

Pine Hill Fire District #1
Regular Meeting Minutes
July 6, 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 – not present, Commissioner Waddington – present.

OTHER OFFICIALS PRESENT: Chief Hunter, Battalion Chief Pizzo, Solicitor Carlamere, FD President De’Andre Ralston

MINUTES: Chairman Waddington said that the regular meeting minutes need to be approved for the meeting held on June 1, 2023, and asked for a motion.

A motion was made by Commissioner Hagarty and seconded by Commissioner Wakeley to approve the minutes for the regular meeting held on June 1, 2023.

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

COMMUNICATIONS LIST: Chairman Waddington asked if there were any questions regarding the communications listed on the agenda. There were none. A motion to accept the communications was made by Commissioner Hagarty and seconded by Commissioner Hassett. Motion passed.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley said that he thought the price we received for the 2015 Ford Expedition was very fair. He thanked Chief Hunter for his efforts with the sale.
- **Community Relations Liaison:** No report
- **Information Technology and Equipment Commissioner:** Chairman Waddington explained that the fire district purchased three new tower computers for the career staff. The old computers will be backed up and disposed of by JHarte in accordance with industry standards.
- **Insurance Fund Commissioner:** BA Campanella said that we had our annual risk management meeting with the JIF representative. Everything was fine. BA Campanella also said that Chief Hunter attended a meeting at Gloucester Twp.

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Fire District #5 regarding joining a new health insurance plan. Chief Hunter explained the meeting to the commissioners. No further action is needed at this time.

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

NEW BUSINESS: Chairman Waddington asked if there were any questions regarding the resolutions on the agenda. There were none. Chairman Waddington advised the commissioners that Resolutions 23-13 & 23-14 will be voted on together since both involve removing items from inventory.

- **Resolution 23-12: Approval and Payment of Bills**

A motion to approve Resolution 23-12 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

- **Resolution 23-13: Removal from Inventory (Computers)**
- **Resolution 23-14: Removal from Inventory (Vehicle)**

A motion to approve Resolutions 23-13, & 23-14 was made by Commissioner Wakeley and seconded by Commissioner Hagarty.

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

FIRE CHIEF'S REPORT: See attached report.

Chief Hunter asked if there has been any discussions or decisions about the issue of promotions that he brought up at a meeting with the Chairman. Chairman Waddington said that he emailed all the commissioners on the issue. However, there have been no discussions at this point. It will be discussed.

Chief Hunter also advised the commissioners about saving money on the new fire hydrant and that we have received income from billing for motor vehicle accidents.

FIRE OFFICIAL'S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report.

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

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

FD President De'Andre Ralston of 26 Bromley Drive asked to speak.

- 1) President Ralston thanked the commissioners who met with him regarding the issue of rent and asked where the issue stands. Commissioner Wakeley stated that he spoke with Chairman Waddington about the issue. Chairman Waddington said that it will be discussed in closed session tonight. Solicitor Carlamere stated that the issue can be discussed in closed session.

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

CLOSED SESSION: Chairman Waddington said that a closed session is needed to discuss the rent agreement and personnel issues. A motion to enter into closed session was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

MEETING TEMPORARILY ADJOURNED AT 7:49 P.M.

CALL TO ORDER: Chairman Waddington called the meeting back to order at 8:27 p.m. and asked for a roll call.


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

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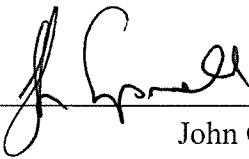
OUTCOME OF CLOSED SESSION: Chairman Waddington said that no decisions or votes were taken in closed session. Another meeting is needed with the fire department for the rent issue. Also, another meeting is needed with the Chief on the promotion request.

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

The meeting was adjourned at 8:28 p.m.



