

Iselin District #11
Board of Fire Commissioners
January 13, 2021
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 January 13, 2021 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela, Smith, Sandklev and Lisoski. Also in attendance were Chief Joe Francisquini, 1st Assistant Chief Ryan Malheiro, Fire Official Helge Nordveit and President Mark Farese.

A motion was made by Commissioner Sandklev to approve the minutes from the December 9, 2020 meeting. The motion was seconded by Commissioner Trela.

Chief's Report

Chief Joe Francisquini provided the monthly report to the Board.

Report Items:

1. All gear to be inspected to make sure everything is up to date.
2. Changes made at House 2 for Associates: Shift will be 6 pm to 6 am. All gear and 11-3 to be sanitized at end of shift.
3. Meeting was held with officers to work on virtual drills or video training.
4. One new member sworn in today; one needs background check.
5. Requested second set of sanitizing equipment

Action Items:

None

Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Statistics: 16 Life and 17 Non-Life Inspections performed; 1 complaint answered.
2. Vehicles - Front end recall done by Bell Ford; both vehicles due for oil changes
3. Waiting for computers for House 2
4. Still looking for third inspector to help with the workload – one resume received
5. Both houses have been inspected. Steve will give reports to Fire Official.

Action Items:

None

Communications

1. Correspondence received regarding the lawsuit from Carteret, saying that the department responded to the same place in 2015. Steve pulled the report and verified that no equipment was used then, and it was just a standby.

Bills

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

Alarms & Pagers

Steve Freeman provided his monthly report to the Board.

Report Items:

1. Inspection has been completed. Notified that some heat detectors have recalls.

Action Items:

None

Water & Hydrants

Steve Freeman provided his monthly report to the Board.

Report Items:

Nothing to report at this time.

Action Items:

None

Fire Prevention

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Waiting on theme for 2021 Fire Prevention

Action Items:

None

House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Generator ordered for House 2
2. Elevator has been repaired
3. Boiler inspection scheduled for 1/29

Action Items:

1. Steps in old vestibule to be repaired. Quote to be gotten.

Truck Report

Scott Smith provided the monthly report to the Board.

Report Items:

1. 11-3 low on coolant
2. Tower light on Ladder to be repaired
3. 11-1 generator was rebuilt but it blew out again
4. Chiefs car – 2 front tires and alignment
5. Light package to be monitored
6. Hose & Ladder testing to be scheduled – Ladder needs 5-year testing
7. Ladders have been shipped. They need to be inspected upon delivery and not accepted if there is any damage.

Action Items:

None

Joint Board

Steve Freeman provided his monthly report to the Board.

Report Items:

Nothing to report currently.

Action Items:

None

Unfinished Business

1. Laptops for rigs are done and updated.

New Business

1. Resume received from Ryan Malheiro for Fire Inspector position. Board approved for February 1 start date.
2. Inventory of parkway keys to be taken and Steve Freeman to be told what is needed.
3. 2021 Adopted Budget Resolution – voted all in favor
4. The following Resolutions were adopted:
 - Resolution #01132021-1 – Authorizing Appointment of Auditor for 2021-2022 Year
 - Resolution #01132021-2 – Authorizing Approval and Payment of Claims
 - Resolution #01132021-3 – Designation of Official Newspapers for Publications for 2021-2022 Year
 - Resolution #011321-4 – Authorizing Appointment of Accountant for 2021-2022 Year
 - Resolution #01132021-5-1 – Authorizing Appointment of Attorney for 2021-2022 Year
 - Resolution #01132021-5-2 – Authorizing Appointment of Attorney for 2021-2022 Year
 - Resolution #01132021-6 – Adoption of Cash Management Plan
 - Resolution #01132021-7 – Authorizing Regular Meeting Schedule for 2021-2022 Year
 - Resolution #01132021-8 – Appointment of Fire Official for 2021-2022 Year
 - Resolution #01132021-9 – Appointment of Fire Inspector for 2021-2022 Year
 - Resolution #01132021-10 – Appointment of House Man for 2021-2022 Year
 - Resolution #01132021-11 – Appointment of Engineer 2021-2022 Year
 - Resolution #01132021-12 – Appointment of Secretary
 - Resolution #01132021-13 – Appointment of Business Administrator
 - Resolution #01132021-14 – Appointment of Fire Inspector

1. Cash Balance - \$1,821,030.94

Action Items

1. Outstanding invoices need to be submitted by next month.

Meeting adjourned to go to a Budget Meeting - 7:35 pm.

