

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday July 5th, 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 Peter Cooke at 8:06 P.M.

1. **Sunshine Statement** by Joseph 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, Gerald Maresca, Brian Stonaker

Legal: Resolution to accept the audit report was tabled until the following meeting due to the audit report not being complete at this time.

Board Attorney stated that minutes kept by a Clerk are not minutes until they are made into a report and they are adopted and approved by a board. They are then subject to OPRA.

A Sexual Harassment training class will be scheduled. Chief Sarti will contact Monmouth County to inquire about a training class.

June 2018 Minutes: A motion was made by G. Maresca and a Second was made by B. Stonaker to accept the minutes. Motion passed, with an abstention from P. Cooke.

Financial: Two checks (6200 & 6201) on the bill list are not printed due to printer issues. A motion was made by G. Maresca and a Second was made by R. Reale to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: The Board Accountant will have the audit report completed by the next meeting.

Chief's Report:

- Total of 27 calls for the month of June 2018
- **Short Staffed for 15 and NO RESPONSE for 7 out of the 27 Calls.**
- See Attached Report for additional details.

Department Engineer's Report:

- See attached Report
- Board wished Pepper a Happy Birthday

President's Report:

- No Report

Fire Bureau:

- See attached Report

LOSAP:

- No Report

Correspondence:

- None

Insurance:

- No Report

Membership:

- No Report

Old Business:

- P. Cooke received a hand drawing from the Borough Engineer for parking spaces in the parking lot.

New Business:

- New circulation fans are needed in the bays. President E. Miller was asked to check with an Electrician.

Public Open Portion:

- None

Meeting Adjournment: at 8:41 PM. After a motion by G. Maresca and Seconded by R. Reale and approved by a unanimous roll call vote.

Certified at the August 2, 2018th, regularly scheduled meeting_____

7:40 PM

07/05/18

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of July 5, 2018

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Deposit	6/15/2018						39,708.15
Check	7/3/2018	6196	Tasc Fire Apparatus	Fire District Taxes	102,850.00		142,556.15
Check	7/3/2018	6197	Tom Kirkland	Fire Fighting Equipment		2,431.25	140,124.90
Deposit	7/3/2018			Salaries and Wages		449.13	139,675.77
Check	7/5/2018	6175	Englishtown Fire Department	Fire District Taxes	108,900.00		248,575.77
Check	7/5/2018	6176	Cytracom LLC.	Contract - Volunteer Fi...		2,250.00	246,325.77
Check	7/5/2018	6177	State of nj dept. of labor and wor...	Utilities		288.82	246,036.95
Check	7/5/2018	6178	Optimum	Fringe Benefits		4.55	246,032.40
Check	7/5/2018	6179	Jersey Central Power & Light	Utilities		264.06	245,778.34
Check	7/5/2018	6180	Manalapan - Englishtown Board ...	-SPLIT-		4,417.59	241,360.75
Check	7/5/2018	6181	new jersey fire equipment	Fire Fighting Equipment		1,534.33	239,826.42
Check	7/5/2018	6182	Jersey Coast Fire & First aid Sup...	Fire Fighting Equipment		90.63	239,735.79
Check	7/5/2018	6183	Middlesex County Fire Academy	Training		204.10	239,531.69
Check	7/5/2018	6184	Verizon	Utilities		341.00	239,190.69
Check	7/5/2018	6185	Manalapan Hardware	Utilities		55.42	239,135.27
Check	7/5/2018	6186	Blaze Emergency Equipment Co...	Fire Fighting Equipment		436.98	238,698.29
Check	7/5/2018	6187	East Coast Emergency Lighting	Trucks		824.65	237,873.64
Check	7/5/2018	6188	Brunswick Bank & Trust	Trucks		362.88	237,510.76
Check	7/5/2018	6189	Verizon Wireless	Bond Interest		2,468.22	235,042.54
Check	7/5/2018	6190	Staples	Utilities		369.87	234,672.67
Check	7/5/2018	6191	Jersey Coast Fire & First aid Sup...	Office Supplies		197.15	234,475.52
Check	7/5/2018	6192	Jersey Coast Fire & First aid Sup...	Trucks		134.95	234,340.57
Check	7/5/2018	6193	NJ Natural Gas	Fire Fighting Equipment		574.30	233,766.27
Check	7/5/2018	6194	East Coast Emergency Lighting	Utilities		124.85	233,641.42
Check	7/5/2018	6195	NetLink	Trucks		5,316.90	228,324.52
Check	7/5/2018	6205	SBP Industries Inc.	Professional Services		398.00	227,926.52
Check	7/5/2018	6206	SBP Industries Inc.	Building	0.00		227,926.52
Check	7/5/2018	6199	Ed Miller	Building	0.00		227,926.52
Check	7/5/2018	6207	SBP Industries Inc.	UFSA Other Expenses	0.00		227,926.52
Check	7/5/2018	6200	Ed Miller	Building	0.00		227,926.52
Check	7/5/2018	6201	SBP Industries Inc.	UFSA Other Expenses		346.63	227,577.89
				Building		675.00	226,902.89
Total Brunswick Bank Checking							
					211,750.00	24,553.26	226,902.89
TOTAL					211,750.00	24,553.26	226,902.89

