



Winslow Township Fire District # 1



November 19, 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 6:30 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
Lorraine Pataky, Administrative Clerk
Sharon Lang, Principal Account Clerk, arrived at 7:15 p.m.

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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Chairman Sirolli

N.J. DOP Promotional Exams-Due to the timeframe of when the provisionally appointments took place for Frank Friend and Marc Rigberg, both had missed the cutoff date of April 24th. Each provisional appointee missed the date by a matter of 30 days and will now have to wait until the next exam is scheduled. Provisional employees will remain provisional until the next testing schedule. Chairman Sirolli explained that these dates are set by statute and there was nothing that the Fire District could do until the next exam.

Feasibility Study of Station 3-Chairman Sirolli stated that the feasibility study is 90% complete with a final report expected in the next two weeks.

Update on Station 3 Building, Present Conditions- Chief Scardino is corresponding with the engineers and is communicating the Board's concerns from the last meeting. The Board is now waiting for a written response relating to the present conditions of the building and how much time the Administrative Office has left to be in the building.

WTFD Evaluation/Plan of Action- Tabled until the next meeting.

Chesilhurst Agreement- A resolution will be entertained during the monthly meeting for approval. Chairman Sirolli stated that Chief of Department, Acting, Michael Scardino, is working with the Fire District's solicitor and the solicitor of the Borough of Chesilhurst, to complete the agreement.

2009 Budget- The budget will be addressed later upon Principal Account Clerk Lang's arrival.

Public Education Task Force- Chairman Sirolli stated that he has spoke with Chief Midure of Winslow EMS in reference to joining forces with EMS and the Police Department in providing public education to the residents of the community. Chairman Sirolli will brief Acting Chief Scardino on the discussions held.

2008 Requisition Requests- Chairman Sirolli and Treasurer Pantalone reviewed pending requisitions and felt that there were some that could be approved. Requisitions will be closely reviewed by the Treasurer and Principal Account Clerk Lang for consideration of approval. The review will take place early December. The Board will consider the release of requisition holds during the Regular Monthly Business Meeting.

Vice Chairman Passarella

Shared Services- No report.

Fire Station, Station 7 Contract/Title Search/Assessment of Building/Soil Investigation- Commissioner Passarella announced Station 7 will be attending the Regular Monthly Business Meeting later in the evening for Board consideration of approving the Station Acquisition.

Station Takeover- Commissioner Passarella indicated that he has spoke with the treasurer of Station 7, James Mazza, who relayed that Station 7 will continue paying station bills until year end. Commissioner Passarella further explained that the Fire District will begin paying bills January 2009. He then asked the Board to consider paying Station 7's December's station allotment. The Board agreed to pay Station 7 December's allotment.

Station 7 Capital Project- Nothing new to report.

Station 1 Acquisition- Initial discussions are being held with Station 1 in the takeover of Winslow Fire Station. Commissioner Gallo had questions in the area of the tenant. He was advised that Solicitor Braslow is looking into the legal aspects of this takeover. Chairman Sirolli then advised that his investigations revealed that government agencies cannot be in the leasing business. Further comment was made that the Fire District cannot make a profit from the lease, stating whatever was made in leasing would have to be offset by expenses. Further investigation will be sought as discussions continue.

Treasurer Pantalone

No report due to Treasurer Pantalone's absence.

Secretary Mammucari

Office Trailer- Secretary Mammucari advised that inclement weather provided a setback of the electric service installation. Atlantic Electric is scheduled to be out on November 20, 2008. The plumber will also be out on November 20th to finalize his work. Indication was then given that the electrician was out and found the wiring to be fire safe. The last area to address is the fire proof safes. Secretary Mammucari advised that he will need to meet with Acton Mobile, Chief Scardino, and Administrative Clerk Pataky to verify that the trailer will hold the weight of the fire proof safes.

Assistant Sec./Treasurer Gallo

Long Range Planning Committee- Commissioner Gallo stated that the committee met on November 17th and progress was being made. Committee member and local business owner, Mr. Binder, of Binder Machinery could not attend the meeting due to business obligations.

