



# Winslow Township Fire Department



May 28, 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:

Vice Chairman Passarella opened the meeting at 7:39 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, absent  
Treasurer Pantalone, present  
Commissioner Passarella, present  
Chairman Sirolli, absent

#### OTHER OFFICIALS PRESENT:

Michael S. Scardino, Acting Chief of Department  
Marc Rigberg, Battalion Chief  
Frank Friend, Captain  
Lorraine Pataky, Administrative Assistant to the Fire Chief

#### OPEN PUBLIC MEETING ANNOUNCEMENT:

Vice Chairman 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. Vice Chairman Passarella indicated where the emergency exits were.

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#### **Administrative Office**

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## MINUTES OF PREVIOUS MEETINGS:

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

April 23, 2008 Workshop Meeting  
April 23, 2008 Regular Monthly Business Meeting  
May 14, 2008 Workshop Meeting

All were in favor.

## TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of April in the amount of \$67,620.61. 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 May - Check #'s 1181 through 11893 totaling \$155,011.08. Commissioner Gallo 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 April in the amount of \$179.00. Commissioner Gallo seconded the motion and all were in favor.

Outstanding Invoice- None.

## RESOLUTIONS:

Resolution 08-44, Setting Forth Salaries for Prov. Employees and Auth. Execution of a Letter of Agreement Memorializing Same - Commissioner Gallo motioned to approve the resolution with Commissioner Pantalone seconding the motion. The roll call vote was unanimous and in the affirmative.

Resolution 08-45 to Dispose of Inventory- A motion was made by Commissioner Pantalone and seconded by 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- Nothing new to report.

Grants-No report.

Personnel - None.

GIS - None.

Shared Services - Commissioner Passarella spoke on the shared services meetings attended.

Fire Stations - Commissioner Passarella announced that the presidents were working on the contract and expected the task to be completed by June's President's Meeting.

Banquet 2008 - Commissioner Passarella spoke on the research being obtained for a picnic style banquet. President Mangaro is providing further research at the next Presidents Meeting. Commissioner Passarella will report back to the board on the findings.

Long Range Plan Committee- Commissioner Gallo provided a report on the committee he is developing. Notification was received from Mr. Binder, of Binder Machinery Co., on his participation on the committee.

Membership Graduation Committee- No report due to Commissioner Mammucari's absence.

#### CHIEF OF FIRE DEPARTMENT:

Chief Scardino recognized Lt. Waltrip, Captain Ebner and Lt. Mangaro for their work on the duty crew program. Each was given a certificate of recognition for their help with the program. Four additional members who were not present will also be given a certificate for recognition for the program.

Fire Chief Report- Chief Michael Scardino referenced his report for the month of May, speaking on several meeting that he attended, special projects that included rescue billing procedures and fee schedule, demographic and report information for Chesilhurst, discussions with solicitor on three issues, personnel matters addressed with labor attorney, correspondence to Remington and Vernick on ladder turning radius, and the research of information on 2534 within owners manual. Chief Scardino continued special project discussions with email confidentiality wording, personnel matters, cul-de-sac issues, four (4) Chief's Orders/Op Bulletins, his preparation of meeting information, several letters sent out, and the completion of two (2) officer evaluations.

The Chief responded to three (3) fire suppression operations during the month. Training referenced research being conducted of a class on NJ Fire Inspector to be held at the Fire District through the Division of Fire Safety. The Chief also accompanied the Squad on three inspections.

Board members reviewed the Operations Division, Career Staff Activity provided by Battalion Chief Rigberg.

#### ACTING FIRE MARSHAL'S REPORT:

Captain Friend provided a report to the board, discussing four (4) meetings conducted during the month, the special projects he is working on that include SCBA hydro testing, fire prevention planning and preparation, free smoke detectors obtained through Operation 7 Save-A-Life, SCBA repair kits obtained, the setup of a repair station at Station 8, an ESP preplan in review and the repair of two (2) air packs.

Public events during May consisted of a Community Day at School #3, a puppet show at a daycare center and Schools #2, #3, & #4, a two session fire prevention show at School #5, Career Day at School #6, Careers on Wheels at Schools #2, and #4, an Emergency Service Appreciation Day in Waterford Township, and Vendor Paluza at School #5.

Captain Friend then advised the board of the inspection schedule he prepared for the career staff, the scheduling of fire prevention education events, and inspection of Hanson, the rotation of SCBA bottles for hydro testing, and training provided to realtors.

Captain Friend spoke on four (4) fire investigations and three (3) fire suppression activities during May that he attended. Sexual Harassment training was mentioned to be the training held during the month. The report was then referenced to view the attachments.

#### NEW BUSINESS:

None.

#### OLD BUSINESS:

New Membership Policy- Vice Chairman entertained a motion to adopt the new membership policy pending an amendment to said policy at the next workshop session. Treasurer Pantalone motioned to approve the policy pending the amendment. Commissioner Gallo seconded the motion and all were in favor.

Structural Repair of Board Office- The board agreed to hold a work session to address this ongoing issue.

Take Over of Fire Stations- Vice Chairman Passarella advised the Board that the Presidents will be providing a copy of the revised contract during the meeting scheduled June 4<sup>th</sup>.

Taping of Workshop Meetings- This topic was not addressed due to Commissioner Mammucari's absence.

Announcement of National Night Out August 5, 2008- Acting Chief Scardino advised the board on what was being requested from the Fire Department.

#### INSURANCE CLAIMS:

None.

#### MEMBERSHIP APPLICATIONS:

A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the membership applications of the following individuals:

*Paul Parzanese, Jr. Member turning 18, Station 9*  
*William Boyd, Fire Police, Station 2 - effective 4/23/08*

All were in favor.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

ADJOURNMENT OF MEETING - A motion was made by Commissioner Pantalone and seconded by Commissioner Gallo to adjourn the meeting at 8:08 p.m. Vice Chairman Passarella adjourned the meeting.

Prepared by: pj  
Reviewed by: VG  
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