

**WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
NOVEMBER 17, 2015**

President Fritz calls the workshop portion of the November 17, 2015, meeting to order and calls for a flag salute and moment of silence.

President Fritz asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. FRITZ	PRESENT
COMM. DALY	PRESENT
COMM. LANE	PRESENT
COMM. MARTUSCELLI	PRESENT
COMM. PURYEAR	absent

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

ITEMS FOR DISCUSSION IN OPEN SESSION

- List of 2016 Officers have all been submitted
- 2016 Asst. Chief nominees list from Shark River Firehouse submitted
 - Joe Malysko
 - John Mascarelli
- The Asst. Chief election is to be held on Dec. 5th at the Shark River Firehouse between the hours of 7pm to 9pm.
 - **Companies eligible members voter lists needs to be submitted**

MOTION TO ADJOURN

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
November 17, 2015**

President Fritz calls November 17, 2015 regular meeting to order.

President Fritz asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. FRITZ	PRESENT
COMM. DALY	PRESENT
COMM. LANE	PRESENT
COMM. MARTUSCELLI	PRESENT
COMM. PURYEAR	
absent	

President Fritz 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 Fritz 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 2015-1-11-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Lane

Seconded By: Comm. Daly

BE IT RESOLVED, the bills total of \$199,193.90 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$20,752.16 be approved for the 10/31/15 payroll and the total of \$20,364.70 be approved for the 11/15/15 payroll:

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

VOTE: Comm. Daly: AYE; Comm. Lane: AYE; Comm. Martuscelli: AYE;
Comm. Puryear: absent; Pres. Fritz: AYE.

RESOLUTION # 2015-1-11-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE OCTOBER 20, 2015 MEETING

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the OCTOBER 20, 2015 meeting.

VOTE: Comm. Daly: AYE; Comm. Lane: AYE; Comm. Martuscelli: AYE;
Comm. Puryear: absent; Pres. Fritz: AYE.

RESOLUTION # 2015-1-11-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE OCTOBER 20, 2015 MEETING

Offered By: Comm. Lane

Seconded By: Comm. Daly

BE IT RESOLVED, that the minutes of the Meeting of the OCTOBER 20, 2015 be ratified and approved.

VOTE: Comm. Daly: AYE; Comm. Lane: AYE; Comm. Martuscelli: AYE;
Comm. Puryear: absent; Pres. Fritz: AYE.

RESOLUTION # 2015-1-11-4
A RESOLUTION TO AUTHORIZE TRANSFER OF
2015 APPROPRIATIONS

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

BE IT RESOLVED, the following 2015 Appropriations be transferred:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Maint. & Repairs	P/B&G (building)	\$25,000.00
Rentals Misc.	P/B&G	\$38,200.00
Admin Misc.	Brd Lease Rental	\$ 1,100.00
Fire Bureau/health	P/B&G	\$34,700.00
Fire Bureau/pension	P/B&G	\$20,000.00

VOTE: Comm. Daly: AYE; Comm. Lane: AYE; Comm. Martuscelli: AYE;
Comm. Puryear: absent; Pres. Fritz: AYE.

**\2016 BUDGET RESOLUTION
TOWNSHIP OF NEPTUNE
FIRE DISTRICT #1
RESOLUTION # 2015-1-11-5**

FISCAL YEAR FROM JANUARY 1, 2016 TO DECEMBER 31, 2016

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

WHEREAS, the Annual Budget for the Neptune Fire District No. 1 (the “Fire District”) for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 17, 2015; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq) ; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,012,661, which includes an amount to be raised by taxation of \$2,886,244 and Total Appropriations of \$4,012,661

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A: 14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount of surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 17, 2015 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District outstanding debt obligation, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for Adoption on December 15, 2015.

Board of Fire Commissioners Recorded Vote

Member	AYE	NAY	ABSTAIN	ABSENT
Frank Lane	X			
Frank Martuscelli	X			
Todd Puryear				X
Arthur Daly	X			
John Fritz	X			

Certified by: _____
Comm. Frank Martuscelli

Date: 11/17/15

RESOLUTION # 2015-1-11-6
A RESOLUTION AUTHORIZING THE EXECUTION OF A SETTLEMENT
AGREEMENT REGARDING BREEDEN V. BOARD OF FIRE COMMISSIONERS
NEPTUNE TOWNSHIP FIRE DISTRICT #1

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

WHEREAS, the Board of Fire Commissioners was named a party defendant in litigation captioned Breeden v. Board of Fire Commissioners Fire District No. 1 Neptune Township; and

WHEREAS, the above captioned matter was the subject of Court ordered mandatory mediation; and

WHEREAS, the Board has been advised by the attorney assigned to defend it by its insurance carrier that this matter can be settled for a payment in the amount of \$150,000.00 with said payments being made by the insurance carrier; and

WHEREAS, it is the considered opinion of the Board that the settlement of this claim is necessary, desirable and in the best interests of the Board in that it will bring final closure to the protracted litigation instituted by a former employee.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1 Neptune Township that the above-referenced settlement terms and conditions are approved and authorized.

