

Iselin District #11
Board of Fire Commissioners
October 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 October 13, 2021 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Karlin, Lisoski, Sandklev and Smith. Also in attendance were Chief Joe Francisquini and Fire Official Helge Nordveit.

A motion was made by Commissioner Sandklev to approve the minutes from the September 8, 2021 meeting. The motion was seconded by Commissioner Smith.

Chief's Report

Chief Joe Francisquini provided the monthly report to the Board.

Report Items:

1. 60 calls for the month of September; 4 members low on percentages, all spoken to individually
2. Fire Prevention Open House was cancelled because giveaway items were not received; discussions being held regarding a reschedule
3. Mayor's Volunteer Award for Ryan will be accepted by Chief on his behalf.
4. Township Officers sent an email regarding classes they will be running and they are going to try do a 300 Class at beginning of next year.

Action Items:

None

Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Statistics: 4 Life Hazard and 23 Non-Life Hazard Inspections performed (Inspector #1 – 11; Inspector #2 – 7; Inspector #3 – 9); the Fire Official reviewed investigations and complaints for the month; no classes attended
2. Bureau vehicles running well

Action Items:

None

Bills

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

Communications

1. Dispatch Agreement received; signed and returned
2. LOSAP Audit Reports; will be handed out

Alarms & Pagers

Steve Freeman provided his monthly report to the Board.

Report Items:

1. Steve in the process of looking for an Engineer for the generator installation.

Action Items:

None

Water & Hydrants

Steve Freeman provided his monthly report to the Board.

Report Items:

1. Hydrant on Derby Lane has been moved.
2. Helge in discussion to get a hydrant on the North Bound rest area

Action Items:

None

Fire Prevention

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Fire Prevention Open House was cancelled; currently discussing a reschedule date
2. Fire Prevention materials received from NFPA; giveaway materials to be ordered.

Action Items:

1. Giveaway items to be ordered
2. Open House to be rescheduled
3. School programs to be scheduled

House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. New lighting ballasts being installed by Steve

Action Items:

1. Carpeting in Day Room at House 2 to be changed

Truck Report

Scott Smith provided the monthly report to the Board.

Report Items:

1. 11-3 low on anti-freeze
2. 11-1 batteries were changed
3. Fuses to be checked in Bureau vehicle
4. Waiting for parts for Ladder to be scheduled for repairs; 4-6 weeks
5. Ladders could not be repaired by Fire & Safety

Action Items:

No

Joint Board

Steve Freeman provided his monthly report to the Board.

Report Items:

1. We will be hosting the next meeting on November 8, 2021.

Action Items:

None

Unfinished Business

None

New Business

1. Helge resigned as Business Administrator (September 8); Civil Service has been notified that we will not be appointing a new BA.
2. Scott to rent drill and bits for dryer platform
3. The following Resolutions were read and approved:
 - a) Resolution #10132021-1; Appointment of Fire Official for 2021-2022 Year – Read by Secretary
 - b) Resolution #101322021-2; Review and Approval of Annual Audit Report – Read by Secretary and voted unanimously by Board Members
 - c) Resolution #10132021-3; Corrective Action Plan; Read by Secretary and voted unanimously by Board Members
 - d) Resolution #2021-10-01; Board Approval of Elected Commissioner Compensation for 2022; Read by Secretary and motion made to approve by Commissioner Tom Karlin and seconded by Commissioner Roy Sandklev

1. Cash Balance = \$1,550,875.35
2. \$53,894.04 in disbursements for the month

Meeting adjourned - 7:20 pm

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

Resolution #10132021-1

**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.

RESOLUTION 10132021-2

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, 2020 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, 2020, 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 October 13, 2021.


SECRETARY


DATE

| MEMBER | AYE | NAY | ABSTAIN | ABSENT |
|----------------|-----|-----|---------|--------|
| STEVEN FREEMAN | ✓ | | | |
| ROY SANDKLEV | ✓ | | | |
| RONALD LISOSKI | ✓ | | | |
| THOMAS KARLIN | ✓ | | | |
| SCOTT SMITH | ✓ | | | |

WOODBIDGE 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, 2020, 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

THOMAS KARLIN

Thomas Karlin

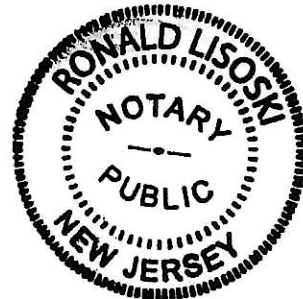
SCOTT SMITH

Scott Smith

Sworn to and subscribed before me this 13th day of, October, 2021

[Signature]
Notary Public of New Jersey

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



RESOLUTION

10/32021-3

CORRECTIVE ACTION PLAN

WHEREAS, the Fire District has received the audit report for the year ended December 31, 2020, 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:

The Excess balance in the reserve for payroll liabilities be reviewed and clear of record.

CORRECTIVE ACTION:

The Board accountant will review the reserve for payroll liabilities and transfer any excess into MRNA.

RECOMMENDATION:

Supporting Documentation be maintained for purchases made for compliance with the Local Public Contract Law.

CORRECTIVE ACTION:

Fire District Commissioners and Employees will review the documents required by the New Jersey Local Public Contracts Law. Failure by the vendor to produce the correct documentation will result in payment being withheld until the documents are provided.

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

10-13-2021
DATE

| MEMBER | AYE | NAY | ABSTAIN | ABSENT |
|----------------|-----|-----|---------|--------|
| STEVEN FREEMAN | ✓ | | | |
| ROY SANDKLEV | ✓ | | | |
| RONALD LISOSKI | ✓ | | | |
| THOMAS KARLIN | ✓ | | | |
| SCOTT SMITH | ✓ | | | |

RESOLUTION 2021 - 10 - 01

Board approval of Elected Commissioner Compensation

2022 Salary Guide (January – December)

WHEREAS the Fire Commissioners of Fire District No. 11 of the Township of Woodbridge establishes annual compensation for its fire district Commissioners pursuant to N.J.S.A. 40A:14-88; and

NOW, THEREFORE, BE IT RESOLVED by the Fire Commissioners of Fire District No. 11 of the Township of Woodbridge hereby approve the 2022 Commissioners compensation in compliance of the 2022 District budget requirements as follows:

President \$10,874.00 ;

Vice President \$10,874.00 ;

Financial Secretary \$10,874.00 ;

Secretary \$10,874.00 ;

Treasurer \$10,874.00 ;

BE IT FURTHER RESOLVED, that the above salaries shall take effect on January 1, 2022; and

BE IT FURTHER RESOLVED, that the Board shall re-evaluate the salary structure adjusting as appropriate and approve of same annually as per N.J.S.A. 40A:14-88.

Motion to approve resolution made by Commissioner Thomas Karlin

Second by Commissioner Roy Sandklev All in Favor.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT 11

ADOPTED: Yes



I hereby certify that the above is a true and exact copy of the resolution adopted by the Board of Fire Commissioners, Fire District 11, Township of Woodbridge at their regular meeting held on October 13, 2021.



Thomas Karlin – Clerk