

March 01<sup>st</sup>, 2018

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday March 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** by Joesph 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, , Gerald Maresca, Brian Stonaker

Absent: Treasurer Ryan Reale

**Legal:** Brian Stonaker and Ryan Reale (absent) were sworn into their 3 year terms. The reorganization of the Board remained the same. J Youssouf is preparing a resolution for Shared Services Agreement with Monmouth County for parking lot improvements.

**July 2017 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 formal bill list will be provided in the April meeting however all outstanding bills are accepted. A motion was made by G. Maresca and a Second was made by B. Stonaker to accept the Bills. Motion passed by unanimous vote.

**Auditor/Accountant:** No Report

**Chief's Report:**

- Total of 25 calls for the month of February 2018
- See Attached Report for additional details.
- Wrapping for 12-66's Chiefs vehicle was approved in the amount of \$1,268.35
- The department and board discussed new face pieces for Scott Packs, however both parties will revisit next month
- Radios were distributed and need to be unlocked. There will be a fee involved from Middlesex county and will be forthcoming
- The department and board discussed the installation of radios in the trucks. More information will be forthcoming

**Department Engineer's Report:**

- See attached Report

**President's Report:**

- No Report

**Fire Bureau:**

- Inspections are ongoing and \$3,000 in registration fees have been issued
- Truck will be completed by May 2018 and will be ready to be picked up then

**LOSAP:**

- No Report

**Correspondence:**

- None

**Insurance:**

- Accident and Sickness renewal is due and is on Bill list for tonight

**Membership:**

- No Report

**Old Business:**

- Lighting and equipment improvements for 12-75 were completed

- The striping proposal will be included on the future parking lot project
- 8 Office Chairs were approved
- To date, the Overhead door contract has not been delivered

**New Business:**

- None

**Public Open Portion:**

- None

**Meeting Adjournment:** at 8:54 PM. After a motion by G. Maresca and seconded by B. Stonaker and approved by a roll call vote.

**Certified** at the April 5<sup>th</sup>, 2018 regularly scheduled meeting \_\_\_\_\_

10:17 AM

03/11/18

Accrual Basis

# Englishtown Fire District No. 1

## Bill List

As of March 11, 2018

| Type                           | Date      | Num  | Name                           | Split                     | Debit           | Credit           | Balance          |
|--------------------------------|-----------|------|--------------------------------|---------------------------|-----------------|------------------|------------------|
| <b>Brunswick Bank Checking</b> |           |      |                                |                           |                 |                  |                  |
| Deposit                        | 2/28/2018 |      |                                |                           |                 |                  | 87,640.56        |
| Check                          | 3/11/2018 | 6098 | Zayed Arafa                    | -SPLIT-                   | 1,285.50        |                  | 88,926.06        |
| Check                          | 3/11/2018 | 6099 | Complete Security Systems Inc. | 2017 Expense              |                 | 45.00            | 88,881.06        |
| Check                          | 3/11/2018 | 6100 | Boro of Englishtown            | Building                  |                 | 475.00           | 88,406.06        |
| Check                          | 3/11/2018 | 6101 | Roy Press                      | 2017 Expense              |                 | 2,949.00         | 85,457.06        |
| Check                          | 3/11/2018 | 6102 | East Coast Emergency Lighting  | Elections                 |                 | 475.00           | 84,982.06        |
| Check                          | 3/11/2018 | 6103 | Verizon                        | 2017 Expense              |                 | 10,727.39        | 74,254.67        |
| Check                          | 3/11/2018 | 6104 | Monmouth County Treasurer      | Utilities                 |                 | 55.55            | 74,199.12        |
| Check                          | 3/11/2018 | 6105 | Family Practice of CentraState | Elections                 |                 | 67.50            | 74,131.62        |
| Check                          | 3/11/2018 | 6106 | Continental Fire and Safety    | Professional Services-... |                 | 198.00           | 73,933.62        |
| Check                          | 3/11/2018 | 6107 | Optimum                        | Fire Fighting Equipment   |                 | 47.00            | 73,886.62        |
| Check                          | 3/11/2018 | 6108 | Matt O'Brien                   | Utilities                 |                 | 125.94           | 73,760.68        |
| Check                          | 3/11/2018 | 6109 | Coastal Fire Systems           | Office Supplies           |                 | 65.97            | 73,694.71        |
| Check                          | 3/11/2018 | 6110 | Interstate Batteries           | Building                  |                 | 311.00           | 73,383.71        |
|                                |           |      |                                | Trucks                    |                 | 743.70           | 72,640.01        |
| Total Brunswick Bank Checking  |           |      |                                |                           | 1,285.50        | 16,286.05        | 72,640.01        |
| <b>TOTAL</b>                   |           |      |                                |                           | <b>1,285.50</b> | <b>16,286.05</b> | <b>72,640.01</b> |

## FIRE PROTECTION AGREEMENT

**THIS AGREEMENT** dated March 1, 2018 by and between the Board of Fire Commissioners, Fire District No.1, Borough of Englishtown, County of Monmouth and State of New Jersey hereinafter referred to as the "Board", and the Englishtown Volunteer Fire Company, hereinafter referred to as the "Company".

