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# **Iselin District #11 Board of Commissioners**

Meeting Minutes  
December 3, 2025

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## **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 3, 2025, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Ference, Karlin and Smith. Also in attendance were Chief Chris Wertz, Fire Inspector Ryan Malheiro, and President Landherr.

## **Approval of minutes**

Commissioner Smith made a motion to approve the minutes from the November 5, 2025, meeting. Commissioner Ference seconded the motion.

## **Committee Reports**

### **Chief's Report**

Chief Chris Wertz provided the report for the month of December.

1. There were 43 calls and three members were low on percentages.
2. We placed second in the Township Light Parade.
3. Chief met with East Coast; they are working on the truck and claiming that some items are still not in. He is in touch with Roy who is working on other avenues.
4. Chief requested the amount left in the Chief's budget for equipment, which is \$30k.
5. Chief reported that there were five instances where District #9's assistance was requested on full response.
6. Chief requested clarification on categories for staffing for the onboarding process of the new incident reporting system portal which is required by January 1 to begin incident reporting.
7. Fielding a complaint from a fire call that happened. Chief spoke with the homeowner who was very thankful and that a great job was done by all.

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

Fire Inspector Ryan Malheiro provided the report for the month of December as acting Fire Official.

1. Batteries for the camera have been ordered and expected delivery is tomorrow.
2. Ink for the printer to be ordered.
3. Discussed license and training for a drone to be used for fire inspections and drafting a drone policy.

### **Communications**

1. There is one resolution to be read and approved.

### **Bills**

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

### **Alarms & Pagers**

Steve Freeman provided the monthly report to the Board.

### **House**

Steve Freeman provided the monthly report to the Board.

1. Insulation work being done at House 2.
2. Work on fan is ongoing.
3. Scott received a quote from New Jersey Door Works. He spoke to them about changing the

### **Trucks**

Ray Ference provided the monthly report to the Board.

1. Van has been inspected and is back in service.
2. Ray reached out to Matt several times for vehicle service. The Rescue is slated for December 8.
3. Discussed looking into alternative vendors for repair work. One suggestion was to look into mobile mechanics such as the Township Garage. Steve will contact Kevin to discuss.

### **Fire Prevention**

Nothing to report at this time.

## **Treasurers Report**

Cash Balance - \$1,518,199.40

Disbursements - \$145,87047

## **Unfinished business**

1. The Board has been in contact with their lawyer and a labor lawyer to discuss the Day Crew. Board informed Ryan Malheiro that W-2's are to be immediately submitted for every employee for the last year and reports from ADP from the last two years.
2. Beginning January 1 there will be three Firefighters around the clock for coverage. Also beginning January 1 the Chief will take over the operations of the Day Crew and scheduling.
3. Ryan Malheiro stated that the Board is in violation of a contract that was signed by the Executive Board and there would be moneys owed. There was never a vote on said contract. The Board asked Ryan to have his lawyer contact the Board's lawyer to discuss details of the contract.

## **New Business**

1. A Resolution was approved to transfer \$10,000 from Administrative and Miscellaneous Expenses and \$90,000 from Maintenance and Repairs to the Mutual Service Agreement in order to finish out the year for additional manpower. Motion to approve may by Commissioner Smith and seconded by Commissioner Ference. All in favor.
2. Commissioner Ference urged all personnel to discuss and resolve any issues in-house to prevent misinformation and maintain solidarity.
3. For Insurance purposes, all SOG's and policies for new training should be reviewed. Chief had contacted an outside company to assist with this task (Power DMS).
4. Recruiting volunteers - Discussed working with the Township recruiting volunteers. There were recently 3 or 4 applications submitted online.

## **Adjournment**

Meeting adjourned at 7:41 pm.