

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN  
SCHEDULING MEETING DATES FOR THE YEAR 2012**

**WHEREAS;** The Board of Fire Commissioners, as a political subdivision of the State of New Jersey, is required by N.J.S.A. 10:4-18 to publish and post a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

**WHEREAS;** The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of the meeting dates to the municipal clerk for posting on the official bulletin board of the municipality.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that regularly scheduled meetings of the Board will be held on the first Thursday of each month commencing at 8:00 p.m. at the Englishtown Firehouse South Main Street Englishtown, New Jersey.

**BE IT FURTHER RESOLVED** that the regular monthly meetings of the Board are hereby scheduled for the following dates: April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1, December 6, January 3, February 7, and March 7, 2013, which meeting shall serve as the annual reorganization meeting of the Board.

**BE IT FURTHER RESOLVED** that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by: *COOKE*

Seconded by: *Maresca*

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1, Englishtown Borough on the \_\_\_\_\_ day of March, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING  
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2012**

**WHEREAS;** The Board of Fire Commissioners is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

**WHEREAS;** N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit. "; and

**WHEREAS;** the Board has determined that Brunswick Bank & Trust Co. and Sovereign Bank are qualified depositories that are eligible to receive and hold public funds on deposit as permitted by the above referenced statutes; and

**WHEREAS;** it is the opinion of the Board that designating the above identified financial institutions as the official depositories of fire district funds is convenient, necessary and desirable for the business purposes of the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that Brunswick Bank and Trust Co. and Sovereign Bank be and the same are hereby designated as official depositories of District funds for the year 2012.

**BE IT FURTHER RESOLVED** that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

**BE IT FURTHER RESOLVED** that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by: *Calasso*

Seconded by: *Cooke*

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING  
OFFICIAL NEWSPAPERS FOR THE YEAR 2012**

**WHEREAS;** N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

**WHEREAS;** N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election and bond referendum as well as public hearings and other periodic events; and

**WHEREAS;** To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

**WHEREAS;** The Asbury Park Press and the News Transcript are legally recognized newspapers having general circulation within the Borough of Englishtown and are the two publications most likely to inform the citizens of pending Board meetings and actions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the Asbury Park Press and the News Transcript be and the same are hereby designated to be the official newspapers of the Board of Fire Commissioners for the year 2012.

**BE IT FURTHER RESOLVED** that the Clerk of the Board be and the same is hereby directed to publish all required notices in the newspapers specified herein for the year 2012.

Moved by: *Fovel*

Seconded by: *Kickland*

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING  
RONALD C. PETRICS, C.P.A. DISTRICT AUDITOR FOR 2012**

**WHEREAS;** the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

**WHEREAS;** Ronald C. Petrics, RMA is a certified public accountant and registered municipal auditor licensed to practice in the State of New Jersey and is legally qualified to perform the audit report required by the laws of the State of New Jersey; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for "Professional Services" may be made, negotiated and awarded without public bidding and receipt of bids if the services will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

**WHEREAS;** adequate monies have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that Ronald C. Petrics be, and the same, is hereby appointed auditor for the year 2012.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by: *Galasso*

Seconded by: *Cooke*

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING  
GEORGE LANG BOARD ACCOUNTANT FOR 2012**

**WHEREAS;** The Board of Fire Commissioners is authorized and empowered by law to employ the services of an accountant and such other professional staff as may be required for the orderly and effective administration of its financial affairs; and

**WHEREAS;** It is the considered opinion of the Board that the services of a qualified public accountant to aid in the maintenance of the Board's financial records and accountants and to assist in the preparation and administration of the District's budget is necessary and desirable; and

**WHEREAS;** The Local Public Contracts Law provides, in relevant part, that a contract for professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

**WHEREAS;** George Lang is a Certified Public Accountant licensed to practice in the State of New Jersey and is qualified to render the type of professional services required by the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that a contract for professional services be, and the same is hereby awarded to George Lang for the year 2012.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board and that a copy of this Resolution be forwarded to George Lang by the Clerk.

Moved by: *Fivel*

Seconded by: *Cooke*

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH APPOINTING  
JOSEPH D. YOUSSEUF, ESQ. BOARD ATTORNEY FOR THE  
YEAR 2012**

**WHEREAS;** The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services" ; and

**WHEREAS;** N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

**WHEREAS;** Joseph D. Youssouf is a licensed attorney at law admitted to practice in the State of New Jersey.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that a contract for professional services be and the same is hereby awarded to Joseph D. Youssouf Esq. for the year 2012.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by: *Narela*

Seconded by: *Cooke*

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on the \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_, Clerk

## **PROFESSIONAL SERVICES AGREEMENT**

This Agreement, entered into this 1<sup>st</sup> day of March, 2012, by and between the **Board of Fire Commissioners, Fire District No. 1, Borough of Englishtown**, hereinafter referred to as the "Board" and **Joseph D. Youssouf, Esquire, P.O. Box 809 137 Route 9 South Manalapan, New Jersey 07726** hereinafter referred to as "Attorney":

### **WITNESSETH:**

1. The Board hereby retains the Attorney to provide legal services to it for the year commencing March 1, 2012 and terminating February 28, 2013, and the attorney agrees to provide such legal services as he is directed to provide by the Board.

2. Adequate funds have been appropriated in the current budget of the Board for the purpose of retaining the services of an attorney, and the amount to be paid hereunder shall not exceed the funds budgeted therefore.

3. The Board hereby agrees to compensate the Attorney as follows for the service performed by him:

A. Attendance at meetings, \$500.00 per meeting whether agenda, regular or special.

B. All other services including research, litigation, telephone conferences with Board members or secretary, preparation of resolutions, \$150.00 per hour.

