

**The Board of Fire Commissioners Fire District 1, Borough of Englishtown, State of New Jersey convened on Thursday December 7, 2023, in the formal meeting room of the Englishtown Fire Department, 3 South main St, Englishtown, NJ.**

The meeting was called to order by Chairman P. Cooke at 8:02 P.M.

1. The Sunshine Statement was read by Council J Yousouff.

**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.

**Rollcall showed the following Board members in attendance:**

Present: M. Scarrone, P. Cooke, B. Stonaker, G. Maresca & T. Kirkland

**Minutes:** Minutes for the November 2<sup>nd</sup> meeting were motioned by P. Cooke and seconded by B Stonaker. The motion was approved by a rollcall vote.

**Ayes:** P. Cooke, M. Scarrone, B. Stonaker, G. Maresca & T. Kirkland

Minutes for the November 2<sup>nd</sup> Executive session was motioned by P. Cooke and seconded by B.G. Maresca. The motion was approved by a rollcall vote.

**Ayes:** B. Stonaker, M. Scarrone, G. Maresca, T. Kirkland & P. Cooke

**Financial:** A motion was made by P. Cooke and seconded by B. Stonaker to accept the bill list in an amount of \$104,149.91. G. Maresca questioned the Borough of Englishtown bill for \$32,760.00. It was explained that this was our payment for the shard service payroll for the Fire Bureau. The motion was approved by a rollcall vote.

**Ayes:** M. Scarrone, G. Maresca, B. Stonaker, P. Cooke & T. Kirkland

**Insurance: Resolution 2023 – 14** (adopted by title)

Resolution of the Board of Fire Commissioners Fire District 1 Borough of Englishtown adopting renewal into the Municipal Joint Insurance Fund (JIF) and appointing Commissioner G. Maresca as point of contact. Motioned by P. Cooke and seconded by T. Kirkland. The motion was passed by a roll call vote.

**Ayes:** B. Stonaker, M. Scarrone, P. Cooke, G. Maresca and T. Kirkland

**Legal: Resolution 2023 – 15** (adopted by title)

Resolution of the Board of Fire Commissioners Fire District 1 Borough of Englishtown affixing Commissioner compensation for the year 2024.

Chairman: \$5,250.00

Vice Chair: \$5,250.00

Treasurer: \$6,000.00

Clerk: \$6,000.00

Commissioner: \$5,250.00

Motioned by P. Cooke and seconded by T. Kirkland. The motion was passed by a rollcall vote.

**Ayes:** M. Scarrone, G. Maresca, P. Cooke, B. Stonaker and T. Kirkland

**Audit/Book keeper:** T. Kirkland asked Bookkeeper G. Lang if all is set with the annual audit. Mr. Lang advised there was an issue with Quick Books software that they were working through and he would coordinate with Auditor R. Petrics

**Chief's Report:** See attached report

**President's Report:** The Fire Company is still working on estimates and repair costs of the section of fence damaged along the property line.

**Fire Bureau:** Copy of submitted report attached.

**District Engineer's Report:** copy of submitted report attached.

**Membership:** No report.

**Purchases:** None

**LOSAP:** Nothing to report

**Old Business: Resolution 2023 – 16** (adopted by title)

Resolution of the Board of Fire Commissioners Fire District 1 Borough of Englishtown adopting the operating budget for the year 2024 totaling \$672,497.00 with \$564,000.00 to be raised by taxation. Motioned by P. Cooke and seconded by G. Maresca. The motion was passed by a rollcall vote.

**Ayes:** G. Maresca, P. Cooke, M. Scarrone, B. Stonaker and T. Kirkland

**Correspondence:** N/A

**Open to the Public:** None

**New Business:** G. Maresca asked IT J. Kole on the status of the server rack in the Commissioners office and status of the fax machine. J. Kole advised he was working on the matters.

**Meeting Adjourn:** at 8:56 P.M. Motioned by P. Cooke and seconded by B. Stonaker and approved by a rollcall vote.

Certified at the January 4, 2024 meeting:

A handwritten signature in blue ink is written over a horizontal black line. The signature is stylized and appears to be a name, possibly "P. Cooke".

