

WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
June 21, 2022

President Manning calls the workshop portion of the June 21, 2022, 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. FRITZ SR.	PRESENT
COMM. MARTUSCELLI	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

Training DPW Facility – Discussed possibly helping with financial needs to Twp Training Facility Interlocal agreement to be looked into.

WIFI upgrades Discussed

Discussed switching over to filtered water system instead of 5 gallon water coolers. Agreed

MOTION TO ADJOURN

Offered By: Comm. Martuscelli

Seconded By: Comm. Sutphin

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
June 21, 2022**

President Manning calls the June 21, 2022 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. FRITZ SR.	PRESENT
COMM. MARTUSCELLI	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 2022-1-6-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

BE IT RESOLVED, the bills total of \$154,287.85 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$30,110.57 be approved for the 6/15/22 payroll and the total of \$27,463.55 be approved for the 6/30/22 payroll:

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

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

RESOLUTION # 2022-1-6-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE MAY 24, 2022 MEETING

Offered By: Comm. Martuscelli

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the May 24, 2022 meeting.

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

RESOLUTION # 2022-1-6-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE May 24, 2022 MEETING

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the minutes of the Meeting of the May 24, 2022 be ratified and approved.

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

RESOLUTION # 2022-1-6-4
A RESOLUTION TO AUTHORIZE
DUTY CREW REIMBURSEMENT

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

WHEREAS, The Board of Fire Commissioners do hereby find the need to adopt the Duty Crew Reimbursement policy as attached below:

POLICY SUBJECT:
DUTY CREW

The Board of Fire Commissioners adopts this policy to allow for criteria for participating in a duty crew system and procedure for signing up for duty crews.

This procedure shall apply to all active volunteer firefighters of the Fire District that meet the training and qualifications of a certified firefighter within Neptune Fire District # 1.

SIGNING UP FOR DUTY:

A duty crew should consist of a Line Officer, a driver/operator, and two (2) SCBA certified firefighters. Anyone working a crew that is not Fire Fighter 1 certified, the driver/operator, or an interior firefighter will receive LOSAP credit only. A duty crew should consist of four (4) per shift.

Any active firefighter participating in the duty crew shall be available to answer calls from the assigned station from the hours of 9:00 pm – 5:00 am. All duty crew members shall be reimbursed according to the fee schedule adopted by the Neptune Board of Fire Commissioners. Any firefighter who signs up for a duty crew shall be in the appropriate station/uniform as determined by the Neptune Fire District # 1 Board of Fire Commissioners. Appropriate Uniform examples shall consist of: BDU blue pants or shorts, Fire Company/Department tee shirt, job shirts, black footwear.

Any firefighter who is unable to fulfill his/her obligation must notify the Duty Crew Program Coordinator no later than 2 hours prior to insure appropriate coverage. Emergency call out will be handled accordingly.

It is the desire of the Board of Fire Commissioners to establish a policy and guidelines pertaining to a fair and effective scheduling program ensuring adequate coverage for (including but not limited to as needed or at the discretion of the Neptune BOFC) staffing duty crews, special assignments, public education events and public relations. The program currently operated by the NFD Fire District #1 will be IAR Scheduler or an equivalent. This policy shall also provide guidelines to enter in a newly joined member and updating of certifications.

All personnel will be required to follow this policy and shall be aware of the contents of same and their responsibilities for compliance when appropriate.

POLICY

For purposes of this policy, the following will be utilized as terms and definitions to assist in understanding IAR headings and procedures:

Duty Crew: Staffing of apparatus during pre-determined periods for timely response to alarms, to promote training, general building, and equipment maintenance.

Special Detail or Public Education/Relations Event: Any detail that is approved by the Chief of the department and the Board of fire commissioners.

Line Officer: Positions open on the schedule that can be filled by a Neptune Fire Department line officer, or an Acting Officer who has the proper Incident management Level 1 Certification, identified requirements and approval from the Board of Fire Commissioners.

Driver: A position open that needs a Neptune Fire Department Certified Apparatus Driver Operator who is qualified on that particular apparatus type.

Firefighter: A position that can be filled by at minimum a Firefighter 1 Certified Firefighter, a Probationary Firefighter, an Officer of any level, or a Cadet.

Members: Any Volunteer Firefighter, Cadet, of the Neptune Fire Department.

Station Officers: Captain, Lieutenant, or other properly authorized designee.

Administrative Office: Designee from Neptune BOFC.

