

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

MEETING CALLED TO ORDER: Meeting was called to order by Vice Chairman Warrington at 7:34 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 – not present, Commissioner Warrington – present, Commissioner Wakeley – present, Commissioner Waddington – not present

OTHER OFFICIALS PRESENT: Chief Hunter, Battalion Chief Pizzo

SWEARING-IN: Solicitor Carlamere performed the swearing-in of Commissioner Hagarty who was re-elected to his position as fire commissioner.

MINUTES: Vice Chairman Warrington asked if there were any questions regarding the regular minutes for the meeting held on November 3, 2022. There were none. A motion to approve the minutes was made by Commissioner Wakeley and seconded by Commissioner Hagarty. Motion passed with three yes votes.

COMMUNICATIONS LIST: Vice Chairman Warrington said that the following communications were on the agenda and asked for a motion to approve:

- Certificate of Election for Michael Hagarty
- Certified 2022 Election Results from the Camden County Clerk
- Proof of publication of the 2023 Budget Adoption Notice
- Proof of publication of the 2021 Audit Synopsis

A motion to approve the communications list was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed with three yes votes.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** No report
- **Community Relations Liaison:** Vice Chairman Warrington said that the Christmas Parade will be on 12/4/2022.
- **Information Technology and Equipment Commissioner:** No report

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- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** No report

NEW BUSINESS:

- **Resolution 22-30:** Approval of 2023 Budget (Tabled)

Vice Chairman Warrington explained that the Department of Community Affairs for the State of NJ has not approved the 2023 budget for adoption at this point. The 2023 budget will be ready for adoption at our January meeting. Therefore, the public hearing and resolution 22-30 need to be tabled until the January meeting. A motion to table the public hearing and Resolution 22-30 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

Roll Call Vote: Commissioner Hagarty – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Motion passed with three yes votes.

- **Resolution 22-31:** Approval and Payment of Bills

Vice Chairman Warrington said that the commissioners hopefully had time to review the bill list and asked if there were any questions regarding resolution 22-31. There were none. A motion to approve resolution 22-31 – Approval and Payment of Bills – was made by Commissioner Wakeley and seconded by Commissioner Hagarty.

Roll Call Vote: Commissioner Hagarty – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Motion passed with three yes votes.

- **MOTION:** To approve the appointment of a Battalion Chief

Vice Chairman Warrington explained that a motion needs to be made to appoint Acting Battalion Chief Sal Pizzo as Battalion Chief effective January 1, 2023. A motion was made by Commissioner Wakeley and seconded by Commissioner Hagarty to appoint Acting Chief Sal Pizzo to Battalion Chief effective January 1, 2023.

Roll Call Vote: Commissioner Hagarty – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Motion passed with three yes votes.

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Consent Agenda for the remaining resolutions (22-32 to 22-49)

Vice Chairman Warrington explained that resolutions 22-32 through 22-49 can be approved by consent agenda. Solicitor Carlamere agreed. Vice Chairman Warrington read each resolution out loud and asked if there were any questions regarding the resolutions. There were none. A motion was made by Commissioner Wakeley and seconded by Commissioner Hagarty to approve resolutions 22-32 through 22-49.

Roll Call Vote: Commissioner Hagarty – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Motion passed with three yes votes.

- **Resolution 22-32:** Certification of 2021 Annual Audit
- **Resolution 22-33:** Appointment of Fire Chief
- **Resolution 22-34:** Appointment of Volunteer Deputy Chief
- **Resolution 22-35:** Appointment of Fire Official
- **Resolution 22-36:** Appointment of Fire Inspector
- **Resolution 22-37:** Designation of Official Depository
- **Resolution 22-38:** Adoption of Cash Management Plan
- **Resolution 22-39:** Designation of Official Publication
- **Resolution 22-40:** Appointment of First JIF Fund Commissioner and Alternate
- **Resolution 22-41:** Awarding Professional Services Contract for Solicitor
- **Resolution 22-42:** Awarding Professional Services Contract for Auditor
- **Resolution 22-43:** Awarding Professional Services Contract for Insurance Consultant
- **Resolution 22-44:** Awarding Professional Services Contract for Medical Provider
- **Resolution 22-45:** Awarding Professional Services Contract for Computer Maintenance
- **Resolution 22-46:** Salaries of Fire District Commissioners and Employees
- **Resolution 22-47:** Schedule of Meeting Dates
- **Resolution 22-48:** Appointment of Fire District Administrator
- **Resolution 22-49:** Establishing Public Portion of Meeting Requirements

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NOMINATIONS:

- **Chairman:** Commissioner Waddington was nominated by Commissioner Wakeley and seconded by Commissioner Hagarty
- **Vice Chairman:** Commissioner Warrington was nominated by Commissioner Wakeley and seconded by Commissioner Hagarty
- **Secretary:** Commissioner Wakeley was nominated by Commissioner Hagarty and seconded by Commissioner Warrington
- **Treasurer:** Commissioner Waddington was nominated by Commissioner Wakeley and seconded by Commissioner Hagarty
- **Personnel:** Commissioner Hassett was nominated by Commissioner Hagarty and seconded by Commissioner Wakeley

Vice Chairman Warrington said that there were no other nominations and asked for a motion to approve nominees. A motion to approve all nominations was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

Roll Call Vote: Commissioner Hagarty – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Motion passed with three yes votes.

FIRE CHIEF’S REPORT: See attached report. Chief Hunter explained that he will forward the monthly reports from the career staff within the next few days.

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 three yes votes.

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


There was no public participation

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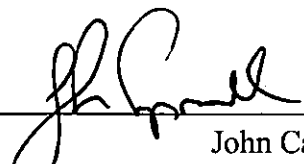
CLOSE FLOOR TO THE PUBLIC: Vice Chairman Warrington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Wakeley and seconded by Commissioner Hagarty. All were in favor. Motion passed.

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

The meeting adjourned at 7:41 p.m.



James Wakeley
Commission Secretary



John Campanella
Fire District Business Administrator

Certificate of Election

**BOARD OF CANVASSERS
OF
CAMDEN COUNTY, NEW JERSEY**

The said Board does determine that at an election held in said county,
on the Eighth day of November, in the year of our Lord Two Thousand Twenty-two

MICHAEL HAGARTY

was duly elected to the Office of

MEMBER OF BOARD OF FIRE COMMISSIONER

PINE HILL BOROUGH FIRE DISTRICT NO. 1

In Witness Whereof, I have hereunto set my hand this
Twenty-first day of November, A.D., Two Thousand Twenty-two