Borough of Englishtown

Fire District No. 1

2024 Budget

	2024 Budget	2023 Budget	Increase (Decrease)
Revenues:			
Unreserved Fund Balance		94,853.00	
Reserved Fund Balance		-	
Uniform Fire Safety Act		18,000.00	
Supplemental Fire Services		444.00	
District Taxes		524,000.00	
<b>Total Revenues</b>	-	637,297.00	-
Net Valuation Taxable - 2023	357,218,400	357,218,400	-
Tax Rate	-	0.147	
Appropriations:			
Administration:			
Salaries and Wages		37,750.00	41,250.00
Fringe Benefits		3,300.00	2,500.00
Other Expenses:			
Elections		2,500.00	2,500.00
Office Expenses		8,000.00	
Professional Services		40,000.00	40,000.00
subtotal Other Expenses	-	50,500.00	50,500.00
Operations - Other Expenses:			
Advertising		1,500.00	1,500.00
Insurance		90,000.00	
Professional Services - Physicals		5,000.00	5,000.00
Memberships / Dues		5,000.00	7,000.00
Maintenance and Repairs - Trucks		50,000.00	60,000.00
Maintenance and Repairs - Bldg		20,000.00	20,000.00
Training and Education		20,000.00	20,000.00
Personal Protective Equipment		25,000.00	25,000.00
Utilities		45,000.00	45,000.00
Fuel		15,000.00	15,000.00
Promotion		1,000.00	1,000.00
Contract - Volunteer Fire Co.		36,000.00	36,000.00
Fire Fighting Equipment		35,000.00	
Monmouth County Dispatch Fees		10,000.00	10,000.00
subtotal Other Expenses	-	358,500.00	-
Appropriations Offset with Revenues:			
Salaries and Wages		36,000.00	41,000.00
Fringe Benefits		3,000.00	4,000.00
Other Expenses		5,000.00	
<b>Total Appropriations Offset with Revenues</b>	-	44,000.00	-
Length of Service Awards		35,000.00	35,000.00
Capital Appropriations:			
Reserve for Future Capital Outlays		75,000.00	
Debt Service:			
Radio Lease		33,247.00	
<b>Total Debt Service</b>	-	33,247.00	-
<b>Total Budget</b>	-	637,297.00	-

Borough of Englishtown			
Fire District No. 1			
2023 Budget			
	2023	2022	Increase
	Budget	Budget	(Decrease)
<b>Revenues:</b>			
Unreserved Fund Balance	94,853.00	94,853.00	-
Reserved Fund Balance	-	-	-
Uniform Fire Safety Act	18,000.00	18,000.00	-
Supplemental Fire Services	444.00	444.00	-
District Taxes	524,000.00	512,000.00	12,000.00
<b>Total Revenues</b>	<b>637,297.00</b>	<b>625,297.00</b>	<b>12,000.00</b>
Net Valuation Taxable - 2022	324,074,100	324,074,100	-
Tax Rate	0.162	0.158	0.004
<b>Appropriations:</b>			
<b>Administration:</b>			
Salaries and Wages	37,750.00	37,750.00	-
Fringe Benefits	3,300.00	3,300.00	-
<b>Other Expenses:</b>			
Elections	2,500.00	2,500.00	-
Office Expenses	8,000.00	8,000.00	-
Professional Services	40,000.00	40,000.00	-
subtotal Other Expenses	50,500.00	50,500.00	-
<b>Operations - Other Expenses:</b>			
Advertising	1,500.00	1,500.00	-
Insurance	90,000.00	90,000.00	-
Professional Services - Physicals	5,000.00	5,000.00	-
Memberships / Dues	5,000.00	5,000.00	-
Maintenance and Repairs - Trucks	50,000.00	50,000.00	-
Maintenance and Repairs - Bldg	20,000.00	20,000.00	-
Training and Education	20,000.00	18,000.00	2,000.00
Personal Protective Equipment	25,000.00	25,000.00	-
Utilities	45,000.00	45,000.00	-
Fuel	15,000.00	15,000.00	-
Promotion	1,000.00	1,000.00	-
Contract - Volunteer Fire Co.	36,000.00	36,000.00	-
Fire Fighting Equipment	35,000.00	25,000.00	10,000.00
Monmouth County Dispatch Fees	10,000.00	10,000.00	-
subtotal Other Expenses	358,500.00	346,500.00	12,000.00
<b>Appropriations Offset with Revenues:</b>			
Salaries and Wages	36,000.00	36,000.00	-
Fringe Benefits	3,000.00	3,000.00	-
Other Expenses	5,000.00	5,000.00	-
<b>Total Appropriations Offset with Revenues</b>	<b>44,000.00</b>	<b>44,000.00</b>	<b>-</b>
Length of Service Awards	35,000.00	35,000.00	-
<b>Capital Appropriations:</b>			
Reserve for Future Capital Outlays	75,000.00	75,000.00	-
<b>Debt Service:</b>			
Radio Lease	33,247.00	33,247.00	-
<b>Total Debt Service</b>	<b>33,247.00</b>	<b>33,247.00</b>	<b>-</b>
<b>Total Budget</b>	<b>637,297.00</b>	<b>625,297.00</b>	<b>12,000.00</b>