4. In addition to the fees specified above, the Board agrees to pay all costs and expenses advanced by the attorney for filing fees, costs and other out of pocket expenses as the need may arise.

5. All payments to be made hereunder shall be made upon submission of an itemized voucher specifying the services rendered and the date upon which such services were rendered on such forms as may be provided by the Board.

### **6. *Statutorily required affirmative action clause:***

The attorney and the Board hereby incorporate all mandatory language of subsection 3.4(A) and the mandatory language of Section 5.3 of the Regulations Promulgated by the Treasurer of the State of New Jersey pursuant to P.L. 1975, c. 127 as

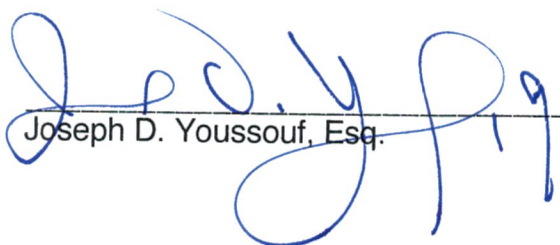
amended and supplemented, and the attorney agrees to comply fully with the terms, provisions and conditions of said subsections.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date set forth above.

Board of Fire Commissioners  
Fire District No. 1, Borough of Englishtown

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Clerk

  
\_\_\_\_\_  
Joseph D. Yousouf, Esq.

# Chief's Report

## March 2012 Commissioners Meeting

### Summary of Calls

The Department ran a total of 18 calls for the month of February, 2012. *NFIRS reports are attached.*

### Gear & Equipment

The latest Department Trustee's inventory has indicated that we are out of any of the following reserve equipment: Firefighting Helmets, Extrication Gloves, Structural Firefighting Boots, and AV-3000 Air Masks.

The surplus equipment list for 2012 is attached.

### CADpage

The Department is testing out a program called CADpage. The program taps into the County's Rip&Run to provide users with a brief synopsis of the call including a way to map the address from their current locations. The program also allows individuals to send messages within the system. It has been in use by 26-2 for almost 2 years.

### Trucks

12-66 was repaired & re-lettered.

12-74 had service done on Monday, February 13<sup>th</sup> to fix the coolant overflow tank and make the modifications to the ladder rack. The Spartan Chassis recall issue was also corrected during this time. Unfortunately the modification made to rectify the antifreeze issue did not work. Campbell Supply will return on Friday, March 2<sup>nd</sup> to continue to try and fix it.

Currently waiting on Winner Chevrolet to provide an updated quote for the replacement of 12-67.

### Training

32-1 has invited us on March 8th at 7 pm to attend a class entitled "Are You Ready", which is designed to review the responsibilities and functions of a firefighter and fire officer.

With permission of the Board, the officers would like to explore the use of the Blue Card Fire Command System. The program is a 50-hour, online course geared to NIMS Type IV & V incidents. The cost is \$385.

### February Department Schedule

March 1<sup>st</sup> – 20:00 – Commissioners Meeting  
March 5<sup>th</sup> – 19:30 – Regular Drill  
March 8<sup>th</sup> – 19:00 – 32-1 – "Are You Ready"  
March 12<sup>th</sup> – 20:00 – Regular Department Business Meeting  
March 15<sup>th</sup> – 19:00 – 12-1, 26-2, 26-1, & 32-1 Combined Drill @ 26-1  
March 19<sup>th</sup> – 19:30 – Regular Drill  
March 26<sup>th</sup> – 19:30 – Regular Drill

Respectfully submitted by,

**Peter Hall**  
*Chief*

**Thomas Kirkland**  
*Deputy Chief*

**Jason Carlos**  
*Captain*

**Matthew Ulatowski**  
*1<sup>st</sup> Lieutenant*

**Peter Cooke**  
*2<sup>nd</sup> Lieutenant*

# 2012 Surplus List

- (1) x Deputy Chief Turnout Coat Name Plate
- (3) x 2<sup>nd</sup> LT Turnout Coat Name Plates
- (1) x 1<sup>st</sup> LT Turnout Coat Name Plate
- (1) x Sherer Turnout Coat Name plate
- (1) x Desmond Turnout Coat Name Plate
- (1) x Mariner Turnout Coat Name Plate
- (1) x J. Kirkland Turnout Coat Name Plate
- (1) x Damaged Attic Ladder
- (1) x Obsolete Computer Tower
- (5) x Plectrons
- (13) x Fire Explorer Patches
- (1) x Camera Power Supply
- (1) x Magnum Hs-700 series headset
- (1) x Bel Atlantic – Mobile phone
- (1) x Bel Atlantic- ATT 600 feet telephone wire
- (3) x Scott Pack Storage Boxes- Outdated
- (1) x Ray Tek MinTemp ( heat gun )
- (6) x Non-usable helmets
- (4) x Casings for helmets
- (1) x Officer helmet
- (3) x AV- 3000 Face Masks
- (1) x AV-2000 Face Mask
- (143) x Structural Firefighting Gloves
- (9) x Rescue Gloves
- (7) x Bunker Pants
- (1) x Bunker Jacket
- (1) x Outdated IBM Computer set
  - (1) x Tower
  - (1) x Monitor
  - (1) x Keyboard
  - (1) x Speaker set

## **Hose Surplus 2012**

- (1) x 50' Ft 5" Hose
- (16) x 100' Ft 5" - no locks OCT 89
- (1) x 50 Ft of 3"Canvas Hose
- (1) x 50 Ft of 3" - Bad
- (1) x 100 Ft of 1 3/4" Rubber Hose - Bad
- (7) x 50'Ft 1 3/4" Rubber Hose - Bad
- (1) x 20 Ft of 3" Rubber Pony - Bad



