

PINE HILL FIRE DISTRICT NO. 1
2017 TEMPORARY BUDGET
#17-01

WHEREAS, N.J.S. 40A:14-78.17 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2017 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first fifteen days of January 2017, and

WHEREAS, the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvements, is the sum of \$880,257.00 and

WHEREAS, fourteen percent of the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvements in the said 2016 budget is the sum of \$123,235.98 and

NOW, THEREFORE, BE IT RESOLVED, that the following temporary budget appropriations be made

Administration

| | | |
|--------------------|----|-----------|
| Salaries and Wages | \$ | 16,484.32 |
| Fringe Benefits | | 1,400.00 |
| Other Expenses | | 12,058.00 |

Operations and Maintenance

| | | |
|--------------------|--|-----------|
| Salaries and Wages | | 24,064.00 |
| Fringe Benefits | | 15,178.08 |
| Other Expenses | | 51,613.70 |


Fire Prevention

| | | |
|--------------------|--|----------|
| Salaries and Wages | | 1,737.88 |
| Other Expenses | | 700.00 |

Total Temporary Operating Budget

\$123,235.98

DATED: 1/5/2017



Kenneth Davis
Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|-------------------------|-----|----|---------|--------|
| Commissioner Davis | X | | | |
| Commissioner Hassett | | | | X |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | X | | | |
| Commissioner Warrington | X | | | |

Certification:

I, Jennifer Dawson, Business Administrator of the Pine Hill Fire District #1 in the Borough of Pine Hill, County of Camden, hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Commissioners held on January 5, 2017.



Jennifer Dawson, Business Administrator



Batch Id: JD TEMP Posting Date: 01/04/17 Budget Year: 7 Fund: GN Reason: Temporary Budget
* Account Not on File in Budget Year: 7

| Budget Account Revenue Account | Account Description Account Description | Change Description | Temp Budget | Chg to Budget | Seq |
|-----------------------------------|--|-------------------------|-------------|---------------|-----|
| 7-GN- -001-101 | Firematics Administrator | Temporary Budget | 7,692.32 | 7,692.32 | 1 |
| 7-GN- -001-102 | District Business Administrator | Temporary Budget | 6,792.00 | 6,792.00 | 2 |
| 7-GN- -001-105 | Fire Commissioners | Temporary Budget | 2,000.00 | 2,000.00 | 3 |
| 7-GN- -001-301 | FICA - Social Security | Temporary Budget | 700.00 | 700.00 | 4 |
| 7-GN- -001-303 | Unemployment Compensation | Temporary Budget | 700.00 | 700.00 | 5 |
| 7-GN- -001-204 | Banquet Expenses | Temporary Budget | 3,500.00 | 3,500.00 | 6 |
| 7-GN- -001-201 | Election | Temporary Budget | 1,500.00 | 1,500.00 | 7 |
| 7-GN- -001-202 | Office Expenses | Temporary Budget | 1,000.00 | 1,000.00 | 8 |
| 7-GN- -001-230 | Mobile Phones/Utilities | Temporary Budget | 2,000.00 | 2,000.00 | 9 |
| 7-GN- -001-203 | Professional Services | Temporary Budget | 750.00 | 750.00 | 10 |
| 7-GN- -001-208 | Computer Maintenance and Support | Temporary Budget | 3,308.00 | 3,308.00 | 11 |
| 7-GN- -002-112 | Captain | Temporary Budget | 11,248.00 | 11,248.00 | 12 |
| 7-GN- -002-110 | Firefighters | Temporary Budget | 10,816.00 | 10,816.00 | 13 |
| 7-GN- -002-111 | Overtime & Sicktime Buyback | Temporary Budget | 2,000.00 | 2,000.00 | 14 |
| 7-GN- -002-303 | Unemployment Compensation - UC | Temporary Budget | 1,000.00 | 1,000.00 | 15 |
| 7-GN- -002-301 | FICA - Firefighters | Temporary Budget | 1,000.00 | 1,000.00 | 16 |
| 7-GN- -002-304 | Health Insurance - Firefighters | Temporary Budget | 13,178.08 | 13,178.08 | 17 |
| 7-GN- -002-211 | Advertising | Temporary Budget | 500.00 | 500.00 | 18 |
| 7-GN- -002-212 | Insurance - Other | Temporary Budget | 24,915.00 | 24,915.00 | 19 |
| 7-GN- -002-216 | Rental Services - Station Lease | Temporary Budget | 16,333.34 | 16,333.34 | 20 |
| 7-GN- -002-213 | Maintenance & Repairs - Fire | Temporary Budget | 1,480.32 | 1,480.32 | 21 |
| 7-GN- -002-217 | Materials & Supplies - Fire | Temporary Budget | 1,400.00 | 1,400.00 | 22 |
| 7-GN- -002-218 | Materials & Supplies - Ambulance | Temporary Budget | 100.00 | 100.00 | 23 |
| 7-GN- -002-219 | Training & Education - Fire | Temporary Budget | 2,000.00 | 2,000.00 | 24 |
| 7-GN- -002-222 | Uniforms & Personal Equipment - Fire | Temporary Budget | 1,000.00 | 1,000.00 | 25 |
| 7-GN- -002-228 | Stipends - Fill In Firefighters | Temporary Budget | 1,615.04 | 1,615.04 | 26 |
| 7-GN- -002-230 | Mobile Phones/Utilities | Temporary Budget | 2,000.00 | 2,000.00 | 27 |
| 7-GN- -002-229 | Copier Lease | Temporary Budget | 270.00 | 270.00 | 28 |
| 7-GN- -003-101 | Fire Official | Temporary Budget | 1,084.00 | 1,084.00 | 29 |
| 7-GN- -003-102 | Fire Inspectors | Temporary Budget | 500.00 | 500.00 | 30 |
| 7-GN- -003-103 | Fire Official Assistant | Temporary Budget | 153.88 | 153.88 | 31 |
| 7-GN- -003-205 | Utilities and Communications | Temporary Budget | 200.00 | 200.00 | 32 |
| 7-GN- -003-201 | Office Expenses and Supplies | Temporary Budget | 500.00 | 500.00 | 33 |
| 7-GN- -300-011 | CURRENT YEAR TAXES | Temporary Budget | 123,235.98 | 0.00 | 34 |
| Total Temp Budget: | 123,235.98 | Total Change To Budget: | 123,235.98 | | |

| Revenue Posting Summary | | | Temp Antic | Chg to Antic |
|-------------------------|--------------------|------------------------------|------------|--------------|
| 7-GN- -300-011 | CURRENT YEAR TAXES | Temporary Budget | 123,235.98 | 123,235.98 |
| Total Temp Anticipated: | 123,235.98 | Total Change To Anticipated: | 123,235.98 | |

G/L Posting Summary

G/L Debit:

| Budget Account Revenue Account | Account Description Account Description | Change Description | Temp Budget | Chg to Budget | Seq |
|-----------------------------------|--|--------------------|-------------|---------------|-----|
| 7-GN- - -400-111 | CURRENT BUDGET REVENUES | | 123,235.98 | | |
| G/L Credit: 7-GN- - -500-111 | CURRENT YEAR APPROPRIATIONS | | 123,235.98 | | |
| Total Debits: | 123,235.98 | Total Credits: | 123,235.98 | | |

| | | | | |
|-------------|-------------------------|------------|------------------------------|------------|
| Entries: 34 | Total Temp Budget: | 123,235.98 | Total Change To Budget: | 123,235.98 |
| | Total Temp Anticipated: | 123,235.98 | Total Change To Anticipated: | 123,235.98 |

There are NO errors in this listing.

January 4, 2017
04:01 PM

PINE HILL FIRE DISTRICT #1
Budget Amend Batch Update/Posting Report

Page No: 1

| | | | | | | |
|----------------|-------------------------|------------|----------|------------------------------|------------|------------------|
| Batch: JD TEMP | Updated Entries: | 34 | Ref Num: | 275 | Reason: | Temporary Budget |
| | Total Temp Budget: | 123,235.98 | | Total Change To Budget: | 123,235.98 | |
| | Total Temp Anticipated: | 123,235.98 | | Total Change To Anticipated: | 123,235.98 | |
| | Total Debits: | 123,235.98 | | Total Credits: | 123,235.98 | |

17-01

2017 TEMPORARY BUDGET

| | | |
|---|--------------|----------------------|
| 2016 TOTAL BUDGET ADMINISTRATION | \$ | 172,950.00 |
| 2016 TOTAL BUDGET OPERATING/MAINTENANCE | | 690,507.00 |
| 2016 TOTAL BUDGET FIRE OFFICIAL | | 16,800.00 |
| | TOTAL | \$ 880,257.00 |
| | x | 14% |
| TOTAL AVAILABLE | \$ | 123,235.98 |

ADMINISTRATION

| | | | |
|-----------------|----|-----------|-------------------------------|
| SALARIES | \$ | 16,484.32 | <i>6792</i> |
| FRINGE BENEFITS | | 1,400.00 | <i>2000</i> <i>7692.32</i> |

OTHER EXPENSES

| | | |
|-----------------------------------|--|----------|
| BANQUET | | 3,500.00 |
| ELECTION | | 1,500.00 |
| OFFICE SUPPLIES | | 1,000.00 |
| UTILITIES/PHONE | | 2,000.00 |
| PROFESSIONAL SERVICES - SOLICITOR | | 750.00 |
| COMPUTER MAINTENANCE SUPPORT | | 3,308.00 |

TOTAL OTHER EXPENSES ADMINISTRATION

\$ 29,942.32

OPERATIONS & MAINTENANCE

| | | | |
|-----------------------------------|----|-----------|--------------|
| FIREMEN SALARIES | \$ | 22,064.00 | <i>11248</i> |
| FIREMEN O.T. | | 2,000.00 | |
| FRINGE BENEFITS | | 2,000.00 | |
| MEDICAL/DENTAL INSURANCE PREMIUMS | | 13,178.08 | |

OTHER EXPENSES

| | | |
|------------------------------|--|-----------|
| ADVERTISING | | 500.00 |
| INSURANCE | | 24,915.00 |
| STATION LEASING | | 16,333.34 |
| MAINTENANCE AND REPAIRS FIRE | | 1,480.32 |
| MATERIALS AND SUPPLIES FIRE | | 1,500.00 |
| TRAINING | | 2,000.00 |
| UNIFORMS | | 1,000.00 |
| FILL IN FIREFIGHTER STIPENDS | | 1,615.04 |
| UTILITIES/PHONE | | 2,000.00 |
| COPIER LEASE | | 270.00 |

TOTAL EXPENSES OPERATIONS AND MAINTENANCE

\$ 90,855.78

FIRE PREVENTION

| | | | |
|-----------------|----|----------|--------------------------------|
| SALARIES | \$ | 1,737.88 | |
| OFFICE SUPPLIES | | 700.00 | <i>mobile</i> <i>off ca</i> |

TOTAL EXPENSES FIRE PREVENTION

\$ 2,437.88

TOTAL TEMPORARY BUDGET

\$ 123,235.98

2017 Salaries

| | <u>Captain</u> | <u>Firefighter</u> | <u>Business Administrator</u> | <u>Fire Administrator</u> |
|------------------|----------------|--------------------|-------------------------------|---------------------------|
| Yearly Rate | 73,111.00 | 70,299.00 | 44,147.00 | 50,000.00 |
| Monthly Rate | 6,092.58 | 5,858.25 | 3,678.92 | 4,166.67 |
| Weekly Rate | 1,405.98 | 1,351.90 | 848.98 | 961.54 |
| 26 Pay Year Rate | 2,811.96 | 2,703.81 | 1,697.96 | 1,923.08 |
| Hourly Rate | 35.15 | 33.80 | 26.53 | 40.06 |
| OT Rate | 52.72 | 50.70 | 39.80 | 60.10 |
| Double Time Rate | 70.30 | 67.60 | 53.06 | 80.13 |

| | <u>Fire Official</u> | <u>Fire Inspector</u> | <u>Fire Official Assistant</u> | <u>Commissioner</u> |
|------------------|----------------------|-----------------------|--------------------------------|---------------------|
| Yearly Rate | 6,500.00 | 3,000.00 | 1,000.00 | 2,400.00 |
| Monthly Rate | 541.67 | 250.00 | 83.33 | 200.00 |
| Weekly Rate | 125.00 | 57.69 | 19.23 | 46.15 |
| 26 Pay Year Rate | 250.00 | 115.38 | 38.46 | 92.31 |
| Hourly Rate | | | | |
| OT Rate | | | | |
| Double Time Rate | | | | |

| | <u>Election</u> |
|------------------|-----------------|
| Yearly Rate | 500.00 |
| Monthly Rate | |
| Weekly Rate | |
| 26 Pay Year Rate | |
| Hourly Rate | |
| OT Rate | |
| Double Time Rate | |

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL REGARDING PROCEDURES FOR THE ADOPTION OF THE
FIRE DISTRICT BUDGET
#17-02

WHEREAS, N.J.S.A. 40:14-78.2, establishes certain procedures that must be followed by Fire Districts in the adoption of a budget, and

WHEREAS, said New Jersey Statute requires the passing of a resolution declaring that the conditions set forth in the statute have been met.

NOW THEREFORE, It is herein resolved and approved as follows:

1st. The Board of Fire Commissioners have introduced in writing a proposed budget for the year 2017 said introduction and first reading and approval was given not later than 60 days prior to the annual election to be held pursuant to N.J.S.A. 40A:14-72.

2nd. The Board of Fire Commissioners then set a time and place for the holding of a public hearing on the budget, which time and place, and notice of the availability of copies of the budget, was published at least 10 days to the hearing, and notice posted in a public place one week prior to the said hearing.

3rd. The public hearing and second reading of the budget was held not less than 28 days after the first reading and approval, and the budget was adopted at the second reading, all of which was not later than 25 days prior to the annual election.

4th. The adopted budget is authorized to be advertised by publishing at least once in a newspaper at least 7 days prior to the annual election.

5th. This resolution is adopted in compliance with N.J.S.A. 40A: 14-78.2 et al.

DATED: 1/5/17



Kenneth Davis
Commission Secretary

Record of Vote:

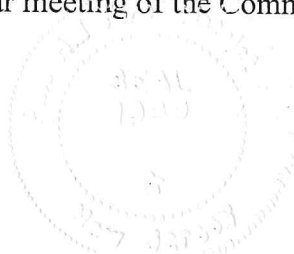
| Members | Yes | No | Abstain | Absent |
|---------------------------|-----|----|---------|--------|
| Commissioner <u>Davis</u> | X | | | |
| Commissioner Hassett | | | | X |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | X | | | |
| Commissioner Warrington | X | | | |

Certification

I, Jennifer Dawson, Business Administrator of the Pine Hill Fire District #1 in the Borough of Pine Hill, County of Camden, hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Commissioners held on January 5, 2017.



Jennifer Dawson, Business Administrator



2017 ADOPTED BUDGET RESOLUTION

17-03

Borough of Pine Hill Fire District #1

FISCAL YEAR: January 1, 2017 to December 31, 2017

WHEREAS, the Annual Budget for the Pine Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2017 and ending December 31, 2017, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 5, 2017; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and


WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,111,108.00, which includes an amount to be raised by taxation of \$1,054,163.00, and Total Appropriations of \$1,111,108.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 5, 2017 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2017 and ending December 31, 2017, is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,111,108.00, which includes an amount to be raised by taxation of \$1,054,163.00, and Total Appropriations of \$1,111,108.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.



(Secretary's Signature)

1-5-17

(Date)

Board of Commissioners Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|--------------------|-----|-----|---------|--------|
| Kenneth Davis | X | | | |
| Thomas Hassett | | | | X |
| Kevin Waddington | X | | | |
| James Wakeley | X | | | |
| Charles Warrington | X | | | |



RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#17-04

WHEREAS, Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and


WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designed the manner in which the time in which, salaries, wages or other compensation for services should be paid.

