

WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
June 27, 2017

President Daly calls the workshop portion of the June 27, 2017, meeting to order and calls for a flag salute and moment of silence.

President Daly asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. DALY	PRESENT
COMM. ANNUNZIATA	PRESENT
COMM. MANNING	PRESENT
COMM. PURYEAR	absent

President Daly announces that the notice requirements of R.S. 10:4-18 have been satisfied by delivering the required notice to the Coaster and the Asbury Park Press, posting the notice on the board in the Neptune Municipal Complex and filing a copy of said notice with the Board Clerk.

President Daly points to the exits to be used in case of an emergency.

ITEMS FOR DISCUSSION IN OPEN SESSION

Computers for office discussed and approved (up to 5,000.00)

LOSAP points system discussed

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Manning

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
June 27, 2017**

President Daly calls June 27, 2017 regular meeting to order.

President Daly asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. DALY	PRESENT
COMM. ANNUNZIATA	PRESENT
COMM. MANNING	PRESENT
COMM. PURYEAR	absent

President Daly announces that the notice requirements of R.S. 10:4-18 have been satisfied by delivering the required notice to the Coaster and the Asbury Park Press, posting the notice on the board in the Neptune Municipal Complex and filing a copy of said notice with the Board Clerk.

President Daly points to the exits to be used in case of an emergency.

PUBLIC COMMENT-ON AGENDA ITEMS ONLY - none

The public will be permitted one visit to the microphone with a limit of five minutes. No time can be transferred to another party.

**RESOLUTION 2017-1-6-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

BE IT RESOLVED, the bills total of \$417,877.96, are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$21,274.19 be approved for the 5/31/17 payroll and the total of \$20,129.59 be approved for the 6/15/17 payroll and the total of \$19,602.04 be approved for the 6/30/17 payroll:

BE IT FURTHER RESOLVED, that the total bills be attached to this resolution and be made part of.

VOTE: Comm. Annunziata: AYE Comm. Manning: AYE;
 Comm. Puryear: absent; Pres. Daly: AYE.

RESOLUTION # 2017-1-6-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE May 16, 2017 MEETING

Offered By: Comm. Annunziata

Seconded By: Comm. Manning

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the May 16, 2017 meeting.

VOTE: Comm. Annunziata: AYE Comm. Manning: AYE;
 Comm. Puryear: absent; Pres. Daly: AYE.

RESOLUTION # 2017-1-6-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE May 16, 2017 MEETING

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

BE IT RESOLVED, that the minutes of the Meeting of the May 16, 2017 be ratified and approved.

VOTE: Comm. Annunziata: AYE Comm. Manning: AYE;
 Comm. Puryear: absent; Pres. Daly: AYE.

RESOLUTION # 2017-1-6-4
A RESOLUTION TO AUTHORIZE AND PAY FOR
BUILDING REPAIRS AT LIBERTY FIREHOUSE

Offered By: Comm. Daly

Seconded By: Comm. Annunziata

WHEREAS, the Board has found the need to have installed a steel angle where the wall separated at the Liberty firehouse; and

WHEREAS, Board requires to have 3 windows blocked up and plastered; and

WHEREAS, 3 quotes were requested and 2 received were by the Boards Engineer, Leon S. Avakian, Inc. as follows:

Helios Construction	in the amount of \$28,060.00
MTB, LLC	in the amount of \$10,490.72

WHEREAS, after review a recommendation was made to award the contract to MTB, LLC as stated above; and

WHEREAS, funds are available in appropriation entitled P/B&G Misc. and Commissioner/Treasurer has so certified;

NOW, THEREFORE, BE IT RESOLVED, the Board does hereby authorize and approve payment to MTB Contractors in the amount of \$10,490.72.

VOTE: Comm. Annunziata: AYE Comm. Manning: AYE;
 Comm. Puryear: absent; Pres. Daly: AYE.

RESOLUTION # 2017-1-6-5
A RESOLUTION TO REVISE DIRECTIVE 001

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

WHEREAS, the Board of Fire Commissioners have found the need to revise Directive 001, and:

WHEREAS a copy of revised DIRECTIVE 001 is attached, and

WHEREAS, these revisions are to be under the heading of **VACANCIES**, and are to now read as follows:

Vacancies

Chief - In the event the office of the Township Chief becomes vacant the position shall be filled by the Assistant Chief who moves up to the Chief position. He will serve the partial term of Chief in addition to his full term the following year. The Board will **appoint a new Assistant Chief that is submitted by the Company that is next up in the rotation who has the necessary qualifications.**

Assistant Chief - In the event the office of Assistant Chief becomes vacant, **(other than by a vacancy of the Township Chief), the Company that the Assistant Chief was from will present a qualified replacement member to be appointed by the Board to fill the remainder of the Assistant Chief term. If there is no qualified member, then** the next company in the rotation shall present the name of **their qualified** candidates for qualification verification and ratification.

