

November 3, 2011

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday November 3, 2011 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 at 8:10 P.M. by Chairman T. Frueh

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: T. Frueh, T. Kirkland, and P. Cooke,

Absent: G. Maresca and M. Galasso

Minutes: Minutes for the October 6, 2011 meeting were motioned by P. Cooke and seconded by T. Frueh.

Ayes: T. Kirkland, G. Maresca, T. Frueh, and P. Cooke

Absent: G. Maresca and M. Galasso

Financial: The Treasurer's Report was given by T. Frueh with the recommendation to pay the attached bill list for the month of November, 2010 in the amount of \$10,529.26. Offered by T. Kirkland and seconded by P. Cooke, and motion passed by a roll call vote:

Ayes: P. Cooke, T. Frueh, and T. Kirkland

Absent: G. Maresca and M. Galasso

Legal and Audit:

The Board approved to roll over with the Englishtown Fire Department Relief Association.

Budget introduction scheduled for December 1, 2011

Budget public hearing scheduled for January 5, 2012

Annual elections February 18, 2012

Chairman T. Frueh opened budget workshop

The 2010 audit is complete and under review with R. Petrics

Chief's Report: See Attached

Department Engineer's Report: See Attached

President's Report: The meeting room floor has been completed.

Small shed repairs are under way & big shed is still being researched.

Request permission for use of the trucks for December 18th Auxiliary fund raiser & December 17th annual Santa run; permission granted by the Board.

LOSAP: Figures have been received from Fire Chief and are in review.

Correspondence: N/A

Insurance: N/A

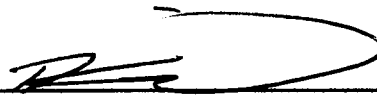
Old Business: N/A

New Business: N/A

Public Open Portion: N/A

Meeting Adjournment: at 09:10 P.M. after a motion by T. Kirkland and seconded by P. Cooke and approved by a roll call vote.

Certified at the December 1, 2011 meeting

A handwritten signature in black ink, appearing to be 'R. Petrics', is written over a horizontal line.

6:22 PM
 11/03/11
 Accrual Basis

Englishtown Fire District No. 1
2011 Budget
 January through December 2011

	Jan - Dec 11	Budget	\$ Over Budget
Income			
Fire District Taxes	99,443.00	397,771.00	-298,328.00
Interest on Investments	166.05	0.00	166.05
Miscellaneous			
Tower	6,257.68	0.00	6,257.68
Miscellaneous - Other	4,867.72	0.00	4,867.72
Total Miscellaneous	11,125.40	0.00	11,125.40
Supplemental Fire Services	0.00	414.00	-414.00
Total Income	110,734.45	398,185.00	-287,450.55
Expense			
Administration fee	1,510.35		
Fringe Benefits	0.00	2,300.00	-2,300.00
Administration	3,300.00		
Employee Benefits	205.43		
Advertising	293.14	700.00	-406.86
Contract - Volunteer Fire Co	16,666.68	20,000.00	-3,333.32
Dues and Subscriptions	480.00	1,500.00	-1,020.00
Elections	856.50	1,500.00	-643.50
Fire Fighting Equipment	12,227.28	20,000.00	-7,772.72
Fuel	8,182.67	12,000.00	-3,817.33
Insurance Premiums	34,085.66	52,000.00	-17,914.34
Legal	12,460.00		
Maintenance and Repairs			
Building	15,507.67	10,000.00	5,507.67
Trucks	30,518.55	38,000.00	-7,481.45
Total Maintenance and Repairs	46,026.22	48,000.00	-1,973.78
Office Supplies	1,356.88	2,500.00	-1,143.12
Paid Positions	8,402.64	18,650.00	-10,247.36
Personal Protective Equipment	2,577.95	10,000.00	-7,422.05
Professional Services			
Other Professional	1,243.00		
Professional Services - Other	0.00	30,000.00	-30,000.00
Total Professional Services	1,243.00	30,000.00	-28,757.00
Promotion	0.00	1,000.00	-1,000.00
Training	9,150.80	15,000.00	-5,849.40
Uncategorized Expenses	1,671.00		
Utilities	28,034.74	35,000.00	-6,965.26
Length of Service Awards	0.00	48,000.00	-48,000.00
Reserve for future outlay	0.00	25,000.00	-25,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	13,575.00	23,513.00	-9,938.00
Bond Note Principal	0.00	15,000.00	-15,000.00
Bond Note Interest	13,175.14	3,000.00	10,175.14
Fire Co. Loan Principal	35,000.00	20,000.00	15,000.00
Fire Co. Loan Interest	4,200.00	2,400.00	1,800.00
Total Expense	309,680.88	462,063.00	-152,382.12
Net Income	-198,946.43	-63,878.00	-135,068.43

Chief's Report

November 2011 Commissioners Meeting

Summary of Calls

The Department ran a total of 31 calls for the month of October, 2011. *NFIRS reports are attached.*

Gear & Equipment

Innotex Fire Gear was ordered & expected to arrive mid-December. (2) Epic Voice Amp modules for the AV-3000 face pieces were ordered and distributed to the Captain & 1st Lieutenant. (14) Minitor III, IV, & V pagers were sent out for repair in October.

