



Winslow Township Fire District #1



October 28, 2009
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:

Vice Chairman Passarella opened the meeting at 7:33 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

DISTRICT OFFICIAL'S PRESENT:

Terry Osborne, Director
Michael Scardino, Deputy Chief
James Haines, Deputy Chief
Marc Rigberg, Battalion Chief
Frank Friend, Captain

OTHER'S PRESENT:

David Patterson, Solicitor

OPEN PUBLIC MEETING ANNOUNCEMENT:

Administrative Clerk Pataky 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. Administrative Clerk Pataky then indicated where the emergency exits were.

MINUTES OF PREVIOUS MEETINGS:

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

September 23, 2009 Workshop Meeting
September 23, 2009 Regular Monthly Business Meeting

All were in favor.

TREASURER'S REPORT:

Payroll Transfer- Treasurer Pantalone made a motion to approve the payroll transfers for the month of September in the amount of \$95,500.00. 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 October - Check #'s 14077 through 14228 totaling \$129,637.58. Commissioner Gallo seconded the motion. All were in favor.

Paychex Administration Fees- Treasurer Pantalone made a motion to approve the administration fees for the month of August in the amount of \$517.95. Commissioner Gallo seconded the motion and all were in favor.

Outstanding Invoices- Three invoices were reviewed. Two were mentioned to be billed to the Borough of Chesilhurst for the quarterly billings, and one involving the quarterly tax payment from the Township of Winslow. Administrative Clerk Pataky was said to be scheduling a meeting with Mayor Blunt of Chesilhurst to address payment issues.

RESOLUTIONS:

09-70, Removal of Items from Inventory- A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve Resolution 09-70 to remove items from inventory. The roll call vote was unanimous and in the affirmative.

09-71, Authorizing Signing of Memorandum of Understanding for Mobile Data Computers- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve Resolution 09-71, authorizing the signing of a Memorandum of Understanding for seven (7) mobile data computers. The roll call vote was unanimous and in the affirmative.

09-19, Amendment of Official Newspaper Publication- Administrative Clerk Pataky explained that the amendment was to add the Atlantic City Press as an official newspaper for the publication of notices. Solicitor Patterson advised that the Fire District should utilize three (3) newspapers, advising that if the Board desires to hold a special meeting, it is required to have the ability to publish the notice in two (2) circulating newspapers within 48 hours, noting that the Record Breeze does not have the

ability to advertise in this manner as they are weekly newspaper. Solicitor Patterson questioned why the Philadelphia Inquirer is not presently utilized. After a small discussion, a motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to add the Philadelphia Inquirer as an official newspaper for publications. The roll call vote was unanimous and in the affirmative.

09-73, Request for Proposals (RFP) - Banking Services- Following review of the RFP, Solicitor Patterson felt that legal language was needed to be included in the proposal. A motion was then made by Commissioner Passarella and seconded by Treasurer Pantalone to approve Resolution 09-73, Requesting Proposals for Banking Services that will include said legal language. The roll call vote was unanimous and in the affirmative.

FIRE COMMISSIONER'S REPORTS

Chairman Sirolli

No report due to Chairman Sirolli's absence.

Treasurer Pantalone

2009/2010 Budget- Treasurer Pantalone announced that he and Director Osborne met regarding the budget, with a more detailed budget sit-down to take place on Monday. Key items to be addressed will be a cease in spending for the year and the 2010 budget to examine line items for potential budget cuts if necessary. Treasurer Pantalone spoke on the Fire District exhausting a lot of money in Legal Counsel during negotiations, then explained that he had asked Director Osborne to handle the Boards questions for Solicitor Garcia as he is familiar in handling negotiations for both employer and employees, noting that this would save the Fire District in attorney fees. In the event that Director Osborne is unable to handle the issue at hand, legal counsel will then be sought. Director Osborne agreed to accept this role. The Board also agreed to direct their concerns to the Director.

Commissioner Gallo

No report.

Director Osborne

Reports- Officer monthly reports were addressed with Director Osborne advising that some materials within the reports are duplicate and unnecessary. He advised that each Officer should report only on their area to spare reproduction of reports. The Director then advised that he is familiarizing himself with the Township and has attended various meetings to acquaint himself with Winslow Township and WTFD business.

Inspections- Director Osborne spoke on an inspection performed by the career staff at an area bar with Battalion Chief being provided a report by the platoon, of the actions of the bar employee. The owner was said to be aware of the incident and Director Osborne will follow-up with the bar owner.

Administrative Clerk Pataky

Building- Administrative Clerk Pataky stated that the Fire District had received the revised quotes for the renovations to be performed at Station 7. Solicitor Patterson commented that the Board would need to amend the resolution adopted at last meeting to approve contract with Ron Sirolli Construction Co. In. in the amount of \$11,755.28, noting that Ron Sirolli Construction Co. Inc. remains low quote. A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the resolution. All Board members present were in favor. Solicitor Patterson will draft

Resolution 09-74 approving the contract submitted by Ron Sirolli Construction Co. Inc. for the renovations to Station 7's building and contract, and forward to the Board for execution.

