



# *Winslow Township Fire District #1*



May 27, 2009  
Winslow Township Fire District #1  
9 Cedar Brook Road  
Sicklerville, New Jersey 08081

## WORKSHOP MEETING

### WINSLOW TOWNSHIP, FIRE DISTRICT #1

LOCATION OF MEETING: Winslow Township Municipal Building Courtroom

### 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, absent  
Secretary Mammucari, present  
Treasurer Pantalone, present  
Commissioner Passarella, present  
Chairman Sirolli, present

### OTHER OFFICIALS PRESENT:

Marc Rigberg, Battalion Chief  
Frank Friend, Captain and Acting Fire Marshal  
Jimmy Haines, Deputy Chief, present

### 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**

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## FIRE COMMISSIONER REPORT

### **Chairman Sirolli**

*2009 Budget-* Chairman Sirolli announced that Treasurer Pantalone has stressed that the budget is being observed carefully due to the tight budget constraints. A spending halt may be imposed on September 1<sup>st</sup> should the need occur. He then spoke on the unreserved balance that is also being monitored. In the area of the audit, Bowman & Company are close to finalizing the 2008 audit with the closing conference scheduled June 2, 2009.

*Family and/or Medical Leave Act-* Said policy was mentioned for FMLA. This policy will be considered for introduction for approval during the Regular Monthly Business Meeting.

Administrative Clerk Pataky advised Chairman Sirolli that a policy named "Sick Donation" is one that would have to be forwarded to the Department of Personnel.

*Meetings with Career Staff and Station 7 Members-* Chairman Sirolli briefed everyone on the recent meetings with the two entities that ultimately went well. Commissioners Sirolli and Pantalone after both meetings, agreed to move to 18 hour shifts for the career staff, which would increase staff coverage in the area of 40 hours per year, averaging minimal additional costs, and provide, along with the duty crew working 6 hours, 24 hour coverage for the residents of Winslow Township. This information was shared with Station 7 who then asked to be a part of the process. Treasurer Pantalone spoke on Station 7 members expressing their concern that there wouldn't be a need for them anymore. Commissioners Sirolli and Pantalone assured them that that was not the case and that arrangements will be worked out on call handling. Treasurer Pantalone felt that Station 7 members now understand the reasoning on 18 hour shifts for the Career Staff. Chairman Sirolli spoke on response times. A motion will be entertained for approval during the Regular Monthly Business Meeting. Should the motion carry, 18 hour scheduling may begin as early as September of this year. Discussion was then held on scheduling and quarters to house the Careers Staff. Temporary dorm and room quarters will be pursued with funding through the present line item, maintenance and building. Chairman Sirolli referred two (2) questions for Solicitor Patterson on whether this subject was a bondable issue and if the Career Staff could perform the work themselves. Solicitor Patterson advised that the matter would be a bond for capital improvements and as long as it is structured properly, the work could be done in-house; explaining that the Fire District purchase the materials and hiring to do the labor. Discussions ensued on physical labor of which the career staff could do, but electrical and plumbing work would require a certified contractor and all required permits. Also addressed was the extent of the work to be done to Station 7. It was explained that one (1) room within Station 7's building would be partitioned to accommodate sleeping quarters. Solicitor Patterson felt that these modifications would be minor improvements as long as the township construction official is notified.

A question posed by Secretary Mammucari was presented on the 18 hour shifts being a trial basis or permanent. Solicitor Patterson indicated that this matter is contractual and would need to be taken back to the union for negotiations.

Talks were then held on the number of hours that will be increased with the change. It was determined that the increase will be minimal, roughly 2196 hours compared to the current 2184 hours. Call volume and the area of calls were discussed in detail.

At the close of discussions, all agreed to pursue 18 hour shifts for the career staff. An inquiry was made by Secretary Mammucari concerning a Department Meeting to inform the members of the change. Chairman Sirolli indicated that once plans are in order, the Department will be informed of the date of implementation, the plan and timeframe that it will be executed, and the important role of the volunteers. Chairman Sirolli stated that he will meet with Shop Steward Farinelli to further negotiate 18 hour shifts; Commissioners Pantalone and Passarella will address Station 7 building issues and meet with the Construction Official on location, for prior approval/permit guidance, of the Career Staff to perform renovations to the building.

