

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday September 6th, 2018 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 8:05 P.M.

1. **Sunshine Statement** by 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.

Roll Call showed the following members in attendance:

Present: Chairman Peter Cooke, Clerk Victoria Sarti, Treasurer Ryan Reale, Brian Stonaker

Absent: Gerald Maresca

Legal: No Audit back yet. It needs to be done because it is way overdue. Next month there needs to be budget preparation.

August 2018 Minutes: A motion was made by P. Cooke and a Second was made by R. Reale to accept the minutes with the change in the Financial section from Board Accountant to Board Auditor. Motion passed by unanimous vote.

Financial: A motion was made by P. Cooke and a Second was made by R. Reale to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: No report.

Chief's Report:

- Presented by 12-67, Total of 32 calls for the month of August 2018
- See Attached Report for additional details.
- Severe staffing issue. Of the 5 calls in Englishtown, only 1 call responded with a full staff.
- Ex-Chief T. Kirkland reiterated that there is a noticeable issue. States the two Manalapan Fire Districts are talking about a daytime paid crew. Suggests we consider talking with them.
- P. Cooke believes we should wait to see if they go paid if we may get more volunteers from the other stations.
- Conversations are to continue.

- A list of needed equipment was presented by 12-67. Witmer came in as the lowest bid with \$2326.75. Approved by the Board.
- Class K Fire Extinguishers being refilled.
- Look into Toughbooks to replace tablets.
- Need to hire a new Chief Engineer.
- 12-67 to investigate prices for the surplus 12-86. A resolution by title was voted on and adopted.
- Spec requested for electrical work. Commissioners stated that the Fire Department needs to do the spec with 3 quotes.
- General maintenance of the property (Concrete breaking, damaged doors, etc....) who sets this up?

Department Engineer's Report:

- A list of responsibilities was presented by 12-67.

President's Report:

- No Report

Fire Bureau:

- No Report due to LODD of Chief Engineer Pasquale DiBenedetto.
-

LOSAP:

- Paid at this meeting.

Correspondence:

- None

Insurance:

- Bob hurt his back and is working on LODD paperwork.

Membership:

- No Report

Old Business:

- None

New Business:

- None

Public Open Portion:

- None

Meeting Adjournment: at 9:19 PM. After a motion by V. Sarti and Seconded by R. Reale and approved by a unanimous roll call vote.

Certified at the October 4th, 2018, regularly scheduled meeting _____

5:39 PM

09/06/18

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of September 6, 2018

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							220,737.60
Deposit	8/9/2018			-SPLIT-	475.00		221,212.60
Deposit	8/29/2018			-SPLIT-	260.00		221,472.60
Check	9/4/2018	6238	Middlesex County Fire Academy	Training		630.00	220,842.60
Check	9/6/2018	6213	stockel lawn	Building		315.00	220,527.60
Check	9/6/2018	6214	Jersey Central Power & Light	Utilities		3,740.43	216,787.17
Check	9/6/2018	6215	Ryan Reale	Office Supplies		9.00	216,778.17
Check	9/6/2018	6216	Verizon Wireless	Utilities		735.89	216,042.28
Check	9/6/2018	6217	Lincoln Financial	Length of Service Awa...		27,344.00	188,698.28
Check	9/6/2018	6218	East Coast Emergency Lighting	Trucks		2,400.00	186,298.28
Check	9/6/2018	6219	NetLink	Professional Services		398.00	185,900.28
Check	9/6/2018	6220	Family Practice of CentraState	Professional Services...		1,897.50	184,002.78
Check	9/6/2018	6221	Englishtown Fire Department	Contract - Volunteer Fl...		2,250.00	181,752.78
Check	9/6/2018	6222	Cytracom LLC.	Utilities		288.82	181,463.96
Check	9/6/2018	6223	Optimum	Utilities		127.03	181,336.93
Check	9/6/2018	6224	Manalapan - Englishtown Board ...	Fuel		834.15	180,502.78
Check	9/6/2018	6225	First Responder Joint Insurance ...	Insurance Premiums		24,265.00	156,237.78
Check	9/6/2018	6226	Blaze Emergency Equipment Co...	Trucks		1,505.50	154,732.28
Check	9/6/2018	6227	Coastal Fire Systems	Building		1,257.25	153,475.03
Check	9/6/2018	6228	fire flow services	Trucks		4,355.00	149,120.03
Check	9/6/2018	6229	Verizon	Utilities		55.45	149,064.58
Check	9/6/2018	6230	Jungle Laser, LLC	UFSA Other Expenses		650.00	148,414.58
Check	9/6/2018	6231	new jersey fire equipment	Fire Fighting Equipment		399.80	148,014.78
Check	9/6/2018	6232	SBP Industries Inc.	Building		142.50	147,872.28
Check	9/6/2018	6233	Blaze Emergency Equipment Co...	Trucks		1,423.00	146,449.28
Check	9/6/2018	6234	Englishtown Automotive	Trucks		511.90	145,937.38
Check	9/6/2018	6235	Firefighter One	Personal Protective E...		2,680.00	143,257.38
Check	9/6/2018	6236	Blaze Emergency Equipment Co...	Trucks		1,731.68	141,525.70
Check	9/6/2018	6237	Coastal Fire Systems	Fire Fighting Equipment		602.80	140,922.90
Check	9/6/2018	6239	Tim Kirkland	Training		758.00	140,164.90
Check	9/6/2018	6240	International Code Council	UFSA Other Expenses		119.00	140,045.90
Deposit	9/6/2018			-SPLIT-	210.25		140,256.15
Check	9/6/2018	6241	John Spierto	Training		100.00	140,156.15
Check	9/6/2018	6242	Connor Flynn	Training		331.91	139,824.24
Total Brunswick Bank Checking							
					945.25	81,858.61	139,824.24
TOTAL					945.25	81,858.61	139,824.24