Trucks

On October 12th 12-86 had an issue with the diesel fuel return. The Chief Engineer took it for service to Allied Diesel and will advise in his report.

On November 2nd, Campbell Supply replaced & calibrated the foam controller on 12-74. They also replaced the governor control on the fire pump, however it needs to be replaced due to damage. They will advise when the new module is in. Earlier in October, the oil was drained and replaced in the hubs due to excessive water from Hurricane Irene.

As mentioned in previous meetings, both 12-87 & 12-67 are at the end of their useful life. Both vehicles have and continue to experience age related issues and it is the position of the line officers that while both vehicles may survive another year or two, 12-87 can possibly still be sold or traded for decent value and 12-67 can possibly be used for personnel transport. The Chief Engineer can elaborate more on these conditions. We are looking for the Board to advise as to what action(s), if any, they will take on replacing these vehicles as both are necessary pieces of essential equipment.

Training

Jamesburg had extended an invitation to the Department to participate with them in the Phase V Burn Trailer at the Somerset Fire Academy on October 15th. The next combined drill between 12-1, 26-1, & 26-2 will be October 17th @ 26-2 starting at 19:00. The annual LDH Pipeline Drill will be held November 13th at 08:30. The RIT Operations class has finally concluded and approx. 20 members between Jamesburg & Englishtown are now certified. Monthly ongoing training is required to maintain this certification. We are in the process of setting up a drill at the New Jersey Natural Gas facility, date TBD.

Administrative

The Chief is unable to attend the November 3rd commissioner meeting due to the Radio Communications Meeting the Fire Marshal has called. An update will be provided at the December meeting. 26-2-66 has issued response procedures regarding apparatus into their district. See attached. The Captain has instituted a truck check system comprised of teams and sheets to be filled out.

November Department Schedule

November 7th – 19:00 – Extrication Drill conducted in-house by the Fire Academy
November 12th – 08:30 – Annual LDH Pipeline Drill @ 16-2's Dutch Lane Firehouse
November 13th – 08:30 – Pumper Requested by Monmouth Fire Academy
November 14th – 20:00 – Monthly Meeting
November 17th – 19:00 – 12-1, 26-1, 26-2 & 32-1 Combined Drill
November 21st – 19:30 – TBD
November 28th – 19:00 – TBD

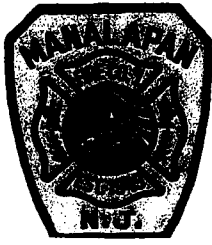
Respectfully submitted by,

Peter Hall
Chief

Thomas Kirkland
Deputy Chief

Jason Carlos
Captain

Matthew Ulatowski
1st Lieutenant



Manalapan Fire Co #1

5 Sweetmans lane
Manalapan , NJ 07726
Station (732)462-1112
Fax (732)462-2376

10/10/11

Chief Hall,

In an effort to cut down on excess apparatus at scenes and on the road we have outlined the following response list for Englishtown Fire Dept . (12-1) when dispatched into Manalapan Twp Fire Dist #2 (26-2) area. Please share this info with all your members and Line officers. Any questions give me a call.

Fire Alarms – Engine & Rescue , unless otherwise stated when dispatched.

CO Calls – One Piece of apparatus to respond, Engine or Rescue , with no lights or sirens unless dispatched with symptoms .

Structure Fires – All available Units & Man power, unless otherwise stated when dispatched.

Brush Fires – All available units, unless otherwise stated when dispatched

Gas Leaks – All available units, unless stated when dispatched

Wire Calls – One piece of Apparatus

Haz-Mat – All available units

MVA's -

Entrapment – All available Units & manpower, Unless Otherwise Stated when dispatched .

Fluid Leaks- One piece of apparatus, Engine or Rescue

Vehicle Smoking – One Piece of Apparatus, Confirmed Working fire Roll additional units

Sincerely,

A handwritten signature in black ink, appearing to read "R. Perrone".

Chief Ryan Perrone

Englishtown Fire Department

Incidents by District (Summary)

Alarm Date Between {10/01/2011} And {10/31/2011}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
12-1 Englishtown Boro	6	19.35 %	\$0	0.00 %
26-1 Gordons Corner	6	19.35 %	\$0	0.00 %
26-2 Manalapan Township	15	48.38 %	\$0	0.00 %
26-2P Manalapan Primary Response Area	3	9.67 %	\$0	0.00 %
32-1 Millstone Township	1	3.22 %	\$0	0.00 %
Total Incident Count:	31		Total Est Losses:	\$0

