



Winslow Township Fire District # 1



October 22, 2008
Winslow Township Fire District #1
9 Cedar Brook Road
Sicklerville, New Jersey 08081

WORKSHOP MEETING

WINSLOW TOWNSHIP, FIRE DISTRICT #1

LOCATION OF MEETING: Winslow Township Municipal Building Courtroom

OPENING OF MEETING:

Chairman Sirolli called the meeting to order at 6:37 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

OTHER OFFICIALS PRESENT:

Acting Chief Michael Scardino, Winslow Township Fire Department
Captain Friend, Acting Fire Marshal
Lorraine Pataky, Administrative Clerk – arrived at 6:50 p.m.
Shop Steward of IAFF Local 3249/Firefighter Victor Farinelli

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

Chairman Sirolli

C.C. Improvement Authority-The Board were provided with a copy of the information Administrative Clerk Pataky obtained from the C.C. Improvement Authority for financing. The information will be reviewed by Board members.

Feasibility Study of Station 3- Chairman Sirolli stated that the feasibility study is underway with the second phase of the study being performed. He then advised that the reports will be forwarded to Board members via email to save on paper.

Reimbursement from OEM (Warren Grove Fire)- Chairman Sirolli informed everyone of the reimbursement the Fire District received from a fire in May of 2007.

Office Trailer- Chairman Sirolli made inquiry on the office trailer progress. Secretary Mammucari informed everyone that the electric company was out to diagram the area of the utility poles. The poles will be installed shortly. Contractors will then be contacted for the installation of the utilities. Secretary Mammucari anticipated the contractor work being completed by early November. Chief Scardino was then asked about the plans on the office move. The Chief announced that plans were being made to move the office on a Saturday to avoid interruptions of the office. Secretary Mammucari then announced that DC Paving began work in the parking lot earlier during the day.

Bill from ARH for Shoring- Chairman Sirolli spoke on the issue of payment to the builder for the shoring of Cedar Brook Fire Company and the Administrative Office. He explained that Adams, Rehmann, and Heggan (ARH) contracted an engineer, Rosenkranz, who then contracted an outside building contractor, ARKK, to shore the building. During the Chairman's conversation with ARH, it was discussed that their auditor did not want them to pay the builder, ARKK, explaining that there was a miscommunication that took place on the engineer's part, for payment that the Fire District was initially to make to ARH. Chairman Sirolli clarified that he called the auditors, Bowman and Company, explaining the emergency circumstances, and was advised by Jarred Corn of Bowman and Company, that the law allows for the Board to pay the builders directly under emergency situations. Payment to ARKK builders was made under claims for the month of October.

Grants- Chief Scardino was asked if the Fire District applied for the latest Grant. The Chief announced that he made application on the FEMA Grant, for roughly \$500,000 for SCBA and FAST equipment.

Support Staff Contract- The Board was notified that contract negotiations began for the support staff's contract. Chairman Sirolli indicated that the board will be given a copy of the contract information sometime next week.

Budget Meeting- Chairman Sirolli indicated that a budget workshop meeting will be scheduled on Tuesday, October 28, 2008 at 6:00 p.m., addressing the 2009 budget. During that time Principal Acct. Clerk Lang will be able to explain the budget to Commissioner Gallo and Secretary Mammucari who are newly involved with fire district budget discussions.

Human Resource Matters- Chairman Sirolli explained that the Fire District is looking into utilizing Tess Pino of the Winslow Township Municipal Building, to handle human resource matters.

Vice Chairman Passarella

Shared Services- No report.

Fire Stations- Station 7's contract/ARH Assessment of Building- Commissioner Passarella announced that revisions were made to the contract (page 2, section c; page 4, added #6). Station 7 was supplied with a copy of the contract. A discussion was then held on the tank, with Station 7 advising that testing will be performed on this. Station 7 will report back once this is complete. Commissioner Passarella explained that he spoke with Solicitor Braslow who advised that once the station signs the contract; he would take over the handling of discussions. Commissioner Passarella also mentioned that Solicitor Braslow felt that a new title search should be performed on the building since the last title search was from two (2) years prior. A motion will be entertained during November's monthly meeting.

Office Trailer (Wall/Counter) - Commissioner Passarella felt that there should be a wall/counter installed in the trailer for the staff handling the public. Administrative Clerk Pataky explained the circumstances with a representative from Acton and was told that the Fire District can proceed with having a wall installed in the trailer. Administrative Clerk Pataky suggested using the fire proof filing cabinets as a counter top instead of incurring another expense. The Board agreed to use the fire proof cabinets as counter space in the trailer.

