

WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
July 20, 2021

President Manning calls the workshop portion of the July 20, 2021, meeting to order and calls for a flag salute and moment of silence.

President Manning asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. MANNING	PRESENT
COMM. ANNUNZIATA	absent
COMM. FRITZ	PRESENT
COMM. PURYEAR	PRESENT
COMM. SUTPHIN	PRESENT

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

ITEMS FOR DISCUSSION IN OPEN SESSION - none

MOTION TO ADJOURN

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
July 20, 2021**

President Manning calls July 20, 2021 regular meeting to order.

President Manning asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. MANNING	PRESENT
COMM. ANNUNZIATA	absent
COMM. FRITZ	PRESENT
COMM. PURYEAR	PRESENT
COMM. SUTPHIN	PRESENT

President Manning 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 Manning 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 2021-1-7-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

BE IT RESOLVED, the bills total of \$112,229.83 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$28,099.78 be approved for the 6/30/21 payroll and the total of \$29,816.91 be approved for the 7/15/21 payroll:

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

VOTE: Comm. Annunziata: absent; Comm. Fritz Sr.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

RESOLUTION # 2021-1-7-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE June 15, 2021 MEETING

Offered By: Comm. Puryear Seconded By: Comm. Sutphin

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the June 15th meeting.

VOTE: Comm. Annunziata: absent; Comm. Fritz Sr.: AYE;
 Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

RESOLUTION # 2021-1-7-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE June 15, 2021 MEETING

Offered By: Comm. Sutphin Seconded By: Comm. Puryear

BE IT RESOLVED, that the minutes of the Meeting of the June 15, 2021 be ratified and approved.

VOTE: Comm. Annunziata: absent; Comm. Fritz Sr.: AYE;
 Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

RESOLUTION # 2021-1-7-4
A RESOLUTION TO AMEND SOG #003
TITLED: NEPTUNE FIRE DISTRICT #1 QUALIFICATIONS FOR COMPANY OFFICERS

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

BE IT RESOLVED, the Board of Fire Commissioners do hereby authorize SOG #003 as listed below.



Station 34-1
Station 34-3

NEPTUNE TOWNSHIP
FIRE DEPARTMENT



Station 34-2
Station 34-4

BOARD OF OFFICERS

NEPTUNE FIRE DISTRICT #1

DATE: 02-10-2004

Rev: 11-28-2006

Rev: 08-17-2010

Rev: 03-19-2013

Resolution # 2013-R-3-18

Resolution #2021-1-7-4

Rev: 7-20-2021

STANDARD OPERATING GUIDELINE (SOG)

SOG # 003

TITLE: NEPTUNE FIRE DISTRICT #1 QUALIFICATIONS FOR COMPANY OFFICERS

INTRODUCTION: THIS STANDARD OPERATING GUIDELINE WILL COVER ALL INDIVIDUALS ASPIRING TO AND HOLDING THE POSITIONS OF FIRE OFFICERS IN THE DISTRICT. IT IS THE INTENT OF THE BOARD OF FIRE COMMISSIONERS TO HAVE STRONG, WELL-EDUCATED AND TRAINED FIRE OFFICERS AND TO ENSURE COMPLIANCE REGARDING THE REQUIREMENTS FOR FIRE OFFICERS.

POLICY: NEPTUNE FIRE DISTRICT #1 HAS ESTABLISHED THIS **STANDARD OPERATING GUIDELINE** TO ENSURE THAT **COMPANY OFFICERS MEET**

THE MINIMUM EDUCATION AND EXPERIENCE STANDARDS FOR ALL COMPANY OFFICERS POSITIONS. THESE STANDARDS SHALL BE MET AND MAINTAINED AS A CONDITION PRIOR TO NOMINATION FOR ELECTION TO THE POSITION OF COMPANY OFFICERS AND DURING TENURE AS A COMPANY OFFICER (NEW JERSEY STATE REGULATION N.J.A.C. 5:73-1.6, 5:73-8.2)

SCOPE: THIS STANDARD OPERATING GUIDELINE SHALL COVER ALL PERSONNEL RUNNING FOR AND HOLDING THE FOLLOWING RANKS, AS WELL AS EACH COMPANY OFFICERS RESPONSIBILITY WITHIN SAID RANK.