Donna M. Robinson Taylor, Chairperson, Board of County Canvassers

Attest: _____



JOSEPH RIHA, Camden County Clerk



Member Board of Fire Comm.-Pine Hill FD1

		Registered	Ballots Cast	Turnout (%)	Michael HAGARTY	Write-In							
Pine Hill Dist 1	Total	1287	393	30.54	286								
Pine Hill Dist 2	Total	1321	431	32.63	311	2							
Pine Hill Dist 3	Total	1411	474	33.59	339	2							
Pine Hill Dist 4	Total	1404	375	26.71	268	1							
Pine Hill Dist 5	Total	1381	465	33.67	354	4							
Pine Hill Dist 6	Total	946	200	21.14	136	3							
Pine Hill Provisional	Total	0	93	0.00	71								
Pine Hill Emergency Ballots	Total	0	0	0.00									
Pine Hill Borough	TC-Early Voting	7750	34	0.44	22								
Pine Hill Borough	TC-Emergency	7750	0	0.00									
Pine Hill Borough	TC-Machine	7750	1218	15.72	786	7							
Pine Hill Borough	TC-Mail-In Ballot	7750	1086	14.01	886	5							
Pine Hill Borough	TC-Provisional	7750	93	1.20	71								
Pine Hill Borough	Total	7750	2431	31.37	1765	12							
Total - TC-Early Voting		7750	34	0.44	22								
Total - TC-Emergency		7750	0	0.00									
Total - TC-Machine		7750	1218	15.72	786	7							
Total - TC-Mail-In Ballot		7750	1086	14.01	886	5							
Total - TC-Provisional		7750	93	1.20	71								
Contest Total		7750	2431	31.37	1765	12							

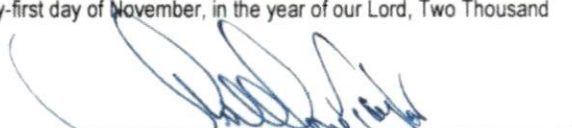
*** Indicates vote data was suppressed due to voter privacy settings.

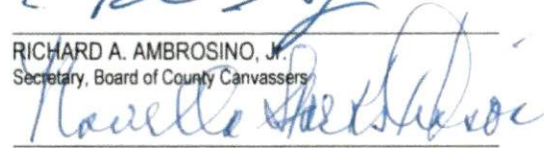
WE DO HEREBY CERTIFY that the foregoing is a true, full and correct statement of the results of the election herein mentioned, as the same is exhibited by the statements produced and laid before the board of county canvassers according to law, and that the same exhibits the number of the names in the signature copy registers and the registers of voters, the number of names of the voters in the poll-books of the election districts, respectively, and of the ballots rejected, the whole number of names in the signature copy registers and the registers of voters, the whole number of names of the voters in the poll-books of the several election districts, the name of each person for whom any vote or votes were cast, the number of votes cast for each person in each election district, and the whole number of votes cast for each person for each office designated, the whole number of districts in each election district and the whole number of votes cast thereupon in the several election districts as they appear by the statements so produced and laid before the said Board.

IN WITNESS WHEREOF, we have hereunto set our hands, this Twenty-first day of November, in the year of our Lord, Two Thousand Twenty-two.

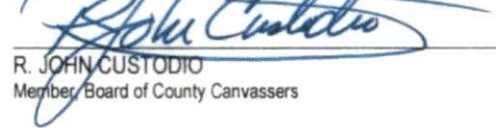
Attest:


JOSEPH RIPA
Clerk, Board of County Canvassers


DONNA M. ROBINSON TAYLOR
Chairperson, Board of County Canvassers


RICHARD A. AMBROSINO, JR.
Secretary, Board of County Canvassers

NOVELLA STARKS HINSON
Member, Board of County Canvassers


R. JOHN CUSTODIO
Member, Board of County Canvassers

A STATEMENT of the determination of the BOARD OF COUNTY CANVASSERS, relative to an election held in the County of Camden, on the Eighth day of November, in the year of our Lord, Two Thousand Twenty-two, for the election of:


- MEMBER OF THE US HOUSE OF REPRESENTIVES – 1ST CONGRESSIONAL DISTRICT,
- TWO MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS,
- ALL MUNICIPAL OFFICES IN CAMDEN COUNTY,
- ONE MUNICIPAL QUESTION,
- ALL MEMBERS OF REGIONAL & LOCAL SCHOOL BOARDS OF EDUCATION,
- ALL MEMBERS OF THE BOARDS OF FIRE COMMISSIONERS

I DO HEREBY CERTIFY that the foregoing is a true, full, and correct statement of the determination of the Board of Canvassers therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand, this Twenty-first day of November, in the year of our Lord, Two Thousand Twenty-two.

Attest:


JOSEPH RIPA
Clerk, Board of County Canvassers


DONNA M. ROBINSON TAYLOR
Chairperson, Board of County Canvassers

COURIER-POST

South Jersey's Newspaper | courierpostonline.com

856-663-6000 • P.O. Box 5300, Cherry Hill, NJ, 08034

Classified Ad Receipt (For Info Only - NOT A BILL)

Customer: PINE HILL FIRE DISTRICT 1

Address: 1109 ERIAL RD
PINE HILL NJ 08021
USA

Ad No.: 0005493084

Pymt Method: Invoice

Net Amt: 42.32

Run Times: 1

No. of Affidavits: 1

Run Dates: 11/21/22

Text of Ad:

**Pine Hill Board of Fire
Commissioners District #1**

2023 Budget Adoption Notice

The Pine Hill Board of Fire Commissioners will hold a public hearing to adopt the 2023 Fire District Budget at their regularly scheduled meeting on Thursday, December 1, 2022. This meeting will be held at the Pine Hill Fire Department, located at 1109 Erial Road, Pine Hill, NJ at 7:30 PM. Formal action will be taken. Copies of the 2023 budget will be available upon request during the week preceding the hearing and during the hearing. Copies of the proposed budget can be obtained by contacting the Business Administrator by phone at (856) 783-8666 or by email at jcampanella@pinehillfiredistrict.com.

John Campanella
Business Administrator

(42.32)

0005493084-01

John Campanella

From: Gannett Legals Public Notices 6 <ganlegpubnotices6@gannett.com>
Sent: Thursday, November 17, 2022 11:30 AM
To: John Campanella
Subject: RE: 0005493084 Public Notice
Attachments: OrderConf.pdf

CAUTION: THE FOLLOWING EMAIL WAS SENT FROM OUTSIDE OF YOUR ORGANIZATION. PLEASE TAKE CARE WHEN CLICKING LINKS OR OPENING ATTACHMENTS. WHEN IN DOUBT, PLEASE CONTACT J. HARTE SUPPORT.

Hello Customer,

Please find attached your order confirmation and proof of the ad.

Your ad is set to run in:

· Courier Post Nov. 21 \$42.32

The total cost is \$42.32 which includes an affidavit, which will be mailed to you after the ad publishes. Please reply by 3 pm Thursday, Nov. 17, 2022 with changes for the ad. **Your notice is scheduled to run per your request and will publish unless you advise otherwise.** You will be able to receive an affidavit 7-10 business days after the last day of printing.

Thanks,

Brittany Milsap
Public Notice Representative



Office: 844-590-5995

From: John Campanella <jcampanella@pinehillfiredistrict.com>
Sent: Thursday, November 17, 2022 9:33 AM
To: Legals, CP <CLegals2@gannettnj.com>
Subject: 0005493084 Public Notice

Hello,
Please place the attached public notice in the Courier Post on the next available day. Our account number is 254410. Please run the notice for one day only and we need one affidavit.

