

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday June 7th, 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 Commissioner Gerald Maresca at 8:09 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: Clerk Victoria Sarti, Treasurer Ryan Reale, Gerald Maresca, Brian Stonaker

Absent: Chairman Peter Cooke

Legal: Information being gathered to finish the Audit. A Resolution will be prepared by the next meeting after R. Reale contacts the Board Attorney to confirm.

May 2018 Minutes: A motion was made by R. Reale and a Second was made by B. Stonaker to accept the minutes. Motion unanimously passed.

Financial: A second check had to be reissued for the Relief Association as they misplaced the first one. A motion was made by R. Reale and a Second was made by B. Stonaker to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: No Report

Chief's Report: Due to the Chief being absent from last month's meeting (Structure Fire Call) April and May's info are listed.

- Total of 33 calls for the month of April 2018
- Short Staffed for 17 and NO RESPONSE for 4 out of the 33 Calls.
- Total Calls for the Month of May 2018.
- Short Staffed for 9 and NO RESPONSE for 1 call out of the 40 Calls.
- See Attached Report for additional details.
- Request for 10 Scott AV-3000 HT SCBA masks @ \$268.00 each, Total \$2,680.00. State Contract. Motion made by R. Reale and a second made by G. Maresca to purchase. Approved by Board unanimously.
- Request for 6- 5 gallon pails of Class A Foam and 12 - 5 gallon pails of Class B Foam. Total \$1,410.00. Unanimously approved by Board.
- Copy of purchase order for the TSI Fit Test Machine. It has arrived and is currently being housed at Station 26-1. The Chiefs of the three departments will be developing a training program.

Department Engineer's Report:

- See attached Report

President's Report:

- No Report

Fire Bureau:

- See attached Report

LOSAP:

- No Report

Correspondence:

- None

Insurance:

- No Report

Membership:

- No Report

Old Business:

- As told by R. Reale, Chairman Peter Cooke spoke with the Borough Engineer to develop a general spec to line the parking lot and then give that spec to the County.

New Business:

- Tennessee Fire Expo – Oct. 16th to Oct. 21st - FF Ed Brown contacted her sister and confirmed that house is available. Commissioner R. Reale and Chief Sarti will work on flights and accommodations. Budgeted \$6,000.00.

Public Open Portion:

- None

Meeting Adjournment: at 8:46 PM. After a motion by R. Reale and Seconded by B. Stonaker and approved by a unanimous roll call vote.

Certified at the July 5th, 2018 regularly scheduled meeting _____

5:45 PM

06/07/18

Accrual Basis

Englishtown Fire District No. 1 Bill List As of June 7, 2018

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Check	5/9/2018	6150	Staples				45,777.59
Deposit	6/1/2018						43,611.27
Transfer	6/1/2018						45,281.98
Check	6/7/2018	6151	-Jersey Central Power & Light	Office Supplies		2,166.32	85,281.98
Check	6/7/2018	6152	Englishtown Fire Department	-SPLIT-	1,670.71		82,494.56
Check	6/7/2018	6153	Cytracom LLC.	Brunswick Bank Savin...	40,000.00		42,824.56
Check	6/7/2018	6154	Optimum	Utilities		2,787.42	40,037.14
Check	6/7/2018	6155	stockel lawn	Contract - Volunteer Fi...		2,250.00	37,787.14
Check	6/7/2018	6156	Blaze Emergency Equipment Co...	Utilities		288.82	37,498.32
Check	6/7/2018	6157	Verizon Wireless	Building		251.88	37,246.44
Check	6/7/2018	6158	Blaze Emergency Equipment Co...	Trucks		995.00	36,251.44
Check	6/7/2018	6159	Matt O'Brien	Utilities		2,127.98	34,123.46
Check	6/7/2018	6160	Gerald Maresca	Trucks		736.91	33,386.55
Check	6/7/2018	6161	NJ Natural Gas	Trucks		193.00	33,193.55
Check	6/7/2018	6162	Staples	Training		44.99	33,148.56
Check	6/7/2018	6163	Manalapan - Englishtown Board ...	Utilities		29.25	33,119.31
Check	6/7/2018	6164	Verizon	Office Supplies		1,135.51	31,983.80
Check	6/7/2018	6165	Pasquale DiBenedetto	Fuel		170.53	31,813.27
Check	6/7/2018	6166	Ryan Reale	Utilities		616.39	31,196.88
Check	6/7/2018	6167	Victoria Sarti	Salaries and Wages		55.42	31,141.46
Check	6/7/2018	6168	Gerald Maresca	Salaries and Wages		1,567.74	29,573.72
Check	6/7/2018	6169	Brian Stonaker	Salaries and Wages		2,010.29	27,563.43
Check	6/7/2018	6170	Peter Cooke	Salaries and Wages		2,010.29	25,553.14
Check	6/7/2018	6171	Thomas Kirkland	Salaries and Wages		1,694.06	23,859.08
Check	6/7/2018	6172	NetLink	Salaries and Wages		1,694.06	22,165.02
Check	6/7/2018	6173	united States Treasury	Salaries and Wages		1,694.06	20,470.96
Check	6/7/2018	6174	Englishtown Relief Association	Salaries and Wages		1,318.77	19,152.19
				-SPLIT-		796.00	18,356.19
				2017 Expense		2,063.71	16,292.48
						20,000.00	38,749.90
Total Brunswick Bank Checking							
TOTAL					41,670.71	48,698.40	38,749.90
					41,670.71	48,698.40	38,749.90