Class & Books

5:33 PM
 09/06/18
 Accrual Basis

Englishtown Fire District No. 1
 2018 Budget
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
Income			
Capital Fund Balance	0.00	70,556.00	-70,556.00
Fire District Taxes	362,902.86	484,000.00	-121,097.14
Miscellaneous	0.00	444.00	-444.00
Uniform Fire Safety Act			
Fines and Penalties	15,500.00		
Smoke Detector Fees	2,693.00	19,000.00	-16,307.00
State Registration Fees	7,111.75	5,000.00	2,111.75
Total Uniform Fire Safety Act	<u>25,304.75</u>	<u>24,000.00</u>	<u>1,304.75</u>
Total Income	<u>388,207.61</u>	<u>579,000.00</u>	<u>-190,792.39</u>
Gross Profit	388,207.61	579,000.00	-190,792.39
Expense			
2017 Expense	64,411.43		
Monmouth County Dispatch Fees	0.00	10,000.00	-10,000.00
Professional Services-Physicals	3,162.50	8,000.00	-4,837.50
Fringe Benefits	14.55	2,300.00	-2,285.45
Administration			
Salaries and Wages	12,971.40	32,650.00	-19,678.60
Total Administration	<u>12,971.40</u>	<u>32,650.00</u>	<u>-19,678.60</u>
Employee Benefits	1,019.36		
Advertising	285.40	700.00	-414.60
Contract - Volunteer Fire Co	20,250.00	26,000.00	-5,750.00
Dues and Subscriptions	3,413.00	5,000.00	-1,587.00
Elections	942.50	1,500.00	-557.50
Fire Fighting Equipment	8,435.44	20,000.00	-11,564.56
Fuel	4,920.94	15,000.00	-10,079.06
Insurance Premiums	76,486.00	84,916.00	-8,430.00
Maintenance and Repairs			
Building	5,705.75		
Trucks	33,477.46		
Maintenance and Repairs - Other	0.00	62,500.00	-62,500.00
Total Maintenance and Repairs	<u>39,183.21</u>	<u>62,500.00</u>	<u>-23,316.79</u>
Office Supplies	2,830.99	4,000.00	-1,169.01
Personal Protective Equipment	3,365.00	15,000.00	-11,635.00
Professional Services			
Legal	4,792.00		
Professional Services - Other	4,909.80	40,000.00	-35,090.20
Total Professional Services	<u>9,701.80</u>	<u>40,000.00</u>	<u>-30,298.20</u>

