

**Iselin District #11**  
**Board of Fire Commissioners**  
**August 11, 2020**  
**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 August 11, 2020 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela, Sandklev, Smith and Lisoski. Also in attendance were Chief Ryan Malheiro, Fire Official Helge Nordveit and President Mark Farese.

A motion was made by Commissioner Trela to approve the minutes from the July 8, 2020 meeting. The motion was seconded by Commissioner Sandklev.

### Chief's Report

Chief Ryan Malheiro provided the monthly report to the Board.

Report Items:

1. July – 52 calls; one member low on percentages who requested to go on leave of absence for three months. Landherr submitted a request for honorary membership; company approved. One person resigned.
2. Restrictions at House 2 have been lifted
3. 11-1 accident; ladder rack to be replaced
4. Chief requested Auxiliary crew for Wildwood weekend (6 am Thursday to 12 pm Sunday)
5. Two pending recruits: one going for background check, the other has disabilities (illiterate and dyslexic)

Action Items:

None

### Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Statistics: 9 Life and 14 Non-Life Inspections performed. There were four complaints investigated and one investigation performed.
2. One class attended by Fire Official Nordveit
3. Bureau vehicles running well
4. Tablets working well and becoming very useful

Action Items:

None

## Communications

None

## 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:

No issues to report

Action Items:

None

## Water & Hydrants

Steve Freeman provided his monthly report to the Board.

Report Items:

Action Items:

1. Water company to be contacted to replace the fire hydrant in front of Headquarters and address other hydrants in the area.

## Fire Prevention

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. It was decided at the last company meeting to cancel the Fire Prevention program at the firehouse because of COVID-19.

Action Items:

2. Bags with handouts and giveaways should be put together to hand out at the schools.

## House Report

Steve Freeman provided the monthly report to the Board.

### Report Items:

1. Cement pad extended for new generator and leader on downspout repaired
2. Three timers have been replaced at headquarters
3. Switch in bathroom at House 2 has been reprogrammed

### Action Items:

1. Wrought iron railing to be painted.
2. Key audit to be done at new company meeting to see who has keys to what doors.

## Truck Report

Scott Smith provided the monthly report to the Board.

### Report Items:

1. 11-3 preventative maintenance done and radiator replaced; Atlantic Detroit repaired Knox sensor
2. 11-3-4 broken wire behind electrical port has been repaired
3. Zippo shine ordered
4. 11-1 waiting on a bearing to rebuild the generator

### Action Items:

1. Rescue to go for preventative maintenance
2. Contract to be set up for hose and ladder testing
3. 11-1 ladder rack damage to be estimated

## Joint Board

Steve Freeman provided his monthly report to the Board.

### Report Items:

No issues to report

### Action Items:

None

## Unfinished Business

1. Most of Chief's budget complete; waiting on a couple more items.
2. Sump pump under the stairs is working well.

## New Business

1. Sign that was blown off from the storm to be rehung.
2. Batteries have been ordered for Sparky.
3. The following Resolutions were read and approved and will be posted:
  - a) Completion of Audit Report
  - b) Corrective Action Plan

## Treasurer's Report

Cash Balance - \$1,267,360.61

### Action Items

1. The auto pay issue with the gas company has been rectified. John and Mike to meet to correct the vouchers so they show correct payments.

Meeting adjourned 7:32 pm.

**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, 2019 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, 2019, 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 August 12, 2020.

  
\_\_\_\_\_  
SECRETARY  
  
8 / 12 / 2020  
\_\_\_\_\_  
DATE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
STEVEN FREEMAN	X			
ROY SANDKLEV	X X			
RONALD LISOSKI	X			
JOHN TRELA	X	X		
SCOTT SMITH	X			

**RESOLUTION**

**CORRECTIVE ACTION PLAN**

WHEREAS, the Fire District has received the audit report for the year ended December 31, 2019, 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:**


It is recommended that:

1. An executed 'Claimant Certification and Declaration' be obtained on all vouchers prior to payment.
2. The excess balance in reserve for payroll liabilities be reviewed and cleared of record.

**CORRECTIVE ACTION:**

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

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  
  
0/12/2020  
\_\_\_\_\_  
DATE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
STEVEN FREEMAN	X			
ROY SANDKLEV	X			
RONALD LISOSKI	X			
JOHN TRELA	X			
SCOTT SMITH	X			

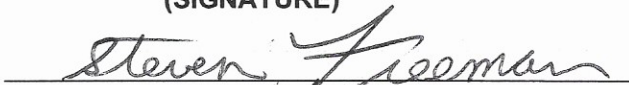
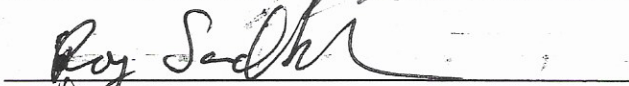


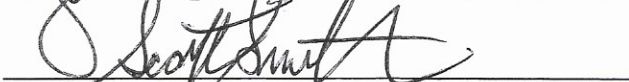
**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11  
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD**

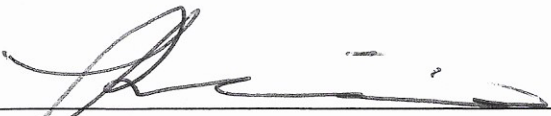
**AUDIT REVIEW CERTIFICATE**

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, 2019, and specifically the sections of the audit report entitled "General Comments" and "Recommendation".

(PRINT NAME)	(SIGNATURE)
STEVEN FREEMAN	
ROY SANDKLEV	
RONALD LISOSKI	
JOHN TRELA	
SCOTT SMITH	

Sworn to and subscribed before me this 12<sup>th</sup> day of, AUGUST, 2020

  
\_\_\_\_\_  
Notary Public of New Jersey