

August 03<sup>rd</sup>, 2017

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday August 03<sup>rd</sup>, 2017 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 P. Cooke at 8:00 P.M.

1. **Sunshine Statement** by Chairman P. Cooke

**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, Gerald Maresca, Brian Stonaker

**Legal:** Request for the Receipt of the Bond Anticipation Note for \$60,000.00. President Tim Kirkland handed in said paperwork to the Board's Attorney at this meeting. A copy was given to the Board Clerk.

There is no movement, as of yet, from the State Finance Board on the Lease to Purchase paperwork for the Communications Equipment.

**July 2017 Minutes:** A motion was made by R. Reale and a Second was made by B. Stonaker to accept the minutes. Motion unanimously passed.

**Financial:** G. Maresca advised the Chief to pay tolls in cash due to two bills from EZPass of Pennsylvania totaling over \$100. The Chief advised the Board that when his EZPass does not register and a fine is issued, past practice was that the Board Treasurer placed the bill in the Chief's mailbox and the fine was waived due to the Chief having an EZPass account. The Board Treasurer stated that he would place any future bills of that nature in the Chief's mailbox, should it happen again. A motion was made by G. Maresca and a Second was made by R. Reale to accept the Report, Motion passed by unanimous vote.

**Auditor/Accountant:** Treasurer R. Reale delivered the Audit paperwork to the accountant.

**Chief's Report:**

- Total of 43 calls for the month of July 2017 with 98.07 Staff Hours.
- See Attached Report for additional details.
- The 25 Bailout kits that were requested at the last meeting did not meet the requirements of the courses taught. The Bailout kits that do meet the course requirements were researched and three Companies were sent requests for pricing. E.E.S. did not return a quote. Continental Fire and Safety gave a price of \$292.40 each for as total of \$7,310.00. The FireStore gave a quote of \$224.00 each for a total of \$5,600.00. It is the Chief's recommendation to purchase the Bailout kits from The Firestore for a total of \$5,600.00 which includes an introductory course free of charge. The Board unanimously agreed with the additional \$1,600.00 needed to purchase the Bailout kits.

**Department Engineer's Report:**

- See attached Report
- P. Cooke reminded the Chief Engineer to check with Manalapan Public Works to see if they are available make repairs to vehicles first as per the Shared Service Agreement to control cost.

**President's Report:**

- Bollard covers were ordered and installed.

**Fire Bureau:**

- No Report

**LOSAP:**

- No Report

**Correspondence:**

- None

**Insurance:**

- No Report

**Membership:**

- No Report

**Old Business:**

- Parking lot is finally finished.
- Fire Expo in Tennessee was discussed. R. Reale and the Chief will be finalizing the prices and booking the trip. Members going: Chief Lou Sarti, Commissioner Ryan Reale, Lt. Matt O'Brien and Firefighter/IT Officer Jason Kole. The Board approved \$6,000.00 for expenses.

**New Business:**

- P. Cooke was questioned by two residents as to why an engine was in Long Branch on July 4<sup>th</sup> of this year. P. Cooke stated that he did not have an answer for them and requested that he be notified in the future. Chief Sarti advised that he sent a message out to all Fire Department Members and Commissioners requesting manpower for the assignment. P. Cooke stated that he had not checked his messages prior to the conversation with the first resident that questioned him, but did prior to the second resident questioning him.

**Public Open Portion:**

- None

**Meeting Adjournment:** at 8:38 PM. After a motion by G. Maresca and seconded by B. Stonaker and approved by a roll call vote.