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 08/01/2018 | End Date: 08/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	5	4:20
13-26-2 - Manalapan Fire Company #1	17	20:46
13-26-2P - Manalapan Primary Response Area	8	78:05
13-32-1 - Millstone Fire Department	2	5:33
TOTAL	32	108:44

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

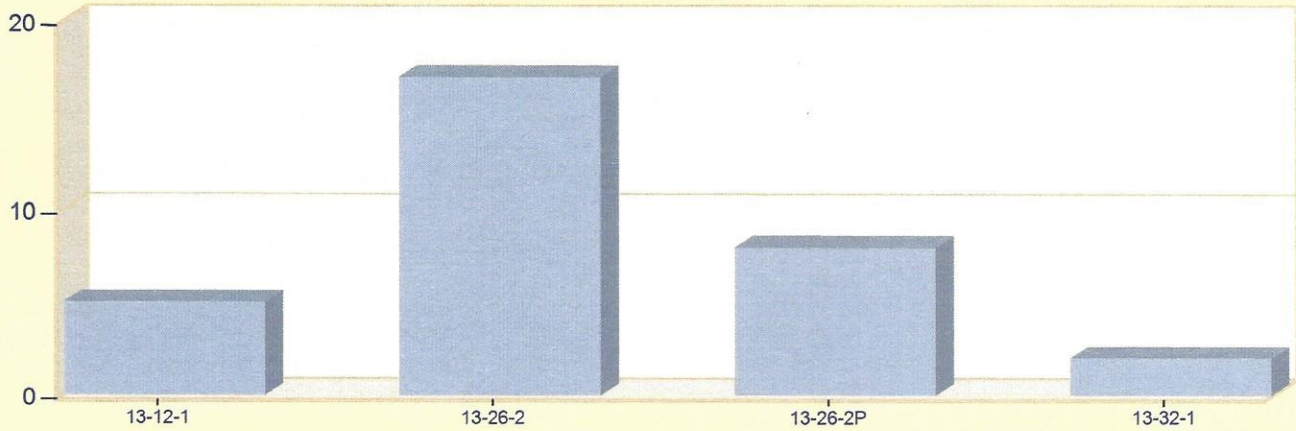
Englishtown, NJ

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Incident Type Count per Zone for Date Range

Start Date: 08/01/2018 | End Date: 08/31/2018



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	411 - Gasoline or other flammable liquid spill	1
	444 - Power line down	1
	522 - Water or steam leak	1
	733 - Smoke detector activation due to malfunction	1
	736 - CO detector activation due to malfunction	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	5
13-26-2 - Manalapan Fire Company #1		

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



ZONES	INCIDENT TYPE	COUNT
	118 - Trash or rubbish fire, contained	1
	240 - Explosion (no fire), other	1
	324 - Motor vehicle accident with no injuries.	3
	400 - Hazardous condition, other	1
	424 - Carbon monoxide incident	1
	611 - Dispatched & cancelled en route	1
	622 - No incident found on arrival at dispatch address	1
	732 - Extinguishing system activation due to malfunction	1
	733 - Smoke detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	3
	746 - Carbon monoxide detector activation, no CO	1
	814 - Lightning strike (no fire)	1
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	17
13-26-2P - Manalapan Primary Response Area		
	111 - Building fire	1
	311 - Medical assist, assist EMS crew	1
	324 - Motor vehicle accident with no injuries.	1
	424 - Carbon monoxide incident	1
	444 - Power line down	1
	700 - False alarm or false call, other	1
	735 - Alarm system sounded due to malfunction	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area:</i>	8
13-32-1 - Millstone Fire Department		
	111 - Building fire	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department:</i>	2
Total Count for all Zone:		32

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

Personnel: Administrator, Englishtown Fire Dept | MultiCustomQuestion: Staffing Level | Incident Type(s): All Incident Types | Start Date: 08/01/2018 | End Date: 08/31/2018

ANSWERS	# INCIDENTS	% of Total
USER-DEFINED FIELD: Staffing Level (Required)		
No Response - No Driver	3	9%
No Response - Short Staffed (< 3 FF1)	6	19%
Responded - Short Staffed (< 3 FF1)	10	31%
Responded as normal	13	41%

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.

