



# Winslow Township Fire Department



June 25, 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, present  
Treasurer Pantalone, present  
Commissioner Passarella, present  
Chairman Sirolli, absent

#### OTHER OFFICIALS PRESENT:

Sue Ann Metzner, Mayor of Winslow Township  
Karl Auwarter, Committeeman, Winslow Township  
Bill Dukes, RET. Fire Chief  
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.

**Administrative Office**

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## OATH OF OFFICE-

Deputy Chief- Acting Chief Scardino spoke on his roll as Acting Chief in the interim of Chief Finley leaving. He then reflected on the hiring of Deputy Chief Sickler as one of the Career Firefighters and his position to allow a transition period prior to appointing another person to the highest ranking volunteer position. Chief Scardino felt that the Department needed additional leadership, then providing many positive comments for Battalion Chief Haines. Battalion Chief Haines was said to demonstrate much dedication and commitment to the Department. BC Haines and the Mayor were then called up for the oath of office. Mayor Metzner spoke on personally knowing BC Haines and his family, and was honored to be a part the ceremony. James Haines was then sworn in by Mayor Metzner as the highest ranking officer position of the volunteers, Deputy Chief - Radio #2503. Chief Haines' spouse pinned the Deputy Chief badge on him. Everyone applauded. Acting Chief Scardino advised that a memo of the news will be sent to the Department upon his return from vacation.

Career Firefighter- Acting Chief Scardino called up Firefighter Boettcher and his platoon, B7. Chief Scardino explained that Robert Boettcher was hired along with the 13 other firefighters in March 2008, with no firefighter training, but was able to attend training through Atlantic County Fire Academy beginning 10 March 2008, and obtain Firefighter I and II training at no cost to the Department. Bob Boettcher had 14 weeks of intense and vigorous training. Upon the swearing in, Firefighter Boettcher will join his Platoon, B7 and increase his earning for completing the training. Mayor Metzner then swore in Firefighter Robert Boettcher. Firefighter Sean Barry pinned the firefighter badge on Firefighter Boettcher. Chief Scardino then officially announced Bob Boettcher's name and rank - firefighter.

Firefighter I Volunteer Members- Volunteer Firefighters James Beck, Ryan Cortazzo, Patrick McCauley, Joe Komito, Dave Schlessinger, and Paul Sigwart were called forward. Acting Chief Scardino spoke on their accomplishments in Firefighter I and that the Department wished to recognize their achievements as well. Noting that the training they received was no different than the career firefighters. Additional comments by Chief Scardino were that the volunteers are a very important asset to the Community, and the Department would not be what it is today, without them. Mayor Metzner reiterated Chief Scardino's remarks, recognizing the importance of the volunteers. The Mayor then administered the Oath of Office to the six (6) volunteers. The Chief announced that each of the volunteers will be recognized during the next Town Meeting schedule 15 July 2008 at 7:30 p.m. Vice Chairman Passarella, on behalf of the Board of Fire Commissioners, congratulated the newly installed members. Staff member, Lorraine Pataky, read a letter from the Chairman who spoke highly of Chief Haines, Firefighter Boettcher and the six volunteers, James Beck, Ryan Cortazzo, Patrick McCauley, Joe Komito, Dave Schlessinger, and Paul Sigwart. Chairman Sirolli also thanked everyone who came out to support the members.

Vice Chairman Passarella entertained a motion at 8:00 p.m. for a short recess for refreshments. A motion was made by Commissioner Gallo and seconded by Commissioner Pantalone. All were in favor.

RETURN FROM RECESS- A motion was made by Commissioner Gallo and seconded by Commissioner Mammucari to return from executive session at 8:25 p.m. All Board members were present.

## MINUTES OF PREVIOUS MEETINGS:

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

May 22, 2008 Workshop Meeting  
May 28, 2008 Workshop Meeting  
May 28, 2008 Regular Monthly Business Meeting  
June 5, 2008 Special Meeting  
June 11, 2008 Workshop Meeting  
June 19, 2008 Special Meeting

All were in favor.

## TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of May in the amount of \$78,721.68. 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 June - Check #'s 11894 through 12022 totaling \$194,747.27. 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 May in the amount of \$417.02. Commissioner Gallo seconded the motion and all were in favor.

Outstanding Invoice- None.

Synopsis of 2007 Report of Audit- After a small discussion on the audit which indicated no findings, a motion was made by Commissioner Gallo and seconded by Commissioner Mammucari to approve the Synopsis of 2007 Report of Audit. All were in favor. Treasurer Pantalone thanked the office staff for their help in the audit.

Resolution 08-55, 2007 Audit- A motion was made by Commissioner Gallo and seconded by Commissioner Pantalone, to approve Resolution 08-55 on the 2007 Audit. The roll call vote was unanimous and in the affirmative.

## RESOLUTIONS:

Resolution 08-49, Addendum to the Firefighter Contract - Commissioner Pantalone motioned to approve the resolution with Commissioner Mammucari seconding the motion. The roll call vote was unanimous and in the affirmative.

Resolution 08-50 to Dispose of Inventory- A motion was made by Commissioner Gallo and seconded by Commissioner Pantalone to approve the resolution. The roll call vote was unanimous and in the affirmative.

Resolution 08-51, Approving Contract for Employee- A motion was made by Commissioner Pantalone and seconded by Commissioner Mammucari to approve the resolution pertaining to Michael Scardino's contract. The roll call vote was unanimous and in the affirmative.

Resolution 08-52, Authorizing Voiding of Check- Ms. Pataky explained that the auditors recommended an old payroll check be voided. A motion was made by Commissioner Gallo and seconded by Commissioner Mammucari to approve the resolution to void the payroll check. The roll call vote was unanimous and in the affirmative.

Resolution 08-53, Authorizing Deferred Compensation Plan- A motion was made by Commissioner Pantalone and seconded by Commissioner Mammucari to approve the resolution which authorizes a deferred compensation plan, Valic (AIG). The roll call vote was unanimous and in the affirmative.

#### SPECIAL PROJECTS:

New Buildings - No report.

LOSAP- No report. Mention was made that LOSAP mutual funds were down.

Information Technology- Lorraine Pataky reported that the spam filtering service will expire in August of 2008 and that the computer technician recommended an off-site location. Pricing is currently being obtained.

Grants-Progress was being made per the Chief of Department, Michael Scardino.

Personnel - Matters involving personnel will be addressed during executive session.

GIS - Battalion Chief Rigberg advised everyone of a meeting he had with Ed Chicka and Rich Rehmann relating to data layers being incorporated into the database. Shared services were being sought between the Fire Department and Police Department, Office of Emergency Management. The next meeting date is being scheduled but had not been determined.

Shared Services - No additional progress was being made.

Fire Stations - Commissioner Passarella announced that the contract was revised by the presidents and will be forwarded to Solicitor Braslow upon final review by the president's solicitor. Commissioner Passarella stated that Solicitor Braslow will be drafting a letter to Station 7 who is ready to sign the contract and hand the building over to the Fire District. He further advised that Adams, Rehmann, and Heggan (ARH) had submitted a proposal to perform a outbounds survey of Station 7's property. Copies will be distributed to the Commissioners after the meeting.

Banquet 2009 - Vice Chairman Passarella announced that Great Times Camp is providing pricing on a Department Banquet, which he will have for the next Board meeting. A proposal to have each station contribute \$1,000 toward the event is being sought. A report will be given at the next meeting.

Long Range Plan Committee- Commissioner Gallo announced that he had met with Chief Scardino last week, addressing topics, and reviewing preliminary/suggested committee names for an initial meeting projected to be held in the fall.

Membership Graduation Committee- Secretary Mammucari indicated that the volunteers will be recognized during a televised Township Committee meeting scheduled 15 July 2008 at 7:30 p.m. He then commended the Chief of Department and everyone who helped with the planning of the ceremony held earlier in the evening.

#### CHIEF OF FIRE DEPARTMENT:

Fire Chief Report- Chief Scardino referenced his report for the meetings attended during the end of May through 18 June, the special projects involving Chesilhurst reporting, an amended membership policy, telephone conversations with Labor Counsel on personnel issues, fuel consumption reports that were reviewed, and fireworks meetings. He then spoke on the Chief's Orders/Operations Bulletins developed and several letters that he had sent out.

