

**Iselin District #11**  
**Board of Fire Commissioners**  
**December 11, 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 December 11, 2019 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela, Lisoski, Sandklev and Smith. Also in attendance were Chief Mark Sojak, Assistant Chief Ryan Malheiro, and Fire Official Helge Nordveit.

A motion was made by Commissioner Sandklev to approve the minutes from the November 13, 2019 meeting. The motion was seconded by Commissioner Trela.

### **Chief's Report**

Chief Mark Sojak provided the monthly report to the Board.

**Report Items:**

1. Percentage/LOSAP program was down so the Chief could not give an exact amount of calls for the month, but it was in the vicinity of 30 calls. Could not give the number of volunteers low on percentages for the month for the same reason.
2. Discussed Mutual Aid calls that took place last month
3. Company Holiday Dinner, Saturday, December 14<sup>th</sup>. Chief has #9 covering from 12 pm to 6 pm
4. Wake call for Sunday, December 15<sup>th</sup> – Chief has #9 covering from 9 am to 5 pm
5. Breakfast with Santa is still scheduled for Sunday, December 15<sup>th</sup>
6. Board thanked the Chief for his year serving as Chief

**Action Items:**

1. New program being researched for tracking of Percentages/LOSAP

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

Fire Official Nordveit provided his monthly report to the Board.

**Report Items:**

1. Statistics: 10 Life and 17 Non-Life Inspections performed. There were no complaints investigated and two investigations performed.
2. Bureau Vehicles running well
3. Progress is being mad with the laptops
4. Third request put in for bills for fire prevention materials in order to submit for payment

**Action Items:**

None

## Communications

None

## Bills

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

## Alarms & Pagers

Steve Freeman provided his monthly report to the Board.

Report Items:

1. Two bills received for monitoring from Red Hook

Action Items:

None

## Water & Hydrants

Steve Freeman provided his monthly report to the Board.

Report Items:

No issues to report

Action Items:

None

## Fire Prevention

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Waiting on invoices for materials.

Action Items:

None

## House Report

Steve Freeman provided the monthly report to the Board.

### Report Items:

1. East Coast made a repair on the roof. One of the heaters was vibrating
2. House fire inspections were done on December 10<sup>th</sup>; Fire Official has a list of documentation that needs to be provided
3. Final plans received from Architect; to be reviewed and go out to bid in January
4. Cell tower contract with AT&T lawyers for review; if all is approved construction will begin in Spring
5. Generator's turbo went and is completely out of service; estimate is around \$12K so it will have to come out of the House Budget
6. Viking the exterminator came but did not change or clean the mouse and roach traps.

### Action Items:

1. Pictures to be taken of the mice and roach traps and Viking to be called in again; look into a different exterminator

## Truck Report

Scott Smith provided the monthly report to the Board.

### Report Items:

No Issues to report.

### Action Items:

None

## Joint Board

No issues to report.

## Unfinished Business

None

## New Business

1. 2020 Budget additions/changes reviewed (Total = \$1,549,965).
2. Resolution for first round of the proposed 2020 Budget read and approved via roll call vote
3. Election date – February 15, 2020
4. 2020 Meeting dates have been added to the website

### Action Items

1. Initial budget amount to be posted on the website by Steve

## Treasurer's Report

John Trela provided the monthly report to the Board.

### Report Items:

1. John went over the budget line items to make sure there was enough for the remainder of the year.
2. 2020 Dispatch fees will be paid monthly for January and February and then the remainder will be paid in a lump sum

### Action Items

None

Meeting adjourned to go to a closed session at 7:25 pm.