

WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
August 17, 2021

President Manning calls the workshop portion of the August 17, 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	absent
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

Shark River Kitchen maintenance& driveway repairs discussed -Engineer preparing bid specs to go out to bid
Pager quotes have been received

MOTION TO ADJOURN

Offered By: Comm. Sutphin

Seconded By: Comm. Fritz

MEETING ADJOURNED

MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
August 17, 2021

President Manning calls August 17, 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	absent
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 2021-1-8-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL

Offered By: Comm. Sutphin

Seconded By: Comm. Manning

BE IT RESOLVED, the bills total of \$121,720.85 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$28,693.57 be approved for the 7/31/21 payroll and the total of \$31,654.49 be approved for the 8/15/21 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: absent; Comm. Sutphin: AYE; Pres. Manning: AYE.

RESOLUTION # 2021-1-8-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE July 20, 2021 MEETING

Offered By: Comm. Sutphin

Seconded By: Comm. Manning

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the July 20, 2021 meeting.

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

RESOLUTION # 2021-1-8-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE July 20, 2021 MEETING

Offered By: Comm. Sutphin

Seconded By: Comm. Manning

BE IT RESOLVED, that the minutes of the Meeting of the July 20, 2021 be ratified and approved.

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

RESOLUTION 2021-1-8-4
A RESOLUTION TO ENTER INTO FLEET MAINTENANCE AGREEMENT
WITH THE TOWNSHIP OF NEPTUNE

Offered by: Comm. Sutphin

Seconded by: Comm. Fritz

WHEREAS, the Board of Fire Commissioners do hereby desire to enter into an interlocal service agreement pursuant to N.J.S.A. 40:8A-1 et seq, with the Township of Neptune for the District to purchase and the Township to provide motor vehicle maintenance and repairs under the terms and conditions hereinafter set forth:

NOW, THEREFORE, the parties DO AGREE as follows:

1. The Township, through a contract with a third-party Fleet Management Company, will maintain and repair District vehicles at the Township's contracted hourly labor rate plus ten dollars (\$10.00) per hour for administrative costs.

2. Service for all vehicles owned by the District will be provided at the Township Public Works facility on Heck Avenue in Neptune Township.

3. The schedule for servicing of said vehicles will be Monday through Friday, between the hours of 7:00 A.M. and 4:00 P.M. Emergency services and repairs will be completed by appointment through the Fleet Management On-Site Manager. After hours repairs can be performed, the request of the District, at a hourly rate of one and one-half times the current rate billed to the District.

4. The Fleet Management Company shall bill the District for services on a monthly basis and payment shall be made to the Township within thirty (30) days of receipt of the bill. Failure to make payment or otherwise comply with the service procedures and terms and conditions of this agreement by the District may result in the Township terminating the agreement. Any pump or firematic repairs that are required to be performed by outside agencies shall be billed at the same rate and in the same manner as described herein.

5. All costs for parts and materials will be billed at the rate paid by the Fleet Management Company plus ten percent (10%).

6. The initial term of this agreement shall be for one (1) year effective July 1, 2021 and shall automatically renew for additional terms of one (1) year for a maximum of five (5) years, unless either party provides the other party with written notice by certified mail at least sixty (60) days before the expiration of the yearly term that it does not wish to renew this Agreement.

7. The District shall have the right at all times during the term of this Agreement to inspect all relevant records or information of the Township and the Fleet Management Company, pertaining to the provisions of this Agreement.

