



Winslow Township Fire Department



January 23, 2008
Winslow Township Fire District #1
9 Cedar Brook Road
Sicklerville, NJ 08081

REGULAR MONTHLY MEETING OF THE BOARD OF FIRE COMMISSIONERS

WINSLOW TOWNSHIP, FIRE DISTRICT #1

OPENING OF MEETING:

Chairman Sirolli opened the meeting at 7:30 p.m.

SALUTE TO FLAG:

All present pledged their Allegiance to the Flag of the United States of America.

ROLL CALL:

Secretary Taylor, present
Commissioner Mazza, absent
Treasurer Pantalone, present
Commissioner Passarella, present
Chairman Sirolli, present

OTHER OFFICIALS PRESENT:

Captain Marc Rigberg
Captain Frank Friend
Lorraine Pataky

OPEN PUBLIC MEETING ANNOUNCEMENT:

Chairman Sirolli announced that the meeting was being conducted in full compliance with the "Open Public Meeting Law", and that a Notice was sent to the Courier Post and the Record Breeze. In addition, due Notice was posted on the Official Bulletin Board of Winslow Township and no smoking was permitted in the room during the meeting. Chairman Sirolli indicated where the emergency exits were.

MINUTES OF PREVIOUS MEETINGS:

A motion was made by Commissioner Pantalone and seconded by Commissioner Taylor, to approve the minutes of the following meetings: **Administrative Office**

December 12, 2007 - Workshop Meeting
December 12, 2007 - Regular Monthly Business Meeting
December 21, 2007 - Special Meeting on 2007 Transfers and Bid Award
January 3, 2008 - Special Meeting on Public Hearing
January 9, 2008 - Workshop Meeting

All were in favor.

TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of December in the amount of \$59,347.56. Commissioner Passarella seconded the motion and all were in favor.

Amended Claims List - December- Treasurer Pantalone made a motion to approve the Amended Claim's List for the month of December, totaling \$156,885.54. Commissioner Taylor seconded the motion and all were in favor.

Claims List - Treasurer Pantalone made a motion to approve the Amended Claim's List for the month of January - Check #'s 11162 through 11365 totaling \$187,578.63. Commissioner Passarella seconded the motion and all were in favor.

Paychex Administration Fees- Treasurer Pantalone made a motion to approve the administration fees for the month of December in the amount of \$171.00. Commissioner Taylor seconded the motion and all were in favor.

Outstanding Invoice- Commissioner Pantalone advised that the Township of Winslow was billed the first quarter fire district tax.

RESOLUTIONS:

Resolution 08-3, Amendment to Firefighter Pay Scale (Resolution 07-40) - Chairman Sirolli announced that a step is being added to the firefighter pay scale. Union representatives were informed of the additional pay scale step. A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to approve the resolution. The roll call vote was unanimous and in the affirmative.

Resolution 08-4, Authorizing Award of Contract Agreement Relative to Vehicle Repair (2008 Maintenance)- A motion was made by Commissioner Passarella and seconded by Commissioner Pantalone to approve the annual maintenance agreement between the township and fire district. The roll call vote was unanimous and in the affirmative.

Resolution 08-5, Acknowledging Eligible LOSAP Participants- A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to approve the resolution. The roll call vote was unanimous and in the affirmative. Commissioner Pantalone advised that the members have thirty (30) days to submit their appeals.

Resolution 08-6, Authorizing Professional Services for Engineering- A motion was made to approve the resolution, awarding Adams Rehmann and Heggan (ARH), engineering services for the 2008 year. The roll call vote was unanimous and in the affirmative.

Resolution 08-7 Designating Chaplain 2008- It was stated that the district utilizes a Chaplain since the line of duty death of Lt. Gant in 2004. Commissioner Pantalone motioned to approve the resolution designating Rev. Hugh Bradley of Blessed John XXIII as Chaplain for the 2008 year. The motion was seconded by Commissioner Passarella and the roll call vote was unanimous and in the affirmative.

Resolution 08-8 Designating Medical Provider- A motion was made by Commissioner Taylor, and seconded by Commissioner Pantalone to approve the resolution designating US Healthworks as the medical provider for the 2008 year. The roll call vote was unanimous and in the affirmative.

