

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday February 4th, 2021 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 the current active State of Emergency.

The meeting was called to order by Chairman Peter Cooke at 8:01 P.M.

1. **Sunshine Statement by Board Attorney Joseph 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 on the electronic sign.

Roll Call showed the following members in attendance:

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

Treasurer Melissa Scarrone via Zoom

Legal:

A Resolution to accept and adopt the 2019 Audit as it was presented at this meeting. A motion was made by P. Cooke to accept it, a second was made by G. Maresca. The motion passed unanimously. A group affidavit was conducted by the Board Attorney with the Board.

The Attorney reminded the Board of the following:

Executive order 211 by the Governor that was recently issued states the following:

Fire District elections have been moved to April 20th, 2021. This order does not change the Budget schedule. The order extends all offices until the reorganization meeting in May. March 9th, 2021 is the date for publication of notice for the Fire District Elections. Also extended are the filing of the nomination petitions which will be due on March 22nd, 2021. March 30th, 2021 is the voter registration deadline for the Fire District Elections. April 13th is the deadline to request a mail in ballot for the Fire District Elections. April 16th, 2021 is the deadline for mail in ballots to be received. Due to the changes made, the temporary budget will be 30% of the prior year's budget instead of 15%. This will not affect any capital programs.

A Resolution to schedule meetings for April 1st, 2021 and May 6th, 2021(The Reorganization Meeting) was introduced. A motion was made by P. Cooke to accept the Resolution and a second was made by V. Sarti. The motion passed unanimously.

February 2021 Meeting 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: The Board was unable to print out the Treasurer's report, so P. Cooke verbally put the issued checks on record. A check for First Priority Emergency Services in the amount of \$1,093.33 was questioned by G. Maresca. The Chief stated that the Department has not used that vendor recently and does not know what that bill is for. That check will be held until further information be obtained. The auditor recommended that the check for \$16,356.00 for Witham, Smith & Brown be held until the Board receives the bound copy of the audit. A motion was made by P. Cooke and a Second was made by G. Maresca to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant:

- The 2019 audit is completed. The bound copies will be sent out next week. Ron Petrics from Witham, Smith and Brown conducted the audit review with the Board. There were issues with getting the necessary information from the Accountant to the Auditor in a timely fashion which concerned the Auditor. The district financial records are in excellent condition despite the late transition of information.

Chief's Report:

- See attached Report.

Administrative Engineer's Report:

- See attached Report.

President's Report:

- Still working on the clothes washer and dryer purchase.
- The Door lock system was ordered.

Fire Bureau:

- See Report

LOSAP:

- 35 Eligible and 40 Vested in LOSAP

Correspondence:

- None

Insurance:

- No Report

Membership:

- One new Probationary Member
- One new Junior Member

Old Business:

- None

New Business:

- The Chief's 2013 Chevy Tahoe Command vehicle was involved in a minor accident and G. Maresca asked if there was a specific Auto Body Shop to use for the repairs. The Chief suggested to use M3 Collision in Neptune City as they have been reliable in the past. The Board agreed.

Purchase Requests:

- None

Public Open Portion:

- Resident Steve Bloom, 11 Lasatta Avenue, inquired about the delay in the District audit. Mr. Bloom asked if there would be any negative impact on the District from the delay. The Auditor stated that there will not be any negative impact on the District. Mr. Bloom then asked why there was a delay in funding (Taxes Collected) from Englishtown Borough to the District which concerned him. The Auditor could not answer that question because the answer would have to come from the Chief Financial Officer of Englishtown Borough as they are responsible for failing to make the payment on time. It was added by Chairman P. Cooke that this was not the first time that this situation has happened with Englishtown Borough.
- Resident Thomas Kirkland, 61 Carriage Lane, asked if Nominating Petitions for the Fire District Election need to be notarized as per the Governor's Executive Orders and changes to the Fire District Elections. The Attorney said they should be. Mr. Kirkland stated that he has already submitted his nominating petition and asked if it was acceptable. The Attorney stated that it was. Mr. Kirkland then asked that the nominating petition be put on record.

Meeting Adjournment: at 9:05pm. After a motion by P. Cooke and Seconded by V. Sarti and approved by a unanimous roll call vote.

