

February 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
Michael Scardino, Deputy Chief
Marc Rigberg, Battalion Chief
Frank Friend, Captain

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.

CONTINUANCE OF WORKSHOP DISCUSSIONS:

ADMINISTRATIVE CLERK PATAKY

REQUEST FOR PROPOSALS (RFP) PROFESSIONAL SERVICES- Administrative Clerk Pataky announced that the RFP's were received and given to Chief Osborne for his review. Administrative Clerk Pataky then advised that the criteria for the RFP's were reviewed by a panel of three (3); Administrative Clerk Pataky, Principal Account Clerk Lang, and Chief Osborne, for independent observations. The proposal for Special Projects Engineer was given to Chief Scardino for his review. The Request for Proposals for Professionals Services will be entertained for approval during the March Re-Organization Meeting.

RESIDENT NEWSLETTER- The support staff was thanked for putting together the newsletter.

OVER ENCUMBRANCES- Chairman Sirolli asked if there needed to motion concerning over encumbrances to line items. He was advised that this matter is being addressed by Chief Osborne. Solicitor Patterson's ruling was anytime there is an over encumbrance, there needed to be approved. Treasurer Pantalone explained that the Board is attempting to carefully examine line items to avoid over encumbrances. Solicitor Patterson suggested providing a monthly report which will account for line items that are close. He further suggested that this information be provided monthly, under the treasury report, indicating that the Board could take care of the emergency and confirm it at a meeting by a emergency resolution.

STATION 3 ACQUISITION- to be addressed in closed session.

DEPUTY CHIEF SCARDINO

The Board was provided a copy of Deputy Chief Scardino's report for review.

RFP/EVALUATION OF BUILDING SITE STATIONS 3 & 7- Chief Osborne to address in closed session.

CHESILHURST- Deputy Chief Scardino reported of a meeting held with Solicitor Patterson who created a model ordinance to share services. No additional updates were provided to date. The Borough of Chesilhurst was noted to have paid the latest bill invoiced.

AFG GRANTS 2009- No additional communications from FEMA have been received since Deputy Chief Scardino's response to an email stating the Fire District's acceptance of the award.

AFG GRANT 2010- 2010's AFG Grant was reported to open late March. Additional information will follow.

RESCUE BILLING- Deputy Chief Scardino stated that he had emailed Solicitor Patterson questions with regard to rescue billing. A brief conversation was held on past discussions with former counsel. Nothing formally had been adopted. Deputy Chief Scardino then explained his intentions for endorsing rescue billing, providing the Board with a model RFP used by Cherry Hill Fire Department. A small discussion ensued with Chief Scardino requesting permission from the Board to move forward. Solicitor Patterson stated that the Board would need to adopt a resolution approving the Fire District to Authorize an RFP/RFQ for rescue billing. A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve Fire District Staff to Prepare a Request for Proposal/Qualifications for Third Party Vendors for Collection Procedures for Rescue Billing, Resolution 10-19. The roll call vote was as follows:

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

INSPECTION WITH CHESILHURST— Commissioner Passarella inquired whether or not Winslow Township Fire Department (WTFD) will begin performing the inspections for the Borough of Chesilhurst. He was advised that Mayor Blunt did not want WTFD to do inspections, which they would remain with the County. Deputy Chief Scardino felt that this is something the fire department needed to do for safety purposes.

QUESTION BY COMMISSIONER PASSARELLA REGARDING CHESILHURST FIRE INSPECTIONS- The Board was copied a memo concerning the overhaul of the inspection program which listed a series of concerns. The bureau was said to be a month one month into the modifications/improvements that will help in scheduling inspections in 2011. This area is being monitored closely.

DEPUTY CHIEF HAINES

Chief Haines provided his report to the Board.

BATTALION CHIEF RIGBERG

Battalion Chief Rigberg supplied his report to the Board.

RESPONSE BOXES— Battalion Chief Rigberg advised that he has spent a great deal of time at Camden County Communication's Center updating the response box information for

business listings which are being gridded. The Camden County Communications Center personnel detailed to Winslow Township Fire Department is presently assigned other duties but is expected to have the information in the computer system by the end of next week. Approximately 75% of the work is done and that the live transfers are anticipated to be worked on by end of next week or at the beginning of the following week. Battalion Chief Rigberg then spoke on other items being refined and the Chief Officers technical and confined space rescue boxes that will be updated. Map revisions and updates will be the next phase to take place in the next month or two.

GIS- the Fire Department received updates to the G.I.S. system with data being provided to Winslow EMS and Police Department. An additional quote was requested for the iHawk data. Mr. O'Barsky will provide updates on CAD capable units and updates to the second generation. These updates will provide for quality enhancements.

