

December 03, 2015

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday December, 03 2015 regular scheduled meeting of the Board, in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.

The meeting was called to order by P. Cooke at 8:07 P.M.

1. **Sunshine Statement** by Joseph D. 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: P. Cooke, T. Frueh, G. Maresca, R. Reale, B. Stonaker

Legal: P. Cooke made a motion and R. Reale seconded to approve the introduced budget.

-Budget was approved by all board members

November Minutes: Ayes: P. Cooke, G. Maresca, B. Stonaker, P. Cooke, R. Reale, T. Frueh

Financial: Bill List - Ayes: G. Maresca, T. Frueh, R. Reale, B. Stonaker, P. Cooke

R. Reale made a motion and G. Maresca seconded the motion to approve a resolution which transfers \$2,833.26 to Bond Interest

Auditor: No Report

Chief's Report:

- See attached Report
- Equipment which was ordered at previous meetings has been received

Department Engineer's Report: See attached report

President's Report:

- Heating Project is continuing and progress is being made

Fire Bureau:

- 2 inspections
- 4 reinspections
- 4 smoke detectors inspected and 3 were approved
- 1 complaint were handled
- 1 court appearance for 2 Park Avenue
- Bureau took in a total of \$295.00

LOSAP: No Report - looking to finalize in January 2016 meeting for 2014 LOSAP Eligibility/Payment

Correspondence: No Report

Insurance:

- Renewal Premium Rates were given
- Insurance Cards were distributed
- Notice For Insurance will be posted

Membership: No Report

Old Business:

- P. Cooke will discuss with Manalapan DPW after Jan 01, 2016 regarding parking lot issue.
- EZ pass application was filled out and awaiting response from EZ Pass authority
- Board received 2 quotes and 1 no quote for new rugs for 2 rooms. Carpets N More quoted 2,063.00 and Smart Carpet quoted \$1,739.00.The Board approved Smart Carpet's quote
- Phone system will be setup after they are received
- Department acquired a retired AirForce Tanker. Before put into operation there will be a departmental meeting to evaluate the tanker's use in the fire department.

New Business:

- The Board approved the following purchases:
- R. Reale made a motion and P. Cooke seconded the motion to approve \$1,800.00 for the installation for Radios for 12-66 and 12-67
- R. Reale made a motion and P. Cooke seconded the motion to approve up to \$10,000.00 for an LED upgrade of 12-75's Emergency Lighting. This will allow for less energy

consumption on the battery. In addition it will allow for a safer response for 12-75 when responding to emergency calls due to improved visibility of the emergency lights.

- R. Reale made a motion and P. Cooke seconded the motion to approve \$1,000.00 for necessary cables and upgrades for phone system.

Public Open Portion:

- No Report

Meeting Adjournment: at 09:16 P.M. after a motion by G. Maresca and seconded by R. Reale and approved by a roll call vote.

Certified at the January 07, 2016 meeting _____

8:53 AM

12/03/15

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of December 4, 2015

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							*****
Deposit	11/12/2015			-SPLIT-	170.00		*****
Check	12/2/2015	5407	Clayton Block Compay\ny	Fire Fighting Equi...		1,999.85	*****
Check	12/2/2015	5408	Cytracom LLC.	Utilities		346.92	*****
Check	12/2/2015	5409	Emergency equipment sales	Trucks		193.00	*****
Check	12/2/2015	5410	Emergency equipment sales	Trucks		5,902.01	*****
Check	12/2/2015	5411	Emergency equipment sales	Fire Fighting Equi...		4,135.76	*****
Check	12/2/2015	5412	Englishtown Fire Department	Contract - Volunte...		2,125.00	*****
Check	12/2/2015	5413	Encore Garage	Firehouse Renova...		2,600.00	*****
Check	12/2/2015	5414	Firehouse Innovations	Training		6,751.62	*****
Check	12/2/2015	5415	Hutchinson	Firehouse Renova...		9,492.12	*****
Check	12/2/2015	5416	Jersey Coast Fire & First a...	Building		114.95	*****
Check	12/2/2015	5417	Manalapan - Englishtown ...	Fuel		523.41	*****
Check	12/2/2015	5418	NetLink	Other Professional		199.00	*****
Check	12/2/2015	5419	Motorola solutions Inc.	Fire Fighting Equi...		2,722.40	*****
Check	12/2/2015	5420	NJ Natural Gas	Utilities		129.56	*****
Check	12/2/2015	5421	Optimum	Utilities		107.89	*****
Check	12/2/2015	5422	Rocky Mountain Comm.	Fire Fighting Equi...		4,940.00	*****
Check	12/2/2015	5423	Tasc Fire Apparatus	Trucks		2,225.00	*****
Check	12/2/2015	5424	Verizon	Utilities		224.53	*****
Check	12/2/2015	5425	Withum Smith & Brown	Audit and Account...		250.00	*****
Check	12/2/2015	5426	Witmer	Fire Fighting Equi...		1,407.00	*****
Check	12/2/2015	5427	Thomas Frueh	Salaries and Wages		2,010.29	*****
Check	12/2/2015	5428	G Maresca	Salaries and Wages		1,694.06	*****
Check	12/2/2015	5429	Peter Cooke	Salaries and Wages		1,694.06	*****
Check	12/2/2015	5430	Ryan Reale	Salaries and Wages		2,010.29	*****
Check	12/2/2015	5431	Brian Stonaker	Salaries and Wages		1,694.06	*****
Check	12/2/2015	5432	Pasquale DiBenedetto	Salaries and Wages		1,567.72	*****
Check	12/2/2015	5433	Thomas Kirkland	UFSA Salaries an...		1,317.42	*****
Deposit	12/3/2015			-SPLIT-	144,209.00		*****
Check	12/3/2015	5434	Family Practice of CentraS...	Other Professional		253.00	*****
Total Brunswick Bank Checking					144,379.00	58,630.92	*****
TOTAL					144,379.00	58,630.92	*****

