



## **BOARD OF FIRE COMMISSIONERS**

**DISTRICT No. 11**

**20 AUTH AVENUE**

**ISELIN, N. J. 08830**

### **MINUTES – January 9, 2013**

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 January 9, 2013 at 7:04 p.m. Roll call was taken. Commissioners in attendance: Freeman, Rischak, Lisoski, Sandklev and Trela. Also in attendance were Chief Andy Phillips, President Craig McKenzie and Ron Grossberndt.

A motion was made by Commissioner Trela to approve the minutes from the December 12, 2012 meeting. The motion was seconded by Commissioner Sandklev.

#### **Chief's Report**

1. Beginning in January percentages will be enforced
2. A meeting will be held with the officers regarding the chain of command
3. Active members will be required to attend at least one outside training course by November.
4. All rules that currently apply to the use of the Chief's vehicle will apply to the pick up
5. There will be a vacant position in the Firematic Officer ranks. One man will move up.
6. Andy Phillips will follow up with Woodbridge PD regarding the dispatch problems.
7. New 11-3-1 - Joe is getting information on the vehicle and will place an order. It will take 3 months.

#### **Fire Official's Report**

4 Life Hazard Use Inspections and 19 Non-Life Hazard Use Inspections were performed. Two investigations were performed.

#### **Breakdown by Fire Marshall**

Fire Marshall #1	15 Inspections
Fire Marshall #2	4 Inspections
Fire Marshall #3	2 Inspections

1. 11-3-4 running well
2. Working on Report Bureau activity for 2012, a full report will begin at the January meeting
3. No classes were attended

### **Communications**

None

### **Bills**

A motion was made to pay all bills by Commissioner Trela and seconded by Commissioner Sandklev.

### **Alarms & Pagers**

1. Steve has contacted the fire alarm guy regarding the upstairs loop.
2. Horn to be up and running in the spring.

### **Water & Hydrants**

Progress

### **House**

1. Cooler has been purchased for upstairs. Call to be made for delivery.
2. Roof work is done. Soffets and leaders to be done. Dumpster should be removed by the end of the week.
3. Cleaning to be done for the inspection. Men to clean bi-weekly to earn work credits.
4. Town will do paving under a Inter-local agreement.
5. Call to be placed about repairs to the phone in the elevator.

### **Fire Prevention**

Progress

### **Trucks**

1. Only two truck reports received
2. 11-3 tank is leaking
3. Glenn is to change all fluids every week.
4. Chief's vehicle - #4 cylinder is cracked. Will not repair the vehicle. Light bar and corner lights to be removed from Chief's vehicle and installed on the van.

### **Joint Board**

Meeting - Next Monday, Avenel - 7 pm

### **Unfinished Business**

1. Chief's end-of-year budget items have been ordered.
2. A new radio has been ordered for the new Chief's Vehicle under the 2012 budget.
3. \$45,000 insurance reimbursement received for damages to the roof

4. Garybar electrical items to be ordered.
5. Regarding the insurance reimbursement check for the Ladder damages, the check can be deposited. Insurance company to be contacted for additional funds.

#### **New Business**

1. Water Company and mobile phone bills to be set up for auto pay.
2. LOSAP report received for 2012 - One member did not make their LOSAP
3. Mayor's Breakfast scheduled for Feb 3rd - 9 - 10:30 am
4. The following Resolutions were read and adopted:
  - a. No. 01092013-1 - Authorizing Appointment of Auditor for 2013 - 2014 year
  - b. No. 01092013-2 - Authorizing Approval and Payment of Claims
  - c. No. 01092013-3 - Designation of Official Newspaper for Publications for the 2013 - 2014 Year
  - d. No. 01092013-4 - Authorizing Appointment of Accountant for the 2013 - 2014 Year
  - e. No. 01092013-5 - Authorizing Appointment of Attorney for the 2013-2014 Year
  - f. No. 01092013-6 - Authorizing Regular Meeting Schedule for the 2013-2014 Year

#### **Treasurer's Report**

Cash Balance - \$1,493,986.74

Open bills for 2012 - Roof, Firematic equipment and other miscellaneous bills.

A motion to adjourn and move to Executive Session was made by Commissioner Trela and seconded by Commissioner Rischak. The meeting was adjourned at 7:40 pm.

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

**Resolution # 01092013-1**

**Authorizing Appointment of Auditor  
for the 2013-2014 Year**

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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 2013-2014 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 2014 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 # 01092013-2**

**Authorizing Approval and Payment of Claims**

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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 # 01092013-3**

**Designation of Official Newspapers for  
Publications for the 2013-2014 Year**

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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 2011-2012 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 2013-2014 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 # 01092013-4

Authorizing Appointment of Accountant  
for the 2013-2014 Year

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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 2013-2014 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 # 01092013 - 5**

**Authorizing Appointment of Attorney  
for the 2013-2014 Year**

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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 2013-2014; 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 # 01092013 - 6**

**Authorizing Regular Meeting Schedule  
for the 2013-2014 Year**

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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 mailed 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.