



# *Winslow Township Fire Department*



February 13, 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, absent

#### 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.

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#### **Administrative Office**

9 Cedar Brook Road • Sicklerville, New Jersey 08081  
609-561-4225 • FAX 609-561-5823 • E-mail [firedistrict@winslowtwpfd.org](mailto:firedistrict@winslowtwpfd.org)

DISCUSSIONS:

**COBRA Rates** – Each board member were presented with a copy of the latest COBRA rates for consideration. Chairman Sirolli asked that the board take the time to review the information.

**Winslow Water System**- Chairman Sirolli discussed the possibility of the Fire District being charged for hydrant rental use should this become privatized. The Board agreed to take this into consideration.

**Duty Crew Pilot 30 Day Questionnaire**-The board review the questionnaire forwarded by Chief Scardino.

**Acting Chief Weekly Briefing (2/8/08)** – The Board were pleased with the weekly briefings provided by Chief Scardino.

**Recruitment Academy 2008 Schedule**- The schedule presented by Chief Scardino provided the start date of 3 March 08, and end date of 20 March 08. Chairman Sirolli commented that Chief Scardino did an excellent job in scheduling the academy.

**Morale Committee** – Chief Scardino briefed the board on the correspondence sent to the Committee member in charge of this committee, requesting a findings report. The chairman of the committee has not responded to date. The Board agreed to have a letter sent to the Morale Committee addressing the concern of non-report.

**Siciliano & Associates (Request to be Board Solicitor)** - Chairman Sirolli indicated that he had received a request for board solicitor consideration. Each board member were copied the information.

**Station 9 Email**- A discussion was held on a member of Station 9 asking a fill-in firefighter why the career staff did not attend the banquet. Commissioner Passarella expressed his concern on this area, further indicating that he wished to address this topic with the staff. The Board agreed to have Chief Scardino discuss this matter at the next Officer's meeting. Concerning the banquet, it was suggested to hold a picnic in lieu of the dinner, during the summer. Chairman Sirolli researched another Fire Department holding the ceremonial portion at their local high school with a Bagpipe band. Board members were open to the idea of the event being ceremonial, family/friendly oriented and cost effective for the Department. Commissioner Passarella spoke on three types of awards to be used next year: Les Gant award (criteria to be set for this award), top ten firemen, and the President's award.

**Percentage of Non-Response by Apparatus; Per Station**- The Board was provided a station breakdown of percentage of non-response by apparatus. There were concerns expressed on the percentage of non-responses being very low.

CHIEF'S AGENDA:

**Surplus Equipment** - Chief Scardino briefed the board on the District surplus equipment.

**WTFD Officer Meeting – 1/29/08** – Chief Scardino advised that an Officer meeting was held on 1/29/08.

**Response Boxes**– Response boxes were mentioned with drafts given to DC & BC – progress.

**Trailer Removal**– Chief Scardino announced that the trailer was removed from the District premises thanks to the Squad and Chief Sickler.

**Project Updates-**

1. Lock Out Tag Out – This project was outlined by Chief Scardino with an Operational Bulletin (#08-04) in place and copied to the Board.
2. Loose Equipment – Chief Scardino stated that loose equipment was purchased but the stations were not getting everything on their lists.
3. AED – Was mentioned to be out.
4. Hose – Chief Scardino advised that one third of the hose was issued to the apparatus with Captain Rigberg managing this project.
5. Hydraulic Equipment- Hydraulic Equipment was mentioned to be in storage and awaiting installation by the vendor.
6. Thermal Imaging Cameras-Board members were advised that this was being installed on apparatus.
7. TIC's Knox Keyholders- Installed as a pilot on Unit 2502 and waiting for additional coding from the alarm room. Installation will then proceed on the entire fleet.

**Mold Issue, Administration-** Chief Scardino briefed the board on the mold testing, advising that the District would not be billed for testing. Positive indications of mold were noted. Once testing is complete, the board will be notified of the results.

**Interviews, Appointments-** Fourteen applications were received by the District with the applicants having until Friday to respond. One position was noted to be remaining. Chief Scardino stated that he is following up with Captain Bartuccio on fingerprinting.

**Parking Lot Seal Coating/Striping-** This area was addressed with Board members with all agreeing that the voucher will be placed on hold until pending results on the engineering report.