### **WITNESSETH:**

**WHEREAS;** the Board of Fire Commissioners, is a duly constituted public agency organized pursuant to the provisions of N.J.S.A. 40A:14-70 et. seq.; and

**WHEREAS;** N.J.S.A. 40A:14-70.1.b. authorizes the Board of Fire Commissioners to contract with the volunteer fire company for the purpose of providing fire protection services upon such terms and conditions as shall be deemed proper; and

**WHEREAS;** the Company is a duly constituted nonprofit corporation organized pursuant to the laws of the State of New Jersey for the purpose of fire suppression/fire protection services; and

**WHEREAS;** the parties hereto desire to enter into a contract to define the rights, duties and responsibilities of each regarding the furnishing of fire protection services to the residents of the fire district.

### **NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

1. **TERM:** This Agreement shall have a one year duration commencing on March 1, 2018 and terminating, unless otherwise renewed and extended on February 28, 2019.
2. **DUTIES:** The Company covenants and agrees to provide fire protection/fire suppression services to all persons and property situate within the borders of Fire District No.1 Borough of Englishtown Monmouth County, New Jersey and to provide said fire services seven days per week, 24 hours per day, in accordance with any and all applicable rules, regulations, standards and laws of the State of

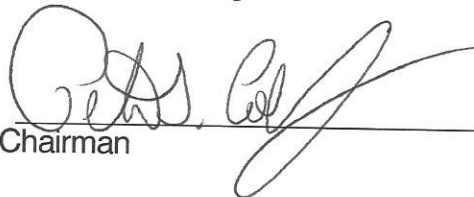
responsible for basic maintenance and cleaning of the fire house. The Board shall make all utility payments for telephone, electricity and natural gas services for the firehouse.

8. **ANNUAL ACCOUNTING**: The Company shall provide an annual accounting of all public moneys received and expenditures made by it to the Board.

9. **SAVINGS CLAUSE**: The terms and provisions of this Agreement are subject to such limitations as may be imposed upon either of the parties by statute or ordinance. Should any provision of this Agreement be ruled invalid by a court of competent jurisdiction, such ruling, shall not affect the remaining provisions of this Agreement.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized officers and representatives on this 1 day of March, 2018.

**Borough of Englishtown Fire District No.1**

  
Chairman

**Englishtown Volunteer Fire Co.**

  
President

**PROFESSIONAL SERVICES AGREEMENT**

**This Agreement**, entered into March 1, 2018 by and between the **Board of Fire Commissioners, Fire District No.1 Englishtown**, hereinafter referred to as the "Board" and **Joseph D. Yousseuf, Esquire, P.O. Box 809 137 Route 9 South Manalapan, New Jersey 07726** hereinafter referred to as "Attorney":

**WITNESSETH:**

1. The Board hereby retains the Attorney to provide legal services to it for the year commencing March 1, 2018 and terminating February 28, 2019, and the attorney agrees to provide such legal services as he is directed to provide by the Board.

2. Adequate funds have been appropriated in the current budget of the Board for the purpose of retaining the services of an attorney, and the amount to be paid hereunder shall not exceed the funds budgeted therefore.

3. The Board hereby agrees to compensate the Attorney as follows for the service performed by him:

A. Attendance at meetings: **\$550.00** per meeting whether agenda, regular or special.

B. All other services including: research, litigation, telephone conferences with Board members or secretary, preparation of resolutions, **\$160.00** per hour.

4. In addition to the fees specified above, the Board agrees to pay all costs and expenses advanced by the attorney for filing fees, costs and other out of pocket expenses as the need may arise.

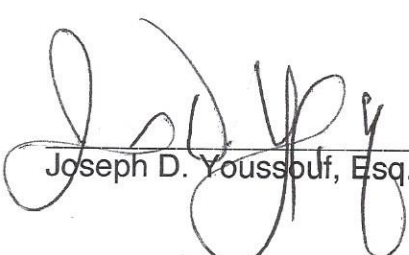
5. All payments to be made hereunder shall be made upon submission of an itemized voucher specifying the services rendered and the date upon which such services were rendered on such forms as may be provided by the Board.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date set forth above.