NOW THEREFORE, It is herein resolved and approved as follows:

- (1) The checks as issued by the Fire District for payment of claims shall be signed by (3) Commissioners in order to comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

DATED: January 5, 2017



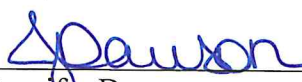
Kenneth Davis
Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|-------------------------|-----|----|---------|--------|
| Commissioner Davis | X | | | |
| Commissioner Hassett | | | | X |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | X | | | |
| Commissioner Warrington | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held January 5, 2017





Jennifer Dawson
Business Administrator

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

| PO # | PO Date | Vendor | PO Description | Status | Amount | Void Amount | PO Type |
|----------|----------|----------|---|--------|-----------|-------------|---------|
| 16-00132 | 06/20/16 | PIERC005 | Pierce Midwest Service & Repair Ladder1st Estimate | Open | 33,906.00 | 0.00 | |
| 16-00217 | 09/07/16 | PIERC005 | Pierce Midwest Service & Repair Repairs Ladder 62 | Open | 2,210.00 | 0.00 | |
| 16-00218 | 09/07/16 | PIERC005 | Pierce Midwest Service & Repair Ladder 62 Repairs | Open | 44,526.00 | 0.00 | |
| 16-00249 | 10/07/16 | PIERC005 | Pierce Midwest Service & Repair Waterway Dent and Corrosion | Open | 9,155.00 | 0.00 | |
| 16-00308 | 11/28/16 | PIERC005 | Pierce Midwest Service & Repair Repairs Ladder #62 | Open | 4,624.00 | 0.00 | |
| 16-00315 | 12/06/16 | VCI01 | VCI, Inc. Stickers for Rental Ladder | Open | 160.00 | 0.00 | |
| 16-00316 | 12/07/16 | OB001 | OFFICE BASICS,INC. Key Control Box | Open | 92.19 | 0.00 | |
| 16-00317 | 12/07/16 | WB MASON | W.B.MASON Office Supplies | Open | 232.90 | 0.00 | |
| 16-00318 | 12/07/16 | SJW01 | S.J.Welding Supply, Inc. November Cylinder Rental | Open | 246.88 | 0.00 | |
| 16-00319 | 12/07/16 | VERIZ005 | Verizon wireless Jen's Ipad | Open | 579.98 | 0.00 | |
| 16-00320 | 12/07/16 | NAT01 | Nat Alexander Company Misc Supplies | Open | 470.00 | 0.00 | |
| 16-00321 | 12/08/16 | GMEYERS1 | George Myers Signs for Rental Ladder | Open | 205.50 | 0.00 | |
| 16-00322 | 12/08/16 | GEN-EL01 | GEN-EL SAFETY/INDUSTRIAL PROD Airpack Batteries | Open | 152.00 | 0.00 | |
| 16-00324 | 12/08/16 | WIR01 | WIRELESS ELECTRONICS, INC Pager Chargers | Open | 174.00 | 0.00 | |
| 16-00325 | 12/08/16 | BRIND005 | Brindlee Mountain Fire Appar. November Ladder Rental | Open | 7,500.00 | 0.00 | |
| 16-00326 | 12/08/16 | TTU01 | THIS & THAT UNIFORMS Uniforms | Open | 1,987.00 | 0.00 | |
| 16-00327 | 12/08/16 | HALE01 | HALE TRAILER BRAKE & WHEEL Oil | Open | 153.55 | 0.00 | |
| 16-00328 | 12/12/16 | MGL01 | MGL Printing Solutions 1099 Forms | Open | 579.05 | 0.00 | |
| 16-00329 | 12/12/16 | NAT01 | Nat Alexander Company 5ft Talon Hook | Open | 422.00 | 0.00 | |
| 16-00330 | 12/13/16 | PIERC005 | Pierce Midwest Service & Repair Ladder Truck Repairs | Open | 4,554.00 | 0.00 | |
| 16-00331 | 12/13/16 | BRIND005 | Brindlee Mountain Fire Appar. December Ladder Rental | Open | 7,500.00 | 0.00 | |
| 16-00332 | 12/21/16 | COU01 | Courier Post Advertisements | Open | 125.70 | 0.00 | |
| 16-00333 | 12/21/16 | GR001 | GRAINGER Bunting Box | Open | 47.15 | 0.00 | |
| 16-00334 | 12/21/16 | EDR01 | ED'S RENTAL Chainsaw Chains | Open | 125.37 | 0.00 | |
| 16-00335 | 12/21/16 | COMCA005 | Comcast December Comcast Bill | Open | 300.39 | 0.00 | |
| 16-00336 | 12/21/16 | JV001 | James Valentine Jr.,Inc. Fire Extinguisher Inspection | Open | 253.00 | 0.00 | |
| 16-00337 | 12/21/16 | TG001 | TOWNSHIP OF GLOUCESTER November Gas Bill | Open | 646.40 | 0.00 | |
| 16-00338 | 12/21/16 | PHG01 | PINE HILL AUTO REPAIR FM Repairs | Open | 905.26 | 0.00 | |
| 16-00339 | 12/21/16 | PC000001 | Patrick J Clerkin 2016 Stipend | Open | 15.00 | 0.00 | |
| 16-00340 | 12/21/16 | PHFD1 | PINE HILL FIRE DEPT. Reimbursement Lowes Supplies | Open | 576.51 | 0.00 | |
| 16-00341 | 12/22/16 | VAE001 | VINELAND AUTO ELECTRIC, INC. Engine Emergency Light | Open | 124.95 | 0.00 | |
| 16-00346 | 12/22/16 | CHFD0001 | Cherry Hill Fire District #13 PM for Engine | Open | 1,038.29 | 0.00 | |
| 16-00347 | 12/28/16 | OB001 | OFFICE BASICS,INC. Misc Supplies | Open | 66.39 | 0.00 | |
| 16-00349 | 12/29/16 | CASH1 | Petty Cash Petty Cash Closeout | Open | 177.67 | 0.00 | |
| 16-00351 | 12/29/16 | AM001 | ALLIED MATERIALS, INC. Truck Wash | Open | 151.11 | 0.00 | |
| 16-00352 | 12/29/16 | IMC01 | INTERSTATE MOBILE CARE Drug Testing | Open | 208.00 | 0.00 | |
| 17-00001 | 01/04/17 | HALE01 | HALE TRAILER BRAKE & WHEEL Hydr. Fluid | Open | 37.19 | 0.00 | |
| 17-00002 | 01/04/17 | VERIZ005 | Verizon wireless January Mobile Phone Bill | Open | 374.92 | 0.00 | |
| 17-00003 | 01/04/17 | HBC03 | HORIZON BCBS OF NEW JERSEY January Dental Insurance | Open | 296.56 | 0.00 | |
| 17-00004 | 01/04/17 | AMER1 | AMERIHEALTH INS CO OF N.J. January Health Insurance | Open | 6,303.88 | 0.00 | |
| 17-00005 | 01/04/17 | FIR001 | First Responder JIF First Installment Assessment | Open | 24,915.00 | 0.00 | |
| 17-00006 | 01/04/17 | EDM01 | EDMUNDS & ASSOCIATES, INC. 2017 Software | Open | 3,308.00 | 0.00 | |
| 17-00007 | 01/04/17 | DLF01 | DeLAGE LANDEN FINANCIAL January Copier Lease | Open | 135.00 | 0.00 | |
| 17-00008 | 01/04/17 | DC001 | DAVID F. CARLAMERE January Professional Service | Open | 375.00 | 0.00 | |
| 17-00009 | 01/04/17 | PHFD1 | PINE HILL FIRE DEPT. January Fire Dept Expenses | Open | 11,666.67 | 0.00 | |
| 17-00010 | 01/04/17 | CASH1 | Petty Cash Petty Cash Startup | Open | 200.00 | 0.00 | |
| 17-00012 | 01/05/17 | JGR01 | JOHN GREER Reimbursement Active 911 | Open | 51.00 | 0.00 | |

Total Purchase Orders: 47 Total P.O. Line Items: 0 Total List Amount: 171,854.46 Total Void Amount: 0.00

| Totals by Year-Fund | | | | | | | |
|---------------------|------|-------------------|-------------|-------------------|---------------|-------------|-------------------|
| Fund Description | Fund | Budget Rcvd | Budget Held | Budget Total | Revenue Total | G/L Total | Total |
| GENERAL | 6-GN | 124,191.24 | 0.00 | 124,191.24 | 0.00 | 0.00 | 124,191.24 |
| GENERAL | 7-GN | 47,663.22 | 0.00 | 47,663.22 | 0.00 | 0.00 | 47,663.22 |
| Total Of All Funds: | | <u>171,854.46</u> | <u>0.00</u> | <u>171,854.46</u> | <u>0.00</u> | <u>0.00</u> | <u>171,854.46</u> |

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
VOLUNTEER FIRE CHIEF
#17-05**

WHEREAS, The Board has determined the need for a Volunteer Fire Chief for the Volunteer Fire Company providing fire fighting and prevention service to the Fire District, and


WHEREAS, The Volunteer Fire Company and the Board of Fire Commissioners have agreed that the Fire Chief shall be appointed by the Fire District for service within the Fire Company and to provide supervision over fire emergency response by volunteer and career fire fighters, and

WHEREAS, The Board has determined that William D. Dukes meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

That William D. Dukes be and is hereby appointed as Volunteer Fire Chief for the Board of Fire Commissioners for the period January 9, 2017-March 2, 2017, to perform the services required by the Board.

DATED: January 5, 2017




Kenneth Davis
Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|-------------------------|-----|----|---------|--------|
| Commissioner Davis | X | | | |
| Commissioner Hassett | | | | X |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | X | | | |
| Commissioner Warrington | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held January 5, 2017.



Jennifer Dawson
Fire District Business Administrator



**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE ADMINISTRATOR
#17-06**

WHEREAS, There exist a need for a FIRE ADMINISTRATOR for the Fire District, and

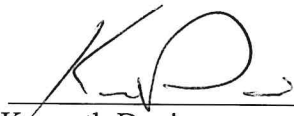
WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that William D. Dukes meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

1. That William D. Dukes be and is hereby appointed the Fire Administrator for the Board of Fire Commissioners for the period of January 9, 2017 to March 2, 2017, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: January 5, 2017



Kenneth Davis
Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|-------------------------|-----|----|---------|--------|
| Commissioner Davis | X | | | |
| Commissioner Hassett | | | | X |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | X | | | |
| Commissioner Warrington | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held January 5, 2017.



Jennifer Dawson
Fire District Business Administrator



RESOLUTION AUTHORIZING THE RENEWAL OF THE SHARED SERVICES AGREEMENT BETWEEN CHERRY HILL FIRE DISTRICT #13 AND PINE HILL FIRE DISTRICT #1

17-07

WHEREAS, the Board of Fire Commissioners, Fire District #13, Township of Cherry Hill, County of Camden, State of New Jersey and Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey have previously negotiated and approved a Shared Services Agreement that provides for the repair of the Fire District's fire apparatus and achieves economies and efficiencies; and

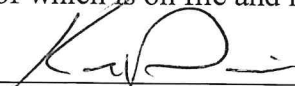
WHEREAS, the Board of Fire Commissioners for Fire District #13 is prepared to accept the responsibility for the repair of Pine Hill Fire District #1's fire apparatus as agreed upon pursuant to the terms and conditions hereafter set forth in the agreement; and

WHEREAS, the Board of Fire Commissioners for Fire District #13, and Board of Fire Commissioners for Pine Hill Fire District #1 desire to renew said agreement pursuant to the same terms and conditions as previously negotiated effective from January 1, 2017 to December 31, 2017; and

WHEREAS, the State of New Jersey has defined the procedures for the execution of any agreement, and the Agreement between Cherry Hill Fire District #13 and Pine Hill Fire District #1 shall be governed by the Shared Services Act, *N.J.S.A 40A:651 et seq* and the Local Public Contracts Law, *N.J.S.A 40A11-1 et seq*.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners, District #13, Township of Cherry Hill, County of Camden, State of New Jersey, hereby approves and is authorized to execute a Shared Services Agreement with Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey, a copy of which is on file and made a part hereof.

DATED: January 5, 2017




Kenneth Davis
Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|---|-----|----|---------|--------|
| Commissioner Davis | X | | | |
| Commissioner Hassett | | | | X |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley M | X | | | |
| Commissioner Warrington 2 nd | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held January 5, 2017.



Jennifer Dawson
Business Administrator



**BOARD OF FIRE COMMISSIONERS
DISTRICT #13
TOWNSHIP OF CHERRY HILL**

Meeting Date: January 5, 2017
First Reading: January 5, 2017

RESOLUTION #17-01-05-05

Adopted: **JAN 5 2017**

**RESOLUTION AUTHORIZING THE RENEWAL OF THE SHARED SERVICES
AGREEMENT BETWEEN CHERRY HILL FIRE DISTRICT #13 AND PINE HILL FIRE
DISTRICT #1**

WHEREAS, the Board of Fire Commissioners, Fire District #13, Township of Cherry Hill, County of Camden, State of New Jersey and Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey have previously negotiated and approved a Shared Services Agreement that provides for the repair of the Fire District's fire apparatus and achieves economies and efficiencies; and

WHEREAS, the Board of Fire Commissioners for Fire District #13 is prepared to accept the responsibility for the repair of Pine Hill Fire District #1's fire apparatus as agreed upon pursuant to the terms and conditions hereafter set forth in the agreement; and

WHEREAS, the Board of Fire Commissioners for Fire District #13, and Board of Fire Commissioners for Pine Hill Fire District #1 desire to renew said agreement pursuant to the same terms and conditions as previously negotiated effective from January 1, 2017 to December 31, 2017; and

WHEREAS, the State of New Jersey has defined the procedures for the execution of any agreement, and the Agreement between Cherry Hill Fire District #13 and Pine Hill Fire District #1 shall be governed by the Shared Services Act, *N.J.S.A 40A:651 et seq* and the Local Public Contracts Law, *N.J.S.A 40A11-1 et seq*.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners, District #13, Township of Cherry Hill, County of Camden, State of New Jersey, hereby approves and is authorized to execute a Shared Services Agreement with Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey, a copy of which is on file and made a part hereof.

The following Resolution #17-01-05-05 was introduced by Commissioner and it
was seconded by Commissioner . *Motion carried.*

Campagna
Gibson
Kelly
McCargo
Montana

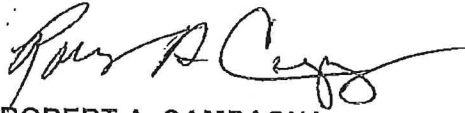
Campagna
Gibson
Kelly
McCargo
Montana

| RESOLUTION #17-01-05-05 | | | | |
|-------------------------|-----|-----|---------|--------|
| | AYE | NAY | ABSTAIN | ABSENT |
| CAMPAGNA | X | | | |
| GIBSON | X | | | |
| KELLY | X | | | |
| MCCARGO | X | | | |
| MONTANA | X | | | |

Certification

I, Robert A. Campagna, Clerk of the Board of Fire Commissioner, Fire District #13, Township of Cherry Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution #17-01-05-05 duly adopted by the Commissioners at the meeting held on January 5, 2017.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Robert A. Campagna", written in a cursive style.

