

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
REORGANIZATION MEETING
MARCH 7, 2023**

Pres. Manning calls March 7, 2023, meeting to order and calls for a flag salute and moment of silence.

Fran Ciccone gave the Oath of Office to Commissioners Manning & Puryear on March 7, 2023

Pres. Manning asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
Comm. Fritz	PRESENT
Comm. Martuscelli	PRESENT
Comm. Puryear	PRESENT
Comm. Sutphin	PRESENT
Pres. Manning	PRESENT

Pres. 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.

Pres. Manning points to the exits to be used in case of an emergency.

Pres. Manning announces that two seats on the Board Fire Commissioners were to be filled. The candidates receiving the highest number of votes and therefore elected to the Board of Fire Commissioners for a three-year term were James Manning Jr and Todd Puryear. The following is a tabulation of the votes:

	In Person	Absentee	Total
James Manning Jr.	54	227	281
Todd Puryear	64	240	304

6 write ins (1to 3 votes each)

Budget was NOT Approved	Yes	No
	In Person	22
	Absentee	<u>157</u>
	171	179

Nominations taken for President

James Manning was nominated.

nominated by Comm. Sutphin Seconded by Comm. Fritz

No other nominations

Motion to close nominations by Comm. Martuscelli

Seconded by Comm. Sutphin

RESOLUTION #2023-R-3-1
A RESOLUTION TO ELECT BOARD PRESIDENT

Offered By: Comm. Martuscelli

Seconded By: Comm. Sutphin

BE IT RESOLVED, that James Manning be elected to serve as Board President.

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

Comm. Fritz congratulates Pres. Manning

President elect takes over meeting.

RESOLUTION #2023-R-3-2
**A RESOLUTION TO ELECT BOARD VICE PRESIDENT,
 CLERK, TREASURER, DEPUTY CLERK AND ASSIGN DEPARTMENTS**

Vice President: Sutphin Offered By: Comm. Manning Seconded By: Comm. Martuscelli nominations closed

Clerk: Fritz Offered By: Comm. Martuscelli Seconded By: Comm. Sutphin nominations closed

Treasurer: Martuscelli Offered By: Comm. Manning Seconded By: Comm. Sutphin nominations closed

Deputy Clerk: Puryear Offered By: Comm. Martuscelli Seconded By: Comm. Manning nominations closed

BE IT RESOLVED, that the above officers of the Fire District are hereby elected:

BE IT FURTHER RESOLVED, the following departments are hereby assigned:

Shark River Hills Fire Company	Commissioner:	Fritz
Cadets	Commissioner:	Sutphin
Vehicle maintenance	Commissioner:	Fritz/Sutphin
Liaison to OEM/EMS/PD	Commissioner:	Manning
Unexcelled Fire Company	Commissioner:	Sutphin
Community Outreach/ Recruitment/Grants	Commissioner:	Manning/ Martuscelli
Communications	Commissioner:	Manning
Hydrants	Commissioner:	Manning
LOSAP	Commissioner:	Martuscelli
Personnel	Commissioner:	Puryear
Deputy Personnel	Commissioner:	Martuscelli
Standby	Commissioner:	Puryear
Warehouse	Commissioner:	Martuscelli
Hamilton Fire Company	Commissioner:	Martuscelli
Building & Grounds	Commissioner:	Sutphin/Fritz
Safety	Commissioner:	Manning/Sutphin
Liberty Fire Company	Commissioner:	Puryear
Training	Commissioner:	Sutphin/Fritz

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

RESOLUTION #2023 R-3-3
A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

Offered By: Comm. Martuscelli

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the Coaster and the Asbury Park Press be designated as the official newspapers for the intention of legal notices for the Board of Fire Commissioners, Neptune Township Fire District No. 1.

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

RESOLUTION #2023 R-3-4
A RESOLUTION TO DESIGNATE DEPOSITORIES
FOR DISTRICT FUNDS

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

BE IT RESOLVED, that Wells Fargo be and are hereby authorized to make payment from the funds on deposit in said bank to the credit of Neptune Township Fire District No.1 in the following accounts: General, Payroll, Dedicated and Unemployment Reserve, upon and according to the checks drawn bearing two signatures as follows:

Any two (2) for payroll and three (3) MEMBERS for all other accounts of the Board of Fire Commissioners, Neptune Township Fire District No. 1

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

RESOLUTION #2023 R-3-5
A RESOLUTION TO RESERVE UNEXPENDED CAPITAL

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

WHEREAS, the Board of Fire Commissioners shall reserve any unexpended 2023 Capital,

WHEREAS, these monies shall be placed in the 2024 Capital Improvement Fund, and:

WHEREAS, these monies shall be used for the purpose of previously specified:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners do hereby authorize the 2023 Capital reserve to be placed in the 2024 Capital Improvement Fund as so stated above.