2021 ADOPTED BUDGET RESOLUTION

Woodbridge Township FD No. 11

FISCAL YEAR: January 1, 2021 to December 31, 2021

WHEREAS, the Annual Budget for the Woodbridge Township FD No. 11 (the 'Fire District') for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 13, 2020; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,575,047.00 which includes amount to be raised by taxation of \$1,355,549.00, and Total Appropriations of \$1,575,047.00; and

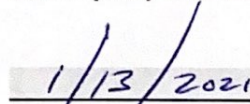
WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 13, 2020 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,575,047.00, which includes amount to be raised by taxation of \$1,355,549.00, and Total Appropriations of \$1,575,047.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


(Secretary's Signature)


(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Steven Freeman	X			
John E. Trela	X			
Ronald Lisoski	X			
Roy Sandklev	X			
Scott Smith	X			

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01132021-1

**Authorizing Appointment of Auditor
for the 2021-2022 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2021-2022 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2022 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01132021-2

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11, in the Township of Woodbridge, County of Middlesex, as follows:

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01132021-3

**Designation of Official Newspapers for
Publications for the 2021-2022 Year**

WHEREAS, the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2021-2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11, in the Township of Woodbridge, County of Middlesex, as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2021-2022 year pursuant to New Jersey statutes shall be *Star Ledger* and/or *Home News Tribune*, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #011321-4

**Authorizing Appointment of Accountant
for the 2021-2022 Year**

WHEREAS, there exists a continuing need for certain accounting services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2021-2022 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) ***Michael Klepchick*** is hereby appointed to provide accounting services to the Commissioners. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01132021 – 5-1

**Authorizing Appointment of Attorney
for the 2021-2022 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2021-2022; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) ***Richard M. Braslow, Esq.***, is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01132021 – 5-2

**Authorizing Appointment of Attorney
for the 2021-2022 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2021-2022; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) **Lane Biviano, Esq.**, is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01132021-6

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be TD Bank, N.A.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01132021 - 7

**Authorizing Regular Meeting Schedule
for the 2021-2022 Year**

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) All regular meetings of the Commissioners shall take place on the Second and Fourth Wednesday of every month at 7 p.m. at the Iselin Firehouse, 20 Auth Avenue, Iselin, New Jersey.

(2) A summary of this resolution shall be sent to The Home News and Tribune and/or The Star Ledger.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Woodbridge, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01132021-8

**Appointment of Fire Official
For 2021-2022 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Fire Official for the 2021-2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***Helge Nordtveit*** is hereby appointed to the position of Fire Official for the 2021-2022 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01132021-9

**Appointment of Fire Inspector
For 2021-2022 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Fire Inspector for the 2021-2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***William Draina*** is hereby appointed to the position of Fire Inspector for the 2021-2022 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01132021-10

**Appointment of House Man
For 2021-2022 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a House Man for the 2021-2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***Mark Farese*** is hereby appointed to the position of House Man for the 2021-2022 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01132021-11

**Appointment of Engineer
For 2021-2022 Year**

WHEREAS, the Commissioners are desirous of making an appointment of an Engineer for the 2021-2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***Paul Silletti Jr.*** is hereby appointed to the position of Engineer for the 2021-2022 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01132021-12

**Appointment of Secretary
For 2021-2022 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Secretary for the 2021-2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***Karen Hackett*** is hereby appointed to the position of Secretary for the 2021-2022 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01132021-13

**Appointment of Business Administrator
For 2021-2022 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Business Administrator for the 2021-2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) **Helge Nordtveit** is hereby appointed to the position of Business Administrator for the 2021-2022 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01132021-14

**Appointment of Fire Inspector
For 2021-2022 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Fire Inspector for the 2021-2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***Ryan Malheiro*** is hereby appointed to the position of Fire Inspector for the 2021-2022 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.