ROBERT A. CAMPAGNA
CLERK, B.O.F.C DIST #13

RAC:emr

**BOARD OF FIRE COMMISSIONERS
DISTRICT #13
TOWNSHIP OF CHERRY HILL**

Meeting Date: January 5, 2017
First Reading: January 5, 2017

RESOLUTION #17-01-05-05

Adopted: **JAN 5 2017**

**RESOLUTION AUTHORIZING THE RENEWAL OF THE SHARED SERVICES
AGREEMENT BETWEEN CHERRY HILL FIRE DISTRICT #13 AND PINE HILL FIRE
DISTRICT #1**

WHEREAS, the Board of Fire Commissioners, Fire District #13, Township of Cherry Hill, County of Camden, State of New Jersey and Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey have previously negotiated and approved a Shared Services Agreement that provides for the repair of the Fire District's fire apparatus and achieves economies and efficiencies; and

WHEREAS, the Board of Fire Commissioners for Fire District #13 is prepared to accept the responsibility for the repair of Pine Hill Fire District #1's fire apparatus as agreed upon pursuant to the terms and conditions hereafter set forth in the agreement; and

WHEREAS, the Board of Fire Commissioners for Fire District #13, and Board of Fire Commissioners for Pine Hill Fire District #1 desire to renew said agreement pursuant to the same terms and conditions as previously negotiated effective from January 1, 2017 to December 31, 2017; and

WHEREAS, the State of New Jersey has defined the procedures for the execution of any agreement, and the Agreement between Cherry Hill Fire District #13 and Pine Hill Fire District #1 shall be governed by the Shared Services Act, *N.J.S.A 40A:651 et seq* and the Local Public Contracts Law, *N.J.S.A 40A11-1 et seq*.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners, District #13, Township of Cherry Hill, County of Camden, State of New Jersey, hereby approves and is authorized to execute a Shared Services Agreement with Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey, a copy of which is on file and made a part hereof.

The following Resolution #17-01-05-05 was introduced by Commissioner

Campagna
Gibson
Kelly
McCargo
Montana

. Motion carried.

Campagna
Gibson
Kelly
McCargo
Montana

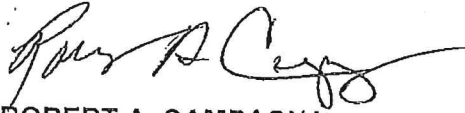
and it

| RESOLUTION #17-01-05-05 | | | | |
|-------------------------|-----|-----|---------|--------|
| | AYE | NAY | ABSTAIN | ABSENT |
| CAMPAGNA | X | | | |
| GIBSON | X | | | |
| KELLY | X | | | |
| MCCARGO | X | | | |
| MONTANA | X | | | |

Certification

I, Robert A. Campagna, Clerk of the Board of Fire Commissioner, Fire District #13, Township of Cherry Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution #17-01-05-05 duly adopted by the Commissioners at the meeting held on January 5, 2017.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Robert A. Campagna", written in a cursive style.

ROBERT A. CAMPAGNA
CLERK, B.O.F.C DIST #13

RAC:emr

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#17-08

WHEREAS, Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

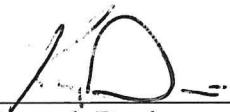
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designed the manner in which the time in which, salaries, wages or other compensation for services should be paid.

NOW THEREFORE, It is herein resolved and approved as follows:

- (1) The checks as issued by the Fire District for payment of claims shall be signed by (3) Commissioners in order to comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

DATED: February 2, 2017



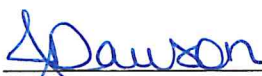
Kenneth Davis
Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|---------------------------|-----|----|---------|--------|
| Commissioner Davis 1 | X | | | |
| Commissioner Hassett | X | | | |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | | | | X |
| Commissioner Warrington 2 | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 2, 2017





Jennifer Dawson
Business Administrator

| | | | |
|----------------------|---------|----------|--------------------|
| P.O. Type: All | Open: N | Paid: N | Void: N |
| Range: First to Last | Rcvd: Y | Held: Y | Aprv: N |
| Format: Condensed | Bid: Y | State: Y | Other: Y Exempt: Y |

| PO # | PO Date | Vendor | PO Description | Status | Amount | Void Amount | PO Type |
|----------|----------|----------|--------------------------------|--------------------------------|--------|-------------|---------|
| 16-00348 | 12/29/16 | PRP01 | WITMER PUBLIC SAFETY GROUP,INC | Supplies | Open | 220.00 | 0.00 |
| 16-00350 | 12/29/16 | TACTI010 | Tactical Public Safety | Wiring Fix | Open | 290.00 | 0.00 |
| 17-00011 | 01/05/17 | FSS01 | FIRE & SAFETY SERVICE, LTD | Slides for Pullout Step | Open | 940.51 | 0.00 |
| 17-00013 | 01/17/17 | PHP01 | Pine Hill Printing, Inc. | Business Cards | Open | 210.00 | 0.00 |
| 17-00014 | 01/17/17 | PRP01 | WITMER PUBLIC SAFETY GROUP,INC | Storz Spanner Wrench | Open | 80.00 | 0.00 |
| 17-00015 | 01/17/17 | OB001 | OFFICE BASICS,INC. | Misc Office Supplies | Open | 163.59 | 0.00 |
| 17-00016 | 01/17/17 | JGR01 | JOHN GREER | Installation Dinner Promotions | Open | 155.00 | 0.00 |
| 17-00017 | 01/17/17 | PHH01 | PINE HILL HARDWARE, INC. | Misc Supplies | Open | 36.37 | 0.00 |
| 17-00018 | 02/01/17 | COMCA005 | Comcast | February Comcast Bill | Open | 309.60 | 0.00 |
| 17-00019 | 02/01/17 | AMER1 | AMERIHEALTH INS CO OF N.J. | February Health Insurance | Open | 6,303.88 | 0.00 |
| 17-00020 | 02/01/17 | HALE01 | HALE TRAILER BRAKE & WHEEL | Light Switch Spring - HALE | Open | 20.54 | 0.00 |
| 17-00021 | 02/01/17 | TG001 | TOWNSHIP OF GLOUCESTER | December Fuel Bill | Open | 1,011.00 | 0.00 |
| 17-00022 | 02/01/17 | PAUL1 | Pauls Custom Awards, Inc. | Installation Dinner Awards | Open | 135.00 | 0.00 |
| 17-00023 | 02/01/17 | HBC03 | HORIZON BCBS OF NEW JERSEY | February Dental Insurance | Open | 296.56 | 0.00 |
| 17-00024 | 02/01/17 | PHFD1 | PINE HILL FIRE DEPT. | January Fire Dept Expenses | Open | 8,310.73 | 0.00 |
| 17-00025 | 02/01/17 | CASH1 | Petty Cash | Petty Cash Replenishment | Open | 155.45 | 0.00 |
| 17-00027 | 02/01/17 | NJEZPASS | New Jersey E-Z Pass | Tolls | Open | 50.00 | 0.00 |
| 17-00028 | 02/01/17 | INTELLI | INTELLICORP RECORDS INC. | Background Checks | Open | 191.98 | 0.00 |
| 17-00029 | 02/01/17 | SJW01 | S.J.Welding Supply, Inc. | January Cylinder Rentals | Open | 42.78 | 0.00 |
| 17-00030 | 02/01/17 | VERIZ005 | Verizon Wireless | February Mobile Phones | Open | 383.81 | 0.00 |
| 17-00031 | 02/01/17 | PHG01 | PINE HILL AUTO REPAIR | Truck Repairs | Open | 660.99 | 0.00 |
| 17-00032 | 02/01/17 | DC001 | DAVID F. CARLAMERE | February Professional Service | Open | 375.00 | 0.00 |
| 17-00033 | 02/01/17 | DLF01 | DeLAGE LANDEN FINANCIAL | February Copier Lease | Open | 135.00 | 0.00 |

| | | | | | | | |
|------------------------|----|------------------------|---|--------------------|-----------|--------------------|------|
| Total Purchase Orders: | 23 | Total P.O. Line Items: | 0 | Total List Amount: | 20,477.79 | Total Void Amount: | 0.00 |
|------------------------|----|------------------------|---|--------------------|-----------|--------------------|------|

| Totals by Year-Fund | | | | | | | |
|---------------------|------|------------------|-------------|------------------|---------------|-------------|------------------|
| Fund Description | Fund | Budget Rcvd | Budget Held | Budget Total | Revenue Total | G/L Total | Total |
| GENERAL | 6-GN | 2,616.51 | 0.00 | 2,616.51 | 0.00 | 0.00 | 2,616.51 |
| GENERAL | 7-GN | 17,861.28 | 0.00 | 17,861.28 | 0.00 | 0.00 | 17,861.28 |
| Total of All Funds: | | <u>20,477.79</u> | <u>0.00</u> | <u>20,477.79</u> | <u>0.00</u> | <u>0.00</u> | <u>20,477.79</u> |

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL OF 2017 ELECTION WORKERS
 #17-09


WHEREAS, There exist a need for ELECTION WORKERS, and

WHEREAS, Funds are available for this service, and

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

1. That ALICIA WHITTAKER and LORI CORREY, be and are hereby approved as Election Workers, for the Board of Fire Commissioners, to perform the services required by the Board as may be directed by the Board, and to receive \$100.00 each as compensation for such service, effective for February 18, 2017.

DATED: February 2, 2017

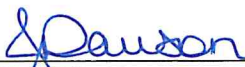


 Ken Davis
 Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|---------------------------|-----|----|---------|--------|
| Commissioner Davis | X | | | |
| Commissioner Hassett 1 | X | | | |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | | | | X |
| Commissioner Warrington 2 | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 2, 2017.



 Jennifer Dawson
 Business Administrator




RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL OF ADMINISTRATIVE POLICY
#17-10

WHEREAS, Administrative Policy #17-001 (Standard Operations Administrative) has been signed and approved by the Board; and

WHEREAS, this Guideline is a written policy that is applicable to and shall be followed by all members of the Department and the Board as it pertains to the operation of the Fire Department.

NOW THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Pine Hill Fire District #1, Borough of Pine Hill, Camden County, New Jersey that it hereby formally adopts this Guideline for use by the Fire District.

DATED: February 2, 2017

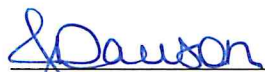


Kenneth Davis
Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|-------------------------------|-----|----|---------|--------|
| Commissioner Davis <u>2</u> | X | | | |
| Commissioner Hassett <u>1</u> | X | | | |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | | | | X |
| Commissioner Warrington | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 2, 2017



Jennifer Dawson
Business Administrator



Pine Hill Fire Department

Standard Operations Administration

Administrative Procedure: # 2017-001

Overview

To provide for the proper operation of the Pine Hill fire Department. Written reference materials and manuals are essential. The ultimate purpose of which will be to maintain the consistency of both the Administrative and Operational functions of the department. This Document which will be identified as Standard Operating Procedure # 2017- 001, will clearly define all of the documents that will be utilized by this department.

It will also provide for the formal process of how each document will be developed and adopted, implemented, and when necessary modified or replaced.

1) Administrative Procedures

Are documents that will provide mandatory guidance and direction to the members of the department. Said documents will pertain to the administrative functions of the department.

Examples:

- Membership application process
- Membership classification
- Disciplinary Policy
- Procedure and Guideline Development process

1.1) *Adoption Process*

At any time, an Executive or Line Officer may propose a needed Administrative Procedure. Said procedure will then go through a review process by the appropriate segment of the department (Line or Administrative)

- 1.1 Cont.)* Once appropriately signed off, that document will be submitted to the Board of Fire Commissioners. Requesting their review and the adoption of a Formal Board Resolution, that will memorialize that document.
- 1.2)* Once the Resolution has been passed. The appropriate Officer will be responsible to conduct a full review of the Administrative Procedure at the next regularly scheduled Department meeting. To include the intent, and all of the necessary Interpretations that will provide a clear understanding of the Documents purpose.
- 1.3)* Once the review in section 1.2 has been completed. That same officer will have the responsibility of posting the document on the department's WEB site, and also to place a hard copy at the department's Informational Center, for review and reference when necessary.
- 1.4)* ***Amendment / Replacement Process:***
- Any modification / amendment to this document, will require the full development and review process as described in section 1.1. Once completed it will be submitted to the Board of Fire commissioners, requesting amendment of or the full replacement of the original document

2) Standard Operating Procedures (*Emergency Service Administrative Requirements*)

These documents will provide for mandatory direction, pertaining to the emergency service operations that are provided by the Department.

These documents will be composed in an established format, derived and submitted as a proof document by any Line Officer. Once completed, a detailed review will be conducted by the Line Officers for impute. Once a satisfactory document has been completed, it will be signed off by the Chief Officers for implementation

Examples:

- Drivers Training / Certification
- Educational Path
- Turn out gear Issuance, Use, Care
- Apparatus Checks

2.1 Once the review described above has been completed. The Chief or his designate will be responsible to provide a full and detailed review of the document at the next regularly scheduled Fire Department meeting. This review will provide the intent of the procedure, along with the necessary interpretations.

2.2 Once the company review has been completed. The document will be posted at the Informational center and placed on the departments WEB site for review and reference when necessary.

2.3 *Amendment and Replacement process:*

Any modifications to this document will require that any proposed change and or all consideration/s are to be submitted to the Chief's Office for review. The review process as described in section 2.1 will be followed.

2.3 Cont. If the new changes are implemented, amending the original document. The Company review and posting procedures described in sections 2.1 and 2.2 of this document will be followed.

3) Standard Operating Guidelines **(Emergency Response)**

These documents will be to provide specific guidance during **ALL** “**Emergency Operations**” conducted by the Department. Their content is to be strictly adhered too. However, it is also recognized that fire officers need to have a reasonable amount of flexibility. Allowing them to make sound decisions that would be based upon the situation / incident they would be confronted with.

These documents can be derived and submitted in “Proof form” to the Chief’s Office by any line officer. Once submitted a detailed review of its content will be conducted by the entire line officer staff. Developing a suitable final operational document, that will be signed off by the Chief Officers.

Examples:

- Company Arrival Responsibilities
- Rescue Operations
- Response to Fumes calls
- Task Force Response

3.1 Once the final document has been signed off, the Chief or his designate will be responsible to provide a full and detailed review of that document at the next regularly scheduled fire department meeting. This review will provide the intent of the guideline, along with all if the necessary interpretations.

3.2 Once the company review has been completed. The document will be posted on the fire departments WEB site and also at the fire departments informational center for review and reference when necessary.

3.3 *Amendment and Replacement process:*

Any Modifications to these documents will require that all proposed changes must be submitted to the Chief Office for review. The review process as described in section 2.1 will be followed.

If the new changes are implemented amending the original document. The Company review and posting process procedures described in section 2.1 and 2.2 of this document will be followed.

4) General Orders

Are documents that are designed to address an immediate / urgent operational need of the department, as identified by the Chief of Department. They will be derived and signed off by the Chief and will take effect IMMEDIATELY upon drafted and posted.

4.1 Upon issuance by the Chief, these documents will be transmitted to all members of the department via E-Mail ASAP. A hard Copy will also be posted at the informational center.

4.2 The document will be reviewed at the next regularly scheduled department meeting. The Chief or his designee will provide the purpose for its issuance, along with any and all interpretations necessary.

4.3 *Amendment and Replacement process:*

These documents will remain in effect until replaced by a more formal SOP/ SOG has been derived, and authorized directly by the Chief of department to replace this document.

Example:

To address an incident or improper operation, that would jeopardize the Safety of any member or the public. That would require immediate action/s to prevent another such occurrence.

To address any infraction, that would negatively affect the good name of the department. That would require immediate action, deemed necessary by the Chief of Department to reduce or eliminate any such exposure.

5) Fire Department By-Laws

A Document, that provides for the establishment of the Pine Hill Fire Department organization, and to provide for the general business operation of the organization. Establishing the Officers positions, their assigned responsibilities, how they are placed into or removed from office, the term of Office, the election process, meeting quorums, personnel conduct. It will also provide for the establishment of a ladies auxiliary and standing committees that are deemed necessary for the good operation of this fire department.

5.1 This document has been the corner stone of the organization, and was developed to ultimately establish the purpose of the organization, and how it is to operate in good order. It was created when the organization was formed, and has been modified several times over the years. All of which has been in an effort, to maintain pace with, and to address the ever changing needs and operations of the department. It was voted upon at a department meeting, and has obtained a majority vote of the membership present to approve it.

5.2 *Amendments and Replacement process:*

The Constitution and By-Laws can only be altered after proposed changes have been read at three consecutive meetings, regular or special, being discussed and voted on at the third meeting. Posting of changes at the fire station Informational center, at least two weeks in advance, of the date for the third reading of the change vote. A two thirds majority of the voting members present shall be required for the adoption of such changes.

