

Iselin District #11
Board of Fire Commissioners
May 11, 2022
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 May 11, 2022, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Sandklev, Lisoski, Karlin and Smith. Also in attendance were Chief Ryan Malheiro (remotely via telephone), Fire Official Helge Nordveit, President Craig McKenzie and 2nd Lt. John Zairopoulos.

A motion was made by Commissioner Sandklev to approve the minutes from the April 13, 2022, meeting. The motion was seconded by Commissioner Lisoski.

Chief's Report

Chief Ryan Malheiro provided the monthly report to the Board.

Report Items:

1. No members low on percentages.
2. Six packs received; meeting with Kevin Meehan tomorrow.
3. One candidate in pipeline.

Action Items:

None

Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Statistics: a total of 4 Life Hazard and 58 Non-Life Hazard Inspections were performed (Breakdown: #1 – 15; #2 – 36 and #3 - 17).
2. Fire Official reviewed complaints and investigations for the month.
3. Bureau vehicles are running well.
4. Theme for 2022 Fire Prevention will be out next month.
5. No classes were attended by John.
6. Clerk of Records – waiting on announcement of who it will be.

Action Items:

None

Bills

Motion made by Commissioner Sandklev to pay all bills; seconded by Commissioner Karlin. All Commissioners in favor.

Communications

None

Alarms & Pagers

Steve Freeman provided his monthly report to the Board.

Report Items:

None

Action Items:

1. Elevator shaft smoke detector to be replaced.

House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Landscaper will do mulch and flowers before Memorial Day and turn sprinklers on.
2. Four sets of drawings done for the generator install.
3. JZ will work the election on June 6th.

Action Items:

1. Drawings and plans to be signed off by Engineer.

Joint Board

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Township is running fiberoptic cables for all firehouses.
2. Guest speaker: Marketing for Manpower – Best Practices

Fire Prevention

Helge Nordveit provided the monthly report to the Board.

Report Items:

1. 2022 Fire Prevention theme will be out by next month

Action Items:

None

Truck Report

Scott Smith provided the monthly report to the Board.

Report Items:

1. Scott emailed Fire & Safety to start PM's on equipment; Ladder will be done on June 20th.

Action Items:

1. Insurance company to be contacted to look at damage to 11-3.
2. Tires and rims to be purchased for 11-3 and one tire and rim to be saved for emergency purposes.

Unfinished Business

1. Census was completed and submitted.
2. Knox Box software excel sheet created; Ryan is working on getting everybody's PIN numbers.
3. Roy to check with Clover Leaf Cemetery to see if headstone can be replaced.
4. Mike is completing Workers Comp audit.
5. Helge to reach out for ISO Audit results/ratings.
6. Steve to reach out to see if birthdates reported in LOSAP can be corrected as they are all incorrect.

New Business

1. Ladder to go to School #24 Field Day (June 13th).
2. Two vehicles to be detailed for #9s 100 Year Celebration. Chief to find somebody to do the detailing.
3. Resolution #052201-1 Authorizing Appointment of Auditor for the 2021 – 2022 Year was read and adopted.

Treasurer's Report

1. Cash Balance as of 4/13/2022 - \$1,084,624.68; Disbursements - \$118,811.11
2. All vouchers need to be signed for audit.

Meeting adjourned - 7:25 pm

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

Resolution # 052201-1

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

WHEREAS, the firm of Lerch, Vinci & Higgins LLP (LVH), was previously appointed by the Board of Fire Commissioners #11 to provide auditing services for the years ended December 31, 2021 and 2022 and certain non-audit advisory services for the calendar years 2021 and 2022 as detailed in the respective engagement letters; and

WHEREAS, Gary W. Higgins was the LVH partner responsible to provide services to the Board of Fire Commissioners #11 and the appointed Registered Municipal Accountant (License No. CR 00405) pursuant to N.J.S.A. 40A:5-9; and

WHEREAS, Gary W. Higgins has resigned as a partner from LVH and has moved his practice to PKF O'Connor Davies LLP (PKF), a full-service public accounting and advisory firm with offices in Cranford and Woodcliff Lake, New Jersey; and

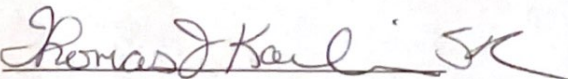
WHEREAS, Gary W. Higgins will continue to provide auditing and non-audit advisory services as a partner with PKF and will honor all contract fees and billing rates previously approved by the Board of Fire Commissioners #11;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners #11 does hereby appoint Gary W. Higgins, Certified Public Accountant and Registered Municipal Account of PKF O'Connor Davies LLP as the auditor for the years ended December 31, 2021 and 2022 and accountant for non-audit advisory services at the contract fees and billable rates previously approved by the Board of Fire Commissioners #11; and

BE IT FURTHER RESOLVED, the Board of Fire Commissioners #11 is hereby authorized to enter into new contracts and engagement letters for the provision of such auditing services and non-audit advisory services.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Fire Commissioners #11 at their Regular Meeting held on May 11, 2022.



Thomas Karlin, Secretary