

**WORKSHOP-MINUTES**  
**BOARD OF FIRE COMMISSIONERS**  
**NEPTUNE FIRE DISTRICT NO. 1**  
**May 16, 2017**

President Daly calls the workshop portion of the May 16, 2017, meeting to order and calls for a flag salute and moment of silence.

President Daly asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. DALY	PRESENT
COMM. ANNUNZIATA	PRESENT
COMM. FRITZ	absent
COMM. MANNING	PRESENT
COMM. PURYEAR	PRESENT

President Daly 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 Daly points to the exits to be used in case of an emergency.

**ITEMS FOR DISCUSSION IN OPEN SESSION**

Liberty repairs-blocking windows and steel support – discussed quotes and to approved work  
With resolution at next meeting

Paid Div. - Multi Rae – 4 gas vs 6 gas discussed – Annunziata recommends 6 gas

**MOTION TO ADJOURN**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**MEETING ADJOURNED**

**MINUTES  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
May 16, 2017**

President Daly calls May 16, 2017 regular meeting to order.

President Daly asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. DALY	PRESENT
COMM. ANNUNZIATA	PRESENT
COMM. FRITZ	absent
COMM. MANNING	PRESENT
COMM. PURYEAR	PRESENT

President Daly 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 Daly 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 2017-1-5-1  
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, the bills total of \$117,222.84 are hereby approved for payment: and,

**BE IT RESOLVED**, that the total of \$22,990.80 be approved for the 4/30 payroll and the total of \$21,493.82 be approved for the 5/15 payroll:

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

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

**RESOLUTION # 2017-1-5-2**  
**A RESOLUTION DISPENSING WITH THE READING OF MINUTES**  
**OF THE April 18, 2017 MEETING**

Offered By: Comm. Daly

Seconded By: Comm. Puryear

**BE IT RESOLVED**, that the Clerk dispense with the reading of the minutes of the April 18, 2017 meeting.

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

**RESOLUTION # 2017-1-5-3**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE April 18, 2017 MEETING**

Offered By: Comm. Annunziata

Seconded By: Comm. Daly

**BE IT RESOLVED**, that the minutes of the Meeting of the April 18, 2017 be ratified and approved.

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

**RESOLUTION # 2017-1-5-4**  
**A RESOLUTION TO PURCHASE ADDITIONAL**  
**DOCKING STATIONS FOR GETAC F110 TABLETS**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**WHEREAS**, the Board has found the need to purchase three (3) more docking stations which are to include:

Triple high-grade antenna  
Combination flip down/flip up mount with rotation for keyboard and monitor  
Display holder for VESA 75 mm pattern  
TG3 backlit ruggedized keyboard  
Chargeguard-select

**WHEREAS**, these docking stations are to be installed in 3-76, 1-90 and 4-90, and;

**WHEREAS**, a quote has been received by Island Tech Services under NASPO ValuePoint St of NJ –MO483-89974 – ITS-HP Subcontractor ID 10160676 in the total amount \$5,618.00 and is to include installation and shipping, and;

**WHEREAS**, funds for this purpose are made available from Fire Dept./Maint & Repairs and the District's Clerk has so certified,

**WHEREAS, BE IT RESOLVED**, that the Board does hereby approve the purchase and payment as listed above to Island Tech Services in the amount of \$5,618.00.

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

**RESOLUTION #2017-1-5-5**  
**A RESOLUTION TO APPROVE SOG #04-013**  
**TITLED COMMUNICATIONS PROCEDURES**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**WHEREAS**, the Board of Fire Commissioners has found the need to revise SOG #04-013 to establish standard procedures for communicating via mobile or portable radio and/or mobile computer (CAD) with Monmouth County Radio; intra-agency communications; inter-agency communications , and:

**WHEREAS**, to also establish standards for inspection and accountability of individually assigned portable radios, and:

**WHEREAS**, a copy of this SOG is attached.

**NOW, THEREFORE BE IT RESOLVED** that the above mentioned SOG #04-013 is to become enacted once signed as required.

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

# NEPTUNE TOWNSHIP

## FIRE DEPARTMENT

Station 34-1  
Station 34-3

Station 34-2  
Station 34-4

### BOARD OF OFFICERS

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NEPTUNE FIRE DISTRICT #1

DATE: 04-05-2017

STANDARD OPERATING GUIDELINE (SOG)

SOG # 04-013

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TITLE: Communications Procedures

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**PURPOSE:**

1. To establish standard procedures for communicating via mobile or portable radio and/or mobile computer (CAD) with Monmouth County Radio; intra-agency communications; inter-agency communications
2. To establish standards for inspection and accountability of individually assigned portable radios.

