



## BOARD OF FIRE COMMISSIONERS

DISTRICT No. 11

20 AUTH AVENUE

ISELIN, N. J. 08830

### MINUTES - September 9, 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 September 9, 2015 at 7:01 p.m. Roll call was taken. Commissioners in attendance: Freeman, Trela, Rischak, and Lisoski. Commissioner Sandklev was not in attendance. Also in attendance were Chief Francisquini and Fire Official Helge Nordveit.

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

#### Chief's Report

August - 72 calls (31 calls were to assist #9); 2 men low on percentages

1. 11-3 is back in service. There are still a few outstanding items
2. Open House is scheduled for October 11th
3. Oct 11th - 11-3 will be officially in service and priest blessing performed
4. Full service with #9 for Oct 11th and for Wildwood
5. 11-3-1 needs Knox Box installed. Glenn will be here on Friday; just needs to know where to install.

#### Fire Official's Report

4 Life Hazard Use Inspections performed and 25 Non-Life Hazard Use Inspections performed. Seven investigations were performed. No complaints.

Fire Inspector #1	4
Fire Inspector #2	10
Fire Inspector #3	15

1. 11-3-4 continues to run well
2. No classes attended
3. List of issues from the Pakistani parade will be put together and ready for next year's parade
4. Fire Prevention materials have been ordered. The school items will be separated out once they are received. Inventory will be done after Open House for next year.
5. Fire Inspector Meckler is working on setting up programs for School 22 & 24
6. Knox Box and apparatus topics to be brought up under a closed session.
7. Steve has reached out to the computer rep regarding switching over to XP Server.

#### Bills

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

**Communications**

None

**Alarms & Pagers**

1. Pagers - will order 25; final cost will be \$15,000 with 5 year warranties

**Water & Hydrants**

Progress

**House**

1. Sprinkler system fixed
2. Little bathroom refurb to be started soon
3. Apron for House 2 to be done possibly next spring

**Fire Prevention**

1. Open House scheduled for Oct 11th
2. Materials are on order

**Work Crew**

Progress

**Trucks**

1. Ladder - anti-freeze added
2. 11-1 leaking oil - will have to go out to Cummins (radios and tools to be removed)
3. 11-1 AC working
4. PM materials have been ordered
5. Tool board repairs - parts have been ordered by Pierce
6. Ladder testing to be scheduled

**New Rescue**

Progress

**Joint Board**

Progress

**Unfinished Business**

None

**New Business**

1. Air conditioning units in Board Room to be addressed in the spring.

**Treasurer's Report**

Cash Balance \$1,184,353.33

Some bills did not get paid because of the holiday; they will be paid in the next check run.

There was no further business before the Board. The meeting was adjourned at 7:37 pm to go into a Closed Session.

## Minutes of Closed Session of the Board of Fire Commissioners September 9, 2015

Closed Session Began: 7:40 pm

Commissioners in attendance: Freeman, Trela, Rischak, and Lisoski. Commissioner Sandklev was not in attendance.

Also in attendance was Fire Official Helge Nordveit.

Issues Discussed:

- Unsecured Master Keys
  - No Knox Box in Chief's vehicle
    - Will be installed on Friday
  - Written protocol required
  - Knox Box to be controlled better
- Training on rigs for Bureau members Nordveidt and Drana
  - Tim Meckler to do the required training; Helge will talk to Tim to set it up
- Fit testing machine to be gotten back and recalibrated
- Mr. Rugglio received his letter and all his equipment has been returned
- Revised Progressive Disciplinary Policy
  - Oral - written - Suspension - Termination
  - To be reviewed by Board members and sent to Braslow to review and make any edits.
  - All salaried employees to get a copy and sign it once it is finalized.

The Closed Session was adjourned at 8:20 pm