

Pine Hill Fire District #1  
Regular Meeting Minutes  
May 4, 2023

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:32 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 Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present

**OTHER OFFICIALS PRESENT:** Chief Hunter, Vice President Stinsman, Solicitor Carlamere

**MINUTES:** Chairman Waddington said that the minutes for December, March, & April need to be approved and asked for motions for each.

A motion was made by Commissioner Warrington and seconded by Commissioner Wakeley to approve the regular minutes from the meeting on December 1, 2022.

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

A motion was made by Commissioner Hagarty and seconded by Commissioner Warrington to approve the regular and closed session minutes from the meeting on March 2, 2023.

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

A motion was made by Commissioner Hagarty and seconded by Commissioner Wakeley to approve the regular minutes from the meeting on April 6, 2023.

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

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

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**OLD BUSINESS:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley thanked Chief Hunter for saving money on the emergency lighting for the Tahoe.
- **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 are being addressed.

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

- **Resolution 23-10: Approval and Payment of Bills**

A motion to approve Resolution 23-10 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

**FIRE CHIEF'S REPORT:** See attached report

Chief Hunter said that in regards to BLS 6, Inspira wants to use our ambulance in cases of emergencies and asked how the commissioners felt about the issue. Commissioner Warrington said that it is a reasonable request, however, we need something in writing. Solicitor Carlamere said that the fire district will need to be listed as insured. Chairman Waddington said that we need some sort of shared services agreement. Solicitor Carlamere said that the agreement should also include a “right to terminate agreement” clause. There was some discussion.

A motion was made by Commissioner Warrington and seconded by Commissioner Hagarty to authorize Inspira to use the PHFD ambulance provided that a formal written agreement is signed by both parties.

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

Chief Hunter asked the commissioners if they had any questions regarding a recent letter that he sent them. The commissioners had no questions at the time.

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Commissioner Hassett asked about the status of the ladder truck. Chief Hunter said that the fire department has applied for a grant to purchase a new truck and we will have to make a decision once we are notified whether the grant is approved. Chief Hunter said that costs went up for repairs. It now costs \$1700 for a ladder test. Chief Hunter said that if we refurbish the current ladder truck, we will be without a ladder truck for approximately six months. Chief Hunter said that at this point, he feels that the career staff and new bunkroom are more important.

Commissioner Warrington said that he would like to avoid going to the taxpayers for these projects. Chief Hunter said that he thinks that we should present the projects to the taxpayers and let them decide. That is how we started with career firefighters. Chief Hunter said that we lost some firefighters due to medical conditions, we may lose some career firefighters to other departments and some of our volunteer firefighters are nearing the top of the civil service list.

Commissioners Hassett said that he is meeting with Chief Hunter to review the application process. Commissioner Warrington asked about the administrative costs of the hiring process. Chief Hunter said that it should not cost a lot. Commissioner Warrington said that we should follow past practices. Chief Hunter said that he intends to but feels that the current application is too strict and asks for too much personal information. There was a discussion about the application and the process.

Battalion Chief Pizzo said that he attends many training sessions with other fire departments present and feels that the Pine Hill Fire Department is ahead of other fire departments in many areas. He said that he has been able to observe this through mass training exercises and listening to the problems other fire departments are experiencing. Commissioner Warrington asked BC Pizzo if he has heard that Gloucester Twp. is going to start running EMS calls. Battalion Chief Pizzo said no, but people are coming here to run calls.

**FIRE OFFICIAL'S REPORT:** Fire Marshal's report is not attached and will be included on next month's agenda.

**FIRE DISTRICT ADMINISTRATOR'S REPORT:** See attached report

Chairman Waddington asked if there were any questions regarding the chief's or administrator's reports. There were none. A motion to approve both reports presented was made by Commissioner Hagarty and seconded by Commissioner Hassett. All were in favor. Motion passed with five yes votes.

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

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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:** Commissioner Hassett asked Chairman Waddington to go into closed session to discuss a personnel issue. Chairman Waddington agreed. A motion to enter closed session was made by Commissioner Hagarty and seconded by Commissioner Warrington. Motion passed.

The meeting was temporarily adjourned at 7:52 p.m.