James Wakeley
Commission Secretary



John Campanella
Fire District Business Administrator

Office of the Clerk of Camden County

Certification of Fire District Vacancy

It is hereby certified that the following offices in the fire district listed below are to be filled by nomination at the General Election to be held this year:

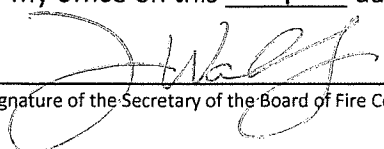
OFFICE TO BE FILLED	NUMBER OF VACANCIES	LENGTH OF TERM
Member(s) of the Board of Fire Commissioners – Full Term	2	3 years
Member(s) of the Board of Fire Commissioners – Unexpired Term		

It is further certified that the total number of qualified voters who voted in the fire district at the next preceding annual election for members of the board of fire commissioners is:

Number of Votes Cast at the Last Election for Members of Fire Commissioners	2431
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In witness whereof, I have hereunto set my hand and

the seal of my office on this 1 day of June, 2023


Signature of the Secretary of the Board of Fire Commissioners

Printed Name of the Secretary
of the Board of Fire Commissioners:

James Wakeley

Fire District Municipality and Number:

Pine Hill Fire District #1

Please return form to:

Mail:
The Office of the County Clerk
Election Division
PO Box 218
Blackwood NJ 08012

Fax:
(856) 374-6398

Email:
electdiv@camdencounty.com

Send Result Report



MFP

TASKalfa 4003i

Firmware Version 2VK_S000.002.314 2021.07.19

RFX1914891
06/01/2023 18:24
[2VK_1000.002.001] [2ND_1100.001.007]

Job No.: 007192

Total Time: 0°00'12"

Page: 001

Complete

Document: doc00719220230601182325

Office of the Clerk of Camden County

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No.	Date/Time	Destination	Times	Type	Result	Resolution/ECM
001	06/01/23 18:23	8563746398	0°00'12"	FAX	OK	200x100 Norma1/On

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
0005733909	Petition advertisement 2023 election PINEHILLFIREDISTRICT1NOTICEOFFIREDISTRICTANNUALEL NFORFIRECOMMISSIONEROFFIREDISTRICTNO1INTHEBORO OFFPINEHILLCOUNTYOFCAMDEN	2 col x 88 lines		\$85.68
		Affidavit of Publication Charge	1	\$30.00
		Tearsheet Charge	0	\$0.00
		Net Total Due:		\$115.68

Issues Dated: 06/14/2023

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: 06/14/2023

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 Fire District #1

**NOTICE OF FIRE DISTRICT ANNUAL ELECTION FOR
FIRE COMMISSIONER OF FIRE DISTRICT NO. 1 IN
THE BOROUGH OF PINE HILL, COUNTY OF CAMDEN**

NOTICE is hereby given that the Borough of Pine Hill Fire District Election, Fire District #1, will be held during the General Election on Tuesday, November 7, 2023, between the hours of 6:00 a.m. and 8:00 p.m.

The legal voters of said fire district will be asked to elect two (2) Commissioners to the Board of Fire Commissioners for a three (3) year term. To be eligible, candidates must be a qualified resident within the boundaries and limits of the Borough of Pine Hill.

Voting shall take place at the voters' respective General Election Polling Places within the Borough of Pine Hill, or by mail. Contact the County Clerk's Office with questions about the election procedure.

Candidate petitions for Fire Commissioner are now available and can be obtained by contacting the Camden County Office of the County Clerk, Election Division, 100 University Court, PO Box 218, Blackwood, NJ 08012. Petitions can also be found on the Camden County Clerk's website: www.camdencounty.com/service/voting-and-elections/candidate-information/.

Additionally, candidate petitions can be obtained by contacting the Pine Hill Fire District #1 business administrator, in writing, at 1109 Erial Rd. Pine Hill, NJ 08021 or by email at jcampanella@pinehillfiredistrict.com. However, the completed petitions must be returned directly to the Camden County Clerk's office as directed on the petition.

Completed nominating petitions shall be filed with the Camden County Clerk's Office located at 100 University Court, Blackwood, NJ 08012, not later than 4:00 p.m. on Monday, July 31, 2023.

Dated: June 14, 2023

John Campanella
Business Administrator

Distrito de Bomberos de Pine Hill #1

**AVISO DE LA ELECCIÓN ANUAL DEL DISTRITO DE BOMBEROS PARA
EL COMISIONADO DE BOMBEROS DEL DISTRITO DE BOMBEROS
NO. 1 EN EL MUNICIPIO DE PINE HILL, CONDADO DE CAMDEN**

Por la presente se da AVISO de que la Elección del Distrito de Bomberos del Condado de Pine Hill, Distrito de Bomberos # 1, se llevará a cabo durante las Elecciones Generales el martes 7 de noviembre de 2023, entre las 6:00 a.m. y las 8:00 p.m.

