

Commissioner Meeting
January 8th, 2025

The regular scheduled meeting was called to order by, Chairman Richard Hogan at 8pm. Mrs. Hallie Youssouf led the meeting with the salute to the flag. Mr. Joseph Youssouf read the Sunshine Statement as follows: Notice of the Time, date, location and the agenda of this meeting know was duly published at least 48 hours in advance of this meeting, by posting in official newspaper of this district. This meeting was also setup as a Virtual Meeting by IT Officer Mr. Peter Hall.

Commissioner Carolyn Flannery was asked to take Roll Call: Commissioners, Spevak, Kirkland, Primiano, Flannery and Chairman Hogan were present. Bookkeeper Mrs. Connie Ellison was excused. IT Officer Peter Hall was virtual. Administrator Mr. John Marini was present. Sign in sheet was on the table for attendance.

Chairman Richard Hogan asked if there were any questions regarding the Meeting minutes for December 8th, 2024. There were no questions. Commissioner Carolyn Flannery made a motion to approve the minutes and 2nd by Commissioner Richard Primiano. Approved by all.

Chief Tom Kirkland: Report was read and submitted. The total number of calls for the month:

42 Calls in 26-2

2 Calls in 12-1

2 Calls in 32-1
1 Call in 82-1
1 Call East Windsor

Training and Drills

Jan 6 – Work Detail
Jan 13 – Monthly Business Meeting
Jan 20 – CPR Recertification
Jan 27 – Blood Borne & TRK
Feb 3 – Work Detail

Purchase Requests – Middlesex County Fire Academy
Firefighter 1 \$341.00 for two probationary members.
ESO Solutions software \$4,150.00. ESO agreed to waive the set-up fee for \$595.00

Engineer Sonny Sorscher: Report was read and submitted

President Bill Frueh: Dec. 20th annual Christmas Party Dec. 21
Annual Santa Run Jan. 6th 2025. A Menorah lighting took place at the firehouse, with Rabbi Yosef Kanelsky from The Center for Jewish Life. Bay Doors need to be serviced

Chief Matt O'Brien of Englishtown: Report was read and submitted.

IT Officer Peter Hall: Virtual - Reported the internet is good. The replacement projector for the 2nd floor meeting has been installed.

Insurance: Administrator Mr. John Marini: Commissioners office upgrades have been started.

Legal: Mr. Joseph Youssouf: All Resolutions have been given to the Board of Fire Commissioners.

Auditor Mr. Ron Petrics: Did not hear from DCA if The Budge was accepted.

Bookkeeper: Connie Ellison: Excused

Old Business: None

New Business: Chief Tom Kirkland purchases: \$341.00 for two probationary members to attend The Fire Academy. \$170.00 for CPR Class.

Commissioner Tim Kirkland made a motion to make the purchases and 2nd by Commissioner Joseph Spevak.

A Motion of the Adoption for the following resolutions were made by, Commissioner Timothy Kirkland and 2nd by Commissioner Joseph Spevak.

Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Scheduling Meeting Dates for the Year 2025.

Resolution of the Board of Fire Commissioners Fire District No.2 Manalapan Township Designating Official Depository of Fire District Funds for the Year 2025.

Resolution of the Board of Fire Commissioners Fire District No.2
Manalapan Township Designating Official Newspapers for the
Year 2025.

Resolution for the Board of Fire Commissioners Fire District
No.2 Manalapan Township Appointing Ronald C. Petrics R.M.A.
District Auditor for the Year 2025.

Resolution of the Board of Fire Commissioners Fire District No.2
Manalapan Township Appointing Joseph D. Youssouf, ESQ.
Board Attorney for the Year 2025.

Resolution of the Board of Fire Commissioners Fire District No.2
Manalapan Township Appointing The Oliver L.E. Soden Agency
Insurance Agent for the Year 2025.

Resolution of the Board of Fire Commissioners Fire District No.2
Manalapan Township Appointing Richard W. Hogan Personnel
Director.

Resolution of the Board of Fire Commissioners Fire District No.2
Manalapan Township Appointing John Marini Fire District
Administrator for the Year 2025.

Resolution of the Board of Fire Commissioners Fire District No.2
Manalapan Township Appointing Consetta Ellison Bookkeeper
for the Year 2025.

Resolution of the Board of Fire Commissioners Fire District No.2
Manalapan Township Appointing Officers for the Year 2025 and
Fixing Compensation.

Resolution of the Board of Fire Commissioners Fire District No.2
Manalapan Township Adoption of the Temporary Budget for
the Year 2025.

Roll Call: Commissioner Timothy Kirkland	Yes
Commissioner Joseph Spevak	Yes

Commissioner Richard Primiano	Yes
Commissioner Carolyn Flannery	Yes
Chairman Richard Hogan	Yes

Approved by all with the vote being: 5 Yes 0 No

A motion to open the meeting to the public was made by Commissioner Tim Kirkland and 2nd by Commissioner Richard Primiano.

There was no public present. A motion to close the public portion of the meeting was made by Commissioner Tim Kirkland and 2nd by Commissioner Richard Primiano. Approved by all.

