

Pine Hill Fire District #1
Regular Meeting Minutes
September 1, 2022

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Waddington at 7:30 P.M. Chairman Waddington 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 – present

OTHER OFFICIALS PRESENT: Chief Hunter, Captain Pizzo, Deputy Chief Greer, Captain Rabchuk

MINUTES: Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on August 4, 2022. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Hassett. Motion passed with five yes votes.

COMMUNICATIONS LIST: Chairman Waddington said that there were no communications listed on the agenda.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley explained that it should take about 2 weeks to have the ladder truck repaired. It will go into the shop on 9/6/22. In the meantime, Resolution 22-22 being presented tonight will authorize the fire district to rent a ladder truck from Mount Laurel. We will pick up the rental truck on 9/6/22.
- **Community Relations Liaison:** Nothing to report
- **Information Technology and Equipment Commissioner:** Chairman Waddington explained that the renovated offices have been rewired by an outside contractor. This will make hooking up communications easier in the future.
- **Insurance Fund Commissioner:** Administrator Campanella said that fire district personnel met with Don Ruprecht regarding our insurance risk exposure.
- **Fire Prevention Commissioner:** Commissioner Hassett said Firefighter Hitzelberger is working on preparations for fire prevention week.

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- **EMS Liaison:** Commissioner Warrington said that there were some minor issues but things are moving along well.

NEW BUSINESS: Chairman Waddington asked if there were any questions regarding the resolutions on the agenda. Commissioner Hassett recommended a consent agenda approving resolutions 22-21, 22-22, and 22-23 with one motion. Solicitor Carlamere said that consent agendas are permitted. A motion to approve the following resolutions was made by Commissioner Hassett and seconded by Commissioner Hagarty.

- **Resolution 22-21: Approval and Payment of Bills**
- **Resolution 22-22: Authorizing the Signing of a Lease Agreement with MLFD #1**
- **Resolution 22-23: Authorizing the purchase of a command vehicle**

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

FIRE CHIEF'S REPORT: See attached report. Chief Hunter explained the work that the ladder committee has done regarding the purchase of a new ladder truck. He explained that the committee has selected a truck that fits the needs of the fire department. Chief Hunter also explained the cost increases that are expected to take place in November 2022 and again in January 2023. If we can sign by October 31, 2022, we will avoid the cost increases. There will be no cash outlay until the truck is delivered in about two years. All we need to provide is a letter of intent. This issue was discussed with the solicitor providing input on the process and resolution needed. Solicitor Carlamere also advise the commissioners that if the truck is financed, we must apply for permission from the local finance board. However, if a bond is used, then we do not need to contact the local finance board.

Chief Hunter also mentioned that he will be attending the firefighter's convention in Wildwood from September 14 through the 17th. He stated that he would like to take the Chief's vehicle in case he is needed for a fire call. A motion was made by Commissioner Warrington and seconded by Commissioner Wakeley to allow Chief Hunter to take the Chief's vehicle to Wildwood for the convention. Motion passed. Solicitor Carlamere said that there should have been a written agreement regarding this issue. However, he said that the Chief can ask the two members to reimburse the district.

Chief Hunter said that the fire department sent four EMT's to school for a cost of \$1200.00. Two passed the course and two failed. Chief Hunter asked if he can request the two members that failed to reimburse the fire district for the cost.

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Commissioner Warrington said that he is happy to see so many firefighters attending school. Chief Hunter said that many firefighters are taking advantage of our training program.

FIRE OFFICIAL'S REPORT: See attached report

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report

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

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 Hagarty and seconded by Commissioner Hassett. All were in favor. Motion passed.

There was no public participation.

CLOSE FLOOR TO THE PUBLIC: Chairman Waddington 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.

CLOSED SESSION: Chairman Waddington said that there is a need to have a closed session to discuss personnel issues. A motion to enter closed session was made by Commissioner Warrington and seconded by Commissioner Hagarty. Motion passed. Closed session began at 7:58 p.m.

RESUME PUBLIC PORTION OF MEETING: Chairman Waddington called the meeting back to order at 8:25 p.m. and asked for a roll call.

ROLL CALL: Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Warrington – present, Commissioner Wakeley – present, Commissioner Waddington – present

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Chairman Waddington announced that there was a discussion in closed session regarding hiring a part-time Qualified Purchasing Agent. There are funds available in the budget. A motion was made by Commissioner Hagarty and seconded by Commissioner Hassett to begin the process of hiring a part-time QPA. Chairman Waddington asked for a roll call vote.

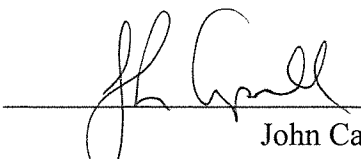
- Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Commissioner Waddington – yes. Motion passed with five yes votes.

