

Pine Hill Fire District #1
Regular Meeting Minutes
January 5, 2023

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

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

OTHER OFFICIALS PRESENT: Chief Hunter, Battalion Chief Pizzo, Deputy Chief Greer, Solicitor Carlamere

MINUTES: Chairman Waddington asked if there were any questions regarding the regular minutes for the meeting held on December 1, 2022. There were none. Since two commissioners were abstaining from voting to approve the minutes because they did not attend the December 1st meeting, Solicitor Carlamere suggested tabling the motion to approve until the next meeting.

COMMUNICATIONS LIST: Chairman Waddington read the communications listed on the agenda. There were no questions or objections.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** No report
- **Community Relations Liaison:** No report
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** No report

NEW BUSINESS: Chairman Waddington gave the second reading of the 2023 Fire District Budget.

- **Second Reading of 2023 Fire District Budget:** Copies of the 2023 Fire District Budget were available during meeting. Notice of this meeting was published in the Courier Post, the Borough Hall and the fire district's website.
- **Open Session/Public Hearing: (Motion to Open/Close): (Regarding Budget topic only)** Chairman Waddington asked for a motion to open the floor to the public for questions regarding the 2023 budget. A motion to open the floor was made by Commissioner Hagarty and seconded by Commissioner Hassett.

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

Chairman Waddington said that all persons addressing the Commission shall state their name and address for the record. A strict time limit of 5 minutes will be applied to each speaker.

There was no public participation

A motion to close the floor to the public was made by Commissioner Hassett and seconded by Commissioner Hagarty.

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

- **Resolution 22-30: Adoption of the 2023 Fire District Budget (tabled from December meeting)**

Chairman Waddington asked if any of the commissioners had any questions regarding resolution 22-30. There were none. A motion was made by Commissioner Hagarty and seconded by Commissioner Wakeley to approve Resolution 22-30.

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

- **Resolution 23-01: Approval and Payment of Bills**

Chairman Waddington asked if there were any questions on Resolution 23-01. There were none. A motion to approve Resolution 23-01 was made by Commissioner Hagarty and seconded by Commissioner Hassett.

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

- **Resolution 23-02: Qualified Purchasing Agent**

Chairman Waddington explained that our auditor suggested hiring a qualified purchasing agent for the fire district and asked if there were any questions. Commissioner Hassett said that the purchasing agent is certified by the State of NJ and having one will increase our threshold to \$44,000 before going out for bid. A motion to approve Resolution 23-02 was made by Commissioner Hagarty and seconded by Commissioner Hassett.

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

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- **Resolution 23-03: Budget Amendment**

Chairman Waddington explained that after our budget was introduced in November, the fire district was awarded a grant. Therefore, we must amend our budget to include the grant. Chairman Waddington asked if there were any questions. There were none. A motion to approve Resolution 23-03 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

- **Motion to approve MOA with IAFF Local 3249**

Chairman Waddington said that before we can approve the MOA with the union, it needs to be discussed in closed session. Therefore, we will vote on this motion after the closed session.

- **Motion to approve Battalion Chief's Employment Contract and Job Description**

Chairman Waddington explained that an employment contract and job description were drafted for the newly appointed battalion chief and asked for any questions. There were none. A motion to approve the battalion chief's employment contract and job description was made by Commissioner Hassett and seconded by Commissioner Wakeley.

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

- **Motion to approve fire department billing for motor vehicle accidents**

Chairman Waddington said that there is a motion on the agenda for billing for motor vehicle accidents and asked Chief Hunter to explain. Chief Hunter said that other towns are billing insurance companies for emergency medical services provided for motor vehicle accidents and would like the commissioners to authorize the fire department to follow suit. Solicitor Carlamere said that billing for motor vehicle accidents should be approved by the Borough of Pine Hill. A motion was made by Commissioner Hassett and seconded by Commissioner Wakeley to authorize the fire department to bill for motor vehicle accidents conditioned upon approval of the Borough of Pine Hill.

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

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FIRE CHIEF'S REPORT: See attached report.

FIRE OFFICIAL'S REPORT: See attached report

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report

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

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

There was no public participation

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

CLOSED SESSION: Chairman Waddington said that there is a need to enter closed session to discuss a contractual matter. A motion to enter closed session was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed with four yes vote.

Meeting temporarily adjourned at 7:54 p.m.

CALL TO ORDER: Chairman Waddington called the meeting back to order at 8:19 p.m. and asked for a roll call.

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

NEW BUSINESS CONTINUED:

Chairman Waddington explained that the union presented the fire district with a memorandum of agreement and after discussing it in closed session, a vote should be taken.

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- **Motion to approve MOA with IAFF Local 3249**

A motion to approve the original MOA presented by the Union was made by Commissioner Wakeley and seconded by Commissioner Hagarty.

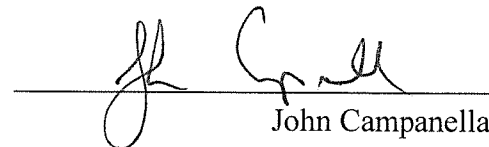
- Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed with four yes votes.

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

The meeting adjourned at 8:21 p.m.



James Wakeley
Commission Secretary



John Campanella
Fire District Business Administrator

COURIER-POST

PO Box 677304
Dallas, TX 75267-7304

Agency:

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

Client:

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

Acct: CHL-077961

Acct No: CHL-077961

This is not an invoice

Order #	Advertisement/Description	# Col x # Lines	Rate Per Line	Cost
0005517687	OPENPUBLICMEETINGNOTICEPINEHILLBOARDOFFIRECOM MISSIONERSDISTRICT12023BUDGETADOPTIONNOTICETHE PINEHILLBOARDOFFIRECOMMISSIONERSWILLHOLD	1 col x 39 lines		\$17.16
		Affidavit of Publication Charge	1	\$30.00
		Tearsheet Charge	0	\$0.00
		Net Total Due:		\$47.16

Issues Dated: 12/11/2022

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: 12/11/2022

Signature: _____

Federal ID #: 061032273

Official Position: Clerk

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

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$17.16 Affidavit \$30.00

STATE OF WISCONSIN

Brown County

Personally appeared *Wethers*

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

12/11/2022 A.D 2022

Nancy Heyrman

Notary Public State of Wisconsin County of Brown
5.19.23

My commission expires

Ad Number: 0005517687

NANCY HEYRMAN
Notary Public
State of Wisconsin

OPEN PUBLIC MEETING NOTICE
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, January 5, 2023. This meeting will be held at the Pine Hill Fire Department, located at 1109 Erial Road, Pine Hill, NJ at 7:30 PM. The annual budget reflects Total Revenues of \$1,610,132.40 which includes an amount to be raised by taxation of \$1,399,668.16 and Total Appropriations of \$1,610,132.40. The public will have the opportunity to be heard at this meeting. Formal action will be taken after the public hearing. 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
Pine Hill Fire District #1
(17.16)



U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU

WORKSHEET
F-32 (08/30/2022)

**2022 CENSUS OF GOVERNMENTS
SURVEY OF LOCAL GOVERNMENT FINANCES
Special Agencies**

OMB No. 0607-0585: Approval Expires 07/31/2024

DUE DATE:

December 13, 2022

Need help or have questions?

- **Visit**
https://census.gov/govs/local
- **Call**
1-800-832-2839 weekdays,
8AM to 5PM ET

109191

WORKSHEET

DO NOT use this worksheet to respond to the survey. It is intended to assist you with gathering and preparing your data prior to reporting online.

Return to <https://portal.census.gov> when you are ready to report online.

PINE HILL BOROUGH FIRE DISTRICT 1

**ATTN: Jennifer Dawson, Business Administrator
1109 ERIAL RD**

PINE HILL NJ 08021- 7303

GENERAL INSTRUCTIONS

Before filling out this survey, please read carefully each part and all related definitions and instructions.
Note especially:

1. Please report amounts covering all funds and accounts of this agency except for any employee retirement funds administered by this agency. **Include** bond redemption and interest funds, and construction or development funds, as well as current funds. **Exclude** refunds and transfers between funds or accounts of this agency.
2. You may report on either a cash or accrual basis.
3. As this survey is used for various kinds of agencies, some of the items may not apply to this agency. However, read carefully the definition of each item to determine whether it applies to any of this agency's transactions.
4. Do **not** delay reporting to await finally audited figures, if substantially accurate figures can be supplied on a preliminary basis.

1 Enter correct information for any errors in the mailing address below:

Addressee Title or Department

ATTN: **John Campanella, Business Administrator**

Street 1

Pine Hill Fire District #1

Street 2

1109 Erial Rd.

City

PINE HILL

State

NJ

Zip Code

08021

7303

Report Online - Do Not Return

Report Online - Do Not Return

PART 1 – ENDING DATE OF FISCAL YEAR

2 Which one of the following indicates the ending date of this agency’s fiscal year that ended between July 1, 2021 and June 30, 2022? Use this fiscal year even though a more recent one may be available. Mark "X" only one box.

2021		2022	
<input type="checkbox"/> July	<input type="checkbox"/> October	<input type="checkbox"/> January	<input type="checkbox"/> April
<input type="checkbox"/> August	<input type="checkbox"/> November	<input type="checkbox"/> February	<input type="checkbox"/> May
<input type="checkbox"/> September	<input checked="" type="checkbox"/> December	<input type="checkbox"/> March	<input type="checkbox"/> June

PART 2 – GOVERNMENT ACTIVITY

3 Was this government active during the fiscal year indicated in question **2**?

Yes - Go to **4**

No - Continue

Please indicate the reason this government was inactive during the fiscal year indicated in question **2**.

Closed

Open with no revenue or expenditures

Never existed

Other – Specify: ↴

PART 3 – GOVERNMENT FUNCTION

4 A. Please select the type(s) of utility functions this government performed during the fiscal year indicated in question **2**. Select all that apply:

Electric Supply

Gas Supply

Public Mass Transit

Sea and Inland Port Facilities (Water Transportation)

Sewerage

Solid Waste Management

Water Supply

None of the above

Continue with **4** on the next page

PART 3 - GOVERNMENT FUNCTION - Continued

Report Online - Do Not Return

4 B. Please select the type(s) of natural resource functions this government performed during the fiscal year indicated in question 2. Select all that apply:

- Conservation (Soil, Water, Land)
- Drainage
- Flood Control
- Irrigation
- Reclamation
- Other Natural Resource Activities - Specify:

None of the above

C. Please select any of the following other functions this government performed during the fiscal year indicated in question 2. Select all that apply:

- Fire Protection
- Police Protection
- Hospitals
- Health (excluding hospitals)
- Toll Highways
- Highways (excluding tolls)
- Parks and Recreation
- None of the above

D. Please specify any additional functions this government performed that were not listed in 4A, 4B or 4C.

Other - Specify:

EMT Services

Other - Specify:

Other - Specify:

Report Online - Do Not Return

PART 4 – REVENUES

5 What was the amount of tax collections during the fiscal year indicated in **2** from all taxes imposed by this agency?

Include

- Levies for debt service
- Levies for contributions to pension funds
- Levies for other funds or purposes
- Special property taxes (e.g., automobiles or intangible property)
- Taxes collected for this agency by another government
- Current and delinquent amounts, penalties, and interest

Exclude

- Receipts from service charges
- Special assessments
- Interest earnings
- Fines
- Any other sources that are not taxes or licenses

A. Property taxes - All taxes on property, real or personal.

Exclude

- Taxes not measured by value
- Payments in lieu of taxes (should be reported in **6** and/or **7**)

B. Sales taxes

1. General sales tax
2. Public utilities sales tax
3. Other sales and gross receipts sales tax

C. Licensing and permit taxes - (e.g., license and permit fees exacted (either for revenue raising or for regulation) as a condition to the exercise of a business or nonbusiness privilege.)

D. All other taxes - Specify: π

Property Taxes		
\$Mil.	Thou.	Dol.
	1,234,077.49	

Sales Taxes		
\$Mil.	Thou.	Dol.

Licensing and Permit Taxes		
\$Mil.	Thou.	Dol.

Other Taxes		
\$Mil.	Thou.	Dol.

PART 4 - REVENUES - Continued

6 What was the amount of intergovernmental revenues received by this agency from other governments during the fiscal year indicated in **2**?

Include

- Grants
- Shares of taxes imposed by other governments
- Payment in lieu of taxes
- Reimbursements for services performed for other governments
- Payments under the American Recovery and Reinvestment Act of 2009 (ARRA)

Exclude

- Loans
- Any taxes imposed by this agency which were collected for it by another government (*should be reported in 5*)
- Receipts from utility sales to other governments (*should be reported in 7*)

Report total intergovernmental revenue received

Intergovernmental Revenues
\$Mil. Thou. Dol.

A. From other local governments

B. From the State

Include

- Any amounts financed wholly or in part from Federal grants to the State (*i.e., pass-throughs*)

Exclude

- Collection fees.

3,945.

C. From the Federal government directly

55,643.04

7 What was the amount of revenues, other than tax and intergovernmental revenues, received by this agency during the fiscal year indicated in **2**?

Include

- Revenues of all funds

Exclude

- Refunds and transfers between funds and accounts of this agency

A. Current charges - Gross receipts from fees, sales, rentals, tolls, maintenance assessments, and other charges for commodities or services.

Include

- Utility services, including utility sales to the Federal, State, or other local governments

Exclude

- Grants and other amounts received from the Federal, State, or other local governments (*should be reported in 6*)

Other Revenues

\$Mil. Thou. Dol.

28,246.73

B. Special assessments - Compulsory contributions and reimbursements from owners of property benefited by improvements (*e.g., streets, sewers, sidewalks, water extensions, etc.*) as well as for servicing special assessment debt.

Exclude

- Proceeds from sales of special assessment bonds (*should be reported in 11*)
- Maintenance assessments (*should be reported in item A.*)

C. Receipts from sale of property and other capital assets

Include

- Property sold to other governments

Exclude

- Tax sales (*should be reported in 5*)

Continue with **7** on the next page

PART 4 – REVENUES - Continued

D. Interest earnings - Interest received on all deposits and investment holdings of this agency.

Include

- Interest on construction funds

Exclude

- Interest earnings of any employee pension funds.....

Other Revenues
\$Mil. Thou. Dol.

824.91

E. Fines and forfeits - Receipts from penalties imposed for violations of law and civil penalties.....

F. Royalties - Compensation or portion of proceeds from extraction of natural resources (*e.g., oil, gas, and mineral rights*).....

G. Private donations - Gifts of cash or securities from private individuals or corporations.....

10,750.

H. Miscellaneous other revenues - Revenues of this agency not reported in items A. through G. or questions 5 through 7.

Include

- Insurance claims
- Recoveries of prior year expenditures
- Dividends
- Recorded profits from sale of investments
- Payments in lieu of taxes from private sources

Exclude

- Proceeds from borrowing
- Receipts from sale of security holdings
- Transfers between funds or accounts of this agency
- Employee contributions to employee pension funds
- Interest earnings of any employee pension funds.....

813.04

Total Revenues
\$Bil. Mil. Thou. Dol.

8 What was the total amount of revenues reported on this form (Sum of 5 through 7)?.....

1,334,300.21

Report Online - Do Not Return

Report Online - Do Not Return

PART 4 - EXPENDITURES

9 What was the amount of expenditures during the fiscal year indicated in 2?

A. Expenditures for capital outlay

Include

Expenditures for construction

- Production, additions, replacements, or major structural alterations to buildings and other improvements
- Major repairs and alterations
- Amounts for constructions performed on a contract basis
- Any expenditures for construction carried out by personnel of this agency

Purchase of equipment, land, and existing structure

- Amounts for replacement and additional equipment
- For lease purchase installment contracts

Exclude

- Interest capitalized as a cost of construction (should be reported in item B.)

Expenditures		
\$Mil.	Thou.	Dol.
	114,208.27	

B. Interest on debt - Total amount of interest paid on all debt, long-term and short-term, of this agency.

Include

- Capitalized interest paid on construction loans

Exclude

- Debt retirement (should be reported in 11)

8,854.39

C. Payments to other governments - Payment in lieu of taxes, reimbursements for services received, etc.

1. To State government
2. To local governments

D. All other expenditures - All expenditures not reported in items A. through D.

Include

- Expenditures for salaries and wages
- Operating leases
- Rent
- Utility services
- Materials and supplies for current operation and maintenance
- All other expenditures
- Contributions to employee pension plans administered by this agency

Exclude

- Payments for retirement of debt
- Payments for purchase of securities
- Transfers between funds and accounts of this agency
- Provisions for depreciation
- Benefits and payments from self-administered employee pension funds

1,199,597.25

Total Expenditures			
\$Bil.	Mil.	Thou.	Dol.

