

**BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
APRIL 16, 2019**

President Daly calls the workshop portion of the APRIL 16, 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	absent
COMM. MANNING	PRESENT
COMM. PURYEAR	absent
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**

Shark River crack fill and seal parking lot this year – Discussed/agreed  
Seal Unexcelled this year  
Seal Hamilton & Liberty lots next year  
- 2 year plan

Comm. Puryear arrived 7:04pm

**MOTION TO ADJOURN**

Offered By: Comm. Sutphin

Seconded By: Comm. Daly

**MEETING ADJOURNED**

**MINUTES  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
APRIL 16, 2019**

President Daly calls April 16, 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	absent
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.

**RESOLUTION 2019-1-4-1  
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Sutphin

Seconded By: Comm. Daly

**BE IT RESOLVED**, the bills total of \$231,486.70 are hereby approved for payment: and,

**BE IT RESOLVED**, that the total of \$24,946.59 be approved for the 03/15/19 payroll and the total of \$22,574.38 be approved for the 03/31/19 payroll and the total of \$22,630.44 be approved for the 04/15/19 payroll:

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

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

**RESOLUTION # 2019-1-4-2**  
**A RESOLUTION DISPENSING WITH THE READING OF MINUTES**  
**OF THE MARCH 5, 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 March 5, 2019 meeting.

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

**RESOLUTION # 2019-1-4-3**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE MARCH 5, 2019 MEETING**

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

**BE IT RESOLVED**, that the minutes of the Meeting of the MARCH 5, 2019 be ratified and approved.

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

**RESOLUTION# 2019-1-4-4**  
**A RESOLUTION TO REVISE THE**  
**HOURLY RATE FOR POLL WORKERS**

Offered By: Comm. Daly

Seconded By: Comm. Sutphin

**WHEREAS**, the Board of Fire Commissioners do hereby wish to revise the hourly rate for Poll Workers, and;

**WHEREAS**, the hourly rate shall be changed from \$10.00 per hour to \$15.00 per hour.

**NOW, THEREFORE, BE IT RESOLVED**, that above-mentioned hourly rate for Poll Workers shall be revised to \$15.00.

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

**RESOLUTION # 2019-1-4-5**  
**RESOLUTION AUTHORIZING 3 YEAR SALARY**  
**AGREEMENT FOR THE FIRE OFFICIAL**

Offered by: Comm. Daly

Seconded by: Comm. Sutphin

**WHEREAS**, the Board of Fire Commissioners, Fire District #1 agrees to a 3 year annual salary agreement for the years of 2019, 2020 & 2021 for Doug Rowell, Fire Official

**WHEREAS**, the 3 year salary agreement is to include a \$5,000.00 increase for additional responsibilities taken on by the Fire Official,

**WHEREAS**, the 3 year salary agreement shall include an annual increase as follows: 3% effective 1/1/19, 3% effective 1/1/20 & 3% effective 1/1/21,

**WHEREAS**, the funds are to be provided for in the Budget under the Appropriation entitled Fire Bureau, S/W,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Fire Commissioners Fire District #1 does hereby authorize said salary agreement to be effective Jan. 1, 2019

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

**RESOLUTION # 2019-1-4-6**  
**A RESOLUTION TO CHANGE THE HOURLY RATE**  
**FOR PER DIEM THE FIRE INSPECTOR**

Offered by: Comm. Sutphin

Seconded by: Comm. Daly

**WHEREAS**, the Board of Fire Commissioners, Fire District #1 does hereby desire to change the hourly rate for the position of Per Diem Fire Inspector From \$17.00 to \$18.00 per hour.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Fire Commissioners Fire District #1 does hereby authorize said salary increase from \$17.00 to \$18.00 for the Per Diem Fire Inspector effective Jan. 1, 2019

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

**RESOLUTION # 2019-1-4-7**  
**THE COMMISSIONERS OF FIRE DISTRICT NO.1 IN THE TOWNSHIP OF**  
**NEPTUNE, COUNTY OF MONMOUTH**  
**DESIGNATING THE PURCHASING AGENT AS THE CONTRACTING**  
**AGENT FOR THE FIRE DISTRICT NO. 1 TOWNSHIP OF NEPTUNE**

Offered By: Comm. Sutphin

Seconded By: Comm. Daly

**WHEREAS**, in accordance with N.J.S.A. 40A:11-1 et seq. and N.J.A.C. 5:34-5.1, et seq., a unit of local government may appoint a qualified purchasing agent to act as its contracting agent, with the authority, responsibility, and accountability for its purchasing function; and

**WHEREAS**, David Spaulding Purchasing Agent, has met the requirements and received certification from State of New Jersey, Department of Community Affairs, Division of Local Government Services, as a Qualified Purchasing Agent; and

**WHEREAS**, the Neptune Fire District No.1 is desirous of appointing David Spaulding as its designated contracting agent.

