

February 1st, 2018

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Wednesday February 1st, 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 P. Cooke at 8:06 P.M.

1. **Sunshine Statement read by Attorney Joe 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 and Gerald Maresca

December 2017 Minutes: A motion was made by R. Reale and a Second was made by P. Cooke to accept the minutes. Motion passed by unanimous vote.

Financial: A motion was made by G. Maresca and a Second was made by R. Reale to accept the bill list and Report, Motion passed by unanimous vote.

Legal: Everything is in order and ready for the upcoming Fire District Election on February 17th, 2018. G. Maresca will be picking up the voting lists on February 16th, 2018 by G. Maresca. The voting machine will be delivered on February 15th, and G. Maresca will contact the voting poll workers. The machine will be picked up on February 20th, 2018 no later than 12 noon.

Auditor/Accountant:

- None

Chief's Report:

- Total of 36 calls for the month of January 2018 with 94.33 Staff Hours.
- See Attached Report for additional details.
- An agreement needs to be signed with Middlesex County by The Board of Commissioners so that the radios can be programmed with Middlesex County frequencies.
- A proposed by-law change was made for a Driver Training Program, the Board was notified.
- An annual physical requirement/test will be conducted this year. The Chief requested a copy of the Resolution to be sure that the requirements will coincide with the policy.
- A question was raised if a member fails the Physical, can he go to his own doctor. The Board Attorney stated that if the Member's personal doctor and the Department doctor agree, he may return.

Department Engineer's Report:

- See attached Report

President's Report:

- Waiting for FF Keith Wright to transport the Dodge Power Wagon Brush Truck to the State Fire Museum.

Fire Bureau:

- See Attached Report.

LOSAP:

- A list of members and the time that they have on the department is being gathered to determine which members are vested.

Correspondence:

- Security Systems contract for an annual alarm system inspection. Copies signed.

Insurance:

- None

Membership:

- No Report

Old Business:

- The Scene Lighting for 12-75 will be done February 20th, 2018.
- Chairman Cooke will be contacting Manalapan Township for the repairs needed in the parking lot after the winter months. President Ed Miller suggested to contact Monmouth County as well.
- R. Reale is still researching the Conference Table Chairs.
- G. Maresca spoke with Overhead Door for a maintenance contract. They stated that they would send one over, but one has not been received yet. Last contacted January 31st, 2018. R. Reale will try to contact them.

New Business:

- None

Executive Session:

A motion was made by the Board to move into Executive Session to discuss personnel matters at 8:54PM. A motion was made by G. Maresca and a 2nd was made by R. Reale. Motion passed unanimously. See attached report. Executive Session closed at 9:15PM.

Public Open Portion:

None

Meeting Adjournment: at 9:15 PM. After a motion by G. Maresca and seconded by R. Reale and approved unanimously by a roll call vote.

Certified at the March 1st, 2018 regularly scheduled meeting _____

Victoria Sarti, Board Clerk

Chief Engineers Report JAN. 2018

work done on Trucks

- 12-66 M3 Collision of Morganville Repair Body Damage
Total Bill \$ 8,165.⁶⁸ 1/31/18
HARRY will be doing the Lettering cost \$250.⁰⁰
- 12-74 Repair Rightside door MIRROR so control work the Right way
- 12-75 Tighten skrew on folding steps both side Front + Rear
- 12-76 Batteries were dead cause shoreline was unplug
So if you see trucks unplug ~~it~~ Plug it in
- 12-87 Englishtown Automotive Service Vehicle
I Replace 12 Volt Battery cause it was dead the charger
not working so you must unplug Computer Nonwood
- 12-93 Tighten Passenger side door mirror with new Bolt + washer
Replace Two windshield wiper Blads on 2013 Ford Explorer