Treasurer Pantalone

LOSAP- Treasurer Pantalone stated that the LOSAP numbers were included in the budget. He then spoke on one member who had three (3) years vested in LOSAP that ended up losing this status as they did not respond for two consecutive years.

Secretary Mammucari

Office Trailer- Addressed earlier in the meeting.

Budget Workshop Meeting- Secretary Mammucari announced that the Budget Workshop Meeting will be held on Tuesday, October 28, 2008 at 6:00 p.m., prior to the meeting held with Station 25-3. All Board members, Chief Scardino, Administrative Clerk Pataky, and Principal Acct. Clerk Lang, will be present.

Assistant Sec./Treasurer Gallo

Long Range Planning Committee- Commissioner Gallo briefed everyone on the meeting held October 15, 2008 which was very productive. The next meeting will be held on November 17, 2008.

Administrative Clerk Pataky

Information Technology- Administrative Clerk Pataky announced that updates are being established for a Microsoft project Battalion Chief Rigberg is reestablishing.

Resolution to Award C.C. Cooperative Purchasing – Office Supplies- Admin. Clerk Pataky spoke on her research through C.C. Cooperative Purchasing to save the Fire District money on office supplies. She advised that the Fire District, by passing a resolution, can utilize a 74% discount through C.C. Cooperative Purchasing, using the bid awarded, A-57 for the vendor, Office Basics, for purchasing office supplies. A resolution will be entertained during the Regular Monthly Business Meeting.

Acting Chief Scardino

Cherry Hill Correspondence (Alarming contracts) - Chief Scardino spoke on correspondence supplied to board members concerning a report titled "Alarming Contracts". This was supplied for informational purposes.

Chesilhurst Matters- Chief Scardino stated that the Borough of Chesilhurst supplied a resolution and fee proposal agreement for the Winslow Township Fire District #1's coverage to Chesilhurst. The resolution and fee proposal agreement was approved by Chesilhurst Council on October 9, 2008. One concern addressed was the term of one (1) year with a six (6) month interval, which was not originally agreed upon. The original agreement indicated long term arrangements. He then addressed the assignment given to Battalion Chief Rigberg to have one of career staff members provide reporting information on the run responses to Chesilhurst with billing information to be developed on quarterly basis as previously stated. Chief Scardino informed the Board that he would be in contact with the Solicitor of Chesilhurst, Solicitor Briddell to discuss the changes that were reduced in writing. Chairman Sirolli questioned the manner in which Chesilhurst will be provided a fee schedule. All agreed that the fee schedule must be included with the resolution and agreement. The Board felt that Mr. Braslow should review the information provided. All board members were fine with the proposed term of one year. Approval will be entertained during November's monthly meeting.

Newsletter – Chief Scardino provided the Board with a proposal project supplied by Lt. Petkevis for public information officer/public relations. Lt. Petkevis was said to be invited to the meeting on the Newsletter.

ARKK Builders – Addressed earlier in the meeting.

Beginning Evaluation of Station 3- Phase II (Meeting Scheduled 10/21/08)- Chief Scardino briefed the Board on a meeting held 10/21/08 and the questions that were asked concerning the use of the building and parking area.

Site Assessment Reports of Stations 3 & 7- The Administrative Office was in receipt of each assessment. Additionally, an electronic version was provided to the Board. The Chief addressed the reports and announced that he would provide the Commissioners of a summary of the report on the next step. He then spoke on the area of Cedar Brook being farmed historically, with the suggested assessment of having the soil tested for pesticides. Other areas being asked about are underground storage tanks records, and drawings of building site plans. This information will be gathered by the Chief and provided to ARH and Board members.

WTFD Performance Notice- Chief Scardino spoke on a copy of the Township's Performance Notice for commendations, disciplines, and an overall performance of a WTFD employee. This notice was said to be revised by the office staff and will be presented to the Board for approval during the Regular Monthly Business Meeting.

Battalion Chief Report

No report due to Battalion Chief Rigberg's training course.

Fire Marshal's Report

Captain Friend's report will be provided during the Regular Monthly Business Meeting portion.

ADJOURNMENT:

Chairman Sirolli entertained a motion to adjourn the meeting to commence the monthly meeting. A motion was made by Treasurer Pantalone to adjourn the meeting at 7:35 p.m. Commissioner Gallo seconded the motion. All were in favor.

Prepared by: pj

Reviewed by: VJM

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