**Career Firefighter Schedule-** Chief Scardino announced that he has spent numerous hours figuring out a work schedule for the three groups of firefighters, trying to keep all shifts the same. After much consideration, it was agreed that the alarm room schedule would be replicated to allow for a twelve hour work schedule. Chairman Sirolli explained the alarm room schedule which is as follows: three shifts: A7 (At Station 7), A3 (At Station 3), and B7 (Station 7). This schedule engages in a forty-two hour work week with 2184 hours per year. A sample copy of the work schedule is attached and made a part of the minutes. The Board agreed to revisit scheduling as needed. Discussions were also held on the fifth firefighter being placed on work detail.

**Cedar Brook Plumbing Issue-** In the area of Station 3's roof, Adams, Rehmann, and Heggan were said to be preparing the proposal for the Fire District. It was reported that the insurance company sent an engineer to look at the building. The air-handlers were not the cause of the problem. Written documentation will be forthcoming. The insurance company was noted not to be paying the claim. The urinal issue was mentioned with a plumber to come out and make the necessary repairs and add an access panel to allow entry should future access be necessary.

**Recruitment Academy-** Chief Dukes will instruct the recruits during the academy. The swearing in and graduation of the academy will be held on Thursday, March 27, 2008 at 7:00 p.m., during a

Special Meeting open to the public. An announcement of invitation will be given to First Responder, Courier Post, and Channel 6 News. A power point presentation will be held during the meeting to show pictures of the recruits during the academy. Chief Scardino made mention of sixteen (16) sets of gear being ordered for the recruits.

**Vehicle Maintenance 2007/2008-** Chief Scardino announced that vehicle maintenance will need to go out for bid.

**FEMA Grant/Vehicles-** Commissioner Passarella provided board members and Chief Scardino with a proposal from Clean Air Company to supply and install (at stations) 17 tail pipe stops, sizes 2.5" to 3", at a total cost of \$578.00. Commissioner Passarella indicated that the vendor could do the installation while performing the inspections of the exhaust hose. Board members and Chief Scardino were pleased with the information provided and this was said to proceed.

**Career Academy-ACFD (Boettcher/County List Appointment)-** Chief Scardino spoke on telephone calls to Atlantic County Fire Department for applicant Boettcher to attend this academy for Firefighter I. He was said to be the only applicant who required completion of this course. Upon his completion of this academy, he will also be hazmat technician qualified. Chief Scardino is waiting to hear on the costs for attending the academy. The ACFD will commence on March 10<sup>th</sup>, with completion and graduation to be held in June. A uniform was addressed for Boettcher with a Dickies pant to be required.

**Membership Criteria-** A draft policy was presented to the board for review and approval. This area was addressed with applications being available online. Recruitment will take place within the stations with membership packets available at the stations. The criteria set require structuring.

**Standing Committee-** Chief Scardino is waiting to hear comments from the standing committees.

**Vehicle Graphics-** Graphics were being installed on the apparatus. Also mentioned were Fire Prevention signs and a banner with cross lays that were installed. Chief Scardino announced that hold harmless agreements were signed.

**Staff Meeting-** Bi-weekly staff meetings were mentioned.

**Verizon vs. Nextel Changeover-** The board were notified that a Verizon Representative met with staff members to discuss their plan and services. A proposal submitted indicated pricing at a savings of \$6,000 per year. Included in this service were direct connect features, a blackberry for Chief Scardino, and text messaging for board members, officers, and staff. The district was looking into an air card for Captain Friend. Captain Friend would have the capability to place inspection information directly into the computer, allowing violation notices to be sent immediately. The Board will review the information for approval.

**Structural Engineer-** Mentioned earlier.

**Chesilhurst Matter-** Chief Scardino briefed the board on meetings held with the Chesilhurst Mayor, their solicitor, Chief Bob Barney, Chief Scardino and Chairman Sirolli. Following the meeting, box changes were being made with an Operational Bulletin (08-05) developed, to advise all divisional personnel of the protocols established for responses to Chesilhurst. The boxes were changed to add our

truck and West Berlin as a Fast Team. Chief Scardino stated that further discussions will be held on the fees for this mutual aid service (per call or flat fee plus a contract). This change was noted to be of a temporary nature.

Evaluation of Chief Scardino- Chairman Sirolli announced that Chief Scardino had requested the board evaluate his performance since being appointed Acting Chief. The board felt that Chief Scardino's performance as Acting Chief was outstanding. All expressed that Chief Scardino communicates very effectively, and were pleased to work with him. Chief Scardino thanked each board member for their comments. He then made mention that he is balancing his priorities with family being high on his list.

ADJOURNMENT:

Commissioner Mazza made a motion to adjourn the meeting at 8:45 p.m. Commissioner Taylor seconded the motion. All were in favor.

Prepared by: pj

Reviewed by: GT/JM