Equipment

Replace 6 C-Batteries Sensit Gas Meter on 74 + 75

Miss

DRAIN water out of in house AIR compressor

Scott Packs

Filled 20 Scott Bottles in house

Sent out Packs 05, 23 + 30 New Jersey Fire Equipment
for Repair's out of Service 1/8/18 Back in Service 1/29/18

Pack 29 out of Service

Replace 6 C-Batteries Pack 3 + 14

Mile for the Month

12-74 - 159
12-75 - 41
12-76 - 0
12-86 - 0
12-87 - 958
12-93 - 0

Total miles 1258

End of Report

EXHIBIT "A"

COUNTY OF MONMOUTH

MUNICIPAL ASSISTANCE / SHARED SERVICES AGREEMENT

Services available:

The municipal assistance / shared services available from the County include, but are not limited to, the following:

- Catch basin cleaning
- Culvert repairs
- Diesel inspections
- Equipment use (with equipment operator)
- Guiderail installation
- Mowing
- Plowing
- Salting and sanding
- Street sign installation
- Street sweeping
- Towing
- Traffic signal installation
- Vehicle painting
- Vehicle repairs
- Vehicle washing

Pricing:

It is the intent that the County will recoup its actual costs in providing the services, but no profit. Therefore, the cost of the services shall be the estimated actual cost to the County for the requested (a) equipment, (b) materials and (c) labor, as quoted by the County.

Procedure:

If the Municipality is interested in procuring services through the Municipal Assistance / Shared Services Agreement, the Municipality will submit a completed Request Form to the County. If the County is able to honor the request, the County will approve the request and issue either a fixed or an estimated price quotation. The Municipality will then decide, at its option, whether or not to accept the services offered by the County.

Englishtown Fire Department



Englishtown, NJ

This report was generated on 2/1/2018 7:18:33 PM

Incident Count with Man-Hours per Zone for Date Range

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

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	11	32:21
13-26-1 - Gordon's Corner Fire Company	3	19:16
13-26-2 - Manalapan Fire Company #1	18	33:49
13-26-2P - Manalapan Primary Response Area	2	8:60
13-32-1 - Millstone Fire Department	1	0:08
TOTAL	35	94:33

