
Iselin District #11 Board of Fire Commissioners

Meeting Minutes
December 11, 2024

Call to order

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 December 11, 2024, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Ference, Karlin Sandklev and Smith. Also in attendance were Chief Ryan Malheiro, Fire Official Nordveit and Vice President Craig McKenzie.

Approval of minutes

Commissioner Sandklev made a motion to approve the minutes from the November 13, 2024, meeting. Commissioner Ference seconded the motion.

Committee Reports

Chief's Report

Chief Ryan Malheiro informed the Board that there was nothing new to report for this month.

Fire Official's Report

Fire Official Helge Nordveit provided the monthly report to the Board.

1. Statistics: 1 Life Hazard Inspections and 20 Non-Life Hazard Inspections performed; reviewed complaint and investigation activity for the month.
2. Bureau vehicle 3-5 running well.
3. Ryan has been attending Fire Investigation classes for the last week and a half.

Communications

No communications received.

Bills

Commissioner Sandklev made a Motion to pay all bills and seconded by Commissioner Ference. All Commissioners in favor.

Alarms & Pagers

Steve Freeman informed the Board that there was nothing new to report for this month.

House

Roy Sandklev provided the monthly report to the Board.

1. The fence has been repaired at headquarters and installed at House 2.
2. Chief to inform all that the bay doors are to be kept closed while it is cold outside.
3. Five new thermostats have been installed throughout the building.
4. Fire Official requested the blinds be changed out in the Bureau. Chief suggested black out curtains be installed.
5. Terry checked refrigerator and AC units in the Training Room. He is coming tomorrow for the refrigerator and a date/time will be set up for when he can come back to clean the air conditioners.

Trucks

Ray Ference provided the monthly report to the Board.

1. Apparatus is in good working condition with nothing new to report.

New Truck

Steve provided an update on the new truck.

1. The truck was delivered to Fire & Safety last week and 4 of the committee members went over it and the checklist. There are just minor things that still need to be addressed. A final check will need to be provided when the truck is delivered.
2. Steve spoke to the lawyer about selling the current engine (11-1) to Jersey City. He informed Steve that since the sale will be between two government agencies a Resolution can be drawn up for it. The Board agreed to sell to Jersey City for \$25,000. Steve will have the lawyer draw up the Resolution and Ray will reach out to the Jersey City Chief regarding the sale price.

Water & Hydrants

Steve Freeman provided the monthly report to the Board.

1. The Fire Official asked to be informed of any fire hydrants that are behind newly installed guardrails so the water company can be contacted.

Fire Prevention

Fire Official Helge Nordveit informed the Board that there was nothing new to report for this month.

Unfinished business

1. Steve to work on Bureau printer.
2. The cemetery monument will need to be addressed with the cemetery office in the Springtime.
3. Board and Chief discussed budget for gear that needs to be ordered.

New Business

1. Two Resolutions were read and adopted:
 - a. Resolution 2024-12-1: Board Approval of Elected Commissioner Compensation
 - b. Budget Resolution First Reading (\$1,906,895)

Adjournment

Meeting adjourned at 7:20 pm.

RESOLUTION 2024 - 12 - 1

Board approval of Elected Commissioner Compensation

2025 Salary Guide (January – December)

WHEREAS the Fire Commissioners of Fire District No.11 of the Township of Woodbridge establishes annual compensation for its fire district Commissioners pursuant to N.J.S.A. 40A:14-88; and

NOW, THEREFORE, BE IT RESOLVED by the Fire Commissioners of Fire District No. 11 of the Township of Woodbridge hereby approve the 2025 Commissioners compensation in compliance of the 2025 District budget requirements as follows:

President \$11,543.00;

1st Vice President \$11,543.00; Financial Secretary \$11,543.00;

Secretary \$11,543.00; Treasurer \$11,543.00;

BE IT FURTHER RESOLVED, that the above salaries shall take effect on January 1, 2025; and

BE IT FURTHER RESOLVED, that the Board shall re-evaluate the salary structure adjusting as appropriate and approve of same annually as per N.J.S.A. 40A:14-88.

Motion to approve resolution made by Commissioner Roy Sandklev.

Second by Commissioner Scott Smith. All in Favor.

BOARD OF FIRE COMMISSIONERS

FIRE DISTRICT No. 11

ADOPTED: Yes

I hereby certify that the above is a true and exact copy of the resolution adopted by the Board of Fire Commissioners, Fire District No. 11, Township of Woodbridge at their regular meeting held on December 11, 2024.