6) IAFF Union Contract

6.1 This document is the work agreement negotiated and accepted by the Career Members of the Department and the Board of Fire Commissioners. Detailing the work period, compensation, benefits, grievance procedures, etc. of those employees. It is periodically negotiated between those parties with its duration established as a part of the negotiation process.

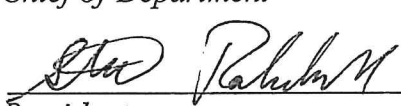
6.1 The condense of this agreement must be adhered too, but if it is felt that a segment of it has been violated. The Career personnel involved must follow the grievance procedures, that have been established within the signed contract.

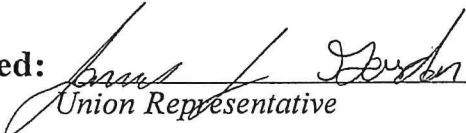
6.3 *Amendments and Replacement process*

Amendments to this document can only be made during the negotiation process, as depicted in section 6.1. Secondly if a grievance has been filed that would require the opening of the contract and both parties agree it would be necessary to resolve the issues presented.

6.4 The most recently signed work agreement will remain in effect, until such time as a new agreement has been signed replacing the previous document.

Signed:  Date: 2/07/17
Chief of Department

Signed:  Date: 2/07/17
President

Signed:  Date: 22/07/17
Union Representative

Board Resolution # 17-10 Date Passed: 2/2/17

Pine Hill Fire Department

Administrative and Fire Officer Directory 2017

Pine Hill Fire District

Commissioners Information 2017

Board Chairman

Kevin Waddington
707 Kayser Avenue
Pine Hill, N.J. 08021
Contact Information
Cell Phone(609) 790-3003
E-Mail kwaddington@pinehillfiredistrict.com

Vice Chair Commissioner

Charles Warrington Jr.
27 Congress Road
Pine Hill, N.J. 08021
Contact Information
Cell Phone(609) 685-1250
E-Mail cwarrington@pinehillfiredistrict.com

Commissioner Personnel

Thomas Hassett
5 Sherri Way
Pine Hill, N.J. 08021
Contact Information
Cell Phone(609) 352-0158
E-Mail thassett@pinehillfiredistrict.com

Commissioner Secretary

Kenneth Davis
111 E 13th Avenue
Contact Information
Cell Phone(856) 534-8986
E-Mail kdavis@pinehillfiredistrict.com

Commissioner

James Wakely
27 W 2nd Avenue
Pine Hill, N.J. 08021
Contact Information
Cell Phone(856) 981-8402
E-Mail jwakely@pinehillfiredistrict.com

Pine Hill Fire District

Business Administrator
Jennifer Dawson

240 Ward Avenue
Audubon, N.J. 08106
Contact Information
Cell Phone(609) 315-8243
E-Mail jdawson@pinehillfiredistrict.com

Pine Hill Fire Department

Fire Officers 2017

Chief

William D. Dukes Sr.

129 Ramblewood Parkway
Mount Laurel, N.J. 08054

Contact Information

Home Phone(856) 727-5027

Cell Phone(856) 206-6766

E-Mail Personal BDukes6236@ComCast.Net

F D wdukes@pinehillfiredistrict.com

Deputy Chief

John Greer

1079 Cranford Drive
Pine Hill, N.J. 08021

Contact Information

Home Phone(856) 435-5370

Cell Phone(856) 373-1168

E-Mail jgreer@pinehillfiredistrict.com

Captain

Joseph Hunter

17 Ellis Avenue
Berlin, N.J. 08009

Contact Information

Cell Phone(856) 405-2934

E-Mail jhunter@pinehillfiredistrict.com

Captain

Mathew Buchhofer

36 Willow Creek Way
Blenhiem, N.J. 08012

Contact Information

Cell Phone(609) 685-1037

E-Mail mbuchhofer@pinehillfiredistrict.com

Pine Hill Fire Department

Fire Officers 2017

Captain

Christopher Morrison

103 E. 13th Avenue
Pine Hill, N.J. 08012

Contact Information

Cell Phone(609)923-0043

E-Mail cmorrison@pinehillfiredistrict.com

Lieutenant

James Gordon Jr.

995 Cummings Avenue
Blenhiem, N.J. 08012

Contact Information

Cell Phone(856) 952-0875

E-Mail jgordonjr.@pinehillfiredistrict.com

Lieutenant

Michael Green

107 E. Clearview Avenue
Pine Hill, N.J. 08021

Contact Information

Cell Phone(609) 647-0632

E-Mail Personal mgreen9494@yahoo.com

FD mgreen@pinehillfiredistrict.com

Lieutenant

Steven V. Rabchuk

3 Pine Terrace
West Berlin, N.J. 08091

Contact Information

Cell Phone(856) 297-5555

E-Mail svrabchuk@pinehillfiredistrict.com

Lieutenant

William Rowand

1200 Erial Road
Pine Hill, N.J. 08021

Contact Information

Cell Phone(856) 229-6939

E-Mail wrowand@pinehillfiredistrict.com

Pine Hill Fire Department

Fire Prevention Bureau 2017

Fire marshal / Fire Official
Joseph Cornforth

343 Thurman Avenue
West Berlin, N.J. 08091

Contact Information

Cell Phone(856) 857-7767

E-Mail jcornforth@pinehillfiredistrict.com

Fire Inspector
Dennis Rosebaum

23 Penn road
Voorhees, N.J. 8043

Contact information

Cell Phone (609) 929-2650

E-Mail inspector@pinehillfiredistrict.com

Pine Hill Fire Department

Fire Department Administrative Officers 2017

President

Steven Rabchuk

38 West Woodburn Avenue
Pine Hill, N.J. 08021

Contact Information

Cell Phone..... (856) 297-4464

E-Mail 62president@comcast.net

Vice President

Joseph Pfeiffer

2035 Hendricks Avenue
Atco, N.J. 08004

Contact Information

Cell Phone(609) 820-0912

E-Mail pfeifferj@dvps.com

Recording Secretary

Jenifer Fediuk

306 Cleveland Avenue
West Berlin, N.J. 08091

Contact Information

Cell Phone (609) 204-8168

E-Mail Jreehle62@yahoo.com

Treasure

Shannon Waddington

707 Kayser Avenue
Pine Hill, N.J. 08021

Contact Information

Cell Phone (609)217-4573

E-Mail Wadd20@comcast.net

Financial Secretary

Tom Hassett

5 Sherri Way
Pine Hill, N.J. 08021

Contact Information

Cell Phone (609) 352 1058

E-Mail thassett@pinehillfiredistrict.com

Pine Hill Fire Department

Administrative officers 2017

Sargent at Arms
Daniel Carosiello

16 Sewell Road
Sewell, N.J. 08080
Contact Information
Cell Phone(856) 602-6452
E-Mail Firefighter853@gmail.com

Trustee
John Zuggi

25 Chestnut lane
Clementon, N.J. 08021
Contact Information
Cell Phone (609) 685-8623
E-Mail jzuggi62@verizon.net

Trustee
Steven V. Rabchuk

3 Pine Terrace
West Berlin, N.J. 08091
Contact Information
Cell Phone (856)297-5555
E-Mail svrabchuk@pinehillfiredistrict.com

Trustee
Maria Verticelli

550 Bilper Avenue Apt. 6711
Lindenwold, N.J. 08021
Contact Information
Cell (856) 726-1674
E-Mail phfd62ems257@yahoo.com

Trustee
Chuck Warrington

27 Congress Road
Pine Hill, N.J. 08021
Contact Information
Cell Phone (609) 685-1250
E-Mail cwarrington@pinehillfiredistrict.com

Pine Hill Fire Department

Administrative Officers 2017

Trustee
Nick Duvall

81 Estates Road
Pine Hill, N.J. 08021
Contact Information
Cell Phone(856) 701-7717
E-Mail firemannick21@comcast.net

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT # 1, BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY, AUTHORIZING THE AWARD OF A CONTRACT TO AIR POWER INTERNATIONAL FOR IN HOUSE CASCADE SYSTEM MAINTENANCE.

#17-11

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has determined the need for preventive maintenance and repair service to the in house cascade system, and

WHEREAS. The Board of Fire Commissioners did authorize and receive quotes for the service, and

WHEREAS. The Board of Fire Commissioners received 2 quotes and has determined that Air Power International meets the Fire District's requirements and qualifications.

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby authorized to award a contract for preventive maintenance and repair service to the in house cascade system.

BE IT FURTHER RESOLVED, that Chairman or Secretary, or their designee, is hereby authorized to sign a contract prepared in accordance with the proposal submitted by Mid Atlantic Fire and Air dated January 2017.

DATED: February 2, 2017




 Ken Davis
 Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|---------------------------|-----|----|---------|--------|
| Commissioner Davis 1 | X | | | |
| Commissioner Hassett | X | | | |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | | | | X |
| Commissioner Warrington 2 | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 2, 2017.



 Jennifer Dawson
 Business Administrator





Airpower International, Inc.

5 YEAR EXTENDED SERVICE CONTRACT!

DATE PROPOSED: 12/19/16

CONTRACT PERIOD: 3/2017 – 2/2022

PROPOSED FOR: Board of Fire Commissioners, Fire Dist. 1
Pine Hill, NJ 08021

- 1. THIS CONTRACT PROVIDES FOR TEN SERVICE CALLS IN A FIVE YEAR PERIOD. TWO PM SERVICE CALLS WILL BE PERFORMED PER YEAR. ON EACH SERVICE DATE ALL FUNCTIONS AND CONTROLS WILL BE CHECKED AND THE PROPER MAINTENANCE PERFORMED.**
- 2. INCLUDED IN THE PRICE OF THE CONTRACT IS ALL TRAVEL, MILEAGE, AND NORMAL SERVICE LABOR. "NORMAL SERVICE LABOR" IS THAT TIME WHICH IS NEEDED TO PERFORM A STANDARD PREVENTATIVE MAINTENANCE SERVICE. ANY ADDITIONAL REPAIR REQUIRED OR REQUESTED SHALL NOT FALL UNDER THE SCOPE OF THIS CONTRACT AND WILL BE BILLED AT PREVAILING RATES. (LABOR \$95.00 PER HOUR AND TRAVEL \$95.00 PER HOUR) ALSO, INCLUDED IN THE PRICE IS THE COST OF ANY MATERIALS USED IN THE COURSE OF STANDARD PREVENTATIVE MAINTENANCE. ON EACH SERVICE DATE, ALL FILTERS, FINAL COALESCER, OIL, OIL FILTER, INLET FILTER, O-RINGS, AND BACK-UP RINGS WILL BE REPLACED. ANY ADDITIONAL PARTS SHALL BE BILLED ON A PER ITEM BASIS (I.E. GAUGES, VALVES, REGULATOR PARTS, PISTONS, RINGS ETC.)**
- 3. ALSO INCLUDED ARE FIVE FREE EMERGENCY CALLS, IF THE NEED SHOULD ARISE. (INCLUDES TRAVEL TIME ROUND TRIP AND UP TO ONE HOUR ON SITE, PARTS ARE ADDITIONAL). *ONE PER YEAR.**

**FIRST RESPONDER JOINT INSURANCE FUND
INDEMNITY AND TRUST RENEWAL AGREEMENT**

17-12

THIS AGREEMENT, made this 2nd day of February, 201⁷6, in the County of Camden, State of New Jersey, by and between the FIRST Responder Joint Insurance Fund, hereinafter referred to as "**Fund**", and the Governing Body of **Pinehill Fire Dist. #1**, hereinafter referred to as "**Local Unit**"; and

WHEREAS, the **Fund** seeks to provide its members with insurance coverage; and


WHEREAS, two or more Local Units have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 40A:10-36 *et. seq.* and the regulations promulgated pursuant thereto; and

WHEREAS, the **Local Unit** has resolved to renew said membership.

NOW, THEREFORE, it is agreed as follows:

1. The **Local Unit** hereby renews its membership in the **Fund** for a three (3) year, beginning January 1, 2017 and ending January 1, 2020 at 12:01 a.m. eastern standard time.
2. The **Local Unit** hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the **Fund** and as from time to time amended and altered by the **Fund** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were executed contemporaneously herewith.
3. The **Local Unit** agrees to be a participating member of the **Fund** for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. The **Local Unit** agrees that as a member of the FIRST Responder Joint Insurance Fund the **Local Unit** must purchase all types of coverages offered by the **Fund** which are applicable to the **Local Unit**.
5. In consideration of renewal of membership in the **Fund**, the **Local Unit** agrees that for those types of insurance in which it participates, the **Local Unit** shall jointly and severally assume and discharge the liability of each and every member of the **Fund** all of whom, as a condition of membership in the **Fund**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Local Unit** is pledged to the punctual payment of any sums which shall become due to the **Fund** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.

6. If the **Fund**, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Local Unit** agrees to reimburse the **Fund** for all such reasonable expenses, fees and costs on demand.
7. The **Local Unit** and the **Fund** agree that the **Fund** shall hold all monies paid by the **Local Unit** to the **Fund** as fiduciaries for the benefit of **Fund** claimants all in accordance with applicable statutes and/or regulations.
8. The **Fund** shall establish and maintain Trust Accounts in accordance with N.J.A.C. 11:15-2.13 and such other statutes and regulations as may be applicable.
9. Each **Local Unit** that becomes a member of the **Fund** shall be obligated to execute this Agreement.
10. The Fund Commissioner designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

By: 
Pinehill Fire Dist. #1 - Authorized Signature *Kenneth Davis - Secretary*

By: _____
FIRST Responder Joint Insurance Fund – Authorized Signature

**FIRST RESPONDER JOINT INSURANCE FUND
INDEMNITY AND TRUST RENEWAL AGREEMENT**

17-12

THIS AGREEMENT, made this 2nd day of February, 2017, in the County of Camden, State of New Jersey, by and between the FIRST Responder Joint Insurance Fund, hereinafter referred to as "Fund", and the Governing Body of Pinehill Fire Dist. #1, hereinafter referred to as "Local Unit"; and

WHEREAS, the Fund seeks to provide its members with insurance coverage; and


WHEREAS, two or more Local Units have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 40A:10-36 *et. seq.* and the regulations promulgated pursuant thereto; and

WHEREAS, the Local Unit has resolved to renew said membership.

NOW, THEREFORE, it is agreed as follows:

1. The Local Unit hereby renews its membership in the Fund for a three (3) year, beginning January 1, 2017 and ending January 1, 2020 at 12:01 a.m. eastern standard time.
2. The Local Unit hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the Fund and as from time to time amended and altered by the Fund and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were executed contemporaneously herewith.
3. The Local Unit agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. The Local Unit agrees that as a member of the FIRST Responder Joint Insurance Fund the Local Unit must purchase all types of coverages offered by the Fund which are applicable to the Local Unit.
5. In consideration of renewal of membership in the Fund, the Local Unit agrees that for those types of insurance in which it participates, the Local Unit shall jointly and severally assume and discharge the liability of each and every member of the Fund all of whom, as a condition of membership in the Fund, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the Local Unit is pledged to the punctual payment of any sums which shall become due to the Fund in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.

6. If the **Fund**, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Local Unit** agrees to reimburse the **Fund** for all such reasonable expenses, fees and costs on demand.
7. The **Local Unit** and the **Fund** agree that the **Fund** shall hold all monies paid by the **Local Unit** to the **Fund** as fiduciaries for the benefit of **Fund** claimants all in accordance with applicable statutes and/or regulations.
8. The **Fund** shall establish and maintain Trust Accounts in accordance with N.J.A.C. 11:15-2.13 and such other statutes and regulations as may be applicable.
9. Each **Local Unit** that becomes a member of the **Fund** shall be obligated to execute this Agreement.
10. The **Fund** Commissioner designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

By: 
Pinehill Fire Dist. #1 - Authorized Signature Kenneth Davis - Secretary

By: 
FIRST Responder Joint Insurance Fund - Authorized Signature

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL TO APPLY FOR A FY 2016 STAFFING FOR ADEQUATE
FIRE AND EMERGENCY RESPONSE (SAFER)

17-13

WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need to seek federal funding through a Assistance to Firefighters Grant Program for staff funding;

WHEREAS. The Board agrees that Pine Hill Fire District #1 is seeking funds for the employment of 1 Career staff and;

WHEREAS. The Board agrees to provide the required 35% cost match of \$29,453.76 for the above listed equipment if the grant is awarded.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 that the proper officers be and are hereby authorized to submit the application of a FY 2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant..

