

**WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
VIRTUAL
NEPTUNE FIRE DISTRICT NO. 1
November 24, 2020**

President Daly calls the workshop portion of the November 24, 2020, 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	absent on way

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.

ITEMS FOR DISCUSSION IN OPEN SESSION

Discussion - future meeting options due to COVID-19 – Next 3 months to be virtual same format

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
VIRTUAL
November 24, 2020**

President Daly calls November 24, 2020 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	Absent on way up

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.

PUBLIC COMMENT-ON AGENDA ITEMS ONLY - none

The public will be permitted a limit of five minutes. No time can be transferred to another party.

**RESOLUTION 2020-1-11-1
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 \$112,908.62 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$42,587.40 be approved for the 10/31/20 payroll and the total of \$27,783.27 be approved for the 11/15/20 payroll, and the total of \$27,3249.04 be approved for the 11/30/20 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: absent; Pres. Daly: AYE .

RESOLUTION # 2020-1-11-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE October 20, 2020 MEETING

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the October 20, 2020 meeting.

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

Comm. Sutphin arrives

RESOLUTION # 2020-1-11-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE October 20, 2020 MEETING

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, that the minutes of the Meeting of the October 20, 2020 be ratified and approved.

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

**RESOLUTION # 2020-1-11-4
2021 BUDGET RESOLUTION
TOWNSHIP OF NEPTUNE
FIRE DISTRICT #1**

FISCAL YEAR FROM JANUARY 1, 2021 TO DECEMBER 31, 2021

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, the Annual Budget for the Neptune Fire District No. 1 (the “Fire District”) for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 24, 2020; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,273,577.00, which includes an amount to be raised by taxation of \$3,029,960.00 and Total Appropriations of \$4,273,577.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A: 14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount of surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 24, 2020 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District outstanding debt obligation, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for Adoption on December 15, 2020.

Commissioner’s Signature

Date

Board of Fire Commissioners Recorded Vote

Member	AYE	NAY	ABSTAIN	ABSENT
Paul Annunziata	X			
Arthur Daly	X			
James Manning Jr	X			
Todd Puryear	X			
Frank Sutphin	X			

RESOLUTION #2020-1-11-5
A RESOLUTION REGARDING DISCIPLINARY
ACTIONS RELATED TO ALBERT FRITZ

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

WHEREAS, The Board of Fire Commissioners of the Neptune Fire District No. 1 has the authority to bring disciplinary actions against its members for violating code of conduct and Standard Operating Guidelines; and

WHEREAS, on or about July 23, 2020, Albert Fritz, Sr., a member of the Shark River Hills Fire Department, displayed conduct at the Commissioners meeting that disrupted the meeting and lead to a request for his removal from the meeting; and

WHEREAS, due to Mr. Fritz's actions at the July 23, 2020 meeting, the Board of Commissioners charged him with violation of Standard Operating Guideline #17, Article 1, Section 2 - Insubordination; and Standard Operating Guideline #17, Article 1, Section 5 - Conduct Unbecoming A Member of the Fire Department; and

WHEREAS, Mr. Fritz and his counsel, Mr. Joseph D. Youssouf, Esq., of Plosia & Cohen, appeared in open session at the October 20, 2020 Commissioners hearing to address the charges; and

WHEREAS, Mr. Fritz admitted to the actions given rise to the underlying charges as described above and offered an apology to the Board of Commissioners in exchange for the Board of Commissioners to consider dropping the charges; and

WHEREAS, the Board of Commissioners accepted Mr. Fritz's apology and agreed to dismiss the charges against him.

NOW, THEREFORE , BE IT RESOLVED, by the Board of Fire Commissioners of Neptune Fire District No. 1 as follows:

1. In exchange for the admission and apology of Mr. Fritz, the Board of Fire Commissioners shall dismiss the following charges: Insubordination, contrary to Standard Operating Guideline #17, Article 1, Section 2; and Conduct Unbecoming A Member of the Fire Department, contrary to Standard Operating Guideline #17, Article 1, Section 5.

