

Pine Hill Fire District #1  
Regular Meeting Minutes  
July 7, 2022

**MEETING CALLED TO ORDER:** Meeting was called to order by Vice Chairman Warrington at 7:30 P.M. Vice Chairman Warrington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

**ROLL CALL:** Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Warrington – present, Commissioner Wakeley – present, Commissioner Waddington – not present (vacation)

**OTHER OFFICIALS PRESENT:** Chief Hunter, Captain Pizzo, PHFD President Joe Pfeiffer

**SWEARING-IN:** Chief Hunter said a few words regarding the fire department and the newly promoted officers. Solicitor Carlamere swore-in the following Lieutenants: Corey Douglass, Dylan Pierce, and William Lebednikas. Solicitor Carlamere swore-in the following Captains: Steven V. Rabchuk, and Jaime Daleus.

**RECESS:** Vice Chairman Warrington announced that there will be a brief recess in the meeting to allow for pictures of the newly appointed officers. Recess began at 7:37 p.m.

**MEETING RESUMED:** Vice Chairman Warrington resumed the meeting at 7:41 p.m. and asked for a roll call.

**ROLL CALL:** Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – not present

**MINUTES:** Vice Chairman Warrington asked if there were any questions regarding the minutes for the meeting held on June 2, 2022. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed with four yes votes.

**COMMUNICATIONS LIST:** Vice Chairman Warrington explained the communications listed on the agenda for the certification of fire district vacancy and the publication of the election notice in the Courier Post and asked for questions. There were none. A motion to accept the communications list was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed with four yes votes.

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**OLD BUSINESS:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley mentioned the accident with the ladder truck and there was a brief discussion.
- **Community Relations Liaison:** Vice Chairman Warrington expressed his thanks for the fire department for a great job done with recent events.
- **Information Technology and Equipment Commissioner:** Nothing to report
- **Insurance Fund Commissioner:** Commissioner Hassett mentioned the accident with the ladder truck and stated that the insurance company was timely notified.
- **Fire Prevention Commissioner:** Nothing to report
- **EMS Liaison:** Vice Chairman Warrington said that he has been getting positive reports regarding our EMS operations.

**NEW BUSINESS:** Vice Chairman Warrington asked if there were any questions regarding the resolutions on the agenda. There were none. Vice Chairman Warrington said that he does have some concerns regarding Resolution 22-16 – Protecting Minors, and believes that it should be tabled until it is reviewed again.

A motion to vote on Resolution 22-15, adoption and approval of Domestic Violence Policy, was made by Commissioner Hassett and seconded by Commissioner Wakeley.

- Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington – absent. Motion passed with four yes votes.

A motion to table the vote on Resolution 22-16 until the policy on Protecting Minors is reviewed again was made by Commissioner Hassett and seconded by Commissioner Hagarty.

- Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington – absent. Motion passed with four yes votes.

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A motion to vote on Resolution 22-17, approval and payment of bills, was made by Commissioner Hassett and seconded by Commissioner Hagarty.

- Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington – absent. Motion passed with four yes votes.

A motion to vote on resolution 22-18, authorization and approval to apply for an American Rescue Plan Firefighter Grant, was made by Commissioner Hassett and seconded by Commissioner Hagarty.

- Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington – absent. Motion passed with four yes votes.

**FIRE CHIEF’S REPORT:** See attached report. Vice Chairman Warrington asked if the Chief wanted to discuss or add anything to his report. Chief Hunter said that the fire department has been asked to provide ambulance coverage for the annual Ben to the Shore bike ride and asked if the commissioners approve. A motion was made by Commissioner Hagarty and seconded by Commissioner Wakeley to authorize the fire department to provide the ambulance coverage for the bike ride. Motion passed with four yes votes.

Chief Hunter said that the Ladder committee met with two manufacturers, Pierce and Kenney. Chief Hunter said that he would like the authority to move forward with the process. Deputy Chief Greer added that we would like to move forward with the process, but we are not requesting bids.

Chief Hunter said that he would like to table the discussion regarding a new chief’s vehicle until next month since all five commissioners are not present. Solicitor Carlamere said that if we can find a co-op to purchase the vehicle, it would save the district the advertising expense. Chief Hunter said that he sent an email to the Houston/Galveston Co-Op.

**FIRE OFFICIAL’S REPORT:** See attached report.

**FIRE DISTRICT ADMINISTRATOR’S REPORT:** See attached report.

Vice Chairman Warrington asked if there were any questions regarding the reports presented. There were none. A motion to approve all reports presented was made by Commissioner Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed with four yes votes.

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**OPEN THE FLOOR TO THE PUBLIC:** Vice Chairman Warrington asked for a motion to open the floor to the public. A motion to open the floor to the public was made by Commissioner Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed.

Walter Davis, who resides at 1 Franklin Ave. asked to address the commissioners.

1. Mr. Davis asked about the accident with the ladder truck. Vice Chairman Warrington said that the truck side-swiped a pillar as it was pulling out of the bay.
2. Mr. Davis asked if Inspira is working out well. Vice Chairman Warrington said yes, we are pleased with the staffing levels and response times.
3. Mr. Davis said that he read the Chief's report and things seem to be going well.
4. Mr. Davis asked about the bill for ambulance services. Vice Chairman Warrington said that we are saving money on the ambulance billing, but we are using some of those funds to keep our ambulance supplies up to date.
5. Mr. Davis asked if we know how much money is needed for the next budget. Vice Chairman Warrington said that it is hard to say at this point. However, we have training issues that will require additional funds, but we usually have a surplus.
6. Mr. Davis said that he saw that thirty-seven members attended a training session. Where did they come from? Vice Chairman Warrington said that a lot of volunteers attend our training sessions. However, many of those volunteers do not live in town. Chief Hunter added that the fire department has made changes in our recruitment process. We currently have 50 to 60 volunteers, but only five live in town. However, we are able to staff the fire department with three firefighters in the building on a 24/7 basis. Chief Hunter added that with this new staffing arrangement, we have not missed any fire calls.

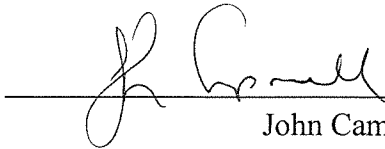
**CLOSE FLOOR TO THE PUBLIC:** Vice Chairman Warrington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Hassett and seconded by Commissioner Hagarty. All were in favor. Motion passed.