**Board of Fire Commissioners  
Fire District No.1 Borough of Englishtown**

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Clerk

  
\_\_\_\_\_  
Joseph D. Yousseuf, Esq.

P.L. 1975, C. 127 (N.J.A.C. 17:27)  
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this Contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.



The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

3/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN SCHEDULING  
MEETING DATES FOR THE YEAR 2018**

**WHEREAS;** N.J.S.A. 10:4-18 requires the adoption of a resolution scheduling regular monthly meetings of local governmental units; and

**WHEREAS;** The Board of Fire Commissioners of Fire District No.1 Borough of Englishtown has determined that the regularly scheduled meetings of the Board of Fire Commissioners shall be held on the first Thursday of each month commencing at 8:00 p.m. at the Englishtown Fire Department Firehouse, South Main Street Englishtown, New Jersey.

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the regular monthly meetings of the Board are hereby scheduled for the following dates in 2018: April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1, December 6, January 3, February 7 and March 19, 2019 which meeting shall serve as the annual reorganization meeting of the Board. *March 19, 2019 (tues)*

**BE IT FURTHER RESOLVED** that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

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, Borough of Englishtown on March 1, 2018.

\_\_\_\_\_, Clerk

3/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING  
OFFICIAL NEWSPAPERS FOR THE YEAR 2018**

**WHEREAS;** N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

**WHEREAS;** N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election and bond referendum as well as public hearings and other periodic events; and

**WHEREAS;** To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

**WHEREAS;** The Asbury Park Press and the News Transcript are legally recognized newspapers having general circulation within the Borough of Englishtown and are the two publications most likely to inform the citizens of pending Board meetings and actions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the Asbury Park Press and the News Transcript be and the same are hereby designated to be the official newspapers of the Board of Fire Commissioners for the year 2018.

**BE IT FURTHER RESOLVED** that the Clerk of the Board be and the same is hereby directed to publish all required notices in the newspapers specified herein for the year 2018.

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 March 1, 2018.

\_\_\_\_\_, Clerk

3/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING  
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2018**

**WHEREAS;** The Board of Fire Commissioners is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

**WHEREAS;** N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit. "; and

**WHEREAS;** the Board has determined that Brunswick Bank & Trust Co. and Sovereign Bank are qualified depositories that are eligible to receive and hold public funds on deposit as permitted by the above referenced statutes; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that Brunswick Bank and Trust Co. and Sovereign Bank be and the same are hereby designated as official depositories of District funds for the year 2018.

**BE IT FURTHER RESOLVED** that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

**BE IT FURTHER RESOLVED** that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving 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 Borough of Englishtown on March 1, 2018.

\_\_\_\_\_, Clerk

3/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING  
RONALD C. PETRICS, C.P.A. DISTRICT AUDITOR FOR 2018**

**WHEREAS;** the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

**WHEREAS;** Ronald C. Petrics, RMA is a certified public accountant and registered municipal auditor licensed to practice in the State of New Jersey and is legally qualified to perform the audit report required by the laws of the State of New Jersey; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for "Professional Services" may be made, negotiated and awarded without public bidding and receipt of bids if the services will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

**WHEREAS;** adequate moneys have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that Ronald C. Petrics be, and the same, is hereby appointed auditor for the year 2018.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor 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 Fire District No.1 Englishtown Borough on March 1, 2018.

\_\_\_\_\_, Clerk

3/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING  
GEORGE LANG BOARD ACCOUNTANT FOR 2018**

**WHEREAS;** The Board of Fire Commissioners is authorized and empowered by law to employ the services of an accountant and such other professional staff as may be required for the orderly and effective administration of its financial affairs; and

**WHEREAS;** It is the considered opinion of the Board that the services of a qualified public accountant to aid in the maintenance of the Board's financial records and accountants and to assist in the preparation and administration of the District's budget is necessary and desirable; and

**WHEREAS;** The Local Public Contracts Law provides, in relevant part, that a contract for professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

**WHEREAS;** George Lang is a Certified Public Accountant licensed to practice in the State of New Jersey and is qualified to render the type of professional services required by the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that a contract for professional services be, and the same is hereby awarded to George Lang for the year 2018.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board and that a copy of this Resolution be forwarded to George Lang by the Clerk.

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 March 1, 2018.

