

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

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Waddington at 7:36 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, Deputy Chief Greer, 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 February 2, 2023. There were none. A motion to approve the regular and closed session minutes from February 2nd was made by Commissioner Hagarty and seconded by Commissioner Hassett. Motion passed with four yes votes.

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

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:** Commissioner Warrington said that there are a few EMS issues that will be addressed by the Fire Chief and Borough Administrator.

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

- **Resolution 23-07: Approval and Payment of Bills**

A motion to approve Resolution 23-07 was made by Commissioner Hagarty and seconded by Commissioner Warrington.

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

- **Resolution 23-08: Billing for Motor Vehicle Accidents**

A motion to approve Resolution 23-08 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 explained that since the law and regulations have changes regarding marijuana, he is asking for some guidance. A volunteer firefighter applicant tested positive. Do we accept this applicant? Commissioner Warrington said that we have no choice but to accept. Solicitor Carlamere agreed. Commissioner Warrington asked Deputy Chief Greer if the Borough has a policy regarding marijuana. Deputy Chief Greer said he will review the policies to see if the fire department can adopt similar policies. Commissioner Hassett said that the applicant should be notified that he tested positive and advised of our drug & alcohol policy. Solicitor Carlamere said once procedures are in place, the department can take action. Deputy Chief Greer explained how the public works department handles the issue of marijuana with their employees. Commissioner Warrington said that we need to check with other organizations to see how they are addressing this issue. Deputy Chief Greer said that employees could be notified of positive test results and the possible repercussions. Commissioner Hassett suggested posting a sign on the property that marijuana is not permitted.

Chief Hunter asked the commissioners is they want to continue to pay for fire official and fire inspector certifications. Commissioner Hassett asked if we are currently paying for these certifications for all the firefighters. Chief Hunter said that we are not paying for all firefighters, only two. Chief Hunter said that in addition to the cost of the certifications, we must pay overtime to attend classes. Most classes are in North Jersey. Chief Hunter asked if the commission wants to continue to pay for these certifications. There was a discussion. Commissioner Warrington said that we can stop going forward but that we should pay for the

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certifications this year. We have been paying this for a long time and it would not be fair to the employee to stop without warning.

Chief Hunter said that the clean up at 66 E. Branch Ave. has taken place. The Borough will place a lien on the property for the cost of the clean-up. Chief Hunter said that he spent most of the day there and used fire department resources. Chief Hunter asked the commissioners if they want to have the Fire Department bill for its time and resources spent on this clean up. The commissioners said yes.

Chief Hunter asked if the funds received from billing for motor vehicle accident can be used to purchase some needed tools. There was a brief discussion.

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

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

Meeting temporarily adjourned at 8:04 p.m.

CALL TO ORDER: Chairman Waddington called the meeting back to order at 8:37 p.m. and asked for a roll call.

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

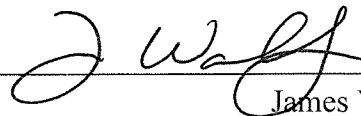
ROLL CALL: Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Warrington – present, Commissioner Wakeley – not present, Commissioner Waddington – present

RESULTS OF CLOSED SESSION:

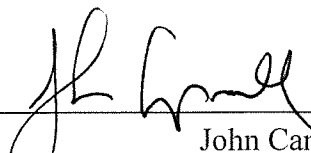
Chairman Waddington explained that the issues discussed in closed session remain in closed session and no votes or actions were taken.

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

The meeting adjourned at 8:39 p.m.



James Wakeley
Commission Secretary



John Campanella
Fire District Business Administrator



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



February 15, 2023

John D. Megariotis
Acting Director
State of New Jersey
Department of the Treasury
Division of Pensions and Benefits
PO Box 295
Trenton, NJ 08625-0295

Dear Mr. Megariotis:

The Pine Hill Fire District #1 hired two firefighters under a 2019 FEMA SAFER Grant. We will only be reimbursed by FEMA for actual documented expenses that we can prove. FEMA will not allow us to estimate pension costs. Since our annual employer pension appropriation invoice is the total amount, we are unable to prove to FEMA the actual pension cost of the two firefighters.

Would the pensions and benefits department be able to supply us with a breakdown of the actual costs for the firefighters per year? I have listed their names below.

- Veronica M. Weidner (nee Hitzelberger) PFRS # [REDACTED] – DOH 03/15/2021
- James J. Gordon Jr. PFRS # [REDACTED] – DOH 03/15/2021

Please let me know if you need any additional information. Thank you.

