

The Board of Fire Commissioner Fire District #1 Borough of Englishtown, State of New Jersey, convened on Thursday May 2nd 2024 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main Street Englishtown, New Jersey.

The meeting was called to order by Pete Cooke at 8:06

- **Sunshine Statement** by Board Attorney Joe Youssouf

Statement is hereby given that adequate notice of this meeting was given by:

- The mailing of said notice to the Asbury Park Press
- The prominent posting of said notice at the Englishtown Fire Department

Roll Call showed the following members in attendance:

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

Minutes: Minutes for the April 4th meeting were motioned by B. Stonaker and seconded by T. Kirkland Motion was passed by rollcall vote.

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

Financial: A motion was made by P. Cooke, and seconded by G. Maresca to accept the bill list. Motion passed by rollcall vote.

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

Legal: Correspondence regarding the agreement between the Borough and the Fire Department for payment of Fire Inspector Service expiration. J. Youseff will reach out to Borough.

Audit/ Bookkeeping: G. Lang reported continued contact with Amy for finishing 2022 audit. Needs 2024 approval of board salaries.

Insurance: G. Maresca following up with R. Soden to confirm accident and gap insurance

Chief's Report: See attached

District Engineer Report: See Attached

Presidents Report: Roof and gutters cleaned.

Fire Bureau: See Attached

IT Report: phone upgrade

Membership: No activity

LOSAP: No Report

Resolution: Letter of Intent to Campbell Supply. Authorization Bond Referendum July 27 for purchase of new pump engine by voter election. The Engine cost not to exceed \$900,000. Motion made by P. Cooke and Seconded by B. Stonaker. Motion passed by roll call vote.

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


Old Business: None

New Business: none

Correspondence: See Attached, Eagle Hose Company letter of appreciation

Public Open Potion: P. Cooke opened the floor to the public. Seeing no public comment was closed.

Meeting Adjournment: at 9:03 After a motion by B. Stonaker and seconded by T. Kirland

Certified at the June 6th, 2024, regularly scheduled meeting  _____

New tires 1274 bandag tires / issue with tire size front tires switched from firestone to continental

New registrations for 1267 and 1287 completed.

New hose received 36 lengths of 1.75 have been marked and placed on the engines

Ladder testing completed with no issues

New registration for 1276 has been ordered

1275 has had equipment added to truck check out new locations on this vehicle

1274 loose wiring on strip light has been fixed and working .