- **2ND LIEUTENANT**
 - **1ST LIEUTENANT**
 - **CAPTAIN**
 - **ASSISTANT CHIEF OF DEPARTMENT**
 - **CHIEF OF DEPARTMENT**
-

RESPONSIBILITIES: IT IS THE RESPONSIBILITY OF THE BOARD OF FIRE COMMISSIONERS AND BOARD OF OFFICERS TO ENSURE COMPLIANCE

PROCEDURE: ALL PERSONNEL RUNNING FOR AND HOLDING AN OFFICER RANK SHALL ADHERE TO THE FOLLOWING:

- **MUST MAINTAIN A RESPONSE PERCENTAGE OF SIXTEEN (16) PERCENT FOR THE PRIOR THREE (3) CALENDAR YEARS**
- **MUST BE CHECKED OUT AS AN OPERATOR ON ALL APPARATUS WITHIN THE COMPANY PRIOR TO BEING ELIGIBLE FOR A COMPANY OFFICER POSITION**
- **MUST HAVE BEEN AN ACTIVE REGULAR MEMBER OF THE DISTRICT FOR A PERIOD OF NO LESS THAN FIVE (5) YEARS**
- **MUST MEET ALL BELOW QUALIFICATIONS FOR RANK**

THE DUTIES OF THE **COMPANY** OFFICERS, 2ND LT. THROUGH TOWNSHIP CHIEF, SHALL BE AS FOLLOWS:

- TAKE COMMAND IN FIGHTING FIRES AND EXERCISE CONSIDERABLE INDEPENDENT JUDGEMENT IN DECIDING THE BEST WAY TO EXTINGUISH A FIRE OR MITIGATE A SERIOUS EVENT, WITHIN THE CHAIN OF COMMAND.

- DIRECT THE WORK OF FIREFIGHTERS ENGAGED IN EXTINGUISHING FIRES, WITHIN THE CHAIN OF COMMAND.
- PRESERVE ORDER AND DISCIPLINE AMONG SUBORDINATES, WITHIN THE CHAIN OF COMMAND.
- GIVE ASSIGNMENTS AND INSTRUCTIONS AND PROVIDE STAFF WITH NEEDED ADVICE AND ASSISTANCE WHEN DIFFICULT AND UNUSUAL PROBLEMS ARISE, WITHIN THE CHAIN OF COMMAND.
- CHECK THE WORK OF SUBORDINATES TO SEE THAT PROPER PROCEDURES ARE FOLLOWED, THAT STANDARDS OR WORKMANSHIP, SAFETY AND CONDUCT ARE MAINTAINED, AND THAT DESIRED OBJECTIVES ARE ACHIEVED, WITHIN THE CHAIN OF COMMAND.
- PREPARE REQUIRED REPORTS OF FIRES, EQUIPMENT AND PERSONNEL, WITHIN THE CHAIN OF COMMAND.

THE REQUIREMENTS TO BE A LINE OFFICER ARE AS FOLLOWS:

THE BOARD RECOGNIZES THAT THE BELOW QUALIFICATIONS ARE THE MINIMUM REQUIRED AT THIS TIME.

PRIOR TO RUNNING FOR AN OFFICER POSITION, ALL OFFICERS MUST HAVE REACHED THE REQUIREMENTS SET FOURTH IN SOG # 002, REQUIREMENTS FOR FIREFIGHTERS.

ALL PERSPECTIVE COMPANY OFFICERS **SHALL** SUBMIT TO A CRIMINAL BACKGROUND CHECK. THEY MUST PASS THIS BACKGROUND CHECK PRIOR TO BEING APPOINTED.

ALL OFFICERS **SHALL** ATTEND HARASSMENT TRAINING PRIOR TO BEING APPOINTED. THIS CAN BE DONE EITHER THROUGH THE BOARD OF FIRE COMMISSIONERS OR THROUGH THEIR OWN PLACE OF EMPLOYMENT.

REQUIREMENTS: 2ND LIEUTENANT

- MUST HAVE **5 YEARS** ACTIVE FIREFIGHTER SERVICE IN NEPTUNE FIRE DISTRICT #1
- **MUST MAINTAIN A RESPONSE PERCENTAGE OF SIXTEEN (16) PERCENT FOR THE PRIOR THREE (3) CALENDAR YEARS**
- MUST MAINTAIN A VALID NJ DRIVER'S LICENSE
- INCIDENT MANAGEMENT LEVEL I CERTIFICATION ISSUED BY THE NJ DIVISION OF FIRE AND SAFETY (Which Requires: ICS 100, 700, and 200)

