

**WORKSHOP-MINUTES  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
FEBRUARY 20, 2018**

President Daly calls the workshop portion of the February 20, 2018, 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
COMM. SUTPHIN	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**

Discussion on Hamilton's lease – Consideration from Hamilton Fire Company  
50,000.00 (2018) 51250.00 (2019) 52531.00 (2020) 53844 (2021) 55190.00 (2022) 5 year term  
Attorney to draw up  
Motion by Pres. Daly Seconded Comm. Sutphin all in favor yes (Comm. Annunziata abstained)

Discussion on second set of gear program and the budgeted amount.  
Motion to go ahead with 32 sets of gear- (second set) for individuals who achieved 16%  
Motion by Pre. Daly Seconded by Comm. Puryear all in favor yes

Discussion on the old 86 light truck. Authorize to advertise and except offers for purchase.  
To hire a broker for a percentage to sell  
Motion By Pres. Daly All in favor yes

Discussion on security cameras in the engine room and outside perimeter of all firehouses.  
Attorney J Beekman suggests while drawing up lease to put in the Board has the right to retro fit security. Some surveys have been done. One company under State Contract. Paul Annunziata states 3 of the houses will get 360, while Hamilton will only get the section we rent. In area of 35,000.00 waiting on quotes.

Discussion on replacement of key fob system and software update except Hamilton because members don't want the new system. The guy who surveyed for security systems asked to take notes on key fab system also.

Resolution to Accept the final draft of the employee handbook. - discussed  
Motion to accept - all in favor yes

Discussion on New Dental/Vision plan for all employees.

**MOTION TO ADJOURN**

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

**MEETING ADJOURNED**

**MINUTES  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
February 20, 2018**

President Daly calls February 20, 2018 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
COMM. SUTPHIN	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.

Pres. Daly announces that two seats on the Board Fire Commissioners were to be filled. The candidates receiving the highest number of votes and therefore elected to the Board of Fire Commissioners for a three-year term were Arthur K. Daly III & Frank Sutphin. The following is a tabulation of the votes:

<u>CANDIDATE</u>	<u>PAPER BALLOT</u>	<u>BY WRITE-IN</u>	<u>ABSENTEE</u>	<u>TOTAL</u>
Arthur K. Daly	269		24	293
John Mascarelli	217		10	227
Frank Sutphin	323		26	349
Dwayne Breeden		1		
Chris Cella		3		
Rob Fey		1		
Erin Mascarelli		1		
Chris Voll		1		

Pres. Daly announces that the 2018 Budget WAS approved; 308 Yes - 152 No

**RESOLUTION 2018-1-2-1**  
**A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

**BE IT RESOLVED**, the bills total of \$97,480.25 are hereby approved for payment: and,

**BE IT RESOLVED**, that the total of \$33,144.65 be approved for the 1/31/18 payroll and the total of \$24,063.11 be approved for the 2/15/18 payroll and the total of \$24,386.04 be approved for the 2/28/18 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; Comm. Sutphin: AYE; Pres. Daly: AYE.

**RESOLUTION # 2018-1-2-2**  
**A RESOLUTION DISPENSING WITH THE READING OF MINUTES**  
**OF THE January 16, 2018 MEETING**

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, that the Clerk dispense with the reading of the minutes of the January 16, 2018 meeting.

**VOTE:** Comm. Annunziata: Aye; Comm. Manning: AYE;  
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Daly: AYE.

**RESOLUTION # 2018-1-2-3**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE January 16, 2018 MEETING**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**BE IT RESOLVED**, that the minutes of the Meeting of the January 16, 2018 be ratified and approved.