Se les pedirá a los votantes legales de dicho distrito de bomberos que elijan dos (2) Comisionados para la Junta de Comisionados de Bomberos por un período de tres (3) años. Para ser elegible, los candidatos deben ser residentes calificados dentro de los límites y límites del municipio de Pine Hill.

La votación se llevará a cabo en los respectivos lugares de votación de las elecciones generales de los votantes dentro del municipio de Pine Hill, o por correo. Comuníquese con la Oficina del Secretario del Condado si tiene preguntas sobre el procedimiento de elección.

Las peticiones de candidatos para Comisionado de Bomberos ya están disponibles y se pueden obtener comunicándose con la Oficina del Secretario del Condado de Camden, División de Elecciones, 100 University Court, PO Box 218, Blackwood, NJ 08012. Las peticiones también se pueden encontrar en el sitio web del Secretario del Condado de Camden: www.camdencounty.com/service/voting-and-elections/candidate-information/.

Además, las peticiones de los candidatos se pueden obtener comunicándose con el administrador comercial del Distrito de Bomberos # 1 de Pine Hill, por escrito, en 1109 Erial Rd. Pine Hill, NJ 08021 o por correo electrónico a jcampanella@pinehillfiredistrict.com. Sin embargo, las peticiones completadas deben devolverse directamente a la oficina del Secretario del Condado de Camden como se indica en la petición.

Las peticiones de nominación completadas se presentarán ante la Oficina del Secretario del Condado de Camden ubicada en 100 University Court, Blackwood, NJ 08012, a más tardar a las 4:00 p.m. del lunes 31 de julio de 2023.

Fecha: 14 de junio de 2023

John Campanella
Administrador de Empresas

(\$85.68)

Pine Hill Fire District #1, NJ
1109 Erial Rd
Pine Hill, NJ 08021-7303

Bill of Sale Date: 19 Jun 2023
Asset ID: 12

Bill of Sale ID: 619202312
Inventory ID: 12
Award Amount: \$10,600.00 USD

Asset Information



Description: 2015 Ford Expedition XL Sport SEE VIDEO!!!

VIN/Serial: 1FMJU1GT0FEF13349

Year: 2015 Make/Brand: Ford Model: Ford Expedition XL Sport

Meter: 90633 Miles (Accurate?: Yes)

Body: Trim: Color:

Title Restriction: No Title Restriction

Sale Information

Actual Sold Amount: \$10,600.00 USD
Other Amount: \$0.00 USD
Buyer's Premium: \$1,325.00 USD
Total Amount: \$11,925.00 USD


Paid On: 22 Jun 2023 Wire Transfer

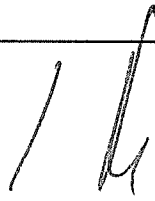
Other Amount Description:

Buyer Information

Taisiia Bazhenova
1110 Hollins Rd
Richmond, VA 23229
USA
bazhenovatai@gmail.com
8046104903

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature: 
Print Name: Taisiia Bazhenova
Date: 06/29/2023

Eugen: Bazhenov / 

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #23-12

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 designated 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: July 6, 2023

