

**WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
APRIL 18, 2023**

President Manning calls the workshop portion of the April 18, 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
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

Andrew Calvo – discussed key fob system options

MOTION TO ADJOURN

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
April 18, 2023**

President Manning calls the April 18, 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 2023-1-4-1
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 \$453,103.21 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$25,305.88 be approved for the 4/15/23 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 # 2023-1-4-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE March 21, 2023 MEETING

Offered By: Comm. Martuscelli

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the March 21, 2023 meeting.

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

RESOLUTION # 2023-1-4-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE March 21, 2023 MEETING

Offered By: Comm. Sutphin

Seconded By: Comm. Fritz

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

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

RESOLUTION #2023-1-4-4
A RESOLUTION TO AMEND RESOLUTION # 2023 R-3-6
APPOINTING PROFESSIONALS TO INCLUDE SPECIAL COUNCIL

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

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 Special Council Attorney	Richard M. Braslow Esq.
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 #2023-1-4-5
A RESOLUTION TO ACCEPT AMENDED BUDGET BY TOWNSHIP

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

WHEREAS, the voters of Neptune Fire District #1 defeated the 2023 Fire District Budget at an election held on February 18, 2023; and,

WHEREAS, a public hearing was held by Neptune Township on the defeated budget on March 27, 2023 pursuant to state statute; and,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby adopted the 2023 budget of Neptune Fire District #1 by making the following line item changes to said budget:

<u>Line Item</u>	<u>Original Amount</u>	<u>Amount of Reduction</u>	<u>Revised Amount</u>
Salary and Wages	\$256,200.00	\$(35,000.00)	\$221,200.00

BE IT FURTHER RESOLVED, That this results in the following changes in budget totals:

<u>Line Item</u>	<u>Original Amount</u>	<u>Amount of Reduction</u>	<u>Revised Amount</u>
Total Capital Appropriations	\$1,232,00.00	\$0.00	\$1,232,00.00
Amount to be Raised by Taxation	\$3,235,556.000	\$(35,000.00)	\$3,200,556.00
Total Appropriated Revenues	\$5,530,973.00	\$(35,000.00)	\$5,495,973.00
Total Budgeted Appropriations	\$5,530,973.00	\$(35,000.00)	\$5,495,973.00

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

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

RESOLUTION #2023-1-4-6
A RESOLUTION TO CREATE THE POSITION OF
ADMINISTRATIVE ASSISTANT

1st reading

Offered By: Comm. Fritz Seconded By: Comm. Sutphin

WHEREAS, The Board of Fire Commissioners of the Neptune Fire District No. 1 has determined it is necessary to create the position of administrative assistant for the orderly administration of Fire District Business;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Neptune Fire District No. 1 as follows:

1. **Position Created:** The position of Administrative Assistant (hereinafter referred to as “Assistant”) is created in and for the Neptune Fire District No. 1. The Assistant shall be appointed by the Board of Fire Commissioners and shall serve at their pleasure. The Assistant shall at all times shall be under the supervision of and responsible to the Fire Official, Administrator and the Board of Fire Commissioners in all actions relative to the duties and responsibilities of said office to the extent not prohibited by law.
2. **Duties:** In addition to performing tasks as assigned by the Administrator/Board of Commissioners, duties and responsibilities will include, but not limited to:
 - Prepare administrative correspondence, memoranda, and other documents at the direction of the Administrator/Board of Fire Commissioners.
 - Manage Board webpage and social media as well as perform internet searches regarding general information, product research and pricing, State of New Jersey required forms and updates;
 - Collect confidential data as a basis for administrative decisions as well as Contacting Vendors for pricing for equipment needs, present to appropriate Administrator/Commissioners for approval, write up Requisition Form with Quotes attached and give to Finance Clerk for Purchase Order, contact vendors to place orders for products that were approved;
 - Expedite and coordinate services such as maintenance, repairs, supplies and mail;
 - Assist with budgetary control and maintain safety, equipment and education records so reports can be generated and submitted to the Administrator/Board of Fire Commissioners;
 - Maintain calendar, agendas and schedules of the Administrator/Board of Fire Commissioners;
 - Maintain employee vacation/time off requests;
 - Assist with additional staff assignments and duties as designated by the Administrator.
3. **Compensation.** The Assistant shall be a salaried employee of the Fire District. The salary range for this position shall be determined by the Board of Fire Commissioners and shall be provided for in the annual Fire District Budget and approved by resolution of the Board of Fire Commissioners.

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

RESOLUTION #2023-1-4-7
RESOLUTION TO ACCEPT LETTER OF RESIGNATION
FROM FRANKLIN DOREMUS

Offered By: Comm. Martuscelli

Seconded By: Comm. Puryear

WHEREAS, the Board of Fire Commissioners has received a letter of resignation from Franklin Doremus; and

WHEREAS, Franklin Doremus's last day of employment shall be on May 7, 2023; and

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners does hereby accept said resignation commencing on May 7, 2023.

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

RESOLUTION # 2023-1-4-8
A RESOLUTION TO DECLARE SURPLUS EQUIPMENT
AND TO AUTHORIZE TRANSFER TO THE AVON FIRE DEPT
OF ONE (1) 2013 FORD EXPLORER

Offered By: Comm. Martuscelli

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners has determined that, as part of its vehicle maintenance program, one 2013 Ford Explorer bearing vehicle ID #'s 1FM5K8B89DGB08255 owned by the Fire District, have been found to be no longer needed for public use and be deemed surplus; and

WHEREAS, pursuant to N.J.S.A. 40A:12-13, the Fire District may dispose of such surplus equipment;

WHEREAS, the Avon Fire Department has expressed a need for such vehicle: and

WHEREAS, the Avon Fire Department has agreed to accept the donation of this vehicle and accept the same as in condition, at no cost to the Town.

THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners do hereby authorize the above-mentioned vehicle be declared surplus and transferred to the Avon Fire Department.

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

RESOLUTION # 2023-1-4-9
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. Puryear

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 FF position
- Legal/Personnel issue on Contract Negotiations - update on union negotiations
- Contractual - discuss Hamilton Fire Company's lease agreement

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:

REPORTS

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

Pd:

ADMINISTRATOR: Progress

COMMISSIONERS REPORTS:

Commissioner Puryear: New stove is in, Thanks the administrator for his help. Discussed building update. Air Bauer system removal discussed.

Commissioner Fritz Sr.: Truck report given. Annual Maintenance to begin.

Commissioner Martuscelli: Progress

Commissioner Sutphin: Bunk room progress discussed. Training going good. Progress

President Manning: Progress

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. Puryear

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2023-1-4-10

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Sutphin

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. Martuscelli

Seconded By: Comm. Sutphin

MEETING ADJOURNED