Thank you,
John Campanella

COURIER-POST

PO Box 677304
Dallas, TX 75267-7304

Agency:

PINE HILL FIRE DIST 1
1109 ERIAL RD
PINE HILL, NJ 08021-7303
ATTN

Client:

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

Acct: 077961

THIS IS NOT AN INVOICE

Order #	Advertisement/Description	# Col x # Lines	Rate Per Line	Cost
GCI0976508	PUBLIC NOTICE	DISPLAY		\$214.80
		Affidavit of Publication Charge		
		Tear sheet Charge		
		Net Total Due:		\$214.80

Run Dates: 11/16/2022

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. # _____

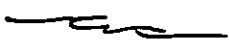
SIGNATURE: _____

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 11/16/2022

Federal ID #: 061032273

Signature:  _____

Official Position: Clerk

1998-1999

AFFIDAVIT OF PUBLICATION

STATE OF WISCONSIN

Brown County

Personally appeared *Kathleen*

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, deposes 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 as follows:

11/16/2022

A.D 2022

Kathleen Allen

Notary Public State of Wisconsin County of Brown

1-7-25

My commission expires

Ad Number: GCI0976508

KATHLEEN ALLEN
Notary Public
State of Wisconsin

**SYNOPSIS OF 2021 REPORT OF AUDIT
FIRE DISTRICT NO. 1, BOROUGH OF PINE HILL
Combined Balance Sheets
Governmental Funds**

	<u>2021</u>	<u>2020</u>
ASSETS		
Cash and Cash Equivalents	\$ 1,324,999.42	\$ 1,313,186.44
Prepaid Expenses	11,592.00	11,592.00
	\$ 1,336,591.42	\$ 1,324,778.44
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts Payable	\$ -	\$ 63,354.84
	-	63,354.84
Fund Balances:		
Non-Spendable	11,592.00	11,592.00
Restricted	230,000.00	190,000.00
Assigned	50,000.00	60,000.00
Unassigned	1,044,999.42	999,831.60
	1,336,591.42	1,261,423.60
Total Liabilities and Fund Balances	\$ 1,336,591.42	\$ 1,324,778.44

**FIRE DISTRICT NO. 1, BOROUGH OF PINE HILL
Combined Statements of Revenue, Expenditures and Changes in Fund Balance
Governmental Funds**

	<u>2021</u>	<u>2020</u>
REVENUES		
Operating Grant Revenue	\$59,588.04	\$3,945.00
Miscellaneous Revenues Offset with Appropriations	28,246.73	25,125.66
Amount to be Raised by Taxation to Support the District Budget	1,234,077.49	1,186,158.36
Non-Budgetary Revenues	12,387.95	7,473.14
	1,334,300.21	1,222,702.16
EXPENDITURES		
Operating Appropriations	1,087,535.73	952,805.27
Capital Outlay	48,534.00	39,439.79
Debt Service	123,062.66	123,062.66
	1,259,132.39	1,115,307.72
Excess of Revenues Over Expenditures	75,167.82	107,394.44
Net Change in Fund Balances	75,167.82	107,394.44
Fund Balance, Beginning	1,261,423.60	1,154,029.16
Fund Balance, Ending	\$ 1,336,591.42	\$ 1,261,423.60

RECOMMENDATIONS

No Current Year Findings

GENERAL INFORMATION

The above synopsis was prepared from the Report of Audit of Fire District No. 1, Borough of Pine Hill, County of Camden, for the calendar year 2021, submitted by Stefanie J. DeSantis of Bowman & Company LLP, Certified Public Accountants & Consultants. The information included herein is not intended to represent complete financial information as presented in the Report of Audit. A copy of the Report of Audit is on file and available for public inspection in the office of the Fire District Secretary.

2023 ADOPTED BUDGET RESOLUTION

Pine Hill Borough FD No. 1

FISCAL YEAR: January 1, 2023 to December 31, 2023

WHEREAS, the Annual Budget for the Pine Hill Borough FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2023 and ending December 31, 2023 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 5, 2023; and

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

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,610,132.40 which includes amount to be raised by taxation of \$1,399,668.16, and Total Appropriations of \$1,610,132.40; and

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 5, 2023 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,610,132.40, which includes amount to be raised by taxation of \$1,399,668.16, and Total Appropriations of \$1,610,132.40; and

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

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


 (Secretary's Signature)

12/01/2022
 (Date)

Motion to table

Board of Commissioners Recorded Vote				
Member	Aye	Nay	Abstain	Absent
Commissioner Hagarty <i>Motion</i>	X			
Commissioner Hassett				X
Commissioner Waddington				X
Commissioner Wakeley <i>2nd</i>	X			
Commissioner Warrington	X			

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#22-31

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

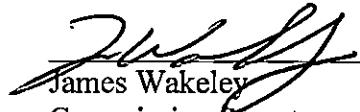
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

