

Iselin District #11
Board of Fire Commissioners
July 10, 2019
Minutes

In accordance with the Public Open Meeting Act, all provisions have been met by our annual announcement in The Star Ledger.

The meeting was called to order by Commissioner Steve Freeman on July 10, 2019 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Lisoski, Sandklev, Smith and Trela. Also in attendance were Assistant Chief Mark Sojak and Fire Official Helge Nordveit.

A motion was made by Commissioner Sandklev to approve the minutes from the June 12, 2019 meeting. The motion was seconded by Commissioner Trela.

Chief's Report

Assistant Chief Mark Sojak provided the monthly report to the Board.

Report Items:

1. 29 calls; and five (5) volunteers low on percentages
2. Fireworks on July 3rd went well with no mishaps
3. Hands on drill scheduled for July 23rd
4. Picnic scheduled for August 6th – Merrill Park
5. Leaflet for membership recruitment given to Board to review – approved by Board
6. August 11th Indian Day Parade and August 18th Pakistani Day Parade – Standby to be done and four auxiliary members required. One rig and the pick up will be in the parade this year. Leaflets will be handed out for membership recruiting.
7. Fatima is taking the lead on recruitment. The Board thanked her for that.
8. Scott packs all received. All old packs have been removed and put in storage.
9. Water rescue equipment has been ordered.
10. By Laws to be revamped for members coming back to active duty after being out for a while for training purposes.
11. New Instagram account created – IselinfireNJ@instagram
12. Chief requested the shed be replaced with a larger one. Prices to be gotten
13. July 26 – August 9th Chief on vacation – Assistant Chief Ryan Malheiro to cover

Action Items:

1. Pricing for new shed

Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Statistics: 5 Life and 17 Non-Life Inspections performed. Three complaints were answered; zero investigations performed
2. Vehicles running well
3. Tablets received and starting to work on them
4. August 6th – training with ESP scheduled to train on the Fire Prevention portion of the ESP software
5. Resolution received for Pakistani Day parade, but not received for the Indian Day Parade
6. One member was suspended last month and was served a letter of termination today. Fire Company hearing is the date of the next Company meeting.

Action Items:

None

Communications

No communications to report

Bills

A motion was made by Commissioner Trela to pay all bills. The motion was seconded by Commissioner Sandklev. All Commissioners were in favor.

Alarms & Pagers

Steve Freeman provided his monthly report to the Board.

Report Items:

1. Monitoring fee has been paid

Action Items:

None

Water & Hydrants

Steve Freeman provided his monthly report to the Board.

Report Items:

1. Hydrant testing began and new markers being installed

Action Items:

None

Fire Prevention

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Ordering process has begun

Action Items:

None

House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Dumpster has been moved and poison ivy sprayed.
2. Sump pump is working well now.

Action Items:

1. Roy to request landscapers to remove the poison ivy by the dumpster and also weed around the building.
2. Search to be done to find a company to remove the old oil drums.
3. Gate for generator to be readjusted.

Truck Report

Scott Smith provided the monthly report to the Board.

Report Items:

1. Valtech quote for back and side of Ladder - \$11,483.34. Approved for repairs.
2. Order for repairs to bumper has already been approved.

Action Items:

1. Fire & Safety to be contacted about Ladder bogging.
2. 11-1 Air conditioning to be charged by Fire & Safety
3. Cannot located bulbs for arrow stick on 11-1; Fire & Safety to install new one.
4. Inspector vehicle fuse for cigarette lighter to be checked

Unfinished Business

Nothing to report

New Business

1. Board denied a request to install clothing bins in the parking lot.
2. Name plates for gear racks to be ordered by Scott Smith
3. Fire Inspector vehicle to be put in service from 6 pm to 6 am for Officers
4. Chief's vehicle is to be at Headquarters which Chief is away or at work.

Treasurer's Report

Report Items:

1. Cash Balance - \$1,539,699.72
2. Workers Comp audit increased significantly; might exceed budgeted amount
3. D'Italia bill taken care of

Action Items

None

Meeting adjourned to go to a closed session at 8:30 pm.

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11
GROUP AFFIDAVIT FORM**

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Woodbridge Township Fire District No.11, County of Middlesex, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Board of Fire Commissioners of the Woodbridge Township Fire District No. 11.
2. We certify, pursuant to *N.J.S.A. 40A:5A-17*, that we have each reviewed the annual audit report for the year ended December 31, 2018, and specifically the sections of the audit report entitled "General Comments" and "Recommendation".

(PRINT NAME)

(SIGNATURE)

STEVEN FREEMAN

Steven Freeman

ROY SANDKLEV

Roy Sandklev

RONALD LISOSKI

Ronald Lisoski

JOHN TRELA

John Trela

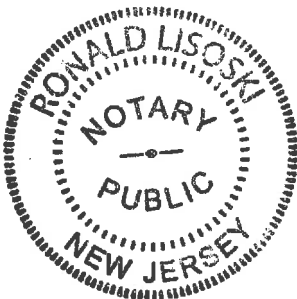
SCOTT SMITH

Scott Smith

Sworn to and subscribed before me this 10th day of July, 2019

Ronald Lisoski
Notary Public of New Jersey

**RONALD LISOSKI
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 3/1/2022**



RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each fire district to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the year ended December 31, 2018 has been completed and filed with the Municipal Clerk pursuant to N.J.S.A. 40A:SA-15, and


WHEREAS, N.J.S.A. 40A :5A-17, requires that the governing body of each fire district to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:SA-17.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Woodbridge Township Fire District No. 11, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the year ended December 31, 2018, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the fire district is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON July 10, 2019.



SECRETARY

7/10/2019

DATE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
STEVEN FREEMAN	✓			
ROY SANDKLEV	✓			
RONALD LISOSKI	✓			
JOHN TRELA	✓			
SCOTT SMITH	✓			

RESOLUTION

CORRECTIVE ACTION PLAN

WHEREAS, the Fire District has received the audit report for the year ended December 31, 2018, and

WHEREAS, a corrective action plan must be approved by the Governing Body when there are audit recommendations, and

WHEREAS, THE District has prepared the following Corrective Plan:


RECOMMENDATION:

It is recommended that quotes be obtained for all expenditures that exceed the quote threshold.

CORRECTIVE ACTION:

Fire District Commissioners and Employees will review key aspects of the New Jersey Local Public Contracts Law.

NOW, THEREFORE, BE IT RESOLVED that the corrective action plan is hereby approved by the Board of Fire Commissioners of the Township of Woodbridge Fire District Number 11.



SECRETARY

7/10/2019

DATE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
STEVEN FREEMAN	<input checked="" type="checkbox"/>			
ROY SANDKLEV	<input checked="" type="checkbox"/>			
RONALD LISOSKI	<input checked="" type="checkbox"/>			
JOHN TRELA	<input checked="" type="checkbox"/>			
SCOTT SMITH	<input checked="" type="checkbox"/>			