Sincerely,

A handwritten signature in black ink that reads "John Campanella".

John Campanella
Business Administrator/Certifying Officer
Employer #03-77200-00
856-783-8666 office
jcampanella@pinehillfiredistrict.com email

CERTIFICATE OF COMPLETION

Course Number: 16440
CPA Sponsor Number: 20CE00209800



New Jersey State League of Municipalities

February 24, 2023
11:00a.m.-11:50a.m.

League Professional Development Webinar
A Quick Review of Budget and FAST Updates

CMFO/CCFO-1.0 Bud
CPWM-1.0 Govt;
RMC-1.0 Fin
QPA-1.0 Off Admin
CPA-1.0 Fin;
RPPO/RPPS-1.0 M/S
CRP-1.0 Classroom

Local Government Leadership Program-3 points


Executive Director

- Christine Zapicchi, Assistant Director,
Division of Local Government
Services, Department of Community
Affairs, Division of Local
Government Services
- Matthew Gallelo, CMFO, RMC
,Research Analyst, NJ Department
of Community Affairs, Division of
Local Government Services

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #23-07

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

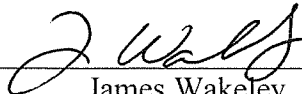
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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: March 2, 2023

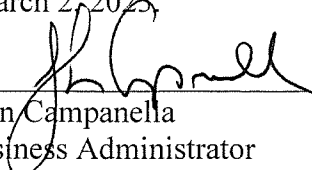


 James Wakeley
 Commission Secretary

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 March 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	
23000056	02/06/23	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT	Open	6,955.44	0.00	
23000057	02/06/23	STATE005 State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00	
23000058	02/06/23	CASH1 PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00	
23000059	02/06/23	VAE001 VINELAND AUTO ELECTRIC, INC.	CERAMIC LAMP HOLDER	Open	110.00	0.00	
23000060	02/06/23	WB MASON W.B. MASON CO., INC.	WATER & GATORADE FOR FIRE DEPT	Open	261.29	0.00	
23000061	02/06/23	IMC01 INTERSTATE MOBILE CARE, INC.	IN-HOUSE PHYSICALS	Open	1,640.00	0.00	
23000062	02/06/23	PERS2 Public Emp Retirement Sys.	ANNUAL PERS PENSION PAYMENT	Open	20,319.00	0.00	
23000063	02/06/23	PFRS1 POLICE & FIREMEN'S RETIREMENT	ANNUAL PFRS PENSION PAYMENT	Open	72,470.00	0.00	
23000064	02/07/23	MGL01 MGL Printing Solutions, LLC	1099 FORMS & ENVELOPES	Open	96.50	0.00	
23000065	02/07/23	VIRTU005 Virtua Health	EMT REFRESHER COURSES	Open	150.00	0.00	
23000066	02/10/23	PHG01 PINE HILL AUTO REPAIR	REPAIRS TO DEPUTY CHIEF'S VEH	Open	409.69	0.00	
23000067	02/10/23	TRS01 TREASURER, STATE OF NEW JERSEY	CERTIFICATION RENEWAL - GORDON	Open	182.00	0.00	
23000068	02/10/23	IMC01 INTERSTATE MOBILE CARE, INC.	IN-HOUSE PHYSICALS	Open	3,604.00	0.00	
23000069	02/10/23	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR THOMAS HASSETT	Open	144.00	0.00	
23000070	02/10/23	CCC01 CAMDEN COUNTY COLLEGE	FIRE INSTRUCTOR - JOHN DUVAL	Open	250.00	0.00	
23000071	02/13/23	NJSLM001 NJ State League Municipalities	Budget & FAST Updates Webinar	Open	25.00	0.00	
23000072	02/13/23	CCC01 CAMDEN COUNTY COLLEGE	FIREFIGHTER I CLASS	Open	500.00	0.00	
23000073	02/13/23	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00	
23000074	02/13/23	COU01 Courier Post	LEGAL NOTICES	Open	104.32	0.00	
23000075	02/15/23	ACTIO005 Action Uniform Co. LLC	UNIFORM ITEMS FOR CHIEF & DC	Open	619.00	0.00	
23000076	02/15/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	SALINE SOLUTION	Open	27.25	0.00	
23000077	02/22/23	BCF01 BURLINGTON COUNTY ESTC-BCIT	FIRE OFFICER II - J DUVAL	Open	233.00	0.00	
23000078	02/22/23	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	195.76	0.00	
23000079	02/22/23	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	19.96	0.00	
23000080	02/22/23	CASH1 PETTY CASH	REPLENISH JOHN'S PETTY CASH	Open	91.59	0.00	
23000081	02/22/23	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR MARCH	Open	1,275.99	0.00	
23000082	02/22/23	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR JANUARY 2023	Open	1,236.47	0.00	
23000083	02/22/23	BUD01 BUD'S ENGINE MACHINING & TRUCK	REPAIRS TO SQUAD	Open	374.75	0.00	
23000084	02/22/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	NOMEX CHIN STRAP	Open	153.00	0.00	
23000085	02/22/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
23000086	02/22/23	ALLGE005 ALL GEARED UP, LLC	UNIFORM ALTERATIONS	Open	95.00	0.00	
23000087	02/23/23	JHR01 JOSEPH HUNTER	CASH PURCHASE FROM TRANSAXLE	Open	853.74	0.00	
23000088	02/24/23	SLLLC001 Santander Leasing LLC	ANNUAL LEASE PAYMENT	Open	55,489.72	0.00	
23000089	02/24/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING FOR FEB.	Open	283.70	0.00	
23000090	02/28/23	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	151.94	0.00	
23000091	02/28/23	CONTI005 Continental Fire & Safety, Inc	FAST RESCUE BOARD	Open	2,243.00	0.00	
23000092	02/28/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	VALVE REPAIR - PARTS & LABOR	Open	115.80	0.00	
23000093	02/28/23	BOA00001 Bank of America	P-CARD CHARGES FOR FEBRUARY	Open	2,258.20	0.00	
23000094	03/01/23	ZOLLD005 ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR APRIL 2023	Open	199.21	0.00	
23000095	03/01/23	NJSLM001 NJ State League Municipalities	WEBINAR FOR ADMINISTRATOR	Open	75.00	0.00	

