

WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
September 25, 2017

President Daly calls the workshop portion of the September 25, 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.

**BIDS for the Stucco project at Shark River Hills Firehouse
OPENED AND READ ON 9/8/17 as follows:**

Helios Construction	in the amount of \$51,980.00
MTB LLC	in the amount of \$67,000.00
Tekcon Construction	in the amount of \$51,750.00
Cypreco Industries	in the amount of \$48,823.00

Bids are under review

ITEMS FOR DISCUSSION IN OPEN SESSION

EMS LOSAP changes discussed
Discussion on Surplus equipment

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
September 25, 2017**

President Daly calls September 25, 2017 regular meeting to order.

President Daly asks the Clerk to Call the Roll:

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

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 2017-1-9-1
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 \$145,022.47 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$21,750.27 be approved for the 8/31/17 payroll and the total of \$24,441.52 be approved for the 9/15/17 payroll and the total of \$21,868.82 be approved for the 9/30/17 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 # 2017-1-9-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE August 15, 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 August 15, 2017 meeting.

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

RESOLUTION # 2017-1-9-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE August 15, 2017 MEETING

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

BE IT RESOLVED, that the minutes of the Meeting of the August 15, 2017 be ratified and approved.

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

RESOLUTION 2017-1-9-4
A RESOLUTION AUTHORIZING OFFER OF EMPLOYMENT

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, The Board of Fire Commissioners has determined to offer employment pursuant to NJSA 40A:14-81.2, to fill the position of firefighter; and,

WHEREAS, The Board of Fire Commissioners previously received and reviewed applications for employment.

WHEREAS, Franklin L. Doremus has successfully passed the required background check, medical and physical assessment test.

NOW, THEREFORE, BE IT RESOLVED, By the Board of Fire Commissioners, Neptune Township Fire District No. 1, that an offer of employment is hereby made to Franklin L Doremus with a starting salary of \$30,000.00 and a hire date of October 2nd 2017.

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

SWEARING IN OF NEW FIREFIGHTER
Franklin L Doremus - CONGRATULATIONS

RESOLUTION # 2017-1-9-5
A RESOLUTION TO DECLARE SURPLUS EQUIPMENT

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, the Board of Fire Commissioners has determined that equipment owned by the Fire District, have been found to be no longer needed for public use and be deemed surplus; and

WHEREAS, pursuant to N.J.S.A. 40A:12-13, the Fire District may dispose of such surplus equipment;

WHEREAS, The following equipment is to be deemed surplus:

- 1 side view mirror from Pierce
- 1 3474 TFT nozzle that was too expensive to fix
- 34-4-90 rappelling accessories
- 1- 25' length of air hose
- 1 section cargo safety net
- Asst. box of old SCBA brackets
- Asst. misc. spare parts
- 1 spot light w cigarette plug adapter
- Storz to 2 ½" that has corroded thread
- 1- 18" plastic tool box
- 2- 3" hose clamps
- 3 HUMMT valves w brackets
- 1 hard suction
- 1 K1200 Mark II power saw that is inoperable
- 1 foam eductor
- 1 Navy nozzle w handle
- 1 TFT 1" booster nozzle
- 1 Akron handle
- 1 crank handle
- 1 portable deck gun base and old accessories
- 1 Honda portable generator
- 2 boxes of turtle tile
- 1 Freddie the fire truck
- Box of damaged 5" Storz couplings
- 1 exhaust fan
- 40- 50 Ft 3" yellow hose (out of date)
- 3- 100Ft 1.75" hose from 2016 failed hose testing
- 5- 50Ft 1.75" hose from 2016 failed hose testing
- 1- 50Ft 2.5" hose from 2016 failed hose testing
- 2- 100Ft 3" hose from 2016 hose testing
- Whelen 12v Pioneer LED Scene Light, ½ works
- Twin sonic Rotator

