



Winslow Township Fire Department



March 26, 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:

Commissioner Passarella opened the meeting at 8:13 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, absent

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:

Commissioner Passarella 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. Commissioner Passarella indicated where the emergency exits were.

Administrative Office

9 Cedar Brook Road • Sicklerville, New Jersey 08081
609-561-4225 • FAX 609-561-5823 • E-mail firedistrict@winslowtwpfd.org

MINUTES OF PREVIOUS MEETINGS:

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

February 27, 2008 - Workshop Meeting
February 27, 2008 - Regular Monthly Business Meeting
March 4, 2008 - Reorganization Meeting
March 20, 2008 - Special Meeting

TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of February in the amount of \$36,962.74. Commissioner Gallo 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 March - Check #'s 11511 through 11645 totaling \$258,806.43. Commissioner Mammucari 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 February in the amount of \$161.00. Commissioner Gallo seconded the motion and all were in favor.

Outstanding Invoice- None.

RESOLUTIONS:

Resolution 08-27, Corporate Resolution Listing Signatures for Bank Deposits - Treasurer Pantalone motioned to approve the resolution with Commissioner Mammucari seconding the motion. The roll call vote was unanimous and in the affirmative.

Resolution 08-28, to Dispose of Inventory- A motion was made by Commissioner Gallo and seconded by Commissioner Mammucari to approve the resolution. The roll call vote was unanimous and in the affirmative.

SPECIAL PROJECTS:

New Buildings - No report.

LOSAP- Commissioner Pantalone spoke on the Station lists being certified and sent to Lincoln Financial. The quarterly reports will be forthcoming.

Information Technology- Lorraine Pataky briefed the board on information technology updates.

Grants-None.

Personnel - Chief Scardino indicated that three (3) Provisional Battalion Chiefs will be revealed at the March 28th Special Meeting.

GIS - GIS layering updates were provided by Chief Scardino.

Shared Services - Commissioner Passarella spoke on the meetings being held for shared services.

Fire Stations - Commissioner Passarella reminded the board that the presidents are meeting and working on the contract after scheduled President's Meetings. The contract was expected to be completed by June.

Banquet 2008 - Commissioner Passarella announced that the Presidents are addressing suggested ideas for the banquet.

CHIEF OF FIRE DEPARTMENT:

Fire Chief Report- Acting Chief Scardino reported one plan review for the month of March. The Chief's Orders/Operations Bulletins included the use of personal vehicles for fire scene response, blue light permit issuance, SCBA training and certification process that is modified, the duty officer program being drafted, and the career deployment Ops bulletin. Chief Scardino spoke briefly on the letters sent out during the month. The district phone service was reported to be changed back to Nextel. Highlighted were the areas of information requests for the Merit Board Hearing, personnel issues addressed with Mr. Braslow, Rules and Regulations that were distributed to the station hot boards, the 2008 FEMA application, 2008 fire district budget revisions, Knox System meeting with Washington Twp FD, the Lieutenant process, critiques held on March 25th, the ordering of frontice pieces for BC Rigberg and Commissioner Taylor, and BOFC Badges and Lucite pocket holders that were ordered.

In the area of fire suppression, Chief Scardino reported 6 incidents in which he responded to. Training was reported to be the annual SCBA proficiency program. Chief Scardino then advised that he attended and completed this program at the CCFA. The New Career Firefighter and Recruit Academy Program were mentioned to be finalized. He also advised that he had created the listing for Provisional Lieutenant. Three outside Chiefs; Chief Addezzio of Evesham, Chief Constantine of Moorestown, and Chief Pacifico of Voorhees are assigned at the panel for the Lieutenant process.

Arrangements were made by Chief Scardino for the use of Station 8's hall, the graduation program, and the ACFD recruit academy for Firefighter Boettcher to attend. Chief Scardino also worked on a Power Point presentation for the recruit academy and several modules in conjunction with the academy.

Chief Scardino then spoke on various projects that the office is working on and felt that the Department was fortunate to have the office staff.

ACTING FIRE MARSHAL'S REPORT:

Captain Friend briefed the board on the meeting on the Knox Box system. Special Projects were noted to be the lock out/tag out procedures. The following training for March was reported:

Blood Borne Pathogens make-up class
Wild Land Urban Interface Drill

New Recruit Academy Modules -
SCBA Maint., Inspections, Blood Borne/Right to Know, Public Ed., and Vehicle Extrication
Annual SCBA
Pride and Ownership Seminar
New Recruit Orientation
SCBA Field Maint. Class

One fire investigation activity was reported during March. Captain Friend then referenced his corresponding fire prevention reports.

NEW BUSINESS:

It was announced that Station 9's President, Rich Tomassetti, is holding a check for \$6,000 from the Hometown Heroes Police, Fire, and EMS fund, for the purchase of fire prevention materials. Chief Scardino will look into utilizing the funds.

OLD BUSINESS:

Membership Policy- Board members reviewed the policy presented by Chief Scardino with the changes. A lengthy discussion was held on this policy. The board decided to table adoption of the policy for April's meeting.

INSURANCE CLAIMS:

One referenced.

MEMBERSHIP APPLICATIONS:

None.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

Resolution 08-29 To Enter Into Executive Session: A motion was made by Commissioner Pantalone and seconded by Commission Gallo to approve Resolution 08-29 to enter into executive session at 9:28 p.m. All were in favor.

** The minutes taken during executive session indicated that several personnel matters were addressed.**

Return from Executive Session: A motion was made by Commissioner Gallo and seconded by Commissioner Pantalone to return from executive session. All were in favor.

MEETING ANNOUNCEMENTS:

- 3/28/08* Graduation and Swearing in of Firefighters
- 3/31/08* Special Meeting for 2nd Reading of Resolution
- 3/31/08* Workshop Meeting
- 4/09/08* Special Meeting/Workshop Meeting for 2nd Reading of Resolution

ADJOURNMENT OF MEETING - A motion was made by Secretary Mammucari and seconded by Commissioner Gallo to adjourn the meeting at 10:05 p.m. Commissioner Passarella adjourned the meeting.

Prepared by: pj
Reviewed by: VJM
U:\minutes\monthly\MARCH26.08