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

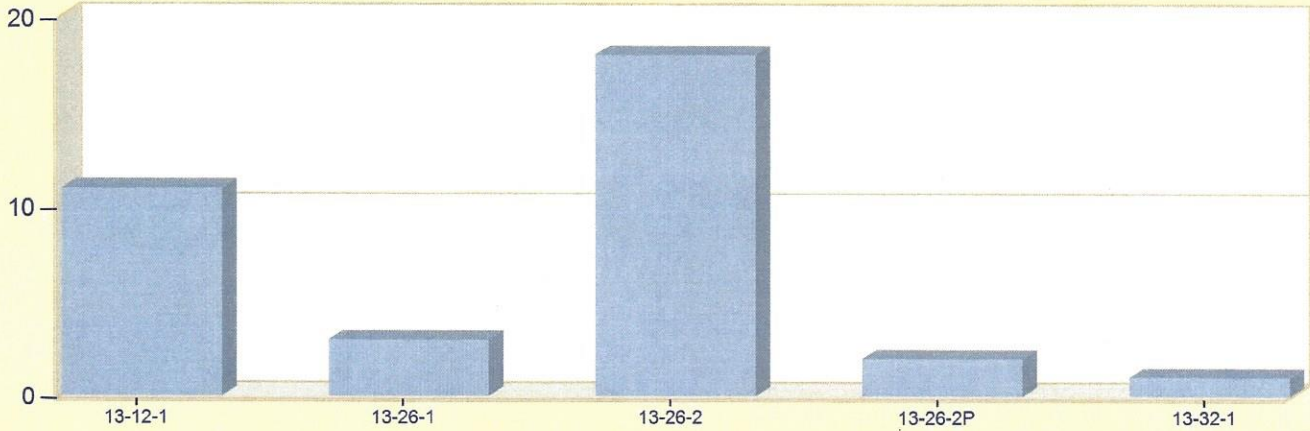
Englishtown, NJ

This report was generated on 2/1/2018 7:19:04 PM



Incident Type Count per Zone for Date Range

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



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	113 - Cooking fire, confined to container	1
	131 - Passenger vehicle fire	1
	311 - Medical assist, assist EMS crew	1
	412 - Gas leak (natural gas or LPG)	3
	442 - Overheated motor	1
	522 - Water or steam leak	1
	611 - Dispatched & cancelled en route	1
	651 - Smoke scare, odor of smoke	1
	731 - Sprinkler activation due to malfunction	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	<i>11</i>
13-26-1 - Gordon's Corner Fire Company		
	113 - Cooking fire, confined to container	1
	741 - Sprinkler activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	<i>3</i>
13-26-2 - Manalapan Fire Company #1		
	113 - Cooking fire, confined to container	1
	118 - Trash or rubbish fire, contained	1
	141 - Forest, woods or wildland fire	1
	322 - Motor vehicle accident with injuries	1

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

ZONES	INCIDENT TYPE	COUNT
	324 - Motor vehicle accident with no injuries.	1
	463 - Vehicle accident, general cleanup	1
	520 - Water problem, other	1
	522 - Water or steam leak	1
	531 - Smoke or odor removal	1
	611 - Dispatched & cancelled en route	1
	733 - Smoke detector activation due to malfunction	2
	735 - Alarm system sounded due to malfunction	1
	740 - Unintentional transmission of alarm, other	1
	745 - Alarm system activation, no fire - unintentional	3
	900 - Special type of incident, other	1
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	18
13-26-2P - Manalapan Primary Response Area		
	173 - Cultivated trees or nursery stock fire	1
	744 - Detector activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area.</i>	2
13-32-1 - Millstone Fire Department		
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department:</i>	1
Total Count for all Zone:		35

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

Englishtown Comprehensive Report

01/01/2018 to 01/31/2018

	LHU	Non-LHU
Total Open Properties	15	56
Number Inspected	0	0
Number Reinspected	0	0
Number of Inspection Certificates Issued	0	0

Registrations Invoiced	1
Registrations Paid	0
Permits Invoiced	0
Permits Paid	0
Smoke CO Inspected	2
Smoke CO Approved	1
Smoke CO Invoiced	0
Smoke CO Paid	0
Total Violations Issued	0
Total Penalty Notices Issued	0

Expand All | Collapse All

Property Registration (0)

Property Registration Annual Registration Letter Date

Registrations (Non-Life Hazard) (0)

Property Registration Annual Registration Letter Date

New Registrations (0)

Property Registration Date Registered

Closed Registrations (0)

Property Registration Date Closed

Inspections by Type (0)

Periodic (0)

Reinspection (0)

Follow up (0)

Complaint (0)

Other (0)

Inspection Inspection Date Re-Inspection 1 Re-Inspection 2 Re-Inspection 3 Inspection Type

Inspections by Inspector (0)

Thomas Kirkland (0)

John Marini (0)

Edward Miller (0)

Inspection Inspection Date Inspector

Notice of Violations Issued (0)

Business Name Notice Date

State Notice of Violations Issued (0)

Business Name Notice Date

Order to Pay Penalty Issued (0)

Business Name Notice Date

Order to Pay Recurring Penalty Issued (0)

Business Name Notice Date

Punitive Closing Order Issued (0)

Business Name Notice Date

Request for Time Extension (0)

Business Name Notice Date

Notice of Imminent Hazard (0)

Business Name Notice Date

Invoiced (1)

Registration Fee: \$125.00

Permit Fee:

Total Fee: \$125.00

Business Name Invoice Date Registration Fee Permit Fee Total Fee

1	Holistic Fusion	01/29/2018	\$125.00		\$125.00
GRAND TOTAL			\$125.00		\$125.00

Invoiced & Waived (0)