Resolution 08-9 Authorizing Approval and Payment of Claims- A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to approve the resolution for the year 2008. The roll call vote was unanimous and in the affirmative.

Resolution 08-10 Designating Surety Bonding for Commissioners- A motion was made by Commissioner Taylor and seconded by Commissioner Pantalone to approve the resolution for the 2008. The roll call vote was unanimous and in the affirmative.

Resolution 08-11 Designation of Official Newspapers for Publications- A motion was made by Commissioner Passarella and seconded by Commissioner Pantalone to approve the resolution appointing Courier Post and Record Breeze as the Official Newspapers for the 2008-2009 years. The roll call vote was unanimous and in the affirmative.

Resolution 08-12 Authoring Award of Contract for Insurance Coverage- A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to approve the resolution designating Commerce National Insurance as the risk management provider for 2008. The roll call vote was unanimous and in the affirmative.

Resolution 08-13, Authorizing Appointment of Auditor for 2007- A motion was made by Commissioner Pantalone to appoint Bowman and Company to provide auditing services for the 2007/2008 year. Commissioner Taylor seconded the motion. The roll call vote was unanimous and in the affirmative.

Resolution 08-14, Authorizing Award of Contract for GIS Consulting Coverage- A motion was made by Commissioner Taylor to appoint Civil Solutions as the GIS Consultant for 2008. Commissioner Pantalone seconded the motion and the roll call vote was unanimous and in the affirmative.

Resolution 08-15, Authorizing Appointment of Attorney for the 2008/2009 Year- A motion was made by Commissioner Pantalone and seconded by Commissioner Taylor to appoint Richard Braslow as Board Solicitor for the 2008/2009 year. The roll call vote was unanimous and in the affirmative.

Resolution 08-16, Authorizing Appointment of Special Legal Counsel for the 2008/2009 Year- A motion was made by Commissioner Passarella and seconded by Commissioner Pantalone to appoint Parker McCay, as Special Legal Counsel for the 2008/2009 year. The roll call vote was unanimous and in the affirmative.

Resolution 08-17, Designating Fire Official for Year 2008- A motion was made by Commissioner Pantalone and seconded by Commissioner Taylor to approve the Winslow Township Fire Prevention Bureau, Fire Marshal Michael Scardino and Acting Fire Marshal Frank Friend as Fire Officials for the 2008 year. Camden County Fire Marshal's Office will also be used when the Winslow Township Fire Prevention Bureau cannot perform said services. The roll call vote was unanimous and in the affirmative.

Resolution 08-18, Designating Eye Care Physician for 2008- A motion was made by Commissioner Taylor and seconded by Commissioner Pantalone to appoint Dr. Ellis as the eye care physician for 2008. The roll call vote was unanimous and in the affirmative.

Resolution 08-19, Removing Items from Inventory - A motion was made by Commissioner Passarella and seconded by Commissioner Pantalone to approve the resolution removing items from inventory.

Chairman Sirolli requested annual appointment letters be sent to each professional appointed.

SPECIAL PROJECTS:

New Buildings - None.

LOSAP-Commissioner Pantalone announced that the members have thirty (30) days to submit their written appeals to the Fire District Office. Provided there are no appeals forwarded, the list would be sent to Lincoln Financial as is.

Information Technology- None.

Grants- None.

Personnel - None.

GIS - The next GIS meeting is scheduled on January 30, 2008 at the Tax Assessor's Office.

Shared Services - The next Shared Services meeting is scheduled on February 4, 2008 at 3:00 p.m. at Town Hall

Fire Stations - The board was advised by Commissioner Passarella that the presidents are meeting during the next few months to rewrite the contract. He indicated that he would keep this moving forward with the presidents.

Banquet 2008 - Commissioner Passarella spoke on the banquet with responses due back by Friday, January 25, 2008. He then thanked the staff for their help in preparing the invitations. Seating arrangements were to be complete the week prior to the banquet.

