

WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
September 21, 2021

President Manning calls the workshop portion of the September 21, 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

SCBA parts-discussed and approved

Discussion on Class 2 Drivers-approved

Service for 4-85 approved

MOTION TO ADJOURN

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
September 21, 2021**

President Manning calls September 21, 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 2021-1-9-1
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 \$141,201.30 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$30,299.00 be approved for the 8/31/2021 payroll, the total of \$30,970.88 be approved for the 9/15/21 payroll and the total of \$31,548.42 be approved for the 9/30/21 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 # 2021-1-9-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE August 17, 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 August 17 meeting.

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

RESOLUTION # 2021-1-9-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE August 17, 2021 MEETING

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the minutes of the Meeting of the August 17, 2021 be ratified and approved.

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

RESOLUTION # 2021-1-9-4
RESOLUTION TO ACCEPT LETTER OF RETIREMENT
FROM CHRISTOPHER ARMADA

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners has received a letter of retirement from Christopher Armada; and

WHEREAS, Christopher Armada's last day of employment shall be on September 30, 2021; and

WHEREAS, the Board wishes to recognize and thank Chris for his 20 years of service to the District.

NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners does hereby accept said retirement commencing on October 1, 2021.

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

Pres. Manning Thanks Chris Armada for his 20plus years of service

RESOLUTION # 2021-1-9-5
NEW JERSEY EARNED PART TIME SICK LEAVE LAW

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

WHEREAS, the above mentioned law only effects part time employees; and

WHEREAS, part time employees shall receive 1 hour of sick leave for every 30 hours worked, up to a maximum of 40 hours per year; and

WHEREAS, the benefit year shall be from Jan 1 – Dec 31st; and

WHEREAS, the sick time shall be entered into each part time employees sick leave bank; and

WHEREAS, sick time must be used in half day or full day increments and can be carried over but not cashed out.

NOW, THEREFORE BE IT RESOLVED, the sick policy be authorized as above with an effective date of 1/1/19.

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

RESOLUTION # 2021-1-9-6
RESOLUTION TO AMEND VEHICLE USE POLICY

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

Attorney Beekman puts on record only change is in bold #12

WHEREAS, The Board of Fire Commissioner has found the need to amend the Vehicle Use Policy; and

WHEREAS the amended policy shall be as stated below.

Neptune Fire District #1 Vehicle Use Policy
Revised: 9/21/2021, Resolution #2021-1-9-6

Our policy is and has been that the assigned vehicles are to be used for the following:

1. To respond to fires and emergencies.
2. To be used when conducting Fire District official business and authorized activities such as attending meetings, Fire Department coordination, and administrative work around the county.
3. To be used when available to respond to emergency calls while traveling in the county. The use of Fire District vehicles for commuting to and from work is limited to a 10-mile radius from Neptune and the Officer must submit a letter from their employer stating that they can leave work to respond to calls.
 - a. When unavailable (Vacation) or out of town for more than 72 hours the vehicle shall be returned to and left at the Board designated parking lot with the keys left in the Board Office.
4. The vehicle is not provided for personal use. The vehicle should not be the employee's only vehicle, as this would create use that is not permitted.
5. The vehicle is not to be used to travel outside of the immediate area of Monmouth, Ocean, Middlesex, and Mercer counties, unless dispatched to an out-of-county mutual aid incident or when attending a Firefighting related event approved by the Fire Commissioners.
6. The vehicle is not to be used for emergency response with any non-emergency personnel occupants.
7. Fire District policy prohibits the operation of any Fire District vehicles within four (4) hours after the drinking of alcoholic beverages.
8. The NFD#1 monthly vehicle report shall be completed monthly and submitted to the office by the 1st day of each month.

9. The assigned Chief is responsible to keep track of routine maintenance and advise the Commissioner in charge of required service or repairs.
10. Accidents must be reported ASAP to the Commissioner in charge of vehicles.
11. No smoking will be permitted in Board-owned vehicles as per the New Jersey Smoke Free Air Act of 2006.
12. **Unless responding to an active Fire Call, proper parking procedures with all District vehicles are to be followed at all times. Non-responding District vehicles are to park in designated white line/public parking areas only. No District vehicles are to be parked in emergency/yellow areas while not responding to dispatched calls.**

We must all follow the guidelines for NFD#1 vehicle use and remember there are many people watching what we do. If the use of NFD#1 vehicles is abused, then they will no longer be allowed to be assigned as taken home vehicles.

