

**Iselin District #11**  
**Board of Fire Commissioners**  
**December 13, 2023**  
**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 December 13, 2023, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Karlin, Lisoski, Sandklev and Smith. Also in attendance were Chief Ryan Malheiro, Fire Official Helge Nordveit, Captain Fatima Manzoor and Lieutenant. Emmanuel Jiminez.

Commissioner Sandklev made a motion to approve the minutes from the November 8, 2023 meeting. Commissioner Karlin seconded the motion.

### **Chief's Report**

Chief Ryan Malheiro provided the monthly report to the Board.

**Report Items:**

1. Monthly statistics: 35 Calls; one member low on percentages
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

**Action Items:**

None

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

Helge Nordveit provided the monthly report to the Board.

**Report Items:**

1. Statistics: 15 Life Hazard Inspections and 35 Non-Life Hazard Inspections were performed (Inspector #1 – 12; Inspector #2 – 38)
2. The monthly complaints and investigations were reviewed by the Fire Official
3. Vehicle 3-5 is running well
4. There were no classes attended this month
5. Discussed alarm door problem; working on a solution

**Action Items:**

None

## Bills

Motion made by Commissioner Sandlev to pay all bills; seconded by Commissioner Lisoski. All Commissioners in favor.

## Alarms & Pagers

Steve Freeman provided the monthly report to the Board.

Report Items:

1. New enunciator installed by Steve in both buildings.

Action Items:

None

## Communications

No communications to report.

## House Report

Roy Sandklev provided the monthly report to the Board.

Report Items:

1. Estimate received for new hot water and boiler for House 2 - \$8,500; installation amount to be received by end of year

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

Action Items:

None

## Unfinished Business

1. Steve to reach out to Pierce for status on new truck
2. A vote will be taken during the January Joint Board Meeting regarding the purchase of a new smoke trailer
3. Tom to install computer for reports

## New Business

1. 11-1 laptop has been repaired
2. Laptop for Radio Room to be ordered by end of year
3. The following documents were read and accepted/signed:
  - a. Affidavit of Special Meeting
  - b. Affidavit of Posting for Special Meeting
  - c. Results of Special Meeting
  - d. Mutual Service Agreement
  - e. Resolution for Mutual Service Agreement
  - f. Resolution to Approve Budget
  - g. Resolution of Commissioner Salaries sent to Township
  - h. First Resolution for Budget - \$1,841,927

## Treasurer's Report

1. Cash Balance - \$1,548,373.86
2. Total Disbursements - \$59,293.54

Meeting adjourned - 7:20 pm