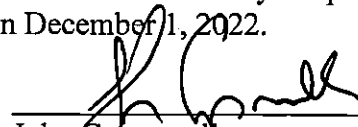
DATED: December 1, 2022


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 December 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	
22-00377	11/17/22	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT PAYMENT DECEMBER	Open	7,766.83	0.00	
22-00378	11/17/22	STATE005 State of NJ Health Benefits	DECEMBER 2022 HEALTH PREMIUMS	Open	14,339.52	0.00	
22-00379	11/17/22	CASH1 PETTY CASH	DECEMBER ADVANCE FOR DC MEALS	Open	1,050.00	0.00	
22-00380	11/17/22	BOW01 BOWMAN & COMPANY LLP	2021 AUDIT - FINAL INVOICE	Open	10,000.00	0.00	
22-00381	11/17/22	FIRELINE FIRELINE EQUIPMENT	REPLACEMENT LED LAMPS	Open	359.78	0.00	
22-00382	11/17/22	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR OCTOBER 2022	Open	2,208.85	0.00	
22-00383	11/17/22	ALLGE005 ALL GEARED UP	UNIFORM PANTS	Open	150.00	0.00	
22-00384	11/17/22	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 11/15/22	Open	131.80	0.00	
22-00385	11/17/22	AIRGA005 AIRGAS USA, LLC	CYLINDER RENTAL	Open	19.80	0.00	
22-00386	11/17/22	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	66.91	0.00	
22-00387	11/17/22	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	154.78	0.00	
22-00388	11/17/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	HYDRO TEST - "D" OXYGEN	Open	360.60	0.00	
22-00389	11/17/22	FSS01 FIRE & SAFETY SERVICE, LTD	PREVENTATIVE MAINT. - LADDER	Open	3,800.00	0.00	
22-00390	11/17/22	FSS01 FIRE & SAFETY SERVICE, LTD	PUMP & GENERATOR SERVICE - SQ	Open	1,000.00	0.00	
22-00391	11/17/22	FSS01 FIRE & SAFETY SERVICE, LTD	PUMP & GENERATOR SERVICE - ENG	Open	1,000.00	0.00	
22-00392	11/17/22	FSS01 FIRE & SAFETY SERVICE, LTD	REPAIRS TO LADDER TRUCK	Open	810.95	0.00	
22-00393	11/17/22	BUD01 BUD'S ENGINE MACHINING & TRUCK	ANNUAL PUMP TEST - ENGINE	Open	865.00	0.00	
22-00394	11/17/22	BUD01 BUD'S ENGINE MACHINING & TRUCK	ANNUAL PUMP TEST - SQUAD	Open	375.00	0.00	
22-00395	11/17/22	BUD01 BUD'S ENGINE MACHINING & TRUCK	ANNUAL PUMP TEST - LADDER	Open	400.00	0.00	
22-00396	11/21/22	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR DECEMBER	Open	1,291.49	0.00	
22-00397	11/21/22	CASH1 PETTY CASH	Replenish John's Petty Cash	Open	59.13	0.00	
22-00398	11/22/22	MOT01 MOTOROLA SOLUTIONS, INC.	MINITOR VI ACCESSORIES	Open	16.30	0.00	
22-00399	11/22/22	WB MASON W.B. MASON CO., INC.	WATER & GATORADE FOR FIRE DEPT	Open	286.75	0.00	
22-00400	11/27/22	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
22-00401	11/27/22	CCC01 CAMDEN COUNTY COLLEGE	TRAINING CLASSES	Open	1,250.00	0.00	
22-00402	11/27/22	DEERP005 DEER PARK FIRE COMPANY	CANTEEN SERVICES RENDERED	Open	100.00	0.00	
22-00403	11/27/22	AAC01 ALERT-ALL CORPORATION	FIRE PREVENTION MATERIALS	Open	1,298.25	0.00	
22-00404	11/27/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	CALIBRATION GAS	Open	245.00	0.00	
22-00405	11/29/22	ACTIO005 Action Uniform Co. LLC	UNIFORM ITEMS	Open	370.49	0.00	
22-00406	11/29/22	IMC01 INTERSTATE MOBILE CARE	PHYSICAL FOR P. GALLAGHER	Open	279.00	0.00	
22-00407	11/29/22	BTM001 BOUND TREE MEDICAL, LLC	EMS SUPPLIES	Open	133.95	0.00	
22-00408	11/29/22	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 11/30/2022	Open	155.30	0.00	
22-00409	11/30/22	BOA00001 Bank of America	P-CARD CHARGES FOR NOVEMBER	Open	2,857.88	0.00	

Total Purchase Orders: 34 Total P.O. Line Items: 0 Total List Amount: 53,740.98 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	53,740.98	0.00	53,740.98	0.00	0.00	53,740.98
Total of All Funds:		<u>53,740.98</u>	<u>0.00</u>	<u>53,740.98</u>	<u>0.00</u>	<u>0.00</u>	<u>53,740.98</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12088 to 12120
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
12088	12/01/22	AAC01 ALERT-ALL CORPORATION	1,298.25		1122
12089	12/01/22	ACTIO005 Action Uniform Co. LLC	370.49		1122
12090	12/01/22	AIRGA005 AIRGAS USA, LLC	19.80		1122
12091	12/01/22	ALLGE005 ALL GEARED UP	150.00		1122
12092	12/01/22	BOA00001 Bank of America	2,857.88		1122
12093	12/01/22	BOW01 BOWMAN & COMPANY LLP	10,000.00		1122
12094	12/01/22	BTM001 BOUND TREE MEDICAL, LLC	133.95		1122
12095	12/01/22	BUD01 BUD'S ENGINE MACHINING & TRUCK	865.00		1122
12096	12/01/22	BUD01 BUD'S ENGINE MACHINING & TRUCK	375.00		1122
12097	12/01/22	BUD01 BUD'S ENGINE MACHINING & TRUCK	400.00		1122
12098	12/01/22	CAS01 CASA PAYROLL SERVICE, LLC	131.80		1122
12099	12/01/22	CAS01 CASA PAYROLL SERVICE, LLC	155.30		1122
12100	12/01/22	CASH1 PETTY CASH	1,050.00		1122
12101	12/01/22	CASH1 PETTY CASH	59.13		1122
12102	12/01/22	CCC01 CAMDEN COUNTY COLLEGE	1,250.00		1122
12103	12/01/22	DC001 DAVID F. CARLAMERE	450.00		1122
12104	12/01/22	DEERP005 DEER PARK FIRE COMPANY	100.00		1122
12105	12/01/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	360.60		1122
12106	12/01/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	245.00		1122
12107	12/01/22	FIRELINE FIRELINE EQUIPMENT	359.78		1122
12108	12/01/22	FSS01 FIRE & SAFETY SERVICE, LTD	3,800.00		1122
12109	12/01/22	FSS01 FIRE & SAFETY SERVICE, LTD	1,000.00		1122
12110	12/01/22	FSS01 FIRE & SAFETY SERVICE, LTD	1,000.00		1122
12111	12/01/22	FSS01 FIRE & SAFETY SERVICE, LTD	810.95		1122
12112	12/01/22	IMC01 INTERSTATE MOBILE CARE	279.00		1122
12113	12/01/22	JHART005 J. HARTE ASSOCIATES LLC	1,291.49		1122
12114	12/01/22	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1122
12115	12/01/22	MOT01 MOTOROLA SOLUTIONS, INC.	16.30		1122
12116	12/01/22	PHFD1 PINE HILL FIRE DEPT.	7,766.83		1122
12117	12/01/22	PHH01 PINE HILL HARDWARE, INC.	221.69		1122
12118	12/01/22	STATE005 State of NJ Health Benefits	14,339.52		1122
12119	12/01/22	TG001 TOWNSHIP OF GLOUCESTER	2,208.85		1122
12120	12/01/22	WB MASON W.B. MASON CO., INC.	286.75		1122

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	33	0	53,740.98	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	33	0	53,740.98	0.00

