

**Iselin District #11**  
**Board of Fire Commissioners**  
**March 13, 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 March 13, 2019 at 7:06 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela, Sandklev and Smith. Also in attendance were Chief Mark Sojak and Fire Official Helge Nordveit.

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

### **Chief's Report**

Chief Mark Sojak provided the monthly report to the Board.

**Report Items:**

1. 26 calls; and five (5) volunteers low on percentages.
2. Chief has made a new rule that members low on percentages will not be permitted to attend outside events.
3. Aerial testing has been completed
4. Pump testing scheduled for 3/14
5. A drill will be held at the house across the street on March 23<sup>rd</sup> (breakfast and lunch will be provided). The church will be notified about using the parking lot for the drill.
6. Breaking away from Dual Response with District #9, will go to Single Response effective as of Monday, March 18<sup>th</sup>. Notification will be dropped off at Station #7. First alarms to be called for working fires.

**Action Items:**

1. Church to be notified about the parking lot usage for the drill scheduled for March 23<sup>rd</sup>.

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

Fire Official Nordveit provided his monthly report to the Board.

**Report Items:**

1. Statistics: 5 Life and 1 Non-Life Inspections performed (Fire Inspector #1 –3; Fire Inspector #2 – 3). One complaint was answered; No investigations done.
2. Vehicles running well.
3. Fire Prevention orders being put together; waiting for the slogan.
4. Oil changed on 11-3-5.
5. School 22 drill to be scheduled possibly during the week of April 15<sup>th</sup>.

**Action Items:**

None

## Communications

1. Resolutions received, to be handled under New Business.
2. Election dates – Primary Election - June 4<sup>th</sup> 6 am to 8 pm; General Election – November 5th

## Bills

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

## Alarms & Pagers

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Tune up done on generator at Headquarters.

Action Items:

None

## House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Nothing to report

Action Items:

1. Steve to contact Architect for remodel.

## Truck Report

Scott Smith provided the monthly report to the Board.

Report Items:

1. Chiefs vehicle to be taken to Rudy's on Monday

Action Items:

1. Eject covers to be ordered.

## New Business

### Report Items:

1. Resolutions read and approved by all Board members:
  - a) #03142019-1 Authorizing Appointment of Auditor for the 2019 – 2020 Year
  - b) #03142019-2 Authorizing Approval and Payment of Claims
  - c) #03142019-3 Designation of Official Newspapers for Publications for the 2019 – 2020 Year
  - d) #03142019-4 Authorizing Appointment of Accountant for the 2019 – 2020 Year
  - e) #03142019-5 Authorizing Appointment of Attorney for the 2019 – 2020 Year
  - f) #03142019-6 Adoption of Cash Management Plan
  - g) #03142019-7 Authorizing Meeting Schedule for the 2019 – 2020 Year
2. LOSAP to be processed by the end of the month.

### Action Items:

None

1. Copiers to be inspected. Service contracts to be set up at same time.
2. Tablets for Bureau – Steve to meet with Helge to figure out what equipment is needed.
3. Meeting held with Township regarding the new radios. None of the districts wish to purchase new radios. It was decided that all radios will be flashed.

## Treasurer's Report

### Report Items:

1. Cash Balance - \$1,583,444.94
2. Dispatch fee for the year has been paid.

### Action Items:

None

Meeting adjourned to go to a closed session at 7:42 pm.

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

**Resolution # 03142019-1**

**Authorizing Appointment of Auditor  
for the 2019-2020 Year**

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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 2019-2020 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) ***Lerch, Vinci, & Higgins*** is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2020 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 # 03142019-2**

**Authorizing Approval and Payment of Claims**

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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 # 03142019-3**

**Designation of Official Newspapers for  
Publications for the 2019-2020 Year**

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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 2019-2020 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 2019-2020 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 #03142019-4**

**Authorizing Appointment of Accountant  
for the 2019-2020 Year**

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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 2019-2020 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 # 03142019 - 5**

**Authorizing Appointment of Attorney  
for the 2019-2020 Year**

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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 2019-2020; 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 #03142019-6**

**Adoption of Cash Management Plan**

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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 # 03142019 - 7**

**Authorizing Regular Meeting Schedule  
for the 2019-2020 Year**

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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.