Administrative Engineer

Thomas Frueh

Englishtown Fire District No. 1

2024 Budget

January 1 through June 6, 2024

	Jan 1 - Jun 6, 24	Budget	\$ Over Budget	% of Budget
Income				
Fund Balance Anticipated	0.00	93,053.00	-93,053.00	0.0%
Fire District Taxes	166,841.45	564,000.00	-397,158.55	29.6%
Miscellaneous	319.05	0.00	319.05	100.0%
Uniform Fire Safety Act				
Fines and Penalties	54.00	15,000.00	-14,946.00	0.4%
Smoke Detector Fees	2,323.25	0.00	2,323.25	100.0%
Inspection Fees	3,691.75	0.00	3,691.75	100.0%
State Registration Fees	5,964.75	0.00	5,964.75	100.0%
Total Uniform Fire Safety Act	12,033.75	15,000.00	-2,966.25	80.2%
Supplemental Fire Services	0.00	444.00	-444.00	0.0%
Total Income	179,194.25	672,497.00	-493,302.75	26.6%
Gross Profit	179,194.25	672,497.00	-493,302.75	26.6%
Expense				
Monmouth County Dispatch Fees	0.00	10,000.00	-10,000.00	0.0%
Professional Services-Physicals	802.00	5,000.00	-4,198.00	16.0%
Administation				
Salaries and Wages	14,981.52	41,250.00	-26,268.48	36.3%
Total Administation	14,981.52	41,250.00	-26,268.48	36.3%
Employee Benefits	3,580.62	3,500.00	80.62	102.3%
Advertising	0.00	1,500.00	-1,500.00	0.0%
Contract - Volunteer Fire Co	15,000.00	36,000.00	-21,000.00	41.7%
Dues and Subscriptions	3,853.40	7,000.00	-3,146.60	55.0%
Elections	1,137.50	2,500.00	-1,362.50	45.5%
Fire Fighting Equipment	20,991.20	40,000.00	-19,008.80	52.5%
Fuel	3,923.88	15,000.00	-11,076.12	26.2%
Insurance Premiums	62,970.00	90,000.00	-27,030.00	70.0%
Maintenance and Repairs				
Building	9,417.01	20,000.00	-10,582.99	47.1%
Trucks	41,393.24	60,000.00	-18,606.76	69.0%
Total Maintenance and Repairs	50,810.25	80,000.00	-29,189.75	63.5%
Office Supplies	7,410.26	1,500.00	5,910.26	494.0%
Paid Positions	3,193.40	0.00	3,193.40	100.0%
Personal Protective Equipment	357.00	25,000.00	-24,643.00	1.4%
Professional Services				
Other Professional	0.00	40,000.00	-40,000.00	0.0%
Professional Services - Other	1,592.00	0.00	1,592.00	100.0%
Total Professional Services	1,592.00	40,000.00	-38,408.00	4.0%
Promotion	0.00	1,000.00	-1,000.00	0.0%
Training	5,137.16	23,000.00	-17,862.84	22.3%
Utilities	17,218.02	45,000.00	-27,781.98	38.3%
Computer Equipment and Supplies	0.00	12,000.00	-12,000.00	0.0%
UFSA Salaries and Wages	194.03	41,000.00	-40,805.97	0.5%
UFSA Fringe Benefits	0.00	4,000.00	-4,000.00	0.0%
UFSA Other Expenses	709.00	5,000.00	-4,291.00	14.2%
Length of Service Awards	0.00	35,000.00	-35,000.00	0.0%
Reserve for future outlay	0.00	75,000.00	-75,000.00	0.0%
Radio Lease Purchase Principlal	0.00	32,011.00	-32,011.00	0.0%
Radio Lease Interest	0.00	1,236.00	-1,236.00	0.0%
Total Expense	213,861.24	672,497.00	-458,635.76	31.8%
Net Income	-34,666.99	0.00	-34,666.99	100.0%