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**ADJOURNMENT:** Vice Chairman Warrington asked if there were any other issues that needed to be addressed. There were none. A motion to adjourn was made by Commissioner Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed.

The meeting adjourned at 7:55 p.m.

  
James Wakeley  
Commission Secretary

  
John Campanella  
Fire District Business Administrator

# Office of the Clerk of Camden County

## Certification of Fire District Vacancy

It is hereby certified that the following offices in the fire district listed below are to be filled by nomination at the General Election to be held this year:

OFFICE TO BE FILLED	NUMBER OF VACANCIES	LENGTH OF TERM
Member(s) of the Board of Fire Commissioners – Full Term	1	3 yrs
Member(s) of the Board of Fire Commissioners – Unexpired Term		

It is further certified that the total number of qualified voters who voted in the fire district at the next preceding annual election for members of the board of fire commissioners is:

Number of Votes Cast at the Last Election for Members of Fire Commissioners	2589
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In witness whereof, I have hereunto set my hand and

the seal of my office on this 2 day of June, 2022

  
Signature of the Secretary of the Board of Fire Commissioners

Printed Name of the Secretary of the Board of Fire Commissioners: James Wakeley

Fire District Municipality and Number: Pine Hill Fire District #1

Please return form to:

Mail:  
The Office of the County Clerk  
Election Division  
PO Box 218  
Blackwood NJ 08012

Fax:  
(856) 374-6398

Email:  
electdiv@camdencounty.com

*faxed & mailed 6/22*

# COURIER-POST

PO Box 677304  
Dallas, TX 75267-7304

**Agency:**

PINE HILL FIRE DISTRICT 1  
1109 ERIAL RD  
PINE HILL, NJ, 08021

**Client:**

PINE HILL FIRE DISTRICT 1  
1109 ERIAL RD,  
PINE HILL, NJ 08021

**Acct:** CHL-077961

Acct No: CHL-077961

**This is not an invoice**

Order #	Advertisement/Description	# Col x # Lines	Rate Per Line	Cost
0005290945	Annual Election PINEHILLFIREDISTRICT1NOTICEOFFIREDISTRICTANNUALEL NFORFIRECOMMISSIONEROFFIREDISTRICTNO11INTHEBORO OFPINEHILLCOUNTYOFCAMDEN	2 col x 86 lines		\$85.68
		Affidavit of Publication Charge	1	\$30.00
		Tearsheet Charge	0	\$0.00
		Net Total Due:		<b>\$115.68</b>

Issues Dated: 06/09/2022

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

CERTIFICATION BY RECEIVING AGENCY  
I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE  
GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN  
COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID  
CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE  
PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

CERTIFICATION BY APPROVAL OFFICIAL  
I CERTIFY AND DECLARE THAT THIS BILL OR INVOICE IS CORRECT, AND THAT  
SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT  
SHALL BE CHARGEABLE TO:

APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O. #  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CLAIMANT'S CERTIFICATION AND DECLARATION:**

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS BILL OR INVOICE IS CORRECT IN ALL ITS PARTICULARS, THAT THE  
GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN, THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR  
PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM, THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING,  
AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: 06/09/2022

Federal ID #: 061032273

Signature: \_\_\_\_\_  
\_\_\_\_\_

Official Position: Clerk

Kindly return a copy of this bill with your payment so that we can assure you proper credit.

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$85.68    Affidavit \$30.00

STATE OF NEW JERSEY

Camden County

Personally appeared \_\_\_\_\_ *[Signature]* \_\_\_\_\_

Of the **Courier Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue dated as follows:

06/09/2022    A.D 2022

*[Signature]*

Notary Public State of Wisconsin County of Brown

*[Signature]*  
9-19-25

My commission expires

VICKY FELTY  
Notary Public  
State of Wisconsin

Ad Number: 0005290945



**Pine Hill Fire District #1****NOTICE OF FIRE DISTRICT ANNUAL ELECTION  
FOR FIRE COMMISSIONER OF FIRE DISTRICT NO. 1  
IN THE BOROUGH OF PINE HILL, COUNTY OF CAMDEN**

NOTICE is hereby given that the Borough of Pine Hill Fire District Election, Fire District #1, will be held during the General Election on November 8, 2022, between the hours of 6:00 a.m. and 8:00 p.m.

The legal voters of said fire district will be asked to elect one (1) Commissioner to the Board of Fire Commissioners for a three (3) year term. To be eligible, candidates must be a qualified resident within the boundaries and limits of the Borough of Pine Hill.

Voting shall take place at the voters' respective General Election Polling Places within the Borough of Pine Hill, or by mail. Contact the County Clerk's Office with questions about the election procedure.

Candidate petitions for Fire Commissioner are now available and can be obtained by contacting the Camden County Office of the County Clerk, Election Division, 100 University Court, PO Box 218, Blackwood, NJ 08012. Petitions can also be found on the Camden County Clerk's website: [www.camdencounty.com/service/voting-and-elections/candidate-information/](http://www.camdencounty.com/service/voting-and-elections/candidate-information/).

Additionally, candidate petitions can be obtained by contacting the Pine Hill Fire District business administrator, in writing, at 1109 Erial Rd. Pine Hill, NJ 08021 or by email at [jcampanella@pinehillfiredistrict.com](mailto:jcampanella@pinehillfiredistrict.com). However, the completed petitions must be returned directly to the Camden County Clerk's office as directed on the petition.

Completed nominating petitions shall be filed with the Camden County Clerk's Office located at 100 University Court, Blackwood, NJ 08012, not later than 4:00 p.m. on Monday, July 25, 2022.

Notice Dated: June 8, 2022

John Campanella  
Business Administrator

**Distrito de Bomberos de Pine Hill #1****AVISO DE ELECCIÓN ANUAL DEL DISTRITO DE BOMBEROS PARA  
COMISIONADO DE BOMBEROS DEL DISTRITO DE BOMBEROS NO. 1  
EN EL MUNICIPIO DE PINE HILL, CONDADO DE CAMDEN**

POR LA PRESENTE SE NOTIFICA que la Elección del Distrito de Bomberos del Condado de Pine Hill, Distrito de Bomberos # 1, se llevará a cabo durante las Elecciones Generales del 8 de noviembre, 2022, entre las 6:00 a.m. y las 8:00 p.m.

