

**The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday January 7<sup>th</sup>, 2021 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey. Due to the continuing Covid-19 Pandemic, the meeting was open to the public only through the Zoom Meeting App. This was in accordance with the Governor's Executive Order during an active State of Emergency.**

The meeting was called to order by Chairman Peter Cooke at 8:01 P.M.

**1. Sunshine Statement by Board Attorney Joseph 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 on the electronic sign.

**Roll Call showed the following members in attendance:**

Present: Chairman Peter Cooke, Treasurer Melissa Scarrone, Clerk Victoria Sarti, Gerald Maresca and Brian Stonaker

**Legal:**

The Board Attorney stated that a public hearing for the 2021 Budget must be conducted. Chairman P. Cooke made a motion to open the public hearing for the 2021 Budget and a second was made by Clerk V. Sarti. Motion passed unanimously and the public hearing was opened.

Resident Steven Bloom, using Zoom, stated that the revenue in 2021 is \$612,297.00, what is the revenue in 2020? Attorney Youssouf stated it was \$638,735.00. Mr. Bloom clarified his question as to how much in taxes was collected for the 2020 budget and how much will be collected for the 2021 budget. Attorney Youssouf stated that \$492,000.00 was collected in 2020 and that \$499,000.00 will be collected for 2021.

With no more questions from the public, Chairman Cooke made a motion to close the public hearing and a second was made by B. Stonaker. Motion passed unanimously; the public hearing was closed.

Executive order 211 by the Governor that was recently issued states the following:

Fire District elections have been moved to April 20<sup>th</sup>, 2021. This order does not change the Budget schedule. The order extends all offices until the reorganization meeting in May. Also extended are the filing of the nomination petitions which will be due on March 22<sup>nd</sup>, 2021. Due to the changes made, the temporary budget will be 30% of the prior year's budget instead of 15%. This will not effect any capital programs. A motion for a resolution to adopt a temporary operating budget was made by P. Cooke and a second was made by B. Stonaker. Motion passed unanimously by roll call vote.

**January 2021 Meeting Minutes:**

A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the minutes. Motion passed by unanimous vote.

**Financial:** A motion was made by G. Maresca and a Second was made by P. Cooke to accept the Bills. Motion passed by unanimous vote.

**Auditor/Accountant:**

- No Report

**Chief's Report:**

- See attached Report
- Due to the time-consuming effort needed to complete the new report form that was initiated by P. Cooke, The Chief and IT Kole will be asking Emergency Reporting to customize a report.

**Administrative Engineer's Report:**

- See attached Report

**President's Report:**

- Still working on the clothes washer and dryer purchase.

**Fire Bureau:**

- See Report

**LOSAP:**

- 35 Eligible and 40 Vested in LOSAP

**Correspondence:**

- None

**Insurance:**

- No Report

**Membership:**

- One new Probationary Member
- Total of 17 Active Members

**Old Business:**

- None

**New Business:**

- None

**Purchase Requests:**

- IT presented a quote for a new access control system for the building that was discussed at the last meeting. Due to the specifications of the system, only one company could submit a quote. GoKeyless had a quote for \$9,840.16. Motion made by P. Cooke for a resolution to approve the purchase and a second was made by G. Maresca. Motion passed unanimously by roll call vote.
- IT requested to purchase a laptop computer for the Chief not to exceed \$1,500.00 under State Contract. Purchase approved unanimously.

**Public Open Portion:**

- None

**Meeting Adjournment:** at 8:34pm. After a motion by P. Cooke and Seconded by V. Sarti and approved by a unanimous roll call vote.

