



BOARD OF FIRE COMMISSIONERS

DISTRICT No. 11

20 AUTH AVENUE

ISELIN, N. J. 08830

MINUTES - March 11, 2015

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 11, 2015 at 7:10 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela, Lisoski, Rischak and Sandklev. Also in attendance were Chief Francisquini and Fire Official Helge Nordveit.

A motion was made by Commissioner Sandklev to approve the minutes from the February 11, 2015, meeting. The motion was seconded by Commissioner Rischak.

Chief's Report

February - 65 calls (34 calls were to assist #9); 5 men low on percentages

1. No major complaints about the apparatus
2. Received resignation letter from Cassini
3. Dual Response with #9 has been set up for Sunday - Tuesday
4. Requested 11-1 for April 11th Little League Parade
5. Day Crew - Board to meet with three chiefs to discuss
6. Account to be set up at the Oak Tree Car Wash
7. Helmet order given to John (15 black and 5 red)
8. John Rugglio is back but he is not living in Iselin. He has been informed that if he does not make his percentages he will be forced to resign.

Fire Official's Report

6 Life Hazard Use Inspections and 12 Non-Life Hazard Use Inspections were performed. One complaint was investigated and one investigation performed.

Breakdown by Fire Marshall

Fire Marshall #1	4	Inspections
Fire Marshall #2	14	Inspections
Fire Marshall #3	0	Inspections

1. 11-3-4 continues to run well
2. Fire Marshall Meckler was spoken to about his performance
3. No classes were attended by Bureau members
4. RIMS Report has been submitted to the Division of Fire & Safety
5. Discussed ongoing NFRS problems
6. Bureau received a call from Division of Fire & Safety regarding submission of reports - Fire Marshall to speak with Chief

Bills

A motion was made by Commissioner Sandklev to pay all bills. The motion was by Commissioner Trela. All in favor.

Communications

None

Alarms & Pagers

1. Speaker installation has been completed. The humming noise coming from the speaker in the Chief's office is to be investigated.

Water & Hydrants

Issue was raised at the last Joint Board meeting of hydrants that are out of service. The issue is to be brought before the Water Company for them to repair.

House

1. Boiler inspection completed
2. House 2 doors have been repaired
3. Flooring for bays has been decided on; work to begin April 20th
4. Container Rental rates were discussed
5. Temporary fencing to be ordered from National Fence

Fire Prevention

Progress

Trucks

1. Arrow Stick for 11-1 to be ordered
2. Humatro, PA - Install of new truck equipment
3. Pros and cons of getting rid of the van to be discussed

New Truck

1. Wisconsin trip is scheduled for March 15th
2. Car service has been ordered for the trip

Joint Board

1. Board getting another attorney to sue Port Reading for the \$100K they owe
2. October - Active Shooter Drill will be held in Woodbridge Center

Unfinished Business

1. Fire Official to look into NFRS Report Training on days other than weekdays

New Business

1. Resolutions:
 - a. Resolution # 03112015-1 (Authorizing Appointment of Auditor for 2015 - 2016 Year)
 - b. Resolution # 03112015-2 (Authorizing Approval and Payment of Claims)
 - c. Resolution # 03112015-3 (Designation of Official Newspapers for Publications for the 2015 - 2016 Year)
 - d. Resolution # 03112015-4 (Authorizing Appointment of Accountant for the 2015 - 2016 Year)
 - e. Resolution # 03112015-5 (Authorizing Appointment of Attorney for the 2015 - 2016 Year)
 - f. Resolution # 03112015-6 (Adoption of Cash Management Plan)
 - g. Resolution # 03112015-7 (Authorizing Regular Meeting Schedule for the 2015 - 2016 Year)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 03112015-1

**Authorizing Appointment of Auditor
for the 2015-2016 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2015-2016 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

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

(1) ***Lerch, Vinci, & Higgins*** is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2016 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 03112015-2

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

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

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 03112015-3

**Designation of Official Newspapers for
Publications for the 2015-2016 Year**

WHEREAS, the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2014-2015 year.

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

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2015-2016 year pursuant to New Jersey statutes shall be *Star Ledger* and/or *Home News Tribune*, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #03112015-4

**Authorizing Appointment of Accountant
for the 2015-2016 Year**

WHEREAS, there exists a continuing need for certain accounting services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2015-2016 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

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

(1) ***Terry O'Neil*** is hereby appointed to provide accounting services to the Commissioners. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 03112015 - 5

**Authorizing Appointment of Attorney
for the 2015-2016 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2015-2016; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

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

(1) ***Richard M. Braslow, Esq.***, is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #03112015-6

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

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

- (1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be TD Bank, N.A.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 03112015 - 7

**Authorizing Regular Meeting Schedule
for the 2015-2016 Year**

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

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

(1) All regular meetings of the Commissioners shall take place on the Second and Fourth Wednesday of every month at 7 p.m. at the Iselin Firehouse, 20 Auth Avenue, Iselin, New Jersey.

(2) A summary of this resolution shall be sent to The Hone News and Tribune.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Woodbridge, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

**Regular Meeting Schedule
for the 2015-2016 Year**

All regular meetings of the Commissioners shall take place on the Second and Fourth Wednesday of every month at 7 p.m. at the Iselin Firehouse, 20 Auth Avenue, Iselin, New Jersey.

January – 14th and 28th, 2015

February – 11th and 25th, 2015

March – 11th and 25th, 2015

April – 8th and 22nd, 2015

May – 13th and 27th, 2015

June – 10th and 24th, 2015

July – 8th, 2015

August – 22nd, 2015

September – 9th and 23rd, 2015

October – 7th and 21st, 2015

November – 11th and 25th, 2015

December – 9th and 23rd, 2015