



Winslow Township Fire Department



January 9, 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, present
Treasurer Pantalone, present
Commissioner Passarella, present
Chairman Sirolli, present
Secretary Taylor, present

OTHER OFFICIALS PRESENT:

Michael Scardino, Acting Fire Chief of Department

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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BOARD DISCUSSION:

Open House to Public on 2008 Budget – Chairman Sirolli spoke on an interest of providing a meeting open to the public, to offer a budget presentation and answer questions the public may have. The Courier Post, and local cable news was expressed as a point of broadcasting the meeting. The board agreed to hold such meeting the first week of February. A date will be determined by Chairman Sirolli.

Letter to Station 3 – It was announced that representatives of Station 3 will be joining the meeting at 8:00 p.m. for discussions on the building. The take over of Cedar Brook's building was addressed with the board agreeing to move forward in obtaining an appraisal of the property, zoning of the property, and the board solicitor's opinion. Chief Scardino will investigate the appraisal and zoning of the property.

Televised 2008 Budget Presentation 1/22/08 at 7:30 p.m. During the Municipal Meeting Scheduled
– Noted as a reminder.

Proposals for Fair & Open Process – Deadline 5:00 p.m. 1/9/08- Chairman Sirolli announced today was the closing date to receive proposals for the R.F.Q. for the Fair & Open Process. The current professionals for the GIS, Auditing Services, Labor Counsel, Board Solicitor, Risk Management submitted proposals. The resolutions to award the services will be placed on January's monthly meeting for approvals.

Parker McCay Invoicing- Treasurer Pantalone stated that Parker McCay's invoicing needed clarification when referencing dates, emails, etc. The subject matter needed to be mentioned. Chairman Sirolli advised that Ms. Garcia would be notified to make the changes.

Proposed Amendment of Firefighter Pay Scale- Chairman Sirolli and Chief Scardino discussed inserting a new category for the pay scale that would add \$3,500 per year if the firefighter has achieved completion of an EMT course; and \$6,235 per year if the firefighter achieved an Inspector course. The arrivals of the figures are based upon more inspections per year than EMT runs, and the course being more extensive in accomplishing. The board agreed to make an amendment to the previous resolution adopting firefighter pays scales (07-40). Said amendment will be placed on January's Regular Monthly Business Meeting agenda.

WEEKLY BRIEFING/AGENDA FROM CHIEF SCARDINO:

Chairman Sirolli reflected on the past six weeks of Chief Scardino as Acting Chief and felt that communications have been outstanding during this time. Chief Scardino showed his appreciation for the compliments and wished to reserve the lines of communication open.

Chairman Sirolli referenced Chief Scardino's weekly briefing listing. Chief Scardino referred to his agenda which has his briefing information listed.

1. Adjustment of New Hire Start Date – Memo Attached – The background checks are on-going but not complete. Fingerprints were estimated to take one month to process according to Captain Bartuccio. Psychological evaluations were being scheduled for 1/14/08 with physical examinations the week of January 21st. Due to the delays outlined, Chief Scardino

recommended to push the hire date back to allow for background investigations to be complete. The schedule Chief Scardino provided included the following:

- 4 February, Background information received from Winslow Police Department. Send offer of employment letters to candidates, start date 3 March 2008.
- 27 February, Appointment of Firefighters provisionally pending completion of recruitment academy.
- 27 March, Board of Fire Commissioners Meeting, Swearing in of New Firefighters
- 28 March, Recruit Academy Graduation Ceremony.

The Board agreed with Chief Scardino's recommendations of pushing the dates back. Chief Scardino's schedule is included and made a part of the minutes.

2. Anti-Harassment Policy – Chief Scardino questioned the board what they wanted to do with the policies adopted. Chief Scardino suggested the district adopted policies/rules and regulations by Chief/training/bulletin information be placed on hot boards at every station. The information was said to be circulated and posted by the career staff on a weekly basis. When new postings are placed on the hot boards, the old information will be taken off. The board agreed with Chief Scardino's recommendations in circulating the information on a weekly basis to the department volunteers. The rules and regulations were also mentioned to be ready for posting.
3. Rules and Regulations by Chief – The rules and regulations were said to be ready for distribution to the stations, as mentioned under the discussions on anti-harassment policy. The rules and regulations will be circulated to the station hot boards.
4. Trailer Removal – Chief Scardino announced that the trailer will be removed from the parking area of Cedar Brook Fire Company, on Friday, January 11, 2008. President Mammucari will be made aware of the trailer being removed.
5. 2008 Officers – Chief Scardino provided an officer's list for 2008. He mentioned that the Deputy Chief slot was left open as Paul Sickler was on the list of new hires. Also mentioned was the vacancy of Battalion 3's Chief. It was noted that a few other areas will be vacant once the hiring process is complete. Commissioner Passarella requested said list to be sent to President Tomassetti for the banquet programs.
6. Personnel Issues – Chief Scardino briefed the board on an issue involving a fill-in firefighter. Each board member was given a report that included Captain Friend's observations as the Officer during the days this volunteer firefighter filled-in. The Board understood the concern presented and referred this to Labor Counsel Attorney, Liz Garcia for further investigating. The Board directed Acting Chief Scardino to contact Ms. Garcia directly on this matter, and asked that he provide a report to the board once the issue is resolved. Chairman Sirolli indicated that Chief Scardino would be provided with this written direction.
7. COBRA Coverage-New Hires- Chief Scardino indicated that COBRA coverage was not initially considered when planning on hiring the new firefighters. He explained that **some of them have** families and this coverage needed consideration. The Board agreed to provide the coverage

for the new hires and felt that the monies in the budget would be sufficient since the hire date is being pushed back.