**MEETING RESUMED:** Meeting was called back to order at 8:10 pm by Chairman Waddington who asked for a roll call.

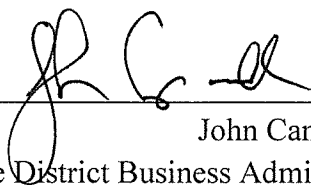
**ROLL CALL:** Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present

Chairman Waddington said that no votes or official actions were taken in closed session.

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

The meeting was adjourned at 8:11 p.m.

  
James Wakeley  
Commission Secretary

  
John Campanella  
Fire District Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
 #23-10

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

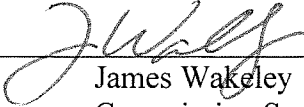
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

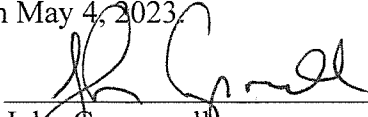
**DATED:** May 4, 2023

  
 \_\_\_\_\_  
 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 May 4, 2023.

  
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 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	
23000107	03/16/23	TG001 TOWNSHIP OF GLOUCESTER	REPAIRS TO LADDER TRUCK	Open	237.36	0.00	
23000141	04/18/23	SAFETY01 SAFETY FIRST	CHIEF'S VEHICLES LIGHTING	Open	7,197.39	0.00	
23000142	04/18/23	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT	Open	7,783.55	0.00	
23000143	04/18/23	STATE005 State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00	
23000144	04/18/23	CASH1 PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00	
23000145	04/18/23	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR MARCH 2023	Open	1,480.56	0.00	
23000146	04/18/23	ACTIO005 Action Uniform Co. LLC	UNIFORM ITEMS FOR SAL PIZZO	Open	501.99	0.00	
23000147	04/18/23	VCI01 VCI, INC.	LETTERING CHIEF'S NEW VEHICLE	Open	1,020.20	0.00	
23000148	04/18/23	DIVAL005 Dival SAFETY EQUIPMENT, INC	FIREDEX HANGING NAME PLATE	Open	74.80	0.00	
23000149	04/18/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	TOGGLE LATCH CLAMPS	Open	15.97	0.00	
23000150	04/18/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 4/14/23	Open	138.30	0.00	
23000151	04/18/23	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	3 TICKETS FOR INSTALL DINNER	Open	75.00	0.00	
23000152	04/18/23	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00	
23000153	04/20/23	WB MASON W.B. MASON CO., INC.	WATER & GATORADE FOR FIRE DEPT	Open	265.70	0.00	
23000154	04/20/23	HALE01 HALE TRAILER BRAKE WHEEL, INC.	OIL FILTERS	Open	13.82	0.00	
23000155	04/20/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	TV MOUNTING BRACKETS	Open	99.95	0.00	
23000156	04/21/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 4/28/23	Open	157.90	0.00	
23000157	05/01/23	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR MAY	Open	1,155.99	0.00	
23000158	05/01/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	HDMI CABLE FOR TV HOOKUP	Open	23.98	0.00	
23000159	05/01/23	ZOLLD005 ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR JUNE 2023	Open	196.99	0.00	
23000160	05/01/23	DIVAL005 Dival SAFETY EQUIPMENT, INC	PPE LAUNDRY DETERGENT	Open	117.60	0.00	
23000161	05/01/23	BCF01 BURLINGTON COUNTY ESTC-BCIT	INCIDENT COMMAND SYSTEM I-200	Open	45.00	0.00	
23000162	05/01/23	RCGCFA01 Rowan College of South Jersey	AUTO EXTRICATION I	Open	175.00	0.00	
23000163	05/02/23	PRP01 WITMER PUBLIC SAFETY GROUP, INC	3" HOSE WASHER	Open	635.59	0.00	
23000164	05/02/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
23000165	05/02/23	PRIVI005 PRIVILEGE AUTO, LLC	REPAIRS TO SQUAD TRUCK	Open	818.00	0.00	
23000166	05/02/23	SUNRI005 Sunrise Systems, Inc	ANNUAL RECORDS MAINT & SUPPORT	Open	2,400.00	0.00	
23000167	05/03/23	IMC01 INTERSTATE MOBILE CARE, INC.	MEDICAL EXAM - L. BOWMAN	Open	296.00	0.00	
23000168	05/03/23	RCGCFA01 Rowan College of South Jersey	INCIDENT SAFETY OFFICER CLASS	Open	320.00	0.00	
23000169	05/03/23	BCF01 BURLINGTON COUNTY ESTC-BCIT	EMERGENCY VEHICLE OPERATIONS	Open	83.00	0.00	
23000170	05/03/23	BTM001 BOUND TREE MEDICAL, LLC	EMS SUPPLIES - GLOVES	Open	118.52	0.00	
23000171	05/03/23	BOA00001 Bank of America	P-CARD CHARGES FOR APRIL 2023	Open	2,377.89	0.00	

