

Pine Hill Fire District #1
Regular Meeting Minutes
February 2, 2023

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Waddington at 7:31 P.M. Chairman Waddington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

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

OTHER OFFICIALS PRESENT: Chief Hunter, Battalion Chief Pizzo, President Ralston, Solicitor Carlamere

MINUTES: Chairman Waddington asked if there were any questions regarding the regular minutes for the meeting held on December 1, 2022, which were tabled in January’s meeting. It was decided to table the approval of December’s minutes again since two commissioners were abstaining.

Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on January 5, 2023. There were none. A motion to approve the regular and closed session minutes from January 5th was made by Commissioner Hassett and seconded by Commissioner Hagarty. Motion passed with four yes votes.

COMMUNICATIONS LIST: Chairman Waddington read the communications listed on the agenda. There were no questions. A motion to accept the communications listed on the agenda was made by Commissioner Warrington and seconded by Commissioner Hagarty. Motion passed with four yes votes.

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

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NEW BUSINESS: Chairman Waddington asked if there were any questions regarding the resolutions on the agenda. There were none.

- **Resolution 23-04: Approval and Payment of Bills**

A motion to approve Resolution 23-04 was made by Commissioner Warrington and seconded by Commissioner Hagarty.

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

- **Resolution 23-05: Acceptance of the 2022 American Rescue Plan Firefighter Grant**

A motion to approve Resolution 23-05 was made by Commissioner Warrington and seconded by Commissioner Hagarty.

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

- **Resolution 23-06: Authorizing the Application of the 2023 FEMA Assistance to Firefighters Grant**

A motion to approve Resolution 23-06 was made by Commissioner Hagarty and seconded by Commissioner Hassett

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

FIRE CHIEF'S REPORT: See attached report. Chief Hunter asked where we stand with the American Rescue Plan grant. Chairman Waddington said that the resolution was approved at tonight's meeting and the administrator will start the process of accepting the grant. It will take some time before we can place any orders for PPE under the grant.

Chief Hunter asked if the Borough responded regarding billing for motor vehicle accidents. Commissioner Warrington said that the issue is on the agenda for Monday night's meeting.

Chief Hunter asked is the commissioners plan to put a question on the ballot in November for the purchase of a ladder truck. Chairman Waddington said, yes.

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

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

Meeting temporarily adjourned at 7:44 p.m.

CALL TO ORDER: Chairman Waddington called the meeting back to order at 7:55 p.m. and asked for a roll call.

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


RESULTS OF CLOSED SESSION:

Chairman Waddington explained that the issue discussed in closed session remains in closed session and no votes or actions were taken.

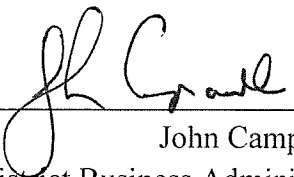
Pine Hill Fire District #1
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February 2, 2023

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

The meeting adjourned at 7:56 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
0005552847	2023 Meeting Schedule PINEHILLBOARDOFFIRECOMMISSIONERSNOTICEOFMEETIN EDULEFOR2023ONDECEMBER12022THEPINEHILLBOARDOFF COMMISSIONERSAPPROVEDRESOLUTION22	2 col x 21 lines		\$28.48
		Affidavit of Publication Charge	1	\$30.00
		Tearsheet Charge	0	\$0.00
		Net Total Due:		\$58.48

Issues Dated: 01/12/2023

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: 01/12/2023

Federal ID #: 061032273

Signature: _____



Official Position: Clerk

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

**PINE HILL BOARD OF FIRE COMMISSIONERS
NOTICE OF MEETING SCHEDULE FOR 2023**

On December 1, 2022 the Pine Hill Board of Fire Commissioners approved Resolution #22-47 to set scheduled meetings for 2023. The scheduled meetings are set for the first Thursday of each month at 7:30 P.M.

All meetings will be held at the Pine Hill Fire Department 1109 Erial Rd. Pine Hill, NJ 08021.

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

John Campanella
Business Administrator

(\$28.48)

0005552847 01

COURIER-POST

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This is not an invoice

Order #	Advertisement/Description	# Col x # Lines	Rate Per Line	Cost
0005552927	PINEHILLBOARDOFFIRECOMMISSIONERSNOTICEOFPROFES ALSERVICESCONTRACTSFOR2023THEFOLLOWINGRESOLUT NSTOAWARDPROFESSIONALSERVICESCONTRACTSFOR	2 col x 18 lines		\$15.84
		Affidavit of Publication Charge	1	\$30.00
		Tearsheet Charge	0	\$0.00
		Net Total Due:		\$45.84

Issues Dated: 01/12/2023

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: 01/12/2023

Federal ID #: 061032273

Signature: _____


Official Position: Clerk

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

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$15.84 Affidavit \$30.00

STATE OF WISCONSIN

Brown County

Personally appeared *Robert*

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, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said news 1 times, once in each issue dated as follows :

01/12/2023 A.D 2023

 Vicky Felty
Notary Public State of Wisconsin County of Brown
 9/19/25

My commission expires

VICKY FELTY
Notary Public
State of Wisconsin

Ad Number: 0005552927

PINE HILL BOARD OF FIRE COMMISSIONERS
NOTICE OF PROFESSIONAL SERVICES CONTRACTS FOR 2023

The following resolutions to Award Professional Services Contracts for 2023 were approved at the Reorganization Meeting of the Pine Hill Board of Fire Commissioners, District #1, held on December 1, 2022.