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

RESOLUTION # 2023 R-3-6
A RESOLUTION TO APPOINT PROFESSIONALS

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

WHEREAS, there exists a need for certain professionals: and,

WHEREAS, funds for this purpose shall be provided for the in the 2023 Budget, and the Board Treasurer has so certified: and,

WHEREAS, these appointments are being made without competitive bidding because the appointments involve members of recognized professions, licensed and regulated by law, pursuant to NJSA 40A:11-5;

NOW, THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners, Fire District #1, Township of Neptune, the President and Board Clerk by and they are authorized and directed to engage the services of the following professional:

Board Attorney:	Beekman & Beekman
Board Auditor:	Fallon & Larsen LLP
Board Accountant:	Suplee, Clooney & Co
Board Labor Attorney:	Plosia Cohen LLC
Board Physician:	Dr. Steven Crawford Representing Meridian Occupational
Engineer:	Peter Avakian Leon S. Avakian, Inc.
Architect	Rob Conley Architect LLC

for a term commencing March 1 2023 through and including March 5, 2024 and

BE IT FURTHER RESOLVED, these appointments are contingent upon approval of professional contracts from each appointee: and,

BE IT FURTHER RESOLVED, the Board Clerk be and he is authorized and directed to publish this resolution in accordance with NJSA 40A: 11-1.

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

RESOLUTION #2023-R-3-7
RESOLUTION PERMITTING PRE-PAYMENT OF CERTAIN ITEMS

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

WHEREAS, the governing body of the Board of Fire Commissioners, Neptune Fire District #1 budgets funds for payment of such items as utilities, payroll, contractual agreements previously approved and authorized by the governing body, debt service, governmental fees and other statutory payments, insurance, employer paid employee benefits, and for the advertising, printing and mailing costs of the district; and

WHEREAS, the payment of these items frequently arrives out of time for placement on the next available bill list, and the Board of Fire Commissioners regularly meet once a month, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

WHEREAS, the governing body wishes to designate one person who may approve claims between meetings of the Board of Fire Commissioners. The Board of Fire Commissioners, Neptune Fire District #1 wishes to provide for the pre-payment of certain items, so that they may be paid in a timely manner;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Neptune Fire District #1 that the Financial Clerk be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the meeting bill list, such funds to be taken from the pre-budgeted amount for each such expense:

1. Utilities (electric, gas, water, sewer, telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.). The Financial Clerk is hereby authorized, if desirable, to establish an electronic payment plan (sometimes referred to as zip check) with the various utilities. This resolution would authorize said utilities to debit the appropriate district bank accounts as required.
2. Payroll and various payroll agencies.
3. Contractual agreements previously authorized and approved by the Board of Fire Commissioners.
4. Debt service.
5. Governmental fees and other statutory payments
6. Insurance.
7. Employer paid employee and retired employee benefits.
8. Bills pertaining to the advertising, printing and mailing costs of the District.
9. Bills where vendor discounts are granted for timely payments. Ex. 2% discount for payments made within 10 days.
10. Payment of any other item deemed necessary by the Financial Clerk that does not exceed \$10,000.

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

**RESOLUTION #2023-R-3-8
TO ESTABLISH SCHEDULE OF MEETINGS**

Offered By: Comm.

Seconded By: Comm.

BE IT RESOLVED; that pursuant to the Open Public Meetings Act, the Board of Fire Commissioners of Neptune Township Fire District No. 1 adopts the following schedule of meetings for 2023 and 2024. All meetings shall be held at the Shark River Firehouse, 200 Brighton Avenue, at 7:00pm for the Workshop Meeting and the Regular Meeting to follow, unless otherwise indicated.

2023 MEETING SCHEDULE

March 7 (Tues.) Regular & Re-Organization	August 15 (Tues.)
March 21 (Tues.)	September 19 (Tues.)
April 18(Tues.)	October 17 (Tues.)
May 16 (Tues.)	November 21 (Tues.)
June 20 (Tues.)	December 19 (Tues.)
July 18 (Tues.)	

2024

January I (Mon.) — Swearing in 12 noon at the Unexcelled Firehouse 1120 Corlies Ave	
January 16 (Tues.)	March 5 (Tues.) Regular & Re-Organization
February 21 (Tues.)	March 19 (Tues.)