1,322,659.91

E. TOTAL - (Sum of items A. through D.)

10 What was the total amount of expenditures for salaries and wages reported in 9?

Exclude

- Fringe benefits

Personnel Expenditures			
\$Bil.	Mil.	Thou.	Dol.

479,387.00

PART 5 - INDEBTEDNESS

11 What was the total amount of long-term debt held by this agency for the fiscal year indicated in **2**?
 Report bonds, mortgages, etc., with an original term of more than one year, including revenue bonds and special assessment bonds as well as general obligation bonds.

Include

- Debt refunded

Exclude

- Capital leases (should be reported in **10**)
- Amounts for compensated absences
- Conduit debts

Long-term Debt

	\$Bil.	Mil.	Thou.	Dol.
A. What was this agency's debt?				
1. Outstanding at beginning of fiscal year +				0
2. Issued during fiscal year (include all refunding issues) +				0
3. Retired during fiscal year (include debt refunded) -				0
4. Outstanding total at end of fiscal year (items A1. + A2. - A3.) =				0

12 What was the total amount of short-term debt held by this agency for the fiscal year indicated in **2**?
 Report tax-anticipation notes, bond-anticipation notes, interest-bearing warrants, and other obligations with an original term of one year or less.

Exclude

- Accounts payable

Short-term Debt

	\$Bil.	Mil.	Thou.	Dol.
A. Amount outstanding at beginning of fiscal year				0
B. Amount outstanding at end of fiscal year				0

PART 6 - CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

13 What was the total amount of cash and investments (at market value) held by this agency at the end of the fiscal year indicated in **2**?

Include

- Total amount of cash and cash equivalents on hand and on deposit
- Investments in Federal government, Federal agency, State and local government, and non-governmental securities
- Reserves held for redemption of long-term debt
- Unexpended from sale of bond issues pending disbursement

Exclude

- Accounts receivable
- Value of real property
- All non-security assets
- Employee retirement funds

Amount at End of Fiscal Year

\$Bil. Mil. Thou. Dol.

Total cash and investments **1,324,999.42**

PART 7 - REMARKS

14 Use this space for any explanations that may be essential in understanding the reported data.

Include

- Any significant changes occurring within the last year
- Any difficulties encountered in completing this form

PART 8 - CONTACT INFORMATION

15 Who should be contacted to answer questions about data reported on this form?

Name of contact person - Please print

Title of contact person - Please print

John Campanella

Business Administrator

Area code and phone number

Extension

Area code and fax number

856 783 8666

856 258 4161

Email Address - Please print

Date form was completed (MM) (DD) (YYYY)

jcampanella@pinehillfiredistrict.com

**Thank you for completing this form.
Retain a copy of the completed questionnaire for your records.**

NOTE: The U.S. Census Bureau receives its authorization to conduct this survey from Title 13, United States Code, Sections 161 and 182. This form has been approved by the Office of Management and Budget (OMB) and given the number 0607-0585. Please note the number displayed in the upper right-hand corner of this form. Display of this number confirms that we have approval from OMB to conduct this survey. If this number was not displayed, under the Paperwork Reduction Act, we could not request your participation in this voluntary survey. Information provided on this questionnaire compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13, United States Code, Section 9(b).

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Pine Hill Fire District
1109 Erial Rd
Pine Hill, NJ 08021-7303

**COURIER POST
AFFIDAVIT**

STATE OF NEW JERSEY :
:
COUNTY OF CAMDEN :

I, Tara Hamm, of full age, being duly sworn according to law, upon my oath depose and say:
1. I am the Director- Public Notices of the Courier Post Newspaper.
2. For the period of October 1, 2021 to September 30, 2022 the average net paid circulation for the Courier Post Newspaper was 6,829 per day.
3. Pursuant to N.J.S.A. 35:2-1, the rate for official advertising in the Courier Post Newspaper is \$0.43 per line.

Tara Hamm/Director Public Notices

Sworn to and subscribed before me
this 30th day of Nov., 2022.



State of Wisconsin, County of Brown

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

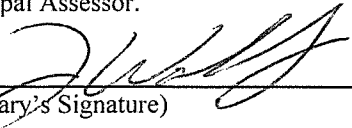
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,610,132.40 which includes amount to be raised by taxation of \$1,399,668.16, and Total Appropriations of \$1,610,132.40; and

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)

Jan 5, 2023
 (Date)

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

Inroduced
11/3/2022

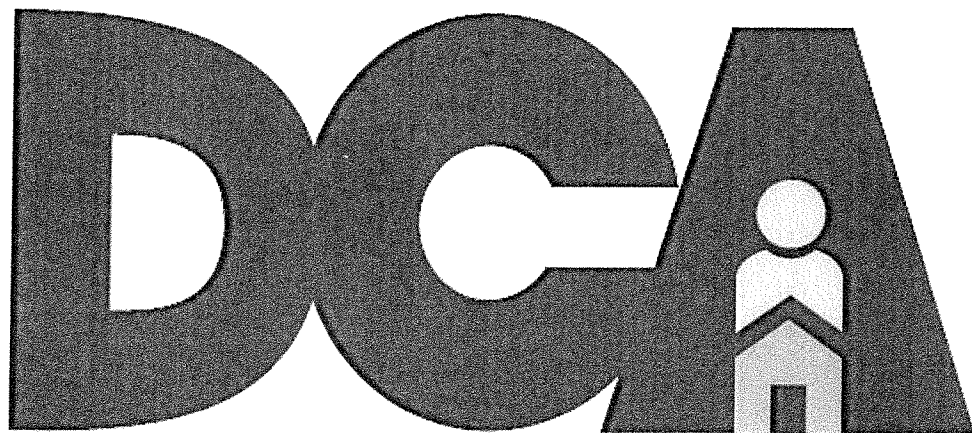
Adopted
11/5/2023

2023

Pine Hill Borough FD No. 1

Fire District Budget

pinehillfiredistrict.com



NJ DEPARTMENT OF
Community Affairs

Division of Local Government Services

2023 FIRE DISTRICT BUDGET
Certification Section

2023

Pine Hill Borough FD No. 1

FIRE DISTRICT BUDGET

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

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2023 PREPARER'S CERTIFICATION

Pine Hill Borough FD No. 1

FIRE DISTRICT BUDGET

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

It is hereby certified that the Fire District Budget, including the annual budget and all schedules attached thereto, represents the Board of Commissioners' resolve with respect to stature in that; all estimates of revenues, including the amount to be raised by taxation to support the district budget, are reasonable accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Fire District.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:	jcampanella@pinehillfiredistrict.com
Name:	John Campanella
Title:	Business Administrator
Address:	1109 Erial Rd. Pine Hill, NJ 08021
Phone Number:	856-783-8666
Fax Number:	856-258-4161
E-mail Address:	jcampanella@pinehillfiredistrict.com

2023 PREPARER'S CERTIFICATION OTHER ASSETS

Pine Hill Borough FD No. 1

FIRE DISTRICT BUDGET

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

It is hereby certified that operating appropriations, as reported in this annual budget on Page F-3, for the acquisition of Other Assets not included as Capital Outlays are Non-Bondable Assets. The Board of Commissioners has determined that the aforementioned Other Asset appropriation(s) do not meet the criteria for bonding pursuant to the Local Bond Law (N.J.S.A. 40A:2-1 et seq.) and more specifically, as it pertains to the expected useful life of the asset, pursuant to N.J.S.A. 40A:2-21.

It is further certified that the Other Asset appropriation(s) as reported herein have been determined not to be Capital Assets pursuant to N.J.S.A. 40A:14-84 and 40A:14-85. Therefore, the election has been made to treat such Other Assets as Operating Appropriations: Current Operating Expenses, pursuant to N.J.S.A. 40A:14-78.6.

Preparer's Signature:	<u>jcapanella@pinehillfiredistrict.com</u>
Name:	John Campanella
Title:	Business Administrator
Address:	1109 Erial Rd. Pine Hill, NJ 08021
Phone Number:	856-783-8666
Fax Number:	856-258-4161
E-mail Address:	<u>jcapanella@pinehillfiredistrict.com</u>

FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address:	pinehillfiredistrict.com
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All fire districts shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the Fire District's operations and activities. N.J.S.A. 40A:14-70.2 requires the following items to be included on the Fire District's website at a minimum for public disclosure. Check the boxes below to certify the Fire District's compliance with N.J.S.A. 40A:14-70.2.

- A description of the Fire District's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to the interests of the residents within the district
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the commissioners, setting forth the time date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the commissioners including all resolutions of the commissioners and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Fire District
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organizations which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Fire District, but shall not include volunteers receiving benefits under a Length of Service Award Program (LOSAP).

It is hereby certified by the below authorized representative of the Fire District that the Fire District's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:14-70.2 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying Compliance: John Campanella
Title of Officer Certifying Compliance: Business Administrator
Signature: jcambanella@pinchillfiredistrict.com

2023 APPROVAL CERTIFICATION

Pine Hill Borough FD No. 1

FIRE DISTRICT BUDGET

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

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true of the Annual Budget approved by resolution of the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on November 3, 2022.

It is further certified that the recorded vote appearing in the resolution represents not less than a of the full membership of the Board of Commissioners thereof.

Officer's Signature:	kwaddington@pinehillfiredistrict.com
Name:	Kevin Waddington
Title:	Chairman
Address:	1109 Erial Rd. Pine Hill, NJ 08021
Phone Number:	856-783-8666
Fax Number:	856-258-4161
E-mail Address:	kwaddington@pinchillfiredistrict.com

RESOLUTION 22-28
INTRODUCTION OF 2023 BUDGET

2023 FIRE DISTRICT BUDGET RESOLUTION

Pine Hill Borough FD No. 1

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

WHEREAS, the Annual Budget for 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 before the Board of Commissioners of the Fire District at its open public meeting of November 3, 2022; and

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

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

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 3, 2022 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on December 1, 2022.

jwakeley@pinehillfiredistrict.com

(Secretary's Signature)

11/3/2022

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Kevin Waddington	X			
Charles Warrington Jr.	X			
Thomas Hassett (Motion)	X			
James Wakeley	X			
Michael Hagarty (2nd Motion)	X			

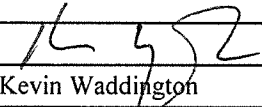
2023 ADOPTION CERTIFICATION

Pine Hill Borough FD No. 1

FIRE DISTRICT BUDGET

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

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on January 5, 2023.

Officer's Signature:			
Name:	Kevin Waddington		
Title:	Chairman		
Address:	1109 Erial Rd. Pine Hill, NJ 08021		
Phone Number:	856-783-8666	Fax:	856-258-4161
E-mail address:	kwaddington@pinehillfiredistrict.com		

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

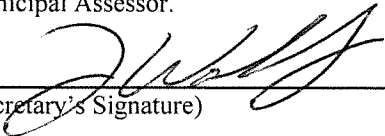
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,610,132.40 which includes amount to be raised by taxation of \$1,399,668.16, and Total Appropriations of \$1,610,132.40; and

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)

Jan 5, 2023
 (Date)

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>and</i>	X			
Commissioner Warrington				X

2023 FIRE DISTRICT BUDGET
Narrative and Information Section

2023 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Pine Hill Borough FD No. 1

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

Answer all questions below using the space provided. Do not attach answers as a separate document.

1. When is the Fire District's annual election? (February and/or November)
If November, was the resolution submitted to the Division?

November
Yes

2. Complete a brief statement on the 2023 proposed Annual Budget and make comparison to the 2022 adopted budget.

The 2023 proposed budget provides funding to maintain the fire district's current level of service to the residents of Pine Hill. The 2023 budget is \$92,386.40 higher than the 2022 budget. Some reasons for the increase are an increase in pension liability, contractual wage increases and promotions.

3. Explain any variances over +/-10% for each line item. Attach in FAST any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.

The administration expenses did not change in 2023 except for wages and benefits. The only change was moving \$3000 from one line item to another. Fire prevention expenses increased by \$4000 due to paying for new software for the fire district. Also, \$150 was moved from one line item to another. The total expenses for operations went down due to moving the volunteer stipend programs (\$96,264) to page F-4, salaries and wages. Maintenance & Repairs - Fire was reduced \$7,500 due to a cost saving measure of having Gloucester Twp. mechanics performing the maintenance and repairs on our vehicles. The hourly labor rate is drastically less than the previous vendor. Maintenance & Repairs - Ambulance was reduced by \$2000 because we have not need many repairs on the ambulance. Supplies Expense - Ambulance was increased by \$1000 due to the rising costs of EMS supplies. We need our ambulance fully stock and ready to respond to emergency calls. Meeting expense was eliminated and the funds were moved to miscellaneous expenses. Duty Crew meals were increased by \$1300. The volunteers participating in the nightly duty crews has grown and more funds are needed to provide meals for them. Operations software was reduced by \$5500 because the fire marshal's office has agreed pay for some software expenses. Under administrative salaries, the fire chief's salary increased by 4.5% due to a contractual pay increase. Under Operations & Maintenance salaries increased by 41% mainly due to moving the duty crew volunteer stipend program (\$96,264) from appropriations detail page (f-3) to budget salary & wages (F-4). The increase in operations & maintenance salaries is also due to contractual wage increases and promoting a firefighter to Battalion Chief. Fringe benefits increase by roughly the same percentage due to the same reasons as the increase in wages.

4. Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation, the use of the Restricted and Unrestricted Fund Balance(s) and how they are complying with the Property Tax Levy Cap. If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget.

The amount to be rasied by taxation increased by \$81,717.16 from last year. However, the increase is \$2000 less than last year's increase. The increase is needed mainly to cover the costs of wage and pension increases. Also, we hired an additional full-time firefighter in January of 2022. In an effort to reduce the burden on the taxpayers, the commissioners decided to use \$55,669.24 from the unrestricted fund balance to help offset the tax increase to the residents.

2023 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Pine Hill Borough FD No. 1

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

Answer all questions below using the space provided. Do not attach answers as a separate document.

5. Does the Fire District plan on exceeding the Levy Cap? If so, please provide a statement with the reasons for exceeding the Levy Cap and identify the appropriations that caused the Fire District to exceed the Levy Cap, and how they are being addressed by a referendum.

No, the fire district does not plan on exceeding the levy cap.

6. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance to be used in the 2023 proposed operating budget, explain the reason and purposes of the appropriation.

Not applicable.

7. Complete a brief statement on the Annual Budget's proposed capital appropriations including debt service for the proposed budget year and for future years.

We put \$70,000 in 2022 and \$24,532.00 in 2023 in reserves for future capital outlays. We have remaining debt on only one fire truck which will be paid off in 2024. We are trying to build up a reserve because our fire trucks are aging and will need to be replaced or renovated. We also budgeted \$45,468.00 in the 2023 budget to purchase one command vehicle. A notice of the intent to purchase this vehicle and hold a public meeting was published in the Courier Post. A public meeting was held on October 6, 2022 and a vote was taken to approve the purchase of one command vehicle.

8. If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year pursuant to N.J.S.A. 40A:14- 78.6, then explain the reasons for the occurrence of the deficit.

Not applicable.

2023 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Pine Hill Borough FD No. 1

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

Answer all questions below using the space provided. Do not attach answers as a separate document.

9. Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts.

No

10. Complete the following based on the municipal assessor's latest information pursuant to N.J.S.A. 54:4-35:

Total Assessed Valuation of District	\$	443,409,100.00
Proposed Tax Rate per \$100 of Assessed Valuation	\$	0.3160

11. Is the Fire District providing for a first-year funding appropriation to establish a length of service award program (LOSAP) in this year's budget subject to public referendum thereof?

No	X	Yes		If yes, how much is appropriated?	
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If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount?

No		Yes	X
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FIRE DISTRICT CONTACT INFORMATION

2023

Please complete the following information regarding this Fire District. All information requested below must be completed.

