

**April 28, 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 Municipal Building – Court Room**

**OPENING OF MEETING:**

Administrative Clerk Pataky 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, absent  
Treasurer Pantalone, present  
Commissioner Passarella, present  
Chairman Sirolli, absent

**OTHER OFFICIALS PRESENT:**

Terry Osborne, Chief of Department  
Dave Patterson, Fire District Solicitor

**OPEN PUBLIC MEETING ANNOUNCEMENT:**

The meeting was conducted in full compliance with the "Open Public Meeting Law," and that Notice was sent to the Courier-Post, Philadelphia Inquirer 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.

## **FIRE COMMISSIONER DISCUSSIONS**

### **VICE CHAIRMAN PASSARELLA**

- STATION 7 LOCKER REQUEST- Vice Chairman Passarella stated that he was approached by Station 7 a few months back for a locker request. At that time, the budget was being reviewed for cuts so the request was put on hold until the budget was finalized. Secretary Mammucari and Commissioner Gallo also mentioned that they were approached with the same request. A small discussion was held on the locker conditions. Vice Chairman Passarella suggested waiting until the end of the year before making a decision. At the close of discussion, it was decided that Chief Osborne will assess the locker complaint and provide a report. Station 7 will then be provided with a response.

### **TREASURER PANTALONE**

- LOSAP – No report.

### **SECRETARY MAMMUCARI**

- NO REPORT.

### **COMMISSIONER GALLO**

- LONG RANGE PLANNING REPORT – Commissioner Gallo spoke on the last Long Range Planning Committee Meeting which addressed station consolidations presented for board consideration. The meeting resulted in a request for additional statistical research which was conducted and recently provided to the Board. Each Board member were given a copy for review. Commissioner Gallo advised that Chairman Sirolli has reviewed the information and would like to schedule a budget meeting to discuss consolidation at that time.

### **CHIEF OSBORNE**

#### **FACILITIES**

- STATION 7- Bruce Schlessinger performed repairs at Station 7 including the removal and replacement of shingles in the leak area, that will remedy the problem for a year or two until further action can be taken. Bruce Schlessinger felt confident that the issue is resolved.
- STATION 1- A meeting was held with Station 1 to address apparatus and the facility.
- STATION 6- New floors are being installed the weekend of May 21<sup>st</sup> and that the apparatus stationed there will be relocated until complete. Station 4 was close in proximity and will accommodate the apparatus until completion. A brief discussion was held on emails referencing apparatus stored in personal garages with Chief Osborne expressing that apparatus be stored in Fire Department properties only.
- REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL SPATIAL NEEDS - Chief Osborne announced that the RFP for Architectural Spatial Needs was received and reviewed and that this list is being narrowed down to three architects that will be interviewed. John Helbig is compiling a list of questions to provide to the Fire District that will be asked during the interview process. Commissioners Gallo and Passarella, Chief Osborne, Deputy Chief Scardino and John Helbig are heading this project and will provide further detail at a later date.

## **FLEET**

- 2531- Chief Osborne advised that there were additional problems with 2531; advising of an oil and antifreeze leak which initiated the service call to Houpert's Truck Service. The unit remains out of service with more work to be done than what was originally anticipated. The purchase order was revised to reflect the additional work.
- 2534- Preventive maintenance service is complete.
- APPARATUS- Chief Osborne briefed the Board on his discussions with Chief Haines to schedule a meeting with the Officers to address and provide input on the relocation of apparatus. He then spoke on the previous discussion of moving 2511 to Station 6 and a plan of action of identifying movement of apparatus or sale.
- 2509- While Inspector Beck utilized 2509 to perform smoke inspections April 27th, the unit broke down and that minor repairs are needed to be done on the unit. BC Passarella advised that minor repairs were needed to the vehicle so that it is operational again. During this discussion, Chief Osborne announced that he is reviewing the cost of vehicles, their usage and insurance for the vehicles, for budgetary purposes.

## **PERSONNEL**

- SOP/SOG- Chief Osborne advised that he will provide feedback on SOP's/SOG's following a meeting to be scheduled with Department Line Officers.
- CLOSED SESSION- A closed meeting will be held later during the Regular Monthly Business Meeting that will contain personnel discussions which will include the Membership Eligibility Policy previously adopted by the Board. Chief Osborne stated that concerns were raised during April's President's Meeting on this topic.
- OFFICE ENVELOPES- Chief Osborne indicated that the office staff made revisions to the fire district envelopes to help save in costs. The new envelopes contain one (1) color and that the patch was eliminated.
- PAGERS- This area is being reviewed to ensure that active members are equipped with operational pagers. All spare pagers were said to be assigned to members due to several being damaged. A station list is being compiled to have non active members return the pagers that were issued. The Board will be briefed on any updates.

## **ADMINISTRATIVE**

- SNOW STORM- The Board was advised by Chief Osborne that FEMA has changed the policy on snow storm reimbursement and will no longer pay for volunteer firefighters unless they are at the scene of the fire. The Fire District was said to have submitted the second submittal package to FEMA and will provide further detail once received. This budget line item will be watched throughout the year.
- UNIFORM ORDER- The uniform for volunteer fighters is being changed to a cotton material. Chief Osborne advised that prior to making this decision; he had first researched this matter and found that there were no state requirements.
- STATION 6 ANNIVERSARY- The anniversary for Station 6 was approaching and the station had requested to have t-shirts made which included the fire department patch for said occasion. The Board granted this request.
- 2010 AFG GRANT- Deputy Chief Scardino emailed Chief Osborne in search of suggestions in applying for the 2010 AFG Grant. Personnel Protective Equipment

was said to be a big item of request in the past. The Board was asked to supply their suggestions to Deputy Chief Scardino at their earliest convenience.

- OFFICER REPORTS- Board members were provided with Captain Friend, Battalion Chief Rigberg and Deputy Chief Scardino's monthly reports.
- FIRE SAFETY FESTIVAL- Everyone was reminded that \$5,000 was cut from the Fire Safety Festival this year and the Board was asked if advertising should be sought; Chief Osborne advised that \$1,800 was spent in 2009 in advertising. Deputy Chief Scardino asked for Board feedback on cutting advertising or additional activities.

#### **ADMINISTRATIVE CLERK PATAKY**

- INFORMATION TECHNOLOGY- Administrative Clerk Pataky advised that she had been in contact with Bob Castagna of Winslow Township for an objective view on assessing the Fire District's present needs of information technology. Further detail provided that an email was sent to the WTFD mailing list requesting input. Three responses were received to date. A panel to include James Beck, Gary Ebner, Bob Boettcher, Chief Osborne, Commissioner Gallo and Administrative Clerk Pataky, will meet for the purposes of an IT plan. The Board was also advised that a proposal is being sought from a company utilized by the township, to possibly use. A small discussion was held on server outages and that a new router was recently installed to help remedy the problem. The Board will be notified of updates.

#### **ADJOURNMENT:**

Vice Chairman Passarella entertained a motion to adjourn the workshop meeting at 7:15 p.m. for a short recess prior to the start of the Regular Monthly Business Meeting. A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo. All were in favor.

Prepared by: pj

Reviewed by: LLP

Approved during the Regular Monthly Business Meeting of: May 26, 2010

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