

The Board of Fire Commissioners Fire District 1, Borough of Englishtown, State of New Jersey convened on Thursday January 4, 2024, in the formal meeting room of the Englishtown Fire Department, 3 South main St, Englishtown, NJ.

The meeting was called to order by Vice Chairman G. Maresca at 8:06 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: B. Stonaker, G. Maresca & T. Kirkland

Excused: M. Scarrone & P. Cooke

Minutes: Minutes for the December 7th meeting were motioned by G. Maresca and seconded by B Stonaker. The motion was approved by a rollcall vote.

Ayes: B. Stonaker, G. Maresca & T. Kirkland

Excused: P. Cooke & M. Scarrone

Financial: A motion was made by T. Kirkland and seconded by B. Stonaker to accept the bill list in an amount of \$61,017.28. The motion was approved by a rollcall vote.

Ayes: G. Maresca, B. Stonaker & T. Kirkland

Excused: P. Cooke & M. Scarrone

Insurance: Nothing to report

Legal: J. Yousouff reported that the Board needs to introduce the 2024 budget & open to public comment. T. Kirkland asked of the status of the resolution from Borough Council adopting Commissioner's compensation for 2024. He advised it should have been completed, but he did not have a copy in hand.

Resolution 2024 – 1 (adopted by title)

Resolution of the Board of Fire Commissioners Fire District 1 Borough of Englishtown adopting a temporary operating budget for January & February 2024. The temporary budget equal to 14% of the proposed 2024 budget. Motioned by G. Maresca and seconded by T. Kirkland. Motion passed by a rollcall vote.

Ayes: G. Maresca, B. Stonaker & T. Kirkland

Excused: M. Scarrone & P. Cooke

Audit/Book keeper: G. Lang reported that we would need to schedule a workshop meeting to adopt the 2024 budget due to DCA Local Finance having not yet completed review and approval of the budget. Workshop meeting scheduled for Monday 1/22 at 7 PM.

R. Petrics advised that the 2022 audit was still pending start due to outstanding information needed. He advised once received the audit process would take approximately 90 days to complete.

Chief's Report: See attached report

President's Report: Nothing to report.

Fire Bureau: Copy of submitted report attached.

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

Membership: Nothing to report.

Purchases: None

LOSAP: Nothing to report

Old Business: Fence repair/replacement and tree trimming are still an ongoing project, on hold until after the budget passes.

Correspondence: N/A

Open to the Public: Motion was made by T. Kirkland and seconded by B. Stonaker to open to the public for the budget hearing at 8:28 PM.

Hearing no comments from the public a motion was made by B. Stonaker and seconded by G. Maresca to adjourn the public hearing to reconvene at the 1/22/2024 workshop meeting.

Ayes: B. Stonaker, G. Maresca & T. Kirkland

Excused: P. Cooke & M. Scarrone

New Business: T. Kirkland reported attending a demonstration at Manalapan District 1 in December with a PR firm that specializes in assisting Fire Districts with budget campaigns and membership recruitment & retention. Recommendation was made to potentially have them attend a future meeting for a brief presentation.

Meeting Adjourn: at 8:42 P.M. Motioned by T. Kirkland and seconded by G. Maresca and approved by a rollcall vote.

Certified at the February 1, 2024 meeting:



Englishtown Fire District No. 1

Bill List

01/04/24

As of January 4, 2024

Accrual Basis

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Check	12/31/2023	7497	Chief Technologies, LLC	Monmouth County Disp...		708.00	*****
Check	12/31/2023	7498	Witmer	Fire Fighting Equipment		51.00	*****
Check	12/31/2023	7499	Municipal Emergency Services	-SPLIT-		21,950.00	*****
Check	12/31/2023	7500	Englishtown Fire Department	-SPLIT-		4,066.91	*****
Check	12/31/2023	7501	MavTech Consulting	Office Supplies		1,027.04	*****
Check	01/04/2024	7491	NetLink	Professional Services		199.00	*****
Check	01/04/2024	7492	American Cloud Service	Utilities		97.33	*****
Check	01/04/2024	7493	Verizon Wireless	Utilities		308.74	*****
Check	01/04/2024	7494	First Responder Joint Insurance Fu...	Insurance Premiums		30,240.00	*****
Check	01/04/2024	7495	Englishtown Automotive	Trucks		255.00	*****
Check	01/04/2024	7496	NJ Natural Gas	Utilities		860.07	*****
Total Brunswick Bank Checking					0.00	59,763.09	*****
TOTAL					0.00	59,763.09	*****