Chairman Waddington said that no other decisions were made in closed session and the personnel issue remains pending.

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

The meeting adjourned at 8:27 p.m.


James Wakeley
Commission Secretary


John Campanella
Fire District Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #22-21

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

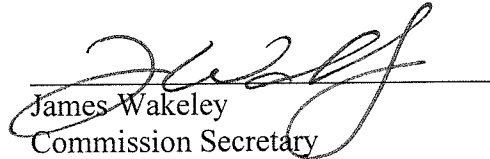
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate 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.

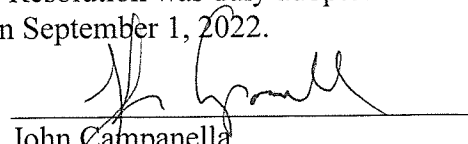
DATED: September 1, 2022


 James Wakeley
 Commission Secretary

Record of Vote: *Consent Agenda*

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 September 1, 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	
22-00260	08/23/22	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT PAYMENT - SEPTEMB	Open	7,524.33	0.00	
22-00261	08/23/22	STATE005 State of NJ Health Benefits	SEPTEMBER 2022 HEALTH PREMIUMS	Open	10,982.04	0.00	
22-00262	08/23/22	CASH1 PETTY CASH	SEPTEMBER ADVANCE FOR MEALS	Open	1,050.00	0.00	
22-00263	08/23/22	AIRGA005 AIRGAS USA, LLC	CYLINDER RENTAL	Open	26.40	0.00	
22-00264	08/23/22	EDR01 ED'S RENTAL	CUT SAW SERVICE	Open	131.56	0.00	
22-00265	08/23/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	BATTERY BOOSTER PACK	Open	269.99	0.00	
22-00266	08/23/22	COMCA005 COMCAST	MONTHLY INVOICE	Open	405.53	0.00	
22-00267	08/23/22	KB40001 KnowBe4, Inc.	3 YR. RENEWAL - TRAINING	Open	1,317.50	0.00	
22-00268	08/24/22	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
22-00269	08/24/22	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR SEPTEMBER	Open	1,291.49	0.00	
22-00270	08/24/22	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR JULY 2022	Open	1,651.56	0.00	
22-00271	08/24/22	RCGCF001 Rowan College of South Jersey	INSTRUCTOR LEVEL 1 - D. PIERCE	Open	150.00	0.00	
22-00272	08/24/22	RCGCF001 Rowan College of South Jersey	INCIDENT COMMAND I-300 - BAIOR	Open	65.00	0.00	
22-00273	08/26/22	PHG01 PINE HILL AUTO REPAIR	OIL CHANGE - SUPPORT 62	Open	72.45	0.00	
22-00274	08/26/22	PHG01 PINE HILL AUTO REPAIR	REPLACE BATTERY CHIEF'S VEHICL	Open	256.20	0.00	
22-00275	08/26/22	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	235.65	0.00	
22-00276	08/26/22	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 8/15/2022	Open	132.20	0.00	
22-00277	08/26/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	FIREFIGHTING GLOVES	Open	1,014.00	0.00	
22-00278	08/26/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	SINGLE GAS OXYGEN MONITOR	Open	169.00	0.00	
22-00279	08/26/22	FIRELINE FIRELINE EQUIPMENT	LED WARNING LIGHT & FLANGE	Open	193.83	0.00	
22-00280	08/26/22	FIRELINE FIRELINE EQUIPMENT	OPTIC LENS	Open	257.85	0.00	
22-00281	08/26/22	FDTES005 FD Testing Services LLC	ANNUAL HOSE & LADDER TESTING	Open	2,644.06	0.00	
22-00282	08/26/22	TG0001 TG COMMUNICATIONS, LLC	WIRING RENOVATED OFFICES	Open	2,405.00	0.00	
22-00283	08/26/22	PENNO005 PENNONI ASSOCIATES, INC.	STRUCTURAL DAMAGE ASSESSMENT	Open	407.50	0.00	
22-00284	08/30/22	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING FOR 8/31/22	Open	156.80	0.00	
22-00285	08/30/22	CASH1 PETTY CASH	TRAINING REFRESHMENTS	Open	104.87	0.00	
22-00286	08/30/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	PELICAN BATTERY REPLACEMENTS	Open	130.00	0.00	
22-00287	08/30/22	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	50.07	0.00	
22-00288	08/30/22	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	71.99	0.00	
22-00289	08/30/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	GARMENT BAGS & ACCESSORIES	Open	355.76	0.00	
22-00290	08/30/22	CASH1 PETTY CASH	REPLENISH CHIEF'S PETTY CASH	Open	94.76	0.00	
22-00291	08/31/22	WB MASON W.B. MASON CO., INC.	Gatorade & water for fire dept	Open	274.49	0.00	
22-00292	08/31/22	ZOLL005 ZOLL DATA SYSTEMS	INVOICE EMS CHARTING	Open	191.25	0.00	
22-00293	08/31/22	BOA00001 Bank of America	P-CARD CHARGES FOR AUGUST 2022	Open	2,986.74	0.00	
22-00294	09/01/22	HALE01 HALE TRAILER BRAKE & WHEEL	MONTHLY TRAILER RENTAL	Open	95.00	0.00	

