

The Board of Fire Commissioner Fire District #1 Borough of Englishtown, State of New Jersey, convened on Thursday July 3rd, 2025 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main Street Englishtown, New Jersey.

The meeting was called to order by G. Maresca at 8:11pm

- **Sunshine Statement** by Board Attorney Joe Youssouf

Statement is hereby given that adequate notice of this meeting was given by:

- The mailing of said notice to the Asbury Park Press
- The prominent posting of said notice at the Englishtown Fire Department

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

**Present:** M. Scarrone and B. Stonaker, G. Maresca, and T. Kirkland

**Resolution:** To appoint Frank Botti to the board was motioned by G. Maresca and seconded by B. Stonaker and followed by roll call vote.

**Ayes:** M. Scarrone, B. Stonaker, G. Maresca and T. Kirkland

**Minutes:** June minutes excepted by motioned by T. Kirkland and seconded by B. Stonaker. June Executive minutes excepted by motion from T. Kirkland and seconded by B. Stonaker followed by roll call vote.

**Ayes:** M. Scarrone, B. Stonaker, G. Maresca and T. Kirkland

**Financial:** motioned to except by B. Stonaker seconded by G. Maresca followed by a roll call vote.

**Ayes:** M. Scarrone, B. Stonaker, G. Maresca and T. Kirkland

**Legal:** nothing to report

**Chief's Report:** See Attached

**District Engineer Report:** See Attached

**Presidents Report:** Quotes received to work on AC unit. Potholes in the driveway, G. Maresca will follow

**Fire Bureau:** See attached

**Audit/ Bookkeeping:** nothing to report

**IT Report:** nothing to report

**Insurance:** nothing to report

**Membership:** No activity

**LOSAP:** Transitioning to a new person to take over LOSAP after P. Cooke resign. T. Frue will be new point of contact.

**Old Business:** none

**New Business:** Following up with Verizon Fios for holding of taxes.

**Public Open Portion:** none

**Meeting Adjournment:** at 9:16 pm after a motion by B. Stonaker and seconded by M. Scarrone

Certified at the August 7<sup>th</sup>, 2025, regularly scheduled meeting \_\_\_\_\_

Clerk, Melissa Scarrone

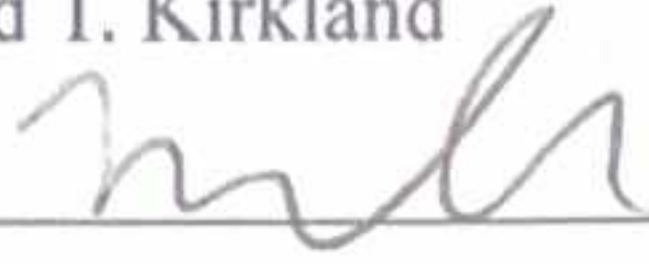
**The Board of Fire Commissioners Fire District 1, Borough of Englishtown, State of New Jersey convened in Executive Session on Thursday July 3<sup>rd</sup>, 2025, in the formal meeting room of the Englishtown Fire Department, 3 South main St, Englishtown, NJ.**

A motion was made to enter Executive Session motioned by G. Maresca and seconded by T. Kirkland at 8:15.

The board agrees to appoint Frank Botti to the open position on the board.

**Adjourn from Executive Session:** at 8:22 motioned by T.Kirkland and seconded by B. Stonaker and approved by a rollcall vote.

