

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

President Daly calls the workshop portion of the December 15, 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	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.

**ITEMS FOR DISCUSSION IN OPEN SESSION**

- discuss the January 1st meeting location-discussed 1 or 2 Commissioners to go to each house and swear officers in
- discuss about Hamilton's driveway and the reimbursement of the gas utility Bill for them for the heating grid in the new driveway. Reimburse for the 4 months (Dec-Mar). Discussed getting a quote to turn on system remotely or by temperate.
- - Discuss delaying implementation of new officer qualifications to 2022 due to COVID-Classes weren't available/delayed due to COVID - Agreed
- - Discuss 10 year gear requirement and gear inspection process-Discussed NFPA & PEOSHA requirements. Discussion to draft a change SOG for review. More discussion needed. Beekman to give legal opinion.
- - Training and certifying at least two members from each company on Mask Fit Test Machine-More discussion needed

**MOTION TO ADJOURN**

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

**MEETING ADJOURNED**

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

President Daly calls December 15, 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	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.

**PUBLIC COMMENT-ON AGENDA ITEMS ONLY**

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

**RESOLUTION 2020-1-12-1**  
**A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Daly

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, the bills total of \$121,772.97 are hereby approved for payment: and,

**BE IT RESOLVED**, that the total of \$25,729.31 be approved for the 12/15/20 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: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

**RESOLUTION # 2020-1-12-2**  
**A RESOLUTION DISPENSING WITH THE READING OF MINUTES**  
**OF THE November 24, 2020 MEETING**

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, that the Clerk dispense with the reading of the minutes of the November 24, 2020 meeting.

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

**RESOLUTION # 2020-1-12-3**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE November 24, 2020 MEETING**

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

**BE IT RESOLVED**, that the minutes of the Meeting of the November 24, 2020 be ratified and approved.

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

**RESOLUTION # 2020-1-12-4**  
**2021 ADOPTED BUDGET RESOLUTION**  
**NEPTUNE FIRE DISTRICT #1**  
**FISCAL YEAR: January 1, 2021 to December 31, 2021**

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

**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 for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 15, 2020; and

**WHEREAS**, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the adopted budget 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 presented for adoption reflects Total Revenues of \$ 4,273,577 which includes amount to be raised by taxation of \$3,029,960, and Total Appropriations of \$4,273,577; and

**WHEREAS**, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Fire District at an open public meeting held on December 15, 2020 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$4,273,577 which includes amount to be raised by taxation of \$3,029,960 and Total Appropriations of \$4,273,577; and

**BE IT FURTHER RESOLVED**, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**BE IT FURTHER RESOLVED**, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

\_\_\_\_\_  
 (Commissioner’s Signature)

12-15-20  
 (Date)

**Board of Commissioners Recorded Vote**

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Arthur Daly	X			
Paul Annunziata	X			
James Manning Jr.	X			
Todd Puryear				X
Frank Sutphin	X			

**RESOLUTION #2020-1-12-5  
TOWNSHIP OF NEPTUNE FIRE DISTRICT #1  
A RESOLUTION TO APPROVE 2019 AUDIT**

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local District to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2019 has been completed and filed with the Director of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the board of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "Schedule of Findings and Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the board of fire commissioners have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Recommendations" in accordance with N.J.S.A. 40A:5A-17,

**NOW THEREFORE BE IT RESOLVED**, that the board of fire commissioners of the Township of Neptune Fire District #1 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2019, and specifically has reviewed the sections of the audit report entitled "Schedule of Findings and Recommendations" and has evidenced same by the group affidavit in the form prescribed by the Local Finance Board,

**BE IT FURTHER RESOLVED** that the Clerk of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION  
PASSED AT THE MEETING HELD ON December 15, 2020.**

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

**LOCAL AUTHORITIES**  
**GROUP AFFIDAVIT FORM**

**PRESCRIBED BY**  
**THE NEW JERSEY LOCAL FINANCE BOARD**

**AUDIT REVIEW CERTIFICATE**

We, the members of the governing body of the Board of Fire Commissioners, Neptune Fire District #1, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Board of Fire Commissioners, Neptune Fire District #1.
  
2. We, certify, pursuant to N.J.S.A. 40A:5A -17 that we have each reviewed the annual audit report for the fiscal year ended 2019, and specifically the sections of the audit report entitled "Schedule of Findings".

[Print]

[Signature]

Arthur Daly

\_\_\_\_\_

Paul Annunziata

\_\_\_\_\_

James Manning

\_\_\_\_\_

Todd Puryear

\_\_\_\_\_

Frank Sutphin

\_\_\_\_\_

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

**RESOLUTION # 2020-1-12-6**  
**A RESOLUTION AUTHORIZING SALARY INCREASE**  
**FOR FIRE INSPECTOR**

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

**WHEREAS**, The Board of Fire Commissioners do hereby wish to raise the hourly rate for Part-Time Fire Inspector Ed Ratyniak from \$20.00 to \$25.00 per hour, and

**WHEREAS**, The Board of Fire Commissioners do hereby wish to raise the allotted hours to include up to but not exceed 30 hours per week, and

**WHEREAS**, funds are to be made available in the budget account know as Fire Bureau S/W and the Treasurer has so certified.

**NOW, THEREFORE, BE IT RESOLVED**, By the Board of Fire Commissioners, Neptune Township Fire District No. 1, that the hourly rate and increase of hours, as stated above, is hereby approved to Edward Ratyniak with an effective date of December 16, 2020.

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

**RESOLUTION # 2020-1-12-7**  
**A RESOLUTION AUTHORIZING EXECUTIVE SESSION**

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

**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 pertain to office staff salary

**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.

## **REPORTS**

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

Liberty – Campbell-progress

Pd: FF F. Doremus career division submitted report via email

Not on report – states 5 of Pd Div certified on Fit Test

- Helmets should be shipped by Friday

Annual bench test to be finished tomorrow. SCBA replacement should be looked into replacing whole district

## **COMMISSIONERS REPORTS:**

Commissioner Annunziata: Reported on driveway so far so good. Quotes to be received for service maintenance.

1-75 needs radio programmed by County

Status of Tablets to be looked into

Commissioner Sutphin: Heat duct installed in kitchen. Pump boiler to be looked into. Roof leak being addressed

Commissioner Manning: upcoming Feb election discussed. Contacted Twp ref if remains the same to hold in Municipal Bldg with Covid safety regulations in place

Commissioner Puryear:

Commissioner Daly: comments on budget. Hamilton driveway looks good and will save the lake from receiving tones of salt and sand.

## **PUBLIC COMMENT**

Members of the public may address any concern relating to the Fire District. The public will be permitted a limit of five minutes. No time can be transferred to another party.

Sean Donohue the new Fire Official welcomed aboard

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

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

## **MEETING GOES INTO EXECUTIVE SESSION**



**RESOLUTION # 2020-1-12-8**  
**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.

**RESOLUTION 2020-1-12-9**  
**RESOLUTION AUTHORIZING 3 YEAR SALARY**  
**AGREEMENT FOR SALARIED FULL TIME OFFICE STAFF**

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

**WHEREAS**, the Board of Fire Commissioners, Fire District#1 agrees to a 3 year annual salary agreement for the years of 2021, 2022 & 2023 for Cindy Warrick, Full Time Finance Clerk & Fran Ciccone, Full Time Administrative Assistant:

**WHEREAS**, the 3 year agreement shall set the salary for Cindy Warrick and Fran Ciccone as follows:

2021 - \$67,491.56  
2022 - \$69,516.31  
2023 - \$71,601.80

**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 Jan. 1, 2021.

**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**