



Winslow Township Fire District # 1



February 21, 2023
Winslow Township Fire District #1
9 Cedar Brook Road
Sicklerville, NJ 08081

REGULAR MONTHLY BUSINESS MEETING OF THE BOARD OF FIRE COMMISSIONERS

WINSLOW TOWNSHIP, FIRE DISTRICT #1

MEETING LOCATION: 9 CEDAR BROOK ROAD, SICKLERVILLE, NJ 08081

OPENING OF MEETING:

The meeting was called to order at 6:32 p.m.

SALUTE TO FLAG:

All present pledged their Allegiance to the Flag of the United States of America.

MOMENT OF SILENCE:

A brief moment of silence was held.

ROLL CALL – MEETING ROOM

Vice Chairman Iannaco, present
Treasurer Maschke, present
Commissioner Paretti, present
Chairman A. Sirolli, present
Secretary R. Sirolli, present

DISTRICT OFFICIAL'S PRESENT:

Marc Rigberg, Chief of Department
Lorraine Azzarano, Business Manager
David Patterson, Board Solicitor

OTHER OFFICIAL'S PRESENT

Committeeman Glikas of Winslow Township was announced to be present during the meeting.

OPEN PUBLIC MEETING ANNOUNCEMENT:

The meeting was announced to be conducted in full compliance with the "Open Public Meeting Law", with Notices was sent to the [Courier Post](#), [Atlantic City Press](#), and the [Record Breeze](#). In addition, due Notice was posted on the Official Bulletin Board of Winslow Township, the Fire District Bulletin Board, Facebook page, webpage, and emailed to the WTFD membership. Emergency exists were also announced.

Administrative Office

9 Cedar Brook Road • Sicklerville, New Jersey 08081
609-561-4225 • FAX 609-561-5823 • E-mail firedistrict@winslowtwpfd.org

MEMBERSHIP APPLICATIONS FOR APPROVAL

Anthony Pierson, Sta. 25-4 – Turning 18

Jeffrey Paretti, Sta. 25-9 – Changing from Firefighter to Contributing Member

A motion was made by Commissioner Robert Sirolli and seconded by Commissioner Iannaco to approve the membership applications/changes as listed. All were in favor with the exception of Commissioner Paretti who recused himself.

MEMBERSHIP CHANGE IN STATUS

A motion was made by Commissioner Robert Sirolli and seconded by Commissioner Iannaco to accept the membership changes as listed.

Ben Fitzpatrick – Battalion Chief, retired effective January 1, 2023

Tiffany Fitzpatrick, Sta. 25-4 resigned effective January 18, 2023

Anthony Dilallo, Station 25-7 resigned effective February 1, 2023

David Allen, Station 25-8 dismissal due to inactivity

Raymond Julian, Station 25-9 dismissal due to inactivity

Tariq Reeves, Station 25-6 dismissal due to inactivity

Dalton Verderame, Station 25-9 dismissal due to inactivity

Chairman Sirolli asked if everyone listed on the agenda had turned in the gear and equipment prior to being listed on the agenda. A discussion was held on this subject to ensure that the District owned equipment is being returned and from this point forth returned prior to being on an agenda. The roll call vote was as follows: Iannaco-yes; Maschke-yes; Paretti-no; A. Sirolli-yes; R. Sirolli-yes.

FIRE COMMISSIONER REPORTS

Commissioner Iannaco

Minutes of Meetings with Volunteers- Commissioner Iannaco asked for copies of the minutes from the two meetings held with the volunteers. Chairman Sirolli stated that Commissioner Paretti has the minutes from the first meeting but he did not have them from the meeting held last evening.

Commissioner Maschke

Training – Commissioner Maschke referenced training and asked if there were any final decisions on the new hires; either internal or external training. Chief Rigberg advised that he did answer this question but would need to know first, what training they have. This was still being reviewed.

