

November 3rd, 2016

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday November 3rd, 2016 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.

The meeting was called to order by P. Cooke at 8:05 P.M.

1. **Sunshine Statement** by J. Yuesoff

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

Legal: Budget Resolution was passed to accept the Audit report. Motion made by Gerald Maresca and Seconded by V. Sarti. Resolution passed unanimously.

Introduction of the Budget will be on December 1, 2016 at the Monthly Meeting.

The Public Budget hearing will be held on January 5th 2017 Monthly Meeting.

Annual Election for the District will be on February 17th 2017 at the Englishtown Fire Station.

Commissioner Gerald Maresca's and Commissioner Peter Cooke's seats will be open for election.

September Minutes: Motion made by P. Cooke to Accept, Second made by G. Maresca. Motion passed unanimously

Financial: Motion made by G. Maresca to accept payment of the bills, Second made by P. Cooke. Motion passed unanimously.

Auditor: No Report

Chief's Report: See attached Call Report. 25 calls for October. 12-87 is complete and awaiting registration.

Request for the following equipment:

12-87 Equipment

511 EMS Tactical Bag \$199.00

Suction Unit \$635.00

AED Unit \$1559.00

General Equipment

10 Pager Batteries \$165.25

4 Led Batteries for 12-74 \$231.00

Motion made by G. Maresca to authorize purchases, Second by P. Cooke. Motion passed unanimously.

Chief spoke about the need for an upgraded radio system that will accommodate all areas of response. The total cost was approximately \$200,000.00. A lease to purchase program was discussed. P. Cooke stated that he spoke with Under Sheriff Dawson and that the Under Sheriff denied any knowledge of the Fire service switching over to the digital band. The Chief stated that it was discussed by The Fire Marshall and his office , as well as Monmouth County Communications that it will be happening within the next year or two. After speaking with the District's Council, the Chief requested that a question be placed on the ballot to approve the expense if it is needed. Tabled until next meeting.

Department Engineer's Report: See attached report

President's Report: Recycling containers are in.

Board is checking to see if trash pick-up should be covered by the town. Chief will check at the next Council meeting.

Bay doors have had the remote antennae installed and they work well. The President will be scheduling regular maintenance at a later date. Bay Door #1 has a damaged electrical cord and they will replace it when they return for the maintenance.

P. Cooke will be calling Manalapan Twp. on November 4th about the parking lot paving project.

The roof over the Bays is leaking near the skylights. President Kirkland suggested that the contact info the Board has be located and contact said company.

Fire Bureau: See attached report.

LOSAP: The 2014 and 2015 LOSAP numbers have been submitted.

Correspondence: None

Insurance: G. Maresca reports that the Insurance Policy is renewed and that Crespo's case has been handled well.

Membership:

- No Report

Old Business:

- Bollard covers rep is coming to Station to give an accurate quote.

New Business:

- Boy Scouts requested permission to park a small locked trailer in the back of the parking lot, should they need to.
-

Public Open Portion:

- None

Meeting Adjournment: at 9:41 PM. After a motion by G. Maresca and seconded by P. Cooke and approved unanimously by a roll call vote.

Certified at the November 3rd, 2016 regularly scheduled meeting _____

Bills For November Meeting

Englishtown Fire Dept	Contract For Nov	2250	
Englishtown Water & Sewer		194	
Emergency Equipment Repairs To 1276-1274-1275		3077	10
Englishtown Automotive Ed Miller 2013 Ford.		375	73
Family Practice of CentraState	Jacobs, Chase	55	
J.C.P.L.		1083	12
J.C. Emergency Lighting	New Ford Truck	10155	
Jersey Coast		124	95
Manalapan-Englishtown Board of Ed.	Fuel Supt	352	92
N.J. Natural Gas.	Services Contract & Gas Charge	1923	14
Optimum		124	69
Overhead Door	Repair cables & rollers	980	14
SHI International	For 2013 Ford	612	
Verizon	Oct	366	57
Verizon	Oct 732-446 8507	95	22
Freehold CARTAGE.	OCT SERVICES	79	46
Gerald Marissen	Electrical Tape	7	47
Gerald Marissen	Nashville Food & Car Rental	1509	30
Viky Sarti	Nashville Food & Parking	519.	26
Matthew O'PRIEN	Nashville Food & Uber	213.	45
Louis Sarti	Nashville Transportation	113.	54
N.J. Chapter	IAAI	900	-
		<hr/>	
		25,017	00

