

October 6th 2016

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday October 6th, 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 8:07 P.M.

1. Sunshine Statement by J. Yoessouf

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, Treasurer Ryan Reale, Brian Stonaker & Gerald Maresca

Legal:

Board Attorney J. Youssouf stated that the 2014/2015 Budget Audit will be presented. There are no material weaknesses and no necessary recommendations.

CPA Ronald Petrics of Withum presented the Audit Report (See Attached)

Resolution was passed to accept the Audit report. Motion made by Gerald Maresca and Seconded by Ryan Reale. Resolution passed unanimously.

September Minutes: Motion Made by G. Maresca, Second by R. Reale Ayes: 5 Abstentions: 0 Nays: 0 Motion Passes

Financial: Bill List Motion Made by G. Maresca, Second by R. Reale - Ayes: 5 Abstentions: 0 Nays: 0 Motion Passes

Auditor: See Attached Audit Report

Chief's Report:

- *September Calls for Service - 18 with 39.52 Staff Hours*
- 12-87 going out for emergency lighting, radios and Lettering. The Bumper was Rhino lined
- Western Monmouth Chiefs Association stated at the last meeting that the Fire Service will be going digital around the end of 2017. Chief and FF/IT O'Brien presented information on re-doing the radios for the Department. Discussion about project was discussed and will be tabled until next meeting. The Board's Professionals will look over the project as to its feasibility. Possibly put together a bond for February's Election at the recommendation of the Board's Attorney.

Department Engineer's Report:

- See Attached Report
- Due to Old 12-87's multiple problems, the Chief Engineer and the Chief elected to take it out of service.

President's Report:

- Given by Chief in President's Absence
- President Kirkland researched Overhead Door Companies for annual maintenance on the Bay Doors, as well as address the reception issues with the door remotes. He received a quote from Overhead Door Company for \$880.00 to resolve the reception issues, and a maintenance agreement for \$1150.77 for a year's service. A Motion was made by G. Maresca to accept the quote and Second by R. Reale. Motion passed unanimously.
- Bollard covers were requested (16) for the Department. Chief Sarti checked pricing and found Bollards Covers for approximately \$1100.00. A Motion was made by B. Stonaker to order the covers and not to exceed \$1200.00, Second by R. Reale. Motion passed unanimously.
- Touchdown Club of Manalapan requested use of the Firehouse on 11-26-2016 for a Comedy Show. They will provide all insurance paperwork. Board approved
- Boy Scouts requested to park an enclosed trailer on the property if needed. Board approved

Fire Bureau:

- No Report

LOSAP:

- All past due payments were made. (2014 & 2015)

Correspondence:

- None

Insurance:

- No Report

Membership:

- No Report

Old Business:

- No Report

New Business:

- No Report

Public Open Portion:

- None

Meeting Adjournment: at 10:08 PM. After a motion by G. Maresca and seconded by R. Reale and approved by a roll call vote.

Meeting was called back to order at 10:10pm by Chairman Cooke to discuss spending limits for the Nashville Conference. Motion was made by G. Maresca for \$600.00 per attendee and second by R. Reale. Motion passed unanimously. Meeting then adjourned again at 10:18pm by G. Maresca and second by R. Reale and approved by roll call vote.