# Emergency Equipment Sales, LLC **EQUIPMENT QUOTE**

4 Youngs Road  
Trenton, NJ 08619

Phone 1-877-337-8885 - Fax (609) 587-8894

Date	Quote #
2/28/2012	12-0120

Name / Address
Englishtown Fire Department 3 South Main St., Englishtown, NJ 07726

**EES NOW DEALER FOR  
INNOTEX TURNOUT GEAR!  
CALL FOR DEMO AND SPECIAL  
PRICING.**

**WWW.EESSLLC.COM**

Due Date	Project	Unit #
3/29/2012		

Description	List Price	Qty	Rate	Total
North American Fire Hose Corporation HF 400 5" X 100' Coupled 5" storz	1125.00	1	493.97	493.97
North American Fire Hose Corporation Poly Tuff 1-3/4" hose, 50' Length, Coupled 1.5" NST, White	350.00	1	100.00	100.00
North American Fire Hose Corporation Poly Tuff 1-3/4" hose, 50' Length, Coupled 1.5" NST, Colored	365.00	1	111.88	111.88
North American Fire Hose Corporation Poly Tuff 2.5" hose, 50' Length, Coupled 2.5" NST, White	425.00	1	138.75	138.75
North American Fire Hose Corporation Poly Tuff 2.5" hose, 50' Length, Coupled 2.5" NST, Colored	440.00	1	153.13	153.13
North American Fire Hose Corporation Poly Tuff 3" hose, 50' Length, Coupled 2.5" NST, White	490.00	1	188.75	188.75

<b>Total</b>
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**WE WILL ATTEMPT TO BEAT OR MATCH ANY QUOTE PROVIDED BY ANY OTHER VENDOR. YOUR SATISFACTION IS IMPORTANT TO US!**

Signature \_\_\_\_\_



# Emergency Equipment Sales, LLC EQUIPMENT QUOTE

4 Youngs Road  
 Trenton, NJ 08619  
 Phone 1-877-337-8885 - Fax (609) 587-8894

Date	Quote #
2/28/2012	12-0120

Name / Address
Englishtown Fire Department 3 South Main St., Englishtown, NJ 07726

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 INNOTEX TURNOUT GEAR!  
 CALL FOR DEMO AND SPECIAL  
 PRICING.**

**WWW.EESSLLC.COM**

Due Date	Project	Unit #
3/29/2012		

Description	List Price	Qty	Rate	Total
North American Fire Hose Corporation Poly Tuff 3" hose, 50' Length, Coupled, 2.5" NST, Colored	505.00	1	213.75	213.75
Shipping and handling, North American Fire Hose (Free shipping on hose orders in excess of \$5500.00)	100.00	1	100.00	100.00
Super Vac P/N: SVC3-14 14" Cut-Off Rescue Saw, with Diamond Tip Tiger Saw Blade (Standard & Included) Free Shipping on ALL Super Vac Products sold through EES	2140.00	1	1,253.51	1,253.51
Action Coupling P/N: GSP50 5" Storz Pressure Gaskets	9.74	1	8.37	8.37
Shipping and handling, Action Coupling Orders, Gaskets Only	7.00	1	7.00	7.00

**Total** \$2,769.11

**WE WILL ATTEMPT TO BEAT OR MATCH ANY QUOTE PROVIDED BY ANY OTHER VENDOR. YOUR SATISFACTION IS IMPORTANT TO US!**

Signature \_\_\_\_\_

# CONTINENTAL FIRE & SAFETY, Inc.

180 VOLUSIA AVE.  
 TRENTON, NJ 08610-2826  
 609-588-0096 - fax 609-584-0405

# QUOTE

DATE	QUOTE NO.
11/30/2011	11-3234

NAME / ADDRESS
ENGLISHTOWN FIRE DEPT. PO BOX 1 ENGLISHTOWN, NJ. 07726 ATTN: CHIEF PETER HALL **REVISED 2/24/12**

TERMS	REP	FOB
NET 30	KBH	FACTORY

DESCRIPTION	QTY	COST	TOTAL
ARMORED TEXTILES JAFRIB 5" X 100 FT. YELLOW RUBBER HOSE W/ 5" LOCKING STORZ CLPS. **SPECIAL HOSE PROMOTION PRICING**	1	495.00	495.00
ARMORED TEXTILES JAFLINE HD 1.75" X 50 FT. WHITE OR COLORED DJ WOVEN HOSE W/ 1.5" NST CLPS.	1	114.00	114.00
ARMORED TEXTILES JAFLINE HD 2.5" X 50 FT. WHITE OR COLORED DJ WOVEN HOSE W/ 2.5" NST CLPS.	1	156.00	156.00
ARMORED TEXTILES JAFLINE HD 3" X 50 FT. WHITE OR COLORED DJ WOVEN HOSE W/ 3" NST CLPS.	1	215.00	215.00
FLAT FEE SHIPPING AND HANDLING FROM MANUFACTURER (REGARDLESS OF QTY.) ORDER 12 SECTIONS OR MORE OF 5" x 100 FT. AND RECEIVE FREE SHIPPING **HOSE PRICING GOOD THRU 3/30/12**	1	100.00	100.00
FIREHOOKS K-12 FD RESCUE SAW (SAW ONLY) PN# K-12FD **PRICING GOOD THRU 3/14/12**	1	1,075.00	1,075.00
TEAM EQUIPMENT 14" DIMAOND ALL CUT RESCUE BLADE FOR ABOVE	1	182.00	182.00
RED HEAD MODEL# 14143-P 5" PRESSURE STORZ GASKET	1	9.00	9.00

THANK YOU FOR YOUR CONSIDERATION!	<b>TOTAL</b>
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Web Site	WWW.CONTINENTALFIREANDSAFETY.COM
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# CONTINENTAL FIRE & SAFETY, Inc.

