

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday December 5th, 2019 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.

The meeting was called to order by Chairman Peter Cooke at 8:05 P.M.

1. **Sunshine Statement** by Attorney J. 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.

Roll Call showed the following members in attendance:

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

Legal: A Resolution for Introduction of the Budget for 2020 was presented with a change to the date of January 7th at 7:00pm. A motion to accept the resolution was made by P. Cooke and a second by B. Stonaker. Motion passed unanimously.

The hearing will be at the January 7th, 2020 meeting. The Elections are February 15th, 2020.

The Resolution that was offered by title to transfer \$100,000.00 from the LOSAP account to the General Fund at the last meeting was presented and put into the file.

A Resolution to renew the membership in the Joint Insurance Fund and appoint G. Maresca as the Fund Commissioner was introduced and voted on. A motion to accept the resolution was made by P. Cooke and a second was made by B. Stonaker. Motion passed unanimously.

November 2019 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 P. Cooke and a Second was made by B. Stonaker to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: The Introduced 2020 Budget forms were distributed for signatures of the Board Members.

Chief's Report:

- Total of 33 calls for the month of November 2019. Breakdown is attached. 5 calls in Englishtown Borough. **Of the 5 calls, we responded 2 normal staffed, 1 short staffed and 2 we did not respond to.**
- **For all 33 calls:**

Responded Normal Staffing – 6

Responded Short Staffed (3) – 4

No Response – 23

The Chief will be meeting with a vendor to get pricing on new 4-gas Meters.

Administrative Engineer's Report:

- See attached Report

President's Report:

- Vice-President Tim Kirkland reported that the Ladies Auxiliary Toy Run Fundraiser will be on December 14th and 15th. The Fire Department Santa Run will be December 22nd at 10:00am with the Holiday party to follow at 3:00pm.

Fire Bureau:

- See attached Report

LOSAP:

- No report.

Correspondence:

- None

Insurance:

- Insurance Agent Soden presented the Insurance renewal. With an increase of \$575.00.

Membership:

- 2 Applications are out for Probationary Firefighter

Old Business:

- The authorization letter to allow Deputy Chief Hagenberg to renew the vehicle registration had to be notarized. It was done but the second attempt he made the computers were down. He will be trying again.
- A letter requesting money from Firefighter Kole for the Nashville Fire Expo needs to be sent.

New Business:

- None

Public Open Portion:

- None

At 8:44pm P. Cooke requested that the Board go into Executive Session to discuss contract issues. A resolution by title was made by the Board Attorney. A motion was made by P. Cooke and a second was made by V. Sarti. Motion passed unanimously. The Executive session ended at 8:51pm.

Meeting Adjournment: at 8:53 PM. After a motion by P. Cooker and Seconded by M. Scarrone and approved by a unanimous roll call vote.

Certified at the January 7th, 2020 regularly scheduled meeting_____

Victoria L. Sarti – Clerk

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Tuesday January 7th, 2020 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.

The meeting was called to order by Chairman Peter Cooke at 7:10 P.M.

1. **Sunshine Statement by Attorney J. 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.

Roll Call showed the following members in attendance:

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

Absent: Gerald Maresca

Add Jerry Washere

Legal: A Hearing of the Budget for 2020 was opened. A motion to open the Public Hearing of the 2020 proposed budget was made by P. Cooke and a second by V. Sarti. Motion passed unanimously.

The Board Accountant stated that there was no increase or impact to the taxes and that there may even be a slight decrease. There was no additional public comment on the proposed 2020 budget.

A motion to close the 2020 Budget Hearing was made by V. Sarti and a second by P. Cooke. Motion passed unanimously.

A Resolution to adopt the Proposed 2020 Budget was made. A motion to accept the resolution was made by P. Cooke and a second was made by B. Stonaker. Motion passed unanimously.

A Resolution to adopt a temporary operating budget for 2020, which will be 14% of the 2019 Budget, to be used for any expenses that may occur from January 1st, 2020 to the March 2020 Organization Meeting. A motion to accept the resolution was made by P. Cooke and a second by B. Stonaker. Motion passed unanimously.

Nomination Petitions for the 2020 elections were offered. There are two positions for full three-year terms and one position for the unexpired term. All petitions must be in by January 20th, 2020. The Board Clerk will notify the Board Attorney no later than January 21st, 2020 if any other Nominating Petitions are turned in by the deadline.