BE IT FURTHER RESOLVED, that the Board Clerk be and he is hereby authorized to publish this resolution in accordance with the Open Public Meetings Act.

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

PUBLIC COMMENT ON AGENDA ITEMS

Shields discussed to be looked into further

**RESOLUTION 2023 R-3-9
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Martuscelli

Seconded By: Comm. Sutphin

BE IT RESOLVED, the bill lists totaling \$51,560.30 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$30,929.41 be approved for the 3/15/23 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-R-3-10
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE FEBRUARY 21, 2023 MEETING**

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the February 21, 2023 Meeting.

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

RESOLUTION # 2023-R-3-11
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE February 21, 2023 MEETING

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

BE IT RESOLVED, that the minutes of the Meeting of the February 21, 2023 Meeting be ratified and approved.

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

RESOLUTION # 2023-R-3-12
A RESOLUTION APPROVING CASH MANAGEMENT PLAN

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

BE IT RESOLVED, by the Board of Fire Commissioners, Neptune Township, Fire District #1 that the Cash Management Plan of the Neptune Fire District #1, in the County of Monmouth, New Jersey is hereby approved as per the attached plan.

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

**RESOLUTION # 2023-R-3-13
A RESOLUTION TO ADOPT
SICK OCCURRENCES POLICY**

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

WHEREAS, The Board of Fire Commissioners, Neptune Fire District #1, do hereby required to adopt a sick occurrence policy as stated below:

**NEPTUNE FIRE DISTRICT #1
SICK OCCURRENCES POLICY
Effective March 8, 2023**

The Board of Fire Commissioners or the Board Administrator may require proof of illness of any employee on sick leave, whenever such requirement appears reasonable under the circumstances, including a pattern of absences. Abuse of sick leave shall be cause for disciplinary action. The attendance of all employees will be monitored monthly for abuse of sick leave by calculating the number of "occurrences" of sick leave an employee uses in any twelve (12) month period or by establishing a pattern of methodically utilizing sick leave. A single "occurrence" is defined as any period of consecutive days out on sick leave. For example, an employee who is out one-half (1/2) day will be charged with one (1) occurrence. An employee who is out for three (3) consecutive days will be charged with one (1) occurrence. An employee who is out for six (6) consecutive weeks will be charged with one (1) occurrence. An employee who is out once for one-half (1/2) day and out for six (6) consecutive weeks will be charged with two (2) occurrences. Abuse of sick leave is defined having occurred in accordance with the schedule below:

- a. *Level 1.* An employee who has had no more than two (2) occurrences in any twelve (12) consecutive months will be considered to have excellent attendance.
- b. *Level 2.* An employee who has had three (3), four (4) or five (5) occurrences in any twelve (12) consecutive months will be considered to have acceptable attendance.
- c. *Level 3.* An employee who has had six (6) occurrences in any twelve (12) consecutive months will be considered to have unsatisfactory attendance and will receive a verbal warning.
- d. *Level 4.* An employee who has had seven (7) occurrences in any twelve (12) consecutive months will be considered to have unacceptable attendance and will receive a written warning.
- e. *Level 5.* An employee who has had eight (8) occurrences in any twelve (12) consecutive months will be charged with abuse of sick leave and will receive a written warning and on the employee's next paycheck, their last use of sick leave (one (1) day minimum/three (3) days maximum) will be docked from that check and added back into the employee's sick leave bank (in the event that the employee's last absence was without pay, their paycheck will be docked for number of days last absent [one (1) day minimum/three (3) days maximum] and no days will be added to the employee's sick leave bank).
- f. *Level 6.* An employee who has had nine (9) occurrences in any twelve (12) consecutive months will be charged with abuse of sick leave and will receive a written warning, on the employee's next paycheck, their last use of sick leave (one (1) day minimum/three (3) days

maximum) will be docked from that check and added back into the employee's sick leave bank (in the event that the employee's last absence was without pay, their paycheck will be docked for number of days last absent [one (1) day minimum/three (3) days maximum] and no days will be added to the employee's sick leave bank) and receive a two (2) day suspension without pay from the Board of Fire Commissioners.

- g. *Level 7.* An employee who has had ten (10) occurrences in any twelve (12) consecutive months will be charged with abuse of sick leave and will receive a written warning, and on the employee's next paycheck, their last use of sick leave (one (1) day minimum/three (3) days maximum) will be docked from that check and added back into the employee's sick leave bank (in the event that the employee's last absence was without pay, their paycheck will be docked for number of days last absent [one (1) day minimum/three (3) days maximum] and no days will be added to the employee's sick leave bank) and receive a ten(10) day suspension without pay from the Board of Fire Commissioners.
- h. *Level 8.* An employee who has had eleven (11) occurrences in any twelve (12) consecutive months will be charged with abuse of sick leave and their employment will be terminated by the Board of Fire Commissioners with confirmation by resolution.

