

October 01, 2015

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday October, 01 2015 regular scheduled meeting of the Board, 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 8:02 P.M.

1. **Sunshine Statement by Joseph D. 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: P. Cooke, T. Frueh, G. Maresca, R. Reale, B. Stonaker

**Legal:** Looking to develop budget by 11/05/2015 for the 2016 year. The Public Hearing should be the December meeting. Board should you look to limit future purchases for remaining year.

**September Minutes:** Ayes: T. Frueh, P. Cooke R. Reale, B. Stonaker, G. Maresca

**Financial:** Ayes: R. Reale G. Maresca, T. Frueh, B. Stonaker, P. Cooke

**Auditor:** The Englishtown Board of Fire Commissioners received the Audit Report

**Chief's Report:**

- See attached Report
- The Board received three (3) quotes for various equipment including lighting, leather tool, prying tools, nomex, hooks, brush shirts, glove holders for trucks etc. The three quotes were \$5,161.18, \$3,979.06 and \$3,970.00 The Board also approved quote for a Stihl K-12 saw for \$1,399.95 and a Stihl MSD-240 Chainsaw for \$359.95. The Board unanimously accepted the bid of \$3,979.06 to Emergency Equipment Sales due to the vendor providing the \$3,970.00 had provided inadequate service to the Board in the past.

**Department Engineer's Report:** See attached report

**President's Report:**

- The Parking Lot will have a spec drawn up by Borough Engineer.
- P. Cooke contacted Manalapan DPW seeking information for a shared service agreement for smaller repairs for Chiefs/87 vehicles.
- Allan Spector from Manalapan DPW will provide a quote for Department Parking Lot
- Timothy Kirkland informed the Board the lighting project is almost complete. All interior lights are replaced. All high-hat exterior lights are already energy efficient.
- The Board approved \$875.00 for the Lighting replacement for the high-hats which are currently not functioning properly.
- The Board received three quotes for the Turnout Gear Washer and Dryer Project (\$16,638.00, \$16,183.00 and \$17,372.85). A Motion was made by T. Frueh and seconded by G. Maresca to accept a quote from Direct Machining for \$16,638.00 due to the vendor's ability to provide a total cost for the units and the installation. The Board unanimously approved the vendors quote.
- Open House for the Fire Department is October 10, 2015.

**Fire Bureau:**

- 6 inspection
- 3 certificates and 1 permit issued
- 4 smoke detectors inspected and 2 were approved
- 2 minor investigations
- 3 complaints were handled
- Bureau took in a total of \$250.00

**LOSAP:** Chief will have final numbers in Novembers 2015 Meeting

**Correspondence:** No Report

**Insurance:** No Report

**Membership:** No Report

**Old Business:**

- G. Maresca is awaiting quotes for rug replacement in the offices and meeting rooms.
- Driver Accident Policy will be looked at
- A new phone system was approved by R. Reale and seconded by G. Maresca to upgrade phone system put in place

**New Business:**

- Third party for American Power and Gas of New Jersey is offering a rate of 9.80 versus current 9.999 and a 25% rebate on the system. The Board will further investigate.
- The Board approved the use of the building on Oct 30, 2015 for the Borough Halloween Party and the use of the building on Nov. 07, 2015 for the Manalapan Football Parents Association Comedy Night
- The bay doors were repaired and serviced as needed.
- The Board received a quote from First Priority for \$4,076.00 to repair 12-74. The estimate will be adjusted after the Board found discrepancies in the quote.

**Public Open Portion:**

- No Report

**Meeting Adjournment:** at 9:31 P.M. after a motion by R. Reale and seconded by B. Stonaker and approved by a roll call vote.

