

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
REORGANIZATION MEETING
MARCH 21, 2017**

Comm. Manning calls March 21, 2017, meeting to order and calls for a flag salute and moment of silence.

Comm. Annunziata announces James Manning Jr and Todd Puryear were given the Oath of Office on March 7, 2017

Comm. Annunziata asks the Clerk Maning to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
Comm. Annunziata	PRESENT
Comm. Daly	PRESENT
Comm. Fritz	absent
Comm. Manning	PRESENT
Comm. Puryear	PRESENT

Comm. 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.

Comm. Annunziata points to the exits to be used in case of an emergency.

Nominations taken for President

Arthur Daly was nominated.

nominated by Comm. Manning

Seconded by Comm. Puryear

Chris Beekman takes over and asks for any other nominations

No other nominations – floor closed for nominations

RESOLUTION #2017-R-3-1
A RESOLUTION TO ELECT BOARD PRESIDENT

Offered By: Comm. Manning

Seconded By: Comm. Annunziata

BE IT RESOLVED, that Arthur Daly be elected to serve as Board President.

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

Comm. Annunziata congratulates Pres. Daly
President elect takes over meeting.

RESOLUTION #2017-R-3-2
A RESOLUTION TO ELECT BOARD VICE PRESIDENT,
CLERK, TREASURER, DEPUTY CLERK AND ASSIGN DEPARTMENTS

Vice President: John Fritz Offered By: Comm. Annunziata Seconded By: Comm. Puryear nominations closed

Clerk: Manning Offered By: Comm. Annunziata Seconded By: Comm. Puryear nominations closed

Treasurer: Annunziata Offered By: Comm. Manning Seconded By: Comm. Puryear nominations closed

Deputy Clerk: Puryear Offered By: Comm. Annunziata 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:	Fritz
Vehicle maintenance	Commissioner:	Annunziata
Liaison to OEM/EMS/PD	Commissioner:	Daly
Unexcelled Fire Company	Commissioner:	Manning
Public Information Officer	Commissioner:	Daly
Communications	Commissioner:	Annunziata
Hydrants	Commissioner:	Fritz
Grants	Commissioner:	Manning
Personnel	Commissioner:	Puryear
Deputy Personnel	Commissioner:	Annunziata
Standby	Commissioner:	Puryear
Warehouse	Commissioner:	Annunziata
Hamilton Fire Company	Commissioner:	Annunziata
Building & Grounds	Commissioner:	Puryear
Safety	Commissioner:	Manning
Liberty Fire Company	Commissioner:	Puryear
Training	Commissioner:	Annunziata

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
 Comm. Manning: AYE; Comm. Puryear: AYE.

Clerk Manning takes over

RESOLUTION #2017-R-3-3
A RESOLUTION TO ESTABLISH SCHEDULE OF MEETINGS

Offered By: Comm. Manning

Seconded By: Comm. Annunziata

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 2017 and 2018. All meetings shall be held at the Board Office, 1120 Corlies Avenue, at 7:00pm for the Workshop Meeting and the Regular Meeting to follow, unless otherwise indicated.

2017 MEETING SCHEDULE

March 21 (Tues.) Regular & re-organization

August 15 (Tues.)

April 18 (Tues.)

September 19 (Tues.)

May 16 (Tues.)

October 17 (Tues.) to be held at the
Shark River Firehouse

June 20 (Tues.)

November 21 (Tues.)

July 18 (Tues.)

December 12 (Tues.)

2018

January 1 (Mon.) – Swearing in 12 noon

January 16 (Tues.)

February 20 (Tues.)

March 6 Re-organization (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. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION #2017 R-3-4
A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

BE IT RESOLVED, that the New 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. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION #2017 R-3-5
A RESOLUTION TO DESIGNATE DEPOSITORIES
FOR DISTRICT FUNDS

Offered By: Comm. Daly

Seconded By: Comm. Annunziata

BE IT RESOLVED, that Wells Fargo/Wachovia Bank 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. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION #2017 R-3-6
A RESOLUTION TO RESERVE UNEXPENDED CAPITAL

Offered By: Comm. Annunziata Seconded By: Comm. Manning

WHEREAS, the Board of Fire Commissioners shall reserve any unexpended 2017 Capital,

WHEREAS, these monies shall be placed in the 2018 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 2017 Capital reserve to be placed in the 2018 Capital Improvement Fund as so stated above.

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
 Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION # 2017 R-3-7
A RESOLUTION TO APPOINT PROFESSIONALS

Offered By: Comm. Annunziata

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 2017 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:	Lawson, Rescino, Schibell & Assoc.
Board Labor Attorney & Special Attorney:	Doug Long Esquire, Long, Marmero & Associates, LLP
Board Physician:	Dr. Steven Crawford Representing Meridian Occupational
Engineer:	Peter Avakian Leon S. Avakian, Inc.

for a term commencing March 21, 2017 through and including March 5, 2018 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. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION #2017-R-3-8
RESOLUTION PERMITTING PRE-PAYMENT OF CERTAIN ITEMS

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

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. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

PUBLIC COMMENT ON AGENDA ITEMS

**RESOLUTION 2017 R-3-9
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

BE IT RESOLVED, the bill lists totaling \$227,029.81 are hereby approved for payment:
and,

BE IT RESOLVED, that the total of \$22,556.91 be approved for the 3/15/17 payroll and the
total of \$24,550.83 be approved for the 3/31/17 payroll:

:

BE IT FURTHER RESOLVED, that the total bills be attached to this resolution and be
made part of.

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

**RESOLUTION # 2017-R-3-10
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE FEBRUARY 21, 2017 MEETING**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the
February 21, 2017 Meeting.

