

**Iselin District #11  
Board of Fire Commissioners  
October 10, 2018  
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 10, 2018 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela, Smith and Sandklev. 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 September 12, 2018 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. 31 Calls for the month and 5 volunteers low on percentages.
2. A rough draft of the SOG's were given to the Board members for their review. If okayed by the Board they will be printed in December for an effective date of January 1, 2019. All members and Per Diems will be required to sign.
3. Ten bottles have been ordered.
4. October 27<sup>th</sup> – Fitting for turnout gear
5. Monday, Oct 15<sup>th</sup> – 6 am switching to Ground Fire #11

**Action Items:**

1. Board to review and approve SOG's

### **Fire Official's Report**

Fire Official Nordveit provided his monthly report to the Board.

**Report Items:**

1. October Statistics: 10 Inspections performed (Fire Inspector #1 –6; Fire Inspector #2 – 4). Four complaints were answered; one investigation done.
2. Fire Prevention Open House was done on October 7<sup>th</sup>
3. Two school programs completed; 1 scheduled
4. Vehicles running well

**Action Items:**

1. Vouchers for Fire Prevention materials to be completed

## Communications

None

## 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. Alarms were tested; waiting on results.

Action Items:

None

## Truck Report

Report Items:

1. Email regarding 11-1 leaking oil

Action Items:

None

## House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. House 2 generator has been repaired
2. Occupancy sensors have been ordered for Truck Room
3. Cell tower – they will contact us about whether there is enough room for a tower on the property
4. Cleaning company issues discussed

Action Items:

1. Sprinkler blow out to be scheduled.
2. Plow to be installed on Pick Up truck
3. Roy to set up a meeting for next Wednesday with the cleaning company

## Water & Hydrants Report

Steve Freeman provided the monthly report to the Board

### Report Items:

2. Water Company Dinner – October 24th

### Action Items:

None

## Fire Prevention

1. 48 children attended the Open House
2. Discussions to be held about changing the program for next year.

## Per Diems/Work Crew

Helge Nordveit provided his monthly report to the Board.

### Report Items:

1. Polo shirts and ball caps have been ordered
2. Job shirts with names on back (\$1,945); okayed by Board
3. Wildwood Weekend report: were not able to keep four men on all shifts for the weekend

### Action Items:

1. Assistant Chief to send response protocols regarding what piece to take out.
2. Budget reviewed for next year
3. Handbook should have a clause included that states that volunteers must schedule for the shifts they desire to work two weeks in advance.

## Unfinished Business

1. Architect has been appointed.
2. Paperwork to transfer LOSAP funds to MassMutual has been completed and mailed.

### Action Items:

1. Resolution to be drawn up for appointment of architect.

## New Business

### Report Items:

1. Approved the use of "I am Responding"

### Action Items:

1. None

## Treasurer's Report

John Trela provided his monthly report to the Board.

### Rport Items:

1. Cash Balance - \$1,512,088.17
2. The Per Diem budget has been reviewed for next year.
3. A separate line item will be set up for Per Diem equipment

### Action Items:

None

Meeting adjourned at 7:40 pm.