Englishtown Fire District No. 1

Bill List

As of June 3, 2024

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Check	05/20/2024	7584	Englishtown Fire Department	Contract - Volunteer Fir...		3,000.00	*****
Check	05/20/2024	7585	First Responder Joint Insurance Fu...	Insurance Premiums		30,240.00	*****
Check	05/20/2024	7587	-Jersey Central Power & Light	Utilities		1,145.55	*****
Check	05/20/2024	7588	Manalapan - Englishtown Regional...	Fuel		786.23	*****
Check	05/27/2024	7589	Manalapan Hardware	Building		85.91	*****
Check	05/27/2024	7590	Verizon Wireless	Utilities		307.35	*****
Check	05/27/2024	7591	N.J.S.A.of Fire Dist.	Dues and Subscriptions		300.00	*****
Check	05/27/2024	7592	Rescue Products International, INC	Training		895.00	*****
Check	05/27/2024	7593	County of Hunterdon	Training		480.00	*****
Check	05/27/2024	7594	US Postal Service	Office Supplies		236.00	*****
Check	06/03/2024	7595	Verizon Wireless	Utilities		307.35	*****
Check	06/03/2024	7596	-Jersey Central Power & Light	Utilities		1,172.95	*****
Check	06/03/2024	7597	Manalapan Hardware	Building		15.64	*****
Check	06/03/2024	7599	Optimum	Utilities		126.51	*****
Check	06/03/2024	7600	NetLink	Professional Services		398.00	*****
Check	06/03/2024	7601	NetLink	Professional Services		398.00	*****
Check	06/03/2024	7602	new jersey fire equipment	Fire Fighting Equipment		8,568.00	*****
Check	06/03/2024	7603	KLR Fire Service, Inc.	Trucks		962.50	*****
Check	06/03/2024	7604	Atlantic Medical Group	Professional Services-...		396.00	*****
Check	06/03/2024	7605	Encore Fire Protection	Building		2,768.50	*****
Check	06/03/2024	7606	united States Treasury	Employee Benefits		3,580.62	*****
Check	06/03/2024	7607	Gerald Maresca	Salaries and Wages		2,371.69	*****
Check	06/03/2024	7608	Melissa Scarrone	Salaries and Wages		2,710.50	*****
Check	06/03/2024	7609	Peter Cooke	Salaries and Wages		2,371.69	*****
Check	06/03/2024	7610	Jason Kole	Paid Positions		3,193.40	*****
Check	06/03/2024	7611	Thomas Frueh	Salaries and Wages		2,470.45	*****
Check	06/03/2024	7612	Brian Stonaker	Salaries and Wages		2,371.69	*****
Check	06/03/2024	7613	Thomas Kirkland	Salaries and Wages		2,685.50	*****
Total Brunswick Bank Checking					0.00	74,325.03	*****
TOTAL					0.00	74,325.03	*****



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 District #1.

From: Ken Marr, Jr.
Fire Marshal

Ref: Month of May 2024

Date: June 06, 2024

Please see attached.

Registration Report

Smoke-Co Report

Inspections Report

Respectfully, Submitted.

Englishtown Fire Prevention Bureau Monthly Payment Report

From 05/01/2024 to 05/31/2024

Report Summary

Fee Type	District Total	Total Payment	Waived	Refund
Registration	\$2,372.00	\$3,067.00		
Smoke-CO Cert	\$180.00	\$180.00		
GRAND TOTAL	\$2,552.00	\$3,247.00		

Registration

#	Payment	Invoice	Payment For	Payment Type	District Fee	Permit Fee	Total Payment	Total Waived	Refund
1	05/02/2024 - \$156.25	R2024-0059	Kazimar Industrial Services Inc.	Check	\$156.25	0	\$156.25	0	0
2	05/02/2024 - \$93.50	R2024-0060	Happy Hounds Dog Grooming	Check	\$93.50	0	\$93.50	0	0
3	05/14/2024 - \$851.25	R2024-0030	Mc Donalds	Check	\$156.25	\$695.00	\$851.25	0	0
4	05/16/2024 - \$156.25	R2024-0061	Water Street Wellness, LLC	Check	\$156.25	0	\$156.25	0	0
5	05/17/2024 - \$156.25	R2024-0062	Hair Haus	Check	\$156.25	0	\$156.25	0	0
6	05/20/2024 - \$93.50	R2024-0066	Stamford Square, LLC. Bldg-100	Check	\$93.50	0	\$93.50	0	0
7	05/20/2024 - \$93.50	R2024-0067	Stamford Square, LLC. Bldg-1000	Check	\$93.50	0	\$93.50	0	0
8	05/20/2024 - \$93.50	R2024-0068	Stamford Square, LLC. Bldg-200	Check	\$93.50	0	\$93.50	0	0
9	05/20/2024 - \$93.50	R2024-0069	Stamford Square, LLC. Bldg-300	Check	\$93.50	0	\$93.50	0	0
10	05/20/2024 - \$93.50	R2024-0070	Stamford Square, LLC. Bldg-400	Check	\$93.50	0	\$93.50	0	0
11	05/20/2024 - \$93.50	R2024-0071	Stamford Square, LLC. Bldg-500	Check	\$93.50	0	\$93.50	0	0
12	05/20/2024 - \$93.50	R2024-0072	Stamford Square, LLC. Bldg-600	Check	\$93.50	0	\$93.50	0	0
13	05/20/2024 - \$93.50	R2024-0073	Stamford Square, LLC. Bldg-700	Check	\$93.50	0	\$93.50	0	0
14	05/20/2024 - \$93.50	R2024-0074	Stamford Square, LLC. Bldg-800	Check	\$93.50	0	\$93.50	0	0
15	05/20/2024 - \$93.50	R2024-0064	Bella Cosa Couture Photography	Check	\$93.50	0	\$93.50	0	0
16	05/20/2024 - \$93.50	R2024-0075	Stamford Square, LLC. Bldg-900	Check	\$93.50	0	\$93.50	0	0
17	05/20/2024 - \$156.25	R2024-0065	Paradise Pools	Check	\$156.25	0	\$156.25	0	0
18	05/21/2024 - \$156.25	R2024-0076	Four Boys Ice Cream 2	Check	\$156.25	0	\$156.25	0	0
19	05/29/2024 - \$156.25	R2024-0077	Pantopia	Check	\$156.25	0	\$156.25	0	0
20	05/29/2024 - \$156.25	R2024-0078	The Baklava Lady	Check	\$156.25	0	\$156.25	0	0
Grand Total					\$2,372.00	\$695.00	\$3,067.00		