A los votantes legales de dicho distrito de bomberos se les pedirá que elijan un (1) Comisionado de la Junta de Comisionados de Bomberos por un periodo de tres (3) años. Para ser elegible, los candidatos deben ser residentes calificados dentro de los límites y límites del Municipio de Pine Hill.

La votación se llevará a cabo en los respectivos lugares de votación de las elecciones generales de los votantes dentro del municipio de Pine Hill, o por correo. Comuníquese con la Oficina del Secretario del Condado si tiene preguntas sobre el procedimiento de elección.

Las peticiones de candidatos para Comisionado de Bomberos ya están disponibles y se pueden obtener comunicándose con la Oficina del Secretario del Condado de Camden, División de Elecciones, 100 University Court, PO Box 218, Blackwood, NJ 08012. Las peticiones también se pueden encontrar en el sitio web del Secretario del Condado de Camden: [www.camdencounty.com/service/voting-and-elections/candidate-information/](http://www.camdencounty.com/service/voting-and-elections/candidate-information/).

Además, las peticiones de los candidatos se pueden obtener comunicándose con el administrador comercial del Distrito de Bomberos de Pine Hill, por escrito, en 1109 Erial Rd. Pine Hill, NJ 08021 o por correo electrónico a [jcampanella@pinehillfiredistrict.com](mailto:jcampanella@pinehillfiredistrict.com). Sin embargo, las peticiones completadas deben devolverse directamente a la oficina del Secretario del Condado de Camden como se indica en la petición.

Las peticiones de nominación completadas se presentarán en la Oficina del Secretario del Condado de Camden ubicada en 100 University Court, Blackwood, NJ 08012, a más tardar a las 4:00 p.m. el lunes 25 de julio, 2022.

Aviso Fechado: 8 de junio, 2022

John Campanella  
Administrador de Empresas

(\$85.68)

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

**APPROVAL OF POLICY REGARDING DOMESTIC VIOLENCE**  
RESOLUTION #22-15

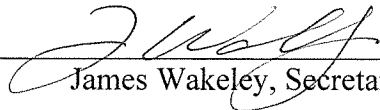
WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has been requested by Hardenbergh Insurance Group in accordance with the Joint Insurance Fund to adopt a policy for domestic violence, and

WHEREAS. The Board of Fire Commissioners chose to adopt and approve a domestic violence policy similar to the policy adopted and approved by the Borough of Pine Hill.

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby approving the policy entitled "Domestic Violence Policy for Pine Hill Fire District #1."

BE IT FURTHER RESOLVED, that Chairman, or their designee, is hereby authorized to sign the policy and authorize it to be put into action.

Date: July 7, 2022

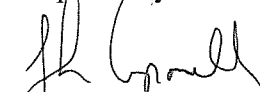
  
\_\_\_\_\_  
James Wakeley, Secretary

Record of Vote:

Commissioners	Motion	2nd	Yes	No	Abstain	Absent
Hagarty			✓			
Hassett	✓		✓			
Wakeley		✓	✓			
Warrington			✓			
Waddington						✓

I, John Campanella, Business Administrator 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 meeting held on July 7, 2022.

Respectfully Submitted,

  
John Campanella  
Business Administrator

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# DOMESTIC VIOLENCE POLICY FOR

## PINE HILL FIRE DISTRICT #1



Approved by Board of Commissioners on Thursday, July 7, 2022:

Chairman's Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "R. J.", written over a horizontal line.

Date: July 7, 2022

**DOMESTIC VIOLENCE POLICY  
PINE HILL FIRE DISTRICT #1**

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## **DOMESTIC VIOLENCE POLICY PINE HILL FIRE DISTRICT #1**

### **PURPOSE**

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

### **DEFINITIONS**

The following terms are defined solely for the purpose of this policy:

**Domestic Violence** - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

**Abuser/Perpetrator** - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

**Human Resources Officer (HRO)** –An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

**Intimate Partner** - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

**Temporary Restraining Order (TRO)** -A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a

## **DOMESTIC VIOLENCE POLICY PINE HILL FIRE DISTRICT #1**

TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

**Victim** - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

**Workplace-Related Incidents-** Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

### **PERSONS COVERED BY THIS POLICY**

All employees of the Pine Hill Fire District are covered under this policy, including full and part time employees, casual/seasonal employees, interns, volunteers and temporary employees at any workplace location.

### **RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER**

The **PINE HILL FIRE DISTRICT** hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence.

**Primary HRO: Director of Personnel**

**Secondary HRO: Fire Chief**

The designated Primary and Secondary HRO shall receive training from the NJMEL website on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible,

**DOMESTIC VIOLENCE POLICY  
PINE HILL FIRE DISTRICT #1**

and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.

The name and contact information of the designated HRO will be provided to all employees by way of individual departmental training.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

**DOMESTIC VIOLENCE REPORTING PROCEDURES**

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under Section VIII of this policy.
- E. In all suspected incidents of Domestic Violence, Sexual Contact or Sexual Assault involving a fire district employee, including all volunteers, the HRO shall immediately report the incident to the Pine Hill Police Department for proper investigation and engagement of appropriate victim services.

**DOMESTIC VIOLENCE POLICY  
PINE HILL FIRE DISTRICT #1**

- F. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. (*See Section VI*).
- G. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the workplace and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.

**CONFIDENTIALITY POLICY**

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

**CONFIDENTIALITY OF EMPLOYEE RECORDS**

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and



**DOMESTIC VIOLENCE POLICY  
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shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

**THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT**

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs twenty-five (25) or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

The full text of the New Jersey SAFE Act is provided in the Appendix to this policy.

**PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN**

**THE PINE HILL FIRE DISTRICT** has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

**DOMESTIC VIOLENCE POLICY  
PINE HILL FIRE DISTRICT #1**

- A. Designate an HRO with responsibilities pursuant to Sections IV and V of this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TOI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.
- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.
- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.
- G. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

**RESOURCES**

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

## **DOMESTIC VIOLENCE POLICY PINE HILL FIRE DISTRICT #1**

### **DISTRIBUTION OF POLICY**

**The Fire Chief** will be responsible for distributing this policy to employees, volunteers, and other employees identified above.

**The Business Administrator** will be responsible for updating this policy at least annually to reflect circumstances changes in the organization.

**The Business Administrator** will be responsible for monitoring The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs for modifications thereto, to public employers.

### **OTHER APPLICABLE REQUIREMENTS**

In addition to this policy, the HRO and the public employer's appointing authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General Directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

### **POLICY MODIFICATION AND REVIEW**

A public employer may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this policy.