Total Purchase Orders: 36 Total P.O. Line Items: 0 Total List Amount: 37,702.49 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	2-GN	37,702.49	0.00	37,702.49	0.00	0.00	37,702.49
Total of All Funds:		<u>37,702.49</u>	<u>0.00</u>	<u>37,702.49</u>	<u>0.00</u>	<u>0.00</u>	<u>37,702.49</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11974 to 12008
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
11974	09/01/22	AIRGA005 AIRGAS USA, LLC	26.40		1119
11975	09/01/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	269.99		1119
11976	09/01/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	355.76		1119
11977	09/01/22	BOA00001 Bank of America	2,986.74		1119
11978	09/01/22	BTM001 BOUND TREE MEDICAL,LLC	235.65		1119
11979	09/01/22	BTM001 BOUND TREE MEDICAL,LLC	50.07		1119
11980	09/01/22	BTM001 BOUND TREE MEDICAL,LLC	71.99		1119
11981	09/01/22	CAS01 CASA PAYROLL SERVICE, LLC	132.20		1119
11982	09/01/22	CAS01 CASA PAYROLL SERVICE, LLC	156.80		1119
11983	09/01/22	CASH1 PETTY CASH	1,050.00		1119
11984	09/01/22	CASH1 PETTY CASH	104.87		1119
11985	09/01/22	CASH1 PETTY CASH	94.76		1119
11986	09/01/22	COMCA005 COMCAST	405.53		1119
11987	09/01/22	DC001 DAVID F. CARLAMERE	450.00		1119
11988	09/01/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,014.00		1119
11989	09/01/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	169.00		1119
11990	09/01/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	130.00		1119
11991	09/01/22	EDR01 ED'S RENTAL	131.56		1119
11992	09/01/22	FDTES005 FD Testing Services LLC	2,644.06		1119
11993	09/01/22	FIRELINE FIRELINE EQUIPMENT	193.83		1119
11994	09/01/22	FIRELINE FIRELINE EQUIPMENT	257.85		1119
11995	09/01/22	HALE01 HALE TRAILER BRAKE & WHEEL	95.00		1119
11996	09/01/22	JHART005 J. HARTE ASSOCIATES LLC	1,291.49		1119
11997	09/01/22	KB40001 KnowBe4, Inc.	1,317.50		1119
11998	09/01/22	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1119
11999	09/01/22	PENNO005 PENNONI ASSOCIATES, INC.	407.50		1119
12000	09/01/22	PHFD1 PINE HILL FIRE DEPT.	7,524.33		1119
12001	09/01/22	PHG01 PINE HILL AUTO REPAIR	328.65		1119
12002	09/01/22	RCGCF01 Rowan College of South Jersey	150.00		1119
12003	09/01/22	RCGCF01 Rowan College of South Jersey	65.00		1119
12004	09/01/22	STATE005 State of NJ Health Benefits	10,982.04		1119
12005	09/01/22	TG0001 TG COMMUNICATIONS, LLC	2,405.00		1119
12006	09/01/22	TG001 TOWNSHIP OF GLOUCESTER	1,651.56		1119
12007	09/01/22	WB MASON W.B. MASON CO., INC.	274.49		1119
12008	09/01/22	ZOLLD005 ZOLL DATA SYSTEMS	191.25		1119

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	35	0	37,702.49	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	35	0	37,702.49	0.00