- CEVO (FIRE)
 - **RIT AWARENESS**
 - **RIT OPERATIONS**
 - **PUMP OPERATIONS (24+HRS)**
 - **TRUCK OPERATIONS (24+HRS)**
 - **FIRE GROUND STRATEGY AND TACTICS (24+HRS)**
 - **BUILDING CONSTRUCTION (12+HRS)**
 - ANY OTHER COURSES AND/OR CERTIFICATIONS THAT MAY BE REQUIRED BY THE STATE OF NJ
- *EFFECTIVE WITH ELECTIONS FOR 2023*

1ST LIEUTENANT

- SAME AS 2ND LIEUTENANT ABOVE PLUS THE FOLLOWING:
 - **MUST MAINTAIN A RESPONSE PERCENTAGE OF SIXTEEN (16) PERCENT FOR THE PRIOR THREE (3) CALENDAR YEAR**
 - **HIGH RISE AWARENESS**
 - ANY OTHER COURSES AND/OR CERTIFICATIONS THAT MAY BE REQUIRED BY THE STATE OF NJ
- * EFFECTIVE WITH ELECTIONS FOR 2023*

CAPTAIN

- SAME AS 2ND LIEUTENANT AND 1ST LIEUTENANT ABOVE PLUS THE FOLLOWING:
 - **MUST MAINTAIN A RESPONSE PERCENTAGE OF SIXTEEN (16) PERCENT FOR THE PRIOR THREE (3) CALENDAR YEARS**
 - ICS 800
 - INCIDENT MANAGEMENT LEVEL II CERTIFICATION ISSUED BY THE DIVISION OF FIRE SAFETY
 - **HIGH RISE OPERATIONS**
 - ARSON AWARENESS
 - ANY OTHER COURSES AND/OR CERTIFICATIONS THAT MAY BE REQUIRED BY THE STATE OF NJ
- * EFFECTIVE WITH ELECTIONS FOR 2023*

ANY PERSPECTIVE MEMBER ASPIRING TO LEAD THE DEPARTMENT AS EITHER ASSISTANT CHIEF OR CHIEF OF DEPARTMENT SHALL HAVE A FORMAL INTERVIEW PROCESS WITH MEMBERS OF THE BOARD OF COMMISSIONERS (TRAINING COMMISSIONER AND PERSONNEL COMMISSIONER) PRIOR TO NOMINATION.

THE INTERVIEW PROCESS WILL CONSIST OF:

- **A REVIEW OF PERSONNEL FILE TO INCLUDE**

- TRAINING
- DISCIPLINARY
- PERCENTAGES MET
- FAMILIARIZATION WITH DEPARTMENT OPERATIONS AND POLICIES
- VISION MOVING AHEAD FOR THE DEPARTMENT
- QUESTIONS REGARDING STRATEGY AND TACTICS FOR FIRE DEPARTMENT OPERATIONS

PERSPECTIVE CHIEF CANDIDATES WILL HOLD THE POSITIONS OF ASSISTANT TOWNSHIP CHIEF AND TOWNSHIP CHIEF FOR A TWO (2) YEAR TIMEFRAME RESPECTFULLY.

**EFFECTIVE WITH ELECTIONS FOR 2023*

ASSISTANT TOWNSHIP CHIEF

- SAME AS 2ND LT, 1ST LT AND CAPTAIN ABOVE
- **MUST MAINTAIN A RESPONSE PERCENTAGE OF SIXTEEN (16) PERCENT FOR THE PRIOR THREE (3) CALENDAR YEARS**
- INCIDENT MANAGEMENT LEVEL III CERTIFICATION ISSUED BY THE DIVISION OF FIRE SAFETY
- **ON SCENE INCIDENT COMMANDER**
- MUST HAVE SERVED AS A CAPTAIN IN A NEPTUNE FIRE DISTRICT #1 FIRE COMPANY
- **MUST RESIDE WITHIN A THREE (3) MILE RADIUS OF THE NEPTUNE FIRE DISTRICT #1, BOUNDARIES.**
- ANY OTHER COURSES AND/OR CERTIFICATIONS THAT MAY BE REQUIRED BY THE STATE OF NJ

** EFFECTIVE WITH ELECTIONS FOR 2023*

TOWNSHIP CHIEF

- SAME AS 2ND LT, 1ST LT, CAPTAIN AND ASSISTANT TOWNSHIP CHIEF
- **MUST MAINTAIN A RESPONSE PERCENTAGE OF SIXTEEN (16) PERCENT FOR THE PRIOR THREE (3) CALENDAR YEARS**
- MUST HAVE SERVED AS ASSISTANT TOWNSHIP CHIEF
- **MUST RESIDE WITHIN A THREE (3) MILE RADIUS OF THE NEPTUNE FIRE DISTRICT #1 BOUNDARIES.**
- ANY OTHER COURSES AND/OR CERTIFICATIONS THAT MAY BE REQUIRED BY THE STATE OF NJ