Certified at the March 4th, 2021 regularly scheduled meeting



Victoria L. Sarti – Board Clerk

7:29 PM

01/07/21

Accrual Basis

Englishtown Fire District No. 1 Bill List

As of January 7, 2021

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Deposit	12/07/2020				135.00		*****
Deposit	12/27/2020				288.25		*****
Deposit	01/07/2021				158,087.50		*****
General ...	01/07/2021				868.38		*****
General ...	01/07/2021				7.98		*****
Check	01/07/2021	2019-...	First Priority Emergency Services	-SPLIT-		299.63	*****
Check	01/07/2021	6814	Manalapan Hardware	Trucks		225.00	*****
Check	01/07/2021	6815	Jason Kole	-SPLIT-		225.00	*****
Check	01/07/2021	6816	Andrew Hagenberg	Training		54.60	*****
Check	01/07/2021	6817	Joseph Fernandes	Professional Services-...		601.41	*****
Check	01/07/2021	6818	Family Practice of CentraState	Utilities		256.24	*****
Check	01/07/2021	6819	Verizon Wireless	Utilities		300.00	*****
Check	01/07/2021	6820	Optimum	Office Supplies		25,069.00	*****
Check	01/07/2021	6821	US Postal Service	Insurance Premiums		85.00	*****
Check	01/07/2021	6822	First Responder	Dues and Subscriptions		1,339.20	*****
Check	01/07/2021	6823	First Responder	Fire Fighting Equipment		746.01	*****
Check	01/07/2021	6824	new jersey fire equipment	Utilities		157.80	*****
Check	01/07/2021	6825	NJ Natural Gas	Trucks		199.00	*****
Check	01/07/2021	6826	Matt O'Brien	Professional Services		3,000.00	*****
Check	01/07/2021	6827	NetLink	Contract - Volunteer Fir...		234.37	*****
Check	01/07/2021	6828	Englishtown Fire Department	Fuel		300.00	*****
Check	01/07/2021	6829	Manalapan - Englishtown Board of ...	Utilities		128.34	*****
Check	01/07/2021	6830	Cytracom LLC.	Utilities		25.04	*****
Check	01/07/2021	6831	Verizon	2017 Expense		185.00	*****
Check	01/07/2021	6832	State Of New Jersey	Elections		1,029.39	*****
Check	01/07/2021	6833	Monmouth County Clerk	Trucks			*****
Check	01/07/2021		Elite Vehicle Solutions				*****
Total Brunswick Bank Checking					159,387.06	34,460.03	*****
TOTAL					159,387.06	34,460.03	*****

JANUARY 2021 ENGINEERS REPORT

1266 new antenna installed

Bathroom door repaired

Scba frame out broken air line out to NJFE #15 returned fixed

Scba bottle leaking out to NJFE #01 OOS not worth fixing

1287 oil change

1287 new marker light installed p/s mirror damaged at repair shop replaced on them.

Air quality test performed

Scba compressor leaking air when in lock position placed OOS

Coastal aware of problem will be out after snow storm to repair

Generator on 1274 not working blaze contacted will be out to repair when available

Mileage for vehicles

1266 – 101715

1267 – 47127

1274 – 21638

1275 – 36522

1276 – 34571

1293 – 13759

1230 -- n/a

Englishtown Fire Department

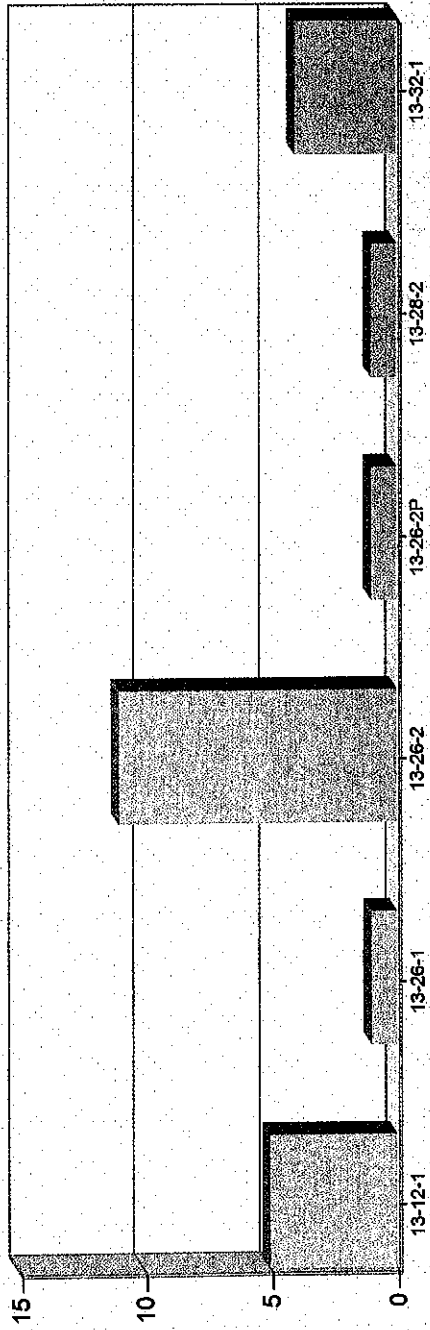
Englishtown, NJ

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Incident Type Count per Zone for Date Range

