

**Iselin District #11**  
**Board of Fire Commissioners**  
**January 10, 2024**  
**Minutes**

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 10, 2024, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Karlin and Smith. Also in attendance were Chief Ryan Malheiro, Fire Official Helge Nordveit, Captain Fatima Manzoor, President Thomas Landherr and Ryan Lucas.

Commissioner Karlin made a motion to approve the minutes from the December 13, 2023 meeting. Commissioner Smith seconded the motion.

### **Chief's Report**

Chief Ryan Malheiro provided the monthly report to the Board.

**Report Items:**

1. Monthly statistics: 29 Calls; four members low on percentages, Chief waived this for the month.
2. Reviewed Officers for 2024:
  - Chief – Ryan Malheiro
  - 1<sup>st</sup> Asst. Chief – Chris Wertz
  - 2<sup>nd</sup> Asst. Chief – Joseph Francisquini
  - 1<sup>st</sup> Captain – Fatima Manzoor
  - 2<sup>nd</sup> Captain – Paul Silletti
  - 1<sup>st</sup> Lieutenant – Emmanuel Jiminez
3. Chief stated he is looking forward to an amazing year in 2024.

**Action Items:**

None

### **Fire Official's Report**

Helge Nordveit provided the monthly report to the Board.

**Report Items:**

1. Statistics: 3 Life Hazard Inspections and 3 Non-Life Hazard Inspections were performed
2. The monthly complaints and investigations were reviewed by the Fire Official
3. Vehicle 3-5 is running well
4. One class was attended this month by the Fire Official
5. Documents being collected for maintenance of House 1 & 2
6. Computer has been set up – NFRS to be transferred; Helge will reach out to find out how this is done

**Action Items:**

None

## Bills

Motion made by Commissioner Smith to pay all bills; seconded by Commissioner Karlin. All Commissioners in favor.

## Joint Boards

1. Smoke trailer purchase has been put on hold until March

## Alarms & Pagers

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Renewals done for maintenance and inspections for alarms

Action Items:

None

## Communications

1. Letter from M. Palmieri stating that he will be filing a lawsuit regarding the firefighting foam – letter to be forwarded to attorney

## House Report

Roy Sandklev provided the monthly report to the Board.

Report Items:

1. Boiler House 2
2. New refrigerator

Action Items:

None

## Truck Report

Scott Smith provided the monthly report to the Board.

### Report Items:

1. Waiting on parts for Ladder and 11-3; Scott to reach out to Fire & Safety
2. New 11-31 – requires one more vote

### Action Items:

None

## New Engine

1. Final engineering meeting and final drawings will be done in March.

## Unfinished Business

None

## New Business

1. LOSAP done and checks to be done next month.
2. The following Resolutions were read and approved/signed:
  - a. Resolution No. 01102024-1 – Appointment of Auditor
  - b. Resolution No. 01102024-2 – Approval and Payment of Claims
  - c. Resolution No. 01102024-3 – Designation of Official Newspapers for Publications
  - d. Resolution No. 01102024-4 – Appointment of Accountant
  - e. Resolution No. 01102024-5 – Appointment of Attorney
  - f. Resolution No. 01102024-6 – Adoption of Cash Management Plan
  - g. Resolution No. 01102024-7 – Authorizing Regular Meeting Schedule
  - h. Resolution No. 01102024-8 – Appointment of Fire Official
  - i. Resolution No. 01102024-9 – Appointment of Secretary
  - j. Resolution No. 01102024-10 – Appointment of Fire Inspector

## Treasurer's Report

1. Cash Balance - \$1,513,267.91
2. Total Disbursements - \$39,049.12

Meeting adjourned - 7:20 pm

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

**Resolution # 01102024-1**

**Authorizing Appointment of Auditor  
for the 2024-2025 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 2024-2025 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) is hereby appoint Gary W. Higgins, Certified Public Accountant and Registered Municipal Account of PKF O'Connor Davies LLP as the auditor for the years ended December 31, 2023 and 2024 and accountant for non-audit advisory services 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. The Board of Fire Commissioners #11 is hereby authorized to enter into new contracts and engagement letters for the provision of such auditing services and non-audit advisory services.

(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 # 01102024-2**

**Authorizing Approval and Payment of Claims**

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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 # 01102024-3**

**Designation of Official Newspapers for  
Publications for the 2024-2025 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 2024-2025 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 2024-2025 year pursuant to New Jersey statutes shall be *The 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 #011024-4**

**Authorizing Appointment of Accountant  
for the 2024-2025 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 2024-2025 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) ***Michael Klepchick*** 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 # 01102024 – 5**

**Authorizing Appointment of Attorney  
for the 2024-2025 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 2024-2025; 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 #01102024-6**

**Adoption of Cash Management Plan  
for the 2024-2025 Year**

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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 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be TD Bank, N.A.

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

**Resolution # 01102024 - 7**

**Authorizing Regular Meeting Schedule  
for the 2024-2025 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 Home News and Tribune and/or 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**

**Resolution #01102024-8**

**Appointment of Fire Official  
For 2024-2025 Year**

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WHEREAS, the Commissioners are desirous of making an appointment of a Fire Official for the 2024-2025 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) ***Helge Nordtveit*** is hereby appointed to the position of Fire Official for the 2024-2025 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.

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

**Resolution #01102024-9**

**Appointment of Secretary  
For 2024-2025 Year**

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WHEREAS, the Commissioners are desirous of making an appointment of a Secretary for the 2024-2025 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) ***Karen Hackett*** is hereby appointed to the position of Secretary for the 2024-2025 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.

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

**Resolution #01102024-10**

**Appointment of Fire Inspector  
For 2024-2025 Year**

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WHEREAS, the Commissioners are desirous of making an appointment of a Fire Inspector for the 2024-2025 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) ***Ryan Malheiro*** is hereby appointed to the position of Fire Inspector for the 2024-2025 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.