**Certified** at the September 7<sup>th</sup>, 2017 regularly scheduled meeting\_\_\_\_\_

7:15 PM  
 08/03/17  
 Accrual Basis

Englishtown Fire District No. 1  
**2017 Budget**  
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
<b>Income</b>			
Fire District Taxes	206,904.69	472,925.00	-266,020.31
Miscellaneous	-4.69	0.00	-4.69
Uniform Fire Safety Act			
Fines and Penalties	10,000.00		
Smoke Detector Fees	1,592.00	3,500.00	-1,908.00
Inspection Fees	0.00	6,500.00	-6,500.00
State Registration Fees	3,755.00	4,000.00	-245.00
<b>Total Uniform Fire Safety Act</b>	<b>15,347.00</b>	<b>14,000.00</b>	<b>1,347.00</b>
Supplemental Fire Services	0.00	444.00	-444.00
<b>Total Income</b>	<b>222,247.00</b>	<b>487,369.00</b>	<b>-265,122.00</b>
<b>Gross Profit</b>	<b>222,247.00</b>	<b>487,369.00</b>	<b>-265,122.00</b>
<b>Expense</b>			
Monmouth County Dispatch Fe...	0.00	10,000.00	-10,000.00
Professional Services-Physicals	939.50	4,000.00	-3,060.50
2016 Expense	66,349.08		
Fringe Benefits	376.00	2,300.00	-1,924.00
Administation			
Salaries and Wages	11,989.27	23,650.00	-11,660.73
<b>Total Administation</b>	<b>11,989.27</b>	<b>23,650.00</b>	<b>-11,660.73</b>
Employee Benefits	1,019.36	2,300.00	-1,280.64
Advertising	71.30	700.00	-628.70
Contract - Volunteer Fire Co	18,000.00	26,000.00	-8,000.00
Dues and Subscriptions	3,385.00	5,000.00	-1,615.00
Elections	1,002.50	1,500.00	-497.50
Fire Fighting Equipment	10,878.20	38,000.00	-27,121.80
Fuel	3,320.18	15,000.00	-11,679.82
Insurance Premiums	74,526.00	75,000.00	-474.00
Maintenance and Repairs			
Building	5,371.23	15,000.00	-9,628.77
Trucks	18,351.46	47,500.00	-29,148.54
<b>Total Maintenance and Repairs</b>	<b>23,722.69</b>	<b>62,500.00</b>	<b>-38,777.31</b>
Office Supplies	683.12	4,000.00	-3,316.88
Personal Protective Equipment	5,250.00	15,000.00	-9,750.00
Professional Services	12,784.00	40,000.00	-27,216.00
Promotion	0.00	1,000.00	-1,000.00
Training	2,977.37	25,000.00	-22,022.63
Utilities	26,610.68	40,000.00	-13,389.32
UFSA Other Expenses	1,037.37		
Length of Service Awards	0.00	48,000.00	-48,000.00
Reserve for future outlay	0.00	5,000.00	-5,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	8,932.04	8,663.00	269.04
Bond Note Principal	32,600.00	20,000.00	12,600.00

7:15 PM  
08/03/17  
Accrual Basis

Englishtown Fire District No. 1  
**2017 Budget**  
January through December 2017

	<u>Jan - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Bond Note Interest	4,840.00	1,600.00	3,240.00
2015 Expenses	1,669.00		
<b>Total Expense</b>	<u>367,962.66</u>	<u>529,213.00</u>	<u>-161,250.34</u>
<b>Net Income</b>	<u><b>-145,715.66</b></u>	<u><b>-41,844.00</b></u>	<u><b>-103,871.66</b></u>