*SPLIT
optima*

*1,159.03
95.16

61,017.28*

Englishtown Fire Department

Englishtown, NJ

This report was generated on 1/4/2024 7:43:00 PM



Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 12/01/2023 | End Date: 12/31/2023

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	5	6:09
13-16-1 - Freehold Independent Fire Company	1	1:27
13-26-1 - Gordon's Corner Fire Company	1	12:54
13-26-2 - Manalapan Fire Company #1	13	16:24
13-26-2P - Manalapan Primary Response Area	5	11:40
13-32-1 - Millstone Fire Department	1	0:49

TOTAL

26

49:23

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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05/19/2023	2023-122	34 SAMARITAN WAY MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
06/27/2023	2023-174	111 MICHAEL LN MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)
08/25/2023	2023-239	121 SHINNECOCK DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
10/05/2023	2023-288	4 BAILEY CT MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
10/15/2023	2023-300	10 HERITAGE DR Englishtown, NJ 07726	Englishtown fire department	Staffing Level: No Response - No Engine Driver Available
12/08/2023	2023-355	45 WINTERGREEN DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)
814 - Lightning strike (no fire)				
09/11/2023	2023-258	8 PLAINRIDGE CT MANALAPAN, NJ 07726	Gordon's Corner Fire Company	Staffing Level: Responded as Normal
911 - Citizen complaint				
12/01/2023	2023-348	358 SWEETMANS LN MILLSTONE, NJ 08535	Millstone Fire Department	Staffing Level: Responded as Normal
Staffing Level				
No Response - Fire Call - Short Staffed (< 3 FF1)				50
No Response - No Engine Driver Available				13
Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)				58
Responded as Normal				231
Responded as Normal, Delayed (> than 10 Min)				21

2023 A11 Calls in A11 Zones

372

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.

746 - Carbon monoxide detector activation, no CO

10/15/2023	2023-300	10 HERITAGE DR Englishtown, NJ 07726	Englishtown fire department	Staffing Level: No Response - No Engine Driver Available
Staffing Level				
No Response - Fire Call - Short Staffed (< 3 FF1)				1
No Response - No Engine Driver Available				3
Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)				16
Responded as Normal				35
Responded as Normal, Delayed (> than 10 Min)				5

2023 Borough Only

60

4 <

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 1/4/2024 7:42:14 PM



Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 01/01/2023 | End Date: 12/31/2023

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	60	95:46
13-15-1 - Freehold Fire Department	7	22:49
13-16-1 - Freehold Independent Fire Company	9	27:29
13-16-2 - East Freehold Fire Company	1	8:49
13-26-1 - Gordon's Corner Fire Company	21	99:05
13-26-2 - Manalapan Fire Company #1	164	255:08
13-26-2P - Manalapan Primary Response Area	79	143:35
13-28-1 - Marlboro Fire Company #1	1	9:21
13-32-1 - Millstone Fire Department	30	32:17
TOTAL	372	694:19

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 1/4/2024 7:47:08 PM

Drills for the Year



Daily Log Items per Activity Code for Date Range with Personnel

Activity Codes: DeptTraining - Department Training Event, Drill - Drill, DriverTrain - Driver Training | Start Date: 01/01/2023 | End Date: 12/31/2023

DeptTraining - Department Training Event

START DATE	END DATE	DURATION (hh:mm)	STATION	APPARATUS	PERSONNEL	NOTES
05/21/2023 09:00:00	05/21/2023 14:00:00	5:00	12 - Englishtown Fire Department		Apuzzo, Christina Chandler, Ryan Dippa, Louis Graham, Jayden Krauss, Nicholas O'Brien, Matthew D Seixas, Brendan Spierto, John Zavalnik, George	Bailout End User Training and Refresher Training provided by Safety and Survival LLC. Members receiving Initial End User Training: B. Seixas G. Zavalnik C. Apuzzo R. Chandler L. DiPippa Refresher Training: M. O'Brien N. Krauss J. Spierto
						Total Items: 1