Smoke-CO Cert

#	Payment	Invoice	Payment For	Payment Type	District Fee	Permit Fee	Total Payment	Total Waived	Refund
1	05/01/2024 - \$45.00	S2024-0257	80 ENGLISH CLUB DRIVE	Check	\$45.00	0	\$45.00	0	0
2	05/13/2024 - \$45.00	S2024-0259	7 PARK AVENUE	Check	\$45.00	0	\$45.00	0	0
3	05/28/2024 - \$45.00	S2024-0258	12 VICTORY DRIVE	Check	\$45.00	0	\$45.00	0	0
4	05/30/2024 - \$45.00	S2024-0260	7 MAIN STREET	Check	\$45.00	0	\$45.00	0	0
Grand Total					\$180.00		\$180.00		

Englishtown Fire Department

Englishtown, NJ

This report was generated on 6/6/2024 7:24:18 PM



Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 05/01/2024 | End Date: 05/31/2024

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	4	6:29
13-16-1 - Freehold Independent Fire Company	1	1:06
13-26-2 - Manalapan Fire Company #1	13	22:50
13-26-2P - Manalapan Primary Response Area	8	10:44
13-33-1 - Monmouth Beach Fire	1	1:26
13-43-1 - Sea Bright Fire Rescue	1	28:30
TOTAL	28	71:05

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 6/6/2024 7:23:48 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: 05/01/2024 | End Date: 05/31/2024

ANSWERS	# INCIDENTS	% of Total
USER-DEFINED FIELD: Staffing Level (Required)		
No Response - Fire Call - Short Staffed (< 3 FF1)	7	25%
Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)	2	7%
Responded as Normal	17	61%
Responded as Normal, Delayed (> than 10 Min)	2	7%

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

This report was generated on 6/6/2024 7:26:39 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: 05/01/2024 | End Date: 05/31/2024

Incident Date	Incident #	Address	Zone	Custom Questions
412 - Gas leak (natural gas or LPG)				
05/22/2024	2024-160	28 HARRISON AVE ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)
444 - Power line down				
05/30/2024	2024-165	37 MAIN ST ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
542 - Animal rescue				
05/30/2024	2024-166	68 ENGLISH CLUB DR ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: Responded as Normal
611 - Dispatched & cancelled en route				
05/16/2024	2024-152	11 MCDONALD WAY ENGLISHTOWN, NJ 07726	Englishtown fire department	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
Staffing Level				
No Response - Fire Call - Short Staffed (< 3 FF1)				1
Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)				1
Responded as Normal				2