Total Purchase Orders: 41 Total P.O. Line Items: 0 Total List Amount: 185,900.84 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	185,900.84	0.00	185,900.84	0.00	0.00	185,900.84
Total of All Funds:		<u>185,900.84</u>	<u>0.00</u>	<u>185,900.84</u>	<u>0.00</u>	<u>0.00</u>	<u>185,900.84</u>

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	185,900.84	0.00	185,900.84	0.00	0.00	185,900.84
Total of All Funds:		<u>185,900.84</u>	<u>0.00</u>	<u>185,900.84</u>	<u>0.00</u>	<u>0.00</u>	<u>185,900.84</u>

March 2, 2023
06:15 PM

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

Page No: 1

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
23000096	03/02/23	TRIAD005 TRIAD ASSOCIATES, INC.	FEMA AFG GRANT APPLICATION FEE	Open	3,850.00	0.00	
23000097	03/02/23	CONTI005 Continental Fire & Safety, Inc	GEAR EXPRESS DRYER	Open	9,245.00	0.00	
Total Purchase Orders: 2		Total P.O. Line Items: 0		Total List Amount:	13,095.00	Total Void Amount:	0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	13,095.00	0.00	13,095.00	0.00	0.00	13,095.00
Total of All Funds:		<u>13,095.00</u>	<u>0.00</u>	<u>13,095.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,095.00</u>

March 2, 2023
06:22 PM

PINE HILL FIRE DISTRICT #1
Check Register By Check Id

Page No: 1

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12244 to 12245
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
12244	03/02/23	CONTI005 Continental Fire & Safety, Inc	9,245.00		1126
12245	03/02/23	TRIAD005 TRIAD ASSOCIATES, INC.	3,850.00		1126

