

**WORKSHOP-AGENDA  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
February 16, 2021**

President Daly calls the workshop portion of the February 16, 2021, 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	
COMM. ANNUNZIATA	
COMM. MANNING	
COMM. PURYEAR	
COMM. SUTPHIN	

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.

President Daly points to the exits to be used in case of an emergency.

**ITEMS FOR DISCUSSION IN OPEN SESSION**

**MOTION TO ADJOURN**

Offered By: Comm.

Seconded By: Comm.



**RESOLUTION # 2021-1-2-2**  
**A RESOLUTION DISPENSING WITH THE READING OF MINUTES**  
**OF THE January 19, 2021 MEETING**

Offered By: Comm.

Seconded By: Comm.

**BE IT RESOLVED**, that the Clerk dispense with the reading of the minutes of the January 19, 2021 meeting.

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

**RESOLUTION # 2021-1-2-3**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE January 19 2021 MEETING**

Offered By: Comm.

Seconded By: Comm.

**BE IT RESOLVED**, that the minutes of the Meeting of the January 19, 2021 be ratified and approved.

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

**RESOLUTION # 2021-1-2-4**  
**A RESOLUTION TO ADOPT COVID-19 POLICY**

Offered By: Comm.

Seconded By: Comm.

**WHEREAS**, the Board of Fire Commissioners have reviewed and approved the COVID-19 POLICY as follows:

**COVID-19 POLICY**

Neptune Township Fire District No. 1 encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. However, the recent COVID-19 epidemic requires certain modifications to policies as it pertains to prevention, exposure, and post-exposure actions with COVID-19. In light of the importance of continuing to maintain a functioning department, all NTFD employees are deemed essential employees.

**Health Information**

In the following circumstances, an employee shall submit documentation to the Personnel Commissioner or their designee verifying that they are:

- Diagnosed with COVID-19;
- Directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19;
- Undergoing a period of self-quarantine or isolation at the direction of a government agency or physician;
- Caring for an immediate family member who has been diagnosed with COVID-19;
- Caring for an immediate family member who was directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19;
- Experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- Caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

**Confidentiality**

The NTFD will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

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- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations,

but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.

- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Employees with questions or concerns about contagious or life-threatening illnesses are encouraged to contact their Supervisor.

## **Prevention**

To prevent further infection, the Centers for Disease Control and Prevention (CDC), New Jersey Department of Health (NJDOH) and the World Health Organization (WHO), encourage employees to:

### *A. Practice good hygiene*

- Stop handshaking – use other non-contact methods of greeting;
- Clean hands at the door and schedule regular hand washing reminders by email;
- Create habits and reminders to avoid touching your face and cover coughs and sneezes;
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly;
- Increase ventilation by opening windows or adjusting air conditioning.

### *B. Be careful with meetings and travel*

- Use videoconferencing for meetings when possible;
- When not possible, hold meetings in open, well-ventilated spaces;
- Consider adjusting or postponing large meetings or gatherings;
- Assess the risks of business travel.

### *C. Handle food carefully*

- Limit food sharing;
- Strengthen health screening for employees handling food items and their close contacts;
- Ensure employees and their close contacts practice strict hygiene.

### *D. Stay home if...*

- They are feeling sick;
- They have a sick family member in their home.

### *E. Personal Protective Equipment (PPE) and Disinfecting Workspaces*

- Employees who work closely with (either in contact with or within 6 feet of) other

employees/individuals shall wear PPE provided by the Fire District when working on Fire District premises;

- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment including the employee's personal workspace, copiers, postage machines, etc.

### **Applicable Leave Time Procedures for COVID 19 and Other Illnesses:**

#### ***Families First Coronavirus Response Act (“FFCRA”)***

By way of background on April 1, 2020, the Families First Coronavirus Response Act (“FFCRA”) took effect. The FFCRA's paid leave provisions were effective on April 1, 2020 and applied to leave taken between April 1, 2020 and December 31, 2020. These provisions were ultimately not extended, meaning that employers will not be required to provide paid leave under the FFCRA after December 31, 2020.