Range of Accounts: 2-First to 2-Last Adds: N Changes: N Transfers In: N
 Range of Dates: 11/01/22 to 11/30/22 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		Vendor/Source	Amount	User	Item #
2-GN- -001-101	FIRE CHIEF					
11/15/22 Expd	CHIEF - Pay Date 11/15/2022			4,546.85	JC	B 559 1
11/30/22 Expd	CHIEF - Pay Date 11/30/22			4,546.85	JC	B 562 1
Total Expenditures:	2	9,093.70				
2-GN- -001-102	District Business Administrator					
11/15/22 Expd	ADMINISTRATORS - Pay Date 11/15/22			1,558.92	JC	B 559 2
11/30/22 Expd	ADMINISTRATOR - Pay Date 11/30/22			1,339.16	JC	B 562 2
Total Expenditures:	2	2,898.08				
2-GN- -001-105	Fire Commissioners					
11/30/22 Expd	COMMISSIONERS - Pay Date 11/30/22			1,083.35	JC	B 562 4
Total Expenditures:	1	1,083.35				
2-GN- -001-210	Payroll Administrative Costs					
11/10/22 Expd	BANK FEE FOR NOVEMBER - PAYROLL ACCT.			18.95	JC	B 558 1
Total Expenditures:	1	18.95				
2-GN- -001-301	Federal Payroll Taxes - Administrative					
11/15/22 Expd	FICA ADMIN - Pay Date 11/15/22			455.07	JC	B 559 15
11/30/22 Expd	FICA ADMIN - Pay Date 11/30/22			623.15	JC	B 562 15
Total Expenditures:	2	1,078.22				
2-GN- -001-303	State Payroll Taxes - Administrative					
11/15/22 Expd	STATE WAGE TAX ADMIN - Pay Date 11/15/22			22.59	JC	B 559 16
11/30/22 Expd	STATE WAGE TAX ADMIN - Pay Date 11/30/22			26.29	JC	B 562 16
Total Expenditures:	2	48.88				
2-GN- -001-305	Defined Contribution Retirement Plan					
11/15/22 Expd	DCRP EMPLOYER - Pay Date 11/15/22			63.14	JC	B 559 17
11/30/22 Expd	DCRP EMPLOYER - Pay Date 11/30/22			54.23	JC	B 562 17
Total Expenditures:	2	117.37				
2-GN- -002-110	Firefighters					
11/15/22 Expd	FIREFIGHTERS - Pay Date 11/15/22			12,633.37	JC	B 559 7
11/30/22 Expd	FIREFIGHTERS - Pay Date 11/30/22			12,633.37	JC	B 562 7
Total Expenditures:	2	25,266.74				

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
2-GN- -002-111 Overtime & Sicktime Buyback					
11/15/22	Expd	OVERTIME - Pay Date 11/15/22	109.76	JC	B 559 8
11/30/22	Expd	OVERTIME - Pay Date 11/30/22	1,111.00	JC	B 562 8
Total Expenditures:		2	1,220.76		
2-GN- -002-226 Weekend & Overnight Duty Crews					
11/15/22	Expd	DUTY CREW STIPENDS - Pay Date 11/15/22	3,528.00	JC	B 559 11
11/30/22	Expd	DUTY CREW STIPENDS - Pay Date 11/30/22	5,320.00	JC	B 562 11
Total Expenditures:		2	8,848.00		
2-GN- -002-228 Stipends - Fill In Firefighters					
11/15/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 11/15/22	448.00	JC	B 559 12
11/30/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 11/30/22	1,148.00	JC	B 562 12
Total Expenditures:		2	1,596.00		
2-GN- -002-301 FICA - Firefighters					
11/15/22	Expd	FICA FIREFIGHTERS - Pay Date 11/15/22	1,253.43	JC	B 559 18
11/30/22	Expd	FICA FIREFIGHTERS - Pay Date 11/30/22	1,510.38	JC	B 562 18
Total Expenditures:		2	2,763.81		
2-GN- -002-303 State Payroll Taxes - Firefighters					
11/15/22	Expd	STATE WAGE TAX FF'S - Pay Date 11/15/22	45.19	JC	B 559 19
11/30/22	Expd	STATE WAGE TAX FF'S - Pay Date 11/30/22	64.22	JC	B 562 19
Total Expenditures:		2	109.41		
2-GN- -002-304 Health Insurance - Firefighters					
11/15/22	Expd	J. Gordon Jr. Health Ins. reimb.11/15/22	129.83	JC	B 559 9
11/30/22	Expd	J. Gordon Jr. Health Ins. reimb.11/30/22	129.83	JC	B 562 9
Total Expenditures:		2	259.66		
2-GN- -003-101 Fire Official					
11/30/22	Expd	FIRE MARSHAL - Pay Date 11/30/22	916.67	JC	B 562 5
Total Expenditures:		1	916.67		
2-GN- -003-102 Fire Inspectors					
11/30/22	Expd	FIRE INSPECTOR - Pay Date 11/30/22	416.67	JC	B 562 6
Total Expenditures:		1	416.67		

Fund Description	Fund	Expenditures
GENERAL	2-GN	55,736.27
Total of All Funds:		<u>55,736.27</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	28	55,736.27

FIRE DISTRICT NO. 1
BOROUGH OF PINE HILL
RESOLUTION CERTIFYING ANNUAL REPORT OF AUDIT
Resolution 22-32

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual report of audit for the year ended December 31, 2021 has been completed and filed with the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden pursuant to N.J.S.A. 40A:5A-15, and


WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the Board of Commissioners have received the annual report of audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations", in accordance with N.J.S.A. 40A:5A-17,

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended December 31, 2021 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Fire District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

DATED: December 1, 2022

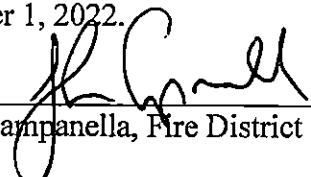


 James Wakeley
 Commission Secretary

Record of Vote: Consent Agenda

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

I, John Campanella do hereby certify this is a true and correct copy of a resolution adopted at a regular meeting of the Board of Fire Commissioners held December 1, 2022.



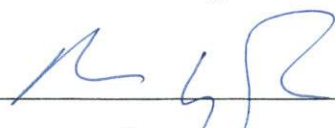



 John Campanella, Fire District Administrator

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD
AUDIT REVIEW CERTIFICATE

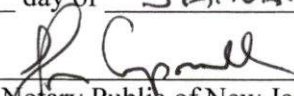
We, the members of the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly elected members of the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual report of audit for the year ended December 31, 2021, and specifically the section of the report of audit entitled "Schedule of Findings and Recommendations."

<i>Name</i>	<i>Signature</i>
Kevin Waddington, Chairman	
Charles Warrington Jr., Vice Chairman	
Thomas Hassett, Personnel	
James Wakeley, Secretary	
Michael Hagarty	

Sworn to and subscribed before me
this 5 day of JANUARY, 2023



Notary Public of New Jersey

John G Campanella
Notary Public
New Jersey
My Commission Expires 1-15-2025
No. 50120448

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

APPOINTMENT OF FIRE CHIEF
#22-33

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

WHEREAS, Funds are available for this service, and

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Joseph M. Hunter be and is hereby appointed the Fire Chief for the Board of Fire Commissioners for the period of January 1, 2023 to December 31, 2023, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

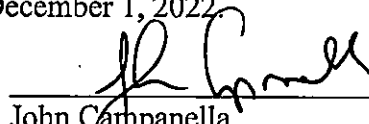
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

APPOINTMENT OF DEPUTY VOLUNTEER FIRE CHIEF
#22-34


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

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

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that John Greer be and is hereby appointed as Deputy Volunteer Fire Chief for the Board of Fire Commissioners for the period January 1, 2023 through December 31, 2023, to perform the services required by the Board.


Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: Consent Agenda

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

APPOINTMENT OF FIRE OFFICIAL
#22-35


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

WHEREAS, Funds are available for this service, and

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Joseph Cornforth be and is hereby appointed the Fire Official for the Board of Fire Commissioners for the period January 1, 2023 through December 31, 2023, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

Date: December 1, 2022

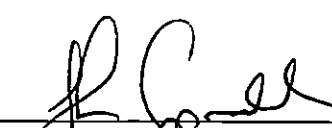

James Wakeley, Secretary

Record of Vote:

Consent Agenda

	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
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 held on December 1, 2022.


John Campanella
Business Administrator

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

APPOINTMENT OF FIRE INSPECTOR
#22-36

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

WHEREAS, Funds are available for this service, and

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Timothy Shannon be and is hereby appointed FIRE INSPECTOR for the Board of Fire Commissioners for the period January 1, 2023 through December 31, 2023, to perform the services required by the Board, and to receive such compensation as may be reasonable for such services.

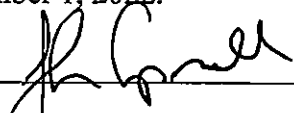
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator


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

OFFICIAL DEPOSITORY
#22-37

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

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

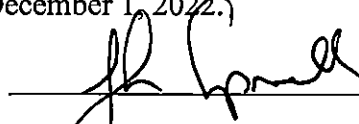
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

CASH MANAGEMENT PLAN
#22-38

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

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

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

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

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

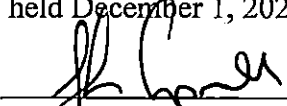
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

I STATEMENT OF PURPOSE

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

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

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

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

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

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

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

IV DESIGNATION OF DEPOSITORIES

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

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

N/A

VI AUTHORIZED INVESTMENTS

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

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

VI AUTHORIZED INVESTMENTS (CONT'D)

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

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

Local Government Investment Pool: An investment pool:

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

VI AUTHORIZED INVESTMENTS (CONT'D)

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

VII SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

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

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

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

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

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

VIII REPORTING REQUIREMENTS

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

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

IX TERM OF PLAN

This Plan shall be in effect from the date of this resolution to December 31, 2023. Attached to this Plan is a Resolution of the governing body of the Pine Hill Fire District #1 approving this Plan for such period of time. This Plan may be amended from time to time. To the extent that any amendment is adopted by the Commissioners, the Designated Officials are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

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

OFFICIAL PUBLICATION
#22-39

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

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

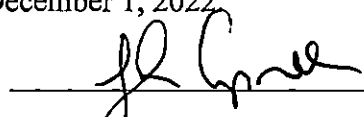
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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


**FUND COMMISSIONERS FOR 1ST RESPONDER JOINT INSURANCE FUND
#22-40**

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

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

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

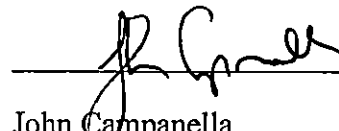
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

**AWARDING PROFESSIONAL SERVICES CONTRACT SOLICITOR
#22-41**

WHEREAS, There exist a need for Solicitor Services, and

WHEREAS, Funds are available for this service, and

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

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that DAVID F. CARLAMERE ESQ., be and is hereby appointed to provide SOLICITOR services for the Board of Fire Commissioners for the period January 1, 2023 through December 31, 2023 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

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

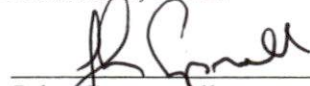
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

**AWARDING OF PROFESSIONAL SERVICES CONTRACT AUDITOR
#22-42**

WHEREAS, There exists a need for AUDITING services, and

WHEREAS, Funds are available for this service, and

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

WHEREAS, Said contract for professional services shall not exceed \$20,000.00 and

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Michael J. Welding of Bowman & Company be and is hereby appointed AUDITOR for the Board of Fire Commissioners for the period January 1, 2023 through December 31, 2023 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

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

Date: December 1, 2022

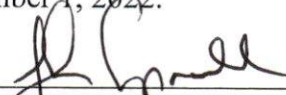

James Wakeley, Secretary

Record of Vote:

Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

**AWARDING OF PROFESSIONAL SERVICES CONTRACT
INSURANCE CONSULTANT
#22-43**

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

WHEREAS, Funds are available for this service, and

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

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Hardenbergh Insurance Group, be and is hereby appointed to provide INSURANCE CONSULTANT services for the Board of Fire Commissioners for the period January 1, 2023 through December 31, 2023, to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

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

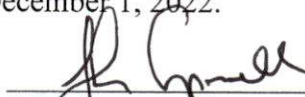
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

**AWARDING PROFESSIONAL SERVICES CONTRACT MEDICAL PROVIDER
#22-44**

WHEREAS, There exist a need for Medical Services, and

WHEREAS, Funds are available for this service, and

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

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

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that Interstate Mobile Care, be and is hereby appointed Medical Provider for the Board of Fire Commissioners for the period January 1, 2023 through December 31, 2023, to perform professional services required by the Board, and to receive such compensation as may be reasonable for such services. This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

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

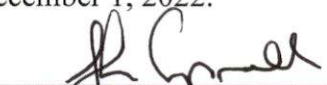
Date: December 1, 2022


James Wakeley, Secretary

Record of Vote: Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

**AWARDING PROFESSIONAL SERVICES CONTRACT FOR
COMPUTER MAINTENANCE
#22-45**

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


WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that J. Harte and Associates meets the requirements established by the Board of Fire Commissioners.

WHEREAS, Said professional contract shall not exceed \$26,000.00.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that J. Harte and Associates, be and is hereby appointed to perform computer maintenance services as required by the Board for the period January 1, 2023 through December 31, 2023, and to receive such compensation as may be reasonable for such services.

Date: December 1, 2022

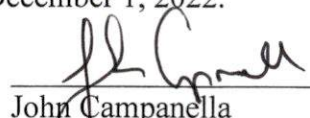

James Wakeley, Secretary

Record of Vote:

Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

**CONFIRMING SALARY FOR FIRE COMMISSIONERS
AND EMPLOYEES OF THE FIRE DISTRICT
#22-46**

WHEREAS, The Board of Fire Commissioners did establish certain salary for Fire Commissioners and employees of the Fire District as part of the year 2023 budget approval process, and

WHEREAS, said year 2023 budget has received New Jersey Department of Community Affairs, Local Finance Board and voter approval, and

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

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

<u>Position</u>	<u>Annual Salary</u>
Commissioner	\$2,600.00
Fire Official	\$11,500.00
Fire Inspector	\$5,500.00
Fire Administrator (Full-Time)	\$116,264.00
Deputy Chief (Volunteer)	\$0.00
Business Administrators	\$34,968.40
Fire District Accountant	\$1,500.00
Qualified Purchasing Agent	\$1,500.00
Firefighters	Amount per 2022-2025 Contract

Date: December 1, 2022

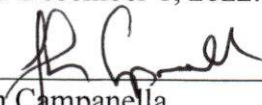

James Wakeley, Secretary

Record of Vote:

Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

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

COMMISSIONER MEETING 2023 SCHEDULE
#22-47

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

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

REGULAR MEETINGS

JANUARY 5, 2023	7:30 P.M.	JULY 6, 2023	7:30 P.M.
FEBRUARY 2, 2023	7:30 P.M.	AUGUST 3, 2023	7:30 P.M.
MARCH 2, 2023	7:30 P.M.	SEPTEMBER 7, 2023	7:30 P.M.
APRIL 6, 2023	7:30 P.M.	OCTOBER 5, 2023	7:30 P.M.
MAY 4, 2023	7:30 P.M.	NOVEMBER 2, 2023	7:30 P.M.
JUNE 1, 2023	7:30 P.M.	DECEMBER 7, 2023	7:30 P.M.