**WHEREAS**, the Neptune Fire District No.1 increase the bid threshold to \$40,000 as allowed by statute, and the quote threshold to \$6,000 as allowed by statute.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of Neptune Fire District No.1 Monmouth County hereby designate David Spaulding as the Qualified Purchasing Agent for the Fire District.

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

**RESOLUTION #2019 1-4-8**  
**A RESOLUTION TO REVISE EMPLOYEE HANDBOOK**

Offered by: Comm. Daly

Seconded by: Comm. Sutphin

**WHEREAS**, The Board of Fire Commissioners have found the need to revise the Employee Handbook as follows;

**WHEREAS**, these revisions are to be included under **TIME AND ATTENDANCE, Compensatory Time Policy**:

- 3<sup>rd</sup> paragraph:  
All employees shall be permitted to accrue no more than 120 hours of compensatory time.
- 5<sup>th</sup> paragraph:  
Employees who are paid for 7 hours in a workday will be eligible for an unpaid lunch period unless otherwise provided for in the relevant collective bargaining agreement. No employee shall be eligible for either overtime or compensatory time unless he/she works in excess of 35 hours per week (unless a particular provision of the employee's collective bargaining agreement provides to the contrary). All employees will be required to use sick time and vacation time in ½ day increments.

**WHEREAS**, previous revisions were made under **SICK LEAVE**, as per **RESOLUTION #2019 1-2-5**.

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

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

**RESOLUTION # 2019-1-4 -9**  
**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/Personnel pertaining to contract negotiations for EMS Medical Director

**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: absent; Comm. Manning: AYE;  
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Daly: AYE.

**REPORTS**

CHIEF-Thanks Stations 2, 3 & 4 for good job at Ocean Grove Fire. Thanks station 1 and Career Staff for covering the town. Station 2 will host 2<sup>nd</sup> Qrtly Twp. Drill. Need Portable radio batteries. Administrator to look into.

Pres. Daly thanks all for good job at fire.

ASSISTANT CHIEF- absent

CAPTAINS- none

Pd: Progress

ADMINISTRATOR – Ocean Grove Fire-all companies did great job. Albie Fritz did good job setting up draft with 3-76. Sta 4 was inside and Sta 2 filled bottles

4-90 is back 2-86 at Pierce

Heating at Sta 4 – done Siding at Shark River – done SHR stucco – soon

Hamilton Driveway bids delayed Unexcelled Kitchen –to re-bid including electrical

34-85 Utility truck discussed

## **COMMISSIONERS REPORTS:**

Commissioner Annunziata:

Commissioner Sutphin: Good job by District. Lockers are up. Special thanks to Fred for helping on his own time. 3-4 restaurants and SHR ladies Aux. provided food at Ocean Grove Fire. Wants to send thank-you's.

Kitchen cabinets/ floors decided on for Unexcelled.

Fred ref kitchen requested alarm quote to move panel at Unexcelled.

Bldg alarm system being turned over to QPA.

Commissioner Manning: Thanks all for great job at Ocean Grove Fire. Thanks Board for approval for lot sealing maintenance. Good to have stucco done.

Commissioner Puryear: great job at Ocean Grove Fire. Filling bottles communication issues. Bill to Town to cover food. Roof status discussed. Fan at Liberty still needs to be moved.

Frank also thanks Vito for having 2 port-a-potties delivered.

Commissioner Daly: working with Administrator on projects.

## **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.

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

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

## **MEETING GOES INTO EXECUTIVE SESSION**

**RESOLUTION # 2019-1-4-10**  
**A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION**

Offered By: Comm. Sutphin

Seconded By: Comm. Daly

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

**MOTION TO ADJOURN**

Offered By: Comm. Sutphin

Seconded By: Comm. Daly

**MEETING ADJOURNED**