Registration Fee:

Permit Fee:

Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL

Invoiced LHUs (0)

Registration Fee:

Permit Fee:

Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL

Invoices Paid (0)

Registration Fee:

Permit Fee:

Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL

Invoices Unpaid (1)

Registration Fee: \$125.00

Permit Fee:

Total Fee: \$125.00

# Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
1 Holistic Fusion	01/29/2018	\$125.00		\$125.00
GRAND TOTAL		\$125.00		\$125.00

Payments (0)

Check:
Cash:
On Acct:
Money Order:
Total:

# Business Name	Payment Date	Check	Cash	On Account	Money Order	Total Payment
GRAND TOTAL						

Payments Waived (0)

Check:
Cash:
On Acct:
Money Order:
Total:

# Business Name	Payment Date	Check	Cash	On Account	Money Order	Total Payment
GRAND TOTAL						

Permits (0)

Missing Application Date: 0
Annual: 0
Seasonal: 0
Type 1: 0
Type 2: 0
Type 3: 0
Type 4: 0

# Applicant	Application Date	Annual	Seasonal	Type 1	Type 2	Type 3	Type 4
GRAND TOTAL		0	0	0	0	0	0

Invoiced (0)

Registration Fee:
Permit Fee:
Total Fee:

# Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
GRAND TOTAL				

Invoices Paid (0)

Registration Fee:
Permit Fee:
Total Fee:

# Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
GRAND TOTAL				

Invoices Unpaid (0)

Registration Fee:
Permit Fee:
Total Fee:

# Business Name	Invoice Date	Registration Fee	Permit Fee	Total Fee
GRAND TOTAL				

Invoices Waived (0)

Registration Fee:
Permit Fee:
Total Fee:

Business Name Invoice Date Registration Fee Permit Fee Total Fee

GRAND TOTAL

Payments (0)

Check:
Cash:
On Acct:
Money Order:
Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment

GRAND TOTAL

Payments Waived (0)

Check:
Cash:
On Acct:
Money Order:
Total:

Business Name Payment Date Check Cash On Account Money Order Total Payment

GRAND TOTAL

Smoke/CO Certificate - Rental (2)

Approved: 1
Denied: 0
House: 0
Townhouse: 0
Condo: 0
Apartment: 1
Other: 1

Applicant Application Date Approved Denied House Townhouse Condo Apartment Other

1 32 MAIN STREET 01/29/2018 Approved Other

2 59 MAIN STREET B 01/29/2018 Approved Apartment

GRAND TOTAL 1 0 0 0 0 1 1

Smoke/CO Certificate - Resale (0)

Approved: 0
Denied: 0
House: 0
Townhouse: 0
Condo: 0
Apartment: 0
Other: 0

Applicant Application Date Approved Denied House Townhouse Condo Apartment Other

GRAND TOTAL 0 0 0 0 0 0 0

Smoke/CO Certificate - By Inspector (2)

Thomas Kirkland (0)
John Marini (2)
Edward Miller (0)

Applicant Application Date Thomas Kirkland Edward Miller John Marini

1 59 MAIN STREET B 01/29/2018 John Marini

2 32 MAIN STREET 01/29/2018 John Marini

GRAND TOTAL 0 0

Payments (1)

Check:
Cash: \$45.00
Credit Card:

Visa Consumer Check:
On Acct:
Money Order:
Total: \$45.00

#	Business Name	Payment Date	Check	Cash	Credit Card	Visa Check	On Account	Money Order	Total Payment
1	NGUYEN, KIMLIEN	01/22/2018		\$45.00					\$45.00
GRAND TOTAL				\$45.00					\$45.00