8. Chief's Issues/Written Direction/Priorities/Chain of Command – Chief Scardino explained to the Board, to alleviate mass confusion, the priorities and phone calls from each board member, it would make it easier for he as Chief, to have one board member to report to. The board understood his concern and agreed that Chairman Sirolli is who he is to report to. Commissioner Passarella spoke on a list the board members were given, where he highlighted topics of high priority, and felt that this list, coupled with Chief Scardino's list, will provide one list of priorities with time constraints, with the list being re-evaluated every 30 days. The members of the Board and Chief Scardino agreed to this joint effort. Chairman Sirolli advised that Chief Scardino would be provided written direction of who he is to report to.
9. Class C Uniform Classification – Each board member was given a copy of the new Class C Uniform policy. The policy clarifies what "Class C" consists of: BDU pants (1), WTFD tee shirts (2), job shirt (1), uniform shoe (1; black), belt (1; black), and a WTFD baseball cap (1). Chief Scardino requested board approval during January's monthly meeting. This policy, and the Class B Uniform policy, and the Uniform Eligibility Criteria will be proposed for adoption during January's monthly meeting.
10. Class B Eligibility Criteria – Mentioned under area (9), will be proposed for adoption during January's monthly meeting.
11. Chief's Meeting – Copy of Agenda Provided- Chief Scardino distributed copies of the Chief's Meeting held Tuesday evening, indicating the progress the Chief's are making. A vast list of agenda topics were covered during the Chief's meeting.
12. Archer & Greiner Appeal Issue – Chief Scardino advised that this is now resolved.
13. FEMA Grant-Vehicles – Not addressed.
14. Equipment Committee Circulated – Chief Scardino spoke on an email he sent to the members of the department requesting interested persons to respond to him, on an equipment committee formulating. Six (6) members expressed their interest. The Board was enthusiastic to hear of the interest, hoping to boost morale.
15. Duty Crew – The Board and Chief Scardino were pleased thus far with the response to duty crew. The duty crew report was said to be out soon. All were cautiously optimistic.
16. Letter to Vince Mammucari – The Morale Committee have not provided their initial report on their findings. Chief Scardino presented a copy of a letter sent to Vince Mammucari's attention, requesting an update from the committee.
17. All Hands Policy Revision – The Chief briefed the board on the Knox Box meeting he and Captain Rigberg attended earlier in the day. A form for ISAT team response was completed and submitted as of today, with mutual aid meetings in the works. Map books were being

considered with box changes. A copy of the All Hands Action Guide was distributed to each board member.

18. Meeting Briefing – Chief Scardino and Chairman Sirolli discussed a meeting that was held with Lorraine Pataky, which included Commissioner Pantalone, to offer the position as officer manager or administrator upon completion of further education. The board will be briefed upon further discussions.

MEETING WITH REPRESENTATIVES OF STATION 3 ON BUILDING DAMAGE:

Station 3 Members Present:

President Mammucari

Captain Maschke

Vice President Schlessinger

Secretary Speece

Trustees: John DiThomas and Michael Lightner

The meeting commenced at 8:00 p.m. with Chairman Sirolli advising that the board intends to move forward with signing over of the buildings and drawing up the contract but will need to have the following complete prior to the answer:

- An appraisal of the property
- Zoning Information
- The Board's Solicitor legal review/opinion

Chairman Sirolli anticipated an answer to Station 3 representatives in approximately two (2) weeks; with a tentative meeting following the Regular Monthly Business Meeting scheduled on Wednesday, January 23, 2008 at 7:30 p.m.

A discussion was then held on the issue concerning the damage to the trusses in Cedar Brook Fire Company's building; above the meeting room. The vibrations from the air handlers broke the trusses. Bruce Schlessinger was asked a few questions concerning a temporary fix of the building. He advised that the work could be done over the weekend, with him taking the ceiling tiles down but someone would have to put them back up. He was also asked how long the permanent repair would take to do. He estimated roughly 3 weeks for the contractor with permits. Chairman Sirolli indicated that the permanent repair might take some time to do since the estimate was high and this would need to go out for bid, with bid specifications written. President Mammucari was asked if the engineer knew the exact scope of work for bid language, etc. and advertising. President Mammucari advised that he would telephone the engineer from the District Office, with Chief Scardino present to ensure that he relayed proper information to the engineer.

A motion was made by Commissioner Pantalone and seconded by Commissioner Mazza, to have the temporary repairs made to the roof for immediate safety, at the cost of \$2,600 by the contractor Bruce Schlessinger. Chief Scardino was asked to contact Herb Leary, Construction Official, to determine if a permit is required for emergency repairs. Bruce Schlessinger advised that he will make the temporary repairs this weekend, (1/12/08 and 1/13/08).

The Board discussed how this (permanent) repair could be included in the budget; possibly emergency appropriations or from another avenue of funding. Also addressed was this possibly being submitted to the insurance carrier if covered. Commissioner Pantalone agreed to contact the District's insurance carrier to see if this is something that is covered under our policy.

At the closing of the meeting, Chairman Sirolli stated that President Mammucari would be contacted the following day, with a letter to his attention, recapping the meeting.

ADJOURNMENT:

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

Prepared by: pj
Reviewed by: GT