DATED: February 2, 2017

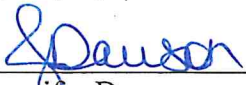


Kenneth Davis
Commission Secretary

Record of Vote:

| Members | Yes | No | Abstain | Absent |
|---------------------------------|-----|----|---------|--------|
| Commissioner Davis <i>2nd</i> | X | | | |
| Commissioner Hassett <i>1st</i> | X | | | |
| Commissioner Waddington | X | | | |
| Commissioner Wakeley | | | | X |
| Commissioner Warrington | X | | | |

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 2, 2017.



Jennifer Dawson
Business Administrator



FIRE DISTRICT #1
BOROUGH OF PINE HILL
#17-14
RESOLUTION
FOR CLOSED SESSION

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

DATED: 2/2/17



Kenneth Davis
Commission Secretary

I, Jennifer Dawson do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 2, 2017.



Jennifer Dawson
Business Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#17-15

WHEREAS, Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designed the manner in which the time in which, salaries, wages or other compensation for services should be paid.

NOW THEREFORE, It is herein resolved and approved that the checks as issued by the Fire District for payment of claims shall be signed by (3) Commissioners in order to comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | | X | | | |
| Wakeley | | X | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary



KD:jzd

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 9841 to 9858
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

| Check # | Check Date | Vendor | Amount Paid | Reconciled/Void | Ref Num |
|---------|------------|-----------------------------------|-------------|-----------------|---------|
| 9841 | 03/02/17 | AMER1 AMERIHEALTH INS CO OF N.J. | 6,303.88 | | 1024 |
| 9842 | 03/02/17 | BREAK001 The Breaker Group, Inc. | 11,500.00 | | 1024 |
| 9843 | 03/02/17 | CASH1 Petty Cash | 138.95 | | 1024 |
| 9844 | 03/02/17 | COLOR005 Color Source Inc. | 300.00 | | 1024 |
| 9845 | 03/02/17 | COMCA005 Comcast | 540.19 | | 1024 |
| 9846 | 03/02/17 | COU01 Courier Post | 121.08 | | 1024 |
| 9847 | 03/02/17 | DC001 DAVID F. CARLAMERE | 375.00 | | 1024 |
| 9848 | 03/02/17 | FSS01 FIRE & SAFETY SERVICE, LTD | 9.49 | | 1024 |
| 9849 | 03/02/17 | HALE01 HALE TRAILER BRAKE & WHEEL | 20.54 | | 1024 |
| 9850 | 03/02/17 | HBC03 HORIZON BCBS OF NEW JERSEY | 296.56 | | 1024 |
| 9851 | 03/02/17 | LR001 LOUIS ROSNER | 893.74 | | 1024 |
| 9852 | 03/02/17 | OB001 OFFICE BASICS, INC. | 220.87 | | 1024 |
| 9853 | 03/02/17 | PAUL1 Pauls Custom Awards, Inc. | 135.00 | | 1024 |
| 9854 | 03/02/17 | PHH01 PINE HILL HARDWARE, INC. | 143.42 | | 1024 |
| 9855 | 03/02/17 | SJW01 S.J.welding Supply, Inc. | 42.78 | | 1024 |
| 9856 | 03/02/17 | SLLLC001 Santander Leasing LLC | 55,489.72 | | 1024 |
| 9857 | 03/02/17 | TG001 TOWNSHIP OF GLOUCESTER | 1,829.94 | | 1024 |
| 9858 | 03/02/17 | TTU01 THIS & THAT UNIFORMS | 441.00 | | 1024 |

| Report Totals | <u>Paid</u> | <u>Void</u> | <u>Amount Paid</u> | <u>Amount Void</u> |
|-----------------|-------------|-------------|--------------------|--------------------|
| Checks: | 18 | 0 | 78,802.16 | 0.00 |
| Direct Deposit: | 0 | 0 | 0.00 | 0.00 |
| Total: | 18 | 0 | 78,802.16 | 0.00 |

| Totals by Year-Fund Fund Description | Fund | Budget Total | Revenue Total | G/L Total | Total |
|---|------|------------------|---------------|-------------|------------------|
| GENERAL | 6-GN | 2,345.74 | 0.00 | 0.00 | 2,345.74 |
| GENERAL | 7-GN | 76,456.42 | 0.00 | 0.00 | 76,456.42 |
| Total of All Funds: | | <u>78,802.16</u> | <u>0.00</u> | <u>0.00</u> | <u>78,802.16</u> |

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

| PO # | PO Date | Vendor | PO Description | Status | Amount | Void Amount | PO Type |
|----------|----------|----------|--------------------------------|--------------------------------|--------|-------------|---------|
| 17-00043 | 02/14/17 | WB MASON | W.B.MASON | Ink for Election Mailings | Open | 334.96 | 0.00 |
| 17-00044 | 02/14/17 | STAP001 | Staples Advantage | Ink for Election Mailing | Open | 335.96 | 0.00 |
| 17-00048 | 02/22/17 | CCH01 | CAMDEN COUNTY HERO SCHOLARSHIP | Hero Scholarship Dinner | Open | 240.00 | 0.00 |
| 17-00049 | 02/22/17 | NJSAFD01 | NJ Assoc. of Fire Districts | 2017 Dues | Open | 300.00 | 0.00 |
| 17-00050 | 02/22/17 | CCFC2 | CC FIRE CHIEFS & OFFICERS ASSO | Annual Installation Dinner | Open | 160.00 | 0.00 |
| 17-00051 | 02/22/17 | DLF01 | DeLAGE LANDEN FINANCIAL | March Copier Lease | Open | 135.00 | 0.00 |
| 17-00052 | 02/22/17 | SAFET005 | Safety & Survival Training LLC | Elevator Rescue Operations | Open | 1,700.00 | 0.00 |
| 17-00054 | 02/23/17 | CBE01 | The Camden County Treasurer | Election Overtime and Process. | Open | 245.00 | 0.00 |
| 17-00056 | 02/24/17 | OB001 | OFFICE BASICS, INC. | Misc Office Supplies | Open | 245.61 | 0.00 |
| 17-00057 | 02/24/17 | TTU01 | THIS & THAT UNIFORMS | Misc Uniforms | Open | 290.00 | 0.00 |
| 17-00060 | 02/28/17 | OB001 | OFFICE BASICS, INC. | Book Ends - Chief | Open | 12.69 | 0.00 |
| 17-00062 | 02/28/17 | JC000001 | John Carlin | Fit Test Mandatory State Requi | Open | 150.00 | 0.00 |
| 17-00063 | 03/02/17 | VERIZ005 | Verizon wireless | March Mobile Phones | Open | 383.81 | 0.00 |
| 17-00064 | 03/02/17 | SJW01 | S.J.welding Supply, Inc. | February Cylindar Rental | Open | 38.64 | 0.00 |

Total Purchase Orders: 14 Total P.O. Line Items: 0 Total List Amount: 4,571.67 Total Void Amount: 0.00

March 2, 2017
05:11 PM

PINE HILL FIRE DISTRICT #1
Check Register By Check Id

Page No: 1

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 9859 to 9863
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

| Check # | Check Date | Vendor | Amount Paid | Reconciled/Void | Ref Num |
|---------|------------|--------------------------------------|-------------|-----------------|---------|
| 9859 | 03/02/17 | CBE01 The Camden County Treasurer | 245.00 | | 1025 |
| 9860 | 03/02/17 | CCFC2 CC FIRE CHIEFS & OFFICERS ASSO | 160.00 | | 1025 |
| 9861 | 03/02/17 | CCH01 CAMDEN COUNTY HERO SCHOLARSHIP | 240.00 | | 1025 |
| 9862 | 03/02/17 | NJSAFD01 NJ Assoc. of Fire Districts | 300.00 | | 1025 |
| 9863 | 03/02/17 | VERIZ005 Verizon Wireless | 383.81 | | 1025 |

| Report Totals | <u>Paid</u> | <u>Void</u> | <u>Amount Paid</u> | <u>Amount Void</u> |
|-----------------|-------------|-------------|--------------------|--------------------|
| Checks: | 5 | 0 | 1,328.81 | 0.00 |
| Direct Deposit: | 0 | 0 | 0.00 | 0.00 |
| Total: | 5 | 0 | 1,328.81 | 0.00 |

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**APPOINTMENT OF FIRE OFFICIAL
#17-16**

WHEREAS, There exist a need for a **FIRE OFFICIAL** for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Joseph Cornforth meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Joseph Cornforth be and is hereby appointed the Fire Official for the Board of Fire Commissioners for the period March 2, 2017 through March Reorganization 2020, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary



KD:jzd

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**APPOINTMENT OF VOLUNTEER FIRE CHIEF
#17-17**

WHEREAS, The Board has determined the need for a Volunteer Fire Chief for the Volunteer Fire Company providing fire fighting and prevention service to the Fire District, and

WHEREAS, The Volunteer Fire Company and the Board of Fire Commissioners have agreed that the Fire Chief shall be appointed by the Fire District for service within the Fire Company and to provide supervision over fire emergency response by volunteer and career fire fighters, and

WHEREAS, The Board has determined that William Dukes meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners That William Dukes be and is hereby appointed as Volunteer Fire Chief for the Board of Fire Commissioners for the period March 2, 2017 through March 1, 2018, to perform the services required by the Board.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary

KD:jzd



BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**APPOINTMENT OF FIRE ADMINISTRATOR
#17-18**

WHEREAS, There exist a need for a FIRE ADMINISTRATOR for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that William D. Dukes meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that William D. Dukes be and is hereby appointed the Fire Administrator for the Board of Fire Commissioners for the period of March 2, 2017 to March 1, 2018, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary

KD:jzd



BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

APPOINTMENT OF FIRE INSPECTOR
#17-19

WHEREAS, There exist a need for FIRE INSPECTOR services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Dennis Rosenbaum meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Dennis Rosenbaum be and is hereby appointed FIRE INSPECTOR for the Board of Fire Commissioners for the period March 2, 2017 through March 1, 2018, to perform the services required by the Board, and to receive such compensation as may be reasonable for such services.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary

KD:jzd



BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**CASH MANAGEMENT PLAN
#17-20**

WHEREAS, N.J.S.A. 40A:5-14 mandates that the Governing Body shall, by Resolution passed by a majority of the membership thereof, approve a Cash Management Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Pine Hill Fire District #1 as follows:

1. The attached Cash Management Plan will guide the investment of idle funds of the Pine Hill Fire District #1.
2. The attached Cash Management Plan includes a policy Statement to guide its implementation.
3. The Fire District Administrator will administer the plan.
4. The Plan is subject to annual audit; and

BE IT FURTHER RESOLVED that a certified copy of this resolution with Cash Management Plan attached shall be forwarded to the following:

- A. The Board of Fire Commissioners
- B. The Auditor
- C. All appropriate depositories

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | | ✓ | ✗ | | | |
| Hassett | ✗ | | ✗ | | | |
| Wakeley | | | ✗ | | | |
| Warrington | | | | | | ✗ |
| Waddington | | | ✗ | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,

Kenneth Davis
Commission Secretary
KD:jzd




**CASH MANAGEMENT PLAN
OF
THE PINE HILL FIRE DISTRICT #1
COUNTY OF CAMDEN
NEW JERSEY**

I STATEMENT OF PURPOSE

This Cash Management Plan (the 'plan') has been prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for deposits ('deposits') and permitted investments ('investments') of certain public funds of the Pine Hill Fire District #1, pending the use of such funds for the intended purposes. The plan is intended to assure that all such public funds are deposited in interest bearing accounts or permitted investments. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be made in a manner intended to insure the safety and preservation of principal value, the liquidity (regarding its availability for the intended purpose) and the maximum investment return within such limits. The plan is intended to insure that any deposit or permitted investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such deposits or permitted investments.

II IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan is intended to cover the deposit and or investment of the following governmental fund types and accounts of the Pine Hill Fire District #1 as follows:

General Fund
Special Revenue Fund
Debt Service Fund
Capital Projects Fund
General Long-Term Debt Account Group

**III DESIGNATION OF OFFICIALS OF THE PINE HILL FIRE DISTRICT #1
AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER
THE PLAN**

The Fire District Administrator of the Pine Hill Fire District #1 shall be charged with the administering of this plan. The Fire District Administrator shall monitor all deposits and investments for consistency with this plan. No person shall engage in an investment transaction involving Pine Hill Fire District #1 funds except as directed or authorized by the Fire District Administrator. Prior to making such deposits or permitted investments, all authorized depositories or investment facilities shall be supplied with a written copy of this plan, which shall be acknowledged in writing by such parties and a copy of such acknowledgement shall be kept on file with the Fire District.

The Fire District Administrator shall be permitted to perform transfers of funds between accounts utilizing the internet services provided by the local bank.

IV DESIGNATION OF DEPOSITORIES

Any New Jersey Financial Institution eligible under the Governmental Unit Deposit Protection Act

**V DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH
WHOM THE DESIGNATED OFFICIALS MAY DEAL**

N/A

VI AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

VI AUTHORIZED INVESTMENTS (CONT'D)

- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the schools district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4) or;
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236(C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed

For the purposes of the above language, the term “local government investment pool” shall have the following definitions:

Local Government Investment Pool: An investment pool:

- (a) which is managed in accordance with 17 C.F.R., sec. 270.2a-7:
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;

VI AUTHORIZED INVESTMENTS (CONT'D)

- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-
- (d) 7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (e) which is in compliance with rules adopted pursuant to the "Administrative" Procedure Act", P.L. 1968, c.410 (c52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (f) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (g) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.I. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VII SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Pine Hill Fire District #1, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution, in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Pine Hill Fire District #1 to assure that there is no

VII SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN (CONT'D)

unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any method to insure that such Permitted Investments are either received by the

Pine Hill Fire District #1 or by a third party custodian prior to or upon the release of the Pine Hill Fire District #1's funds.

To assure that all parties with whom the Pine Hill Fire District #1 deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the fire department.

VIII REPORTING REQUIREMENTS

Each month during which this Plan is in effect, the Fire District Administrator shall supply to the governing body of the Pine Hill Fire District #1 a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Pine Hill Fire District #1 as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Pine Hill Fire District #1.

