



Winslow Township Fire District # 1



September 23, 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 6:35 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, present

OTHER OFFICIALS PRESENT:

Michael Scardino, Deputy Chief
Marc Rigberg, Battalion Chief
Frank Friend, Captain
David Patterson, Solicitor

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

Administrative Office

FIRE COMMISSIONER REPORT

Chairman Sirolli

Accident – Route 73 & Cooper Folly Road- Chairman Sirolli asked if commendations were issued the crews who responded to the accident. Battalion Chief Rigberg indicated that the crews were issue performance notices.

Closed Session Discussions- Closed discussions were addressed at the end of the meeting.

Vice Chairman Passarella

Shared Services- No report.

Policy for Years of Service Tracking Active/Status Change- Due to scheduling conflicts Chief Scardino and Commissioner Passarella have not met to develop a policy for years of service. They will make an attempt to get together to formulate same.

Duty Crew Pay Scale- Commissioner Passarella advised that he and Administrative Clerk Pataky were handling the development of pay scales for the duty crew program and a report will be made to the Board upon finalization. They will make an attempt to get together to formulate same.

WTFD Picnic- Board members were advised by Commissioner Passarella that an email was sent to the Fire Department members requesting feedback on the picnic. Comments received to date were all very positive.

Building- A discussion was held on an MLS Listing for Edgewater Building Supply's property. Each Commissioner was provided a copy of the flyer in their binder for review. Commissioner Passarella initiated talks of the present building needs and felt that the building was in an ideal location on 13 acres. Commissioner Gallo agreed to pursue negotiations of this prime property. Chairman Sirolli suggested having Solicitor Patterson, John Helbig of ARH, Deputy Chief Scardino and Commissioner Passarella meet with the owner of Edgewater Building Supply's for negotiations. Deputy Chief Scardino expressed that the Request for Qualifications will need finalization to initiate building concerns. The Board also addressed funding of the project with Chairman Sirolli requesting that adequate research be exhausted prior to making any decisions. A lengthy discussion was held on the FEMA Grant money predicated for the tear down of Station 3's building and rebuilding new administrative quarters. Deputy Chief Scardino indicated that the FEMA Grant is to be awarded in October 2010. A site visit is being scheduled for the near future. Many factors will need to be sought prior to a decision being made on whether to apply for bond monies. Bond discussions were held with Chairman Sirolli advising that the Fire District would not be prepared to go out for a bond until mid 2010.

Station 3 Contract- Commissioner Passarella advised the Board that Station 3 had not picked up their copy of contract which was revised by Solicitor Patterson; and had been available for the past two (2) weeks. President Schlessinger stated that he wasn't aware that the contract was available and will arrange to pick up the copy on Thursday.

Treasurer Pantalone

LOSAP- Treasurer Pantalone reminded everyone that LOSAP reports are printed monthly and provided to each Station Captain. Members were asked to review their LOSAP points as there are only a few months left in the year to accumulate points. He asked Administrative Clerk Pataky to email the Station Commanders instructing them to post the monthly report.

Secretary Mammucari

No report.

Assistant Sec./Treasurer Gallo

Long Range Planning Committee Meeting- Commissioner Gallo spoke of the Long Range Planning Committee meeting that held a question pertaining to the report from the consulting firm. He wanted to know from the Board as to what part of the document is to be used as a guide. He was advised to utilize all of it.

Administrative Clerk Pataky

Information Technology (IT) – Administrative Clerk Pataky advised the Board that mini computer notebooks were being sought for meeting use, and that Dell was said to have said notebooks with external CD Rom drive at a price quote of \$299.00 each. A total of eight (8) notebooks will be purchased for Board members, the Director, Solicitor Patterson and Staff. The Chiefs will be using the existing tough books presently located in District Command vehicles.

Commissioner Gallo spoke on replacing the District fire wall with a new VPN fire wall that would help create easier access. Commissioner Gallo advised that he had obtained quotes for this project in the amount of \$5000.00 with the VPN. The pricing obtained was not inclusive of labor. Administrative Clerk Pataky briefly spoke on the 2010 budget, mentioning that the IT area was in need of a complete overhaul and that this was something that could be included in a bond since it has a useful life of over 5 years. Discussion was then held on the previous two servers that crashed, costing the Fire District \$20,000 in replacements costs.

Deputy Chief's Report

Personnel Requests- Deputy Chief Scardino requested additional help in the Fire Prevention Bureau and was advised by Commissioner Gallo that this request was discussed among Board members who felt that the Fire Prevention Bureau is currently receiving help through Captain Friend and the scheduling of the Career Staff, and that if the Bureau was not provided this help, then this is something that would need to be addressed. Deputy Chief Scardino expressed that the Career Staff is extended with a multitude of assignments that include public education and inspections and believed that it was not the Board's intention of having firefighters perform as many inspections as presently being handled day to day. He then communicated his intention of the bureau handling the scheduling of business inspections from an area logistics approach to minimize traveling to the same locations during the same week. Battalion Chief Rigberg reiterated the need for help in the fire prevention division in order for the career staff to focus on public education events and the many other projects that they are assigned to. Presently, each platoon was short one (1) person and that Captain Friend was handling the Department's training exercises and has not been available to assist the bureau. The Board granted Deputy Chief Scardino permission to approach the volunteers for help.

Request for Qualifications (RFQ) - Deputy Chief Scardino thanked Administrative Clerk Pataky in providing the last amount of information to complete the proposal for the RFQ for Adams, Rehmann and Heggan (ARH). The RFQ was mentioned to be Department wide for all buildings. The boiler plate is now complete and being reviewed by Chris Rehmann of ARH with the Fire District being advised the next step of the process.

Inspection of Fire Stations- Deputy Chief Scardino relayed that the County Fire Marshal's Office will perform inspections of the fire stations due a conflict of interest. A letter had been sent to them requesting same.

Re-evaluation of Station 3's Building- The Board agreed to have Station 3's building re-evaluated for the 6 month assessment of the building per the recommendations of the engineers. A copy of the report will be forwarded to the Board upon completion.

Deputy Chief Haines' Report

Provided during the Regular Monthly Business Meeting.

Battalion Chief Rigberg

Mobile Data Computers- Battalion Chief Rigberg addressed seven (7) computers, mounts, modems and antennas that were offered to the Department for front-line responding fire department vehicles to interface with County Communications Center and requested permission from the Board to proceed in obtaining the mobile computers and related equipment. The Board granted Battalion Chief Rigberg permission to pursue attaining this equipment.

Two Quotes for Station 7 Renovations- Battalion Chief Rigberg advised that two (2) quotes were received to provide renovations of Station 7's building to accommodate the Career Staff's assignment of 18 hour shifts. Also addressed was Lt. Sickler's involvement in meeting with the Construction Official, Herb Leary and the permit application for said renovations. A motion will be entertained during the Regular Monthly Business Meeting to approve a vendor to perform renovations.

The report supplied by Battalion Chief Haines was provided during the Regular Monthly Business Meeting.

Training Division Report

10/17/09 Health Training- Captain Friend requested permission for Deputy Chief Scardino and him to attend a health training event. Said request was granted.

The report supplied by Captain Friend was addressed during the Regular Monthly Business Meeting.

RECESS/ADJOURNMENT:

Chairman Sirolli entertained a recess prior to the Regular Monthly Business Meeting. A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo at 7:24 p.m. All were in favor.

Prepared by: pj

Reviewed by: VJM