

The Board of Fire Commissioner Fire District #1 Borough of Englishtown, State of New Jersey, convened on Thursday September 4th 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 8:00pm

- 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

remove

Roll Call showed the following members in attendance:

Present: B. Stonaker, G. Maresca, and T. Kirkland, F. Botti, Excused Melissa Scarrone

Minutes: Tabled till next meeting

Ayes: B. Stonaker, G. Maresca, T. Kirkland, and F. Botti

Financial: motioned to except by B. Stonaker seconded by F. Botti followed by a roll call vote.

Ayes: B. Stonaker, G. Maresca, T. Kirkland, and F. Botti

Legal: Attorney not present, no legal to report

Audit: Audit presented by Amy Both from Withum, yellow book audit, audit complete, draft given to board to upload into FAST.

Motion to accept audit: motion by F. Botti and seconded by T. Kirkland

Ayes: B. Stonaker, G. Maresca, T. Kirkland, and F. Botti

Chief's Report: See Attached

Purchases: 2 large bags, new engine equipment, new saw, blades 4 and ½ inch grinder, circular saw. Quotes attached. Approved tabled till next month.

District Engineer Report: See Attached, approved to get brakes fixed

Presidents Report: September 11th ceremony at firehouse

Fire Bureau: See attached

IT Report: see attached

Insurance: Insurance is up for renewal for 3-year contract motion to except T. Kirkland and seconded by G. Maresca

Ayes: B. Stonaker, G. Maresca, T. Kirkland, and F. Botti

Membership: No activity

LOSAP: Letter on LOSAP given to attorney to handle. Arrange internal audit in the future.

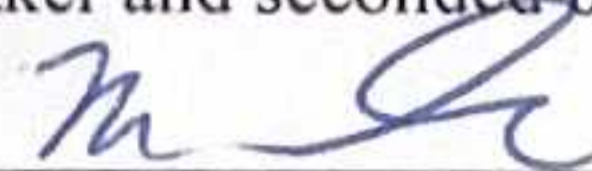
Old Business: Approval from Local Finance Board

New Business: Fence replacement. Need additional quote. Starting budget process next month.

Public Open Portion: None

Meeting Adjournment: at 9:16 pm after a motion by B. Stonaker and seconded by F. Botti

Certified at the October 2, 2025, regularly scheduled meeting



Clerk, Melissa Scarrone

10:58 PM

10/01/25

Accrual Basis

Englishtown Fire District No. 1

Bill List

As of October 1, 2025

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							
Check	09/27/2025	7884	Englishtown Fire Department	Contract - Volunteer Fir...		3,000.00	*****
Check	09/27/2025	7885	fire flow services	Fire Fighting Equipment		1,034.00	*****
Check	09/27/2025	7886	NetLink	Professional Services		199.00	*****
Check	09/27/2025	7887	Municipal Emergency Services	Personal Protective Eq...		8,954.08	*****
Check	09/27/2025	7888	Manalapan - Englishtown Regional...	Fuel		59.68	*****
Check	09/27/2025	7889	NJ Natural Gas	Utilities		22.76	*****
Check	09/27/2025	7890	Verizon Wireless	Utilities		299.98	*****
Check	09/27/2025	7891	Verizon	Utilities		234.97	*****
Transfer	09/27/2025			Brunswick Bank Savings	20,000.00		*****
Check	10/01/2025	7892	Municipal Emergency Services	Personal Protective Eq...		4,477.04	*****
Check	10/01/2025	7893	Sureway Battery, LLC	Fire Fighting Equipment		125.07	*****
Check	10/01/2025	7894	Encore Fire Protection	Building		327.90	*****
Check	10/01/2025	7895	Fire and Safety Services	Trucks		3,607.25	*****
Check	10/01/2025	7896	Home Depot	Building		400.10	*****
Total Brunswick Bank Checking					20,000.00	22,741.83	*****
TOTAL					20,000.00	22,741.83	*****