The Civil Service Commission will review and modify this policy periodically and as needed.

### **POLICY ENFORCEABILITY**

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

### **POLICY INQUIRIES & EFFECTIVE DATE**

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. This policy shall be enforceable upon the HRO's completion of training on this policy.

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

**APPROVAL OF POLICY REGARDING PROTECTING MINORS**  
RESOLUTION #22-16

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has been requested by Hardenbergh Insurance Group in accordance with the Joint Insurance Fund to adopt a policy for protection and safe treatment of minors, and

WHEREAS. The Board of Fire Commissioners chose to adopt and approve a domestic violence policy based on a sample policy provided by the Municipal Excess Liability Joint Insurance Fund (MEL).

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby approving the policy entitled "Pine Hill Fire Department/District #1 Policy for Protection and Safe Treatment of Minors."

BE IT FURTHER RESOLVED, that Chairman, or their designee, is hereby authorized to sign the policy and authorize it to be put into action.

Date: July 7, 2022

  
James Wakeley, Secretary

Record of Vote: *Tabled*

Commissioners	Motion	2nd	Yes	No	Abstain	Absent
Hagarty		✓	✓			
Hassett	✓		✓			
Wakeley			✓			
Warrington			✓			
Waddington						✓

I, John Campanella, Business Administrator 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 meeting held on July 7, 2022.

Respectfully Submitted,



John Campanella  
Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
 #22-17

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

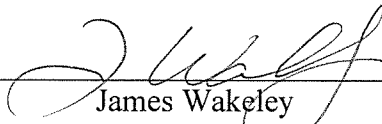
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designated 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 are hereby approved and shall be signed by (3) Commissioners to comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

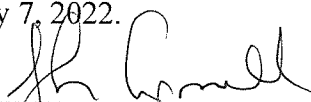
**DATED:** July 7, 2022

  
 \_\_\_\_\_  
 James Wakeley  
 Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Hagarty		✓	✓			
Hassett	✓		✓			
Wakeley			✓			
Waddington						✓
Warrington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on July 7, 2022.

  
 \_\_\_\_\_  
 John Campanella  
 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
22-00001	01/06/22	DC001	DAVID F. CARLAMERE	SOLICITOR'S FEES FOR 2022	Open	450.00	0.00
22-00182	06/09/22	PHFD1	PINE HILL FIRE DEPT.	MONTHLY RENT PAYMENT - JULY	Open	7,916.35	0.00
22-00183	06/09/22	STATE005	State of NJ Health Benefits	JULY 2022 HEALTH PREMIUMS	Open	10,982.04	0.00
22-00184	06/09/22	CASH1	PETTY CASH	JULY ADVANCE FOR DUTY C. MEALS	Open	1,050.00	0.00
22-00185	06/09/22	ACTIO005	Action Uniform Co. LLC	CLASS B UNIFORM FOR C. HARRIS	Open	160.00	0.00
22-00186	06/09/22	ZOLLD005	ZOLL DATA SYSTEMS	JULY INVOICE EMS CHARTING	Open	191.25	0.00
22-00187	06/09/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCBA FLOWTESTING	Open	1,004.40	0.00
22-00188	06/09/22	FIRELINE	FIRELINE EQUIPMENT	CAP RESERVOIR & GASKET	Open	83.12	0.00
22-00189	06/09/22	WB MASON	W.B. MASON CO., INC.	GATORADE & WATER FOR FIRE DEPT	Open	250.32	0.00
22-00190	06/09/22	HALE01	HALE TRAILER BRAKE & WHEEL	TRUCK WASH 5 GALLONS	Open	56.70	0.00
22-00191	06/09/22	CCC01	CAMDEN COUNTY COLLEGE	BURN BUILDING USE ON 4/19/22	Open	350.00	0.00
22-00192	06/09/22	AIRGA005	AIRGAS USA, LLC	CYLINDER RENTAL	Open	13.20	0.00
22-00193	06/09/22	IMC01	INTERSTATE MOBILE CARE	PHYSICAL - WILLIAM FEDIUK	Open	200.00	0.00
22-00194	06/09/22	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	302.33	0.00
22-00195	06/14/22	HALE01	HALE TRAILER BRAKE & WHEEL	Miscellaneous Items	Open	143.68	0.00
22-00196	06/14/22	FIRELINE	FIRELINE EQUIPMENT	DOOR JAM AJAR SWITCH	Open	25.99	0.00
22-00197	06/14/22	CAS01	CASA PAYROLL SERVICE, LLC	INVOICE FOR PAYROLL 6/15/22	Open	129.20	0.00
22-00198	06/14/22	BTM001	BOUND TREE MEDICAL,LLC	EMT SUPPLIES	Open	56.19	0.00
22-00199	06/14/22	MES01	MUNICIPAL EMERGENCY SERVICES	RESCUE TOOLS SERVICE	Open	2,180.15	0.00
22-00200	06/15/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	OXYGEN SENSOR	Open	236.00	0.00
22-00201	06/15/22	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	111.16	0.00
22-00202	06/15/22	ZOLLD005	ZOLL DATA SYSTEMS	AUGUST INVOICE EMS CHARTING	Open	191.25	0.00
22-00203	06/15/22	ALLGE005	ALL GEARED UP	UNIFORM ITMES	Open	1,555.00	0.00
22-00204	06/15/22	FIRSTDUE	LOCALITY MEDIA INC.	FIRST DUE INVOICE	Open	2,250.00	0.00
22-00205	06/20/22	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR JULY	Open	1,287.99	0.00
22-00206	06/20/22	TG001	TOWNSHIP OF GLOUCESTER	PM on Engine Truck	Open	608.32	0.00
22-00207	06/23/22	MOT01	MOTOROLA SOLUTIONS, INC.	COMMUNICATION EQUIPMENT	Open	119.50	0.00
22-00208	06/23/22	FIRELINE	FIRELINE EQUIPMENT	RESERVOIR CAP FOR SMART POWER	Open	106.19	0.00
22-00209	06/23/22	FIRELINE	FIRELINE EQUIPMENT	WINDSHIELD FOR SQUAD	Open	846.99	0.00
22-00210	06/28/22	PHG01	PINE HILL AUTO REPAIR	OIL CHANGE ON BRUSH TRUCK	Open	62.45	0.00
22-00211	06/28/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	ROPE CUTTER & EYE WASH KIT	Open	117.93	0.00
22-00212	06/28/22	ALLGE005	ALL GEARED UP	UNIFORM ALTERATIONS	Open	250.00	0.00
22-00213	06/28/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	PELICAN BATTERY REPLACEMENT	Open	119.00	0.00
22-00214	06/28/22	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
22-00215	06/28/22	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR MAY 2022	Open	2,199.67	0.00
22-00216	06/28/22	FSS01	FIRE & SAFETY SERVICE, LTD	PADDLE WHEEL	Open	212.24	0.00
22-00217	06/28/22	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING FEE 6/30/22	Open	173.30	0.00
22-00218	06/28/22	CASH1	PETTY CASH	REPLENISH CHIEF'S PETTY CASH	Open	117.06	0.00
22-00219	06/30/22	ULLLC005	UL LLC	ANNUAL AERIAL INSPECTION	Open	1,645.00	0.00
22-00220	06/30/22	FSS01	FIRE & SAFETY SERVICE, LTD	RUBBER ARM MARKER LIGHT	Open	37.38	0.00
22-00221	06/30/22	CCC01	CAMDEN COUNTY COLLEGE	NJ ST GRILL GROUND INSTRUCTOR	Open	90.00	0.00
22-00222	06/30/22	BOA00001	Bank of America	P CARD CHARGES FOR JUNE 2022	Open	4,649.50	0.00
22-00223	06/30/22	ACTIV005	Active911, Inc.	ACTIVE 911 SUBSCRIPTION	Open	313.96	0.00
22-00224	07/05/22	BOW01	BOWMAN & COMPANY LLP	ANNUAL AUDIT FOR 2021	Open	10,000.00	0.00
22-00225	07/05/22	DYLAN005	Dylan M Pierce	REPLACEMENT FOR LOST CHECK	Open	241.14	0.00
22-00226	07/06/22	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	86.94	0.00
22-00227	07/06/22	WB MASON	W.B. MASON CO., INC.	GATORADE & WATER FOR FIRE DEPT	Open	272.85	0.00