Administrative Clerk Pataky

Information Technology- Administrative Clerk Pataky discussed cat-lines being installed in the trailer early next week. She then spoke on her conversation with Emtec where they did not recommend moving into the trailer on a Saturday, explaining that if Snip was out and found a problem with the T-1 line transfer, there might not be anyone available to help. Snip will be contacted to see if they employ technical support on Saturdays. Commissioner Gallo asked if Snip was state contract. Administrative Clerk Pataky will look into this matter.

Commissioner Passarella asked if items were being moved into the trailer. Chief Scardino stated that non essential files and furniture were being placed in the trailer. Commissioner Passarella then questioned a counter top for doing business with the public. He was advised by the Chief that the fire proof filing cabinets will be utilized as a counter top to do business.

Acting Chief Scardino

Operational Guide (OG) Bulletins- Chief Scardino provided Board members with copies of Operational Bulletins established. The following OG's were copied to the Board: OG 08-05, Rescue Rope, OG 08-06, Rescue Training and Utility Rope Deployment, OG 08-17, Response Speed, OG 08-19, Career Out of Town Response, OG 08-20, Performance Notices. Chief Scardino stated that the performance notices are already put to use.

Chief's Orders- Chief Scardino copied the Board on Chief's orders involving Rescue Rope and Dress Code Wearing of Uniforms.

Letter to IGT/Rice Applicants– Letters were sent to applicants advising them that the Fire Department is not currently hiring but will place their applications on file for future consideration.

2534 Accident- Unit 2534 was involved in an accident and proper documentation is being completed.

Career Staff Meeting- Acting Chief Scardino spoke on the opportunity he had in meeting with the career staff last Thursday to address staffing options. The career staff was asked to provide a proposal to Chief Scardino. Once the proposal is submitted, information will be given to the Board for consideration.

Labor Relations – A Labor Relations meeting held earlier in the day was said to have went well. Chief Scardino was pleased to address Lt. Petkevis' eBay report that provided proceeds in the area of \$2,300. He then gave special thanks to Lt. Petkevis and his platoon, Platoon B, in all their work in gathering the equipment for the project.

Chesilhurst Agreement- Chairman Sirolli questioned if the career staff will be responding to the area. He was advised by the chief that the responses will be considered within Winslow Township. The Chief was then questioned on a mutual agreement with Gloucester Township. Chief Scardino stated that he had not received written communication on such an agreement. The Chief then spoke on how he would like to memorialize arrangements with other towns. Clarification was then made by the Chief that Winslow Township is on Waterford Township's response boxes but does not have written documentation.

Ancora Drill- Chief Scardino announced that Ancora Hospital will host an O.E.M. drill on the grounds of Ancora hospital on December 2, 2008. Winslow Township Fire Department will be participating in the drill.

Annual Christmas Tree Lighting- The annual Christmas tree ceremony will be held on December 5, 2008, 7:00 p.m. at the Winslow Township Municipal Building.

Paid Firefighter Salary Structure/Fire Inspector Course- Chief Scardino spoke on a fire inspector course that if successfully completed, would increase the firefighter's salary. Shortly after the hiring of the firefighters, Chief Scardino was advised not to hold the course as it would not be validated due to a curriculum change. The curriculum to date; has not been released. The Chief then recommended the Board show good faith to the firefighters by paying half of the money now and half after the course is complete. Chairman Sirolli stated that a time sensitive agreement would need to be signed by the firefighter that indicates that the Fire District would be reimbursed the monies should the individual not pass the course. After a small discussion, the Board tabled further talks for the next workshop session and/or executive session.

Firefighter I Graduation- Chairman Sirolli announced that the Department has a few firefighters that will be graduating Firefighter I on Friday, December 05, 2008, 7:30 p.m. at Bellmawr Park Firehouse. A representative from the Chief's rank will be attending the graduation. Board members were invited to attend if available.

Budget Discussions- Chairman Sirolli announced that Principal Account Clerk Lang is working diligently on the 2009 budget. The budget was addressed at length for further review and reductions.

ADJOURNMENT:

Chairman Sirolli entertained a motion to adjourn the meeting in order to begin the monthly meeting. A motion was made by Commissioner Gallo to adjourn the meeting at 7:39 p.m. Commissioner Passarella seconded the motion. All were in favor.

Prepared by: pj

Reviewed by: VJM

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