



Winslow Township Fire District # 1



June 20, 2024
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 6:31 p.m.

SALUTE TO FLAG:

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

MOMENT OF SILENCE:

A moment of silence was held for retired Commissioner Charles "Rex" Leach and Commissioner James Mazza.

ROLL CALL:

Commissioner Church, present
Vice Chairman Iannaco, present
Treasurer Maschke, present
Chairman Sirolli, present
Secretary John E. Smith, present

DISTRICT OFFICIAL'S PRESENT:

Marc Rigberg, Fire Chief
Steven Silcott, Deputy Chief
Lorraine Sacco, Business Manager
Joseph Maressa, Board Solicitor sitting in for Solicitor Patterson

OTHER OFFICIAL'S PRESENT

None.

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

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

Chairman Sirolli announced the passing of past Chief and Fire Commissioner James Mazza who dedicated much of his life to the Fire Department, and the passing of past Fire Commissioner Charles “Rex” Leach who was also noted to be a long-time member of the Fire Department and that he lived and breathed the fire service and that he also ran his own business.

SWEARING IN OF SECOND RESPONDERS

Diane Miller was sworn in by Vice Chairman Iannaco, as a new member for the Winslow Township Second Responders. Everyone present applauded. Vice President Taylor Sirolli congratulated Ms. Miller and expressed her appreciation for joining the organization. She then thanked the Board of Fire Commissioners, Chief Officers, Office Staff and entire Fire Department for the help they provide to the Second Responders. An announcement was also made of the upcoming Ice Cream Social that is being hosted by the Second Responders.

MEMBERSHIP APPLICATIONS FOR APPROVAL

None.

MEMBERSHIP CHANGE IN STATUS

A motion was made by Commissioner Iannaco and seconded by Commissioner Church to approve the resignation of Justin Moriarty, effective 5/31/24. All were in favor.

FIRE COMMISSIONER REPORTS

Commissioner Church – Commissioner Church had nothing to report.

Commissioner Iannaco

LOSAP - Commissioner Iannaco asked if there will be any changes to LOSAP on January 1, 2025 due to the restructure of the Fire Department. Chief Rigberg confirmed that there will be changes provided to the Board prior to year end. Business Manager Sacco also advised that modifications to LOSAP require two readings.

Commissioner Maschke

Thank You – Commissioner Maschke thanked the personnel that assisted, both volunteer and career, for their help with the container pad at Station 25-7.

Construction – Commissioner Maschke advised the Board that the Administrative Staff, Career Staff, Fire Chief, and Business Manager were working together to provide vital input on the construction work. This project was said to be moving along but that they ran into a timing issue. An update was then given on the electrician who was expected to be out on Monday, and that the construction should follow for completion. The Board was also advised that the staff was also asked to assist with design layout decisions for the best work flow.

Commissioner Maschke stated that he would have additional items to address under New Business and under the Chief’s report.

Commissioner Anthony Sirolli

Commissioner Sirolli had nothing to report.

Commissioner John Smith

Commissioner Smith had nothing to report.

CHIEF'S REPORT

Chief Rigberg provided a monthly report to the Board. He then referenced the restructuring of the Department, stating that it was a challenging task with several meetings held; with additional community meetings arranged for the areas affected, with the final meeting being held in Elm's local on 6/26/24 at 7:00 p.m. The Chief then talked about various projects that were taking place within the Department.

A discussion was then brought up on the two light towers with the Chief asking to add a resolution under New Business, to transfer them to either Winslow Township OEM or Public Works Department so they stay within emergency response. He then explained that the Fire District no longer had use for them since the current technologies on the apparatus provide this service. A small discussion was held on the two light towers being 20 years old and that they were used for various events through the years.

Public Education events were then reported on with the Chief requesting assistance for the upcoming Juneteenth event scheduled for this Saturday at Peter Volpa Park from 2-7pm. Additional help was requested for other upcoming events.

Grant updates were also mentioned with the announcement that the Chief was finalizing the application of the PPE Grant for \$75,000 through the State of NJ. The Chief clarified that the Department would need to expend the funds first, and be refunded the monies. The Chief also advised the Board that he was also finalizing the application for an Equipment Refurbishment Grant through the Dept. of Environmental Protection for \$5,000 and that this would be a reimbursement for these funds.

