

December 1<sup>st</sup> 2016

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday December 1<sup>st</sup>, 2016 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 8:05 P.M.

1. **Sunshine Statement by J. Yuesoff**

**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 & Gerald Maresca

**Legal:**

Board Attorney J. Youssouf stated that the Division of Finance declared that Special Meetings fall under the same rules and regulations as an Election. The Board Attorney stated that these rules do not apply and that he is addressing the matter with the DCA and that he will advise the Board of any action that may be needed.

#### **BUDGET**

Resolution was made to adopt the 2017 Budget of \$554,263.00, pending State approval, and for a ballot question requesting permission from the voters to allow the Board to Bond or Lease purchase new radio equipment in an amount not to exceed \$225,000.00. A motion was made by R. Reale and a second was made by G. Maresca to accept the Resolution. Motion passed by unanimous vote.

**November Minutes:** G. Maresca stated that there was a typing error when reporting an estimate in the Chief's report to read \$200,000.00 from \$200,00.00. V. Sarti stated that it will be corrected. A motion was made by G. Maresca and a Second was made by B. Stonaker to accept the amended minutes. Motion passed by unanimous vote.

**Financial:** Treasurer R. Reale stated that he may have made an error under Professional Services and that he will speak with the Board Accountant. 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**

A copy of the contract between the Board and the Fire Department was requested.

**Chief's Report:**

- Total of 49 calls for the month of November.
- 12-87 in service
- Santa Around Town is on December 17<sup>th</sup>.

**Department Engineer's Report:**

- See attached Report

**President's Report:**

- Comedy show went well with no incidents.

**Fire Bureau:**

- See attached Report

**LOSAP:**

- No Report

**Correspondence:**

- None

**Insurance:**

- The Insurance Rep reported that we will continue to use First Responder Insurance JIF due to that company offering the best coverage for the price quoted. A Resolution was made to renew our insurance with First Responder Insurance for 3 years. A motion was made by P. Cooke and a second was made by R. Reale to accept the Resolution. Motion passed by unanimous vote.
-

**Membership:**

Applications are out. We have one new Junior Member.

**Old Business:**

- The Parking Lot will be done in the Spring. P. Cooke will contact Manalapan Public Works as the time approaches.
- Bollard covers are delayed due to an issue with the sales department.

**New Business:**

- G. Maresca was concerned with excess/unnecessary use of the apparatus. The Chief advised that as long as a full responding crew is on the apparatus, they are allowed to use the apparatus in an effort to familiarize themselves with it. The Chief also stated that they are to remain in the response area and that they need to contact the Chief prior to using the apparatus and advise of the Unit number and the Crew. After some debate, the Board agreed with the Chief's decision.

**Public Open Portion:**

- None

**Meeting Adjournment:** at 9:11 PM. After a motion by G. Maresca and seconded by B. Stonaker and approved by a roll call vote.