Start Date: 01/01/2021 | End Date: 01/31/2021



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	113 - Cooking fire, confined to container	2
	322 - Motor vehicle accident with injuries	1
	444 - Power line down	2
	Total Incidents for 13-12-1 - Englishtown fire department:	5
13-26-1 - Gordon's Corner Fire Company		
	412 - Gas leak (natural gas or LPG)	1
	Total Incidents for 13-26-1 - Gordon's Corner Fire Company:	1
13-26-2 - Manalapan Fire Company #1		
	113 - Cooking fire, confined to container	2
	322 - Motor vehicle accident with injuries	2
	531 - Smoke or odor removal	1
	651 - Smoke scare, odor of smoke	3
	733 - Smoke detector activation due to malfunction	1
	735 - Alarm system sounded due to malfunction	1
	746 - Carbon monoxide detector activation, no CO	1
	Total Incidents for 13-26-2 - Manalapan Fire Company #1:	11
13-26-2P - Manalapan Primary Response Area		
	745 - Alarm system activation, no fire - unintentional	1
	Total Incidents for 13-26-2P - Manalapan Primary Response Area:	1
13-28-2 - Robertsville Fire Company		

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



ZONES	INCIDENT TYPE	COUNT
	571 - Cover assignment, standby, moveup	1
	<i>Total Incidents for 13-28-2 - Robertsville Fire Company:</i>	1
13-32-1 - Millstone Fire Department		
	700 - False alarm or false call, other	2
	734 - Heat detector activation due to malfunction	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department:</i>	4
Total Count for all Zones:		23

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

Custom Question(s): Staffing Level | Personnel: Administrator, Englishtown Fire Dept | Incident Type(s): All Incident Types | Start Date: 01/01/2021 | End Date: 01/31/2021

ANSWERS	# INCIDENTS	% of Total
USER-DEFINED FIELD: Staffing Level (Required)		
No Response - Short Staffed (< 3 FF1)	16	70%
Responded as normal	7	30%

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

Englishtown, NJ

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Incident Custom Question Answer Summary by Incident Type for Zone for Date Range with Custom Questions

Custom Question(s): Staffing Level | Incident Status(s): All Incident Statuses | Zone(s): All Zones | Incident Type(s): All Incident Types | Start Date: 01/01/2021 | End Date: 01/31/2021

Incident Date	Incident #	Address	Zone	Custom Questions
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01/12/2021	2021-10	270 SMITHBURG RD MANALAPAN, NJ 07226	Manalapan Fire Company #1	Staffing Level: No Response - Short Staffed (< 3 FF1)
01/17/2021	2021-12	5 GORDONS CORNER RD ENGLISHTOWN, NJ 07226	Englishtown fire department	Staffing Level: Responded as normal
01/25/2021	2021-16	22 FALLSWOOD LN MANALAPAN, NJ 07226	Manalapan Fire Company #1	Staffing Level: No Response - Short Staffed (< 3 FF1)
01/25/2021	2021-17	12 DEY ST ENGLISHTOWN, NJ 07226	Englishtown fire department	Staffing Level: No Response - Short Staffed (< 3 FF1)
322 - Motor vehicle accident with injuries				
01/10/2021	2021-7	State Route 33 E MANALAPAN, NJ 07226	Manalapan Fire Company #1	Staffing Level: Responded as normal
01/20/2021	2021-14	MONMOUTH RD MANALAPAN, NJ 07226	Manalapan Fire Company #1	Staffing Level: No Response - Short Staffed (< 3 FF1)
01/27/2021	2021-19	31 MAIN ST ENGLISHTOWN, NJ 07226	Englishtown fire department	Staffing Level: No Response - Short Staffed (< 3 FF1)
412 - Gas leak (natural gas or LPG)				
01/15/2021	2021-11	418 OAK KNOLL DR MANALAPAN, NJ 07226	Gordon's Corner Fire Company	Staffing Level: Responded as normal
444 - Power line down				
01/27/2021	2021-20	16 LASATTA AVE ENGLISHTOWN, NJ 07226	Englishtown fire department	Staffing Level: No Response - Short Staffed (< 3 FF1)
01/29/2021	2021-23	18 MAIN ST ENGLISHTOWN, NJ 07226	Englishtown fire department	Staffing Level: No Response - Short Staffed (< 3 FF1)

Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.



Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.