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	13,095.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>2</u>	<u>0</u>	<u>13,095.00</u>	<u>0.00</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	13,095.00	0.00	0.00	13,095.00
Total of All Funds:		<u>13,095.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,095.00</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12204 to 12243
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
12204	03/02/23	ACTIO005 Action Uniform Co. LLC	144.00		1125
12205	03/02/23	ACTIO005 Action Uniform Co. LLC	619.00		1125
12206	03/02/23	AIRGA005 AIRGAS USA, LLC	19.80		1125
12207	03/02/23	ALLGE005 ALL GEARED UP, LLC	95.00		1125
12208	03/02/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	27.25		1125
12209	03/02/23	BCF01 BURLINGTON COUNTY ESTC-BCIT	233.00		1125
12210	03/02/23	BOA00001 Bank of America	2,258.20		1125
12211	03/02/23	BTM001 BOUND TREE MEDICAL,LLC	151.94		1125
12212	03/02/23	BUD01 BUD'S ENGINE MACHINING & TRUCK	374.75		1125
12213	03/02/23	CAS01 CASA PAYROLL SERVICE, LLC	283.70		1125
12214	03/02/23	CASH1 PETTY CASH	1,200.00		1125
12215	03/02/23	CASH1 PETTY CASH	91.59		1125
12216	03/02/23	CCC01 CAMDEN COUNTY COLLEGE	250.00		1125
12217	03/02/23	CCC01 CAMDEN COUNTY COLLEGE	500.00		1125
12218	03/02/23	CONTI005 Continental Fire & Safety, Inc	2,243.00		1125
12219	03/02/23	COU01 Courier Post	104.32		1125
12220	03/02/23	DC001 DAVID F. CARLAMERE	450.00		1125
12221	03/02/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	153.00		1125
12222	03/02/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	115.80		1125
12223	03/02/23	IMC01 INTERSTATE MOBILE CARE, INC.	1,640.00		1125
12224	03/02/23	IMC01 INTERSTATE MOBILE CARE, INC.	3,604.00		1125
12225	03/02/23	JHART005 J. HARTE ASSOCIATES LLC	1,275.99		1125
12226	03/02/23	JHR01 JOSEPH HUNTER	853.74		1125
12227	03/02/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1125
12228	03/02/23	MGL01 MGL Printing Solutions, LLC	96.50		1125
12229	03/02/23	NJSLM001 NJ State League Municipalities	25.00		1125
12230	03/02/23	NJSLM001 NJ State League Municipalities	75.00		1125
12231	03/02/23	PERS2 Public Emp Retirement Sys.	20,319.00		1125
12232	03/02/23	PFRS1 POLICE & FIREMEN'S RETIREMENT	72,470.00		1125
12233	03/02/23	PHFD1 PINE HILL FIRE DEPT.	6,955.44		1125
12234	03/02/23	PHG01 PINE HILL AUTO REPAIR	409.69		1125
12235	03/02/23	PHH01 PINE HILL HARDWARE, INC.	215.72		1125
12236	03/02/23	SLLLC001 Santander Leasing LLC	55,489.72		1125
12237	03/02/23	STATE005 State of NJ Health Benefits	10,930.10		1125
12238	03/02/23	TG001 TOWNSHIP OF GLOUCESTER	1,236.47		1125
12239	03/02/23	TRS01 TREASURER, STATE OF NEW JERSEY	182.00		1125
12240	03/02/23	VAE001 VINELAND AUTO ELECTRIC, INC.	110.00		1125
12241	03/02/23	VIRTU005 Virtua Health	150.00		1125
12242	03/02/23	WB MASON W.B. MASON CO., INC.	261.29		1125
12243	03/02/23	ZOLLD005 ZOLL DATA SYSTEMS, INC.	199.21		1125

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	40	0	185,900.84	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	40	0	185,900.84	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	185,900.84	0.00	0.00	185,900.84
Total of All Funds:		<u>185,900.84</u>	<u>0.00</u>	<u>0.00</u>	<u>185,900.84</u>