Total Purchase Orders: 47 Total P.O. Line Items: 0 Total List Amount: 53,533.36 Total Void Amount: 0.00

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11899 to 11941  
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
11899	07/07/22	ACTIO005 Action Uniform Co. LLC	160.00		1117
11900	07/07/22	ACTIV005 Active911, Inc.	313.96		1117
11901	07/07/22	AIRGA005 AIRGAS USA, LLC	13.20		1117
11902	07/07/22	ALLGE005 ALL GEARED UP	1,805.00		1117
11903	07/07/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	117.93		1117
11904	07/07/22	BOA00001 Bank of America	4,649.50		1117
11905	07/07/22	BOW01 BOWMAN & COMPANY LLP	10,000.00		1117
11906	07/07/22	BTM001 BOUND TREE MEDICAL,LLC	358.52		1117
11907	07/07/22	CAS01 CASA PAYROLL SERVICE, LLC	129.20		1117
11908	07/07/22	CAS01 CASA PAYROLL SERVICE, LLC	173.30		1117
11909	07/07/22	CASH1 PETTY CASH	1,050.00		1117
11910	07/07/22	CASH1 PETTY CASH	117.06		1117
11911	07/07/22	CCC01 CAMDEN COUNTY COLLEGE	350.00		1117
11912	07/07/22	CCC01 CAMDEN COUNTY COLLEGE	90.00		1117
11913	07/07/22	DC001 DAVID F. CARLAMERE	450.00		1117
11914	07/07/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,004.40		1117
11915	07/07/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	236.00		1117
11916	07/07/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	119.00		1117
11917	07/07/22	DYLAN005 Dylan M Pierce	241.14		1117
11918	07/07/22	FIRELINE FIRELINE EQUIPMENT	83.12		1117
11919	07/07/22	FIRELINE FIRELINE EQUIPMENT	25.99		1117
11920	07/07/22	FIRELINE FIRELINE EQUIPMENT	106.19		1117
11921	07/07/22	FIRELINE FIRELINE EQUIPMENT	846.99		1117
11922	07/07/22	FIRSTDUE LOCALITY MEDIA INC.	2,250.00		1117
11923	07/07/22	FSS01 FIRE & SAFETY SERVICE, LTD	212.24		1117
11924	07/07/22	FSS01 FIRE & SAFETY SERVICE, LTD	37.38		1117
11925	07/07/22	HALE01 HALE TRAILER BRAKE & WHEEL	56.70		1117
11926	07/07/22	HALE01 HALE TRAILER BRAKE & WHEEL	143.68		1117
11927	07/07/22	IMC01 INTERSTATE MOBILE CARE	200.00		1117
11928	07/07/22	JHART005 J. HARTE ASSOCIATES LLC	1,287.99		1117
11929	07/07/22	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1117
11930	07/07/22	MES01 MUNICIPAL EMERGENCY SERVICES	2,180.15		1117
11931	07/07/22	MOT01 MOTOROLA SOLUTIONS, INC.	119.50		1117
11932	07/07/22	PHFD1 PINE HILL FIRE DEPT.	7,916.35		1117
11933	07/07/22	PHG01 PINE HILL AUTO REPAIR	62.45		1117
11934	07/07/22	PHH01 PINE HILL HARDWARE, INC.	198.10		1117
11935	07/07/22	STATE005 State of NJ Health Benefits	10,982.04		1117
11936	07/07/22	TG001 TOWNSHIP OF GLOUCESTER	608.32		1117
11937	07/07/22	TG001 TOWNSHIP OF GLOUCESTER	2,199.67		1117
11938	07/07/22	ULLLC005 UL LLC	1,645.00		1117
11939	07/07/22	WB MASON W.B. MASON CO., INC.	250.32		1117
11940	07/07/22	WB MASON W.B. MASON CO., INC.	272.85		1117
11941	07/07/22	ZOLL005 ZOLL DATA SYSTEMS	382.50		1117

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	43	0	53,533.36	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	43	0	53,533.36	0.00

Range of Accounts: 2-First to 2-Last      Adds: N      Changes: N      Transfers In: N  
 Range of Dates: 06/01/22 to 06/30/22      Transfers Out: N      Expenditures: Y      Refunds: N  
 Range of Reason Codes: ALL      Reimbursements: N      Encumbrances: N      Cancels: N  
    Include Non-Budgeted: Y      Check Payments: N  
    YTD 1099: N      PO Encumbrances: N      Contract Encm: N

