

**WORKSHOP-MINUTES  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
February 18, 2014**

President Fritz calls the workshop portion of the February 18, 2014, 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. LANE	PRESENT
COMM. MARTUSCELLI	PRESENT
COMM. PURYEAR	absent
COMM. SHAFTO	PRESENT

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.

Comm. Fritz announces that two seats on the Board Fire Commissioners were to be filled. The candidates receiving the highest number of votes and therefore re-elected to the Board of Fire Commissioners for a three-year term were Frank Martuscelli and Todd Puryear. 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>
Frank Martuscelli	139		4	143
Todd Puryear	122		2	124

Comm. Fritz announces that the 2014 Budget was approved;

**ITEMS FOR DISCUSSION IN OPEN SESSION**

Discussion on donating old 1-90 to Bradley Beach Fire Company

**MOTION TO ADJOURN**

Offered By: Comm. Martuscelli                      Seconded By: Comm. Shafto

**MEETING ADJOURNED**

**MINUTES**  
**BOARD OF FIRE COMMISSIONERS**  
**NEPTUNE FIRE DISTRICT NO. 1**  
**February 18, 2014**

President Fritz calls February 18, 2014 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. LANE	PRESENT
COMM. MARTUSCELLI	PRESENT
COMM. PURYEAR	absent
COMM. SHAFTO	PRESENT

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 2014-1-2-1**  
**A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Lane

Seconded By: Comm. Martuscelli

**BE IT RESOLVED**, the bills total of \$83,957.50 is hereby approved for payment: and,

**BE IT RESOLVED**, that the total of \$22,483.90 be approved for the 1/31/14 payroll and the total of \$20,975.69 be approved for the 2/15/14 payroll:

:

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

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

**RESOLUTION # 2014-1-2-2**  
**A RESOLUTION DISPENSING WITH THE READING OF MINUTES**  
**OF THE January 27, 2014 MEETING**

Offered By: Comm. Shafto

Seconded By: Comm. Lane

**BE IT RESOLVED**, that the Clerk dispense with the reading of the minutes of the January 27, 2014 meeting.

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

**RESOLUTION # 2014-1-2-3**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE January 27, 2014 MEETING**

Offered By: Comm. Shafto

Seconded By: Comm. Lane

**BE IT RESOLVED**, that the minutes of the Meeting of the January 27, 2014 be ratified and approved.

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

**RESOLUTION # 2014-1-2-4**  
**A RESOLUTION TO MODIFY CAFETERIA PLAN**

Offered By: Comm. Martuscelli

Seconded By: Comm. Shafto

**WHEREAS**, the Employer previously adopted a Code Section 125 plan, also known as the Cafeteria Plan, (the “Plan”);

**WHEREAS**, effective immediately, Internal Revenue Service Notice 2013-71 (the “Notice”) modified the “use-or-lose” rule for health flexible spending arrangements (FSAs) to allow, at the plan sponsor’s option, employees participating in health FSAs to carry over up to five hundred dollars (\$500.00) of unused amounts remaining at year-end; and

**WHEREAS**, effective 01/01/2014 the Employer desires to amend the Plan as set forth in the attached Amendment and Summary of Material Modifications to make changes to allow employees a carryover of up to \$500.00 to the flexible spending account, consistent with the requirements set forth in the Notice.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors has hereby reviewed the attached Amendment and Summary of Material Modifications and does hereby approve the adoption of the Amendment as set forth therein;

**BE IT FURTHER RESOLVED** that the officers of the Employer are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

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

**RESOLUTION #2014-1-2-5**  
**RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #1 OF THE TOWNSHIP OF NEPTUNE TO ENTER INTO A CONTRACT WITH NEPTUNE UNION FIREFIGHTERS LOCAL 2691 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS AFL-CIO-CIC**

Offered By: Comm. Shafto

Seconded By: Comm. Lane

**WHEREAS**, the Board of Fire Commissioners of Fire District Number 1 of the Township of Neptune has the same powers, duties and function within the fire district to the same extent as in the case of Municipalities relating to the prevention and extinguishments of fire hazards pursuant to N.J.S.A. 40A:14-81; and,

**WHEREAS**, pursuant to N.J.S.A. 40A:12A-29(c), the Board of Fire Commissioners of Fire District Number 1 of the Township of Neptune is empowered to enter into contracts; and,

**WHEREAS**, the Board of Fire Commissioners of Fire District Number 1 of the Township of Neptune wishes to enter into a contract with Local 2691 establishing the terms of employment of the paid fire department with the Board of Fire Commissioners of Fire District Number 1 of the Township of Neptune; and,

**WHEREAS**, it is in the best interest of the residents of Fire District Number 1 of the Township of Neptune that such contracts be entered into.

