

**WORKSHOP-MINUTES**  
**BOARD OF FIRE COMMISSIONERS**  
**NEPTUNE FIRE DISTRICT NO. 1**  
**July 18, 2017**

President Daly calls the workshop portion of the July 18, 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. 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**

Excess 3” hose discussed to donate to twp.

**MOTION TO ADJOURN**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**MEETING ADJOURNED**

**MINUTES**  
**BOARD OF FIRE COMMISSIONERS**  
**NEPTUNE FIRE DISTRICT NO. 1**  
**July 18, 2017**

President Daly calls July 18, 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. 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.

F Ciccone questions requirements for new FF. Annunziata states going to stick with FF1 and EMT for now. Staffing and further requirements discussed.

J Mascarelli asks if monies are in budget for 6th FF. Answer yes, and asks if resolution for Administrator available. Answer yes. Further asks if qualifications for Administrator will be posted. Annunziata states will be available when the application is picked up.

Availability of application discussed. Should be picked up from office.

F Richart inquires as to the hours of the Administrator position. Daly responds right now looking for 20-25 hours, no more than 30 definitely a part time position. Annunziata states also in budget.

Richart inquires as to salary. Daly thinks it's budgeted for 30,000.00. Want to keep on low end and keep the hours down as well.

Availability of application online and pick up from office further discussed. Decision to have picked up.

**RESOLUTION 2017-1-7-1**  
**A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**BE IT RESOLVED**, the bills total of \$88,721.32 are hereby approved for payment: and,

**BE IT RESOLVED**, that the total of \$22,545.74 be approved for the 7/15/17 payroll:

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

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

**RESOLUTION # 2017-1-7-2**  
**A RESOLUTION DISPENSING WITH THE READING OF MINUTES**  
**OF THE JUNE 27, 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 June 27, 2017 meeting.

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

**RESOLUTION # 2017-1-7-3**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE JUNE 27, 2017 MEETING**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, that the minutes of the Meeting of the June 27, 2017 be ratified and approved.

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

**RESOLUTION #2017-1-7-4**  
**A RESOLUTION AUTHORIZING DISCIPLINARY ACTION TO BE TAKEN RELATED TO**  
**CHRISTOPHER ALLFREY AND CONDUCT UNBECOMING AN OFFICER**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**WHEREAS**, on or about October 1, 2016, an alleged incident occurred involving Christopher Allfrey and another member of the Neptune Fire District No. 1;

**WHEREAS**, following the incident, an investigation by Michael Burns, labor counsel for the Neptune Fire District No. 1, provided insight and recommendations related to Christopher Allfrey's involvement in the incident that occurred on October 1, 2016 as well as past incidents on record that effect his ability to remain in a leadership role within Neptune Fire District No. 1;

**WHEREAS**, Christopher Allfrey received proper notice that the Board of Neptune Fire District No. 1 would be holding a special meeting on May 31, 2017 to review the investigation report of Michael Burns and discuss potential disciplinary action for Christopher Allfrey;

**WHEREAS**, on June 1, 2017, Commissioner Paul Annunziata served Christopher Allfrey with a written reprimand related to his failure to report the alleged incident on October 1, 2016 as is his duty as an Officer of the Fire District.

**WHEREAS**, the Board of Neptune Fire District No. 1 has had the opportunity to discuss disciplinary action and has made a decision related to Christopher Allfrey's past conduct and employment record as well as pending criminal charges against him related to the October 1, 2016 incident;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners that the following disciplinary action shall be taken against Christopher Allfrey:

1. Christopher Allfrey shall be immediately demoted from his position as an Officer of Neptune Fire District No. 1;
2. Christopher Allfrey shall be immediately suspended, without pay, for a period of fifteen (15) consecutive days;
3. Upon his return after suspension, Christopher Allfrey shall be placed on Probation for a period of no less than six (6) months. After the passing of six (6) months, the Board of Fire Commissioners will review the matter and determine whether the Probationary period should be extend or terminated;
4. Further, upon his return, Christopher Allfrey shall not be eligible for promotion for a period of two (2) years. At the end of the two year period, Christopher Allfrey shall be evaluated by the Board of Fire Commissioners to determine if the probation related to promotion be extended or removed, thus allowing Christopher Allfrey to be eligible for promotion.
5. The Board of Fire Commissioners reserves the right to take further action related to Christopher Allfrey pending the result of the criminal matter;
6. Christopher Allfrey shall attend programs designed to address hostile work environment - said programs shall be attended outside of the jurisdiction of Neptune Fire District 1, shall be paid by the Board of Fire Commissioners and shall be approved by the Board of Fire Commissioners prior to Allfrey attending.

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

**RESOLUTION #2017-1-7-5**  
**A RESOLUTION TO CREATE THE OFFICE**  
**OF PART TIME ADMINISTRATOR**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