Range of Accounts: 2-First to 2-Last Add: N Changes: N Transfers In: N
 Range of Dates: 08/01/22 to 08/31/22 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	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
2-GN- -001-101	FIRE CHIEF				
08/15/22	Expd	CHIEF - Pay Date 8/15/22	4,546.85	JC	B 539 1
08/31/22	Expd	CHIEF - Pay Date 8/31/22	4,546.85	JC	B 544 1
Total Expenditures:		2	9,093.70		
2-GN- -001-102	District Business Administrator				
08/15/22	Expd	ADMINISTRATORS - Pay Date 8/15/22	1,394.10	JC	B 539 2
08/31/22	Expd	ADMINISTRATORS - Pay Date 8/31/22	1,380.37	JC	B 544 2
Total Expenditures:		2	2,774.47		
2-GN- -001-105	Fire Commissioners				
08/31/22	Expd	COMMISSIONERS - Pay Date 8/31/22	1,083.35	JC	B 544 4
Total Expenditures:		1	1,083.35		
2-GN- -001-210	Payroll Administrative Costs				
08/15/22	Expd	Bank Fee for August 2022	18.95	JC	B 539 14
Total Expenditures:		1	18.95		
2-GN- -001-301	Federal Payroll Taxes - Administrative				
08/15/22	Expd	FICA ADMIN - Pay Date 8/15/22	415.65	JC	B 539 15
08/31/22	Expd	FICA ADMIN - Pay Date 8/31/22	599.53	JC	B 544 15
Total Expenditures:		2	1,015.18		
2-GN- -001-303	State Payroll Taxes - Administrative				
08/15/22	Expd	STATE WAGE TAX ADMIN - Pay Date 8/15/22	41.59	JC	B 539 16
08/31/22	Expd	STATE WAGE TAX ADMIN - Pay Date 8/31/22	58.41	JC	B 544 16
Total Expenditures:		2	100.00		
2-GN- -001-305	Defined Contribution Retirement Plan				
08/15/22	Expd	DCRP EMPLOYER - Pay Date 8/15/22	56.46	JC	B 539 17
08/31/22	Expd	DCRP EMPLOYER - Pay Date 8/31/22	55.90	JC	B 544 17
Total Expenditures:		2	112.36		
2-GN- -002-110	Firefighters				
08/15/22	Expd	FIREFIGHTERS - Pay Date 8/15/22	12,383.37	JC	B 539 7
08/31/22	Expd	FIREFIGHTERS - Pay Date 8/31/22	12,383.37	JC	B 544 7
Total Expenditures:		2	24,766.74		

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
2-GN- -002-111	Overtime & Sicktime Buyback				
08/15/22 Expd	OVERTIME - Pay Date 8/15/22		823.12	JC	B 539 8
08/31/22 Expd	OVERTIME - Pay Date 8/31/22		931.18	JC	B 544 8
Total Expenditures:	2	1,754.30			
2-GN- -002-226	Weekend & Overnight Duty Crews				
08/15/22 Expd	DUTY CREW STIPENDS - Pay Date 8/15/22		3,472.00	JC	B 539 11
08/31/22 Expd	DUTY CREW STIPENDS - Pay Date 8/31/22		4,648.00	JC	B 544 11
Total Expenditures:	2	8,120.00			
2-GN- -002-228	Stipends - Fill In Firefighters				
08/15/22 Expd	FILL-IN FIREFIGHTERS - Pay Date 8/15/22		371.00	JC	B 539 12
08/31/22 Expd	FILL-IN FIREFIGHTERS - Pay Date 8/31/22		560.00	JC	B 544 12
Total Expenditures:	2	931.00			
2-GN- -002-301	FICA - Firefighters				
08/15/22 Expd	FICA FIREFIGHTERS - Pay Date 8/15/22		1,264.92	JC	B 539 18
08/31/22 Expd	FICA FIREFIGHTERS - Pay Date 8/31/22		1,377.44	JC	B 544 18
Total Expenditures:	2	2,642.36			
2-GN- -002-303	State Payroll Taxes - Firefighters				
08/15/22 Expd	STATE WAGE TAX FF'S - Pay Date 8/15/22		63.29	JC	B 539 19
08/31/22 Expd	STATE WAGE TAX FF'S - Pay Date 8/31/22		66.47	JC	B 544 19
Total Expenditures:	2	129.76			
2-GN- -002-304	Health Insurance - Firefighters				
08/15/22 Expd	J. Gordon Jr. Health Ins. reimb. 8/15/22		129.83	JC	B 539 9
08/31/22 Expd	J. Gordon Jr. Health Ins. reimb. 8/31/22		129.83	JC	B 544 9
Total Expenditures:	2	259.66			
2-GN- -003-101	Fire Official				
08/31/22 Expd	FIRE MARSHAL - Pay Date 8/31/22		916.67	JC	B 544 5
Total Expenditures:	1	916.67			
2-GN- -003-102	Fire Inspectors				
08/31/22 Expd	FIRE INSPECTOR - Pay Date 8/31/22		416.67	JC	B 544 6
Total Expenditures:	1	416.67			

Fund Description	Fund	Expenditures
GENERAL	2-GN	54,135.17
Total of All Funds:		<u>54,135.17</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	28	54,135.17