**VOTE:** Comm. Annunziata: Aye; Comm. Manning: AYE;  
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Daly: AYE.

**RESOLUTION #2018-1-2-4**  
**A RESOLUTION TO ADOPT SOG #021**  
**TITLED STERLING FCX FIREFIGHTER**  
**EMERGENCY ESCAPE SYSTEM (EES)**

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

**WHEREAS**, the need has been found to create an SOG #021 for the newly purchased Sterling FCX Firefighter Emergency Scape System;

**WHEREAS**, this SOG is to establish policy, procedures, to define members responsibility in use, training and maintenance; and

**WHEREAS**, the above mentioned SOG is also to define the Neptune Township Fire District #1's responsibility in the maintenance, repair and replacement of said equipment;

**WHEREAS**, SOG #021 is attached below; and

**WHEREAS**, a copy of this SOG is to be placed in each Chief, Asst. Chief, Company and Captains SOG book and;

**WHEREAS**, each Captain will be responsible for reviewing said policy with their members,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Fire Commissioners do hereby adopt the newly created SOG #021 as stated above.

**VOTE:** Comm. Annunziata: Aye; Comm. Manning: AYE;  
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Daly: AYE.



# NEPTUNE TOWNSHIP FIRE DEPARTMENT



Station 34-1  
Station 34-3

Station 34-2  
Station 34-4

## BOARD OF OFFICERS

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NEPTUNE FIRE DISTRICT #1

DATE: 02/20/2018

STANDARD OPERATING GUIDELINE (SOG)

SOG # 021  
Resolution: 2018-1-2-4

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**TITLE:** Sterling FCX Firefighter Emergency Escape System (EES)

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**SCOPE:**

- A. To establish policy and procedures for Neptune Township Fire District 1 regarding the use of the Firefighter Emergency Escape System.
  - B. To define Neptune Township Fire District 1 membership's responsibility in the use, training and maintenance of the Firefighter Emergency Escape System.
  - C. To define the Neptune Township Fire District 1 responsibility in the maintenance, repair and replacement of the Firefighter Emergency Escape System.
  - D. Effective Date: February 25, 2018
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**POLICY:**

- A. In the event an Interior Firefighter becomes trapped by an uncontrolled emergency such as a rapid-fire advance, the use of the Firefighter Emergency Escape System should enable the firefighter to utilize a non-conventional opening such as a window to escape the emergency.
- B. The Firefighter Emergency Escape System will be offered to all certified firefighters of the Department. However, at this time it will not be a required mandatory piece of equipment. (exception: Career Staff).
  - a. Members who choose not to receive the Firefighter Emergency Escape System will be required to sign a Department waiver stating the equipment was offered, but at this time, they do not wish to receive it.
- C. It is mandatory that all Firefighters receiving the Emergency Escape System be trained by a qualified instructor designated by the authority having jurisdiction on an annual basis.
  - a. Gemtor Harness orientation training
    - i. Classroom session
    - ii. Harness fitting / inspection
    - iii. Skill stations showing use of harness
  - b. Initial training shall consist of the following:
    - i. Classroom Session

- ii. Written Test
- iii. Harness/Escape System fitting and inspection
- iv. Skill Stations-Deploy, Anchor, Move, Repack
- v. Bailout Jumps at varied levels of difficulty to include a total of 9 jumps
- vi. Inspection of entire system and repack
- c. Annual training shall consist of the following and shall be completed no later than March 31 of the calendar year.
  - i. Harness/Escape System inspection
  - ii. Skill Stations-Deploy, Anchor, Move, Repack
  - iii. Bailout jumps at varied levels of difficulty to include a total of 4 jumps.
- D. The Firefighter Emergency Escape System will consist of the following components:
  - a. Gemtor Class II Harness
  - b. 50ft of SafeTech cut and heat resistant escape rope
  - c. (1) Escape Carabiner with captive eye pin
  - d. (1) FCX Descent Control Device
  - e. (1) Lighting Hook GT Anchoring Device

All components will meet NFPA 1983 Standard on Life Safety Rope and Equipment for Emergency Services, 2017 edition.

- E. If an Emergency Escape System is deployed and used in an actual emergency, the Emergency Escape System used shall be immediately taken out of service and the escape system replaced.