180 VOLUSIA AVE.  
TRENTON, NJ 08610-2826  
609-588-0096 - fax 609-584-0405

## QUOTE

DATE	QUOTE NO.
11/30/2011	11-3234

NAME / ADDRESS
ENGLISHTOWN FIRE DEPT. PO BOX 1 ENGLISHTOWN, NJ. 07726 ATTN: CHIEF PETER HALL **REVISED 2/24/12**

TERMS	REP	FOB
NET 30	KBH	FACTORY

DESCRIPTION	QTY	COST	TOTAL
<b>**SHIPPING COSTS ARE NOT INCLUDED AND BASED UPON QTY. OF ABOVE ORDERED (MINUS THE HOSE)**</b> THANK YOU, KENNETH HOLLANDER SALES REP.			
<b>THANK YOU FOR YOUR CONSIDERATION!</b>		<b>TOTAL</b>	<b>\$2,346.00</b>

Web Site	<a href="http://WWW.CONTINENTALFIREANDSAFETY.COM">WWW.CONTINENTALFIREANDSAFETY.COM</a>
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# Emergency Equipment Sales, LLC **EQUIPMENT QUOTE**

4 Youngs Road  
 Trenton, NJ 08619  
 Phone 1-877-337-8885 - Fax (609) 587-8894

Date	Quote #
2/28/2012	12-0121

<b>Name / Address</b>
Englishtown Fire Department 3 South Main St., Englishtown, NJ 07726

**EES NOW DEALER FOR  
 INNOTEX TURNOUT GEAR!  
 CALL FOR DEMO AND SPECIAL  
 PRICING.**

**WWW.EESSLLC.COM**

Due Date	Project	Unit #
3/29/2012		

Description	List Price	Qty	Rate	Total
TAC Stick #AR008		1	394.85	394.85
Shipping and handling, per TAC Stick		1	12.00	12.00
			<b>Total</b>	<b>\$406.85</b>

**WE WILL ATTEMPT TO BEAT OR MATCH ANY QUOTE PROVIDED BY ANY OTHER  
 VENDOR. YOUR SATISFACTION IS IMPORTANT TO US!**

Signature \_\_\_\_\_

**Englishtown Fire Department**

**Calculated Total Staff Hours by Type of Alarm**

**Alarm Date Between {02/01/2012} And {02/29/2012}**

<b>Incident</b>	<b>Date</b>	<b>Response</b>	<b>Alarm</b>	<b>Cleared</b>	<b>#Staff</b>	<b>Stf Hrs</b>	<b>Prop Use</b>
<b>1 Monmouth County Radio Room</b>							
12-0000044-000	02/01/2012	00:08:14	13:53:30	14:11:59	9	2.77	161 Restaurant or
12-0000045-000	02/02/2012	00:08:56	13:24:04	13:58:42	7	4.04	961 Highway or
12-0000046-000	02/05/2012	00:03:27	10:41:50	11:11:49	18	8.99	311 24-hour care
12-0000047-000	02/05/2012	00:04:34	22:36:39	23:11:29	5	2.90	700 Manufacturing,
12-0000048-000	02/08/2012	00:09:47	17:08:57	17:41:06	15	8.03	961 Highway or
12-0000049-000	02/08/2012	00:03:26	17:58:34	18:04:24	17	1.65	419 1 or 2 family
12-0000050-000	02/09/2012	00:06:35	16:52:40	17:14:10	10	3.58	931 Open land or
12-0000051-000	02/14/2012	00:06:05	11:28:55	11:39:06	5	0.84	579 Motor vehicle or
12-0000052-000	02/15/2012	00:18:32	09:35:39	10:16:30	6	4.08	419 1 or 2 family
12-0000053-000	02/17/2012	00:06:57	08:22:44	08:32:13	7	1.10	429 Multifamily
12-0000054-000	02/18/2012	00:16:43	08:07:17	09:06:58	6	5.96	429 Multifamily
12-0000055-000	02/18/2012	00:07:39	15:17:01	15:31:41	9	2.20	419 1 or 2 family
12-0000056-000	02/19/2012	00:03:58	11:40:37	13:15:01	10	15.73	419 1 or 2 family
12-0000057-000	02/22/2012	00:01:05	07:18:55	07:24:22	6	0.54	419 1 or 2 family
12-0000058-000	02/22/2012	00:07:11	20:13:40	20:43:50	10	5.02	419 1 or 2 family
12-0000059-000	02/23/2012	00:03:55	09:34:58	10:22:07	9	7.07	962 Residential
12-0000060-000	02/24/2012	00:12:19	19:27:13	19:48:49	10	3.60	211 Preschool
12-0000061-000	02/29/2012	00:07:18	17:54:58	18:07:26	13	2.70	419 1 or 2 family
<b>Subtotal Alarm Count</b>	<b>18</b>		<b>Subtotal Staff &amp; Hours</b>	<b>172</b>	<b>80.87</b>		

**Total Incident Count            18**

**Englishtown Fire Department**

**Incidents by District (Summary)**

**Alarm Date Between {02/01/2012} And {02/29/2012}**

<b>District</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Est Losses</b>	<b>Pct of Losses</b>
12-1 Englishtown Boro	4	22.22 %	\$0	0.00 %
26-1 Gordons Corner	1	5.55 %	\$0	0.00 %
26-2 Manalapan Township	10	55.55 %	\$0	0.00 %
26-2P Manalapan Primary Response Area	2	11.11 %	\$0	0.00 %
32-1 Millstone Township	1	5.55 %	\$0	0.00 %
<b>Total Incident Count: 18</b>			<b>Total Est Losses: \$0</b>	