\_\_\_\_\_, Clerk

3/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH APPOINTING  
PASQUALE P. DIBENEDETTO DISTRICT ENGINEER**

**WHEREAS;** The Board of Fire Commissioners is authorized by statute to appoint and employ such staff and personnel as it deems necessary for the orderly conduct of fire district business; and

**WHEREAS;** The Board owns and operates various apparatus and equipment which are complicated and require maintenance and care which must be provided by trained and duly qualified personnel; and

**WHEREAS;** It is the considered opinion of the Board that appointment of a qualified engineer is necessary, desirable and in the public interest;

**WHEREAS;** Funds adequate to pay the compensation established hereby for the position of Fire District Engineer have been appropriated in the current budget.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown that Pasquale P. Dibenedetto is appointed to serve as District Engineer for the year 2018 at an annual compensation of **\$3500.00**

**BE IT FURTHER RESOLVED** that a certified true copy of this resolution be forwarded to the above identified individual 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 Fire District No.1 Englishtown Borough on March 1, 2018.

\_\_\_\_\_, Clerk

3/2/17

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH APPOINTING  
EDWARD MILLER FIRE OFFICIAL OF THE ENGLISHTOWN  
BUREAU OF FIRE PREVENTION FOR THE YEAR 2018**

**WHEREAS;** The Borough of Englishtown heretofore adopted an ordinance establishing a Bureau of Fire Prevention in accordance with the terms and provisions of the Uniform Fire Safety Act, (P.L. 1983, c.383); and

**WHEREAS;** Said Ordinance provides that the Board of Fire Commissioners shall act as the Local Enforcing Agency and shall be responsible for the appointment of a fire official who shall administer the fire prevention code within the Borough of Englishtown; and

**WHEREAS;** Edward Miller is a licensed and qualified Fire Official of the State of New Jersey who is qualified to serve as the District's Fire Official.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that Edward Miller is hereby appointed Fire Official of the Englishtown Bureau of Fire Prevention at an annual stipend in the amount of **\$16,000.00** for the year 2018.

**BE IT FURTHER RESOLVED** that a certified true copy of the Resolution be forwarded to Edward Miller 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 Fire District No.1 Borough of Englishtown on March 1, 2018.

\_\_\_\_\_, Clerk



3/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH  
APPOINTING PART-TIME FIRE INSPECTORS TO THE  
BUREAU OF FIRE PREVENTION**

**WHEREAS;** The Board of Fire Commissioners is charged with the responsibility of operating the Bureau of Fire Prevention pursuant to the provisions of New Jersey Statutes and the Administrative Code; and

**WHEREAS;** The Chief of the Bureau has requested the Board to appoint two (2) licensed and duly qualified individuals to the office of Part Time Fire Inspectors to perform required inspections and code enforcement; and

**WHEREAS;** John Marini and Thomas Kirkland have submitted applications to the Board to serve as part-time Fire Inspectors and are licensed and qualified to serve as Fire Inspectors; and

**WHEREAS;** The Board has appropriated adequate funds in the current and previously adopted budgets to fund these appointments.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that John Marini and Thomas Kirkland are appointed to the position of part-time fire inspectors for the Englishtown Borough Fire District No.1 Bureau of Fire Prevention for the year 2018.

**BE IT FURTHER RESOLVED** that the annual compensation for Part Time Fire Inspector Thomas Kirkland is **\$3,000.00** and for John Marini **\$3,000.00**.

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 Fire District No.1 Englishtown Borough on March1, 2018.

\_\_\_\_\_, Clerk

3/1/18

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH APPOINTING  
JOSEPH D. YOUSOUF, ESQ. BOARD ATTORNEY FOR THE  
YEAR 2018**

**WHEREAS;** The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services"; and

**WHEREAS;** N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

**WHEREAS;** Joseph D. Yousouf is a licensed attorney at law admitted to practice in the State of New Jersey.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that a contract for professional services be and the same is hereby awarded to Joseph D. Yousouf Esq. for the year 2018.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

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 March 1, 2018.

\_\_\_\_\_, Clerk

March 1, 2018

Englishtown Fire Commissioners,  
District No. 1  
P.O. Box 1  
Englishtown, New Jersey 07726

Dear Commissioners:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Englishtown Fire Commissioners, District No. 1 (the "District"), which comprises the following financial statements and the related notes to the financial statements as of December 31, 2017 and 2016 and for the years then ended:

- Statements of net position and governmental funds balance sheet
- Statement of revenues, expenses and changes in governmental fund balances and net position

WithumSmith+Brown, PC ("Withum") is pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical content. As part of our engagement, we will apply certain limited procedures to the required supplemental information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited.

- Management's discussion and analysis
- Schedule of revenues, expenditures and changes in fund balance – budget and actual all governmental fund type

Supplementary information other than RSI will accompany the basic financial statements. The supplementary schedules of improvement authorizations – capital fund and schedules of deferred charges to future taxation – capital fund will be presented for purposes of additional analysis and are not a required part of the financial statements. Such information will be subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with accounting principles generally accepted in the United States of America. Our auditors' report will provide an opinion on the supplementary information in relation to the financial statements as a whole.