IX TERM OF PLAN

This Plan shall be in effect from the date of this resolution to March 2, 2017. Attached to this Plan is a Resolution of the governing body of the Pine Hill Fire District #1 approving this Plan for such period of time. This Plan may be amended from time to time. To the extent that any amendment is adopted by the Commissioners, the Designated Officials are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

OFFICIAL DEPOSITORY
#17-21

WHEREAS, There exists a need for the services of a bank for the deposit of the funds of the Fire District.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that the Audubon Savings Bank be and is hereby named to provide the Banking Services for the Fire District.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | | | | X | |
| Wakeley | | X | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary

KD:jzd



BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

OFFICIAL PUBLICATION
#17-22

WHEREAS, There exists a need for the services of an Official Newspaper for publishing of legal notices for the Fire District.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that the The Courier Post be and is hereby named to provide the Official Publication for the Fire District.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | | | X | | | |
| Hassett | X | | X | | | |
| Wakeley | | X | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary

KD:jzd



BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**FUND COMMISSIONERS FOR 1ST RESPONDER JOINT INSURANCE FUND
#17-23**

WHEREAS, There exists a need for a Fund Commissioner and an Alternate Fund Commissioner to the First Responder Joint Insurance Fund,

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that, Thomas Hassett be appointed as the Fund Commissioner and, William Dukes be appointed as the Alternate Commissioner to the First Responder Joint Insurance Fund, and

BE IT FURTHER RESOLVED that copies of this resolution will be forwarded to each Fund Commissioner and to the First Responder Joint Insurance Fund.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | | ✗ | ✗ | | | |
| Hassett | | | ✗ | | | |
| Wakeley | ✗ | | ✗ | | | |
| Warrington | | | | | | ✗ |
| Waddington | | | ✗ | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary



KD:jzd

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING PROFESSIONAL SERVICES CONTRACT SOLICITOR
#17-24**

WHEREAS, There exist a need for Solicitor Services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

WHEREAS, Said contract for professional services is not subject to the provisions of N.J.S.A.19:44a-20.4 et seq. as said contract is valued less than \$17,500.00, and

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that DAVID F. CARLAMERE ESQ., be and is hereby appointed to provide SOLICITOR services for the Board of Fire Commissioners for the period March 2, 2017 through March 1, 2018 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That a copy of this resolution shall be published as required by law.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | V | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary



KD:jzd

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING OF PROFESSIONAL SERVICES CONTRACT AUDITO
#17-25**

WHEREAS, There exist a need for AUDITING services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

WHEREAS, Said contract for professional services is not subject to the provisions of N.J.S.A.19:44a-20.4 et seq. as said contract is valued less than \$17,500.00 and

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Michael J. Welding of Bowman & Company be and is hereby appointed AUDITOR for the Board of Fire Commissioners for the period March 2, 2017 through March 1, 2018 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That a copy of this resolution shall be published as required by law.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,


Kenneth Davis
Commission Secretary



KD:jzd

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING OF PROFESSIONAL SERVICES CONTRACT
INSURANCE CONSULTANT
#17-26**

WHEREAS, There exist a need for INSURANCE CONSULTANT services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

WHEREAS, Said professional appointment is not subject to N.J.S.A.19:44a-20.4 et seq. as said contract is valued less than \$17,500.00, and

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Hardenbergh Insurance Group, be and is hereby appointed to provide INSURANCE CONSULTANT services for the Board of Fire Commissioners for the period March 3, 2016 thought March 2, 2017, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a “Professional Service” under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That a copy of this resolution shall be published as required by law.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary
KD:jzd



BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING PROFESSIONAL SERVICES CONTRACT MEDICAL PROVIDER
#17-27**

WHEREAS, There exist a need for Medical Services, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

WHEREAS, Said professional appointment is not subject to N.J.S.A.19:44a-20.4 et seq., as the appointment is not in excess of \$17,500.00.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Interstate Mobile Care, be and is hereby appointed Medical Provider for the Board of Fire Commissioners for the period March 2, 2017 through March 1, 2018, to perform professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That a copy of this resolution shall be published as required by law.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,


Kenneth Davis
Commission Secretary



KD:jzd

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING PROFESSIONAL SERVICES CONTRACT FOR
MEDICAL INSURANCE CONSULTANT
#17-28**

WHEREAS, There exist a need for Insurance Consultant for medical and dental plan services for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Brown and Brown Benefit Advisors meets the requirements established by the Board of Fire Commissioners.

WHEREAS, Said professional appointment is not subject to N.J.S.A. 19:44A-20, as the appointment is not compensated by the Fire District.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Brown and Brown Benefit Advisors, be and is hereby appointed Insurance Consultant to perform the services required by the Board for the period March 2, 2017 through March 1, 2018, and to receive such compensation as may be reasonable for such services.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary
KD:jzd



BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**AWARDING PROFESSIONAL SERVICES CONTRACT FOR
COMPUTER MAINTENANCE
#17-29**

WHEREAS, There exist a need for Computer Maintenance for the Fire District, and

WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that The Breaker Group meets the requirements established by the Board of Fire Commissioners.

WHEREAS, Said professional appointment is not subject to N.J.S.A. 19:44A-20, as the appointment is not compensated by the Fire District.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Brown and Brown Benefit Advisors, be and is hereby appointed Insurance Consultant to perform the services required by the Board for the period March 2, 2017 through March 1, 2018, and to receive such compensation as may be reasonable for such services.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | X | | X | | | |
| Hassett | | X | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | X |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary
KD:jzd



BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**CONFIRMING SALARY FOR FIRE COMMISSIONERS
AND EMPLOYEES OF THE FIRE DISTRICT
#17-30**

WHEREAS, The Board of Fire Commissioners did establish certain salary for Fire Commissioners and employees of the Fire District as part of the year 2017 budget approval process, and

WHEREAS, said year 2017 budget has received New Jersey Department of Community Affairs, Local Finance Board and voter approval, and

WHEREAS, The board desires to confirm the established salary for Fire Commissioners and District employees.

NOW THEREFORE, It is herein resolved and approved as follows:

| <u>Position</u> | <u>Annual Salary</u> |
|------------------------|-------------------------------|
| Commissioner | 2,400.00 |
| Fire Official | 6,500.00 |
| Fire Inspector | 3,000.00 |
| Fire Official Clerk | 1,000.00 |
| Fire Administrator | 50,000.00 |
| Business Administrator | 44,147.00 |
| Captain | Amount per 2014-2017 Contract |
| Firefighter | Amount per 2014-2017 Contract |

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | | X | X | | | |
| Hassett | X | | X | | | |
| Wakeley | | | X | | | |
| Warrington | | | | | | |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,

Kenneth Davis
Commission Secretary

KD:jzd

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

COMMISSIONER MEETING 2017 SCHEDULE
#17-31

WHEREAS, The Board of Fire Commissioners has determined to set regular scheduled meetings for the year.

NOW THEREFORE, it is herein resolved and approved that the following is the schedule of meetings for the year.

REGULAR MEETINGS

| | |
|-------------------|-----------|
| APRIL 6, 2017 | 7:30 P.M. |
| MAY 4, 2017 | 7:30 P.M. |
| JUNE 1, 2017 | 7:30 P.M. |
| JULY 6, 2017 | 7:30 P.M. |
| AUGUST 3, 2017 | 7:30 P.M. |
| SEPTEMBER 7, 2017 | 7:30 P.M. |
| OCTOBER 5, 2017 | 7:30 P.M. |
| NOVEMBER 2, 2017 | 7:30 P.M. |
| DECEMBER 7, 2017 | 7:30 P.M. |
| JANUARY 4, 2018 | 7:30 P.M. |
| FEBRUARY 1, 2018 | 7:30 P.M. |
| MARCH 1, 2018 | 7:30 P.M. |

Set for the FIRST THURSDAY of each month, at 7:30 p.m. All meetings will be held at Pine Hill Fire Dept., 1109 Erial Rd., Pine Hill, NJ.

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary

KD:jzd

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL REGULAR, WORK SESSION
AND SPECIAL MEETINGS OF THE BOARD OF FIRE COMMISSIONERS
#17-32**

WHEREAS, The Board of Fire Commissioners, Fire District #1 of the Borough of Pine Hill desires to establish standard rules of order and regulations for public participation at Fire Commission meetings for the purpose of promoting efficiency and a fair opportunity for public comment on issues and concerns when meetings are open to the public, and to assure that the business of the Fire Commission can be conducted within a reasonable time, and

WHEREAS, in order to assure that appropriate decorum is maintained during meetings when a member of the public comments to the Board of Fire Commissioners, it is necessary to establish reasonable guidelines.

NOW THEREFORE, be it RESOLVED by the Board of Fire Commissioners of the Borough of Pine Hill as follows:

- a) The Board of Fire Commissioners hereby sets a reasonable time limitation for each speaker when any portion of the meeting is open for public participation. Each speaker shall be limited to five (5) minutes per speaker with a limit of two speaking opportunities. The two (2) per person speaking opportunity shall not be consecutive so as to allow other members of the public to make an appropriate speaking opportunity presentation to the Board. When each person who desires to speak at the public meeting has had an opportunity to address the Board, a person may be recognized for a second speaking opportunity. The second speaking opportunity is also limited to five minutes. The practice of yielding time to or borrowing time from others is not permitted.
- b) Foul, vulgar or course language shall not be tolerated.
- c) At the discretion of Chairman of the Board of Fire Commissioners, with the consent of the majority of Board members present, on issues being presented, this time limitation may be relaxed or extended from time to time and such extension, relaxation or suspension of time limitation shall not constitute a binding precedent for other speakers on other issues.
- d) Large groups on single issues are urged to select a spokesperson to present their concerns.
- e) Any desired question to specific members of the Board shall be directed to the Board Chairman for recognition of specific Board members. The intent is to avoid a "back and forth" exchange. Board Members may or may not respond to any public presentment after there has been a completion of the public speakers presentment.

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on March 2, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary
KD:jzd

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#17-33

WHEREAS, Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designed the manner in which the time in which, salaries, wages or other compensation for services should be paid.

NOW THEREFORE, It is herein resolved and approved that the checks as issued by the Fire District for payment of claims shall be signed by (3) Commissioners in order to comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | | | | | | X |
| Hassett | | | X | | | |
| Wakeley | | X | X | | | |
| Warrington | X | | X | | | |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on April 6, 2017.

Respectfully Submitted,



Kenneth Davis
Commission Secretary

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

| PO # | PO Date | Vendor | PO Description | Status | Amount | Void Amount | PO Type |
|----------|----------|----------|---------------------------------|--------------------------------|--------|-------------|---------|
| 16-00353 | 12/29/16 | PSU | PUBLIC SAFETY UNLIMITED, LLC | Jackets | Open | 204.00 | 0.00 |
| 17-00036 | 02/03/17 | KYOCE005 | Kyocera Document Sol. America | New Copier | Open | 134.84 | 0.00 |
| 17-00043 | 02/14/17 | WB MASON | W.B.MASON | Ink for Election Mailings | Open | 334.96 | 0.00 |
| 17-00044 | 02/14/17 | STAP001 | Staples Advantage | Ink for Election Mailing | Open | 335.96 | 0.00 |
| 17-00051 | 02/22/17 | DLF01 | DeLAGE LANDEN FINANCIAL | Lanier Copier Lease | Open | 405.00 | 0.00 |
| 17-00052 | 02/22/17 | SAFET005 | Safety & Survival Training LLC | Elevator Rescue Operations | Open | 1,700.00 | 0.00 |
| 17-00056 | 02/24/17 | OB001 | OFFICE BASICS, INC. | Misc Office Supplies | Open | 245.61 | 0.00 |
| 17-00057 | 02/24/17 | TTU01 | THIS & THAT UNIFORMS | Misc Uniforms | Open | 290.00 | 0.00 |
| 17-00058 | 02/24/17 | DC001 | DAVID F. CARLAMERE | Professional Service | Open | 375.00 | 0.00 |
| 17-00060 | 02/28/17 | OB001 | OFFICE BASICS, INC. | Book Ends - Chief | Open | 12.69 | 0.00 |
| 17-00062 | 02/28/17 | JC000001 | John Carlin | Fit Test Mandatory State Requi | Open | 150.00 | 0.00 |
| 17-00064 | 03/02/17 | SJW01 | S.J.welding Supply, Inc. | February Cylinder Rental | Open | 38.64 | 0.00 |
| 17-00065 | 03/06/17 | RCGFA01 | Rowan College | NFA Health and Safety Program | Open | 120.00 | 0.00 |
| 17-00066 | 03/06/17 | JFI01 | JOSEPH FAZZIO, INC. | Stainless Steel Pieces | Open | 147.22 | 0.00 |
| 17-00067 | 03/08/17 | NAT01 | Nat Alexander Company | Badges | Open | 849.00 | 0.00 |
| 17-00069 | 03/10/17 | BCF01 | BURLINGTON COUNTY ESTC-BCIT | Flashover Simulator Training | Open | 700.00 | 0.00 |
| 17-00070 | 03/16/17 | INTELLI | INTELLICORP RECORDS INC. | Background Check - Flemming | Open | 51.75 | 0.00 |
| 17-00071 | 03/17/17 | GR001 | GRAINGER | Binder Holders | Open | 49.54 | 0.00 |
| 17-00072 | 03/17/17 | NAT01 | Nat Alexander Company | Pelican Charger Repairs | Open | 102.00 | 0.00 |
| 17-00073 | 03/17/17 | PHFD1 | PINE HILL FIRE DEPT. | March and April Building Lease | Open | 16,436.82 | 0.00 |
| 17-00074 | 03/17/17 | PHP01 | Pine Hill Printing, Inc. | Envelopes and Note Cards | Open | 510.00 | 0.00 |
| 17-00075 | 03/17/17 | PHG01 | PINE HILL AUTO REPAIR | FM Repairs | Open | 952.62 | 0.00 |
| 17-00076 | 03/21/17 | GEORG005 | George K. Baker Electrical | Compressor Electric | Open | 230.00 | 0.00 |
| 17-00077 | 03/22/17 | CCFC2 | CC FIRE CHIEFS & OFFICERS ASSO | Academy Monument and Memorial | Open | 50.00 | 0.00 |
| 17-00078 | 03/22/17 | FIR001 | First Responder JIF | Second Installment Assessment | Open | 25,065.00 | 0.00 |
| 17-00079 | 03/22/17 | AMER1 | AMERIHEALTH INS CO OF N.J. | April Health Insurance | Open | 6,303.88 | 0.00 |
| 17-00080 | 03/22/17 | HBC03 | HORIZON BCBS OF NEW JERSEY | April Dental Insurance | Open | 296.56 | 0.00 |
| 17-00081 | 03/22/17 | TG001 | TOWNSHIP OF GLOUCESTER | February Fuel Bill | Open | 547.77 | 0.00 |
| 17-00082 | 03/23/17 | CCC01 | CAMDEN COUNTY COLLEGE | Vehicle Extrication I | Open | 195.00 | 0.00 |
| 17-00083 | 03/27/17 | KYOCE005 | Kyocera Document Sol. America | March 15-April 15 Copier Lease | Open | 134.84 | 0.00 |
| 17-00084 | 03/27/17 | TTU01 | THIS & THAT UNIFORMS | Garrison Belt and Pants | Open | 56.00 | 0.00 |
| 17-00085 | 03/27/17 | PRP01 | WITMER PUBLIC SAFETY GROUP, INC | Zico Hangle | Open | 75.99 | 0.00 |
| 17-00086 | 03/27/17 | JFS01 | JERSEY FIRE & SAFETY PRODUCTS | Gloves | Open | 260.92 | 0.00 |
| 17-00087 | 03/27/17 | OB001 | OFFICE BASICS, INC. | Misc Office Supplies | Open | 268.10 | 0.00 |
| 17-00088 | 03/27/17 | NAT01 | Nat Alexander Company | Misc Supplies | Open | 551.00 | 0.00 |
| 17-00089 | 03/27/17 | STAP001 | Staples Advantage | toner | Open | 74.99 | 0.00 |
| 17-00090 | 03/27/17 | PHM001 | Pine Hill Market Inc | Snow Standby | Open | 221.57 | 0.00 |
| 17-00092 | 03/27/17 | COMCA005 | Comcast | April Comcast Bill | Open | 309.60 | 0.00 |
| 17-00093 | 03/27/17 | EF001 | ECHELON FORD | Latch | Open | 54.57 | 0.00 |
| 17-00094 | 03/27/17 | CASH1 | Petty Cash | Jen's Petty Cash | Open | 85.34 | 0.00 |
| 17-00095 | 03/30/17 | WDS00001 | William Dukes, Sr. | Reimb Money Recieved in error | Open | 2,897.40 | 0.00 |
| 17-00096 | 04/03/17 | VERIZ005 | Verizon wireless | April Mobile Phones | Open | 414.62 | 0.00 |
| 17-00097 | 04/03/17 | STAP001 | Staples Advantage | P Touch Tape | Open | 31.49 | 0.00 |
| 17-00098 | 04/03/17 | HALE01 | HALE TRAILER BRAKE & WHEEL | Misc Supplies | Open | 116.92 | 0.00 |
| 17-00099 | 04/03/17 | SJW01 | S.J.welding Supply, Inc. | April Cylinder Rental | Open | 42.78 | 0.00 |
| 17-00100 | 04/03/17 | COU01 | Courier Post | Advertising | Open | 146.32 | 0.00 |

Total Purchase Orders: 46 Total P.O. Line Items: 0 Total List Amount: 62,576.31 Total Void Amount: 0.00

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**SHARED SERVICE WITH COUNTY OF CAMDEN TO BECOME A MEMBER OF
THE CAMDEN COUNTY RIM SHARED SERVICES PROGRAM
#17-34**

WHEREAS, the Board of Fire Commissioners, Fire District #, Borough of Pine Hill, County of Camden, would like to become of a member of the Camden County RIM Shared Services Program; and

WHEREAS, the Board of Fire Commissioners for Fire District #1 is prepared to enter into the Shared service agreement for RecordMine/Rim recordkeeping services; and

WHEREAS, the State of New Jersey has defined the procedures for the execution of any agreement, and the Agreement between Pine Hill Fire District #1 and The County of Camden shall be governed by the Shared Services Act, *N.J.S.A 40A:651 et seq* and the Local Public Contracts Law, *N.J.S.A 40A11-1 et seq*.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners, Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey, to enter into a shared service agreement with The County of Camden for recordkeeping services.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | | | | | | X |
| Hassett | | | X | | | |
| Wakeley | | X | X | | | |
| Warrington | X | | X | | | |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on April 6, 2017.