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE  
DISTRICT NO. 1 ENGLISHTOWN FIXING COMMISSIONERS  
COMPENSATION FOR THE YEAR 2024**

**Whereas;** N.J.S.A. 40A:14-88 provides that the Board shall fix the compensation each Commissioner shall receive subject to review by the governing body wherein the fire district is located; and

**Whereas;** the Board has carefully reviewed the compensation of each fire commissioner and has determined that for the year 2024 the compensation to be paid to each commissioner shall be as follows:

Chairman: \$5,250.00  
V. Chairman: \$5,250.00  
Clerk: \$6,000.00  
Treasurer: \$6,000.00  
Commissioner: \$5,250.00

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No. 1 Englishtown that a certified true copy of this Resolution be forwarded to the Governing body of Englishtown and then be included in the annual budget proposed for the year 2024.

Moved: P. Cooke

Seconded by: T. Kirkland

Rollcall Vote:

Ayes: 5      Nays: 0      Absent: 0      Abstained: 0

*Certified to be a true copy of a Resolution of the Board of Fire Commissioners adopted on the 7<sup>th</sup> day of December 2023.*

  
Clerk

# Englishtown Fire Department



Englishtown, NJ

This report was generated on 12/7/2023 7:48:37 PM

**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: 11/01/2023 | End Date: 11/30/2023

ANSWERS	# INCIDENTS	% of Total
<b>USER-DEFINED FIELD: Staffing Level (Required)</b>		
No Response - Fire Call - Short Staffed (< 3 FF1)	2	9%
No Response - No Engine Driver Available	4	17%
Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)	4	17%
Responded as Normal	13	57%

Con  
#

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.



11/10/2023

# Englishtown Fire Department

Englishtown, NJ

This report was generated on 12/7/2023 7:49:59 PM



## 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): 13-12-1 - Englishtown fire department | Incident Type(s): All Incident Types | Start Date: 11/01/2023 | End Date: 11/30/2023

Incident Date	Incident #	Address	Zone	Custom Questions
11/01/2023	2023-324	8 KING CHARLES CT ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
11/05/2023	2023-327	38 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
11/19/2023	2023-338	21 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
Staffing Level				3

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 Fire Department

Englishtown, NJ

This report was generated on 12/7/2023 7:49:01 PM



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

Incident Type(s): All Incident Types | Start Date: 11/01/2023 | End Date: 11/30/2023

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	3	4:09
13-26-2 - Manalapan Fire Company #1	13	14:59
13-26-2P - Manalapan Primary Response Area	5	6:58
13-32-1 - Millstone Fire Department	2	2:27
<b>TOTAL</b>	<b>23</b>	<b>28:33</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.