**Ayes:** M. Scarrone, B. Stonaker, G. Maresca and T. Kirkland

Certified at the August 7<sup>th</sup>, 2025 meeting: 

Clerk, Melissa Scarrone



Englishtown Fire District No. 1

2024 Budget

January 1 through August 7, 2025

	Jan 1 - Aug 7, 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Fund Balance Anticipated	0.00	198,907.00	-198,907.00	0.0%
Fire District Taxes	0.00	582,399.00	-582,399.00	0.0%
Uniform Fire Safety Act				
Fines and Penalties	0.00	15,000.00	-15,000.00	0.0%
Smoke Detector Fees	1,130.00	0.00	1,130.00	100.0%
Inspection Fees	14,289.50	0.00	14,289.50	100.0%
<b>Total Uniform Fire Safety Act</b>	<b>15,419.50</b>	<b>15,000.00</b>	<b>419.50</b>	<b>102.8%</b>
Supplemental Fire Services	0.00	444.00	-444.00	0.0%
<b>Total Income</b>	<b>15,419.50</b>	<b>796,750.00</b>	<b>-781,330.50</b>	<b>1.9%</b>
<b>Gross Profit</b>	<b>15,419.50</b>	<b>796,750.00</b>	<b>-781,330.50</b>	<b>1.9%</b>
<b>Expense</b>				
2024 Expenses	10,211.56	0.00	10,211.56	100.0%
Monmouth County Dispatch Fees	708.00	10,000.00	-9,292.00	7.1%
Professional Services-Physicals	2,719.00	5,000.00	-2,281.00	54.4%
Fringe Benefits	5,106.64	4,000.00	1,106.64	127.7%
Administration				
Salaries and Wages	18,509.60	41,250.00	-22,740.40	44.9%
<b>Total Administration</b>	<b>18,509.60</b>	<b>41,250.00</b>	<b>-22,740.40</b>	<b>44.9%</b>
Employee Benefits	4,162.28	0.00	4,162.28	100.0%
Advertising	117.69	1,500.00	-1,382.31	7.8%
Contract - Volunteer Fire Co	24,000.00	36,000.00	-12,000.00	66.7%
Dues and Subscriptions	10,442.40	15,000.00	-4,557.60	69.6%
Elections	1,199.30	2,500.00	-1,300.70	48.0%
Fire Fighting Equipment	-704.75	60,000.00	-60,704.75	-1.2%
Fuel	3,304.16	15,000.00	-11,695.84	22.0%
Insurance Premiums	66,678.00	100,000.00	-33,322.00	66.7%
Legal	7,872.00	0.00	7,872.00	100.0%
Maintenance and Repairs				
Building	14,402.57	25,000.00	-10,597.43	57.6%
Trucks	12,060.39	60,000.00	-47,939.61	20.1%
<b>Total Maintenance and Repairs</b>	<b>26,462.96</b>	<b>85,000.00</b>	<b>-58,537.04</b>	<b>31.1%</b>
Office Supplies	329.11	1,500.00	-1,170.89	21.9%
Personal Protective Equipment	0.00	25,000.00	-25,000.00	0.0%
Professional Services				
Audit and Accounting	4,468.24	0.00	4,468.24	100.0%
Professional Services - Other	37,180.50	44,000.00	-6,819.50	84.5%
<b>Total Professional Services</b>	<b>41,648.74</b>	<b>44,000.00</b>	<b>-2,351.26</b>	<b>94.7%</b>
Promotion	0.00	1,000.00	-1,000.00	0.0%
Training	5,277.71	23,000.00	-17,722.29	22.9%
Utilities	17,959.16	45,000.00	-27,040.84	39.9%
Computer Equipment and Supplies	5,936.97	15,000.00	-9,063.03	39.6%
UFSA Salaries and Wages	33,760.00	41,000.00	-7,240.00	82.3%
UFSA Fringe Benefits	0.00	4,000.00	-4,000.00	0.0%
UFSA Other Expenses	4,375.51	5,000.00	-624.49	87.5%
Length of Service Awards	0.00	42,000.00	-42,000.00	0.0%
Reserve for future outlay	0.00	175,000.00	-175,000.00	0.0%
<b>Total Expense</b>	<b>290,076.04</b>	<b>796,750.00</b>	<b>-506,673.96</b>	<b>36.4%</b>
<b>Net Income</b>	<b>-274,656.54</b>	<b>0.00</b>	<b>-274,656.54</b>	<b>100.0%</b>

ENGINEERS REPORT FOR AUGUST 2025

Fire Flow pump testing completed passed some minor issues

Fire Flow Hose testing completed no hose lost

1275 major repairs pending picked up 8/20/25 found additional issue advised to fix

1275 step cylinder replaced on officer side

Bay 3 door issue ASAP repair made no charge

Air pack #9 pass alarm not working NJFE notified.