Training updates for the month were then talked about, with the advisement of certification-based training as well as Administration Microsoft word training provided through Business Manager Sacco.

Everyone was then advised of a Volunteer Service meeting arranged by the Chief, to address the volunteer service concerns in hopes to make communities, legislatures, elected officials, and other entities, to bring awareness the challenging problem throughout the nation. This meeting will include a news station and a panel of six Fire Chiefs consisting of combination and volunteer fire departments through Gloucester County and Camden County. The meeting will be hosted at the Waterford Fire Station on July 10, 2024.

BUSINESS MANAGER'S REPORT

Business Manager Sacco provided her report to the Board. During her report, Business Manager Sacco advised Commissioner Church that Commissioner badges have been ordered. Inventory updates were also provided with the advisement that many of the frontline apparatus were completed but that the inventory will not be finished by the July 1st deadline. A brief discussion was held on the layers involved in First Due.

An updated Cyber Training report was also provided to the Board with mention of 38 individuals still needing to complete this mandatory training by the June 30th deadline. Business Manager Sacco further advised that she will be following the Camden County Joint Insurance Fund mandate to disable emails of those who have not completed the Cyber training. Further information will be provided to the Board.

APPROVAL OF MINUTES

A motion was made by Commissioner Smith and seconded by Commissioner Church to approve the minutes presented. All were in favor.

May 16, 2024 – Regular Monthly Business Meeting

APPROVAL OF CLOSED SESSION MINUTES

A motion was made by Commissioner Iannaco and seconded by Commissioner Smith to approve the minutes presented. All were in favor.

April 30, 2024

May 16, 2024

TREASURY REPORT

Payroll Transfer- A motion was made by Commissioner Smith and seconded by Commissioner Iannaco to approve the payroll transfer in the amount of \$257,374.09 for the month of May. The roll call vote was unanimous and in the affirmative.

Claims List – A motion was made by Commissioner Maschke and seconded by Commissioner Church to approve the Claim’s List, check #16108 through #16212, totaling \$387,936.24 for the month of June. Commissioner Iannaco had a question on purchase order #24-00178 -Fire & Safety. He asked if this is for one piece or multiple pieces. The Chief advised that he knew that L25 was out significant repairs to Hydraulics but will research this and get back to him.

Commissioner Maschke also had questions related to multiple purchase orders; inquiring if there was an account of how many members attended the various classes. Chief Rigberg confirmed attendance of the classes. Commissioner Maschke asked to review the documentation.

The roll call vote was unanimous and in the affirmative.

Paychex Administrative Fees- A motion was made by Commissioner Iannaco and seconded by Commissioner Church to approve the Paychex administrative fees for the month of May in the amount of \$627.32. All were in favor.

Outstanding Invoices – Two (2) outstanding invoices were listed for the month of June with one being paid prior to the meeting.

RESOLUTIONS

24-53 AUTHORIZING DISPOSAL OF INVENTORY- A motion was made by Commissioner Iannaco and seconded by Commissioner Maschke to approve the resolution to dispose of inventory. The roll call vote was unanimous and in the affirmative.

OLD BUSINESS

(RM) Boy Scout Relocation Update- Commissioner Maschke asked for an update on the Boy Scout Troop relocating to the Administrative Building. Business Manager Sacco indicated that she has been provided with a hall rental agreement for the Boy Scouts with the Certificate of Insurance naming the Fire District as additional insured. Chief Rigberg informed the Board that the Boy Scouts will be finishing up by the end of June where they will be on break through the summer and will start back up in September at the Fire District Administrative Building. Commissioner Maschke was also advised that the trailer will be relocated to the Fire District Administrative Building, but that the shed will remain at Station 25-8.

(RM) Information Technology Update- Business Manager Sacco reported that she had met with the IT Company, along with Chief Silcott and Chief Rigberg roughly two weeks prior. Ms. Sacco stated that the IT company initially provided a proposal that listed a \$16,000 per month fee but that this amount will be coming down once with discounts being provided. An updated proposal was expected once the IT representative is back from vacation. During this discussion Business Manager Sacco indicated that the number of users went down from 150 users to 111 and that this should provide for a reduction in pricing. Bus. Manager Sacco advised that she had hoped to get the proposal in the next week or so, and aimed for July's meeting for approval, with implementation anticipated six weeks following. A conversation was held on the current IT amount of \$6,000 per month, and was initially given an amount of \$10,000 - \$12,000 and would include better cyber protection, internet protection, three site backups and several other features. Ms. Sacco noted that the only way that they would not be able to access the network at the Fire District would be if the power is down at the Administrative Building. Business Manager Sacco had hoped to have this proposal before July's meeting for review and approval.