Captain/Lieutenant - In the event that a Captain or Lieutenant position becomes vacant the jurisdictional company shall hold an election and submit the name to the Board for qualification-verification and ratification.

NOW, THEREFORE BE IT RESOLVED the Board of Fire Commissioner to hereby authorize the revisions as stated above.

VOTE: Comm. Annunziata: AYE Comm. Manning: AYE;
 Comm. Puryear: absent; Pres. Daly: AYE.



Station 34-1
Station 34-3

NEPTUNE TOWNSHIP FIRE DEPARTMENT



Station 34-2
Station 34-4

BOARD OF FIRE COMMISSIONERS

NEPTUNE FIRE DISTRICT #1

Original Adoption: NOVEMBER 16, 2005

Revised Resolution: **2017-1-6-5**

(Old SOG # 04-006)

Directive # 05-001

~~Amended by Resolution # 2007-2-3-7~~

~~Adopted on: 3/14/07~~

~~Amended by Resolution# 2013-1-10-6~~

~~Adopted on: 10/15/2013~~

~~Amended by Resolution # 2014-1-6-6~~

~~Adopted on: 6/17/2014~~

~~Amended by Resolution #2016-1-10-8~~

~~Adopted on: 10/18/2016~~

Amended by Resolution #2017-1-6-5

Adopted on: 6/27/17

TITLE: RULES AND REGULATIONS OF DEPARTMENT OFFICERS

INTRODUCTION: This directive describes the rules and regulations for Departmental Officers

POLICY: Neptune Fire District #1 has established this policy to ensure that all fire officers understand their job and to keep the officers and membership informed.

SCOPE: This directive covers all fire departmental officers and their duties and a vacancy in any departmental officer position.

RESPONSIBILITIES: It is the responsibility of all fire department members to strive for and meet the established departmental goals and objectives.

PROCEDURE: Department officers shall consist of one (1) Chief, one (1) Assistant Chief, four (4) Captains and eight (8) Lieutenants.

A. The function and duties of the department officers shall be to make every effort to attend all fires and direct the officers and members in the performance of their duties. Their objective shall be the prevention of fire and the protection of life and property from fire within the limits of Neptune Fire District #1

B. The Board of Fire Commissioners shall be fully empowered to approve all elected departmental officers and said Board is also empowered with the full right and power to suspend, remove, and expel any elected departmental officer, providing just cause be shown for such action after an investigation by said Board for any of the following reasons: incapacity, neglect of duty, conduct unbecoming of an officer, misconduct in the discharge of his duties, disobedience of just rules and regulations established or which may be established. No officer shall be removed from office for political reasons:

C. All department officers shall take and subscribe to an oath of office before they begin the duties of their respective offices

D. One Captain shall be elected annually by each individual company. The Captains shall be responsible to the Chief of the department for the fire fighting operations covered by the company in their area. When responding to other department companies they shall assist the jurisdictional officer. If none are present a captain shall assume command.

E. Two Lieutenants shall be elected annually by each individual company. The Lieutenants shall be responsible to their Captain and the Chief of the department for the fire fighting operations covered by the company in their area. They will not have authority outside their jurisdiction.

- The Chief shall automatically be elevated from the position of Assistant Chief, to Chief of the department, commencing at the 1st day of January at 12:00 noon at which time he shall be sworn into office by the Board of Fire

Commissioners. The Chief must meet the latest training requirements as adopted by the board.

- The Assistant Chief shall be elected from the fire companies in the following rotation, 34-3 Shark River, 34-1 Hamilton, 34-2 Liberty, and 34-4 Unexcelled.
- The Company electing the Assistant Chief shall submit the name of the qualified candidate to the Board at the November meeting-for qualification verification and ratification.
- All candidates must meet the latest training requirements as adopted by the Board.
- The departmental officer's tenure of office shall be for a period of one year commencing the 1st day of January at 12:00 noon to the same period of time on the next succeeding year.
- The companies shall submit the names of candidates for Captains and Lieutenants to the Board by the November meeting for qualification verification and ratification.

DUTIES:

Chief

- A.** The Chief shall be at the head of the Department and subject to the laws of the state of New Jersey and such rules and regulations as may be adopted by the Board of Fire Commissioners of Neptune Fire District #1.
- B.** Upon notification of an alarm of fire, the Chief shall have charge of all fire fighting operations in the fire district and all apparatus and equipment summoned to the alarm of fire shall be under his jurisdiction until such time as the apparatus and equipment is released by the officer in charge, when control of the equipment shall revert back to the company's officer.
- C.** The Chief shall be held accountable to the Board of Fire Commissioners only and shall make written or verbal reports to the Board as deemed necessary. All other departmental officers shall be

accountable to the chief and to the Board of Fire Commissioners.