Treasury Update- Commissioner Maschke asked to bring this topic up for discussion following closed session so they may go over and outline zero-line items.

Meeting- Referendum- Commissioner Maschke stated that the official results still had not come in yet but that a meeting was scheduled to go over referendum items. Once the final results are in, the Board can then proceed with meeting with the Township, the State, and the auditors, to address the process.

Thank you – Commissioner Maschke thanked everyone in the Department going above and beyond in getting things done.

Line Items and Budget- This area will be addressed after closed session.

Commissioner Paretti

Commissioner Paretti had nothing to report.

Commissioner Anthony Sirolli

Referendum– Chairman Sirolli stated that he wanted to get clarification on the questions proposed earlier in the day, prior to spending money related to the referendum. Chairman Sirolli felt unsure of some answers upon reading documents and needed clarification on this area. Commissioner Maschke explained that there were guidelines put in place but that there were a few internal questions to be answered and that they would then set the parameters. A discussion was held on a conference call with Commissioner Maschke, Chairman Sirolli, Chief Rigberg, Business Manager Azzarano, the State, and auditors, and that this will be reported back to the Board. During this conversation Commissioner Maschke stated that he has been working on several projections on costs.

Commissioner Robert Sirolli

Commissioner Robert Sirolli had nothing to report.

CHIEF'S REPORT

Chief Rigberg thanked the staff and members of the Fire Department who participated in getting word out to the public on the referendum. He then spoke about the various meetings held at the Fire District and other community meetings, and gave a special thanks to FF David Schlessinger who attended and helped out at each of these meetings; and that the referendum was about public safety improvements and the liability of the Fire Department. He also stated that it was unfortunate that this has also divided the department a bit but that there was one common goal for everyone; a combination Fire Department with roles and needs for everyone. Chief Rigberg then talked about the Civil Service list and that they were waiting on this list. Talks were then held on holding off on spending until clarification is made on funds. The Chief then asked about hiring someone temporarily to help out with inspections. Commissioner Maschke had some questions on what this area details. A question was asked if this was to fill a vacancy or add an additional firefighter. It was clarified that this would be adding a temporary Firefighter (for 6 months or up to one year), until the list comes out. It was also clarified that this would not guarantee a position. Back and forth conversation was held on when the new list would come out and when the old list expires. The list was said to expire March 28, 2023 with the new list anticipated either in April or as late as June. Discussions were held on hiring an Intergovernmental Transfer but that no applications were received by the District using this route. Talks then shifted to the hiring of one person to fill the vacancy of the individual that retired, and that this person is being hired pending satisfactory completion of his physical and psychological testing. Once this person is hired from the list, there was only one other person but that they expressed that they were no longer interested in the position. After discussion at length, it was stated that the Board could hire temporarily right now.

Fleet discussions were then brought up with mention made that E25 was out for warranty paint work and that this was completed. While this unit was out for warranty work, the rear compartments were being reinforced which may take another few weeks.

Chief Rigberg then talked about the new firefighter starting on March 1, 2023 and that he will endure local training until his March 10, 2023 start date at the Cherry Hill Fire Academy where his will have 10 weeks of training.

The next area reported on was that PEOSHA was out visiting each of the stations with the last station, Station 25-9 to be inspected next Tuesday. The Chief referenced minor violations with the focus on gear and apparatus. Battalion Chief Sickler was thanked for handling these inspections.

The Board was then advised that the Chief submitted the FEMA SCBA Grant with the anticipation of the award to take place in the fall. A conversation was then held on the gear grant that was executed and that the Chief was presently working on the purchasing process.

Lastly, inspection response boxes were brought up by the Chief and was being handled with the County Coordinators.

Commissioner Iannaco commented on the Chief's report provided and expressed that the Board does not need all the detail provided.

BUSINESS MANAGER'S REPORT

Business Manager Azzarano referenced her report and then spoke about a meeting scheduled tomorrow on spending in connection with the referendum and preparations. During this discussion, Business Manager Azzarano also talked about the review of Local Finance Notices and a master list of questions for the auditors and the state, in relation to the referendum.

