

**WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
January 17, 2023**

President Manning calls the workshop portion of the January 17, 2023, 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	(remote)
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. Puryear

Seconded By: Comm. Sutphin

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
January 17, 2023**

President Manning calls the January 17, 2023 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	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 2023-2-1-1
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 \$175,896.14 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$29,726.36 be approved for the 1/15/23 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: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

RESOLUTION # 2023-2-1-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE December 20, 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 December 20, 2022 meeting.

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

RESOLUTION # 2023-2-1-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE December 20, 2022 MEETING

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the minutes of the Meeting of the December 20, 2022 be ratified and approved.

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

RESOLUTION # 2023-2-1-4
A RESOLUTION ADOPTING A TEMPORARY BUDGET
FOR 2023 IN THE AMOUNT OF \$604,000.00

Offered By: Comm. Sutphin

Seconded By: Comm. Fritz

WHEREAS, the Township of Neptune Fire District #1 has adopted its 2023 Budget on Dec. 20, 2022: and

WHEREAS, it is necessary for the District to appropriate funds to meet various contractual; commitments and expenditures for utilities which are required while the District is awaiting final approval of its budget: and

WHEREAS, N.J.S.A. 40A:14-78.17 allows the District to appropriate up to a maximum of 14% of its prior year's total budget, excluding, in both instances, appropriations made for interest and debt redemption charges and capital improvements, is **\$604,000.00**

NOW, THEREFORE, BE IT RESOLVED, that the following temporary 2023 Budget appropriation be authorized,

Operating Appropriations:

Administration:

Salaries and Wages	\$ 41,000.00
Fringe Benefits	\$ 15,000.00
Other Expenses: Insurance:	\$100,000.00
Office Expenses	\$ 14,000.00
Elections	\$ 2,000.00
Fire Prevention	\$ 1,000.00
Professional Services	\$ 41,600.00

Total Administration **\$214,600.00**

Cost of Operations and Maintenance:

Salaries and Wages	\$98,100.00
Fringe Benefits	\$40,000.00
Uniforms	\$ 8,800.00
Recruitment Retention	\$40,000.00

Facilities Maintenance (Bldg)	\$20,000.00
Maintenance Repairs (vehicle)	\$35,000.00
Supplies and Equipment	\$10,000.00
Training and Education	\$ 5,000.00
Utilities	\$20,000.00
Hydrant Rentals	\$45,000.00
Operations and Maintenance Fire Bureau	\$ 3,000.00

Fire Bureau O/E Control	\$20,000.00
FB Fringe Benefits	\$ 8,250.00
Aid to Volunteer Fire Company	\$20,000.00
Aid to First Aids	\$16,250.00
Total Cost of Operations and Maintenance	\$389,400.00

Total Budget Appropriations **\$604,000.00**
Dated: 1-17-23

Governing Body

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

Certified to be a true copy of a resolution adopted on the 17th day of January 2023.

Albert A. Fritz
CLERK

**RESOLUTION # 2023-2-1-5
A RESOLUTION TO AMEND THE NAME OF
RESOLUTION #2022-1-6-4**

Offered By: Comm. Fritz

Seconded By: Comm. Puryear

WHEREAS, The Board of Fire Commissioners do hereby find the need to amend the previous Resolution #2022-1-6-4 Duty Crew Reimbursement policy and rename it the Recruitment and Retention Program in the form of SOG #024 as attached 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: 01/17/2023

STANDARD OPERATING GUIDELINE (SOG)

SOG # 024

TITLE: RECRUITMENT AND RETENTION PROGRAM

OVERVIEW: The Board of Fire Commissioners of Neptune Fire District #1 seeks to increase timely response to alarms, to promote training, and encourage general building and equipment maintenance at each of the firehouses. This Recruitment and Retention Program is designed to achieve these goals.

POLICY: This Standard Operating Guideline shall establish direction and understanding for both members of the department and the fire district as to the parameters of participation and procedure for signing up for duty crews within the Recruitment and Retention Program. 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.

PROCEDURE:

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.
- Participation 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 expired 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.

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, that the Board of Fire Commissioners do hereby authorize the adoption of the Recruitment and Retention Program SOG #024 as stated above.

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

RESOLUTION # 2023-2-1-6
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Puryear

Seconded By: Comm. Manning

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 update on Union Contract

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

NEW BUSINESS:

Rob Conley architect gives report on bldg. upgrades/compliance for bunk rooms for Shark River & Unexcelled. And compares difference between upstairs and downstairs. To be discussed further.

REPORTS

CHIEF-

ASSISTANT CHIEF- Fritz Jr- reports on calls, duty crews doing great, RTK done good attendance. progress

CAPTAINS-

Pd:

ADMINISTRATOR:

COMMISSIONERS REPORTS:

Commissioner Puryear: Liberty-Gave Bldg. report.

Commissioner Fritz Sr.: Shark River-gave vehicle report.

Commissioner Martuscelli: progress

Commissioner Sutphin: Gave training report. Cliffwood fire well-handled as department.

President Manning: progress. Glad to see moving forward as Department.

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 # 2023-2-1-7

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Fritz

Seconded By: Comm. Puryear

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

MOTION TO ADJOURN

Offered By: Comm. Fritz

Seconded By: Comm. Puryear

MEETING ADJOURNED