COMMISSIONER OF REGISTRATION
AND
SUPERINTENDENT OF ELECTIONS

MARY DE SARNO
COMMISSIONER
AND
SUPERINTENDENT



SPECIAL SERVICES COMPLEX
300 HALLS MILL ROAD
FREEHOLD, NEW JERSEY 07728

TELEPHONE: (732) 431-7780
FAX: (732) 431-7870

TO: Boards of Fire Commissioners/Board Attorneys

FROM: Mary DeSarno
Commissioner of Registration
Superintendent of Elections

Attorney has paperwork

RE: Annual Fire District Election
Saturday, February 17, 2018
Hours of Election: 2:00 PM to 9:00 PM

DATE: January 4, 2018

In connection with the above-noted matter, please be advised of the following procedures:

VOTER REGISTRY LIST

1) Cost of voter registry list is \$1.50 per voting district. It is the responsibility of the Board of Fire Commissioners to complete and return the enclosed request form **as soon as possible**. Please carefully check the districts for accuracy and make any changes directly on the form. Cost of your list is noted on the form. Also, please complete and return the Open Public Records Act form. Kindly attend to this immediately.

2) List will be ready for pickup on Friday, February 16, 2018, between the hours of 8:30 AM and 4:30 PM at the Office of Commissioner of Registration/Superintendent of Elections, 300 Halls Mill Road, Freehold, New Jersey. The Office of Commissioner of Registration/Superintendent of Elections, Monmouth County, shall not be responsible for pickup or delivery of any list after 4:30 PM on Friday, February 16, 2018.

VOTING MACHINES

1) If you are using voting machines, please note the rental cost is now \$66.00 per machine. There is currently no charge for programming. It is the sole responsibility of the Board of Fire Commissioners to have the ballot overlay printed, proofread, and delivered to Michael Marx, Supervisor of Voting Machines, (732) 431-7291, **no later than noontime, Thursday, February 1, 2018**, in order to allow sufficient time for voting machine programming and testing; and possible printing errors and subsequent reprinting. This date is not negotiable. **Any ballot content not received by noontime, Thursday, February 1, 2018, shall not be considered received in a timely manner and therefore, no voting machine will be available for that Fire District for this election.**

VOTING MACHINES (con't)

The Sequoia AVC Advantage electronic voting machines shall be utilized for this election. Knowledge of this electronic voting machine is required for usage. Voting machine training is mandatory for those individuals that shall be operating the voting machine who have no prior experience with the same. Also, please feel free to attend if you think a review would be beneficial. Kindly see enclosed flyer for information.

2) Voting machine keys are to be picked up at the Office of Commissioner of Registration/Superintendent of Elections, 300 Halls Mill Road, Freehold, New Jersey on Friday, February 16, 2018, between the hours of 8:30 AM and 4:30 PM. The Office of Commissioner of Registration/Superintendent of Elections, Monmouth County, shall not be responsible for pickup or delivery of voting machine keys after 4:30 PM on Friday, February 16, 2018. All voting machine keys must be returned to the Office of Commissioner of Registration/Superintendent of Elections, 300 Halls Mill Road, Freehold, New Jersey, on Tuesday, February 20, 2018, by 12 noon. At the closing of the polls, after you print out the results, **please leave the cartridge in the voting machine.** The cartridge does not get read after this election. Again, **PLEASE LEAVE THE CARTRIDGE IN THE MACHINE.** Disregard the seal number at the bottom of the results printout.

3) Voting machine delivery shall be on Thursday, February 15, 2018, during daylight hours. Voting machine pickup shall be on Tuesday, February 20, 2018, during daylight hours. It shall be the responsibility of the Fire District to designate someone to be present at the firehouse in order that the building is accessible on the aforesaid dates.

It is requested that you complete and return the enclosed Information Sheet for our records. Also, if you have not already sent a voucher, please enclose one when you return your request forms for lists and the information sheet.

If you have any questions regarding the above procedures, please call (732) 431-7780 ext. 7786. Thank you for your anticipated cooperation in this matter.



Mary DeSarno
Commissioner of Registration
Superintendent of Elections