

**WORKSHOP-MINUTES  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
February 19, 2019**

President Daly calls the workshop portion of the February 19, 2019, 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**

Equipment purchases - Wish Lists to be reviewed with Comm. Annunziata, Fred and captains

34-85 Repairs & disposal or keep for Unexcelled - discussed  
To be further reviewed

**MOTION TO ADJOURN**

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

**MEETING ADJOURNED**

**MINUTES**  
**BOARD OF FIRE COMMISSIONERS**  
**NEPTUNE FIRE DISTRICT NO. 1**  
**February 19, 2019**

President Daly calls February 19, 2019 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 - 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 2019-1-2-1**  
**A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, the bills total of \$107,258.16 are hereby approved for payment: and,

**BE IT RESOLVED**, that the total of \$22,825.28 be approved for the 1/31/19 payroll and the total of \$23,882.48 be approved for the 2/15/19 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 # 2019-1-2-2**  
**A RESOLUTION DISPENSING WITH THE READING OF MINUTES**  
**OF THE JANUARY 15, 2019 MEETING**

Offered By: Comm. Sutphin

Seconded By: Comm.

**BE IT RESOLVED**, that the Clerk dispense with the reading of the minutes of the January 15, 2019 meeting.

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

**RESOLUTION # 2019-1-2-3**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE January 15, 2019 MEETING**

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, that the minutes of the Meeting of the January 15, 2019 be ratified and approved.

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

**RESOLUTION #2019-1-2-4**  
**A RESOLUTION TO REVISE SOG #014**

Offered by: Puryear

Seconded by: Annunziata

**WHEREAS**, the need has been found to revise the Respiratory Protection Program SOG #014, and:

**WHEREAS**, the revisions are to include a second paragraph under **Procedure: Usage** as follows:

***Per NFPA 1500 , 7.14.3: MEMBERS WHO HAVE A BEARD OR FACIAL HAIR AT ANY POINT WHERE THE FACEPIECE IS DESIGNED TO SEAL WITH THE FACE OR WHOSE HAIR COULD INTERFERE WITH THE OPERATION OF THE UNIT SHALL NOT BE PERMITTED TO USE RESPIRATORY PROTECTION. ALL MEMBERS WHEN WEARING THEIR SCBA SHALL BE CLEAN SHAVEN TO ENSURE A PROPER SEAL WITH THEIR MASK. A NEATLY TRIMMED MOUSTACHE WILL BE ALLOWED AS LONG AS IT DOES NOT INTERFERE WITH THE MASK SEAL.***

**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 revised Respiratory Protection Program SOG #014-A as stated above.

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

**RESOLUTION #2019 1-2-5**  
**A RESOLUTION TO REVISE EMPLOYEE HANDBOOK**  
**UNDER THE HEADING SICK LEAVE**

Offered by: Daly

Seconded by: Puryear

**WHEREAS**, The Board of Fire Commissioners have found the need to revise the Employee Handbook under the heading **SICK LEAVE**; and

**WHEREAS**, these revisions are to be included under **SICK LEAVE, item #4** as follows:

a. Sick leave is earned by the employee at the rate of one and a quarter (1¼ ) days for each calendar month the employee works up to a maximum of fifteen (15) sick days leave for each calendar year.

g. Perfect Attendance: Any employee with perfect attendance during a calendar year shall be entitled at the end of that year with 3 “compensatory time” days.

Procedure:

- Employees are responsible to submit letter stating the potential of “perfect attendance”. Once confirmed, they will receive 3 days comp time.
- Office Staff verifies attendance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Fire Commissioners do hereby adopt the revision to the Employee Handbook as stated above.

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

**RESOLUTION # 2019-1-2-6**  
**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 Utilization of Manpower
- Legal/Personnel pertaining to QPA interview
- Legal/Personnel pertaining to MVA

**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- Chief Fahnholz states we had a couple FF1 graduates from Stations 1 & 3. Courtney Robinson passed FF1 exam but needs clarification on his missing class. Discussed Eli Chatmon discussed. Officers meeting Thursday night at Sta 2 requests Commissioner attend. Comm. Annunziata will attend. ID for Officers discussed. St Patrick's Day parade attendance discussed. Ok'd with coverage. Working on 4 Twp Drills, to have each company host Qrtly. Sta 1 (1<sup>st</sup> qtr) then 2, 3 & 4. House on West Bangs found for Hamilton's drill. Good work done by all on calls.

ASSISTANT CHIEF- Conklin - progress

CAPTAINS-

Sta 4- Mauro questions status of TIC camera – in progress

Pd: Armada asks status of new hire. In progress. Progress on equipment and apparatus. Working well with Captains. Requested training to be discussed.

ADMINISTRATOR – F. Migliaccio- Liberty roof repairs discussed. Heating modifications discussed for Unexcelled. Unexcelled Kitchen plans received and modifications for little room.

Repairs to Stucco and sign at Shark River to be expedited, along with the siding and roof. Equipment lists discussed.

Pres. Daly states there's a preliminary set of plans for Hamilton's driveway for review.

### **COMMISSIONERS REPORTS:**

Commissioner Annunziata: Discussed washers and dryers. New set for Hamilton and Unexcelled. Progress

Commissioner Sutphin: Fred did report

Commissioner Manning: Station 3 outstanding work discuss. Tool request in progress. Parking lot lights need to be replaced.

Commissioner Puryear: Station 2 – Puryear -Harassment Training class on 2/27<sup>th</sup>. Captain requests pagers and gear. Pagers discussed. Roof discussed. To set up meeting with County.

Commissioner Daly: Thanks for work and answering of calls. Any issues come to us to work out.

### **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.

Ceiling Fan to be moved at Liberty. Bay door leaks in windy rain. Unexcelled member rear door also discussed

### **MOTION TO GO INTO EXECUTIVE SESSION**

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

### **MEETING GOES INTO EXECUTIVE SESSION**

**RESOLUTION # 2019-1-2-7**  
**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. Puryear

**MEETING ADJOURNED**