



Winslow Township Fire District # 1



June 29, 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:

Deputy Chief Michael Scardino
Captain Frank Friend

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. Vice Chairman Passarella announced where the emergency exits were.

Administrative Office

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Grant Application

Deputy Chief Scardino stated that he was presently reviewing grant application guidelines in preparation of completing the application. John Helbig of Adams, Rehmann and Heggan (ARH) was asked to be present at the meeting but had previously planned other commitments. Deputy Chief Scardino advised that Mr. Helbig was given online permissions to review the grant packet information so that he may assist in completing the questions relating to building a new fire station. Deputy Chief Scardino continued explaining the importance of each field to be completed on the website and further expressed concern of applying to FEMA for the correct grant. He also spoke on the uncertainty of what FEMA does or does not honor and posed the question of whether the fire district could apply for funding on a building that is not district owned. Also uncertain was if leasing the entire fire station constituted ownership. Board members were then asked the extent of the projects to be done, specifically, if station 3 would be replaced, and if Station 7 would be modified or replaced.

Discussion was then held on square footage formula books available to ARH, which would provide a cost estimate for the square footage.

Vice Chairman Passarella spoke of his attempts to hold a Board meeting particularly to clarify the direction of the Board in the area of the buildings. He then provided detail of his meeting with Station 3 resulting in Solicitor Patterson working on their contract. The Solicitor was said to have a few questions for clarification. A meeting will be scheduled with Solicitor Patterson in the near future to address his concerns. A small discussion was held on the topic of living quarters with legal counsel to provide comment. Several factors still require the board meeting prior to decisions being made on the building. Treasurer Pantalone felt that Station 3 needed replacing as it would be very costly for the repairs. He then questioned if ARH could provide a cost estimate on the blue prints done a few years prior by Jeff King, to alleviate an additional expense; commenting that the Fire District submit the cost estimate provided by ARH on the plans once developed. ARH will determine if the existing plans will be able to be used for the cost analysis.

The Board was asked to provide a size preference of a replacement building for Station 3 so that Deputy Chief Scardino could be specific in concluding the application. Discussions were held on the existing footprint of the building with an additional 5,000 square feet that is permissible under pinelands criteria. The Board decided to have Chief Scardino will write the grant utilizing the existing size of Station 3's building plus an additional 5,000 feet. The Board was asked to provide answers to Deputy Chief Scardino's list of grant questions, no later than July 8th.

Deputy Chief Scardino disclosed that the grant was specific in stating that it would cover modifying an existing fire station to improve coverage to 24 hours, studies and design work. He then advised that the criterion does state that it does not cover demolition. Recycling as much teardown material was also explicit within the documentation. Deputy Chief Scardino noted that anything that is put in by the Fire District improves the chances of grant approval.

Talks were then held on Station 7 with relation to additional renovations, the sewer line, and storm water requirements. Station 7 was noted to be Fire District owned. FEMA guidelines indicate that they will fix unsafe fire station problems but will not include building meeting rooms, administrative offices, and training rooms. Chief Scardino then noted the largest training area that they will fund is 600 square foot. He then read the section titled ineligible, which states that "fire stations that are not independent entities but are part of, controlled by or under the day to day operational direction of a larger fire department or

agency.” Board members concluded that the interpretation of this statement would be that the building is not eligible.

At the close of discussions, Deputy Chief Scardino advised that he had a lot of homework to do but could start writing the application.

Conclusion

Station 3 Building

Deputy Chief Scardino was advised that Station 3’s building should be written as a replacement utilizing the existing footprint plus 5,000 square foot. The language will note that the Fire District is in ongoing negotiations with the Fire Station with ownership being imminent.

Station 7 Building

Deputy Chief Scardino will write the grant as an addition. Additionally, he will provide language such as the fire district paying for the design work with specifications that design and construction work is necessary to arrive at operable bathrooms, sleeping quarters, kitchen facilities, dining facilities and training space. He then advised that he would request everything that will fund Station 7 and any other improvements including upgrade to the septic system or connection to the domestic sewer lateral (offsite), replacement of key systems for energy efficiency (all new mechanically).

Secretary Mammurcari advised that he will speak with the Chairman about arranging a Board meeting to address the direction of the Board concerning fire department issues.

RESOLUTION 09-52, REQUEST FOR STATEMENTS OF QUALIFICATIONS/COST PROPOSALS FOR ARCHITECTURAL SPATIAL NEEDS AND COST ANALYSIS

A motion was made by Treasurer Pantalone and seconded by Secretary Mammucari to approve Resolution 09-52, to request statements of qualifications/cost proposals for architectural spatial needs and cost analysis. The roll call vote was unanimous and in the affirmative.

The Board was advised that ARH will provide a sort list of recommendations of how the architects are ranked.

ADJOURNMENT:

Secretary Mammucari motioned with Treasurer Pantalone seconding the motion. All were in favor. The meeting adjourned at 7:29 p.m.

Prepared by: pj

Reviewed by: vjm

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