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## **PROCEDURE:**

- A. All firefighters issued an Emergency Escape System shall wear the system as part of their assigned turnout equipment for all incidents.
- B. All firefighters issued an Emergency Escape System shall be trained to proficiency and show competency in the use of the Emergency Escape System on an annual basis through annual refresher training.
- C. When a firefighter determines it necessary to evacuate a structure from an elevation higher than the first floor of a structure using the Emergency Escape System, the firefighter will declare a MAYDAY (see MAYDAY SOG #18) informing the IC of their situation. The firefighter will escape the life-threatening situation by utilizing any convenient route of escape. In the case of a non-conventional route such as a window, the firefighter will deploy the Emergency Escape System and lower themselves in a controlled manner using the Emergency Escape System as it was designed and as trained in its use. The firefighter will lower themselves to:
  - 1. The ground if enough rope is available.
  - 2. A lower floor safe from danger to be pulled in by responding rescuers. (RIC)
  - 3. To a safe position and stand-by to be rescued by ladder or aerial device.

D. The IC will declare an end to the MAYDAY situation when appropriate.

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**TESTING AND MAINTENANCE:**

- A. All components of the Firefighter Emergency Escape System shall meet NFPA 1983 Standard on Life Safety Rope and Equipment for Emergency Services 2017 edition.
- B. All members issued an Emergency Escape System shall regularly inspect their system and ensure that it is always ready for use in an emergency.
- C. The manufacturer recommendations (attached) shall be followed for all maintenance, storage, inspection, repair and retirement criteria.

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**RESPONSIBILITIES:**

- A. It is the responsibility of the Board of Fire Commissioners and Board of Officers to ensure Compliance.
- B. Board Office Staff will enter the receipt of all Emergency Escape systems into inventory including ERS.
- C. The Board of Fire Commissioners and Board of Officers will have the joint responsibility to ensure all training and documentation is following all applicable regulations.
- D. Any firefighter not able to satisfactorily show competence and proficiency in the Emergency Escape System will have the system removed until the training requirements are met.
- E. Any member refusing to comply with this SOG will have their system removed.

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**SIGNATURE / DATE:** \_\_\_\_\_  
**TOWNSHIP CHIEF**

**SIGNATURE / DATE:** \_\_\_\_\_  
**ASSISTANT TOWNSHIP CHIEF**

**SIGNATURE / DATE:** \_\_\_\_\_  
**PRESIDENT, BD OF FIRE COMMISSIONERS**

**SIGNATURE / DATE:** \_\_\_\_\_  
**CLERK, BD OF FIRE COMMISSIONERS**



**RESOLUTION # 2018-1-2-5**  
**A RESOLUTION AUTHORIZING EXECUTIVE SESSION**

Offered By: Comm. Sutphin

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 and personnel pertaining to various job descriptions.

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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. Annunziata: Aye; Comm. Manning: AYE;  
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Daly: AYE.

**REPORTS**

CHIEF- vacant

ASSISTANT CHIEF- absent

CAPTAINS- absent

Lt. Colarusso -Station 4 -thanks Board for caring about volunteers. Comm. Annunziata thanks Colarusso for the use of his facility for bail out training. Colarusso states there is an offer to all four companies for the use of his facility for training (free of charge).

Colarusso states the state contract express in 2 weeks for turn out gear. Comm. Annunziata to contact vendor.

Gemtor training progress discussed.

**COMMISSIONERS REPORTS:**

**Hamilton** – Comm. Annunziata-status quo - 2-86 officially in service. Cascade system up and running. Discussed

**Liberty**- Comm. Puryear-everything ok except for issues he will take care of.

**Unexcelled**-Comm. Manning- working on boiler issues. Otherwise status quo. Comm. Manning congratulates Comm. Sutphin & Comm. Daly on their election.

**Shark River Hills**- Pres. Daly- Stucco color to be rectified-discussed. Non-compliant issue from the factory with an engine to be discussed.

**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. Annunziata

Seconded By: Comm. Sutphin

**MEETING GOES INTO EXECUTIVE SESSION**

**RESOLUTION # 2018-1-2-6**

**A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION**

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

**VOTE:** Comm. Annunziata: Aye; Comm. Manning: AYE;  
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Daly: AYE.

**MOTION TO ADJOURN**

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

**MEETING ADJOURNED**