Iselin District #11
Board of Commissioners

Meeting Minutes
October 7, 2026

Call to order

In accordance with the Public Open Meeting Act, all provisions have been met by our annual announcement on the website.

The meeting was called to order by Commissioner Steve Freeman on October 7, 2026, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Ference and Karlin. Also in attendance were Chief Joe Francisquini, Assistant Chief Paul Silletti, Fire Official Helge Nordveit, AJ Wertz and Chris Wertz.

Approval of minutes

The minutes of the September 2, 2026, meeting were read and accepted with one correction to be made. A motion was made by Commissioner Ference to approve the minutes. Commissioner Karlin seconded the motion.

Committee Reports

Chief's Report

Chief Joe Francisquini gave the report for September.

1. 73 Calls – 32 of them were to assist District #9; 5 Mutual Aid calls.
2. Two members were low on percentages. Chief spoke to both of them.
3. 11-3-1 is running well but Chief is keeping an eye on the battery as it seems to be draining; to reach out to dealer to find out options for a second battery install.
4. One new member was sworn in as a volunteer last Wednesday.
5. Fire Prevention Open House is scheduled for Oct 9 from 6 to 9 pm.
6. Township Drill scheduled for this weekend (Saturday and Sunday); three members will be attending.

Sensitivity: Confidential

Fire Official's Report

Fire Official Helge Nordveidt provided the report.

1. Fire Official reviewed the Life Hazard Use Inspections and Non-Life Hazard Use Inspections (4 Life & 18 Non-Life) performed and the complaints and investigations for the month of September.
2. Vehicle 11-3-5 is running well. Vehicle 11-3-4 in Fire Prevention bay on trickle charge at House 2.
3. School programs have been scheduled; one has been completed (School 22 – Completed; School 29 – Oct 9; School 24 – Oct 26). Open House is scheduled for October 9.
4. Reviewed three events planned for Oak Tree Road later this month:
    - Bollywood Jamming: Saturday 10/10
    - Navratri Celebration: Thursday 10/15 & Friday 10/16
    - Diwali Celebration

Communications

No Communications to report.

Bills

Commissioner Ference made a Motion to pay all bills; the motion was seconded by Commissioner Karlin. All Commissioners in favor.

Alarms & Pagers

1. New phone system has been installed; training to be scheduled on the system
2. Next step will be computer installation
3. Starling System has been ordered for communications.

Water & Hydrant

Water Company Dinner is on November 12th.

House

Steve Freeman provided the monthly report to the Board.

1. House 2 HVAC system will be deferred until next year to be done.
2. Quote was approved for painting.
3. Sprinkler system was shut down; to be scheduled for winterization.

Trucks

Ray Ference provided the monthly report to the Board.

Sensitivity: Confidential

1. November 9th is the tentative date for the Ladder to go in for PM and repairs (lights & bracket).
2. Registrations for Fire Prevention vehicles were sent out.
3. Setting up PM schedule for next year.
4. Rescue sent to A&K for tool board repairs.

Fire Prevention

1. School programs have been scheduled; one has been completed (School 22 – Completed; School 29 – Oct 9; School 24 – Oct 26). Open House is scheduled for October 9.

Joint Board

1. Steve Freeman was made the Trustee at the last meeting held.

Treasurers Report

Cash Balance - $1,193,493.08
Disbursements - $155,362.50

1. The Board will change banks soon.

Unfinished Business

1. Knox boxes still need attention.

New Business

1. VFIS wants to change to a different company with better rates for LOSAP. Steve will prepare the paperwork.
2. Resolution – Corrective Action Plan for the Audit was read and accepted by the Board.

Adjournment

Meeting adjourned at 7:37 pm

Sensitivity: Confidential

RESOLUTION

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, 2025 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, 2025, 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 7, 2026.

RAYMOND FERENCE, SECRETARY

OCTOBER 7, 2026

DATE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
STEVEN FREEMAN	X			
ROY SANDKLEV	X			
RAYMOND FERENCE	RF			
THOMAS KARLIN	X			
SCOTT SMITH	X			

RESOLUTION

CORRECTIVE ACTION PLAN

WHEREAS, the Fire District has received the audit report for the year ended December 31, 2025, 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:

RECOMENDATION:

It is recommended that the district strengthen procurement procedures to ensure compliance with the Local Public Contracts Law by obtaining required quotes.

CORRECTIVE ACTION:

Fire District Commissioners and Employees will review key aspects of the New Jersey Local Public Contracts Law.

IMPLEMENTATION DATE:

October 1, 2026

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.

RAYMOND FERENCE, SECRETARY

OCTOBER 7, 2026

DATE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
STEVEN FREEMAN	X			
ROY SANDKLEV	X			
RAYMOND FERENCE				
THOMAS KARLIN	X			
SCOTT SMITH	X			

WOODBRIDGE 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, 2025, and specifically the sections of the audit report entitled "General Comments" and "Recommendation".

(PRINT NAME)	**(SIGNATURE)**
STEVEN FREEMAN	Steven Freeman
ROY SANDKLEV	Roy Sandklev
RAYMOND FERENCE	RF
THOMAS KARLIN	Thomas J Karlin
SCOTT SMITH	Scott Smith

Sworn to and subscribed before me this 7th day of, October, 2026

Anne McKenna

NOTARY PUBLIC OF NEW JERSEY

MY Commission Expires _____

ANNE McKENNA
Notary Public, State of New Jersey
Comm. # 50078398
My Commission Expires 3/8/2028