Chairman Sirolli thanked Battalion Chief Rigberg his work on fire response boxes. He acknowledged that this was a major project that exhausted a lot of time and effort.

CAPTAIN FRIEND

Captain Friend's report was given to the Board for review.

TRAINING- Captain Friend provided detail on training. He then referenced February 25th's deadline for I100 and I700 compliance and announced that those who are not compliant will be suspended from running fire calls. There were eleven members said be non-compliant, three of which are on medical leave.

NEW BUSINESS:

RFP/RFO FOR ARCHITECT- Addressed in closed session.

OLD BUSINESS:

None.

INSURANCE CLAIMS:

Two claims were referenced.

MEMBERSHIP APPLICATIONS:

A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve the membership application for Randy McAdams, Station 25-9. All were in favor.

MEMBERSHIP TRANSFERS:

None.

MEMBERSHIP CHANGE IN STATUS:

Membership Resignations:

A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve the resignation request of Glenn Jones, Station 25-7. All were in favor.

MEMBERSHIP RE-ACTIVATION:

None.

ASSOCIATE MEMBER(S):

None.

COMMENTS BY FIRE COMMISSIONERS:

None.

POLICE LIAISON:

None.

PUBLIC PARTICIPATION:

None.

CLOSED SESSION:

RESOLUTION 10-18 CLOSED SESSION -A motion was made by Secretary Mammucari and seconded by Treasurer Pantalone to approve Resolution 10-18, Authorizing Closed Session. The roll call vote was unanimous and in the affirmative. The recorded time was 7:53.p.m.

NATURE OF CLOSED MEETING:

Solicitor Patterson announced that closed session discussions involve leases, personnel matters and contract issues.

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.

REGULAR MONTHLY BUSINESS MEETING DISCUSSIONS:

MINUTES OF PREVIOUS MEETINGS:

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

January 27, 2010 Workshop Meeting
February 3rd President's Meeting

The roll call on the motion was as follow:

Commissioner Gallo, yes
Secretary Mammucari, yes
Treasurer Pantalone, yes
Vice Chairman Passarella, yes
Chairman Sirolli, abstained due to his absence of the January meeting

TREASURER'S REPORT:

PAYROLL TRANSFER- Treasurer Pantalone made a motion to approve the payroll transfers for the month of January in the amount of \$101,000.00. Commissioner Gallo 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 February – Check #'s 14700 through 14850 totaling \$114,822.01. Secretary Mammucari seconded the motion. All were in favor.

PAYCHEX ADMINISTRATION FEES- Treasurer Pantalone made a motion to approve the administration fees for the month of January in the amount of \$741.06. Commissioner Gallo seconded the motion and all were in favor.

REPORTS- Copies of the budget status and revenue account were provided for review.

OUTSTANDING INVOICES- Two (2) invoices were listed.

RESOLUTIONS:

10-16, AUTHORIZING AWARD OF CONTRACT AGREEMENT RELATIVE TO 2010 VEHICLE MAINTENANCE AGREEMENT (TOWNSHIP OF WINSLOW)- A motion was made by Commissioner Gallo and seconded by Treasurer Pantalone to approve Resolution 10-16, Authorizing Award of Contract Agreement to 2010 Vehicle Maintenance Agreement. 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.

10-17, TO RELOCATE MEETINGS SCHEDULED IN 2010- A motion was made by Commissioner Gallo and seconded by Secretary Mammucari to approve Resolution 10-17, to Relocate Meetings Scheduled in 2010. The roll call vote was as follows:

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

10-19, AUTHORIZING TO PURSUE RFP/RFQ FOR RESCUE BILLING- A motion was made by Treasurer Pantalone and seconded by Commissioner Gallo to approve Resolution 10-19, authorizing the Fire District to go out for an RFQ/RFQ for Rescue Billing. The roll call vote was as follows:

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

RESOLUTION 10-20, CHANGE ORDER TO CONTRACT WITH ADAMS, REHMANN AND HEGGAN (ARH)- A motion was made by Treasurer Pantalone and seconded by Commissioner Passarella to approve Resolution 10-20, authorizing the change order to the contract with Adams, Rehmann and Heggan. The roll call vote was as follows:

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

MOTIONS:

AUTHORIZING CHIEF OSBORNE TO FORMULATE PANEL FOR ACCIDENT REVIEW- A motion was made by Commissioner Gallo and seconded by Secretary Mammucari to authorize Chief Osborne to formulate a panel for accident reviews. The vote was as follows:

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

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: March 24, 2010

Prepared by: pj
Reviewed by: VJM
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