Name of Fire District:	Pine Hill Borough FD No. 1		
<i>Address:</i>	1109 Erial Rd.		
<i>City, State, Zip:</i>	Pine Hill	NJ	08021
<i>Phone: (ext.)</i>	856-783-8666	<i>Fax:</i>	856-258-4161
<i>Fire District E-mail:</i>	jcampanella@pinehillfiredistrict.com		

Preparer's Name:	John Campanella		
<i>Preparer's Address:</i>	1109 Erial Rd.		
<i>City, State, Zip:</i>	Pine Hill	NJ	08021
<i>Phone: (ext.)</i>	856-783-8666	<i>Fax:</i>	856-258-4161
<i>E-mail:</i>	jcampanella@pinehillfiredistrict.com		

Chairperson:	Kevin Waddington		
<i>Phone: (ext.)</i>	856-783-8666	<i>Fax:</i>	856-258-4161
<i>E-mail:</i>	kwaddington@pinehillfiredistrict.com		

Secretary:	James Wakeley		
<i>Phone: (ext.)</i>	856-783-8666	<i>Fax:</i>	856-258-4161
<i>E-mail:</i>	jwakeley@pinehillfiredistrict.com		

Treasurer:	Charles Warrington Jr.		
<i>Phone: (ext.)</i>	856-783-8666	<i>Fax:</i>	856-258-4161
<i>E-mail:</i>	kwaddington@pinehillfiredistrict.com		

Name of Auditor:	Michael Welding		
<i>Name of Firm:</i>	Bowman & Company, LLP		
<i>Address:</i>	6 N. Broad St. Suite 201		
<i>City, State, Zip:</i>	Woodbury	NJ	08096
<i>Phone: (ext.)</i>	856-853-0440	<i>Fax:</i>	856-782-5092
<i>E-mail:</i>	mwelding@bowmanllp.com		

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Pine Hill Borough FD No. 1

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

Answer all questions below completely.

- 1) Provide the number of regular voting members of the governing body:

5

- 2) Provide the number of alternate voting members of the governing body:

0

- 3) Does the fire district have any amounts receivable from current or former commissioners, officers, or employees?

No

If "yes," provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the fire district.

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- 4) Was the fire district a party to a business transaction with one of the following parties:
- a. A current or former commissioner, officer, or employee?

No

- b. A family member of a current or former commissioner, officer, or employee?

No

- c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner?

No

If the answer to any of the above is "yes," provide a description of the transaction, including the name of the commissioner, officer, or employee (or family member thereof) of the fire district; the name of the entity and relationship to the individual or family member; the amount paid, and whether the transaction was subject to a competitive bid process.

--

- 5) Did the fire district provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:
- a. First class or charter travel

No

- b. Travel for companions

No

- c. Tax indemnification and gross-up payments

No

- d. Discretionary spending account

No

- e. Housing allowance or residence for personal use

No

- f. Payments for business use of personal residence

No

- g. Vehicle/auto allowance or vehicle for personal use

No

- h. Health or social club dues or initiation fees

No

- i. Personal services (i.e.: maid, chauffeur, chef)

No

If the answer to any of the above is "yes," provide a description of the transaction including the name and position of the individual and the amount expended.

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FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Pine Hill Borough FD No. 1

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

6) Use the "**Vehicle List**" tabs to list of the fire district's vehicles including make, model, and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized district personnel, indicate "motor pool." Do not attach the list as a separate document.

7) Did the fire district make any payments to current or former commissioners or employees for severance or termination? No

If "yes", provide an explanation including amount paid.

8) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? No

If "yes," provide an explanation including amount paid.

9) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? No

10) If the answer to #9 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? N/A

If "yes," attach in FAST a copy of the agreement. If "no," provide a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity.

The Borough of Pine Hill entered into an agreement with Inspira to provide EMS coverage for the Borough. Since the Borough of Pine Hill entered into the agreement, the fire district has no formal agreement EMS coverage.

11) Does the fire District have a Length of Services Award Program (LOSAP) plan? No

If "yes," indicate:

- a) the year it was implemented*
- b) the total number of volunteer members presently eligible to participate*
- c) the total number of volunteer members presently vested*
- d) whether the annual contribution for each vested member is fixed or based on an automatic increase*
- e) the total LOSAP budgeted for the current year*
- f) the Fire District's LOSAP Plan Contractor*
- g) whether the Plan Contractor has submitted its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49.*

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Pine Hill Borough FD No. 1

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

12) If the district's Board of Fire Commissioners authorizes its elected commissioners to receive any type of compensation for serving on the Board, did the district submit a copy of the compensation resolution to the municipal governing body for review and approval as required under N.J.S.A. 40A:14-88? Yes

If "yes", provide a certified copy of the resolution, whenever adopted, fixing the level of compensation each commissioner is authorized to receive, and proof that the district submitted the resolution to the municipal clerk for governing body consideration. Only answer "N/A" if elected commissioners are not authorized to receive any compensation for their service on the Board.

13) Did the district make one or more supplemental emergency appropriations after adopting its current budget? No

If "yes", for each supplemental emergency appropriation:

a) Was a resolution adopted by at least two-thirds (2/3) of the Board of Commissioners' full membership declaring that an emergency exists requiring a supplemental emergency appropriation and setting out the nature of the emergency in full?

b) Did the district submit the above-referenced resolution to the municipal clerk for municipal governing body consideration?

c) Did at least two-thirds (2/3) of the municipal governing body's full membership approve the district's emergency appropriation?

Provide (with the introduced budget) a certified copy of the Board's resolution authorizing the supplemental emergency appropriation with a certified copy of the municipal governing body's resolution approving the district's emergency appropriation.

FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS

Pine Hill Borough FD No. 1

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

Complete the attached table for all persons required to be listed per #1-2 below.

- 1) List all of the Fire District's current commissioners and officers and amount of compensation from the Fire District. Enter zero if no compensation was paid.
- 2) List all of the Fire District's former commissioners and officers who received more than \$10,000 in reportable compensation from the Fire District during the most recent fiscal year completed.

Commissioner: A member of the governing body of the Fire District with voting rights. Include alternates for the purposes of this schedule.

Officer: A person elected or appointed to manage the Fire District's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the Fire District's top management official and top financial officer as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transaction such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Fire District's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable Compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the calendar year.

Pine Hill Borough FD No. 1
Camden

Reportable Compensation from Fire District
(W-2/ 1099)

	Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Fire District (W-2/ 1099)		Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Total Compensation from Fire District
					Base Salary/ Stipend	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		
1	Kevin Waddington	Chairman	5 x	Former Commissioner	\$ 2,600.00		\$	2,600.00
2	Charles Warrington Jr.	Vice Chairman	5 x	Officer	\$ 2,600.00		\$	2,600.00
3	Thomas Hassett	Personnel Director	5 x		\$ 2,600.00		\$	2,600.00
4	James Wakeley	Secretary	5 x		\$ 2,600.00		\$	2,600.00
5	Michael Hagarty	Commissioner	5 x		\$ 2,600.00		\$	2,600.00
6							\$	-
7							\$	-
8							\$	-
9							\$	-
10							\$	-
11							\$	-
12							\$	-
13							\$	-
14							\$	-
15							\$	-
Total:					\$ 13,000.00	\$ -	\$ -	\$ 13,000.00

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

Pine Hill Borough FD No. 1
Camden

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	3	16,021.49	48,064.47	3	26,667.00	80,001.00	(31,936.53)	-39.9%
Parent & Child			-					0.0%
Employee & Spouse (or Partner)	1	29,424.25	29,424.25	1	26,665.00	26,665.00	2,759.25	10.3%
Family	2	41,255.64	82,511.28	2	26,667.00	53,334.00	29,177.28	54.7%
Employee Cost Sharing Contribution (enter as negative -)								0.0%
Subtotal	6		160,000.00	6		160,000.00		0.0%
Commissioners - Health Benefits - Annual Cost								
Single Coverage								0.0%
Parent & Child								0.0%
Employee & Spouse (or Partner)								0.0%
Family								0.0%
Employee Cost Sharing Contribution (enter as negative -)								0.0%
Subtotal	0			0				0.0%
Retirees - Health Benefits - Annual Cost								
Single Coverage								0.0%
Parent & Child								0.0%
Employee & Spouse (or Partner)								0.0%
Family								0.0%
Employee Cost Sharing Contribution (enter as negative -)								0.0%
Subtotal	0			0				0.0%
RAND TOTAL	6		160,000.00	6.00		160,000.00		0.0%

medical coverage provided by the SHBP (Yes or No)?	Yes
prescription drug coverage provided by the SHBP (Yes or No)?	Yes

**2023 FIRE DISTRICT BUDGET
FINANCIAL SCHEDULES SECTION**

Instructions:

Input requested information in highlighted boxes only. Information input into yellow boxes will automatically fill throughout the rest of the workbook. Please round to the nearest whole dollar. No pennies.

The Levy Cap worksheets simplify data entry by having the user enter most data on support pages and some from this sheet. By filling in the highlighted cells on this page, each worksheet will reflect the information and automatically calculate the formulas on each individual worksheet.

Name of Fire District:	Pine Hill Borough FD No. 1
County:	Camden
Year:	2023

Levy Cap Calculation Summary	
2022 Adopted Budget - Amount to be Raised by Taxation	\$ 1,317,951.00
Cap Bank Available from 2020 (See Levy Cap Certification)	\$ -
Cap Bank Available from 2021 (See Levy Cap Certification)	\$ 23,440.00
Cap Bank Available from 2022 (See Levy Cap Certification)	\$ -
Cap Bank Used from 2020	\$ -
Cap Bank Used from 2021	\$ 23,440.00
Cap Bank Used from 2022	\$ -
Changes in Service Provider (+/-)	
DLGS Approved Adjustments	
Cancelled or Unexpended Referendum Amount (Enter as a positive number)	
Assessed Valuation of District for adopted budget	\$ 443,409,100.00
New Ratables - Increase in Valuations (New Construction and Additions)	\$ 123,200.00
Adopted Fire District Tax Rate (three decimals) per \$100	\$0.298
Projected Tax Rate based upon Proposed Levy	0.315572994

Budget Summary

Pine Hill Borough FD No. 1 Camden

	<i>2023 Proposed Budget</i>	<i>2022 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
REVENUES AND FUND BALANCE UTILIZED				
Total Fund Balance Utilized	55,669.24	50,000.00	5,669.24	11.3%
Total Miscellaneous Anticipated Revenues	-	-	-	0.0%
Total Sale of Assets	-	-	-	0.0%
Total Interest on Investments & Deposits	-	-	-	0.0%
Total Other Revenue	-	-	-	0.0%
Total Operating Grant Revenue	119,795.00	119,795.00	-	0.0%
Total Revenues Offset with Appropriations	<u>35,000.00</u>	<u>30,000.00</u>	<u>5,000.00</u>	16.7%
Total Revenues and Fund Balance Utilized	210,464.24	199,795.00	10,669.24	5.3%
Amount to be Raised by Taxation to Support Budget	<u>1,399,668.16</u>	<u>1,317,951.00</u>	<u>81,717.16</u>	6.2%
Total Anticipated Revenues	<u>1,610,132.40</u>	<u>1,517,746.00</u>	<u>92,386.40</u>	6.1%
APPROPRIATIONS				
Total Administration	362,667.04	358,544.00	4,123.04	1.1%
Total Cost of Operations & Maintenance	1,086,975.36	1,003,712.00	83,263.36	8.3%
Total Appropriations Offset with Revenue (must equal Revenues Offset with Appropriations)	35,000.00	30,000.00	5,000.00	16.7%
Total Appropriated Duly Incorporated First Aid/Rescue Squad	-	-	-	0.0%
Total Deferred Charges	-	-	-	0.0%
Cash Deficit, Preceeding Year (N.J.S.A. 40A:14-78.6)	-	-	-	0.0%
Length of Service Award Program (LOSAP) Contribution	-	-	-	0.0%
Total Capital Appropriations	70,000.00	70,000.00	-	0.0%
Total Principal Payments on Debt Service	52,112.00	50,501.00	1,611.00	3.2%
Total Interest Payments on Debt	<u>3,378.00</u>	<u>4,989.00</u>	<u>(1,611.00)</u>	-32.3%
Total Appropriations	<u>1,610,132.40</u>	<u>1,517,746.00</u>	<u>92,386.40</u>	6.1%
ANTICIPATED SURPLUS (DEFICIT)	<u>-</u>	<u>-</u>	<u>-</u>	0.0%

**Pine Hill Borough FD No. 1
Camden**

	<i>2023 Proposed Budget</i>	<i>2022 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
<i>Fund Balance Utilized</i>				
Unrestricted Fund Balance	55,669.24	50,000.00	5,669.24	11.3%
Restricted Fund Balance	-	-	-	0.0%
Total Fund Balance Utilized	<u>55,669.24</u>	<u>50,000.00</u>	<u>5,669.24</u>	<u>11.3%</u>
<i>Miscellaneous Anticipated Revenues</i>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)			-	0.0%
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	0.0%
Emergency Assistance (N.J.S.A. 40A:14-26)			-	0.0%
Municipal Assistance (N.J.S.A. 40A:14-34)			-	0.0%
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	0.0%
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	0.0%
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	0.0%
Rental Income			-	0.0%
Total Miscellaneous Anticipated Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<i>Sale of Assets (List Individually)</i>				
Asset #1			-	0.0%
Asset #2			-	0.0%
Asset #3			-	0.0%
Asset #4			-	0.0%
Total Sale of Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<i>Interest on Investments & Deposits (List Accounts Separately)</i>				
Investment Account #1			-	0.0%
Investment Account #2			-	0.0%
Investment Account #3			-	0.0%
Investment Account #4			-	0.0%
Total Interest on Investments & Deposits	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<i>Other Revenue (List in Detail)</i>				
Other Revenue #1			-	0.0%
Other Revenue #2			-	0.0%
Other Revenue #3			-	0.0%
Other Revenue #4			-	0.0%
Total Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<i>Operating Grant Revenue (List in Detail)</i>				
Supplemental Fire Service Act (P.L.1985,c.295)			-	0.0%
Supplemental Fire Service Act (P.L.1985,c.295)	3,945.00	3,945.00	-	0.0%
SAFER Grant from FEMA	115,850.00	115,850.00	-	0.0%
Other Grant #3			-	0.0%
Other Grant #4			-	0.0%
Other Grant #5			-	0.0%
Total Operating Grant Revenue	<u>119,795.00</u>	<u>119,795.00</u>	<u>-</u>	<u>0.0%</u>
<i>Revenues Offset with Appropriations</i>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	0.0%
Annual Registration Fees			-	0.0%
Penalties and Fines			-	0.0%
Other Revenues			-	0.0%
Total Uniform Fire Safety Act	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<u>Other Revenues Offset with Appropriations (List)</u>				
Fire Prevention Reserves Utilized	12,000.00	12,000.00	-	0.0%
Annual Registration Fees	6,000.00	6,000.00	-	0.0%
Fire Prevention Other Revenues	12,000.00	12,000.00	-	0.0%
NJ DCA LEA REBATES	5,000.00		5,000.00	100.0%
Total Other Revenues Offset with Appropriations	<u>35,000.00</u>	<u>30,000.00</u>	<u>5,000.00</u>	<u>16.7%</u>
Total Revenues Offset with Appropriations	<u>35,000.00</u>	<u>30,000.00</u>	<u>5,000.00</u>	<u>16.7%</u>
TOTAL REVENUES AND FUND BALANCE UTILIZED	<u><u>210,464.24</u></u>	<u><u>199,795.00</u></u>	<u><u>10,669.24</u></u>	<u><u>5.3%</u></u>

