

**Iselin District #11**  
**Board of Fire Commissioners**  
**October 12, 2022**  
**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 October 10, 2022, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Karlin, Lisoski and Smith. Also in attendance were President Craig McKenzie, Chief Ryan Malheiro and Fire Official Helge Nordveit.

A motion was made by Commissioner Smith to approve the minutes from the September 14, 2022, meeting. The motion was seconded by Commissioner Lisoski.

### Chief's Report

Chief Ryan Malheiro provided the monthly report to the Board.

Report Items:

1. Two (2) members low on percentages. Both members have been spoken to and one has gone out on a leave of absence.
2. Nominations for 2023 Officers have been named:
  - Chief – Ryan Malheiro
  - 1<sup>st</sup> Assistant Chief – Chris Wertz
  - 2<sup>nd</sup> Assistant Chief – Joe Francisquini
  - Captain – Paul Silletti
  - 2<sup>nd</sup> Captain – Fatima Manzoor
3. Waiting on information for the Township Drill

Action Items:

None

### Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Statistics: a total of 2 Life Hazard and 23 Non-Life Hazard Inspections were performed (Breakdown: #1 – 12; #2 - 13).
2. Fire Official reviewed the month's complaints and investigations.
3. There were no classes attended for the month.
4. Vehicles are running well.
5. Plan set for Bureau office move and set up at House 2.
6. Fire Official went over locations where fireworks are being sold for Diwali all were issued permits.

Action Items:

None

## Bills

Motion made by Commissioner Karlin to pay all bills; seconded by Commissioner Lisoski. All Commissioners in favor.

## Communications

1. Documents for Carteret foam incident. The case has been moved to South Carolina and is now a Class Action Suit.

## Alarms & Pagers

Steve Freeman informed the Board that there was nothing to report for this month.

Report Items:

1. There was no test today because of a power blip; the generator ran today. Everything is back to normal.

## House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Steve meeting with Engineer to sign off on generator plans and documents to be sent out this weekend.
2. Sprinklers to be scheduled to be blown out.
3. Ceiling and LED lighting is done on the shed; the older shed was moved to House 2 and doors will be changed out for the plow

Action Items:

None

## Joint Board

Steve Freeman provided the monthly report to the Board.

Report Items:

None

Action Items:

None

## Fire Prevention

Helge Nordveit provided the monthly report to the Board.

### Report Items:

1. School materials ready to be delivered.
2. Fire Prevention program done at School 24 yesterday; School 22 and School 29 scheduled for next week.
3. Open House materials stocked for next year.

### Action Items:

None

## Truck Report

Scott Smith provided the monthly report to the Board.

### Report Items:

1. Still waiting on tires for 11-3 from Quality Tires. Hopefully tomorrow.
2. 11-1 PM has been completed. List of things to be repaired to be gone over.
3. Ladder will be at Fire & Safety for 3 weeks for radiator and other repairs.
4. Chief requested to not use Bill & Kenny's and find another place for repairs.

### Action Items:

None

## Unfinished Business

1. Budget paperwork is posted online but calendar for this year has not been posted yet.

## New Business

1. Audit Review Certificate – Signed by Fire Commissioners
2. Resolution – Annual Audit Report for 2021 review by Commissioners; voted on and approved.
3. Resolution - Corrective Action Plan from Audit; Implementation date is November 1, 2022; voted on and approved.
4. Audit report and synopsis has been posted online.
5. Chief asked about purchasing a new Chief's vehicle in 2023; Steve will look into if there is budget for it.

## Treasurer's Report

1. Cash Balance as of September 14, 2022 - \$1,198,774.20; Disbursements - \$92,801.19

Meeting adjourned - 7:20 pm

**WOODBIDGE 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, 2021, and specifically the sections of the audit report entitled "General Comments" and "Recommendation".

**(PRINT NAME)**

**(SIGNATURE)**

STEVEN FREEMAN

*Steven Freeman*

ROY SANDKLEV

*Roy Sandklev*

RONALD LISOSKI

*Ronald Lisoski*

THOMAS KARLIN

*Thomas J. Karlin*

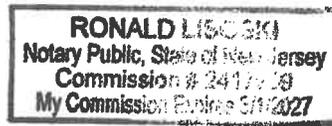
SCOTT SMITH

*Scott Smith*

Sworn to and subscribed before me this 12th day of, October, 2022

*[Signature]*

Notary Public of New Jersey



**RESOLUTION**

**CORRECTIVE ACTION PLAN**

WHEREAS, the Fire District has received the audit report for the year ended December 31, 2021, 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:

**RECOMMENDATION:**

Deposit slips shall be kept on-hand and the dates that checks/cash were received should be noted in a receipt log.

**CORRECTIVE ACTION:**

The Board accountant will establish a perpetual receipt log and those in charge of making deposits will record said deposits in log. In addition, copies of deposit slips and checks will be stored in the monthly Bill List Book.

**IMPLEMENTATION DATE:**

November 1, 2022

**RECOMMENDATION:**

Supporting Documentation be maintained for purchases made for compliance with the Local Public Contract Law.

**CORRECTIVE ACTION:**

Fire District Commissioners and Employees will review the documents required by the New Jersey Local Public Contracts Law. Failure by the vendor to produce the correct documentation will result in payment being withheld until the documents are provided.

**IMPLEMENTATION DATE:**

November 1, 2022

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.

  
SECRETARY

October 12, 2022

\_\_\_\_\_  
DATE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
STEVEN FREEMAN	X			
ROY SANDKLEV	X			
RONALD LISOSKI	X			
THOMAS KARLIN	X			
SCOTT SMITH	X			

**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, 2021 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, 2021, 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 12, 2022.

  
SECRETARY

October 12, 2022

\_\_\_\_\_  
DATE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
STEVEN FREEMAN	X			
ROY SANDKLEV	X			
RONALD LISOSKI	X			
THOMAS KARLIN	X			
SCOTT SMITH	X			