

**Special Meeting – Policy Development
May 19, 2014**

Chairman Raymond Equils called the meeting to order at 19:00 hours, followed by the Pledge of Allegiance. Chairman Equils then read the Opening Statement, noting this meeting was advertised on Sunday, May 4, 2014 in the Asbury Park Press and posted on two (2) municipal Bulletin Boards and in the firehouse, as required by the Open Public Meetings Act, commonly referred to as “The Sunshine Law.”

Roll call was taken with Commissioners Equils, Kelly, and Scarlato being present. Commissioner Eadicicco was running late and was due to arrive shortly. Treasurer Stalling was absent due to medical reasons, following cardiac surgery. It was noted that there were zero (0) firefighters and zero (0) members of the public present at the start of the meeting.

Vehicle Operation Policy: Chairman Equils distributed copies of a Vehicle Policy that he created, using various vehicle use policies or procedures and forms currently in district use.

He also incorporated the recently enacted Annual Review of Driver License Records in the proposal. A copy of the proposed document is on file.

The board then conducted a page by page review and discussion on the various elements of the proposal, during which, Commissioner Eadicicco arrived at the meeting.

The board made some typing changes and moved the proposed Page 6 to Page 12, while renumber Page 12 as page 13.

Following these nominal changes, the board members present felt the document was suitable for introduction. Further action will be taken when the board creates the policy manual in process.

Medical Examination Policy: Clerk Kelly reported he was not yet able to revamp the current Medical Examination Policy to reflect items that the board previously noted need to be added; including a Medical Information Release Form and other procedural changes in the existing plan.

Clerk Kelly reported the board’s counsel; (Jay C. Sendzik, Esq.) has some policies in-house that may be of advantage to the board. He will see if Mr. Sendzik can provide them in an electronic format for possible use in this policy development.

Commissioner Eadicicco asked if an exam by an institute such as Deborah can be substituted for an exam by a “local” medical provider.

All commissioners felt it was worth looking into, but suggested it would mean that the institution would have to also document the individual’s total fitness, not just the area of their specialty. It was informally agreed that Commissioner Eadicicco should pursue the question with Deborah, when he goes there in August for the Captain Buscio program. If the hospital will agree to examine, evaluate, and certify all the physical requirements, than the board more than likely would approve the exception.

Clerk Kelly will have the policy and form changes ready for the June 9 Workshop Meeting.

Clerk Kelly offered several other items he felt need to be developed and included in the policy manual. Policies should address:

Vehicle and Function Assignments, based on what the board envisioned and purchased, which are not subject to reorganization or realignment by every successive chief.

Items taken care of at the Annual Re-Organization Meeting should be codified in the manual, and not be left up to the memory or discretion of the person setting the meeting agenda. This includes items such as Professional Appointments, Stipends or salaries, Clothing Allowance Payments, etc.

Using or wearing only district provided equipment and turn out gear.

Mutual Aid Agreements and responses.

Accident Investigations – Completed reports must be submitted to the board within 10 calendar day, or the board will be forced to conduct its own investigation.

Other members informally agreed to consider these proposals along with any others to be offered.

NEXT MEETING: No dates for future meetings were established. Board will consider need for additional meetings at the June Workshop and Regular Meetings.

PUBLIC COMMENT There were zero (0) firefighters and zero (0) members of the public present. No public comments were offered.

ADJOURNMENT This concluded the business for the board, so a motion to adjourn was made by Commissioners Scarlato and Eadicicco, and passed unanimously by the board.

The meeting closed at 20:27 hours.
Respectfully Submitted,

Robert J. Kelly
Clerk of the Board

RJK/tjk

05/19/2014