

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

President Daly calls the workshop portion of the March 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

Board of Officers Requirements

SCBA Paks

MOTION TO ADJOURN

Offered By: Comm.

Seconded By: Comm.

**AGENDA
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
March 16, 2021**

President Daly calls March 16, 2021 regular meeting to order.

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.

PUBLIC COMMENT-ON AGENDA ITEMS ONLY

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 2021-1-3-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm.

Seconded By: Comm.

BE IT RESOLVED, the bills total of \$118,414.99 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$39,745.01 be approved for the 02/28/21 payroll and the total of \$35,862.59 be approved for the 3/15/21 payroll:

BE IT FURTHER RESOLVED, that the total bills be attached to this resolution and be made part of.

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

RESOLUTION # 2021-1-3-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE February 16, 2021 MEETING

Offered By: Comm.

Seconded By: Comm.

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the February 16, 2021 meeting.

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

RESOLUTION # 2021-1-3-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE February 16, 2021 MEETING

Offered By: Comm.

Seconded By: Comm.

BE IT RESOLVED, that the minutes of the Meeting of the February 16, 2021 be ratified and approved.

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

RESOLUTION #2021-1-3-4
A RESOLUTION TO ESTABLISH SCHEDULE OF MEETINGS

Offered By: Comm.

Seconded By: Comm.

BE IT RESOLVED; that pursuant to the Open Public Meetings Act, the Board of Fire Commissioners of Neptune Township Fire District No. 1 adopts the following schedule of meetings for 2021 and 2022. All meetings shall be held at the Board Office, 1120 Corlies Avenue, at 7:00pm for the Workshop Meeting and the Regular Meeting to follow, unless otherwise indicated.

2021 MEETING SCHEDULE

March 16 (Tues.) Regular

August 17 (Tues.)

Virtual Teams:

1 732-515-3350 Conference ID# 111 271 524#

April 27 (Tues.)

September 21 (Tues.)

Virtual Teams:

1 732-515-3350 Conference ID# 607 108 907#

May 4 Regular & Re-Organization
in person at the Shark River Hills Firehouse
(Masks and Social Distancing required)

October 19 (Tues.)

May 18 (Tues.)

November 16 (Tues.)

June 15 (Tues.)

December 14 (Tues.)

July 20 (Tues.)

2022

January 1 (Fri.) – Swearing in 12 noon (Liberty Fire House)

January 18 (Tues.)

February 15 (Tues.)

March 1 Re-organization (Tues)

March 15 (Tues.)

BE IT FURTHER RESOLVED, that the Board Clerk be and he is hereby authorized to publish this resolution in accordance with the Open Public Meetings Act.

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

**RESOLUTION #2021-1-3-5
A RESOLUTION TO AUTHORIZE SOG 023
ON-LINE / TRAINING**

Offered By: Comm.

Seconded By: Comm.

BE IT RESOLVED, the Board of Fire Commissioners do hereby authorize SOG #023 as listed below, pending signatures.



**Station 34-1
Station 34-3**

**NEPTUNE TOWNSHIP
FIRE DEPARTMENT**



**Station 34-2
Station 34-4**

BOARD OF OFFICERS

NEPTUNE FIRE DISTRICT #1

DATE: 03/16/2021

STANDARD OPERATING GUIDELINE (SOG)

SOG # 023

TITLE: ON-LINE / REMOTE TRAINING

OVERVIEW: The fire district encourages its members to attend and participate in training, higher learning and information sharing sessions. In recent years and also in the unprecedented times of COVID-19, emergency services have seen and accepted “remote” (online) training. This comes in the form of a prerecorded or preformatted automated training session and also live instructor-led online training sessions over platforms such as ZOOM, TEAMS, and others.

POLICY: This Standard Operating Procedure shall establish direction and understanding for both members of the department and the fire district as to the parameters of this style and delivery of training, its acceptance and also how “credit” is applied.

PROCEDURE:

Members of the fire department are encouraged to attend fire and rescue training. This training not only provides knowledge and education to the fire districts members, but it also makes the fire department better in its mission of protecting life and property of our residents.

1. A member who chooses to attend a training class that is provided online is responsible for registration and associated class requirements and responsibilities.

2. If an online class has a fee to attend, the member may request that the fire district pay for the class. This request is to follow the appropriate chain-of-command. The approval of such requests will be reviewed and considered on a case-by-case basis.
 - a. In cases where the fire district does approve and agree to pay for a member's class, the member must attend the training and once completed, provide proof of attendance by submitting a certificate of completion.
 - b. In cases where the fire district pays for a class and if the member does not attend, the member will be responsible to reimburse the fire district the full amount of the class.
3. Upon completion of an online class, the member shall provide a copy of the certificate to their company and to the fire district so that it may be recorded and placed in their file. Members shall follow the proper chain-of-command.
4. A member who has registered and attends an online training class is eligible to receive LOSAP points.
 - a. Upon successful completion of the class, the member is required to complete a LOSAP form. The form is to be signed by the company captain (as is normal procedure).
 - b. A copy of the certificate and a class outline is also to be attached to the LOSAP submission form. A class flier or similar document is acceptable as the class outline.
 - c. Upon request, the fire district may request additional information regarding the class, the program host or agency, or other relevant information.

SIGNATURE / DATE: _____
TOWNSHIP CHIEF

SIGNATURE / DATE: _____
ASSISTANT TOWNSHIP CHIEF

SIGNATURE / DATE: _____
PRESIDENT, BD OF FIRE COMMISSIONERS

SIGNATURE / DATE: _____
SECRETARY, BD OF FIRE COMMISSIONERS

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

RESOLUTION # 2021-1-3-7
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:

- Personnel - mutual aid/paid staff

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:

COMMISSIONERS REPORTS:

Commissioner Annunziata:

Commissioner Sutphin:

Commissioner Manning:

Commissioner Puryear:

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.

MOTION TO GO INTO EXECUTIVE SESSION

Offered By: Comm.

Seconded By: Comm.

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2021-1-3-8

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm.

Seconded By: Comm.

VOTE: Comm. Annunziata:

Comm. Manning: ;

Comm. Puryear:

; Comm. Sutphin:

Pres. Daly:

MOTION TO ADJOURN

Offered By: Comm.

Seconded By: Comm.