



Winslow Township Fire District # 1



June 20, 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 6:30 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 for FF D'Arcangelo's grandfather who was a Life Member of Station 25-3.

ROLL CALL – MEETING ROOM

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

DISTRICT OFFICIAL'S PRESENT:

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

OTHER OFFICIAL'S PRESENT

Winslow Township Committeemen Brandon Glikas was present.

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, and the Fire District's Bulletin Board. Emergency exists were also announced. Cell phones were asked to be turned off or placed on silent or vibrate.

Administrative Office

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MEMBERSHIP APPLICATIONS FOR APPROVAL

None.

MEMBERSHIP CHANGE IN STATUS

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

Edgar Sheppard, Station 25-9, terminated. It was noted that the equipment issued to Mr. Sheppard was returned.

All were in favor.

FIRE COMMISSIONER REPORTS

Commissioner Iannaco

No report due to Commissioner Iannaco's absence.

Commissioner Maschke

Thank you – Commissioner Maschke extended thanks to everyone that have helped out or went above and beyond their normal duties; including the groups of both volunteer and career. Commissioner Maschke also mentioned an increase in calls.

Retro Update- Commissioner Maschke stated that they are up to speed with retro.

Inventory Update- Business Manager Sacco advised that the initial ESO login information was in and that Ms. Justice started entering the information into the new system and that this assignment is a priority. The Board was also informed that Battalion Chief Sickler will identify/unify the description of equipment being entered. This was said to be a work in progress and will be assessed weekly. This project was anticipated to be done by the end of the year.

Policy update – An update was provided on policies with the advisement that a draft will be provided in the next week, by Brown and Connery, with dialogue to take place on the policies for approval.

Portrait – Business Manager Sacco advised that the Chief's portrait will be done on June 29, 2023.

Building review- Commissioner Maschke referred to conversations on Plymovent and that Facility Manager Mauriello had taken care of most of this issue with the Chief. He then expressed his concerns of having the system was in place for both the vehicles and the membership and that one station out of the six presently utilize the system. Commissioner Maschke expressed that these systems are in place and that they should be utilized, with reference made to a policy on same. He then stated that as the Buildings Commissioner, he will monitor this to ensure use.

Stations 25-3 and 25-7– Commissioner Maschke talked about the buildings and locating personnel coming onboard wished to look into this further for recommendation of placement. Commissioner Maschke also advised that Facility Manager Mauriello will conduct extra work to identify and complete building projects.

Cell Tower Update- Commissioner Maschke talked about the tower updates and that he and Facility Manager Mauriello have had conversations regarding large non-drivable rock to be installed and that he didn't agree with this but feels that they need advice. Further comments on this included that this may interfere with plans and concerns related to the Pinelands who may have issue with water run-off and that the District would be liable to have this taken care of. Building Manager Mauriello will handle this.

Commissioner Paretto

No report due to Commissioner Paretto's absence.

Commissioner Anthony Sirolli

Commissioner Sirolli had nothing to report.

Commissioner Robert Sirolli

Commissioner Robert Sirolli had nothing to report.

CHIEF'S REPORT

Chief Rigberg presented his report, then referring to more detail on the referendum approved that to alleviate staffing issues. He advised that two (2) Provisional Firefighters started a one-week spin off academy on June 19, 2023 to show them how things operate on a day to day basis with- deployment to start next Monday, June 26, 2023 for an internal academy being ran by Battalion Chief Farinelli supported by the platoons and other staff. The Chief then advised that he had reviewed the and felt that the plan was very strong and well organized and that this would help with the larger academy for future staffing. In addressing future staffing, the Board was notified that individuals on the Civil Service List have taken the agility portion of the testing and that he hopes that this will bring closure to the final Civil Service list that we will need to promote with. The Chief then expressed that there may be a few appeals out there that will need to be addressed when the time comes. Discussion was then held on the game plan for the hiring process that included interviews, background investigations, psychological testing and medical screening as well as another academy for a Firefighter II program, EMT and Fire Inspector programs to meet contractual obligations. Chief Rigberg also spoke on programs for professional development for the current staffing as well as other programs that they hoped to get started soon, to finalize with the Camden County Fire Academy. Battalion Chief Farinelli, Battalion Chief Silcott and Battalion Chief Sickler were each thanked for the involvement in the program. The staff were also thanked for going through the building and cleaning out the shed for surplus equipment to be released for Govdeals.

