

**Iselin District #11  
Board of Fire Commissioners  
February 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 February 14, 2018 at 7:04 p.m. Roll call was taken. Commissioners in attendance: Freeman, Lisoski, Sandklev, Trela and Rischak. Also in attendance were Chief Chris Wertz and Fire Official Helge Nordveit.

A motion was made by Commissioner Rischak to approve the minutes from the January 10, 2018 meeting. The motion was seconded by Commissioner Sandklev.

### **Chief's Report**

Chief Wertz provided his monthly report to the Board.

**Report Items:**

1. January – 69 calls, 5 men low on percentages
2. Township Fire Officer's Meeting scheduled for March at District 11
3. Mark completed Confined Space Awareness and Trench Rescue Awareness
4. Patty is back from medical leave – needs to be fit tested; Steve to call to get the machine
5. Chief is contemplating calling Metuchen for an engine to cover for the evening of the Installation Dinner. Dinner would be provided to them.
6. Walter has completed IMS Level I Training. To work on getting him qualified on the apparatus once the weather is better.
7. Hat and lapel pins from the fire store given to John
8. Asked about status of boot order – John said they should be arriving any day
9. Giordano – Sending five medium masks and gloves. Said we will have to probably pay a restocking fee for the nozzles

**Action Items:**

1. Chief to print out rankings list
2. Steve to call to get the Fit Test Machine

## Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

### Report Items:

1. 5 Life Hazard Use Inspections and 45 Non-Life Hazard Use Inspections were performed (**Breakdown:** Fire Marshall #1 – 15; Fire Marshall #2 – 33; Fire Marshall #3 - 2).
2. 0 investigations performed and 4 complaints were answered
3. No classes were attended
4. Vehicle 11-3-4 light bar not working (Joe working on getting it working) and computer not working
5. 11-3-5 running well
6. Annuals RIMS sent to Division on January 29th

### Action Items:

1. Steve to work on getting the computer working in 11-3-4.

## Communications

No Communications to report.

## Bills

A motion was made by Commissioner Sandlev to pay all bills. The motion was seconded by Commissioner Lisoski. All Commissioners were in favor.

## Alarms & Pagers

Steve Freeman provided his monthly report to the Board.

### Report Items:

1. Contracted with Red Hook for House 2 alarm systems – currently waiting on parts.

### Action Items:

1. Steve to continue working with Red Hook to get problem resolved.

## House Report

Steve Freeman provided the monthly report in Roy Sandklev's absence.

### Report Items:

1. Repairs/work continues to be done at House 2.
2. Working on issues from inspection
3. House 2 and Headquarters Upstairs Hall lighting has been replaced with all LED lights.
4. Cable box needed at House2
5. There are chips in the new floor in the Truck Room at House 1.
6. Server needs to be replaced. John Trela tried to reach Peter Tom but has gotten no response.

### Action Items:

1. Joe Rischak to contact flooring company to fill in/repair chips in Truck Room floor.
2. Steve to call a Dell Representative to see if they can assist with the server. Roy may have an IT guy and will place a call to him.

## Water & Hydrants Report

No Updates to Report

## Truck Report

Joe Rischak provided his monthly report to the Board.

### Report Items:

1. Valtech has an opening for the Ladder to go in for the rust issue – Feb 20<sup>th</sup> (\$4,800 – will use money from last year's budget)
2. 11-1 leaky valve was repaired
3. Air leak repaired on Ladder
4. Tires to be ordered for Ladder and installed when it returns from Valtech.

### Action Items:

1. Joe to contact East Coast in Millstone about the 11-3-4 light bar issue

## 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; 90 have been sent so far
2. Background checks are very slow coming back from WPD
3. Handed in two Resolutions to be read under new business for 6 men to begin working
4. Anticipated start date to be March 1
5. Time keeping – will start with using a sign in sheet
6. Scheduling system on website discussed
7. Discussed who will manage men in Helge's absence (i.e., vacation, sick, etc.)
8. Chief informed the Board that he does not agree with four men being stationed at House 2, he thinks 2 should be at each House. It was discussed and decided that the 4 men will all be at House 2 in the beginning for training purposes.

### Action Items:

1. Chief to provide a list of concerns to the Board so they can be discussed.
2. Steve to look into scheduling system on website

## Unfinished Business

No Unfinished Business to Report.

## Joint Boards

### Report Items:

1. Next Meeting scheduled for March 12<sup>th</sup> at District #1.

### Action Items:

None

## New Business

### Report Items:

1. Resolution No. 021418-1 and Resolution No. 021418-2 Authoring the Hiring of Per Diem Firefighters as indicated on the Resolutions were read and voted on unanimously by the Board members.
2. Glenn Schafer was sent a certified letter regarding his termination and for him to return the keys that he was given for the House, the pick-up truck and the Chief's vehicle. No response has been received yet.
3. Election is Saturday, February 17<sup>th</sup>, everything is prepared.

### Action Items:

None

## Treasurer's Report

John Trela provided his monthly report to the Board.

### Report Items:

1. The separate bank account that was opened for the Per Diem workers needs to be closed. The account has a balance of \$5,000.
2. Fuel bill received
3. ESI Bill received
4. March is the last month for receipt of open bills from 2017.
5. Bills received from First Responder Newspaper and Fire News for the advertisements for the Per Diem Workers.

### Action Items:

1. John should be made aware of any open bills/items for 2017.
2. Per Diem bank account to be closed.
3. A discussion is to be had on how often and how long the ads in the First Responder Newspaper and Fire News should run.

Cash Balance - \$1,395,466.57

A motion to adjourn and move into a closed session was made and seconded. Meeting adjourned at 8:06 pm.

**THE FIRE COMMISSIONERS OF DISTRICT NO. 11, ISELIN  
COUNTY OF MIDDLESEX NEW JERSEY**

**Resolution # 021418-1**

**Authorizing Hiring of Per Diem Firefighters**

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WHEREAS, it is necessary to employ individuals as per diems to provide firefighting services on behalf of the Fire District.

NOW THEREFORE, be it RESOLVED by the Commissioners of Woodbridge Township Fire District No. 11 in the County of Middlesex, as follows:

(1) The Fire District is hereby authorized to employ per diem firefighters as set forth on the attached list pursuant to such terms and conditions established by the Fire District.

**Timothy A. Meckler**

**Ryan Malheiro**

**Scott Smith**

**Mark Sojak**

**THE FIRE COMMISSIONERS OF DISTRICT NO. 11, ISELIN  
COUNTY OF MIDDLESEX NEW JERSEY**

**Resolution # 02 1418-2**

**Authorizing Hiring of Per Diem Firefighters**

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WHEREAS, it is necessary to employ individuals as per diems to provide firefighting services on behalf of the Fire District.

NOW THEREFORE, be it RESOLVED by the Commissioners of Woodbridge Township Fire District No. 11 in the County of Middlesex, as follows:

(1) The Fire District is hereby authorized to employ per diem firefighters as set forth on the attached list pursuant to such terms and conditions established by the Fire District.

**Lawrence Schollenberger Jr.**

**Paul Bilancia**

**Salvatore M. Levatino**

**Michael Galvin**

**Alon Regev**

**Robert Policht**