5:51 PM
 06/07/18
 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	151,152.86	484,000.00	-332,847.14
Miscellaneous	0.00	444.00	-444.00
Uniform Fire Safety Act			
Fines and Penalties	10,500.00		
Smoke Detector Fees	1,054.50	19,000.00	-17,945.50
Inspection Fees	491.50		
State Registration Fees	5,662.75	5,000.00	662.75
Total Uniform Fire Safety Act	17,708.75	24,000.00	-6,291.25
Total Income	168,861.61	579,000.00	-410,138.39
Gross Profit	168,861.61	579,000.00	-410,138.39
Expense			
2017 Expense	63,735.66		
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	0.00	2,300.00	-2,300.00
Administration			
Salaries and Wages	12,255.77	32,650.00	-20,394.23
Total Administration	12,255.77	32,650.00	-20,394.23
Employee Benefits	1,019.36		
Advertising	285.40	700.00	-414.60
Contract - Volunteer Fire Co	13,500.00	26,000.00	-12,500.00
Dues and Subscriptions	3,413.00	5,000.00	-1,587.00
Elections	942.50	1,500.00	-557.50
Fire Fighting Equipment	3,695.58	20,000.00	-16,304.42
Fuel	2,685.32	15,000.00	-12,314.68
Insurance Premiums	52,221.00	84,916.00	-32,695.00
Maintenance and Repairs			
Building	2,321.00		
Trucks	13,446.31		
Maintenance and Repairs - Other	0.00	62,500.00	-62,500.00
Total Maintenance and Repairs	15,767.31	62,500.00	-46,732.69
Office Supplies	2,596.22	4,000.00	-1,403.78
Personal Protective Equipment	685.00	15,000.00	-14,315.00
Professional Services			
Legal	4,792.00		
Professional Services - Other	4,113.80	40,000.00	-35,886.20
Total Professional Services	8,905.80	40,000.00	-31,094.20

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06/07/18
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	1,774.13	18,000.00	-16,225.87
Utilities	19,322.86	40,000.00	-20,677.14
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	1,128.61		
Length of Service Awards	0.00	48,000.00	-48,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	3,743.01	8,663.00	-4,919.99
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>263,270.53</u>	<u>539,929.00</u>	<u>-276,658.47</u>
Net Income	<u>-94,408.92</u>	<u>39,071.00</u>	<u>-133,479.92</u>

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 05/01/2018 | End Date: 05/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	10	22:36
13-26-1 - Gordon's Comer Fire Company	6	16:22
13-26-2 - Manalapan Fire Company #1	12	35:51
13-26-2P - Manalapan Primary Response Area	6	15:13
13-32-1 - Millstone Fire Department	6	34:37
TOTAL	40	124:39

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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Response Percentage for Custom Question for Personnel for Incident Type for Date Range

Personnel: Administrator, Englishtown Fire Dept | MultiCustomQuestion: Staffing Level | Incident Type(s): All Incident Types | Start Date: 05/01/2018 | End Date: 05/31/2018

ANSWERS	# INCIDENTS	% of Total
USER-DEFINED FIELD: Staffing Level (Required)		
No Response - No Driver	1	2%
No Response - Short Staffed (< 3 FF1)	3	8%
Responded - Short Staffed (< 3 FF1)	6	15%
Responded as normal	30	75%

Report is grouped by Questions, Users then Answers. Answers data is broken into Percentages of Users who answered Questions. Questions will only show on the report if they are in the Date Range and are Not Archived and Not Empty. Only Reviewed Incidents included.