Training for the month was reported to be vehicle extrication and large area search, with special thanks given to Johns Mansville Corporation who allowed the Department to conduct large area research in their warehouse. The Chief then talked about training evolutions that are poorly attended (with the exception of those who are on staff and duty crew, with some members who come back for some of the training).

Code Enforcement was said to be on track and that Life Hazards were nearly complete with the exception of some of the quarterly inspections and a few others. The Board was then made aware that they will start focusing on Non-Life Hazard inspections. The latest Fire Code (2018) version was anticipated to be out by the end of summer and that the bureau will adjust as needed. Chief Rigberg then mentioned the office just gained access into the state's new software program for Life Hazard Inspections and that he and Mrs. Lynch will be attending a training session for using this new system.

Plan reviews were said to be ongoing with multiple items coming in and being reviewed.

A report was also provided on Public education events that included the High School Graduation, Juneteenth Day, an Ice Cream Social event, station open house dates to help with recruitment of volunteers and promote the fire department and other social events being planned. The area of recruitment was also brought up with the advisement that there had not been much interest but that attempts were still being made to push for this. Chief Rigberg then thanked FF Sam Sofia, Station 25-9 who went on an internet-based radio show in Hammonton to talk about recruitment.

Also, mentioned was the Township's fireworks event scheduled on July 1st and that the Chief was working in the role as Fire Marshal with Deputy Chief Ebner working on this from operational plan and that they were looking for support from the members of the department. Chief Ebner was thanked for all his hard work and time put in to put the plans together.

Chief Rigberg then thanked everyone who have helped out with the facilities. He then touched on Battalion Chief Passarella's work on fleet and fleet maintenance and that he had been very busy with apparatus moves to balance mileage on the fleet.

Chairman Sirolli stated that he was pleased with the training academy planning and that he was able to review the criteria/training for the week and felt that this was right where we need to be; expressing that the entire group did an outstanding job. He also stated that he would like to see all ten being hired from within Winslow Township. The Chairman also referenced discussions of hiring a certified PT instructor and that all the other elements were covered in house and felt confident that they could handle doing their own academy for instruction and are able to layout the structure of responsibilities, relay messages.

BUSINESS MANAGER'S REPORT

Business Manager Sacco provided her monthly report to the Board. Ms. Sacco then reported on a Cyber Security Grant that she is applying for with hopes to be granted the funds being given out for cyber security since it is a high concern everywhere.

Policies were then brought up with the advisement that Brown and Connery should have the drafts available later this week. Ms. Sacco then spoke about the Sick Policy for the suppression and support staff and that this is being prepared for review and adoption at July's meeting and that Attorney DiPiero is reviewing same.

Budget preparations was the next topic brought up by Business Manager Sacco and that budget with worksheets were sent out earlier in the day for the 2024 budget team. Ms. Sacco also mentioned that individuals handling certain areas are being asked for projected numbers for 2024 so that this information can be reviewed for final into the 2024 budget.

The Business Manger then addressed the computer project that was pending and that she had discussions with All Covered on securing a new server but that they may end up hosting this remotely since it with will be beneficial to us in the event of a power outage (if hosted elsewhere), things can still be accessed. More information will follow on this.

Business Manager Azzarano announced that she had added a discussion to the agenda for the HVAC system at Station 25-7; explaining that the unit is currently 33 years old and recently undergone maintenance work and that it was at its end of life. She further advised that the Facility Manager obtained pricing to replace the whole system as there is 24-hour coverage at this facility. This

information was provided to the Board if they wished to pursue it. This will be brought up under new business.

APPROVAL OF MINUTES

A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to approve the minutes presented. All were in favor.

May 9, 2023 – Special Meeting and Enter into Closed Session

May 16, 2023 - Regular Monthly Business Meeting

APPROVAL OF CLOSED SESSION MINUTES

A motion was made by Commissioner Maschke and seconded by Commissioner R. Sirolli to approve the closed minutes of *May 9, 2023 and May 16, 2023*. All were in favor.

TREASURY REPORT

Payroll Transfer- A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to approve the payroll transfer in the amount of \$201,136.34 for May. The roll call vote was as follows: Iannaco-absent; Maschke-yes; Paretti-absent; A. Sirolli-yes; R. Sirolli-yes.

