

**WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
AUGUST 15, 2017**

President Daly calls the workshop portion of the August 15, 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	PRESENT

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

2nd set of gear - Discussed possible 16% to be eligible. Incentive to come out for calls. To be further discussed.

Vol FF recruiting campaign – Daly states secured \$3,000.00 to recruit volunteers. Pictures/ brochures/signs in schools, churches etc. to promote volunteering.

LOSAP point system – discussed -increasing points to attract volunteers

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
AUGUST 15, 2017**

President Daly calls AUGUST 15, 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	PRESENT

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

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 2017-1-8-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, the bills total of \$445,059.05 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$22,770.07 be approved for the 7/31/17 payroll and the total of \$26,399.68 be approved for the 8/15/17 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: AYE; Pres. Daly: AYE.

RESOLUTION # 2017-1-8-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE JULY 18, 2017 MEETING

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the JULY 18, 2017 meeting.

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

RESOLUTION # 2017-1-8-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE JULY 18, 2017 MEETING

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, that the minutes of the Meeting of the July 18, 2017 be ratified and approved.

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

RESOLUTION # 2017-1-8-4
A RESOLUTION TO AUTHORIZE AND APPROVE
SERVICE CONTRACT

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, the Board of Fire Commissioners has found the need to enter into a maintenance service agreement for heating and air services for Liberty, Shark River and Unexcelled;

WHEREAS, quotes have been received as follows:

Tom Rostron Heating and Air \$4,791.98 annually
To include a flat rate of \$87.50 per hour M-F including holidays
And emergencies

Automated Building Controls \$5,250.00 annually
To include a labor rate of \$117.00 per hour, OT rate of \$175.00 per hour
And Sundays and Holidays at \$234.00 per hour

Mechanical Construction \$3,800.00 annually
To include a labor rate of \$105.00 per hour, OT rate of \$157.50.00 per hour
And Sundays and Holidays at \$210.00 per hour

WHEREAS, the Board has reviewed the above maintenance agreements and has taken into account past services and hourly rates,

WHEREAS, funds have been made available in the appropriation account entitled P/B&G Misc. and Commissioner/Treasurer has so certified;

NOW, THEREFORE, BE IT RESOLVED, the Board does hereby authorize to enter into agreement and approve payment as listed above to Tom Rostron Heating and Air.

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

**RESOLUTION # 2017-1-8-5
A RESOLUTION TO APPOINT
PAID FF LIEUTENANT**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, the Board of Fire Commissioners has found the need to fill the now vacant position of Lieutenant,

WHEREAS, the Board had previous conducted a testing for said position, and

WHEREAS, FF Armada ranked next highest in said testing.

THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners do hereby appoint Christopher Armada to the position of Lieutenant effective 8/16/17.

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

RESOLUTION #2017-1-8-6
A RESOLUTION TO CREATE AN ADDITIONAL POSITION OF
FULL-TIME FIREFIGHTER FOR THE NEPTUNE FIRE DISTRICT NO. 1
SECOND READING

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, The Board of Fire Commissioners of the Neptune Fire District No. 1 has determined it is necessary to create an additional position for a Full-Time Firefighter to better protect the Fire District and manage individual units during emergency response situations;

WHEREAS, the Fire Board of Commissioners has already set and accepted standards for the duties of paid firemen which can be found in Resolution #2-86-3, attached to this Resolution for reference purposes. These standards and duties shall apply to this newly created position as well as any amendments and modifications that have been passed since Resolution #2-86-3.

WHEREAS; Establishing the additional paid firefighter position permits the District to restructure the fire department by providing for 6 full-time Firefighters, 1 Fire Official and 1 Fire Inspector.

NOW, THEREFORE , BE IT RESOLVED, by the Board of Fire Commissioners of Neptune Fire District No. 1 as follows:

1. Position Created: Full-Time paid firefighter for the Neptune Fire District No. 1.
2. Powers and Duties: the duties shall conform to those already enumerated in Resolution #2-86-3, and any subject amendments/modifications that the Board of Fire Commissioners has passed.
3. General Requirements for Eligibility: the Board of Fire Commissioners shall review applications by individuals meeting the following criteria:
 - a. Possess valid High School Diploma or GED;
 - b. Applicant must be between the ages of 21 and 35.
 - c. Must be NJ FF-1 certified and EMT certified.
 - d. Must submit valid NJ driver's license.
4. Compensation. The Full-Time firefighter shall be a salaried employee of the Fire District. The salary for this position shall be \$30,000.00.

