

May 4<sup>th</sup> 2017

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday May 4<sup>th</sup>, 2017 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 8:02 P.M.

1. **Sunshine Statement** by Attorney J. 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:** The \$60,000.00 Bond is due to mature June 30<sup>th</sup>, 2017. The Board needs to take action as to what to do with the Bond. The decision was to pay \$20,000.00 towards the Bond.

The Auditor has not started the audit report due to not receiving paperwork from the Board Accountant. The audit is technically overdue.

Reminder to have all Board members complete and file the Ethics Disclosure Statements by May 30<sup>th</sup>. The date was extended from April 30<sup>th</sup>, due to State computer issues.

A Resolution, by title, authorizing Acquisition of Communication Equipment & Accessories from Motorola was made. The total estimated cost of the acquisition to not exceed \$200,580.75. Motion made by G. Maresca and a second by P. Cooke. Motion passes unanimously.

The Board Attorney will contact Bill Stancik of Motorola and see if they can extend the contract expiration date later than 05/30/2017.

**April 2017 Minutes:** A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the minutes. G. Maresca Abstained. Yes vote by remaining Board members. Motion passed.

**Financial:** A motion was made by G. Maresca and a second was made by B. Stonaker to accept the amended Report with the following additional bills:

Joseph Fernandez - \$50.00 – CEVO Class

Conner Flynn - \$50.00 – CEVO Class

John Spierto - \$50.00 – CEVO Class

LOSAP - \$33,475.00 - 2016 Payment

Joseph Youssouf - \$6,792.00 – Legal Services

Motion passed by unanimous vote.

**Auditor/Accountant:** Working on the Audit

**Chief's Report:**

- Total of 33 calls for the month of April 2017 with 267.45 Staff Hours.
- See Attached Report for additional details.
- The Department will be attending the Freehold Memorial Day Parade
- The following equipment was requested and unanimously approved for purchase:
  - **2 - Hard Suction Hose for 12-75 - \$608.00 - Witmer**
  - **2 – 6"X6" Double female adapter couplings - \$320.00 – Witmer**
  - **5 – Fire Hooks Halligan Pro Bars - \$924.75 – Continental**
  - **3 – Akron 1.5" AK-2115 Nozzles – \$744.00 - Continental**
  - **3 – Akron 1.5" AK-1417-15/16 Nozzle Tips – \$234.00 – Continental**
  - **1 – Flammable Liquid Storage Cabinet - \$700.00 – Witmer**
  - **50 – Leather Work Gloves - \$250.00 – EES**
  - **1 – Defibtech Defibrillator - \$1,329.00 – Continental**
  - **1 – Defibtech Case - \$98.00 – Continental**
  - **1 – Defibtech Adult Pads – \$38.00 – Continental**
  - **1 – Defibtech Pedi Pads - \$98.00 – Continental**
  - **5 – Seats Motor Vehicle Extrication Class - \$1,310.00 – Middlesex County FA**
- 
- Safety Vests were brought up. Chief will check on his trip to the Harrisburg Fire Expo.

**Department Engineer's Report:**

- See attached Report

**President's Report:**

- Request for Carpeting in Executive Office - Denied

**Fire Bureau:**

- No Report

**LOSAP:**

- Calculated and up to date. Payment to be made.

**Correspondence:**

- None

**Insurance:**

- Robert Soden reports that policies are all midterm. All is well.

**Membership:**

Two Junior applications were given out.

**Old Business:**

- P. Cooke was in text communication with Manalapan DPW Supervisor Alan Spector and he advised that he would be out in a couple weeks to check on paving the rear parking lot. P. Cooke will try to get a better date.
- Finalized quote from Motorola for the Lease to Purchase agreement for the replacement of portables and mobile radios. Board Attorney stated that it needs to go before the finance board for approval. There is a monthly meeting next Monday he is attending for Monroe and he will discuss it then.