Total Purchase Orders: 33 Total P.O. Line Items: 0 Total List Amount: 40,513.57 Total Void Amount: 0.00

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	40,513.57	0.00	40,513.57	0.00	0.00	40,513.57
Total of All Funds:		<u>40,513.57</u>	<u>0.00</u>	<u>40,513.57</u>	<u>0.00</u>	<u>0.00</u>	<u>40,513.57</u>

Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 12286 to 12316  
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
12286	05/04/23	ACTI0005 Action Uniform Co. LLC	501.99		1128
12287	05/04/23	AIRGA005 AIRGAS USA, LLC	19.80		1128
12288	05/04/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	15.97		1128
12289	05/04/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	99.95		1128
12290	05/04/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	23.98		1128
12291	05/04/23	BCF01 BURLINGTON COUNTY ESTC-BCIT	128.00		1128
12292	05/04/23	BOA00001 Bank of America	2,377.89		1128
12293	05/04/23	BTM001 BOUND TREE MEDICAL,LLC	118.52		1128
12294	05/04/23	CAS01 CASA PAYROLL SERVICE, LLC	296.20		1128
12295	05/04/23	CASH1 PETTY CASH	1,200.00		1128
12296	05/04/23	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	75.00		1128
12297	05/04/23	DC001 DAVID F. CARLAMERE	450.00		1128
12298	05/04/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	74.80		1128
12299	05/04/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	117.60		1128
12300	05/04/23	HALE01 HALE TRAILER BRAKE WHEEL,INC.	13.82		1128
12301	05/04/23	IMC01 INTERSTATE MOBILE CARE, INC.	296.00		1128
12302	05/04/23	JHART005 J. HARTE ASSOCIATES LLC	1,155.99		1128
12303	05/04/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1128
12304	05/04/23	PHFD1 PINE HILL FIRE DEPT.	7,783.55		1128
12305	05/04/23	PRIVI005 PRIVILEGE AUTO, LLC	818.00		1128
12306	05/04/23	PRP01 WITMER PUBLIC SAFETY GROUP,INC	635.59		1128
12307	05/04/23	RCGFA01 Rowan College of South Jersey	175.00		1128
12308	05/04/23	RCGFA01 Rowan College of South Jersey	320.00		1128
12309	05/04/23	SAFETY01 SAFETY FIRST	7,197.39		1128
12310	05/04/23	STATE005 State of NJ Health Benefits	10,930.10		1128
12311	05/04/23	SUNRI005 Sunrise Systems, Inc	2,400.00		1128
12312	05/04/23	TG001 TOWNSHIP OF GLOUCESTER	237.36		1128
12313	05/04/23	TG001 TOWNSHIP OF GLOUCESTER	1,480.56		1128
12314	05/04/23	VCI01 VCI, INC.	1,020.20		1128
12315	05/04/23	WB MASON W.B. MASON CO., INC.	265.70		1128
12316	05/04/23	ZOLLD005 ZOLL DATA SYSTEMS, INC.	196.99		1128

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	31	0	40,513.57	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>31</u>	<u>0</u>	<u>40,513.57</u>	<u>0.00</u>



Range of Accounts: 3-First to 3-Last Adds: N Changes: N Transfers In: N  
 Range of Dates: 04/01/23 to 04/28/23 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	Type	Transaction Data/Comment			
3-GN- -001-101	FIRE CHIEF				
04/14/23	Expd	CHIEF - Pay Date 4/14/23	4,844.33	JC	B 586 1
04/28/23	Expd	CHIEF - Pay Date 4/28/23	4,844.33	JC	B 588 1
Total Expenditures:		2	9,688.66		
3-GN- -001-102	District Business Administrator				
04/14/23	Expd	ADMINISTRATOR - Pay Date 4/14/23	1,344.96	JC	B 586 2
04/28/23	Expd	ADMINISTRATOR - Pay Date 4/28/23	1,302.93	JC	B 588 2
Total Expenditures:		2	2,647.89		
3-GN- -001-105	Fire Commissioners				
04/28/23	Expd	COMMISSIONERS - Pay Date 4/28/23	1,083.35	JC	B 588 4
Total Expenditures:		1	1,083.35		
3-GN- -001-106	Assistant Clerk				
04/28/23	Expd	QPA FOR 2023 - 4/28/23	100.00	JC	B 588 20
Total Expenditures:		1	100.00		
3-GN- -001-210	Payroll Administrative Costs				
04/10/23	Expd	BANK FEE FOR APRIL 2023 - PAYROLL ACCT.	18.95	JC	B 587 1
Total Expenditures:		1	18.95		
3-GN- -001-301	Federal Payroll Taxes - Administrative				
04/14/23	Expd	FICA ADMIN - Pay Date 4/14/23	432.81	JC	B 586 15
04/28/23	Expd	FICA ADMIN - Pay Date 4/28/23	628.50	JC	B 588 15
Total Expenditures:		2	1,061.31		
3-GN- -001-303	State Payroll Taxes - Administrative				
04/14/23	Expd	STATE WAGE TAX ADMIN - Pay Date 4/14/23	43.33	JC	B 586 16
04/28/23	Expd	STATE WAGE TAX ADMIN - Pay Date 4/28/23	61.25	JC	B 588 16
Total Expenditures:		2	104.58		
3-GN- -001-305	Defined Contribution Retirement Plan				
04/14/23	Expd	DCRP EMPLOYER - Pay Date 4/14/23	54.47	JC	B 586 17
04/28/23	Expd	DCRP EMPLOYER - Pay Date 4/28/23	52.77	JC	B 588 17
Total Expenditures:		2	107.24		
3-GN- -002-110	Firefighters				
04/14/23	Expd	FIREFIGHTERS - Pay Date 4/14/23	14,062.91	JC	B 586 7

Account No Date	Type	Account Description Transaction Data/Comment	Vendor/Source	Amount	User	Item #
3-GN- 04/28/23	-002-110 Expd	Firefighters FIREFIGHTERS - Pay Date 4/28/23	Continued	14,062.91	JC	B 588 7
Total Expenditures:		2	28,125.82			
3-GN- 04/14/23	-002-111 Expd	Overtime & Sicktime Buyback OVERTIME & VAC BUY - Pay Date 4/14/23		196.11	JC	B 586 8
3-GN- 04/28/23	Expd	OVERTIME & VAC BUY - Pay Date 4/28/23		518.70	JC	B 588 8
Total Expenditures:		2	714.81			
3-GN- 04/14/23	-002-226 Expd	Weekend & Overnight Duty Crews DUTY CREW STIPENDS - Pay Date 4/14/23		4,420.00	JC	B 586 11
3-GN- 04/28/23	Expd	DUTY CREW STIPENDS - Pay Date 4/28/23		4,560.00	JC	B 588 11
Total Expenditures:		2	8,980.00			
3-GN- 04/14/23	-002-228 Expd	Stipends - Fill In Firefighters FILL-IN FIREFIGHTERS - Pay Date 4/14/23		904.32	JC	B 586 12
3-GN- 04/28/23	Expd	FILL-IN FIREFIGHTERS - Pay Date 4/28/23		819.54	JC	B 588 12
Total Expenditures:		2	1,723.86			
3-GN- 04/14/23	-002-301 Expd	FICA - Firefighters FICA FIREFIGHTERS - Pay Date 4/14/23		1,472.02	JC	B 586 18
3-GN- 04/28/23	Expd	FICA FIREFIGHTERS - Pay Date 4/28/23		1,500.94	JC	B 588 18
Total Expenditures:		2	2,972.96			
3-GN- 04/14/23	-002-303 Expd	State Payroll Taxes - Firefighters STATE WAGE TAX FF'S - Pay Date 4/14/23		139.26	JC	B 586 19
3-GN- 04/28/23	Expd	STATE WAGE TAX FF'S - Pay Date 4/28/23		141.92	JC	B 588 19
Total Expenditures:		2	281.18			
3-GN- 04/14/23	-002-304 Expd	Health Insurance - Firefighters Health Ins. reimb. 4/14/23		311.42	JC	B 586 9
3-GN- 04/28/23	Expd	Health Ins. reimb. 4/28/23		311.42	JC	B 588 9
Total Expenditures:		2	622.84			
3-GN- 04/28/23	-003-101 Expd	Fire Official FIRE MARSHAL - Pay Date 4/28/23		958.33	JC	B 588 5
Total Expenditures:		1	958.33			
3-GN- 04/28/23	-003-102 Expd	Fire Inspectors FIRE INSPECTOR - Pay Date 4/28/23		458.33	JC	B 588 6
Total Expenditures:		1	458.33			