**Pine Hill Borough FD No. 1
Camden**

	<u>2023 Proposed Budget</u>	<u>2022 Adopted Budget</u>	<u>\$ Increase (Decrease) Proposed vs. Adopted</u>	<u>% Increase (Decrease) Proposed vs. Adopted</u>
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	154,232.40	148,547.00	5,685.40	3.8%
Commissioners	13,000.00	13,000.00	-	0.0%
Fringe Benefits	72,634.64	74,197.00	(1,562.36)	-2.1%
Total Administration - Personnel	<u>239,867.04</u>	<u>235,744.00</u>	<u>4,123.04</u>	<u>1.7%</u>
<i>Administration - Other (List)</i>				
Other Administration Expense #1	122,800.00	122,800.00	-	0.0%
Other Administration Expense #2			-	0.0%
Other Administration Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Administration - Other	<u>122,800.00</u>	<u>122,800.00</u>	<u>-</u>	<u>0.0%</u>
Total Administration	<u>362,667.04</u>	<u>358,544.00</u>	<u>4,123.04</u>	<u>1.1%</u>
<i>Cost of Operations & Maintenance - Personnel</i>				
Salary & Wages	473,774.00	335,827.00	137,947.00	41.1%
Fringe Benefits	236,606.36	192,326.00	44,280.36	23.0%
Total Operations & Maintenance - Personnel	<u>710,380.36</u>	<u>528,153.00</u>	<u>182,227.36</u>	<u>34.5%</u>
<i>Cost of Operations & Maintenance - Other (List)</i>				
Other Operations & Maintenance Expense #1	376,595.00	475,559.00	(98,964.00)	-20.8%
Other Operations & Maintenance Expense #2			-	0.0%
Other Operations & Maintenance Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Operations & Maintenance - Other	<u>376,595.00</u>	<u>475,559.00</u>	<u>(98,964.00)</u>	<u>-20.8%</u>
Total Operations & Maintenance	<u>1,086,975.36</u>	<u>1,003,712.00</u>	<u>83,263.36</u>	<u>8.3%</u>
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	17,000.00	16,000.00	1,000.00	6.3%
Fringe Benefits	-	-	-	0.0%
Total Appropriations Offset with Revenue - Personnel	<u>17,000.00</u>	<u>16,000.00</u>	<u>1,000.00</u>	<u>6.3%</u>
<i>Appropriations Offset with Revenue - Other (List)</i>				
Fire Prevention	1,500.00	1,500.00	-	0.0%
Other Fire Prevention Related Expenses	16,500.00	12,500.00	4,000.00	32.0%
Other Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Appropriations Offset with Revenue - Other	<u>18,000.00</u>	<u>14,000.00</u>	<u>4,000.00</u>	<u>28.6%</u>
Total Appropriations Offset with Revenue	<u>35,000.00</u>	<u>30,000.00</u>	<u>5,000.00</u>	<u>16.7%</u>
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	0.0%
Equipment			-	0.0%
Materials & Supplies			-	0.0%
Total Duly Incorporated First Aid/Rescue Squad Associations	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<i>Emergency Appropriations & Deferred Charges (List)</i>				
Emergency Appropriation #1			-	0.0%
Emergency Appropriation #2			-	0.0%
Emergency Appropriation #3			-	0.0%
Deferred Charge #1 (cite statute)			-	0.0%
Deferred Charge #2 (cite statute)			-	0.0%
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	0.0%
Total Deferred Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	0.0%
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)			-	0.0%
Total Capital Appropriations	70,000.00	70,000.00	-	0.0%
Total Principal Payments on Debt Service	52,112.00	50,501.00	1,611.00	3.2%
Total Interest Payments on Debt	3,378.00	4,989.00	(1,611.00)	-32.3%
TOTAL APPROPRIATIONS	<u><u>1,610,132.40</u></u>	<u><u>1,517,746.00</u></u>	<u><u>92,386.40</u></u>	<u><u>6.1%</u></u>

FIRE DISTRICT PROPOSED APPROPRIATIONS

APPROPRIATION DETAIL PAGE

Pine Hill Borough FD No. 1

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

Use the space below to provide further detail of any Appropriations listed on "F-3 Appropriations (Proposed)"

Line Item:	Proposed 2023 Amount	Adopted 2022 Amount	\$ Change Proposed vs. Adopted	% Change Proposed vs. Adopted
Administration - Other Expenses			-	0.0%
Election	1,200.00	1,200.00	-	0.0%
Office Expenses	4,500.00	4,500.00	-	0.0%
Professional Services - Audit	20,000.00	20,000.00	-	0.0%
Professional Services - Solicitor	5,400.00	5,400.00	-	0.0%
Professional Services - Medical	7,500.00	4,500.00	3,000.00	66.7%
Professional Services - Labor Att.	7,500.00	7,500.00	-	0.0%
Professional Services - EMS	7,000.00	10,000.00	(3,000.00)	-30.0%
Computer Maintenance & Support	26,000.00	26,000.00	-	0.0%
Utilities/Phones	4,500.00	4,500.00	-	0.0%
Payroll Administration Expenses	5,000.00	5,000.00	-	0.0%
Training & Education (Contractual)	8,200.00	8,200.00	-	0.0%
Miscellaneous Expenses	1,000.00	1,000.00	-	0.0%
Non-Bondable Assets	25,000.00	25,000.00	-	0.0%
			-	0.0%
Total Expense	122,800.00	122,800.00	-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%
Fire Prevention - Other Expenses			-	0.0%
Office Expense & Supplies	450.00	300.00	150.00	50.0%
Uniforms & Personal Equipment	-	150.00	(150.00)	-100.0%
Utilities/Phones	1,200.00	1,200.00	-	0.0%
Fire Prevention Software	5,500.00	1,500.00	4,000.00	266.7%
Equipment	2,600.00	2,600.00	-	0.0%
Vehicle Transportation & Maint.	6,750.00	6,750.00	-	0.0%
Fire Prevention	1,500.00	1,500.00	-	0.0%
			-	0.0%
Total Expense	18,000.00	14,000.00	4,000.00	28.6%
			-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%

FIRE DISTRICT PROPOSED APPROPRIATIONS

APPROPRIATION DETAIL PAGE

Pine Hill Borough FD No. 1

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

Use the space below to provide further detail of any Appropriations listed on "F-3 Appropriations (Proposed)"

Line Item:	Proposed 2023 Amount	Adopted 2022 Amount	\$ Change Proposed vs. Adopted	% Change Proposed vs. Adopted
Operations - Other Expenses			-	0.0%
Advertizing	1,700.00	1,700.00	-	0.0%
Insurance	110,000.00	110,000.00	-	0.0%
Maintenance & Repairs - Fire	45,000.00	52,500.00	(7,500.00)	-14.3%
Maintenance & Repairs - Ambulance	3,000.00	5,000.00	(2,000.00)	-40.0%
Professional Services	3,000.00	3,000.00	-	0.0%
Rental Payments	98,000.00	98,000.00	-	0.0%
Supplies Expense - Fire	21,000.00	21,000.00	-	0.0%
Supplies Expense - Ambulance	3,500.00	2,500.00	1,000.00	40.0%
Training & Education - Classes	7,000.00	7,000.00	-	0.0%
Training & Education - Practical	10,000.00	10,000.00	-	0.0%
Uniforms - Fire	16,500.00	16,500.00	-	0.0%
Uniforms - Ambulance	250.00	250.00	-	0.0%
Licenses & Permits	200.00	200.00	-	0.0%
Smoke Detector Promo Program	3,000.00	3,000.00	-	0.0%
Meeting Expense	-	1,000.00	(1,000.00)	-100.0%
Duty Crew Meals - Volunteers	10,400.00	9,100.00	1,300.00	14.3%
Stipends - Weekend Duty Crew	-	31,824.00	(31,824.00)	-100.0%
Stipends - Run Calls	-	6,000.00	(6,000.00)	-100.0%
Stipends - Fill-in Firefighters	-	11,000.00	(11,000.00)	-100.0%
Copier Lease	1,800.00	1,800.00	-	0.0%
Utilities / Phones	4,500.00	4,500.00	-	0.0%
Operations Software	500.00	6,000.00	(5,500.00)	-91.7%
Miscellaneous Expenses	2,000.00	1,000.00	1,000.00	100.0%
Supplemental Fire Services	3,945.00	3,945.00	-	0.0%
Apparatus & Equipment	14,800.00	14,800.00	-	0.0%
Personal Protective Equipment	15,000.00	15,000.00	-	0.0%
Matching Funds - Grants		-	-	0.0%
Generator Maintenance & Repairs	1,500.00	1,500.00	-	0.0%
Overnight Duty Crew Program	-	37,440.00	(37,440.00)	-100.0%
			-	0.0%
Total Expenses	376,595.00	475,559.00	(98,964.00)	-20.8%
			-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%

Administrative Positions Excluding Commissioners (List Individually)	Number of Staff	2023 Proposed Annual Wages	2023 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2023 Proposed Budget Fringe Benefits
Fire Chief	1.00	\$ 116,264.00	\$ 116,264.00	\$ -	\$ 14,495.00	\$ 41,255.64	\$ 9,708.00	\$ 65,458.64
Business Administrator	1.00	\$ 34,968.40	\$ 34,968.40	\$ -	\$ -	\$ -	\$ 7,176.00	\$ 7,176.00
Assistant Clerk	1.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Qualified Purchasing Agent	1.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Position #5		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #6		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #7		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Administration	4.00	\$ -	\$ 154,232.40	\$ -	\$ 14,495.00	\$ 41,255.64	\$ 16,884.00	\$ 72,634.64

Operation & Maintenance Positions (List Individually)	Number of Staff	2023 Proposed Annual Wages	2023 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2023 Proposed Budget Fringe Benefits
Battalion Chief - Step 5	1.00	\$ 66,614.00	\$ 66,614.00	\$ 10,160.00	\$ -	\$ 41,255.64	\$ 5,563.00	\$ 56,978.64
Firefighter - Step 15	1.00	\$ 86,995.00	\$ 86,995.00	\$ 10,159.00	\$ -	\$ 29,424.24	\$ 7,264.00	\$ 46,847.24
Firefighter - Step 5	1.00	\$ 52,614.00	\$ 52,614.00	\$ -	\$ 14,494.00	\$ 14,777.52	\$ 4,393.00	\$ 33,664.52
Firefighter - Step 3	1.00	\$ 45,027.00	\$ 45,027.00	\$ -	\$ 14,494.00	\$ 14,777.52	\$ 3,760.00	\$ 33,031.52
Firefighter - Step 3	1.00	\$ 45,027.00	\$ 45,027.00	\$ -	\$ 14,494.00	\$ 3,731.92	\$ 3,760.00	\$ 21,985.92
Firefighter - Step 2	1.00	\$ 41,233.00	\$ 41,233.00	\$ -	\$ 14,494.00	\$ 14,777.52	\$ 3,443.00	\$ 32,714.52
Overtime	1.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 3,340.00	\$ 3,340.00
Volunteer Stipend Programs	50.00	\$ 1,925.28	\$ 96,264.00	\$ -	\$ -	\$ -	\$ 8,044.00	\$ 8,044.00
Position #9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operation & Maintenance	57.00	\$ 473,774.00	\$ 473,774.00	\$ 20,319.00	\$ 57,976.00	\$ 118,744.36	\$ 39,567.00	\$ 236,606.36

Salary Offset by Revenue Positions (List Individually)	Number of Staff	2023 Proposed Annual Wages	2023 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2023 Proposed Budget Fringe Benefits
Fire Marshal	1.00	\$ 11,500.00	\$ 11,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Inspector	1.00	\$ 5,500.00	\$ 5,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Position #3		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #4		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #5		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #6		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #7		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position #8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Offset by Revenue	2.00	\$ 17,000.00	\$ 17,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Total Administration, Operations & Offset by Revenue	63.00	\$ 645,006.40	\$ 645,006.40	\$ 20,319.00	\$ 72,471.00	\$ 160,000.00	\$ 56,451.00	\$ 309,241.00

Pine Hill Borough FD No. 1
Camden

CAPITAL IMPROVEMENTS (N.J.S.A. 40A:14-84)

List Project Separately	Asset Type	Time of General Election February or November	Date of Approval	Affirmative Vote Percentage	2023 Proposed Budget	2022 Adopted Budget
Purchase of 4x4 Command Vehicle					\$ 45,468.00	\$ -
Capital Improvement #2						
Capital Improvement #3						
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Capital Improvements					\$ 45,468.00	\$ -

OWN PAYMENTS/CAPITAL FINANCED IMPROVEMENTS (N.J.S.A. 40A:14-85)

List Project Separately	Asset Type	Date of Local Finance Board Approval	Date of Voter Approval	Affirmative Vote Percentage	2023 Proposed Budget	2022 Adopted Budget		
							Capital Improvement #1	Capital Improvement #2
Capital Improvement #1								
Capital Improvement #2								
Capital Improvement #3								
Capital Improvement #4								
Capital Improvement #5								
Capital Improvement #6								
Capital Improvement #7								
Total Down Payments								
Total Capital Improvements & Down Payments					\$ 45,468.00	\$ -		
RESERVE FOR FUTURE CAPITAL OUTLAYS					\$ 24,532.00	\$ 70,000.00		
TOTAL CAPITAL APPROPRIATIONS					\$ 70,000.00	\$ 70,000.00		

Capital Appropriations Offset with Restricted Fund
 Capital Appropriations Offset with Grants
 Capital Appropriations Offset with Unrestricted Fund

Pine Hill Borough FD No. 1
Camden

	Date of Local Voter Approval	% of Voter Approval	Date of Local Finance Board Approval	Current Year 2022	2023	2024	2025	2026	2027	2028	Thereafter	Total Principal Outstanding
General Obligation Bonds												
General Obligation Bond #1												\$ -
General Obligation Bond #2												\$ -
General Obligation Bond #3												\$ -
General Obligation Bond #4												\$ -
Total Principal - General Obligation Bonds				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Anticipation Notes												
Anticipation Note #1												\$ -
Anticipation Note #2												\$ -
Anticipation Note #3												\$ -
Anticipation Note #4												\$ -
Total Principal - BANS												\$ -
Capital Leases												
Engine Pumper Truck	02/25/11	80%	11/06/11	50,501.00	52,112.00	53,774.00						105,886.00
Capital Lease #2												
Capital Lease #3												
Capital Lease #4												
Total Principal - Capital Leases				50,501.00	52,112.00	53,774.00						105,886.00
Intergovernmental Loans												
Intergovernmental #1												
Intergovernmental #2												
Intergovernmental #3												
Intergovernmental #4												
Total Principal - Intergovernmental Loans												
Other Bonds or Notes Payable												
Other Bonds or Notes #1												
Other Bonds or Notes #2												
Other Bonds or Notes #3												
Other Bonds or Notes #4												
Total Principal - Other Bonds or Notes												
TOTAL PRINCIPAL ALL OBLIGATIONS				50,501.00	52,112.00	53,774.00						105,886.00

Enter each debt issuance separately according to type of debt obligation above. Enter the principal due for each year indicated and thereafter until maturity.

Capital Appropriations Offset with Restricted Fund
Capital Appropriations Offset with Grants
Capital Appropriations Offset with Unrestricted Fund

Pine Hill Borough FD No. 1
Camden

	Current Year 2022	2023	2024	2025	2026	2027	2028	Thereafter	Total Interest Payments Outstanding
<i>General Obligation Bonds</i>									
General Obligation Bond #1									
General Obligation Bond #2									
General Obligation Bond #3									
General Obligation Bond #4									
Total Interest - General Obligation Bonds									
<i>Anticipation Notes</i>									
AN #1									
AN #2									
AN #3									
AN #4									
Total Interest Payments - BANS									
<i>Capital Leases</i>									
Engine Pumper Truck									
Capital Lease #2	4,989.00	3,378.00	1,715.00						5,093.00
Capital Lease #3									
Capital Lease #4									
Total Interest Payments - Capital Leases	4,989.00	3,378.00	1,715.00						5,093.00
<i>Intergovernmental Loans</i>									
Intergovernmental #1									
Intergovernmental #2									
Intergovernmental #3									
Intergovernmental #4									
Total Interest Payments - Intergovernmental									
<i>Other Bonds or Notes Payable</i>									
Other Bonds or Notes #1									
Other Bonds or Notes #2									
Other Bonds or Notes #3									
Other Bonds or Notes #4									
Total Interest Payments - Other Bonds or Notes									
AL INTEREST ALL OBLIGATIONS	4,989.00	3,378.00	1,715.00						5,093.00

For each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet.

For each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet.

**Pine Hill Borough FD No. 1
Camden**

UNRESTRICTED FUND BALANCE

Beginning balance January 1, 2022 (1)	\$	392,805.36
Plus: Accrued Unfunded Pension Liability (1)	\$	573,530.00
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)		
Less: Utilized in 2022 Adopted Budget	\$	50,000.00
Proposed balance available	\$	916,335.36
Estimated results of operations for the year ending December 31, 2022	\$	75,000.00
Anticipated balance December 31, 2022	\$	991,335.36
Less: Fund Balance utilized in 2023 Proposed Budget	\$	55,669.24
Proposed balance after utilization in 2023 Proposed Budget	\$	935,666.12

RESTRICTED FUND BALANCE

Beginning balance January 1, 2022 (1)	\$	230,000.00
Less: Utilized in 2022 Adopted Budget	\$	-
Proposed balance available	\$	230,000.00
Estimated results of operations for the year ending December 31, 2022	\$	70,000.00
Anticipated balance December 31, 2022	\$	300,000.00
Less: Restricted Fund Balance used in 2023 Proposed Budget for Capital Purposes		
Less: Restricted Fund Balance released via Referendum Resolution	\$	-
Proposed balance after utilization in 2023 Proposed Budget	\$	300,000.00

(1) This line item must agree to audited financial statements.