Therefore effective January 1, 2021, the following policy shall apply to all employees of the NTFD regarding requests for leave related to COVID-19. The NTFD will allow for the use of paid leave to eligible employees regarding COVID-19 exposure and testing for the specific purpose of time being taken off following a close contact with a positive Covid-19 individual. This time off will be charged against the employees' existing PTO.

If the close contact exposure is the result of a work related contact, the NTFD will allow for the use of paid leave when the NTFD or government guidelines require that an employee self-quarantine pending the results of that employees testing. This paid leave shall be charged against the employees PTO.

Any employee requesting to use leave shall abide by the policies and regulations as previously adopted by the NTFD. This includes submission of documentation verifying the employees need to take leave.

For any employee requesting leave for any other purpose related to COVID-19 the employee is required to utilize their PTO. For any employees that previously exhausted their leave under the FFCRA those employees may utilize any paid time off including; sick, vacation, personal or any other time off if you need to quarantine related to COVID-19. Sick time shall be utilized first.

The NTFD will follow the guidance regarding quarantine/isolation and returning to work as issued by the State of New Jersey, the CDC, and the Department of Labor. This policy includes the guidance issued by the State of New Jersey requiring periods of quarantine and isolation, including those employees whom chose to travel. See below for a sample of the current guidance regarding isolation and quarantine.

Anyone experiencing COVID related symptoms should not be at work and should quarantine.

- If you test positive and have symptoms it is critical that you isolate for:

10 days after symptoms first appeared; and

24 hours with no fever without fever reducing medication; and

Other symptoms have improved.

Employees PTO will be utilized for this type of leave.

- If you tested positive and have NO symptoms:

Employees are required to self-monitor and practice safe social distancing guidelines for 14 days after you received your positive test. Self-monitoring means that people should wear a mask at all times and monitor themselves for fever by taking their temperature twice a day and remaining alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or the Monmouth County Health Department to determine whether medical evaluation is needed.

Any employee choosing to quarantine while asymptomatic or that develops symptoms and must self-isolate must utilize the Employees PTO for this type of leave.

- If you have a close contact:

Get a viral test 3-5 days after exposure and follow self-monitoring procedures, including appropriate social distancing and proper use of PPE. Avoid close contact with other employees. If required to self-isolate as a result of doctor or governmental orders, the employees PTO must be used for this leave.

- If you travel outside of NJ upon return to the state you must:

Self-monitor for a period of fourteen days after your return to the state. Employees choosing to travel must continue to remain at least 6 feet apart from coworkers, both indoors and outdoors. Employees are also required to wear a mask and properly utilize PPE during this period, particularly when in shared office spaces. It is further recommended that employees during this self-monitoring period take extra care to wash their hands often or use hand sanitizer with at least 60% alcohol.

### **Required Medical Documentation**

For cases where individuals are undergoing a period of isolation or quarantine under the circumstances described above, documentation from a local, state or federal governmental agency, a medical professional, office, or hospital or proof that the employee was recently in a location where the recommendation by a governmental agency is to self-quarantine will satisfy the requirement to provide documentation. Even in the event that proper documentation is provided, the employee must utilize their PTO for any leave taken.

### **Attendance Monitoring**

Until further notice, employees who had previously been subjected to documentation requirements under the NTFD's standard policies and/or contract provisions due to excessive absenteeism or abuse of sick leave shall not be disciplined for future absences that occur as a

result of their being suspected of or diagnosed with the COVID-19 virus or having to be absent





**RESOLUTION # 2021-1-\_\_ -  
A RESOLUTION AUTHORIZING EXECUTIVE SESSION**

Offered By: Comm.

Seconded By: Comm.

**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:

**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:                      Comm. Manning:                      ;  
              Comm. Puryear:                      ; Comm. Sutphin:                      Pres. Daly:

**REPORTS**

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

Pd:

