



# *Winslow Township Fire District # 1*



**August 25, 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 6:50 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  
Vice Chairman Passarella, present  
Chairman Sirolli, absent

### **OTHER OFFICIALS PRESENT:**

Terry Osborne, Chief of Department  
Mr. 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.

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Administrative Office

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## **FIRE COMMISSIONER DISCUSSIONS**

### **CHAIRMAN SIROLLI**

- NO REPORT DUE TO CHAIRMAN SIROLLI'S ABSENCE.

### **VICE CHAIRMAN PASSARELLA**

- STATION'S REPORT- Vice Chairman Passarella advised that Station 3 is presently looking into the possibility of repairing the roof to their building and updates will follow.
- ARCHITECT- Vice Chairman Passarella made a brief announcement that the Board may appoint an architect later during the meeting.

### **TREASURER PANTALONE**

- LOSAP- Treasurer Pantalone announced that the end of year is approaching for members to obtain LOSAP points.

### **SECRETARY MAMMUCARI**

- NO REPORT DUE TO SECRETARY MAMMUCARI'S ABSENCE.

### **COMMISSIONER GALLO**

- NO REPORT.

### **CHIEF OSBORNE**

#### **FACILITIES**

- STATION 3- Chief Osborne advised that the fire district's study was supplied to Station 3's engineering firm with a final report to come from them. He then explained that he had attended Station 3's meeting where discussion was held on the possibility of pursuing quotes from contractors to make repairs to the building. During the meeting, the station made inquiry on the Fire District's plans on whether the District intends to return to the building. The Board will be provided a copy of the final report once the office has received same and a meeting will be scheduled to address this matter further.
- ARCHITECT- Chief Osborne referred to a meeting held with John Helbig of Adams, Rehmann and Heggan for the District-Wide Spatial analysis study. The search for an engineer was narrowed down to three firms that were interviewed. After further research, the panel agreed that Rodier and Ebersberg was the most qualified firm to conduct Phase I of the analysis. He then made recommendation to move forward in hiring the firm. Solicitor Patterson advised that the Board could move to award hiring the Architect during the Regular Monthly Business Meeting under the condition that he reviews the RFP.
- IP ADDRESSES- Discussion on IP addresses will be handled by Commissioner Gallo who will provide recommendations after addressing with the stations.
- STATION LEASES- Leases were addressed during the President's meeting. Station 4 provided a list of vehicles housed in their station that will be attached to the lease agreement. Discussion was held on whether all stations needed to submit this list. Finalizations of the contracts were expected at the next President's Meeting.

## **FLEET**

- PUMP AND LADDER TESTING– Certifications were performed with the advisement that the ladders passed testing; Aerial devices, Ladder 25 had no issues, and that the Quints had minor issues. Pump testing reports indicated that all Fire District Pumps passed testing.
- APPARATUS SALE- Chief Osborne advised that the Fire District was following previous format in the sale of the apparatus. Pricing is being compiled to validate that sale prices are adequately determined. A final list of equipment, to either be sold with the apparatus or kept as District owned equipment, is being prepared and will be available at the next Officer's meeting. The Board will consider approving a Resolution to accept bids for the public sale of apparatus.
- RETROFITTING OF 2511- Battalion Chief Rigberg is working on details relative to retro-fitting Unit 2511. A resolution for same will be entertained during the Regular Monthly Business Meeting.

## **PERSONNEL**

- LOSAP/MEMBERSHIP- Chief Osborne stated that he had met with Deputy Chief Scardino and Chief Haines in reference to membership inactivity. Chief Haines is to forward a list of members who are no longer active in order to re-assign equipment to active membership.
- MEMBERSHIP POLICY- Revisions were made by Chief Osborne in follow up of the concerns disclosed at previous President's Meetings. Chief Osborne advised that he had planned on sending the revised policy out to the presidents and officers with his recommendations to review. He had hoped to have finalizations ready for September's meeting.
- JR. FIREFIGHTER PROGRAM- Chief Osborne spoke on a junior firefighter program/explorer program for recruiting volunteer membership. He advised that an email was sent out soliciting discussions on this topic. Captain Smith was mentioned to have replied to the request. Some of the information being gathered will be supplied by Deputy Chief Scardino and the National Volunteer Firefighter Council. President Auwarter offered to host the first meeting at his station. This program, along with soliciting the high school, will be a positive attempt to recruit volunteers.
- PERSONNEL- Liz Garcia is presently working on personnel matters. Chief Osborne made a brief statement on the Battalion Chief's test results that are now out and that this matter will be discussed further in closed session.
- VOLUNTEER FIREFIGHTER– Chief Osborne announced that there were instances involving volunteers allowing a friend to join them in using the exercise equipment at the fire station. There were concerns with regard to injury to non fire department individuals while using the equipment. Chief Osborne stated that he had a conversation with Attorney Patterson, and that a Chief's Order will follow on use of equipment strictly reserved for District volunteers. The conversation shifted to non fire department individuals hanging around the firehouse with the members but felt that they should not be prohibited as it is the firefighter's second home.

## **ADMINISTRATIVE**

- INSPECTIONS- Initial business inspections are completed for the year thanks to the career staff, Chief Scardino and Tammy Lynch's handle on scheduling inspections. Follow up business inspections are still needed but this area has improved.
- EMAIL FROM MAYOR- Chief Osborne indicated that he had received an email from the Mayor in reference to the President of the Winslow Business Association who had concerns in reference to the costs of diesel fuel and why the Fire District sends a fire truck with four men on it to conduct a fire inspection. Chief Osborne stated that he is planning to meet with the Winslow Business Association to explain to him that firefighters are out in the field conducting fire inspections and why it is necessary for them to do the inspections. A conversation was then held on individuals approaching Commissioners asking the same question or why they are using the firetruck for lunch.
- UNIFORM ORDER- On the volunteer end of uniforms, Chief Osborne spoke on Officer's meetings where a cotton blend uniform was decided and that a spreadsheet was sent to the officers, requesting they provide a station list of member's uniform needs, so that a final list of uniform can be placed. A small discussion was held on uniform jackets with Chief Osborne advising that jackets will no longer be issued as a part of uniform ordering. Career Staff uniforms were mentioned to be contractual and assessed during scheduled uniform inspections. A small discussion was held on uniform badges with Chief Osborne expressing that this area will be looked at for some changes due to budgetary expenses and the weight of the badge.
- PUBLIC EDUCATION EVENTS- Chief Osborne announced that volunteers are also needed to attend and participate in public education events and that LOSAP points will be issued to attend same. A conversation also took place on Empowerment Day.

#### **COMMISSIONER GALLO**

- INTERNET TECHNOLOGY- Commissioner Gallo referred to the current IT issues with the advisory that the office servers have approached life expectancy and that the Fire District will be replacing four servers with one super server. He then advised that the District is looking into account problems that will be corrected and included in with the IT budgeting but the server cannot be replaced until the problems are located. During discussions, Commissioner Gallo stated that service or maintenance is not included in the costs. Maintenance contract pricing was found to be at a cost of \$18,000. The IT Company has expressed that repair costs were \$4,700 that would be applied toward the \$18,000 maintenance contract for the following year, which brings the total down to \$14,000. Repairs will take place in the near future as this area needed to be addressed. Warranty discussions were then addressed. Administrative Clerk Pataky provided her opinion on an IT Maintenance contract and felt that the costs would not be anywhere near \$18,000 since most of the repairs would be taken care of. After a brief discussion, the Board felt that a maintenance contract would not be necessary since the server is under warranty.

#### **ADJOURNMENT:**

Treasurer Pantalone motioned to adjourned the Workshop Meeting Session to commence the Regular Monthly Business Meeting at 7:36 p.m. Commissioner Gallo seconded the motion. All were in favor.

Prepared by: pj  
Reviewed by: LLP

Approved during the Regular Monthly Business Meeting of: September 22, 2010

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