Insurance- Administrative Clerk Pataky spoke on the insurance company conducting property value assessments for properties that are insured under the insurance policy. Connor Strong had in-house individuals conduct a re-assessment of the properties, with some increasing in the amount of \$250,000 underinsured. Upon completion of property values being reviewed, Pearl Johnson of Connor Strong will provide Administrative Clerk Pataky with the information as this will impact 2010's premium. The Board will be presented the information once it is obtained.

DEPUTY CHIEF SCARDINO'S REPORT

Deputy Chief Scardino's report was provided in binders for review. Three matters were then addressed with the board.

Fire Prevention – October 10th's Fire Prevention was said to be a success with a record crowd in attendance in spite of the weather. He then expressed appreciation to everyone who participated in preparation of Fire Prevention and helping out the day of the event. .

J.E. Rosenkrantz Station 3 Assessment – Deputy Chief Scardino announced that the assessment of Station 3's building, performed by J.E. Rosenkrantz, was conducted with Board members being provided a copy of the assessment through Administrative Clerk Pataky. He then advised that the next 6 month assessment was recommended to include bracing as the present bracing was intended to be temporary.

Request for Proposal (RFP) – Deputy Chief Scardino reported that John Helbig, of Adams, Rehmann and Heggan (ARH) will include the proposal for Edgewater Building Supply's facility.

Vice Chairman Passarella thanked Deputy Chief Scardino and everyone who contributed assistance during Fire Prevention, expressing that the event was very well planned.

Vice Chairman inquired the status of the Architect. Solicitor Patterson indicated that he had been copied an email and advised that the technical specs were submitted, adding that if the Fire District was agreeable with the information, he would add the legal and administrative language, which Solicitor Patterson said was okay, then it could be sent out for RFP. A small discussion ensued on the Board and Deputy Chief Scardino. Deputy Chief Scardino will contact John Helbig to obtain a copy of the proposal for final approval.

Chesilhurst Billing- Deputy Chief Scardino briefed the Board on Chesilhurst's billing, explaining that NIFRS reports printed from the computer system and accompanies quarterly invoicing that he hand delivers to the Borough of Chesilhurst.

DEPUTY CHIEF HAINES' REPORT

Deputy Chief Haines was absent from the meeting but provided his monthly report to the Board for review.

BATTALION CHIEF'S REPORT

Battalion Chief Rigberg referenced his reports provided to the Board. Then mentioned was a Rice eligible firefighter applicant that will be interviewed in the near future. The Board will be informed of further detail of the interview once it is conducted.

TRAINING REPORT

Board members were provided with Captain Friend's monthly training report with a brief summary of upcoming training. Then mentioned was the recall of AED's from the Manufacturer, Welch-Allyn. Nine (9) AED's were said to be recalled with replacements to be sent.

NEW BUSINESS:

Operational Guides: 09-12, Career Staff 18 Hr. Schedule and 09-13, Standardized Equipment Layout, Standpipe (Apartment) Kit were provided to the Board for informational purposes.

OLD BUSINESS:

Format for Station 3 Contract- Vice Chairman Passarella announced that Station 3 had not responded back on the draft contract.

Vice Chairman Passarella then mentioned that he will be meeting with EMS one day next week with regard to acquiring the building.

INSURANCE CLAIMS:

None.

MEMBERSHIP APPLICATIONS:

A motion was made by Secretary Mammucari and seconded by Treasurer Pantalone to approve the membership application of *Andrew Komito, Jr. Member turning 18 - Station 6*. All were in favor.

Membership Transfers- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve *Matt Ebersold, transferring from Station 251 to Station 254, and Michael Mauriello, transferring from Station 253 to Station 258*. All were in favor.

MEMBERSHIP CHANGE IN STATUS:

Membership Re-Activation:

None.

Associate Member(s):

None.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

CLOSED SESSION:

A motion was made by Secretary Mammucari and seconded by Commissioner Gallo to approve Resolution 09-72, Authorizing Closed Session. The roll call vote was unanimous and in the affirmative. The recorded time was 8:03.m.

NATURE OF CLOSED MEETING:

Solicitor Patterson announced that closed session discussions involve personnel matters, contract negotiations.

RETURN FROM CLOSED MEETING:

A motion was made by Commissioner Passarella and seconded by Commissioner Gallo to return from closed session at 8:59 p.m. All were present.

ADJOURNMENT OF MEETING: A motion was made by Commissioner Gallo and seconded by Treasurer Pantalone to adjourn the meeting at 9:35 p.m. Vice Chairman Passarella adjourned the meeting.

Prepared by: pj
Reviewed by: VJM
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