The Board was then advised on the 2021 Audit with no findings and that they will be approving the resolution later in the meeting. Everyone was then brought up to speed with the Safety Meetings through the Camden County Joint Insurance Fund (JIF) and a couple individuals stepped up to help out at the meetings. This Committee was said to meet four times a year.

Business Manager Azzarano then mentioned that there would be additional treasury discussions following closed session. A discussion was then held on the referendum with Business Manager Azzarano suggesting that the Board meet on a separate date in March to discuss the referendum and plan of action as there was much to go over. Chairman Sirolli stated that he implemented a committee to work on this. Talks were then held on dates to discuss the referendum plan. A March date was talked about but Chairman Sirolli stated that he had needed answers first. Commissioner Maschke felt that this meeting should be held in March. Discussions were held on this being a new process and that the answers to their questions will be provided prior to any expenditures. Commissioner Maschke made a motion to schedule this meeting in March to discuss the financial side and layout a plan with the Chief, Chief's Office, Administration, and the Board. Back and forth discussion was held on this with Chairman Sirolli stating that he had the right to set up a committee to include both volunteer and career staff so input will be provided from both sides. Chairman Sirolli also expressed that there were multiple questions that needed answering first. Solicitor Patterson interjected to advise that a meeting could be scheduled after tomorrow's telephone call. There was no need for a second motion.

Business Manager then advised that she had revised the Over Encumbrance Policy and that this was on the Board's resolutions if they chose to adopt it.

APPROVAL OF MINUTES

A motion was made by Commissioner Robert Sirolli and seconded by Commissioner Paretto to approve the minutes presented. All were in favor with the exception as noted.

October 13, 2022 – Special Meeting – Dept. Meeting – Restructure of Volunteer Officers and Duty Crew /Workshop – Commissioner Iannaco and Commissioner both abstained due to their absence

November 10, 2022 – Special Meeting – Restructure of Volunteer Officers and Duty Crew/Workshop
Commissioner Paretto abstained as he was absent from the meeting

December 28, 2022 – Special Meeting to Transfer Appropriations in the 2022 Budget – Commissioner Iannaco abstained as he was absent from the meeting.

January 10, 2023 – Special Meeting and Enter into Closed Session – Commissioner Iannaco abstained due to his absence.

January 12, 2023 – Special Meeting on Public Hearing on Amending the 2023 Budget/Public Hearing on Amended Budget/Adoption

January 17, 2023 – Regular Monthly Business Meeting

APPROVAL OF CLOSED SESSION MINUTES

A motion was made by Commissioner Paretto and seconded by Commissioner Robert Siroli to approve the closed minutes of *January 10, 2023*. All were in favor with the exception of Commissioner Iannaco who abstained from this meeting since he was absent from the meeting.

TREASURY REPORT

Payroll Transfer- A motion was made by Commissioner Iannaco and seconded by Commissioner Paretto to approve the payroll transfer in the amount of \$203,566.19 for January. The roll call vote was unanimous and in the affirmative.

Claims List – A motion was made by Commissioner Robert Siroli and seconded by Commissioner Iannaco to approve the Claim's List, check #14404 through #14534, totaling \$174,772.56 for the month of February. Commissioner Iannaco had questions on a few purchase orders listed. One was related to the annual maintenance (PO#22-00499), flooring at Station 25-7 (PO#22-00529), bills related to the snow plow, a purchase order for Fire and Safety for the ladder, and the purchase order for tires (PO#23-0043) with a request for copies of the tire history for this vehicle. The roll call vote was unanimous and in the affirmative.

Paychex Administrative Fees- A motion was made by Commissioner Paretto and seconded by Commissioner Iannaco to approve the Paychex administrative fees for the month of January in the amount of \$757.40. All were in favor.