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION # 2017-R-3-11
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE February 21, 2017 MEETING

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

BE IT RESOLVED, that the minutes of the Meeting of the February 21, 2017 Meeting be ratified and approved.

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION # 2017-R-3-12
A RESOLUTION APPROVING CASH MANAGEMENT PLAN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

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. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION # 2017-R-3-13
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Annunziata

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 Fire Official Duties & Paid Division
- Legal/Personnel issue pertaining to Required Annual Training

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. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

Public Comment on Agenda items

ITEMS FOR DISCUSSION IN OPEN SESSION

NEW BUSINESS:

REPORTS

CHIEF Mascarelli- Drill on Saturday morning. Fit testing machine availability & deadline due by discussed. County redesigning new task forces, asks permission for companies to join and if equipment needed can they request it. Discussed. Radios/ training discussed.

ASSISTANT CHIEF- Burke - progress

CAPTAINS-

COMMISSIONERS REPORTS:

Hamilton –Annunziata Discussed driveway and stated Anyone needing to be fit tested prior to deadline he will make arrangements to be done at Asbury. Fit testing discussed

Pres. Daly states communications are to improve.

Liberty-Puryear states plans being addressed for gap repair. leaks were noted, repair quote received and to be questioned.

Annunziata stated door quotes being obtained

Comm. Annunziata, Doug Rowell and Fran working on PEOSH issues and training required and documentation discussed. Narratives needs to be specific. 10 hours annual training needed & documented.

Comm. Manning thanks being welcomed to the Board. Staff has been great, Commissioners have been very helpful and thanks all volunteers and officers.

Unexcelled-Daly –leaks being addressed. Canopy installed on side. Manning to be new Commissioner for Unexcelled.

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.

Conklin asks if Blood borne pathogens and RTK can be taken online. Answer yes. Fran states if taken on line certificate comes directly to her.

MOTION TO GO INTO EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2017-R-3-14
A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION #2017-R-3-15
A RESOLUTION TO REVISE SOG #04-002

Offered by: Annunziata

Seconded by: Puryear

WHEREAS, the need has been found to make revisions to the Annual Required Training SOG #04-002, and:

WHEREAS, the number for this SOG shall be updated to SOG #17-002, and

WHEREAS, the revisions shall be as follow:

TITLE: ANNUAL REQUIRED TRAINING

POLICY:

This general order shall establish guidelines for members to accomplish annual required refresher training as set forth by the New Jersey Division of Fire Safety and/or current governing agencies.

SCOPE:

To assure the Neptune Township Fire Department District 1 remains in compliance with all current regulations and guidelines as set forth by the State of New Jersey for firefighter certification.

RESPONSIBILITIES:

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

PROCEDURE:

The members of the Neptune Township Fire Department District 1 will comply

with all current State and Federal regulations as it pertains to annual refresher training and certifications.

Members will be responsible to attend courses as required to attain certified status annually as set forth by the New Jersey Division of Fire Safety, NFPA 1500, and OSHA 29 CFR 1910-134.

PROCEDURE CONT:

Annual refresher training includes, but is not limited to:

1. Right-to-know
2. Blood Borne Pathogen
3. Hazardous Material response
4. SCBA Fit-Testing
5. *Smoke House Recertification*
 - a. Members who will be operating in an Immediately Dangerous to Life and Health Atmosphere (IDLH) must comply with NFPA 1500 and OSHA 29 CFR 1910-134 standards. These standards required annual fit testing and ***smoke house recertification*** to be eligible to wear a self-contained breathing apparatus.

COMPLIANCE:

The Board of Officers will provide all members several opportunities to complete the above mandatory training between January and March of each calendar year.

If a member fails to meet the requirements for annual training of numbers 1-4 above by March 31 of the calendar year, said members gear will be pulled from service until such time that the member provides certification.

Relating to number 5 (Smoke House Recertification), the Board of Officers understands that this requirement is based on the availability of the Monmouth County Fire Academy facility. As such, Company Captains or their representative will be responsible for scheduling this training through the Academy prior to June 30th of each calendar year.

WHEREAS, a copy of this SOG 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. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

**NEPTUNE FIRE DISTRICT #1
RESOLUTION #2017-R-3-16
RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM
OF UNDERSTANDING WITH THE COUNTY OF MONMOUTH**

Offered by: Annunziata

Seconded by: Puryear

WHEREAS, the County of Monmouth and the Neptune Township Fire District #1 Board of Commissioners have expressed an interest to allow the Twp. of Neptune Fire District #1 Fire Official, Doug Rowell to utilize his district vehicle for the County of Monmouth Fire Marshall investigations; and

WHEREAS, the County of Monmouth will furnish up to three (3) tanks of fuel per month and the Fire District will maintain the insurance on the vehicle.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners Township of Neptune Fire District #1 do hereby authorize the use of said District vehicle (34-6-30) to be utilized as stated above for a term to expire on December 31, 2019 or the termination of his employment with the District.

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

RESOLUTION #2017-R-3-17
A RESOLUTION AUTHORIZING THE FIRE OFFICIAL TO
OVERSEE OFFICE STAFF FOR THE FIRE DISTRICT

Offered by: Annunziata

Seconded by: Puryear

WHEREAS, the need exists to affirm the Fire Official's duty to oversee all aspects of Neptune Fire District #1 office staff activity on a daily basis; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners Township of Neptune Fire District #1 do hereby authorize the Neptune Fire Official to oversee and regulate Neptune Township Board Office Staff and report directly to the Board of Commissioners should the need arise.

VOTE: Comm. Annunziata: AYE; Comm. Daly: AYE; Comm. Fritz: absent;
Comm. Manning: AYE; Comm. Puryear: AYE.

MOTION TO ADJOURN

Offered by Comm. Puryear

Seconded by: Comm. Annunziata

MEETING ADJOURNED