

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

Comm. Puryear calls the workshop portion of the March 16, 2021, meeting to order and calls for a flag salute and moment of silence.

Comm. Puryear 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	absent

Comm. Puryear 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. Puryear points to the exits to be used in case of an emergency.

**ITEMS FOR DISCUSSION IN OPEN SESSION**

Board of Officers Requirements – discussed – to further review

SCBA Paks – discussed – meeting set up for demonstration of upgrades only

**MOTION TO ADJOURN**

Offered By: Comm. Manning

Seconded By: Comm. Annunziata

**MEETING ADJOURNED**

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

Comm. Puryear calls March 16, 2021 regular meeting to order.

Comm. Puryear 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	absent

Comm. Puryear 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. Puryear points to the exits to be used in case of an emergency.

**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 2021-1-3-1  
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 \$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: AYE; Comm. Manning: AYE;  
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Daly: absent.

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

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

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

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

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

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

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

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

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

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

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

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

Offered By: Comm. Puryear

Seconded By: Comm. Manning

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

**RESOLUTION #2021-1-3-6**  
**A RESOLUTION AMENDING THE LENGTH OF SERVICE AWARDS PROGRAM**  
**FOR NEPTUNE FIRE DISTRICT #1**

Offered By: Comm. Puryear

Seconded By: Comm. Manning

**WHEREAS**, The Board of Fire Commissioners of the Neptune Fire District No. 1 has determined it is necessary for member retention and to encourage new member recruitment to amend the Length of Service Awards Program (“LOSAP”) established by Resolution #10-98-20 and further amended by Resolutions #2003-1-2-8 and #2017-1-8-7 and #2017-1-9-7;

**WHEREAS**, The Board has determined the amendments will serve to further the original purpose of enhancing the ability of the Board to continue to provide fire protection and emergency medical services to the citizens and residents of Neptune Township by ensuring the continuation of viable volunteer fire and first aid companies.

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

Section 3. Service points shall be earned by performing and participating in the following activities:

3.1: One (1) point for each hour while at an active fire or emergency. (no limit on the number of hours – previously maxed out at 4 points).

3.2: One (1) point for each hour of training session, seminar or drill (no limit on the number of points/hours – previously maxed out at 4 points). Points for online courses shall be issued based on the following requirements: SOG #023

3.3: 2 points per meeting regardless of the length of the meeting (previously was only 1 point per meeting regardless of how long the meeting was).

3.4: One (1) point for each hour worked for Company Work Party – work party includes Firehouse/First Aid Squad building and/or equipment cleaning, maintenance, improvements and related upkeep. The Company Captain or Officer present will verify each member’s attendance at the work parties.

3.5: One (1) point for each hour of Standby/Duty Crews (if not Paid) with a minimum standby of 4 hours per Title 40a:14-188.

3.7: All Officers shall receive fifty (50) points per year. Fire District/First Aid Officers include: Chief, Assistant Chief, Captain, First Lieutenant and Second Lieutenant. Company Officers include: President, Vice President, Treasurer, Secretary, Trustees, and Engineers. Points will only be awarded for one (1) officer category with the maximum number of points allowed under section 3.7 is fifty (50) points. (previously was 50 points for Fire District Officers and only 25 points for Company Officers).

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

**RESOLUTION # 2021-1-3-7**  
**A RESOLUTION AUTHORIZING EXECUTIVE SESSION**

Offered By: Comm. Puryear

Seconded By: Comm. Manning

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

**REPORTS**

CHIEF- Morrison – NJ ST Forrest Fire Officials called happy with results with Parkway Fire Fire Call getting answered. Duty crews still standing  
Questions recruitment. Signs and flyers to be picked up  
Questions notification of standby at Shop-Rite - discussed  
Cascade Air refresher course requested

Comm. Annunziata questions response on Sunday's call

ASSISTANT CHIEF- absent

CAPTAINS- Sta 1-

Sta 2-

Sta 3 – Fritz Jr. states 3 members currently in FF1 doing well heard good things. Thanks Commissioners especially Comm. Sutphin for helping set up training. Thanks Comm. Manning for communication and help with resolving issues at Station.

Sta 4 – Mauro – no report



Pd:

FF Doremus states report was emailed by Captain Armada

**COMMISSIONERS REPORTS:**

Commissioner Annunziata: spoke to Engineer ref crack in driveway to contact contractor  
Boiler shut off due to high temperatures

Commissioner Sutphin:

Commissioner Manning: Losap points amended to help volunteers. progress

Commissioner Puryear: Quotes for new refrigerator to be submitted. Issues with web and wiring. Wants to move on with Key fob system. Also painting and window work still needed. Network upgrade to be discussed.

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.

Anthony Chrepta- asks opinion on Paid Division going out of town. Attorney states comments only no questions. Possibly recruitment or career staff needed.

Bob Pasquarelli comments on Mutual aid and available resources

Dan Harker – comments on Mutual aid feels 1 call being picked on.

Chief – Morrison comments the response time comment is wrong.

S. Conklin – comments on Mutual Aid possible career staff needed in Asbury

**MOTION TO GO INTO EXECUTIVE SESSION**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

**MEETING GOES INTO EXECUTIVE SESSION**

**RESOLUTION # 2021-1-3-8**  
**A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

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

No Action taken in Executive Session

**MOTION TO ADJOURN**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**MEETING ADJOURNED**