# Chief Engineers Report May 2017

## work done on Trucks

12-75 Repair Left Rear folding step + Tighten Bolts on the other 3 steps

12-93 Tighten fuel line leaks on pump motor

Make sure Drivers unit checklist is filled out after you come back from Fire Call or anytime you come back from Driving truck

12-89 Replace Left Rear Turn + Brake light seal unit

Equipment Coastal Fire Systems Inc. Full Service on Scott Breathing Air System

## Miss

Filled 2 spandy-dry containers

Ran Portable generator + old Brush Truck

Drain water out of in house air compressor

## Scott Pacts

Coastal Fire Systems Inc. Hydro test Bottle 29

out of service 5/13/17 Back in Service 5/18/17

New Jersey Fire Equipment Co. Repair Bottle's

27, 58 + 59 out of Service 4/29/17 Back in

Service 5/29/17

Filled 10 Scott Bottle's

## Mile for the Month

12-74 - 154

12-75 - 334

12-76 - 0

12-86 - 59

12-87 - 594

12-93 - 64

Total Miles 663

End of Report

# Englishtown Fire Department

Englishtown, NJ

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

Start Date: 05/01/2017 | End Date: 05/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	7	20:12
13-26-1 - Gordon's Corner Fire Company	6	17:12
13-26-2 - Manalapan Fire Company #1	10	42:31
13-26-2P - Manalapan Primary Response Area	8	37:46
13-32-1 - Millstone Fire Department	1	16:17

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

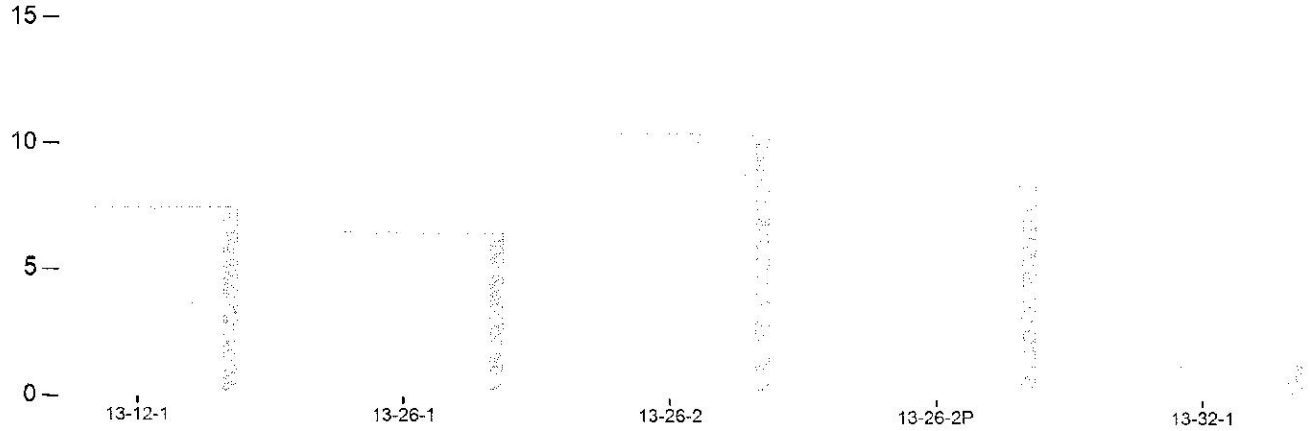
Englishtown, NJ

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## Incident Type Count per Zone for Date Range

Start Date: 05/01/2017 | End Date: 05/31/2017



ZONES	INCIDENT TYPE	COUNT
<b>13-12-1 - Englishtown fire department</b>		
	113 - Cooking fire, confined to container	1
	151 - Outside rubbish, trash or waste fire	2
	311 - Medical assist, assist EMS crew	2
	710 - Malicious, mischievous false call, other	1
	711 - Municipal alarm system, malicious false alarm	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	7
<b>13-26-1 - Gordon's Corner Fire Company</b>		
	700 - False alarm or false call, other	2
	714 - Central station, malicious false alarm	1
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	2
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	6
<b>13-26-2 - Manalapan Fire Company #1</b>		
	113 - Cooking fire, confined to container	2
	311 - Medical assist, assist EMS crew	1
	322 - Motor vehicle accident with injuries	1
	611 - Dispatched & cancelled en route	1
	671 - HazMat release investigation w/no HazMat	1
	700 - False alarm or false call, other	4
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	10

