

March 24, 2010
Winslow Township Fire District #1
9 Cedar Brook Road
Sicklerville, NJ 08081

REGULAR MONTHLY MEETING OF THE BOARD OF FIRE COMMISSIONERS

WINSLOW TOWNSHIP, FIRE DISTRICT #1

MEETING LOCATION: Winslow Township Municipal Building-Court Room

OPENING OF MEETING:

Chairman Sirolli opened the meeting at 7:31 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

DISTRICT OFFICIAL'S PRESENT:

Terry Osborne, Chief of Department

OTHER'S PRESENT:

Mr. David Patterson, Board Solicitor

OPEN PUBLIC MEETING ANNOUNCEMENT:

Administrative Clerk Pataky announced that 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 the 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 indicated where the emergency exits were.

REORGANIZATION OF BOARD 7:30 P.M.

OATH OF OFFICE

Chairman Sirolli administered the oath of office to Michael Passarella. All present congratulated him in his re-appointment.

NOMINATION OF OFFICERS

Chairman- A motion was made by Commissioner Passarella and seconded by Commissioner Pantalone to appoint Anthony Sirolli as Chairman. All were in favor.

Vice Chairman- A motion was made by Commissioner Mammucari and seconded by Commissioner Gallo to appoint Michael Passarella as Vice Chairman. All were in favor.

Assistant Secretary/Treasurer- A motion was made by Commissioner Pantalone and seconded by Commissioner Passarella to appoint Vincent Gallo as Assistant Secretary/Treasurer. All were in favor.

Secretary- A motion was made by Commissioner Gallo and seconded by Commissioner Pantalone to appoint Vincent Mammucari as Secretary. All were in favor.

Treasurer- Commissioner Passarella motioned to appoint Louis Pantalone as Treasurer. Commissioner Mammucari seconded the motion and all were in favor.

BOARD ASSIGNED DUTIES

Duties will not be assigned since the hiring of Chief Osborne.

REGULAR MONTHLY BUSINESS MEETING

MINUTES OF PREVIOUS MEETINGS:

A motion was made by Secretary Mammucari and seconded by Commissioner Gallo to approve the minutes of the following meetings:

- October 14, 2009 Workshop Meeting
- January 27, 2010 Regular Monthly Business Meeting
- February 24, 2010 Workshop Meeting
- February 24, 2010 Regular Monthly Business Meeting

All were in favor.

March 3, 2010's President's Meeting was provided to the Board for review.

TREASURER'S REPORT:

PAYROLL TRANSFER- Treasurer Pantalone made a motion to approve the payroll transfers for the month of February in the amount of \$97,000.00. Commissioner Passarella seconded the motion and all were in favor.

CLAIMS LIST – Treasurer Pantalone made a motion to approve the Claim's List for the month of March – Check #'s 14851 through 14969 totaling \$168,991.50. Commissioner Gallo seconded the motion. All were in favor.

PAYCHEX ADMINISTRATION FEES- Treasurer Pantalone made a motion to approve the administration fees for the month of February in the amount of \$642.38. Commissioner Gallo seconded the motion and all were in favor.

REPORTS- Copies of the budget status and revenue account were provided for review. Chairman Sirolli requested hard copies of the budgetary documents.

OUTSTANDING INVOICES- Three (3) invoices were listed.

RESOLUTIONS:

10-21, APPOINTMENT OF RISK MANAGEMENT CONSULTANT- A motion was made by Treasurer Pantalone and seconded by Secretary Mammucari to approve Resolution 10-21, to Appoint Conner Strong as the Risk Management Consultant for 2010. The roll call vote was as follows:

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

All were in favor.

10-22, APPOINTMENT OF GENERAL COUNSEL - A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve Resolution 10-22, to Appoint David Patterson as General Counsel for 2010. The roll call vote was as follows:

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

10-23, APPOINTMENT OF LABOR COUNSEL- A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve Resolution 10-23, appointing Liz Garcia of Parker McCay, as Labor Counsel for 2010. The roll call vote was as follows:

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

10-24, APPOINTMENT OF AUDITOR- A motion was made by Commissioner Gallo and seconded by Treasurer Pantalone to approve Resolution 10-24, authorizing the appointment of Bowman and Company as Auditor for the year 2010. The roll call vote was as follows:

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

10-25, APPOINTMENT OF GIS CONSULTANT- A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve Resolution 10-23, appointing Civil Solutions, as GIS Labor Consultant for 2010. The roll call vote was as follows:

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

10-26, APPOINTMENT OF BOND COUNSEL- A motion was made by Commissioner Passarella and seconded by Treasurer Pantalone to approve Resolution 10-26, appointing Parker McCay, as Bond Counsel for 2010. The roll call vote was as follows:

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

10-27, APPOINTMENT OF SPECIAL PROJECTS ENGINEER- A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve Resolution 10-27, appointing Adams, Rehmann and Heggan, as Special Projects Engineer for 2010. The roll call vote was as follows:

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

10-28, APPOINTMENT OF PRINCIPAL CLERK TYPIST- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve Resolution 10-28, appointment of Permanent Principal Clerk Typist. The roll call vote was as follows:

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

10-29, EXTENDING BID A-30 (FOR COMPUTER AND COPY PAPER, ENVELOPES AND SUPPLIES)- A motion was made by Commissioner Gallo and seconded by Treasurer Pantalone to approve Resolution 10-29, extending Bid A-30 for computer and copy paper, envelopes and supplies. The roll call vote was as follows:

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

10-30, DISPOSAL OF INVENTORY- A motion was made by Treasurer Pantalone and seconded by Secretary Mammucari to approve Resolution 10-30, disposing of inventory as reported. The roll call vote was as follows:

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

10-31, ESTABLISHMENT OF RESCUE BILLING SCHEDULE- A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve Resolution 10-31, Establishing Rescue Billing Schedule. The roll call vote was as follows:

Commissioner Gallo, yes
Secretary Mammucari, yes
Treasurer Pantalone, yes

Vice Chairman Passarella, yes
Chairman Sirolli, yes

10-32, AUTHORIZING ADDITIONAL PENSION PAYMENT TRANSFER FOR THE YEAR 2009- A

motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve Resolution 10-32, Authorizing an Additional Pension Payment Transfer for 2009. The roll call vote was as follows:

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

Administrative Clerk Pataky provided an explanation on why the Architect, Information Technology and Banking Request for Proposals are not being awarded.

CHIEF'S REPORT

FACILITIES

- **STATION 7-** Chief Osborne reported that this area was addressed earlier during Commissioner Passarella's report. He also mentioned that he had met with Bruce Schlessinger to discuss the roof issues.
- **CAMDEN COUNTY INSPECTIONS-** Chief Osborne maintained that the County performed two inspections for the Fire District, advising that these inspections are now complete.
- **ARCHITECT REQUEST FOR PROPOSALS (RFP) REVIEW & INTERVIEWS-** RFP submissions mentioned to be received and reviewed by Adams, Rehmann and Heggan with the next phase to entail narrowing down the list of architects, to three, and assigning a committee that would consist of two (2) Board members, Chief Osborne, Chief Scardino and John Helbig of ARH, to interview architects and provide recommendations to the Board. Commissioner Passarella advised that he would formulate a committee who will provide a report at the following meeting.

TRAINING

NON-COMPLIANCE- Eight members have failed to complete required training and were sent a letter advising that their gear will be pulled until said training is complete. Of the eight, one member was mentioned to be on medical leave and one in school.

NJ WEEKEND- Chief Osborne spoke on NJ weekend and encouraged members to participate in the opportunity to train.

FLEET

- **2531-** Electrical issues were reportedly repaired with the Unit back in service.

- **REORGANIZATION/RELOCATION OF APPARATUS-** Chief Osborne advised that this topic was addressed at a Line Officer's meeting and will be discussed further.

STATION 6 DUTY CREW

Station 6's active memberships have increased with discussions held on entertaining a second duty crew. This matter is still under further talks.

PERSONNEL

- **SOP/SOG-** This topic addressed Standard Operating Procedures and Guidelines and review of the present guidelines in effect. It was suggested to hold a Saturday session to go over them.
- **MEMBERSHIP ELIGIBILITY-** This topic will be held in closed session.
- **PETKEVIS-** Rich Petkevis officially resigned effective March 1, 2010
- **MEMBERSHIP DATES-** Station Presidents were asked to sign off on their station's membership dates. Glenn Charney was noted to have a discrepancy with his membership date following last year's award's ceremony. To date, the office has not received the lists back from the Presidents.
- **APPRECIATION NIGHT, APRIL 16, 2010-** The Award's Ceremony was renamed to reflect an Appreciation Night. Talks were held on the low amount of members signing up to attend. Chairman Sirolli asked that notifications be sent in the near future to remind everyone.