An employee who has established a pattern of methodically utilizing sick leave is subject to increased disciplinary action by the Board of Fire Commissioners (example: a series of occurrences before or after a holiday, an occurrence every other month, a series of occurrences on Mondays and/or Fridays, a series of occurrences on days when particular work assignments are scheduled, etc.). The Board of Fire Commissioners may take into consideration extenuating circumstances in administering these provisions This policy will not be implemented in such a way to interfere with employees' rights under the federal Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), New Jersey Law Against Discrimination or any other federal, state or local law.

Employees whose absences are the result of approved use of intermittent FMLA leave or who can demonstrate a serious medical condition that has caused their absenteeism will be exempt from punishment under this policy. Nothing contained herein shall limit the Board of Fire Commissioners from using other factors in determining whether an employee is abusing sick leave.

NOW, THEREFORE BE IT RESOLVED, that the Neptune Board of Fire Commissioners, Fire District #1 do hereby authorize and adopt the above mentioned Sick Occurrence Policy effective March 8, 2023

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

RESOLUTION # 2023-R-3-14
A RESOLUTION TO AUTHORIZE SOG #006
PERCENTAGE GUIDELINES FOR OFFICER ELECTIONS AND
ASSIGNMENT OF EQUIPMENT TO MEMBERS

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

WHEREAS, The Board of Fire Commissioners, Neptune Fire District #1, do hereby required to adopt SOG #006 as stated 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: 03-7-2023

STANDARD OPERATING GUIDELINE (SOG)

Resolution #2023-R-3-13
SOG # 006

TITLE: NEPTUNE FIRE DISTRICT #1 PERCENTAGE GUIDELINES FOR OFFICER ELECTIONS AND ASSIGNMENT OF EQUIPMENT TO MEMBERS.

INTRODUCTION: THIS STANDARD OPERATING GUIDELINE WILL COVER ALL PROCEDURES FOR PERCENTAGES USED IN THE ELECTION OF NEW OFFICERS RECOGNIZED BY THE NEPTUNE BOARD OF FIRE COMMISSIONERS. THIS STANDARD OPERATING GUIDELINE WILL ALSO OUTLINE PROCEDURES TO BE FOLLOWED FOR THE ASSIGNMENT OF EQUIPMENT THAT IS DEEMED BY THE BOARD TO NEED A CERTAIN PERCENTAGE TO BE ISSUED TO ANY OFFICER OR MEMBER OF FIRE DISTRICT #1.

POLICY: NEPTUNE FIRE DISTRICT #1 HAS ESTABLISHED THIS STANDARD OPERATING GUIDELINE TO ENSURE THAT MEMBERS MEET THE MINIMUM PERCENTAGE STANDARD FOR ALL DEPARTMENT OFFICER POSITIONS. THIS STANDARD SHALL BE MET AND MAINTAINED AS A CONDITION PRIOR TO NOMINATION AND DURING TENURE AS A DEPARTMENT OFFICER, AND BEFORE DISTRIBUTION OF ANY EQUIPMENT THE BOARD DEEMS A PERCENTAGE FOR.

SCOPE: THIS STANDARD OPERATING GUIDELINE SHALL COVER ALL PERSONNEL OF THE NEPTUNE FIRE DISTRICT #1

RESPONSIBILITIES: IT IS THE RESPONSIBILITY OF THE BOARD OF FIRE COMMISSIONERS AND NFD BOARD OF OFFICERS TO ENSURE COMPLIANCE

PROCEDURE: PERCENTAGES OF EACH STATION WILL BE THE RESPONSIBILITY OF THE COMPANY CAPTAIN. THEY WILL BE CALCULATED ACCORDING TO EACH INDIVIDUAL COMPANIES BY-LAWS AND PROCEDURES, AND INCLUDE, BUT NOT LIMITED TO. THE FOLLOWING:

1. TOTAL AMOUNT OF CALLS ANSWERED
2. TOTAL NUMBER OF DRILLS ATTENDED
3. TOTAL AMOUNT OF COMPANY/DEPARTMENT FUNCTIONS ATTENDED.

THESE POINTS WILL BE CALCULATED FOR TOTAL AMOUNT OF CALLS ANSWERED BY THE FIRE COMPANY. IT WILL BE UP TO EACH CAPTAINS DISCRETION TO FACTOR IN CALLS, DRILLS, AND COMPANY/DEPARTMENT FUNCTIONS.