Respectfully Submitted,

Kenneth Davis
Commission Secretary

KD:jzd



Office of County Counsel
Christopher A. Orlando
County Counsel
Howard L. Goldberg
First Assistant County Counsel

Assistant County Counsel
Antonieta Paiva Rinaldi
Catherine Binowski
Laura J. Paffenroth
Anne E. Walters
William H. Kenney
Emeshe Arzón
Matthew V. White

Camden County



New Jersey

Courthouse, 14th Floor
520 Market Street
Camden, New Jersey 08102-1375
phone 856.225.5543
fax 856.756.2244
www.camdencounty.com
counsel@camdencounty.com

May 16, 2017

Pine Hill Fire District #1
Attn: Jennifer Dawson, Business Admin.
1109 Erial Road
Pine Hill, New Jersey 08021

**RE: SHARED SERVICES AGREEMENT BETWEEN COUNTY OF CAMDEN
AND THE PINE HILL FIRE DISTRICT #1
RESOLUTION NO. 72 – ADOPTED APRIL 20, 2017**

Dear Ms. Dawson:

Enclosed please find a fully executed Shared Services Agreement. Thank you for your cooperation in this matter.

Very truly yours,

COUNTY COUNSEL

BY:


LAURA J. PAFFENROTH
ASSISTANT COUNTY COUNSEL

LJP/emc

Encls.

c: Maria Efstratiades, Director – Office of Archives & Records Mgmt. (w/encl.)

SHARED SERVICES AGREEMENT
BETWEEN THE COUNTY OF CAMDEN
AND THE
PINE HILL FIRE DISTRICT #1

THIS DOCUMENT constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1 et seq. entered into this 11 day of May, 2017 between the County of Camden, a body of politic and corporate of the State of New Jersey, with its principal office at 520 Market Street, 14th Floor, Camden, New Jersey 08102 (the "County") and the Pine Hill Fire District #1, with its principal office at 1109 Erial Road, Pine Hill, New Jersey (the "District"); and

WHEREAS, by resolution adopted August 21, 2008, the County of Camden authorized Shared Services Agreements between various municipalities to provide microfilming and records reorganization services that conform to NJDARM Guidelines; and

WHEREAS, by Resolution No. 72 adopted April 20, 2017, the County of Camden (Office of Archives & Records Management) authorized a Shared Services Agreement to provide the Pine Hill Fire District #1 access to the County-wide Records and Information Management (RIM) System and the Records Mine Software for records inventory and disposition management; and

WHEREAS, the District shall be responsible for providing access to all relevant records; and

WHEREAS, the parties hereto have approved the Shared Services Agreement by resolution in accordance with N.J.S.A. 40A:65-1 et. seq.; now, therefore,

IN CONSIDERATION of the promises and of the terms, covenants and conditions hereinafter set forth, it is mutually agreed as follows:

1. The District shall pay annual service fees directly to the software vendor for services provided under this agreement.

2. The District shall permit the County or its authorized representative to make visits to the site or sites where work is being provided for the purpose of assuring the progress of the project and/or appropriate use of the Records and Information Management (RIM) System and Records Mine Software.

3. The District will provide the vendors chosen by the County with access to all relevant information records.

4. The District shall defend, indemnify and save the County harmless from and against any and all claims of every nature and whatsoever kind, liabilities, damages, including damage to person or property, losses and judgments, and including cost and expenses incident thereto, arising from any act by, or negligence, intentional acts or omissions related to the use of the RIM system. The provisions of this paragraph shall survive the expiration or termination of this Shared Services Agreement, but only to the extent of matters and events occurring during the term of this Shared Services Agreement or any extension.

5. This Shared Services Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

6. Any notices required, permitted, or contemplated under this Shared Services Agreement shall be in writing and forwarded to the addresses set forth on Page 1.

7. Neither party hereto may assign, either wholly or in part, any of its rights or obligations under this Shared Services Agreement.

8. In the event that a provision of this Shared Services Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

9. Neither party has any authority to enter into contracts or agreements on behalf of the other.

10. This Shared Services Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey.

11. This Shared Services Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, proposals or agreements, either written or oral. This Shared Services Agreement may be amended only by written instrument signed by both parties.

IN WITNESS THEREOF, the parties hereto have hereunto set their hands and seals the day and year first written above.

WITNESS:

Karyn Gilmore
KARYN GILMORE
CLERK OF THE BOARD
OF CHOSEN FREEHOLDERS

COUNTY OF CAMDEN:

BY:

Ross G. Angilella
ROSS G. ANGILELLA
COUNTY ADMINISTRATOR

WITNESS:

Jennifer Dawson
Jennifer Dawson
Fire District
Business Administrator

PINE HILL FIRE DISTRICT #1

BY:

Kevin Waddington
KEVIN WADDINGTON
CHAIRMAN

LJP/emc

File No. 6344 – Clerk, County – Microfilming & Records Organization w/Municipalities – Shared Services Agreement – RIM – Separate File – Pine Hill Fire District #1 – SSA – 4-20-2017

Dawson, Jennifer

RIM Shared Service

From: Maria Efstratiades <Maria.Efstratiades@camdencounty.com>
Sent: Tuesday, March 07, 2017 11:12 AM
To: Mark Szemple; Dawson, Jennifer
Subject: RE: electronic records

Looking forward to have your district as part of the RIM system. Usually for municipalities we ask that they list the shared services agreement in their monthly meetings. I am not sure how it works with the Fire District. Once you list it in your agenda, I would need a copy of the resolution or another official document from the decision making body and a letter of intent. If I receive all that information by the end of this month, I can list it for our Freeholder Agenda in April.

Also, I would need the mailing address and contact information for the person who will be signing the Shared Services Agreement.

Maria

Maria Efstratiades, MBA, ERM^s, ERM^m, EMM^p
Director
Camden County
Office of Archives and Records Management
Courthouse, 11th Floor
520 Market Street
Camden, New Jersey 08102-1375

Phone: 856 225 2131

Fax: 856 580 5702

E-mail: mariae@camdencounty.com

From: Mark Szemple [mailto:Mark@sunrisesys.com]
Sent: Tuesday, March 07, 2017 9:40 AM
To: Dawson, Jennifer <JDawson@pinehillfiredistrict.com>
Cc: Maria Efstratiades <Maria.Efstratiades@camdencounty.com>
Subject: RE: electronic records

Jennifer,

Great News! The person at the County of Camden who you need to contact is Maria Efstratiades. I'm cc'ing her in on this email, but her contact information is listed below. Once you have the Shared Services agreement in place, then we can discuss the next steps to get you set-up in the RIM system and a training schedule.

Maria Efstratiades
Records Manager
Camden County
(856) 225-2131
Maria.efstratiades@camdencounty.com

If you have any other questions in the meantime, please let me know. Thank you for your consideration and look forward to working with you.

Regards,
Mark

Mark Szemple; ERM^P



105 Fieldcrest Ave
5th Floor / Suite 504
Edison, NJ 08837

(732) 395-4450

(732) 603-2208

mark@sunrisesys.com

From: Dawson, Jennifer [<mailto:JDawson@pinehillfiredistrict.com>]
Sent: Tuesday, March 7, 2017 8:49 AM
To: Mark Szemple <Mark@sunrisesys.com>
Subject: RE: electronic records

Thank you for all of the information, we would like to proceed with hopefully becoming a member of the Camden County RIM shared service. Can you help us get in contact to start the process?
Thank you

Jennifer Dawson

Business Administrator
Pine Hill Fire District #1
1109 Erial Road
Pine Hill, NJ 08021
Office (856) 783-8666
Cell (609) 315-8243
Fax (856) 258-4161
www.pinehillfiredistrict.com

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Notice: You are advised that copies of correspondence, including e-mail correspondence and attachments, between the public and Pine Hill Fire District are obtainable by any person filing a request under the Open Public Records Act (OPRA) unless subject to a specific OPRA exception. There should be no expectation that the content of emails exchanged between the public and municipal officials and employees will remain private.

From: Mark Szemple [<mailto:Mark@sunrisesys.com>]
Sent: Thursday, March 02, 2017 3:22 PM
To: Dawson, Jennifer
Subject: RE: electronic records

Jennifer,

All organizations as part of the shared service pay the same amount of \$2,100.00 per/year for support & maintenance. Actually if you had a regular commercial imaging system, your annual maintenance and support cost would probably be between \$10 – 15k to start. I hope this helps you.

Mark

From: Dawson, Jennifer [<mailto:JDawson@pinehillfiredistrict.com>]
Sent: Thursday, March 2, 2017 3:00 PM
To: Mark Szemple <Mark@sunrisesys.com>
Subject: Re: electronic records

Okay thank you! As for the estimated yearly fees. It seems like the price you quoted us is much higher than the boroughs anticipated cost. We are quite small in comparison to them. Are there different levels of service?

Get [Outlook for iOS](#)

On Thu, Mar 2, 2017 at 2:57 PM -0500, "Mark Szemple" <Mark@sunrisesys.com> wrote:

Jennifer,

As a courtesy, we are waiving our start up fees which normally would run anywhere from \$3 – 5k. As for the scanners, I'm attaching a list of approved scanners for the system. The first column is marked on the 3 scanners that organizations should consider starting out with. If you have any other questions, please let me know.

Mark

From: Dawson, Jennifer [<mailto:JDawson@pinehillfiredistrict.com>]
Sent: Thursday, March 2, 2017 1:35 PM
To: Mark Szemple <Mark@sunrisesys.com>
Subject: RE: electronic records

One last question, after the initial startup costs what would be an estimate for 2nd year and moving forward annual costs? Just an estimate. Also can we get a pricing on the scanner that the boro just got? We may be interested in that as well.
Thank you

Jennifer Dawson
Business Administrator
Pine Hill Fire District #1
1109 Erial Road
Pine Hill, NJ 08021
Office (856) 783-8666
Cell (609) 315-8243
Fax (856) 258-4161
www.pinehillfiredistrict.com

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From: Mark Szemple [<mailto:Mark@sunrisesys.com>]
Sent: Thursday, March 02, 2017 10:43 AM
To: Dawson, Jennifer
Subject: RE: electronic records

Jennifer,

Sounds good.

Mark

From: Dawson, Jennifer [<mailto:JDawson@pinehillfiredistrict.com>]
Sent: Thursday, March 2, 2017 10:33 AM
To: Mark Szemple <Mark@sunrisesys.com>
Subject: RE: electronic records

Thank you, I have a meeting with the commissioners tonight and will update them with this information and get back to you. The shared service agreement is fine we have a few of them for different areas and we are familiar with the process. I will be in touch.

Thank you,

Jennifer Dawson
Business Administrator
Pine Hill Fire District #1
1109 Erial Road
Pine Hill, NJ 09021
Office (856) 783-8666
Cell (609) 315-8243
Fax (856) 258-4161
www.pinehillfiredistrict.com

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From: Mark Szemple [<mailto:Mark@sunrisesys.com>]
Sent: Thursday, March 02, 2017 10:31 AM
To: Dawson, Jennifer
Subject: RE: electronic records

Jennifer,

I spoke to my Director and also Maria Efstratiades (Camden County Records Manager) about having you join the Camden County RIM Shared Services program. They said that it would be possible. If you want to move forward, I would first put you in touch with Maria as the Fire District and Camden County would need to enter into a Shared Services agreement for RIM. Once that is done, then we can set-up the Fire District and an organization in the system and start training. As for cost, below are the approximate cost to get started.

- RecordMine / RIM Annual Support & Maintenance Fee: \$2,100.00 p/year

Let me know if you need additional information or when you are ready to move forward. Thank you in advance for your consideration.

Regards,

Mark

Mark Szemple; ERM^P



105 Fieldcrest Ave
5th Floor / Suite 504
Edison, NJ 08837

☎ (732) 395-4450
☎ (732) 603-2208
✉ mark@sunrisesys.com

From: Dawson, Jennifer [<mailto:JDawson@pinehillfiredistrict.com>]
Sent: Tuesday, February 28, 2017 10:29 AM
To: Mark Szemple <Mark@sunrisesys.com>
Subject: RE: electronic records

Maybe 5 users tops

Jennifer Dawson
Business Administrator
Pine Hill Fire District #1
1109 Erial Road
Pine Hill, NJ 08021
Office (856) 783-8666
Cell (609) 315-8243
Fax (856) 258-4161
www.pinehillfiredistrict.com

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From: Mark Szemple [<mailto:Mark@sunrisesys.com>]
Sent: Tuesday, February 28, 2017 10:27 AM
To: Dawson, Jennifer
Subject: RE: electronic records

Jennifer,

Thanks for the information. So is your priority to Scan & Image paper records? By doing that, it allows you the ability to search and retrieve records within a few seconds, plus there are several other benefits as well. Also, how many users would need or you are looking to have on the system?

Mark

From: Dawson, Jennifer [<mailto:JDawson@pinehillfiredistrict.com>]
Sent: Tuesday, February 28, 2017 10:22 AM
To: Mark Szemple <Mark@sunrisesys.com>
Subject: RE: electronic records

1. Are you looking for a system that does imaging and scanning? **Yes, but we do have a copier scanner already on site.**
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Jennifer Dawson
Business Administrator
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1109 Erial Road
Pine Hill, NJ 08021
Office (856) 783-8666
Cell (609) 315-8243
Fax (856) 258-4161
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If you could let me know, this would give me some additional information when I talk to him.

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Jennifer,

Please find attached information regarding the RecordsMine / RIM Records Information Management System. If it is something that the Fire District is interested in, please let me know and I can provide additional information and some cost estimates.

If you have any other questions, please let me know.

Regards,
Mark

Mark Szemple; ERM^P



105 Fieldcrest Ave
5th Floor / Suite 504
Edison, NJ 08837

 (732) 395-4450
 (732) 603-2208
 mark@sunrisesys.com

From: Dawson, Jennifer [<mailto:JDawson@pinehillfiredistrict.com>]
Sent: Tuesday, February 28, 2017 9:24 AM
To: Mark Szemple <Mark@sunrisesys.com>
Subject: electronic records

Good Morning,

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Thank you,

Jennifer Dawson

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Click [here](#) to report this email as spam.

Dawson, Jennifer

From: Mark Szemple <Mark@sunrisesys.com>
Sent: Thursday, March 02, 2017 10:31 AM
To: Dawson, Jennifer
Subject: RE: electronic records

Jennifer,

I spoke to my Director and also Maria Efstratiades (Camden County Records Manager) about having you join the Camden County RIM Shared Services program. They said that it would be possible. If you want to move forward, I would first put you in touch with Maria as the Fire District and Camden County would need to enter into a Shared Services agreement for RIM. Once that is done, then we can set-up the Fire District and an organization in the system and start training. As for cost, below are the approximate cost to get started.