**WHEREAS**, The Board of Fire Commissioners of the Neptune Fire District No. 1 has determined it is necessary to create the office of part time administrator 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. Office Created: The office of Part Time Administrator (hereinafter referred to as "Administrator") is created in and for the Neptune Fire District No. 1. The Administrator shall be appointed by the Board of Fire Commissioners and shall serve at their pleasure. The Administrator shall be the Chief Administrative Officer of the Fire District and at all times shall be under the supervision of and responsible to the Fire Official 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. Powers and Duties: the Administrator shall, subject to the approval of the Fire Commissioner in charge of the particular department in which the employee is employed or to be employed:
  - a. Supervise the duties of all District Employees.
  - b. Assign and reassign various duties to District Employees.
3. Administrative, Personnel Practices and Procedures: The Administrator in carrying out the responsibilities of the office shall develop, promulgate and implement, with the approval of and as directed by the Board of Fire Commissioners, sound administrative, personnel and purchasing practices and procedures for the District and shall to that end:
  - a. Study, recommend, implement and supervise the personnel organization, administration, procedures, purchasing procedures, financial procedures and the policies of the Fire District relative thereto, following consultation with the Board.
  - b. Study, recommend, implement and supervise procedures and policies of the District for the receipt, dissemination and collation of information and communications and the response thereto, following consultation with the Board.
  - c. Study, recommend, implement and supervise procedures and policies of the District for the coordination, compiling, editing and prompt dissemination and release of public information.

d. Make studies and surveys of such municipal problems of the District as shall be assigned by the Board of Fire Commissioners and prepare and submit written reports of the findings and determinations to the Board for their consideration and action.

e. Conduct a continuous study of all activities and operations of the District government and recommend such changes as shall be deemed necessary to increase the efficiency and effectiveness of the District government.

f. Assist the Board of Fire Commissioners in the preparation of the annual District operating and capital budgets to be considered and adopted by the Board.

g. Oversee the finance and purchasing operations of the Fire District.

h. Attend all public meetings of the Board of Fire Commissioners.

i. Keep the Board informed as to any aid programs for which the District may qualify.

j. Perform such other duties as may be specifically assigned to the Administrator by the Board of Fire Commissioners.

4. Compensation. The Administrator 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. Annunziata: AYE; Comm. Manning: AYE;  
Comm. Puryear: AYE; Pres. Daly: AYE.

**RESOLUTION #2017-1-7-6**  
**A RESOLUTION TO CREATE AN ADDITIONAL POSITION OF FULL-TIME**  
**FIREFIGHTER FOR THE NEPTUNE FIRE DISTRICT NO.1**  
**FIRST READING**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, The Board of Fire Commissioners of the Neptune Fire District No. 1 has determined it is necessary to create an additional position for a Full-Time Firefighter to better protect the Fire District and manage individual units during emergency response situations;

WHEREAS, the Fire Board of Commissioners has already set and accepted standards for the duties of paid firemen which can be found in Resolution #2-86-3, attached to this Resolution for reference purposes. These standards and duties shall apply to this newly created position as well as any amendments and modifications that have been passed since Resolution #2-86-3.

WHEREAS; Establishing the additional paid firefighter position permits the District to restructure the fire department by providing for 6 full-time Firefighters, 1 Fire Official and one Fire Inspector.

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

1. Position Created: Full-Time paid firefighter for the Neptune Fire District No. 1.
2. Powers and Duties: the duties shall conform to those already enumerated in Resolution #2-86-3, and any subject amendments/modifications that the Board of Fire Commissioners has passed.
3. General Requirements for Eligibility: the Board of Fire Commissioners shall review applications by individuals meeting the following criteria:
  - a. Possess valid High School Diploma or GED;
  - b. Applicant must be 21 years of age under the age of 35 as of the date of hire.
  - c. Must be NJ FF-1 certified and EMT certified.
  - d. Must submit valid NJ driver's license.
  - e. Any additional criteria/qualifications the BOFC deems appropriate during the application process.

4. Compensation. The Full-Time firefighter shall be a salaried employee of the Fire District. The salary for this position shall be \$30,000.00.

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

**RESOLUTION #2017-1-7-7**  
**A RESOLUTION TO AUTHORIZE AND APPROVE PURCHASE**  
**OF 8 SENSIT HXG – 3 P GAS DETECTORS**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**WHEREAS**, the Board of Fire Commissioners do hereby require to purchase 8 new SENSIT #90700000-07 HXG – 3P Combustible Gas leak Detectors without pump,

**WHEREAS**, three quotes have been received as follows:

Grainger	in the amount of \$1,491.30 ea
NJ Fire Equipment	in the amount of \$ 713.40 ea
Continental Fire & Safety	in the amount of \$ 738.00 ea

**WHEREAS**, funds were made available in the 2017 budget account know as Fire Dept. Misc. and the Treasurer has so certified;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Fire Commissioner do hereby authorize purchase and approve payment to New Jersey Fire Equipment for 8 Gas Detectors as stated above and to include a bottle of calibration gas (\$70.47) for a total amount of \$5,777.67.

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

**REPORTS**

CHIEF- Mascarelli - progress

ASSISTANT CHIEF-

CAPTAINS-

Paid Division- M Kepler gave update on injured FF. EMT's updated and thanks the Board for looking into new hire of FF.

**COMMISSIONERS REPORTS:**

Hamilton – Annunziata- progress

Unexcelled – Manning – progress and excess lights removed. Musty smell found may need carpet cleaned. May need further inspection.



Liberty – Puryear – progress

Shark River – Daly met with company on couple house issues. Concrete pad creating tripping hazard needs repair. Cracks in parking lot. Light on side may have been done. Bifold doors need repair damaged by leak. Couple small electrical repairs.

**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.

F Richart questions age limit of Pd FF. Annunziata answers 35. Must be eligible to join PFRS.

Second offer and vote taken for age amendment and NJ drivers license on RES.#2017-1-7-6

Offered by : Comm. Annunziata Seconded By: Comm. Puryear

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

No further public comment

**MOTION TO ADJOURN**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**MEETING ADJOURNED**