



Winslow Township Fire Department



March 12, 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 6:45 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:

Marc Rigberg, Captain, Winslow Township Fire 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.

Administrative Office

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609-561-4225 • FAX 609-561-5823 • E-mail firedistrict@winslowtwpfd.org

CHIEF'S AGENDA:

Surplus Equipment – Captain Rigberg advised that a letter was sent to each fire station requesting miscellaneous surplus equipment. To date, Chief Scardino received two (2) responses, Station 3 and Station 7.

Locks/Security of Office- Pricing was being obtained to re-key the office. It was suggested that the Fire District look into the keyless entry system.

Response Boxes- Progress was being made on this system. Captain Rigberg advised that a letter was sent to the alarm room, updating the boxes. Drafts were given to the Battalion Chiefs.

Officer Appointments/Vehicle Lettering/Re-Alignment/Promotion- A discussion was held on the Department of Personnel classification process. D.O.P. testing will be held in three years for the first line of supervision, Lieutenant. Board members asked if D.O.P. will waive the three years. The three years was mentioned as mandatory. The board then reviewed the memo submitted by Chief Scardino, 2008-0012. After review, the Board did not have a problem promoting Captain Rigberg to Battalion Chief. Captain Rigberg's contract will need to be renegotiated. A discussion ensued on the Battalion Chief responding to calls on the weekend. The Chief will have control over this area.

Chairman Sirolli indicated that the Department will need to revise its flow chart.

Updates – Captain Rigberg advised that Rich Rehmann and his associate are getting good data for GIS layering. Logistics of the hydrants and streets will need to be worked out. The hose and nozzle project was near completion; Unit 2513 is the final piece of apparatus and will be completed 3/13/08. An Operation Bulletin outlining the correct procedures will be distributed next week. The old hose is being donated to Volunteer Fire Departments who submitted requests. In the area of hydraulic equipment, 2586 and 2596 will be upgraded. These units will be out of service the first week or two of April for the transition.

Key Holders – Due to scheduling issues, the alarm room will get to us when they are able. One key holder was mentioned to be installed and operational in Chief Scardino's vehicle.

Exhaust Hose- Captain Rigberg reported that Clean Air Company scheduled the replacement of the exhaust hose.

Mold Report- Board members were given a copy of the report from the Camden County Health Department. The report recommended routine cleaning of the facility.

Chesilhurst Matter- This subject is still on hold. Commissioners Gallo and Mammucari were informed that Waterford Township Fire Department asked our Department to take over fire suppression for their area. Two meetings were held with the outcome of shared responsibility. The only noted change for our department involved the ladder being added. Administrator Gallagher is heading a meeting for shared services. This meeting is due to take place at the end of April.

New Membership Policy – The board were given a copy of the policy to review. Chairman Sirolli suggested Captain Friend follow up with the applicant so the process could move more timely. Also suggested was to have a career firefighter assigned to work on membership criteria.

Verizon vs. Nextel Changeover- Minor glitches were being handled. Captain Rigberg advised that the office had not received any complaints.

2008 Budget – The budget was approved by Winslow Township's Committee during their meeting held the previous night. This approval provided the Fire District budget being reduced in the amount of \$28,500.

Recruit Academy- Captain Rigberg reported that the Career firefighters were enduring the academy training. Firefighter Boettcher is due to complete his training at the ACFD in fourteen weeks.

Lieutenant Process- The board was briefed on the Lieutenant process, advising that Chief Scardino and Lorraine Pataky will be working on Saturday during the interviews and testing. Three outside Chiefs will grade and interview each applicant. Chairman Sirolli requested the two new board members be given a copy of said process.

Surplus Items- Surplus items were suggested to be auctioned off, via Ebay, or the Township's scheduled auctions. Solicitor Braslow preferred the District selling them at the town auction. The board agreed to have Chief Scardino put some of the inventory on Ebay.

Field Jackets- Field jackets were noted to be delivered but were awaiting the patches.

Projects 2008- Captain Rigberg provided the board with a schedule of annual department testing. March was suggested to do pump testing, with hose testing in April, ladder testing in May, and SCBA flow testing in June. Pricing was being obtained for pump testing. A resolution to go out for pump certification will be tabled for March's monthly meeting. Board members were then advised that Captain Friend is working on annual SCBA flow testing.

Duty Officer Program- Captain Rigberg reported that the Station Captains were on board with the program. Each station will provide weekly tours.

Duty Crews- Staffing has become difficult for the stations and concerns were noted on this area when the weather becomes warmer.

WTFD Rules & Regulations- The rules and regulations were posted on each station's hot board.

