



BOARD OF FIRE COMMISSIONERS

DISTRICT No. 11

20 AUTH AVENUE

ISELIN, N. J. 08830

MINUTES – January 11, 2012

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 11, 2012 at 7:01 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela, Rischak, Sandklev and Lisoski. Also in attendance were Chief Andy Phillips, Ex-Chief Jerry Come and Ron Grossberndt.

A motion was made by Commissioner Sandklev to approve the minutes from the December 14, 2011. The motion was seconded by Commissioner Rischak.

Chief's Report

1. New Chief's goals for this year are to concentrate on organization and housekeeping.
2. Will do away with Incident Reports and will be doing computer generated NFRS only - the officer will do these or oversee.
3. New man drills will be coming back - Sundays after the meeting. Brady & Come will be training officers.
4. Chief asked that all swearing in of new men to be done prior to commissioner's meetings to keep it organized and consistent.
5. Run card has been updated
6. Budget - gear for new men and replacements to be bought this year. Packs to be bought this year and pack trackers.
7. Chief asked about upgrading the Chief's and Officer's computers.
8. Completion of Truck Reports must be enforced this year.
9. Enforcement of percentages is a must for this year.
10. Board informed the Chief that Ron Lisoski must be notified immediately of any injuries.
11. Health and Wellness Committee - Officers and Chief should handle requests to bring before the Board.
12. Receipts are required for all food orders.

Fire Official's Report

2 Life Hazard Use Inspections and 11 Non-Life Hazard Use Inspections were performed

in January. No Complaints or were investigated and no investigations were performed.

Breakdown by Fire Marshall

Fire Marshall #1	8 Inspections
Fire Marshall #2	1 Inspections
Fire Marshall #3	4 Inspections

1. 3-4 is running well.
2. Annual report for the NJ Division of Fire and Safety is being prepared and will be handed in at the next meeting.
3. Copies of certificates of approvals for solar power systems installed in Woodbridge District #11 are being forwarded to the Bureau. A list will be prepared to share with the Board.
4. Steve has two phones and a new camera for the Bureau.

Bills

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

Communications

None

Alarms & Pagers

1. A new program controller to be purchased for the air horn.

Water & Hydrants

Progress

House

1. Met with painter. House 2 to start tentatively on the 23rd.
2. Boiler report received.

Work Crew

Progress

Recruiting

Progress

Fire Prevention

Progress

Trucks

1. Recall notice for Ladder - WebCo System. Waiting to hear from Fire & Safety.
2. Pick up to go in for recall to power train control module.
3. Ladder issues have been resolved. Roll up door still being taken care of.

Joint Board

Progress

Grants

Progress

Unfinished Business

1. We were not awarded the grants for new packs.
2. A question was posed to the Board to use the back room at House 2 for a gym. This can be looked into after the painting and other physical repairs are completed.

New Business

1. The following Resolutions were read and approved by the Board.
 - a. Authorizing appointment of auditor
 - b. Authorizing approval and payment of claims
 - c. Designation of official newspapers
 - d. Authorizing appointment of accountant
 - e. Authorizing appointment of attorney
 - f. Authorizing regular meeting schedule
 - g. Regular meeting schedule

Treasurer's Report

Commerce Bank Balance	\$1,080,507.43
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A motion to adjourn was made by Commissioner Sandklev and seconded by Commissioner Rischak. The meeting was adjourned at 7:35 pm.

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

Resolution # 01112012-1

**Authorizing Appointment of Auditor
for the 2012-2013 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 2012-2013 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 2013 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 # 01112012-2

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 # 01112012-3

**Designation of Official Newspapers for
Publications for the 2012-2013 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 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 2012-2013 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 # 01112012-4

Authorizing Appointment of Accountant
for the 2012-2013 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 2012-2013 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 # 01112012 - 5

**Authorizing Appointment of Attorney
for the 2012-2013 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 2012-2013; 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 # 01112012 - 6

**Authorizing Regular Meeting Schedule
for the 2012-2013 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 mailed to the Star Ledger.

(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 2012-2013 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 – 11th and 25th, 2012

February – 8th and 22nd, 2012

March – 14th and 28th, 2012

April – 11th and 25th, 2012

May – 9th and 23rd, 2012

June – 13th and 27th, 2012

July – 11th and 25th, 2012

August – 8th and 22nd, 2012

September – 12th and 26th, 2012

October – 10th and 24th, 2012

November – 14th and 28th, 2012

December – 12th and 26th, 2012