Englishtown Fire Department

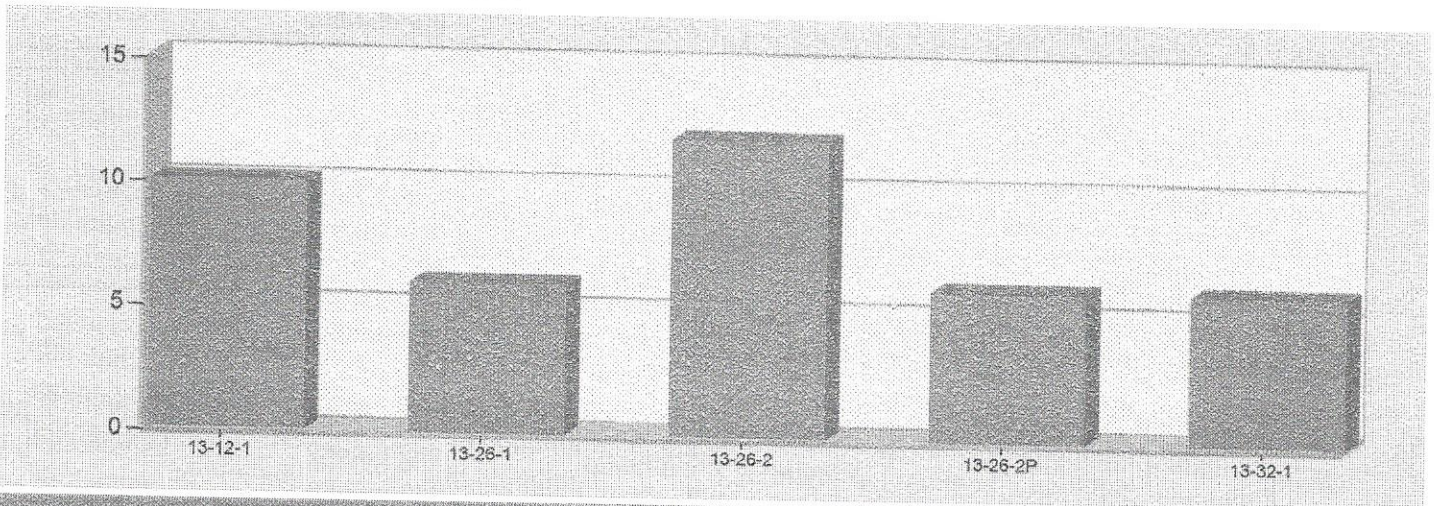
Englishtown, NJ

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Incident Type Count per Zone for Date Range

Start Date: 05/01/2018 | End Date: 05/31/2018



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	311 - Medical assist, assist EMS crew	2
	411 - Gasoline or other flammable liquid spill	1
	412 - Gas leak (natural gas or LPG)	1
	714 - Central station, malicious false alarm	1
	735 - Alarm system sounded due to malfunction	1
	736 - CO detector activation due to malfunction	1
	745 - Alarm system activation, no fire - unintentional	2
	814 - Lightning strike (no fire)	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	10
13-26-1 - Gordon's Corner Fire Company		
	111 - Building fire	1
	611 - Dispatched & cancelled en route	1
	735 - Alarm system sounded due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	2
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	6
13-26-2 - Manalapan Fire Company #1		
	130 - Mobile property (vehicle) fire, other	1
	322 - Motor vehicle accident with injuries	1
	444 - Power line down	1

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

ZONES	INCIDENT TYPE	COUNT
	571 - Cover assignment, standby, moveup	1
	611 - Dispatched & cancelled en route	3
	735 - Alarm system sounded due to malfunction	1
	740 - Unintentional transmission of alarm, other	1
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	2
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	12
13-26-2P - Manalapan Primary Response Area		
	322 - Motor vehicle accident with injuries	1
	360 - Water & ice-related rescue, other	1
	372 - Trapped by power lines	1
	445 - Arcing, shorted electrical equipment	1
	520 - Water problem, other	1
	542 - Animal rescue	1
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area:</i>	6
13-32-1 - Millstone Fire Department		
	111 - Building fire	1
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	571 - Cover assignment, standby, moveup	1
	611 - Dispatched & cancelled en route	1
	651 - Smoke scare, odor of smoke	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department:</i>	6
Total Count for all Zone:		40

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

Chief Engineers Report May 2018

WORK done on Trucks

- 12-74 Tool for MANUAL intake override under driver compartment SEAT
- 12-75 Replace ground lights with LED Lights + Repair short for ground light Right side center under running board
Blaze Replace BAN GRAM for charging system + Replace Electric Transfer Valve + Heater control valve

Equipment

Jersey Coast Fire equipment service Fire extinguisher + kitchen Suppression system

Miss

Filled (5) containers of Speedy-dry
Drain water out of inhouse AIR COMPRESSOR

Scott Packs

Filled (1) Scott Bottle
Packs 10, 13 + 21 sent out for repair to New Jersey Fire Equipment Co.

Mile for the Month

12-74 - 128
12-75 - 174
12-76 - 0
12-86 - 0
12-87 - 236
12-93 - 40

Total miles 578

End of Report

Englishtown Comprehensive Report

05/01/2018 to 05/31/2018

	LHU	Non-LHU
Total Open Properties	16	58
Number Inspected	0	0
Number Reinspected	0	0
Number of Inspection Certificates Issued	0	0

Registrations Invoiced	0
Registrations Paid	0
Permits Invoiced	0
Permits Paid	0
Smoke CO Inspected	10
Smoke CO Approved	5
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 (1)

Property Registration Date Registered

1 Village Coin Operated Laundry Mat 05/07/2018

Closed Registrations (0)

#Property Registration Date Closed

Inspections by Type (0)

Periodic (0)

Reinspection (0)

Follow up (0)

Complaint (0)

Other (0)