Outstanding Invoices – There were three listed on the agenda with Business Manager Azzarano letting everyone know that the tax payment was received.

OPENING OF PUBLIC PARTICIPATION- A motion was made by Commissioner Robert Siroli and seconded by Commissioner Iannaco to open public participation at 7:14 p.m. for resolutions listed on the agenda. All were in favor.

No one from the public wished to speak on the agenda items.

CLOSING OF PUBLIC PARTICIPATION- A motion was made by Commissioner Robert Siroli and seconded by Commissioner Paretto to close public participation at 7:15 p.m. All were in favor.

RESOLUTIONS

Business Manager Azzarano read the title to each resolution with a brief description given. The Board decided to pull Resolutions 23-17 and 23-21 for separate vote.

A motion was then made by Commissioner Iannaco and seconded by Commissioner Robert Sirolli to un-table and approve resolution 23-08 and approve resolutions 23-13 through 23-16; 23-18, 23-19, 23-20; 23-22 and 23-23. The roll call vote was unanimous and in the affirmative.

23-08 DESIGNATING CHAPLAIN

23-13 DISPOSAL OF INVENTORY ITEMS

23-14 DISPOSAL OF SURPLUS PROPERTY VIA GOVDEALS

23-15 APPROVING REVISED AND UPDATED WINSLOW TOWNSHIP FIRE DEPARTMENT TABLE OF ORGANIZATION

23-16 APPROVING 2021 SYNOPSIS OF AUDIT

23-18 APPOINTMENT OF FINANCIAL ADVISOR

23-19 APPOINTMENT OF SPECIAL PROJECTS ENGINEER

23-20 AUTHORIZING CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A11-12A

23-22 APPROVING CONTRACDT BID NO. A-44/2022 AND DIRECT ENERGY BUSINESS MARKETING LLC AND UGI ENERGY SERVICES, FOR THE PROVISION OF NATURAL GAS SUPPLY SERVICES UNDER SOUTH JERSEY POWER COOPERATIVE (SJPC)

23-23 AUTHORIZING PARTICIPATION IN CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND SAFETY MANAGEMENT PROGRAM

23-17 APPROVAL OF REVISED POLICY -OVER ENCUMBRANCE OF BUDGETARY LINE ITEMS- A motion was made by Commissioner Iannaco and second by Commissioner Robert Sirolli to approve the revised policy. Commissioner Paretti had a question pertaining to items not listed may be authorized by the Business Manager and reported to the Board of Fire Commission at the next meeting. This was discussed at length for items that arise so that they aren't stopping everyday business. Commissioner Paretti felt that the statement was vague and ambiguous. Commissioner Maschke explained that there are items that are critical and time sensitive and that this would not hold up normal business. Solicitor Patterson stated that he had reviewed the policy and that it was not a legal decision. The roll call vote was as follows: Iannaco-yes; Maschke-yes; Paretti-no; A. Sirolli-yes; R. Sirolli-yes.

23-21 ACKNOWLEDGING 2022 ELIGIBLE LOSAP PARTICIPANTS – Business Manager Azzarano advised that there is \$61,818.24 being disbursed for LOSAP participants. A motion was made by Commissioner Robert Sirolli to approve the resolution. Commissioner Maschke made a motion to seconded.

Commissioner Paretti then moved to table Resolution 23-21. Back and forth discussion was held about the nature of tabling the resolution. Commissioner Iannaco seconded the motion to table the resolution. The roll call vote to table the resolution was as follows: Iannaco -yes; Maschke-no; Paretti-yes; A. Sirolli-yes; R. Sirolli-no. This resolution was tabled.

NEW BUSINESS

Business Manager Azzarano advised that the Chief wanted to move New Business until after closed session.

PUBLIC PARTICIPATION

A motion was made by Commissioner Robert Sirolli and seconded by Commissioner Iannaco, to open the floor to the public at 7:27 p.m.