**Englishtown Fire Department**

**Average Turnout per Incident**

**Alarm Date Between {02/01/2012} And {02/29/2012}**

<b>Total Number of Incidents</b>	<b>18</b>	<b>Total Number of Responding Personnel</b>	<b>172</b>
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<b>Average Turnout per Incident</b>	<b>10</b>
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# Englishtown Fire Department

## Incident Type Report

Alarm Date Between {02/01/2012} And {02/29/2012}

Incident	Alm Date	Time	Primary Action	Property Use
<b>113 Cooking fire, confined to container</b>				
12-0000049-000	02/08/2012	17:58:34	00 Action taken, Other	419 1 or 2 family dwelling
12-0000061-000	02/29/2012	17:54:58	00 Action taken, Other	419 1 or 2 family dwelling
Incident Type Count:	2			Percent of All: 11.1%
<b>142 Brush or brush-and-grass mixture fire</b>				
12-0000050-000	02/09/2012	16:52:40	11 Extinguishment by	931 Open land or field
Incident Type Count:	1			Percent of All: 5.5%
<b>322 Motor vehicle accident with injuries</b>				
12-0000048-000	02/08/2012	17:08:57	00 Action taken, Other	961 Highway or divided
Incident Type Count:	1			Percent of All: 5.5%
<b>324 Motor Vehicle Accident with no injuries</b>				
12-0000059-000	02/23/2012	09:34:58	73 Provide manpower	962 Residential street, road
Incident Type Count:	1			Percent of All: 5.5%
<b>372 Trapped by power lines</b>				
12-0000045-000	02/02/2012	13:24:04	22 Rescue, remove from	961 Highway or divided
Incident Type Count:	1			Percent of All: 5.5%
<b>424 Carbon monoxide incident</b>				
12-0000056-000	02/19/2012	11:40:37	86 Investigate	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 5.5%
<b>521 Water evacuation</b>				
12-0000054-000	02/18/2012	08:07:17	66 Remove water	429 Multifamily dwelling
Incident Type Count:	1			Percent of All: 5.5%
<b>714 Central station, malicious false alarm</b>				
12-0000046-000	02/05/2012	10:41:50	63 Restore fire alarm	311 24-hour care Nursing
Incident Type Count:	1			Percent of All: 5.5%
<b>744 Detector activation, no fire - unintentional</b>				

Englishtown Fire Department

Incident Type Report

Alarm Date Between {02/01/2012} And {02/29/2012}

Incident	Alm Date	Time	Primary Action	Property Use
<b>744 Detector activation, no fire - unintentional</b>				
12-0000044-000	02/01/2012	13:53:30	63 Restore fire alarm	161 Restaurant or cafeteria
12-0000047-000	02/05/2012	22:36:39	64 Shut down system	700 Manufacturing, processing
12-0000055-000	02/18/2012	15:17:01	00 Action taken, Other	419 1 or 2 family dwelling
12-0000057-000	02/22/2012	07:18:55	00 Action taken, Other	419 1 or 2 family dwelling
<b>Incident Type Count:</b>	<b>4</b>			<b>Percent of All: 22.2%</b>
<b>745 Alarm system activation, no fire - unintentional</b>				
12-0000051-000	02/14/2012	11:28:55	00 Action taken, Other	579 Motor vehicle or boat
12-0000053-000	02/17/2012	08:22:44	63 Restore fire alarm	429 Multifamily dwelling
12-0000060-000	02/24/2012	19:27:13	63 Restore fire alarm	211 Preschool
<b>Incident Type Count:</b>	<b>3</b>			<b>Percent of All: 16.6%</b>
<b>746 Carbon monoxide detector activation, no CO</b>				
12-0000052-000	02/15/2012	09:35:39	00 Action taken, Other	419 1 or 2 family dwelling
12-0000058-000	02/22/2012	20:13:40	86 Investigate	419 1 or 2 family dwelling
<b>Incident Type Count:</b>	<b>2</b>			<b>Percent of All: 11.1%</b>
<b>Total Incident Count:</b>	<b>18</b>			

**MAYOR**  
**Tom Reynolds**

**COUNCIL MEMBERS**  
**Lori Cooke, Council President**  
**Rudy Rucker**  
**Jayne Carr**  
**Cindy Robilotti**  
**Gregory Wojyn**  
**Maryanne Krawiec**



**BOROUGH ADMINISTRATOR**  
**CHIEF FINANCIAL OFFICER**  
**Laurie Finger, C.M.F.O.**

**MUNICIPAL CLERK**  
**Peter Gorbatuk, R.M.C.**

**DEPUTY MUNICIPAL CLERK**  
**Christine Robbins, R.M.C.**

**15 MAIN STREET-ENGLISHTOWN, N.J. 07726**  
**(732) 446-9235**  
**FAX (732) 446-4979**

February 13, 2012

Ms. Luann Barnett  
Supervisor of Enrollment Section  
State of New Jersey  
Division of Pensions & Benefits  
P.O. Box 295  
Trenton, NJ 08625-0295

Dear Ms. Barnett:

The Governing Body of the Borough of Englishtown is in the process of transferring the Bureau of Fire Prevention, which is currently under municipal control, to Fire District No. 1 Borough of Englishtown.

There are two employees that are currently enrolled in PERS location #50940-01 that will be affected by the transfer of the Bureau of Fire Prevention.

Fire District No. 1 Borough of Englishtown does not have a PERS location number.