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
2-GN- -001-101	FIRE CHIEF					
06/15/22 Expd		CHIEF - Pay Date 6/15/2022		4,546.85	JC	B 535 1
06/30/22 Expd		CHIEF - Pay Date 6/30/2022		4,546.85	JC	B 536 1
Total Expenditures:	2	9,093.70				
2-GN- -001-102	District Business Administrator					
06/15/22 Expd		ADMINISTRATORS - Pay Date 6/15/2022		1,291.09	JC	B 535 2
06/30/22 Expd		ADMINISTRATORS - Pay Date 6/30/2022		1,270.49	JC	B 536 2
Total Expenditures:	2	2,561.58				
2-GN- -001-105	Fire Commissioners					
06/30/22 Expd		COMMISSIONERS - Pay Date 6/30/2022		1,083.35	JC	B 536 4
Total Expenditures:	1	1,083.35				
2-GN- -001-210	Payroll Administrative Costs					
06/15/22 Expd		Bank Fee for June 2022		18.95	JC	B 535 14
Total Expenditures:	1	18.95				
2-GN- -001-301	Federal Payroll Taxes - Administrative					
06/15/22 Expd		FICA ADMIN - Pay Date 6/15/2022		407.81	JC	B 535 15
06/30/22 Expd		FICA ADMIN - Pay Date 6/30/2022		591.11	JC	B 536 15
Total Expenditures:	2	998.92				
2-GN- -001-303	State Payroll Taxes - Administrative					
06/15/22 Expd		STATE WAGE TAX ADMIN - Pay Date 6/15/22		9.04	JC	B 535 16
06/30/22 Expd		STATE WAGE TAX ADMIN - Pay Date 6/30/22		25.84	JC	B 536 16
Total Expenditures:	2	34.88				
2-GN- -001-305	Defined Contribution Retirement Plan					
06/15/22 Expd		DCRP EMPLOYER - Pay Date 6/15/2022		52.28	JC	B 535 17
06/30/22 Expd		DCRP EMPLOYER - Pay Date 6/30/2022		51.45	JC	B 536 17
Total Expenditures:	2	103.73				
2-GN- -002-110	Firefighters					
06/15/22 Expd		FIREFIGHTERS - Pay Date 6/15/2022		12,383.37	JC	B 535 7
06/30/22 Expd		FIREFIGHTERS - Pay Date 6/30/2022		12,383.37	JC	B 536 7
Total Expenditures:	2	24,766.74				



Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
Date	Type					
<b>2-GN- -002-111 Overtime &amp; Sicktime Buyback</b>						
06/15/22	Expd	OVERTIME - Pay Date 6/15/2022		415.63	JC	B 535 8
06/30/22	Expd	OVERTIME - Pay Date 6/30/2022		1,169.45	JC	B 536 8
Total Expenditures:		2		1,585.08		
<b>2-GN- -002-226 Weekend &amp; Overnight Duty Crews</b>						
06/15/22	Expd	DUTY CREW STIPENDS - Pay Date 6/15/2022		3,136.00	JC	B 535 11
06/30/22	Expd	DUTY CREW STIPENDS - Pay Date 6/30/2022		2,744.00	JC	B 536 11
Total Expenditures:		2		5,880.00		
<b>2-GN- -002-228 Stipends - Fill In Firefighters</b>						
06/15/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 6/15/22		672.00	JC	B 535 12
Total Expenditures:		1		672.00		
<b>2-GN- -002-301 FICA - Firefighters</b>						
06/15/22	Expd	FICA FIREFIGHTERS - Pay Date 6/15/2022		1,230.98	JC	B 535 18
06/30/22	Expd	FICA FIREFIGHTERS - Pay Date 6/30/2022		1,207.28	JC	B 536 18
Total Expenditures:		2		2,438.26		
<b>2-GN- -002-303 State Payroll Taxes - Firefighters</b>						
06/15/22	Expd	STATE WAGE TAX FF'S - Pay Date 6/15/2022		111.35	JC	B 535 19
06/30/22	Expd	STATE WAGE TAX FF'S - Pay Date 6/30/2022		88.67	JC	B 536 19
Total Expenditures:		2		200.02		
<b>2-GN- -002-304 Health Insurance - Firefighters</b>						
06/15/22	Expd	J. Gordon Jr. Health Ins. reimb. 6/15/22		129.83	JC	B 535 9
06/30/22	Expd	J. Gordon Jr. Health Ins. reimb. 6/30/22		129.83	JC	B 536 9
Total Expenditures:		2		259.66		
<b>2-GN- -003-101 Fire Official</b>						
06/30/22	Expd	FIRE MARSHAL - Pay Date 6/30/2022		916.67	JC	B 536 5
Total Expenditures:		1		916.67		
<b>2-GN- -003-102 Fire Inspectors</b>						
06/30/22	Expd	FIRE INSPECTOR - Pay Date 6/30/2022		416.67	JC	B 536 6
Total Expenditures:		1		416.67		

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Fund Description	Fund	Expenditures
GENERAL	2-GN	51,030.21
Total of All Funds:		<u>51,030.21</u>

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Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	27	51,030.21

# RESOLUTION 22-18

Whereas, the Pine Hill Fire District No 1  
(formal name of organization)

desires to apply for and obtain a grant from the New Jersey Department of Community Affairs

for approximately \$ 67,500 to carry out a project to purchase new  
(dollar amount of request)

personal protective equipment and gear crates  
(briefly describe the project)

**Be it therefore RESOLVED,**

1) that the Pine Hill Fire District No 1  
(formal name of organization)

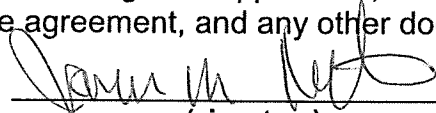
does hereby authorize the application for such a grant; and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between

Pine Hill Fire District No 1  
(formal name of organization)

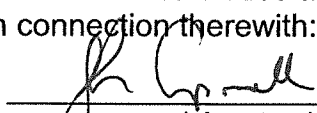
and the New Jersey Department of Community Affairs.

**Be it further RESOLVED,** that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

  
(signature)

Joseph M. Hunter  
(type or print name)

Fire Chief  
(title)

  
(signature)

John Camporeale  
(type or print name)

Business Administrator  
(title)

**CERTIFICATION:**

I, James Wakeley, the Board Secretary  
(name of Board Secretary / Government Clerk) (title of position - Board Secretary or Government Clerk)

of Pine Hill Fire District No 1  
(formal name of organization)

hereby certify that at a meeting of the Board of Directors / Governing Body held on July 7, 2022  
(meeting date)

the above RESOLUTION was duly adopted.

