



## BOARD OF FIRE COMMISSIONERS

DISTRICT No. 11

20 AUTH AVENUE

ISELIN, N. J. 08830

### MINUTES - March 9, 2016

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 9, 2016 at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Sandklev, Trela, and Rischak. Commissioner Lisoski was absent from the meeting. Also in attendance were Mike Einhorn, Mark Farese, Bill Drana and Fire Official Helge Nordveit.

A motion was made by Commissioner Trela to approve the minutes from the February 10, 2016 meeting. The motion was seconded by Commissioner Rischak.

#### Chief's Report

1. Three men low on percentages.
2. Pack testing - Mike Giordano called Chris Wertz directly to schedule
3. Hose and ground ladder testing scheduled for Monday; pump testing scheduled for Tuesday
4. New french drain pricing to be gotten for House 2
5. Assembly for door motor at House 2 has been ordered
6. Organizer for 11-3

#### Fire Official's Report

7 Life and 73 Non- Life Hazard Use Inspections performed. Two investigations were performed. Two complaints answered.

Fire Inspector #1	17
Fire Inspector #2	27
Fire Inspector #3	36

1. 11-3-4 continues to run well
2. Drana attended one online training class
3. InfoSys Quote - Still waiting on quote; Jay will be here on the 15th to update the system
4. Computers should be in soon - all set up
5. Fire Official asked about advertising for men in the India paper. He will forward the information to the Board.

#### Bills

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

#### Communications

None

### **Alarms & Pagers**

1. Air compressor has been repaired

### **Water & Hydrants**

Progress

### **House**

1. New french drain pricing to be gotten for House 2
2. Assembly for door motor at House 2 has been ordered

### **Fire Prevention**

Progress

### **Trucks**

1. Five year ladder testing to be scheduled

### **New Truck**

1. Two-day Milwaukee meeting took place. Went through all items, graphics and layouts. Also looked at Rescue units.

### **Joint Board**

1. Woodbridge Police having an Active Shooter training April 6th. The training will be run by the FBI

### **Work Detail**

1. Lawyer to be contacted for his comments.

### **Unfinished Business**

1. Final IRS bill (issue from old Day Crew) received. To be paid immediately.

### **New Business**

1. Audit materials were sent in
2. Mark Farese requested the contact information for the company that installed the bay lighting. Steve will provide.

### **Treasurer's Report**

Cash Balance \$1,274,237.06

1. Final 2015 budget items needed within two weeks

There was no further business before the Board. The meeting was adjourned at 7:25 pm.

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

**Resolution #03092016-4**

**Authorizing Appointment of Accountant  
for the 2016-2017 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 2016-2017 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 # 03092016 - 5**

**Authorizing Appointment of Attorney  
for the 2016-2017 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 2016-2017; 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 # 03092016-1**

**Authorizing Appointment of Auditor  
for the 2016-2017 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 2016-2017 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 2017 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 # 03092016 - 7**

**Authorizing Regular Meeting Schedule  
for the 2016-2017 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 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**

**Resolution # 03092016-3**

**Designation of Official Newspapers for  
Publications for the 2016-2017 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 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 2016-2017 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**

**Regular Meeting Schedule  
for the  
Year 2016**

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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 – 13<sup>th</sup> and 27<sup>th</sup>, 2016

February – 10<sup>th</sup> and 24<sup>th</sup>, 2016

March – 9<sup>th</sup> and 23<sup>rd</sup>, 2016

April – 13<sup>th</sup> and 27<sup>th</sup>, 2016

May – 11<sup>th</sup> and 25<sup>th</sup>, 2016

June – 8<sup>th</sup> and 22<sup>nd</sup>, 2016

July – 13<sup>th</sup>, 2016

August – 10<sup>th</sup>, 2016

September – 14<sup>th</sup> and 28<sup>th</sup>, 2016

October – 12<sup>th</sup> and 26<sup>th</sup>, 2016

November – 9<sup>th</sup> and 23<sup>rd</sup>, 2016

December – 14<sup>th</sup> and 28<sup>th</sup>, 2016