December 2019 Minutes: A motion was made by P. Cooke and a Second was made by V. Sarti to accept the minutes. Motion passed by unanimous vote.

December 2019 Financial: A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: Working on the W-2s and end of the year paperwork.

Chief's Report:

- As the Chief is President of The Western Monmouth Chiefs Association, he is running the January meeting tonight, so Captain Matt O'Brien offered the Chief Report.
- Total of 22 calls for the month of December 2019. Breakdown is attached. 5 calls in Englishtown Borough. **Of the 5 calls, we responded 3 normal staffed, 1 short staffed and 1 we did not respond to.**
- **For all 22 calls:**

Responded Normal Staffing – 11

Responded Short Staffed (3) – 2

- No Response – 9 Total of 22 calls for the month of December 2019. Breakdown is attached. 5 calls in Englishtown Borough. **Of the 5 calls, we responded 3 normal staffed, 1 short staffed and 1 we did not respond to.**
- **For all 22 calls:**

Responded Normal Staffing – 11

Responded Short Staffed (3) – 2

No Response – 9

End of the Year

- Total of 372 calls for the Year 2020. Breakdown is attached. 93 calls in Englishtown Borough. **Of the 93 calls, we responded 43 normal staffed, 20 short staffed and 30 we did not respond to.**
- **For all 372 calls:**

Responded Normal Staffing – 187

Responded Short Staffed (3) – 51

No Response – 134

P. Cooke requested that the Fire Department only report Fire Calls and not EMS Calls in 2020 as the District is not responsible for EMS Calls. A memo will be sent to the Chief as to how P. Cooke wants the breakdown of the reports to be for 2020.

The Chief and Captain met with E.M. Labs to look at new Four Gas meters. Upon inspection of our old meters, the vendor stated that the meters we have are repairable and are better than the ones he brought. Total cost for repairs was \$1,200.00.

The Chief's Fire Helmet was expired as per NFPA standards, so he ordered a new one from the Firestore to replace the old one. The cost was \$625.00

The Board unanimously approved both requests.

P. Cooke stated that in 2020 purchase requests will be a separate category on the meeting agenda.

Administrative Engineer's Report:

- See attached Report
- P. Cooke requests the monthly mileage from the Chief vehicles to be sure that oil changes are being done on time as the vehicles are costly investment.

President's Report:

- The Bay doors are being taken care of and we are still waiting on the lighting to be upgraded.

Fire Bureau:

- See attached Report

LOSAP:

- No report.

Correspondence:

- None

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday February 6th, 2020 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.

The meeting was called to order by Chairman Peter Cooke at 8:05 P.M.

1. Sunshine Statement by Attorney J. 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.

Roll Call showed the following members in attendance:

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

Absent: Treasurer Melissa Scarrone

Legal: The District Fire Elections are February 15th from 2:00pm to 9:00pm. The Board Attorney hand delivered all the remaining application information for voter registry lists with the County Board of Elections and County Clerk. Prepared the necessary notice and sent it to the Asbury Park Press. The voting machine will be delivered on February 14th. G. Maresca will be responsible.

January 2020 Minutes: A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the minutes with corrections. Motion passed by unanimous vote.

January 2020 Financial: A motion was made by P. Cooke and a Second was made by G. Maresca to accept the Bills with two bills added: The post office - \$150.00 The Gas Meters Repairs - \$1,260.00 . Motion passed by unanimous vote.

Auditor/Accountant: A copy of the Auditor Report was handed out by P. Cooke.

Purchase Requests:

The Chief requested a new White Chief Helmet as the Deputy's Helmet is past the expiration date.

\$625.00

IT/Jason Kole requested funding to set up emails for The Commissioners.

\$300.00 per year

The Chief requested that the following Structural Fire Gear be surplus due to its noncompliance with NFPA 1851: 3 Structural Firefighting Jackets, 2 Pairs of Structural Firefighting Pants, 21 Pairs of Structural Firefighting Boots and 9 Firefighting Composite Helmets

Also, we are requesting to surplus the Copystar Copier/Printer located in the rear shed that will be donated to the New Jersey Fire Museum.

A verbal Resolution declaring that the above property will be surplus by the Board. A motion was made by P. Cooke to accept the Resolution and a second was made by Brian Stonaker. The motion passed unanimously.