The roster of officials and the statistical information will be presented for purposes of additional analysis and are not a required part of the financial statements. Such information will not be subjected to the auditing procedures applied in the audit of the financial statements. Our auditors' report will not opine on this supplementary information.

## AUDITORS' RESPONSIBILITIES

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) [and, if applicable, in accordance with any state or regulatory audit requirements] and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America.

Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or non-compliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the

Comptroller General of the United States of America and if applicable, in accordance with the any state or regulatory audit requirements.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, limited to the period covered by our audit and does not extend to any other periods.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants that could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit, and accordingly, we will not express such an opinion.

## **⌘ MANAGEMENT RESPONSIBILITIES**

Our audit will be conducted on the basis that the District acknowledge and understand that they have responsibility:

- For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
- For safeguarding assets;
- To provide us with:
  - Access to all information of which the District is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
  - Additional information that we may request from the District for the purpose of the audit;
  - Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
- For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
- For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities

- For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to each opinion unit and to the financial statements as a whole;
- For following up and taking corrective action on reported audit findings from prior periods (as applicable);
- For including appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity that involves management, employees who have significant roles in internal control, and others where fraud could have a material impact on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators or others.

As part of our audit process, we will request from the District, written confirmation concerning representations made to us in connection with the audit, along with your responsibilities as articulated in this letter

With respect to any non-attest services we perform, the District's management is responsible for:

- making all management decisions and performing all management functions;
- assigning a competent individual to oversee the services;
- evaluating the adequacy of the services performed;
- evaluating and accepting responsibility for the results of the services performed; and
- establishing and maintaining internal controls, including monitoring ongoing activities.

You have designated Ryan Reale, Board Treasurer, and George Lang, District Fee Accountant, to be responsible for these services and you have determined that these designated persons have suitable skills, knowledge and experience to oversee such services.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility:

- for the preparation of the supplementary information in accordance with the applicable criteria;
- to provide us with the appropriate written representations regarding supplementary information;
- to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and
- to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial

statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

## **✦ REPORTING AND COMMUNICATIONS**

We expect to issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Commissioners or to those in charge of governance of the District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

At the conclusion of our audit engagement, we will communicate to those charged with governance over financial reporting the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of the latest external peer review report of our firm and peer review acceptance letter for your consideration and files.

**⌘ OTHER**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing. Furthermore, whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail or other electronic means, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications. You agree and acknowledge to the use of such communications during the conduct of our audit.

Our firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. We will notify you in the event that we utilize such third parties.

We expect to begin our audit when directed by the District and to have the audit substantially completed within a reasonable time thereafter.

Ronald C. Petrics, CPA, RMA, CGMA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising our services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

The audit documentation for this engagement is the property of Withum and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators or other parties pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Withum's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to such parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. Also, we have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. However, Withum does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility



to retain and protect your records for possible future use, including potential examination by any governmental or regulatory agencies.

During the term of this audit engagement and for a period of one year after the services are completed, the District agrees not to solicit or hire any of our engagement personnel without our written consent. A loss of one of our employees in such a manner not only adds significantly to our costs, it could pose a threat to our independence. If the District violates this provision, it agrees to pay Withum a fee equal to our employee's annual salary.

#### **✦ STANDARDS OF PERFORMANCE**

We will perform our services in conformity with the terms expressly set forth in this letter, including all applicable professional standards. Accordingly, our services shall be evaluated solely on our substantial conformance with such terms and standards.

With respect to the services and this letter, in no event shall the liability of Withum and its former, present and future partners, shareholders and employees for any claim, including but not limited to Withum's own negligence, exceed the fees it receives for the portion of the work giving rise to such liability. This limitation shall not apply to the extent that it is finally determined that any claims, losses, or damages are the result of Withum's gross negligence or willful misconduct. In addition, Withum shall not be liable for any special, consequential, incidental, or exemplary damages or loss (nor any lost profits, interest, taxes, penalties, loss of savings or lost business opportunity) even if Withum was advised in advance of such potential damages.

Further, the District shall, upon receipt of written notice, indemnify, defend, and hold harmless Withum and its former, present and future partners, shareholders and employees from and against any liability and damages (including punitive damages), fees, expenses, losses, demands, and costs (including defense costs) associated with any claim arising from or relating to the District's knowing misrepresentations or false or incomplete information provided to Withum. In the event of any controversy or claim against Withum arising from or related to the services described herein, Withum will be entitled, at its option, to defend itself from such controversy or claim and to participate in any settlement, administrative, or judicial proceedings.

In the unlikely event that differences concerning the services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties.