*Station 3 Building Lockup-* Chairman Sirolli questioned the status of moving equipment and supplies from the building. Battalion Chief Rigberg advised that the majority of the equipment and supplies were removed from the building with the remainder of old files, furniture, pictures and podium were left in the old Chief's office and conference room. Chairman Sirolli thanked the Career Staff for their assistance in moving furniture, equipment and supplies from Station 3's building.

*IGT Transfer-* Chairman Sirolli announced that the IGT transfer is presently being handled by the Department and Personnel and he had not heard anything new to date.

*Advertisement for Fire Director-* Chairman Sirolli announced that the fire director position was also advertised on the following websites: Philly Fire News.com, First Responder, and NJ League of Municipalities. The application deadline is approximately 30 days.

*Duty Crew Policy –* Chairman Sirolli requested the Board review this policy and report revisions to Administrative Clerk Pataky, for discussion at the next workshop meeting, and consideration of adoption during the next Regular Monthly Business Meeting.

#### **Vice Chairman Passarella**

*Shared Services-* No report.

*Policy for Years of Service Tracking Active/Status Change-* Commissioner Passarella advised that he and Deputy Chief Michael Scardino will be meeting in the near future to develop a policy to track membership changes.

*Contract with Station 3-* Commissioner Passarella advised that Station 3 provided a list for consideration when turning their building over to the Fire District and requested this list be forwarded to Solicitor Patterson to be incorporated into the contract. Solicitor Patterson will be provided Station 3's list and a copy of Station 7's building contract.

*Station 1 Acquisition-* Treasurer Pantalone made inquiry on a copy of the contract between Villa Deli and Winslow Fire Company for forwarding to Solicitor Patterson. He was advised that neither the office nor Solicitor Braslow was provided a copy. Treasurer Pantalone will contact Winslow Fire Company and have a copy forwarded to Solicitor Patterson for his review in order to provide an opinion concerning the lease.

#### **Assistant Sec./Treasurer Gallo**

*No Report Due to Commissioner Gallo's absence.*

**Secretary Mammucari**

*No report.*

**Administrative Clerk Pataky**

*Information Technology – No report.*

*2008 Audit-* Administrative Clerk Pataky commended Sharon Lang and Patricia Justice in assisting the auditors with their request of providing documentation for the audit. The Board expressed their appreciation in gathering information for the audit.

**Battalion Chief Rigberg**

*Incident Reports* – Battalion Chief Rigberg addressed incident reports not being completed by stations. Discussion was held on possibly holding station checks/stipend checks as leverage for completing said reports, explaining that the incident reports are legal documents that could be utilized in court and/or used for statistical purposes by the state and writing grants. Deputy Chief Haines reiterated emails that were sent out addressing incomplete reports and agreed that something had to be done to facilitate completing the reports. Chairman Sirolli asked that an email be sent to track notification of duty crew checks held with copy to Principal Account Clerk Lang. A small discussion was then held past practice, referring to the thermal imaging cameras obtained by a grant with the requirement that NFIRS reports be provided to the State of NJ. Chairman Sirolli then addressed the request for an increase in officer's funds and the responsibility that is involved in maintaining this position. The Chairman felt that he would not support an increase for officers unless the officers sign an agreement acknowledging their responsibilities. Chief Haines was asked to develop an agreement for the officers to sign for acknowledgement.

**Solicitor Patterson**

*Resolution to approve agreement Between Fire District and Chief Jankowski-* Solicitor Patterson indicated that he had prepared the hold harmless agreement and resolution to approve the request to ride along and train with the Career Staff.

**ADJOURNMENT:**

Chairman Sirolli entertained a motion to adjourn the meeting and begin the Regular Monthly Business Meeting. A motion was made by Secretary Mammucari to adjourn the meeting at 7:25 p.m. Treasurer Pantalone seconded the motion and all were in favor.

Prepared by: pj

Reviewed by: VJM

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