Thomas Karlin – Clerk

MUTUAL SERVICE AGREEMENT for 2025

THIS AGREEMENT, made and entered into this Eleventh Day of December, 2024;

BETWEEN:

BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT NO. 11-ISELIN, WOODBRIDGE TOWNSHIP,
a body corporate and politic of the State of New Jersey

maintaining its principal headquarters at 20 Auth Avenue, Iselin, in the Township of Woodbridge, in the County of Middlesex, and State of New Jersey; party of the first part, hereinafter referred to as "The Board",

AND:

ISELIN CHEMICAL HOOK & LADDER VOLUNTEER FIRE CO., INC.,
a non-profit corporation of New Jersey,

maintaining its headquarters at 20 Auth Avenue, Iselin, in the Township of Woodbridge, in the County of Middlesex, and State of New Jersey, party of the second part, hereinafter referred to as "The Company",

WITNESSETH:

In consideration of the mutual covenants and promises herein contained and
undertaken;

IT IS AGREED and REPRESENTED by and between the parties hereto as follows:

ARTICLE I

1. This Indenture of Agreement shall be known as the Fire District No. 11-Iselin Mutual Service Agreement.
2. The parties hereto are the Board of Fire Commissioners, Fire District No.11- Iselin and the Iselin Chemical Hook & Ladder Volunteer Fire Co., Inc., bodies corporate of the State of New Jersey.
3. This Indenture of Agreement is authorized by N.J.S.A. 40A:11-10 et seq., N.J.S.A. 40A:14-7 et seq., and N.J.S.A. 40A:14—70.1(b), to take effect on January 1, 2025, subject to and in accordance with the terms and provisions of paragraph four (4) hereinafter set forth and shall expire December 31, 2025.
4. This Indenture of Agreement shall not become effective until authorized by resolutions adopted by a majority vote of the Board and the members of The Company, both of the parties hereto, at a regular or special meeting of The Board and The Company, held in accordance with the constitution and by-laws of the respected parties hereto, and in accordance with all applicable laws of the State of New Jersey in such cases made and provided.

ARTICLE II

5. The Board hereby agrees to exclusively retain, engage, employ, hire, and utilize the services of The Company for the purpose of providing protection against loss of life and property by fire, including but not limited to, fire prevention, fire suppression, fire education and training, and miscellaneous services of every nature, kind and description and all related activities thereto, both direct and indirect, within the geographical boundaries of Fire District No. 11-Iselin for and during the term of this Indenture of Agreement.
6. The Company hereby agrees to provide, furnish, supply, and deliver the services of The Company for the purpose of providing protection against loss of life and property by fire, including but not limited to fire prevention, fire suppression, fire instruction, education, and training, and miscellaneous services of every nature, kind, and description and all related activities thereto, both direct and indirect, within the geographical boundaries of Fire District No. 11-Iselin for and during the term of this Indenture of Agreement.
7. The Board agrees to pay the sum of Five Hundred, Fifty Two Thousand Dollars (\$552,000.00) to The Company for the services hereinbefore set forth in paragraphs five (5) and six (6) of this Indenture of Agreement during the existence thereof and The Company agrees to provide the said services for said sum.
8. The Board further agrees to purchase, furnish, and supply, at its own cost and expense, the facilities to house fire engines, fire trucks, ladder trucks, support vehicles, rescue trucks, pumpers, and other Fire District vehicles, together with all of the equipment and supplies, of every nature, kind, and description, including but not limited to, fire engines, fire trucks, ladder trucks, pumpers, chief's car, rescue trucks, radio equipment, walkie-talkies, pagers, alarm systems, generators, breathing equipment, fire-fighting protective clothing, computers and all necessary and related software, hoses, tools, and all and any other equipment, related, directly or indirectly, to the activities of The Company in carrying out the intent and purpose of this Indenture of Agreement, subject only to: (1) the approval by a majority vote of The Board, subsequent to a request for such equipment from The Company, (2) the approval of the budget by the legal votes of Fire District No. 11-Iselin, and (3) the contract, budget, and bidding laws of the State of New Jersey.

ARTICLE III

9. The parties hereto, acting jointly as to all matters included within the purview of this Indenture of Agreement, shall operate as a single entity and shall be referred to as the Board of Fire Commissioners, Fire District No. 11-Iselin.
10. The parties hereto may adopt or amend constitutions and by-laws, from time to time, to govern the operation of The Board and The Company to implement and carry out the intent and purpose of this Indenture of Agreement. A current and complete set of by-laws shall be maintained by the Clerk of The Board and the Secretary of The Company.