CHIEF OF FIRE DEPARTMENT:

Fire Chief Report- Due to Acting Chief Scardino's absence, Captain Rigberg provided Acting Chief Scardino's report. Special projects included letters sent to Township Officials, mutual aid chiefs,

the alarm room, police, EMS, and OEM announcing Chief Scardino's appointment as Acting Chief of the Department. Other special projects reported on consisted of a new All Hands Action Guide, Chief Finley's P.P.E. equipment being returned, plan reviews, positive feedback on the duty crew program, Class B uniforms ordered, Class C BDU style pants were received with distribution to occur upon the board approving the policy set forth. A Class C jacket sample was available for anyone wishing to view it. Circulated was the Standing Committee sign ups for 2008 that comprise of training, standardized equipment, driver training, and recruitment and retention. A draft policy on Class C uniforms is being presented to the Board for adoption later during the meeting. The Fire District Office carpets were reported to be installed. Captain Rigberg thanked everyone who participated in moving the office furniture to facilitate carpets being installed. Attack Hose and nozzles were being received and being prepared for deployment. Captain Rigberg announced that Chief Scardino attended Waterford Township's Fire Department Banquet where a plaque and citation that was given to our department and several members of our department, as a thank you for allowing them to use 2591 and the members' performance at a MVA rescue on Hayes Mill Road. Captain Rigberg read the plaque. Equipment budgeted for 2008 included loose equipment, lock out, tag out equipment, safety vests, ppv blowers, fittings, and extinguishers. Then mentioned was the Knox Box demo which was installed on 2501. Tones were being addressed with County Radio technicians prior to 17 additional units are deployed.

Captain Rigberg then referenced Chief Scardino's report for activities and meetings attended during the month.

Information Management - Captain Rigberg reported the following WTFD responses for 2007:

1437 incident responses; 1272 within the boundaries of Winslow Township; 165 mutual aid assists to surrounding communities. Call volumes were noted to be on the rise.

Chairman Sirolli announced that Chief Scardino requested the Board approve the reassignment of Captain Rigberg to administration. A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to approve the reassignment of Captain Rigberg to administrative duties. All were in favor. Chairman Sirolli requested an email be forwarded announcing the effective date.

ACTING FIRE MARSHAL'S REPORT:

Captain Friend spoke on the meetings attended during the month, one involving the lock out, tag out system with neighboring communities, and water/ice rescue capabilities. SCBA training was mentioned to be scheduled next month at the County Smoke House.

Special Projects were noted to be the completion of the LEA year end report which was sent to the state, an ice and water assessment for Winslow Township, lock out tag out procedure training, recruitment academy modules, and fire prevention recruitment slogan graphics on apparatus.

Training was reported to be Bloodborne Pathogens, Right to Know, and Trauma Triage and Transport.

Captain Friend referenced 2007's year end summary report, January's summary report, inspections scheduled in February, and the inspector activity attachments for review. Inspections were mentioned to be behind schedule due to various district activities and projects.

COMMENTS BY FIRE COMMISSIONERS:

Commissioner Taylor commended Chief Scardino for providing the 2008 budget presentation during the televised Town Meeting on January 22, 2008. Chairman Sirolli agreed with Commissioner Taylor, adding that Counsel Members did not have any questions on the budget presentation, only comments. Further statements were made on Chief Scardino's profound performance during the presentation and the 4% budget cap.

Chairman Sirolli thanked the Captains for attending the meeting. Then mentioned was Chief Scardino's outstanding leadership since taking over as Chief of Department on 12/1/07, also pointing out that communications and teamwork have increased during this time.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

Battalion Chief Haines questioned the Board if the contracts of the fire stations would be kept the same. He was informed by members of the board that all station contracts will be identical. Commissioner Passarella spoke on station acquisitions that were addressed during previous President's meetings. He also mentioned that the Presidents will be afforded the opportunity to rework the contract until spring, or it will be handled by the Board at that time.

Battalion Chief Haines gave inquiry of written policies on membership application procedures. Junior membership and the minimum number to attend orientation were questioned. Battalion Chief Haines was informed that the Department was trying to approach new membership cost effectively, with a minimum of four (4) individuals per orientation. This topic was addressed at length with the Chief's and Captain's office to rewrite new membership policies with a draft to be provided during the next meeting.

ADJOURNMENT OF MEETING - A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to adjourn the meeting at 8:20 p.m. Chairman Sirolli adjourned the meeting.

Prepared by: pj
Reviewed by: GT
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