Resolution 22-22

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT # 1,
BOROUGH OF PINE HILL, CAMDEN COUNTY NEW JERSEY
AUTHORIZING THE SIGNING OF A LEASE AGREEMENT WITH THE
MOUNT LAUREL FIRE DISTRICT NO. 1 FOR ONE EMERGENCY RESPONSE
APPARATUS

WHEREAS. Board of Fire Commissioners, Fire District #1, Borough of Pine Hill did previously determine one emergency apparatus vehicle - "Ladder Truck" sustained damage from an accident that occurred on June 18th, 2022, and

WHEREAS. The Board of Fire Commissioners determined that the damaged emergency apparatus "Ladder Truck" was capable of remaining in service while awaiting for necessary parts and repair service, and

WHEREAS. The damaged emergency apparatus is scheduled for repair service on September 6th, 2022. And, the Board of Fire Commissioners has been advised that the scheduled repair service will place the emergency apparatus out of service for a period of 4 to 6 weeks, and

WHEREAS. The Board of Fire Commissioners determined it to be in the best interest of the residents of Fire District # 1 that a replacement emergency apparatus be leased to provide proper emergency response during the anticipated 4 to 6 weeks, and

WHEREAS. The Fire Chief for Fire District # 1 Borough of Pine Hill, solicited three Vendors for apparatus rental. All Vendors responding that emergency apparatus was not available for the time required by Fire District # 1. And, the Fire Chief and Board of Fire Commissioners determined that the rental cost was, in their combined opinion, too expensive for the Fire District, and

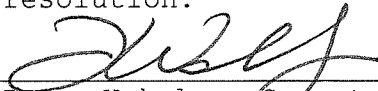
WHEREAS. The Fire Chief for Fire District# 1, Borough of Pine Hill secured an emergency apparatus as a rental from the Mount Laurel Fire District No. 1 for the time period required and at a less expensive rental rate, and

WHEREAS. The Board of Fire Commissioners Fire District # 1, Borough of Pine Hill determined that it is in the best interest of the residents of Fire District # 1 that the District secure a rental emergency apparatus from Mount Laurel Fire District # 1.

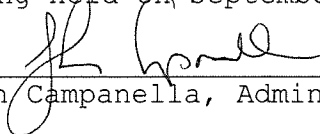
NOW THEREFORE, It is herein Resolved by the Board of Fire Commissioners, Fire District # 1, Borough of Pine Hill, that the Chairman and/or Secretary to the Board of Fire Commissioners be and are hereby authorized to sign an Agreement of Lease with the Mount Laurel Fire District # 1 for the designated emergency apparatus.

BE IT FURTHER RESOLVED, that a copy of the Agreement of Lease be attached and made a part of this resolution.

DATED : September 1, 2022


James Wakeley, Secretary

I John Campanella, Administrative Clerk to the Board of Fire Commissioners Fire District #1 do hereby certify that the within resolution was introduced and adopted by the Board of Fire Commissioners at their regular meeting held on September 1, 2022.


John Campanella, Administrator

Agreement of Lease of Mount Laurel Fire Department Ladder 3615

Between

Mount Laurel Fire District No. 1

& Pine Hill Fire District No. 1

1. **Identification of Parties:** This contract is entered into between Mount Laurel Fire District No. 1, 69 Elbo Lane, Mount Laurel, NJ 08054, (hereinafter referred to as “MLFD”) and Pine Hill Fire District No. 1, 1109 Erial Road, Pine Hill, NJ 08021 (hereinafter referred to as “PHFD” or “Lessee”) for the purpose of leasing a fire apparatus.
2. **Description of the property:** The fire apparatus is a 2014 KME Ladder Truck, NJ license MG98877 and vin 1K9AF6486EN058671 hereinafter referred to as “Ladder 3615” or “3615”. At the time of this writing, Ladder 3615 has 61292 miles, 575 engine hours, 203 pump hours, and 93 ladder hours.
3. **Terms:** This lease is an open-ended agreement not to exceed six weeks from the start date of September 6, 2022. The parties may mutually agree to extend the lease beyond six weeks through written/electronic affirmation. The cost of the lease shall be \$450.00 per day starting on September 6, 2022 and continuing through the termination date/apparatus return date. The Lessee shall provide MLFD with 24 hours written/electronic notice to terminate the lease to allow for logistics and planning. Payment will be coordinated between the parties following the conclusion of the lease. There shall be no limit on mileage or hours allowable on the apparatus.
4. **Insurance Considerations:** During the term of this lease, the Lessee shall maintain insurance coverage acceptable to MLFD including full liability, auto comprehensive, and auto collision coverage. PHFD agrees to list MLFD as an additional insured on its

coverage. The Lessee hereby agrees to hold harmless and indemnify MLFD from any and all claims and liability resulting from their use of the vehicle pursuant to this agreement.

