

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
REORGANIZATION MEETING
MARCH 3, 2020**

Pres. Daly calls March 3, 2020 meeting to order and calls for a flag salute and moment of silence.

Pres. Daly gives the Oath of Office to Commissioner James Manning Jr.

Congratulations

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	absent
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.

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 re-elected to the Board of Fire Commissioners for a three-year term were James Manning Jr & Todd Puryear. The following is a tabulation of the votes:

<u>CANDIDATE</u>	<u>PAPER BALLOT</u>	<u>ABSENTEE</u>	<u>48 HOUR ABSENTEE</u>	<u>PROVISIONAL</u>	<u>WRITE-IN PERSONAL CHOICE</u>	<u>TOTAL</u>
James Manning Jr	109	164	5			278
Todd Puryear	117	167	5			289
R. Modre				1		
A. Fritz				1		
C. Borges				1		
R. Meyer				3		
G. R. Moore				1		
L. Schembri				1		
Additional mail ins				9		

Pres. Daly announces that the **2020 Budget WAS** approved; **214** Yes - **121** No

Nominations taken for President

Kip Daly was nominated by Comm. Annunziata Seconded by Comm. Sutphin
Comm. Manning asks for any other nominations
Motion to close nominations by Comm. Annunziata Seconded by Comm. Sutphin

**RESOLUTION #2020-R-3-1
A RESOLUTION TO ELECT BOARD PRESIDENT**

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

BE IT RESOLVED, that **KIP DALY** be elected to serve as Board President.

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

Comm. Manning congratulates Pres. Daly

President elect takes over meeting.

RESOLUTION #2020-R-3-2
A RESOLUTION TO ELECT BOARD VICE PRESIDENT,
CLERK, TREASURER, DEPUTY CLERK AND ASSIGN DEPARTMENTS

Nominations

Vice President: Sutphin	Offered By: Comm. Manning	Seconded By: Comm. Daly
Clerk: Manning	Offered By: Comm. Annunziata	Seconded By: Comm. Sutphin
Treasurer: Annunziata	Offered By: Comm. Daly	Seconded By: Comm. Sutphin
Deputy Clerk: Puryear	Offered By: Comm. Manning	Seconded By: Comm. Daly

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:	Manning
Cadets	Commissioner:	Sutphin
Vehicle maintenance	Commissioner:	Annunziata
Liaison to OEM/EMS/PD	Commissioner:	Daly
Unexcelled Fire Company	Commissioner:	Sutphin
Community Outreach & Recruitment	Commissioner:	Manning
Communications	Commissioner:	Annunziata
Hydrants	Commissioner:	Daly
Grants	Commissioner:	Manning
Personnel	Commissioner:	Puryear
Deputy Personnel	Commissioner:	Annunziata
Standby	Commissioner:	Annunziata
Warehouse	Commissioner:	Annunziata
Hamilton Fire Company	Commissioner:	Annunziata
Building & Grounds	Commissioner:	Sutphin
Safety	Commissioner:	Manning
Liberty Fire Company	Commissioner:	Puryear
Training	Commissioner:	Sutphin

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

RESOLUTION #2020-R-3-3
A RESOLUTION TO ESTABLISH SCHEDULE OF MEETINGS

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

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 2020 and 2021. 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.

2020 MEETING SCHEDULE

March 3 (Tues.) Regular & re-organization	August 18 (Tues.)
March 17 (Tues.)	September 15 (Tues.)
April 21 (Tues.)	October 20 (Tues.)
May 19 (Tues.)	November 17 (Tues.)
June 16 (Tues.)	December 15 (Tues.)
July 21 (Tues.)	

2021

January 1 (Fri.) – Swearing in 12 noon (Hamilton Fire House)
January 19 (Tues.)

February 16 (Tues.)