UNDER NO CIRCUMSTANCE WILL THE ERS SYSTEM BE THE ONLY FORM OF CALCULATING PERCENTAGES. THIS IS DUE TO THE SYSTEM ONLY ALLOWING PERCENTAGES TO BE CALCULATED ON CALL SHEETS COMPLETED, AND CAN BE SIGNIFICANTLY BEHIND AND INACCURATE FOR CALL TOTALS.

USES OF PERCENTAGES: ELECTION OF COMPANY OFFICERS:

IN OCTOBER, WHEN REQUESTED BY THE CHAIRMAN OF THE TRAINING DIVISION, THE COMPANY CAPTAIN SHALL SUBMIT A CURRENT COPY OF

HIS/HER PERCENTAGES FOR THEIR RESPECTIVE COMPANY TO THE TRAINING DIVISION FOR REVIEW. IT WILL BE THE TRAINING DIVISIONS DUTY TO REVIEW AND VET ACCORDINGLY THESE PERCENTAGES. ANY MEMBER WHO WISHES TO RUN FOR OFFICE MUST MEET THE PERCENTAGE OF **16%** AS OUTLINED IN **SOG #003 – QUALIFICATIONS FOR OFFICERS.**

ASSIGNMENT OF BOARD OWNED EQUIPMENT: THE BOARD OF FIRE COMMISSIONERS ASSIGNS CERTAIN EQUIPMENT BASED ON A MEMBER'S PERCENTAGE. THIS INCLUDES, BUT NOT LIMITED TO: TRUNKED PAGERS AND SECOND SETS OF TURNOUT GEAR. IT WILL BE THE POLICY OF THE BOARD THAT A MEMBER MUST MEET **16%** IN ORDER TO BE ELIGIBLE TO RECEIVE THIS EQUIPMENT. IT WILL BE THE RESPONSIBILITY OF THE CAPTAIN TO ENSURE THAT ANY MEMBER THEY ARE REQUESTING EQUIPMENT FOR MEETS THIS REQUIREMENT. **THE BOARD OF FIRE COMMISSIONERS HOLDS THE RIGHT TO VIEW THESE PERCENTAGES BEFORE ISSUING OF ANY EQUIPMENT AS THEY DEEM NECESSARY.**

PERSONNEL AUTHORIZED TO REVIEW PERCENTAGES: THE FOLLOWING OFFICERS AND EMPLOYEES OF THE DEPARTMENT MAY REQUEST AT ANY TIME A CURRENT COPY OF A CAPTAIN'S PERCENTAGES FOR REVIEW:

1. **CHIEF OF DEPARTMENT**
2. **ASSISTANT CHIEF OF DEPARTMENT**
3. **CHAIRMAN OF THE TRAINING DIVISION**
4. **BOARD OF FIRE COMMISSIONERS**
5. **BOARD ADMINISTRATOR**

SIGNATURE / DATE:

CHIEF OF DEPARTMENT

SIGNATURE / DATE:

ASSISTANT CHIEF OF DEPARTMENT

SIGNATURE / DATE:

PRESIDENT, BD OF FIRE COMMISSIONERS

SIGNATURE / DATE:

SECRETARY, BD OF FIRE COMMISSIONERS

NOW, THEREFORE BE IT RESOLVED, that the Neptune Board of Fire Commissioners, Fire District #1 do hereby authorize and adopt the above SOG #006.

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

**RESOLUTION # 2023-R-3-15
A RESOLUTION TO AUTHORIZE SOG #025
FOR RESPONSE TO LITHIUM-ION BATTERY EMERGENCIES**

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

WHEREAS, The Board of Fire Commissioners, Neptune Fire District #1, do hereby required to adopt SOG #025 as stated 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: 03-7-2023

STANDARD OPERATING GUIDELINE (SOG)

**RESOLUTION #2023-R-3 -14
SOG # 025**

TITLE: NEPTUNE FIRE DISTRICT #1 FOR RESPONSE TO LITHIUM-ION BATTERY EMERGENCIES

PURPOSE:

To describe and define the hazards associated with Lithium-Ion Batteries in Mobility Devices and promote awareness, performing a thorough size-up, and strategy for mitigating emergency situations.

OVERVIEW:

There is a significant degree of danger when emergency personnel are presented with fires and hazardous situations involving lithium-ion batteries. Proper assessments, personal protective measures and heightened readiness for the unpredictability of incidents involving lithium-ion batteries is essential.