AFFIX GOV'T,  
CORPORATE OR  
NOTARY SEAL

  
(Signature of Secretary of the Board of Directors or Government Clerk)

# American Rescue Plan Firefighter Grant (ARPFPG)

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## For More Information

Email:

[arpffg@dca.nj.gov](mailto:arpffg@dca.nj.gov)

The American Rescue Plan Firefighter Grant ("Firefighter Grant") is a competitive grant that supports local and regional fire department firefighters by ensuring that they have proper fire protection, cleaning, and sanitization equipment. Ensuring that firefighters are properly protected against the combined threats of the COVID-19 virus and the strain of emergency fire requests is vital given the current stress on communities confronting the pandemic. Access to funding to purchase the appropriate gear, clothing, and equipment is critical for mental and physical health, particularly for those fire departments with limited operating budgets and large numbers of volunteers. Assisting local and regional fire departments in purchasing gear, clothing, and equipment helps address these equity considerations, meeting the needs of communities that have been placed under substantial stress throughout the pandemic. The Firefighter Grant will allocate funds to allow departments to make these needed purchases.

Firefighter Grant funds will be allocated to each grant recipient to help cover costs associated with the purchases of:

- Protective clothing (turnout clothing ensembles, pants, garments, helmets, hoods, gloves, footwear, etc.)
- Cleaning and Advanced Cleaning equipment
- Oxygen equipment;
- PPE; and
- Other fire/virus protection equipment as determined to be appropriate by the Division of Local Government Services ("DLGS").

## FUNDING AVAILABLE

Governor Murphy has appropriated \$10 million from the American Rescue Plan State Fiscal Recovery Funds to support the purchase of firefighter equipment during this time of heightened community need. The Division of Local Government Services within the Department of Community Affairs will administer the Grant awards, which may be adjusted or capped based upon applications submitted. A recommended maximum award of \$75,000 shall govern; however, awards in excess of the cap may be authorized if warranted and depending upon program demand. Funding duplication is not permitted and cannot supplant allocated funding from other sources. Priority will be given to departments demonstrating the greatest need.

## APPLICANT ELIGIBILITY

All local and regional fire departments in New Jersey are eligible to apply.

## APPLICATION PROCESS

Applicants must submit applications utilizing the NJDCA SAGE Portal.

## SUBMISSION DEADLINE

DLGS must be in receipt of one electronic copy of the completed application in SAGE by **5:00 P.M. EST on August 13, 2022** for the applicant(s) to be eligible for grant funding.

## ASSISTANCE

Turnout Coat	1789.00	x12	21468.00
Bunker Pants	1457.00	x12	17484.00
Boots	382.00	x12	4584.00
Helmet	1015.59	x10	10155.90
Fire Gloves	135.39	x15	2030.85
Hood	50.59	x20	1011.80
Rescue Gloves	27.50	x50	1375.00
Eye Protection	2.39	x50	119.50
Gear Dryer			9200.00

67429.05

New PPE & Gear Dryer

# Pine Hill Fire Department

## Chief's Monthly Report

June 2022

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### Meetings:

- On Thursday night the 3<sup>rd</sup>, I attended the monthly commission meeting.
- On Monday night the 6<sup>th</sup> I held an officer's meeting.
- On Thursday night the 9<sup>th</sup>, I attended the Camden County Fire Chief's meeting that was held in Haddon Heights.
- On Wednesday evening the 8<sup>th</sup>, I attended the 5-year planning committee meeting.
- On Monday evening the 13<sup>th</sup>, Deputy Chief Greer and I had a meeting with David Baiori. We discussed the reappointment of his Captain's position.
- On Tuesday morning the 14<sup>th</sup>, I attended a zoom meeting with First Due.
- On Tuesday evening the 14<sup>th</sup>, I attended the fire company meeting.
- On Tuesday evening the 14<sup>th</sup>, I attended the Pine Hill Fire Department Relief Association Meeting.
- On Monday evening the 20<sup>th</sup>, I attended a meeting with the parents of the new Fire Cadets.
- On Tuesday morning the 21<sup>st</sup>, I met with Commissioner Hassett & B/A Campanella and reviewed two new policies that are required by our insurance company.
- On Wednesday morning the 22<sup>nd</sup>, Deputy Chief Greer and I met with the supervisor from South Jersey Gas on Little Mill Road. We discussed the plan on the road closure.
- On the morning of the 23<sup>rd</sup>, I attended a zoom meeting with First Due.
- On Thursday evening the 23<sup>rd</sup>, I held a truck committee meeting.

### Runs stats:

- Run reports for the month of June have been sent to the State for compliance.

### Calls for Service / Significant Concerns:

- On Monday evening the 6<sup>th</sup>, we were dispatched to Mulberry Ave in Lambs Terrace for a reported dwelling fire. 8501 on location and asked for the second alarm for a working fire in an attached garage. Captain Pizzo & I responded and worked the rear of the dwelling (division C). Ladder 62 with 6 firefighters were given orders to throw ground

ladders to the rear of the dwelling. Engine 62 with a crew of 5 were sent to the manpower pool and assisted with overhaul. Squad 62 stood by in-station, with a crew of 4, to handle any other calls in town.

- On Sunday evening the 19<sup>th</sup>, we were dispatched to 66 East Branch Ave. for a burn victim. Captain Pizzo on location just prior to the Ladder that was returning from a prior run. The crew from the Ladder immediately attended to the patient who had burns to his lower abdomen and right hand. The female on location advised me that the patient was working on the steering column of his vehicle when his shirt caught on fire. Patient care was transferred to BLS & ALS upon their arrival. Patient refused to be transported to the hospital.
- On Thursday afternoon the 21<sup>st</sup>, we were dispatched to 27 Mac Knight Drive for a dwelling fire. I arrived first to find nothing showing and the caller was reporting the house filling with smoke. Deputy Chief Greer arrived and was sent to the rear of the dwelling, where he reported smoke showing. Engine 62 arrived first with a crew of 5 and was ordered to take the hydrant in front of 32 Mac Knight Drive and stretch a handline to the interior via the front door. Ladder 62 arrived with a crew of 4 and was ordered to assist the interior crew. Quint 211 arrived and was ordered to set up ventilation. It was found to be a dryer fire and that fire was extinguished by the crew from engine 62. No fire extension from the dryer and minimal damage to the home.
- On Tuesday evening the 28<sup>th</sup>, we were dispatched to East Branch Ave & Turnersville Road for a motor vehicle accident. Squad 62 responded with 5 and arrived to confirm a two-car accident, with a pickup truck into a pole. I arrived to find Captain Pizzo on location and the Squad company assessing one patient in a vehicle. The patient legs were trapped under the petals and the decision was made to upgrade to a rescue and remove the driver's door. We were receiving 2 additional medical calls in our local at the same time we were performing the rescue. Captain Pizzo was sent to handle both medical calls because there were no ambulances in the area.
- On Wednesday morning the 29<sup>th</sup>, we handled a vehicle into a pillar in front of the Walgreens on Kearsley Road. We used the hydraulic cutters to remove the front bumper that was wrapped around the pillar.

