

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
REORGANIZATION MEETING
MARCH 6, 2018**

Pres. Daly calls March 6, 2018, meeting to order and calls for a flag salute and moment of silence.

Pres. Daly announces the Oath of Office was given to Commissioner Daly and Commissioner Sutphin on March 6, 2018.

Pres. 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

Pres. 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.

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

Nominations taken for President

Kip Daly was nominated by Comm. Annunziata Seconded by Comm. Sutphin
Motion to close nominations by Comm. Puryear Seconded by Comm. Manning

RESOLUTION #2018-R-3-1
A RESOLUTION TO ELECT BOARD PRESIDENT

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, that Kip Daly be elected to serve as Board President.

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

President elect takes over meeting.

RESOLUTION #2018-R-3-2
A RESOLUTION TO ELECT BOARD VICE PRESIDENT,
CLERK, TREASURER, DEPUTY CLERK AND ASSIGN DEPARTMENTS

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

Vice President: Frank Sutphin
 nominations closed

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

Clerk: Manning Offered By: Comm. Annunziata Seconded By: Comm. Sutphin nominations closed
 Treasurer: Annunziata Offered By: Comm. Manning Seconded By: Comm. Sutphin nominations closed
 Deputy Clerk: Puryear Offered By: Comm. Annunziata Seconded By: Comm. Sutphin nominations closed

BE IT RESOLVED, that the above officers of the Fire District are hereby elected:

BE IT FURTHER RESOLVED, the following departments are hereby assigned:

Shark River Hills Fire Company	Commissioner:	Jim Manning
Cadets	Commissioner:	Frank Sutphin
Vehicle maintenance	Commissioner:	Paul Annunziata
Liaison to OEM/EMS/PD	Commissioner:	Kip Daly
Unexcelled Fire Company	Commissioner:	Frank Sutphin
Public Information Officer	Commissioner:	Jim Manning
Communications	Commissioner:	Paul Annunziata
Hydrants	Commissioner:	Kip Daly
Grants	Commissioner:	Jim Manning
Personnel	Commissioner:	Todd Puryear
Deputy Personnel	Commissioner:	Paul Annunziata
Standby	Commissioner:	Paul Annunziata
Warehouse	Commissioner:	Paul Annunziata
Hamilton Fire Company	Commissioner:	Paul Annunziata
Building & Grounds	Commissioner:	Frank Sutphin
Safety	Commissioner:	Jim Manning
Liberty Fire Company	Commissioner:	Todd Puryear
Training	Commissioner:	Frank Sutphin

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

RESOLUTION #2018 R-3-3
A RESOLUTION TO ESTABLISH SCHEDULE OF MEETINGS

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED; that pursuant to the Open Public Meetings Act, the Board of Fire Commissioners of Neptune Township Fire District No. 1 adopts the following schedule of meetings for 2018 and 2019. All meetings shall be held at the Board Office, 1120 Corlies Avenue, at 7:00pm for the Workshop Meeting and the Regular Meeting to follow, unless otherwise indicated.

2018 MEETING SCHEDULE

March 6 (Tues.) Regular & re-organization	August 21 (Tues.)
April 17 (Tues.)	September 18 (Tues.)
May 15 (Tues.)	October 16 (Tues.)
June 19 (Tues.)	November 20 (Tues.)
July 17 (Tues.)	December 18 (Tues.)

2019

January 1 (Fri.) – Swearing in 12 noon
January 15 (Tues.)

February 19(Tues.)

March 5 Re-organization (Tues)

BE IT FURTHER RESOLVED, that the Board Clerk be and he is hereby authorized to publish this resolution in accordance with the Open Public Meetings Act.

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

RESOLUTION #2018 R-3-4
A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the New Coaster and the Asbury Park Press be designated as the official newspapers for the intention of legal notices for the Board of Fire Commissioners, Neptune Township Fire District No. 1.

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

RESOLUTION #2018 R-3-5
A RESOLUTION TO DESIGNATE DEPOSITORIES
FOR DISTRICT FUNDS

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, that Wells Fargo/Wachovia Bank be and are hereby authorized to make payment from the funds on deposit in said bank to the credit of Neptune Township Fire District No.1 in the following accounts: General, Payroll, Dedicated and Unemployment Reserve, upon and according to the checks drawn bearing two signatures as follows:

Any two (2) for payroll and three (3) MEMBERS for all other accounts of the Board of Fire Commissioners, Neptune Township Fire District No. 1

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

RESOLUTION #2018 R-3-6
A RESOLUTION TO RESERVE UNEXPENDED CAPITAL

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners shall reserve any unexpended 2018 Capital,

WHEREAS, these monies shall be placed in the 2019 Capital Improvement Fund, and:

WHEREAS, these monies shall be used for the purpose of previously specified:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners do hereby authorize the 2018 Capital reserve to be placed in the 2019 Capital Improvement Fund as so stated above.