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

RESOLUTION 2021-1-8-5
A RESOLUTION TO ADOPT PERSONAL AND BOARD ISSUED
ELECTRONIC DEVICE AND CELL PHONE USE POLICY

Offered by: Comm. Sutphin

Seconded by: Comm. Manning

WHEREAS, the Board of Fire Commissioners, Neptune Fire District #1 has found the need to update the previous Cell Phone Policy Adopted 5/21/13 thru Resolution #2013-1-5-6, and:

WHEREAS, the updated Policy shall be as listed below;

NEPTUNE BOARD OF FIRE COMMISSIONERS

PERSONAL AND BOARD ISSUED ELECTRONIC DEVICE AND CELL PHONE USE POLICY

Resolution #2021-1-8-5

Purpose:

The Township of Neptune Fire District #1 (“District”) has established this policy to regulate the use of Department-issued and personal cell and electronic devices to prevent errors, distractions, and potential breach of District information by limiting the use of personal electronic devices and cellular telephone in the workplace during the performance of duties and help ensure the safety and privacy of all persons employed by or affiliated with the Neptune Township Fire Department (NFD) and the citizens we serve.

Definitions:

Cellular Phone: a telephone/smartphone device with access to a cellular radio system so it can be used, without a physical connection to a network. Electronic Device: items such as but not limited to Kindles®, Cameras, iPods®, Body Cams, MP3 Players, iPads®, Tablets, Nooks®, and Laptop.

Policy:

This policy applies to all NFD full-time and part-time employees, NFD members and volunteers and NFD vendors (hereinafter, “covered individuals”). Employees who violate this policy are subject to disciplinary action, up to and including termination.

Use of personal cellular telephones and electronics devices as defined above are prohibited from use during the workday except for official District business specifically authorized in advance by the Board of Neptune Fire Dist. #1. Devices that are bought into the work area or at the scene of a call are to be placed in the employee’s personal belongings and put away. For purposes of convenience, covered individuals are permitted to keep their personal or Department-issued cell phones in their pockets on their persons, provided that they adhere to the provisions set forth in this Policy. Devices shall be placed in silent mode or turned off and are not to be used during working hours. Employees may utilize

their cellular phones during their break and lunch periods.

Procedure:

I. Department-issued Cell Phones

A. Cell phones issued by NFD are Department property consequently, covered individuals must comply with requests to make their Department-issued cell phone available for any reason (e.g., upgrades, replacement, or inspection).

B. Department-issued cell phones are to be used for business purposes; however, occasional personal use is acceptable provided conversations are kept brief.

C. Covered individuals are expected to reimburse the Department for any costs or charges related to personal use of their Department-issued cell phone.

D. Covered individuals are responsible for the security of the Department-issued cell phone.

E. Covered individuals are prohibited from using Department-issued cell phones to operate a business, solicit money for personal gain, campaign for political cause, or to promote a religious or other personal cause.

F. Covered individuals are prohibited from using Department-issued cell phones to play online games, visit chat rooms, access any pornographic material, or engage in any illegal activity.

G. Covered individuals have no reasonable expectation of privacy when it comes to business and personal use of the Department-issued cell phone.

II. Personal Cell Phones

A. Personal cell phones are not required by NFD; therefore, covered individuals should not expect reimbursement for use while on work time.

B. NFD is not responsible for costs associated with damage to or use of personal cell phones.

C. Personal cellular telephones and electronics devices are prohibited from use when operating any District vehicle. Regardless of the circumstances, including slow or stopped traffic, covered individuals are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or use hands-free operations, refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Covered individuals who are charged with traffic violations resulting from the use of their phone or electronic devices while driving will be solely responsible for all liabilities that result from such actions.

D. Though NFD allows covered individuals to bring their personal cell phones to work, personal conversations should be kept to a minimum. Frequent or lengthy personal calls can affect

productivity, disturb others, and may result in disciplinary action.

E. Overtime rules apply to any type of work done after hours. All overtime work, including work-related calls, must be approved in writing in advance by the covered individual's immediate supervisor.

III. Cellular Telephone Use

A. Cellular telephones are permitted to be carried while on duty, but must be placed on vibrate or silent mode. Messages may be checked on down time when the firefighter is not actively involved in a call or is about to perform or is in the process of performing work duties. All phones should be silenced during business meetings, seminars, conferences, ceremonies, and training.