### **Public relations:**

- We installed 3 smoke detectors and 1 carbon monoxide detector at 1036 Crest Road.
- We installed 3 smoke detectors and 1 carbon monoxide detector at 27 Mac Knight Drive.

### **Inspira:**

- They have continuously staffed the power truck and we have had no issues with them. Our EMT's have been working well with the crews on the street.
- On July 3<sup>rd</sup>, they held the power truck over until 930 pm to cover the Borough fireworks.

### **Tower Ladder:**

- The committee met and has agreed to meet with Pierce & KME on July 10<sup>th</sup> & July 13<sup>th</sup>.

### **Squad:**

- The preventative maintenance on the Squad was completed by Gloucester Township.
- The windshield on the Squad was replaced.
- All the hydraulic tools on the Squad have been serviced.

### **Engine:**

- The preventative maintenance on the engine was completed by Gloucester Township.

### **BLS-62:**

- As stated, every month, the ambulance is stocked, checked and ready to respond at any time.
- We staffed the ambulance for the Borough fireworks on the 3<sup>rd</sup> and for Trump National's fireworks on the 4<sup>th</sup>.

### **Ladder:**

- The preventative maintenance on the Ladder was completed by Gloucester Township.

### **Southern County Regional Taskforce:**

- We had a meeting scheduled for Thursday evening the 30<sup>th</sup>. The meeting was cancelled at the last minute, due to a fire in Berlin Township.

### **Training:**

- On Thursday evening the 7<sup>th</sup>, I attended the Meet & Greet Training that was held at the old Berlin Kmart. We had 17 pieces of apparatus from Pine Hill, Winslow, Waterford, Berlin, and West Berlin. We also had about 75 firefighters combined between all 5 departments.
- On Wednesday evening the 22<sup>nd</sup>, I attended the company training on rescue equipment / techniques. We had 37 members participate in this training.

### **Firefighter 1:**

- We had 3 out of the 5 students pass. They will be retesting on July 18<sup>th</sup>.



### **Recruitment:**

- We continue to move forward with the new 10 members we picked up from the recruitment drive.

### **Reimbursement:**

- We did receive the \$2500 from Harrison Township Fire District.

### **Narcan:**

- The Overdose Prevention Act (N.J.S.A. 24:6J-5.1) was amended on July 2, 2021, and effective on August 30, 2021. If Narcan is administered by a first responder and the person believed to be experiencing an overdose is not subsequently transported to a health care facility, the first responder **Shall:** Offer to furnish the person with an opioid antidote and try to capture the entire incident on an officer's body worn camera. The first responder is also required to provide the person concerning substance use disorder treatment programs and resources and sterile syringe access programs and resources to the person when treatment for the drug overdose is complete. At the direction of our medical command, we signed up for the State program that will provide us Narcan that we will hand out to patient that have overdosed. Our medical director will be providing us with pamphlets that will be handed out to overdose victims. Both will be free of charge and will make us compliant of the state law.

### **Accident:**

- Everyone should be aware of the accident that happened the morning of the 18<sup>th</sup> with the Ladder. A police report was made, and pictures were taken. All reports were turned into B / A Campanella for proper notification to our insurance company. I met with the insurance adjuster, and we are waiting for the quote on the repairs. We also had the main tested to make sure that it wasn't damaged from the accident.

### **Jury Duty:**

- I have written two letters to the Camden County Courts asking for Captain Crosby & Captain Daleus to be excused.

### **Lieutenants Test:**

- On Tuesday evening the 14<sup>th</sup>, Deputy Chief Greer, Captain Pizzo and I held a Lieutenant's test for the following firefighters (Dylan Pierce, Corey Douglass, and William Lebednikas). All 3 did well on the test and were promoted to the Lieutenant's position. To make room for the lieutenants, we promoted Steven Rabchuk & Jaime Daleus to Captains. This now allows us to have an officer on duty every night of the week.

**Pine Hill Bureau of Fire Prevention  
Office of the Fire Marshal  
Monthly Report to the Board of Fire Commissioners**

**Month of: June 2022**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	03
Fire Safety Inspection – Non LHU(s)	17
Re-Inspection(s)	23
Smoke Detector & CO Detector Compliance(s)	23
Complaint(s)	0
Fire Investigation(s)	01

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	\$701.00
Smoke Detector & CO Detector Compliance	\$409.00
Permit Fees	\$110.00
Number of Permits Issued	02
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	\$3,571.75
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>\$4,791.75</b>

**Requests:**

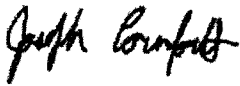
**The following Items are requests for purchase/appropriation:**

N/A

**Comments:**

N/A

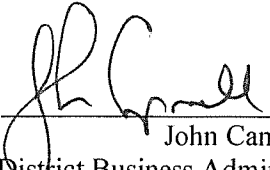
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive style with some loops and flourishes.

Joseph Cornforth  
Fire Official

**PINE HILL FIRE DISTRICT #1  
JUNE 2022 ADMINISTRATOR'S REPORT**

- Processed accident claim regarding the Ladder Truck accident
- Processed accident claim for the broken windshield in the Squad
- Completed and submitted certification of fire district vacancy to CC Election's Clerk
- Posted a legal notice in the Courier Post regarding the November election
- Worked on policies – domestic abuse & protecting minors
- Processed payroll with new payroll vendor - CASA
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations

  
\_\_\_\_\_  
John Campanella  
Fire District Business Administrator