**Pine Hill Borough FD No. 1
Camden**

Summary of Referendum Line Items	<i>2023 Proposed Budget Amount Requested</i>	<i>2022 Final Budget</i>
Total Referendum Line Items	\$ -	\$ -

Tax Levy Requested minus Maximum Allowable Levy \$ 0.00
 As this page is adjusted this amount changes, should = \$0
 (For Reference Purposes Only - from Levy Cap Summary based on
 Information provided by the district- see instructions.)

Summary of Release of Restricted Fund Balance Referendum Line Items	<i>2023 Proposed Budget Amount Requested</i>	<i>2022 Final Budget</i>
Total Release of Restricted Fund Balance	\$ -	\$ -

**Pine Hill Borough FD No. 1
Camden**

LEVY CAP CALCULATION

Prior Year Amount to be Raised by Taxation for Fire District Purposes	1,317,951.00
Changes in Service Provider (+/-)	-
DLGS Approved Adjustments	-
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation	1,317,951.00
Plus: 2% Cap Increase	26,359.02
ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS	1,344,310.02

Exclusions

Shared Service Exclusion	-
Change in Total Debt Service Appropriation	-
Allowable Pension Increases	31,551.00
Allowable Increase in Health Care Costs	-
Changes in LOSAP Contributions (+/-)	-
Extraordinary Costs due to a "Declared" Emergency	-
Net Capital Improvement Fund and/or Down Payment on Improvements	-
Total Exclusions	31,551.00

Less: Cancelled or Unexpended Referendum Amounts	-
Increase in Ratable Valuation (New Construction/Additions)	123,200.00
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.298
	367.14

ADJUSTED TAX LEVY

Amount Utilized from Levy Cap Bank from 2020	-
Amount Utilized from Levy Cap Bank from 2021	23,440.00
Amount Utilized from Levy Cap Bank from 2022	-
Maximum Tax Levy Before Referendum	1,399,668.16
Amount Proposed for Levy Cap Referendum	-
MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION	1,399,668.16

CAP BANK CALCULATION

Amount to be Raised by Taxation	1,399,668.16
Cap Bank Available from Prior Year (2020) for 2023 Budget	-
Cap Bank Available from Prior Year (2021) for 2023 Budget	23,440.00
Revised Cap Bank from Prior Year (2022) Available for 2023 Budget	-
Cap Bank Available from Prior Year (2022) for 2023 Budget	-
Revised Cap Bank from Prior Year (2022) Available for 2024 Budget	-
Cap Bank from Current Year (2023) Available for 2024 Budget	(23,440.00)
Cap Bank Available from (2023) for 2024 Budget	-

Pine Hill Borough FD No. 1

Camden

PENSION CONTRIBUTION CALCULATION

2023 Proposed Budget PERS Contribution Appropriated	\$ 20,319.00
2023 Proposed Budget PFRS Contribution Appropriated	\$ 72,471.00
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	\$ -
Net 2023 Base Amount	\$ 92,790.00
2022 Adopted Budget PERS Contribution	\$ 18,212.00
2022 Adopted Budget PFRS Contribution	\$ 43,027.00
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	\$ -
Net 2022 Base Amount	\$ 61,239.00
Pension Contribution Exclusion	\$ 31,551.00

LOSAP CALCULATION

2023 Proposed Budget LOSAP Appropriation	\$ -
2022 Adopted Budget LOSAP Appropriation	\$ -
LOSAP Exclusion (+/-)	\$ -

DEBT SERVICE CALCULATION

2023 Proposed Budget Total Debt Service Appropriation	\$ 55,490.00
2023 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	\$ -
2023 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	\$ -
2023 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	\$ -
2023 Base Amount	\$ 55,490.00
2022 Adopted Budget Total Debt Service Appropriation	\$ 55,490.00
2022 Adopted Budget Debt Service Appropriation Offset from Restricted Fund	\$ -
2022 Adopted Budget Debt Service Appropriation Offset from Grant Fund	\$ -
2022 Adopted Budget Debt Service Appropriation Offset from Unrestricted Fund	\$ -
2022 Base Amount	\$ 55,490.00
Debt Service Exclusion	\$ -

CAPITAL APPROPRIATION CALCULATION

2023 Proposed Budget Total Capital Appropriation	\$ 70,000.00
2023 Proposed Budget Capital Appropriation Offset from Restricted Fund	\$ -
2023 Proposed Budget Capital Appropriation Offset from Grant Revenue	\$ -
2023 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	\$ -
2023 Base Amount	\$ 70,000.00
2022 Adopted Budget Total Capital Appropriation	\$ 70,000.00
2022 Adopted Budget Capital Appropriation Offset from Restricted Fund	\$ -
2022 Adopted Budget Capital Appropriation Offset from Grant Revenue	\$ -
2022 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	\$ -
2022 Base Amount	\$ 70,000.00
Capital Expenditure Exclusion	\$ -

HEALTH INSURANCE EXCLUSION CALCULATION

SFY 2023	21.6%
2023 Proposed Budget Administration Health Insurance Appropriation	\$ 41,255.64
2023 Proposed Budget Operations & Maintenance Health Insurance Appropriation	\$ 118,744.36
2023 Proposed Budget Group Health Insurance	\$ 160,000.00
2022 Adopted Budget Administration Health Insurance Appropriation	\$ -
2022 Adopted Budget Operations & Maintenance Health Insurance Appropriation	\$ 160,000
2022 Adopted Budget Group Health Insurance	\$ 160,000.00
Net Increase (Decrease)	\$ -
Net Increase Divided by 2022 Amount Budgeted = % Increase	0.00%
SFY 2023 State Health Average 21.6% Less 2% = % Increase Added to Current Levy	0.00%
% Increase less % Increase Exclusion = % Increase Inside Cap	0.00%
% Increase Inside Cap * 2022 Expended = Added Amount Inside Cap	\$ -
% Increase Exclusion * 2022 Expended = 2023 Appropriation Added to Levy	\$ -
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$ -
2023 Increase in Appropriation	\$ -

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#23-01

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

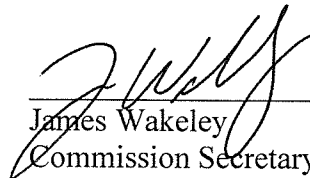
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

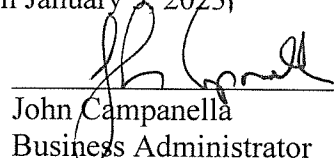
DATED: January 5, 2023


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 January 5, 2023.


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
22-00410	12/14/22	PHFD1	PINE HILL FIRE DEPT.	REIMBURSEMENT FOR FIRE CONV	Open	726.64	0.00
22-00411	12/14/22	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 12/15/22	Open	151.40	0.00
22-00412	12/14/22	COU01	Courier Post	LEGAL NOTICES	Open	257.12	0.00
22-00413	12/14/22	EDR01	ED'S RENTAL	CHAIN LOOPS	Open	75.98	0.00
22-00414	12/14/22	TG001	TOWNSHIP OF GLOUCESTER	REBUILT AIR DRYER ASSEMBLY	Open	417.63	0.00
22-00415	12/14/22	JOHNS005	Johnson & Towers, Inc	REPAIRS TO LADDER TRUCK	Open	845.84	0.00
22-00416	12/14/22	HALE01	HALE TRAILER BRAKE & WHEEL	SUPPLIES	Open	102.36	0.00
22-00417	12/14/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SPANNER WRENCH	Open	61.00	0.00
22-00418	12/14/22	AIRGA005	AIRGAS USA, LLC	CYLINDER RENTALS	Open	19.80	0.00
22-00419	12/15/22	FSS01	FIRE & SAFETY SERVICE, LTD	HANDLE & PRESSURE GAUGE	Open	169.04	0.00
22-00420	12/15/22	FSS01	FIRE & SAFETY SERVICE, LTD	PUMP REPAIRS - ENGINE	Open	547.73	0.00
22-00421	12/15/22	CASH1	PETTY CASH	EQUIPMENT REPAIRS	Open	166.88	0.00
22-00422	12/15/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	PERSONAL PROTECTION EQUIPMENT	Open	1,260.00	0.00
22-00423	12/15/22	PHP01	PINE HILL PRINTING, INC.	BUSINESS CARDS - V. WEIDNER	Open	40.00	0.00
22-00424	12/15/22	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	114.79	0.00
22-00425	12/15/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	STORAGE BINS	Open	123.99	0.00
22-00426	12/15/22	JGJ001	JAMES GORDON, JR.	HALLOWEEN CANDY	Open	77.18	0.00
22-00427	12/15/22	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR NOVEMBER 2022	Open	2,239.77	0.00
22-00428	12/19/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	WINDSHIELD SNOW COVER	Open	29.99	0.00
22-00430	12/19/22	BOA00001	Bank of America	P-CARD PURCHASES FOR DECEMBER	Open	2,264.12	0.00
22-00431	12/19/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	RAE SYSTEMS TRUCK MOUNT &PARTS	Open	489.60	0.00
22-00432	12/20/22	TACTI010	TACTICAL PUBLIC SAFETY, LLC	CHARGER & ANTENNA	Open	215.88	0.00
22-00433	12/20/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	OFFICE FURNITURE FOR CHIEF	Open	1,313.65	0.00
22-00434	12/22/22	EMSCO005	EMS CONSULTING SERVICES	EMT REFRESHER COURSE	Open	125.00	0.00
22-00435	12/27/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	PICTURE FRAMES - INSTALLATION	Open	59.94	0.00
22-00436	12/29/22	CAS01	CASA PAYROLL SERVICE, LLC	Payroll Processing 12/30/22	Open	613.90	0.00
22-00437	12/29/22	CASH1	PETTY CASH	REPLENISH CHIEF'S PETTY CASH	Open	73.81	0.00
22-00438	12/30/22	TG001	TOWNSHIP OF GLOUCESTER	REPAIRS TO AMBULANCE	Open	506.82	0.00
22-00439	12/30/22	CCC01	CAMDEN COUNTY COLLEGE	VEHICLE EXTRICATION CLASS	Open	195.00	0.00
22-00440	12/30/22	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	144.23	0.00
22-00441	12/30/22	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	72.14	0.00
22-00442	12/30/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	ZICO STRAP ASSEMBLY	Open	110.00	0.00
22-00443	01/01/23	CCC01	CAMDEN COUNTY COLLEGE	VEHICLE EXTRICATION CLASS	Open	195.00	0.00
22-00444	01/02/23	BOA00001	Bank of America	EQUIPMENT - SAWS	Open	3,448.00	0.00
22-00446	01/03/23	IMC01	INTERSTATE MOBILE CARE	PHYSICALS	Open	558.00	0.00
23000001	01/04/23	DC001	DAVID F. CARLAMERE	SOLICITOR'S FEE	Open	450.00	0.00
23000002	01/04/23	PHFD1	PINE HILL FIRE DEPT.	MONTHLY RENT	Open	8,166.67	0.00
23000003	01/04/23	STATE005	State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00
23000004	01/04/23	CASH1	PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00
23000005	01/04/23	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
23000006	01/04/23	CCC01	CAMDEN COUNTY COLLEGE	CONTINUING EDUCATION - V. WEID	Open	443.00	0.00
23000007	01/04/23	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR JANUARY	Open	1,295.99	0.00
23000008	01/04/23	JHART005	J. HARTE ASSOCIATES LLC	ANNUAL WEB HOSTING CHARGE	Open	499.00	0.00
23000009	01/04/23	FIR001	First Responder JIF	FIRST INSTALLMENT ASSESSMENT	Open	31,588.00	0.00
23000010	01/04/23	ENFOR005	ENFORSYS, INC.	ANNUAL SOFTWARE SUBSCRIPTION	Open	2,260.00	0.00
23000011	01/04/23	EDM01	Edmunds GovTech	ANNUAL SOFTWARE SUBSCRIPTION	Open	3,687.92	0.00
23000012	01/04/23	ZOLL005	ZOLL DATA SYSTEMS	INVOICE EMS CHARTING	Open	191.25	0.00
23000013	01/04/23	ZOLL005	ZOLL DATA SYSTEMS	INVOICE EMS CHARTING	Open	191.25	0.00
23000014	01/04/23	COU01	Courier Post	LEGAL NOTICE	Open	47.16	0.00
23000015	01/04/23	NFP01	NFPA	MEMBERSHIP RENEWAL FOR BC	Open	175.00	0.00

January 4, 2023
02:18 PM

PINE HILL FIRE DISTRICT #1
Bill List By P.O. Number

Page No: 2

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
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Total Purchase Orders:	50	Total P.O. Line Items:	0	Total List Amount:	79,025.19	Total Void Amount:	0.00
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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	2-GN	17,812.23	0.00	17,812.23	0.00	0.00	17,812.23
GENERAL	3-GN	61,212.96	0.00	61,212.96	0.00	0.00	61,212.96
Total of All Funds:		<u>79,025.19</u>	<u>0.00</u>	<u>79,025.19</u>	<u>0.00</u>	<u>0.00</u>	<u>79,025.19</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12121 to 12165
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
12121	01/05/23	AIRGA005 AIRGAS USA, LLC	19.80		1123
12122	01/05/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	123.99		1123
12123	01/05/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	29.99		1123
12124	01/05/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	1,313.65		1123
12125	01/05/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	59.94		1123
12126	01/05/23	BOA00001 Bank of America	2,264.12		1123
12127	01/05/23	BOA00001 Bank of America	3,448.00		1123
12128	01/05/23	CAS01 CASA PAYROLL SERVICE, LLC	765.30		1123
12129	01/05/23	CASH1 PETTY CASH	166.88		1123
12130	01/05/23	CASH1 PETTY CASH	73.81		1123
12131	01/05/23	CASH1 PETTY CASH	1,200.00		1123
12132	01/05/23	CCC01 CAMDEN COUNTY COLLEGE	195.00		1123
12133	01/05/23	CCC01 CAMDEN COUNTY COLLEGE	195.00		1123
12134	01/05/23	CCC01 CAMDEN COUNTY COLLEGE	443.00		1123
12135	01/05/23	COU01 Courier Post	257.12		1123
12136	01/05/23	COU01 Courier Post	47.16		1123
12137	01/05/23	DC001 DAVID F. CARLAMERE	450.00		1123
12138	01/05/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	61.00		1123
12139	01/05/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,260.00		1123
12140	01/05/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	489.60		1123
12141	01/05/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	110.00		1123
12142	01/05/23	EDM01 Edmunds GovTech	3,687.92		1123
12143	01/05/23	EDR01 ED'S RENTAL	75.98		1123
12144	01/05/23	EMSCO005 EMS CONSULTING SERVICES	125.00		1123
12145	01/05/23	ENFOR005 ENFORSYS, INC.	2,260.00		1123
12146	01/05/23	FIR001 First Responder JIF	31,588.00		1123
12147	01/05/23	FSS01 FIRE & SAFETY SERVICE, LTD	169.04		1123
12148	01/05/23	FSS01 FIRE & SAFETY SERVICE, LTD	547.73		1123
12149	01/05/23	HALE01 HALE TRAILER BRAKE & WHEEL	102.36		1123
12150	01/05/23	IMC01 INTERSTATE MOBILE CARE	558.00		1123
12151	01/05/23	JGJ001 JAMES GORDON, JR.	77.18		1123
12152	01/05/23	JHART005 J. HARTE ASSOCIATES LLC	1,295.99		1123
12153	01/05/23	JHART005 J. HARTE ASSOCIATES LLC	499.00		1123
12154	01/05/23	JOHNS005 Johnson & Towers, Inc	845.84		1123
12155	01/05/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1123
12156	01/05/23	NFP01 NFPA	175.00		1123
12157	01/05/23	PHFD1 PINE HILL FIRE DEPT.	8,893.31		1123
12158	01/05/23	PHH01 PINE HILL HARDWARE, INC.	331.16		1123
12159	01/05/23	PHP01 PINE HILL PRINTING, INC.	40.00		1123
12160	01/05/23	STATE005 State of NJ Health Benefits	10,930.10		1123
12161	01/05/23	TACTI010 TACTICAL PUBLIC SAFETY, LLC	215.88		1123
12162	01/05/23	TG001 TOWNSHIP OF GLOUCESTER	417.63		1123
12163	01/05/23	TG001 TOWNSHIP OF GLOUCESTER	2,239.77		1123
12164	01/05/23	TG001 TOWNSHIP OF GLOUCESTER	506.82		1123
12165	01/05/23	ZOLL005 ZOLL DATA SYSTEMS	382.50		1123

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
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12165 ZOLL DATA SYSTEMS					
Report Totals					
			<u>Amount Paid</u>	<u>Amount Void</u>	
		Continued			
		<u>Paid</u>	<u>Void</u>		
	Checks:	45	79,025.19	0.00	
	Direct Deposit:	0	0.00	0.00	
	Total:	45	79,025.19	0.00	

Totals by Year-Fund
Fund Description

Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL 2-GN	17,812.23	0.00	0.00	17,812.23
GENERAL 3-GN	61,212.96	0.00	0.00	61,212.96
Total of All Funds:	<u>79,025.19</u>	<u>0.00</u>	<u>0.00</u>	<u>79,025.19</u>

Range of Accounts: 2-First to 2-Last
 Range of Dates: 12/01/22 to 12/31/22
 Range of Reason Codes: ALL
 Add: N Changes: N Transfers In: N
 Transfers Out: N Expenditures: Y Refunds: N
 Reimbursements: N Encumbrances: N Canceled: N
 Check Payments: N
 Include Non-Budgeted: Y
 YTD 1099: N PO Encumbrances: N Contract Encm: N

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
2-GN- -001-101	FIRE CHIEF					
12/15/22 Expd		CHIEF - Pay Date 12/15/2022		4,546.85	JC	B 564 1
12/30/22 Expd		CHIEF - Pay Date 12/30/2022		4,546.86	JC	B 570 1
Total Expenditures:		2	9,093.71			
2-GN- -001-102	District Business Administrator					
12/15/22 Expd		ADMINISTRATOR - Pay Date 12/15/2022		1,483.38	JC	B 564 2
12/30/22 Expd		ADMINISTRATOR - Pay Date 12/30/2022		1,840.49	JC	B 570 2
Total Expenditures:		2	3,323.87			
2-GN- -001-105	Fire Commissioners					
12/30/22 Expd		COMMISSIONERS - Pay Date 12/30/2022		1,083.35	JC	B 570 4
Total Expenditures:		1	1,083.35			
2-GN- -001-210	Payroll Administrative Costs					
12/12/22 Expd		December Bank Fee for payroll acct.		18.95	JC	B 563 1
Total Expenditures:		1	18.95			
2-GN- -001-301	Federal Payroll Taxes - Administrative					
12/15/22 Expd		FICA ADMIN - Pay Date 12/15/2022		449.29	JC	B 564 15
12/30/22 Expd		FICA ADMIN - Pay Date 12/30/2022		661.50	JC	B 570 15
Total Expenditures:		2	1,110.79			
2-GN- -001-303	State Payroll Taxes - Administrative					
12/15/22 Expd		STATE WAGE TAX ADMIN - Pay Date 12/15/22		10.37	JC	B 564 16
12/30/22 Expd		STATE WAGE TAX ADMIN - Pay Date 12/30/22		29.80	JC	B 570 16
Total Expenditures:		2	40.17			
2-GN- -001-305	Defined Contribution Retirement Plan					
12/15/22 Expd		DCRP EMPLOYER - Pay Date 12/15/2022		60.08	JC	B 564 17
12/30/22 Expd		DCRP EMPLOYER - Pay Date 12/30/2022		74.54	JC	B 570 17
Total Expenditures:		2	134.62			
2-GN- -002-110	Firefighters					
12/15/22 Expd		FIREFIGHTERS - Pay Date 12/15/2022		12,633.37	JC	B 564 7
12/30/22 Expd		FIREFIGHTERS - Pay Date 12/30/2022		12,633.38	JC	B 570 7
Total Expenditures:		2	25,266.75			

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
Date	Type					
2-GN- -002-111	Overtime & Sicktime Buyback					
12/15/22	Expd	OVERTIME & VAC BUY - Pay Date 12/15/2022		3,619.31	JC	B 564 8
12/30/22	Expd	OVERTIME & VAC BUY - Pay Date 12/30/2022		300.69	JC	B 570 8
Total Expenditures:		2		3,920.00		
2-GN- -002-226	Weekend & Overnight Duty Crews					
12/15/22	Expd	DUTY CREW STIPENDS - Pay Date 12/15/2022		3,318.00	JC	B 564 11
12/30/22	Expd	DUTY CREW STIPENDS - Pay Date 12/30/2022		4,452.00	JC	B 570 11
Total Expenditures:		2		7,770.00		
2-GN- -002-227	Stipends - Run Calls					
12/15/22	Expd	ANNUAL RUN CALL STIPENDS PAID 12/15/22		2,200.00	JC	B 564 20
Total Expenditures:		1		2,200.00		
2-GN- -002-228	Stipends - Fill In Firefighters					
12/15/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 12/15/22		560.00	JC	B 564 12
12/30/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 12/30/22		1,064.00	JC	B 570 12
Total Expenditures:		2		1,624.00		
2-GN- -002-301	FICA - Firefighters					
12/15/22	Expd	FICA FIREFIGHTERS - Pay Date 12/15/2022		1,687.47	JC	B 564 18
12/30/22	Expd	FICA FIREFIGHTERS - Pay Date 12/30/2022		1,390.62	JC	B 570 18
Total Expenditures:		2		3,078.09		
2-GN- -002-303	State Payroll Taxes - Firefighters					
12/15/22	Expd	STATE WAGE TAX FF'S - Pay Date 12/15/22		51.10	JC	B 564 19
12/30/22	Expd	STATE WAGE TAX FF'S - Pay Date 12/30/22		38.60	JC	B 570 19
Total Expenditures:		2		89.70		
2-GN- -002-304	Health Insurance - Firefighters					
12/15/22	Expd	J. Gordon Jr. Health Ins. reimb.12/15/22		129.83	JC	B 564 9
12/30/22	Expd	J. Gordon Jr. Health Ins. reimb.12/30/22		129.83	JC	B 570 9
Total Expenditures:		2		259.66		
2-GN- -003-101	Fire Official					
12/30/22	Expd	FIRE MARSHAL - Pay Date 12/30/2022		916.67	JC	B 570 5
Total Expenditures:		1		916.67		
2-GN- -003-102	Fire Inspectors					
12/30/22	Expd	FIRE INSPECTOR - Pay Date 12/30/2022		416.67	JC	B 570 6
Total Expenditures:		1		416.67		

Fund Description	Fund	Expenditures
GENERAL	2-GN	60,347.00
Total of All Funds:		<u>60,347.00</u>

Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	17	29	60,347.00

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE DISTRICT QUALIFIED PURCHASING AGENT
#23-02**

WHEREAS, There exists a need for a QUALIFIED PURCHASING AGENT for the Fire District, and

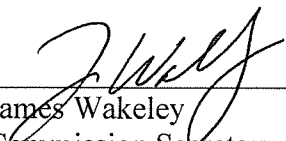
WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that DOMINIC BUIRCH 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 DOMINIC BUIRCH be and is hereby appointed the Fire District Qualified Purchasing Agent for the Board of Fire Commissioners for the fiscal year 2023, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

DATED: January 5, 2023

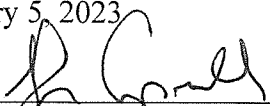


James Wakeley
Commission Secretary

Record of Vote:

Commissioners:	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 January 5, 2023



John Campanella
Fire District Administrator

**PINE HILL FIRE DISTRICT NO. 1
COUNTY OF CAMDEN
RESOLUTION NO. 23-03**

Resolution Providing for the insertion of a Special Item of Revenue in the budget of the
Pine Hill Fire District No. 1
Pursuant to N.J.S. 40A:14-78.5

WHEREAS, N.J.S. 40A:14-78.5 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any fire district when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

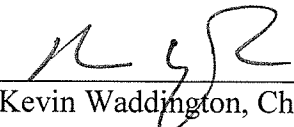
WHEREAS, said director may also approve the insertion of any item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED that the Pine Hill Fire District No. 1, County of Camden, hereby requests that the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget year 2023 in the sum of \$42,000.00, which item is now available as a revenue from the **American Rescue Plan Firefighter Grant**, and

BE IT FURTHER RESOLVED that a like sum of \$42,000.00 be and the same is hereby appropriated under the caption of:

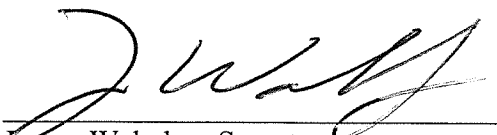
American Rescue Plan Firefighter Grant

BE IT FURTHER RESOLVED that the above is the result of a distribution from the American Rescue Plan funds.



Kevin Waddington, Chairman

I, James Wakeley, Secretary of the Pine Hill Fire District No. 1, in the County of Camden and State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the governing body of the Pine Hill Fire District No. 1, County of Camden, State of New Jersey at the regular meeting of said governing body held on January 5, 2023.



James Wakeley, Secretary

APPROVED:

Director Division of Local Government Services

MEMORANDUM OF AGREEMENT

The following represents a full and complete Agreement between the Board of Fire Commissioners, Pine Hill Fire District No. 1 ("The Fire District") and International Association of Fire Fighters, Local 3249 A.F.L.-C.I.O.-C.L.C. ("Local 3249"), hereinafter ("The Parties"), regarding the assignment of Firefighter James Gordon Sr. to a twenty four hour work schedule and related amendments to the current collective bargaining agreement between the parties.

- I. The Fire District and Local 3249 are parties to a collective bargaining agreement for the period January 1, 2022 through and including December 31, 2025.
- II. The Fire District has expressed a desire to implement changes Firefighter James Gordon Sr's work schedule.
- III. Representatives of the Fire District and Local 3249 have negotiated in good faith regarding the subject.
- IV. The Fire District and Local 3249 agree that the following Articles and Paragraphs of the current collective bargaining agreement, for the period January 1, 2022 through and including December 31, 2025 are amended as follows:
 1. Article VIII – Hours and Overtime, Paragraph A: Effective January 1, 2023, the normal average workweek for all represented fire suppression employees will be forty-eight (48) hours, Monday through Sunday. A normal workday is understood as consisting of twenty-four (24) consecutive hours.
 2. Article XVI – Bereavement Leave:
 - A. In the event of the death of an employee's parent, spouse, civil union partner, child, brother, sister or grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, represented fire suppression employees shall be granted forty-eight consecutive hours off, without loss of pay, commencing between the day of death and the day after interment, for each occurrence.



- B. The Fire District may, in its sole discretion, grant leave without pay for anyone else not included within Paragraph A of this article. Employees may use accrued vacation or compensatory time to maintain paid status if granted leave without pay by the Fire District.
- C. The use of bereavement leave shall be taken within one week of the death of the next-of-kin set forth within Paragraph A.
- D. If additional time is required, an employee may use accumulated compensatory or vacation time upon approval of the Fire District.
- E. An employee will request bereavement leave from the Fire District at the earliest practical time.
- F. Proof of death may be required at the Fire District's discretion.

3. Article X, Salary Guide:

A. Firefighter Hired Before January 1, 2018

	<u>2023</u>	<u>2024</u>	<u>2025</u>
	86,995.03	88,614.93	90,267.23

B. Firefighter Hired Post January 1, 2018

Step 1	37,440.00	37,440.00	37,440.00
Step 2	41,233.46	41,377.41	41,524.23
Step 3	45,026.93	45,314.81	45,608.45
Step 4	48,820.39	49,252.22	49,692.68
Step 5	52,613.85	53,189.62	53,776.90
Step 6	56,407.32	57,127.03	57,861.13
Step 7	60,200.78	61,064.43	61,945.36
Step 8	63,994.24	65,001.84	66,029.58
Step 9	67,787.70	68,939.24	70,113.81
Step 10	71,581.17	72,876.65	74,198.03
Step 11	75,374.63	76,814.05	78,282.26
Step 12	79,168.09	80,751.46	82,366.48

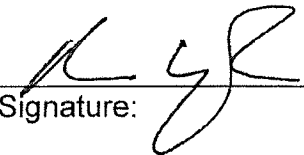
- C. An employee promoted to Captain/Training Officer will be compensated an additional \$5,000.00 to their current base salary.

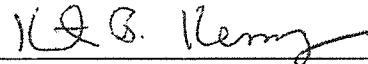
- D. A newly hired firefighter will be placed at Step 1 of the salary scale. The firefighter will then advance to Step 2 effective the following January 1. The firefighter will continue to advance one step along the salary scale effective each January 1 until reaching Step 12 of the scale.
- E. Firefighters reaching Step 12 of the salary scale shall receive annual increases to as negotiated by the union and employer.
- V. All other provisions of the current collective bargaining agreement between the parties shall remain unchanged, in full force and effect.
- VI. This agreement shall be appended to the collective bargaining agreement for the period January 1, 2022 through and including December 31, 2025 as Appendix B, and shall remain in full force and effect during the life of the agreement.

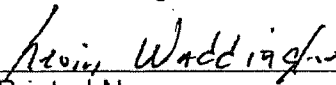
IN WITNESS THEREOF, the parties hereto have affixed their signatures on the date indicated below.

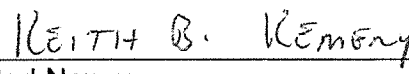
For the Board of Fire Commissioners
Pine Hill Fire District 1:

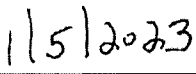
For International Association of Fire Fighters
Local 3249:

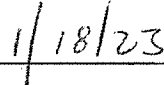

Signature: _____


Signature: _____


Printed Name: _____


Printed Name: _____


Date: _____


Date: _____



EMPLOYMENT CONTRACT
BETWEEN THE PINE HILL FIRE DISTRICT #1
AND
SALVATORE DELOZIERPIZZO, BATTALION CHIEF

TERM OF CONTRACT:

JANUARY 1, 2023 TO DECEMBER 31, 2026

APPROVED BY THE PINE HILL BOARD OF FIRE
COMMISSIONERS ON JANUARY 5, 2023

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ARTICLE I – PREAMBLE

This Contract executed on this 5TH day of JANUARY, 2023, and between the Pine Hill Fire District No. 1, County of Camden, a Municipal Corporation of the State of New Jersey, (hereinafter “Employer”) and Battalion Chief, Salvatore Delozierpizzo (hereinafter “Employee” or “Battalion Chief”), collectively hereinafter “Parties”.

WHEREAS it is the intent and purpose of the parties to promote a harmonious relationship between the Employer and the Employee and to establish a basic understanding relative to rates of pay and other fringe benefits for the Employee;

NOW, THEREFORE, in consideration of these premises and mutual covenants herein contained, the Parties hereto agree to the following terms:

ARTICLE II - RECOGNITION

SECTION 1. This Contract shall govern all wages and fringe benefits of the Employee.

SECTION 2. This Contract shall be binding upon the Parties hereto.

ARTICLE III - EQUAL TREATMENT

SECTION 1. The Employee shall be treated equally regarding term and conditions of employment and there shall be no discrimination on account of race, religion, color, sex, age, nationality, marital status, or political affiliation. All provisions of this contract and other rules and regulations shall be equitably applied and enforced in accordance with the laws and protections under the United States Equal Employment Opportunity Commission (EEOC).

SECTION 2. It is the general policy of Pine Hill Fire District No. 1 that the Employee at all times be treated fairly, courteously and with respect. Conversely, the Employee is expected to accord the same treatment to his co-workers, subordinates, supervisors and to the public.

ARTICLE IV - MANAGEMENT RIGHTS

SECTION 1. The Employee recognizes that there are certain functions, responsibilities and management rights exclusively reserved to the Employer. All of the rights, power and authority possessed by the Employer prior to the signing of this Agreement are retained exclusively by the Employer subject only to such limitations as are specifically provided in this Agreement or by appropriate laws.

It shall be mutually agreed that the Employer and the Employee will abide by the applicable sections of Title 4A of the New Jersey Administrative Code. No provision of this Contract will, in any way, contravene the authority and responsibility of the Fire District.

SECTION 2. Nothing in this contract shall interfere with the right of the Employer in accordance with the applicable laws, rules and regulations to:

- a. Carry out the statutory mandate and goals assigned to the Fire District in utilizing personnel, methods and means in the most appropriate and efficient manner possible.
- b. Manage Employee and to schedule vacations of Employee, to hire, promote, transfer, assign or retain Employee in and in that regard to establish reasonable work rules in written form, with copies and amendments thereto to be provided to Employee.
- c. Pursuant to Fire Department/Fire District policies, to suspend, demote, reduce, discharge or take another appropriate disciplinary action against an Employee, or to lay off Employee in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive; provided that reduction in force level of certified personnel shall not be effected until non-certified personnel performing the same functions are laid off.

SECTION 3. The provisions of this agreement shall be subject to and subordinate to and shall not annul or modify an existing or amended applicable provision of Federal or State Laws including the New Jersey Uniform Fire Safety Act.