B. Cell phones should be carried in a safe area on the person that does not interfere with the physical requirements of the job, fall off, or cause others to be distracted by the presence or appearance of the device. If carried by covered individuals into hazardous environments, all cell phones must be "intrinsically safe" consistent with the national standards for portable electronic equipment (such as portable radios).

C. On duty use of cell phones to send text messages or electronic mail are expected to comply with Department rules and policies, including sexual harassment, discrimination, ethics, code of conduct, confidentiality, and workplace violence.

D. Covered individuals are prohibited from accessing any pornographic material while on duty or while on Township property.

E. Covered individuals are prohibited from using hand-held cell phones while driving Township vehicles. Operational necessity may require making or receiving a cell phone call, which should be facilitated by the use of hands-free technology and limited to non-emergency driving.

IV. Electronic Device Use

A. Covered individuals are prohibited from the use of electronic devices for video/audio recording purposes (including interactions with the public and with employees, vendors or volunteers) at any District facility, while at work or at the scene of a fire call, except with the express permission of the Board or for a legitimate public health and safety purpose.

B. All on-scene photography shall be for documentation or investigation purposes only and conducted only at the prior direction and authorization of the Board.

C. Any photographs containing individually identifiable information are covered by the HIPAA Privacy Rule and must be protected in the same manner as patient care reports and other such documentation. Any breaches to this camera use policy must be reported to the Board of Fire

Commissioners.

D. Any images taken by a member while on duty are solely the property of NFD and not the property of the individual member. This includes any image inadvertently taken with a member's personally owned cell phone camera or other digital imaging device.

E. No images or videos taken by a member while on duty may be used, printed, copied, scanned, e-mailed, posted, shared or distributed in any manner without the express prior written approval of the Board of Fire Commissioners. This prohibition includes posting photos or videos on websites, such as FaceBook, YouTube, Instagram, Twitter, or on other public safety agency websites, or e-mailing to friends, colleagues or others in the Fire/EMS industry.

F. Covered individuals may not take or use images or videos to harass, embarrass, or annoy others. All Department policies, including the Department's policies on harassment, discrimination, and professional conduct, apply to images or videos taken.

WHEREAS, The Board of Fire Commissioners do hereby adopt the "PERSONAL AND BOARD ISSUED ELECTRONIC DEVICE AND CELL PHONE USE POLICY" as stated above.

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

RESOLUTION # 2021-1-8-6
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. Fritz

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:

- Legal/Personnel issue pertaining to sick time for part time employees.
- Legal issue pertaining to bunk room at Unexcelled and SRH
- Legal/ Personnel pertaining to future open positions

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: absent; Comm. Sutphin: AYE; Pres. Manning: AYE.

NEW BUSINESS:

REPORTS

CHIEF- Morrison reports Twp Drill tomorrow 6pm at Hamilton FC. Calls being answered responding to mutual aid calls. On Personnel note states likes (new) pager and radio is good.

Picnic discussed - progress

ASSISTANT CHIEF- absent

CAPTAINS-

SHR- Cpt A Fritz Jr- progress . Duty crews going well

Pd: Doremus states report was submitted

Administrator- Fritz states Liberty painting quotes need to be reviewed and scheduled

COMMISSIONERS REPORTS:

Commissioner Annunziata:

Commissioner Fritz Sr.: PM's are complete, pump PMs in progress. Hose, pump and ladder testing's are scheduled - progress

Commissioner Puryear:

Commissioner Sutphin: Roof repair done- hope

Mold inspection done, found no mold. Sutphin states but when rains there's a smell. To be further looked into.

President Manning: progress

PUBLIC COMMENT - none

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. Sutphin

Seconded By: Comm. Manning

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2021-1-8-7

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. mannint

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

MOTION TO ADJOURN

Offered By: Comm. Sutphin

Seconded By: Comm. Manning

MEETING ADJOURNED