

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday November 4<sup>th</sup>, 2021, 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 8:02 P.M.

1. **Sunshine Statement by Attorney Joseph 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 Scarone, Tom Kirkland and G. Maresca

**Legal:**

Still no audit report. Waiting for the Accountant to turn over paperwork. The public hearing can not be later than January 22, 2022.

**October 2021 Minutes:** V. Sarti stated that she was unable to retrieve the October 2021 minutes from the computer. A motion was made by T. Kirkland and a Second was made by V. Sarti.

Motion passed unanimously

**Financial:** A motion was made by G. Maresca and a Second was made by P. Cooke to accept the Bills.

Motion passed unanimously.

**Auditor/Accountant:**

As stated last month, The Budget cannot be done without the audit being completed. Treasurer M. Scarrone must locate additional paperwork and bypass the accountant due to the lack of information supplied by the accountant. The accountant must upload the budget to the DCA by December 21, 2021. If it is not completed in time, the DCA will not approve the budget for 2022. The accountant arrived late and stated that he would have all the necessary paperwork for the auditor on Monday, 11/08 since he lives in the same town.

A Budget workshop was held.

**Chief's Report:**

- See attached report

**Administrative Engineer's Report:**

- See attached Report.

**President's Report:**

- Requested an air handler to purify the air in the meeting room. Board approved.

**Fire Bureau:**

- See attached report

**LOSAP:**

- None

**Correspondence:**

- None

**Insurance:**

- We are in the middle of a three-year term so no renewal needed at this time.

**Membership:**

- None

**Old Business:**

- Air Duct Cleaning – Stanley Steamer was the lowest bid. Board approved.
- Parking lot repairs – printed quotes made available.
- T. Frueh gathered quotes for parking lot lighting.

**New Business:**

- The Central Jersey Compliance Company gave a presentation on assisting the Fire Department with obtaining NJ State compliance. They offered their service at \$3,000.00 for the year. Chief Sarti stated that due to severe staffing issues with both members and Officers, this service is needed. The Board agreed to work the service into the 2022 Budget.
- T. Kirkland asked who would be uploading the Budget information by December 21<sup>st</sup> 2021 and the accountant stated that he would take care of it.

**Purchase Requests:**

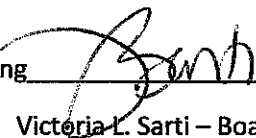
- None

**Public Open Portion:**

- None

**Meeting Adjournment:** at 9:58PM. After a motion by V. Sarti and Seconded by T. Kirkland and approved by a unanimous roll call vote.

**Certified** at the December 2<sup>nd</sup>, 2021, regularly scheduled meeting



Victoria L. Sarti – Board Clerk

7:54 PM

10/07/21

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of October 10, 2021

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Brunswick Bank Checking</b>							
Deposit	09/07/2021						*****
Deposit	09/17/2021			-SPLIT-	260.00		*****
Deposit	09/27/2021			-SPLIT-	698.25		*****
Deposit	09/27/2021			-SPLIT-	177.00		*****
Check	09/27/2021	6996	NetLink	Professional Services		199.00	*****
General ...	10/07/2021	2019...	fire flow services	Trucks	4,235.00		*****
Check	10/07/2021	6981	KLR Fire Service, Inc.	Trucks		847.68	*****
Check	10/07/2021	6982	Manalapan - Englishtown Board of ...	Fuel		371.52	*****
Check	10/07/2021	6984	Englishtown Automotive	Trucks		135.10	*****
Check	10/07/2021	6985	Verizon Wireless	Utilities		1,206.63	*****
Check	10/07/2021	6986	ASAP Garage Door Service	Reserve for Firehouse ...		189.00	*****
Check	10/07/2021	6987	Cytracom LLC.	Utilities		300.00	*****
Check	10/07/2021	6988	Middlesex County Fire Academy	Training		420.00	*****
Check	10/07/2021	6989	Englishtown Fire Department	Contract - Volunteer Fir...		3,000.00	*****
Check	10/07/2021	6990	NJ Natural Gas	Utilities		254.72	*****
Check	10/07/2021	6991	NJRHS Commercial Services	Building		453.90	*****
Check	10/07/2021	6992	Manalapan Hardware	Building		33.98	*****
Check	10/07/2021	6993	Optimum	Utilities		128.09	*****
Check	10/07/2021	6994	Timothy Kirkland	Purch-Chief Vehicle/Fir...		60.00	*****
Check	10/07/2021	6995	Andrew Hagenberg	Fire Fighting Equipment		88.88	*****
Total Brunswick Bank Checking					5,370.25	7,688.50	*****
<b>TOTAL</b>					<b>5,370.25</b>	<b>7,688.50</b>	<b>*****</b>

Blaze in repair to 1274 foam system, Exhaust fan pass. Side and check other issues but was unable to recreate problem.

1267 serviced oil change basic check up.

1274 waiting for blaze to replace on board battery charger.

NJFE will be in Nov. 16<sup>th</sup> to due flow tests on all air packs and rit pack.

Will be looking for approval to make repairs to Big shed out door lighting and generator shed to fix exhaust vents for generator.

Coastal should be here Nov. or Dec. to do final air quality check for this year.

Mileage

1266 – 102982

1267 – 42935

1274 – 22630

1275 – 37068

1287 – 20573

1230 NA

1276 – 34717

1293 – 13835

Engineers Report

Thomas Frueh