Old Business:

- Call response, the Chief is working with 26-1 to possibly work on dual tones. The Chief will be breaking down his reports in more detail.
- P. Cooke wants to ask the County about the Property on 1 Park Avenue which is next to the District property. V. Sarti will contact the County Council to inquire about the status of the property.

New Business:

- The Fire Expo in Nashville has been moved to July 20th – July 25th. The Chief needs to know which Commissioners will be attending by next meeting.
- Borough Code Enforcement Rich Thompson gave verbal notice to the Board that the Handicap Parking signs and the spots themselves do not meet code. P. Cooke will contact Manalapan Township to make the penalty signs.

Public Open Portion:

- None.

Meeting Adjournment: at 8:45 PM. After a motion by G. Maresca and Seconded by B. Stonaker and approved by a unanimous roll call vote.

Certified at the March 5th, 2020 regularly scheduled meeting_____

Victoria L. Sarti – Clerk

Chief's Report:

- Total of 31 calls for the month of January 2020. Breakdown is attached. Total of 9 calls in Englishtown Borough. **Of the 9 calls, we responded 5 normal staffed, 2 short staffed and 2 we did not respond to.**
- **For all 31 calls:**

Responded Normal Staffing – 18

Responded Short Staffed (3) – 4

No Response – 9

P. Cooke requested that the Fire Department only report Fire Calls and not EMS Calls in 2020 as the District is not responsible for EMS Calls. A memo will be sent to the Chief as to how P. Cooke wants the breakdown of the reports to be for 2020.

P. Cooke stated that in 2020 purchase requests will be a separate category on the meeting agenda.

Administrative Engineer's Report:

- See attached Report

President's Report:

- No Report

Fire Bureau:

- See attached Report

LOSAP:

- No report.

Correspondence:

- None

Insurance:

- None

Membership:

- No Report

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN
SCHEDULING MEETING DATES FOR THE YEAR 2020**

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 4, May 7, June 4, July 2, August 6, September 3, October 1, November 5, December 3, January 7, February 4, and March 4, 2021, 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 March 5, 2020.

_____, Clerk

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING
OFFICIAL DEPOSITORIES OF FIRE DISTRICT FUNDS FOR 2020**

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

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 2020.

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 March 5, 2020.

_____, Clerk

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 ENGLISHTOWN BOROUGH DESIGNATING
OFFICIAL NEWSPAPERS FOR THE YEAR 2020**

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 2020.

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 2020.

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 March 5, 2020.

_____, Clerk

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING
GEORGE LANG BOARD ACCOUNTANT FOR 2020**

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 2020.

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 March 5, 2020.

_____, Clerk

3/5/20

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 BOROUGH OF ENGLISHTOWN APPOINTING
RONALD C. PETRICS, C.P.A. DISTRICT AUDITOR FOR 2020**

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 moneys 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 2020.

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 March 5, 2020.

_____, Clerk

3/5/20

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 BOROUGH OF ENGLISHTOWN APPOINTING THOMAS FRUEH DISTRICT ENGINEER FOR THE YEAR 2020

WHEREAS, The Board of Fire Commissioners of Fire District No.1 Englishtown Borough is statutorily authorized to appoint personnel to insure the orderly and proper functioning of the fire district equipment and apparatus; and

WHEREAS, The Board of Fire Commissioners believe that it is necessary, proper and in the public interest to appoint an Engineer to be responsible for the maintenance of District vehicles and equipment; and

WHEREAS, Thomas Frueh has the requisite knowledge and skills to perform the duties required to maintain fire prevention/fire suppression equipment and apparatus; and

WHEREAS, adequate funds have heretofore been appropriated in the fire district budget to fund said position

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No. 1 Borough of Englishtown that Thomas Frueh is hereby appointed District Engineer for the year 2020.

Moved By:

Seconded By:

Roll Call Vote:

Ayes:

Nays:

Abstain:

Absent:

Certified to be a true copy of a Resolution duly adopted by the Board of Fire Commissioners of Fire District No. 1 Borough of Englishtown on March 5, 2020.

_____, Clerk

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Tuesday March 5th, 2020 in the Formal Meeting Room of the Englishtown Fire Department, 3 South Main St. Englishtown, New Jersey.

