



# *Winslow Township Fire Department*



February 27, 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

#### OPENING OF MEETING:

Chairman Sirolli opened the meeting at 7:30 p.m.

#### SALUTE TO FLAG:

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

#### ROLL CALL:

Secretary Taylor, present  
Commissioner Mazza, present  
Treasurer Pantalone, present  
Commissioner Passarella, present  
Chairman Sirolli, present

#### OTHER OFFICIALS PRESENT:

Michael S. Scardino, Acting Chief of Department  
Marc Rigberg, Captain  
Frank Friend, Captain  
Lorraine Pataky, Administrative Assistant to the Fire Chief

#### 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 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.

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#### **Administrative Office**

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## MINUTES OF PREVIOUS MEETINGS:

A motion was made by Commissioner Passarella and seconded by Commissioner Pantalone, to approve the minutes of the following meetings:

January 9, 2008 - Workshop Meeting  
January 17, 2008 - Workshop Meeting  
January 23, 2008 - Workshop Meeting  
January 23, 2008 - Regular Monthly Business Meeting  
February 13, 2008 - Workshop Meeting

All Board members were in favor to approve the minutes except Commissioner Mazza, who abstained from the minutes of the January 23<sup>rd</sup> meetings as he was absent.

## TREASURER'S REPORT:

Payroll Transfer- Commissioner Taylor made a motion to approve the payroll transfers for the month of January in the amount of \$50,526.40. Commissioner Mazza 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 February - Check #'s 11366 through 11510 totaling \$117,834.27. Commissioner Mazza 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 January in the amount of \$325.10. Commissioner Passarella seconded the motion and all were in favor.

Outstanding Invoice- None.

## RESOLUTIONS:

Resolution 08-21, Approving Agreement Between the Board of Fire Commissioners and C.C. Uniformed Firefighters' Association IAFF Local 3249, and Auth. Execution of Agreement - Commissioner Mazza motioned to approve the resolution with Commissioner Taylor seconding the motion. The roll call vote was unanimous and in the affirmative.

Resolution 08-22, Setting Salaries for Firefighters and Authorizing Execution of a Letter of Agreement Memorializing Same- A motion was made by Commissioner Passarella and seconded by Commissioner Pantalone to approve the resolution. The roll call vote was unanimous and in the affirmative.

Resolution 08-23, to Hire Career Firefighters- A motion was made by Commissioner Pantalone and seconded by Commissioner Mazza to approve the resolution under the condition that the firefighters graduate the recruitment academy. The roll call vote was unanimous and in the affirmative.

Resolution 08-24, Authorizing Advertisement for Bids for the Providing of Maintenance Services Relative to Various Firetrucks- A motion was made by Commissioner Pantalone to approve the

resolution, authorizing advertisement for bids for vehicle maintenance of the fire apparatus. Commissioner Mazza seconded the motion and the roll call vote was unanimous and in the affirmative.

SPECIAL PROJECTS:

New Buildings - None.

LOSAP-Commissioner Pantalone made mention of the appeal process ending with the station list of names to be submitted to Lincoln Financial.

Information Technology- None.

Grants-None.

Personnel - None.

GIS - None.

Shared Services - None.

Fire Stations - Commissioner Passarella reported that the presidents are meeting and working on the contract after scheduled President's Meetings. It was mentioned that the presidents have until June to rewrite the contract.

Banquet 2008 - Commissioner Passarella addressed the suggestions for the banquet with the information being provided to the presidents to discuss with their respective stations.

CHIEF OF FIRE DEPARTMENT:

Fire Chief Report- Acting Chief Scardino referred to the number of meetings attended for the month, the special projects that involved plan reviews, Class C jackets ordered for the Department, the Chief's order which issued Class B & C Uniforms, the disbursement of sign up forms for the 2008 Standing Committee, prepared agendas for meeting with staff, battalion chiefs and membership, conducted meetings with WTFD Officers and Battalion Chiefs, prepared and drafted the Duty Officer program, career deployment Ops Bulletin, and the draft membership eligibility policy. In addition, Chief Scardino is developing the snow plan and procedure, held a meeting with CCHD on mold testing, working extensive on career programming, development of Chief's procedure on Automatic Reduced Speed - Tenders first out during days, answering telephones, a power point program for the recruitment class, the Lieutenant process, attended meetings concerning the 2008 budget revisions and prepared a budget program for said meetings, arranged academy program for Firefighter Boettcher, the purchase of equipment, and attended meetings for the KNOX Box system.

Fire Suppression Operations involved four (4) responses during the month of February. The area of training entailed annual WTFD SCBA proficiency program at CCFA, finalizing the career recruitment academy program, and the scheduling of Sexual Harassment Training for WTFD in April 2008. Chief Scardino also arranged for Liz Garcia to meet with the recruit class for their Sexual Harassment training.

Personnel discussions were mentioned with background investigations continuing with the Police Department.

ACTING FIRE MARSHAL'S REPORT:

Captain Friend reported on the meetings attended during the month and the special projects involving lockout tag out, water/ice rescue assessment, recruitment academy lesson plans, 2008 permit fees that were billed, the ordering of SCBA masks, photo/video unit, the SCBA inspection program, AED distribution and setup, website updates for the division, a realtor reach out program, apparatus graphics, fire prevention signs, ESP upgrades, and internet training research with PEOSHA.

Public events included the Winslow Township Middle School - Job Shadow Day. Captain Friend then reported on the fees collected at court for Brother's King of Fish, and a complaint filed against a business for non-compliance to a fire code.

In the area of training, Captain Friend spoke on annual SCBA proficiencies, EMT CEU Instructor information, an AED training video, a seminar on lock out tag out, setting up of Bloodborne/Right to Know make-up and SCBA make-up training, scheduling of Highway Safety Course, and the creation of training calendar and notification program.

Under fire suppression, Captain Friend announced four (4) calls where he responded. One (1) fire investigation was noted. Then referenced were the corresponding fire prevention reports for board review.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

INSURANCE CLAIMS:

None.

MEMBERSHIP APPLICATIONS:

None.

COMMENTS BY FIRE COMMISSIONERS:

The Board presented Commissioner Mazza with a plaque for his collected nine (9) years of service as Commissioner to the Board of Fire Commission, Fire District #1. Commissioner Mazza thanked the Board for their support during his tenure as a commissioner. As a commissioner, Commissioner Mazza served during the following years: 1992-1994, and 2002-2008.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

ADJOURNMENT OF MEETING - A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to adjourn the meeting at 8:20 p.m. Chairman Sirolli adjourned the meeting.

Prepared by: pj  
Reviewed by: MP  
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