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 10/01/2016 | End Date: 10/31/2016

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	4	10:43
13-26-1 - Gordon's Corner Fire Company	2	4:40
13-26-2 - Manalapan Fire Company #1	11	25:28
13-26-2P - Manalapan Primary Response Area	6	18:20
13-32-1 - Millstone Fire Department	1	2:56
Monroe - Monroe Twp	1	5:34
TOTAL	25	67:42

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

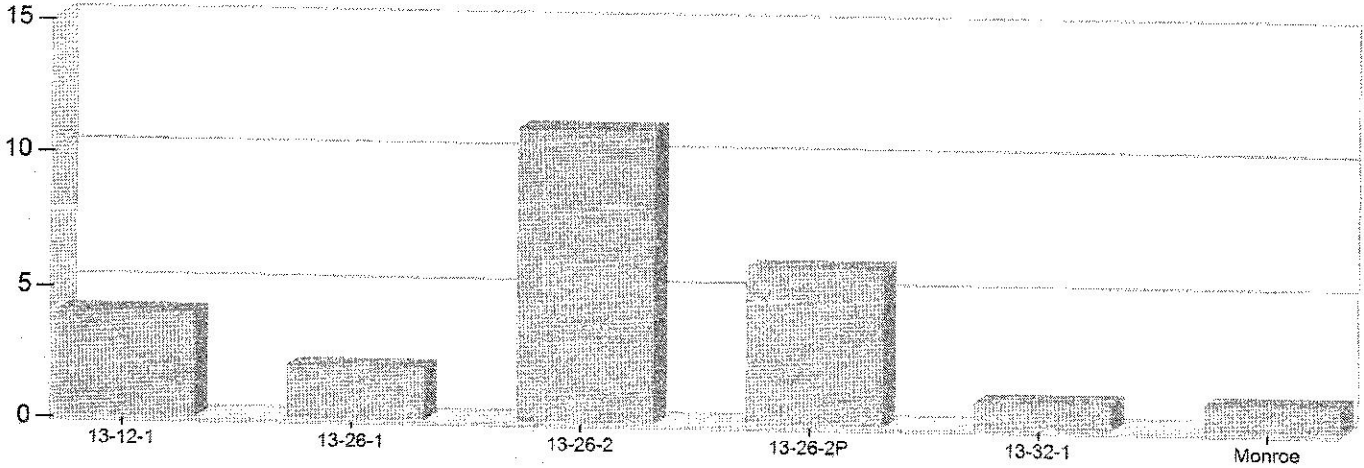
Englishtown, NJ

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Incident Type Count per Zone for Date Range

Start Date: 10/01/2016 | End Date: 10/31/2016



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	143 - Grass fire	1
	444 - Power line down	1
	700 - False alarm or false call, other	1
	740 - Unintentional transmission of alarm, other	1
	<i>Total Incidents for 13-12-1 - Englishtown fire department:</i>	4
13-26-1 - Gordon's Corner Fire Company		
	462 - Aircraft standby	1
	531 - Smoke or odor removal	1
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	2
13-26-2 - Manalapan Fire Company #1		
	113 - Cooking fire, confined to container	1
	114 - Chimney or flue fire, confined to chimney or flue	1
	412 - Gas leak (natural gas or LPG)	2
	445 - Arcing, shorted electrical equipment	1
	600 - Good intent call, other	1
	700 - False alarm or false call, other	2
	736 - CO detector activation due to malfunction	1
	740 - Unintentional transmission of alarm, other	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	11

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



Joseph D. Youssef

Attorney at Law

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Manalapan, New Jersey 07726
732-972-3010 Fax 732-972-1521
jyoussef@aol.com

October 24, 2016

Withum Smith and Brown
331 Newman Springs road
Suite 125
Red Bank, New Jersey
07701

VIA FAX (732) 504-2439

Attn: Linh D. Nguyen

Re: Englishtown F. D. No.1

Dear Ms. Nguyen:

This letter is written in response to your request for information concerning the legal affairs of the above specified fire district for the year ended 12/31/15.