11. Any and all approvals or authorizations that may be necessary or required to implement and carry out the intent and purpose of this Indenture of Agreement shall become effective upon a majority vote of The Board and The Company voting separately in accordance with each of the party's constitution and by-laws and subject to the provisions of the laws of the State of New Jersey in such cases made and provided, and, subject to said vote, the officers of The Board and The Company be and they are hereby authorized and empowered to execute and deliver any and all documents that may be required or that are necessary to implement and carry out the intent and purpose of this Indenture of Agreement.
12. Meetings of The Board and The Company shall be held monthly on a date to be set forth in the by-laws and in accordance with the Open Public Meetings Act, and all notices promulgated pursuant thereto, provided however, that any meeting may be canceled for lack of a quorum, or by concurrent resolutions adopted by both of the parties hereto, by a majority vote of the Board and Company. Special meetings may be called either by the same method or by the joint call of the President of The Board and the President of The Company.
13. A quorum at any meeting shall consist of three (3) members of The Board and The Company. A majority of those present and voting shall constitute majority approval of The Board and The Company.
14. The Board shall have the sole and exclusive authority to approve all volunteer firefighters, appoint all officers of The Company. and shall have exclusively all powers incidental thereto.
15. The Board shall have the sole and exclusive authority to establish and operate the Bureau of Fire Prevention, the Office of Fire Marshall, and to and to appoint all personnel thereto.
16. The Board shall have 'such additional exclusive power and authority as is necessary to supervise, direct, operate, maintain, and control all fire district activities and services in Fire District No. 11-Iselin, including but not limited to the ownership and leasing of real property, operation of the fire training activities, ownership and maintenance of all fire apparatus and equipment, leasing of space for activities under the Board's supervision, and purchase and sale of all personal property. Generally, The Board exclusively shall have all of the powers and authority as are granted and conferred upon it by N.J.S.A. 40A: 14-1, et seq., and all amendments and supplements thereto.
17. In the event any provision of this Indenture of Agreement shall be in conflict with any of the applicable laws of the State of New Jersey appertaining thereto, the said provision shall be null and void and of no force and effect, and all provisions not affected by such conflict shall remain in full force and effect. laws of the respective parties hereto, and in accordance with all applicable laws of the State of New Jersey in such cases made and provided.
18. Unless otherwise provided by statute or in the by-laws, The Board and The Company shall act only by resolution duly adopted as hereinbefore set forth.

19. The Board's checking bank account shall be used for the purpose of receiving and disbursing the funds hereinbefore provided for. All disbursements shall be made by check only and upon proper vouchers prepared, submitted, and approved in accordance with all applicable statutes and laws. All checks must be signed by two (2) Board members.
20. The Board and The Company are hereby authorized and empowered to retain an attorney, an accountant, and an auditor and such other professional staff as is reasonably required or necessary to carry out the intent and purpose of this Indenture of Agreement.
21. The specific powers and authorities set forth herein are included by way of specification and not in limitation thereof, and this Indenture of Agreement shall be so liberally construed.

IN WITNESS WHEREOF, The Board and The Company have caused their corporate seals to be hereto affixed and attested by their Secretary, and these presents to be signed by their President the day and year first above written.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 11-ISELIN

ATTEST:

By: Thomas J. Karlin
Thomas Karlin, Secretary

By: Steven Freeman
Steven Freeman, President

ISELIN CHEMICAL HOOK & LADDER
VOLUNTEER FIRE COMPANY, INC.

ATTEST:

By: Steven Freeman
Steven Freeman, Secretary

By: Thomas Landherr
Thomas Landherr, President

RESOLUTION 12-1-24

At a meeting of the Board of Fire Commissioners, Fire District No.11-Iselin, held on Wednesday, December 11, 2024, the following resolution was unanimously adopted:

BE IT RESOLVED, that the Board of Fire Commissioners, Fire District No.11-Iselin enter into a Mutual Service Agreement with the Iselin Chemical Hook & Ladder Volunteer Fire Co., Inc., effective January 1, 2025, to provide for fire suppression and related services for the term of one (1) year commencing January 1, 2025, and terminating December 31, 2025 for the sum of Five Hundred, Fifty Two Thousand Dollars (\$552,000.00).

BE IT FURTHER RESOLVED, that the President and Secretary of the Board of Fire Commissioners, Fire District No. 11-Iselin be and they are hereby empowered to enter into, execute, affix the corporate seal, and deliver any and all documents necessary to carry out the intention of this resolution.

Dated: December 11, 2024

A handwritten signature in black ink, appearing to read "Thomas Karlin", written over a horizontal line.

Thomas Karlin – Clerk