- D. The Chief shall have the authority to order out any company within the fire district for alarms of fire and drills within the Township of Neptune, unless otherwise approved by the Board.
- E. The Chief shall be required to assist the proper authorities in suppressing the crime of arson by investigating or causing to be investigated the cause, origin and circumstances of all fires.
- F. The Chief shall cooperate with Fire Officials or Fire Inspectors and assist them in all matters that may be required.
- G. No departmental officer shall lease or hire out, or for personal or private use any fire apparatus or fire equipment without the consent of the Board of Fire Commissioners.
- H. ***The Chief shall conduct a minimum of 4 quarterly Officer Meetings during the year in order to keep the Company Officers and membership informed of the activities and procedures for the District. Failure to meet these requirements, the Chief will go before the Board of Fire Commissioners.***

Assistant Chief

- A. The Assistant Chief shall report to the Chief at fires and assist him in the discharge of his duties.
- B. In the absence of the Chief, the Assistant Chief shall command the department and he shall be held responsible for firefighting operations with the full powers and responsibilities of the Chief.

Captains

- A. In the absence of both the Chief and Assistant Chief, the Captain of that jurisdiction shall command the department with all the power and responsibilities of the chief. In the absence of the jurisdictional Captain the jurisdictional Lieutenant shall command, in his area only. In his absence one of the other responding company's Captain shall be the OIC.

Lieutenants

- A.** The Lieutenants shall report to the Captain of his company and the Departmental Asst Chief and Chief and at fires, assist them in the discharge of his duties.
- B.** In the absence of the Chief, the Asst. Chief and that jurisdictional Captain, he shall command the Department and he shall be held responsible for firefighting operations with the full powers and responsibilities of the Chief (within his jurisdiction).

The general duties of the departmental officers, Lieutenants through Township Chief shall be as follows:

- 1.** He/She shall take command in fighting fires and exercise considerable independent judgment in deciding the best way to extinguish a fire or mitigate a serious event, within the chain of command.
- 2.** He/she shall direct the work of firefighters engaged in extinguishing fires, within the chain of command.
- 3.** He/she shall preserve order and discipline among subordinates, within the chain of command.
- 4.** He/she shall give assignments and instructions, and provide staff with needed advice and assistance when difficult and unusual problems arise, within the chain of command.
- 5.** He/she shall check the work of subordinates to see that proper procedures are followed, that standards or workmanship, safety and conduct are maintained, and that desired objectives are achieved, within the chain of command.
- 6.** He/she shall prepare required reports of fires, equipment and personnel, within the chain of command.

Vacancies

Chief - In the event the office of the Township Chief becomes vacant the position

shall be filled by the Assistant Chief who moves up to the Chief position. He will serve the partial term of Chief in addition to his full term the following year. The Board will **appoint a new Assistant Chief that is submitted by the Company that is next up in the rotation who has the necessary qualifications.**

Assistant Chief - In the event the office of Assistant Chief becomes vacant, **(other than by a vacancy of the Township Chief), the Company that the Assistant Chief was from will present a qualified replacement member to be appointed by the Board to fill the remainder of the Assistant Chief term. If there is no qualified member, then** the next company in the rotation shall present the name of **their qualified** candidates for qualification verification and ratification.

Captain/Lieutenant - In the event that a Captain or Lieutenant position becomes vacant the jurisdictional company shall hold an election and submit the name to the Board for qualification-verification and ratification.

RESOLUTION # 2017-1-6-6
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

WHEREAS, State law permits the exclusion of the public in certain circumstances; and,

WHEREAS, The Board of Fire Commissioners of Neptune Fire District, No. 1 finds that such circumstances currently exist and are as follows:

- Legal/Personnel issue pertaining to Lieutenant Position

WHEREAS, The Board of Fire Commissioners will make public, minutes of the closed session when confidentiality no longer exists;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners that they are hereby authorized to enter into closed session to discuss legal and personnel matters which are exempt from the public meeting under the Sunshine Law.

VOTE: Comm. Annunziata: AYE Comm. Manning: AYE;
 Comm. Puryear: absent; Pres. Daly: AYE.

REPORTS

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

PAID DIVISION – Kepler thanks the Board for meter, training being done. Also EMT Re-certs in progress

COMMISSIONERS REPORTS:

Hamilton – Annunziata discussed Twp project for Jumping Brook Rd which may affect Hamilton Firehouse driveway project. All else progress.

Unexcelled – Manning reports minor issued being handled

Liberty – Annunziata exit sign needs to be moved.

Shark River – Daly reports has meeting with them Thursday 6/29 for bldg. issues.

PUBLIC COMMENT -none

Members of the public may address any concern relating to the Fire District. The public will be permitted one visit to the microphone with a limit of five minutes. No time can be transferred to another party.

MOTION TO GO INTO EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Manning

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2017-1-6-7

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

VOTE: Comm. Annunziata: AYE
Comm. Puryear: absent;

Comm. Manning: AYE;
Pres. Daly: AYE.

Chris Beekman reports also in Executive session was discussed violations and repercussions of Lt and will memorialize that at next meeting. Also there will be testing for the open Lt Position.

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Manning

MEETING ADJOURNED