NOW, THEREFORE BE IT RESOLVED, that the Vehicle Use Policy be amended to include #12 as stated above.

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

RESOLUTION # 2021-1-9-7
A RESOLUTION TO AUTHORIZE PURCHASE AND APPROVE PAYMENT
OF DUAL BAND PAGERS

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners has found the need to purchase 27 Unication G5 Dual-Band P25 Voice Pager, VHF700-800 Mhz with charger & adapter; and

WHEREAS, 4 quotes were received and reviewed; and

WHEREAS, each quote included 3 free pagers (for a total of 30 pagers) and initial programming.

WHEREAS, the funds were made available from the budget account known as Maint. & Repairs/Gear and the Treasurer has so certified.

NOW, THEREFORE, BE IT RESOLVED, the Board does hereby award purchase to the low bidder AR Communications in the amount of \$20,463.00.

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

RESOLUTION #2021-1-9-8
A RESOLUTION ACCEPTING BID FOR
SHARK RIVER HILLS PARKING LOT PAVING

Offered By: Comm. Puryear

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners require to repave the driveway at the Shark River Hills Firehouse; and

WHEREAS, Bids have been received as follows:

Black Rock Enterprises LLC	in the amount of \$99,583.60
Garden State Sealing	in the amount of \$104,357.00
Fernandes Construction	in the amount of \$92,823.60
L&L Paving Co	in the amount of \$111,399.10
STC (Shore Top Construction)	in the amount of \$105,091.00
Fiore Paving Co LLC	in the amount of \$122,227.00
Santorini Construction	in the amount of \$169,933.00
JADS Construction	in the amount of \$83,333.00
Marlin Construction Service	in the amount of \$186,252.60
Protective Paving	in the amount of \$113,841.04
Earle Asphalt	in the amount of \$133,613.13

and;

WHEREAS, bids were opened and read on Wednesday, September 15, 2021, at 3:00 pm; and

WHEREAS, the bids were reviewed, and it was determined that the bid submitted by JADS Construction was the lowest bid and was found to include all mandatory and required bid specifications; and

WHEREAS funds for this service shall be provided for in the 2021 budget account known as Special Projects – SRH Paving, and the Board Treasurer has so certified.

NOW, THEREFORE, the Board of Fire Commissioners do hereby approve the bid submitted by JADS Construction in the amount of \$83,333.00.

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

RESOLUTION # 2021-1-9-9
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:

- Legal/Personnel pertaining to outside employment

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:

REPORTS

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

Shark River – Captain Fritz states Wildwood was good and thanks the Board for the help with 9-11 memorial day. 2 monitors (Spillman & Iam responding) in engine room need replacement. Progress

Monitors to be looked into

Pd: Kepler-Preplans to be put into ERS & Spillman. Tree trimming done at Liberty. Working well with Administrator. Would like a sit down with Commissioners. Would like Per Diem for hose testing. Gear and fit testing progress discussed.

ADMINISTRATOR: Fritz – pagers distribution to be decided. Alarm systems discussed. Countertop at Unexcelled discussed. Misc. projects in progress.

Kepler-states helmets needed. Cairns and Ben 2's discussed. Decided to go forward with Ben 2.

COMMISSIONERS REPORTS:

Commissioner Annunziata:

Commissioner Fritz Sr.: Pickup progress discussed.

Commissioner Puryear: Liberty - Paint looks good. Front light being looked at. Oven discussed.

Commissioner Sutphin: Unexcelled- Doors being painting. So far no smell. 4-90 brackets welds discussed.

President Manning: Thanks Admin and Fran for 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. Puryear

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2021-1-9-10

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.

MOTION TO ADJOURN

Offered By: Comm. Sutphin

Seconded By: Comm. Fritz

MEETING ADJOURNED