If within sixty (60) days after submission to the mediator the dispute is not resolved, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in New York and shall be governed by the laws of the State of New York. The arbitration shall be administered in accordance with the

then current Arbitration Rules for Professional Accounting and Related Disputes of the (“AAA”). The arbitration will be conducted before a single arbitrator, experienced in accounting and review matters. The arbitrator shall have no authority to award non-monetary or equitable relief and will not have the right to award punitive or exemplary damages. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Each party shall bear its own proportionate share of arbitrator fees and expenses. The prevailing party may be entitled to an award of reasonable attorneys’ fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration or as required by law. In no event shall a demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim would be barred under the applicable statute of limitations. This provision is a material inducement for Withum to accept this engagement in accordance with the provisions of this engagement letter.

The District agrees that Withum shall not be liable for any claim arising out of or relating to this engagement that is first asserted more than one (1) year after a Termination Event, as defined below, because any claim first asserted or action commenced more than one (1) year after a Termination Event, regardless of legal theory, shall be ultimately and otherwise time-barred for all purposes notwithstanding any law, statute, rule or regulation to the contrary.

## **✦ TERMINATION**

This engagement ends upon the earlier of (i) delivery of the final work product, or (ii) where applicable, filing of the final work product for which Withum was engaged; or (iii) in the event no final work product is delivered or filed, the engagement shall end on the date which the last invoice for the services was issued, not including any subsequent account payable reminder, revised bill, or other communications concerning completed services or future services. Each termination event referenced herein shall each be referred to as a “Termination Event.”

We acknowledge your right to terminate our services at any time and you acknowledge our right to resign at any time (including instances where in our judgment, our independence has been impaired or we can no longer rely on the integrity of the District or District’s agents), subject in either case to our right to payment for all direct and indirect charges incurred through the date of termination or resignation or thereafter as circumstances and this Agreement may require, plus applicable interest, costs, fees and attorney’s fees. In the event the District or Withum exercise the right to terminate Withum’s services, such termination shall be in writing and shall be effective upon delivery by mail, overnight mail, or email transmission with a Read Receipt requested.

If, because of a change in the District’s status or due to any other reason, any provision in this letter would be prohibited by, or would impair our independence under laws, regulations, or published interpretations by

governmental bodies, commissions, or other regulatory agencies, such provisions shall, to that extent, be of no further force and effect and this letter shall consist of the remaining portions.

#### ✦ HLB INTERNATIONAL

Withum is a member of HLB International (“HLB”), a worldwide organization of accounting firms and business advisors. Each member of HLB, including Withum, is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no member firm assumes liability for such acts or omissions.

Neither Withum nor any of its affiliates are responsible or liable for any acts or omission of HLB or any other member firms and hereby specifically disclaim any and all responsibility, even if Withum or any of its affiliates are aware of such acts or omissions of another firm of HLB.

#### ✦ FEES, INVOICING AND PAYMENT TERMS

Our fees are based on the amount of time required at various levels of responsibility based on our standard hourly rates, plus actual out-of-pocket expenses. We estimate that our fee for the audit will not exceed \$12,375. We will notify you immediately of any circumstances we encounter that could significantly affect this fee estimate.

Invoices will be rendered monthly and will reflect the progress billings received. If any payment is past due in excess of 30 days, we may at our election, stop work until such payments are brought current or we may withdraw from the engagement. The District agrees that we are not required to continue work in the event of the district’s failure to make the above payments on a timely basis for services rendered, as required by this engagement letter. The District acknowledges that Withum shall not be liable to the District for any damages that may occur as a result of Withum’s ceasing to render services.

We will provide you with separate engagement letters for any additional services that may be requested and we agree to perform.

In addition, you further agree that in the event Withum or any of its employees or agents is called as a witness or requested to provide any information whether oral, written or electronic in any judicial, legal, or administrative hearing, subpoena or trial regarding information or communications that you have provided to Withum, or any documents and working papers prepared by Withum in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time at our current standard hourly rates, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor’s report to the date the financial statements are issued.

## ✦ AUTHORIZATION

This letter sets forth the entire understanding between the District and Withum regarding the provision of the services described herein and supersedes any previous proposals, correspondence and understandings, whether written or oral. If any portion of this agreement is held invalid, it is agreed that such invalidity will not affect any of the remaining provisions. Withum appreciates the opportunity to be of service to the District. Should you have any questions regarding this letter, or need further information, please do not hesitate to contact us.

If the above agrees with your understanding of the terms of our engagement, please sign the copy of this letter in the space indicated and return it to us at your earliest convenience.

Respectfully submitted,

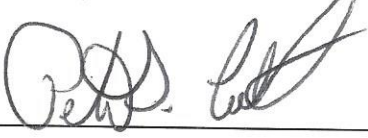
*Withum Smith + Brown, PC*

**WithumSmith+Brown, PC**

RCP/tln

## RESPONSE:

This letter correctly sets forth our understanding.

