

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

Comm. Sutphin calls the workshop portion of the February 16, 2021, 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

LOSAP changes discussed and to be reviewed

Officer qualifications for 2022-Resolution next meeting

Gear requirements discussed

Fire Election to be held April 20, 2021 in person at Town Hall

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING ADJOURNED

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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 2021-1-2-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

BE IT RESOLVED, the bills total of \$199,539.06 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$29,092.20 be approved for the 1/31/21 payroll and the total of \$33,962.43 be approved for the 2/15/21 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 # 2021-1-2-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE January 19, 2021 MEETING

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

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

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

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

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

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

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

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

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

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 to care for a family member impacted by the virus. Additionally, the NTFD shall not use any absenteeism related to the COVID-19 virus to subject any employee to a documentation requirement for excessive absenteeism. If no documentation is received within a reasonable time to support an asserted COVID-19 related absence, the NTFD may exercise its discretion in determining its response.

Additional Leaves Available

Should an employee exhaust their entitlement under FFCRA, FMLA, NJFLA, etc., the employee should consult with the Personnel Director regarding additional leaves and options available dependent upon the circumstances and need for such leave.

NOW THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners do hereby adopt the COVID-19 POLICY as stated above.

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

REPORTS

CHIEF-

ASSISTANT CHIEF- Aaron – one trash/truck fire handled by Pd Division & Sta 4 went well. All working well together

CAPTAINS-

Sta 3 – A. Fritz requests status on Conklin's helmet-discussed. Comm. Manning verifies with Board that as of now we are following the 10 year rule.

2nd question in ref to major infraction policy (helmet). Discussed (SOG-11)
Questions chain of command and suggests it be followed.

Sta 4 – Mauro- Thanks the Board for assisting the Housing Authority with the sanding.
Housing Authority just received new sander and offers to Board if needed.

Pd: Franklin- monthly reports were sent.

Franklin states he follows chain of command. Comm Puryear states he should come from Pd Captain.

Franklin requests meeting in regards to any gear maintenance changes

COMMISSIONERS REPORTS:

Commissioner Annunziata: Sta 1 Sander is down. Driveway boiler fixed. To follow up on crack in driveway.

Commissioner Sutphin: Sta 4 – waiting on new computer, monitor, printer and keyboard.
Door adjusted in kitchen. Cabinets doors adjusted.

Commissioner Manning: Sta 3, progress. Thanks Pd Staff and volunteers during past storms.

Commissioner Puryear: Sta 2 – painting never complete. Window issues on 2nd fl.
Warehouse/Office access discussed. Key fob system discussed

Commissioner Daly: absent

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.

Steve Conklin- if he could be written up for leather helmet questions. Questions Paid staff responding to Asbury. Attorney states can't discuss personnel.

Chief Morrison – reports – Snow Duty no issues. At Officer Meetings requests status of Tablets. Comm. Manning states New shipping date is 2/24.

Thanks FO Sean Donohue for emails on bldg. updates etc.

Board of Officers are having monthly meetings and Duty crews.

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING ADJOURNED