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

ZONES	INCIDENT TYPE	COUNT
<b>13-26-2P - Manalapan Primary Response Area</b>		
	322 - Motor vehicle accident with injuries	3
	444 - Power line down	1
	700 - False alarm or false call, other	2
	743 - Smoke detector activation, no fire - unintentional	1
	746 - Carbon monoxide detector activation, no CO	1
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area.</i>	<b>8</b>
<b>13-32-1 - Millstone Fire Department</b>		
	412 - Gas leak (natural gas or LPG)	1
	<i>Total Incidents for 13-32-1 - Millstone Fire Department.</i>	<b>1</b>
	<b>Total Count for all Zone:</b>	<b>32</b>

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

**Englishtown Fire District No. 1**  
**2017 Budget**  
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
<b>Income</b>			
Fire District Taxes	247,503.06	472,925.00	-225,421.94
Uniform Fire Safety Act			
Smoke Detector Fees	992.00	3,500.00	-2,508.00
Inspection Fees	0.00	6,500.00	-6,500.00
State Registration Fees	1,775.00	4,000.00	-2,225.00
<b>Total Uniform Fire Safety Act</b>	<b>2,767.00</b>	<b>14,000.00</b>	<b>-11,233.00</b>
Supplemental Fire Services	0.00	444.00	-444.00
<b>Total Income</b>	<b>250,270.06</b>	<b>487,369.00</b>	<b>-237,098.94</b>
<b>Gross Profit</b>	<b>250,270.06</b>	<b>487,369.00</b>	<b>-237,098.94</b>
<b>Expense</b>			
Monmouth County Dispatch Fe...	0.00	10,000.00	-10,000.00
Professional Services-Physicals	396.00	4,000.00	-3,604.00
2016 Expense	66,349.08		
Fringe Benefits	376.00	2,300.00	-1,924.00
Administation			
Salaries and Wages	11,989.27	23,650.00	-11,660.73
<b>Total Administation</b>	<b>11,989.27</b>	<b>23,650.00</b>	<b>-11,660.73</b>
Employee Benefits	1,019.36	2,300.00	-1,280.64
Advertising	71.30	700.00	-628.70
Contract - Volunteer Fire Co	13,500.00	26,000.00	-12,500.00
Dues and Subscriptions	2,905.00	5,000.00	-2,095.00
Elections	1,002.50	1,500.00	-497.50
Fire Fighting Equipment	8,103.58	38,000.00	-29,896.42
Fuel	2,126.72	15,000.00	-12,873.28
Insurance Premiums	50,941.00	75,000.00	-24,059.00
Maintenance and Repairs			
Building	4,390.76	15,000.00	-10,609.24
Trucks	12,810.87	47,500.00	-34,689.13
<b>Total Maintenance and Repairs</b>	<b>17,201.63</b>	<b>62,500.00</b>	<b>-45,298.37</b>
Office Supplies	557.97	4,000.00	-3,442.03
Personal Protective Equipment	250.00	15,000.00	-14,750.00
Professional Services	12,585.00	40,000.00	-27,415.00
Promotion	0.00	1,000.00	-1,000.00
Training	1,270.17	25,000.00	-23,729.83
Utilities	19,442.49	40,000.00	-20,557.51
UFSA Other Expenses	1,037.37		
Length of Service Awards	0.00	48,000.00	-48,000.00
Reserve for future outlay	0.00	5,000.00	-5,000.00
Bond Principal	55,000.00	55,000.00	0.00
Bond Interest	4,990.68	8,663.00	-3,672.32
Bond Note Principal	15,000.00	20,000.00	-5,000.00
Bond Note Interest	2,440.00	1,600.00	840.00
2015 Expenses	1,669.00		
<b>Total Expense</b>	<b>290,224.12</b>	<b>529,213.00</b>	<b>-238,988.88</b>
<b>Net Income</b>	<b>-39,954.06</b>	<b>-41,844.00</b>	<b>1,889.94</b>



Englishtown Fire District No. 1

Bill List

As of June 1, 2017

06/01/17

Accrual Basis

Type	Date	Num	Name	Split	Debit	Credit	Balance
<b>Brunswick Bank Checking</b>							81,077.01
Gener...	5/18/2017	201...	Golden West Industrial Su...	Fire Fighting Equi...	151.09		81,228.10
Check	5/18/2017	5866	Simon Says LLC	Training		300.00	80,928.10
Check	6/1/2017	5867	Englishtown Fire Department	Contract - Volunte...		2,250.00	78,678.10
Check	6/1/2017	5868	Cytracom LLC.	Utilities		288.82	78,389.28
Check	6/1/2017	5869	Pasquale DiBenedetto	Salaries and Wages		1,567.74	76,821.54
Check	6/1/2017	5870	Thomas Kirkland	Salaries and Wages		1,318.77	75,502.77
Check	6/1/2017	5871	Peter Cooke	Salaries and Wages		1,694.06	73,808.71
Check	6/1/2017	5872	Brian Stonaker	Salaries and Wages		1,694.06	72,114.65
Check	6/1/2017	5873	Gerald Maresca	Salaries and Wages		1,694.06	70,420.59
Check	6/1/2017	5874	Victoria Sarti	Salaries and Wages		2,010.29	68,410.30
Check	6/1/2017	5875	Ryan Reale	Salaries and Wages		2,010.29	66,400.01
Check	6/1/2017	5876	Freehold Cartage Inc.	Utilities		79.46	66,320.55
Check	6/1/2017	5877	NetLink	Professional Servi...		199.00	66,121.55
Check	6/1/2017	5878	NetLink	Professional Servi...		199.00	65,922.55
Check	6/1/2017	5879	Jersey Coast Fire & First a...	Building		124.95	65,797.60
Check	6/1/2017	5880	Jersey Coast Fire & First a...	Building		434.95	65,362.65
Check	6/1/2017	5881	Optimum	Utilities		126.00	65,236.65
Check	6/1/2017	5882	Verizon Wireless	Utilities		365.74	64,870.91
Check	6/1/2017	5883	Manalapan - Englishtown ...	Fuel		689.98	64,180.93
Check	6/1/2017	5884	NJ Natural Gas	Utilities		1,353.60	62,827.33
Check	6/1/2017	5885	Coastal Fire Systems	Building		1,345.55	61,481.78
Check	6/1/2017	5886	new jersey fire equipment	Fire Fighting Equi...		401.96	61,079.82
Check	6/1/2017	5887	Emergency equipment sales	Personal Protectiv...		250.00	60,829.82
Check	6/1/2017	5888	Witmer	Fire Fighting Equi...		978.00	59,851.82
Check	6/1/2017	5889	Continental Fire and Safety	Fire Fighting Equi...		1,588.00	58,263.82
Check	6/1/2017	5890	V.E. Ralph & Son Inc.	Fire Fighting Equi...		298.00	57,965.82
Check	6/1/2017	5891	Witmer	Fire Fighting Equi...		927.00	57,038.82
Check	6/1/2017	5892	batteries PLus Blubs	Trucks		151.70	56,887.12
Check	6/1/2017	5893	Roy Press	Elections		540.00	56,347.12
Check	6/1/2017	5894	united States Treasury	-SPLIT-		2,063.71	54,283.41
Check	6/1/2017	5895	Peter Cooke	2016 Expense		622.27	53,661.14
Check	6/1/2017	5896	NetLink	Professional Servi...		199.00	53,462.14
Total Brunswick Bank Checking					151.09	27,765.96	53,462.14
<b>TOTAL</b>					<b>151.09</b>	<b>27,765.96</b>	<b>53,462.14</b>