

**Iselin District #11**  
**Board of Fire Commissioners**  
**March 14, 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 March 14, 2018 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Lisoski, Sandklev, Trela and Rischak. Also in attendance were Chief Chris Wertz, Fire Official Helge Nordveit, Representatives from St. Cecelia's Church and Tom Cozzens (IT).

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

### **St. Cecelia's Representatives (Parking Lot Issue)**

The Board met with two representatives from St. Cecelia's Parish to discuss the parking lot that is the property of the Parish. It was confirmed by Steve Freeman by a phone call with the Township that the parking lot at the Convent is County property.

**Action Items:**

1. Guests for hall rentals will be instructed to park in the Convent parking lot and a monthly schedule of hall rentals will be forwarded to the Parish.
2. Laminated dashboard passes will be made up for the members of the fire department.

### **IT (Tom Cozzens)**

The Board met with Tom Cozzens regarding the Server. Tom informed the Board that the server replacement is necessary because the software is no longer supported. This will be done in 4 phases (Server replacement, Configuration, House 2 and Fire Wall movement).

A motion was made to approve the replacement and upgrade of the server and configuration. All Commissioners were in favor

**Action Items for Phase I:**

1. Tom will provide two quotes for the following: 1 - Off the shelf tower (1 drive) and 1 – higher powered tower (2 mirror drives). Anticipated migration time would be 3 to 4 days.
2. External backup is to be discussed.
3. List of software on the current server to be reviewed to determine what will need to be moved to the new server and what will not be used any longer.
4. Steve to send the contact information for the Dell State Contract Representative to Tom.

## Chief's Report

Chief Chris Wertz provided his monthly report to the Board.

### Report Items:

1. 44 Calls for the month and 6 men low on percentages
2. Discussion was held regarding a letter from District #9 requesting to change the dual response time to 8 to 4.
3. Knox Box computer needed – Steve to get
4. Change lock for downstairs door to keypad lock and post sign to keep door closed – Roy to action.
5. John Trela looked into “I am Responding”. It is fairly inexpensive, but it was decided to wait until the new server to be installed. John to call about having a local vendor do a demo and about a mobile app for the Chief's vehicle.
6. Because of the number of men low on percentages it was discussed whether there could be motivating factors for them to make their percentages (i.e., not earn LOSAP or end of year pay). The Board asked the Officers to present a proposal in writing and it would be further discussed.

### Action Items:

1. Steve to get Knox Box computer
2. Roy to change lock for downstairs
3. John to call local “I am Responding” vendor for a demo.

## Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

### Report Items:

1. 2 Life Hazard Use Inspections and 46 Non-Life Hazard Use Inspections were performed (**Breakdown:** Fire Marshall #1 – 34; Fire Marshall #2 – 14).
2. 3 investigations performed, and 1 complaint was answered
3. No classes were attended
4. Vehicle 11-3-4 and 11-3-5 are both running well.
5. Fire Official is monitoring Drana.

### Action Items:

1. None

## Communications

No Communications to report.

## 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. House 2 upgrade has been completed.

Action Items:

1. Map to be rehung.

## House Report

Roy Sandklev provided the monthly report to the Board.

Report Items:

1. Exterminator was called in for the mouse issue downstairs.

Action Items:

1. Plow to be purchased for Pick Up truck for snow removal. Roy will train men.
2. Floor cleaner needs to be repaired.
3. Roy to talk to the cleaning people about cleaning better.
4. Garbage dumpster to be moved so the area around it can be cleaned.
5. Salt bags to be moved to shed.

## Water & Hydrants Report

No Updates to Report

## Truck Report

Joe Rischak provided his monthly report to the Board.

Report Items:

1. Pump tests were done – all passed
2. 11-3 Lower Power Steering light issue – is being checked out
3. Ladder's new tires were installed.

Action Items:

None

## Fire Prevention

No Updates to report.

## Per Diems/Work Crew

Helge Nordveit provided his monthly report to the Board.

### Report Items:

1. Applications still being sent out; 100<sup>th</sup> sent out today
2. Per Diem program started three days ago, seems to be going okay so far. There is only one open shift on Friday.
3. Attorney Brazlow was informed that the program has begun.
4. New interviews to be scheduled for the 1<sup>st</sup> or 2<sup>nd</sup> week in April.
5. Pager needed for Per Diems. The pager will be locked in office at the end of each shift.
6. Quote for Mag Locks - \$5,944.54
7. Discussed how the Per Diems will respond to Mutual Aid calls – it was decided that three Per Diems will respond and one will stay back. If our men arrive, they will relieve the Per Diems.
8. An email was received by Steve Freeman from Civil Service requesting clarification on the paid firefighters, paid fire inspectors, etc. The email will be forwarded to Attorney Brazlow to respond.
9. Board decided to allow one current member who applied to work in four-hour shifts.

### Action Items:

1. Tags to be purchased.
2. Resolution for hiring two new Per Diem workers to be read and voted on under New Business.

## Unfinished Business

1. Boiler Inspection done – relief valve needs to be tested four times per year. HVAC guy should reroute the relief valve, so the water does not go onto the floor.
2. Certified letter that was sent to Glenn Schafer was returned to sender. Will have attorney Brazlow send a letter and address it to him at the Irvington Fire Department

## Joint Boards

### Report Items:

1. Next Meeting to be attended by Chief and Steve.

### Action Items:

None

## New Business

### Report Items:

1. Resolution No. 021418-3 Authoring the Hiring of two Per Diem Firefighters as indicated on the Resolution was read and voted on unanimously by the Board members.
2. The empty tool boxes at House 2 will be fitted with a set of tools and one placed at each house with the Chief holding the keys.
3. John is away next week in Puerto Rico.
4. The medical cabinet it to be cleaned out.

### Action Items:

None

## Treasurer's Report

John Trela provided his monthly report to the Board.

### Report Items:

1. The last two 2017 bills have been submitted.
2. Audit will be starting soon.
3. Auto pay for Comcast has been stopped for time being.

### Action Items:

None

Cash Balance - \$1,567,553.65

A motion to adjourn and move into a closed session was made and seconded. Meeting adjourned at 9:00 pm.