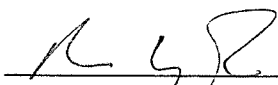
The Lessee attests that it maintains insurance coverages in the First Responder Joint Insurance Fund in the following amounts:

- a. \$5,000,000 per claim
- b. \$5,000,000 aggregate
- c. \$15,000,000 total policy aggregate

5. **Training:** MLFD agrees to provide training materials and one in-person training class for PHFD personnel as part of the agreement and at no extra charge.

6. **Other Considerations:** The Lessee accepts responsibility for any damages that may occur during the term of the lease. The parties have agreed to include fire service equipment from Ladder 3615 in the lease agreement. MLFD will catalog equipment prior to the lease start date and upon the conclusion of the lease agreement. MLFD will provide PHFD with a copy of the apparatus and equipment inventory as well as media taken prior to pickup as part of the lease process. PHFD accepts responsibility for repair or replacement of equipment damaged during the term of the lease.

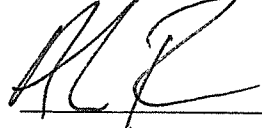
Pine Hill Fire District No. 1

BY: 
ATTEST: (sign), Authorized Authority

Kevin Waddington Treasurer/Chairman
Print Name & Title

9/1/2022
Date

Mount Laurel Fire District No. 1


(sign) Authorized Authority

Allen Pine, Deputy Chief
Print Name & Title

9/1/22
Date

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, FIRE DISTRICT # 1,
OF THE BOROUGH OF PINE, CAMDEN COUNT, NEW JERSEY, AUTHORIZING
THE PURCHASE OF ONE EMERGENCY COMMAND VEHICLE FOR AN AMOUNT
NOT TO EXCEED \$60,000.00, PURSUANT TO N.J.S.A. 40A:14-84b

RESOLUTION 22-23

WHEREAS. N.J.S.A. 40A:14-84b, of the Laws of the State of New Jersey authorizes the Board of Fire Commissioners to appropriate funds for the purchase of apparatus related to fire prevention extinguishing purposes, and the amount having been anticipated and funded in the current 2022 annual budget of the Fire District under the section for capital appropriations, and

WHEREAS. The Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill has determined the purchase of one emergency command vehicle is in the best interest of Fire District #1 for fire prevention, extinguishment and public safety, and

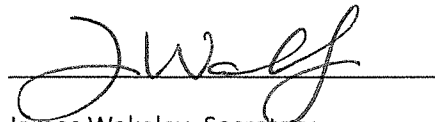
WHEREAS. The Board determined that the amount to be expended shall not exceed \$60,000.00, which sum has been approved as part of the Fire District 2022 annual budget, and

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 purchase one emergency command vehicle for an amount not to exceed \$60,000.00.

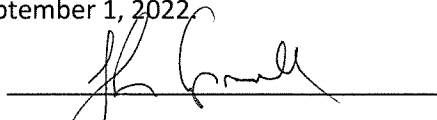
BE IT FURTHER RESOLVED by the Board of Fire Commissioners as follows;

- a. That the above resolution shall be approved by the Board of Fire Commissioners at the regular public meeting of the Board to be held on October 6th 2022, at the Fire District Office, located at 1109 Erial Road, Pine Hill, New Jersey 08021 at 7:30 PM
- b. That all interested parties shall be given an opportunity to be heard at the public meeting on the issue of the purchase of one emergency command vehicle.
- c. That a copy of this resolution shall be published once in a newspaper circulating in the Fire District not later than 10 days prior to the regular meeting of the Board of Fire Commissioners to be held on October 6th 2022 at the Fire District Office, 1109 Erial Road, Pine Hill, New Jersey 08021
- d. That a copy of this resolution shall be posted at five (5) public places in the Fire District.
- e. That copies of the resolution shall be available to members of the general public by request to the Fie District Administrator/Clerk of the Board of Fire Commissioners John Campanella at 856-786-8666.

DATED: September 1, 2022


James Wakeley, Secretary

I, John Campanella, Administrator/Clerk to the Board of Fire Commissioners Fire District # 1 of the Borough of Pine Hill does hereby certify the within resolution was approved by the Board of Fire Commissioners at a regular meeting of the Board on September 1, 2022.