Englishtown Fire Department

Calculated Total Staff Hours by Type of Alarm

Alarm Date Between {10/01/2011} And {10/31/2011}

Incident	Date	Response	Alarm	Cleared	#Staff	Stf Hrs	Prop Use
1 Monmouth County Radio Room							
11-0000360-000	10/02/2011	00:09:58	09:40:06	10:02:29	10	3.73	131 Church, mosque,
11-0000361-000	10/03/2011	00:06:52	08:11:53	08:26:07	4	0.94	599 Business office
11-0000362-000	10/03/2011	00:11:06	13:50:24	14:33:55	12	8.70	962 Residential
11-0000363-000	10/03/2011	00:06:02	16:41:04	17:01:07	16	5.34	215 High
11-0000364-000	10/04/2011	00:10:23	11:06:40	12:03:08	10	9.41	215 High
11-0000365-000	10/06/2011	00:11:22	08:09:03	09:42:17	6	9.32	5001 Lumber
11-0000366-000	10/08/2011	00:08:31	09:19:31	09:43:59	10	4.07	459 Residential board
11-0000367-000	10/09/2011	00:11:29	06:01:53	06:21:12	4	1.28	419 1 or 2 family
11-0000368-000	10/11/2011	00:03:46	08:08:14	08:20:54	8	1.68	961 Highway or
11-0000369-000	10/12/2011	00:05:06	15:29:54	15:42:24	12	2.50	961 Highway or
11-0000370-000	10/12/2011	00:04:41	17:14:44	17:33:09	12	3.68	131 Church, mosque,
11-0000371-000	10/12/2011	00:04:00	19:30:00	19:42:36	7	1.47	419 1 or 2 family
11-0000372-000	10/12/2011	00:06:14	21:08:03	21:45:25	13	8.09	5001 Lumber
11-0000373-000	10/14/2011	00:13:22	17:23:12	17:38:51	8	2.08	419 1 or 2 family
11-0000374-000	10/15/2011	00:10:55	03:36:42	04:01:28	4	1.65	419 1 or 2 family
11-0000375-000	10/15/2011	00:09:51	06:09:46	06:26:02	6	1.62	161 Restaurant or
11-0000376-000	10/16/2011	00:09:27	00:36:24	00:55:35	5	1.59	419 1 or 2 family
11-0000377-000	10/17/2011	00:12:37	14:13:23	14:27:17	3	0.69	500 Mercantile,
11-0000378-000	10/18/2011	00:03:44	08:40:36	08:50:31	5	0.82	559 Recreational,
11-0000379-000	10/20/2011	00:06:08	01:29:36	01:54:07	6	2.45	500 Mercantile,
11-0000380-000	10/20/2011	00:00:03	02:46:33	03:03:27	5	1.40	213 Elementary
11-0000381-000	10/20/2011	00:05:14	08:12:23	08:22:48	4	0.69	213 Elementary
11-0000382-000	10/21/2011	00:09:13	07:41:13	08:00:46	4	1.30	419 1 or 2 family
11-0000383-000	10/21/2011	00:06:41	21:15:31	00:36:48	14	46.96	961 Highway or
11-0000384-000	10/24/2011	00:08:35	10:01:56	10:19:46	2	0.59	211 Preschool
11-0000385-000	10/27/2011	00:12:37	06:16:09	06:34:48	5	1.55	419 1 or 2 family
11-0000386-000	10/29/2011	00:11:59	08:11:33	08:36:59	11	4.66	807 Outside material
11-0000387-000	10/29/2011	00:05:34	11:17:10	11:28:21	12	2.23	962 Residential
11-0000388-000	10/29/2011	00:05:38	14:24:22	14:31:13	12	1.37	807 Outside material
11-0000389-000	10/31/2011	00:04:25	09:11:01	09:26:35	3	0.77	211 Preschool
11-0000390-000	10/31/2011	00:02:57	17:30:49	17:47:11	14	3.81	700 Manufacturing,
Subtotal Alarm Count	31		Subtotal Staff & Hours	247	136.59		