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

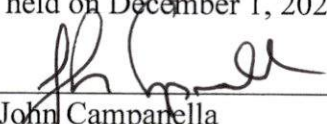
Record of Vote: *Consent Agenda*

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

Date: December 1, 2022


James Wakeley, Secretary

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 December 1, 2022.


John Campanella
Business Administrator

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE DISTRICT BUSINESS ADMINISTRATORS
#22-48**

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

WHEREAS, Funds are available for this service, and

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

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

1. That John Campanella be and is hereby appointed the Fire District Administrator for the Board of Fire Commissioners for the period January 1, 2023 until the Reorganization Meeting in December of 2023, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

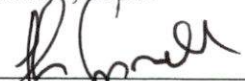
DATED: December 1, 2022


James Wakeley, Commission Secretary

Record of Vote: Consent Agenda

Members	Yes	No	Abstain	Absent
Commissioner Hagerty <u>2nd</u>	✓			
Commissioner Hassett				✓
Commissioner Waddington				✓
Commissioner Wakeley <u>motion</u>	✓			
Commissioner 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 December 1, 2022.


John Campanella
Fire District Business Administrator

BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1

BOROUGH OF PINE HILL

Resolution 22-49

ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL REGULAR, WORK SESSION AND SPECIAL MEETINGS OF THE BOARD OF FIRE COMMISSIONERS

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

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

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

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

Dated: December 1, 2022


James Wakeley, Secretary

Record of Vote:

Consent Agenda

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty		✓	✓			
Hassett						✓
Wakeley	✓		✓			
Warrington			✓			
Waddington						✓

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held December 1, 2022.


John Campanella
Business Administrator

Pine Hill Fire Department

Chief's Monthly Report

November 2022

Meetings:

- On Thursday evening the 3rd, I attended the commission meeting.
- On Monday evening the 11th, I held a department officer's meeting.
- On Tuesday evening the 8th, I attended the fire department company meeting.
- On Thursday evening the 10th, I attended the Camden County Fire Chief's meeting.
- On Friday morning the 11th, I attended the Veterans Service.
- On Monday morning the 28th, I attended the Christmas Parade meeting at the boro hall.

Calls for Service / Significant Concerns:

- Late afternoon on Saturday the 5th, we were dispatched to unit 1001 in Bromley Estates for a vehicle into the building, with entrapment. I arrived first and confirmed that the driver was out of the vehicle, but we had two residents trapped on the second floor. The vehicle had gone through the front door trapping the residents. The residents were rescued off the rear balcony via a ground ladder. The construction official was notified and did respond. The water was secured, and the electric was turned off because of exposed wires. The construction official did condemn the residence. Red Cross was contacted for 5 adults and 5 kids.
- On Saturday morning the 12th, I responded to the ShopRite in Blackwood for a building fire. Engine 62 stretched a hand line in the building. Ladder 62 went to the roof for ventilation (roof cuts). Squad 62 was sent to the rear to cut open the trailer that was on fire. Chief 62 had command in the rear of the building.
- On Tuesday morning the 22nd, I responded along with Squad 62 / Ladder 62 to a house fire in Winslow. I was third to arrive and was placed in the operations role. We had fire through the roof of a two-story single-family dwelling. Squad 62 arrived fourth and was advised to lay in and put their deck gun in service on the "D" side of the dwelling. Ladder 62's crew were sent to the rear and place a 2 ½" hose line off squad 62.
- On Tuesday afternoon the 29th, we were dispatched for a garage fire at 42 East 8th, in Pine Hill. I arrived first and had heavy smoke and fire showing with a one-story single-family dwelling as an exposure. Engine 62 was ordered to take the hydrant in front off

55 East 8th and stretched the 400' 1 ¾ handline to rear of the dwelling. Squad 86 arrived and assisted Engine 62 with stretching and extinguishing the fire. Engine 86 stretched a second 1 ¾ handline off Engine 62 to the "D" side of the dwelling. Ladder 62 took the front of the dwelling and their crew assisted with overhaul. The fire was investigated by FM62.

Inspira:

- I spoke with the street supervisor and confirmed that they will be providing an ambulance for the Christmas Parade.
- On Monday the 7th, I sent a letter to Inspira asking them to dismiss the ambulance transport for Spencer Mills. They have agreed to waive the transport fee.

BLS62:

- We will have our ambulance staffed for the Christmas Parade and we will also have 2 members on bikes

Southern County Regional Taskforce:

- Thank you to our commissioners for signing the agreement. The documents have been passed on to Berlin to sign.

Triad:

- On Friday the 21st, I completed and sent a grant application to South Jersey Gas. The request is for \$4400 to purchase 40 raincoats for our members.
- We did receive a response from South Jersey Gas that we were not approved for the grant.

Training:

- On Friday morning the 18th, Battalion Chief Pizzo and I had a meeting with Station 85 (Lambs Terrace). The meeting was held with the chairman of their board and the fire chief. We discussed some major issues that occurred at the ShopRite fire in Blackwood. At that meeting we offered to help train their member on ladder company operations. More to come on this.
- On Monday evening the 14th, we held the PIA (post incident analysis) for the 4-alarm fire that we had at the Mansions. This was well attended by our members and the mutual aid companies. We did get answers to things that took place on the fire ground and good information was passed on to the mutual aid companies. We had about 50 firefighters attend this PIA.

- On Tuesday evening the 22nd, I attended our annual burn at the Fire Academy. This training is a requirement within our department to stay pack certified. We had 24 members participate.

Box Changes:

- As stated previously, our box changes have been submitted and approved. Along with the box changes and to stay compliant with the County & NIMS (National Incident Management System), we will be changing our truck numbers when we sign on responding to calls. We are the 6th district within Camden County and will now use the number 6 instead of 62 when responding to calls (TL6, SD6, Eng6, Brush6, and chief6). At this point we are going to keep the trucks numbered and lettered as they are. We might change in the future.

Long Range Planning:

- On Saturday afternoon the 5th, Battalion Chief Pizzo and I visited Superior Modular Homes in Hammonton. The committee is looking into the possibility of placing a modular home on the side of the building, where the antenna used to be. This will act as the bunkrooms / living quarters we so desperately need.

Tree Lighting:

- On Wednesday afternoon the 23rd, we assisted the public works with placing the star on top of the tree for the tree lighting.