BE IT FURTHER RESOLVED that the President and Clerk of the Board are authorized to execute any and all documents necessary to effectuate the intent and purposes of this resolution.

VOTE: Comm. Daly: abstain; Comm. Lane: AYE; Comm. Martuscelli: AYE;
Comm. Puryear: absent; Pres. Fritz: AYE.

RESOLUTION # 2015-1-11-7
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

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 issues pertaining to Social Media Policy and Dispatch

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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. Daly: AYE; Comm. Lane: AYE; Comm. Martuscelli: AYE;
Comm. Puryear: absent; Pres. Fritz: AYE.

NEW BUSINESS:

Discussed Social Media Policy

REPORTS

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

COMMISSIONERS REPORTS:

Hamilton – Comm. Daly reports progress. Paid Div training with stretching hose. Flow calculations obtained from NJAW & discussed.

Unexcelled – Comm. Lane - progress

Shark River – Comm. Martuscelli construction projects in progress and moving along

Liberty – pending projects

PUBLIC COMMENT

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. Martuscelli

Seconded By: Comm. Lane

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2015-1-11-8
A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

VOTE: Comm. Daly: AYE; Comm. Lane: AYE; Comm. Martuscelli: AYE;
Comm. Puryear: absent; Pres. Fritz: AYE.

Public Comment

RESOLUTION # 2015-1-11-9
A RESOLUTION TO ADOPT SOCIAL MEDIA POLICY

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

WHEREAS, the Board has found the need to adopt a Social Media Policy, and

WHEREAS, Comm. Todd Puryear is the Boards Administrator for this policy.

NOW, THEREFORE, BE IT RESOLVED, that the Board does hereby adopt the attached said Social Media Policy.

VOTE: Comm. Daly: AYE; Comm. Lane: AYE; Comm. Martuscelli: AYE;
Comm. Puryear: absent; Pres. Fritz: AYE.

SOCIAL MEDIA POLICY NEPTUNE TOWNSHIP FIRE DISTRICT #1

Although social media can be a fun and rewarding way to share your life and opinions with family and friends, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the District has established these guidelines for appropriate use of social media.

This policy applies to all Neptune Districts, employees and volunteers. The Neptune Fire District #1 of the Township of Neptune owns the right to all data and files in any owned computer, network, cell phone or other information system. The Neptune Fire Department also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the internet and of computer equipment used to create, view or access e-mail and Internet content. Members MUST BE AWARE that the electronic messages sent and received using Neptune Fire District Equipment is not private and are subject to viewing, downloading, inspection, release and archiving by the Board of Fire Commissioners assigned to monitor and approve social media postings at all times. The Neptune Fire District #1 Board of Fire Commissioners, has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. The purpose of any restrictions on posting social media content is not to limit an individual's freedom of expression, its purpose is to protect the rights of this organization, its members and the public we swore to protect.

GUIDELINES

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes, but is not limited to, all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication.

The same principles and guidelines found in the District's policies and the basic guidelines described in this policy apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees/volunteers or otherwise adversely affects members of the public, co-workers, people who work or volunteer for or on behalf of the District, or the District's legitimate interests in serving the public may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and/or threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Administrator

The Neptune Fire District #1 understands the value of technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner. As such, the Board of Fire

Commissioners (BOFC) will act as a monitor regarding any content sought to be posted to social media related to the Neptune Fire District #1 using District equipment. The BOFC must pre approve any and all information, videos, pictures, etc., obtained while performing in the scope of their duties on Neptune Fire District #1 business (including, but not limited to, emergency calls, meetings, drills, details, trainings or anything obtained on organization property or at organization functions). The BOFC will act in good faith in approving and denying requested social media postings, balancing the rights of individuals to freedom of expression with the rights of the organization and public to privacy. The social media posting an individual seeks to have approved should be sent to the BOFC as soon as possible so the BOFC has some time to review the content and determine if it is appropriate. Please keep in mind that the posting will not appear immediately after it is sent for review as the BOFC must be permitted time to approve the content of the message and, in some cases, seek additional legal assistance should there be questions regarding the content.

Be respectful

Always be fair and courteous to fellow employees, members of the public, or people who work or volunteer for or on behalf of the District. Also, keep in mind that you may better and more efficiently resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage members of the public or employees/volunteers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, religion, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, gender identity or expression, affectional or sexual orientation, genetic information (including refusal to submit to a genetic test or make genetic test results available), marital or familial status, political affiliation or status, domestic partnership or civil union status, disability (including AIDS or HIV infection), atypical heredity, cellular or blood trait, veteran status, liability for service in the armed forces of the United States or nationality of any individual, and/or any other characteristic protected by law or District policy. This section deals with both private and public social media postings using department equipment as the later can be monitored by the BOFC.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the District, fellow employees, volunteers, members of the public, or people working on behalf of the District.

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use the District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The District prohibits taking negative action against any employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee or volunteer who retaliates against another employee or volunteer for reporting a possible deviation

from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

MOTION TO ADJOURN

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

MEETING ADJOURNED