Range of Accounts: 3-First to 3-Last Adds: N Changes: N Transfers In: N
 Range of Dates: 02/01/23 to 02/28/23 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	Transaction Data/Comment				
3-GN- -001-101	FIRE CHIEF				
02/15/23 Expd	CHIEF - Pay Date 2/15/23		4,844.33	JC	B 580 1
02/28/23 Expd	CHIEF - Pay Date 2/28/23		4,844.33	JC	B 582 1
Total Expenditures:	2	9,688.66			
3-GN- -001-102	District Business Administrator				
02/15/23 Expd	ADMINISTRATOR - Pay Date 2/15/23		1,653.18	JC	B 580 2
02/28/23 Expd	ADMINISTRATOR - Pay Date 2/28/23		1,008.72	JC	B 582 2
Total Expenditures:	2	2,661.90			
3-GN- -001-105	Fire Commissioners				
02/28/23 Expd	COMMISSIONERS - Pay Date 2/28/23		1,083.35	JC	B 582 4
Total Expenditures:	1	1,083.35			
3-GN- -001-106	Assistant Clerk				
02/28/23 Expd	QPA FOR 2023 - 2/28/23		100.00	JC	B 582 20
Total Expenditures:	1	100.00			
3-GN- -001-210	Payroll Administrative Costs				
02/10/23 Expd	Bank Fee for February - payroll acct.		18.95	JC	B 581 1
Total Expenditures:	1	18.95			
3-GN- -001-301	Federal Payroll Taxes - Administrative				
02/15/23 Expd	FICA ADMIN - Pay Date 2/15/23		456.07	JC	B 580 15
02/28/23 Expd	FICA ADMIN - Pay Date 2/28/23		646.66	JC	B 582 15
Total Expenditures:	2	1,102.73			
3-GN- -001-303	State Payroll Taxes - Administrative				
02/15/23 Expd	STATE WAGE TAX ADMIN - Pay Date 2/15/23		45.48	JC	B 580 16
02/28/23 Expd	STATE WAGE TAX ADMIN - Pay Date 2/28/23		59.17	JC	B 582 16
Total Expenditures:	2	104.65			
3-GN- -001-305	Defined Contribution Retirement Plan				
02/15/23 Expd	DCRP EMPLOYER - Pay Date 2/15/23		66.95	JC	B 580 17
02/28/23 Expd	DCRP EMPLOYER - Pay Date 2/28/23		40.85	JC	B 582 17
Total Expenditures:	2	107.80			
3-GN- -002-110	Firefighters				
02/15/23 Expd	FIREFIGHTERS - Pay Date 2/15/23		14,062.91	JC	B 580 7

Account No Date	Type	Account Description Transaction Data/Comment	Vendor/Source	Amount	User	Item #
3-GN- 02/28/23	-002-110 Expd	Firefighters Continued FIREFIGHTERS - Pay Date 2/28/23		14,062.91	JC	B 582 7
Total Expenditures:		2 28,125.82				
3-GN- 02/15/23 02/28/23	-002-111 Expd Expd	Overtime & Sicktime Buyback OVERTIME & VAC BUY - Pay Date 2/15/23 OVERTIME & VAC BUY - Pay Date 2/28/23		354.65 320.46	JC JC	B 580 8 B 582 8
Total Expenditures:		2 675.11				
3-GN- 02/15/23 02/28/23	-002-226 Expd Expd	Weekend & Overnight Duty Crews DUTY CREW STIPENDS - Pay Date 2/15/23 DUTY CREW STIPENDS - Pay Date 2/28/23		3,920.00 3,520.00	JC JC	B 580 11 B 582 11
Total Expenditures:		2 7,440.00				
3-GN- 02/15/23 02/28/23	-002-228 Expd Expd	Stipends - Fill In Firefighters FILL-IN FIREFIGHTERS - Pay Date 2/15/23 FILL-IN FIREFIGHTERS - Pay Date 2/28/23		593.46 240.21	JC JC	B 580 12 B 582 12
Total Expenditures:		2 833.67				
3-GN- 02/15/23 02/28/23	-002-301 Expd Expd	FICA - Firefighters FICA FIREFIGHTERS - Pay Date 2/15/23 FICA FIREFIGHTERS - Pay Date 2/28/23		1,422.43 1,321.21	JC JC	B 580 18 B 582 18
Total Expenditures:		2 2,743.64				
3-GN- 02/15/23 02/28/23	-002-303 Expd Expd	State Payroll Taxes - Firefighters STATE WAGE TAX FF'S - Pay Date 2/15/23 STATE WAGE TAX FF'S - Pay Date 2/28/23		134.69 129.17	JC JC	B 580 19 B 582 19
Total Expenditures:		2 263.86				
3-GN- 02/15/23 02/28/23	-002-304 Expd Expd	Health Insurance - Firefighters Health Ins. reimb. 2/15/23 Health Ins. reimb. 2/28/23		311.42 311.42	JC JC	B 580 9 B 582 9
Total Expenditures:		2 622.84				
3-GN- 02/28/23	-003-101 Expd	Fire Official FIRE MARSHAL - Pay Date 2/28/23		958.33	JC	B 582 5
Total Expenditures:		1 958.33				
3-GN- 02/28/23	-003-102 Expd	Fire Inspectors FIRE INSPECTOR - Pay Date 2/28/23		458.33	JC	B 582 6
Total Expenditures:		1 458.33				

