

Pine Hill Fire District #1
Regular Meeting Minutes
October 4, 2018

Meeting was called to order at 7:30 P.M. by Chairman Waddington. Chairman Waddington led the salute to the flag and read the Open Public Meetings Act.

ROLL CALL: Commissioner Kenneth Davis – *present*, Commissioner Thomas Hassett – *present*, Commissioner James Wakeley – *present*, Commissioner Charles Warrington – *not present*, Commissioner Kevin Waddington – *present*

OTHER OFFICIALS PRESENT: Chief William Dukes, Solicitor Dave Carlamere, Captain Joseph Hunter, and PHFD President Steven Rabchuk

APPROVAL OF MINUTES: Chairman Waddington asked if there were any questions on the minutes. There were none. **A motion was made by Commissioner Hassett and seconded by Commissioner Wakeley to accept the regular meeting minutes for September 6, 2018.**

Motion passed. All were in favor. Commissioner Davis abstained.

TREASURER'S REPORT: Chairman Waddington said that the Treasurer's report was not complete and will be presented at the next meeting.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** See Chief Dukes' report
- **Community Relations Liaison:** Nothing to report
- **Information Technology and Equipment Commissioner:** Commissioner Waddington explained that he met with a representative from AT&T regarding switching over our cell phones, surface pros, etc. AT&T acquired a company called First Net, which will provide priority service to first responders. This service is less expensive than what we are currently paying and will provide added safety to the firefighters and residents with their priority service.
- **Insurance Fund Commissioner:** Administrator Campanella said that he attended the JIF meeting on September 19th. Cyber Security was the main topic and since we have a professional IT company handling our server, our deductible drops from \$10,000 to \$2,500 for cyber-attacks.
- **Fire Prevention Commissioner:** The open house for fire prevention week will be held on October 9th at 6 pm.

NEW BUSINESS:

- **Resolution 18-45:** Approval and payment of bills
- Chairman Waddington asked if there were any questions regarding resolution 18-45. There were none. **A motion was made by Commissioner Hassett and seconded by Commissioner Davis to approve resolution 18-45 since the payment of bills was in order.**

Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Resolution adopted.

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Other New Business: Chief Dukes said that the hiring process is going well. Approximately 37 people have picked up applications. He said that he expects to hand out at least 50 applications, but he does not expect the same number of people to return the completed applications. There will be some that recognize that they do not have the qualifications. There was one inquiry from a person serving in the military in which the Chief said he responded via email.

Chief Dukes said that at the last meeting he presented a proposal for a company to perform independent testing of applicants. A motion was approved to accept the bid from Municipal Resources for the testing provided that the Chief obtain a second quote. If the second quote was lower, it must be presented to the Board. Chief Dukes said that he obtained a second quote from the Fire Chief's Association which was lower than the first bid. Chief Dukes said that the second proposal was following his Chief's report. The proposal was discussed by the Commissioners, Chief Dukes and Solicitor Carlamere. **Commissioner Hassett made a motion which was seconded by Commissioner Davis to accept the second proposal, in lieu of the first proposal, provided that the Fire Chief's Association provides proof of insurance coverage to the satisfaction of Solicitor Carlamere.**

Roll Call vote on Commissioner Hassett's motion: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed.

FIRE CHIEF'S REPORT: See attached report.

FIRE OFFICIAL'S REPORT: See attached report.

FIRE DISTRICT ACCOUNTANT'S REPORT: See attached report

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report

Chairman Waddington asked for a motion to accept the reports. **A motion to accept all reports was made by Commissioner Davis and seconded by Commissioner Hassett. All were in favor with four yes votes. Motion passed.**

OPEN THE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to open the floor to the public. **A motion to open the floor to the public was made by Commissioner Hassett and seconded by Commissioner Wakeley. All in favor with 4 yes votes. Motion passed.**

Walt Davis, residing at 1 Franklin Ave. asked to speak to the commission.

1. Mr. Davis asked for an explanation on the testing for new hires. Chairman Waddington explained that an independent outside company will prepare and conduct the written examination given to the applicants for the open firefighter's position. This company will also grade the examination and report the results to the Fire Chief.

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2. Mr. Davis asked why the District is hiring another full-time firefighter. Commissioner Waddington said that the fire department has been having trouble finding enough volunteers to cover the fire calls. The goal of the District and Fire Department is to keep the public safe and that is why we are hiring an additional firefighter. Chairman Waddington also said that a weekend duty crew and stipend programs were also instituted to help keep the public safe.
3. Mr. Davis asked how the firefighters will be assigned shifts. Chief Dukes said that he is still working on the coverage.
4. Mr. Davis asked why the District was not hiring two firefighters. Commissioner Waddington said that he would like to hire three firefighters but there are financial constraints to consider.
5. Mr. Davis asked why Engine 88 was mentioned in the Chief's report. Commissioner Waddington said that Engine 88 is from Gloucester Twp. and is available 24/7 now because of a merger. Therefore, Engine 88 will be available for mutual aid if needed.
6. Mr. Davis stated that a fire truck was sent to water some grass after a road project and he thought it was ridiculous.
7. Mr. Davis asked why work was performed on the Brush Truck when it should have been under warranty. Commissioner Waddington said that the problem was with the emergency lights which were added to the truck after its purchase and therefore not under warranty.
8. Mr. Davis said that if other fire companies are going to come to Pine Hill to assist with fires, there will be problems because they all do things differently. Chief Dukes said that all the firefighters attend the same training academy and do things uniformly.
9. Mr. Davis asked how many fire trucks are leased – 8 or 9? Chairman Waddington said that the fire department only has three fire trucks that were lease/purchased.

CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked if any others in attendance had any questions. There were none. Chairman Waddington asked for a motion to close the floor to the public. **A motion to close the floor to the public was made by Commissioner Wakeley and seconded by Commissioner Hassett. All were in favor with 4 yes votes. Motion passed.**

- **Resolution 18-46:** Closed Session: Chairman Waddington said that there were items that needed to be discussed in Closed Session. **A motion to adopt Resolution 18-46 and enter a closed session was made by Commissioner Davis and seconded by Commissioner Hassett. All were in favor with four yes votes. Resolution adopted.** Closed session entered at 8:00 p.m.

The commissioners came out of closed session with nothing being finalized. The meeting resumed at 8:11 p.m. with no further items to address.

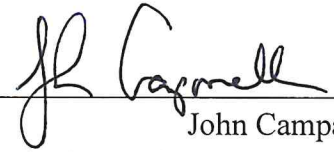
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ADJOURNMENT: Chairman Waddington asked for a motion to adjourn the meeting. **A motion to adjourn was made by Commissioner Davis and seconded by Commissioner Wakeley. Motion passed with 4 yes votes.**

The meeting was adjourned at 8:11 p.m.



Kenneth Davis
Commission Secretary



John Campanella
Fire District Business Administrator