The meeting was called to order by Chairman Peter Cooke at 8:04 P.M.

1. **Sunshine Statement** by Attorney J. 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.

Roll Call showed the following members in attendance:

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

Legal: Re-Organizational Business

Commissioners Peter Cooke, Gerald Maresca were sworn in for a three-year term as Commissioner and Melissa Scarrone was sworn in for the one-year un-expired term.

The Fire District Attorney requested an Executive session to discuss Lawyer/Client Privileged Material at 8:07pm. Executive Session closed at 8:55pm.

P. Cooke made an En-banc Motion and B. Stonaker seconded it to keep all positions the same as the previous year. The motion passed unanimously.

The following Resolutions were presented and voted upon:

2020 Meeting Dates – Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Official Depositories of District Funds – Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Official Newspapers – Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 CPA/District Auditor Ronald C. Petricks - Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Accountant George Lang - Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Tom Frueh as Administrative Engineer - Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Joseph Youssouf as District Attorney - Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

2020 Jason Kole as District IT Officer – Motion made by P. Cooke, second by B. Stonaker. Motion passed unanimously.

February 2020 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: With the addition of \$3,010.00 for Stockles Landscaping, A motion was made by P. Cooke and a Second was made by V. Sarti to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: The Engagement letters for the Audit were signed by Treasurer M. Scarrone and Chairman P. Cooke.

Chief's Report:

- Total of 32 calls for the month of February 2020. Breakdown is attached. 6 fire calls in Englishtown Borough. **Of the 6 fire calls, we responded 3 normal staffed and 3 no response.**

Of the 6 fire calls - 5 fire calls were handled between 6am and 6pm 3 of those fire calls we responded normal staffed and 2 no response. Of the No Response calls – 1 was a cancellation at a MVA by EMS and the other was 12-67 only, no apparatus responded, for power lines and a pole down. One fire call from 6pm to 6am.

Administrative Engineer's Report:

- See attached Report
- Advised that 12-66 is approaching 100,000 miles and requiring more repairs. The Board should consider looking into a new vehicle in the near future.

President's Report:

- None

Fire Bureau:

- No Report

LOSAP:

- No report

Correspondence:

- None

Insurance:

- No Report

Membership:

- Probationary Member Joseph Hamias brought up. P. Cooke made a motion to accept the application, second by B. Stonaker. Motion passed unanimously.

Old Business:

- The handicap spaces have the proper signage. P. Cooke contacted Manalapan Road Department and signs were made.
- V. Sarti is still waiting to hear from the County in reference to 1 Park Avenue.
- P. Cooke asked the Chief if 26-1 was contacted about responding to all calls in Englishtown from 6:00am to 6:00pm. Chief Sarti state that he spoke to the 26-1 Assistant Chief at the Western Monmouth Chiefs meeting and there was some confusion on the matter. A meeting will be scheduled with all Chiefs to work on the details. 26-1 did express that they are having the same staffing issues.
- Nashville Fire Expo – Commissioners Maresca and Cooke will be attending. There will be three open spots to be filled by the Chief.
- Work will begin soon on the Station lighting and a Bay Heater will be replaced.

New Business:

- A new Fire show will be in Philadelphia from October 13th to the 17th. It has the same benefits as Nashville, and it may be a more cost-effective alternative. The Chief is requesting to send two people if it seems worth the Departments time after further research.

Purchase Requests:

- Update emergency lighting package on Vehicle 12-67 - \$378.44
- 6 Mobile Computers and mounts for 12-74, 12-75, 12-87, 12-66, 12-67 and 12-30 - \$9,345.41
- Both purchases met purchasing requirements and approved by the Board unanimously

Public Open Portion:

- None

Meeting Adjournment: at 9:37 PM. After a motion by V. Sarti and Seconded by B. Stonaker and approved by a unanimous roll call vote.

Certified at the April 9th, 2020 regularly scheduled meeting_____

Victoria L. Sarti – Board Clerk

EXECUTIVE SESSION – Called at 8:07pm to discuss Attorney/Client Privilege. A Motion was made by P. Cooke to accept the required resolution and a second was made by B. Stonaker. Motion passed unanimously.

