



Winslow Township Fire Department



April 23, 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 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, Captain, Winslow Township Fire Department
Lorraine Pataky, Administrative Assistant to the Office of the Fire Chief

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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CHIEF'S AGENDA:

Pay Periods for Staff – Chief Scardino spoke on district pay periods that require approval by resolution. Each board member was given a copy of a proposed resolution. Approval of the resolution will be entertained during monthly meeting discussions.

Station 7 Kitchen Supplies:

Cooking- Cooking supplies were needed for the career staff. The board agreed to purchase these items for the career staff to inhabit the station.

Refrigerator- Pricing was obtained for a refrigerator for the District and Station 7. The District refrigerator was explained to be old and not holding cold temperature settings. It was noted to be listed for disposal during the monthly meeting. The board reviewed the pricing provided and agreed to purchase two refrigerators; one placed at the Fire District Office, the other at Station 7.

Pest Services Station 7-The board was provided a quote for pest control services for Station 7 due to the career staff encountering pest issues. Concern was expressed for the other stations being asked if they were interested in obtaining pest services. The board agreed to have Chief Scardino correspond with the President of Station 7 and request the station secure these services under the provisions of the lease agreement with the Board. Additionally, the board agreed to approach each station to inquire if they needed pest services. The same services will be offered to each Station under the provisions of their lease agreement with the Board.

Safety Deposit Box- The board reviewed the information provided, and agreed to obtain pricing for cost effectiveness.

Station 7 Safe- Chief Scardino announced that Station 7 may have a safe that is not in use and may be available for purchase. The board agreed to have Chief Scardino correspond with the President to inquire additional information and pricing.

Rehab 13-8- Chief Scardino provided correspondence to the Board on Rehab 13-8 for informational purposes.

Surplus Equipment- Chief Scardino provided a sample of a radio being auctioned on Ebay. The board agreed with Chief Scardino's recommendation to auction the district's surplus equipment.

WTFD Op. Guide #08-XX; Career Batt. Chief Pos. Duties & Responsibilities- The board was provided a copy of the Chief's proposed Op. Bulletin.

General Orders 2008-01 & 2008-02-General Orders were provided to the board as a point of information.

WTFD Op. Guide; Career Co. Op. 08-008-Winslow Township, Mutual Aid & Automatic Aid Responses- Chairman Sirolli stated that Operational Guidelines and General Chief Orders do not need Board approval. Information in this capacity will be distributed to the board for advisement.

Memorandum 08-031 Fire Safety Initiatives for Career Staff- The board reviewed the memorandum.

Standing Committee Agenda- Each Commissioner reviewed the agenda provided.

WTFD Op. Guide 08-006; Career Co. Op.– Station Log Books- Chief Scardino provided a copy to the board for informational purposes.

Year to Date Reports 2007-Chief Scardino referenced the non response reports provided by Chief Rigberg. Chief Rigberg supplied station breakdowns for 07 January – 07 November, and 07 January – 07 December.

BOARD OF FIRE COMMISSIONERS:

Decision on Awards Banquet- Chairman Sirolli spoke on holding a presentation and awards service which would recognize the member's years of service. Chief Scardino suggested holding the ceremony during May of each year. Secretary Mammucari will research this area further.

Board Chain of Command-To be addressed during executive session.

Lorraine Pataky's Title- Board members will meet and discuss this topic during the next workshop meeting.

Resolution for Battalion Chief Rigberg and Captain Friend- To be addressed during executive session.

Long Range Plan Update- Commissioner Gallo is working on a letter to lead the committee.

Ivan Murray Letter- This matter is being addressed during executive session.

Pictures of Volunteers for Webpage- Chairman Sirolli requested pictures of the volunteers be taken (in Class B Uniform) and placed on the Department's webpage.

Book of Rules and Regulations- The board reviewed the proposed resolution to rescind previously adopted rules and regulations that are no longer in use. The resolution will be entertained during the regular monthly business meeting.

New Membership Policy- The board discussed holding a work session with Mr. Braslow to converse several board concerns.

Career Staff/Mutual Aid- To be addressed during executive session.

Fire Commission Policy on Roles and Responsibilities- The board reviewed the draft provided by Chief Saraceni, RET. Chairman Sirolli proposed board adoption during the regular monthly business meeting.

Purchasing Policy- Lorraine Pataky provided a purchasing policy proposed for adoption during the monthly meeting. The policy will be entertained for adoption during the monthly meeting.

Structural Repair of Board Office- Secretary Mammucari advised the board that Station 3 will be providing a response to the board in the near future.

Vehicle Maintenance- Research was provided on the vendors who submitted bids on vehicle maintenance. A resolution will be entertained during the monthly meeting to the bid on vehicle maintenance.

Reminders:

Firefighter I Graduation Class – Research being conducted by Secretary Mammucari

Maintenance Schedule-

May/July – Vehicle Maintenance

April – Pump Maintenance

May – Hose Testing (Supply Hose)

June – Ladder Testing

September – SCBA Pack Flow Testing

SCBA Cylinder Hydro Testing – Captain Friend to handle

MEETINGS SCHEDULED:

- Workshop Meeting – 5/14/08 at 6:30 p.m.
- Workshop Meeting – 5/28/08 at 6:30 p.m.
- Regular Monthly Business Meeting – 5/28/08 at 7:30 p.m.
- President's Meeting – 5/7/08 at 7:00 p.m.

ADJOURNMENT:

Secretary Mammucari made a motion to adjourn the meeting at 7:40 p.m. Treasurer Pantalone seconded the motion. All were in favor.

Prepared by: pj

Reviewed by: VJM