Firefighter Applicant- Discussions were held on an applicant who was interested in transferring to Winslow Township Fire Department. Chairman Sirolli indicated that he had spoke to Chief Glassman who indicated that the applicant was number two (2) on Gloucester Township's list. After a brief discussion, the board decided not to proceed with anymore hiring at this point in time.

Captain Rigberg provided samples of badges that are now available. Chief Scardino ordered additional badges to replenish the inventory. The scheduling of the crews was mentioned by Captain Rigberg to include coverage for 7 days per week, two crews assigned to Station 7, the other to Station 3 with rotations.

Chairman Sirolli asked for all board members to have meeting information to the staff by the Friday before said meeting.

BOARD DISCUSSIONS:

Chairman Sirolli addressed transitioning Lorraine's duties to include authority over many day to day functions. He also spoke on the staff being capable in making many of the routine decisions. The two (2) new commissioners expressed an interest in attending a staff meeting.

The Chairman indicated that the board will be meeting with Chief Saraceni later during the month, to address the position statement that was drafted for the commissioners.

EXECUTIVE SESSION:

A motion was made by Commissioner Passarella to enter into executive session at 8:15 p.m. Commissioner Gallo seconded the motion and the roll call vote was unanimous and in the affirmative.

The minutes taken during executive session involved personnel matters being addressed.

RETURN FROM EXECUTIVE SESSION:

A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to return from executive session. All Board members were present.

President's Meetings- Commissioner Passarella indicated that at the last president's meeting a discussion was held on educating the public on the fire district budget for the elections. He then addressed the presidents reviewing the station contracts. Upon completion, it was suggested that the Board schedule a meeting with the Station Presidents and Board solicitor to meet and go over the contract. Commissioner Passarella was hopeful that the presidents will have the contract completed by June. Commissioner Passarella addressed the repairs to Station 3's building. All agreed to have Commissioner Passarella go over the information with the Chief, engineers report, Solicitor Braslow, and report back to the board on the recommendations. A discussion was held on the possibility of having to go out for a bond referendum for the repairs of the building, and vehicles if needed. Also addressed were the costs involved if Station 3 paid for the repairs, or the District. It was mentioned that if the district had to make the repairs, it would be at prevailing wages.

Chief's Contract- Chairman Sirolli announced that he and Commissioner Pantalone are working on the Chief's contract. A meeting was mentioned to be scheduled with Labor Counsel Elizabeth Garcia later during the month. The contract was expected to be completed within 30 days.

Long Range Plan- Commissioner Gallo is assigned to working on the long range plan. Mount Laurel Fire Department's plan is being reviewed for suggestions.

Banquet- The board discussed changes to the banquet.

Mission Statement- The board was advised that the recruit class of 2008-001 were given an assignment by Chief Dukes to develop a mission statement as a group; to integrate into the Winslow Township Fire Department. They were commended for their efforts in providing such a well written statement for their class.

Annual Fire Department Report- Commissioner Gallo asked when this report will be distributed to the stations. Chairman Sirolli requested the question forwarded and addressed to Sharon in Treasury.

State Contracts- A small discussion was held on the use of state contract. The board indicated that state contract is used.

Cedar Brook's Parking Lot- The board addressed quotes received for the repairs of the parking lot. Each board member provided their opinion on whether to have it repaired now, or wait until further information is reported back by Commissioner Passarella. The following opinions were recorded:

Commissioner Pantalone – No; wait until Commissioner Passarella reports back to the board
Commissioner Passarella – No
Commissioner Gallo – Yes
Commissioner Sirolli – Yes
Commissioner Mammucari – Yes

Commissioner Pantalone felt that Commissioner Mammucari should not vote in this area as it pertains to his station. A discussion was held on the lease with Station 3. It was requested that Commissioner Gallo be provided a copy of the lease for review. In closing the discussion, Commissioner Passarella recommended to wait and get clarification on Station 3's building, and obtain a recommendation from the attorney, basing his opinion.

Insurance Coverage- Commissioner Pantalone spoke on the insurance company providing coverage to the career staff; with the career staff being added as a rider to the insurance at no additional costs. Board members were pleased with the news.

Oath of Office for Firefighters- Chairman Sirolli stated that Toms River holds their officer swearing in at a school. This area will be researched further for volunteers graduating Firefighter I and annual oaths by the stations.

ADJOURNMENT:

Commissioner Mammucari made a motion to adjourn the meeting at 8:25 p.m. Commissioner Passarella seconded the motion. All were in favor.

Prepared by: pj
Reviewed by: VJM