Englishtown Fire District No. 1 Profit & Loss Budget vs. Actual

January 1 through October 1, 2025

	Jan 1 - Oct 1, 25	Budget	\$ Over Budget	% of Budget
Income				
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	1,220.00	0.00	1,220.00	100.0%
Inspection Fees	14,987.50	0.00	14,987.50	100.0%
Total Uniform Fire Safety Act	16,207.50	15,000.00	1,207.50	108.1%
Supplemental Fire Services	0.00	444.00	-444.00	0.0%
Total Income	16,207.50	796,750.00	-780,542.50	2.0%
Gross Profit	16,207.50	796,750.00	-780,542.50	2.0%
Expense				
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	2,917.00	5,000.00	-2,083.00	58.3%
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%
Total Administration	18,509.60	41,250.00	-22,740.40	44.9%
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	30,000.00	36,000.00	-6,000.00	83.3%
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	5,827.29	60,000.00	-54,172.71	9.7%
Fuel	3,363.84	15,000.00	-11,636.16	22.4%
Insurance Premiums	98,967.00	100,000.00	-1,033.00	99.0%
Legal	7,872.00	0.00	7,872.00	100.0%
Maintenance and Repairs				
Building	18,926.42	25,000.00	-6,073.58	75.7%
Trucks	21,160.49	60,000.00	-38,839.51	35.3%
Total Maintenance and Repairs	40,086.91	85,000.00	-44,913.09	47.2%
Office Supplies	461.31	1,500.00	-1,038.69	30.8%
Personal Protective Equipment	13,431.12	25,000.00	-11,568.88	53.7%
Professional Services				
Audit and Accounting	4,468.24	0.00	4,468.24	100.0%
Other Professional	4.56	0.00	4.56	100.0%
Professional Services - Other	40,145.50	44,000.00	-3,854.50	91.2%
Total Professional Services	44,618.30	44,000.00	618.30	101.4%
Promotion	0.00	1,000.00	-1,000.00	0.0%
Training	5,277.71	23,000.00	-17,722.29	22.9%
Utilities	19,550.78	45,000.00	-25,449.22	43.4%
Computer Equipment and Supplies	8,711.62	15,000.00	-6,288.38	58.1%
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	5,058.51	5,000.00	58.51	101.2%
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%
Total Expense	370,360.86	796,750.00	-426,389.14	46.5%
Net Income	-354,153.36	0.00	-354,153.36	100.0%

Englishtown Fire District No. 1 Profit & Loss Budget Overview January 1 through October 1, 2025

	Jan 1 - Oct 1, 25
Income	
Fund Balance Anticipated	198,907.00
Fire District Taxes	582,399.00
Uniform Fire Safety Act Fines and Penalties	15,000.00
Total Uniform Fire Safety Act	15,000.00
Supplemental Fire Services	444.00
Total Income	796,750.00
Gross Profit	796,750.00
Expense	
Monmouth County Dispatch Fees	10,000.00
Professional Services-Physicals	5,000.00
Fringe Benefits	4,000.00
Administation Salaries and Wages	41,250.00
Total Administation	41,250.00
Advertising	1,500.00
Contract - Volunteer Fire Co	36,000.00
Dues and Subscriptions	15,000.00
Elections	2,500.00
Fire Fighting Equipment	60,000.00
Fuel	15,000.00
Insurance Premiums	100,000.00
Maintenance and Repairs Building Trucks	85,000.00
Total Maintenance and Repairs	85,000.00
Office Supplies	1,500.00
Personal Protective Equipment	25,000.00
Professional Services	44,000.00
Promotion	1,000.00
Training	23,000.00
Utilities	45,000.00
Computer Equipment and Supplies	15,000.00
UFSA Salaries and Wages	41,000.00
UFSA Fringe Benefits	4,000.00
UFSA Other Expenses	5,000.00
Length of Service Awards	42,000.00
Reserve for future outlay	175,000.00
Total Expense	796,750.00
Net Income	0.00

1275 contacted Fire and Safety to schedule brake repair

NJFE flow testing for air packs set for oct. 23rd.

NJFE air pack #9 will be out of service repair would be over \$900 . advised not to fix. We have enough spares to hold the department.

Foam issue 1274 blaze contacted

1293 starting issue to Englishtown Auto repair made new switch installed

Follow up with sbp on generator waiting for reply

Encore in to service ansual system completed

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 October 2nd, 2025

Incidents for September 2025

Zone	Incident Count
Englishtown (12-1)	10
Manalapan Primary Response (26-2P)	7
Manalapan (26-2)	15
Gordon's Corner (26-1)	
Freehold (16-1)	
Freehold (15)	
Monroe Township	2
Millstone (32-1)	1
Total	35 Incidents for over 65 Manhours

See attached staffing response level report.

Significant Incidents for September 2025:

- **9-17-2025** – Cover assignment in Monroe Township Station 23B
- **9-18-2025** – Fryer Fire at McDonald's in Englishtown
- **9-18-2025** – Brush Fire in Manalapan due to downed wires
- **9-30-2025** – Structure Fire in Monroe Township (1 Member responded with 26-2's Engine)

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Training

- Gas Meter Training was held on September 29th for our new gas meters. Training was held by Vendor – No charge.
- The Swiftwater Class that members were set to attend with Millstone has been Postponed due to weather until an unknown date.
- Looking to send up to 4 members to bailout train-the-trainer. The cost is \$450 a spot from Safety & Survival. Millstone would be our host.
- Firefighter DiPippia is looking to attend the Joey D Memorial Training Event in Long Island on November 7th and 8th this year. He is looking for the cost of the class only for 2 days of hands-on training. Cost is \$250.

Building

- N/A

Purchase Requests (4 Items continuation from last month)

- **Large Area Search Bags:** Looking to purchase (2) Large Area Search Bags for the front-line engines. Our previous order for (1) from the Fire Store last year has been canceled since it was never delivered.
- **New Engine Loose Equipment:** Looking to purchase loose equipment for the new Engine such as Hooks, Halligan Bars, Axe's, Flashlights, and a Little Giant Ladder. We will also be reusing some of the stuff from the current engine.
- **New Saw for New Engine:** Looking to purchase a K12 Saw Kit, Diamond Blade, and Blade Holder for new Engine. We will Take the current saw on 75 and place it on 12-74 as the new forcible entry saw. The current forcible entry saw on 12-74 has been having issues and will be placed in reserve.
- **New Helmets:** Looking to purchase (15) Morning Pride Ben 2 Helmets to replace (15) existing Cairns 1010 helmets that will be out of date this year.

