



Winslow Township Fire Department



April 23, 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 7:40 p.m.

SALUTE TO FLAG:

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

ROLL CALL:

Commissioner Gallo, arrived at 7:55 p.m.
Secretary Mammucari, present
Treasurer Pantalone, present
Commissioner Passarella, absent
Chairman Sirolli, present

OTHER OFFICIALS PRESENT:

Michael S. Scardino, Acting Chief of Department
Marc Rigberg, Battalion Chief
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. Chairman Sirolli indicated where the emergency exits were.

MINUTES OF PREVIOUS MEETINGS:

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

Administrative Office

March 12, 2008 Workshop Meeting
March 20, 2008 Special Meeting (Corrected)
March 26, 2008 Workshop Meeting *
March 26, 2008 Regular Monthly Business Meeting *
March 28, 2008 Special Meeting/Grad. and Oath of Office & Resol.
March 31, 2008 Special Meeting/Workshop Meeting
April 9, 2008 Special Meeting/Workshop Meeting *
October 10, 2007 Workshop Meeting

*Chairman Sirolli abstained from the minutes of 3/26/08's meetings, and April 9th's Special Meeting/Workshop as he was absent during these dates. All were in favor.

TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of March in the amount of \$72,098.63. Commissioner Mammucari 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 April - Check #'s 111646 through 11780 totaling \$146,544.40. Commissioner Gallo seconded the motion and all were in favor.

Paychex Administration Fees- Treasurer Pantalone requested Sharon in Treasury research the administrative fees for March as they were relatively high. He then made a motion to approve the administration fees for the month of March in the amount of \$342.00. Commissioner Mammucari seconded the motion and all were in favor.

Outstanding Invoice- None.

RESOLUTIONS:

Resolution 08-36, to Award Vehicle Maintenance Bid - Treasurer Pantalone motioned to approve the resolution with Commissioner Gallo seconding the motion. The roll call vote was unanimous and in the affirmative.

Resolution 08-37 to Dispose of Inventory- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the resolution. The roll call vote was unanimous and in the affirmative.

Resolution 08-38 to Establish Pay Periods for Employees-Chairman Sirolli briefly explained that the district desired to establish pay period for employees. Administrative Staff members were noted to be paid weekly; Firefighters are paid bi-weekly; and Commissioners are paid monthly. A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the resolution. The roll call vote was unanimous and in the affirmative.

Resolution 08-39 Rescinding Rules and Regulations Previously Adopted- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the resolution. The list of rules and regulations will be attached and made a part of the minutes. The roll call vote was unanimous and in the affirmative.

Resolution 08-41 Establishing Purchasing Policy- The board reviewed the policy presented by staff member Lorraine Pataky. A motion was made by Commissioner Gallo and seconded by Treasurer Pantalone to approve the resolution. The policy will be attached and made a part of the minutes. The roll call vote was unanimous and in the affirmative.

Resolution 08-42, Adopting Policy Relative to Administrative Protocol of Board of Fire Commissioners Relative to Conducting Official Fire District Business- The Board reviewed the draft of protocols for fire commissioners to follow in conducting official fire district business, provided by Retired Chief Saraceni. Upon review of the policy, a motion was made by Treasurer Pantalone and Commissioner Gallo to approve the resolution. The roll call vote was unanimous and in the affirmative.

SPECIAL PROJECTS:

New Buildings - No report.

LOSAP- No report.

Information Technology- Information technology updates were provided by Lorraine Pataky.

Grants-The application for the 2008 FEMA Grant was filed by the deadline.

Personnel - None.

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- Chief Michael Scardino referenced his report for the month of April, communicating the many meetings that were attended during the month, the special projects that included a plan review for Pierson Dental, operation homecoming, revisions to the policy and procedures manual that are being undertaken, and the establishment of indexes that involve memorandums, operational bulletins, chief orders, training bulletins and guidelines. Included under special projects were the Chief's Orders/Operations Bulletins being issued/developed, workshop and monthly meeting agenda packets prepared, and numerous communications sent out during the month. A commendation was noted to be sent to Station 8 for their performance at a call on 28 March. Chief Scardino then mentioned the meetings held with Sharon Lang concerning pay periods, the purchasing policy discussion with Lorraine Pataky, the 2008 FEMA Grant application that was submitted, and the ongoing officer evaluations.

