	14,253.00	0.00	14,253.00	100.0%
<b>Maintenance and Repairs</b>				
Building	5,651.01	20,000.00	-14,348.99	28.3%
Trucks	30,948.48	50,000.00	-19,051.52	61.9%
<b>Total Maintenance and Repairs</b>	<b>36,599.49</b>	<b>70,000.00</b>	<b>-33,400.51</b>	<b>52.3%</b>
Office Supplies	1,722.09	8,000.00	-6,277.91	21.5%
Payroll Expenses	55.14	0.00	55.14	100.0%
Personal Protective Equipment	1,389.59	15,000.00	-13,610.41	9.3%
<b>Professional Services</b>				
Legal	4,272.00	0.00	4,272.00	100.0%
Professional Services - Other	6,089.00	40,000.00	-33,911.00	15.2%
<b>Total Professional Services</b>	<b>10,361.00</b>	<b>40,000.00</b>	<b>-29,639.00</b>	<b>25.9%</b>
Promotion	0.00	1,000.00	-1,000.00	0.0%
Training	639.99	18,000.00	-17,360.01	3.6%
Utilities	28,127.99	45,000.00	-16,872.01	62.5%
UFGA Salaries and Wages	0.00	36,000.00	-36,000.00	0.0%
UFGA Fringe Benefits	0.00	3,000.00	-3,000.00	0.0%
UFGA Other Expenses	4,415.52	5,000.00	-584.48	88.3%
Length of Service Awards	0.00	35,000.00	-35,000.00	0.0%
SCBA Purchase	32,202.00	0.00	32,202.00	100.0%
Reserve for future outlay	0.00	50,000.00	-50,000.00	0.0%
Bond Principal	55,000.00	55,000.00	0.00	100.0%
Bond Interest	1,250.86	1,238.00	12.86	101.0%
Radio Lease Purchase Principal	0.00	33,247.00	-33,247.00	0.0%
<b>Total Expense</b>	<b>356,158.02</b>	<b>638,735.00</b>	<b>-282,576.98</b>	<b>55.8%</b>
<b>Net Income</b>	<b>149,400.74</b>	<b>0.00</b>	<b>149,400.74</b>	<b>100.0%</b>

# Englishtown Fire Department

Englishtown, NJ

This report was generated on 11/5/2020 7:48:39 PM



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

Start Date: 10/01/2020 | End Date: 10/31/2020

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	4	5:52
13-16-1 - Freehold Independent Fire Company	3	3:32
13-26-2 - Manalapan Fire Company #1	8	4:52
13-26-2P - Manalapan Primary Response Area	7	9:01
13-32-1 - Millstone Fire Department	2	0:35
Monroe - Monroe Twp	1	9:16
<b>TOTAL</b>	<b>25</b>	<b>33:07</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.



emergencyreporting.com  
Doc Id: 1306  
Page # 1

1266 tire sensor and tire repair

1266 new battery

Njr in to repair a/c unit

State in to inspect truck bay heater unit certified

1275 brakes replaced all around

1275 drop down step o/s repaired

NJFE coming November 17<sup>th</sup> to bench test all air packs

Mileage

1266

1267 45815


1230

1274 21498

1275 36404

1276 34533

1293 13745

A handwritten signature in black ink, appearing to be 'Sh. J. C.', located in the bottom right corner of the page.

Borough of Englishtown			
Fire District No. 1			
2021 Budget			
	2021	2020	Increase
	Budget	Budget	(Decrease)
<b>Revenues:</b>			
Unreserved Fund Balance		122,291.00	
Reserved Fund Balance		-	
Uniform Fire Safety Act		24,000.00	
Supplemental Fire Services		444.00	
District Taxes		492,000.00	
<b>Total Revenues</b>	<b>-</b>	<b>638,735.00</b>	<b>-</b>
<b>Net Valuation Taxable - 2020</b>	<b>263,644,700</b>	<b>263,644,700</b>	<b>-</b>
<b>Tax Rate</b>	<b>-</b>	<b>0.187</b>	
<b>Appropriations:</b>			
<b>Administration:</b>			
Salaries and Wages		36,150.00	
Fringe Benefits		3,100.00	
<b>Other Expenses:</b>			
Elections		1,500.00	
Office Expenses		8,000.00	
Professional Services		40,000.00	
subtotal Other Expenses	-	49,500.00	-
<b>Operations - Other Expenses:</b>			
Advertising		1,500.00	
Insurance		90,000.00	
Professional Services - Physicals		5,000.00	
Memberships / Dues		5,000.00	
Maintenance and Repairs - Trucks		50,000.00	
Maintenance and Repairs - Bldg		20,000.00	
Training and Education		18,000.00	
Personal Protective Equipment		15,000.00	
Utilities		45,000.00	
Fuel		15,000.00	
Promotion		1,000.00	
Contract - Volunteer Fire Co.		36,000.00	
Fire Fighting Equipment		20,000.00	
Monmouth County Dispatch Fees		10,000.00	
subtotal Other Expenses	-	331,500.00	-
<b>Appropriations Offset with Revenues:</b>			
Salaries and Wages		36,000.00	
Fringe Benefits		3,000.00	
Other Expenses		5,000.00	
<b>Total Appropriations Offset with Revenues</b>	<b>-</b>	<b>44,000.00</b>	<b>-</b>
Length of Service Awards		35,000.00	
<b>Capital Appropriations:</b>			
Reserve for Future Capital Outlays		50,000.00	
<b>Debt Service:</b>			
Bond Principal		55,000.00	
Bond Interest		1,238.00	
Radio Lease	33,247.00	33,247.00	
Bond Anticipation Note Principal	-	-	
Bond Anticipation Note Interest	-	-	-
<b>Total Debt Service</b>	<b>33,247.00</b>	<b>89,485.00</b>	<b>-</b>
<b>Total Budget</b>	<b>33,247.00</b>	<b>638,735.00</b>	<b>-</b>