

January 27, 2010
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 Administrative Office

OPENING OF MEETING:

Vice Chairman Passarella called the meeting to order at 6:33 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, absent
Treasurer Pantalone, present
Commissioner Passarella, present
Chairman Sirolli, absent

OTHER OFFICIALS PRESENT:

Terry Osborne, Director of Fire
Michael Scardino, Deputy Chief/Fire Marshal
Jimmy Haines, Deputy Chief
Marc Rigberg, Battalion Chief
Frank Friend, Captain/Training Officer

OPEN PUBLIC MEETING ANNOUNCEMENT:

The 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 then announced where the emergency exits were.

FIRE COMMISSIONER DISCUSSIONS

Chairman Sirolli

No report, absent.

Vice Chairman Passarella

BUILDING, STATION 7- Vice Chairman Passarella advised that the suppression system for Station 7's building is near completion and that an inspection will be completed by the end of the week or early next week. He then addressed Station 7 members not being able to get in one of the rooms. Chief Osborne wished to address this topic during closed discussions.

Commissioner Gallo had a question in reference to a smoke detector in the heater room. Battalion Chief Rigberg provided a brief explanation on this area.

STATION 3 AGREEMENT- Station 3 provided comments back on the agreement which were forwarded to Solicitor Patterson for legal review. Solicitor Patterson will review the information and provide comment.

STATION AGREEMENTS- Vice Chairman Passarella advised that the President's will be meeting on February 3rd to provide comment on the agreement.

Treasurer Pantalone

No report.

Secretary Mammucari

No report, absent during workshop session portion of meeting.

Assistant Sec./Treasurer Gallo

LONG RANGE PLANNING COMMITTEE – Commissioner Gallo announced that the Long Range Planning Committee Meeting scheduled on January 26, 2010 was cancelled. This meeting will be rescheduled in the near future.

Director Osborne

Director Osborne's report was presented for Board review.

Chief Osborne advised that discussions related to Station 7's building were handled under Vice Chairman Passarella's report.

INSPECTION OF STATIONS 3 AND 7- Chief Osborne spoke on the inspection performed by Camden County Fire Marshal's Office which sighted slight infractions at both buildings, with most violations addressed and in compliance by February 1st.

PROJECTS- Chief Osborne announced that there will be ongoing projects that he will be working on; referring in particular to the status of Station 1 where Chief Haines has not appointed officers to this station due to the inactivity with its members. This topic lead into discussions on training with the advisory of members who had not completed I 100 and 700, NIMS and required training, will be advised through written communications that their gear is being pulled until such training is completed. Captain Friend will provide the report on members who have not completed said training.

FLEET- Battalion Chief Donio was reported to be involved in a traffic accident. Administrative Clerk Pataky is in contact with the owner of the other vehicle and is working on obtaining an additional quote for repair to the vehicles involved.

UNIT 2572 - Chief Osborne advised that this unit has returned from repair with slight problems. Battalion Chief Passarella is handling the issues.

STATION 6- The Board was advised by Chief Osborne that he had discussions with Station 6 concerning the number of members who are responding to calls. In addition, he advised that he had received a request by this station for a second piece of apparatus to respond. Chief Osborne felt that this request has merit and that the station should be rewarded for their efforts. A small discussion ensued on the reserved apparatus. This area will be reviewed.

PERSONNEL – This area will be addressed during closed session.

MIL-RAY FOOD- The Board was advised that Secretary Mammucari sent an email to Chief Osborne, reporting a complaint that he was made aware of by Mil Ray Food. Chief Osborne stated that he called the business owner and found no complaints. During the telephone conversation the business owner reiterated that they in no way have a complaint, but felt that the fire department was very accommodating with inspections. Chief Osborne then asked that Board members who receive complaints pass them along to his attention so that he may resolve any issues of complaint.

ADMINISTRATIVE- Chief Osborne spoke on the snow storm and extended thanks to Chief Haines in taking the lead role in plowing and his handling of duty crew scheduling. He then advised that Joe Bigwood, who handles OEM Services for Winslow Township, submitted the Fire Departments information to OEM with regard to the snow storms. This area was said to be completed. Commissioner Passarella made inquiry about payment for the crew working during the snow storm. Chief Osborne confirmed that Chief Haines submitted time sheets so the crew could be paid.

EVENTS- The Board was advised that Chief Osborne recently attended the Banquets for Pine Hill and Berlin Fire Department. Chief Osborne asked the Board to notify him of any other community event that they would like him to attend.

Administrative Clerk Pataky

ADDITIONAL NEWSPAPER- the Record Breeze will be added to the Official Newspapers to advertise editorial notices.

RESIDENT NEWSLETTER- Chief Osborne briefly spoke on the newsletter to go out to the residents; advising that he, Chiefs Rigberg and Scardino and Commissioner Gallo provided information to be included in the newsletter. The newsletter was expected to be mailed to the residents, February 10, 2010. A copy of the newsletter was provided to the Board for review and comment.

