
Iselin District #11 Board of Commissioners

Meeting Minutes
March 4, 2026

Call to order

In accordance with the Public Open Meeting Act, all provisions have been met by our annual announcement on the website.

The meeting was called to order by Commissioner Steve Freeman on March 4, 2026, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Ference, Sandklev and Smith. Also in attendance were Chief Joe Francisquini, 1st Asst. Chief Paul Silletti, Day Crew Battalion Chief AJ Wertz, Fire Company President Fatima Manzoor, Fire Official Helge Nordveidt and Ex-Chief Chris Wertz.

Re-Organization of Board

Motions were made and unanimously voted on for the Board members' positions listed below:

- Steve Freeman – President
- Roy Sandklev – Vice President
- Ray Ference – Secretary
- Scott Smith – Treasurer
- Tom Karlin – Financial Secretary

Approval of minutes

Commissioner Sandklev made a motion to approve the minutes of the February 4, 2026, meeting, but with a correction as discussed and noted herein. Commissioner Ference seconded the motion.

Correction to February 4, 2026 Meeting Minutes:

- #2 under New Business is corrected to state that Ryan Malheiro's Fire Inspector **termination** letter was to be formalized with a witness; his termination letter and Resolution to be mailed (certified with return receipt requested).

Committee Reports

Chief's Report

Chief Francisquini gave the report for January.

1. 80 Calls – 34 of them were to assist District #9
2. Two members are low on their percentages.
3. Aerial testing was completed, a report will be emailed to Scott.
4. Mask testing is being performed for all members.
5. Driving training videos done for drill night.
6. Hydrants have been checked by the Day Crew.
7. 11-1 bill be ready by Friday to be picked up.
8. AJ Wertz confirmed that 6 day crew interviews will begin starting on the 9th.
9. Chief has begun looking into SOPs and SOGs on Responder.help.com. Ray has started working on a training tracker and will update the tracker with the fit testings to date.

Fire Official's Report

Fire Official Helge Nordveidt provided the report.

1. Fire Official reviewed the Life Hazard Use Inspections and Non-Life Hazard Use Inspections (7 Life & 29 Non-Life) performed and the complaints for the month of March.
2. No classes were attended or investigations performed.
3. Vehicle 11-3-5 is running well.
4. Turnpike Authority contacted regarding snow removal from parkway entrance fences.
5. Steve to order a keyboard for the tablet.
6. Requested windows treatments or blinds for House 2.
7. Security cameras to be updated at House 2.
8. Indian Day Parade date is set for August 8th. They are looking for a rain date of August 15th but that is when the Pakistani Day Parade is scheduled. Fire Official will let Board know when the dates have been finalized.
- 9.

Communications

1. Letter received from Ryan Malheiro containing a list of items that he would like to pick up that he had purchased and was not reimbursed for. We will request him to return all departmental property before any items can be returned to him.

Bills

Commissioner Sandklev made a Motion to pay all bills; the motion was seconded by Commissioner Ference. All Commissioners in favor.

Alarms & Pagers

1. One smoke detector at House 2 needs to be replaced.

Water & Hydrant

1. Day Crew checked all hydrants.
2. Hydrant on Parkway Southbound side will be raised.

House

Steve Freeman provided the monthly report to the Board.

1. Both generators were serviced by Foley.
2. Bathroom at House 2 was insulated and ceiling tiles replaced.
3. Plumber has replaced the broken pipe and wrapped with insulation.
4. Steve replaced the DVR at Headquarters.
5. Bay door panels were replaced by NJ Door Works. They will be painted in April.

Trucks

Ray Ference provided the monthly report to the Board.

1. Timeline for services to be confirmed by Fire & Safety.
2. Rescue's center tool board. Will request a new one be made by Pierce. Ray also said he would reach out to a fabricator about one.
3. New computer for 11-1.

New Chief's Truck

1. New Chief's truck be ready by Friday.
2. Transfer of equipment and laptop setup required for immediate service.

Fire Prevention

1. The theme for 2026 will be finalized in June.

Joint Board

1. Next meeting scheduled at District #9 next week.

Day Crew

1. AJ Wertz reviewed the progress so far.
2. Two resignations were received; their logins for the system have been disabled. One person is on suspension and locked out of the system.
3. Several members have not contacted AJ back.
4. Six interviews will begin starting on the 9th.

5. One former member would like to return.
6. Files & equipment records to be created and digitized.

Treasurers Report

Cash Balance - \$1,399,492.26

Disbursements - \$171,042.93

Unfinished business

1. Ray asked if the Board members had reviewed Responder.help. He feels that it has very helpful HR tools.
2. Discussion of Indian store owners and Knox Box's made it clear that an upgrade in technology is necessary. Steve to get pricing.

New Business

1. Resolution #01826-1 for Appointment of Matthew Wexler as Fire Inspector was read and accepted.
2. Quote received for masks (\$443.02/mask). Approved for five to be ordered (medium size).

Adjournment

Meeting adjourned at 7:46 pm to go into a closed session.

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

Resolution #021826-1

**Appointment of Fire Inspector
For 2026 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Fire Inspector for the 2026 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) *Matthew Wexler* is hereby appointed to the position of Fire Inspector for the 2026 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.