



# *Winslow Township Fire District # 1*



June 10, 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 Fire District

### OPENING OF MEETING:

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

### OTHER OFFICIALS PRESENT:

Lorraine Pataky, Administrative Clerk

### 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**

9 Cedar Brook Road • Sicklerville, New Jersey 08081  
609-561-4225 • FAX 609-561-5823 • E-mail [firedistrict@winslowtwpfd.org](mailto:firedistrict@winslowtwpfd.org)

**Anthony Sirolli**

*18 Hour Contractual Issues-* Board members were provided with a copy of the proposal from the Career Staff. Administrative Clerk Pataky highlighted areas within the proposal to reflect changes to the contract. Areas that were not highlighted were already provided in the contract. Many revisions pertained to the hour adjustments – from 12 to 18 hours. A specific change involving sick time was forwarded to the solicitor for opinion since Title 4 Code, stating that local service individuals can get a minimum of 15 sick days. Should that be the case, the number is severely wrong, with a total of 270 sick hours. Mr. Patterson was consulted for interpretation of the title code as it was unclear of the interpretation of what 15 days means to the state. Commissioner Passarella questioned why the entire contract is being revisited. He was informed that the change in hours would be reflected throughout the contract. The Board had requested an answer from the Solicitor for further talks and consideration at June's Regular Monthly Business Meeting.

*Update on FEMA Grant for Building Facilities-* Deputy Chief Michael Scardino announced that he reviewed FEMA guidelines and found that they do fund improvements to make existing firehouses outfitted for 24 hour staffing and provide funding if you cannot occupy your building. He explained that the grants are said to be awarded upon population served and the jobless rate in the community served. Construction grants were said to be targeted where fire stations that are in an area hit with joblessness. Chief Scardino advised that Mr. Helbig of ARH was given the information to review. A discussion was held on the significance of plans already being in place as the grant was written for projects that could be started immediately. Treasurer Pantalone asked if the existing drawings could be used to expedite the process. ARH was said to be in possession of the original drawing but if used, a construction cost estimate from an architect would need to be provided for the grant. Deputy Chief Scardino felt that the Fire District should submit an application but felt that the lack of architectural plans for the buildings may have a negative impact on the grant. ARH is presently working on requests for qualifications to find an architect for this project. Treasurer Pantalone spoke on utilizing the existing drawing that could be modified to save the Fire District money. Additional discussions were held on ARH's experience and knowledge in locating an architect that would meet the needs of the Fire Department while conserving money in the pursuit. Talks were held on the Board holding a special work session dedicated in addressing the plans/direction of the Board in the Fire Department. Administrative Clerk Pataky will brief the Chairman of the Board's aspiration in holding a special meeting for this purpose.

**Michael Passarella**

*Administrative Office, Alarm System –* Commissioner Passarella spoke of an audible issue concerning the Administrative Office alarm system. Administrative Clerk Pataky explained that there are additional parts and labor to provide audible services but was not certain if the Fire District has audible fire setup. The alarm contract will be reviewed.

*Station 7 Members Face Book Postings-* Commissioner Passarella stated that the solicitor, Mr. Patterson, was consulted for an opinion on members posting negative comments involving the Fire Department on face book pages. It is the opinion of Mr. Patterson that a verbal or written reprimand is given to the individuals posting such comments. Mr. Patterson will forward his opinion in writing to the Board. Chief Haines will be involved in this process.

*WTFD Picnic-* Commissioner Passarella indicated that letters will be sent to active and life members of the Department advising of the WTFD Picnic scheduled for the date of Saturday, August 29<sup>th</sup>. He then advised that chicken may be added to the menu.

*Duty Crew-* Lengthy discussions were held on the duty crew policy with the Board addressing the concerns of Special Legal Counsel Liz Garcia and the Fire District Solicitor during recent meetings involving duty crew pay scales. Administrative Clerk read the duty crew guidelines provided by FLSA for compliance procedures. Deputy Chief Scardino spoke on duty crew being classified as wages; specifically duties as a job. Reimbursement was said to be for expenses paid out. The Board requested the information be forwarded to Mr. Patterson for a legal opinion and will entertain for approval during June's Monthly Meeting.

*Proposals for Station 7 Windows & Doors-* Discussions were held on two (2) proposals submitted for Station 7's windows and doors. One quote was said to be non specific in the work being performed. The Board was not certain whether both proposals were equivalent to the work being done therefore specifications will be provided to the vendors for clarification of the quotes.

*Fire Inspection Ordinance-* Commissioner Passarella referred to the existing township ordinance that does not presently permit a discount to firefighters for a smoke, carbon monoxide, and fire extinguisher inspection. A small discussion ensued on changing the ordinance. Solicitor Patterson will be asked to provide an opinion.

*Architectural Plans-* Treasurer Pantalone reiterated the suggestion to use existing plans developed, a few years back. Deputy Chief Scardino advised that John Helbig of ARH is in possession of the plans.

**Treasurer Pantalone**  
*LOSAP-* No report.

*Summer Office Hours-* Commissioner Pantalone spoke on a letter submitted from support staff member Sharon Lang, requesting to continue working the hours of 7:00 a.m. to 4:00 p.m. He then suggested offering summer office hours to all support staff members from 8:00 a.m. to 4:30 p.m. from July 1<sup>st</sup> through September 1<sup>st</sup>. Discussions were held on flexibility for the public and volunteers. All support staff employees will be asked their summer work preference for time adjustment consideration during June's Monthly Meeting.

**Secretary Mammucari**

*Accident Review Process-* Secretary Mammucari spoke on the current review process, suggesting additional training. A discussion ensued on reinstating the former accident review process where a hearing panel was formulated to determine accident or negligence. Secretary Mammucari will handle the process being amended.

**Asst. Secretary/Treasurer Gallo**

*Long Range Planning Committee-* Commissioners Gallo announced that the Committee will be meeting in the next week to address long range plans.

**Administrative Clerk Pataky**

*Information Technology-* no report.

*2010 Budget-* Administrative Clerk Pataky addressed the Budget Timeframe Policy and suggested the Board make a decision on applying for a cap waiver for compliance. Treasurer Pantalone stated that he has spoke with the Chairman who agreed that the Board should meet to address the Fire Department

Budget concerns. Commissioner Gallo felt that the Board must hold two meetings to accommodate budget and building discussions.

**Fire Marshal**

No report.

**Battalion Chief Report**

No report.

**Training Division Report**

*Training Trailer Usage by Outside Department-* Captain Friend announced that the Department had received a request from an outside fire department, to utilize the training trailer. This matter will be forwarded to Solicitor Patterson for a legal opinion.

ADJOURNMENT:

Secretary Mammucari motioned with Commissioner Gallo seconding the motion. All were in favor. The meeting adjourned at 8:20 p.m.

Prepared by: pj

Reviewed by: vjm

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