The Borough of Englishtown and Fire District No. 1 will be entering into an interlocal agreement for payroll services and office space for the Bureau of Fire Prevention.

Please note these two employees are also appointed to other PERS positions within the Borough of Englishtown.

We are asking you to provide answers to the following questions:

1. Is Fire District No. 1 required to establish a PERS location # ?
2. May the Borough of Englishtown continue to submit pension contributions for the affected employees utilizing the Borough's PERS location # ?

Additionally, please note that Fire District No. 1 Borough of Englishtown was established by municipal ordinance adopted by the governing body of the Borough of Englishtown and operates in accordance with the provisions of N.J.S.A. 40A:14-70.1 et. seq. The Borough Tax Assessor and Tax Collector provide services to the Fire District pursuant to statute. Consequently, there already exists a significant point of contact between the municipal government and the Fire District. The Borough believes it would be cost effective and efficient for the Borough to continue to provide PERS services to the Fire District

If you need to contact me for further clarification, please feel free to do so.

Sincerely yours,

Laurie Finger  
Borough Administrator/CFO

Cc: Borough Attorney

# Interoffice Memo

TO: Mayor and Council  
FROM: Laurie Finger, Borough Administrator  
DATE: January 18, 2012  
Cc: Attorney Youssouf  
Municipal Clerk  
SUBJECT: Bureau of Fire Prevention Transfer



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At the Council Meeting of December 12, 2011 the transfer for the Bureau of Fire Prevention was discussed.

Attorney Youssouf explained the transferring of responsibility for the administration and enforcement of the Uniform Fire Prevention Official and informed the Council that there is a lack of functionality for payroll and pension, in addition an increase in the fire tax rate for 2012.

Attorney Youssouf entertained the idea of an inter-local agreement with the Borough to provide these services.

I checked with the Borough Auditor and he does not have any objections with the inter-local agreement, however the Fire District must obtain their own Public Employee Retirement System Location # (PERS).

Since the Borough would be processing the payroll through the inter-local agreement for the Fire District, the Finance Department can also administer the Pension as well once a PERS Location is established for them. The Fire District would need to name Jeanne Kevins or myself as their certifying officer.

3:45 PM  
03/01/12  
Accrual Basis

Englehartown Fire District No. 1  
Bill List

As of March 31, 2012

Type	Date	Num	Name	Split	Debit	Credit	Balance
Brunswick Bank Checking							116,863.18
Check	3/1/2012	4359	campbell supply	Trucks		1,161.15	114,522.03
Check	3/1/2012	4360	Englehartown Fire Department	Contract - Volunteer Fir...		1,686.66	112,835.37
Check	3/1/2012	4361	Freehold Cartage Inc.	Utilities		79.46	112,775.91
Check	3/1/2012	4362	Harry's Signworks Inc.	Trucks		800.00	111,975.91
Check	3/1/2012	4363	-Jersey Central Power & Light	Utilities		48.93	111,926.98
Check	3/1/2012	4364	Jersey Central Power & Light	Utilities		634.09	111,092.69
Check	3/1/2012	4365	Manasapan - Englehartown Boar...	Fuel		834.57	110,258.32
Check	3/1/2012	4366	N.J. Casualty Ins.	Insurance Premiums		1,667.00	108,591.32
Check	3/1/2012	4367	NJ Natural Gas	Utilities		696.53	107,894.79
Check	3/1/2012	4368	NetLink	Office Supplies		1,686.00	105,208.79
Check	3/1/2012	4369	Roy Press	Elections		425.00	105,784.79
Check	3/1/2012	4370	Robbles Plumbing	Building		125.00	105,659.79
Check	3/1/2012	4371	stockel lawn	Building		1,652.74	104,007.05
Check	3/1/2012	4372	Stankovich Auto	Trucks		2,966.14	101,020.91
Check	3/1/2012	4373	Soden Agency	Insurance Premiums		3,085.00	97,935.91
Check	3/1/2012	4374	United Communications	Fire Fighting Equipment		1,300.07	96,635.84
Check	3/1/2012	4375	-Verizon	Utilities		1,397.31	95,238.53
Check	3/1/2012	4376	verizon	Utilities		189.37	95,049.16
Check	3/1/2012	4377	verizon Cell	Utilities		258.67	94,790.29
Check	3/1/2012	4378	Englehartown Fire Department	Training		331.39	94,458.90
Check	3/1/2012	4379	Englehartown Fire Department	-SPLIT-		588.03	93,870.87
Total Brunswick Bank Checking					0.00	21,812.31	93,870.87
<b>TOTAL</b>					<b>0.00</b>	<b>21,812.31</b>	<b>93,870.87</b>

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN  
SCHEDULING MEETING DATES FOR THE YEAR 2012**

**WHEREAS;** The Board of Fire Commissioners, as a political subdivision of the State of New Jersey, is required by N.J.S.A. 10:4-18 to publish and post a schedule of its meetings to be held during the succeeding year specifying therein the location of each meeting, its date and time; and

**WHEREAS;** The Board is also required to mail a schedule of its meeting dates to the official newspapers designated by the Board and to provide a copy of the meeting dates to the municipal clerk for posting on the official bulletin board of the municipality.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that regularly scheduled meetings of the Board will be held on the first Thursday of each month commencing at 8:00 p.m. at the Englishtown Firehouse South Main Street Englishtown, New Jersey.

**BE IT FURTHER RESOLVED** that the regular monthly meetings of the Board are hereby scheduled for the following dates: April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1, December 6, January 3, February 7, and March 7, 2013, which meeting shall serve as the annual reorganization meeting of the Board.