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Fund Description	Fund	Expenditures
GENERAL	3-GN	59,650.11
Total of All Funds:		<u>59,650.11</u>

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Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	17	29	59,650.11

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# Pine Hill Fire Department

## Chief's Monthly Report

April 2023

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### Meetings:

- On Monday morning the 3<sup>rd</sup>, I sat in on a zoom meeting with the High School.
- On Thursday evening the 6<sup>th</sup>, I attended the commission meeting.
- On Tuesday evening the 11<sup>th</sup>, I attended the company meeting.
- On Thursday morning the 20<sup>th</sup>, I attended the viewing for Jack Combs's sister.

### Calls for Service / Significant Concerns:

- On Tuesday afternoon the 4<sup>th</sup>, we were dispatched to 106 Estates Road for a house fire. Police on location reported that it was an exterior fire to the rear of the house. I arrived first with nothing showing. I met with police at the rear of the house and confirmed that we had an exterior fire. Engine 6 was ordered to stretch a 1 ¾ hand line to the rear and extinguish the fire. Squad 86 was sent to the interior to check for fire extension, because the vinyl siding on the home melted. The resident was burning papers in a charcoal grill and accidentally left the lid off causing sparks to set the furniture and leaves on fire. FM6 was notified and the investigation was completed by FM211, who was on scene during the fire.
- On Wednesday afternoon the 5<sup>th</sup>, we were dispatched to 15 Briar Lane for a reported house fire. Battalion Chief Pizzo and I arrived at the same time and found smoke showing with fire through the roof in the rear of the home. Tower ladder 6 was first due and took the front of the dwelling and started forcible entry. Squad 88 was second due and was ordered to drop a 5" supply on the way in. Squad 88 pulled past tower ladder 6 and stretched a 1 ¾ hand line to the rear and made entry. Quint 85 was next to arrive and was ordered to stretch a 2 ½ hand line to the front door. We had fire throughout the house and hoarders' conditions. Ground ladders were thrown by squad 84 crew and the crew from Washington Township went to the roof to cut ventilation holes. I had command of this fire and Battalion Pizzo was the operations officer.
- On Sunday morning the 9<sup>th</sup>, we were dispatched along with BLS & ALS to Cedar Brooke Apartments for a burn victim. The female resident spilled hot oil on her right leg and 3 fingers on her right hand. All the proper notifications were made, and the female was transported to Kennedy Stratford Hospital.

- On Monday afternoon the 10<sup>th</sup>, we were dispatched to 566 Hickstown Road in the Lambs Terrace section of Gloucester Township for a brush fire. It was reported to be a 20 x 20 fire in the woods. Quint 85 and I arrived at the same time, and I ordered the officer on the quint to check on the size of the fire. The Quint officer advised that it was now 100 x 100 and was fast moving. Brush 6 and engine 6 were sent down the driveway of the residents to assist with the fire. I had the Forestry Service dispatched and called for two more engines to help with the water supply. We had 1 ¾ hand lines stretched off the engine because the head fire was moving towards the homes on Hickstown Road. The forestry service called for the plane to make a drop on the head fire to stop the forward progress. The plane was able to complete that order and slowed the forward progress of the fire. We operated for almost two hours and the total acres burned was 3.
- On Thursday afternoon the 13<sup>th</sup>, we were dispatched to 205 Grassmur Turn for a brush fire in the rear yard. I arrived first and a tremendous amount of smoke was coming from the backyard. The back yard met with the woods, and we had a large pile of leaves and branches that have been discarded over the years on fire. I had the brush truck drive between the houses to the rear of 205 and stretched the forestry line to extinguish the fire. The State Forestry was on location and determined that the resident was burning stumps in the rear yard and had thrown a branch that was smoldering into the woods, starting the fire.
- On Wednesday afternoon the 14<sup>th</sup>, our ladder was dispatched to Spring Street in Winslow Township (Elm section) for a house fire. I responded along with the ladder and when I arrived, I was sent to the division "C" side. Ladder 6 was sent to staging and the crew was sent forward to assist with extinguishing the fire. This fire started in a Gazebo and spread to a vehicle, one story apartment building, two sheds, a large one-story commercial building, and set a large brush fire. We assisted on this fire for over two hours.
- On Sunday evening the 16<sup>th</sup>, we were dispatched to Winslow Township for an outer building on fire. EMS on location and reported a two-story large garage on fire. Battalion 6, ladder 6, along with the brush truck responded because they were reporting a brush fire as well. They operated on the fire for over two hours. I responded to the firehouse and held a crew of 4 in station until they were released from the fire grounds just in case we had a run.