- 22-41 designating David F. Carlamere, Esq. as Solicitor
- 22-42 designating Michael Welding from Bowman & Company as Auditor
- 22-43 designating Hardenbergh Insurance Group as Insurance Consultant
- 22-44 designating Interstate Mobile Care as Medical Provider
- 22-45 designation JHarte and Associates for Computer Maintenance
John Campanella
Business Administrator

(46.72)

0005552927-01



BOARD OF FIRE COMMISSIONERS
DISTRICT #1
BOROUGH OF PINE HILL
CAMDEN COUNTY, NEW JERSEY
1109 ERIAL ROAD • PINE HILL, NJ 08021



January 12, 2023

The Honorable Christopher Green
Borough of Pine Hill
45 W. 7th Ave.
Pine Hill, NJ 08021

Re: Billing for Motor Vehicle Accidents

Dear Mayor Green,

At the Board of Fire Commissioner's meeting on January 5th, a motion was passed to allow the fire department to bill insurance companies for services rendered at motor vehicle accidents. The motion was conditioned on the approval of the Borough of Pine Hill. Other towns are starting to bill for motor vehicle accidents and the fire department would like to follow suit. The fire department will not attempt to collect from people who do not have insurance. There will be no direct cost to the residents of Pine Hill.

We are asking for approval from the Borough of Pine Hill to permit the fire department to move forward with billing.

Sincerely,

Kevin Waddington
Chairman



January 18, 2023

Board Of Fire Commissioners Distric No 1
1109 Erial Rd
Pine Hill NJ 08021-7303

Dear Board Of Fire Commissioners Distric No 1,

We value your business and respect the privacy of your information, which is why we are writing regarding a data security incident that occurred at one of the bank's third-party vendors of which the bank was recently made aware.

On November 11, 2022, First Security Bank was notified by its vendor of a data security incident which the vendor has been investigating since July 2022. As explained in the accompanying letter from Overby-Seawell Company ("OSC"), their investigation determined there was unauthorized access to certain of their data servers from May 26, 2022 until July 5, 2022, and during this time data was stolen from their network.

OSC, which provides property insurance validation for banks and lenders like First Security, was compromised during this event. The data compromised included information such as your name and/or the address of collateral property involved in your loan you have or had with First Security. **Your SSN was not included in the data compromised. No other personal data was involved.**

At no time was First Security Bank's data network compromised. OSC has seen no evidence of misuse of any information related to this incident.

Please review the attachments in the letter from OSC accompanying this letter including the **(Steps You Can Take to Help Protect Personal Information)** for additional information on how you can protect your personal information and monitor your accounts for any suspicious activity.

If you have any questions or need more information, please contact your First Security customer support representatives at 877-611-3118 Monday thru Friday from 8AM – 9PM.

Sincerely,

First Security Bank

First Security Bank
314 N Spring St
Searcy, AR 72143



P.O. Box 1907
Suwanee, GA 30024

112*****AUTO**MIXED AADC 300



Board Of Fire Commissioners Distric No 1
1109 Erial Rd
Pine Hill NJ 08021-7303



January 18, 2023

Notice of Data Event

Dear Board Of Fire Commissioners Distric No 1:

Overby-Seawell Company (“OSC”) writes to notify you of an incident that affected the privacy of some of your information. OSC is a vendor who provides property insurance validation for banks and lenders, including First Security Bank. To perform these services, OSC was provided certain information related to a property you own or co-signed for. This letter includes details of the incident, our response, and steps you may take to better protect against possible misuse of your information, should you feel it appropriate to do so.

What Happened? On July 5, 2022, OSC discovered suspicious activity on certain computer systems. We immediately launched an investigation, with the assistance of third-party forensic specialists, to determine the nature and scope of the activity. Our investigation determined that there was unauthorized access to certain of our servers beginning on May 26, 2022. We learned on July 11, 2022 that certain information related to our customers was stolen from OSC network. OSC undertook a review of impacted files and later determined that the files contained certain information related to you. OSC has seen no evidence of misuse of any information related to this incident. Our business customers’ systems were not impacted by this incident.

What Information Was Involved? OSC determined that the following information related to you was present within the impacted files: as your name and/or the address of collateral property involved in your loan you have or had with First Security Bank. Your Social Security number was not impacted by this event.

What We Are Doing. Upon discovery, we immediately commenced an investigation to confirm the nature and scope of the incident. We reported this incident to law enforcement and are cooperating and assisting in the investigation. We are taking steps to implement additional safeguards and review policies and procedures relating to data privacy and security.

What You Can Do. OSC encourages you to remain vigilant against incidents of identity theft and fraud by reviewing your account statements and monitoring free credit reports for suspicious activity and to detect errors. You can review the enclosed *Steps You Can Take to Help Protect Personal Information* for additional details on how to take steps to protect your information, should you feel it is necessary to do so.

For More Information. We understand that you may have questions about this incident that are not addressed in this letter. To ensure your questions are answered in a timely manner, please call (833) 758-3321, Monday through Friday, from 9:00 a.m. to 9:00 p.m. Eastern Time. Additionally, you can write to us at Overby-Seawell Company, Attention: Incident Response, 3550 George Busbee Parkway NW, Kennesaw, GA 30144.

STEPS YOU CAN TAKE TO HELP PROTECT PERSONAL INFORMATION

Monitor Your Accounts

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

Consumers have the right to place an initial or extended “fraud alert” on a credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a “credit freeze” on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer’s express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report. To request a security freeze, you will need to provide the following information:

1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. Addresses for the prior two to five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver’s license or ID card, etc.); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if you are a victim of identity theft.

Should you wish to place a credit freeze, please contact the three major credit reporting bureaus listed below:

Equifax	Experian	TransUnion
https://www.equifax.com/personal/credit-report-services/	https://www.experian.com/help/	https://www.transunion.com/credit-help
1-888-298-0045	1-888-397-3742	1-833-395-6938
Equifax Fraud Alert P.O. Box 105069 Atlanta, GA 30348-5069	Experian Fraud Alert P.O. Box 9554 Allen, TX 75013	TransUnion Fraud Alert P.O. Box 2000 Chester, PA 19016
Equifax Credit Freeze, P.O. Box 105788 Atlanta, GA 30348-5788	Experian Credit Freeze, P.O. Box 9554, Allen, TX 75013	TransUnion Credit Freeze, P.O. Box 160, Woodlyn, PA 19094

Additional Information

You may further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or your state Attorney General. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.

For Massachusetts Residents, Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#23-04

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

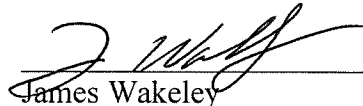
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

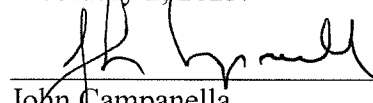
DATED: February 2, 2023


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 February 2, 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
23000001	01/04/23	DC001 DAVID F. CARLAMERE	SOLICITOR'S FEE	Open	450.00	0.00	
23000016	01/18/23	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT	Open	8,166.67	0.00	
23000017	01/18/23	STATE005 State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00	
23000018	01/18/23	CASH1 PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00	
23000019	01/18/23	JAMBE005 JamBers Corporate Imaging	JOB SHIRTS & PATCHES	Open	850.00	0.00	
23000020	01/18/23	CCC01 CAMDEN COUNTY COLLEGE	TUITION - V. WEIDNER	Open	443.00	0.00	
23000021	01/18/23	CCC01 CAMDEN COUNTY COLLEGE	BURN BUILDING USE IN 2022	Open	350.00	0.00	
23000022	01/18/23	CCC01 CAMDEN COUNTY COLLEGE	CLASSES - MUCKLEY & PIERCE	Open	190.00	0.00	
23000023	01/18/23	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR DECEMBER 2022	Open	1,813.60	0.00	
23000024	01/18/23	CCC01 CAMDEN COUNTY COLLEGE	FIRE INSPECTOR 1 & 2 CLASSES	Open	886.00	0.00	
23000025	01/18/23	EMSCO005 EMS CONSULTING SERVICES	BILLING SERVICES	Open	208.65	0.00	
23000026	01/18/23	ACTIO005 Action Uniform Co. LLC	RAIN JACKETS	Open	4,270.00	0.00	
23000027	01/18/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	TOILET BRUSHES FOR FIRE DEPT	Open	53.98	0.00	
23000028	01/18/23	HAR01 HARDENBERGH INS GROUP	RENEWAL OF SICKNESS POLICY	Open	11,592.00	0.00	
23000029	01/18/23	ALLGE005 ALL GEARED UP	UNIFORM ITEMS	Open	160.00	0.00	
23000030	01/18/23	ALLGE005 ALL GEARED UP	UNIFORM ITEMS	Open	2,730.00	0.00	
23000031	01/18/23	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00	
23000032	01/18/23	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	308.80	0.00	
23000033	01/19/23	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	10 TICKETS FOR ANNUAL DINNER	Open	700.00	0.00	
23000034	01/19/23	AFS001 Ankor Fire & Safety Equipment	YEARLY EXTINGUISHER INSPECTION	Open	455.00	0.00	
23000035	01/19/23	PHP01 PINE HILL PRINTING, INC.	ROOKIE BOOKS	Open	109.20	0.00	
23000036	01/19/23	PHFD1 PINE HILL FIRE DEPT.	CUT OFF SAW & MISC ITEMS	Open	910.18	0.00	
23000037	01/19/23	BOA00001 Bank of America	P CARD CHARGES FOR JANUARY 23	Open	6,043.34	0.00	
23000038	01/19/23	CASH1 PETTY CASH	REPLENISH JOHN'S PETTY CASH	Open	79.62	0.00	
23000039	01/19/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 1/15/2023	Open	178.50	0.00	
23000040	01/19/23	FSS01 FIRE & SAFETY SERVICE, LTD	PARTS FOR REPAIRS TO VEHICLE	Open	498.35	0.00	
23000041	01/19/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	TV'S, BRACKETS & DESK SHELL	Open	897.90	0.00	
23000042	01/19/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	PICTURE FRAMES FOR INST DINNER	Open	43.96	0.00	
23000043	01/30/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
23000044	01/30/23	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR FEBRUARY	Open	1,275.99	0.00	
23000045	01/30/23	FIRELINE FIRELINE EQUIPMENT	DEF HEAD UNIT ASSEMBLY	Open	1,822.73	0.00	
23000046	01/30/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	3 COTS	Open	204.91	0.00	
23000047	01/30/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	CO MONITORS	Open	358.00	0.00	
23000048	01/30/23	TOMSR005 TOMS RIVER BOARD OF FIRE	VEHICLE EXTRICATION CLASS	Open	350.00	0.00	
23000049	01/30/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 1/31/2023	Open	154.30	0.00	
23000050	01/30/23	SAFEG005 Safeguard	REORDER DEPOSIT SLIPS	Open	132.76	0.00	
23000051	01/30/23	CASH1 PETTY CASH	REPLENISH CHIEF'S PETTY CASH	Open	87.39	0.00	
23000052	01/30/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	CPR MASK COMBO KIT	Open	23.94	0.00	
23000053	01/30/23	TG001 TOWNSHIP OF GLOUCESTER	REBUILD AIR DRYER	Open	417.63	0.00	
23000054	02/01/23	FSS01 FIRE & SAFETY SERVICE, LTD	Truck Repair Parts	Open	64.34	0.00	
23000055	02/01/23	ZOLLD005 ZOLL DATA SYSTEMS	EMS CHARTING FOR MARCH 2023	Open	191.25	0.00	