# Englishtown Fire Department

Englishtown, NJ

This report was generated on 12/17/2023 7:49:41 PM



## 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: 11/01/2023 | End Date: 11/30/2023

Incident Date	Incident #	Address	Zone	Custom Questions
11/16/2023	2023-334	144 MCCAFFERY RD MANALAPAN, NJ 07726	113 - Cooking fire, confined to container Manalapan Fire Company #1	Staffing Level: <b>No Response - No Engine Driver Available</b>
11/28/2023	2023-345	5 NOTTING HILL CT MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: <b>Responded as Normal</b>
311 - Medical assist, assist EMS crew				
11/01/2023	2023-325	WOODWARD RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: <b>Responded as Normal</b>
322 - Motor vehicle accident with injuries				
11/13/2023	2023-331	HICKORY RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: <b>Responded - Short Staffed (&lt; 3 FF1 on Engine, or Officer Only response)</b>
11/18/2023	2023-336	120 WOODWARD RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: <b>Responded as Normal</b>
324 - Motor vehicle accident with no injuries.				
11/19/2023	2023-339	222 SMITHBURG RD MANALAPAN, NJ 07726	Millstone Fire Department	Staffing Level: <b>Responded - Short Staffed (&lt; 3 FF1 on Engine, or Officer Only response)</b>
372 - Trapped by power lines				
11/07/2023	2023-328	22 SOBECHKO RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: <b>Responded - Short Staffed (&lt; 3 FF1 on Engine, or Officer Only response)</b>
440 - Electrical wiring/equipment problem, other				

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.

11/26/2023	2023-344	1 WENTWORTH DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
522 - Water or steam leak				
11/22/2023	2023-340	40 MILLHURST RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
600 - Good intent call, other				
11/16/2023	2023-335	79 WILSON AVE MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
611 - Dispatched & cancelled en route				
11/02/2023	2023-326	9 FITZPATRICK RUN Millstone (Township of), NJ 08535	Millstone Fire Department	Staffing Level: Responded as Normal
11/19/2023	2023-337	400 CROSSING LN MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
622 - No incident found on arrival at dispatch address				
11/24/2023	2023-343	90 WILSON AVE MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
733 - Smoke detector activation due to malfunction				
11/14/2023	2023-332	72 WINTERGREEN DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
11/23/2023	2023-342	7 MARY LOU CT MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - No Engine Driver Available
735 - Alarm system sounded due to malfunction				
11/29/2023	2023-346	59 WINTERGREEN DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - No Engine Driver Available
736 - CO detector activation due to malfunction				
11/01/2023	2023-324	8 KING CHARLES CT ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
743 - Smoke detector activation, no fire - unintentional				
11/05/2023	2023-327	38 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal

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.



**Bureau of Fire Prevention of the Borough of Englishtown**

3 South Main St., P.O. Box 2

Englishtown, NJ. 07726

Phone: 732-446-4818 / Fax: 732-446-8285

firemarshal@englishtownfd.com

**Ken Marr, Jr., Fire Marshal**



TO: Board of Fire Commissioners  
Englishtown Fire Dist. #1.

From: Ken Marr, Jr.  
Fire Marshal

Ref: Month of November 2023

Date: Dec 07, 2023

2 Fire Registrations	\$ 312.00
4 Smoke/Co Insp.	\$ 225.00
Total turned over	\$ 537.00

Following (NON-LHU) locations had paid their 2023 fee and were inspected. Those having violations, will be followed up on in 2024.

American Lawn and Sprinkler  
Ardent Dental  
Central Jersey Irrigation  
Dunkin Donuts  
Nadia's Salon  
Kim's Nails  
Nail Box  
Rubberman Tire Removal  
The Awning Warehouse

Animals & Family Wellness Center  
Big Bobs Philly Cheesesteaks  
Cholula Restaurant  
Freehold Regional School Dist.  
Justin's Barber Shop  
McDonald's  
Rick's Saddle Shop  
Sultan Place 3

This office held a meeting with the Ahle Baith House of Worship in regards to there registration and future inspections.

All but two (LHU) location have been inspected. Franklin Auto Body & Catherine Cottage.

Respectfully Submitted,

Ken Marr, Jr.  
Fire Marshal.