



# *Winslow Township Fire District # 1*



May 16, 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 brief moment of silence was held.

### **ROLL CALL:**

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

### **DISTRICT OFFICIAL'S PRESENT:**

Marc Rigberg, Fire Chief  
Steven Silcott, Deputy Chief  
Lorraine Sacco, Business Manager  
David Patterson, Board Solicitor

### **OTHER OFFICIAL'S PRESENT**

Committeeman Glikas, Township of Winslow

### **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.

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#### **Administrative Office**

9 Cedar Brook Road • Sicklerville, New Jersey 08081  
609-561-4225 • FAX 609-561-5823 • E-mail [firedistrict@winslowtwpfd.org](mailto:firedistrict@winslowtwpfd.org)

## **MEMBERSHIP APPLICATIONS FOR APPROVAL**

None.

## **MEMBERSHIP CHANGE IN STATUS**

A motion was made by Commissioner John E. Smith and seconded by Commissioner Church to approve the changes in membership status as presented:

Sage Knott, Sta. 25-4 Resignation

Two Month Leave of Absence Request- FF Richard Ostermueller, Sta. 25-8 – Effective 5/9/24

All were in favor.

## **FIRE COMMISSIONER REPORTS**

### **Commissioner Church**

*Commissioner Badges* – Commissioner Church is researching badges and will report back to the board. This topic is being removed from the agenda until further information is obtained.

### **Commissioner Iannaco**

*Thank you* - Commissioner Iannaco thanked the Chief, Business Manager for enduring the influx of calls over the past few days.

### **Commissioner Maschke**

*Building updates* – Commissioner Maschke will provide his updates following the Chief's report on this area.

*Thank you* – Commissioner Maschke wished to thank everyone for going above and beyond their normal duties.

### **Commissioner Anthony Sirolli**

No report due to Commissioner Sirolli's absence.

### **Commissioner John Smith**

Commissioner Smith had nothing to report.

## **CHIEF'S REPORT**

The Chief provided his monthly report to the Board. He then talked about the restructuring of the fire department with the consolidation of three stations and that a Department meeting was held, in person and through zoom, on May 13, 2024 to address this with the members. Additionally, the Chief advised that he, Commissioner Church and DC Silcott also attended the Township Committee Meeting held on May 14<sup>th</sup>, where he also addressed the restructure/consolidations, and answered questions. Following these meetings, the Board was advised that a letter went out to the Community, to bring

awareness to this restructure. Since this occurring, several news agencies covered the story where the Chief explained Department's position and what we are working to accomplish; with the Chief requesting assistance from news agencies in covering this story; and that it is not just in our department, it is everywhere. This was something also asked when Station 25-3 was shuttered. The Board was also advised that the Chief has a follow up with CBS, where a panel will be put together; consisting of Chiefs, Community, and elected officials, to help get the story out. Chief Rigberg expressed that this is a County, State, and Federal matter and that they needed to work to keep moving this topic out.

Following this discussion, the Chief advised that the Board will be asked for their availability, for a meeting in the areas affected; Tansboro, Albion and Elm. Two Commissioners were asked to meet for each location, along with Chief Silcott and Chief Rigberg. The Chief advised that Mayor Lawrence requested that if any meetings established, we notify the Township and Committee, to provide an opportunity to be present at the meetings. Commissioner Iannaco also asked that the Department not engage in comments on the various social media sites as this may cause more tension. Notification will be sent out to the Department, to refrain from comments.

### **BUSINESS MANAGER'S REPORT**

Business Manager Sacco reported on her recent Information Technology meeting with a proposal anticipated for adoption at the next meeting. Business Manager Sacco explained that this was 100% cloud based and that the original plan was to have server but that it was safer to have our network on the cloud.

Business Manager Sacco then provided a monthly Cyber Training Report and advised that she has been working with BC Farinelli to get this training accomplished. The Board was than advised that this is a requirement from JIF, and that if the members do not complete this training by June 30, 2024, their Department email will be suspended in order to protect the insurance obligations.

### **APPROVAL OF MINUTES**

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

April 18, 2024 – Regular Monthly Business Meeting  
April 30, 2024 – Special Meeting and Enter into Closed Session

### **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.

March 21, 2024  
April 18, 2024

### **TREASURY REPORT**

**Payroll Transfer-** A motion was made by Commissioner Smith and seconded by Commissioner Church to approve the payroll transfer in the amount of \$255,859.66 for April. The roll call vote was unanimous and in the affirmative.