7:13 PM

08/03/17

Accrual Basis

# Englishtown Fire District No. 1

## Bill List

As of August 3, 2017

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Brunswick Bank Checking</b>							125,846.92
Check	7/22/2017	5922	Pennsylvania Turnpike Co...	Training		52.10	125,794.82
Check	7/22/2017	5923	Pennsylvania Turnpike Co...	Training		56.10	125,738.72
Check	7/22/2017	5924	Middlesex County Fire Aca...	Training		289.00	125,449.72
Check	7/22/2017	5925	Middlesex County Fire Aca...	Training		1,310.00	124,139.72
Deposit	7/24/2017						
Deposit	8/1/2017			-SPLIT-	290.00		124,429.72
Check	8/3/2017	5926	Englishtown Automotive	-SPLIT-	135.00		124,564.72
Check	8/3/2017	5927	Jungle Laser, LLC	Trucks		639.40	123,925.32
Check	8/3/2017	5928	Tim Kirkland	Dues and Subscri...		480.00	123,445.32
Check	8/3/2017	5929	Cytracom LLC.	Building		1,081.48	122,363.84
Check	8/3/2017	5930	Borough of Englishtown	Utilities		288.82	122,075.02
Check	8/3/2017	5931	Manalapan - Englishtown ...	-SPLIT-		194.00	121,881.02
Check	8/3/2017	5932	Blaze Emergency Equipm...	Fuel		472.11	121,408.91
Check	8/3/2017	5933	Blaze Emergency Equipm...	Trucks		1,423.00	119,985.91
Check	8/3/2017	5934	Family Practice of CentraS...	Professional Servi...		65.00	119,920.91
Check	8/3/2017	5934	Family Practice of CentraS...	Professional Servi...		82.50	119,838.41
Check	8/3/2017	5935	Coastal Fire Systems	Fire Fighting Equi...		58.42	119,779.99
Check	8/3/2017	5936	Verizon Wireless	Utilities		377.55	119,402.44
Check	8/3/2017	5937	Englishtown Automotive	Trucks		1,228.82	118,173.62
Check	8/3/2017	5938	Freehold Cartage Inc.	Utilities		40.00	118,133.62
Check	8/3/2017	5939	SBP Industries Inc.	Building		443.54	117,690.08
Check	8/3/2017	5940	NJ Natural Gas	Utilities		296.01	117,394.07
Check	8/3/2017	5941	Jersey Central Power & Li...	Utilities	0.00		117,394.07
Check	8/3/2017	5942	Witmer	Personal Protectiv...		5,000.00	112,394.07
Check	8/3/2017	5943	Englishtown Fire Department	Contract - Volunte...		2,250.00	110,144.07
Check	8/3/2017	5944	State of nj dept. of labor an...	Miscellaneous		4.69	110,139.38
Check	8/3/2017	5945	Norwood Auto Parts	Trucks		47.02	110,092.36
Check	8/3/2017	5946	First Responder Joint Insur...	Insurance Premi...		23,585.00	86,507.36
Check	8/3/2017	5947	Louis E Sarti	Fire Fighting Equi...		66.00	86,441.36
Check	8/3/2017	5948	Timothy J. Halo Trucking &...	Reserve for Fireh...		800.00	85,641.36
Check	8/3/2017	5949	Jersey Central Power & Li...	Utilities		2,825.16	82,816.20
Check	8/3/2017	5950	Optimum	Utilities		126.00	82,690.20
<b>Total Brunswick Bank Checking</b>					<b>425.00</b>	<b>43,581.72</b>	<b>82,690.20</b>
<b>TOTAL</b>					<b>425.00</b>	<b>43,581.72</b>	<b>82,690.20</b>

# Chief Engineer's Report Aug 2017

## work done on trucks

- 12-66 Engine to Automation - install sensor for Air Bag passenger side seat
- 12-74 Straighten exhaust pipe & Repair Ladder Rack down with Hell coil
- 12-76 Tighten Ladder Rack Lock hold down

## Equipment

RAN old Busch Truck & Portable Generator  
drain water out of in house air compressor  
Add 2 1/2 Diesel conditor in fuel tank for in house generator  
Fire flow tested fire pumps, hose & ground ladders

12-55 Filled 8 containers of Spudy-day Fuse & Bags of Spudy Day

## Scott's notes

Filled 2 Scott Bottles in house  
New Massey Fire Equipment Co Repair Truck 10  
out of service 4/14/17 back in service 9/21/17

## Miles for the Month

12-74 - 205  
12-75 - 27  
12-76 - 8  
12-80 - 0  
12-87 - 157  
12-93 - 6

Total miles 463

End of Report