Total Incident Count 31

Englishtown Fire Department

Incident Type Report

Alarm Date Between {10/01/2011} And {10/31/2011}

Incident	Alm Date	Time	Primary Action	Property Use
131 Passenger vehicle fire				
11-0000369-000	10/12/2011	15:29:54	00 Action taken, Other	961 Highway or divided
Incident Type Count:		1		Percent of All: 3.2%
151 Outside rubbish, trash or waste fire				
11-0000362-000	10/03/2011	13:50:24	11 Extinguishment by	962 Residential street, road
Incident Type Count:		1		Percent of All: 3.2%
322 Motor vehicle accident with injuries				
11-0000383-000	10/21/2011	21:15:31	23 Extricate,	961 Highway or divided
Incident Type Count:		1		Percent of All: 3.2%
324 Motor Vehicle Accident with no injuries				
11-0000378-000	10/18/2011	08:40:36	82 Notify other	559 Recreational, hobby, home
Incident Type Count:		1		Percent of All: 3.2%
412 Gas leak (natural gas or LPG)				
11-0000382-000	10/21/2011	07:41:13	86 Investigate	419 1 or 2 family dwelling
Incident Type Count:		1		Percent of All: 3.2%
444 Power line down				
11-0000368-000	10/11/2011	08:08:14	00 Action taken, Other	961 Highway or divided
11-0000387-000	10/29/2011	11:17:10	86 Investigate	962 Residential street, road
Incident Type Count:		2		Percent of All: 6.4%
721 Bomb scare - no bomb				
11-0000364-000	10/04/2011	11:06:40	92 Standby	215 High school/junior high
Incident Type Count:		1		Percent of All: 3.2%
735 Alarm system sounded due to malfunction				
11-0000360-000	10/02/2011	09:40:06	64 Shut down system	131 Church, mosque,
11-0000363-000	10/03/2011	16:41:04	63 Restore fire alarm	215 High school/junior high
11-0000365-000	10/06/2011	08:09:03	64 Shut down system	5001 Lumber
11-0000375-000	10/15/2011	06:09:46	00 Action taken, Other	161 Restaurant or cafeteria
11-0000379-000	10/20/2011	01:29:36	63 Restore fire alarm	500 Mercantile, business,

Englishtown Fire Department

Incident Type Report

Alarm Date Between {10/01/2011} And {10/31/2011}

Incident	Alm Date	Time	Primary Action	Property Use
735 Alarm system sounded due to malfunction				
11-0000386-000	10/29/2011	08:11:33	64 Shut down system	807 Outside material storage
11-0000388-000	10/29/2011	14:24:22	63 Restore fire alarm	807 Outside material storage
Incident Type Count:	7			Percent of All: 22.5%

740 Unintentional transmission of alarm, Other				
11-0000361-000	10/03/2011	08:11:53	63 Restore fire alarm	599 Business office
11-0000381-000	10/20/2011	08:12:23	63 Restore fire alarm	213 Elementary school,
11-0000384-000	10/24/2011	10:01:56	63 Restore fire alarm	211 Preschool
11-0000385-000	10/27/2011	06:16:09	63 Restore fire alarm	419 1 or 2 family dwelling
Incident Type Count:	4			Percent of All: 12.9%

745 Alarm system activation, no fire - unintentional				
11-0000366-000	10/08/2011	09:19:31	63 Restore fire alarm	459 Residential board and
11-0000367-000	10/09/2011	06:01:53	63 Restore fire alarm	419 1 or 2 family dwelling
11-0000370-000	10/12/2011	17:14:44	63 Restore fire alarm	131 Church, mosque,
11-0000372-000	10/12/2011	21:08:03	63 Restore fire alarm	5001 Lumber
11-0000373-000	10/14/2011	17:23:12	63 Restore fire alarm	419 1 or 2 family dwelling
11-0000374-000	10/15/2011	03:36:42	63 Restore fire alarm	419 1 or 2 family dwelling
11-0000376-000	10/16/2011	00:36:24	00 Action taken, Other	419 1 or 2 family dwelling
11-0000377-000	10/17/2011	14:13:23	00 Action taken, Other	500 Mercantile, business,
11-0000380-000	10/20/2011	02:46:33	64 Shut down system	213 Elementary school,
11-0000389-000	10/31/2011	09:11:01	63 Restore fire alarm	211 Preschool
11-0000390-000	10/31/2011	17:30:49	86 Investigate	700 Manufacturing, processing
Incident Type Count:	11			Percent of All: 35.4%

746 Carbon monoxide detector activation, no CO				
11-0000371-000	10/12/2011	19:30:00	00 Action taken, Other	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 3.2%

Total Incident Count: 31

11/22/11

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN ADOPTING
AND APPROVING A CORRECTIVE ACTION PLAN FOR THE 2010
AUDIT REPORT.**

WHEREAS; The Board of Fire Commissioners heretofore received and reviewed a report on audit of its financial books and accounts for the year ended 12/31/10 which report contained findings and recommendations requiring corrective action; and

WHEREAS; New Jersey statutes and administrative regulations require that governing bodies of municipal entities which receive audit reports containing recommendations for improving financial procedures and practices must develop, implement and file a corrective action plan with the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey; and

WHEREAS; The Board of Fire Commissioners has prepared a corrective action plan in response to the findings and recommendations included in the Report on Audit for the Year Ended december 31, 2010 which Corrective Action Plan is annexed hereto and incorporated herein by reference as if fully set forth at length.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Englishtown that the Corrective Action Plan for the Year Ended December 31, 2010 is hereby adopted as official policy of the Board.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution and the Corrective Action Plan referenced herein be filed with the Director of the Division of Local Government Services by the Clerk of the Board.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Englishtown Borough Fire District No.1 on the ____ day of _____, 2011.