BACKGROUND

Consumer interest in electric vehicles, mobility devices and devices powered by Lithium-Ion (Li-ion) batteries has and continues to increase. These devices come in all shapes and sizes, from automobiles to devices such as scooters, bicycles, wheelchairs, forklifts, office equipment and more – basically many everyday applications used by the public.

These devices include well-made, third-party test devices and charging systems. On the other hand, there are poorly made untested products that can easily be purchase online and very little cost. These products are being stored, charged, sold or repaired inside residential and commercial locations.

Nationally, fires and hazards involving lithium-ion batteries have dramatically increased, including fatal incidents. Even when fires and conditions that may not have been ignited or created by a lithium-ion battery, the contact, damage or heating of a lithium-ion battery can drastically change the dynamics of the incident, including (in the case of a fire) drastically increasing fire intensity.

Mobility Devices that are commonly powered by Lithium-Ion batteries. These devices include:

- Electric Bikes (Figure 1)
- Scooters (Figure 2)
- Hoverboards (Figure 3)
- Wheelchairs

FIGURE 1

FIGURE 2

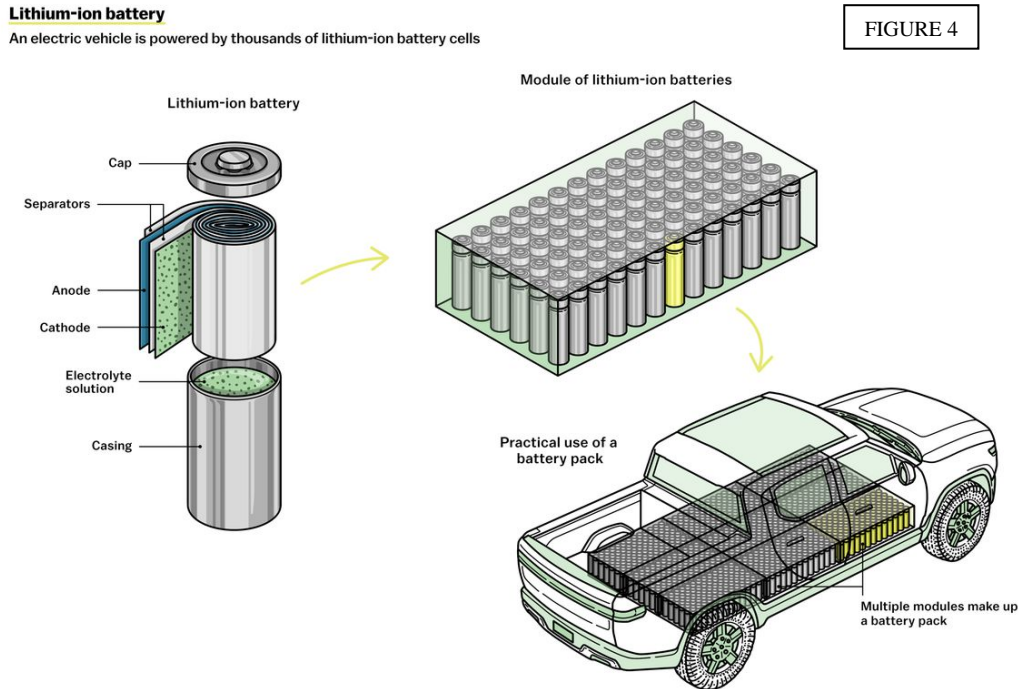


FIGURE 3

LITHIUM-ION BATTERY AND BATTERY PACK

Battery Cells – A lithium-ion battery cell is a cylindrical shaped battery that is slightly larger than the common AA alkaline battery. The most common is the “18650 cell”, which refers to its size (18mm x 65mm). In today’s technology, this battery is used for its superior energy capacity and discharge rates with high-drain devices. (Figure 4)

Battery Pack – A group of battery cells that are connected together in a series or parallel configuration. These are also referred to as a “Module”. (Figure 4)



Rechargeable Battery Packs can be either permanently installed or may also be removable from the mobility device. (Figure 5) Their locations vary, with some being located externally, internally, under the floorboard or other compartment. For mobility device that fold, battery access may be accessible when in this (folded) position.



HAZARDS

Lithium-Ion batteries and battery packs can be volatile and react unpredictably when ruptured, damaged, overcharged, or fails/malfunctions. This can cause a violent explosion, a rapid release of heat and fire, and vent toxic flammable gases that can result in an explosive reaction when the gases ignite. This can occur when materials are subject to the following:

- Thermal – Hot or Cold temperatures.
- Physical – Impacted, crushed, or pierced.
- Electrical – Over-charging or forced discharge, including internal manufacturing defects or internal short circuiting.
- Drying after being wet

It may be difficult to discern if a lithium-ion battery pack or cell is compromised; the resulting heat signatures may not be picked up by a Thermal Imaging Camera (TIC).

