



# *Winslow Township Fire Department*



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

## WORKSHOP MEETING – Official Board Action May Be Taken

### WINSLOW TOWNSHIP, FIRE DISTRICT #1

#### OPENING OF MEETING:

Chairman Sirolli called the meeting to order at 6:30 p.m.

#### SALUTE TO FLAG:

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

#### ROLL CALL:

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

#### OTHER OFFICIALS PRESENT:

Captain Rigberg

#### OPEN PUBLIC MEETING ANNOUNCEMENT:

This meeting was being conducted in full compliance with the "Open Public Meeting Law," and that Notice was sent to the Courier-Post and 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 announced where the emergency exits were.

**Administrative Office**

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DISCUSSIONS:

**Station 3 Sewer Leak – Leaking Into the Basement-** The board spoke on major issues involving Station 3's building, agreeing that these repairs are the responsibility of Cedar Brook Fire Company. Chairman Sirolli stated that Board Solicitor, Mr. Braslow, advised that the District had no obligation to do the work; that it was Station 3's responsibility to have something done. The board agreed to have Mr. Braslow provide written correspondence to the Fire District. The station acquisition for Cedar Brook Fire Company will be renegotiated after the issues are resolved. Administrative Staff member Lorraine Pataky, announced that the Board of Health was contacted to investigate the air of the office as a result of a few employees suffering from frequent headaches. The Commissioners were concerned with many issues relating to Station 3, and the significant costs to repair them. A discussion was held on the air handlers that were relocated when the offices were being constructed. An insurance adjuster is scheduled to inspect the facility on Friday. Further discussions were held on hiring Adams Rehmann & Heggan to provide an engineer report for the District on what their structural recommendations are for repairs. The Board further agreed to have Mr. Braslow prepare a letter to Station 3, to notify them that the District will need more time to evaluate matters further, prior to consideration of the building.

**New Hires-** Applicant interviews were being scheduled. A small discussion was held on the number of commissioners to sit in on the process. One or two board members were to attend the interviews. Solicitor Braslow will be present during a few. First Due provided uniform sizing earlier during the week. Administrative Staff member Lorraine Pataky stated that she had a telephone conversation with Mr. Nance of the Department of Personnel who indicated that the board can have an individual transfer from Ancora, advising that this type of transfer could be done in the best interest of the department. Chairman Sirolli stated that the fingerprint process would need to be complete prior to hiring anyone.

**LOSAP-** Commissioner Pantalone spoke on the LOSAP list to be approved during the meeting. A discussion was held on a few members who made less than 50 points. The Board addressed members being penalized for paperwork being turned in late by the officers. The Board decided to have Lorraine send an email to the Station Commanders to check their member's records to make certain that all paperwork was submitted for their members.

**Contract Negotiations-** Commissioner Taylor announced that he researched the old Wa-Wa property in Sicklerville, but this was recently sold. A discussion was held again on the numerous repairs to Station 3's building which may be extensive.

CHIEF'S AGENDA:

Due to Chief Scardino's absence, Captain Rigberg provided the Chief's report.

**Adjustment of New Hire Date-** The board was advised that the dates were adjusted and information was sent.

**Anti-Harassment Policy & Rules & Regulations by Chief Finley-** The policy and rules and regulations will be distributed throughout the department.

**Captain Rigberg TDA Administration-** Chief Rigberg will be assigned to administrative duties with Captain Friend to cover the squad. Board to discuss.

**Trailer Removal**– The trailer will be removed from Station 3's premises weather permitting.

**Project Updates-**

*Lock Out Tag Out* – The board was briefed on this area.

*Loose Equipment Purchases* – Requests for equipment were reviewed with purchases made; that included three (3) chain saws and a blower. Captain Rigberg announced that standardization of equipment is taking place as equipment is being ordered.

*AED's* – The AED's were received and issued for deployment.

*Hose/Nozzles* – The District did not receive the entire bid award to date. The remaining hose to be sent is the 50 foot rolls of 2.5" (green).

*Hydraulic Equipment* – These were noted to be ready for installation.

*Thermal Imaging Cameras*- These were in and being ready for deployment.

*Knox Box Key Holder*- One was installed as a pilot and awaiting alarm room

**Personnel Issues-**

*Ivan Murray* – This matter is being addressed with Solicitor Braslow.

*Fill-In Firefighter Issue*- This area was referred to Labor Counsel, Parker McCay.

*Physicals*– Physicals are currently in progress.

**Budget Meeting**– A meeting was held with Town Council on 22 February 2008 where Council members were presented with a PowerPoint presentation of the 2008 budget, by Acting Chief Scardino. The Power Point presentation was posted on the Department's website for public review. An additional Open public budget presentation will take place on February 5<sup>th</sup> at the Fire District Office.

**Class C Uniform Classification**– The board reviewed the uniform policy presented. This policy is placed on the monthly meeting agenda for approval.

**Class B Eligibility Criteria**- The board reviewed the criteria presented by Chief Scardino. The policy will be placed on the monthly meeting agenda for approval.

**Utility Jackets**- Captain Rigberg mentioned that a sample utility jacket is available for board review. This was noted to be approximately \$59 without patches, which is less expensive than Class B jackets. A sample will be available during the banquet for examination.

**Officers 08**– Officer deployment was mentioned to be pending career staff deployment.

**Vehicle Maintenance**– Captain Rigberg spoke on the vehicle maintenance that will need to go out for bid. All agreed that each area of maintenance will be placed on a calendar schedule.

**FEMA Grant Vehicles**- Captain Rigberg conveyed that the Department is in need of ordering a tailpipe adapters, exchange elbows, and tube fittings. A quote will need to be obtained from Clean Air Company.

**Committee for 2008**- Acting Chief Scardino distributed to each Station, sign up sheets for several different Committees being formulated. Each board member was provided with copies of the signup sheets.

**New Hire Update-** Captain Rigberg provided the update on new hires.

**IGT-** Three intergovernmental transfers were addressed.

**Cedar Brook Plumbing Issue-** This was addressed earlier during the meeting.

**Roof Engineer–** Addressed earlier. The board will appoint an engineer to evaluate Station 3's building concerns.

**Safety Vests–** Safety vests will be placed on the regular monthly meeting agenda for approval.

ADJOURNMENT:

Commissioner Passarella made a motion to adjourn the meeting at 7:00 p.m. Commissioner Pantalone seconded the motion. All were in favor.

Prepared by: pj

Reviewed by: GT