



BOROUGH OF MATAWAN
OFFICE OF THE INTERIM BOROUGH ADMINISTRATOR

To: Matawan Borough Volunteer Fire Department Members

From: Ryan Michelson, Borough Administrator

Re: Mayoral Appointment of Fire Department Chief, First Deputy Chief and Second Deputy Chief - Calendar Year 2026

Date: Deember 22, 2025

Cc: Mayor Joseph Altomonte
Councilman Brian Livesey, Council Liaison to the Fire Department
Tim Clifton, Fire Department Chief (2025)
Harold Doty, President – Board of Fire Officers

Effective with the passage of (amended) **Borough Ordinance 2-15.12** (Composition of Officers, Elections of Officers, Terms of Office), the positions of Fire Department Chief, First Deputy Chief and Second Deputy Chief shall be appointed by the Mayor at the Borough's Annual Reorganization Meeting in January 2026, with each position serving a one-year term. Such appointments are made pursuant to § 2-15.12(d) of the Borough Code and N.J.S.A. 40A:14-9, consistent with the Borough's classification as a combination fire department.

As part of the responsibilities of these appointed leadership roles, the Chief and Deputy Chiefs will be expected to support the continuation, evaluation, and administration of the pilot paid-call program for firefighter response, including adherence to any applicable policies, reporting requirements, and operational procedures established by the Borough and the Fire Department.

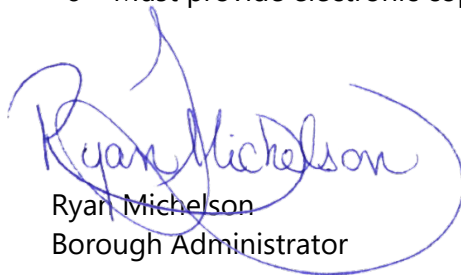
To provide Mayor Altomonte with a pool of candidates to consider for appointment, I am requesting the names of those interested and qualified candidates be submitted to my office by 11:00 AM on Monday, Decemebr 29, 2025.

To be eligible for appointment as Fire Department Chief, First Deputy Chief or Second Deputy Chief, a candidate:

- Must be a member of the Department, in good standing in his/her Company for at least eight (8) years prior to the date his/her term commences.
- Must not have been charged with any firematic violation(s) for a period of two years.
- Must have served at least one year in the ranks of Chief Engineer, First Lieutenant and Captain.
- Must have completed (and provide records of certification) for all prerequisite training course as outlined in Section 54 of the MBFD By-Laws.
- Must be certified as Incident Management Level 3 by the NJ Division of Fire Safety
- Must have completed the National Fire Academy's Incident Safety Officers Course.

Submissions shall be made via email to ryan.michelson@matawanborough.com and shall include the following information:

- Name of the candidate
- Current position/rank within the Matawan Borough Volunteer Fire Department
- Years of service within MBFD
- A statement confirming that the candidate possesses the requisite training and experience as outlined in Borough Ordinance 2-15.12 and as referenced above.
- Must provide electronic copies of all pertinent certificates.



Ryan Michelson
Borough Administrator