_____, Clerk

Borough of Englishtown Fire District No. 1

Corrective Action Plan

For The Year Ended December 31, 2010

Finding # 2010-01 Current Books and Records

- | | |
|-------------------------|--|
| 1. Description: | The District does not have sufficient control in maintaining and keeping its books and records current. |
| 2. Analysis: | The District's books and records were not adequately maintained and kept on a timely basis. |
| 3. Corrective Action: | The District will review its books and records monthly and keep them current in order to have them ready for audit in a timely manner. |
| 4. Implementation Date: | As soon as possible. |

11/22/11

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN ADOPTING
AND APPROVING A CORRECTIVE ACTION PLAN FOR THE 2010
AUDIT REPORT.**

WHEREAS; The Board of Fire Commissioners heretofore received and reviewed a report on audit of its financial books and accounts for the year ended 12/31/10 which report contained findings and recommendations requiring corrective action; and

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NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Englishtown that the Corrective Action Plan for the Year Ended December 31, 2010 is hereby adopted as official policy of the Board.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution and the Corrective Action Plan referenced herein be filed with the Director of the Division of Local Government Services by the Clerk of the Board.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Englishtown Borough Fire District No.1 on the _____ day of _____, 2011.

_____, Clerk

Borough of Englishtown Fire District No. 1

Corrective Action Plan

For The Year Ended December 31, 2010

Finding # 2010-01 Current Books and Records

- | | |
|--------------------------------|---|
| 1. Description: | The District does not have sufficient control in maintaining and keeping its books and records current. |
| 2. Analysis: | The District's books and records were not adequately maintained and kept on a timely basis. |
| 3. Corrective Action: | The District will review its books and records monthly and keep them current in order to have them ready for audit in a timely manner. |
| 4. Implementation Date: | As soon as possible. |

11/22/11

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN ADOPTING
AND APPROVING A CORRECTIVE ACTION PLAN FOR THE 2010
AUDIT REPORT.**

WHEREAS; The Board of Fire Commissioners heretofore received and reviewed a report on audit of its financial books and accounts for the year ended 12/31/10 which report contained findings and recommendations requiring corrective action; and

WHEREAS; New Jersey statutes and administrative regulations require that governing bodies of municipal entities which receive audit reports containing recommendations for improving financial procedures and practices must develop, implement and file a corrective action plan with the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey; and

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NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Englishtown that the Corrective Action Plan for the Year Ended December 31, 2010 is hereby adopted as official policy of the Board.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution and the Corrective Action Plan referenced herein be filed with the Director of the Division of Local Government Services by the Clerk of the Board.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Englishtown Borough Fire District No.1 on the _____ day of _____, 2011.

_____, Clerk

Borough of Englishtown Fire District No. 1

Corrective Action Plan

For The Year Ended December 31, 2010

Finding # 2010-01 Current Books and Records

- | | |
|-------------------------|--|
| 1. Description: | The District does not have sufficient control in maintaining and keeping its books and records current. |
| 2. Analysis: | The District's books and records were not adequately maintained and kept on a timely basis. |
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Moved by: *Cooke*

Seconded by: *Frueh*

Roll Call Vote:

Ayes: *1111*

Nays:

Absent: *1*

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Englishtown Borough Fire District No.1 on the 5 day of January, 2012.


_____, Clerk

Borough of Englishtown Fire District No. 1

Corrective Action Plan

For The Year Ended December 31, 2010

Finding # 2010-01 Current Books and Records

1. Description: The District does not have sufficient control in maintaining and keeping its books and records current.
2. Analysis: The District's books and records were not adequately maintained and kept on a timely basis.
3. Corrective Action: The District will review its books and records monthly and keep them current in order to have them ready for audit in a timely manner.
4. Implementation Date: As soon as possible.

11/22/11

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH SCHEDULING
A SPECIAL MEETING FOR DECEMBER 15, 2011**

WHEREAS; The Board of Fire Commissioners has received a request from the Chief of the Englishtown Volunteer Fire Company that the Board authorize the acquisition of a new Chief's vehicle and replacement 5" fire hose; and

WHEREAS; The estimated cost to purchase a new fire Chief's vehicle and 5" firehouse will be approximately \$65,000.00; and

WHEREAS; N.J.S.A. 40A:14-84 permits fire districts to seek voter approval of proposed acquisitions of apparatus and equipment by way of a "Special Meeting" called for such purposes; and

WHEREAS; Said statute provides that if the acquisition proposed to the voters at the "Special Meeting " is approved, the revenues so approved shall be included in the next succeeding annual budget of the fire district in the section reserved for capital appropriations; and

WHEREAS; It is the considered opinion of the Board of Fire Commissioners that the purchase of replacement 5" fire hose and replacement of the Fire Chief's vehicle are necessary, desirable and in the public interest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that a "Special Meeting " is hereby scheduled for December 15, 2011 commencing at 6:00 p.m. at the Englishtown Volunteer Fire Company Firehouse South Main Street Englishtown, New Jersey for the purpose of requesting voter approval of the proposed acquisitions at a total cost not to exceed **SIXTY FIVE THOUSAND DOLLARS (\$65,000.00)** with the money so appropriated to be taken from capital reserve funds.