March 2 Re-organization (Tues)

March 16 (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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2020 R-3-4
A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

BE IT RESOLVED, that The 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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2020 R-3-5
A RESOLUTION TO DESIGNATE DEPOSITORIES
FOR DISTRICT FUNDS

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

BE IT RESOLVED, that Wells Fargo 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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2020 R-3-6
A RESOLUTION TO RESERVE UNEXPENDED CAPITAL

Offered By: Comm. Sutphin Seconded By: Comm. Annunziata

WHEREAS, the Board of Fire Commissioners shall reserve any unexpended 2020 Capital,

WHEREAS, these monies shall be placed in the 2021 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 2020 Capital reserve to be placed in the 2021 Capital Improvement Fund as so stated above.

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

RESOLUTION # 2020 R-3-7
A RESOLUTION TO APPOINT PROFESSIONALS

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

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

WHEREAS, funds for this purpose shall be provided for the in the 2020 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 3, 2020 through and including March 1, 2021 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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2020-R-3-8
RESOLUTION PERMITTING PRE-PAYMENT OF CERTAIN ITEMS

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION # 2020-R-3-9
A RESOLUTION APPROVING CASH MANAGEMENT PLAN

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

**RESOLUTION 2020 R-3-10
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

BE IT RESOLVED, the bill lists totaling \$36,863.16 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$30,420.30 be approved for the 2/29/20 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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

**RESOLUTION # 2020-R-3-11
A RESOLUTION TO DECLARE SURPLUS EQUIPMENT
AND TO ADVERTISE BID FOR SALE OF
OF ONE (1) 2009 DODGE DURANGO & ONE (1) FORD EXPLORER**

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

WHEREAS, the Board of Fire Commissioners has determined that, as part of its vehicle maintenance program, one 2009 Dodge Durango's bearing vehicle ID # 1D8HB38P89F712557 and a 2013 Ford Explorer vehicle ID # 1FM5K8B82DGC21187 owned by the Fire District, have been found to be no longer needed for public use and be deemed surplus; and

WHEREAS, pursuant to N.J.S.A. 40A:12-13, the Fire District may dispose of such surplus equipment;

WHEREAS, the Board hereby authorizes to advertise for sale as follows:

2009 Durango with a minimum bid of \$1,000.00
and the
2013 Explorer with a minimum bid of \$5,000.00

THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners do hereby authorize the above mentioned vehicles be declared surplus and authorizes advertisement for sale with minimum bid as listed above.

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

RESOLUTION # 2020-R-3-12
A RESOLUTION TO DECLARE SURPLUS EQUIPMENT
AND APPROVAL TO DONATE

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners has determined that equipment owned by the Fire District, have been found to be no longer needed for public use and be deemed surplus; and

WHEREAS, pursuant to N.J.S.A. 40A:12-13, the Fire District may dispose of such surplus equipment;

WHEREAS, The following equipment is to be deemed surplus and to be donated to the 911 Fund:

- 1 MSA SCBA Pack TC-13F-368/ZR 163324/488885
- 1 MSA SCBA cylinder L-30 6232-S3231
- 1 MSA Ultra Elite Mask Medium
- 1 SCI cylinder ALT 604-18482
- Misc bags assorted sizes
- 1 modified haligan
- Hydro Force hydraulic pump spreader
- 2 Front soft suction lengths
- Cross arm vehicle piece
- 1 Redmax leaf blower
- 6 tray slides
- 16 SCBA cylinders
- 1 black floor fan
- Ford Console seat and console parts
- Portable monitor and bracket
- 2 ½ dry chem extinguisher
- 2 5g Igloo water cooler
- 1 pick head axe
- 1 bolt cutter
- 1 Deck gun nozzle
- 2 Front suction cloth jacketed
- 2 1 ¾ 50' roll
- 4 2 ½"5-' roll
- 4 3" 50'
- 10 Helmets
- 10 pr boots
- 6 pr gloves
- 4 hoods

- 12 coats
- 13 pants
- 2 suspenders
- 2 cord reels
- 1 negative pressure fan
- 1 AED
- 1 Trainer AED
- 1 saw box
- 1 blue file cabinet
- Misc mounting brackets
- Misc Velcro straps