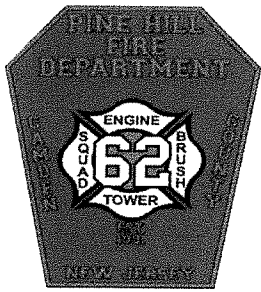
March 1, 2023
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PINE HILL FIRE DISTRICT #1
Detail Budget Transaction Inquiry By Account

Page No: 3

Fund Description	Fund	Expenditures
GENERAL	3-GN	56,989.64
Total Of All Funds:		<u>56,989.64</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	29	56,989.64



Pine Hill Fire District #1
Pine Hill Fire Department

Motor Vehicle Collisions, Fire and Specialized Rescue Services

RESOLUTION #23-08

RESOLUTION AUTHORIZING A FEE SCHEDULE FOR THE FIRE DEPARTMENT SERVICES PROVIDED AT MOTOR VEHICLE COLLISIONS, FIRE AND SPECIALIZED RESCUE SERVICES

WHEREAS, the Board of Fire Commissioners, Borough of Pine Hill, County of Camden, State of New Jersey, through the Pine Hill Fire Department provides various emergency service; and

WHEREAS, the Board of Fire Commissioners deems it appropriate to set forth a fee schedule for providing service in an attempt to offset rising costs;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners, Pine Hill Borough, County of Camden, State of New Jersey, that:

A fee schedule is hereby adopted for the following referenced services:

Level 1: Batteries, Fluid Mitigation, and Stabilization

There shall be a fee of **\$250** assessed for the response of the Pine Hill Fire Department to an emergency scene to perform operations such as vehicle stabilization, use of hand tools to secure utilities, and / or mitigation of fluid loss.

Level 2: Use of Hydraulic Rescue Tools

There shall be a fee of **\$500** assessed for the response of the Pine Hill Fire Department to an emergency scene to perform an operation utilizing powered hydraulic tools. Activities will include the opening and or removal of vehicle components such as doors to gain access to an occupant. All items described in a Level 1 are included in this fee.

Level 3: Disentanglement

There shall be a fee of **\$800** assessed for the response of the Pine Hill Fire Department to an emergency scene to perform an operation that requires the disentanglement and displacement of vehicle components to gain access to an occupant. Activities will include partial or full removal of a roof or floor, displacement, or removal of a dash, third door conversion, lifting using pneumatic or hydraulic bags and or jacks, and winch operations to separate vehicles. This response will also be used to remove an individual from under and or pinned between a vehicle and an object, but not limited to another vehicle. All items in Level 1 and Level 2 are included in this fee.

Level 4: Vehicle Fires

There shall be a fee of **\$1,000** assessed for the response of the Pine Hill Fire Department to an emergency scene to perform the extinguishment of an on or off-road vehicle fire utilizing a minimum of 1-inch hand line. This fee will cover the apparatus, manpower and any fire department equipment and resources necessary to extinguish the fire.

Level 5: Specialized Rescue

There shall be a fee of **\$1,200** assessed for the response of the Pine Hill Fire Department to an emergency scene to perform specialized rescue. This will include, but not limited to, removing victim (s) from motor vehicles submerged or engulfed by water (including powered and non-powered watercraft); in water or under ice; in a confined space; in a high or low angle rescue situation; requiring rope, trench, or machine or structural collapse.

Additional hours

Each level of response that exceeds one hour will be assessed an additional **\$100** per hour.

Residents of Pine Hill Borough

It is understood that the Pine Hill Fire Department will accept any payment from the insurance carrier of a Pine Hill Borough Resident that utilizes the billable outline above. The payment received from the insurance carrier will be considered as receiving payment in full for the services provided. No additional billing will be issued for the balance.

Residency will be determined by the address of which the motor vehicle is registered. In the case where there is not a vehicle then residency will be determined by the legal address of the involved party.

Non-Residents of Pine Hill Borough

It is understood that the Pine Hill Fire Department will accept any payment from the non-resident that utilizes the billable outline above. The balance of the monies not covered by insurance will be the responsibility of the non-resident. The billing company will make two attempts to collect monies due by mail to the non-resident. If after the two attempts and the monies have not been collected the Fire District will write off said monies as to not go into collections.