**Claims List** – A motion was made by Commissioner Maschke and seconded by Commissioner Maschke to approve the Claim’s List, check #15994 through #16107, totaling \$321,176.40 for the month of May. Commissioner Iannaco asked if PO#24-00335 and 24-00336 were related to insurance claims. Business Manager Sacco confirmed that both purchase orders were insurance claims and that the District will have to pay this amount out because we pay the insurance and that the insurance will subrogate the neighbor that owned the tree, with the anticipation that this is money the District should get back. The roll call vote was unanimous and in the affirmative.

**Paychex Administrative Fees-** A motion was made by Commissioner Smith and seconded by Commissioner Church to approve the Paychex administrative fees for the month of April in the amount of \$593.59. All were in favor.

**Outstanding Invoices** – There were two (2) outstanding invoices noted for the month of May.

## **RESOLUTIONS**

Business Manager Sacco read the resolutions presented. The Board wished to pull Resolutions 24-50 and 24-51 for separate vote.

A motion was made by Commissioner Iannaco and seconded by Commissioner Church, to approve resolutions 24-47 and 24-48. The roll call vote was unanimous and in the affirmative.

### **24-47 AUTHORIZING DISPOSAL OF INVENTORY AS LISTED**

### **24-48 DISPOSAL OF SURPLUS PROPERTY VIA GOVDEALS - VARIOUS**

**24-50 TO AUTHORIZE AN AMENDED SHARED SERVICES AGREEMENT WITH THE BOROUGH OF CHESILHURST TO PROVIDE FIRE PROTECTION/RESCUE SERVICES AND PERFORM ALL FIRE CODE INSPECTIONS AND RELATED SERVICES** – A motion was made by Commissioner Iannaco and seconded by Commissioner Church to approve Resolution 4-51 to Authorize an Amended Shared Services Agreement with the Borough of Chesilhurst to Provide Fire Protection/Rescue Services and Perform all Fire Code Inspections and Related Services. The roll call vote was as follows: Church-yes; Iannaco-yes; Maschke-yes; A. Sirolli-absent; Smith-yes.

**24-51 TO APPROVE AND AUTHORIZE A RESTRUCTURING CONSOLIDATION PLAN OF FIRE DISTRICT FIRE STATIONS-** A motion was made by Commissioner Smith and seconded by Commissioner Church to approve and Authorize the Restructuring Consolidation Plan of the Fire District Fire Stations. The roll call vote was as follows: Church-yes; Iannaco-yes; Maschke-yes; A. Sirolli-absent; Smith-yes.

## **OLD BUSINESS**

**(RM) Revision of Policy 321 – Requesting/Authorizing Leave** – Commissioner Maschke stated that he had already addressed this topic with Chief Rigberg.

**(RM) Establish Jury Duty Policy-** Commissioner Maschke advised that this topic involves the Collective Bargaining Agreement (CBA).

**(RM) Boy Scout Relocation Update-** Commissioner Maschke made an inquiry of the insurance information and was advised by the Chief that they were waiting on this information from a higher Chapter/Division within the Boy Scouts, and expected that it would be sent in the next week.

## **NEW BUSINESS**

**(RM) Commissioner Notification Revision-** Commissioners Maschke and Commissioner Church were said to be working on this topic with an update to be provided at the next monthly meeting.

**(RM) Establish Electronic Sign Policy-** Commissioner Maschke suggested establishing a policy for the electronic sign and requested that a policy be drafted within the next 30-60 days.

**(RM) Inventory update-** Commissioner Maschke wished to skip this topic.

**(RM) Financials-** Commissioner Maschke asked that a financial group be formed to go over the 2024 and 2025 Budget, and requested that a Special Meeting be held in June, to go over finances matters, for decisions to be made. Prior to this meeting, there will be an internal finance meeting with the outcome of this meeting, to be presented for action at the Special Meeting. to set parameters.

## **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 6:48 p.m. All were in favor.

There was no one from the Public wishing to speak.

A motion was made by Commissioner Smith and seconded by Commissioner Church to close public participation at 6:49 p.m.

**24-52 TO ENTER INTO CLOSED SESSION-** A motion was made by Commissioner Smith and seconded by Commissioner Church to enter into closed session at 6:49 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 Smith and seconded by Commissioner Church to return from closed session at 7:17 p.m. The roll call was as follows: Church-present; Iannaco-present; Maschke-present; Sirolli-absent; Smith-present.

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

**24-49 TO APPROVE THE FMLA REQUEST OF EMPLOYEE 25-036-** A motion was made by Commissioner Smith and seconded by Commissioner Church to approve the FMLA Request of FF-25-036. Business Manager Sacco advised that this will be intermittently, from 5/16/24 through 5/16/25. The roll call vote was as follows: Church-yes; Iannaco-yes; Maschke-yes; Sirolli-absent; Smith-yes.

**ADJOURNMENT OF MEETING:**

A motion was made by Commissioner Smith and seconded by Commissioner Church to adjourn at 7:19 p.m. All were in favor.