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 6/6/2024 7:26:20 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: 05/01/2024 | End Date: 05/31/2024

Incident Date	Incident #	Address	Zone	Custom Questions
111 - Building fire				
05/03/2024	2024-141	41 BRISTOL RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
113 - Cooking fire, confined to container				
05/04/2024	2024-142	60 DEER WAY MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal, Delayed (> than 10 Min)
05/09/2024	2024-145	14 TURNBERRY DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
05/19/2024	2024-156	199 WOODWARD RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
311 - Medical assist, assist EMS crew				
05/22/2024	2024-162	7 TURTLE HOLLOW DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
324 - Motor vehicle accident with no injuries.				
05/13/2024	2024-147	56 MT VERNON RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
353 - Removal of victim(s) from stalled elevator				
05/15/2024	2024-151	103 PENSION RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
412 - Gas leak (natural gas or LPG)				

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.

05/29/2024	2024-160	28 HARRISON AVE ENGLISH TOWN, NJ 07726	English town fire department	Staffing Level: Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)
05/29/2024	2024-164	80 HERON CT MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)
444 - Power line down				
05/18/2024	2024-153	95 FREEHOLD RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
05/30/2024	2024-165	37 MAIN ST ENGLISH TOWN, NJ 07726	English town fire department	Staffing Level: Responded as Normal
531 - Smoke or odor removal				
05/19/2024	2024-155	100 SEAVIEW AVE 4-12 Monmouth Beach, NJ 07750	Monmouth Beach Fire	Staffing Level: Responded as Normal
542 - Animal rescue				
05/30/2024	2024-166	68 ENGLISH CLUB DR ENGLISH TOWN, NJ 07726	English town fire department	Staffing Level: Responded as Normal
571 - Cover assignment, standby, moveup				
05/19/2024	2024-154	1099 OCEAN AVE Sea Bright, NJ 07760	Sea Bright Fire Rescue	Staffing Level: Responded as Normal
611 - Dispatched & cancelled en route				
05/08/2024	2024-143	24 HUMMINGBIRD DR Manalapan (Township of), NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
05/13/2024	2024-148	17 SWEETMANS LN MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
05/14/2024	2024-149	225 ENGLISH TOWN FREEHOLD RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
05/14/2024	2024-150	WOODWARD RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
05/16/2024	2024-152	11 MCDONALD WAY ENGLISH TOWN, NJ 07726	English town fire department	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
05/21/2024	2024-158	78 MILLHURST RD MANALAPAN, NJ 07726	Manalapan Fire Company #1	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.



05/22/2024	2024-159	3710 US 9 RT Freehold (Township of), NJ 07728	Freehold Independent Fire Company	Staffing Level: Responded as Normal
05/22/2024	2024-161	110 State Route 33 MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
05/27/2024	2024-163	80 IRON ORE RD Manalapan (Township of), NJ 07726	Manalapan Fire Company #1	Staffing Level: No Response - Fire Call - Short Staffed (< 3 FF1)
05/31/2024	2024-168	1 SHINNECOCK DR MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
733 - Smoke detector activation due to malfunction				
05/08/2024	2024-144	4 LONE STAR LN MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal, Delayed (> than 10 Min)
05/21/2024	2024-157	155 MILLHURST RD MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
745 - Alarm system activation, no fire - unintentional				
05/11/2024	2024-146	500 JUSTIN WAY MANALAPAN, NJ 07726	Manalapan Primary Response Area	Staffing Level: Responded as Normal
05/31/2024	2024-167	400 CROSSING LN MANALAPAN, NJ 07726	Manalapan Fire Company #1	Staffing Level: Responded as Normal
Staffing Level				
No Response - Fire Call - Short Staffed (< 3 FF1)				7
Responded - Short Staffed (< 3 FF1 on Engine, or Officer Only response)				2
Responded as Normal				17
Responded as Normal, Delayed (> than 10 Min)				2

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.