**BE IT FURTHER RESOLVED** that certified true copies of this Resolution be posted on the official bulletin board of the Fire District, forwarded to the official newspapers designated by the Board and forwarded to the municipal clerk for posting as required by law.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1, Englishtown Borough on the \_\_\_\_\_ day of March, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING  
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2012**

**WHEREAS;** The Board of Fire Commissioners is a "Governmental Unit" as that term is defined in N.J.S.A. 17:9-41 which receives and has custody of public funds raised through taxation for the purposes set forth in N.J.S.A. 40A:14-70 et. seq. ; and

**WHEREAS;** N.J.S.A. 40A: 5-14. (1) requires local governmental units to annually designate a public depository or depositories, which are defined in N.J.S.A. 17:9-41 as: " a State or federally chartered bank, savings bank or an association located in this State or a state or federally chartered bank, savings bank or an association located in another state with a branch office in the State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit. "; and

**WHEREAS;** the Board has determined that Brunswick Bank & Trust Co. and Sovereign Bank are qualified depositories that are eligible to receive and hold public funds on deposit as permitted by the above referenced statutes; and

**WHEREAS;** it is the opinion of the Board that designating the above identified financial institutions as the official depositories of fire district funds is convenient, necessary and desirable for the business purposes of the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that Brunswick Bank and Trust Co. and Sovereign Bank be and the same are hereby designated as official depositories of District funds for the year 2012.

**BE IT FURTHER RESOLVED** that the Chairman, Clerk and Treasurer of the Board be and the same are hereby authorized to execute any and all documents necessary to effectuate the purposes of this Resolution and to make deposits into, transfer, open and close such accounts as may be necessary for the orderly conduct of the Board's financial affairs.

**BE IT FURTHER RESOLVED** that any and all checks or drafts issued on an account held by or in the name of the Board of Fire Commissioners of this Fire District shall require execution by at least three (3) of the duly elected and serving Fire Commissioners.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING  
OFFICIAL NEWSPAPERS FOR THE YEAR 2012**

**WHEREAS;** N.J.S.A. 10:4-8 requires political subdivisions of the State of New Jersey to annually designate at least two legally recognized newspapers to receive notice of its schedule of meetings; and

**WHEREAS;** N.J.S.A. 40A:14-70 requires Boards of Fire Commissioners to publish notices of the annual election and bond referendum as well as public hearings and other periodic events; and

**WHEREAS;** To be eligible for such designation, the newspaper must have general circulation within the municipality and must have the greatest likelihood of informing the public within the area of the public agencies jurisdiction of its meetings; and

**WHEREAS;** The Asbury Park Press and the News Transcript are legally recognized newspapers having general circulation within the Borough of Englishtown and are the two publications most likely to inform the citizens of pending Board meetings and actions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that the Asbury Park Press and the News Transcript be and the same are hereby designated to be the official newspapers of the Board of Fire Commissioners for the year 2012.

**BE IT FURTHER RESOLVED** that the Clerk of the Board be and the same is hereby directed to publish all required notices in the newspapers specified herein for the year 2012.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING  
RONALD C. PETRICS, C.P.A. DISTRICT AUDITOR FOR 2012**

**WHEREAS;** the Board of Fire Commissioners is required by law to have an annual report on audit of its financial books and records prepared by a certified public accountant or registered municipal auditor; and

**WHEREAS;** Ronald C. Petrics, RMA is a certified public accountant and registered municipal auditor licensed to practice in the State of New Jersey and is legally qualified to perform the audit report required by the laws of the State of New Jersey; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) provides that a contract or agreement for "Professional Services" may be made, negotiated and awarded without public bidding and receipt of bids if the services will be provided by a member of a duly recognized and licensed profession of the State of New Jersey; and

**WHEREAS;** adequate monies have heretofore been appropriated in the current or previously approved budget of the fire district to fund the contract for professional services to be awarded hereby.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that Ronald C. Petrics be, and the same, is hereby appointed auditor for the year 2012.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the district and that a certified true copy of this Resolution be forwarded to the auditor by the Clerk of the Board.

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING  
GEORGE LANG BOARD ACCOUNTANT FOR 2012**

**WHEREAS;** The Board of Fire Commissioners is authorized and empowered by law to employ the services of an accountant and such other professional staff as may be required for the orderly and effective administration of its financial affairs; and

**WHEREAS;** It is the considered opinion of the Board that the services of a qualified public accountant to aid in the maintenance of the Board's financial records and accountants and to assist in the preparation and administration of the District's budget is necessary and desirable; and

**WHEREAS;** The Local Public Contracts Law provides, in relevant part, that a contract for professional services may be made, negotiated and awarded without advertisement and receipt of bids; and

**WHEREAS;** George Lang is a Certified Public Accountant licensed to practice in the State of New Jersey and is qualified to render the type of professional services required by the Board.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough that a contract for professional services be, and the same is hereby awarded to George Lang for the year 2012.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the Board of Fire Commissioners by the Clerk of the Board and that a copy of this Resolution be forwarded to George Lang by the Clerk.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_, Clerk

3/1/12

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH APPOINTING  
JOSEPH D. YOUSOUF, ESQ. BOARD ATTORNEY FOR THE  
YEAR 2012**

**WHEREAS;** The Board of Fire Commissioners is authorized by law to engage the services of an attorney to provide such legal services as may be required by the Board during the course of a year; and

**WHEREAS;** N.J.S.A. 40A:11-5 (1) (a) (i) provides that a contract for professional services may be negotiated and awarded without public advertising for bids and bidding therefor if the contract is for "Professional services" ; and

**WHEREAS;** N.J.S.A. 40A:11-2 (6) defines "Professional services" as those that are rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

**WHEREAS;** Joseph D. Youssef is a licensed attorney at law admitted to practice in the State of New Jersey.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Fire Commissioners of Fire District No.1 Borough of Englishtown that a contract for professional services be and the same is hereby awarded to Joseph D. Youssef Esq. for the year 2012.