9:03 AM
 12/03/15
 Accrual Basis

Englishtown Fire District No. 1
2015 Budget
 January 1 through December 4, 2015

	<u>Jan 1 - Dec 4, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Fire District Taxes	460,000.00	460,000.00	0.00
Interest on Investments	147.37	0.00	147.37
Miscellaneous	220.24	0.00	220.24
Uniform Fire Safety Act			
Fines and Penalties	9,000.00	0.00	9,000.00
Smoke Detector Fees	2,977.00	3,500.00	-523.00
Inspection Fees	5,533.00	6,500.00	-967.00
State Registration Fees	0.00	4,000.00	-4,000.00
Total Uniform Fire Safety Act	<u>17,510.00</u>	<u>14,000.00</u>	<u>3,510.00</u>
Supplemental Fire Services	444.00	444.00	0.00
Total Income	<u>478,321.61</u>	<u>474,444.00</u>	<u>3,877.61</u>
Gross Profit	478,321.61	474,444.00	3,877.61
Expense			
Administation			
Salaries and Wages	21,340.96	23,650.00	-2,309.04
Total Administation	<u>21,340.96</u>	<u>23,650.00</u>	<u>-2,309.04</u>
Employee Benefits	1,087.87	2,300.00	-1,212.13
Advertising	388.72	700.00	-311.28
Capital Appropriations			
Firehouse Renovations	12,092.12	0.00	12,092.12
Total Capital Appropriations	<u>12,092.12</u>	<u>0.00</u>	<u>12,092.12</u>
Contract - Volunteer Fire Co	25,500.00	25,500.00	0.00
Dues and Subscriptions	1,246.00	2,500.00	-1,254.00
Elections	852.25	1,500.00	-647.75
Fire Fighting Equipment	21,281.54	38,000.00	-16,718.46
Fuel	6,580.92	15,000.00	-8,419.08
Insurance Premiums	49,701.00	75,000.00	-25,299.00
Maintenance and Repairs			
Building	10,419.09	15,000.00	-4,580.91
Trucks	35,518.88	50,000.00	-14,481.12
Total Maintenance and Repairs	<u>45,937.97</u>	<u>65,000.00</u>	<u>-19,062.03</u>
Office Supplies	2,432.06	4,000.00	-1,567.94
Personal Protective Equipment	380.00	20,000.00	-19,620.00
Professional Services			
Audit and Accounting	14,246.00	0.00	14,246.00
Legal	5,490.00	0.00	5,490.00
Other Professional	4,786.00	40,000.00	-35,214.00
Professional Services - Other	3,499.16	0.00	3,499.16
Total Professional Services	<u>28,021.16</u>	<u>40,000.00</u>	<u>-11,978.84</u>

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12/03/15
Accrual Basis

Englishtown Fire District No. 1
2015 Budget
January 1 through December 4, 2015

	<u>Jan 1 - Dec 4, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Promotion	0.00	1,000.00	-1,000.00
Training	14,947.96	25,000.00	-10,052.04
Utilities	23,210.39	40,000.00	-16,789.61
UFSA Salaries and Wages	18,634.84	19,000.00	-365.16
UFSA Fringe Benefits	1,225.00	2,500.00	-1,275.00
UFSA Other Expenses	2,211.83	2,650.00	-438.17
Length of Service Awards	0.00	48,000.00	-48,000.00
SCBA Purchase	15,750.00	0.00	15,750.00
Reserve for future outlay	0.00	5,000.00	-5,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	16,447.26	13,614.00	2,833.26
Bond Note Principal	15,000.00	15,000.00	0.00
Bond Note Interest	600.00	600.00	0.00
2014 Expenses	28,421.91	0.00	28,421.91
Total Expense	<u>408,291.76</u>	<u>540,514.00</u>	<u>-132,222.24</u>
Net Income	<u>70,029.85</u>	<u>-66,070.00</u>	<u>136,099.85</u>