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**POLICY:**

The Neptune Fire Department District 1 has established this policy to create effective communications District wide.

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**SCOPE:**

The intent of this policy is to standardize and delineate procedures for inter and intra-departmental communications, portable radio inspection and accountability. The decision to deviate from this policy rests with the Incident Commander.

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**RESPONSIBILITIES:**

It is the responsibility of the Board of Fire Commissioners and Board of Officers to ensure compliance.

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## PROCEDURE:

### 013.01 Alarm Receipt: Computer-Aided Dispatch System

1. First step in the alarm receipt/department notification process shall be receipt via Spillman software on the house watch/mobile computers.
2. The second step in the alarm receipt/department notification process shall be via radio/voice dispatch over Monmouth County Sheriff's "Neptune Fire" 154.340 MHz. to in house radio receiver. Pagers, I am responding, and E-Dispatch will also be activated.
3. While members are out of the building for various functions, alarms shall be received via mobile computers/CAD in the apparatus and also via simultaneous voice announcement over the LAN RESPONSE CHANNEL in the radios (channel 1 and 16 in the HT).

### 013.02 Alarm Response: Computer-Aided Dispatch System and Radio

1. Fire Incident Response
  - a. Upon alarm receipt and initiation of response, responding apparatus shall notify the dispatcher via radio on LAN Response. Example: "County, 34-4-75 responding to 1120 Corlies Avenue for fire alarm activation." This shall trigger the units to be assigned to the incident within the CAD system. Once assigned to the incident, each unit shall utilize the mobile computer for routine communications to dispatch (such as: arrival, return, available, etc.).
  - b. Upon arrival, the Incident Commander/first arriving apparatus, shall proceed with his/her brief initial report/arrival statement, noting that the unit/units have arrived/will arrive **via MDT**. Example: "County, 34-4-75 arriving at 1120 Corlies Avenue. 1120 Corlies Avenue is a two story, ordinary firehouse. There is nothing showing from the exterior, units will be investigating. 34468 is establishing Corlies Avenue command."
  - c. All companies, including the Incident Commander, shall enter any pertinent incident information into the CAD software via the "**Call Comment**" feature. This feature allows information to be both stored and automatically "pushed" into the Emergency Reporting Software incident narrative for reporting purposes. Additionally, each call comment is time stamped... allowing an incident timeline to easily be fabricated later for reporting purposes.
  - d. Prior to clearing the incident (see e below), all apparatus shall place themselves "returned" by utilizing the "**return**" quick key. Using this feature before clearing the call with the dispatcher will fill in the "cleared Scene" time that is currently entered manually in the ERS software.
  - e. Upon incident completion, the Incident Commander shall clear the incident via radio with the dispatcher. Example, "County from Corlies Avenue Command, CAD is updated; show District 34 units available."
  - f. In order to ensure the proper unit is assigned, each apparatus shall be logged into Spillman with a Username/password identical to the Unit's departmental number. Example: 34-4-75 shall be logged in as: username **34475**/password **district 1**

### **013.03 Incident Operations and Tactical Radio Frequencies**

1. Members shall utilize a tactical radio frequency for intra-incident communications at ALL “working incident” responses that require intra-unit communications:
  - a. It is recommended that all members switch their portable radios to channel 2 (Fire Ops 1) upon receipt of a fire incident. This channel shall be utilized as the tactical frequency for all fire responses unless otherwise indicated by the incident commander.
    - i. Tactical frequencies (programmed as “Ops” channels in the HT, are direct/non-repeated radio frequencies, meaning the radios communicate directly to one another without first transmitting to a remote repeater site. This will result in better fire ground communications, with less lost messages due to in-building coverage, distance from the repeater, etc.
    - ii. TACTICAL/OPS FREQUENCIES ARE NOT MONITORED BY THE DISPATCHER. ANY COMMUNICATION TO/FROM THE DISPATCHER, INCLUDING ADDITIONAL INCIDENTS, WILL ONLY OCCUR ON THE “LAN RESPONSE” FREQUENCY. \*\*\*The IC will need to monitor both the tactical and response channels for: additional information from MCRR; additional calls in the Township; etc.\*\*\*
  - b. It is recommended that the apparatus radios be left on LAN Response channel and off scan at all times. This will ensure that members are monitoring both the response and tactical frequencies during the response to the incident.
  - c. The tactical channel shall be utilized for all communications to/from the Incident Commander to/from: command and general staff; division supervisors, group supervisors; and, branch supervisors.
  - d. All efforts should be made to assign a Command Technician when possible to assist the incident commander with monitoring of multiple frequencies. The command technician shall also serve to record incident benchmarks/timelines. Incident commanders shall consider the use of the Monmouth County Fire Marshal/Coordinator’s staff to fulfill this vital function.

