

**WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
October 19, 2021**

President Manning calls the workshop portion of the October 19, 2021, meeting to order and calls for a flag salute and moment of silence.

Pres. Manning asks to keep the Fritz family in their thoughts.

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

Hamilton's driveway heater maintenance and training discussed

MOTION TO ADJOURN

Offered By: Comm. Fritz

MEETING ADJOURNED

Seconded By: Comm. Sutphin

MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
October 19, 2021

President Manning calls the October 19, 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

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 2021-1-10-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

BE IT RESOLVED, the bills total of \$112,655.67 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$65,941.78 be approved for the 10/15/:

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 # 2021-1-10-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE September 21, 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 September 21, 2021 meeting.

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

RESOLUTION # 2021-1-10-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE September 21, 2021 MEETING

Offered By: Comm. Sutphin

Seconded By: Comm. Manning

BE IT RESOLVED, that the minutes of the Meeting of the September 21, 2021 be ratified and approved.

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

RESOLUTION # 2021-1-10-4
A RESOLUTION TO REVISE
HOURLY RATES FOR STANDBY AND PER DIEMS

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners does hereby wish to revise SOG #04-001, and to amend Resolution #2004-2-3-14;

WHEREAS, these revisions are to pertain to the rate of pay for emergency Standby and Per Diem employees, and;

WHEREAS, the hourly rates shall be changed to \$15.00 per hour.

WHEREAS, funds for this purpose shall be provided for the in the Budget account, entitled FD Salary & Wage and the Board Treasurer has so certified: and,

NOW, THEREFORE, BE IT RESOLVED, that the hourly rates be revised to \$15.00 per hourly as stated above.

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

RESOLUTION # 2021-1-10-5
A RESOLUTION FIXING NEPTUNE FIRE DISTRICT #1
COMMISSIONERS COMPENSATION

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

WHEREAS; N.J.S.A.40A:14-88 provides that the board shall fix the amount of compensation each commissioner shall receive subject to review by the governing body wherein the fire district is located; and

WHEREAS; The board has carefully reviewed the compensation of each fire commissioner and has determined that for the year 2022 the compensation to be paid each elected commissioner shall be \$5,000.00

NOW, THEREFOR BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Neptune Township that a certified true copy of this Resolution be forwarded to the Governing body of Neptune Township as required by said statute and then included in the annual budget proposed for the year 2022.

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

**RESOLUTION #2021-1-10-6
AMEND PERSONEL HANDBOOK RELATED
TO REPORTING OUTSIDE EMPLOYMENT**

Offered By: Comm. Sutphin

Seconded By: Comm. Manning

WHEREAS, the Board of Fire Commissioners enacted a Personnel Handbook as a mechanism to guide employees under the Board's purview within Neptune Fire District Number 1; and,

WHEREAS, at this time, the Board of Fire Commissioners feel an amendment to the Personnel handbook is needed to require employees of the Fire District to report any outside employment during the course of the year that does not involve Neptune Fire District duties; and,

WHEREAS, each employee seeking to work outside of the scope of employment of Neptune Fire District Number 1 would need to report the intended work annually to the Board of Fire Commissioners and obtain approval prior to commencing any secondary work outside of the Fire District; and,

WHEREAS, an employee may accept outside employment as long as said employment will not create a real or perceived conflict of interest or commitment with the employees duties/obligations with Neptune Fire District Number 1. These activities must also not interfere with an employee's full and proper performance and work schedule related to Neptune Fire District employment.

THEREFORE, BE IT RESOLVED, by Board of Fire Commissioners of Neptune Fire District Number 1, the Personnel Handbook is amended to reflect that every employee of the Fire District must report any and all outside employment to the Board on an annual basis for approval prior to the commencement of said work;

BE IT FURTHER RESOLVED, should an employee be faced with extenuating circumstances and seek approval for employment during the course of a calendar year (but after the approval and reporting date to be established by the Board) said employee may submit a request with reasons supporting the need for the outside employment to be considered by the Board for approval;

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to each employee of Fire District #1

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

RESOLUTION # 2021-1-10-7
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Fritz

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 volunteers

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: none

REPORTS

CHIEF- Morrison -Calls being answered- little slow -progress

ASSISTANT CHIEF-

CAPTAINS-

SHR-Fritz pager distribution discussed

Pd: Kepler-hose testing complete

Fire Prevention going well. Thanks the board for PerDiem for hose testing and hospital standby. 34-98 Pd truck issues discussed. Training discussed. Covid exposure discussed.

ADMINISTRATOR: Fire & Safety radiator expected Nov 1.

COMMISSIONERS REPORTS:

Commissioner Annunziata:

Commissioner Fritz Sr.: Ward Diesel to install no smoke on spare engine. Sander still at Dealer-discussed - progress

Commissioner Puryear:

Commissioner Sutphin: Doors installed at Firehouse-good work done. Counter top in progress. Key fobs on doors installed. Turn out gear class was informative and well attended.

President Manning: progress. Budget in 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. Fritz

Seconded By: Comm. Sutphin

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2021-1-10-8

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. Fritz

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. Fritz

MEETING ADJOURNED