SECTION 4. The Employee recognizes the Employer's rights to record Employee's time in a manner deemed appropriate by management.

SECTION 5. The Employee recognizes the Employer's established Drug & Alcohol-Free Workplace Policy. Tests shall be performed in accordance with the policy and procedures set forth by Administrative Policy 2019-500. Employee who fails a drug test shall be subject to disciplinary action as outlined in said policy.

ARTICLE V - DISCHARGE AND SUSPENSION

SECTION 1. The Employee shall not be disciplined or discharged without just cause. All disciplinary actions or discharges shall be in accordance with N.J.A.C. Title 4A. Employee shall have the right for appeal in accordance with Title 4A.

ARTICLE VI - HOURS OF WORK

SECTION 1. The Battalion Chief is an exempt employee and he shall work a minimum of forty (48) hours per week, which hours will normally be worked during daytime hours; however, he shall devote as much time as necessary to perform all of the functions required by the position given his duties, to the extent possible. It is recognized that the Battalion Chief works non-standardized hours; attends numerous meetings; and, is always on call. The Battalion Chief must attend meetings as required by the Fire Chief. It is agreed and understood that the Battalion Chief may be required to respond to emergencies and/or administrative duties after hours, on weekends and on holidays. As a result, with the approval of the Fire Chief, the Battalion Chief shall have the discretion to adjust his schedule to meet the demands of the job.

SECTION 2. The Battalion Chief is required to complete and submit a weekly time sheet on a standardized form as established by the Board for the sole purpose of informing the Board of the amount of time spent on the job and for no other reason. This report shall be submitted to the Fire Chief and Payroll Clerk three days prior to the corresponding payroll date.

ARTICLE VII - EDUCATION

SECTION 1. Employer will reimburse employee for higher education courses taken at any NJ community college. Reimbursement will be \$600 per semester, not to exceed \$1,200 per calendar year. Additionally, courses must be approved by the fire chief.

ARTICLE VIII - SALARY

SECTION 1. The Employer hereby agrees to pay the Employee covered by this Contract a salary as follows:

2023	2024	2025	2026
66,613.85	71,407.03	76,510.96	81,934.77

All raises take effect on January 1st in each respective year

ARTICLE IX – VACATION TIME

SECTION 1. Employee hired on or after January 1, 2018 and a working forty-eight (48) hour schedule consisting of twenty four (24) consecutive hour shifts, shall be entitled to annual vacation leave with pay in accordance with the following schedule:

- After 6 months of employment Sixty (60) hours per year
- After two (2) years of employment - One Hundred Twenty (120) hours per year
- After ten (10) years of employment – One Hundred Eighty (180) hours per year
- After fifteen (15) years of employment – Two Hundred Forty (240) hours per year

SECTION 2. Employee's annual vacation leave not used within the then current year may be accumulated but must be utilized in the year succeeding its accumulation. With the Agreement of the Board, employee's vacation leave not used within the current year may be reimbursed monetarily; but only up to five (5) working days.

SECTION 3. All vacation requests must be submitted to the Fire Chief in writing and be approved by the Fire Chief.

SECTION 4. An employee who terminates their employment with the Board, or whose employment is terminated by the Board, shall be entitled to vacation time and or vacation pay on a prorated basis.

ARTICLE X - PERSONAL TIME

SECTION 1. Employee will be entitled to twenty-four (24) hours of personal time per year after the completion of six (6) years of employment and thirty-six (36) hours of personal time after the completion of eight (8) years of employment. Personal time must be used annually and cannot be carried over. Personal time have no cash value and cannot be sold back or otherwise reimbursed.

ARTICLE XI - SEPARATION, DEATH AND RETIREMENT

SECTION 1. The Employee shall retain all pension rights as a fire fighter as provided by all applicable laws and local ordinance. The Employee will continue to be enrolled in the Public Employees Retirement System (PERS).

SECTION 2. When the Employee retires either after twenty-five (25) years of service pursuant to N.J.S.A. 43:16A11. 1, or having attained the age of fifty-five (55) pursuant to N.J.S.A. 43:16A-5, or a result of a disability pension, whether work connected or not, shall be paid for all accumulated vacation, sick and other

compensatory time as provided in this Agreement. Said payments shall be computed at the rate of base pay at the time of retirement, except for sick leave which shall be computed at 50% of rate of base pay at the time of retirement, subject to an overall cap not to exceed \$7,500.

SECTION 3. If the Employee intends to retire on other than disability pension, he is required to notify the Employer by September 1 of the previous year in which said retirement is to become effective.

SECTION 4. In the event of the employee's death, the estate or legal representative shall be paid for all accumulated vacation, sick or other compensatory time as provided in this Agreement. Said payments shall be computed at the rate of base pay at the time of death, except for sick leave which shall be computed at 50% of rate of base pay at the time of death, subject to an overall cap not to exceed \$7,500.

SECTION 5. In case of separation for reasons other than those set forth above, no payment will be made for accumulated sick time, vacation or other leave shall be paid at the then current rate of base pay. Benefits for the current year shall be prorated as of the first day of the month of separation. Separation shall be defined as permanent cessation of employment.

SECTION 6. For benefits payable in the then current year in all cases where the employee died while in the line of duty, all vacation, sick leave days, and other compensatory time which would have accrued for the entire calendar year (in the year of the employee's death), shall be payable to the employee's estate or legal representative.

SECTION 7. Separation shall be defined as any permanent cessation of employment but shall not be deemed to include temporary leave of absence, vacation, layoffs, or other temporary leaves.

ARTICLE XII - SICK AND PERSONAL LEAVE

SECTION 1. Annual sick leave with pay shall be earned after the first (30) thirty days of employment in the following amounts:

After 30 days of employment	Sixty (60) hours per year
After Four years	Seventy-Two (72) hours per year
After Five years	Eighty-Four (84) hours per year
After Six years	One Hundred Twenty (120) hours per year
After Seven years	One Hundred Forty-Four (144) hours per year
After Eight years	One Hundred Fifty-Six (156) hours per year
After Nine Years	One Hundred Eighty (180) hours per year

SECTION 2. Sick leave is hereby defined to mean absence by an employee by reason or personal illness, illness within the immediate family, observance of quarantine, or as a result of a disabling injury not compensable under ARTICLE XVI.

SECTION 3. Employee shall be required to furnish a doctor's certificate to substantiate a request for approval of sick leave when sick leave exceeds three (3) consecutive workdays.

SECTION 4. The Board may require the employee to submit acceptable medical evidence of proof of illness whenever such a requirement appears reasonable to the Board.

SECTION 5. The Board may require an employee to be examined by a physician designated and compensated by the Board as a condition of the employee's continuation of sick leave or return to work.

SECTION 6. In order to receive compensation while absent on sick leave, an employee shall report their absence to the Board or its designee at least one (1) hour prior to the start of their shift, if possible.

SECTION 7. In case of sick leave due to contagious disease or to care for a seriously ill member of the employee's immediate family, written proof may be required.

SECTION 8. An employee who has exhausted their accumulated sick leave may, with the Board's approval, charge additional days of absence to vacation or personal days or compensatory time, if available.

SECTION 9. Employee retiring in good standing either after twenty-five (25) years of service pursuant to N.J.S.A. 43:16A- 11.1, or having attained the age of fifty-five (55) and retired pursuant to N.J.S.A. 43:16A-5, shall be paid for all accumulated unused sick days. Such sick days shall be compensated at 50% of the base wage rate in effect at retirement, subject to an overall cap not to exceed \$7,500.

SECTION 10. Employee retiring on a disability retirement pursuant to the applicable retirement system shall be paid for all accumulated unused sick days at 50% of the base wage rate in effect at retirement, subject to an overall cap not to exceed \$7,500.

SECTION 11. In the event of an employee's death, their estate or legal representative shall be paid for all accumulated unused sick days at 50% of the base wage rate in effect at death, subject to an overall cap not to exceed \$7,500.

SECTION 12. In the event of an employee's separation from service for any reason not set forth above, or otherwise not in good standing, the employee shall not be entitled to any compensation for accumulated sick days.

ARTICLE XIII – INJURY LEAVE

SECTION 1. In the event an employee becomes disabled by reason of service-connected injury or illness and is unable to perform his duties, he shall be entitled to full pay for a period of up to one (1) year. In the event an employee is granted said injury leave, the Board's sole obligation shall be to pay the employee the difference between his regular pay and any compensation, disability, or other payments received from other sources provided by the Board. The employee shall surrender any compensation, disability or other benefits to the Board and receive from the Board his entire salary payment.

SECTION 2. If an employee returns to work from injury leave for less than one (1) year, he may return to injury leave for less than one (1) year, he may return to injury leave for the same injury for an additional period of time which, when added to the initial period of injury leave, totals no more than one (1) year.

SECTION 3. When an employee returns from injury leave, he shall be entitled to a new period of injury leave for a period of up to one (1) year if the employee submits a new injury claim due to an independent event causing re-injury or a new injury.

SECTION 4. When an employee requests injury leave, he or she shall be placed on "conditional injury leave" until a determination of whether or not an injury or illness is work related and the employee is entitled to injury leave is initially made by the Board's Workmen's Compensation carrier, with the final determination, if necessary, to be made by the Workmen's Compensation Bureau of Court. When and if it is finally determined that the injury or illness is not work related, and that the employee is not entitled to job injury compensation, the employee shall be denied injury leave and shall have all time off charged against his or her accumulated sick leave and, if necessary, against any other accumulated leave time. If the employee does not have enough accumulated time off, he or she shall be advanced sick time to cover the absence. If the employee leaves the employ of the Board prior to reimbursing the Board for such advanced time, the employee shall be required to reimburse the Board for such advanced time.

SECTION 5. Any employee who is injured, whether slight or severe, while working, must make an injury report to the Fire Chief prior to the end of the employee's shift, or, if that is not medically possible, as soon thereafter as is possible.

SECTION 6. It is understood that the employee must file an injury report with the Board Business Administrator so that the Board may file the appropriate Workers Compensation Claim. Failure to so report said injury may result in the failure of the employee to receive compensation under this Article.

SECTION 7. The employee shall be required to present evidence by a certificate of physician designated by the insurance carrier that he is unable to work, and the Board may reasonably require the employee to present such certificate from time to time.

SECTION 8. If the Board does not accept the certificate of the physician designated by the insurance carrier, the Board shall have the right, at its own cost, to require the employee to obtain a physical examination and certificate of fitness by a physician appointed by the Board.

SECTION 9. In the event the Board appointed physician certifies the employee fit to return to duty, injury leave benefits granted under this Article shall be terminated, unless the employee's physician disagrees with the Board physician's decision. Then the Board and the employee shall mutually agree upon a third physician who shall examine the employee. The cost of the third physician shall be borne equally by the Board and the employee. The determination of the third physician as to the employee's fitness to return to duty shall be final and binding upon the parties. In the event the third physician also certified the employee fit to return to duty, injury leave benefits granted under this Article shall be terminated.

ARTICLE XIV - BEREAVEMENT LEAVE

Bereavement Leave:

SECTION 1: In the event of the death of an employee's parent, spouse, civil union partner, child, brother, sister or grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, represented fire suppression employees shall be granted forty-eight consecutive hours off, without loss of pay, commencing between the day of death and the day after interment, for each occurrence.

SECTION 2: The Fire District may, in its sole discretion, grant leave without pay for anyone else not included within Paragraph A of this article. Employee may use accrued vacation or compensatory time to maintain paid status if granted leave without pay by the Fire District.

SECTION 3: The use of bereavement leave shall be taken within one week of the death of the next-of-kin set forth within Paragraph A.

SECTION 4: If additional time is required, Employee may use accumulated compensatory or vacation time upon approval of the Fire District.

SECTION 5: Employee will request bereavement leave from the Fire District at the earliest practical time.

SECTION 6: Proof of death may be required at the Fire Chief's or Fire District's discretion.

ARTICLE XV - LEAVE OF ABSENCE

SECTION 1. The Employer agrees to pay full wages to the Employee if he is obligated to serve on a jury provided the Employee pays to the Employer monies paid by the courts for such service. If the Employee is released from jury duty with four hours left in his normal workday, the Employee must return to work.

SECTION 2. Leave of absence without any pay, at the discretion of the Employer, may be granted for good cause to the Employee.

SECTION 3. Leave of absence can be any specified time period up to a maximum of one (1) year.

SECTION 4. During a leave of absence, the employee may continue his healthcare insurance coverage in effect during periods of qualifying absences under the New Jersey Family Leave Act. Coverage may also be continued during an unpaid leave of absence, at the employee's expense, pursuant to the New Jersey Continuation Coverage Rules (NJCCR). Additional information may be obtained from the Administrator.

ARTICLE XVI - VEHICLE

SECTION 1. The Employer shall make available fire district vehicle for performance of his duties. The vehicle is not to be utilized for personal use and must be kept clean by the Employee at all times. If the employee chooses to utilize his own personal vehicle when an Employer vehicle is available, he shall not be entitled to reimbursement.

ARTICLE XVII - DUTIES AND RESPONSIBILITIES

SECTION 1. The duties and responsibilities of the Employee, relative to the position of Battalion Chief and other duties, shall be as defined by Administrative Procedure 2019-902 – Title: Job Description Battalion Chief. The Battalion Chief will report to the Fire Chief.

SECTION 2. The Battalion Chief shall retain full authority to execute the duties and responsibilities of the Battalion Chief as described by New Jersey law. The Battalion Chief shall be third in command of the Department.

SECTION 3. The duties of the position of Battalion Chief are that of a confidential employee under the New Jersey Employer Employee Relations Act and the Battalion Chief is not entitled to representation within a Collective Bargaining Unit.

ARTICLE XVIII - CLOTHING AND MAINTENANCE

SECTION 1. All uniforms required to perform the functions of Battalion Chief shall be provided at no cost to the Employee.

SECTION 2. The Employer shall provide replacement of uniforms as deemed necessary and appropriate by the Fire Chief.

ARTICLE XIX – HOSPITALIZATION AND MEDICAL BENEFITS

SECTION 1. As soon as practical, Employee shall be enrolled in the State Health Benefits Program, specifically the Horizon NJ Direct 10 plan for medical and prescription coverage and the Aetna Dental Expense Plan (DEP/PPO) for dental coverage.

SECTION 2. Pursuant to P.L. 2011 c. 78, and effective June 28, 2011, or as soon as practical thereafter, Employee shall contribute towards the cost of his insurance coverages in accordance with the contribution formula attached as Schedule A, and pursuant to the express terms of this Agreement, Tier 4 reimbursement progression shall remain in full force for the duration of this Agreement as set forth in Schedule A.

SECTION 3. The Board shall provide a dental benefits plan to the Employee, the Employee's spouse and children (under 18 years of age), under the employee's current dental plan or an equal or better plan chosen by the Board.

SECTION 4. The parties shall meet and negotiate with respect to apportionment of any financial obligation imposed by state or federal law based upon benefit programs, plans and/or coverages, including but not limited to the "Cadillac" tax.

SECTION 5. The Employer agrees to compensate Employee, who does not enroll in medical coverage, twenty-five (25%) percent of the Employer's cost of health care premiums for a single coverage plan, including medical, prescription and dental. The

Employee must show proof of medical insurance coverage from an outside source. Reimbursement will be paid monthly in the last pay date of the month. Compensation for waiving medical, prescription and dental coverage cannot exceed \$5,000 per year or conflict with NJ State law.

Article XX – COMMUNICABLE DISEASES

SECTION 1. The Board or its designee shall maintain a separate file to be known as the "Communicable Disease File" in which employees responding to fire and emergency alarms in which contract and/or working in close proximity to the victims with communicable diseases and their body fluids shall be recorded in the C.D.F. at the completion of each alarm.

SECTION 2. If the Employee is diagnosed with the Aids Virus or any other communicable disease, the C.D.F. form shall establish a reputable presumption that the employee is eligible for injury leave pursuant to Article XVII.

SECTION 3. Any and all medical files shall be stored separate and apart from the Employee's personnel file and shall be locked and secured with the possession and protection of the Custodial of Records.

ARTICLE XXI – SERVICE RECORDS

SECTION 1. A personnel file shall be established and maintained for the Employee. Such files are confidential records and shall be maintained by the Fire Department Chief.

SECTION 2. Upon advance notice and at reasonable times, the Employee may review his personnel file. However, this appointment for review must be made through the Fire Chief.

SECTION 3. Whenever a written complaint concerning the Employee, or his actions is to be placed in his personnel file, a copy shall be made available to him and he shall be given the opportunity to rebut it if he so desires and shall be permitted to place said rebuttal in his file.