Treasure Report: Commissioner Timothy Kirkland Presented the Bill List in the amount of \$218,818.00. Commissioner Carolyn Flannery made a motion to pay bills in the amount of \$218,818.00 and 2nd by Commissioner Richard Primiano. Approved by all.

Next Commissioner Meeting will be held February 5th, 2025 8pm at the Firehouse.

There was no further business therefor Commissioner Timothy Kirkland made a motion to adjourn the meeting at 8:45pm and 2nd by Commissioner Carolyn Flannery. Approved by all.

Respectfully submitted


Commissioner Carolyn Flannery



Manalapan Fire Co #1

5 Sweetmans lane
Manalapan, NJ 07726
Station (732)426-1996
Fax (732)462-2376

January 2025 Chief's Report

Summary of Annual Activity

Manalapan Fire Co 1 responded to a total of 535 call for service for a total of 1,608.3 Staff hours.

- 439 calls in 26-2
- 43 calls in 12-1
- 11 calls in 16-1
- 1 call in 26-1
- 3 calls in 28-1
- 29 calls in 32-1
- 2 calls in 82-1
- 2 calls in 84
- 2 calls in Hightstown
- 3 Calls in East Windsor

Automatic aid was received 258 times and provided 61 times. Mutual aid was requested 25 times and provided 39 times.

20 drills were conducted for a total of 516 Staff hours.

Calls for the Month

A total of 48 calls for service were responded to with a total of 70.08 Staff hours.

- 42 calls in 26-2
- 2 calls in 12-1
- 2 calls in 32-1
- 1 call in 82-1
- 1 call in East Windsor

Training and Drills

- Jan 6 – Work Detail
- Jan 13 - Monthly Business Meeting
- Jan 20 – CPR Recertification
- Jan 27 – Blood borne & RTK
- Feb 3 – Work Detail

Equipment

- SCBA bottles on order with NJ Fire Equipment are still pending
- Four sets of turnout gear are on order from Safe-T
- Report has been received and is being evaluated from Redline Gear Cleaning.

Purchase Requests

- Middlesex County Fire Academy Firefighter 1 \$341.00 for two Probationary members (Klots & Ragulina).
- ESO Solutions software \$4,150.00. ESO has agreed to waive the one time set up fee of \$595.00.

Membership

Three prospective members have been accepted by the fire company and will be sent for physicals

Once setup is complete with Atlantic health.

Miscellaneous

Assignments

- Asst. Chief – NFIRS reports, orientation of potential/new recruits
- Captain – Training, uniforms
- 1st Lieutenant – Firefighting equipment and tools
- 2nd Lieutenant – Turnout gear, SCBA
- FF Sacco & O'brien – radios

Goals for 2025

- Review and update of SOPs
- Review and update of Box Alarms
- Pursue grant opportunities
- Firefighter and Officer development
- Staffing

Engineer's Report

Provided by Engineer S. Sorcher

Respectfully submitted,

Thomas Kirkland
Chief

ENGINEERS TRUCK REPORT FOR DEC./2024

- #67 INSTALL NEW FIRE RADIO & PROGRAM IT. — WIRELESS COMM.
- #68 INSTALL NEW BATTERY + CH. CHARGING SYSTEM. — IN HOUSE
- #78 TOP OFF FLUIDS. CHECK COOLING SYSTEM, — IN HOUSE
↓ ADDED ANTI FREEZE TO RADIATOR. — " "
REPAIR R/SIDE SCENE LIGHT. — " "
REPAIR R/SIDE L D H CAP CHAIN. — " "
- #82 TOP OFF D.E.F. TANK $\frac{1}{2}$ GALL. FLUID. — IN HOUSE

ALL VEHICLES ARE IN SERVICE @ THIS TIME.

Respectfully Submitted :



Manalapan Township Fire Co. No. 1

5 Sweetmans Lane, Manalapan, NJ 07726

Phone: 732-426-1996

Info@mtfc1.org | www.mtfc1.org

William Frueh
President

Tommy Kirkland
Chief

Michael Bisogna
Vice-President

Adam Keaney
Assistant Chief

President's Report

Date: Wednesday, January 8, 2025

1.Events in December:

- On December 20, 2024, we held our annual Christmas party.
- On December 21, 2024, we conducted our annual Santa Run.
- This past Monday, January 6th, 2025, we did a mini Menorah lighting at the Fire House with Rabbi Yosef Kanelsky from Center for Jewish Life.

2.Personnel Updates:

- We have a new Chief, Assistant Chief, Vice President, and Trustees for this year.
- We are welcoming 3 members who will be joining the fire company.

3.Equipment and Maintenance Concerns:

- We have purchased Govee lights that is currently wrapped around the front of the firehouse by the front door. These lights will light up for every holiday and event for that day. We are looking into purchasing more to go over the front over the bays as well as the side facing RT 33. But not confirmed at this time.
- Our bay doors have not been serviced for quite some time, leading to operational challenges.
- The bay door where Engine 82 is housed has difficulty closing properly. When it does close, it does not go all the way down, leaving a significant gap from the ground.
- Additionally, when leaving for calls or returning, operating the door requires holding the remote out of the truck window, and the truck must be positioned directly in front of the door for it to open.