**Certified** at the November 05, 2015 meeting \_\_\_\_\_

2:56 PM

10/01/15

Accrual Basis

# Englishtown Fire District No. 1

## Bill List

As of October 2, 2015

| Type                           | Date      | Num  | Name                          | Split                 | Debit       | Credit           | Balance         |
|--------------------------------|-----------|------|-------------------------------|-----------------------|-------------|------------------|-----------------|
| <b>Brunswick Bank Checking</b> |           |      |                               |                       |             |                  | *****           |
| Check                          | 9/30/2015 | 5378 | Englishtown Fire Department   | Contract - Volunte... |             | 2,125.00         | *****           |
| Check                          | 9/30/2015 | 5379 | Englishtown Relief Associa... | -SPLIT-               |             | 15,600.00        | 87570.50        |
| Check                          | 9/30/2015 | 5380 | Englishtown Automotive        | Trucks                |             | 71.30            | 87499.20        |
| Check                          | 9/30/2015 | 5381 | Family Practice of CentraS... | Other Professional    |             | 65.00            | 87434.20        |
| Check                          | 9/30/2015 | 5382 | Freehold Cartage Inc.         | Building              |             | 79.46            | 87354.74        |
| Check                          | 9/30/2015 | 5383 | Jersey Central Power & Li...  | Utilities             |             | 26.88            | 87327.86        |
| Check                          | 9/30/2015 | 5384 | Jersey Central Power & Li...  | Utilities             |             | 947.38           | 86380.48        |
| Check                          | 9/30/2015 | 5385 | Manalapan - Englishtown ...   | Fuel                  |             | 706.20           | 85674.28        |
| Check                          | 9/30/2015 | 5386 | McManimon and Scotland ...    | Professional Servi... |             | 2,403.64         | 83270.64        |
| Check                          | 9/30/2015 | 5387 | NJ Natural Gas                | Utilities             |             | 58.06            | 83212.58        |
| Check                          | 9/30/2015 | 5388 | Optimum                       | Utilities             |             | 168.49           | 83044.09        |
| Check                          | 9/30/2015 | 5389 | Overhead door co              | Building              |             | 257.95           | 82786.14        |
| Check                          | 9/30/2015 | 5390 | Verizon                       | Utilities             |             | 222.04           | 82564.10        |
| Check                          | 9/30/2015 | 5391 | Withum Smith & Brown          | Audit and Account...  |             | 8,900.00         | 73664.10        |
| Check                          | 10/1/2015 | 5392 | NetLink                       | Other Professional    |             | 199.00           | 73465.10        |
| Total Brunswick Bank Checking  |           |      |                               |                       | 0.00        | 31,830.40        | 73465.10        |
| <b>TOTAL</b>                   |           |      |                               |                       | <b>0.00</b> | <b>31,830.40</b> | <b>73465.10</b> |

# Englishtown Fire Department

Englishtown, NJ

This report was generated on 10/1/2015 7:51:23 PM



## Count of Incidents by Incident Status For Incident Status For Date Range

Incident Status(s): All Incident Statuses | Sort By: IncidentType | Start Date: 09/01/2015 | End Date: 09/30/2015

| INCIDENT TYPE  | # INCIDENTS |
|--|-------------|
| 100 - Fire, other  | 1           |
| 113 - Cooking fire, confined to container                | 2           |
| 300 - Rescue, EMS incident, other                        | 1           |
| 322 - Motor vehicle accident with injuries               | 2           |
| 352 - Extrication of victim(s) from vehicle              | 1           |
| 411 - Gasoline or other flammable liquid spill           | 2           |
| 412 - Gas leak (natural gas or LPG)                      | 1           |
| 424 - Carbon monoxide incident                           | 2           |
| 440 - Electrical wiring/equipment problem, other         | 1           |
| 444 - Power line down                                    | 1           |
| 445 - Arcing, shorted electrical equipment               | 1           |
| 462 - Aircraft standby                                   | 1           |
| 520 - Water problem, other                               | 1           |
| 571 - Cover assignment, standby, moveup                  | 1           |
| 611 - Dispatched & cancelled en route                    | 3           |
| 700 - False alarm or false call, other                   | 4           |
| 735 - Alarm system sounded due to malfunction            | 1           |
| 740 - Unintentional transmission of alarm, other         | 1           |
| 743 - Smoke detector activation, no fire - unintentional | 2           |
| 745 - Alarm system activation, no fire - unintentional   | 1           |
| <b>Total Incidents</b>                                   | <b>30</b>   |

This report shows the incidents by status(es) selected for the date range chosen.

# Englishtown Fire Department

Englishtown, NJ

This report was generated on 10/1/2015 7:52:08 PM



## Incident Type per Municipality for Date Range

Start Date: 09/01/2015 | End Date: 09/30/2015

| INCIDENT TYPE                                    | # INCIDENTS |
|--|-------------|
| <b>Municipality: ENGLISHTOWN</b>                 |             |
| 411 - Gasoline or other flammable liquid spill   | 1           |
| 700 - False alarm or false call, other           | 2           |
| 740 - Unintentional transmission of alarm, other | 1           |
| <b># Incidents for ENGLISHTOWN:</b>              | <b>4</b>    |

|   |          |
|---|----------|
| <b>Municipality: FREEHOLD BORO</b>      |          |
| 571 - Cover assignment, standby, moveup | 1        |
| <b># Incidents for FREEHOLD BORO:</b>   | <b>1</b> |

|  |           |
|--|-----------|
| <b>Municipality: MANALAPAN</b>                           |           |
| 100 - Fire, other  | 1         |
| 113 - Cooking fire, confined to container                | 2         |
| 300 - Rescue, EMS incident, other                        | 1         |
| 322 - Motor vehicle accident with injuries               | 2         |
| 352 - Extrication of victim(s) from vehicle              | 1         |
| 411 - Gasoline or other flammable liquid spill           | 1         |
| 424 - Carbon monoxide incident                           | 2         |
| 440 - Electrical wiring/equipment problem, other         | 1         |
| 445 - Arcing, shorted electrical equipment               | 1         |
| 462 - Aircraft standby                                   | 1         |
| 520 - Water problem, other                               | 1         |
| 611 - Dispatched & cancelled en route                    | 3         |
| 700 - False alarm or false call, other                   | 2         |
| 735 - Alarm system sounded due to malfunction            | 1         |
| 743 - Smoke detector activation, no fire - unintentional | 2         |
| 745 - Alarm system activation, no fire - unintentional   | 1         |
| <b># Incidents for MANALAPAN:</b>                        | <b>23</b> |