01/03/2021	2021-4	24 BRISTOL RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as normal	531 - Smoke or odor removal
01/28/2021	2021-22	94 520 CIR MARLBORO, NJ 07746	Robertsville Fire Company	Staffing Level: No Response - Short Staffed (< 3 FF1)	571 - Cover assignment, standby, moveup
01/02/2021	2021-1	2 KING CT MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Short Staffed (< 3 FF1)	651 - Smoke scare, odor of smoke
01/02/2021	2021-2	17 HEDGEROW LN MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Short Staffed (< 3 FF1)	
01/26/2021	2021-18	29 SUNNINGDALE CIR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Short Staffed (< 3 FF1)	
01/08/2021	2021-6	4 CLEARVIEW CT MILLSTONE, NJ 08535	Millstone Fire Department	Staffing Level: No Response - Short Staffed (< 3 FF1)	700 - False alarm or false call, other
01/11/2021	2021-8	4 CLEARVIEW CT MILLSTONE, NJ 08535	Millstone Fire Department	Staffing Level: Responded as normal	
01/20/2021	2021-15	110 CANDIDO CT MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Short Staffed (< 3 FF1)	
					733 - Smoke detector activation due to malfunction
01/28/2021	2021-21	525 State Route 33 MILLSTONE, NJ 07726	Millstone Fire Department	Staffing Level: No Response - Short Staffed (< 3 FF1)	734 - Heat detector activation due to malfunction
01/04/2021	2021-5	697 ST ANDREWS PL MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as normal	735 - Alarm system sounded due to malfunction
01/02/2021	2021-3	524 State Route 33 MILLSTONE, NJ 07726	Millstone Fire Department	Staffing Level: No Response - Short Staffed (< 3 FF1)	745 - Alarm system activation, no fire - unintentional
01/19/2021	2021-13	11 BAILEY CT MANALAPAN, NJ 07726	Manalapan Primary Response	Staffing Level: Responded as normal	



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746 - Carbon monoxide detector activation, no CO			
01/11/2021	2021-9	608 ST ANDREWS PL MANALAPAN, NJ 07726	Manalapan Fire Company #1
		Staffing Level: No Response - Short Staffed (< 3 FF1)	
Staffing Level			
No Response - Short Staffed (< 3 FF1)		16	
Responded as normal		7	

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 01/01/2021 | End Date: 01/31/2021

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	5	2:18
13-26-1 - Gordon's Corner Fire Company	1	5:42
13-26-2 - Manalapan Fire Company #1	11	10:35
13-26-2P - Manalapan Primary Response Area	1	1:10
13-28-2 - Robertsville Fire Company	1	3:54
13-32-1 - Millstone Fire Department	4	1:28

TOTAL

23

25:07

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.



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Page # 1 of 1

Englishtown Fire Department

Englishtown, NJ

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Incident Custom Question Answer Summary by Incident Type for Zone for Date Range with Custom Questions

Custom Question(s): Staffing Level | Incident Status(es): All Incident Statuses | Zone(s): 13-12-1 - Englishtown fire department | Incident Type(s): All Incident Types | Start Date: 01/01/2021 | End Date: 01/31/2021

Incident Date	Incident #	Address	Zone	Custom Questions
01/17/2021	2021-12	5 GORDONS CORNER RD ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as normal
01/25/2021	2021-17	12 DEY ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: No Response - Short Staffed (< 3 FF1)
01/27/2021	2021-19	31 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: No Response - Short Staffed (< 3 FF1)
444 - Power line down				
01/27/2021	2021-20	16 LASATTA AVE ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: No Response - Short Staffed (< 3 FF1)
01/29/2021	2021-23	18 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: No Response - Short Staffed (< 3 FF1)
322 - Motor vehicle accident with injuries				
113 - Cooking fire, confined to container				
				Staffing Level
				No Response - Short Staffed (< 3 FF1)
				Responded as normal
				4
				1

Report is grouped by Incident Type and sorted by Incident Date, Incident Number. Summary of answered questions at the end of the report. Incidents will only show on report if custom questions have been answered.



