

Karen Wynne

From: Max Kolbe <opra+request-86832-d58521bb@requests.opramachine.com>
Sent: Tuesday, February 10, 2026 1:42 PM
To: Opra Request
Subject: OPRA request - OPRA Request – Board of Fire Officers Records

[You don't often get email from opra+request-86832-d58521bb@requests.opramachine.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Matawan Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

All meeting minutes of the Matawan Borough Fire Department Board of Fire Officers (BFO) from January 1, 2022 to the present, including regular meetings, special meetings, and any emergency meetings.

All records documenting certification or verification of quorum for each BFO meeting held from January 1, 2022 to the present, including but not limited to:

- Quorum certification forms
- Attendance logs or sign-in sheets
- Roll call records

-Any written certifications, memoranda, or confirmations indicating that a quorum was present

Electronic copies (PDF format) are preferred and may be transmitted via email.

Thank you for your assistance. Please do not hesitate to contact me if you require clarification regarding this request.

Yours faithfully,

Max Kolbe

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-86832-d58521bb@requests.opramachine.com

Is opra.request@matawanborough.com the wrong address for OPRA requests to Matawan Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=matawan_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/opra_request_board_of_fire_offic

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

AGENCY USE ONLY	
Tracking Information	Final Cost
Tracking # _____	Total _____
Rec'd Date <u>2-10-26</u>	Deposit _____
* Ready Date <u>3-6-26</u>	Balance Due _____
Total Pages _____	Balance Paid _____
Records Provided	
* extension <u>3-5-26</u> - File complete - Sec attached email	
<u>Karenlynn Clark</u> Custodian Signature	<u>2-18-26</u> Date