BE IT FURTHER RESOLVED that notice of this "Special Meeting" be posted in Five (5) public places within the Fire District as required by N.J.S.A.40A:14-85 and published in the official newspaper of the Board.

BE IT FURTHER RESOLVED that at said special meeting the assembled voters shall be asked to vote upon the following question:

SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH BE AUTHORIZED TO PURCHASE A NEW FIRE CHIEF'S VEHICLE AND REPLACEMENT 5" FIRE HOSE AT A TOTAL COST NOT TO EXCEED SIXTY FIVE THOUSAND DOLLARS (65,000.00), WITH THE COSTS THEREOF TO BE INCLUDED IN THE NEXT SUCCEEDING ANNUAL BUDGET OF THE BOARD OF FIRE COMMISSIONERS?

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on November 22, 2011.

_____, Clerk

11/22/11

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH SCHEDULING
A SPECIAL MEETING FOR DECEMBER 15, 2011**

WHEREAS; The Board of Fire Commissioners has received a request from the Chief of the Englishtown Volunteer Fire Company that the Board authorize the acquisition of a new Chief's vehicle and replacement 5" fire hose; and

WHEREAS; The estimated cost to purchase a new fire Chief's vehicle and 5" firehouse will be approximately \$65,000.00; and

WHEREAS; N.J.S.A. 40A:14-84 permits fire districts to seek voter approval of proposed acquisitions of apparatus and equipment by way of a "Special Meeting" called for such purposes; and

WHEREAS; Said statute provides that if the acquisition proposed to the voters at the "Special Meeting" is approved, the revenues so approved shall be included in the next succeeding annual budget of the fire district in the section reserved for capital appropriations; and

WHEREAS; It is the considered opinion of the Board of Fire Commissioners that the purchase of replacement 5" fire hose and replacement of the Fire Chief's vehicle are necessary, desirable and in the public interest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that a "Special Meeting" is hereby scheduled for December 15, 2011 commencing at 6:00 p.m. at the Englishtown Volunteer Fire Company Firehouse South Main Street Englishtown, New Jersey for the purpose of requesting voter approval of the proposed acquisitions at a total cost not to exceed **SIXTY FIVE THOUSAND DOLLARS (\$65,000.00)** with the money so appropriated to be taken from capital reserve funds.

BE IT FURTHER RESOLVED that notice of this "Special Meeting" be posted in Five (5) public places within the Fire District as required by N.J.S.A.40A:14-85 and published in the official newspaper of the Board.

BE IT FURTHER RESOLVED that at said special meeting the assembled voters shall be asked to vote upon the following question:

SHALL THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH BE AUTHORIZED TO PURCHASE A NEW FIRE CHIEF'S VEHICLE AND REPLACEMENT 5" FIRE HOSE AT A TOTAL COST NOT TO EXCEED SIXTY FIVE THOUSAND DOLLARS (65,000.00), WITH THE COSTS THEREOF TO BE INCLUDED IN THE NEXT SUCCEEDING ANNUAL BUDGET OF THE BOARD OF FIRE COMMISSIONERS?

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on November 22, 2011.

_____, Clerk

Englishtown Borough
Uniform Fire Safety Act

Ed Miller	Fire Official/Fire Inspector	8,286.00
	Code Enforcement	5,524.00
		<u>13,810.00</u>
Ralph Kirkland	Part-time Inspector	<u>1,464.00</u>
Total Salaries		15,274.00
		5,524
		1,300.00
Payroll Taxes		<u>1,000.00</u>
Other Expenses		1,350.00
		<u>2,250</u>
Total Expenses		<u>17,924.00</u>
Revenues		
Registration Fees		2,600.00
Smoke Alarm		<u>3,800.00</u>
		<u>6,400.00</u>
Total Revenues		
Deficit(taxes)		<u>(11,524.00)</u>
District to prepare monthly payroll		
District to participate in PERS Pension System		
Future Cost Pension(10 to 12% of Salaries		
Borough Keeps Code Enforcement Fees		
Restricted Penalty Trust Fund Balance		<u>89,276.00</u>