John Campanella, Business Administrator

MALL CHEVROLET

75 Haddonfield Road, Cherry Hill, NJ 08002

Direct: 856-449-9254 / Fax: 856-504-0108

fleetman13@gmail.com

Rick Di Renzo, Fleet Manager

Date: 6/1/2022

END USER	ADDRESS - CITY, STATE, ZIP:	BQT SERIES VR 20
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VICTORY RED STOCK	EQUIPMENT AT TIME OF DELIVERY MAY VARY DUE TO RESTRAINTS
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Comments:	ESCNJ 20/21-09
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Item	QTY	Part No.	Description	DISC	MSRP	ESCNJ
1	1	CK10706	2023 CHEVROLET TAHOE SSV 4WD	20.42%	\$ 48,550.00	\$ 38,636.09
		DFC	GM SHIPPING CHARGES		\$ 1,795.00	\$ 1,795.00
		L84/MQC	5.3L V8 FLEX FUEL-10 SPEED AUTOMATIC			STD
	1	5T5	FRONT CLOTH/REAR VINYL			STD
	1	5Y1	CLOTH FRONT SEATS/INDIVIDUAL NO CONSOLE			STD
	1	BG9	VINYL FLOOR			STD
	1	6E2	REMOTE START	5.00%	\$ 300.00	\$ 285.00
	1	ATH	KEYLESS OPEN/START			STD
	1	AMF	FOUR EXTRA REMOTES	5.00%	\$ 75.00	\$ 71.25
	1	PROG	PROGRAM FOUR ADDITIONAL REMOTES		\$ 145.00	\$ 145.00
	1	6J7	FACTORY FLASHBACK SYSTEM	5.00%	\$ 170.00	\$ 161.50
	1	PQA	DRIVER ALERT PACKAGE	5.00%	\$ 395.00	\$ 375.25
	1	V76	RECOVERY HOOKS	5.00%	\$ 50.00	\$ 47.50
	1	6J4	HORN/SIREN WIRING CIRCUIT	5.00%	\$ 55.00	\$ 52.25
	1	6J3	GRILLE LAMP/SPEAKER WIRING CIRCUIT	5.00%	\$ 92.00	\$ 87.40
	1	VK3	FRONT LICENSE BRACKET	5.00%	\$ 40.00	\$ 38.00
	1	WX7	WIRING PROVISIONS AUXILAIRY SPEAKER	5.00%	\$ 60.00	\$ 57.00
	1	6C7	RED/WHITE DOME LIGHT	5.00%	\$ 170.00	\$ 161.50
	1	T53	TAIL GATE ALTERNATING LED LAMPS	5.00%	\$ 565.00	\$ 536.75
		K4B	HEAVY DUTY DUAL BATTERIES			STD
	1	RD4	ALUMINUM WHEELS 275/60r/20 ASB	5.00%	\$ 800.00	\$ 760.00
	1	NHT	HEAVY DUTY TRAILER PACKAGE	5.00%	\$ 350.00	\$ 332.50
		KX4	250 AMP ALTERNATOR			STD
	1	UN9	RADIO SUPPRESSION PACKAGE	5.00%	\$ 95.00	\$ 90.25
	1	ATD	THIRD ROW SEAT DELETE			STD
		UPF	BLUETOOTH			STD
	1	TAG	TEMP TAG			\$ 5.00
	1	DEL	DELIVERY			\$ 150.00
	1	5T4	VICTORY RED EXTERIOR			\$ 700.00
			TOTAL			\$ 43,637.24

Pine Hill Fire Department

Chief's Monthly Report

August 2022

Meetings:

- On Monday evening the 1st, I held an officer's meeting.
- On Tuesday morning the 2nd, I attended a meeting with Deputy Chief Ebner from the Winslow Township Fire Department and Tom Williams from Wooster's Funeral Home. The meeting was to discuss the funeral arrangements for past Firefighter George Hewitt.
- On Tuesday evening the 2nd, I attended National Night Out.
- On Thursday evening the 4th, I attended the monthly commission meeting.
- On Thursday afternoon the 18th, I attended a meeting at the County Public Works Building regarding the widening of Berlin Cross Keys Road.
- On Saturday morning the 20th, I attended the Firefighter 1 orientation with the two new fire students.
- On Tuesday evening the 19th, I attended the fire company meeting.
- On Monday morning the 22nd, I attended a meeting with the new administrators for Inspira at the Gloucester Township Borough Hall.
- On Monday morning the 22nd, I attended a meeting Don R. Ruprecht from J.A. Montgomery.
- On Tuesday afternoon the 30th, I attended a meeting with Commissioners Waddington & Hassett.

Runs stats:

- Run reports for the month of July have been sent to the state for compliance.

Calls for Service / Significant Concerns:

- On Wednesday evening the 10th, we ran 90 calls in a 5-hour period. The call volume was due to a chemical release in Gloucester County. I have sent emails to the Gloucester County OEM asking if there will be any type of reimbursement for the manpower and vehicle use that we were burdened with due to the release. I have attached a copy of the emails that have transpired.