Englestown Fire District #1 Meeting  
August 7<sup>th</sup>, 2025

Incidents for July 2025

Work	Incidents	Crews
Englestown (12-1)	27	
Manalapan Primary Response (AP 1-1)	7	
Manalapan (AP-1)	2	
Manalapan (AP-1)	2	
Total		43 Incidents for month of July 2025

See attached as the response level report.

Significant incidents for July 2025

- 7/17/25 - [illegible] - [illegible] - [illegible]

Other

- [illegible] - [illegible] - [illegible]
- [illegible] - [illegible] - [illegible]

# ENGLISHTOWN FIRE DEPARTMENT



POST OFFICE BOX 1 – 3 SOUTH MAIN STREET – ENGLISHTOWN, NEW JERSEY 07726  
732-446-4818 • FAX 732-446-8285

## Chief's Report

### Englishtown Fire District #1 Meeting August 7<sup>th</sup>, 2025

#### Incidents for July 2025

Zone	Incident Count
Englishtown (12-1)	10
Manalapan Primary Response (26-2P)	7
Manalapan (26-2)	23
Gordon's Corner (26-1)	
Freehold (16-1)	
Freehold (15)	1
Monroe Township	1
Millstone (32-1)	1
<b>Total</b>	<b>43 Incidents for over 43 Manhours</b>

**See attached staffing response level report.**

#### Significant Incidents for July 2025:

- **7-7-2025** – House Fire on La Valley Drive in Manalapan

#### Training

- Members trained on drafting techniques as well as patient removals via the stokes basket during the month.
- No return yet from the Training Committee regarding pricing on a train-the-trainer class for the bailout systems.

- New nozzles were ordered – no word on ETA.
- The two sets of turnout gear were ordered for FF Duffy and FF DiPapa

# ENGLISHTOWN FIRE DEPARTMENT



POST OFFICE BOX 1 – 3 SOUTH MAIN STREET – ENGLISHTOWN, NEW JERSEY 07726  
732-446-4818 • FAX 732-446-8285

## Building

- Fernandes will be installing hose bibs in the bays once the scissor lift gets delivered. We will try and repair the damaged airline fitting in the front middle bay and replace HVAC filters while the lift is here.
- Still would like to look into rerouting the Gear Dryer Vent and installing a protective barrier to prevent water from leaking onto the dryer if the HVAC system should leak again.

## Purchase Requests (4 Items)

- Looking to purchase EMS Supplies **not to exceed \$250**. See Attached quote from VE Ralph. (I will have it updated)
- Looking for approval to send up to four members to Swift Water Operations class with Millstone in September. The **cost is \$385** per member. Just waiting for confirmation from members and millstone for the spots.
- Looking to purchase an additional set of gear for FF Krauss.
  - **\$4,477.04 From MES on NJ State Contract**
- Need a new chain for the chainsaw on 74. It is a Fire Rescue Chain so it will be about \$500. I do not have a quote on this yet, but I am looking for approval. It was just noted last night during training.

Items for Surplus Declaration

N/A

## Purchase Updates

- New Engine Equipment
  - The Hose has been ordered with an expected ship date of October 17th.
  - New Nozzles were ordered – no word on ETA.
- The two sets of turnout gear were ordered for FF Duffy and FF DiPippa.

# ENGLISHTOWN FIRE DEPARTMENT



POST OFFICE BOX 1 – 3 SOUTH MAIN STREET – ENGLISHTOWN, NEW JERSEY 07726  
732-446-4818 • FAX 732-446-8285

- Still need to look into purchasing new helmets.
- Radio cables and control heads are in for the new engine.