NOTE - Use of Thermal Imaging Camera may not definitively show heat or images that could provide accurate information for strategic determinations as to whether a Lithium-Ion battery pack or cell is compromised.

Thermal Runaway. When the stable state of batteries/cells rapidly fails due to increased heat from charging or external conditions such as fire, the cell transitions from a stable state to an unstable state and then to catastrophic failure of the cell. Once thermal runaway begins it will propagate (spread, domino effect) to the adjacent battery cells. It may only take seconds for this dangerous event to take place.

- **Feature that may indicate Thermal Runaway:** Usually there is a “pop” or rupture sound heard preceding Thermal Runaway with pressurized white smoke (flammable / toxic gases) venting moments prior to ignition.



- **Water may not prevent a battery from entering thermal runaway.** If able to penetrate the battery case, water may provide a cooling effect on the adjacent battery cells. This cooling may reduce propagation to other cells.
- **The use of Dry Chemical** is ineffective for any type of lithium-ion related extinguishment.

Flammable and Toxic Gases. Lithium-Ion batteries in thermal runaway produce many different gases. These gases combine to form a flammable, explosive and toxic atmosphere. Toxicity and flammability levels vary depending on specific battery technology and manufacturer.

Unexpected Re-ignition. Lithium-Ion Batteries are known to unexpectedly re-ignite (with no warning) minutes, hours or even days after all visible fire has been extinguished. Re-ignition is a common occurrence.

Explosive force. It is not uncommon for lithium-ion batteries to rupture and ignite with sufficient force to blow down walls, resulting in structural damage and extensive fire spread.

Stranded Energy. When a burning battery is extinguished, the battery can retain energy and is at risk of re-igniting. Even after efforts to safely discharge the stored energy in damaged lithium-ion cell, energy will remain in the battery. This is known as **Stranded Energy**. As a lithium-ion battery burns, it is creating an exothermic reaction. That reaction then spreads from one burning battery to the others.

Energy is Fuel. Energy in a battery is its fuel. The more energy (charge) stored in a battery, the more fuel it has. An EV contains anywhere from 4,000 to 9,000 battery cells. An eBike has 30-60 battery cells.

NOTE – 3rd Party and Unregulated Lithium-Ion Batteries – Lithium-Ion batteries, battery packs, battery chargers, battery charging stations and related Lithium-Ion battery items may come from unregulated and unreliable manufacturing. In addition, they may not be third party tested and may not meet minimum safety standards. Great care should be used when working with and handling lithium-ion batteries and accessories. See Figure 6.



FIGURE 6

RESOURCE RESPONSE AND NOTIFICATIONS

For all lithium-ion incidents, the following resources shall be dispatched:

Primary Initial Dispatch:

- Fire Department
- OEM Hazardous Materials Team
- Police Department
- Emergency Medical Services

Secondary Resources:

- Monmouth County Hazardous Materials Team
 - Liaison with Reclamation Center
- Neptune Township Department of Public Works
- Tow Company – In cases where an electric vehicle (EV) is being towed, the tow operators must be notified and warned of any/all potential hazards and risks.

(space reserved for expanding response model)

OPERATIONAL CONSIDERATIONS

Lithium-Ion battery - Hazardous Materials considerations

- A charged hose line must be in position.
- Lithium-Ion battery devices located inside a structure that may show signs of elevated temperature, malfunction, off-gassing, or other failure are to be removed to the exterior.
- Personnel handling of lithium-ion devices must be in full structural turnout gear including self-contained breathing apparatus (SCBA).
- Potentially damaged batteries should be handled with extreme care.
- Air monitoring will be done throughout the response. At a minimum this will consist of multi-gas meter with PID, PH paper, F papers, IR thermometer and/or TIC
- Once a lithium-ion device is removed, a secondary thorough search should be made for any additional devices. This should include a search for stray batteries that may have detached from a battery pack.

Lithium-Ion battery – Fire Suppression considerations

- Lithium-Ion battery not on fire - a charged hose line must be in position.
- Lithium-Ion battery on fire – use hose line to extinguish the fire.

- Suppress flames with copious amounts of water.
- Suppression operations should continue until fire conditions no longer exist. This includes flame, smoke, or gas release.
- Lithium-Ion battery devices located inside a structure are to be removed to the exterior.
- Personnel handling of lithium-ion devices must be in full personal protective equipment.
- Once a lithium-ion devices is removed, a secondary thorough search should be made for any additional devices. This should include a search for stray batteries that may have detached from a battery pack.

