



Winslow Township Fire District # 1



October 6, 2010
Winslow Township Fire District #1
9 Cedar Brook Road
Sicklerville, New Jersey 08081

SPECIAL MEETING – CLOSED SESSION/BUDGET WORKSHOP MEETING/AWARDMENT OF BID-VEHICLE MAINTENANCE

WINSLOW TOWNSHIP, FIRE DISTRICT #1

LOCATION OF MEETING: Municipal Building of Winslow Township

OPENING OF MEETING:

Vice Chairman Passarella called the meeting to order at 6:04 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, absent
Commissioner Passarella, present
Chairman Sirolli, absent

OTHER OFFICIALS PRESENT:

Chief Osborne

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, Atlantic City Press 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.

RESOLUTION 10-64, TO ENTER INTO CLOSED SESSION

A motion was made by Vice Chairman Passarella and seconded by Secretary Mammucari to enter into closed session. Administrative Clerk Pataky announced that closed session discussions involved contract negotiations and personnel matters. The roll call vote was as follows:

Commissioner Gallo, yes	Secretary Mammucari, yes
Treasurer Pantalone, absent	Commissioner Passarella, yes
Chairman Sirolli, absent	

Administrative Office

The time was 6:04 p.m.

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RETURN FROM CLOSED SESSION

A motion was made by Commissioner Gallo and seconded by Secretary Mammucari to return from closed session at 6:47 p.m. Commissioners Gallo, Passarella and Mammucari were present.

2011 BUDGET DISCUSSIONS

Vice Chairman Passarella moved the meeting into Budget Workshop talks. Members of the Board, Chief Osborne, Administrative Clerk Pataky and Principal Account Clerk Lang reviewed the draft budget thoroughly.

Principal Account Clerk Lang spoke on the information received from the Local Finance Board pertaining to pension figures and healthcare benefits. Some adjustments were made to these line items to reflect accurate figures. Ms. Lang advised that more detail was provided in administration, operations and Fire Prevention categories. Further detailed information was given to the Board for review. Reference was made to the page for Pension, PERS and Pension Insurance.

The next item reviewed in the budget documents was insurance, reported at 12% which was verified by the State. Chief Osborne stated that he is awaiting more information from Conner Strong and another Insurance Carrier.

Salaries were then reviewed with the Commissioners agreeing to reduce their salaries by 10%. Chief Osborne then touched on the Pension increase at \$102,000, expressing that this was a significant increase. The budget worksheet reflected this new amount. Additionally, the following in the budget were addressed:

- Office supplies were reduced by \$4,300
- GIS was reduced by \$5,000 for 2010
- Operations – Firefighter Salary and Healthcare – followed by contract
- Printing – cuts have been made.
- Contracted Services – Chief Osborne advised that ongoing talks are being held with Winslow Fire Station in negotiating their lease. He then mentioned that Winslow's lease was reduced from \$20,000 to \$4,000. This matter is to be addressed further.
- Fire Prevention – Chief Osborne indicated that the Fire District will not be holding a Fire Safety Festival in 2011 but would have one to two fire stations at a time hold a fire prevention event, hosting two to three events throughout the District in 2011. The budget would then be reduced by \$30,000 and an additional \$3,000 in advertising.
- Training – Captain Friend is exercising the use of instructors within the fire department. In doing so, this provides a savings in the amount of \$12,000.
- Fire Equipment- The budget line item was decreased by 50%. The original amount was \$70,000 which was amended to \$35,000.
- Reimbursement- Reductions were being made for volunteer officers. Chief Osborne advised that he solicited ideas from the Officers with a few proposals submitted. Further discussions will follow. During these talks Chief Osborne advised that as of January 1st, the Department will begin four (4) paid duty crew positions. Secretary Mammucari questioned the membership reimbursement expense line. He was advised that this was for the stations end of year stipends, and that captains presently make a flat fee and per call fee.
- Uniforms- This area is presently being reviewed for cost reductions.
- Fuel – A blanket amount of \$40,000 was left in the fuel item that should cover until the end of the year. Chief Osborne and the Staff reviewed the usage and felt confident that the amount budgeted was sufficient until the end of year.
- Cell Phones – Cell phones were reduced to three throughout the Fire District.
- Forms/Printing/Fax Lines- Chief Osborne announced that many of the forms normally submitted via fax, are now in electronic format and can be submitted through email. Once all forms are able to be filled out electronically, the stations will no longer need fax lines and will then provide savings in this area.
- SNIP- Administrative Clerk Pataky advised that pricing for telecommunications will change to \$5,100.

- Vehicle Maintenance- Vice Chairman Passarella asked about the changes made to the Vehicle Maintenance line item. He was advised that vehicle maintenance for all vehicles will be listed as one line item but can be tracked according to vehicle.
- PPE and Air Bags- The Fire District applied for a grant for PPE and Air Bags but no awards have been made to date.

The Board was then provided an opportunity to hold questions on the budget. A small discussion was held with regard to Station 25-1 with Chief Osborne advising that he had hoped to have an answer during October's meeting. Question was then posed on a meeting with EMS in relation to sharing utility costs at Station 25-7. The Board agreed to have Chief Osborne meet with Chief Midure. Vice Chairman Passarella asked that he be included in the meeting.

A conversation took place on Rescue Billing that held revenue projections at \$20,000-\$25,000, with a possibly of reaching over \$50,000. These figures were not included in the budget worksheets. Talks then shifted to inspection revenues with budget amounts being conservative.

Commissioner Gallo had concerns with the stations submitting their duty crew reports online due to signatures that are required. It was felt that electronic signatures could be used and that the stations are still required to submit the original LOSAP form by the 15th of the following month. Solicitor Patterson will be asked about signatures on the forms submitted electronically.

A small discussion was held on relocating the Fire District Election to the Township Municipal Building. A decision will be made by the Board during the next meeting.

Prior to closing budget workshop discussions, the Board was advised that the budget 2% cap compliant based on the 2010 budget format. Pension was mentioned to be outside the cap.

CLOSING OF BUDGET WORKSHOP DISCUSSIONS/SPECIAL MEETING TO AWARD VEHICLE MAINTENANCE BID

The Board moved into the Special Meeting to the Award Vehicle Maintenance Bid.

10-65, RESOLUTION TO AWARD VEHICLE MAINTENANCE TO VARIOUS FIRE TRUCKS BID- Motions were made by Secretary Mammucari and seconded by Commissioner Gallo to approve Resolution 10-65, to Award Vehicle Maintenance Bid to Fire Apparatus Repair. The roll call vote was as follows:

Commissioner Gallo, yes	Secretary Mammucari, yes
Treasurer Pantalone, absent	Vice Chairman Passarella, yes
Chairman Sirolli, absent	

ADJOURNMENT:

Vice Chairman Passarella entertained a motion to adjourn the meeting at 7:25 p.m. A motion was made by Commissioner Gallo and seconded by Secretary Mammucari. All were in favor.

Approved during the Regular Monthly Business Meeting of April 6, 2011

Prepared by: pj

Reviewed by: LLP

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