



Winslow Township Fire Department



April 9, 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:

Vice Chairman Passarella called the meeting to order at 6:40 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
Frank Friend, 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. Commissioner Passarella announced where the emergency exits were.

Administrative Office

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Second Reading of Resolution 08-30, Authorizing Creation of Career Battalion Chief Position- Vice Chairman Passarella provided a reading of Resolution 08-30. 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 08-32, Appointment of Battalion Chief Position- Vice Chairman Passarella read the resolution to appoint Marc Rigberg as Provisional Battalion Chief. A motion was made by Commissioner Pantalone and seconded by Secretary Mammucari. The roll call vote was unanimous and in the affirmative.

Resolution 08-33, Awarding Vehicle Maintenance Services- Vice Chairman Passarella explained that the board needed to get clarification of references from one of the vendors. A motion was made by Commissioner Gallo and seconded by Commissioner Mammucari to table the resolution approving vehicle maintenance, to the April 23rd Regular Monthly Business Meeting. All were in favor.

PAYROLL SERVICES

Termination of Payroll Services with Heartland- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo, to terminate payroll services with Heartland. All were in favor.

Resolution 08-34, Authorizing Award of Contract Relative to Payroll Services- Vice Chairman entertained a motion to approve the resolution to award payroll services to Paychex Administrative Services. Treasurer Pantalone made the motion with Secretary Mammucari seconding said motion. The roll call vote was unanimous and in the affirmative.

Schedule of Maintenance- The board members reviewed the maintenance schedule provided by Chief Scardino. The schedule was listed as follows:

Testing Schedule:

April – Pump Maintenance

May – Hose Testing (Supply Hose)

June – Ladder Testing

September – SCBA Pack Flow Testing

SCBA Cylinder Hydro Testing – Captain Friend will handle

Vehicle Maintenance (preventive maintenance) was noted to be delayed until July/September pending award of bid

Resolution 08-35, Authorizing Advertisement to Bid Vehicle Pump Maintenance- Vice Chairman Passarella announced that quotes were below the bid threshold therefore this would not need to go out to bid.

New Membership Policy- A discussion was held on the membership policy. Chief Scardino indicated that this was on hold as he had not received feedback from board members pending their discussions with Solicitor Braslow. Commissioners Mammucari and Pantalone apologized to the Chief for not following up on this matter. Both Commissioners indicated that they would be in contact with the solicitor and table for further discussion at the Workshop/Regular Monthly Business Meeting on April 23rd.

Fire Fighter I Graduation Class- Vice Chairman Passarella referred to the last president's meeting where it was proposed that someone attend the Fire Fighter I graduation for the volunteers upon completion of the training. Suggestions were made to have a representative of the department the member is joining, attend the graduation, or providing a ceremony to the volunteers or during an installation dinner. Five members were mentioned to be enlisted in the last class. Chief Scardino and board members also suggested holding an awards achievement/dedication of time or proclamation during a township meeting, with Mayor Metzner presenting an award. The board agreed that Secretary Mammucari would handle looking into the suggestions and provide a recommendation at the next Workshop Meeting. Secretary Mammucari requested a list of Firefighter I enlistees.

REMINDERS:

Board members were reminded that the revised purchasing policy will be ready for approval during the April 23rd Monthly Meeting.

*Long Range Plan-*Commissioner Gallo announced that he developed a preliminary letter on the long range plan, listing topics. A list of committee members for the committee is also being gathered.

Repairs to Station 3 Building- Vice Chairman Passarella stated that he has spoke to Vice President Schlessinger of Station 3, three to four weeks ago, who advised that his station was waiting for the attorney's report of the building. Vice President Schlessinger indicated that he would get back to Commissioner Passarella.

Board Chain of Command – This subject was tabled until the April 23rd Workshop Meeting.

Book of Rules and Regulations- Staff member Lorraine Pataky, announced that Tammy, Chief Scardino, Battalion Chief Rigberg, and she were working on revising the book of rules and regulations, to organize, simplify, and omit duplications within the binder. Each board member was provided with a list of rules and regulations that were found to be in duplicate or no longer in use. The board was then asked to review the list, along with the rules and regulations, for final discussion/approval to delete them from the binder, at the April 23rd Regular Monthly Business Meeting. Chief Scardino then elaborated on the rules and regulations binder that was not in any type of order or indexing for proper use. All forms and policies will be formatted in uniform.