Signature: 

Name and Title: Peter S Cooke, Jr. Chairman

Date: 3-1-18

Signature: 

Name and Title: Victoria Sarti Clerk

Date: 3-1-18



## System Review Report

To the Shareholders of WithumSmith+Brown, PC  
and the AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of WithumSmith+Brown, PC (the "firm") applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and examinations of service organizations [Service Organizations Control (SOC) 1 and SOC 2 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of WithumSmith+Brown, PC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. WithumSmith+Brown, PC has received a peer review rating of *pass*.

*Cherry Bekaert LLP*

Cherry Bekaert LLP  
December 29, 2016

# Englishtown Fire Department

Englishtown, NJ

This report was generated on 3/1/2018 5:17:14 PM



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

Start Date: 02/01/2018 | End Date: 02/28/2018

| ZONE                                       | INCIDENT COUNT | MAN-HOURS     |
|--|----------------|---------------|
| 13-12-1 - Englishtown fire department      | 6              | 29:34         |
| 13-26-1 - Gordon's Corner Fire Company     | 3              | 3:50          |
| 13-26-2 - Manalapan Fire Company #1        | 10             | 56:04         |
| 13-26-2P - Manalapan Primary Response Area | 6              | 18:34         |
| 13-32-1 - Millstone Fire Department        | 1              | 1:54          |
| <b>TOTAL</b>                               | <b>25</b>      | <b>109:55</b> |

