

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

President Manning calls the workshop portion of the October 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 |
| 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 -

Medical Diagnostics gives presentation of free evaluation with proper insurance.
Closest facility in Wall.

MOTION TO ADJOURN

Offered By: Comm. Martuscelli

Seconded By: Comm. Fritz

MEETING ADJOURNED

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

President Manning calls the October 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 | 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 2023-1-10-1
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 \$128,228.49 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$37,655.62 be approved for the 10/15/23 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: AYE.

RESOLUTION # 2023-1-10-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE SEPTEMBER 19, 2023 MEETING

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the September 19, 2023 meeting.

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

RESOLUTION # 2023-1-10-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE SEPTEMBER 19, 2023 MEETING

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

BE IT RESOLVED, that the minutes of the Meeting of the September 19, 2023 be ratified and approved.

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

RESOLUTION #2023-1-10-4
A RESOLUTION TO REVISE DIRECTIVE #002

Offered by: Sutphin

Seconded by: Manning

WHEREAS, the need has been found to make revisions to the Apparatus Response Plan DIRECTIVE #002, and:

WHEREAS, the number for this Directive shall be updated to Directive #002, and

WHEREAS, the revisions shall be as follow:



Station 34-1
Station 34-3

NEPTUNE TOWNSHIP
FIRE DEPARTMENT



Station 34-2
Station 34-4

BOARD OF OFFICERS

NEPTUNE FIRE DISTRICT #1

DATE: 10/17/2023

STANDARD OPERATING GUIDELINE (SOG)

DIR #002
Resolution 2023-1-10-4

TITLE: APPARATUS RESPONSE PLAN

Purpose: To ensure an organized and effective preplanned response plan to emergency incidents in Neptune Township and during mutual aid requests.

Overview: As the fire service continues to evolve and adapt to many different circumstances such as staffing fluctuation, technology, call volumes, apparatus cycles, etc., it is necessary to review and adjust the response model of the fire department. This guideline will utilize manpower in the department effectively and identify the apparatus to respond for the various emergencies that the fire department is charged with handling and mitigating.

Guideline:

1. All incidents in Neptune Township will be dispatched as a District 34 (D34) ALL-CALL over the Monmouth County South Page channel.
2. Upon dispatch to an emergency, available members are to hit "RESPOND" using the Chief360 app and respond to their firehouse.

3. At the firehouse, the officer (or senior member) shall manage the response based on who is responding via Chief360. Once the apparatus is staffed, the apparatus officer shall call "in service" over the radio and respond.
4. The Chief of Department, Assistant Chief of Department or highest ranking first due officer will establish command upon arrival. The IC will manage the response based on the complexity of the incident and resources needed.
5. Responding apparatus must monitor the radio and follow instructions by the IC.
6. Apparatus Response Plan

1. Structure Fires, Fire Alarms, Odor/Sight of Smoke, Trash Fires, Brush Fires, and related incidents

| Station | Primary | Secondary |
|----------------|----------------|------------------|
| Station 1: | Ladder 34-1-90 | |
| Station 2: | Engine 34-2-75 | Air Unit 34-2-86 |
| Station 3: | Engine 34-3-76 | Engine 34-3-75 |
| Station 4: | Engine 34-75 | Ladder 34-4-90 |

2. Hazmat Incidents – Gas Leak, Carbon Monoxide, Chemical Odor

| Station | Primary | Secondary |
|----------------|----------------|------------------|
| Station 1: | Ladder 34-1-90 | |
| Station 2: | Engine 34-2-75 | Air Unit 34-2-86 |
| Station 3: | Engine 34-3-76 | Engine 34-3-75 |
| Station 4: | Engine 34-75 | Ladder 34-4-90 |

Additional resources from Station 34-9

3. Car Fires, Car Accidents with Smoke/Fire

| Station | Primary | Secondary |
|----------------|----------------|------------------|
| Station 1: | Ladder 34-1-90 | |
| Station 2: | Engine 34-2-75 | Air Unit 34-2-86 |
| Station 3: | Engine 34-3-76 | Engine 34-3-75 |
| Station 4: | Engine 34-75 | Ladder 34-4-90 |