Claims List – A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to approve the Claim’s List, check #14817 through #14925, totaling \$352,335.94 for the month of June. The roll call vote was as follows: Iannaco-absent; Maschke-yes; Paretti-absent; A. Sirolli-yes; R. Sirolli-yes.

Paychex Administrative Fees- A motion was made by Commissioner Maschke and seconded by Commissioner R. Sirolli to approve the Paychex administrative fees for the month of May in the amount of \$378.66. All were in favor.

Outstanding Invoices – Two outstanding invoices were listed for the month.

OPENING OF PUBLIC PARTICIPATION- A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to open public participation at 6:52 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 Maschke and seconded by Commissioner R. Sirolli to close public participation at 6:52 p.m. All were in favor.

RESOLUTIONS

Each resolution was read aloud with the Board agreeing to vote on the resolutions altogether. A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to approve Resolutions 23-60 through 23-62 with the roll call votes as follows: Iannaco-absent; Maschke-yes; Paretti-absent; A. Sirolli-yes; R. Sirolli-yes.

23-60 APPROVING THE PURCHASE OF TWO NEW TIRES FOR E25 THROUGH SERVICE TIRE TRUCK CENTER, INC.

23-61 APPROVING PROCUREMENT CARD PROGRAM AND AGREEMENT

23-62 PERMANENTLY APPOINTING SHARON LANG TO THE PAID POSITION OF CLASSIFIED TITLE PAYROLL SUPERVISOR/CLERK 4

OLD BUSINESS

None.

NEW BUSINESS

23-64 HEATING AND AIR CONDITIONING REPLACEMENT AT STAITON 25-7- This topic was brought up under Business Manager Sacco's and that the Board wanted it moved to New Business for Board vote. A motion was made Commissioner Maschke and seconded by Commissioner R. Sirolli to approve the recommendation to replace the HVAC system at Station 25-7 by Ambient Comfort LLC, totaling \$15,685.00. The roll call vote was as follows: Iannaco-absent; Maschke-yes; Paretto-absent; A. Sirolli-yes; R. Sirolli-yes.

INSURANCE CLAIMS

There were no insurance claims reported for the month.

PUBLIC PARTICIPATION

A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to open the floor to the public at 6:54 p.m. All were in favor.

FF (and Former Commissioner) Michael Passarella made inquiry on the generator for Station 25-7. He was advised by Chief Rigberg that there was a problem with the plumbing and electrical contractor engineer which caused a delay. The Board was then advised that specifications were sent a week or two ago and that the field site visit will take place in the next week or two and then it will go out for bid.

FF Passarella then talked about a bill in the amount of \$181 for work that the members did at the station. Business Manager Azzarano stated that this was processed.

No one else from the public wished to speak.

MOTION TO CLOSE PUBLIC PARTICIPATION- A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to close public participation at 6:57p.m. All were in favor.

23-63 AUTHORIZING TO ENTER INTO CLOSED SESSION- A motion was made by Commissioner Maschke and seconded by Commissioner R. Sirolli to move into closed session at 6:57 p.m. The roll call vote was as follows: Iannaco-absent; Maschke-yes; Paretto-absent; A. Sirolli-yes; R. Sirolli-yes. Discussions for closed session included contracts and personnel matters.

RETURN FROM CLOSED SESSION – A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to return from closed session at 7:20 p.m. The roll indicated that Commissioners Maschke, A. Sirolli and R. Sirolli were present.

ACTION TO BE TAKE FOLLOWING CLOSED SESSION: There was one decision made during closed session.

23-65 TO APPROVE CASTLE BRANCH COMPANY TO PERFORM FIRE DEPARTMENT PRE-EMPLOYMENT BACKGROUND CHECKS- A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to approve Castle Branch to perform pre-employment background checks for the Department. The roll call vote was as follows: Iannaco-absent; Maschke-yes; Paretti-absent; A. Sirolli-yes; R. Sirolli-yes

OTHER DISCUSSION- No other discussion was held.

ADJOURNMENT OF MEETING:

A motion was made by Commissioner R. Sirolli and seconded by Commissioner Maschke to adjourn the meeting at 7:21 p.m. All were in favor.