



Winslow Township Fire District # 1



August 27, 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

MEETING LOCATION: Winslow Township Municipal Building Court Room

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, left at 7:40 p.m.
Secretary Mammucari, present
Treasurer Pantalone, present
Commissioner Passarella, present
Chairman Sirolli, present

DISTRICT OFFICIAL'S PRESENT:

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

OTHER OFFICIALS PRESENT:

Former Board of Fire Commissioner George Taylor, Jr.

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-

George F. Taylor, Jr.- Chairman Sirolli, on behalf of the Board of Fire Commissioners and Winslow Township Fire Department, thanked George Taylor for his time served as Fire Commissioner. A plaque was then presented to George Taylor.

MINUTES OF PREVIOUS MEETINGS:

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

- July 23, 2008 Workshop Meeting
- July 23, 2008 Regular Monthly Business Meeting
- August 13, 2008 Workshop Meeting
- August 21, 2008 Special Meeting

All were in favor. The Board was also provided copies of the minutes of 7/24/08 and 8/6/08's President's Meetings.

TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of July in the amount of \$103,241.77. Secretary Mammucari 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 August - Check #'s 12141 through 12274 totaling \$368,642.69. Secretary Mammucari 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 July in the amount of \$687.22. Secretary Mammucari seconded the motion and all were in favor.

Outstanding Invoices- One outstanding invoice was noted.

RESOLUTIONS:

Resolution 08-64, Authorizing Disposal of Inventory - Treasurer Pantalone motioned to approve Resolution 08-64 to dispose of inventory. Commissioner Passarella seconded the motion and the roll call vote was unanimous and in the affirmative.

Resolution 08-65, Authorizing Corporate Signatures for Bank Deposits (Fire Prevention)- A motion was made by Commissioner Passarella and seconded by Secretary Mammucari to approve the resolution authorizing corporate signatures for bank deposits for a fire prevention account. The roll call vote was unanimous and in the affirmative.

Resolution 08-66, Authorizing Corporate Signatures for Bank Deposits (Ebay)- A motion was made by Secretary Mammucari and seconded by Commissioner Passarella to approve Resolution 08-66 authorizing corporate signatures for bank deposits for an eBay account. The roll call vote was unanimous and in the affirmative.

Resolution 08-67, Authorizing Corporate Signatures for Bank Deposits (Correction)- A motion was made by Commissioner Passarella and seconded by Secretary Mammucari to approve the resolution authorizing corporate signatures for bank deposits (correction). The roll call vote was unanimous and in the affirmative.

Resolution 08-68, Authorizing Award of Fire Safety Festival Bid- A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve the resolution authorizing the fire safety festival bid award to Wizards Festival of Fun, Inc. pending Solicitor Braslow's final review of the bid documentation. 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 22 July through 21 August. Special projects detail included a Chesilhurst meeting request on proposal information, budget research, a commendation to Platoon B and C for an extrication at Dazzy O's, assisted Chief Haines with a flat tire, issuance of a grill permit, office air conditioning/electrical issues, CSDCMAC inspections, Chief's Orders/Operational Bulletins issued or developed, roof repair projects, the preparation of several letters and correspondence, two meetings with career officers, evaluation of response data, the follow up on various projects, adjustments to duty crew, the evaluation of BC Rigberg, and a phone conversation with labor counsel involving a personnel matter.

Fire Suppression activities consisted of four incidents. In the area of training, Chief Scardino relayed that he attended a new vehicle technology training class for 3 hours and an 8 hour asset track training class. Additionally, Chief Scardino completed 10 National Fire Academy courses held online and enrolled in a CPM levels 4, 5, and 6 course.

Personnel matters included the preparation of 90 day evaluations, military leave, three (3) discipline issues, the reinstatement of a Station Commander, and meetings with new members.

BATTALION CHIEF:

Battalion Chief Rigberg was not present during the meeting but provided a status report for July 2008, Career Staff Activity reports for July and up to and including 22 August. Project updates were also provided. The Board reviewed each area.

ACTING FIRE MARSHAL'S REPORT:

Captain Friend reported seven (7) meetings 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, Operational Guidelines being developed for lock out tag outs, the ordering of supplies and preparations for Fire Prevention Festival Day, vehicle usage for Firefighter I candidates, sign and printing of notice of violations, second notices for non-life bills, relocation of materials from training room and other parts of the building when warranted. Training consisted of showing career staff how and when penalties are assessed and entered into ESP and attended a train the trainer for tenders.

Four (4) fire suppression activities and one (1) fire investigation follow up was noted for the month. He then referenced his report for the attached documentation.

NEW BUSINESS:

Temporary Office Space (Triple-wide Trailer)-The board were informed that Station 3 have agreed to pay for the setup and teardown of the office trailer. A motion was made by Commissioner Passarella and seconded by Treasurer Pantalone to allow the Chief to obtain of an office trailer until a decision has been made on the Administrative Office building. Station 3 will make payment to Acton Mobile for the initial setup and teardown of the office trailer; the Fire District will make the monthly rental installments for the space. All were in favor.

OLD BUSINESS:

None.

INSURANCE CLAIMS:

None.

MEMBERSHIP APPLICATIONS:

None.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

CLOSED SESSION- A motion was made by Commissioner Passarella and seconded by Treasurer Pantalone to approve Resolution 08-69 to enter into closed session at 8:23 p.m.

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

RETURN FROM CLOSED SESSION- A motion was made by Treasurer Pantalone and seconded by Secretary Mammucari to return from executive session at 8:31 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 8:31 p.m. Vice Chairman Passarella adjourned the meeting.

Prepared by: pj
Reviewed by: VJM
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