



# *Winslow Township Fire Department*



June 11, 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, present  
Secretary Mammucari, present  
Treasurer Pantalone, absent  
Commissioner Passarella, present  
Chairman Sirolli, present

#### OTHER OFFICIALS PRESENT:

Acting Chief Michael Scardino, Winslow Township Fire Department  
Battalion Chief Marc Rigberg  
Captain Frank Friend  
Lorraine Pataky, Administrative Assistant to 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.

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#### **Administrative Office**

9 Cedar Brook Road • Sicklerville, New Jersey 08081  
609-561-4225 • FAX 609-561-5823 • E-mail [firedistrict@winslowtwpfd.org](mailto:firedistrict@winslowtwpfd.org)

**Budget Policy-** The budget policy schedule was reviewed by the Commissioners. Last year's budget preparation ran smoothly under this policy schedule. The board agreed to adopt said policy as a District formatted Policy that will be annually scheduled. The policy will be officially adopted in format at the June 25<sup>th</sup> Regular Monthly Business Meeting.

**Lorraine's Title-** Mrs. Pataky provided a list of duties and responsibilities for review. Lorraine was then asked to provide the Board with a compensation amount for the listed duties. A title and pay scale will be reviewed for approval at June's monthly meeting.

**Fuel Costs-** This topic was addressed at length with the Chief advising that he would be sending out a Chief's order, which focuses on the Battalion Chief's responses. This order will be implemented ASAP. Chief Scardino will monitor the fuel reports as provided.

**Safer Grant-** No discussion.

**Facilities for Career Staff-** The Board agreed to look into the usage of Station 4 or Station 9 for the Career Staff members to cook and shower.

**Labor Meeting-** Chairman Sirolli announced that he had met with Union Representatives in which minimum staffing was addressed. Upon the meeting ending, Chairman Sirolli advised that everyone present during said meeting, agreed to have a minimum staffing of four. This will formally be adopted by Resolution during June's monthly meeting.

**Comp/Admin.Time Cap-** Captain Friend and BC Rigberg's compensation/administration time was addressed. The Board concluded that the Captain and Battalion Chief should get the same as the firefighter's; time and a half rate with no more that 10 hours compensation time to be carried over to the next month.

**Short Term Goals –** No discussion.

**Structural Repair of Board Office/Contracts-** Chairman Sirolli stated that Adams, Rehmann, and Heggan (ARH) will handle structural inspections, and Phase I environmental surveys. The inspection cost per station is estimated to be \$7,000. Chief Scardino is to handle this area.

**Station Appropriations Report-** Stations that have not turned in their report will have their station checks held until the documentation is turned in.

**Modifications to Firefighter Contract-** Chairman Sirolli stated that during his meeting with the firefighter union representatives, modifications were made to the contract. This addendum is to be approved by resolution at the June 25<sup>th</sup> Regular Monthly Business Meeting.

**Contract for Michael Scardino-** No discussion held.

**Announcement of National Night Out-** Due to a conflict in scheduling, Chairman Sirolli could not make the meeting scheduled for the National Night Out. EMS will provide information to the Fire Department, and the Department will support what they can.

**Winslow Township OEM Letter Regarding I-Hawk Licensing-** Each Board member reviewed the request from Winslow Township Office of Emergency Management who are requesting the Fire District incur the expenses involved in licensing for the Office of OEM. After a small discussion, the board agreed to grant the request.

**Exercise Equipment-** Lorraine Pataky advised that she had contacted the insurance company concerning the use of the exercise equipment at the stations and advised them of the district policy that was adopted and in place. Nothing further was needed to be done as far as the insurance company was concerned.

**Taping of Workshop Meetings-** Secretary Mammucari addressed taping the workshop meetings. He explained that this would held in taking notes. The Board agreed to purchase a tape recorder for workshop sessions.

**Membership Policy-** The policy which was adopted May 28<sup>th</sup> pending a revision was addressed to include, "sale of and intent to distribute". All Board members agreed to make this change to the policy.

**Sample Fee Schedule for Chesilhurst-** Chairman Sirolli commended Acting Chief Scardino for his outstanding work in preparing for the meeting with Chesilhurst representatives. Chief Scardino researched a lot of data, providing everyone present with the information. The Mayor and Solicitor of Chesilhurst offered to pay from January until present, for providing coverage to their area. The Mayor of Chesilhurst preferred Option 4 on the fee schedule, billing the town monthly with payment made quarterly. A resolution of said schedule and agreement will need to be voted upon by the Board. Acting Chief Scardino will be visiting Chesilhurst Fire Station to evaluate the building and apparatus in the near future.

**Paving of Parking Area of Station 3-** The Board agreed to proceed with the paving of the parking lot. The vendor will be contacted to verify pricing as the quote was several months old. Consideration will be given if there are additional costs for the paving and striping.

**ADJOURNMENT:**

A motion was made by Vice Chairman Passarella to adjourn the meeting at 9:00 p.m. Commissioner Gallo seconded the motion. All were in favor. Chairman Sirolli adjourned the meeting.

Prepared by: pj  
Reviewed by: VJM