2- 120v 2w bulbs
Sho-Me Model No 21.7220.P 2 Outlet Strobe Power Supply
4- Par 46 Sealed Beam lights
4- Par 36 Sealed Beam lights
High Pressure Sodium Light Ballast
Solenoid
AC charger
3- Motorola Mobile Radio Mics
2 - Box of assorted bulbs
Aerodynamic Light bar Rotator
Whelen Light bar Rotator
Fedsig PA200 Siren
SVP SA400 Siren
3- Helmets
1- Nomex Hood
2- Pairs blue structural gloves
3- Pairs boots
13- Coats
12- Pants
2- Aux cords
1- 6Ft VGA computer cord
Church Hill safety light on swivel mount
2 - Box of Switches
4 - ½ mile lights with chargers
2- ½ Mile light chargers
3- ½ mile light end caps
Box of assorted ½ mile light lamp ring parts
2- ½ mile light bulbs
1 – Bell
1- stream light charger
Box of assorted chargers and wires
1- icom mobile radio mic
Box of assorted lenses from 1984 hahn and 1980 La France
2- Akron Brass Valve controllers
Federal Q2 Mechanical siren
Akron 1” booster nozzle

Also the Fire Prevention trailer no longer being used and that the Neptune Public Works has expressed interest in this trailer.

THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners do hereby authorize the above mentioned equipment be declared surplus;

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

RESOLUTION # 2017-1-9-6
TOWNSHIP OF NEPTUNE FIRE DISTRICT #1
A RESOLUTION TO APPROVE 2016 AUDIT

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2016 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "Schedule of Findings and Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW THEREFORE BE IT RESOLVED, that the board of fire commissioners of the Township of Neptune Fire District #1 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2016, and specifically has reviewed the sections of the audit report entitled "Schedule of Findings and Recommendations", and has evidenced same by the group affidavit in the form prescribed by the Local Finance Board,

BE IT FURTHER RESOLVED that the Clerk of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON SEPTEMBER 25, 2017.

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

RESOLUTION # 2017-1-9-7
RESOLUTION TO FURTHER AMEND
LOSAP RESOLUTION #2017-1-8-7 TO INCLUDE
REQUIREMENTS FOR EMS 1.A

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 for member retention and to encourage new member recruitment to amend the Length of Service Awards Program (“LOSAP”) established by Resolution #10-98-20 and further amended by Resolution # 2003-1-2-8 and 2017-1-8-7;;

WHEREAS, The Board has determined the amendments will serve to further the original purpose of enhancing the ability of the Board to continue to provide fire protection services to the citizens and residents of Neptune Township by ensuring the continuation of viable volunteer fire companies and aid in the recruitment of EMS volunteers;

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

1. Qualifications for volunteer Firefighters- In order to qualify, an individual must have a minimum of three (3) years of experience as an active Firefighter earning either a minimum of 120 points to qualify for the 80% category or earning a minimum of 200 points to qualify for the 100% category for each of the three (3) years. The three (3) years do not have to be consecutive. The three (3) year count starts with the FF1 Certification date for new members that did not start as firefighters (cadet time and time before passing FF1 Certification does not count toward the 3 years). For new members that joined with FF 1 Certification, the three (3) year start date is designated as the date in which Notification is sent that all background check and physical requirements have been passed per the Board requirements.

1.A Qualifications for volunteer Emergency Medical Technician- In order to qualify, an individual must have a minimum of three (3) years of experience as an active Emergency Medical Technician earning either a minimum of 120 points to qualify for the 80% category or earning a minimum of 200 points to qualify for the 100% category for each of the three (3) years. The three (3) years do not have to be consecutive. The three (3) year count starts with the EMT certification date for new members that did not start as EMT’s (cadet time and time before passing EMT Certification does not count toward the 3 years). For new members that joined with an EMT Certification, the three (3) year start date is designated as the date in which the member is designated as an Active Member of the volunteer EMS agency.

2. Points are accumulated during each calendar year. The member is responsible for completing and submitting the paperwork in a timely manner each year to record and document their accumulated points. Once the three (3) year requirement set forth above is met, the member is

required to complete the LOSAP paperwork to join the program. The member is responsible for filling out and handing in the paperwork in a timely manner as joining the program is not automatic. Notice will be sent in December of each calendar year with the deadlines for LOSAP point submissions and the deadline for submitting a new application to join.