**NOW THERE FORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Fire District Number 1 of the Township of Neptune that a contract be entered into between the Board of Fire Commissioners of Fire District Number 1 of the Township of Neptune and Local 2691, for a three year period beginning January 1, 2013 and ending December 31, 2015, in a form annexed hereto as Exhibit A.

**BE IT FURTHER RESOLVED**, that the Chairman of the Board of Fire Commissioners of Fire District Number 1 of the Township of Neptune is hereby authorized to sign said contract on behalf of the Board of Fire Commissioners of Fire District Number 1 of the Township of Neptune.

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

**RESOLUTION 2014-1-2-6**  
**RESOLUTION AUTHORIZING 3 YEAR SALARY**  
**AGREEMENT FOR SALARIED FULL TIME OFFICE STAFF**

Offered by: Comm. Shafto

Seconded by: Comm. Lane

**WHEREAS**, the Board of Fire Commissioners, Fire District #1 agrees to a 3 year annual salary agreement for the years of 2014, 2015 & 2016 for Cindy Warrick, Full Time Finance Clerk & Fran Ciccone, Full Time Administrative Assistant:

**WHEREAS**, longevity steps are to be increased and included in the salary base for the year 2014:

**WHEREAS**, thereafter longevity shall no longer apply; and

**WHEREAS**, the 3 year agreement shall also include an annual salary increase as follows:  
2014 - 2%, 2015 - 2%, 2016 - 2%

**WHEREAS**, the funds are to be provided for in the Budget under the Appropriation entitled Admin, 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 and retro to Jan. 1, 2014.

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

**RESOLUTION # 2014 -1- 2 - 7**  
**A RESOLUTION TO AMMEND START DATE**

Offered By: Comm. Shafto

Seconded By: Comm. Lane

**WHEREAS**, the Board of Fire Commissioners appointed Douglas Rowell for the position of Fire Official/Marshall as per resolution # 2014-2-1-9 on January 27<sup>th</sup>, 2014; and

**WHEREAS**, the annual salary was said to be \$55,000.00; and

**WHEREAS**, the funds are to be provided for in the Budget under the Appropriation entitled Fire Bureau S/W and the Clerk has so certified;

**NOW, THEREFORE, BE IT RESOLVED**, that Douglas Rowell was appointed to the position as stated above and be hereby given an amended start date of February 24<sup>th</sup>, 2014.

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

**RESOLUTION #2014-1-2-8**  
**A RESOLUTION TO ADOPT NEPTUNE TOWNSHIP'S**  
**EMERGENCY SERVICES RESPIRATORY PROTECTION PROGRAM**  
**STANDARD OPERATING GUIDELINES**

Offered By: Comm. Shafto

Seconded By: Comm. Lane

**WHEREAS**, the Board of Fire Commissioners wishes to utilize the Townships Portacount For Fit Testing its Firefighters; and

**WHEREAS**, it is required to adopt the Townships Respiratory Protection Program,

**WHEREAS**, this program has been reviewed and a copy is available for review, and

**WHEREAS**, it shall be the responsibility of the Chief, Asst. Chief, each Company and Captain along with the Paid Division to ensure a revised copy of said SOG is picked up from the Board office, reviewed with all members and is placed in their appropriate SOG book.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Fire Commissioners do hereby authorize the revision of SOG #14 as stated above.

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



**RESOLUTION # 2014-1-2-9**  
**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:

- Personnel issue pertaining to Board Positions

-

**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. Lane: AYE; Comm. Martuscelli: AYE; Comm. Puryear: absent;  
Comm. Shafto: AYE; Pres. Fritz: AYE.

**NEW BUSINESS:** - new trucks will be in 2/21

**REPORTS**

CHIEF- Discussed first Board of Officers meeting held. RTK will be held 2/26 at Sta 1, all notifications made. OEM contacted in ref to CO meter class. Discussed house for training. Sta 4 requesting trucks for smokehouse on 3/19 & 3/24, approved with coverage. Radio identifiers discussed. Dispatch changed back to match the County's policy.

ASSISTANT CHIEF-

CAPTAINS-

Hamilton-Annunziata – progress

**COMMISSIONERS REPORTS:**

Hamilton – progress

Shark River- generator work to begin when weather breaks. Repairs to floor were done.

Unexcelled- Overhead door leak being worked on.

**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. Martuscelli

Seconded By: Comm. Shafto

**MEETING GOES INTO EXECUTIVE SESSION**

**RESOLUTION # 2014-1-2-10**

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

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

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

**MOTION TO ADJOURN**

Offered By: Comm. Martuscelli

Seconded By: Comm. Lane

**MEETING ADJOURNED**