MUNICIPALITY data comes from the Basic Info 3 screen of an incident. Only REVIEWED incidents included.



emergencyreporting.com

Doc Id: 849

Page # 1

# Chief Engineers Report Sept. 2015

## work done on tractors

12-75 Replace 10AMP fuse for hand lights + Flash lights CHARGERS

## Equipment

Replace Roll Handle for Echo Saw off 12-86

New Milwaukee Hammer drill + Impact Driver

## Miss

Replace 9 volt Battery for overhead door remote Bay ①

## Scott Packs

on 9/15/15 New Jersey Fire Equipment Co. pick up

3 Scott Packs 4, 24 + 25

Replace 3 C-Batteries Pack 4

Filled 32 Scott Batteries

## Miles for the Month

12-74 - 103

12-75 - 154

12-76 - 0

12-86 - 11

12-87 - 142

12-93 - 0

Total miles 410

End of Report

Borough of Englishtown Fire District No. 1

Synopsis of audit report of the Borough of Englishtown Fire Commissioners, District No. 1, Monmouth County, New Jersey for the years ended December 31, 2014 and 2013 as required by N.J.S. 40A:5A-16.

Statements of Net Position

|                                     | <u>2014</u>         | <u>2013</u>         |
|-------------------------------------|---------------------|---------------------|
| <u>Assets</u>                       |                     |                     |
| Cash                                | \$ 509,910          | \$ 501,209          |
| Prepaid expenses                    | 22,364              | 14,777              |
| Capital assets, net                 | <u>835,909</u>      | <u>931,587</u>      |
| Total assets                        | <u>\$ 1,368,183</u> | <u>\$ 1,447,573</u> |
| <u>Liabilities and Net Position</u> |                     |                     |
| Current liabilities:                |                     |                     |
| Accounts payable                    | \$ 28,422           | \$ 32,995           |
| Payroll tax liabilities             | 2,576               | 1,902               |
| Accrued audit expense               | 8,900               | 8,690               |
| Accrued interest on bonds and notes | 6,956               | 8,241               |
| Bond anticipation note              | 15,000              | 30,000              |
| Bonds payable - current             | 55,000              | 55,000              |
| Reserve for SFSG                    | 645                 | 645                 |
| Reserve for fire official trust     | 100,318             | 92,616              |
| Reserve for LOSAP                   | <u>101,419</u>      | <u>93,067</u>       |
| Total current liabilities           | 319,236             | 323,156             |
| Other liabilities:                  |                     |                     |
| Bonds payable - long term           | 275,000             | 330,000             |
| Net Position:                       |                     |                     |
| Net investment in capital assets    | 483,953             | 508,346             |
| Restricted for capital acquisitions | 101,202             | 101,605             |
| Unrestricted                        | <u>188,792</u>      | <u>184,466</u>      |
| Total net position                  | <u>773,947</u>      | <u>794,417</u>      |
| Total Liabilities and Net Position  | <u>\$ 1,368,183</u> | <u>\$ 1,447,573</u> |

Statement of Revenues, Expenses and Changes in Net Position

|  |                   |                   |
|--|-------------------|-------------------|
| <u>Revenue and Other Financing Sources</u> |                   |                   |
| District taxes                             | \$ 448,000        | \$ 429,219        |
| Supplemental fire services grant           | 444               | 444               |
| Interest on deposits and investments       | 226               | 241               |
| Uniform fire safety act revenues           | 16,566            | 9,238             |
| - Miscellaneous income                     | <u>3,561</u>      | <u>7,436</u>      |
| Total revenue and other financing sources  | 468,797           | 446,578           |
| <u>Expenditures</u>                        |                   |                   |
| Operating                                  | <u>489,267</u>    | <u>472,059</u>    |
| Changes in net position                    | (20,470)          | (25,481)          |
| Net position - beginning of year           | <u>794,417</u>    | <u>819,898</u>    |
| Net position - end of year                 | <u>\$ 773,947</u> | <u>\$ 794,417</u> |

Recommendations

None

The above synopsis was prepared from the report of the audit of the Borough of Englishtown Fire Commissioners, District No. 1, County of Monmouth, for the years ended December 31, 2014 and 2013.

The report of audit, submitted by Ronald C. Petrics, CPA, RMA, is on file at the Board of Fire Commissioners office and may be inspected by any interested person.

Ryan Reale  
Clerk of the Board  
Borough of Englishtown Fire District No. 1