**Certified** at the January 5<sup>th</sup> 2017 regularly scheduled meeting\_\_\_\_\_

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11/29/16

Accrual Basis

# Englishtown Fire District No. 1

## Bill List

As of December 1, 2016

Type	Date	Num	Name	Split	Debit	Credit	Balance	
<b>Brunswick Bank Checking</b>								
Check	12/1/2016	5718	Overhead door co	Building			*****	
Check	12/1/2016	5719	Tim Kirkland	Fire Fighting Equi...		1,201.68	*****	
Check	12/1/2016	5720	Englishtown Automotive	Trucks		230.52	*****	
Check	12/1/2016	5721	Verizon	Utilities		39.95	*****	
Check	12/1/2016	5722	Witmer	Fire Fighting Equi...		47.60	*****	
Check	12/1/2016	5723	Witmer	Fire Fighting Equi...		39.00	*****	
Check	12/1/2016	5724	Witmer	Fire Fighting Equi...		889.00	*****	
Check	12/1/2016	5725	Witmer	Fire Fighting Equi...		319.00	*****	
Check	12/1/2016	5726	Witmer	Fire Fighting Equi...		1,165.00	*****	
Check	12/1/2016	5727	Witmer	Fire Fighting Equi...		275.00	*****	
Check	12/1/2016	5728	Jersey Central Power & Li...	Utilities		261.50	*****	
Check	12/1/2016	5729	NJ Natural Gas	Utilities		1,395.36	*****	
Check	12/1/2016	5730	Coastal Fire Systems	Capital SCBA		752.11	*****	
Check	12/1/2016	5731	Manalapan - Englishtown ...	Fuel		1,204.45	*****	
Check	12/1/2016	5732	Asbury Park Press	Advertising		499.94	*****	
Check	12/1/2016	5733	Withum Smith & Brown	Audit and Account...		197.00	*****	
Check	12/1/2016	5734	A.G.T.Batterys	Fire Fighting Equi...		9,110.00	*****	
Check	12/1/2016	5735	Englishtown Fire Department	Contract - Volunte...		165.25	*****	
Check	12/1/2016	5736	united States Treasury	-SPLIT-		2,250.00	*****	
Check	12/1/2016	5737	Gerald Maresca	Salaries and Wages		2,063.73	*****	
Check	12/1/2016	5738	Ryan Reale	Salaries and Wages		1,694.06	*****	
Check	12/1/2016	5739	Peter Cooke	Salaries and Wages		2,168.40	*****	
Check	12/1/2016	5740	Victoria Sarti	Salaries and Wages		1,694.06	*****	
Check	12/1/2016	5741	Pasquale DiBenedetto	Salaries and Wages		1,852.17	*****	
Check	12/1/2016	5742	Brian Stonaker	Salaries and Wages		1,568.79	*****	
Check	12/1/2016	5743	Thomas Kirkland	UFSA Salaries an...		1,694.06	*****	
						1,319.67	*****	
Total Brunswick Bank Checking						0.00	34,097.30	*****
<b>TOTAL</b>						<b>0.00</b>	<b>34,097.30</b>	<b>*****</b>

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 Accrual Basis

Englishtown Fire District No. 1  
**2016 Budget**  
 January 1 through December 1, 2016

	Jan 1 - Dec 1, 16	Budget	\$ Over Budget
<b>Income</b>			
Capital Fund Balance	0.00	55,000.00	-55,000.00
Fire District Taxes	322,437.50	469,000.00	-146,562.50
Miscellaneous	-96.71	0.00	-96.71
<b>Uniform Fire Safety Act</b>			
Fines and Penalties	17,781.00	0.00	17,781.00
Smoke Detector Fees	2,994.00	3,500.00	-506.00
Inspection Fees	2,867.00	6,500.00	-3,633.00
State Registration Fees	2,960.00	4,000.00	-1,040.00
<b>Total Uniform Fire Safety Act</b>	<b>26,602.00</b>	<b>14,000.00</b>	<b>12,602.00</b>
Supplemental Fire Services	0.00	444.00	-444.00
<b>Total Income</b>	<b>348,942.79</b>	<b>538,444.00</b>	<b>-189,501.21</b>
<b>Gross Profit</b>	<b>348,942.79</b>	<b>538,444.00</b>	<b>-189,501.21</b>
<b>Expense</b>			
void	-5,281.35	0.00	-5,281.35
<b>Administration</b>			
Salaries and Wages	23,178.37	23,650.00	-471.63
<b>Total Administration</b>	<b>23,178.37</b>	<b>23,650.00</b>	<b>-471.63</b>
Employee Benefits	3,058.08	2,300.00	758.08
Advertising	403.50	700.00	-296.50
Contract - Volunteer Fire Co	24,125.00	26,000.00	-1,875.00
Dues and Subscriptions	2,142.00	2,500.00	-358.00
Elections	927.50	1,500.00	-572.50
Fire Fighting Equipment	14,161.73	38,000.00	-23,838.27
Fuel	4,726.12	15,000.00	-10,273.88
Insurance Premiums	73,339.00	75,000.00	-1,661.00
<b>Maintenance and Repairs</b>			
Building	11,910.39	15,000.00	-3,089.61
Trucks	26,103.97	50,000.00	-23,896.03
<b>Total Maintenance and Repairs</b>	<b>38,014.36</b>	<b>65,000.00</b>	<b>-26,985.64</b>
Office Supplies	2,542.83	4,000.00	-1,457.17
Personal Protective Equipment	1,463.90	20,000.00	-18,536.10
<b>Professional Services</b>			
Audit and Accounting	13,310.00	0.00	13,310.00
Legal	8,117.50	0.00	8,117.50
Other Professional	3,858.00	40,000.00	-36,142.00
Professional Services - Other	470.54	0.00	470.54
<b>Total Professional Services</b>	<b>25,756.04</b>	<b>40,000.00</b>	<b>-14,243.96</b>