DATED: March 2, 2023

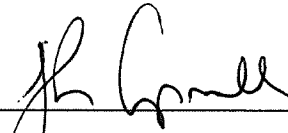


James Wakeley
Commission Secretary

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 March 2, 2023.



John Campanella
Business Administrator

Pine Hill Fire Department

Chief's Monthly Report

February 2023

Meetings:

- On Thursday afternoon the 2nd, I had a meeting with Chief Goins from the Lambs Terrace Fire Department about using our ladder on all building and dwelling fires in his town.
- On Thursday evening the 2nd I attended the commission meeting.
- On Monday morning the 6th, Deputy Chief Greer, Battalion Chief Pizzo, and I had a meeting with Bill Dukes at his request.
- On Monday evening the 6th, I attended the Borough Council meeting with regards to billing for motor vehicles accidents.
- On Wednesday morning the 9th, I met with the Borough Engineer for his opinion on the property, we are looking to add the bunkroom.
- On Friday morning the 10th, Deputy Chief Greer and I met with multiple people at Cross Keys Road at the railroad tracks. This meeting was to advise us of the work that will occur on the roadway. The work is scheduled to start in July of 2023.
- On Friday afternoon the 10th, Deputy Chief Greer, Battalion Chief Pizzo, and I met with firefighter Jack Combs to advise him that he failed the yearly physical.
- On Saturday morning the 11th, I met with Anthony Tomasco Sr. to advise him that he was no longer allowed to run calls until he meets the requirement that Interstate Mobile was looking for.
- On Monday morning the 13th, Deputy Chief Greer, Battalion Chief Pizzo, and I met with Chief Brown from the Erial Fire Department. That meeting was to discuss the use of our ladder for responses into his town. We also talked about a Task Force tone in our pagers for Erial, Lambs Terrace, Blackwood, and Pine Hill.
- On Monday afternoon the 13th, I met with Firefighter Muckley and discussed the issue with his attendance at EMT class. Firefighter Muckley had to drop out of the class and he has agreed to pay us back the \$1200 for the cost of the class.
- On Tuesday afternoon the 14th, I met with the Camden County Improvement Authority to go over the numbers they were proposing for our bunk room project.
- On Monday evening the 14th, I attended the fire department meeting.
- On Monday afternoon the 14th, Battalion Chief Pizzo and I met with Firefighter Paul Gallagher to discuss why he missed the second day of fire school.

- On Monday afternoon the 20th, Battalion Chief Pizzo, Lieutenant Pierce, and I met with Firefighter Paul Gallagher to discuss his reasoning for walking out of fire school on Saturday the 18th.
- On Thursday evening the 23rd, I called for a ladder committee meeting to discuss and make sure we did our homework with what was necessary on the new ladder.
- On Thursday evening the 23rd, I attended the swearing in for Chief Brown of the Erial Fire Department.

Calls for Service / Significant Concerns:

- Wednesday evening the 8th, we were dispatched to 20 Harrington Lane in Winslow Township for a dwelling fire. We responded with the ladder & squad and held a crew of 4 in the building to respond to any others runs. The fire was a middle of the row townhouse, with smoke showing from the first & second floor. Command was reporting fire extension into the B1 & B2 exposures. Our ladder was sent to the roof for ventilation and the squad was sent into the exposure.
- On Friday evening the 17th, we were dispatched to 1527 Kearsley Road in Erial for a shed fire. Battalion Chief Pizzo arrived first and reported a 30' x 32' two story pole barn well involved. Engine 6 was on location first and stretched a 1 ¾ handline to start knocking down fire. A 2 ½ Blitz - Fire was stretched from engine 6 to assist with knocking down the fire. Squad 88 was operating with the deck gun off their squad. Battalion Chief Pizzo ran the entire fire and was took division "D" side of the pole barn.
- On Saturday evening the 18th, we were dispatched to 525 Sharp Ave in Winslow Township for a dwelling fire. Chief 86 arrived and confirmed a chimney fire. Engine 6 arrived first due and was sent to the roof to extinguish the fire. The engine was back in service within the hour.

Public relations:

- On Wednesday the 15th, we assisted the resident at 603 Manson Run with replacing the batteries in her smoke detectors.
- On Wednesday the 22nd, we assisted the resident at 3503 Tall Pines with replacing the batteries in her smoke detectors.