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

RESOLUTION # 2020-1-11-6
A RESOLUTION TO AUTHORIZE TRANSFER OF
2020 APPROPRIATIONS

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

BE IT RESOLVED, the following 2020 Appropriations be transferred:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Rentals Misc.	M/M Vehicles Misc	\$45,000.00

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

RESOLUTION #2020-1-11-7
A RESOLUTION TO REVISE SOG #20-001

Offered by: Comm. Daly

Seconded by: Puryear

WHEREAS, the need has been found to revise the Board of Officers SOG #20-001, and:

WHEREAS, the revisions shall be as SOG attached:

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 Board of Officers SOG #320-001 as stated above.

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



NEPTUNE TOWNSHIP FIRE DEPARTMENT



Station 34-1
Station 34-3

Station 34-2
Station 34-4

BOARD OF OFFICERS

NEPTUNE FIRE DISTRICT #1

DATE: 11/24/2020

STANDARD OPERATING GUIDELINE (SOG)

SOG # 20-001

TITLE: BOARD OF OFFICERS

INTRODUCTION: THIS GUIDELINE DESCRIBES THE STRUCTURE, ROLE AND FUNCTION OF THE BOARD OF OFFICERS

POLICY: NEPTUNE FIRE DISTRICT #1 HAS ESTABLISHED THIS GUIDELINE TO ACKNOWLEDGE THE BOARD OF OFFICERS

SCOPE: THIS GUIDELINE COVERS THE FOLLOWING:

- STRUCTURE OF THE BOARD OF OFFICERS
- ROLE AND RESPONSIBILITIES

RESPONSIBILITIES: IT IS THE RESPONSIBILITY OF THE BOARD OF OFFICERS TO HANDLE ALL MATTERS REGARDING FIREFIGHTING AND FIREFIGHTING PREPERATIONS AND TRAINING

OVERVIEW:

The Board of Officers is comprised of all of the sworn fire officers of the Neptune Fire Department of Neptune Township Fire District #1 – Chiefs, Captains and Lieutenants. The fire officers have many responsibilities that include to ensure that response to fires and emergencies are staffed and maximized, the fire department’s firefighting force is properly managed, and ensuring that the firefighters are trained and effectively utilize department equipment and resources.

BOARD OF OFFICERS - STRUCTURE:

The structure of the Neptune Township Fire Department Board of Officers is organized as follows:

- CHIEF OF DEPARTMENT
 - Is the highest ranking member of the fire department
 - Responds to and commands fires and emergency incidents
 - Responsible to schedule and conducting meetings with the Board of Officers
 - Effectively communicates and seeks input from the Board of Officers
 - Supports the officers of the fire department
 - Assigns, delegates and ensures that adequate firefighter training is being conducted
 - Assigns, delegates and ensures the appropriate review and evaluation of new equipment, gear and technology
 - Answers directly to the Board of Fire Commissioners

- ASSISTANT CHIEF
 - Is the second highest ranking member of the fire department
 - Responds to and commands fires and emergency incidents, usually assuming the role as Operations Chief
 - Assumes command in the absence of the Fire Chief
 - Supports the Fire Chief and other fire officers of the department
 - Effectively communicates and seeks input from the Board of Officers

- CAPTAIN
 - Assumes command in the absence of a Chief Officer
 - During fires and emergency incidents, manages firefighting personnel and performs functions under the direction of the Operations Chief
 - Supports the Chief Officers and other fire officers of the department
 - Effectively communicates and seeks input from the Board of Officers

- LIEUTENANT
 - As per SOG's, assumes command in the absence of the Chief Officers or any Captain
 - During fires and emergency incidents, manages firefighting personnel and performs functions under the direction of the Captain and/or Operations Chief
 - Supports the Chief Officers and other fire officers of the department
 - Effectively communicates and seeks input from the Board of Officers

RESPONSIBILITIES:

- The Board of Officers shall work together in putting forth policy, procedures and recommendations that are in the best interest of the Neptune Fire Department and the firefighting force.
- The Board of Officers shall work together in setting forth suitable, appropriate and reasonable qualifications for the ranks of officers. These qualifications should exceed minimum mandatory requirements set forth

by the NJ Division of Fire Safety and any other mandated and requirement.

