

WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
September 15, 2020

Comm. Sutphin calls the workshop portion of the September 15, 2020, meeting to order and calls for a flag salute and moment of silence.

Comm. Sutphin asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. DALY	absent
COMM. ANNUNZIATA	PRESENT
COMM. MANNING	PRESENT
COMM. PURYEAR	PRESENT
COMM. SUTPHIN	PRESENT

Comm. Sutphin 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.

Comm. Sutphin points to the exits to be used in case of an emergency.

ITEMS FOR DISCUSSION IN OPEN SESSION

- Discussed Live Burn and SBCA requirements-to look further into & review SOG
- Discussed gear requirements and purchasing of gear-Comm. Sutphin states PEOSH does not enforce the NFPA 10 year standard. 3 sets of eyes. To review SOG
- Discussed officer requirements
- Discussed updated Personnel Policy and distribution of policy to staff and volunteers
- Discussion regarding adjusting LOSAP to account for COVID-19. Proposed to provide each member with 10 points for the 5 months impacted by COVID. To follow up with First Aids

Comm. Manning discussed adopting Board of Officers as an entity we recognize.

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
September 15, 2020**

Comm. Sutphin calls September 15, 2020 regular meeting to order.

Comm. Sutphin asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. DALY	absent
COMM. ANNUNZIATA	PRESENT
COMM. MANNING	PRESENT
COMM. PURYEAR	PRESENT
COMM. SUTPHIN	PRESENT

Comm. Sutphin 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.

Comm. Sutphin points to the exits to be used in case of an emergency.

- Hearing for A. Fritz Sr. – Held over till October

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 2020-1-9-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Annunziata

Seconded By: Comm.Puryear

BE IT RESOLVED, the bills total of \$641,571.68 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$29,582.59 be approved for the 7/31/20 payroll, the total of \$29,473.02 be approved for the 8/15/20 payroll and the total of \$30360.59 be approved for the 8/31/20 payroll and the total of \$29,135.95 be approved for the 9/15/20 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: AYE; Comm. Sutphin: AYE; Pres. Daly: absent.

RESOLUTION # 2020-1-9-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE July 21, 2020 MEETING

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the July 21, 2020 meeting.

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

RESOLUTION # 2020-1-9-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE July 21, 2020 MEETING

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, that the minutes of the Meeting of the July 21, 2020 be ratified and approved.

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

RESOLUTION # 2020-1-9-4
A RESOLUTION TO AUTHORIZE AND APPROVE PAYMENT
FOR CURBING WORK AT THE SHARK RIVER FIREHOUSE

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

WHEREAS, the Board of Fire Commissioners has found the need have pavement repairs and curb replacement work done at the Shark River Firehouse,

WHEREAS, 3 quotes were requested and two were received as follows:

OMJ Consultants	in the amount of \$39,500.00
Fernandes Construction Co	in the amount of \$12,500.00

A proposal from S. Batata Construction was not received, and

WHEREAS, funds were made available in the budget account known as P/B&G Misc., and the Commissioner/Treasurer has so certified.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners do hereby authorize the work to be performed by Fernandes Const. Co in the amount of \$12,500.00.

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

RESOLUTION #2020-1-9-5
A RESOLUTION TO REVISE SOG #011
Title: GENERAL OPERATING GUIDELINES

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners have found the need to revise SOG #011, and

WHEREAS, these revisions are to be as follows:

- Pages 5-6, Under the Heading **FIRE INVESTIGATION** to read:

A. The Fire Officials duty is to investigate, or cause to be investigated, every reported fire or explosion occurring within the jurisdiction that involves the loss of life or serious injury or causes destruction or damage to property. Such investigation shall be initiated immediately upon the occurrence of such fire or explosion. (N.J.A.C. 5:71-3.3(a)25.)

The Fire Official and/or designee shall respond to all confirmed structural fires on Dispatch or when requested by the Officer in Charge.

Requests for the Fire Official and/or designee shall go through the Monmouth County Radio Communications or via direct phone contact with the Fire Official and/or designee.

The Fire Officer in Charge shall use his/her judgement as to the extent/type of fire when calling for the Fire Official. The Fire Officer in Charge should always error on the side caution if unsure and notify the Fire Official via phone for additional guidance.(example: vehicle fires, rubbish etc.)

Once responding, the Fire Official and/or designee shall be responsible for calling in additional resources to assist with the investigations if needed such as the

- Monmouth County Fire Marshal's Office
- Monmouth County Prosecutor's Office

Following the Monmouth County Arson Task Force Protocol.

B .Fire code matters: If of an urgent nature the Fire Officer in Charge shall notify the Fire Official immediately to determine if a response is warranted. All other fire code issues shall be reported to the Bureau of Fire Prevention by emailing the Fire Official and/or designee upon returning to quarters or leaving a message on the answering machine.

WHEREAS, Pages 6-7 the Heading TOWNSHIP DRILLS (food) shall be replaced with the heading and changes as follows:

MAXIMUM ALLOWANCE FOR REIMBURSEMENT OF FOOD FOR STANDBY, TOWNSHIP DRILLS AND CERTAIN TRAINING SESSIONS

Standby – refer to SOG-001.

Township Drills - all companies must be included and informed.

Training Sessions – multi-day training and/or multi-agency joint training.

- A. In order for an event to be considered a Township Drill the Board must approve it ahead of time. All 4 companies must be included and informed.
- B. There will be no more than 6 Working Township Drills per year. These drills are to be run and hosted by the Township Chief and/or Assistant Chief and NOT the individual companies.
- C. There will be no more than six (6) training sessions per year. Meals for training sessions will be approved by the Board majority and will be determined based on a case by case basis.
- D. Meal allowances shall be as follows:
 - Breakfast - \$7.00 per member
 - Lunch - \$10.00 per member
 - Dinner - \$12.00 per member

Paragraphs E & F to remain as is and paragraph G is to be omitted as it is already referenced in paragraph B under the heading of CONDUCT OF MEMBERS.

WHEREAS, Page 7 under the Heading **FIRES AND EMERGENCIES (FOOD)** shall read as follows:

During an extended emergency, the Chief or Assistant Chief of the Department is authorized to provide food and beverages to the firefighters up to \$400.00. The Chief or Assistant Chief shall notify a Commissioner of this act.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the board of Fire Commissioners of Fire District No.1 Neptune Township that SOG ##011 is hereby revised as stated above.

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

REPORTS

CHIEF- Conklin Twp OEM drill, Sta's 3, 4 and Pd Div., outstanding job. Officers Meeting held. 6 months of Duty crews all Captain's want to keep up. Sat & Sunday 6am to noon. Early Oct a Twp Drill to be held in vacant houses. General Alarm this Thursday 4:00 in 1 & 3's area (Shark River in Wildwood).

ASSISTANT CHIEF- Morrison states one issue, PD issued a permit for a Block party in front of Liberty Firehouse which had Munroe Ave shut down. Never notified FD or Fire Bureau. Duty crews working. Progress

CAPTAINS-

Pd: Matt states Captain emailed report in.

ADMINISTRATOR –

COMMISSIONERS REPORTS:

Commissioner Annunziata: concrete on driveway done. Driveway doesn't need salt. Heating system to be done. To look into resealing concrete pads every 5 years.

Commissioner Sutphin:

Commissioner Manning: Thanks all for passing SHR curbing project. Progress

Commissioner Puryear: Key fob system discussed

Commissioner Daly:

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.

Chief Conklin asked status ref jump training – to be looked into

MOTION TO ADJOURN

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

MEETING ADJOURNED