Certified at the October 06, 2016 regularly scheduled meeting_____

7:54 PM

12/26/16

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of October 8, 2016

Type	Date	Num	Name	Split	Debit	Credit	Balance	
Brunswick Bank Checking							*****	
Check	10/6/2016	5678	Lincoln Financial	2015 Expenses		41,725.00	*****	
Check	10/6/2016	5679	Lincoln Financial	2014 Expenses		43,394.00	69624.26	
Check	10/6/2016	5680	new jersey fire equipment	Fire Fighting Equi...		106.96	69517.30	
Check	10/6/2016	5681	Norwood Auto Parts	Trucks		62.37	69454.93	
Check	10/6/2016	5682	void	Building	0.00		69454.93	
Check	10/6/2016	5683	Coastal Fire Systems	Capital SCBA		2,234.00	67220.93	
Check	10/6/2016	5684	Asbury Park Press	Advertising		41.00	67179.93	
Check	10/6/2016	5685	SBP Industries Inc.	Building		675.00	66504.93	
Check	10/6/2016	5686	Freehold Cartage Inc.	Building		238.38	66266.55	
Check	10/6/2016	5687	Advanced Generator	Trucks		139.00	66127.55	
Check	10/6/2016	5688	Manalapan - Englishtown ...	Fuel		436.30	65691.25	
Check	10/6/2016	5689	Verizon Wireless	Utilities		368.93	65322.32	
Check	10/6/2016	5690	-Jersey Central Power & Li...	Utilities		1,395.36	63926.96	
Check	10/6/2016	5691	Optimum	Utilities		124.69	63802.27	
Check	10/6/2016	5692	Borough of Englishtown	-SPLIT-		18,850.00	44952.27	
Check	10/6/2016	5693	Cytracom LLC.	Utilities		288.82	44663.45	
Check	10/6/2016	5694	Englishtown Fire Department	Contract - Volunte...		2,250.00	42413.45	
Check	10/6/2016	5695	SBP Industries Inc.	Building		443.54	41969.91	
Check	10/6/2016	5696	Emergency equipment sales	Trucks		1,323.83	40646.08	
Check	10/6/2016	5697	SHI International corp.	Fire Fighting Equi...		306.00	40340.08	
Deposit	10/7/2016			Fire District Taxes	117,250.00		*****	
Total Brunswick Bank Checking						117,250.00	114,403.18	*****
TOTAL						117,250.00	114,403.18	*****

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 09/01/2016 | End Date: 09/30/2016

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	7	14:16
13-26-1 - Gordon's Corner Fire Company	1	1:58
13-26-2 - Manalapan Fire Company #1	5	12:13
13-26-2P - Manalapan Primary Response Area	2	4:26
13-32-1 - Millstone Fire Department	3	6:60
TOTAL	18	39:52

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

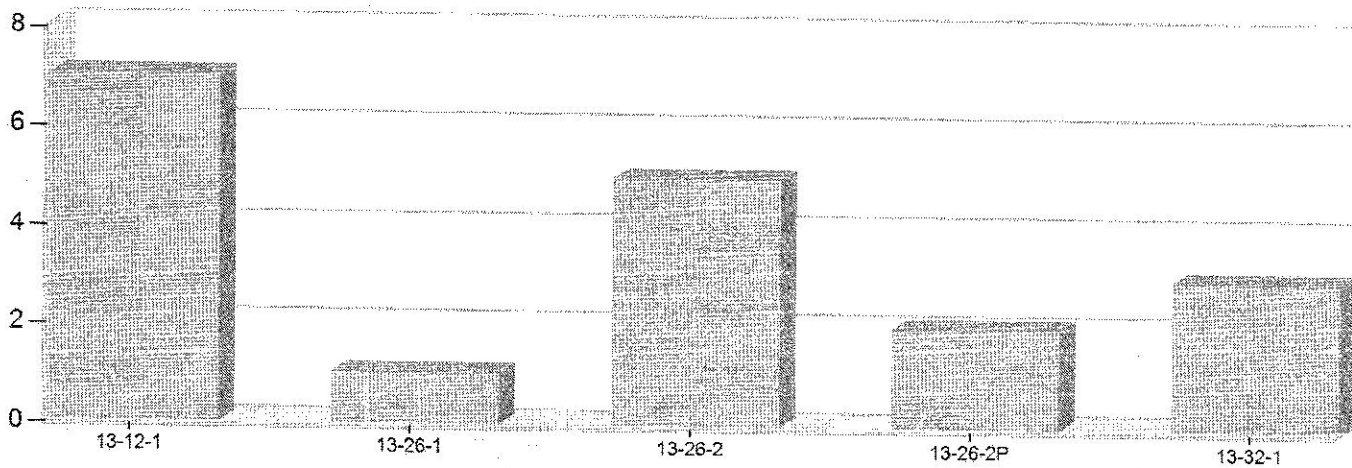
Englishtown, NJ

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Incident Type Count per Zone for Date Range

Start Date: 09/01/2016 | End Date: 09/30/2016



ZONES	INCIDENT TYPE	COUNT
13-12-1 - Englishtown fire department		
	151 - Outside rubbish, trash or waste fire	1
	311 - Medical assist, assist EMS crew	2
	320 - Emergency medical service, other	1
	444 - Power line down	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>	7
13-26-1 - Gordon's Corner Fire Company		
	735 - Alarm system sounded due to malfunction	1
	<i>Total Incidents for 13-26-1 - Gordon's Corner Fire Company:</i>	1
13-26-2 - Manalapan Fire Company #1		
	353 - Removal of victim(s) from stalled elevator	1
	611 - Dispatched & cancelled en route	1
	700 - False alarm or false call, other	2
	735 - Alarm system sounded due to malfunction	1
	<i>Total Incidents for 13-26-2 - Manalapan Fire Company #1:</i>	5
13-26-2P - Manalapan Primary Response Area		
	324 - Motor vehicle accident with no injuries.	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for 13-26-2P - Manalapan Primary Response Area:</i>	2