**BE IT FURTHER RESOLVED** that a notice of professional contract award be published in the official newspaper of the District as required by N.J.S.A. 40A:11-5 (1)(a)(i).

Moved by:

Seconded by:

Roll Call Vote:

Ayes:

Nays:

Absent:

Abstain:

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners of Fire District No.1 Englishtown Borough on the \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_, Clerk



*Website Compliance*  
*for*  
*NJ Assembly Bill No. 3908*  
***P.L.2011, c.167***

# Quick Sheet – NJ ASSEMBLY, No. 3908

## P.L.2011, c.167

### **What is Assembly Bill No. 3908 of the 214<sup>th</sup> Legislature?**

Assembly Bill No. 3908 was passed & signed into law on January 5<sup>th</sup>, 2012 (P.L.2011, c.167) which requires all State, regional, and local authorities, boards, and commissions to establish an Internet website and post information related to each entity's mission, finances, meetings, and employees.

### **What does that mean for fire districts?**

This means each district must maintain an Internet presence where information relating to the district's business is made available to members of the public. This can be a website specifically created for the Board, or a webpage shared on the municipality's Internet website.

### **What information is required?**

- A description of the fire district's mission and its responsibilities;
- The annual budget once adopted, for the current and immediately prior fiscal years;
- The budgets of at least 3 consecutive fiscal years;
- The most recent Comprehensive Annual Financial Report or similar financial information;
- The annual audit for the most recent and immediately prior fiscal years;
- The annual audits of at least 3 consecutive fiscal years;
- The fire district's rules, regulations, and official policy statements;
- Notices of meetings of the Board;
- The meeting minutes of each meeting of the Board, including all resolutions;
- The approved minutes of each meeting of the Board for at least 3 consecutive years;
- The name, mailing address, email address, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the fire district;
- A list of attorneys, advisors, consultants, and any person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the fire district, excluding LOSAP programs.

### **When does this take effect?**

Fire districts are mandated to have their website in place by February 1<sup>st</sup>, 2013.

*This document is not intended to interpret the law. Please consult with your attorney as to the exact requirements as they may relate to your situation.*

# Plan Comparison

	Premium	Pro	Basic
Registration of district domain name & hosting (eg-www.YourName.com)	✓	✓	✓
Secure file hosting & encrypted backup 128-bit SSL standard protection & 256-bit on regular data backup and archival.	✓	✓	✓
Document checklist Prompts user for required files to be uploaded for compliance.	✓	✓	✓
District calendar Editable calendar of district meetings & events.	✓	✓	✓
Unlimited e-mail accounts Available for commissioners and district employees. POP3, IMAP, and web access provided.	✓	✓	✓
Reminder emails Emailed prompts for required documentation on a monthly / quarterly / annual basis.	✓	✓	✓
eDocument archival Unlimited on Premium Plan. Pro Plan includes 5 consecutive years. Basic Plan includes 3 years.	✓	❖	❖
Detailed status reports Document status reports emailed to you upon upload & comprehensive webpage statistics.	✓	✓	✗
Custom-designed interface Available on Premium Plan only. Pro Plan includes user-editable design. Basic Plan is text-only.	✓	❖	✗
Maintenance-Free / Scheduled document compliance Send documents by email, fax, or hand-deliver & we take care of the rest!	✓	✗	✗
	✓ Included   ❖ Included, but with restrictions   ✗ Not Included		
	<b>\$199/mo.</b>	<b>\$99/mo.</b>	<b>\$59/mo.</b>

*\*All plans include document conversion to PDF format.*

## Basic Plan

With the Basic Plan, your district receives a domain name registered to the Board, setup with email addresses for your commissioners and designees. You also receive a username and password that your designee of choice will utilize to login to upload and update the required information. Reminder emails will be sent once per month to prompt you for the information to remain compliant. Once logged in, your checklist will show any missing information. A district calendar is included in an easily editable format. Your information is stored to cover the 3 consecutive years mandated by law. The Basic design is a generic template-based website which is uneditable.

## Pro Plan

With the Pro Plan, you get everything in the Basic Plan plus document archival for up to 5 years, including the mandated documents. You also receive detailed status reports emailed to you upon successful upload of your documents. A breakdown of your visitor statistics and page views are also included in your reports. Your site design includes a custom tailored website with your images & logo.

## Premium Plan

The Premium Plan is completely maintenance-free and includes a custom-designed website with photos and artwork. Including all the features of the Basic & Pro Plans, A NetLink representative will contact your district designee on an ongoing monthly basis to request & collect the required information. You can send it by email, fax or hand deliver the information. The information is then uploaded to your website. Confirmation reports are emailed upon posting so you know it's done.



If your district needs further information on the technical requirements regarding Assembly Bill No. 3908, or any technical need, please contact:

**Peter Hall**  
**phall@netlink-corp.com**  
**800-698-5852**  
**908-216-1632 cell**

### **Company Information**

NetLink is an Information Technology solutions company that currently supports the network and computer needs for fire districts in New Jersey and has been providing network infrastructure support to small – mid-sized companies and local government agencies in the New York / New Jersey / Pennsylvania area since 1996.

We install and maintain data networks including cable runs and workstation setup, server installations, data backup & redundancy protection, and disaster recovery services.

We also provide technical support for computer workstations and mobile data terminals (MDTs) in fire apparatus and vehicles.

**1-800-698-5852**