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

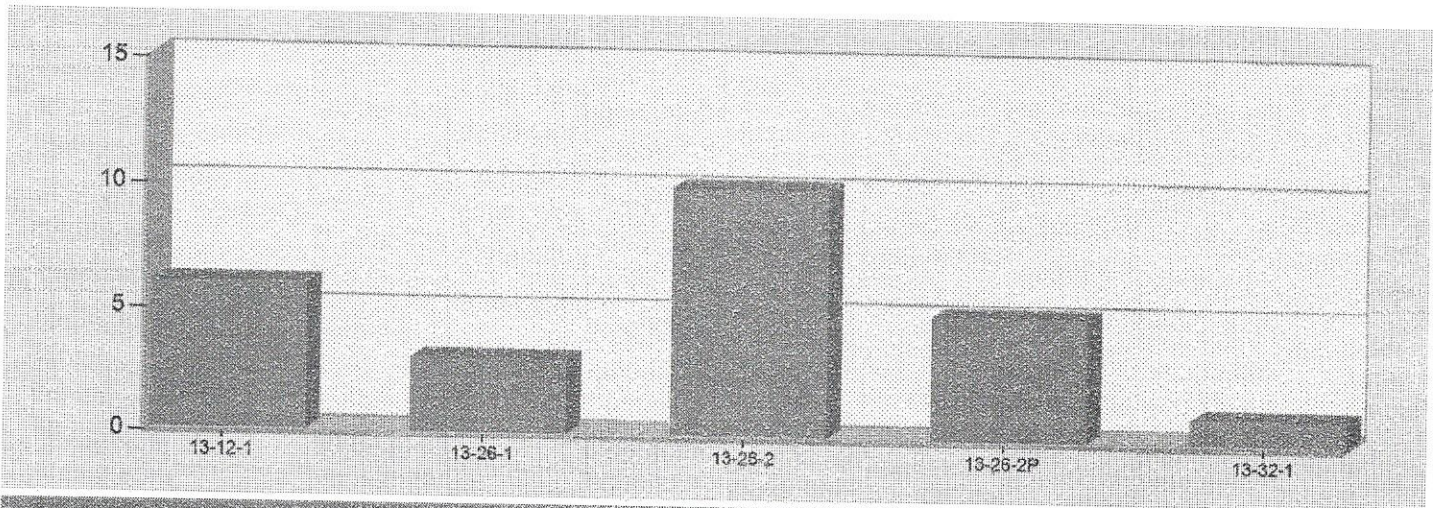
Englishtown, NJ

This report was generated on 3/1/2018 5:17:59 PM



## Incident Type Count per Zone for Date Range

Start Date: 02/01/2018 | End Date: 02/28/2018



| ZONES   | INCIDENT TYPE  | COUNT |
|---|--|-------|
| <b>13-12-1 - Englishtown fire department</b>  |  |       |
|   | 113 - Cooking fire, confined to container                          | 1     |
|   | 311 - Medical assist, assist EMS crew                              | 1     |
|   | 412 - Gas leak (natural gas or LPG)                                | 1     |
|   | 413 - Oil or other combustible liquid spill                        | 1     |
|   | 700 - False alarm or false call, other                             | 1     |
|   | 743 - Smoke detector activation, no fire - unintentional           | 1     |
|   | <i>Total Incidents for 13-12-1 - Englishtown fire department:</i>  | 6     |
| <b>13-26-1 - Gordon's Corner Fire Company</b> |  |       |
|   | 611 - Dispatched & cancelled en route                              | 1     |
|   | 700 - False alarm or false call, other                             | 2     |
|   | <i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i> | 3     |
| <b>13-26-2 - Manalapan Fire Company #1</b>    |  |       |
|   | 114 - Chimney or flue fire, confined to chimney or flue            | 1     |
|   | 118 - Trash or rubbish fire, contained                             | 1     |
|   | 324 - Motor vehicle accident with no injuries.                     | 1     |
|   | 424 - Carbon monoxide incident                                     | 1     |
|   | 600 - Good intent call, other                                      | 2     |
|   | 700 - False alarm or false call, other                             | 1     |
|   | 735 - Alarm system sounded due to malfunction                      | 1     |
|   | 743 - Smoke detector activation, no fire - unintentional           | 1     |

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

| ZONES   | INCIDENT TYPE  | COUNT     |
|---|--|-----------|
|   | 745 - Alarm system activation, no fire - unintentional                 | 1         |
|   | <i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>        | 10        |
| <b>13-26-2P - Manalapan Primary Response Area</b> |  |           |
|   | 118 - Trash or rubbish fire, contained                                 | 1         |
|   | 324 - Motor vehicle accident with no injuries.                         | 1         |
|   | 412 - Gas leak (natural gas or LPG)                                    | 1         |
|   | 522 - Water or steam leak  | 1         |
|   | 700 - False alarm or false call, other                                 | 1         |
|   | <i>Total Incidents for 13-26-2P - Manalapan Primary Response Area.</i> | 5         |
| <b>13-32-1 - Millstone Fire Department</b>        |  |           |
|   | 735 - Alarm system sounded due to malfunction                          | 1         |
|   | <i>Total Incidents for 13-32-1 - Millstone Fire Department.</i>        | 1         |
| <b>Total Count for all Zone:</b>                  |  | <b>25</b> |

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



# Chief Engineer Report Feb. 2018

## work done on trucks

- 12-66 Mounted new Bracket for computers  
Englishtown Automotive Service Vehicle
- 12-75 Replace 6 12 Volt Batteries \$143.00  
12/42 Fire Equipment checking out charging systems  
Repairing Alternator Adjusting Bolt

## Equipment

CONSTAL Fire System Inc. Service Scott Breathing Air System  
Replace Female 20AMP Plug Bay (1)  
RAM out of service going out for REPAIR

## miss

DRAIN water out of in house AIR COMPRESSOR  
Use 3 Bags of Speedy-day & two containers  
If you use Floor Jack put back where you found it

## Scott Packs

New Jersey Fire Equipment Repair Pack 29 out of Service  
1129118 Back in Service 2/14/18  
Filled 22 Scott Bottles  
Replace 3 C-Batteries Pack 7

## mile for the Month

|         |     |
|---------|-----|
| 12-74 - | 89  |
| 12-75 - | 56  |
| 12-76 - | 0   |
| 12-86 - | 0   |
| 12-87 - | 498 |
| 12-93 - | 32  |

Total miles 673

End of Report

**East Coast Emergency Lighting, Inc**

200 Mecco Drive  
 Millstone Twp, NJ 08535  
 732-940-2211

**Quote**

|           |         |
|-----------|---------|
| Date      | Quote # |
| 2/28/2018 | 16234   |

|   |
|---|
| Name / Address  |
| Board of Fire Commissioners<br>Borough Of Englishtown<br>P.O. Box 1<br>Englishtown NJ 07726 |

|  |
|--|
| Ship To  |
| Englishtown Fire Department #1<br>3 South Main Street<br>Englishtown, NJ 07726 |

|     |         |
|-----|---------|
| Rep | Project |
|     |         |

| Item         | Description   | Qty | Cost         | Total      |
|--------------|---|-----|--------------|------------|
| MISC         | 2013 CHEVY TAHOE  |     |              |            |
| SHIPPING     | Setina # PB400 STEEL/ PB8 WRAP GUARD<br>W/DOUBLE LOOP           | 1   | 618.35       | 618.35     |
| Installation | NJ State Labor contract# A81338<br>Install of above push bumper | 8   | 75.00        | 600.00     |
|              |   |     | <b>Total</b> | \$1,268.35 |

|              |              |
|--------------|--------------|
| Phone #      | Fax #        |
| 732-940-2211 | 609-490-9801 |



**SETINA PB400/PB8**