



Winslow Township Fire District #1



October 22, 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

MEETING LOCATION: Winslow Township Municipal Building Court Room

OPENING OF MEETING:

Chairman Sirolli opened the meeting at 7:35 p.m.

SALUTE TO FLAG:

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

ROLL CALL:

Commissioner Gallo, present
Secretary Mammucari, present
Treasurer Pantalone, present
Commissioner Passarella, present
Chairman Sirolli, present

DISTRICT OFFICIAL'S PRESENT:

Michael S. Scardino, Acting Chief of Department
Frank Friend, Acting Fire Marshal
Lorraine Pataky, Administrative Clerk

OTHER OFFICIALS PRESENT:

Shop Steward of IAFF Union Local 3249/Firefighter Victor Farinelli

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

Administrative Office

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 Treasurer Pantalone and seconded by Secretary Mammucari, to approve the minutes of the following meetings:

September 24, 2008 Workshop Meeting
September 24, 2008 Regular Monthly Business Meeting
October 8, 2008 Workshop Meeting
October 8, 2008 Special Meeting - Insurance Resolution

All were in favor.

TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of September in the amount of \$88,362.90. Secretary Mammucari seconded the motion and all were in favor.

Claims List - Treasurer Pantalone made a motion to approve the Claim's List for the month of October - Check #'s 12396 through 12495 totaling \$120,195.58. Secretary Mammucari 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 September in the amount of \$362.90. Commissioner Gallo seconded the motion and all were in favor.

Outstanding Invoices- Two invoices were noted. Administrative Clerk Pataky reported that S.J. Transportation Authority's invoice was paid.

RESOLUTIONS:

Resolution 08-74, Authorizing Disposal of Inventory - Commissioner Gallo motioned to approve Resolution 08-74 to dispose of inventory. Treasurer Pantalone seconded the motion and the roll call vote was unanimous and in the affirmative.

Resolution 08-75, Authorizing Disposal of Surplus Property- A motion was made by Commissioner Passarella and seconded by Treasurer Pantalone to approve Resolution 08-75 to dispose of surplus property. The roll call vote was unanimous and in the affirmative.

Resolution 08-76, Awarding Camden County Cooperative Purchasing for Office Supplies- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve Resolution 08-76, awarding C.C. Cooperative Purchasing for office supplies through *Office Basics*. The roll call vote was unanimous and in the affirmative.

MATTERS FOR APPROVAL/ADDRESSED DURING WORKSESSION:

WTFD Policy - Department Award's, Commendation, Citations, Nomination- A motion was entertained by Commissioner Passarella and seconded by Treasurer Pantalone to approve the Department Award's, Commendations, Citations, and Nomination Policy developed by Chief Scardino. All were in favor. A small discussion ensued on a committee opposed to the office handling the ceremony. Chief Scardino felt that the Office was aware of what needed to be done, and would need a committee established for the award's nominations, applications for recommendations, etc. Secretary Mammucari and Commissioner Passarella spoke on a president's award that the Presidents addressed during their meetings. Three areas of criteria were established for such an award. Then addressed was the Chief chairing an award's committee. At the close of the discussion, all agreed to have a committee formulated to include the stations to handle the ceremony program. The board further agreed that if committee does not assemble, the office will handle the planning. Commissioner Passarella amended his motion to include a Department President's Award in the Award's Ceremony. Treasurer Pantalone amended his motion (second) to include this award. The President's Award criteria will be forwarded to Chief Scardino so that he may include this in the nomination's form.

Operational Guide: Pregnant Fire Department Member- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the Operational Guidelines for Pregnant Fire Department Members, developed by Chief Scardino. All were in favor.

WTFD Performance Notice- A motion was made by Treasurer Pantalone and seconded by Secretary Mammucari to approve the proposed WTFD Notice. All were in favor.

Chairman Sirolli referred back to the Commissioner Reports and commended Captain Friend for his outstanding leadership and efforts provided during the annual fire prevention festival.

The Chairman then thanked everyone for their input in the Newsletter. He expressed that this newsletter was said to be very informative to the members of the Department and commended everyone involved in preparing the information.

CHIEF OF FIRE DEPARTMENT:

Fire Chief Report- Chief Scardino began his report by addressing the training classes he is attending on Thursdays; his presence at the opening ceremony of the training academy, the letters sent to Freeholder Ripa, thanking him for his commitment in seeing the C.C. Fire Academy Project complete, and the Fire Prevention festivities that he attended. He then praised Captain Friend for his dedication to the Bureau of Fire Prevention. Captain Friend was said to be working very late the evenings before fire prevention, to handle the last minute details. Policy and Operational Guidelines were being worked on one at a time. The Chief then spoke on the 2009 preparations budget that were time consuming but complete, and one code enforcement detail was noted for the time Captain Friend was in training. While the Chief was handling the duties of Captain Friend, he had Winslow Township's DPW work on his vehicle. Day to day operations was handled as normal with a full schedule. He then referenced his report that included the many special projects that he is working on, and Deputy Chief Haines' activity log. In the area of Chief's meetings, Chief Scardino noted that Chief's meetings were being held on a monthly basis.

BATTALION CHIEF:

Battalion Chief Rigberg, due to training obligations, was absent from the meeting. The following information was provided in the Commissioner binders for review: Information Management Division

status reports for August and September, Operations Division Career Staff Activities for September and October, and project updates up until October 20, 2008.

ACTING FIRE MARSHAL'S REPORT:

Captain Friend referenced his report and spoke on fire prevention and fire investigation reports. Fire Prevention was said to be a successful event, expressing gratitude for the help of everyone who volunteered the day of the event, giving special thanks to the Fire Police. Special projects handled were the scheduling of backlog inspections by the career staff along with the other inspections scheduled for the day. A small amount of Knox Boxes were said to be being secured. Fire District vehicles were mentioned to be scheduled and used for training, and public education is being scheduled upon request. Captain Friend then reported on the training being performed for the month, and the business registration violations being handled.

Captain Friend highly praised staff member Tammy Lynch, for her help with the Fire Prevention Bureau while he was attending a three (3) week training class.

Chairman Sirolli briefed everyone on the Home and School Association Meeting (HSA) that he, Chief Scardino, Captain Friend, BC Rigberg, and members of the Career Staff met with, at School 6 to introduce a Fire Prevention Program into the schools. The meeting was felt to be very successful. A follow up letter will be sent to the Superintendent to facilitate scheduling a meeting with the principals of the Winslow Township Schools in order launch the program. The Chairman hoped to begin a program within the Senior Citizen Complexes in order to provide fire prevention education.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

INSURANCE CLAIMS:

Four insurance claims were noted for the month of October.

MEMBERSHIP APPLICATIONS:

A motion was mdade by Commissioner Passarella and seconded by Commissioner Gallo to approve the membership applications of *Matt Ebersold - Station 25-1*, and *Riley Cross - Station 25-7*. All were in favor.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

CLOSED SESSION- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve Resolution 08-77 to enter into closed session at 8:15 p.m.

****The minutes taken during executive session will be approved separately****

RETURN FROM CLOSED SESSION- A motion was made by Secretary Mammucari and seconded by Commissioner Gallo to return from executive session at 8:45 p.m. All Board members were present.

ADJOURNMENT OF MEETING - A motion was made by Commissioner Gallo and seconded by Secretary Mammucari to adjourn the meeting at 8:46 p.m. Chairman Sirolli adjourned the meeting.

Prepared by: pj
Reviewed by: VJM
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