Board Attorney J. Youssouf introduced a letter from Thomas Kirkland contesting the February 15th, 2020 Englishtown Fire District Elections as his name was excluded from the ballot after he properly filed a nominating petition with The Board. The Attorney read the letter (Attached). The Attorney took full responsibility for the error, although he was unaware of how it happened. He cited recent changes in procedures as a possible cause as well as not properly reviewing the proof when it was emailed to him. Research was done as to how to address the issue and there was no record in New Jersey law of it ever occurring. Only one vaguely similar case was found in 1970 in the state of Kentucky of a name being omitted from an election ballot. The Attorney believes that although it was His/The Board's mistake, The Board is not obligated to sue ourselves to set another election. Thomas Kirkland is obligated to pursue it and he has 30 days from the date of the election, March 15th, to petition the Court to invalidate the election and have the Court order the Board to hold another election. If another election is held, all positions and the budget may also be on the new ballot. The Attorney further stated that he can not represent the Board as he has represented Thomas Kirkland in his own matters which causes a direct conflict of interest. Therefore, the Board would need to retain another Attorney if needed. The Attorney also stated that he has not prepared a resolution to reinstate him as the Board Attorney in the event that the Board decided not to reappoint him.

The only statute that deals with contested elections is **NJSA19:29-1**. It does not normally indicate Fire Districts.

It states that "the nomination or election of a person to any public office or partied position or the approval or disapproval of any public proposition, may be contested by the voters of this state or of any of its political sub divisions effected there by one or more of the following grounds:

A – Malconduct – Fraud or corruption on the part of any of the members of a board or district (Intentional bad behavior or negligent behavior)

B – When the Incumbent was not eligible to the office at the time of the election.

C – The Incumbent has been duly convicted before the election of a crime.

D – When an Incumbent has been given or offered to an elector or any member of any District Board, Clerk or Campus any bribe or reward in money.

E- When illegal voters have been received or legal voters have been rejected at the poles.

F – For any error by any board of canvassers in counting the votes.

G – For any other cause which shows that another was the person legally elected.

H – The paying or promise to pay or expenditure of a thing of value to fix the election.

I – When the petition for nomination is not filed in good faith or the affidavit is fault of defective.

The Attorney feels that none of the above really applies to the case but did state that this is the governing statute for contesting elections. Thomas Kirkland has until March 15th to file. The Attorney offered the following possible remedies:

The Board of Fire Commissioners Fire District # 1 Borough of Englishtown, State of New Jersey, convened on Thursday April 2nd, 2020 online utilizing the Webex Meeting App due to the current Covid-19 Pandemic in accordance with The Governor's Office Executive Order during an active State of Emergency.

The meeting was called to order by Chairman Peter Cooke at 8:14 P.M.

1. Sunshine Statement by Chairman Peter Cooke

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

1. The Social Media application Facebook
2. The prominent posting of said notice at the Englishtown Fire Department.

Roll Call showed the following members in attendance:

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

Legal: The Board Attorney reiterated the online meeting regulations and rules set forth by the DCA and the Executive issued by the Governor's Office. Executive Meetings can not be held.

March 2020 Minutes: A motion was made by G. Maresca and a Second was made by P. Cooke to accept the minutes. Motion passed by unanimous vote.

March 2020 Financial: A motion was made by P. Cooke and a Second was made by B. Stonaker to accept the Bills. Motion passed by unanimous vote.

Auditor/Accountant: None

Chief's Report:

- Acting Chief A. Hagenberg issued the Chief's report as Chief L. Sarti was on medical leave.
- In the month of March 2020 there were 7 Calls in Englishtown Borough, of the 7 calls 2 were EMS calls, of the 5 remaining calls the department failed to respond to 1 call. The Department also responded to 1 call in District 26-1, 9 calls in District 26-2, 8 in the Primary Response area of District 26-2 and 3 in District 32-1.

- During the Covid-19 Pandemic the Station has been closed to the public since March 13th. Beginning March 16th, The Station is being staffed from 0800hrs to 2300hrs, Monday – Friday, when staffing is available. This has accounted for 724 staff hours.

Administrative Engineer's Report:

- See attached Report

President's Report:

- None

Fire Bureau:

- No Report

LOSAP:

- No report

Correspondence:

- None

Insurance:

- No Report

Membership:

- None

Old Business:

- Chief L. Sarti stated that the Officers have decided to post-pone the Nashville Convention and any other trips to see how the restrictions for the Covid-19 Pandemic develops.