



Winslow Township Fire Department



July 23, 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:

Chairman Sirolli opened the meeting at 7:30 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, present
Commissioner Passarella, present
Chairman Sirolli, present

DISTRICT OFFICIAL'S PRESENT:

Michael S. Scardino, Acting Chief of Department
Marc Rigberg, Battalion Chief
Frank Friend, Acting Fire Marshal
Lorraine Pataky, Administrative Clerk

OTHER OFFICIALS PRESENT:

Jim Haines, Deputy Chief
Rich Petkevis, Lieutenant
Mario Scullan, Lieutenant

OPEN PUBLIC MEETING ANNOUNCEMENT:

Chairman Sirolli 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
Administrative Office

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 indicated where the emergency exits were.

SPECIAL RECOGNITION-

Paul Kaplan- Acting Chief Scardino, on behalf of the Board of Fire Commissioners and Winslow Township Fire Department, thanked Mr. Kaplan for videotaping the swearing in of the career firefighters on 28 March 2008. Mr. Kaplan was then presented a plaque in recognition for his help.

Darren Smith- Acting Chief Scardino called up volunteer member of Station 7, Darren Smith, who has organized a Department softball team and is very active in helping the Department continue to build a relationship between the members of the stations. Chief Scardino explained that Darren Smith accepted a plaque from the Township that was presented to the fire department during the Township Committee meeting held 15 July 2008. Darren Smith in turn, presented the plaque to Chairman Sirolli which will be kept and hung at the Fire District headquarters.

Squad 25-Chief Scardino called Platoon C forth to recognize their efforts while responding to a call on 4 July 2008. It was explained that a call was inadvertently dispatched as an incorrect address which was determined as inaccurate upon use of the GIS mapping system. Using cross streets that were correct, Lt. Scullan and his Platoon were able to route the apparatus in the direction of the call, where they were encountered by a resident who directed them to the correct address. If not for Lt. Scullan and his Platoon being alert to the resident and using the mapping system, the call might not have been favorable. The Platoon comprised of Lt. Scullan, Firefighter Candice Gordon, Firefighter Haas, and Firefighter Leach each were presented with a Unit Citation.

Hannah Robinson- Captain Friend announced that Hannah was not present during the meeting. He then briefly explained that Hannah Robinson won a poster contest for Winslow Township, adding that she was the only person from Southern NJ to win in the contest.

Support Staff- Board members wished to thank the support staff for their assistance to the Logistics Division pertaining to the 2007 Audit and continuous commitment to teamwork. Sharon Lang and Tammy Lynch were unable to attend the meeting. On behalf of the Board, Commissioner Pantalone presented support staff member Pat Justice, her certificate of appreciation. Mrs. Pataky will present Mrs. Lang and Mrs. Lynch their certificates.

MINUTES OF PREVIOUS MEETINGS:

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

- June 25, 2008 Workshop Meeting
- June 25, 2008 Regular Monthly Business Meeting

Chairman Sirolli abstained from voting as he was absent from the meetings. All other board members were in favor of approving the minutes.

TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of June in the amount of \$80,406.41. 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 July - Check #'s 12023 through 12140 totaling \$95,172.63. 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 June in the amount of \$480.93. Commissioner Gallo seconded the motion and all were in favor.

Outstanding Invoices- Outstanding invoices were reviewed.

RESOLUTIONS:

Resolution 08-56, Authorizing Disposal of Inventory - Commissioner Pantalone motioned to approve the resolution to dispose of inventory. Commissioner Mammucari seconded the motion and the roll call vote was unanimous and in the affirmative.

Resolution 08-57, Authorizing Execution of Addendum to Agreement of Firefighter Contract- A motion was made by Commissioner Gallo and seconded by Commissioner Pantalone to approve the resolution authorizing execution of an addendum to agreement of firefighter contract. The roll call vote was unanimous and in the affirmative.

Resolution 08-59, Authorizing Advertisement for Bid for Fire Safety Festival- A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to approve the resolution authorizing advertisement of bid for the fire safety festival, upon the bid package being reviewed by Acting Chief Scardino and Solicitor Braslow. The roll call vote was unanimous and in the affirmative.

Resolution 08-60, Authorizing Disposal of Surplus Equipment- Various radio equipment being taken off inventory, were being gathered for an eBay auction. Upon the resolution being read by title, a motion was made by Commissioner Passarella and seconded by Commissioner Mammucari to approve the resolution. The roll call vote was unanimous and in the affirmative.