3. Captains and/or the Chief Officer present at the call must verify that the member was on scene for the duration of the call. The length of the call must also be verified for proper point distribution and auditing. Service points shall be earned by performing and participating in the following activities:

1. 1 Point for each hour while at an active Fire **or** EMS call, MAX 4 POINTS PER CALL.
2. 1 Point for **each hour of** drilling (training sessions, not work party) MAX 4 POINTS PER DRILLING SESSION.
3. 1 Point for each Meeting (Regular and Officers).
4. Work Party: 1 Point for **each hour worked** during Work Party MAX 3 POINTS PER WORK PARTY SESSION. Work Party consists of: Station cleaning, maintenance, and any and all other Station duties, either in a group or by an individual. Work parties must be approved by the officers.
5. Standby/Duty Crew: If not Paid, 1 point PER 4 HOUR SHIFT, with a minimum of FOUR HOURS, as per Title 40 guidelines.
6. Emergency Standby: No LOSAP points shall be issued for paid Snow or Storm Duty Standby. If Snow or Storm Duty Standby is unpaid volunteering then above regular Standby guidelines apply.
7. Officer Duties: 25 points a year for social officers, 50 points a year for working officers. (Meetings are counted separately). Social Officers include: President, Vice President, Secretary, Treasurer, Trustees. Working Officers include: Twp. Chief, Asst. Chief, Captain, First and Second Lieutenants, Engineers. Points will only be awarded from one (1) Officer Category, Social or Working, not both.
8. Effective September 25th, 2017.

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

RESOLUTION # 2017-1-9-8
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:

- Legal/Personnel issue pertaining to Part Time Administrator Position

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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. Manning: AYE;
 Comm. Puryear: AYE; Pres. Daly: AYE.

RESOLUTION # 2017-1-9-9
TO AWARD BID FOR STUCCO PROJECT
FOR SHARK RIVER FIREHOUSE

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, the Board of Fire Commissioners received bids for the Stucco project at Shark River Firehouse on 9/18/17; and

WHEREAS, the bids have been reviewed by the Commissioners, Engineer and Attorney.

NOW, THEREFORE, BE IT RESOLVED, to award Stucco project for Shark River Firehouse to Cypreco Industries in the amount of \$48,823.00.

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

REPORTS

CHIEF- Mascarelli-progress
ASSISTANT CHIEF-
CAPTAINS-

Paid Division – Lt Armada requests to remove booster reel on 34-74 for more room and replace with collapsible hose they have. Approved

Also requests to remove rear fold down seats in cab of 34-74 and have installed EMS compartments. Discussed, authorized to move forward.

COMMISSIONERS REPORTS:

Hamilton – Annunziata- driveway discussed and close to going out to bid

Unexcelled – Manning-progress

Liberty- Puryear-progress

Shark River-Daly – concrete slab being taken care of with siding project. Stucco project , 500 room door to be replaced. Heat thermostat in back room to be discussed along with other items.

Louvered doors waiting on quotes.

Fran asked if she had anything- mentions cleaning service – Daly states good for the Jersey shore one and to discuss with Beekman and have resolution for next meeting.

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 # 2017-1-9-10

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

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

RESOLUTION 2017-1-9-11
A RESOLUTION AUTHORIZING OFFER OF EMPLOYMENT
FOR PART-TIME ADMINISTRATOR POSITION

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

WHEREAS, The Board of Fire Commissioners has determined to offer employment for the part-time position of Administrator; and

WHEREAS, The Board of Fire Commissioners previously received applications for employment and held interviews; and

WHEREAS, this position shall work a minimum of 20 hours per week, and

WHEREAS, this position shall include no benefits, vacation or sick days, and

WHEREAS, this position is to be re-evaluated after one year, and

WHEREAS, the salary for this position is to be \$25,000 per year.

NOW, THEREFORE, BE IT RESOLVED, By the Board of Fire Commissioners, Neptune Township Fire District No. 1, that an offer of employment is hereby made to Robert Pasquariello Jr. with a hire date of 10/2/17.

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

MOTION TO ADJOURN

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

MEETING ADJOURNED