NEW BUSINESS

(RM) Inventory update- Commissioner Maschke cited that this was previously talked about by Business Manager Sacco, and also expressed his concerns on the length of time this has taken, referencing that the project began in 2023.

(RM) Finance Meeting – Commissioner Maschke mentioned that a meeting will be held on June 24th, to address finances for the 2024/2025 budgets. He also referenced CBA discussions so that everyone has an understanding.

(RM) Station Signs- Commissioner Maschke provided a proposal to the Board of Fire Commissioners, for two Station signs, and wanted to know the Boards thoughts on same. Business Manager Sacco referenced a sign permit for signs. Discussions then went to the design of the signs with Commissioner Maschke requesting that the Chief and Business Manager finalize the signs. A question was asked if the proposal was for one or two signs. Commissioner Maschke clarified that the proposal is for one sign. After a small discussion, a motion was made by Commissioner Maschke and seconded by Commissioner Church, to approve the proposal for two additional signs for the Church Road Fire Station, and the Southard Ave Fire Station, with Chief Rigberg and Business Manager Sacco finalizing the design. All were in favor except for Commissioner Sirolli who opposed.

(RM) Projects- Commissioner Maschke asked if the Board had any questions concerning the projects taking place – Commissioner Iannaco asked if the Board was buying two sheds or if they will be repaired/replaced. Commissioner Maschke stated that he needed to address this with the Chief but that he felt that they needed to look at two sheds; one for equipment and one for mechanical items

(i.e. lawn mowers/equipment). Commissioner Maschke stated that no final decisions were made yet but that he anticipated the move to replace a shed. Commissioner Iannaco didn't agree with replacement and felt that the shed was structurally sound. Commissioner Maschke stated that he will take another look at the sheds before a decision is made.

24-56 AUTHORIZING DISPOSAL OF EQUIPMENT (TWO LIGHT TOWERS) AND TO TRANSFER THIS EQUIPMENT TO THE TWP. OF WINSLOW – Chairman Sirolli asked Solicitor Maressa if the transfer of the light towers is permissible since they were purchased through a FEMA Grant. Discussion was held on this with Solicitor Maressa indicating that he would speak to Solicitor Patterson on this for determination. The Board was advised by Solicitor Maressa that they could approve the resolution pending research being conducted. A motion was made by Commissioner Smith and seconded by Commissioner Iannaco, to approve of the Disposal of the two light towers, and to transfer this equipment to the Twp. Of Winslow for \$1.00, a Hold Harmless Agreement, pending Solicitor research of the FEMA Grant. The roll call vote was unanimous and in the affirmative.

RISK MANAGEMENT REPORT

None.

PUBLIC PARTICIPATION

A motion was made by Commissioner Iannaco and seconded by Commissioner Church to open the floor to the public at 7:03 p.m. All were in favor.

There was no one from the Public wishing to speak.

A motion was made by Commissioner Iannaco and seconded by Commissioner Smith to close public participation at 7:03 p.m.

24-55 TO ENTER INTO CLOSED SESSION- A motion was made by Commissioner Iannaco and seconded by Commissioner Church to enter into closed session at 7:04 p.m. The roll call vote was unanimous and in the affirmative. Closed session discussions were announced to be personnel matters and contract negotiations.

RETURN FROM CLOSED SESSION – A motion was made by Commissioner Iannaco and seconded by Commissioner Church to return from closed session at 8:01 p.m. The roll call showed everyone present.

ACTION TAKE FOLLOWING CLOSED SESSION – There was one action to be taken following Closed Session.

24-54 TO APPROVE THE FMLA REQUEST OF EMPLOYEE 25-031- A motion was made by Commissioner Smith and seconded by Commissioner Church to approve the FMLA Request Employee 25-031 and that this will be taken intermittently. The roll call vote was unanimous and in the affirmative.

ADJOURNMENT OF MEETING:

A motion was made by Commissioner Iannaco and seconded by Commissioner Church to adjourn at 8:02 p.m. All were in favor.