BEACON AUTO TRUCK COLLISION- Treasurer Pantalone asked if the Fire District will be reimbursed for the claim. Commissioner Passarella advised that a check in the amount of \$30,000 was submitted to the Fire District. He then provided further detail of the reimbursement.

Deputy Chief Scardino

REQUEST FOR PROPOSALS ENGINEER- John Helbig, Adams, Rehmann and Heggan (ARH) will conduct a presentation later during the meeting.

CHESILHURST- Chief Scardino briefed everyone on a meeting he attended with Solicitor Patterson, Chief Osborne, and Chairman Sirolli with regard to extending the agreement long term, and the draft of the final Chesilhurst facility evaluation which was provided to the Chief for review. This research may be non-existent based upon the results of the recent shared services in not utilizing the facility.

AFG GRANTS 2009 – Deputy Chief Scardino announced that he had received an email from AFG's Program Office asking if Winslow Township Fire District would accept the grant that was awarded. Deputy Chief Scardino explained that he had not yet responded to the email so that he may consult with Chief Osborne and the Board of Fire Commissioners. He then explained that he spoke to Chairman Sirolli earlier in the day for additional details. Further discussions on this topic led to the Solicitor advising that the Board will need to approve by motion, acceptance of the AFG 2009 Grant. Detail of the grant consisted of 98 SCBA's and 6 new RIT Packs with the latest standards. The costs for these items were mentioned to be in the amount of \$5,250 each, totaling over a half million dollars being awarded. The Fire District's share in funding will be 10% of the total. Board members questioned if the 10% was budgeted. Chief Osborne briefly explained why the grant had not been originally budgeted for. He had mentioned that Fire District had not been notified prior to budget planning, but advised that the notification process allows time, then the Fire District would have one year after the actual award to submit the portion of funding. Discussion was held on the amount per pack being reduced, and areas of the budget to transfer funding from. Treasurer Pantalone advised that the Fire District will receive roughly \$25,000 back from LOSAP to utilize for the Fire District's portion for the grant. Deputy Chief Scardino explained the nature and the conditions of the grant. A small discussion ensued on the old equipment which was not cost effective to modify.

RESCUE BILLING- Deputy Chief Scardino visited this area and felt that the Board should look into rescue billing for the near future. It was expressed that this matter should be researched further prior to February's meeting for the board to review and consider adopting and going out for RFP for billing services in order to generate revenue.

Deputy Chief Haines

None.

Battalion Chief Rigberg

None.

PRESENTATION BY JOHN HELBIG OF ADAMS, REHMANN AND HEGGAN

John Helbig spoke on the Request for Proposal involving the spatial needs of the buildings related to Cedar Brook and Sicklerville Fire Stations. Mr. Helbig handed out a four (4) page summary sheet that included a description of the heart of the RFP for Architectural Services for both the district wide needs analysis as part of Phase I with an alternative bid item to analyze Edgewater Building Supply's building from an architectural standpoint. During discussions, Mr. Helbig advised that page 2 requested pricing on the hard line design services for the rehabilitation of Stations 3 and 7. The bid process was mentioned to be conducted smoothly with seven (7) excellent bids submitted from very prestigious firms. The board was explained that page 2 of assessment criteria which specific planning analysis is being looked at. The second criterion being examined was the project's related costs for planning studies and hard line design costs. The third area pertained to written

recommendations; the fourth area involves the design approach; the 5th area addressed staff and background qualifications; the 6th area lead to sustainable energy experience looked at from the point of view of hard line design engineering that will eventually be done on the project. The last factor was the administrative and legal end which assesses each bidder's compliance procedures. Mr. Helbig then suggested the Board develop a short list of bidders, consisting of 3-5 of the highest rated architects, and meet with the project manager and team member of each firm. A discussion ensued on the qualifications of the bidders with Mr. Helbig relaying that he felt confident in recommending any of the firms on the list.

An interview process was said to be the next phase of the process. Solicitor Patterson suggested selecting a sub-committee to meet (consisting of Chief Osborne, Deputy Chief Scardino, Mr. Helbig, and two board members) with the architectural firms and provide their recommendations. Board members provided their opinions on the number of fire commissioners to chair the committee. Mr. Helbig will ultimately provide recommendation on the technical phase. Solicitor Patterson asked if there was a certain time frame listed to appoint the RFP. Mr. Helbig stated that the RFP did not have a dead line to appoint an architect. During talks, Chief Osborne suggested requesting information related to the firms who have been involved with constructing fire stations within the past five (5) years. At the conclusion of the presentation, the Board decided to review the information submitted by Mr. Helbig and make a decision at February's Regular Monthly Business Meeting on the three (3) firms chosen. At that time a Sub-Committee will be appointed; consisting of two board members, Chiefs Osborne and Scardino, and Mr. Helbig, that will meet with the firms and report back to the board.

Vice Chairman Passarella thanked John Helbig for providing the presentation to the Board.

ADJOURNMENT:

Vice Chairman Passarella entertained a motion to adjourn the workshop meeting at 7:34 p.m. to conduct the Regular Monthly Business Meeting. A motion was made by Treasurer Pantalone with Commissioner Gallo seconding the motion. All were in favor.

Prepared by: pj

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