

Iselin District #11
Board of Fire Commissioners
April 11, 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 April 11, 2018 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Sandklev, Trela and Rischak. Also in attendance were Chief Chris Wertz, Fire Official Helge Nordveit and Michael Klepchick (Accountant).

A motion was made by Commissioner Sandklev to approve the minutes from the March 14, 2018 meeting. The motion was seconded by Commissioner Trela.

Chief's Report

Chief Chris Wertz provided his monthly report to the Board.

Report Items:

1. 152 Calls for the month and 7 men low on percentages (most were below 20%)
2. Vacation requests and credit for calls have been changed to online and can only be edited by the Chief and Steve Freeman.
3. It was decided at the Fire Company Meeting to cap vacation days for firefighters at 35 days.
4. New response procedures put in place with District 9 seems to be working well.
5. Ford told Ryan that they are discontinuing the Cutters Edge Vent Saw so it is going to be hard to find parts for them.

Action Items:

1. Joe to talk to Ford about repairs to the Cutters Edge Vent saw.

Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. 0 Life Hazard Use Inspections and 16 Non-Life Hazard Use Inspections were performed (**Breakdown:** Fire Marshall #1 – 15; Fire Marshall #2 – 1).
2. 2 investigations performed, and no complaints were answered
3. Fire Prevention Campaign theme will be announced on June 11, 2018.
4. No classes were attended
5. Vehicle 11-3-4 and 11-3-5 are both running well.
6. Fire Prevention date to start to order is June 11th
7. Asked about status of ESP Software upgrade. Helge to reach out to Mark.

Action Items:

1. Helge to reach out to Mark regarding the ESP Software upgrade.

Communications

1. Reporting of Financial Disclosure Statement

Accountant Report

1. Mike researched hour limits for the Per Diem workers. There is not set hours that qualify men as full-time or part-time workers. Pension (PFRS) qualifier is 32 consistent hours per week. Once \$4,000 is hit they will be automatically eligible for DCRP.
2. Health care – not legally required to provide.
3. The amount in the budget for this year for the Per Diem workers is sufficient.

Bills

A motion was made by Commissioner Rischak 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. Waiting for a quote from Red Hawk.

Action Items:

None

House Report

Roy Sandklev provided the monthly report to the Board.

Report Items:

1. Combination lock has been installed for the downstairs Fireman's Room.
2. Quotes being obtained for roofing. One more needed.
3. Board okayed the purchase of a new scrubbing machine.

Action Items:

1. Ron Grossberndt to paint and seal the windows in the hall and install new blinds.
2. Roy Sandklev to order a new scrubbing machine.

Water & Hydrants Report

No Updates to Report

Truck Report

Joe Rischak provided his monthly report to the Board.

Report Items:

1. 11-1 Check engine light issue – Fire & Safety will be called in if it continues to happen.

Action Items:

1. Ladder inspection to be scheduled with Fire & Safety.

Fire Prevention

1. Campaign theme will be announced on June 11, 2018. Ordering will begin then.

Per Diems/Work Crew

Helge Nordveit provided his monthly report to the Board.

Report Items:

1. Interviews are ongoing
2. 10 men are now actively working
3. Four men in background check process
4. Changed to 12-hour shifts
5. Handbook continues to be created
6. Discussed online employee scheduling program (WhentoWork.com). This will be investigated further once the new server is up and running.

Action Items:

1. Mask testing to be scheduled
2. Locking file cabinet to be purchased
3. Extra chairs in office to be disposed of
4. Resolution for hiring two new Per Diem workers to be read and voted on under New Business.
5. Joe to look at racks for the Per Diem gear from Gear Grid.

Unfinished Business

1. Shirts – Helge will have more information by the end of the month.
2. Server has been delivered and will be scheduled for installation.

Joint Boards

Report Items:

1. Looking into a professional marketing company for obtaining volunteers
2. First Net meeting – Township will probably not commit.

Action Items:

None

New Business

Report Items:

No Updates to Report.

Action Items:

None

Treasurer's Report

John Trela provided his monthly report to the Board.

Report Items:

1. The hydrant bill has not been received yet.
2. Comcast billing issue – Current with payments; John can go online to print the bills.

Action Items:

None

Cash Balance - \$1,499,834.04

A motion to adjourn and move into a closed session was made and seconded. Meeting adjourned at 8:15 pm.