Public Relations:

- We installed 2 smoke detectors & 1 Co detector for the resident at 82 Country Club Road.

Inspira:

- We had an incident with a supervisor and a formal complaint was sent via email with all the documents that pertained to the incident.

Tower Ladder:

- On Sunday morning the 7th, I visited the Pendol Fire Department & the Cornwall's Fire Department, with the ladder committee, to look at their Pierce ladder trucks. Both fire departments were in PA.
- On Thursday evening the 11th, I visited the Pleasantville Fire Department in NJ, with the ladder committee, to look at their Pierce ladder.
- On Monday morning the 15th, Deputy Chief Greer and I went to Mount Laurel Fire Department to inspect their reserve ladder truck for possible rental. The truck fits our needs and working with the insurance company via B/ A Campanella, we have come to an agreement. We will pick up the ladder on the morning of September 6th and should hopefully only need it for two weeks. On Monday morning the 29th, we sent Deputy Chief Greer, Firefighters Gordon Sr. & Duvall to Mount Laurel to be trained on the ladder. Our ladder truck is scheduled to go to the shop on the morning of September 6th.

BLS-62:

- As stated, every month, the ambulance is stocked, checked and ready to respond at any time.
- On the evening of the 2nd, while attending the National Night Out at the high school, there was an MVA on Turnersville Road in front of the football field at the high school. Our ambulance was on standby for the event and transported two patients from the accident to the hospital.

Hose / Ground Ladder testing:

- On Thursday morning the 18th we had all our ground ladders and hoses tested for compliance. All the ground ladders passed, and 3 lengths of hose was placed out of service.

Funeral / Viewing:

- On Thursday morning the 4th, we lined the truck out front of the building and placed a set of turn-out gear and the members stood at attention as the funeral procession for past Firefighter Hewitt drove by our station.
- On Wednesday evening the 17th, I attended the viewing of life member Mark Cocchi from the Blackwood Fire Company. We also assisted with sending 5 members to be Honor Guards.
- On Thursday morning the 18th, we sent 3 members to assist with Honor Guard during the viewing for Mark Cocchi.

Southern County Regional Taskforce:

- We did not have a meeting in June or July, but we are scheduled for a meeting Monday night September 12.

66 East Branch Ave:

- We continue to respond to this property for illegal burning in the yard. The resident is burning trash in a 55-gallon drum and melting wire for the copper. I have reached out to the State Forestry Service and was advised that they can't really assist. I have since reached out to the State DEP and was give a DEP number. I have been in contact with their solid waste department, and I am waiting for this complaint to be assigned, so an inspection can be done. This property is a fire hazard, and I am really concerned for firefighter safety.

Training:

- Most are aware that Deputy Chief Greer and I attended the International Fire Chief Convention in San Antonio Texas from 08/23 to 08/26. All receipt has been turned in and a copy of the classes that we attended are attached to this report.
- On Wednesday afternoon the 31st, I will be attending FLSA Bootcamp for Volunteer and Combination Fire department via Webinar.

Firefighter 1:

- We have two new members attending semester.

State OEMS:

- The state has requested copies of our Vehicle Sanitation, Infection Control, and all COVID-19 polices. All were submitted on Tuesday the 30th for compliance.

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

Month of: August 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	1
Fire Safety Inspection – Non LHU(s)	1
Re-Inspection(s)	22
Smoke Detector & CO Detector Compliance(s)	19
Complaint(s)	0
Fire Investigation(s)	01

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$93.00
Smoke Detector & CO Detector Compliance	\$810.00
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	\$1,417.65
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$2,320.65

Requests:

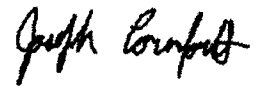
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

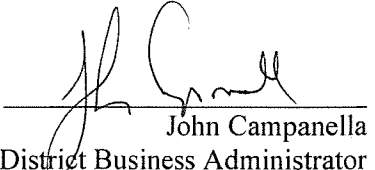
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive, slightly slanted style.

Joseph Cornforth
Fire Official

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

- Completed and submitted firefighter grant with help of Chief Hunter and Captain Pizzo
- Met with Don Ruprecht from JA Montgomery Consulting regarding safety, insurance compliance, etc. Chief Hunter and Captain Pizzo also attended meeting.
- Had Zoom meeting with our cyber training representative. (Knowbe4)
- Had Zoom meeting with Jennifer Olson from Hardenbergh regarding our insurance renewal
- Had numerous doctor's and physical therapy appointments in August
- Provided a quote for EMT and ambulance services to Overbrook HS for coverage at football games
- 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