7:48 PM
 07/05/18
 Accrual Basis

Englishtown Fire District No. 1
 2018 Budget
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
Income			
Capital Fund Balance	0.00	70,556.00	-70,556.00
Fire District Taxes	362,902.86	484,000.00	-121,097.14
Miscellaneous	0.00	444.00	-444.00
Uniform Fire Safety Act			
Fines and Penalties	15,500.00		
Smoke Detector Fees	1,594.50	19,000.00	-17,405.50
Inspection Fees	491.50		
State Registration Fees	6,079.00	5,000.00	1,079.00
Total Uniform Fire Safety Act	23,665.00	24,000.00	-335.00
Total Income	386,567.86	579,000.00	-192,432.14
Gross Profit	386,567.86	579,000.00	-192,432.14
Expense			
2017 Expense	64,411.43		
Monmouth County Dispatch Fees	0.00	10,000.00	-10,000.00
Professional Services-Physicals	594.00	8,000.00	-7,406.00
Fringe Benefits	4.55	2,300.00	-2,295.45
Administration			
Salaries and Wages	12,704.90	32,650.00	-19,945.10
Total Administration	12,704.90	32,650.00	-19,945.10
Employee Benefits	1,019.36		
Advertising	285.40	700.00	-414.60
Contract - Volunteer Fire Co	15,750.00	26,000.00	-10,250.00
Dues and Subscriptions	3,413.00	5,000.00	-1,587.00
Elections	942.50	1,500.00	-557.50
Fire Fighting Equipment	7,432.84	20,000.00	-12,567.16
Fuel	3,543.88	15,000.00	-11,456.12
Insurance Premiums	52,221.00	84,916.00	-32,695.00
Maintenance and Repairs			
Building	2,996.00		
Trucks	20,085.69		
Maintenance and Repairs - Other	0.00	62,500.00	-62,500.00
Total Maintenance and Repairs	23,081.69	62,500.00	-39,418.31
Office Supplies	2,793.37	4,000.00	-1,206.63
Personal Protective Equipment	685.00	15,000.00	-14,315.00
Professional Services			
Legal	4,792.00		
Professional Services - Other	4,511.80	40,000.00	-35,488.20
Total Professional Services	9,303.80	40,000.00	-30,696.20

7:48 PM
07/05/18
Accrual Basis

Englishtown Fire District No. 1
2018 Budget
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Promotion	0.00	1,000.00	-1,000.00
Training	2,115.13	18,000.00	-15,884.87
Utilities	24,833.47	40,000.00	-15,166.53
UFSA Salaries and Wages	0.00	16,000.00	-16,000.00
UFSA Fringe Benefits	0.00	3,000.00	-3,000.00
UFSA Other Expenses	1,477.24		
Length of Service Awards	0.00	48,000.00	-48,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	6,211.23	8,663.00	-2,451.77
Bond Note Principal	0.00	20,000.00	-20,000.00
Bond Note Interest	0.00	2,700.00	-2,700.00
Total Expense	<u>287,823.79</u>	<u>539,929.00</u>	<u>-252,105.21</u>
Net Income	<u>98,744.07</u>	<u>39,071.00</u>	<u>59,673.07</u>

Englishtown Fire Department

Englishtown, NJ

This report was generated on 7/5/2018 4:42:06 PM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 06/01/2018 | End Date: 06/30/2018

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	4	5:12
13-26-2 - Manalapan Fire Company #1	14	45:54
13-26-2P - Manalapan Primary Response Area	8	11:40
13-32-1 - Millstone Fire Department	1	1:38
TOTAL	27	64:23

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.



EMERGENCY REPORTING

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Page # 1