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- **Home Depot Supplies:** Looking to purchase Cut-off Blades for the 4 ½ Inch Grinder on 12-75 and a blade holder for the tool bag. Also looking to Purchase a 10 ¼ Inch Circular Saw for cutting Wedges and 4x4's. Currently we do not have a circular saw this size and would like to keep it on 12-74 for use on scenes as well. Last, 2 Garden Hoses to replace the rear damaged and leaking hose near 12-93, and the one in between 12-75 and 12-87.

Quotes for Items:

Item	All Hands	MES	Continental
Large Area Search Bags	\$1,729.62	\$1,701.66	\$1,192.36 (Unable to provide all items)
New Engine Loose Equipment	\$4,563.09	\$4,120.24 (Incorrect item provided)	\$3,921.00 (Unable to provide all items)
New Saw	\$2,790.19	\$2,577.20 (Incorrect item provided)	\$2,724.25
(15) Helmets	Looking Not to Exceed \$6,500.00 once (2) additional quotes have been received. Witmer quote is \$6,118.18		
Home Depot Supplies	Looking Not to Exceed \$450.00		

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Purchase Updates

- New Engine
 - Spoke with the salesman today, the Cab is set to go on the line October 11th, and the body is set for October 12th. They are on track for a final inspection in early January 2026. He also advised there are 2 spots for final inspection, with more available if needed at an additional cost.
 - The Hose has been ordered with an expected ship date of October 17th.
 - New Nozzles were ordered – still no word on ETA.
- The set of turnout gear for Captain Krauss has been received
- Still need to look into purchasing new helmets.
- Chief O'Brien purchased C Batteries from Sureway (the new AGT Battery)

Other Notable Mentions

- The Fire Department has secured the 2024 FEMA AFG Grant that we applied for earlier this year. The amount of the award is \$205,454.54 in Federal Funding. As a condition of the award, the department is required to contribute non-Federal funds equal to or greater than 10 percent of the award. This would be in the amount of \$20,545.46.
- The department has been invited to apply for a Leary Firefighters Foundation Grant award. A letter of inquiry was submitted to them a few months ago regarding the possibility of applying for (2) Paratech HydraFusion Strut kits. If awarded, the foundation would purchase the equipment directly from the vendor and cover 100 percent of the cost.
- We still need to have someone evaluate the integrity of the roof prop in the back lot.

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- 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. I met with Commissioners Kirkland and Stonaker to discuss some possible solutions, and provided him with details on how we may be able to afford some of these changes.

Events

- **October 4th – Englishtown Day**
- **October 5th – 26-2 Open House**
- **October 18th – Live Burn at Monmouth County Fire Academy**
- **October 25th – 26-2 Halloween Event**
- **October 30th – Englishtown Halloween Party**

Items for Surplus

N/A

Regards,
Chief O'Brien

2025 PPE Projected

PPE 2 Sets of Gear	PPE	\$8,954.08	2025 PPE	Done
Leather Work Gloves	PPE	\$300.00	2025 PPE	
(15) Helmets	PPE	\$6,500.00	2025 PPE	Proposed
(15) Hoods	PPE	\$1,500.00	2025 PPE	
PPE 1 Set of Gear (Krauss)	PPE	\$4,477.04	2025 PPE	Done
	PPE		2025 PPE	
		\$21,731.12	Total Estimate	

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/23/2025



Matthew O'Brien
ENGLISHTOWN FIRE DEPARTMENT
PO BOX 1
ENGLISHTOWN, NJ 07726

EMW-2024-FG-02510

Dear Matthew O'Brien,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2024 Assistance to Firefighters Grant (FG) Grant funding opportunity has been approved in the amount of \$205,454.54 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or \$20,545.46 for a total approved budget of \$226,000.00. Please see the FY 2024 FG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2024 FG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stacey Street", is positioned above the typed name.

Stacey Street
Deputy Assistant Administrator
Grants Program Directorate

Summary Award Memo

Program: Fiscal Year 2024 Assistance to Firefighters Grant

Recipient: ENGLISHTOWN FIRE DEPARTMENT

UEI-EFT: VTAZMUWTMU68

Award number: EMW-2024-FG-02510

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2024 Assistance to Firefighters Grant funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$226,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
Federal	\$205,454.54
Non-federal	\$20,545.46
Total	\$226,000.00
Program Income	\$0.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2024 FG NOFO.

Approved request details:

Personal Protective Equipment (PPE)

Response Stats for Englishtown Fire Department September 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 Driver
All Zones	35	21 60.00%	10 28.57%	1 2.86%	2 5.71%	1 2.86%
Zone : 12-1	10	5 50.00%	4 40.00%		1 10.00%	