Station 34-9 for hazmat and spill containment

4. Service Calls – Elevators, Water Leak, Animal Call, Utility/Wires

| Station | Primary | Secondary |
|----------------|----------------|------------------|
| Station 1: | Ladder 34-1-90 | |
| Station 2: | Engine 34-2-75 | Air Unit 34-2-86 |
| Station 3: | Engine 34-3-76 | Engine 34-3-75 |
| Station 4: | Engine 34-75 | Ladder 34-4-90 |

Station 34-9 for hazmat and spill containment

5. **Mutual Aid**

R.I.C. Engine 34-75 and Engine 34-3-76

Other The designated (requested) Station will respond fully staffed with the apparatus that has been requested.

6. **Special Operations – Car vs Building, Collapse, Auto Extrication, Urban Flooding, Technical Rescue, Specialized Rescue**

Station 8: Special Ops members report to Station 34-9
Station 4: Engine 34-75 for Vehicle Extrication
Ladder 34-4-90 for all other responses
Support 34-85 for additional personnel
Urban flooding calls – All members respond to 34-9

WHEREAS, a copy of this Directive 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 do hereby adopt the revised Annual Required Training as stated above.

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

RESOLUTION #2023-1-10-5
A RESOLUTION TO REVISE RESOLUTION 2023-1-8-6
CONTRACT FOR ANNUAL TESTING SERVICES

Offered By: Comm. Fritz

Seconded By: Comm. Sutphin

WHEREAS, Resolution 2023-1-8-6 listed the Aerial testing amount from Fail Safe as \$700.00 each, which should be \$750.00 each plus a fuel surcharge of \$78.90

WHEREAS, quotes have been obtained and corrected as follows:

| | | |
|-------------------------------|-----------------------------|----------------------------|
| <u>Water Hose Testing:</u> | Fail Safe/IIA - | .22 per foot |
| | Reliant Fire Hose testing | .26 per foot |
| <u>Aerial Testing:</u> | Fail Safe/IIA - | \$750.00 each |
| | Plus 78.90 fuel surcharge | |
| <u>Pump Testing:</u> | Technical Fire Serv. | \$250.00 per pumper |
| | Fail Safe/IIA | \$350.00 per pumper |
| <u>Ground Ladder Testing:</u> | Technical Fire Serv. | \$40.00 per ladder |
| | Fail Safe/IIA | \$45.00 per ladder |

WHEREAS, funds are available in appropriation entitled Maintenance & Repairs and Commissioner/Treasurer has so certified.

NOW, THEREFORE BE IT RESOLVED, the following testing service contracts are awarded:

| | |
|------------------------|-----------------------------------------------|
| Hose Testing | Fail Safe/IIA - not to exceed \$9,000.00 |
| Aerial Ladder Testing: | Fail Safe/IIA. not to exceed \$2,500.00 |
| Pump Testing: | Technical Fire Serv. not to exceed \$2,500.00 |
| Ground Ladder Testing: | Technical Fire Serv. not to exceed \$4,000.00 |

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

RESOLUTION # 2023-1-10-6
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:

- Personnel issue pertaining to the vacant Career Captain position
- Personnel issue pertaining to Accountant appointment

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- Gives report on runs.

ASSISTANT CHIEF-

CAPTAINS-

Pd:

ADMINISTRATOR: Gives equipment report and Building report. Gives status on Liberty project. Reports on vehicle repairs.

COMMISSIONERS REPORTS:

Commissioner Puryear:

Commissioner Fritz Sr.: Progress

Commissioner Martuscelli: Shark River room needs waterproofing. Quotes being obtained.

Commissioner Sutphin: Reports on new 34-75 in service. Discussed removal of 1-75 and Duty Crew. Discussed consolidation and response.

President Manning: Ongoing changes to occur. 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. Martuscelli

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2023-1-10-7

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