SECTION 4. When the Employee rebuts and is found innocent of said complaint, the written complaint must be removed from the Employee's file, and any and all other files within five (5) working days.

SECTION 5. All personnel files will be carefully maintained and safeguarded permanently, and nothing placed in any file shall be removed there from except as provided in Section 5 above or by mutual agreement.

ARTICLE XXII - PERSONNEL FILE

SECTION 1. The Employee shall have the right to inspect his personnel file upon reasonable notice and at reasonable times upon request and in the presence of a Board's designee.

ARTICLE XXIII - SAFETY AND HEALTH

SECTION 1. The Employer agrees to continue to abide by all applicable laws regarding Public Employee safety and furnish sanitary conditions for the Employee.

SECTION 2. No clause in this agreement is to be understood to imply a lowering of health and safety conditions heretofore existing in this fire district.

ARTICLE XXIV - GENERAL PROVISIONS

SECTION 1. Should the Employee plan to engage in outside employment while employed by the Employer, he shall submit in writing the name or names of his prospective outside employers to the Employer. The Employee shall not undertake employment or service whether or not compensated which might reasonably be expected to prejudice his independence of judgment in the exercise of the official duties as Battalion Chief of Employer or be a conflict of interest.

ARTICLE XXV - PROFESSIONAL AFFILIATIONS

SECTION 1. The Employer acknowledges a responsibility to assist in the professional development of the Battalion Chief. To that end, the Employer agrees to pay dues to various professional organizations to which the Battalion Chief may be a member of, or seek affiliation with, subject to prior written approval of the Board of Commissioners.

SECTION 2. The Employer shall pay for subscriptions to various fire service trade and professional publications that are necessary for the Employee to properly and effectively execute his responsibilities. The Employee must obtain approval from the Employer before subscribing to any trade or professional publications in which the Employee wants the Employer to pay.

ARTICLE XXVI - EDUCATION AND TRAINING

SECTION 1. The Employee must attend training to maintain current certifications, as required by the Fire Chief. The Employee shall attend such courses at no cost to the Employee.

ARTICLE XXVII – LEGAL DEFENSE

SECTION 1. If the Battalion Chief is a defendant in any legal action or legal proceeding arising out of, or incidental to the performance of his duties, he shall be entitled to full legal representation, unless it is determined that the legal proceeding is a result of actions outside the scope of his employment with the Employer. The Board shall not pay any legal fees for the Battalion Chief if he is found guilty of a criminal offense.

SECTION 2. The Board agrees to indemnify the employee in accordance with the provisions of New Jersey State Statutes and the District's insurance coverage for any claim, demand or judgments by reason of alleged error, omission, negligence, or, for alleged infringement of civil rights, which arise while he is acting in the discharge of his duties .

ARTICLE XXVIII - CONTRACT DISPUTES

SECTION 1. Should a dispute arise within the meaning of this Contract it shall be addressed directly between the Board of Fire Commissioners and Employee. If the dispute is still not resolved, then either party may take the steps they deem necessary to resolve the dispute.

ARTICLE XXIX – SEPARABILITY AND SAVINGS

SECTION 1. It is understood and agreed that if any provisions of this Contract or the application of this Contract to any person or circumstances shall be held invalid, the remainder of this Contract or application of such provision to other persons or circumstances shall not be affected thereby.

ARTICLE XXX - DRUG AND ALCOHOL POLICY (ADDED 12/3/19)

SECTION 1. The parties also acknowledge that Pine Hill Fire Department Administrative Policy 2019-500, as adopted by the Fire District during the March 7, 2019 Board of Fire Commissioner's meeting, is applicable and fully enforceable upon the Employee.

ARTICLE XXXI - DURATION

SECTION 1. This contract shall be in effect from January 1, 2023 through December 31, 2026.

IN WITNESS WHEREOF, the parties hereto set their hands and seals for the date first set above.

Pine Hill Fire District #1

Attest:

By: _____

By: _____
Kevin Waddington, Chairman

Attest:

By: _____

By: _____
Thomas Hassett, Director of Personnel

Attest:

By: _____

By: _____
Joseph M. Hunter, Fire Chief

Attest:

By: _____

By: _____
Salvatore Delozierpizzo, Battalion Chief

SCHEDULE A

HEALTH BENEFITS CONTRIBUTION TABLES*

Single Coverage

<u>Salary Range</u>	<u>Tier 4</u>
less than 20,000	4.50%
20,000-24,999.99	5.50%
25,000-29,999.99	7.50%
30,000-34,999.99	10.00%
35,000-39,999.99	11.00%
40,000-44,999.99	12.00%
45,000-49,999.99	14.00%
50,000-54,999.99	20.00%
55,000-59,999.99	23.00%
60,000-64,999.99	27.00%
65,000-69,999.99	29.00%
70,000-74,999.99	32.00%
75,000-79,999.99	33.00%
80,000-94,999.99	34.00%
95,000 and over	35.00%

Family Coverage

<u>Salary Range</u>	<u>Tier 4</u>
less than 25,000	3.00%
25,000-29,999.99	4.00%
30,000-34,999.99	5.00%
35,000-39,999.99	6.00%
40,000-44,999.99	7.00%
45,000-49,999.99	9.00%
50,000-54,999.99	12.00%
55,000-59,999.99	14.00%
60,000-64,999.99	17.00%
65,000-69,999.99	19.00%
70,000-74,999.99	22.00%
75,000-79,999.99	23.00%
80,000-84,999.99	24.00%
85,000-89,999.99	26.00%
90,000-94,999.99	28.00%
95,000-99,999.99	29.00%
100,000-109,999.	32.00%
110,000 and over	35.00%

Member/Spouse/Partner

or Parent/Child Coverage

<u>Salary Range</u>	<u>Tier 4</u>
less than 25,000	3.50%
25,000-29,999.99	4.50%
30,000-34,999.99	6.00%
35,000-39,999.99	7.00%
40,000-44,999.99	8.00%
45,000-49,999.99	10.00%
50,000-54,999.99	15.00%
55,000-59,999.99	17.00%
60,000-64,999.99	21.00%
65,000-69,999.99	23.00%
70,000-74,999.99	26.00%
75,000-79,999.99	27.00%
80,000-84,999.99	28.00%
85,000-99,999.99	30.00%
100,000 and over	35.00%

*Contributions are expressed as a percentage of the applicable premium, with a minimum contribution of 1.5% of base salary towards Health Benefits.

Pine Hill Fire Department

Administrative Procedure 2022-902

December 7, 2022

Job Description Battalion Chief

Overview

The Battalion Chief position has been established to provide a highly responsible Officer to assist the Fire Chief in the administration and supervision of the Pine Hill Fire Department. The individual will be considered a confidential administrative employee, who will be exempted from the Bargaining unit. He / she will have the ultimate responsibility to provide timely, competent, and professional Emergency Services to the citizens you have been sworn to protect.

1) Job Responsibilities

- 1.1 Under the direction of the Fire Chief, the Battalion Chief will supervise and coordinate the activities of the fire department. This includes taking command of the Department in the absence of the Deputy Chief and the Fire Chief, emergency response, coordinating and providing proper training, managing firefighters including discipline, ensuring that department rules, regulations, policies, procedures, and Guidelines are followed, and when necessary enforced.
- 1.2 He / She will also assist the Fire Chief in setting strategic goals, developing administrative policies, procedures and guidelines as needed, responding to grievances, disciplining subordinates, budget preparation and conducting employee evaluations.
- 1.3 Must possess leadership and communication skills to effectively work with other employees and supervisors.
- 1.4 Ability to meet and deal with the public in a courteous and professional manner promoting a positive image of the Pine Hill Fire Department.
- 1.5 The position also has a defined public presence requiring public speaking at schools, public events and when necessary, press conferences.
- 1.6 Maintain a thorough knowledge of modern fire suppression, prevention, and emergency medical services principals, procedures, techniques, and equipment.

- 1.7 Will be responsible to properly handle grievances, discipline, and meeting with union representatives, in a strong attempt to resolve these type issues at the lowest level possible, with the integrity of the organization being paramount.

2) Examples of work

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all the duties listed. Conversely, all duties performed on the job may not be listed.

- 2.1 At fires, takes command of the responding companies, deploys firefighting forces, orders needed reinforcements and supervises the use of those firefighting forces, equipment and apparatus.
- 2.2 Makes inspections of firefighting personnel to ensure they are fit for duty and illustrate a professional appearance.
- 2.3 Inspects the quarters of the department for cleanliness, professional appearance and proper order.
- 2.4 Identifies the need and supervises necessary fire prevention activities and control measures.
- 2.5 Conducts and coordinates training classes for subordinates, officers, firefighters, other public safety partners, and the public.
- 2.6 Conducts / coordinates investigations of violation of fire laws, fire investigations, ordinances codes, and identified fire hazards.
- 2.7 Conducts internal investigations deriving proper investigative reports. When necessary, preferring disciplinary action to include the development of the required recordings, detailing the violations.
- 2.8 Has charge of the Fire Department in the absence of the Deputy Chief and Fire Chief.
- 2.9 Supervises the establishment and maintenance of personnel records, necessary administrative files and fire records.

- 2.10 Will be required to learn and utilize various types of electronic equipment and/or the manual recording and informational systems used by the agency, office, or related units.
- 2.11 Complete all projects and assignments issued by the Fire Chief in a timely manner and to the satisfaction of the Chief.

3) Essential Duties and Responsibilities

- 3.1 Ability to communicate effectively both orally and in writing
- 3.2 Ability to exercise sound judgment in evaluating situations and in making proper decisions
- 3.3 Will be expected to work without the direct supervision of the Fire Chief
- 3.4 Identify the need for administrative policies, procedures, operating guidelines, and generate orders. Develop and generate the formal written documents, along with the proper distribution and implementation of those documents.
- 3.5 Shall primarily work a forty (48) hour, (Monday through Friday), work week, However, being on call is a standard responsibility of the Battalion Chief's position, remaining available to respond to emergencies, and when necessary, to address the administrative needs of the department, ultimately ensuring smooth consistent operations.
- 3.6 With the assigned Line Officers, will coordinate all emergency service training, to include development of training outlines, the scheduling and the maintenance of the appropriate training records in compliance with nationally accepted standards and department policy.
- 3.7 Shall attend all fire commission meetings, monthly fire company meetings, and monthly fire officer meetings.
- 3.8 Shall enforce all adopted safety standards for firefighters
- 3.9 Shall continually promote a positive / professional public image for the Department, both on and off duty.

- 3.10 When directed by the Fire Chief, will develop formal specifications for the acquisition of fire and rescue equipment.

4) Peripheral Duties

- 4.1 Will attend continued education commensurate with all required certifications held. Additionally, will attend officer development courses identified by the Fire Chief as courses that would enhance one's fire service professional development.
- 4.2 Shall maintain a complete knowledge of the PHFD Rules, Regulations, Policies, Procedures, Guidelines, Budget, and Purchasing process and Union's Contract.
- 4.3 Shall be responsible for budget preparation and expenditure control of those segments of the budget that would be placed under the control of the Battalion Chief.
- 4.4 When directed, will provide detailed written justifications for budgetary items requested as directed by the Fire Chief.
- 4.5 Shall actively belong to Battalion, County, and other Professional Fire Service organizations identified by the Fire Chief as beneficial to the PHFD. In the absence of the Chief, will have the authority to vote and represent the organization.

5) Job Requirements

- 5.1 Appointees must possess and maintain a valid New Jersey Drivers License
- 5.2 Must be at least 35 years of age at the announcement closing date of this position.
- 5.3 Education: Graduation from High School, Vocational High School, or possession of an approved high school equivalency certificate.
- 5.4 In accordance of NJAC 5:73-1.6 (b), c, & (d) effective February 17, 2000, applicants MUST possess a valid Incident Management Level 2 certification issued by the New Jersey Division of Fire Safety, Department of Community Affairs.

- 5.5 Maintain all current State of New Jersey required Fire Service Certifications commensurate with the position of Battalion Chief
- 5.6 Must maintain his / her EMT-B certification in compliance with the rules and regulations promulgated by the New Jersey Office of Emergency Medical Services.

6) Knowledge and Abilities

- 6.1 Knowledge of laws, ordinances, and nationally accepted standards, which are significant to the proper administration and operation of the fire and fire prevention services that are provided by the department
- 6.2 Knowledge of various and current tactics and methods of firefighting and emergency response.
- 6.3 Overall knowledge of firefighting equipment and apparatus. The ability to illustrate competency and the ability to train and supervise subordinate personnel in those skills.
- 6.4 Knowledge of the location of target hazards, schools, large buildings, streets and fire alarm boxes in the municipality after a period of training.
- 6.5 Knowledge of the type of communications equipment and procedures used during emergency operations and the administrative support functions used during large scale emergencies.
- 6.6 Knowledge and understanding of the effective enlisting and support of the citizens

- 6.7 Knowledge of municipal government, municipal departments, and community partner agencies, maintaining proper coordination and operations.
- 6.8 Ability to analyze and interpret laws, ordinances, rules, regulations, standards, policies and procedures, and apply them to specific situations and cases.
- 6.9 Ability to identify and supervise the maintenance and repair of the department's apparatus, equipment and building facilities.
- 6.10 Ability to remain calm, decisive, and alert in emergency situations
- 6.11 Ability to supervise the efficient performance of firefighters at fires, and emergencies and the use of the appropriate equipment, extinguishing agents, and apparatus.
- 6.12 Ability to speak effectively before groups on subjects relating to fire prevention and fire service operations.
- 6.13 Ability to conduct or cause to be conducted investigations of fires and to also identify fire hazards in violation of the law, initiating the appropriate follow up to properly address the hazards observed.
- 6.14 Ability to prepare clear, concise, sound, accurate and informative verbal / size up reports.
- 6.15 Ability to read, write, speak, understand and communicate in English, sufficiently to perform duties of this position.

Board Resolution # _____ Date of adoption: _____

Board Chairman: _____ Date: _____

Personnel Director: _____ Date: _____

Chief of Department: _____ Date: _____

Pine Hill Fire Department

Chief's Monthly Report

December 2022

Meetings:

- On Thursday evening the 1st, I attended the commission meeting.
- On Saturday evening the 2nd, I held an interview / test for John Sutch & Chris Torres who are interested in a lieutenant position. (Both were promoted).
- On Monday morning the 5th, I attended a Health Insurance meeting with John Campanella, at Chews Landings Firehouse.
- On Tuesday evening the 6th, I held an officers meeting.
- On Wednesday afternoon the 7th, I sat in on the contract meeting for Battalion Chief Pizzo.
- On Thursday morning the 8th, I attended the Camden County Fire Chiefs meeting that was held at Bellmawr Fire Company.
- On Tuesday evening the 13th, I attended the fire company meeting.
- On Tuesday evening the 13th, I attended the Fireman's Relief meeting.
- On Friday morning the 16th, I held a staff meeting.
- On Friday afternoon the 16th, I attended the luncheon that was held by the commissioners.
- On Tuesday evening the 20th, I attended the 5-year-planning meeting.

Public relations:

- On Friday afternoon the 23rd, we escorted Santa to the schools.
- On Thursday the 22nd, we installed 5 smoke detectors, 1 co detector, and 1 fire extinguisher at 81 East Buttonwood Ave.

Christmas Parade:

- On Sunday evening the 4th, I reported to the unified command post for the parade.

Santa Detail:

- On Saturday morning the 17th, we held our annual department picture.
- On Saturday afternoon the 17th, we escorted Santa around town.

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

Month of: December 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	02
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	0
Smoke Detector & CO Detector Compliance(s)	10
Complaint(s)	0
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	0
Smoke Detector & CO Detector Compliance	\$585.00
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)	\$2,066.68
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$2,651.68

Requests:

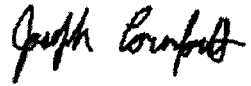
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

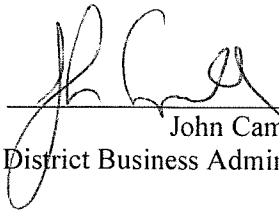
Respectfully Submitted,

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

Joseph Cornforth
Fire Official

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

- Completed the 2023 budget with adjustments and resubmitted to State. Budget was approved.
- Transferred funds to budget accounts with deficits
- Completed and submitted 2022 Census to federal government
- Worked on closing out the year
- Attended a meeting with Chief Hunter at Chews Fire Co. regarding healthcare alternative
- Worked on obtaining a replacement title to FM vehicle. Ford Credit lost original title.
- 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