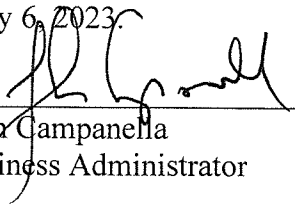


 James Wakeley
 Commission Secretary

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 July 6, 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
23000208	06/12/23	PHFD1	PINE HILL FIRE DEPT.	MONTHLY RENT	Open	8,253.03	0.00
23000209	06/12/23	STATE005	State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00
23000210	06/12/23	CASH1	PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00
23000211	06/12/23	CHRIS005	Christopher Torres	REPLACE LOST PAY CHECK #12172	Open	264.01	0.00
23000212	06/15/23	CCFC2	CC FIRE CHIEFS & OFFICERS ASSO	2023 MEMBERSHIP DUES	Open	100.00	0.00
23000213	06/15/23	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	57.46	0.00
23000214	06/15/23	AP001	AIRPOWER INTERNATIONAL, INC.	PART FOR CASCADE SYSTEM	Open	7.79	0.00
23000215	06/15/23	BCF01	BURLINGTON COUNTY ESTC-BCIT	FLASHOVER RECOGNITION TRAINING	Open	1,100.00	0.00
23000216	06/15/23	TG001	TOWNSHIP OF GLOUCESTER	PREVENTATIVE MAINT - ENGINE	Open	597.70	0.00
23000217	06/15/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 6/15/23	Open	138.20	0.00
23000218	06/15/23	FIRSTDUE	LOCALITY MEDIA INC.	ANNUAL SOFTWARE FOR FIRE OPS	Open	2,100.00	0.00
23000219	06/15/23	FIRELINE	FIRELINE EQUIPMENT, LLC	TRACK DRIVER SEAT	Open	172.95	0.00
23000220	06/15/23	CCC01	CAMDEN COUNTY COLLEGE	BURN BUILDING USE 4/20/23	Open	350.00	0.00
23000221	06/15/23	CCH01	CAMDEN COUNTY HERO SCHOLARSHIP	ANNUAL MEMBERSHIP DUES	Open	100.00	0.00
23000222	06/15/23	PHG01	PINE HILL AUTO REPAIR	OIL CHANGE ON BRUSH TRUCK	Open	62.45	0.00
23000223	06/19/23	TG001	TOWNSHIP OF GLOUCESTER	PREVENTATIVE MAINT. - SQUAD	Open	4,282.91	0.00
23000224	06/19/23	RCGCF01	Rowan College of South Jersey	INCIDENT SAFETY OFFICER	Open	80.00	0.00
23000225	06/20/23	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	341.43	0.00
23000226	06/20/23	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCBA FLOWTEST & SUPPLIES	Open	1,000.50	0.00
23000227	06/20/23	TG001	TOWNSHIP OF GLOUCESTER	PREVENTATIVE MAINT. ON LADDER	Open	722.10	0.00
23000228	06/20/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	WEBCAMS FOR TRAINING	Open	58.20	0.00
23000229	06/20/23	COU01	Courier Post	ELECTION LEGAL NOTICE	Open	115.68	0.00
23000230	06/21/23	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR JULY	Open	1,115.99	0.00
23000231	06/21/23	WB MASON	W.B. MASON CO., INC.	WATER & GATORADE FOR FIRE DEPT	Open	268.76	0.00
23000232	06/21/23	PHG01	PINE HILL AUTO REPAIR	SERVICE ON BC'S VEHICLE	Open	92.45	0.00
23000233	06/26/23	ACTIO005	Action Uniform Co. LLC	UNIFORM ITEMS - J. GORDON SR.	Open	144.00	0.00
23000234	06/26/23	ATLAN005	ATLANTIC COUNTY FIRE ACADEMY	LIVE BURN 6/17/23	Open	260.00	0.00
23000235	06/26/23	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR MAY 2023	Open	1,057.39	0.00
23000236	06/26/23	ALLGE005	ALL GEARED UP, LLC	UNIFORM ITEMS	Open	455.00	0.00
23000237	06/26/23	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
23000238	06/26/23	WIR01	WIRELESS ELECTRONICS, INC	G5 DUAL BAND PAGER & CHARGER	Open	773.55	0.00
23000239	06/27/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 6/30/23	Open	195.50	0.00
23000240	07/05/23	CASH1	PETTY CASH	REPLENISH CHIEF'S PETTY CASH	Open	95.77	0.00
23000241	07/05/23	TG001	TOWNSHIP OF GLOUCESTER	SERVICE ON DEPUTY CHIEF'S VEHI	Open	249.10	0.00
23000242	07/05/23	COS00001	County of Salem	HAZ-MAT ON-SCENE INCIDENT COMM	Open	125.00	0.00
23000243	07/05/23	ZOLLD005	ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR AUGUST 2023	Open	196.99	0.00
23000244	07/05/23	AUTOTRK0	AUTO & TRUCK PARTS OF DEPTFORD	HYDRAULIC OIL	Open	64.17	0.00
23000245	07/05/23	PHH01	PINE HILL HARDWARE, INC.	RED PAINT	Open	19.89	0.00
23000246	07/05/23	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	77.92	0.00
23000247	07/05/23	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	87.42	0.00
23000248	07/05/23	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00
23000249	07/05/23	BOA00001	Bank of America	P CARD PURCHASES FOR JUNE 2023	Open	3,135.59	0.00