WHEREAS, the following equipment is to be deemed surplus and to be donated to the Neptune City Fire Department:

- 5 Single Impress chargers s/n 3206 MKK 010 HJO s/n 4190 MKJ 103 NB
s/n 3182 MKN N01 s/n 3206 MKK 010 HJQ s/n 3206 MKK 010 HJJ
- 5 Motorola MT1500 portable radios s/n 687CPV 0001 s/n 687 CPV 0003
s/n 687 CPV 0004 s/n 687 CPV 0000 s/n 687 CPV TEL 0008
- 9 Motorola MT1500 portable radios s/n 687 CJP 5529 s/n 687 CJP 5519
s/n 687 CJP 5518 s/n 687 CJR 0448 s/n 687 CJP 5510 s/n 687 CJP 5522
s/n 687 CJP 5518 s/n 687 CLF 1282 s/n 687 CLF 1285
- Motorola single charger s/n 614 6PDF 08
- Motorola bank charger s/n 1319 MKNO 10522

THEREFORE, BE IT RESOLVED, the above-mentioned equipment be declared as surplus and hereby be approved to be donated as stated above.

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

RESOLUTION # 2020-R-3-13
A RESOLUTION TO ADOPT UPDATED VERSION OF THE
WRITTEN HAZARD COMMUNICATION PROGRAM

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners has found the need to Update the Written Hazard Communication Program,

WHEREAS, this program complies with the Public Employees Occupational Safety and Health Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7,

WHEREAS, this program requires employees be informed about the hazardous chemicals in our workplace, their associated hazards and the methods for controlling these hazards.

WHEREAS, the update is to incorporate the Globally Harmonized System of Classification and Labeling of Chemical (GHS); and

WHEREAS, this updated version is to be emailed to the company officers and a hard copy shall be distributed to be placed in each SOG book.

NOW, THEREFORE BE IT RESOLVED, the Board of Fire Commissioners does hereby adopt said Written Hazard Communication Program.

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

RESOLUTION # 2020-R-3-14
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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 Volunteer Firefighter

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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

ITEMS FOR DISCUSSION IN OPEN SESSION

Disciplinary charges related to Sean Conover – Sean states his case

Discussion Regarding Officer Qualifications – tabled for next meeting

MOTION TO GO INTO EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2020 R-3-15
A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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

READ ALOUD

RESOLUTION # 2020-R-3-16

**RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS,
NEPTUNE TOWNSHIP FIRE DISTRICT NO. 1 TO TERMINATE VOLUNTEER
FIREFIGHTER SEAN CONOVER**

Offered By: Comm. Daly

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners, Neptune Township Fire District No. 1 maintains an SOG #017 inclusive of a Disciplinary Action Policy that prohibits Conduct Unbecoming a Public Employee; and

WHEREAS, Sean Conover (“Conover”) is employed as a Volunteer Firefighter by the Neptune Township Fire District No. 1; and

WHEREAS, on November 12, 2019, Conover was charged with Conduct Unbecoming; and

WHEREAS, subsequent investigations have determined the validity of such charges; and

WHEREAS, the Board of Fire Commissioners of Neptune Township District No. 1 have determined that termination is warranted in light of the serious nature of Conover’s conduct; and

WHEREAS, Neptune Township Fire District No. 1 moves to terminate Volunteer Firefighter Conover effective immediately and dissolve any and all affiliation with Conover from any and all affiliation with Neptune Fire District No. 1; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Board of Fire Commissioners, Neptune Township Fire District No. 1 that Volunteer Firefighter Conover’s termination effective immediately and the dissolution of any and all affiliations with the Neptune Fire District No. 1, are hereby approved at the meeting held on March 3, 2020.

(Secretary’s Signature)

(Date)

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

MOTION TO ADJOURN

Offered by Comm. Annunziata

Seconded by: Comm. Sutphin

MEETING ADJOURNED