As of 12/31/15 the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown was not involved in any litigation of any nature whatsoever, neither as a party defendant nor party plaintiff. As of the date of the writing of this letter, to the best of my knowledge, information and belief, there are no claims, either asserted or unasserted, pending against the Board which could adversely affect its financial condition.

The representations set forth herein continue to be true as of the date of this letter. Should you require any additional information or have any questions concerning this correspondence, please feel free to contact the undersigned at your convenience.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Joseph D. Youssef', written over a printed name.

Joseph D. Youssef

cc: Brd. F. Comm.

10/6/16

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2015

WHEREAS; N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

WHEREAS; the Board of Fire Commissioners has heretofore employed the services of a registered municipal auditor for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

WHEREAS; the Board received the report on audit for the year ended December 31, 2015 at its meeting of 10/6/16 and finds it to be acceptable as written; and

WHEREAS; N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

WHEREAS; N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the report on audit for the year ended December 31, 2014 is hereby accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of said report on audit be published in the official newspaper of the District and that the members of the Board shall execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance 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 _____ day of _____, 2016.

_____, Clerk

10/6/16

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
OF FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN
AUTHORIZING CONVEYANCE OF PERSONAL PROPERTY
PURSUANT TO N.J.S.A.40A:12-21.1**

WHEREAS; N.J.S.A.40A:12-21.1 provides that when the governing body of any local government unit determines that personal property owned by that unit is no longer needed for its purposes it may authorize, by resolution, a conveyance of that personal property without compliance with any other law governing disposal of personal property, for nominal consideration to any organization or association listed in N.J.S.A. 40A:12-21; and

WHEREAS; The Board of Fire Commissioners owns one 2002 Ford F-350 pickup truck which is no longer needed for public purposes within the Fire District; and

WHEREAS; The Chief of the Fire Company has advised the Board that it may dispose of the above specified apparatus by conveying it to the Borough of Englishtown which has requested that the Board of Fire Commissioners consider conveying said vehicle to the Borough.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Englishtown that the above described personalty is declared excess property in accordance with the provisions of N.J.S.A. 40A:12-21.1 and is hereby transferred to the Borough of Englishtown.

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 the _____ day of _____, 2016.

_____, Clerk



Joseph D. Youssouf

Attorney at Law

137 Route 9 South • P.O. Box 809
Manalapan, New Jersey 07726
732-972-3010 Fax 732-972-1521
jyoussouf@aol.com

October 24, 2016

Withum Smith and Brown
331 Newman Springs road
Suite 125
Red Bank, New Jersey
07701

VIA FAX (732) 504-2439

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Re: Englishtown F. D. No.1

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As of 12/31/15 the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown was not involved in any litigation of any nature whatsoever, neither as a party defendant nor party plaintiff. As of the date of the writing of this letter, to the best of my knowledge, information and belief, there are no claims, either asserted or unasserted, pending against the Board which could adversely affect its financial condition.

The representations set forth herein continue to be true as of the date of this letter. Should you require any additional information or have any questions concerning this correspondence, please feel free to contact the undersigned at your convenience.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Joseph D. Youssouf', written over a printed name. The signature is stylized and loops around the printed name.

Joseph D. Youssouf

cc: Brd. F. Comm.

10/6/16

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WHEREAS; N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

WHEREAS; N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the report on audit for the year ended December 31, 2014 is hereby accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of said report on audit be published in the official newspaper of the District and that the members of the Board shall execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance 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 _____day of _____, 2016.

_____, Clerk

10/6/16

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
OF FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN
AUTHORIZING CONVEYANCE OF PERSONAL PROPERTY
PURSUANT TO N.J.S.A.40A:12-21.1**

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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 the _____ day of _____, 2016.

_____, Clerk