Englishtown Comprehensive Report

01/01/2021 to 01/31/2021

	LHU	Non-LHU
Total Open Properties	12	52
Number Inspected	0	2
Number Reinspected	0	0
Number of Inspection Certificates Issued	0	0

Registrations Invoiced	0
Registrations Paid	0
Permits Invoiced	0
Permits Paid	0
Smoke CO Inspected	1
Smoke CO Approved	1
Smoke CO Invoiced	0
Smoke CO Paid	0
Total Violations Issued	5
Total Penalty Notices Issued	0

Expand All | Collapse All

Property Registration (0)

Property Registration Annual Registration Letter Date

Registrations (Non-Life Hazard) (0)

Property Registration Annual Registration Letter Date

New Registrations (0)

Property Registration Date Registered

Closed Registrations (0)

Property Registration Date Closed

Inspections by Type (2)

Periodic (2)

Reinspection (0)

Follow up (0)

Complaint (0)

Other (0)

Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoices Unpaid (0)
Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Payments (0)
Check:
Cash:
On Acct:
Money Order:
Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment
GRAND TOTAL

Payments Waived (0)
Check:
Cash:
On Acct:
Money Order:
Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment
GRAND TOTAL

Permits (0)
Missing Application Date: 0
Annual: 0
Seasonal: 0
Type 1: 0
Type 2: 0
Type 3: 0
Type 4: 0

Applicant Application Date Annual Seasonal Type 1 Type 2 Type 3 Type 4
GRAND TOTAL 0 0 0 0 0 0

Invoiced (0)
Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoices Paid (0)
Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee
GRAND TOTAL

Invoices Unpaid (0)

Applicant Application Date Thomas Kirkland Edward Miller John Marini

1	35 CARRIAGE LANE	01/29/2021		John Marini
GRAND TOTAL			0	0

Payments (3)

Check: \$90.00

Cash:

Credit Card:

Visa Consumer Check:

On Acct:

Money Order: \$135.00

Total: \$225.00

#	Business Name	Payment Date	Check Cash	Credit Card	Visa Check	On Account	Money Order	Total Payment
1	CONWAY,CHRISTOPHER & CAMPAGNA,NICOLE	01/20/2021	\$45.00					\$45.00
2	Sahar Autiero	01/25/2021	\$45.00					\$45.00
3	MIRZA, WASIF & RIZVI, SAMANA	01/25/2021					\$135.00	\$135.00
GRAND TOTAL			\$90.00				\$135.00	\$225.00

ENGLISHTOWN FIRE DEPARTMENT

ACTIVITY REPORT

MONTH/YEAR: January / 2021

DISTRICT	12-1	26-2P	26-2	26-1	32-1	28-2	TOTAL
MONTH	5	1	11	1	4	1	23
YEAR TO DATE	5	1	11	1	4	1	23

DISTRICT 12-1	FIRE CALLS	EMS ASSIST	OTHER	TOTAL CALLS
MONTH	5	—	—	5
YEAR TO DATE	5	—	—	5

DISTRICT 12-1 FIRE CALLS	FULL RESPONSE	PARTIAL RESPONSE	NO RESPONSE	TOTAL CALLS
MONTH	1	—	4	5
YEAR TO DATE	1	—	4	5

DISTRICT 12-1 FIRE CALLS - MONTHLY REPORT*						
DATE	DAY OF WEEK	TIME OF DAY	HOLIDAY YES/NO	RESPONSE TYPE FULL/PARTIAL/NO		
01-17-2021	Sunday	1822 hrs	No	Full		
01-25-2021	Monday	1142 hrs	No	None		
01-27-2021	Sunday	1106 hrs	No	None		
01-27-2021	Sunday	1305 hrs	No	None		
01-28-2021	Tuesday	1126 hrs	No	None		

*USE ADDITIONAL SHEET IF NECESSARY

TURN OVER AND COMPLETE

ENGLISHTOWN FIRE DEPARTMENT

ACTIVITY REPORT

MONTH/YEAR: January / 2021

DISTRICT	12-1	26-2P	26-2	26-1	32-1	28-2	TOTAL
MONTH	5	1	11	1	4	1	23
YEAR TO DATE	5	1	11	1	4	1	23

DISTRICT 12-1	FIRE CALLS	EMS ASSIST	OTHER	TOTAL CALLS
MONTH	5	—	—	5
YEAR TO DATE	5	—	—	5

DISTRICT 12-1 FIRE CALLS	FULL RESPONSE	PARTIAL RESPONSE	NO RESPONSE	TOTAL CALLS
MONTH	1	—	4	5
YEAR TO DATE	1	—	4	5

DISTRICT 12-1 FIRE CALLS - MONTHLY REPORT*						
DATE	DAY OF WEEK	TIME OF DAY	HOLIDAY YES/NO	RESPONSE TYPE FULL/PARTIAL/NO		
01-17-2021	Sunday	1822 hrs	No	Full		
01-25-2021	Monday	1142 hrs	No	None		
01-27-2021	Sunday	1106 hrs	No	None		
01-27-2021	Sunday	1305 hrs	No	None		
01-29-2021	Tuesday	1126 hrs	No	None		

*USE ADDITIONAL SHEET IF NECESSARY
TURN OVER AND COMPLETE