## Other Notable Mentions

- We are still using the fuel pumps at 26-2 while the school is making repairs. We have been keeping a log of fuel usage so we can turn over the log to district 2 to work out payment.
- Loss Control Report was received from the JIF. See Attached. We need to have someone evaluate the integrity of the roof prop in the back lot.
- Staffing – the department continues to struggle with having adequate personnel to answer fire calls. Very few members have joined in recent years, and the ones who have - have not stayed long. The district should look into alternative options to mitigate this issue. I am willing to assist with these plans. Some possible solutions could include shared services, consolidation, or hiring personnel. Please let me know a date that we can meet to discuss these issues.
- I will be reaching out to Centra State/Atlantic regarding results of a few outstanding physicals that we have not received.

## Items for Surplus Declaration

N/A

Regards,  
Chief O'Brien

# V.E. RALPH & SON, INC.

P.O. Box 633 · 320 SCHUYLER AVENUE, KEARNY, NJ 07032-0633  
 TELEPHONE: (201) 997-2400 TOLL FREE: (800) 526-1196  
 FAX: (201)997-6556

Quote

QUOTE NO. 113315  
 DATE 06/25/25

114096  
 TO: ENGLISHTOWN FIRE DEPT  
 PO BOX 1  
 ENGLISHTOWN, NJ 07726

S  
H  
I  
O  
P

ENGLISHTOWN FIRE DEPT  
 ATTN: JOHN SPIERTO  
 3 SOUTH MAIN STREET  
 ENGLISHTOWN, NJ 07726

TEL #: EMAIL FAX #: EMAIL

CONTACT	TERMS	ESTIMATED SHIP DATE	FOB
JOHN SPIERTO	NET 30 DAYS	1-3 DAYS ARO	KEARNY

QUANTITY	U/M	CATALOG NO.	DESCRIPTION	UNIT PRICE	AMOUNT
3	BX	10-052001	KC PURPLE NITRILE SM 9.5 POWDERFREE GLOVES 100/BOX	12.79	38.37
3	BX	10-052003	KC PURPLE NITRILE LG 9.5 POWDERFREE GLOVES 100/BOX	12.79	38.37
3	BX	10-052004	KC PURPLE NITRILE X-L 9.5 POWDERFREE GLOVES 90/BOX	12.79	38.37
2	BX	10-1000509	STER COMBINE PAD 5X9 (20)	3.55	7.10
1	DZ	10-000082	BULK TRIANGULAR/POLYBAG	6.75	6.75
2	BX	10-100404	STERILE GAUZE PAD 4X4 (100)	7.29	14.58
2	EA	12-4589	NASO AIRWAY KIT W/ 9 SIZE AIRWAYS & 9-PACK	27.85	55.70
4	EA	12-250357	SUCTION CATH 14FR 22"	0.65	2.60
**SPECIAL DISCOUNTED PRICING** **FREIGHT FREE SHIPPING ON ORDERS OVER \$150** JSPIERTO@ENGLISHTOWNFD.COM					
				TOTAL	201.84

PRICES ARE GUARANTEED THROUGH: 07/25/25

QUOTED BY: PHIL WILK  
**Serving The People Who Serve The People Since 1946.**



(856) 488-4499

# Quote

Quote # QT1967902  
 Date 08/06/2025  
 Expires 08/21/2025  
 Sales Rep Watson, Frank  
 PO # 1 set of gear  
 Shipping Method FedEx Ground  
 Customer Englishtown Fire Dept  
 Customer # C233109