Drill - Drill

START DATE	END DATE	DURATION (hh:mm)	STATION	APPARATUS	PERSONNEL	NOTES
01/02/2023 18:30:00	01/02/2023 21:30:00	3:00	12 - Englishtown Fire Department		Anzalone, Giancarlo Carlos, Jason Chandler, Ryan Fernandes, Anthony Krauss, Nicholas Miller, Edward O'Brien, Matthew D Seixas, Brendan	Members reviewed and inspected the Ice Rescue Equipment. All 4 Mustang Suits were lubricated at the zipper. Members assisted in taking 12-74 out of service due to pending repairs. Went over VES techniques via table top discussion. Instructors: M. O'Brien and N. Krauss
01/19/2023 16:00:00	01/19/2023 17:00:00	1:00	12 - Englishtown Fire Department	12-74	Apuzzo, Christina Kole, Jason Zavalnik, George	Training on Multiple occupancies, FDC, Standpipes, Response area
01/30/2023 19:00:00	01/30/2023 23:00:00	4:00	12 - Englishtown Fire Department		Apuzzo, Christina Boe, Jeremy Carlos, Jason Fernandes, Anthony Frueh, Thomas Hagenberg, Andrew Kirkland, Timothy Krauss, Nicholas Sanchez, Ivan Sarti Jr., Louis Seixas, Brendan	Additional: Louis DiPippa

Displays all Daily Log Items with personnel list for DATE RANGE and ACTIVITY CODE, grouped by Activity Code



02/06/2023 18:00:00	02/06/2023 22:00:00	4:00	12 - Englishtown Fire Department		Anzalone, Giancarlo Apuzzo, Christina Carlos, Jason Chandler, Ryan Fernandes, Anthony Frueh , Thomas Kole, Jason O'Brien , Matthew D Sanchez, Ivan Sarti Jr., Louis Seixas, Brendan Spierto, John Stonaker , Brian Zavalnik, George	Fit Testing and SCBA confidence course conducted by Lt. Jason Kole.
02/06/2023 19:00:00	02/06/2023 21:00:00	2:00	12 - Englishtown Fire Department		O'Brien , Matthew D Sanchez, Ivan	Deputy Chief O'Brien reviewed Scott SCBA Airpak with PFF Ivan Sanchez. Overview of our current NXG2 Airpak Overview of our current 4500 PSI Cylinders Reviewed donning and doffing, HUD Operation, Pass Alarm, Buddy Breathing, RIT UAC, and general care/maintenance. Also reviewed the station breathing air compressor.
02/07/2023 16:00:00	02/07/2023 16:30:00	0:30	12 - Englishtown Fire Department		Krauss, Nicholas O'Brien , Matthew D	Fit Testing for Krauss and O'Brien.
02/08/2023 15:00:00	02/08/2023 15:30:00	0:30	12 - Englishtown Fire Department		O'Brien , Matthew D	Fit Testing for PFF Jayden Graham.
03/06/2023 19:00:00	03/06/2023 21:00:00	2:00	12 - Englishtown Fire Department		Apuzzo, Christina Chandler, Ryan Fernandes, Anthony Frueh , Thomas Kole, Jason Krauss, Nicholas O'Brien , Matthew D Sarti Jr., Louis Seixas, Brendan Spierto, John Zavalnik, George	Lt. Kole instructed basic ropes and rigging class.
03/15/2023 15:00:00	03/15/2023 18:00:00	3:00	12 - Englishtown Fire Department	12-74	Apuzzo, Christina Graham, Jayden Kole, Jason O'Brien , Matthew D Spierto, John	extraction training. side removal
03/22/2023 13:00:00	03/22/2023 16:00:00	3:00	12 - Englishtown Fire Department		Graham, Jayden Hagenberg, Andrew Krauss, Nicholas O'Brien , Matthew D Sarti Jr., Louis Spierto, John	Member's reviewed rope rescue operations and rappelling. Topic's reviewed were proper PPE, Hardware, Anchors, Rappelling, Belay's, and safety. All rope and hardware was inspected and returned to service on 12-74. No injuries were reported. Instructor's Captain Krauss and Deputy Chief O'Brien
03/22/2023 16:30:00	03/22/2023 18:30:00	2:00	12 - Englishtown Fire Department	12-74	Chandler, Ryan Fernandes, Anthony Hagenberg, Andrew Krauss, Nicholas O'Brien , Matthew D Spierto, John	Member's reviewed vehicle stabilization techniques. Topic's included paratech struts, ratchets, chain, winch operations, grip hoist operations, and artificial anchors utilizing pickets. Member's also did a controlled lower of a vehicle on it's side. No injuries were reported. Instructors: Captain Krauss and Deputy Chief O'Brien

Displays all Daily Log Items with personnel list for DATE RANGE and ACTIVITY CODE, grouped by Activity Code