### **013.04 Member Identification**

1. All incidents shall be managed using the National Incident Management System, as per NJ Executive Order 50. Radio terminology/member identification shall reflect such usage; i.e.: “command; division 2 supervisor; roof division; etc.”
2. There are instances where individual members will need to transmit imminent information directly to their division/group supervisor and/or command. For the purposes of personnel accountability and safety, there shall be a standardized terminology for all members to utilize while on incident scenes:



- a. Members shall utilize their apparatus designator followed by their position/assignment. Examples:
  - i. Truck officer: "4-90 Officer; Truck Officer; etc."
  - ii. Engine officer: "4-75 Officer; Engine Officer; etc."
  - iii. Chauffeurs: "4-75 chauffeur; 4-75 driver; etc."
  - iv. Engine firefighters
    - 1. Nozzle: "4-75 nozzle; etc."
    - 2. Back-up: "4-75 back-up; etc."
    - 3. Hydrant: "4-75 hydrant; etc."
  - v. Truck firefighters
    - 1. Irons: "1-90 irons; etc."
    - 2. O/V: "1-90 O/V; etc."

**013.05 Request for Additional Resources**

- 1. As the need arises, and at the discretion of the Incident Commander, additional resources may be called for. All requests for additional resources shall be made via radio on LAN Response. All efforts shall be made to ensure that requests for additional alarms, resources, etc. are understood and fulfilled completely by the dispatcher.

**013.06 Radio Terminology**

- 1. Proper unit designation shall be used at all times. For the purposes of communicating with Monmouth County Radio Room, members shall utilize the appropriate apparatus number. Example, "34-74 en-route to 1120 Corlies Avenue"; "34-74 clear"; etc.

**013.07 Use of Plain Language**

- 1. Use of plain language for all radio communications shall be the departmental standard; "ten" codes shall not be used. Use of any derogatory or vulgar language shall be strictly prohibited.

**013.08 Portable Radio Care and Inspection**

- 1. Each company, with the exception of Station 2, has been issued 17 portable radios with a unique identifier.
  - a. Station 1 Officer -34168, firefighters 34101 thru 34116 (17)
  - b. Station 2 Officer -34268, firefighters 34201 thru 34211 (12)
  - c. Station 3 Officer -34368, firefighters 34301 thru 34316 (17)
  - d. Station 4 Officer -34468, firefighters 34401 thru 34416 (17)
  - e. Career 3474P1 thru 3474P5 (5)
  - f. Bureau 34630 thru 34631 (2)
  - g. Chiefs 3466 thru 3467 (2)
  - h. Office 2 spare portables

2. Each apparatus, with the exception of 34-2-86 and 34-74, will be issued a six battery bank charger and two individual chargers. All others will be issued stand-alone individual chargers.
3. Portable radios shall be checked for operation, correct channel and acceptable battery charge on a daily/weekly basis.
  - a. Any operational problems with portable radios shall be reported to the member's supervisor immediately.
    - i. Portable radio repairs or requested repairs shall be documented as per previous department policy for "broken/damaged equipment reporting."
    - ii. All members shall familiarize themselves with the APX 6000XE user guide.
4. Members assigned a portable radio shall be responsible for securing their portable radio, charger and batteries etc. while off duty.

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**SIGNATURE / DATE:** \_\_\_\_\_  
**TOWNSHIP CHIEF**

**SIGNATURE / DATE:** \_\_\_\_\_  
**ASSISTANT TOWNSHIP CHIEF**

**SIGNATURE / DATE:** \_\_\_\_\_  
**PRESIDENT, BD OF FIRE COMMISSIONERS**

**SIGNATURE / DATE:** \_\_\_\_\_  
**SECRETARY, BD OF FIRE COMMISSIONERS**

**RESOLUTION #2017-1-5-6**  
**A RESOLUTION TO ADOPT SOG #20**  
**TITLED**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

**WHEREAS**, the Board of Fire Commissioners has found the need to revise SOG #20 to establish specific guidelines and procedures for the filing and maintenance of the National Fire Incident Reporting System.

**WHEREAS**, this SOG is to assure that Neptune Fire District #1 remains in compliance with all State and National requirements for incident reporting and tracking.