**EFFECTIVE WITH ELECTIONS FOR 2023*

SIGNATURE / DATE: _____
TOWNSHIP CHIEF

SIGNATURE / DATE: _____
ASSISTANT TOWNSHIP CHIEF

SIGNATURE / DATE: _____
PRESIDENT, BD OF FIRE COMMISSIONERS

SIGNATURE / DATE: _____
SECRETARY, BD OF FIRE COMMISSIONERS

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners that they hereby authorize the amended SOG 003 as stated above.

VOTE: Comm. Annunziata: absent; Comm. Fritz Sr.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

RESOLUTION 2021-1-7-5

A RESOLUTION AUTHORIZING NEPTUNE TOWNSHIP FIRE DISTRICT NO. 1 TO REQUEST AUTHORIZATION AS AN “ELIGIBLE ORGANIZATION” WITH THE NJ DIVISION OF FIRE SAFETY

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

WHEREAS, the State of New Jersey has created a voluntary program to certify firefighters, and

WHEREAS, the Board of Fire Commissioners of Neptune Fire District #1 has reviewed, discussed and voted to participate in the program,

NOW, THEREFORE, BE IT RESOLVED, By the Board of Fire Commissioners, Neptune Township Fire District No. 1, appoints the Training Commissioner of the Board of Fire Commissioners as the Authorized Signatory to sign any documents necessary to implement the Fire Certification Program in Neptune Township Fire District No. 1.

VOTE: Comm. Annunziata: absent; Comm. Fritz Sr.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

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

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

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 pertaining to - Part Time Administrator position
-

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: absent; Comm. Fritz Sr.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

NEW BUSINESS:

Comm. Puryear states picnic quotes/ideas from Chief/Asst Chief there for review.
Discussed

REPORTS

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

Shark River –A. Fritz Jr.- thanks the Board for addressing attic fan and fire alarm issues
Discussed

Liberty- Acevedo- list of repairs being looked into

Pd: Acting Cpt Kepler states report was emailed. Minerva almost done with gear. 1-75
accelerator (under warranty) being addressed. Pick up to be looked at

COMMISSIONERS REPORTS:

Commissioner Annunziata:

Commissioner Fritz Sr.: progress. Generator for 3-76 being addressed

Commissioner Puryear: World Changers used Liberty Firehouse while here. Thanks the Pd Div for opening the building for their use. Engineer was met with in ref to stucco and lentil issues. Also looked at parking lot and apron. Small list of list to be submitted to Fran.

Commissioner Sutphin: New Ac works great and water cooler installed and works well.

President Manning: mentions Officer SOG just adopted was worked hard on by Comm. Sutphin and the Brd of Officers. The response rate went to 16% due to Brd of Officers recommendation. Qualification will start Jan 2023.

Thanks Don Colarusso for his work with his help creating “Eligible Organization”.
Discussed

Unexcelled s’ corn hole tournament good turn out.

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.

Ben Acevedo states stucco work should be done in warm weather. Discussed

MOTION TO GO INTO EXECUTIVE SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. Manning

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2021-1-7-8
A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

VOTE: Comm. Annunziata: absent; Comm. Fritz Sr.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

Public Comment

RESOLUTION 2021-1-7-6
A RESOLUTION AUTHORIZING OFFER OF EMPLOYMENT
FOR PART-TIME ADMINISTRATOR POSITION

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

WHEREAS, The Board of Fire Commissioners has determined to offer employment for the part-time position of Administrator; and

WHEREAS, The Board of Fire Commissioners previously received applications for employment and held interviews; and

WHEREAS, this position shall be for a period of one year working a minimum of 20 hours per week, and

WHEREAS, this position shall include no benefits, vacation or sick days, and

WHEREAS, this position and salary is to be re-evaluated after one year, and

WHEREAS, the salary for this position is to be \$28.00 per hour;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Fire Commissioners, Neptune Township Fire District No. 1, that an offer of employment is hereby made to John Fritz with a hire date of Monday July 26th, 2021.

VOTE: Comm. Annunziata: absent; Comm. Fritz Sr.: ABSTAIN;
Comm. Puryear: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

MOTION TO ADJOURN

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

MEETING ADJOURNED