Englishtown Fire Department Report

Manalapan Fire District #2 Meeting January 8th, 2025

Incidents for December of 2024

See Attached Report.

Incidents for 2024

See Attached Report.

Significant Incidents for December 2024:

- **12-02-2024** – Garage Fire on Deepwater Circle in Manalapan
- **12-21-2024** – Shed Fire on Pension Road in Manalapan
- **12-25-2024** – Garage Fire on Millhurst Road in Manalapan

Purchase Requests

- None.

Training

- The line officers are in the process of creating the 2025 Training Schedule. We are looking to pursue both Ice Rescue Training and Swift Water Rescue training. New procedures will be drafted for both of these types of rescues in the coming months.

Other Notable Mentions

Thank you to Chief Sarti and Chief Keaney.

Regards,
Chief O'Brien

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 12/01/2024 | End Date: 12/31/2024

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	4	31:04
13-15-1 - Freehold Fire Department	1	1:44
13-16-1 - Freehold Independent Fire Company	1	5:29
13-26-2 - Manalapan Fire Company #1	19	38:32
13-26-2P - Manalapan Primary Response Area	5	16:08
Monroe - Monroe Twp	1	1:55
TOTAL	31	94:51

December
2024

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



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Page # 1 of 1

Englishtown Fire Department

Englishtown, NJ

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Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 01/01/2024 | End Date: 12/31/2024

ZONE	INCIDENT COUNT	MAN-HOURS
13-12-1 - Englishtown fire department	86	215:17
13-15-1 - Freehold Fire Department	6	26:03
13-16-1 - Freehold Independent Fire Company	12	27:04
13-16-2 - East Freehold Fire Company	1	0:30
13-26-1 - Gordon's Corner Fire Company	2	11:25
13-26-2 - Manalapan Fire Company #1	186	312:55
13-26-2P - Manalapan Primary Response Area	73	140:23
13-28-1 - Marlboro Fire Company #1	4	16:33
13-32-1 - Millstone Fire Department	10	30:04
13-33-1 - Monmouth Beach Fire	1	1:26
13-43-1 - Sea Bright Fire Rescue	1	28:30
Monroe - Monroe Twp	2	8:33
TOTAL	384	818:43

Year
2024

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



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Page # 1 of 1

Response Stats for Englishtown Fire Department December 2024

Zone	Total Calls	Responded as Normal	No Response - Short Staffed (< 3 FF1)	No Response - No Engine Driver	Responded - Short Staffed (< 3 FF1 on Engine or Officer Only Responders)	Responded Delayed (> 10 Minutes)
All Zones	31	21 67.74%	2 6.45%	3 9.68%	5 16.13%	0.00%
Zone : 12-1	4	4 100.00%	0.00%	0.00%	0.00%	0.00%
Zone : 26-2	19	11 57.89%	1 5.26%	1 5.26%	4 21.05%	0.00%
Zone : 26-2 Contract Area	5	3 60.00%	1 20.00%	0.00%	1 20.00%	0.00%

Response Stats for Englishtown Fire Department Year 2024

Zone	Total Calls	Responded as Normal	No Response - Short Staffed (< 3 FF1)	No Response - No Engine Driver	Responded - Short Staffed (< 3 FF1 on Engine or Officer Only Response)	Responded Delayed (> 10 Minutes)
All Zones	384	233 60.68%	65 16.93%	13 3.39%	70 18.23%	4 1.04%
Zone : 12-1	86	58 67.44%	7 8.14%	1 1.16%	19 22.09%	1 1.16%
Zone : 26-2	186	101 54.30%	46 24.73%	8 4.30%	32 17.20%	0 0.00%
Zone : 26-2 Contract Area	73	43 58.90%	9 12.33%	3 4.11%	16 21.92%	2 2.74%

**BOARD OF FIRE COMMISSIONERS
MANALAPAN TOWNSHIP FIRE DISTRICT #2
P.O. BOX 54
Tennent, NJ 07763**

January 8, 2025 Bill List

ADP	14,807.21
American Cloud Services	275.00
Asbury Park Press	280.55
Auto King	261.29
Charles Sacco	74.57
Document Solutions Leasing	102.89
Englishtown Fire Department	14,027.00
First Responder Joint Insurance Fund	45,717.00
Gordons Corner Water Co.	2,783.43
Joseph F. Spevak	74.57
Laboratory Corporation Of America	499.48
Manalapan Fire Co. #1	40,543.75
Michael Digirolamo	74.57
NetLink Web Services, LLC	614.00
New Jersey State Association of Fire Districts	300.00
Quest Diagnostics	63.69
Stanley Sorscher	108.32
Timothy Kirkland	5,710.68
US Bank	92,500.00

TOTAL

\$

218,818.00

Respectfully submitted,



**Timothy Kirkland
Treasurer**