Summary of Duty Crew Program at Neptune Fire Department

- Duty crew is for an 8-hour period. 9:00 pm – 5:00 am.
- Duty crew will consist of 4 FF's per duty crew; but will allow 3 FF's.
- The 4 members are: 1 Officer, 1 Driver, 2 Firefighters.
- The Duty Crew Program Coordinator is responsible for staffing each shift and can include firefighters from other stations if needed.
- All duty crews operate out of 34-3 (Shark River) and 34-4 (Unexcelled) currently.
- Currently, the duty crew reimbursement per 8 (eight) hour shift is:
 - Officer: \$75.00 per shift
 - Driver: \$75.00 per shift
 - Firefighter: \$75.00 per shift
- This reimbursement is not a wage – it is considered a reimbursement to offset members personal expenses, such as wear and tear on car, gas, meals while volunteering, etc. District does not collect receipts for expenses – its up to the volunteer to keep track of that for the IRS.
- Per the Fair labor Standards Act (FLSA), reimbursement to the volunteer cannot exceed 20% of the wages paid to the lowest-paid firefighter. In calculating this, you can include wages, health care costs, pension, workers comp costs, etc.
- Neptune Fire District # 1 will process the payment to each volunteer – not each fire company. Volunteers will receive a 1099 at the end of the year and payment cannot be direct deposited (A check through the payment system will be issued). Neptune BOFC # 1 processing this keeps it a 'district program'. This format keeps the process uniform and helps with monitoring expenses and audit purposes.
- Participaction in this program does not affect LOSAP. Members will still get points for their shift for the duty crew (since they are not paid – they receive reimbursement of expenses)

DUTY CREW/SPECIAL DETAILS/PUBLIC EDUCATION

CATEGORY: Operations

DUTY CREW

A. The Duty Crew schedule shall be published quarterly by the 1st of the month in that quarter. For a new annual calendar year, the first quarter shall be published by December 1st of the proceeding year. An example of this would be the July, August and September's schedule will be published by June 1.

B. The Duty crew station assignments shall be assigned in accordance with the rotation that

is determined by the coordinator.

C. Members shall sign up for shifts they want to work no later than 10 days before the shift for their respective station. They shall have priority. After that time is up, the shift is open to any member qualified for the position that is available. The station officer or designee shall ensure this is followed.

D. The Duty Crew Program Coordinator shall supervise the approving time requests for the duty crew. When multiple individuals request a shift to work, they shall be approved in order of their request submittal. Picking and choosing coverage selection will not be tolerated.

E. If a member comes up flagged for expires Certification or Qualification, they shall not be approved to fill in for a duty crew shift until such time the certification becomes valid again. The only override to this shall be the Neptune Board of Fire Commissioners Board of Fire Commissioners or their designee.

F. If a Station Officer determines that they do not have a viable duty crew for an evening, they are to contact the Duty Crew Program Coordinator Asap to get coverage.

SPECIAL ASSIGNMENT, PUBLIC EDUCATION/PUBLIC RELATIONS DETAILS

A. Any special assignment or public education/relations event shall be entered into the calendar as scheduled from the Board of Fire Commissioners & Chief.

B. The Duty Crew Program Coordinator shall send out via IAR or equivalent to notify all staff there is an opening for the assigned detail.

C. Follow up IAR or equivalent notification will be sent every 72 hours by the Duty Crew Program Coordinator to remind those of the event and assistance is needed.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioner do hereby authorize the adoption of the Duty Crew Policy as stated above.

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

RESOLUTION # 2022-1-6-5
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Martuscelli

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 Contract Negotiations –
- Legal discussion: Possible interlocal agreement with Neptune

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

NEW BUSINESS:

REPORTS

CHIEF-

ASSISTANT CHIEF- Mauro –equipment order status discussed. Training classes held discussed-good turnout and went well. Non NFD Per Diem, Chiefs would like to be notified. Discussed if Engine Ops and Truck Ops meets requirements (hours?) Mauro to look into

CAPTAINS-

Shark River-Fritz Jr – 4th of July fundraiser asks permission use 34-99 also for Wildwood-permission granted. Losap credit discussed. (1 person duty crew)

Pd:

ADMINISTRATOR:

SHR Paving of parking lot update given.

COMMISSIONERS REPORTS:

Commissioner Puryear:

Commissioner Fritz Sr.:

Parking lot & Steam cleaning done - progress

Commissioner Martuscelli:

Progress

Commissioner Sutphin:

Potential mice issue to be looked into

President Manning:

Progress Thanks to members who attended Juneteenth. Feels Volunteer incentive program passed is a good thing.

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. Martuscelli

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2022-1-6-6

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

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

MOTION TO ADJOURN

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

MEETING ADJOURNED