- The Board of Officers shall always work to enhance and improve fire department response. This includes initiatives, ideas or programs that promote strong firefighter turnout and staffing.
- The Board of Officers shall be encouraging and promote enthusiasm and harmony with the department's firefighters.
- The Board of Officers shall plan, schedule and provide department-wide training sessions. These sessions should be organized and delivered in a manner that offers the benefit of learning, enhancing skills and elevating firefighting capabilities for the members.
- The Board of Officers shall share and discuss information and matters pertaining to partner agencies, such as: EMS, PD, OEM, Special Operations, OGFD, BOE, DPW, etc.
- The Board of Officers shall share and discuss information and matters pertaining to mutual aid agencies.
- At each Fire Commissioners meeting, the Fire Chief should deliver a report that covers the following:
 - Recent call responses and notable incidents
 - Questions on various topics
 - Highlight recognitions: a positive event, a good job by a member, members or company, specific training that was attended, a thank you, etc.
 - Any other matter that is relevant to the state of the fire department

CONCLUSION:

The primary function of the fire department and its firefighters is to respond and handle fires and emergency incidents. To accomplish this, the Board of Officers must work together to develop consistency and coherence in order to maximize the department's effectiveness.

RESOLUTION #2020-1-11-8
A RESOLUTION APPROVING AMENDMENTS
TO EMPLOYEE HANDBOOK

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

WHEREAS, The Board of Fire Commissioners of the Neptune Fire District No. 1 had determined it was necessary to amend the Employee Handbook to update policies and procedures that govern the conduct of employees of the Neptune Fire District No. 1; and

WHEREAS, The Board of Fire Commissioners has now included a form for completion and submission as it relates to Neptune Fire Department Overtime, clarified chain of command issues and added a social media policy; and

WHEREAS, once approved, the Employee Handbook shall be distributed to each employee of the Neptune Fire District No. 1 so that all employees are on actual notice of the policies and procedures within the handbook.

NOW, THEREFORE , BE IT RESOLVED, by the Board of Fire Commissioners of Neptune Fire District No. 1 as follows:

1. The amendments to the Employee Handbook are approved by the Board of Commissioners and the handbook shall be disseminated to all employees to establish actual notice of all policies and procedures outlined in the handbook.

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

RESOLUTION # 2020-1-11-9
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:

- Personnel - discussion of potential salary agreement for office staff.
- Personnel pertaining to Fire Official position

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- at structure fire

Comm. Puryear states the Chief told him he has 6 FF's going to Smoke house and requests 1 or 2 vehicles. States Chief is to send in official document.

ASSISTANT CHIEF- at fire also

CAPTAINS-

Pd: Franklin Doremus – monthly report submitted. Questions if they can Reinstate and enforce the COVID procedure, in part limiting members in the Firehouse. Believes LOSAP issue was addressed. Comm. Daly suggests the companies be responsible and follow COVID guidelines. Social distance and cleaning etc.

COMMISSIONERS REPORTS:

Commissioner Annunziata: Driveway 95% complete. Letter to be sent to DPW no salt on driveway.

Commissioner Sutphin: Duct work to be installed in kitchen at Firehouse.

Commissioner Manning: Concrete curb work on SHR good job done and members appreciate it. Mouse issue discussed.

Commissioner Puryear: List of vendors to be reviewed.

Commissioner Daly: Driveway looks good at Hamilton.

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. Annunziata

Seconded By: Comm. Sutphin

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2020-1-11-10

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

RESOLUTION 2020-1-11-11
RESOLUTION TO APPOINT FIRE OFFICIAL

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

WHEREAS, The Neptune Twp. Board of Fire Commissioners, Fire District #1 desires to appoint Sean Donohue as the Fire Official effective December 14, 2020; and

WHEREAS, upon appointment Sean Donohue as Fire Official, a copy of this Resolution and supporting documentation is required to be forwarded to the State of New Jersey Department of Community Affairs, Division of Fire Safety in accordance with the State of New Jersey Uniform Fire Code 5:71-4.3 (c) 1.

NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners of the Twp. Of Neptune do hereby appoint Sean Donohue as Fire Official effective December 14, 2020, with a starting salary of \$68,000.00.

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

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

MEETING ADJOURNED