



# *Winslow Township Fire District # 1*



March 1, 2011  
Winslow Township Fire District #1  
9 Cedar Brook Road  
Sicklerville, New Jersey 08081

## SPECIAL MEETING – Fire District Administration and Duties

### WINSLOW TOWNSHIP, FIRE DISTRICT #1

### LOCATION OF MEETING: FIRE DISTRICT ADMINISTRATIVE OFFICE

### OPENING OF MEETING:

The meeting was called to order at 4:00 p.m.

### ROLL CALL:

Commissioner Gallo, present  
Commissioner Mammucari, present  
Commissioner Pantalone, present  
Commissioner Passarella, present  
Commissioner Sirolli, present

### OFFICIALS PRESENT:

Administrative Clerk Pataky

### 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, 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. The emergency exits were then announced.

Commissioner Sirolli announced that he was not seeking chairmanship for 2011 and recommended Michael Passarella or Lou Pantalone to fill this position. Conversations took place with Commissioner Passarella expressed that he would be interested in being chairman but requested a few changes take place due to time constraints he was under.

Question was posed on the position of Vice Chairman with Commissioner Gallo advising that he would like to fill this position. Commissioner Pantalone wished to remain as Treasurer with Commissioner Mammucari keeping the Secretary seat. Commissioner Sirolli agreed that he would assist the Treasurer and Secretary.

Michael Passarella then spoke on areas that he would like to see revised. The areas addressed were as follows:

1. Checks and vouchers for signing – Commissioner Passarella felt that signing checks and vouchers during the meeting was time consuming and leads to confusion. A request was made that the signing of checks and vouchers take place the week prior to the meeting. The auditors will need to confirm that this request can be permitted.

### **Administrative Office**

2. Board Workshop/Closed Session- A request was made for the Board to meet privately prior to the Work Session. Administrative Clerk Pataky advised the Board that they could not meet in closed session and explained the conversations that may take place during closed session discussions.
3. Station Meetings- Commissioner Passarella spoke on the Board's attendance of station meetings where members complained to the Board and about the Board members to others. The Board agreed to have all issues submitted in writing through the Chain of Command. Commissioner Passarella requested to be copied on all matters from the Chief.
4. Committee- Commissioner Passarella requested a committee, consisting of two Board members, the Chief, two volunteers, and two career staff members be formed for Department concerns.
5. Communications- Commissioner Passarella expressed that two Board members should continue to attend station meetings and meet with the career staff to keep the lines of communication open.
6. Resolutions- Commissioners Gallo and Mammucari requested a list of all previous resolutions passed by the Board of Fire Commission. A list of resolutions on file will be forwarded to Commissioners Mammucari and Gallo.
7. President's Meetings- Commissioner Mammucari agreed to run President's Meetings with Commissioner Passarella in attendance.
8. Long Range Planning Committee- Commissioner Gallo will continue to chair this committee and report to the Board.

#### ADJOURNMENT:

A motion was made by Commissioner Mammucari motioned to adjourn the meeting at 4:44 p.m. Commissioner Gallo seconded the motion and all were in favor.

Prepared by: pj

Reviewed by: VJM

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