**WHEREAS**, a copy of this SOG is attached.

**NOW, THEREFORE BE IT RESOLVED** that the above mentioned SOG #20 is to become enacted once signed as required.

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



# NEPTUNE TOWNSHIP FIRE DEPARTMENT



Station 34-1  
Station 34-3

Station 34-2  
Station 34-4

## BOARD OF OFFICERS

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NEPTUNE FIRE DISTRICT #1

DATE: 04/04/2017

STANDARD OPERATING GUIDELINE (SOG)

SOG # 020

Resolution: 2017-1-5-

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**TITLE:** National Fire Incident Reporting Systems (NFIRS)

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**POLICY:**

This general order shall establish specific guidelines and procedures for the filing and maintenance of the National Fire Incident Reporting System.

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**SCOPE:**

To assure that Neptune Fire District #1 remains in compliance with all State and National requirements for incident reporting and tracking.

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**RESPONSIBILITIES:**

It is the responsibility of the Board of Fire Commissioners and Board of Officers to ensure compliance.

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**COMPLIANCE:**

In an effort to maintain compliance with State and National requirements, the Board Office will regularly file and maintain all incidents by record on the National Fire Incident Reporting System, commonly referred to as NFIRS.

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**PROCEDURE:**

Neptune Fire District #1 is currently using the Emergency Reporting System (ERS), to track all incident data for the District. This software is integrated with the Spillman software currently being used by the Monmouth County Radio Room.

ERS is a web based system allowing access from any computer with internet capabilities.

The Department Chief, Assistant Chief and each company Captain will be issued a unique log in username and password to access the program.

Each Officer shall be responsible for inputting the information below for each incident that the company responds to.

1. Manpower responding to call
    - a. Apparatus
    - b. Station
      - i. Covers LOSAP requirements
  2. Narrative of actions taken by each company
    - a. Be as detailed as possible
  3. The zone company will be responsible for obtaining owner /building information. If zone the company is not on the response, it shall be the responsibility of the Chief Officer or first arriving apparatus.
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**REPORTING:**

Each Company Officer shall make an effort to complete the above required information as quickly as possible upon returning from the incident.

The District is required to send the NFIRS reports to the State on a monthly basis. To avoid a backlog in reporting, the following guidelines shall be adhered to.

1. Each Thursday, the Career Division Lieutenant will be responsible for reviewing each incident report from the previous week
    - a. If information is missing from the report, the Lieutenant will contact that company's officer to ensure completion of the report.
      - i. A report shall be generated at this time by the Career Division Lieutenant stating any missing or incomplete reports.
  2. Each Friday, all reports from the previous week will be reviewed by the Board Office at which time they will be locked awaiting export to the State.
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**MAINTENANCE:**

The Neptune Township Fire District # 1 Board Office shall have the responsibility to maintain and file the NFIRS reports to the New Jersey Division of Fire Safety in the required intervals as requested by the State.

If any Officer is having difficulty accesses or inputting information into the system, the Board Office should be notified immediately to rectify the issue.

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**SIGNATURE / DATE:** \_\_\_\_\_  
**TOWNSHIP CHIEF**

**SIGNATURE / DATE:** \_\_\_\_\_  
**ASSISTANT TOWNSHIP CHIEF**

**SIGNATURE / DATE:** \_\_\_\_\_  
**PRESIDENT, BD OF FIRE COMMISSIONERS**

**SIGNATURE / DATE:** \_\_\_\_\_  
**SECRETARY, BD OF FIRE COMMISSIONERS**

**RESOLUTION # 2017-1-5 -7**  
**A RESOLUTION AUTHORIZING EXECUTIVE SESSION**

Offered By: Comm. Annunziata

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:

- Personnel/legal issue pertaining to paid employee

**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. Fritz: absent; Comm. Manning: AYE;  
Comm. Puryear: AYE; Pres. Daly: AYE.

**REPORTS**

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

PD DIVISION – FF Kepler no report - Thanks Board for ordering meter. Decision to have electrician finish lights at Unexcelled.

**COMMISSIONERS REPORTS:**

Hamilton – Annunziata discussed Hamilton Driveway, update on trucks given

Unexcelled – Manning status unfinished lights-Proceed with outside electrician

Liberty – Puryear leak repair discussed and approved

Shark River – leak being addressed

**PUBLIC COMMENT -none**

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. Annunziata

Seconded By: Comm. Puryear

**MEETING GOES INTO EXECUTIVE SESSION**

**RESOLUTION # 2017-1-5-8**  
**A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

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

**MOTION TO ADJOURN**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**MEETING ADJOURNED**