04/03/2023 19:00:00	04/03/2023 21:30:00	2:30	12 - Englishtown Fire Department		Apuzzo, Christina Chandler, Ryan Fernandes, Anthony Frueh , Thomas Krauss, Nicholas O'Brien , Matthew D Sarti Jr., Louis Seixas, Brendan Spierto, John	Members reviewed and drilled on ground ladder operations at Manalapan-Englishtown Middle School. Members reviewed deploying roof and extension ladders, carry tools and ladders up/down rungs, and other safety concerns. Instructors: N. Krauss, M. O'Brien
04/17/2023 18:30:00	04/17/2023 22:30:00	4:00	12 - Englishtown Fire Department	12-74	Apuzzo, Christina Chandler, Ryan Fernandes, Anthony Graham, Jayden Seixas, Brendan Spierto, John Stonaker , Brian Zavalnik, George	Live Burn at Mercer County Fire Academy with Jamesburg Fire Department. Members participated in several evolutions in the single family burn building. No injuries reported.
05/15/2023 19:00:00	05/15/2023 22:00:00	3:00	12 - Englishtown Fire Department		Apuzzo, Christina Chandler, Ryan Fernandes, Anthony Kirkland, Timothy Kole, Jason O'Brien , Matthew D Sanchez, Ivan Seixas, Brendan	Members drilled on extrication techniques of an overturned vehicle. Topics covered included vehicle stabilization, extrication, and use of the grip hoist. No injuries were reported. Drill took place in the rear lot of the firehouse. Instructors: LT. Kole and Deputy Chief O'Brien
06/23/2023 14:00:00	06/23/2023 16:30:00	2:30	12 - Englishtown Fire Department	12-74	Apuzzo, Christina Kole, Jason Krauss, Nicholas O'Brien , Matthew D Zavalnik, George	Acquired structure training conducted. Members of 12 and 32 trained on roof ventilation, horizontal ventilation, saws, forcible entry, and making windows into doors. Location of property: 14 Iron Ore Road, Manalapan, NJ. Instructors: O'Brien, Kole, and Krauss. No injuries were reported.
07/31/2023 19:00:00	07/31/2023 20:30:00	1:30	12 - Englishtown Fire Department		Apuzzo, Christina Chandler, Ryan Fernandes, Anthony Kole, Jason Krauss, Nicholas	Basic rope rescue review
08/09/2023 20:00:00	08/09/2023 22:30:00	2:30	12 - Englishtown Fire Department		Fernandes, Anthony Kole, Jason Krauss, Nicholas	Lt. Tim Klett Webinar
08/14/2023 14:00:00	08/14/2023 16:00:00	2:00	12 - Englishtown Fire Department	12-74	Apuzzo, Christina Fernandes, Anthony Kole, Jason Krauss, Nicholas O'Brien , Matthew D Sarti Jr., Louis Spierto, John	Personnel drilled utilizing a ground ladder as a Ladder Gin high point anchor for rope rescue utilizing Engine 12-74 at the base. The scenario was conducted in accordance with the CMC Field Guide for Rope Rescue, 6th Edition. Instructors: Kole, O'Brien, and Krauss
09/18/2023 18:30:00	09/18/2023 21:00:00	2:30	12 - Englishtown Fire Department	12-74	Apuzzo, Christina Boe, Jeremy Chandler, Ryan Fernandes, Anthony Graham, Jayden Kirkland, Timothy Kole, Jason Krauss, Nicholas Miller, Edward Sanchez, Ivan Seixas, Brendan Zavalnik, George	NJNG training at Howell facility. Crews performed 3 training scenarios with facility staff on proper operation of NG emergencies.
09/25/2023 19:00:00	09/25/2023 22:00:00	3:00	12 - Englishtown Fire Department		Chandler, Ryan Fernandes, Anthony Graham, Jayden Kole, Jason Miller, Edward Zavalnik, George	Blue Collar - Search Training

Displays all Daily Log Items with personnel list for DATE RANGE and ACTIVITY CODE, grouped by Activity Code