Total Purchase Orders: 41 Total P.O. Line Items: 0 Total List Amount: 59,709.51 Total Void Amount: 0.00

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
GENERAL	2-GN	350.00	0.00	350.00	0.00	0.00	350.00
GENERAL	3-GN	59,359.51	0.00	59,359.51	0.00	0.00	59,359.51
Total of All Funds:		<u>59,709.51</u>	<u>0.00</u>	<u>59,709.51</u>	<u>0.00</u>	<u>0.00</u>	<u>59,709.51</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12166 to 12203
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
12166	02/02/23	ACTI005 Action Uniform Co. LLC	4,270.00		1124
12167	02/02/23	AFS001 Ankor Fire & Safety Equipment	455.00		1124
12168	02/02/23	AIRGA005 AIRGAS USA, LLC	19.80		1124
12169	02/02/23	ALLGE005 ALL GEARED UP	2,890.00		1124
12170	02/02/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	53.98		1124
12171	02/02/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	897.90		1124
12172	02/02/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	43.96		1124
12173	02/02/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	204.91		1124
12174	02/02/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	23.94		1124
12175	02/02/23	BOA00001 Bank of America	6,043.34		1124
12176	02/02/23	BTM001 BOUND TREE MEDICAL,LLC	308.80		1124
12177	02/02/23	CAS01 CASA PAYROLL SERVICE, LLC	332.80		1124
12178	02/02/23	CASH1 PETTY CASH	1,200.00		1124
12179	02/02/23	CASH1 PETTY CASH	79.62		1124
12180	02/02/23	CASH1 PETTY CASH	87.39		1124
12181	02/02/23	CCC01 CAMDEN COUNTY COLLEGE	443.00		1124
12182	02/02/23	CCC01 CAMDEN COUNTY COLLEGE	350.00		1124
12183	02/02/23	CCC01 CAMDEN COUNTY COLLEGE	190.00		1124
12184	02/02/23	CCC01 CAMDEN COUNTY COLLEGE	886.00		1124
12185	02/02/23	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	700.00		1124
12186	02/02/23	DC001 DAVID F. CARLAMERE	450.00		1124
12187	02/02/23	DIVAL005 Dival SAFETY EQUIPMENT, INC	358.00		1124
12188	02/02/23	EMSCO005 EMS CONSULTING SERVICES	208.65		1124
12189	02/02/23	FIRELINE FIRELINE EQUIPMENT	1,822.73		1124
12190	02/02/23	FSS01 FIRE & SAFETY SERVICE, LTD	498.35		1124
12191	02/02/23	FSS01 FIRE & SAFETY SERVICE, LTD	64.34		1124
12192	02/02/23	HAR01 HARDENBERGH INS GROUP	11,592.00		1124
12193	02/02/23	JAMBE005 JamBers Corporate Imaging	850.00		1124
12194	02/02/23	JHART005 J. HARTE ASSOCIATES LLC	1,275.99		1124
12195	02/02/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1124
12196	02/02/23	PHFD1 PINE HILL FIRE DEPT.	9,076.85		1124
12197	02/02/23	PHP01 PINE HILL PRINTING, INC.	109.20		1124
12198	02/02/23	SAFEG005 Safeguard	132.76		1124
12199	02/02/23	STATE005 State of NJ Health Benefits	10,930.10		1124
12200	02/02/23	TG001 TOWNSHIP OF GLOUCESTER	1,813.60		1124
12201	02/02/23	TG001 TOWNSHIP OF GLOUCESTER	417.63		1124
12202	02/02/23	TOMSRO05 TOMS RIVER BOARD OF FIRE	350.00		1124
12203	02/02/23	ZOLLDO05 ZOLL DATA SYSTEMS	191.25		1124