Inspira:

- There have been two incidents over the last two weeks. The first had to do with the two EMT's arguing on scene and one EMT refusing to assist her partner with carrying the reeves down a set of steps with a patient on the reeves.
- On Friday the 17th, Saturday the 18th, Sunday the 19th, and Wednesday, the 22nd, 8E (power truck) never responded to our building. They ran out of the Erial building. I did send an email to the shift commander who stated that the personnel issue was

addressed. He also stated that nowhere in the contract does it state that the power truck is to run out of our building. The emails have been forwarded to the borough B/A and Commissioner Warrington.

Tower Ladder:

- We had to replace the air pump for the brake system on the ladder. The shut off on the old pump would not shut off when the tank was full and could have caused the tanks to explode.

Grant:

- There was a lot of time spent on preparing the information for the AFG Grant. The grant was submitted on the 10th and we are asking for 1 million dollars to help with the purchase of a new ladder.
- The SAFER Grant is now open, and I would ask that we consider applying for at a minimum 1 firefighter. We believe that we can write the grant on our own. I would like to discuss this in closed session.

Training:

- On Saturday morning the 5th, I finished the state mandated Haz-Mat training for On - Scene Haz-Mat Commander.

Firefighter 1:

- We have two members that are attending firefighter 1 training. We have an issue with 1 member who might be dropping out of the school. He will pay us back the \$250 for that class and will probably re-register for the fall class.

66 East Branch Ave:

- On Monday morning the 6th, the Borough Public Works along with the Police Department, spent the day cleaning the front and rear yard of this property. I was asked as the Fire Chief to standby on scene while the property was cleaned. The concern was any fire / hazards materials that could be located. I started a card with the alarm at 09:16 am & closed the card at 2:23 pm. I was advised that the Borough is putting a lien on the property for the hours that were required by the Public Works & Police. I feel that we should consider adding my salary as part of the lien.

AMR / GT:

- On Wednesday the 8th, I was contacted by John Swack from the OEM office in Gloucester Township. John was looking for any documentation we had with regards to AMR. I spent a few hours gathering the information that we compiled over the years

and sent that information to John. John was impressed with the amount of documentation we were able to provide and thanked us for the assistance.

Motor Vehicle Billing:

- As stated in the meetings that I have attended, Monday the 6th was the council meeting. At that meeting I discussed with council and asked for permission to allow us to bill for motor vehicle accidents. Although all the council members agreed, their legal counsel advised council that they did not need to write a resolution. Since the commission is its own body and separate from the borough, we could write our own resolution.
- I wrote and submitted to John the resolution and what I feel we should bill for the 5 levels of service. The level of service and the cost are in line with what Cinnaminson NJ is using. I am also in contact with EMS Consulting who have agreed to do the billing for us.

Drug & Alcohol:

- I have done some research on this topic, and we do have a policy that revised in 2019. With the new Cannabis law change, we need to investigate revising our policy again.

Vacation:

- I am on vacation from Saturday the 25th until Wednesday night March 1. Deputy Chief Greer will be with me on vacation and Battalion Chief Pizzo will oversee the department while we are away.

Fire Inspector Certification:

- When Gordon Sr. and I were hired in 2000, one of the requirements was to be Certified as a Fire Inspector. I believe it's been well over 7 years since we performed a fire inspection. What is the feeling on this? I would like to discuss in closed session.

Swearing In:

- On Thursday evening the 23rd, I and 11 of our members attended the swearing in for Chief Brown from the Erial Fire Department.

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

Month of: February 2023

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	3
Fire Safety Inspection – Non LHU(s)	13
Re-Inspection(s)	0
Smoke Detector & CO Detector Compliance(s)	4
Complaint(s)	0
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$785.00
Smoke Detector & CO Detector Compliance	\$225.00
Permit Fees	\$214.00
Number of Permits Issued	01
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	\$1,224.00

Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

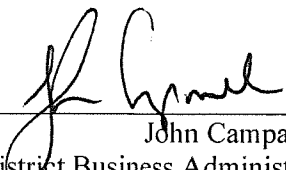
Respectfully Submitted,

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
FEBRUARY 2023 ADMINISTRATOR'S REPORT**

- Completed steps to accept grant award – We have been approved to start purchasing PPE
- Submitted amended budget to State including our grant award
- Assisted Chief and Battalion Chief in submitting FEMA grant for purchase of Ladder Truck
- Participated in webinar regarding State's healthcare benefits portal
- Attended meeting regarding the addition of a credit card machine
- Participated in a training webinar on budgets and FAST system
- 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