10/16/2023 19:30:00	10/16/2023 21:30:00	2:00	12 - Englishtown Fire Department		Apuzzo, Christina Chandler, Ryan Fernandes, Anthony Kole, Jason Krauss, Nicholas Seixas, Brendan Zavalnik, George	Middlesex Fire Academy - tax payer
10/30/2023 18:30:00	10/30/2023 21:30:00	3:00	12 - Englishtown Fire Department		Apuzzo, Christina Chandler, Ryan Fernandes, Anthony Miller, Edward O'Brien, Matthew D Seixas, Brendan	Members completed an SCBA Pack Check. Members also reviewed forcible entry utilizing the door prop, search techniques, and donning their PPE and SCBA. Members also reviewed various ways to package a down firefighter and remove them from a structure. Officer/Instructor: DC Matthew O'Brien
11/01/2023 17:00:00	11/01/2023 19:00:00	2:00	12 - Englishtown Fire Department		Fernandes, Anthony Krauss, Nicholas O'Brien, Matthew D Spierto, John Zavalnik, George	Members reviewed the use of Pickets as an anchor system, as well as mechanical advantages utilizing ropes. Instructor: DC Matt O'Brien
11/06/2023 19:00:00	11/06/2023 21:00:00	2:00	12 - Englishtown Fire Department	12-74	Apuzzo, Christina Fernandes, Anthony Graham, Jayden Kole, Jason Krauss, Nicholas Miller, Edward O'Brien, Matthew D Zavalnik, George	Monmouth County Fire Academy Live Burn - 1st Floor Fire - 2nd Floor Fire - Basement Fire
11/20/2023 19:00:00	11/20/2023 22:00:00	3:00	12 - Englishtown Fire Department		Apuzzo, Christina Fernandes, Anthony Kirkland, Timothy Kole, Jason Miller, Edward Sanchez, Ivan Seixas, Brendan Stockel, Liam Zavalnik, George	saw drill. chain saw usage cleaning and proper handling
						Total Items: 25

DriverTrain - Driver Training

START DATE	END DATE	DURATION (hh:mm)	STATION	APPARATUS	PERSONNEL	NOTES
04/03/2023 19:00:00	04/03/2023 21:30:00	2:30	12 - Englishtown Fire Department	12-75	Kole, Jason Sanchez, Ivan	Engine 12-75 driver training for FF Sanchez. Reviewed apparatus components, pump operations, as well as general road time. Instructor: J. Kole
04/16/2023 09:00:00	04/16/2023 11:00:00	2:00	12 - Englishtown Fire Department		Anzalone, Giancarlo Chandler, Ryan Kirkland, Timothy Krauss, Nicholas O'Brien, Matthew D Sanchez, Ivan Sarti Jr., Louis	Powerpoint review of pump operations and a walkaround overview of the apparatus. Instructors Krauss and O'Brien

Displays all Daily Log Items with personnel list for DATE RANGE and ACTIVITY CODE, grouped by Activity Code



06/16/2023 14:00:00	06/16/2023 16:00:00	2:00	12 - Englishtown Fire Department	12-93	O'Brien , Matthew D Zavalnik, George	<p>Driver Training for FF Zavalnik on Brush 12-93. Utilized the winch to move around a training car, discussed 2:1 mechanical advantages, and winch rating. Also trained on operation and troubleshooting the skid unit fire pump. FF Zavalnik demonstrated proficiently in all areas.</p> <p>LT. Kole advised he has previously trained FF Zavalnik on driving the Brush Truck during both day and nighttime hours.</p> <p>FF Zavalnik approved by Deputy Chief O'Brien to drive the Brush Truck.</p>
Total Items: 3						
Grand Total Items: 29						

Displays all Daily Log Items with personnel list for DATE RANGE and ACTIVITY CODE, grouped by Activity Code



New tire for 1267 vehicle

Air compressor AQT done by NJFE

For the year end report

All services required by NFPA have been completed on engines and equipment

Extra work required

New tires placed on 1230 1 tire , 1267 1 tire , 1275 3 tires , 1287 4 tires

1275 air steps serviced and repaired as needed

1275 leaking gates repaired or replaced as needed

1274 leaking gates repaired or replaced as needed

1274 brakes replaced

1274 cab locking device temp. fix pending parts/ also in put out put shafts pending parts. On back order

1274 air primer replaced.

1274 several changes to compartments done to accommodate new equipment better operational space

1287 front end alignment

1274 new A/C compressor fans installed

1274 New rescue tools placed on truck. Extrication tools , rams , chains , and various other related equipment.

New hose was labeled and placed in service



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 December 2023
And
2023 Year end.

Date: Jan 04, 2024

December 2023: 2 Smoke and CO Registrations \$90.00

16 Non-Life Inspections and re-inspections complete.

Year End 2023

2023 Fire Registrations- 32	\$6122.25
2023 Smoke Detector/CO-40	\$2115.00
	\$8237.25

All Life Hazard uses (12) Have been inspected and any re- inspections complete.
Non-Life registrations paid (32) for 2023, all have been inspected and re inspections complete.

Working with the State Fire Marshal Bureau on the year end report. No issue and should be closed out by the required month end. State visiting again this month, date is not set.

First and Second week of January 2024 the new registration and information packets will be sent out to all Life Hazard Use and all non-life hazard use. An additional 10 Non-Life will be added to the inspection inventory.

Respectfully Submitted