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11/30/16  
Accrual Basis

Englishtown Fire District No. 1  
**2016 Budget**  
January 1 through December 1, 2016

	<u>Jan 1 - Dec 1, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Promotion	0.00	1,000.00	-1,000.00
Training	12,158.41	25,000.00	-12,841.59
Utilities	34,060.04	40,000.00	-5,939.96
UFSA Salaries and Wages	19,639.34	20,000.00	-360.66
UFSA Fringe Benefits	1,850.00	2,500.00	-650.00
UFSA Other Expenses	6,375.18	2,650.00	3,725.18
Length of Service Awards	0.00	48,000.00	-48,000.00
Capital - Utility Vehicle Purch	48,978.00	60,000.00	-11,022.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	11,465.02	11,138.00	327.02
Bond Note Principal	0.00	20,000.00	-20,000.00
Bond Note Interest	0.00	2,400.00	-2,400.00
2014 Expenses	43,394.00	0.00	43,394.00
2015 Expenses	81,054.39	0.00	81,054.39
<b>Total Expense</b>	<u>522,531.46</u>	<u>601,338.00</u>	<u>-78,806.54</u>
<b>Net Income</b>	<u><b>-173,588.67</b></u>	<u><b>-62,894.00</b></u>	<u><b>-110,694.67</b></u>

# Chief Engineers Report Nov. 2016

## work done on Trucks

- 12-94 Repair Ladder RACK center with silicone + 2 new screws  
12-95 New Jersey Emergency Vehicles install new REAR input shaft seal Front + REAR spring Pins were heated + work pins to push Grease through; cylinder for Ladder Rack Rebuild  
Run New Power line to triped Right side on Cab + compartments were Redone  
12-86 Replace Fuse for 12 volt BATTERY Charge

## Equipment

Replace 4.8 volt BATTERY for LED ~~Yellow~~<sup>GREEN</sup> Flash light

## Miss

Filled 4 Containers of Speedy-dry +  
11 Bag of Speedy-dry at Motor Vehicle accident

## Scott Packs

Filled ① Scott Bottle Replace 16 C-Batteries  
Packs 14, 20, 25 + 29 Pack 29 out of service 11/15/16  
sent for Repair to N.J. Fire Equipment

## Mile for the Month

12-94 - 220

12-95 - 53

12-96 - 115

12-86 - 19

12-89 - 361

12-93 - 1

Total miles 469

# Englishtown Fire Department

Englishtown, NJ

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## Incident Count with Man-Hours per Zone for Date Range

Start Date: 11/01/2016 | End Date: 11/30/2016

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	12	36:34
13-26-1 - Gordon's Corner Fire Company	5	24:58
13-26-2 - Manalapan Fire Company #1	23	78:33
13-26-2P - Manalapan Primary Response Area	8	29:15
13-32-1 - Millstone Fire Department	1	0:15
TOTAL	49	169:34