**Certified** at the February 4th, 2021 regularly scheduled meeting.

Victoria L. Sarti – Board Clerk

**Englishtown Fire District No. 1  
Bill List  
As of January 7, 2021**

| Type                          | Date       | Num      | Name                                  | Split                      | Debit             | Credit           | Balance |
|-------------------------------|------------|----------|---------------------------------------|----------------------------|-------------------|------------------|---------|
| Brunswick Bank Checking       |            |          |                                       |                            |                   |                  | *****   |
| Deposit                       | 12/07/2020 |          |                                       | -SPLIT-                    | 135.00            |                  | *****   |
| Deposit                       | 12/27/2020 |          |                                       | -SPLIT-                    | 288.25            |                  | *****   |
| Deposit                       | 01/07/2021 |          |                                       | Fire District Taxes        |                   |                  | *****   |
| General ...                   | 01/07/2021 |          |                                       | Trucks                     | 158,087.50        |                  | *****   |
| General ...                   | 01/07/2021 | 2019-... | First Priority Emergency Services     |                            |                   |                  | *****   |
| Check                         | 01/07/2021 | 2019-... | Manalapan Hardware                    |                            |                   |                  | *****   |
| Check                         | 01/07/2021 | 6814     | Jason Kole                            |                            |                   | 289.63           | *****   |
| Check                         | 01/07/2021 | 6815     | Andrew Hagenberg                      |                            |                   | 225.00           | *****   |
| Check                         | 01/07/2021 | 6816     | Joseph Fernandes                      |                            |                   | 225.00           | *****   |
| Check                         | 01/07/2021 | 6817     | Family Practice of CentraState        |                            |                   | 54.60            | *****   |
| Check                         | 01/07/2021 | 6818     | Verizon Wireless                      | Professional Services-...  |                   |                  | *****   |
| Check                         | 01/07/2021 | 6819     | Optimum                               | Utilities                  |                   | 601.41           | *****   |
| Check                         | 01/07/2021 | 6820     | US Postal Service                     | Utilities                  |                   | 256.24           | *****   |
| Check                         | 01/07/2021 | 6821     | US Postal Service                     | Office Supplies            |                   | 300.00           | *****   |
| Check                         | 01/07/2021 | 6822     | First Responder Joint Insurance Fu... | Insurance Premiums         |                   | 25,069.00        | *****   |
| Check                         | 01/07/2021 | 6822     | First Responder                       | Dues and Subscriptions     |                   | 85.00            | *****   |
| Check                         | 01/07/2021 | 6823     | new jersey fire equipment             | Fire Fighting Equipment    |                   | 1,339.20         | *****   |
| Check                         | 01/07/2021 | 6824     | NJ Natural Gas                        | Utilities                  |                   | 746.01           | *****   |
| Check                         | 01/07/2021 | 6825     | Matt O'Brien                          | Trucks                     |                   | 157.80           | *****   |
| Check                         | 01/07/2021 | 6826     | NetLink                               | Professional Services      |                   | 199.00           | *****   |
| Check                         | 01/07/2021 | 6827     | Englishtown Fire Department           | Contract - Volunteer Fi... |                   | 3,000.00         | *****   |
| Check                         | 01/07/2021 | 6828     | Manalapan - Englishtown Board of ...  | Fuel                       |                   | 234.37           | *****   |
| Check                         | 01/07/2021 | 6829     | Cytracom LLC.                         | Utilities                  |                   | 300.00           | *****   |
| Check                         | 01/07/2021 | 6830     | Verizon                               | Utilities                  |                   | 128.34           | *****   |
| Check                         | 01/07/2021 | 6831     | State Of New Jersey                   | 2017 Expense               |                   | 25.04            | *****   |
| Check                         | 01/07/2021 | 6832     | Monmouth County Clerk                 | Elections                  |                   | 185.00           | *****   |
| Check                         | 01/07/2021 | 6833     | Elite Vehicle Solutions               | Trucks                     |                   | 1,029.39         | *****   |
| Total Brunswick Bank Checking |            |          |                                       |                            | 159,387.06        | 34,460.03        | *****   |
| <b>TOTAL</b>                  |            |          |                                       |                            | <b>159,387.06</b> | <b>34,460.03</b> | *****   |

Membership committee report for 2020

As of December 2020 we have the following

17 active members

1 member on student leave

1 probationary member

4 juniors

1 active associate

Engineers years end report for 2020

As of years end report all mandatory services were done on apparatus

Also on equipment requiring service during the year

Extrication equipment , serviced

Scba's bench tested all recertified

Air compressors both station and scba unit

New primer installed on 1275

New tires all around on 1275

New remotes installed on garage doors 1,5,6

New garage door motor for big shed. Bay 2

hose all tested failed hose was removed.

Css tested the fire alarm system in fire house

New heater in truck by installed and all new lighting inside fire house.

Some new lighting outside.

Fire extinguishers inspected and ansual system inspected over stove

All ladders tested and recertified.

A/C unit for fire house serviced and some repairs done.

Several misc. items repaired on vehicles during the year.

