

**Iselin District #11  
Board of Fire Commissioners  
September 12, 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 September 12, 2018 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela and Sandklev. Also in attendance were Scott Smith, Chief Chris Wertz and Fire Official Helge Nordveit.

A motion was made by Commissioner Sandklev to approve the minutes from the August 8, 2018 meeting. The motion was seconded by Commissioner Trela.

### **Appointment of New Commissioner (Scott Smith)**

1. Resolution No. 09122018-1 appointing Scott Smith to fill the 2018 – 2019 unexpired term of Commissioner of Fire District No. 11 in the Township of Woodbridge was read and accepted by a majority vote.
2. Scott Smith was sworn in as Commissioner.

### **Chief's Report**

Chief Chris Wertz provided his monthly report to the Board.

#### **Report Items:**

1. 34 Calls for the month and 7 men low on percentages.
2. Chief's Equipment budget remaining amount = \$40,070.00 (See Action Items for items Chief would like purchased)
3. Two struts were ordered
4. E-Dispatch trial period has concluded. A written quote is to be acquired for yearly contract with \$199 activation fee and \$129/month.

#### **Action Items:**

1. John Trela to order 10 bottles and
2. John Trela to order 400 Feet of 2 ½ inch hose with 2 ½ inch coupling in 50-foot lengths (white with red stripe)
3. Cameras to be purchased
4. E-Dispatch quote to be acquired

## Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

### Report Items:

1. September Statistics: 9 Life Hazard Inspections and 22 Non-Life Hazard Inspections performed (Fire Inspector #1 –14; Fire Inspector #2 – 17). Three complaints were answered; four investigations done.
2. No classes attended.
3. Fire Bureau vehicles running well.
4. Discussed Indian Day Parade (Aug 12<sup>th</sup>); Flag Raising Ceremony (Aug 13<sup>th</sup>); Pakistani Day Parade (Aug 19<sup>th</sup>) – All went well, except for issues with the egress for the Flag Raising Ceremony.
5. Working with School Board of Education on School #29 issues.
6. NJ Uniform Fire Code software was updated.
7. Log Me In is no longer needed.

### Action Items:

None

## Communications

1. Received correspondence from Water Company regarding the date of the dinner (September 24<sup>th</sup>).

## 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. Both generators have been serviced.

### Action Items:

None

## House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Met with an architect for radio room and back room at Headquarters. Will have a proposal within the month.

Action Items:

None

## Water & Hydrants Report

Steve Freeman provided the monthly report to the Board

Report Items:

1. Water Company Dinner – September 24th

Action Items:

None

## Truck Report

Scott Smith will take over.

Action Items:

None

## Fire Prevention

1. Working on orders for materials.
2. Waiting on school counts. Meeting set for this week.

## Per Diems/Work Crew

Helge Nordveit provided his monthly report to the Board.

### Report Items:

1. SOG & SOP's, Best Practices and Employee Handbook being worked on.
2. Scheduling all set for Wildwood weekend.
3. Walk-through/Familiarization tours – approved by Board
4. Golf shirt samples being picked up
5. Hats embroidered with Iselin on back – approved by Board
6. Brazlow is working on appeal to Camp System issue
7. John Trela starting to put together the budget for next year
8. It was discussed to have a "Special Events" (along with storms, snow, etc.) sign up for volunteers prior to per diems being scheduled (written procedures to be set up).

### Action Items:

1. John Trela to work on the Per Diem budget for next year
2. Legal posters to be hung up.

## Unfinished Business

1. Server migration to be done tomorrow and Chief's computer to be looked at.

## Joint Boards

Steve Freeman provided the monthly report to the Board

### Report Items:

1. Discussed a marketing person for township volunteers
2. Discussed election changes – mail in ballots and ballots will now be in three languages (English, Spanish, and Indian)

### Action Items:

None

## New Business

### Report Items:

1. Discussed a cell tower site for AT&T; next step would be a site survey – approved by Board.
2. Resolution No. 09122018-1 appointing Scott Smith to fill the 2018 – 2019 unexpired term of Commissioner of Fire District No. 11 in the Township of Woodbridge was read and accepted by a majority vote.
3. Resolution No. 091222018-2 to move the Service Awards program (SAP) funds from Lincoln Benefit to MassMutual was read and accepted by majority vote.

### Action Items:

1. Request for new hydrant must be put on letterhead for the Water Company.

## Treasurer's Report

John Trela provided his monthly report to the Board.

### Report Items:

1. Increase in water bill by \$400; will be discussed at the dinner on the 24<sup>th</sup>.

### Action Items:

None

Meeting adjourned at 8:05 pm.

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

**Resolution # 091222018 - 2**

**AMENDMENT TO ADOPTION AGREEMENT FOR NEW JERSEY DEFINED  
CONTRIBUTION LENGTH OF SERVICE AWARD PROGRAM**

WHEREAS, the Commissioners hereby amends the New Jersey Defined Contribution Length of Service Award Program Adoption Agreement effective January 1, 2019

WHEREAS, A resolution to move the Service Awards Program (SAP) funds from Lincoln Benefit Life to MassMutual.


WHEREAS, the Commissioners deem it to be in the best interest of the Fire District to move the SAP funds from Lincoln Benefit Life to MassMutual

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex as follows:

- (1) Move the Service Awards Program (SAP) funds from Lincoln Benefit Life to MassMutual.

**Certification**

I, Roy Sandklev, Vice President of the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, hereby certify that the foregoing resolution was duly adopted by the Commissioners at a meeting held on September 12, 2018.

Vice President 

The foregoing resolution was introduced by Commissioner John Trela, and it was seconded by Roy Sandklev.

**RECORD OF VOTE**

<b>Members</b>	<b>Freeman</b>	<b>Trela</b>	<b>Sandklev</b>	<b>Lisoski</b>	<b>Smith</b>
<b>Yes</b>	X	X	X		X
<b>No</b>					
<b>Not Voting</b>					
<b>Absent</b>				X	

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

**Resolution #09122018-1**

**Appointment of Commissioner  
for the Unexpired Term For 2018-2019 Year**

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WHEREAS, the Commissioners are desirous of making an appointment of a Commissioner to fill the 2018-2019 unexpired term of Commissioner Joseph Rischak who resigned as Commissioner August 31, 2018

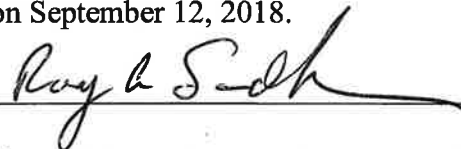
NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) **Scott Smith** is hereby appointed to fill the 2018-2019 unexpired term of Commissioner of Fire District No. 11 in the Township of Woodbridge

This resolution and the notice of award of contract shall be available for public inspection.

Certification

I, Roy Sandklev, Vice President of the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, hereby certify that the foregoing resolution was duly adopted by the Commissioners at a meeting held on September 12, 2018.

Vice President 

The foregoing resolution was introduced by Commissioner John Trela, and it was seconded by Roy Sandklev.

**RECORD OF VOTE**

Members	Freeman	Trela	Sandklev	Lisoski	
Yes	X	X	X		
No					
Not Voting					
Absent				X	