**Bill To**

Englishtown Fire Dept  
 PO Box 1  
 Englishtown NJ 07726  
 United States

**Ship To**

Englishtown Fire Dept  
 Chief O'Brien  
 15 Main Street  
 Englishtown NJ 07726  
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
HFRP Tail Coat	LTO62TG		LTO62TG HFRP Tail Coat NJENG100007 HFRP Tail Coat HONEYWELL MORNINGPRIDE STRUCTURAL PBI Max-Black COAT WITH ALL STANDARD FEATURES PER Englishtown Spec  Velcro Zipper Closure  List \$3,405.35	1	\$2,605.91	\$2,605.91
HFRP Tail Pant	LTO 62TG		LTO 62TG HFRP Tail Pant NJENG100008 HONEYWELL MORNINGPRIDE STRUCTURAL PBI Max Black PANT WITH ALL STANDARD FEATURES PER Englishtown Spec  List \$2,445.15	1	\$1,871.13	\$1,871.13

Quote # NJ24614NJENGI  
 Spec NJENG100005  
 Spec: NJENG100006  
 Honeywell NJ State Contract 17-FLEET-00810

**Subtotal** \$4,477.04  
**Shipping Cost** \$0.00  
**Tax Total** \$0.00  
**Total** \$4,477.04

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1967902

## Response Stats for Englishtown Fire Department July 2025

Zone	Total Calls	Responded as Normal	Responded - Short Staffed (< 3 FF1 on Engine or Officer Only Response)	Responded Delayed (> 10 Minutes)	No Response - Short Staffed (< 3 FF1)	No Response - No Engine Driver
All Zones	43	14 32.56%	16 37.21%	1 2.33%	12 27.91%	
Zone : 12-1	10	7 70.00%	3 30.00%			

Date: July 27, 2025



**Bureau of Fire Prevention of the Borough of Englishtown**

3 South Main St., P.O. Box 2  
Englishtown, NJ. 07726  
Phone: 732-786-4477 / Fax: 732-446-8285  
firemarshal@englishtownfd.com  
**Ken Marr, Jr., Fire Marshal**



TO: Board of Fire Commissioners  
Englishtown Fire District #1.

From: Ken Marr, Jr.  
Fire Marshal

Ref: Month of July 2025

Date: August 7, 2025

**Please see attached.**

Registration Report	1
Smoke-CO Report	5
Inspections Report	0
Fire Permits Report	0

104 Non- Life Hazards registered

14 Life Hazard Uses registered

Total- 118

Questions or comments-

Respectfully, Submitted.

# Englishtown Fire Prevention Bureau Monthly Payment Report

From 07/01/2025 to 08/31/2025

## Report Summary

Fee Type	District Total	Total Payment	Waived	Refund
Registration	\$156.25	\$156.25		
Smoke-CO Cert	\$295.00	\$295.00		
<b>GRAND TOTAL</b>	<b>\$451.25</b>	<b>\$451.25</b>		

## Registration

#	Payment	Invoice	Payment For	Payment Type	District Fee	Permit Fee	Total Payment	Total Waived	Refund
1	07/29/2025 - \$156.25	R2025-0016	Best of Breed Manufacturing LLC	Check	\$156.25	0	\$156.25	0	0
Grand Total					\$156.25		\$156.25		

## Smoke-CO Cert

#	Payment	Invoice	Payment For	Payment Type	District Fee	Permit Fee	Total Payment	Total Waived	Refund
1	07/07/2025 - \$45.00	S2025-0019	72 OXFORD COURT	Check	\$45.00	0	\$45.00	0	0
2	07/09/2025 - \$45.00	S2025-0018	17 WOOD AVENUE	Check	\$45.00	0	\$45.00	0	0
3	07/11/2025 - \$80.00	S2025-0017	58 OXFORD COURT	Check	\$80.00	0	\$80.00	0	0
4	07/11/2025 - \$45.00	S2025-0020	6 PALMER LANE	Check	\$45.00	0	\$45.00	0	0
5	07/25/2025 - \$80.00		39 LASATTA AVENUE	Check	\$80.00	0	\$80.00	0	0
Grand Total					\$295.00		\$295.00		