ADMINISTRATION

- **SNOW STORM-** Board members were briefed on the storm costs that were submitted to FEMA.
- **DUTY CREW MANPOWER-** Duty Crew Manpower is being addressed at a Line Officer's meeting.
- **USE OF APPARATUS-** Wear and tear on the apparatus was discussed with mention made of a policy to be drafted to monitor usage and costs. Chief Osborne spoke on the visibility of the apparatus to the public and felt that the trucks should be seen out at sporting and other public events.
- **UNIFORMS (P-OSHA)-** Pricing was addressed.
- **SAFETY FAIR INSURANCE-** Chief Osborne relayed that the insurance requirements for the use of the school grounds lead to an additional cost of \$3,000. A discussion ensued on budget cuts, use of the facility costs and manpower. Chief Osborne then advised that a letter was sent to the Superintendent to request waiving the facility and manpower fees. Additional information will follow.
- **CHESILHURST-** Chief Osborne indicated that he had met with Solicitor Patterson who had drafted a proposal and that a meeting is now being scheduled for further discussion on said proposal.
- **AFG GRANT-** Matching funds will be needed for the AFG Grant.
- **RESCUE BILLING-** Addressed.
- **FIRE INSPECTIONS -** Inspection scheduling is improving with mention made that the career staff are greatly relied on to perform the inspections.

- **RESPONSE BOXES**-Battalion Chief Rigberg has handled response boxes with the majority of the progress being complete.
- **DONATION**- The Board was advised that Bowman and Company will be asked about the receipt of a donation and the manner of handling same.

NEW BUSINESS:

MOTION TO SIGN AUDIT ENGAGEMENT LETTER FOR AUDIT YEAR END 2009– A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to authorize signing of the audit engagement letter. All were in favor.

MOTION TO SIGN AUDIT ENGAGEMENT LETTER FOR LOSAP AUDIT YEAR END 2009– A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to authorize signing of the audit engagement letter. All were in favor.

MOTION TO APPROVE PLANS RECOMMENDED BY THE LONG RANGE PLANNING COMMITTEE- The Board decided to table plans until justifications are made.

OLD BUSINESS:

None.

INSURANCE CLAIMS:

None.

MEMBERSHIP APPLICATIONS:

None.

MEMBERSHIP TRANSFERS:

A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve the membership transfer of Matthew Ebersold, from Station 4 to Station 7. All were in favor.

MEMBERSHIP CHANGE IN STATUS:

Membership Resignations:

The Fire District was said to have received a leave of absence request but needed to address leave particulars in closed session. This matter was tabled for discussion in closed session.

MEMBERSHIP RE-ACTIVATION:

None.

ASSOCIATE MEMBER(S):

None.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

Frank Friend expressed appreciation to everyone who came out to support the St. Baldrick's Day fundraiser.

CLOSED SESSION:

RESOLUTION 10-33 CLOSED SESSION- A motion was made by Secretary Mammucari and seconded by Treasurer Pantalone to approve Resolution 10-33, Authorizing Closed Session. The roll call vote was unanimous and in the affirmative. The recorded time was 8:53.p.m.

NATURE OF CLOSED MEETING:

Solicitor Patterson announced that closed session discussions involve contract negotiations, personnel matters and policies.

RETURN FROM CLOSED MEETING:

A motion was made by Commissioner Gallo and seconded by Treasurer Pantalone to return from closed session at 9:25 p.m. All were present.

MOTIONS:

POLICY 10-1 \$4,000 ANNUAL PAYMENT TO VOLUNTEER FIRE COMPANIES - A motion was made by Commissioner Passarella and seconded by Treasurer Pantalone to approve Policy 10-1 for the \$4,000 Annual Payment to Volunteer Fire Companies. All were in favor.

LEAVE OF ABSENCE REQUEST— A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to grant Mike Lightner (Station 3), a six (6) month leave of absence. All were in favor.

ADJOURNMENT OF MEETING: A motion was made by Secretary Mammucari and seconded by Commissioner Gallo to adjourn the meeting at 9:45 p.m. Chairman Sirolli adjourned the meeting.

Approved during the Regular Monthly Business Meeting of: April 28, 2010

Prepared by: pj
Reviewed by: VJM
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