Chief Engineers Report Nov 2015

WORK done on Trucks

- 12-74 Replace 500 watts Halogen bulb on left side Science light stand
Repair slider Right side compartment
- 12-75 on 11/14/15 Truck to Emergency Equipment Repair leak in Plumbing
#2 speed lay, 5" discharge driver side, Science light Right side
on pump Pined + Pressure Mode Indicator light
- 12-86 Replace wiper Blades

Equipment

- New Equipment Label + mark (4) Portable Science Handlights
(3) Halligan Pry Bar, (30) Survivor Stream lights # 1 to 30
Charger for Survivor Stream light mounted between Bay 2 + 3
(3) High Rise Pack Bags, (4) New York Hooks (1) 35' Ladder + Skull
protector + (1) Hydrant Bag per 12-76 (3) 1 1/2" Nozzle
(2) 2 1/2" Nozzle + (1) Little Giant Ladder for 12-75

Miss-

Pop Rivet over head door Trim Bay (1)

Scott Packs

Filled 10 Scott ~~B~~ottles in house

Mile for the Month

12-74 -	240
12-75 -	92
12-76 -	241
12-86 -	5
12-87 -	301
12-93 -	17
Total miles	896

Borough of Englishtown
Fire District No. 1
2016 Budget

	2016 Budget	2015 Budget	Increase (Decrease)
Revenues:			
Unreserved Fund Balance	62,894.00	66,070.00	(3,176.00)
Reserved Fund Balance	55,000.00	-	55,000.00
Uniform Fire Safety Act	14,000.00	14,000.00	-
Supplemental Fire Services	444.00	444.00	-
District Taxes	469,000.00	460,000.00	9,000.00
Total Revenues	601,338.00	540,514.00	60,824.00
Net Valuation Taxable - 2015	239,850,700	239,850,700	-
Tax Rate	0.196	0.192	0.004
Appropriations:			
Administration:			
Salaries and Wages	23,650.00	23,650.00	-
Fringe Benefits	2,300.00	2,300.00	-
Other Expenses:			
Elections	1,500.00	1,500.00	-
Office Expenses	4,000.00	4,000.00	-
Professional Services	40,000.00	40,000.00	-
subtotal Other Expenses	45,500.00	45,500.00	-
Operations - Other Expenses:			
Advertising	700.00	700.00	-
Insurance	75,000.00	75,000.00	-
Memberships / Dues	2,500.00	2,500.00	-
Maintenance and Repairs - Trucks	50,000.00	50,000.00	-
Maintenance and Repairs - Bldg	15,000.00	15,000.00	-
Training and Education	25,000.00	25,000.00	-
Personal Protective Equipment	20,000.00	20,000.00	-
Utilities	40,000.00	40,000.00	-
Fuel	15,000.00	15,000.00	-
Promotion	1,000.00	1,000.00	-
Contract - Volunteer Fire Co.	26,000.00	25,500.00	500.00
Fire Fighting Equipment	38,000.00	38,000.00	-
subtotal Other Expenses	308,200.00	307,700.00	500.00
Appropriations Offset with Revenues:			
Salaries and Wages	20,000.00	19,000.00	1,000.00
Fringe Benefits	2,500.00	2,500.00	-
Other Expenses	2,650.00	2,650.00	-
Total Appropriations Offset with Revenues	25,150.00	24,150.00	1,000.00
Length of Service Awards	48,000.00	48,000.00	-
Capital Appropriations:			
Utility Vehicle	60,000.00	-	60,000.00
Reserve for Future Capital Outlays	-	5,000.00	(5,000.00)
Debt Service:			
Bond Principal	55,000.00	55,000.00	-
Bond Interest	11,138.00	13,614.00	(2,476.00)
Other Bonds or Notes Principal	-	-	-
Other Bonds or Notes Interest	-	-	-
Bond Anticipation Note Principal	20,000.00	15,000.00	5,000.00
Bond Anticipation Note Interest	2,400.00	600.00	1,800.00
Total Debt Service	88,538.00	84,214.00	4,324.00
Total Budget	601,338.00	540,514.00	60,824.00