CHIEF OF FIRE DEPARTMENT:

Fire Chief Report- Chief Scardino provided his report for the meetings attended during the dates of 18 June through 17 July. Special projects included Chesilhurst reporting, issuance of the amended membership policy, drafting a WTFD fee schedule, fireworks detail, preparation of the 2009 budget, issuance of a Unit Citation to Squad 25, investigation of response call to 118 Christmas Tree Ct., the development of Chief's Orders/Operational Bulletins (Rope Development, Draft Injury Reporting Off Duty, Redraft Awards Policy, Update KNOX SOG), preparation of meeting agendas and information for meetings, meetings with Battalion Chiefs on Box changes, research with ARH concerning structural analysis of Station 3, and prepared several letters and memos. Additional projects pertained to an investigation of Station 3's open door, the promotion of DC Haines, meetings with BC Rigberg, meetings with Career Officers, and the evaluation of Duty Officer Program.

Fire Suppression consisted of two incidents. In the area of training, Chief Scardino relayed that he accompanied Platoon B for an inspection of US Components, and Platoon C for an inspection at Garvey Corporation. The Chief also instructed a class of Military Litter Rigging for all three Platoons on two dates.

Personnel matters will be addressed during executive session.

BATTALION CHIEF:

Battalion Chief Rigberg provided a report on the Career Staff Activity from the dates 1 June - 30 June 2008. Project Updates were given on attack hose, shelving units, hose testing, GIS, NFIRS, laptops, surplus equipment to be sold, proficiency training, firefighting equipment, KNOX boxes, portable radio programming, turnout gear ordered/received, modification work to Unit 2596, and the third Squad, 2581. Additional projects being handled were: rope, Operational Guides, finalization of the career staff uniform needs, and day to day suppression and administrative operations. A status update was also provided on the testing schedule.

ACTING FIRE MARSHAL'S REPORT:

A report was provided by Captain Friend. Four meetings were attended during the month. Special projects handled were the scheduling of inspections for the career staff, SCBA Hydro testing, and the lock up of the keys to KNOX boxes around town. Training consisted of fire extinguisher training at the high school for the maintenance staff, the training project, the attendance of a poster contest award ceremony, fourteen bar inspections with the help of Firefighter Farinelli, fire evacuation discussions at Tammerlane Apartments, and inspection training for the career staff. Four (4) fire suppression activities and three (3) fire investigations were noted for the month. He then referenced his report for the attached documentation.

Firefighter EMT Course- Captain Friend provided written request for the Board to approve paying for department members to attend an EMT or First Responder initial course. The cost attend the course was mentioned to be \$550 per person. A discussion ensued with the Board asking Chief Scardino if the training budget would withstand funding this request. Chief Scardino wished to first analyze the request prior to making recommendation. His concern was to be consistent in training. It was decided to table discussions for the next workshop meeting. Chief Scardino will have more information to provide the board.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

INSURANCE CLAIMS:

None.

MEMBERSHIP APPLICATIONS:

Pending satisfactory completion of physicals and paperwork, a motion made by Commissioner Passarella and seconded by Commissioner Gallo to approve the membership applications of the following individuals:

William Smith, Station 7

Bill Dameshek, Station 6

All were in favor.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

CLOSED SESSION- A motion was made by Commissioner Gallo and seconded by Commissioner Pantalone to approve Resolution 08-58 to enter into closed session at 8:20 p.m.

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

RETURN FROM CLOSED SESSION- A motion was made by Commissioner Mammucari and seconded by Commissioner Gallo to return from executive session at 10:40 p.m. All Board members were present.

Sharon Lang's Time Request- A motion was made by Commissioner Pantalone and seconded by Commissioner Gallo to approve the change to Sharon Lang's hours, 7:30 a.m. to 4:00 p.m. during school days. All were in favor.

Resolution 08- 63, Authorizing Execution of Addendum to Agreement - Administrative Clerk- A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to approve a resolution which authorizes execution of an addendum to agreement of firefighter contract; a salary increase in the amount \$3.38 per hour for the additional job duties previously approved. Said increase will be effective 28 July 2008. The contract will be amended to reflect the change. All were in favor.

Request from IAFF 3249 Shop Steward (Farinelli)- A motion was made by Commissioner Pantalone and seconded by Commissioner Gallo to approve the request, setting minimum staffing of no less than four (4) firefighters on the apparatus. All were in favor. Acting Chief Scardino supported the request and a letter will be sent to Shop Steward Farinelli acknowledging approval.

WTFD Policy- Department Awards, Commendations, Citations, Nomination- A motion was made by Commissioner Gallo and seconded by Commissioner Mammucari to approve the policy presented by Acting Chief Scardino. All were in favor.

ADJOURNMENT OF MEETING - A motion was made by Commissioner Pantalone and seconded by Commissioner Gallo to adjourn the meeting at 10:45 p.m. Vice Chairman Passarella adjourned the meeting.

Prepared by: pj
Reviewed by: VJM
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