Milage for vehicles

1266 unavailable- 101208

1267 unavailable 45815

1280 - 18141

1274 - 21610

1275 - 36517

1287 - 17088

1276 - 34571

1298 - 18759

Administrative Engineer



# Englishtown Comprehensive Report

## 01/01/2020 to 12/31/2020

|  | LHU | Non-LHU |
|--|-----|---------|
| Total Open Properties                    | 12  | 51      |
| Number Inspected                         | 0   | 24      |
| Number Reinspected                       | 0   | 0       |
| Number of Inspection Certificates Issued | 0   | 12      |

|                              |    |
|------------------------------|----|
| Registrations Invoiced       | 40 |
| Registrations Paid           | 26 |
| Permits Invoiced             | 5  |
| Permits Paid                 | 0  |
| Smoke CO Inspected           | 60 |
| Smoke CO Approved            | 53 |
| Smoke CO Invoiced            | 0  |
| Smoke CO Paid                | 0  |
| Total Violations Issued      | 7  |
| Total Penalty Notices Issued | 0  |

**Expand All | Collapse All**





# Englishtown Fire Department

Englishtown, NJ

This report was generated on 1/7/2021 4:58:01 PM



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

Start Date: 12/01/2020 | End Date: 12/31/2020

| ZONE  | INCIDENT COUNT | MAN HOURS    |
|---|----------------|--------------|
| 13-12-1 - Englishtown fire department       | 2              | 0:47         |
| 13-16-1 - Freehold Independent Fire Company | 1              | 1:04         |
| 13-26-2 - Manalapan Fire Company #1         | 7              | 4:00         |
| 13-26-2P - Manalapan Primary Response Area  | 10             | 22:21        |
| 13-32-1 - Millstone Fire Department         | 1              | 0:13         |
| <b>TOTAL</b>                                | <b>21</b>      | <b>28:25</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 1/7/2021 4:57:39 PM

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

Start Date: 01/01/2020 | End Date: 12/31/2020

| ZONE  | INCIDENT COUNT | MAN HOURS |
|---|----------------|-----------|
| 13-12-1 - Englishtown fire department       | 75             | 86:38     |
| 13-16-1 - Freehold Independent Fire Company | 15             | 19:52     |
| 13-18-1 - Gordon's Corner Fire Company      | 7              | 16:37     |
| 13-26-2 - Manalapan Fire Company #1         | 146            | 235:52    |
| 13-26-2P - Manalapan Primary Response Area  | 80             | 130:08    |
| 13-32-1 - Millstone Fire Department         | 28             | 57:27     |
| Monroe - Monroe Twp                         | 1              | 9:16      |

**TOTAL**

**352**

**555:50**

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.



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# Englishtown Fire Department

Englishtown, NJ



This report was generated on 1/7/2021 4:06:06 PM

## Response Percentage for Custom Question for Personnel for Incident Type for Date Range

Custom Question(s): Staffing Level | Personnel: Administrator, Englishtown Fire Dept | Incident Type(s): All Incident Types | Start Date: 01/01/2020 | End Date: 12/31/2020

| ANSWERS  | # INCIDENTS | % of Total |
|--|-------------|------------|
| <b>USER-DEFINED FIELD: Staffing Level (Required)</b> |             |            |
| No Response - No Driver                              | 6           | 2%         |
| No Response - Short Staffed (< 3 FF1)                | 118         | 33%        |
| Responded - Short Staffed (< 3 FF1)                  | 36          | 10%        |
| Responded as normal                                  | 193         | 55%        |

350

Report is grouped by Questions, Users then Answers. Answers data is broken into Percentages of Users who answered Questions. Questions will only show on the report if they are in the Date Range and are Not Archived and Not Empty. Only Reviewed Incidents Included.

# Englishtown Fire Department

Englishtown, NJ

This report was generated on 1/7/2021 4:09:30 PM



## Response Percentage for Custom Question for Personnel for Incident Type for Date Range

Custom Question(s): Staffing Level | Personnel: Administrator, Englishtown Fire Dept | Incident Type(s): All Incident Types | Start Date: 01/01/2019 | End Date: 12/31/2019

| ANSWERS  | # INCIDENTS | % of Total |
|--|-------------|------------|
| <b>USER-DEFINED FIELD: Staffing Level (Required)</b> |             |            |
| No Response - No Driver                              | 14          | 4%         |
| No Response - Short Staffed (< 3 FF1)                | 120         | 32%        |
| Responded - Short Staffed (< 3 FF1)                  | 51          | 14%        |
| Responded as normal                                  | 187         | 50%        |

372

Report is grouped by Questions. Users then Answers. Answers data is broken into Percentages of Users who answered Questions. Questions will only show on the report if they are in the Date Range and are Not Archived and Not Empty. Only Reviewed Incidents included.