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

RESOLUTION #2017-1-8-7
A RESOLUTION AMENDING THE LENGTH OF
SERVICE AWARDS PROGRAM FOR NEPTUNE
FIRE DISTRICT NUMBER 1

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

WHEREAS, The Board of Fire Commissioners of the Neptune Fire District No. 1 has determined it is necessary for member retention and to encourage new member recruitment to amend the Length of Service Awards Program (“LOSAP”) established by Resolution #10-98-20 and further amended by Resolution # 2003-1-2-8;

WHEREAS, The Board has determined the amendments will serve to further the original purpose of enhancing the ability of the Board to continue to provide fire protection services to the citizens and residents of Neptune Township by ensuring the continuation of viable volunteer fire companies;

NOW, THEREFORE , BE IT RESOLVED, by the Board of Fire Commissioners of Neptune Fire District No. 1 as follows:

1. **Qualifications** - In order to qualify, an individual must have a minimum of three (3) years of experience as an active Firefighter earning either a minimum of 120 points to qualify for the 80% category or earning a minimum of 200 points to qualify for the 100% category for each of the three (3) years. The three (3) years do not have to be consecutive. The three (3) year count starts with the FF1 Certification date for new members that did not start as firefighters (cadet time and time before passing FF1 Certification does not count toward the 3 years). For new members that joined with FF 1 Certification, the three (3) year start date is designated as the date in which Notification is sent that all background check and physical requirements have been passed per the Board requirements.
2. **Points** are accumulated during each calendar year. The member is responsible for completing and submitting the paperwork in a timely manner each year to record and document their accumulated points. Once the three (3) year requirement set forth above is met, the member is required to complete the LOSAP paperwork to join the program. The member is responsible for filling out and handing in the paperwork in a timely manner as joining the program is not automatic. Notice will be sent in December of each calendar year with the deadlines for LOSAP point submissions and the deadline for submitting a new application to join.
3. **Captains and/or the Chief Officer** present at the call must verify that the member was on scene for the duration of the call. The length of the call must also be verified for proper point distribution and auditing. Service points shall be earned by performing and participating in the following activities:

1. 1 Point for each hour while at an active fire, MAX 4 POINTS PER CALL.
2. 1 Point for **each hour of** drilling (training sessions, not work party) MAX 4 POINTS PER DRILLING SESSION.
3. 1 Point for each Meeting (Regular and Officers).
4. Work Party: 1 Point for **each hour worked** during Work Party MAX 3 POINTS PER WORK PARTY SESSION. Work Party consists of: Firehouse cleaning, maintenance, and any and all other Firehouse duties, either in a group or by an individual. Work parties must be approved by the officers.
5. Standby: If not Paid, 1 point PER 4 HOUR SHIFT, as per Title 40 guidelines.
6. Emergency Standby: No LOSAP points shall be issued for paid Snow or Storm Duty Standby. If Snow or Storm Duty Standby is unpaid volunteering then above regular Standby guidelines apply.
7. Officer Duties: 25 points a year for social officers, 50 points a year for working officers. (Meetings are counted separately). Social Officers include: President, Vice President, Secretary, Treasurer, Trustees. Working Officers include: Twp. Chief, Assistant Chief, Captain, First and Second Lieutenants, Engineers. Points will only be awarded from one (1) Officer Category, Social or Working, not both.
8. Effective September 1st, 2017.

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

RESOLUTION # 2017-1-8-8
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

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 hiring process
- Legal/Personnel issue pertaining to employee status update
-

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: AYE; Pres. Daly: AYE.

REPORTS

CHIEF-

ASSISTANT CHIEF- Burke requests his Chief vehicle use for Wildwood – Approved.

Thanks the Board for attending officers meetings.

CAPTAINS-

Paid Division- Armada - working on repair list and thanks the Board for additional FF position.

Office – Fran states Auditors are in

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.

COMMISSIONERS REPORTS:

Hamilton – Annunziata discusses Hamilton driveway.

Liberty – Puryear – leak repaired – Colors to be picked for inside and outside – discussed
Ice filters changed by company. Contractors discussed.

Unexcelled- Lane lights done, mice issue addressed. Storage room discussed- ready for carpet cleaning. Comm. Lane thanks for condolences for passing of his mom.

Shark River – Daly discussed siding/stucco project at Shark River-monies put aside – going

out to bid. Old radio room door needs replaced. Parking lot repairs discussed. Accordion doors to be replaced getting quotes.

Board Office cleaning service quotes discussed. Approved.

MOTION TO GO INTO EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2017-1-8-9

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

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

MOTION TO ADJOURN

Offered By: Comm. Daly

Seconded By: Comm. Annunziata

MEETING ADJOURNED