Reimbursable Services:

- As stated in the beginning of the year with my goals to complete in the year 2022, was billing for motor vehicle accidents / any type of rescue. Attached you will find a fee schedule that list dollar amounts based on the level of service that is provided. You will also find what I will call an ordinance for the Vineland NJ Fire Department. I can assume that we would need to do the same thing. EMS Consulting has agreed to take care of the billing for us as they do for EMS transports.

Vacation:

- I took two days' vacation on Thursday the 24th & Friday the 25th.

Joseph Hunter

From: Jen Somers <jen@emscs.com>
Sent: Friday, November 11, 2022 1:12 PM
To: Joseph Hunter
Subject: fire billing
Attachments: Reimbursable services. - Required information. - Fees. - Enforcement. - Duty to respond[1].pdf

CAUTION: THE FOLLOWING EMAIL WAS SENT FROM OUTSIDE OF YOUR ORGANIZATION. PLEASE TAKE CARE WHEN CLICKING LINKS OR OPENING ATTACHMENTS. WHEN IN DOUBT, PLEASE CONTACT J. HARTE SUPPORT.



Chief,

We are setting up billing for your fire/extrication services.

To start can you please send me a copy of your vehicle's registrations with unit numbers and designation.(ambulance, engine, etc)

What are you currently using to capture fire reports? What type of information is being captured on the report?

Thoughts on fee schedule:

	Option 1	Option 2	Level of service
Level 1	\$250	\$500	Scene safety, oil dry, 1 engine response
Level 2	\$500	\$1000	Level 1 + basic patient care; simple door pop (halogen bar)
Level 3	\$750	\$1500	Level 2 + entrapment; Hurst tool
Level 4	\$1000	\$2000	Level 3 + heavy entrapment, helicopter stand-by

I have also attached the fee schedule from Vineland Fire. Most insurance carriers are not paying the full billed amount, but should pay something.

Please send the vehicle registration as soon as you can so we can start building your database.

§ 56-28. Reimbursable services.

Services shall be reimbursable whenever a Fire Department vehicle and equipment respond to an emergency rescue incident. Said emergency shall include, but not be limited to, a motor vehicle accident, hazardous material spill or technical rescue incident. Emergency services provided shall include, but not be limited to, extrication by the use of any specialized equipment. Fees for incidents involve multiple vehicles shall be established on a per-vehicle basis.

§ 56-29. Required information.

Any recipient of services herein specified shall provide the Fire Department with his or her name, address and telephone number, as well as the name, address and telephone number of his or her insurance carrier, if applicable.

§ 56-30. Fees.

A. The Fire Department response to rescue shall be reimbursed as follows:

- (1) Light rescue: \$314.
 - (a) Operations such as stabilizations, use of hand tools, hazard control and other related light rescue.
- (2) Medium Rescue: \$629.
 - (a) Operations include the use of power tools and hydraulic rescue tools to perform activities such as opening or removing doors to provide access to patients as well as stabilizing vehicles and performing hazardous assessment.
- (3) Heavy rescue: \$1,259.
 - (a) Operations include any technical rescue procedures, including but not limited to water and ice rescue, rope rescue, confined space rescue, high-angle rescue, trench rescue or structural collapse rescue. Motor vehicle rescue that includes the use of power tools and hydraulic tools to perform operations such as partial or full roof removal, front/dash displacement, third door access and separating vehicles from one another.
- (4) Technical rescue: There shall be a fee charged for any technical rescue response. Technical rescue includes rope rescue, trench rescue, structural collapse rescue, confined space rescue, and water rescue. Fees for technical rescue services shall be calculated using the following guidelines. **[Added 6-25-2019 by Ord. No. 2019-44]**
 - (a) Manpower. All manpower fees shall be figured on a per person rate based on that responders assigned position.
 - [1] Chief: Contracted salary rate figured at an overtime rate of 1 1/2 times the hourly rate.

- [2] Officers: Top contracted salary figured at an overtime rate of 1 1/2 times the hourly rate.
- [3] Firefighters: Top contracted salary rate figured at an overtime rate of 1 1/2 times the hourly rate.
- [4] Emergency medical technician: Top contracted salary rate figured at an overtime rate of 1 1/2 times the hourly rate.

(b) Apparatus.

- [1] Aerial apparatus: \$300 per hour.
- [2] Fire engine: \$250 per hour.
- [3] Ambulance: \$200 per hour.
- [4] Support/command: \$150 per hour.

(c) Equipment. A fee shall be charged at replacement cost plus 10% for any damaged equipment or equipment that has to be placed out of service after an incident.

(d) Contracted services. A fee shall be charged for permit-required confined space rescue/recovery operations and standby services. Any municipality or industrial business that operates or has the potential to operate in permit-required confined spaces shall be assessed an annual service fee as described below.

[1] Annual fee.

- [a] One to 10 permit-required confined spaces: \$1,000.
- [b] Each additional permit-required confined space: \$200.
- [c] Total fee not to exceed: \$4,000.

[2] Standby fee (noncontracted). The fee for permit-required confined space standby service requests shall be calculated using the service fees outlined in this § 56-30A(4).

[3] Standby fee (contracted). The annual fee for contracted facilities for permit-required confined space standby services shall cover the apparatus and equipment fees (unless damaged). Manpower shall be calculated as an additional charge following the fee schedule set forth in this § 56-30A(4).

B. As per Ordinance No. 2001-41 the above fees will increase 3% annually.

§ 56-31. Enforcement.

The Fire Department and Comptroller's Office shall establish a third-party billing

program to collect the aforesaid fees. Any applicable charges for rescue services rendered to a person shall be billed to said person and/or said person's insurance carrier.

§ 56-32. Duty to respond.

The Fire Department has the duty to rescues, notwithstanding the ability to pay or lack of insurance of the recipient of said rescue services. The Fire Department shall not refuse nor delay any emergency service to any person, firm, organization or company based on the ability to pay or lack of insurance.

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

Month of: November 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	15
Fire Safety Inspection – Non LHU(s)	9
Re-Inspection(s)	03
Smoke Detector & CO Detector Compliance(s)	6
Complaint(s)	0
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	0
Smoke Detector & CO Detector Compliance	\$656.00
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)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$656.00

Requests:

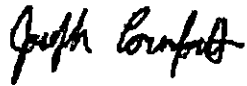
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

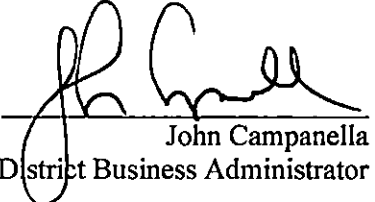
Respectfully Submitted,

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

Joseph Cornforth
Fire Official

**PINE HILL FIRE DISTRICT #1
NOVEMBER ADMINISTRATOR'S REPORT**

- Completed the 2023 budget with assistance from auditor and submitted it to DCA
- Transferred funds to budget accounts with deficits
- Finally received duplicate title to Squad Truck that was paid off in 2021. Bank lost original.
- Contacted lender regarding missing title on FM's vehicle. Vehicle was paid off in April.
- 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