#### ACTING FIRE MARSHAL'S REPORT:

A report was provided by Captain Friend. Two meetings were attended during the month, special projects such as the SCBA Hydrostatic testing, smoke detector inspections, smoke/co/fire extinguisher checks for the Norway's, bar inspections, a poster contest luncheon, scheduling of inspections for the Career Staff, preparations for the Fire Prevention Open House, the trading card project, the review of a safety plan for Mansville, and the training trailer logistics.

Training for the month consisted of three (3) separate walk throughs for the Fountains at Cedar Park, Fire Inspection training with Sean Barry, fire extinguisher training for the High School staff, and the training of the Career Staff on performing inspections.

Two (2) fire suppression activities and two fire investigations were noted for the month. He then referenced his report for the attached documentation.

#### NEW BUSINESS:

2008 Fire Works Permit Fee - At the request of Acting Chief Scardino, a motion was made by Commissioner Mammucari and seconded by Commissioner Gallo to waive the 2008 Fire Works permit fee in the amount of \$331.00. All Fire Commission members were in favor.

Budget Timeframe Policy- A Budget Timeframe Policy was presented to the Board for review. A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the policy as presented. All were in favor.

Administrative Clerk- Discussions were held at a prior work session to approve the job description and responsibilities for Lorraine Pataky's title, Administrative Clerk. Upon final review, a motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the job description and responsibilities for Lorraine Pataky. All were in favor.

#### OLD BUSINESS:

New Membership Policy with Revisions- Vice Chairman entertained a motion to adopt the new membership policy with the amended changes made during two work sessions (6/5 & 6/11).

Commissioner Gallo motioned to approve the amended policy. Treasurer Pantalone seconded the motion and all were in favor.

Structural Repair of Board Office- Acting Chief Scardino is in contact with Adams, Rehmann, and Heggan (ARH) will be providing an assessment of repairs.

INSURANCE CLAIMS:

The Board reviewed the insurance claims for the month.

MEMBERSHIP APPLICATIONS:

None.

COMMENTS BY FIRE COMMISSIONERS:

Vice Chairman Passarella thanked the staff for their help in the 2007 Audit. He also wished to thank them for the meeting/Oath of Office preparations.

Secretary Mammucari questioned the monthly storage rental of Cedar Brook Storage. He was advised that the storage rental stemmed from the 4" LDH bid of last July and additional equipment that are being secured until distribution. Commissioner Mammucari suggested the Fire District purchase a shed to hold storage instead of paying a monthly rental fee. This topic was tabled for the next Workshop Meeting.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

Lee Tomasello of Station 2, asked for clarification on why the Career Staff, when a Platoon is on alone, are stationed at Station 7, and not in a more centralized location such as Station 3. Acting Chief Scardino stated that the population and call volume to the area of Sicklerville justified the staff being stationed at Station 7. Call volumes were addressed for the 58 square miles of Winslow Township, with many mentioned to be located in Sicklerville's area. The consultant's report was also referenced for a career crew to be placed at Station 7. The other concern Chief Scardino addressed was that Station 7's facility was more equipped to handle a crew than Station 3. Showers and a kitchen are equipped in Station 7. Mr. Tomasello's concern was that 50% of the calls were in Sicklerville's area, the other 50% were distributed to the rest of the Township. Chief Scardino stated that he would meet with Lee Tomasello to discuss in detail, the consultant report and call volumes.

CLOSED SESSION- A motion was made by Commissioner Gallo and seconded by Commissioner Pantalone to approve Resolution 08-54 to enter into closed session at 9:15 p.m.

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

The Board returned from closed session at 10:30 p.m. All Board members were present.

**ADJOURNMENT OF MEETING** - A motion was made by Commissioner Pantalone and seconded by Commissioner Gallo to adjourn the meeting at 10:31 p.m. Vice Chairman Passarella adjourned the meeting.

Prepared by: pj  
Reviewed by: VJM  
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