### **Public relations:**

- On Thursday morning the 13<sup>th</sup>, we sent 3 members to the viewing for Battalion Chief Jeff Pfeiffer from the Deptford Fire Department.
- On Saturday morning the 15<sup>th</sup>, we were able to put 3 trucks in the little league parade.

### **Inspira:**

- On Thursday afternoon the 27<sup>th</sup>, the Borough Administrator and I met with management from Inspira. John Swack from Gloucester Township also attended the meeting. The meeting was to clear up some rumors about why the crews did not want to come to Pine Hill. This meeting lasted an hour, and we determined that the rumors were not true, and we need better communication. We also agreed to meet quarterly.

### **D/C Vehicle:**

- The radios were taken out so they could be used in the new chief's vehicle. The vehicle still has all the lights and I think that we should keep it as a station vehicle or give it to the boro to be used for OEM. I wouldn't make any major repairs if needed, but it could be useful until it dies.

### **New Tahoe:**

- I wasn't satisfied with the wait time from Tactical to have the lights installed (4 to 6 weeks). I shopped around for not only a better price but a shorter turnaround. With the 8 estimates that I received with the price range of \$13K to \$11K, I was able to find a small shop in Lakewood NJ that would install the lights for around \$7,200 and had a turnaround time of three weeks.
- On Friday morning the 21<sup>st</sup>, I drove the Tahoe to the shop in Lakewood.

### **Training:**

- On Thursday evening the 20<sup>th</sup>, I attended the training at the burn building.
- On Thursday evening the 27<sup>th</sup>, I attended the training for the new Rescue Board.

### **Injury:**

- While training at the burn building on the 20<sup>th</sup>, Ryan Muckley was hurt. As Ryan was trying to get off a ladder that was thrown to a second-floor window, his foot got stuck on the top rung and he fell in the window striking his head on a door frame. This was witnessed by me, and Gordon Jr. Ryan finished the evolution and when he returned to his crew, he was asked if he was okay and if he wanted to be transported to the hospital to be checked out. The answer at that time was "I am fine". Prior to leaving the fire academy that evening, Ryan was asked again if he was okay and at that time stated that he had a headache. Any injury that occurs at the fire academy must be documented on their medical form. That form was filled out by Ryan prior to us returning to our building. On Sunday afternoon the 22<sup>nd</sup>, Ryan called me on my cell phone and told me that he hasn't been feeling well. I told Ryan that he needed to go to Urgent Care to be seen. Ryan called me again while he was Urgent Care and told me that they were refusing our Workman's Comp forms. I told Ryan to go to the closest hospital and that

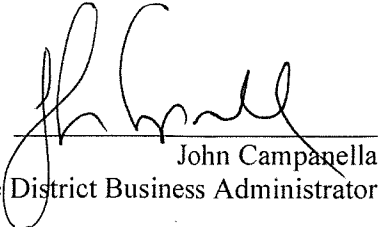
was Vitrtua Voorhees. Ryan was diagnosed with a Concussion and was told to stay out of work for two days. All documentation has been filed and reported to the appropriate people.

**BLS-6:**

- After the meeting with Inspira management on the 27<sup>th</sup>, I showed them around the building. When we were in the engine bay they asked if our ambulance was in service. When I told them it was, they asked if they (Inspira) could use our ambulance from time to time, if they had to put one of theirs out of service for some reason. **What are your thoughts??**

**PINE HILL FIRE DISTRICT #1**  
**APRIL 2023 ADMINISTRATOR'S REPORT**

- Submitted a request to dispose of documents before retention period has expired. The request was rejected by the State. Working on the reasons for the rejection.
- Received a response from the DCA on the procedures needed for financing a new ladder truck or refurbishing the current ladder truck.
- Assisted a firefighter with unpaid worker's compensation medical bills.
- Went on vacation from 4/24 thru 4/27
- 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