Fire Suppression entailed six incidents that the Chief responded to. In the area of training, Chief Scardino attended a CEU Update course in Mt. Laurel, CPR recertification, and an AED and Blood Borne Pathogens class.

Chief Scardino then reported on the Career Firefighter Activities that involved recruit observations and closing interviews, graduation rehearsals, career staffing programming, review of provisional lieutenant acceptance, prepare graduation certificates and speech for graduation, take part in a group photograph for program, order battalion chief and lieutenant badges, and copy pictures/speeches, etc. to Paul Kaplan and Lee Tomasello.

Two personnel matters were noted to the board. He then referenced his report for further notices, upcoming events and the monthly status report provided by Battalion Chief Rigberg.

ACTING FIRE MARSHAL'S REPORT:

Captain Friend reported three meetings during the month of April, special projects that involved logistics and registrations to Chief Terpak, SCBA Hydrostatic testing, graduation logistics, procedures for lock out tag outs, Tammerlane Apartments block inspections, medical command adjustments for the new AED's, SCBA repair tool kits assembled, career day at School # 5, the distribution of the new AED pads for the Welch Allen Defibrillators, completion of the truck lettering project, the allocation of inspection supplies to the Career Staff, attended a training division meeting, and the scheduling of puppet shows for three elementary/nursery schools.

The area of training consisted of a CPR Class, new member orientation, a Fire Ground Size Up class, Sexual Harassment training, and assisted with a CPR Class held at Town Hall for Township Employees.

Fire Suppression involved five (5) incidents, and one fire investigation activity. Monthly reports, upcoming inspections and special events were attached for board review.

NEW BUSINESS:

Secretary Mammucari proposed to establish an awards committee for department membership. Each board member agreed with Secretary Mammucari's suggestion. The ceremony will be considered to be held in June. An update will be provided by Secretary Mammucari at the next meeting.

Chairman Sirolli suggested a township broad newsletter which would include Winslow Township, Winslow Board of Education, and the Fire District. A discussion was held on the newsletter being available for distribution the week prior to the Fire District election. Chairman Sirolli indicated that this matter would be researched further.

A brief discussion was held on the board chain of command.

OLD BUSINESS:

Membership Policy- The membership policy was tabled for workshop discussions. Solicitor Braslow will be consulted during the work session for appropriate counsel opinion.

INSURANCE CLAIMS:

One referenced.

MEMBERSHIP APPLICATIONS:

A motion was made by Treasurer Pantalone and seconded by Secretary Mammucari to approve the membership applications pending satisfactory physicals, of *Miguel Valdera and William Sheehan, both of Station 7*. All were in favor.

COMMENTS BY FIRE COMMISSIONERS:

Secretary Mammucari questioned the board if using Sicklerville Hardware would be a conflict to the District as one of the vendors. Chief Scardino will check with the solicitor and report back to the board.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

Resolution 08-40 To Enter Into Executive Session: A motion was made by Commissioner Pantalone and seconded by Commission Gallo to approve Resolution 08-40 to enter into executive session at 9:28 p.m. All were in favor.

** The minutes taken during executive session will be approved separately.**

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:

5/14/08 Workshop Meeting at 6:30 p.m.
5/28/08 Workshop Meeting at 6:30 p.m.
5/28/08 Regular Monthly Business Meeting at 7:30 p.m.

ADJOURNMENT OF MEETING - A motion was made by Secretary Mammucari and seconded by Treasurer Pantalone to adjourn the meeting at 10:31 p.m. Chairman Sirolli adjourned the meeting.

Prepared by: pj
Reviewed by: VJM
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