Firefighter Evangelista, Station 25-9 expressed displeasure with talks held at the meeting with the volunteers last evening, where they were told that that no one would be hired until the list comes out, but they are now hearing the Board wants to bring people on. Chairman Sirolli agreed that this was brought up during the meeting last evening. The Chief also agreed but said that he also stated that he wanted to bring someone in provisionally to help out with inspections. Back and forth conversation was held on this. Chairman Sirolli stated that they did have these discussions last evening and made it clear that no one would be hired until the list came out. The Chief reiterated that they did speak about this but that he also needed temporary help with the inspections. This topic will be addressed further in closed session.

MOTION TO CLOSE PUBLIC PARTICIPATION- A motion was made by Commissioner Paretto and seconded by Commissioner Iannaco to close public participation at 7:31 p.m. All were in favor.

23-24 TO ENTER INTO CLOSED SESSION- A motion was made by Commissioner Iannaco and seconded by Commissioner Paretto to approve the resolution to enter into closed session at 7:32 p.m. The roll call vote was unanimous and in the affirmative. Closed session discussions were announced.

RETURN FROM CLOSED SESSION- A motion was made by Commissioner R. Sirolli and seconded by Commissioner Paretto to return from closed session at 8:39 p.m. The roll call vote indicated all were present.

ACTION TO BE TAKEN FOLLOWING CLOSED SESSION – Business Manager Azzarano announced that action will take place during the resolution portion of the meeting.

23-21 TO UNTABLE AND APPROVE LOSAP ELIGIBLE PARTICIPANTS- A motion was made by Commissioner Robert Sirolli and seconded by Commissioner Paretto to approve Resolution 23-21 for Eligible LOSAP Participants- the roll vote was unanimous and in the affirmative.

LOSAP FOR SECOND RESPONDERS- The Board had conversations on this topic with Chairman Sirolli requesting that the Business Manager contact Cherry Hill Fire Department for information on adding the Second Responders in for LOSAP.

CERTIFICATION OF BATTALION CHIEF AND CAPTAIN'S LIST- A motion was made by Commissioner Maschke and seconded by Commissioner Robert Sirolli to certify the Battalion Chief and Captain's list. The roll call vote was as follows: Iannaco-yes; Maschke-yes; Paretto-no; A. Sirolli-no; R. Sirolli-yes.

Treasury- A discussion was held on purchase orders, buildings, training, over time, ladder and pump testing and that the process for these items will need to move forward.

NEW BUSINESS

5th Firefighter for Duty Crew- This topic was brought up with the recommendation to pay a 5th firefighter for duty crew. It was noted that there is money in the line items for this. A motion was made by Commissioner Iannaco and seconded by Commissioner Robert Sirolli to allow for a 5th Firefighter to be paid on duty crew. All were in favor except for Commissioner Maschke.

Retro for Suppression Staff- this topic was brought up to have Business Manager Azzarano reach out to Shop Steward D'Arcangelo to review the hours for retro pay.

Implementation Committee- An implantation Committee will be set in place to set goals related to the referendum. While on this topic, Chairman Sirolli talked about the Chief's plan and felt that it was not a plan.

eSafety- A discussion was held on the Camera Policy with the advisement that this was not sent out to the membership or placed on eSafety. This was said to be on eSafety as of January 13, 2023. This led to conversations of why the policy wasn't emailed out to the membership and then with review of the MVR policy. Business Manager Azzarano will work on combining the two policies and presenting in to the Board in the future for approval.

Implementation Committee- This topic was referred back to with a lot of conversation on formalizing this committee. FF DiGenni, Station 25-8 will head this committee.

Suppression Staff Meeting – A suppression staff meeting will be held on Thursday, January 23, 2023 to discuss staffing and personnel matters.

ADJOURNMENT OF MEETING:

A motion was made by Commissioner Robert Sirolli and seconded Commissioner Paretti to adjourn the meeting at 9:11 p.m. All were in favor.