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	38	0	59,709.51	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	38	0	59,709.51	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	2-GN	350.00	0.00	0.00	350.00
GENERAL	3-GN	59,359.51	0.00	0.00	59,359.51
Total of All Funds:		<u>59,709.51</u>	<u>0.00</u>	<u>0.00</u>	<u>59,709.51</u>

Range of Accounts: 3-First to 3-Last Adds: N Changes: N Transfers In: N
Range of Dates: 01/01/23 to 01/31/23 Transfers Out: N Expenditures: Y Refunds: N
Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N
Include Non-Budgeted: Y Check Payments: N
YTD 1099: N PO Encumbrances: N Contract Encm: N

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
3-GN- -001-101	FIRE CHIEF				
01/13/23 Expd		CHIEF - Pay Date 1/13/2023	4,844.33	JC	B 577 1
01/31/23 Expd		CHIEF - Pay Date 1/31/2023	4,844.33	JC	B 578 1
Total Expenditures:	2	9,688.66			
3-GN- -001-102	District Business Administrator				
01/13/23 Expd		ADMINISTRATOR - Pay Date 1/13/2023	1,520.09	JC	B 577 2
01/31/23 Expd		ADMINISTRATOR - Pay Date 1/31/2023	1,653.18	JC	B 578 2
Total Expenditures:	2	3,173.27			
3-GN- -001-105	Fire Commissioners				
01/31/23 Expd		COMMISSIONERS - Pay Date 1/31/2023	1,083.35	JC	B 578 4
Total Expenditures:	1	1,083.35			
3-GN- -001-106	Assistant Clerk				
01/31/23 Expd		QPA FOR 2023 - JANUARY	100.00	JC	B 578 20
Total Expenditures:	1	100.00			
3-GN- -001-301	Federal Payroll Taxes - Administrative				
01/13/23 Expd		FICA ADMIN - Pay Date 1/13/2022	446.19	JC	B 577 15
01/31/23 Expd		FICA ADMIN - Pay Date 1/31/2023	655.26	JC	B 578 15
Total Expenditures:	2	1,101.45			
3-GN- -001-303	State Payroll Taxes - Administrative				
01/13/23 Expd		STATE WAGE TAX ADMIN - Pay Date 1/13/23	44.55	JC	B 577 16
01/31/23 Expd		STATE WAGE TAX ADMIN - Pay Date 1/31/202	63.68	JC	B 578 16
Total Expenditures:	2	108.23			
3-GN- -001-305	Defined Contribution Retirement Plan				
01/13/23 Expd		DCRP EMPLOYER - Pay Date 1/13/2023	61.56	JC	B 577 17
01/31/23 Expd		DCRP EMPLOYER - Pay Date 1/31/2023	66.95	JC	B 578 17
Total Expenditures:	2	128.51			
3-GN- -002-110	Firefighters				
01/13/23 Expd		FIREFIGHTERS - Pay Date 1/13/2023	14,062.91	JC	B 577 7
01/31/23 Expd		FIREFIGHTERS - Pay Date 1/31/2023	14,062.91	JC	B 578 7
Total Expenditures:	2	28,125.82			

Account No Date Type	Account Description Transaction Data/Comment	Vendor/Source	Amount	User	Item #
3-GN- -002-111 01/31/23 Expd	Overtime & Sicktime Buyback OVERTIME & VAC BUY - Pay Date 1/31/2023		135.74	JC	B 578 8
Total Expenditures:		1	135.74		
3-GN- -002-226 01/13/23 Expd 01/31/23 Expd	Weekend & Overnight Duty Crews DUTY CREW STIPENDS - Pay Date 1/13/2023 DUTY CREW STIPENDS - Pay Date 1/31/2023		2,880.00 5,050.00	JC JC	B 577 11 B 578 11
Total Expenditures:		2	7,930.00		
3-GN- -002-228 01/13/23 Expd 01/31/23 Expd	Stipends - Fill In Firefighters FILL-IN FIREFIGHTERS - Pay Date 1/13/202 FILL-IN FIREFIGHTERS - Pay Date 1/31/23		169.56 113.04	JC JC	B 577 12 B 578 12
Total Expenditures:		2	282.60		
3-GN- -002-301 01/13/23 Expd 01/31/23 Expd	FICA - Firefighters FICA FIREFIGHTERS - Pay Date 1/13/2023 FICA FIREFIGHTERS - Pay Date 1/31/2023		1,283.02 1,455.09	JC JC	B 577 18 B 578 18
Total Expenditures:		2	2,738.11		
3-GN- -002-303 01/13/23 Expd 01/31/23 Expd	State Payroll Taxes - Firefighters STATE WAGE TAX FF'S - Pay Date 1/13/2023 STATE WAGE TAX FF'S - Pay Date 1/31/2023		122.00 137.68	JC JC	B 577 19 B 578 19
Total Expenditures:		2	259.68		
3-GN- -002-304 01/13/23 Expd 01/31/23 Expd	Health Insurance - Firefighters Health Ins. reimb.1/13/2023 Health Ins. reimb.1/31/2023		311.42 311.42	JC JC	B 577 9 B 578 9
Total Expenditures:		2	622.84		
3-GN- -003-101 01/31/23 Expd	Fire Official FIRE MARSHAL - Pay Date 1/31/2023		958.33	JC	B 578 5
Total Expenditures:		1	958.33		
3-GN- -003-102 01/31/23 Expd	Fire Inspectors FIRE INSPECTOR - Pay Date 1/31/2023		458.33	JC	B 578 6
Total Expenditures:		1	458.33		

Fund Description	Fund	Expenditures
GENERAL	3-GN	56,894.92
Total of All Funds:		<u>56,894.92</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	27	56,894.92

RESOLUTION 23-05

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1 BOROUGH
OF PINE HILL, CAMDEN COUNTY, NEW JERSEY AUTORIZING ACCEPTANCE OF
2022 AMERICAN RESCUE PLAN FIREFIGHTER GRANT NUMBER 2022-04989-0731-00**

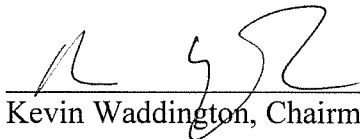
WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need to seek federal funding through the American Rescue Plan Firefighter Grant for the purchasing of personal protective equipment, and

WHEREAS. The application has been approved by the NJ Department of Community Affairs for funding up to \$42,000 for the purchase of personal protective equipment, protective clothing, protective accessories, and a gear dryer for, and

WHEREAS. The Board agrees to provide \$585.00 for the above listed equipment as stated on the grant application.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 that the proper officers be and hereby accept the award of the American Rescue Plan Firefighter Grant and authorize Business Administrator John Campanella to sign all necessary agreements as an authorized agency official.

DATED: February 2, 2023



Kevin Waddington, Chairman

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty	✓			
Commissioner Hassett	✓			
Commissioner Waddington	✓			
Commissioner Wakeley				✓
Commissioner Warrington	✓			

I, James Wakeley, do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 2, 2023.



James Wakeley, Board Secretary

AGREEMENT EXECUTION INSTRUCTION CHECKLIST (3/2019)

All of the requirements checked on the left below must be met before the Department can execute the enclosed Grant/Loan Agreement. Agreement execution is mandatory before any funds can be released. Failure to follow these instructions exactly will result in processing delays, including possible return of the entire agreement package to you for reprocessing. Call your program manager contact person if you have any questions about these requirements. Expeditious agreement execution - our mutual goal.

DO NOT ALTER THE AGREEMENT IN ANY WAY

DCA	ALL OF THE FOLLOWING CHECKED ITEMS MUST BE SUBMITTED / COMPLETED	AGENCY
1 X	ACCEPTANCE SIGNATURE - The two originals of the Grant/Loan Agreement must be signed and dated by the agency official who is authorized by the Resolution to sign the Agreement. The Grant/Loan Agreement may also be signed by the successor in the same title as the authorized agency official, if specifically authorized by the Resolution to do so.	
2 X	CERTIFIED RESOLUTION - The Resolution must indicate acceptance by the Governing Body (if a government agency) or the Board of Directors (if a private agency) of the obligations under the Grant/Loan Agreement. The Resolution must: <i>a)</i> state the legally incorporated name of the organization as listed on the Grant/Loan Agreement, <i>b)</i> state the approximate dollar amount of the grant/loan award requested, <i>c)</i> provide a brief description of the project, and <i>d)</i> list the name(s), title(s), and signature(s) of the person(s) who may sign the Agreement as the authorized agency official(s). The Resolution must be imprinted with a raised Government, Corporate, or Notary Seal and must be certified, signed, and dated by the Government Clerk or the Board Secretary. This certification must state the name of the Board Secretary / Government Clerk and list the date of the meeting at which the Resolution was adopted.	
3 X	CERTIFICATES OF INSURANCE - Section A, Specific Terms and Conditions, Part 1 (page 4 of the Grant/Loan Agreement) indicates the type(s) and amount(s) of insurance required. You must submit evidence that the required insurance is in effect. The Certificate of Insurance must list the State of New Jersey, Department of Community Affairs, Division of Housing and Community Resources, Post Office Box 0811, Trenton, New Jersey 08625-0811 as the Certificate Holder. Request your agent to supply an <i>ACCORD 25</i> form.	

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL TO APPLY FOR A FY 202 FEMA ASSISTANCE FOR
FIREFIGHTERS GRANT (AFG)
23-06

WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need to seek federal funding through the FEMA Assistance to Firefighters Grant (AFG) Program;

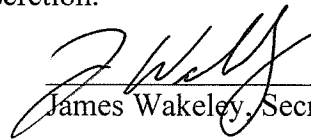
WHEREAS. The Board agrees that Pine Hill Fire District #1 is seeking funds for the purchase of a new ladder truck or for volunteer recruitment and retention and;

WHEREAS. The Board agrees to provide the required cost match if the grant is awarded and accepted by the Board.

WHEREAS. The Board agrees to seek assistance in grant writing from Triad Associates

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 to hereby authorize Triad Associates to submit the application of a FY 2023 FEMA Assistance to Firefighters Grant (AFG) for the purchase of a new ladder truck or funding for recruitment and retention at the grant writer’s discretion.

DATED: February 2, 2023




James Wakeley, Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty	✓			
Commissioner Hassett	✓			
Commissioner Waddington	✓			
Commissioner Wakeley				✓
Commissioner Warrington	✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 2, 2023.