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

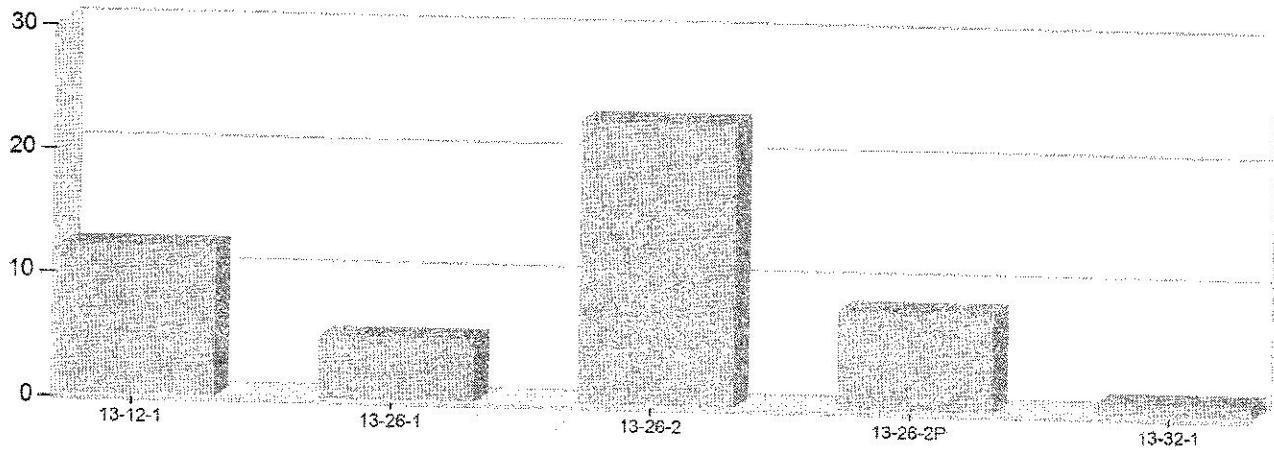
Englishtown, NJ

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## Incident Type Count per Zone for Date Range

Start Date: 11/01/2016 | End Date: 11/30/2016



ZONES	INCIDENT TYPE	COUNT
<b>13-12-1 - Englishtown fire department</b>		
	311 - Medical assist, assist EMS crew	4
	412 - Gas leak (natural gas or LPG)	1
	424 - Carbon monoxide incident	1
	442 - Overheated motor	1
	561 - Unauthorized burning	1
	611 - Dispatched & cancelled en route	1
	700 - False alarm or false call, other	1
	714 - Central station, malicious false alarm	1
	736 - CO detector activation due to malfunction	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	12
<b>13-26-1 - Gordon's Corner Fire Company</b>		
	111 - Building fire	1
	700 - False alarm or false call, other	2
	735 - Alarm system sounded due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	5
<b>13-26-2 - Manalapan Fire Company #1</b>		
	111 - Building fire	1
	113 - Cooking fire, confined to container	4
	118 - Trash or rubbish fire, contained	1

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

ZONES	INCIDENT TYPE	COUNT
	131 - Passenger vehicle fire	1
	311 - Medical assist, assist EMS crew	2
	322 - Motor vehicle accident with injuries	2
	353 - Removal of victim(s) from stalled elevator	1
	410 - Combustible/flammable gas/liquid condition, other	2
	445 - Arcing, shorted electrical equipment	1
	600 - Good intent call, other	1
	611 - Dispatched & cancelled en route	2
	700 - False alarm or false call, other	4
	711 - Municipal alarm system, malicious false alarm	1
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	23
<b>13-26-2P - Manalapan Primary Response Area</b>		
	112 - Fires in structure other than in a building	1
	113 - Cooking fire, confined to container	1
	411 - Gasoline or other flammable liquid spill	1
	412 - Gas leak (natural gas or LPG)	2
	444 - Power line down	1
	531 - Smoke or odor removal	1
	744 - Detector activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area:</i>	8
<b>13-32-1 - Millstone Fire Department</b>		
	462 - Aircraft standby	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department:</i>	1
	<b><i>Total Count for all Zone:</i></b>	<b>49</b>

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

**BOND REFERENDUM NOTICE  
BOROUGH OF ENGLISHTOWN FIRE  
DISTRICT NO.1**

**TAKE NOTICE:** On FEBRUARY 18, 201~~0~~ the Board of Fire Commissioners of Fire District No.1 Englishtown will seek voter approval of the proposed purchase of new radio equipment for use by the Englishtown Volunteer Fire Department. The Board is seeking voter authorization to issue bonds or notes of the District or execution of a lease/purchase agreement in an amount not to exceed **\$225,000.00** to fund the acquisition of the above specified equipment.