CHIEF'S AGENDA:

Acting Chief- Chief Scardino asked for feedback from the board on his performance as Acting Chief. The Commissioners each felt that Chief Scardino was doing an excellent job as Acting Chief. Each also felt that they could not be given too much information. A brief discussion was held on the meeting with Chief Saraceni in which the direction of the board was addressed in relationship with working with the Fire Chief.

Homecoming Parade – 4/12- Chief Scardino briefed the Board on the parade for the returning soldier. The Fire Department will be participating in the event that is sponsored by the township. The parade will commence at 0900 at the Tiki Bar on Sicklerville Road to Blue Anchor Road (Stella Maiese Field) with the Fire Department providing an Arch of Honor with Aerial devices, followed by a small ceremony. Refreshments were said to follow at the American VFW Post on Sickler Ave. in Sicklerville. In the event in rains, the ceremony will be moved to School #3 on

Sicklerville Road. A larger American Flag was obtained from one of the members that will be used for the event. Chief Scardino also mentioned that the Fire Police will be helping with traffic.

WTFD Rules and Regulations– Board members were briefed on an email that Chief Scardino sent to the WTFD members, providing the rules and regulations that was not in final draft with a few highlighted comments. This email was attempted to be recalled; the final draft was sent immediately with hard copies to the stations, but a few of the recalls were unsuccessful. A former member forwarded the email to Station Commanders and Battalion Chiefs commenting on the highlighted notations.

Personnel Matter- Chief Scardino indicated that a letter is being drafted to the personnel.

Vehicle Maintenance Bid Award– References were being clarified.

Recruit Graduation- The three career platoons deployed were mentioned to be very busy; with reference made to the major cleaning and organizing of Station 7. Station 7's Captain was said to be very pleased with the appearance of the building. Chief Scardino invited board members to view the station. Positive feedback was received on the recruit academy, with further mention of good comments from various chiefs. The Chief then addressed the oath of office used during the ceremony. The author, Battalion Chief Greg Collier, who wrote the Oath of Office, was pleased to hear that it was used during our graduation and encouraged many other departments to use it. Commissioner Mammucari stated that he was pleased with the graduation and felt that the Chief and Staff did an excellent job in preparation of the ceremony.

Ancora Hospital Fire Department- Chief Scardino stated that the office received a call from the Acting Chief of Ancora Fire Department concerning a statement by Chairman Sirolli during the graduation. Upon meeting with Ancora Fire Department's Acting Chief during a visit to his department, the Chief was advised that Winslow Fire Department had no interest in taking over his Department, but would not put anything in writing as the Department would not put itself into that position. Chief Scardino further advised the Chief that the District is involved with Shared Services did not have the intent to take over that Department.

Career Staff/Mutual Aid- Chief Scardino requested direction from the Board on an Operational Bulletin for the career staff concerning mutual aid that was being developed. He then discussed a call from Williamstown, requesting not to be placed on cover for ladder. This discussion was tabled for executive session at the next Workshop/Monthly Meeting.

FEMA Grant 08- The 2008 FEMA Grant application was submitted to FEMA within the timeframe given. Chief Scardino then thanked Battalion Chief Rigberg for the statistics he provided for the report, Sharon for providing budgetary numbers that were needed, and the staff who helped in providing other reporting figures.

FEMA Grant 05- No new information was reported. The office received two phone calls, but new information was given to date.

Commissioner Mammucari spoke on the AED Training provided by Captain Friend and Nancy Kelly of Winslow EMS; commenting that the training was very positive and informative. He then thanked Captain Friend and Ms. Kelly for providing the training.

Chief Scardino then addressed a sample awards policy being drafted, speaking on a length of service award. This topic was tabled until the next workshop meeting for a proposed adoption. The Chief's award and 5yr/10yr pins would be addressed further during this meeting.

MEETINGS SCHEDULED:

- Workshop Meeting – 4/23/08 at 6:30 p.m.
- Regular Monthly Business Meeting – 4/23/08 at 7:30 p.m.
- President's Meeting – 5/7/08 at 7:00 p.m.

ADJOURNMENT:

Commissioner Gallo made a motion to adjourn the meeting at 8:12 p.m. Commissioner Mammucari seconded the motion. All were in favor. Vice Chairman Passarella adjourned the meeting at 7:54 p.m.

Prepared by: pj
Reviewed by: VJM