John Campanella
Business Administrator



January 9, 2023

Joseph Hunter
Fire Chief
Pine Hill Fire Department
1109 Erial Road
Pine Hill, NJ 08021

RE: Authorization to Proceed –Pine Hill Fire Department
FEMA Assistance to Firefighters Grant (AFG) Application – 2023
Purchase of New Vehicle

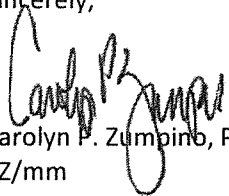
Dear Chief Hunter,

Please allow this letter to confirm that the Pine Hill Fire Department has authorized TRIAD Associates to prepare and submit a FEMA Assistance to Firefighters Grant (AFG) Application as an authorized project.

It is agreed that for all services rendered by TRIAD in connection with the applications, including those set forth on Exhibit "A" hereto, TRIAD will be paid a total compensation of \$3,850.00 as set forth on Exhibit "B" hereto.

Please indicate your confirmation of the foregoing by signing both copies of this letter where indicated. Please retain one copy for your records and return the other signed copy for our files.

Sincerely,


Carolyn P. Zumpino, President
CZ/mm

Agreed to this ____ day of _____, 2023

PINE HILL FIRE DEPARTMENT

By: _____

Witness/Attest

EXHIBIT A

PROJECT DESCRIPTION AND SCOPE OF SERVICES

Attached to and made a part of the Agreement dated January 9, 2023 between **TRIAD ASSOCIATES** ("Consultant"), and **PINE HILL FIRE DEPARTMENT** ("Principal").

For the following project, Principal agrees to retain Consultant to provide these services:

PROJECT DESCRIPTION: Submission of a FEMA Assistance to Firefighters Grant (AFG) Application on behalf of the Borough of Pine Hill Fire Department for the purchase of a new vehicle.

SCOPE OF SERVICES: The Consultant will prepare in a satisfactory manner, and in accordance with the requirements of Homeland Security (FEMA), an Application which shall consist of the following:

- Fire Company Contact Information
- Applicant Information
- Department Characteristics
- Department Call Volume
- Identify Program Selection and Detailed Activities
- Budget
- Detailed Project Narrative
- Assurances and Certifications

POST-COMPLETION / POST-SUBMISSION TECHNICAL ASSISTANCE: Upon Principal's request, Consultant will provide technical assistance as needed to address in-house staff questions, follow up discussions with government officials and/or staff, follow up with other issues associated with application, etc. Post-Completion / Post-Submission Technical Assistance services to be pre-approved by Principal.

DATA TO BE FURNISHED TO CONSULTANT: The Principal shall provide the Consultant information and documentation, which the Consultant may require to properly render the services provided for in this Agreement.

TIME OF PERFORMANCE: The FEMA AFG Application shall be completed and submitted on behalf of the Principal on or before February 10, 2023.

RIGHT OF FIRST REFUSAL: Upon funding approval of the FEMA AFG application, Principal agrees to grant Triad Associates right of first refusal to provide grant administration and implementation services.

NOTIFICATION OF FUNDING APPROVAL/AWARD: Principal shall provide Consultant with a copy of any notification of funding approval / award and any related documentation.

EXHIBIT B COMPENSATION AND METHOD OF PAYMENT

Attached to and made a part of the Agreement dated January 9, 2023 between **TRIAD ASSOCIATES** ("Consultant"), and **PINE HILL FIRE DEPARTMENT** ("Principal").

Principal agrees to pay the Consultant as follows:

COMPENSATION: Principal shall provide compensation of \$3,850.00 for services provided in accordance with Exhibit A as follows:

- Preparation and submission of a FEMA Assistance to Firefighters Grant Application
- Post-Submission / Post-Completion Technical Assistance provided upon Principal's request and billed on an hourly basis.

METHOD OF PAYMENT: Principal agrees to pay Consultant in accordance with the following billing schedule:

- \$3,850.00 upon completion of the FEMA AFG application.
- Should the Principal opt not to submit the FEMA AFG Application after entering into this Grant Writing Agreement, an invoice will be submitted based on the level of work completed up to the time of withdrawal.
- Principal shall process all invoices for payment upon receipt.
- Payment Address: All payments must be remitted to Triad Associates, 1301 W. Forest Grove Road, Bldg. 3A, Vineland, NJ 08360

POST APPROVAL/IMPLEMENTATION: Services which are a part of this engagement shall be authorized to proceed by the municipality at such time that the budget has been established and funding for said services identified in the budget.

OVERNIGHT DELIVERY AND CERTIFIED MAIL SERVICES: Consultant's compensation excludes charges for sending items via overnight delivery services (e.g., UPS, FedEx, USPS Express Mail Service, USPS Certified mail, or other similar services) to the Principal or on behalf of the Principal to other parties. Consultant will charge the Principal the actual cost of these services.

COPIES: Consultant shall provide the appropriate number of copies of the application necessary to meet submission requirements of the funding source. Consultant will also provide one (1) complimentary hard copy and one (1) PDF copy of final application for the Principal's file.

Pine Hill Fire Department

Chief's Monthly Report

January 2023

Meetings:

- On Thursday evening the 5th, I attended the commission meeting.
- On Thursday evening the 12th, I attended to Camden County Fire Chiefs meeting.
- On Wednesday the 11th, I attended a meeting with Amy Swan.
- On Thursday afternoon the 19th, I attended a meeting with Battalion Chief Dimitri.
- On Tuesday afternoon the 24th, I attended a meeting with Jim Lex.
- On Tuesday evening the 24th, I attended the 5-year-planning meeting.

Bunkroom / Dorm:

- I believe that I have told you that I have been sending emails to every politician that I can think of, including Govern Murphy. I received an email from Amy Swan who is the Chief of Staff for Majority Leader Louis Greenwald & Assemblywoman Pamela Lampitt. Amy said that she would like to meet with us, and we set the date for Wednesday the 11th. This meeting went well, and Amy said that she would pass on the packet that we presented to her at the meeting.
- On Thursday the 12th I received an email from Ginamarie from Congressman Norcross Office. Ginamarie stated that she would forward our project packet to the Congressional Research Service.
- On Friday morning the 13th, I received a phone call from Jim Lex from the Camden County Improvement Authority. Jim stated that he received an email from Commissioner Director Louis Cappelli's office asking him to reach out to me. I spoke to Jim about our project, and he wanted to meet with us for better understanding.
- On Tuesday afternoon the 24th, Jim Lex & Harry Collins met with us at our building. We walked the property and explained what we wanted to do. We talked for about an hour and in that time, they advised what we needed to deal with permits prior to going to design. They also advised that they get back to us with some pricing ideas that could help us. More to come!!!!

Public relations:

- On Monday the 30th, we replaced a battery in a smoke detector at 190 West Clearview Ave.
- On Monday afternoon the 9th, we replaced batteries in the smoke detectors for the resident at 3802 Tall Pines.

Training:

- I am currently attending the Hazardous Material on Scene Incident Commander training. This training is mandatory for all Chiefs in New Jersey and is 16 total hours.
- I completed the mandatory MELJIFF training for this year.

BLS:

- Minor issues that are being handled with the street supervisors.

Banquet:

- I hope that everyone had a good time at the banquet. We handed out a lot of awards and I am aware that it took a little longer than usual. All our members were excited about the awards that they received and displayed them on Facebook the next morning. This is something that we plan to do in the future, and we will work out the kinks ahead of time. We need to keep the troops happy, so they keep coming back.

Triad:

- I have put a considerable amount of time into this project, and I continue to work with Todd every day with the grant writing information that he needs. Todd did state that if he doesn't feel that we have a good chance of receiving this grant, that he would not apply for it. The grant is open until February 10.

County Chiefs:

- On Thursday evening the 12th, our department hosted the Camden County Fire Chiefs Association Meeting. This meeting was well attended by the surrounding chiefs.

Chief's Vehicle:

- I have been in contact with Mall Chevy, and they are advising that our vehicle will go into production on February 27.

Division Of Fire Safety:

- Last week I emailed to everyone a directive from the Division of Fire Safety. That directive was sent to advise all the fire chiefs in NJ to make sure **all** Firefighters & Officers possess the required certifications to remain an active Firefighter or Officer. We will be looking in everyone's training files to make sure we are all compliant. If we find that a Firefighter is not complaint, we will offer them the opportunity to take that required training in a timely matter. If anyone refuses to take the required training, they will not be able to ride until they complete that required training.

Interstate Mobile Care:

- A couple of weeks ago I spoke with Betsy from Interstate because we were getting physicals for a few of our members that stated they were exterior Firefighters only. I was not aware what an exterior Firefighter is and after speaking with Betsy, an exterior Firefighter can only do exterior functions. She also advised that NFPA doesn't recognize exterior only Firefighters. My first question to her was why are you documenting the words "exterior" if it is not recognized. Her answer was someone from our department called Interstate years ago and requested that they use exterior Firefighter as a allowing them to fight fires. She also told me that NFPA doesn't recognize driver-only Firefighters. I have concerns with this because we have a few Firefighters that fall under this category. I would like to know how you want me to move forward with this issue and would be comfortable with a closed session meeting.

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

Month of: January 2023

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	2
Fire Safety Inspection – Non LHU(s)	14
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	\$156.00
Smoke Detector & CO Detector Compliance	\$927.00
Permit Fees	
Number of Permits Issued	
Penalty Money Collected – Dedicated Trust	
Penalty Money Collected – Non-Dedicated	
Life Hazard Use Fees from State (quarterly)	
Number of Copy of Fire Report(s)	
Copy of Fire Report(s)	
Total Amount of Money Deposited this Month	\$1,083.00

Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

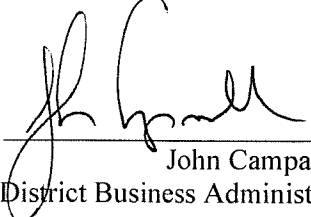
Respectfully Submitted,

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
JANUARY 2023 ADMINISTRATOR'S REPORT**

- Closed out year 2022 and rolled over new budget
- Moved our fixed asset list from Excel into Edmunds for easier tracking
- Completed and submitted OSHA annual work injury report
- Had Zoom meeting with our Cyber Security Vendor
- Had training session with Edmunds on Fixed Asset entries
- Went to DMV to obtain duplicate title for 2018 Ford F150 – Ford lost the original title
- Processed payroll
- 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