Borough of Englishtown			
Fire District No. 1			
2012 Budget			
	2012	2011	Increase
	Budget	Budget	(Decrease)
Revenues:			
Unreserved Fund Balance	53,878.00	53,878.00	-
Reserved Fund Balance	65,000.00	10,000.00	55,000.00
Supplemental Fire Services	414.00	414.00	-
District Taxes	401,996.00	397,771.00	4,225.00
Total Revenues	521,288.00	462,063.00	59,225.00
Net Valuation Taxable - 2011	252,343,900	252,343,900	-
Tax Rate	0.160	0.158	0.002
Appropriations:			
Administration:			
Salaries and Wages	19,650.00	18,650.00	1,000.00
Fringe Benefits	2,300.00	2,300.00	-
Other Expenses:			
Elections	1,500.00	1,500.00	-
Office Expenses	4,000.00	2,500.00	1,500.00
Professional Services	30,000.00	30,000.00	-
subtotal Other Expenses	35,500.00	34,000.00	1,500.00
Operations - Other Expenses:			
Advertising	700.00	700.00	-
Insurance	52,000.00	52,000.00	-
Memberships / Dues	1,500.00	1,500.00	-
Maintenance and Repairs - Trucks	43,000.00	38,000.00	5,000.00
Maintenance and Repairs - Bldg	10,000.00	10,000.00	-
Training and Education	20,000.00	15,000.00	5,000.00
Personal Protective Equipment	12,000.00	10,000.00	2,000.00
Utilities	38,000.00	35,000.00	3,000.00
Fuel	15,600.00	12,000.00	3,600.00
Promotion	1,000.00	1,000.00	-
Contract - Volunteer Fire Co.	22,000.00	20,000.00	2,000.00
Fire Fighting Equipment	20,000.00	20,000.00	-
subtotal Other Expenses	235,800.00	215,200.00	20,600.00
Appropriations Offset with Revenues:			
Salaries and Wages			
Fringe Benefits			
Other Expenses			
Length of Service Awards	48,000.00	48,000.00	-
Capital Appropriations:			
Capital Authorization	65,000.00	-	65,000.00
Reserve for Future Capital Outlays		25,000.00	(25,000.00)
Debt Service:			
Bond Principal	55,000.00	55,000.00	-
Bond Interest	21,038.00	23,513.00	(2,475.00)
Other Bonds or Notes Principal	20,000.00	20,000.00	-
Other Bonds or Notes Interest	1,600.00	2,400.00	(800.00)
Bond Anticipation Note Principal	15,000.00	15,000.00	-
Bond Anticipation Note Interest	2,400.00	3,000.00	(600.00)
Total Debt Service	115,038.00	118,913.00	(3,875.00)
Total Budget	521,288.00	462,063.00	59,225.00

Borough of Englishtown
Fire District No. 1
2012 Budget

	2012 Budget	2011 Budget	Increase (Decrease)
Revenues:			
Unreserved Fund Balance		53,878.00	
Reserved Fund Balance		10,000.00	
Supplemental Fire Services		414.00	
District Taxes		397,771.00	
Total Revenues	-	462,063.00	-
Net Valuation Taxable - 2011	252,343,900	252,343,900	-
Tax Rate	-	0.158	
Appropriations:			
Administration:			
Salaries and Wages	<i>19,650</i>	18,650.00	
Fringe Benefits		2,300.00	
Other Expenses:			
Elections	<i>1,500</i>	1,500.00	
Office Expenses	<i>4,000</i>	2,500.00	
Professional Services	<i>30,000</i>	30,000.00	
subtotal Other Expenses	-	34,000.00	-
Operations - Other Expenses:			
Advertising	<i>700</i>	700.00	
Insurance	<i>52,000</i>	52,000.00	
Memberships / Dues	<i>1,500</i>	1,500.00	
Maintenance and Repairs - Trucks	<i>43,000</i>	38,000.00	
Maintenance and Repairs - Bldg	<i>10,000</i>	10,000.00	
Training and Education	<i>20,000</i>	15,000.00	
Personal Protective Equipment	<i>12,000</i>	10,000.00	
Utilities	<i>38,000</i>	35,000.00	
Fuel	<i>15,600</i>	12,000.00	
Promotion	<i>1,000</i>	1,000.00	
Contract - Volunteer Fire Co.	<i>22,000</i>	20,000.00	
Fire Fighting Equipment	<i>20,000</i>	20,000.00	
subtotal Other Expenses	-	215,200.00	-
Appropriations Offset with Revenues:			
Salaries and Wages			
Fringe Benefits			
Other Expenses			
Length of Service Awards	<i>46,000</i>	48,000.00	
Capital Appropriations:			
Reserve for Future Capital Outlays		25,000.00	
Debt Service:			
Bond Principal	55,000.00	55,000.00	-
Bond Interest	21,038.00	23,513.00	(2,475.00)
Other Bonds or Notes Principal	20,000.00	20,000.00	-
Other Bonds or Notes Interest	1,600.00	2,400.00	(800.00)
Bond Anticipation Note Principal	15,000.00	15,000.00	-
Bond Anticipation Note Interest	2,400.00	3,000.00	(600.00)
Total Debt Service	115,038.00	118,913.00	(3,875.00)
Total Budget		462,063.00	

