

WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
May 16, 2023

Comm. Sutphin calls the workshop portion of the May 16, 2023, meeting to order and calls for a flag salute and moment of silence.

Moment of Silence for Patsy.

Comm. Sutphin asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. MANNING	absent
COMM. FRITZ SR.	PRESENT
COMM. MARTUSCELLI	PRESENT
COMM. PURYEAR	absent
COMM. SUTPHIN	PRESENT

Comm. Sutphin 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.

Comm. Sutphin 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. Martuscelli

Seconded By: Comm. Fritz

MEETING ADJOURNED

MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
May 16, 2023

Comm. Sutphin calls the May 16, 2023 regular meeting to order.

Comm. Sutphin asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. MANNING	absent
COMM. FRITZ SR.	PRESENT
COMM. MARTUSCELLI	PRESENT
COMM. PURYEAR	absent
COMM. SUTPHIN	PRESENT

Comm. Sutphin 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.

Comm. Sutphin 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 2023-1-5-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL

Offered By: Comm. Martuscelli

Seconded By: Comm. Fritz

BE IT RESOLVED, the bills total of \$108,657.04 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$25,534.36 be approved for the 4/30/23 payroll and the total of \$35,751.73 be approved for the 5/15/23 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: absent; Comm. Sutphin: AYE; Pres. Manning: absent.

RESOLUTION # 2023-1-5-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE April 18, 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 April 18, 2023 meeting.

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

RESOLUTION # 2023-1-5-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE April 18, 2023 MEETING

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

BE IT RESOLVED, that the minutes of the Meeting of the April 18, 2023 be ratified and approved.

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

RESOLUTION # 2023-1-5-4
A RESOLUTION AUTHORIZING AND ACCEPTING
QUOTE FOR DOOR ACCESS SYSTEM

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

WHEREAS, The Board has required to have a new door access system installed at the Board Office, Unexcelled Firehouse and the Liberty Firehouse,

WHEREAS, this system will enable each building to make their own key fobs, and

WHEREAS, quotes were reviewed, and it was determined that the Board wishes to go with Building Security Services & Systems (BSS), and

WHEREAS, the quotes submitted by BSS are as follows:

Board Office (1 door)	Equipment	\$1,175.00	& Labor	\$500.00	=	\$1,675.00
Unexcelled (4 doors)	Equipment	\$2,730.00	& Labor	\$1,062.50	=	\$3,792.50
Liberty (3 doors)	Equipment	\$2,455.00	& Labor	\$1,062.50	=	\$3,517.50

WHEREAS, the system requires an annual subscription totaling \$1,440.00 as follows:

Unexcelled Firehouse (includes Board Office)	of	\$720.00
Liberty Firehouse	of	\$720.00

NOW, THEREFORE, the Board of Fire Commissioners do hereby approve and authorize the above mentioned work to BSS in the amount of \$8,985.00 with an annual fee of \$1,440.00 For a total install of \$10,425.00.

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

RESOLUTION #2023-1-5-5
A RESOLUTION TO CREATE THE POSITION OF
ADMINISTRATIVE ASSISTANT

2nd 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: absent; Comm. Sutphin: AYE; Pres. Manning: absent.

RESOLUTION # 2023-1-5-6
A RESOLUTION TO ADOPT REVISED
EXPOSURE CONTROL PLAN (ECP) FOR
BLOODBORNE PATHOGENS (BBP)

Offered By: Comm. Sutphin

Seconded By: Comm. Martuscelli

WHEREAS, the Board of Fire Commissioners is required to annually review and make any revisions to the Fire District's ECP plan in accordance with OSHA Standard 29 CFR 1910.1030,

WHEREAS, the Districts ECP plan has been reviewed by the Safety Commissioner, Paid Division and the Twp Chiefs and Officers: and

WHEREAS, changes were made as follows:

- Pg 3 under Employee Exposure Determination to read:
- The following is a list of all job classifications at our establishment in which all employees have occupational exposure:
- ~~Career Firefighters when responding to First Aid Calls, assisting fire victims, Neptune Fire Officers, Neptune Firefighters and Fire Official/Inspectors when responding to assist at First Aid Call scenes, assisting fire victims, fire scene investigations, contact with contaminated clothing, contact with contaminated work surfaces and contact with contaminated PPE.~~
- ~~The following is a list of job classifications in which some employees at our establishment have occupational exposure: Volunteer Firefighters and Fire Official/Inspectors when responding to assist at First Aid Call scenes, assisting fire victims, fire scene investigations, contact with contaminated clothing, contact with contaminated work surfaces and contact with contaminated PPE.~~
- ~~Part time, temporary, contract, and per diem employees are covered by the standard. How the provisions of the standard will be met for these employees is described in this ECP, if applicable.~~
- Wherever mentioned :Change the name of District Fire Chief to Chief of the Department
- Pg 4-5 to read as : This facility identifies the need for changes in engineering control and work practices through employee suggestions and interviews. We evaluate the need for new procedures or new products by interviews with the ~~Career Firefighters~~ **Board of Fire Commissioners**, ~~the District Fire Chief~~ **the Board of Officers** and review of vendor literature. ~~The following staff are involved in this process: The Board of Fire Commissioners and Career Firefighter representatives and the District Fire Chief.~~ The Board of Fire Commissioners will ensure effective implementation of these recommendations.

WHEREAS, a copy of this policy is to be placed in each Chief, Asst. Chief, Company and Captains SOG book and;

WHEREAS, each Captain will be responsible for reviewing said policy with their members,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners does hereby adopt the reviewed ECP plan dated May 16, 2023.

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

RESOLUTION # 2023-1-5-7
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Martuscelli

Seconded By: Comm. Fritz

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 Fire Inspector Position
- Legal/Personnel issue pertaining to FF positions
-

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: absent.

NEW BUSINESS:

M Fahnholz questions missing pager suspension

REPORTS

CHIEF- Mauro-states call volume extremely high. Program working well

ASSISTANT CHIEF- absent

CAPTAINS- none

Pd: none

ADMINISTRATOR: Discussed Liberty project

COMMISSIONERS REPORTS:

Commissioner Puryear: absent

Commissioner Fritz Sr.: Progress Discussed Sta 3 & 4 bldg. project

Commissioner Martuscelli: Progress

Commissioner Sutphin: Progress

President Manning: absent

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. Fritz

Seconded By: Comm. Martuscelli

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2023-1-5-8

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: absent.

MOTION TO ADJOURN

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

MEETING ADJOURNED