Considerations for isolating lithium-ion batteries and devices:

- Removal of battery and/or device from interior spaces.
- Isolation of battery and/or devices from exposures.
- Use of a “fire blanket” to isolate a battery or device that is not easily movable.

Considerations for electric vehicle fires:

- Battery packs in electric vehicles are waterproof, enclosed and protected by metal plates. This makes it incredibly difficult to access for suppression efforts.
- Tactical suppression efforts may need to include the application of water from under the vehicle.
- For electric vehicle fires in parking lots or parking garages, tactical considerations may include to isolate, smother and control the fire with a fire blanket to reduce fire exposure and spread to other vehicles or to the structure.

Considerations for removal of individual batteries or battery packs:

- Personnel must not place the lithium-ion battery pack or cells in bunker coat or pants pockets.
- When moving lithium-ion batteries, the use of a non-conductive tool should be used. i.e. wooden handle shovel or other method that doesn’t require personnel to us their hands.
- Consider the use of a 36-inch reach grab tool (trash picker grabber).

Considerations for removal, disposal and securing of lithium-ion batteries:

- Lithium-Ion batteries should be isolated and distanced occupied areas, structures, combustibles, and flammable.
- Other optional methods of
 - Garbage can, bucket or pail large enough to fill with water and submerge all battery cells.

- A sink or bathtub capable of fully submerging all cells in water.
- Lithium-Ion batteries should not be moved through or into elevators, occupied stairwell, near combustible or flammable materials, or any occupied spaces unless properly packaged in a containment vessel with appropriate fire containment products.

PERSONNEL SAFETY

All personnel operating with lithium-ion batteries that have been subject to malfunction, fire, elevated temperatures, off gassing or failure shall be in full structural turnout gear with self-contained breathing apparatus (SCBA) on air.

In addition, the risks and dangers of lithium-ion battery rapid re-ignition require personnel to operate in full structural turnout gear with SCBA on air.

- When handling or removing lithium-ion batteries from/to any area.
- Whenever members are operating in the immediate area / same room where lithium-ion batteries are located and are at risk of fire, re-ignition, malfunction, or failure.
- When a failure has already occurred and the possibility of hazards in the air exist.

SUMMARY

Lithium-Ion technology, as well as the use and applications for these energy systems continue to evolve and develop. The response and tactical considerations of today may not be the best practices for tomorrow. Therefore, this document, response actions, continued training and attention to the emergency services community's collective experiences is essential.

RESOURCES

Fire Tactics and Procedures, Hazardous Materials 20, Issued April 19, 2022 (FDNY)

NOW, THEREFORE BE IT RESOLVED, that the Neptune Board of Fire Commissioners, Fire District #1 do hereby authorize and adopt the above SOG #025.

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

RESOLUTION # 2023-R-3-16
RESOLUTION TO ACCEPT LETTER OF RESIGNATION
FROM KYLE REID

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

WHEREAS, the Board of Fire Commissioners has received a letter of resignation from Kyle Reid; and

WHEREAS, Kyle Reid's last day of employment shall be on March 21, 2023; and

WHEREAS, the Board wishes to recognize and thank Kyle for his service to the District.

NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners does hereby accept said resignation commencing on March 21, 2023.

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

RESOLUTION # 2023-R-3-17
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

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 discussion pertaining to Special Council

–

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.

ITEMS FOR DISCUSSION IN OPEN SESSION

NEW BUSINESS:

Admin Fritz suggests Officers (white Shields) should be considered

REPORTS

CHIEF-

ASSISTANT CHIEF- Fritz discussed responses. Override system discussed and quote to be obtained.

CAPTAINS-

COMMISSIONERS REPORTS:

Liberty- Comm. Puryear states Liberty to pay for Smoke house at Middletown, open to district. Progress

Unexcelled - Comm. Sutphin – met with Architect ref bunk room.

Shark River – Comm. Fritz- progress

Hamilton - Comm. Martuscelli – progress and Thanks Asst Chief Fritz for help with D4H

Manning thanks for opportunity to serve on the board again for the next 3 years

Scanners to be discussed

PUBLIC COMMENT

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 # 2023-R-3-18
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: AYE; Comm. Sutphin: AYE; Pres. Manning: AYE.

MOTION TO ADJOURN

Offered by Comm. Martuscelli

Seconded by: Comm. Manning

MEETING ADJOURNED