- RecordMine / RIM Annual Support & Maintenance Fee: \$2,100.00 p/year

Let me know if you need additional information or when you are ready to move forward. Thank you in advance for your consideration.

Regards,
Mark

Mark Szemple; ERM^P



105 Fieldcrest Ave
5th Floor / Suite 504
Edison, NJ 08837

☎ (732) 395-4450

☎ (732) 603-2208

✉ mark@sunrisesys.com

From: Dawson, Jennifer [mailto:JDawson@pinehillfiredistrict.com]
Sent: Tuesday, February 28, 2017 10:29 AM
To: Mark Szemple <Mark@sunrisesys.com>
Subject: RE: electronic records

Maybe 5 users tops

Jennifer Dawson

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Office of County Counsel
Christopher A. Orlando
County Counsel
Howard L. Goldberg
First Assistant County Counsel

Assistant County Counsel
Antonieta Paiva Rinaldi
Catherine Binowski
Laura J. Paffenroth
Anne E. Walters
William H. Kenney
Emeshe Arzón
Matthew V. White

Camden County



New Jersey

Courthouse, 14th Floor
520 Market Street
Camden, New Jersey 08102-1375
phone 856.225.5543
fax 856.756.2244
www.camdencounty.com
counsel@camdencounty.com

May 16, 2017

 **SCANNED**

Pine Hill Fire District #1
Attn: Jennifer Dawson, Business Admin.
1109 Erial Road
Pine Hill, New Jersey 08021

**RE: SHARED SERVICES AGREEMENT BETWEEN COUNTY OF CAMDEN
AND THE PINE HILL FIRE DISTRICT #1
RESOLUTION NO. 72 – ADOPTED APRIL 20, 2017**

Dear Ms. Dawson:

Enclosed please find a fully executed Shared Services Agreement. Thank you for your cooperation in this matter.

Very truly yours,

COUNTY COUNSEL

BY:



LAURA J. PAFFENROTH
ASSISTANT COUNTY COUNSEL

LJP/emc
Encls.

c: Maria Efstratiades, Director – Office of Archives & Records Mgmt. (w/encl.)

SHARED SERVICES AGREEMENT
BETWEEN THE COUNTY OF CAMDEN
AND THE
PINE HILL FIRE DISTRICT #1

THIS DOCUMENT constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1 et seq. entered into this 11 day of May, 2017 between the County of Camden, a body of politic and corporate of the State of New Jersey, with its principal office at 520 Market Street, 14th Floor, Camden, New Jersey 08102 (the “County”) and the Pine Hill Fire District #1, with its principal office at 1109 Erial Road, Pine Hill, New Jersey (the “District”); and

WHEREAS, by resolution adopted August 21, 2008, the County of Camden authorized Shared Services Agreements between various municipalities to provide microfilming and records reorganization services that conform to NJDARM Guidelines; and

WHEREAS, by Resolution No. 72 adopted April 20, 2017, the County of Camden (Office of Archives & Records Management) authorized a Shared Services Agreement to provide the Pine Hill Fire District #1 access to the County-wide Records and Information Management (RIM) System and the Records Mine Software for records inventory and disposition management; and

WHEREAS, the District shall be responsible for providing access to all relevant records; and

WHEREAS, the parties hereto have approved the Shared Services Agreement by resolution in accordance with N.J.S.A. 40A:65-1 et. seq.; now, therefore,

IN CONSIDERATION of the promises and of the terms, covenants and conditions hereinafter set forth, it is mutually agreed as follows:

1. The District shall pay annual service fees directly to the software vendor for services provided under this agreement.

2. The District shall permit the County or its authorized representative to make visits to the site or sites where work is being provided for the purpose of assuring the progress of the project and/or appropriate use of the Records and Information Management (RIM) System and Records Mine Software.

3. The District will provide the vendors chosen by the County with access to all relevant information records.

4. The District shall defend, indemnify and save the County harmless from and against any and all claims of every nature and whatsoever kind, liabilities, damages, including damage to person or property, losses and judgments, and including cost and expenses incident thereto, arising from any act by, or negligence, intentional acts or omissions related to the use of the RIM system. The provisions of this paragraph shall survive the expiration or termination of this Shared Services Agreement, but only to the extent of matters and events occurring during the term of this Shared Services Agreement or any extension.

5. This Shared Services Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

6. Any notices required, permitted, or contemplated under this Shared Services Agreement shall be in writing and forwarded to the addresses set forth on Page 1.

7. Neither party hereto may assign, either wholly or in part, any of its rights or obligations under this Shared Services Agreement.

8. In the event that a provision of this Shared Services Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

9. Neither party has any authority to enter into contracts or agreements on behalf of the other.

10. This Shared Services Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey.

11. This Shared Services Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, proposals or agreements, either written or oral. This Shared Services Agreement may be amended only by written instrument signed by both parties.

IN WITNESS THEREOF, the parties hereto have hereunto set their hands and seals the day and year first written above.

WITNESS:

Karyn Gilmore
KARYN GILMORE
CLERK OF THE BOARD
OF CHOSEN FREEHOLDERS

COUNTY OF CAMDEN:

BY:

Ross G. Angilella
ROSS G. ANGILELLA
COUNTY ADMINISTRATOR

WITNESS:

Jennifer Dawson
Jennifer Dawson
Fire District
Business Administrator

PINE HILL FIRE DISTRICT #1

BY:

Kevin Waddington
KEVIN WADDINGTON
CHAIRMAN

Office of County Counsel
Christopher A. Orlando
County Counsel
Howard L. Goldberg
First Assistant County Counsel

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April 24, 2017

Pine Hill Fire District #1
Attn: Kevin Waddington, Chairman
1109 Erial Road
Pine Hill, New Jersey 08021

**RE: SHARED SERVICES AGREEMENT BETWEEN COUNTY OF CAMDEN
AND THE PINE HILL FIRE DISTRICT #1
RESOLUTION NO. 72 – ADOPTED APRIL 20, 2017**

Dear Mr. Waddington:

The Board of Chosen Freeholders of the County of Camden on April 20, 2017 adopted a resolution authorizing a Shared Services Agreement between the County of Camden and the Pine Hill Fire District #1, for the provision of various services related to the existing RIM Service and the Records Mine Software.

I enclose three (3) original agreements. Please execute all three (3) agreements and return them to my attention. I will have the County Administrator execute the agreements and return to you a fully executed agreement.

If you have any questions, please contact me.

Very truly yours,

COUNTY COUNSEL

BY: *Laura J. Paffenroth*
LAURA J. PAFFENROTH
ASSISTANT COUNTY COUNSEL

LJP/emc
Encls.

*mailed signed
originals 5/9/17*

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#17-35

WHEREAS, Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designed the manner in which the time in which, salaries, wages or other compensation for services should be paid.

NOW THEREFORE, It is herein resolved and approved that the checks as issued by the Fire District for payment of claims shall be signed by (3) Commissioners in order to comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

Record of Vote:

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Davis | | X | X | | | |
| Hassett | | | | | | X |
| Wakeley | | | | | | X |
| Warrington | X | | X | | | |
| Waddington | | | X | | | |

I, Kenneth Davis, Secretary of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the held on June 1, 2017.

Respectfully Submitted,

Kenneth Davis
Commission Secretary

P.O. Type: All
 Range: First to Last
 Format: Condensed

Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

| PO # | PO Date | Vendor | PO Description | Status | Amount | Void Amount | PO Type |
|----------|----------|----------|--------------------------------|-------------------------------|--------|-------------|---------|
| 16-00342 | 12/22/16 | JFS01 | JERSEY FIRE & SAFETY PRODUCTS | Turnout Gear | Open | 8,747.51 | 0.00 |
| 17-00044 | 02/14/17 | STAP001 | Staples Advantage | Ink for Election Mailing | Open | 335.96 | 0.00 |
| 17-00051 | 02/22/17 | DLF01 | DeLAGE LANDEN FINANCIAL | Lanier Copier Lease | Open | 135.00 | 0.00 |
| 17-00058 | 02/24/17 | DC001 | DAVID F. CARLAMERE | Professional Service | Open | 375.00 | 0.00 |
| 17-00065 | 03/06/17 | RCGCFA01 | Rowan College | NFA Health and Safety Program | Open | 120.00 | 0.00 |
| 17-00067 | 03/08/17 | NAT01 | Nat Alexander Company | Badges | Open | 849.00 | 0.00 |
| 17-00069 | 03/10/17 | BCF01 | BURLINGTON COUNTY ESTC-BCIT | Flashover Simulator Training | Open | 700.00 | 0.00 |
| 17-00071 | 03/17/17 | GR001 | GRAINGER | Binder Holders | Open | 49.54 | 0.00 |
| 17-00081 | 03/22/17 | TG001 | TOWNSHIP OF GLOUCESTER | February Fuel Bill | Open | 547.77 | 0.00 |
| 17-00085 | 03/27/17 | PRP01 | WITMER PUBLIC SAFETY GROUP,INC | Zico Hangle | Open | 75.99 | 0.00 |
| 17-00086 | 03/27/17 | JFS01 | JERSEY FIRE & SAFETY PRODUCTS | Gloves | Open | 260.92 | 0.00 |
| 17-00087 | 03/27/17 | OB001 | OFFICE BASICS,INC. | Misc Office Supplies | Open | 268.10 | 0.00 |
| 17-00089 | 03/27/17 | STAP001 | Staples Advantage | toner | Open | 74.99 | 0.00 |
| 17-00097 | 04/03/17 | STAP001 | Staples Advantage | P Touch Tape | Open | 31.49 | 0.00 |
| 17-00098 | 04/03/17 | HALE01 | HALE TRAILER BRAKE & WHEEL | Misc Supplies | Open | 116.92 | 0.00 |
| 17-00099 | 04/03/17 | SJW01 | S.J.welding Supply, Inc. | April Cylinder Rental | Open | 42.78 | 0.00 |
| 17-00101 | 04/24/17 | INTELLI | INTELLICORP RECORDS INC. | Background Checks | Open | 36.28 | 0.00 |
| 17-00102 | 04/24/17 | JFS01 | JERSEY FIRE & SAFETY PRODUCTS | Gloves and Tags | Open | 208.15 | 0.00 |
| 17-00103 | 04/24/17 | HBC03 | HORIZON BCBS OF NEW JERSEY | May Dental Insurance | Open | 296.56 | 0.00 |
| 17-00104 | 04/24/17 | VCI01 | VCI, Inc. | Information Center Sign | Open | 120.00 | 0.00 |
| 17-00105 | 04/24/17 | PHG01 | PINE HILL AUTO REPAIR | Oil Change | Open | 80.40 | 0.00 |
| 17-00106 | 04/24/17 | AMER1 | AMERIHEALTH INS CO OF N.J. | May Health Insurance | Open | 6,303.88 | 0.00 |
| 17-00107 | 04/24/17 | COMCA005 | Comcast | May Comcast Bill | Open | 309.60 | 0.00 |
| 17-00108 | 04/24/17 | AP001 | AIRPOWER INTERNATIONAL, INC. | Cascade System Maintenance | Open | 17.52 | 0.00 |
| 17-00109 | 04/24/17 | CCH01 | CAMDEN COUNTY HERO SCHOLARSHIP | Hero Scholarship Dinner | Open | 180.00 | 0.00 |
| 17-00110 | 04/25/17 | PHH01 | PINE HILL HARDWARE, INC. | Batteries | Open | 15.99 | 0.00 |
| 17-00111 | 04/25/17 | OB001 | OFFICE BASICS,INC. | Misc Supplies | Open | 39.00 | 0.00 |
| 17-00112 | 04/25/17 | TG001 | TOWNSHIP OF GLOUCESTER | March Fuel Bill | Open | 824.01 | 0.00 |
| 17-00113 | 04/25/17 | EF001 | ECHELON FORD | Parts DC Vehicle | Open | 20.84 | 0.00 |
| 17-00114 | 04/25/17 | GR001 | GRAINGER | Info Center Binder Holder | Open | 49.54 | 0.00 |
| 17-00115 | 05/10/17 | PSU | PUBLIC SAFETY UNLIMITED, LLC | Inspector Shirt | Open | 120.00 | 0.00 |
| 17-00116 | 05/10/17 | PHP01 | Pine Hill Printing, Inc. | Business Cards | Open | 40.00 | 0.00 |
| 17-00117 | 05/18/17 | VERIZ005 | Verizon wireless | June Mobile Phone Bill | Open | 383.91 | 0.00 |
| 17-00118 | 05/18/17 | PHFD1 | PINE HILL FIRE DEPT. | May and June Lease Agreement | Open | 16,230.77 | 0.00 |
| 17-00119 | 05/18/17 | PHH01 | PINE HILL HARDWARE, INC. | Misc Supplies | Open | 301.76 | 0.00 |
| 17-00120 | 05/18/17 | SJW01 | S.J.welding Supply, Inc. | Cylinder Rental | Open | 41.40 | 0.00 |
| 17-00121 | 05/18/17 | TACTI010 | Tactical Public Safety | Lighting Package for Pickup | Open | 967.00 | 0.00 |
| 17-00122 | 05/18/17 | TACTI010 | Tactical Public Safety | Chief Truck Light Bar | Open | 1,525.00 | 0.00 |
| 17-00123 | 05/18/17 | TG001 | TOWNSHIP OF GLOUCESTER | April Fuel Bill | Open | 734.42 | 0.00 |
| 17-00124 | 05/18/17 | NAT01 | Nat Alexander Company | Misc Supplies | Open | 721.00 | 0.00 |
| 17-00125 | 05/18/17 | STAP001 | Staples Advantage | Training Supplies | Open | 79.04 | 0.00 |
| 17-00126 | 05/18/17 | STAP001 | Staples Advantage | Misc Supplies | Open | 59.65 | 0.00 |
| 17-00127 | 05/18/17 | COMCA005 | Comcast | May Comcast Bill | Open | 300.42 | 0.00 |
| 17-00128 | 05/18/17 | AIRGA005 | Airgas USA, LLC | Oxygen Cylinder Rentals | Open | 40.00 | 0.00 |
| 17-00129 | 05/18/17 | PAUL1 | Pauls Custom Awards, Inc. | 100 Year Plaque | Open | 225.00 | 0.00 |
| 17-00130 | 05/18/17 | OB001 | OFFICE BASICS,INC. | Misc Supplies | Open | 53.35 | 0.00 |
| 17-00131 | 05/18/17 | WES01 | THOMAS REUTERS-WEST | 2017 Updates | Open | 144.00 | 0.00 |
| 17-00132 | 05/18/17 | CASH1 | Petty Cash | Jen Petty Cash Replenishment | Open | 37.16 | 0.00 |
| 17-00135 | 05/19/17 | PHG01 | PINE HILL AUTO REPAIR | Oil Change Brush Truck | Open | 55.45 | 0.00 |
| 17-00136 | 05/22/17 | PHP01 | Pine Hill Printing, Inc. | Rookie Book Copies | Open | 118.00 | 0.00 |

| PO # | PO Date | Vendor | PO Description | Status | Amount | Void Amount | PO Type | |
|------------------------|----------|----------|-------------------------------|-----------------------|--------------------|-------------|--------------------|------|
| 17-00138 | 05/23/17 | HBC03 | HORIZON BCBS OF NEW JERSEY | June Dental Insurance | Open | 296.56 | 0.00 | |
| 17-00139 | 05/23/17 | AMER1 | AMERIHEALTH INS CO OF N.J. | June Health Insurance | Open | 6,303.88 | 0.00 | |
| 17-00140 | 05/30/17 | KYOCE005 | Kyocera Document Sol. America | New Copier | Open | 134.84 | 0.00 | |
| 17-00141 | 05/30/17 | KYOCE005 | Kyocera Document Sol. America | New Copier | Open | 134.84 | 0.00 | |
| Total Purchase Orders: | | 54 | Total P.O. Line Items: | 0 | Total List Amount: | 50,280.19 | Total Void Amount: | 0.00 |