Englishtown Fire Department
Budget Meeting
November 22, 2011

Firefighting Equipment			
Thermal Imaging Cameras	2	4,500.00	9,000.00
Extrication Tools	1	20,000.00	20,000.00
SCDA Masks	10	350.00	3,500.00
Voice Amplifiers	5	350.00	<u>1,750.00</u>
Total Firefighting Equipment			34,250.00
Personal Protective Equipment			
Personal Protective Equipment	6	1,600.00	9,600.00
Gloves	20	65.00	1,300.00
Hoods	30	35.00	1,050.00
Helmets Plaques (Shields)	10	75.00	750.00
Helmets	6	275.00	1,650.00
Extrication Gloves	20	50.00	<u>1,000.00</u>
Total Personal Protective Equipment			15,350.00
Equipment Maintenance and Repair			
Hose Testing	12,800	0.25	3,200.00
Pump Testing	3	250.00	750.00
Ladder Testing	1	225.00	<u>225.00</u>
Total Equipment Maintenance and Repair			4,175.00
Training			
Extrication	2	750.00	1,500.00
RIT	2	750.00	1,500.00
Fire Operations	2	750.00	1,500.00
EVOC	2	1,500.00	<u>3,000.00</u>
Total Training			7,500.00
Contract Englishtown Fire Department Nov 13, 2011			
Firefighting Equipment			11,000.00
Non-Fighter Fighting Equipment			2,500.00
Food			14,000.00
Community Relations			3,200.00
Equipment Maintenance			4,000.00
General Office and Administration			2,000.00
Uniforms			5,000.00
Firefighting Health			1,000.00
Annual Dinner			14,000.00
Convention			1,400.00
Training			<u>250.00</u>
Total Contract Englishtown Fire Department			58,350.00

7:07 PM
 11/22/11
 Accrual Basis

Englishtown Fire District No. 1
2011 Budget
 January through December 2011

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Fire District Taxes	99,443.00	397,771.00	-298,328.00
Interest on Investments	166.05	0.00	166.05
Miscellaneous			
Tower	6,257.68	0.00	6,257.68
Miscellaneous - Other	4,867.72	0.00	4,867.72
Total Miscellaneous	11,125.40	0.00	11,125.40
Supplemental Fire Services	0.00	414.00	-414.00
Total Income	110,734.45	398,185.00	-287,450.55
Expense			
Administration fee	1,510.35		
Fringe Benefits	0.00	2,300.00	-2,300.00
Administration	3,300.00		
Employee Benefits	205.43		
Advertising	293.14	700.00	-406.86
Contract - Volunteer Fire Co	18,333.34	20,000.00	-1,666.66
Dues and Subscriptions	480.00	1,500.00	-1,020.00
Elections	856.50	1,500.00	-643.50
Fire Fighting Equipment	12,227.28	20,000.00	-7,772.72
Fuel	9,624.03	12,000.00	-2,375.97
Insurance Premiums	36,684.41	52,000.00	-15,315.59
Legal	12,460.00		
Maintenance and Repairs			
Building	15,507.67	10,000.00	5,507.67
Trucks	31,024.99	38,000.00	-6,975.01
Total Maintenance and Repairs	46,532.66	48,000.00	-1,467.34
Office Supplies	1,356.88	2,500.00	-1,143.12
Paid Positions	8,402.64	18,650.00	-10,247.36
Personal Protective Equipment	2,577.95	10,000.00	-7,422.05
Professional Services			
Audit and Accounting	1,060.00		
Other Professional	1,243.00		
Professional Services - Other	0.00	30,000.00	-30,000.00
Total Professional Services	2,303.00	30,000.00	-27,697.00
Promotion	0.00	1,000.00	-1,000.00
Training	9,150.60	15,000.00	-5,849.40
Uncategorized Expenses	1,671.00		
Utilities	31,290.79	35,000.00	-3,709.21
Length of Service Awards	0.00	48,000.00	-48,000.00
Reserve for future outlay	0.00	25,000.00	-25,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	13,575.00	23,513.00	-9,938.00
Bond Note Principal	0.00	15,000.00	-15,000.00
Bond Note Interest	13,175.14	3,000.00	10,175.14

7:07 PM
11/22/11
Accrual Basis

Englishtown Fire District No. 1
2011 Budget
January through December 2011

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Fire Co. Loan Principal	35,000.00	20,000.00	15,000.00
Fire Co. Loan Interest	4,200.00	2,400.00	1,800.00
Total Expense	<u>320,210.14</u>	<u>462,063.00</u>	<u>-141,852.86</u>
Net Income	<u><u>-209,475.69</u></u>	<u><u>-63,878.00</u></u>	<u><u>-145,597.69</u></u>

CHIEF ENGINEER REPORT OCT. 2011

WORK DONE ON TRUCKS

- 12-74 Cambell Supply Service Inc. Service front bearings
Replace foam control and replace governor control
- 12-75 Replace lost yellow flashlight
Replace right side halogen bulb on pump panel
- 12-76 Replace 9-Volt battery on heat gun
- 12-86 Allied Diesel Repair fuel leak
Use 8-Containers of speedy-dry
- 12-87 Replace 20-amp fuse for fire band radio

EQUITMENT

SBP Industries Six month service for in house generator

SCOTT PACKS

Replace 18-C batteries packs 5,11,22,24,25&28
Fill 21 scott bottles in house

MILES FOR THE MONTH

12-74	93
12-75	34
12-76	0
12-86	66
12-87	323
12-93	3
Total Miles	519

End of Report