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

RESOLUTION # 2018 R-3-7
A RESOLUTION TO APPOINT PROFESSIONALS

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, there exists a need for certain professionals: and,

WHEREAS, funds for this purpose shall be provided for the in the 2018 Budget, and the Board Treasurer has so certified: and,

WHEREAS, these appointments are being made without competitive bidding because the appointments involve members of recognized professions, licensed and regulated by law, pursuant to NJSA 40A:11-5;

NOW, THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners, Fire District #1, Township of Neptune, the President and Board Clerk by and they are authorized and directed to engage the services of the following professional:

Board Attorney:	The Beekman Law Firm, LLC
Board Auditor:	Fallon & Larsen LLP
Board Accountant:	Suplee, Clooney & Company
Board Labor Attorney:	Grace Marmero & Associates, LLP
Board Physician:	Dr. Jared Schulman Representing Meridian Occupational
Engineer:	Peter Avakian Leon S. Avakian, Inc.

for a term commencing March 6 2018 through and including March 5, 2019 and

BE IT FURTHER RESOLVED, these appointments are contingent upon approval of professional contracts from each appointee: and,

BE IT FURTHER RESOLVED, the Board Clerk be and he is authorized and directed to publish this resolution in accordance with NJSA 40A: 11-1.

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

RESOLUTION #2018-R-3-8
RESOLUTION PERMITTING PRE-PAYMENT OF CERTAIN ITEMS

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, the governing body of the Board of Fire Commissioners, Neptune Fire District #1 budgets funds for payment of such items as utilities, payroll, contractual agreements previously approved and authorized by the governing body, debt service, governmental fees and other statutory payments, insurance, employer paid employee benefits, and for the advertising, printing and mailing costs of the district; and

WHEREAS, the payment of these items frequently arrives out of time for placement on the next available bill list, and the Board of Fire Commissioners regularly meet once a month, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

WHEREAS, the governing body wishes to designate one person who may approve claims between meetings of the Board of Fire Commissioners. The Board of Fire Commissioners, Neptune Fire District #1 wishes to provide for the pre-payment of certain items, so that they may be paid in a timely manner;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Neptune Fire District #1 that the Financial Clerk be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the meeting bill list, such funds to be taken from the pre-budgeted amount for each such expense:

1. Utilities (electric, gas, water, sewer, telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.). The Financial Clerk is hereby authorized, if desirable, to establish an electronic payment plan (sometimes referred to as zip check) with the various utilities. This resolution would authorize said utilities to debit the appropriate district bank accounts as required.
2. Payroll and various payroll agencies.
3. Contractual agreements previously authorized and approved by the Board of Fire Commissioners.
4. Debt service.
5. Governmental fees and other statutory payments
6. Insurance.
7. Employer paid employee and retired employee benefits.
8. Bills pertaining to the advertising, printing and mailing costs of the District.
9. Bills where vendor discounts are granted for timely payments. Ex. 2% discount for payments made within 10 days.
10. Payment of any other item deemed necessary by the Financial Clerk that does not exceed \$10,000.

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

PUBLIC COMMENT ON AGENDA ITEMS

**RESOLUTION 2018 R-3-9
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

BE IT RESOLVED, the bill lists totaling \$228,660.07 are hereby approved for payment:
and,

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-R-3-10
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE FEBRUARY 20, 2018 MEETING**

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the February 20, 2018 Meeting.

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

RESOLUTION # 2018-R-3-11
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE February 20, 2018 MEETING

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the minutes of the Meeting of the February 20, 2018 Meeting be ratified and approved.

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

RESOLUTION # 2018-R-3-12
A RESOLUTION APPROVING CASH MANAGEMENT PLAN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, by the Board of Fire Commissioners, Neptune Township, Fire District #1 that the Cash Management Plan of the Neptune Fire District #1, in the County of Monmouth, New Jersey is hereby approved as per the attached plan.

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

RESOLUTION # 2018-R-3-13
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 employee

—

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.

ITEMS FOR DISCUSSION IN OPEN SESSION

NEW BUSINESS: none

REPORTS

CHIEF-

ASSISTANT CHIEF- Fahnholz states working on yearly training. Gemtor training went well. Most people have harnesses, couple people left to get. Bail out training being held. Issues on 2-86 being addressed by Pd Div with manufacturer. Mutual Aid Plan updated. Thanks Officers for their help.

CAPTAINS-

Lt. Armada states Minerva to start and forwarded quote for 34-74 EMS compartments. SCBA cylinder replacements discussed.

Lt Colarusso- 4-75 brakes replaced
Thermal imagers 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.

Mayor Williams congratulates Kip and Frank on their election and states he received their letter (raise) and it will be on the workshop agenda.

COMMISSIONER REPORTS:

Hamilton-Annunziata-progress

Liberty-Puryear discusses Bldg repairs. Roof leaks-Unexcelled roof leaks discussed. Puryear to go over items with (Bldg Commissioner) Sutphin.

Unexcelled-Manning -progress. Boiler issue being addressed.

Shark River- Daly-Engine pulled out of service for safety reasons and being addressed and discussed.

Bail out systems & Gemtors Harnesses purchased, Don Colarusso instrumental in that purchase and is training FF's for free. Board awards Plaque of appreciation to Don Colarusso.

MOTION TO GO INTO EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2018-R-3-14
A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

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

Motion to accept resignation of Administrator R. Pasquarelli

Offered By: Daly

Seconded By: Annunziata

All in favor: Aye

MOTION TO ADJOURN

Offered by Comm. Annunziata

Seconded by: Comm. Sutphin

MEETING ADJOURNED