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

Chief Engineers Report Oct 2016

Work done on Trucks

- 12-66 English Town Automotive Service Vehicle
- 12-74 1 can SEF 4 cycle Fuel + 1 can 50:1 mix Fuel
- 12-75 P&H Emergency Equipment Reducing compartments
- 12-87 New 2016 Ford F350 Truck was lettered + Led light

Equipment

Coastal Fire System full maintenance service + NFPA
Air quantity test on Scott Breathing system
Ran 2 portable pumps, 1 Generator + old Brush truck

Miss Filled Two Speedy-Day Containers

Scott Packs Filled 9 Scott Bottle in house

Replace 3-C Batteries Pack 18

Mile for the Month

12-74 - 104

12-75 - 95

12-76 - 7

12-86 - 10

12-89 - Not in Service Yet

12-93 - 56

Total Miles 272

END of Report

Borough of Englishtown			
Fire District No. 1			
2017 Budget			
	2017 Budget	2016 Budget	Increase (Decrease)
Revenues:			
Unreserved Fund Balance	62,894.00	62,894.00	-
Reserved Fund Balance	-	55,000.00	(55,000.00)
Uniform Fire Safety Act	18,000.00	14,000.00	4,000.00
Supplemental Fire Services	444.00	444.00	-
District Taxes	472,925.00	469,000.00	3,925.00
Total Revenues	554,263.00	601,338.00	(47,075.00)
Net Valuation Taxable - 2016	240,537,900	240,537,900	-
Tax Rate	0.197	0.195	0.002
Appropriations:			
Administration:			
Salaries and Wages	23,650.00	23,650.00	-
Fringe Benefits	2,300.00	2,300.00	-
Other Expenses:			
Elections	1,500.00	1,500.00	-
Office Expenses	4,000.00	4,000.00	-
Professional Services	40,000.00	40,000.00	-
subtotal Other Expenses	45,500.00	45,500.00	-
Operations - Other Expenses:			
Advertising	700.00	700.00	-
Insurance	75,000.00	75,000.00	-
Professional Services - Physicals	4,000.00		4,000.00
Memberships / Dues	5,000.00	2,500.00	2,500.00
Maintenance and Repairs - Trucks	47,500.00	50,000.00	(2,500.00)
Maintenance and Repairs - Bldg	15,000.00	15,000.00	-
Training and Education	25,000.00	25,000.00	-
Personal Protective Equipment	15,000.00	20,000.00	(5,000.00)
Utilities	40,000.00	40,000.00	-
Fuel	15,000.00	15,000.00	-
Promotion	1,000.00	1,000.00	-
Contract - Volunteer Fire Co.	26,000.00	26,000.00	-
Fire Fighting Equipment	38,000.00	38,000.00	-
Monmouth County Dispatch Fees	10,000.00		10,000.00
subtotal Other Expenses	317,200.00	308,200.00	9,000.00
Appropriations Offset with Revenues:			
Salaries and Wages	22,000.00	20,000.00	2,000.00
Fringe Benefits	2,700.00	2,500.00	200.00
Other Expenses	2,650.00	2,650.00	-
Total Appropriations Offset with Revenues	27,350.00	25,150.00	2,200.00
Length of Service Awards	48,000.00	48,000.00	-
Capital Appropriations:			
Utility Vehicle	-	60,000.00	(60,000.00)
Reserve for Future Capital Outlays	5,000.00	-	5,000.00
Debt Service:			
Bond Principal	55,000.00	55,000.00	-
Bond Interest	8,663.00	11,138.00	(2,475.00)
Bond Anticipation Note Principal	20,000.00	20,000.00	-
Bond Anticipation Note Interest	1,600.00	2,400.00	(800.00)
Total Debt Service	85,263.00	88,538.00	(3,275.00)
Total Budget	554,263.00	601,338.00	(47,075.00)