The polling place will be the Englishtown Volunteer Fire Company Firehouse, South Main Street Englishtown, New Jersey and the polls will be open between the hours of 2:00 p.m. and 9:00 p.m. All registered voters who reside within Englishtown Borough are eligible to vote.

Peter Cooke, Chairman

**CONFIDENTIAL LEGAL MEMO**

**TO: The Board of Fire Commissioners Fire District No.1  
Borough of Englishtown**

**RE: Bond Referendum Public Notice**

Accompanying this memo is a copy of the Notice of Bond Referendum for the Bond Referendum scheduled to be held on February 18, 2017. N.J.S.A. 40A:14-85 requires that notice of the bond referendum must be posted by the Clerk of the Board in ten (10) public places within the fire district at least ten (10) days prior to the scheduled date of the referendum. The public places may be schools, the firehouse, the post office the municipal building and stores throughout the district. A list of the locations where the notice is posted should be made by the Clerk of the Board and made part of the record of the proceedings.

I will forward a copy of this Notice to the Asbury Park Press for publication as required by statute together with the regular annual notice of budget referendum and election of commissioners.

Respectfully submitted,

Joseph D. Youssouf

12/1/16

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN  
SCHEDULING A BOND REFERENDUM**

**WHEREAS;** The Board of Fire Commissioners of Fire District No.1 Borough of Englishtown has been advised by the Chief of the Englishtown Volunteer Fire Company that the purchase of new state of the art portable and mobile radio equipment is necessary in order to insure that the Borough's Volunteer firefighters are able to effectively communicate with other emergency service organizations in surrounding communities and; and

**WHEREAS;** N.J.S.A. 40A:14-85 authorizes boards of fire commissioners to acquire equipment and improve real property with the costs thereof to be paid by bonds or notes issued by the fire district or execution of a lease/purchase agreement and further provides that before a resolution authorizing the issuance of bonds or notes of the district or a lease/purchase agreement may be entered into, the capital question must be submitted to the voters of the district for their approval; and

**WHEREAS;** The Board has determined that the above described capital acquisitions are necessary, desirable and in the public interest and may be accomplished at a total cost not to exceed **TWO HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$225,000.00)**.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the above described capital acquisitions are authorized at a total cost not to exceed **TWO HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$225,000.00)**.

**BE IT FURTHER RESOLVED** that the Fire District shall issue bonds or notes or enter into a lease/purchase agreement as may be deemed in the best interests of the Board, in an amount not to exceed **TWO HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$225000.00)** for the purpose of funding the above described capital improvements.

**BE IT FURTHER RESOLVED** that this resolution shall be inoperative and ineffective unless and until it has been submitted to and approved by the legal voters of the District at the regularly scheduled annual election and budget referendum to be held on February 18, 2016.

## **BALLOT QUESTION**

**SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN BE AUTHORIZED TO PURCHASE NEW STATE OF THE ART RADIO AND PORTABLE COMMUNICATIONS EQUIPMENT AT A TOTAL COST NOT TO EXCEED TWO HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$225,000.00) AND TO ISSUE BONDS OR NOTES OR ENTER INTO A LEASE/PURCHASE AGREEMENT, TO PAY THE COSTS OF THE ACQUISITION ?**

**YES**

**NO**

## **BALLOT EXPLANATION**

A **YES** VOTE WILL AUTHORIZE THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN TO ACQUIRE THE NEW MOBILE AND PORTABLE RADIO EQUIPMENT NEEDED BY THE FIRE DISTRICT AT A TOTAL COST NOT TO EXCEED \$225,000.00 AND TO PAY FOR SAID EQUIPMENT BY EITHER ISSUING BONDS OR NOTES OF THE DISTRICT OR EXECUTION OF A LEASE/PURCHASE AGREEMENT, WHICHEVER IS THE MOST COST EFFECTIVE AND EFFICIENT FINANCING ARRANGEMENT AS MAY BE DETERMINED BY THE BOARD.

A **NO** VOTE WILL PREVENT THE BOARD FROM UNDERTAKING THE ABOVE DESCRIBED CAPITAL IMPROVEMENT PROJECT.

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown at a public meeting held on December 1, 2016.