Total Purchase Orders: 43 Total P.O. Line Items: 0 Total List Amount: 41,006.42 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	41,006.42	0.00	41,006.42	0.00	0.00	41,006.42
Total of All Funds:		<u>41,006.42</u>	<u>0.00</u>	<u>41,006.42</u>	<u>0.00</u>	<u>0.00</u>	<u>41,006.42</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12353 to 12394
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
12353	07/06/23	ACTIO005 Action Uniform Co. LLC	144.00		1130
12354	07/06/23	AIRGA005 AIRGAS USA, LLC	19.80		1130
12355	07/06/23	ALLGE005 ALL GEARED UP, LLC	455.00		1130
12356	07/06/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	58.20		1130
12357	07/06/23	AP001 AIRPOWER INTERNATIONAL, INC.	7.79		1130
12358	07/06/23	ATLAN005 ATLANTIC COUNTY FIRE ACADEMY	260.00		1130
12359	07/06/23	AUTOTRK0 AUTO & TRUCK PARTS OF DEPTFORD	64.17		1130
12360	07/06/23	BCF01 BURLINGTON COUNTY ESTC-BCIT	1,100.00		1130
12361	07/06/23	BOA00001 Bank of America	3,135.59		1130
12362	07/06/23	BTM001 BOUND TREE MEDICAL,LLC	341.43		1130
12363	07/06/23	CAS01 CASA PAYROLL SERVICE, LLC	333.70		1130
12364	07/06/23	CASH1 PETTY CASH	1,200.00		1130
12365	07/06/23	CASH1 PETTY CASH	95.77		1130
12366	07/06/23	CCC01 CAMDEN COUNTY COLLEGE	350.00		1130
12367	07/06/23	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	100.00		1130
12368	07/06/23	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	100.00		1130
12369	07/06/23	CHRIS005 Christopher Torres	264.01		1130
12370	07/06/23	COS00001 County of Salem	125.00		1130
12371	07/06/23	COU01 Courier Post	115.68		1130
12372	07/06/23	DC001 DAVID F. CARLAMERE	450.00		1130
12373	07/06/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,000.50		1130
12374	07/06/23	FIRELINE FIRELINE EQUIPMENT, LLC	172.95		1130
12375	07/06/23	FIRSTDUE LOCALITY MEDIA INC.	2,100.00		1130
12376	07/06/23	JHART005 J. HARTE ASSOCIATES LLC	1,115.99		1130
12377	07/06/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1130
12378	07/06/23	PHFD1 PINE HILL FIRE DEPT.	8,253.03		1130
12379	07/06/23	PHG01 PINE HILL AUTO REPAIR	62.45		1130
12380	07/06/23	PHG01 PINE HILL AUTO REPAIR	92.45		1130
12381	07/06/23	PHH01 PINE HILL HARDWARE, INC.	57.46		1130
12382	07/06/23	PHH01 PINE HILL HARDWARE, INC.	19.89		1130
12383	07/06/23	PHH01 PINE HILL HARDWARE, INC.	77.92		1130
12384	07/06/23	PHH01 PINE HILL HARDWARE, INC.	87.42		1130
12385	07/06/23	RCGCA01 Rowan College of South Jersey	80.00		1130
12386	07/06/23	STATE005 State of NJ Health Benefits	10,930.10		1130
12387	07/06/23	TG001 TOWNSHIP OF GLOUCESTER	597.70		1130
12388	07/06/23	TG001 TOWNSHIP OF GLOUCESTER	4,282.91		1130
12389	07/06/23	TG001 TOWNSHIP OF GLOUCESTER	722.10		1130
12390	07/06/23	TG001 TOWNSHIP OF GLOUCESTER	1,057.39		1130
12391	07/06/23	TG001 TOWNSHIP OF GLOUCESTER	249.10		1130
12392	07/06/23	WB MASON W.B. MASON CO., INC.	268.76		1130
12393	07/06/23	WIR01 WIRELESS ELECTRONICS, INC	773.55		1130
12394	07/06/23	ZOLL005 ZOLL DATA SYSTEMS, INC.	196.99		1130

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	42	0	41,006.42	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	42	0	41,006.42	0.00

Totals by Year-Fund
Fund Description

Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	41,006.42	0.00	0.00	41,006.42
Total of All Funds:		<u>41,006.42</u>	<u>0.00</u>	<u>0.00</u>	<u>41,006.42</u>

Range of Accounts: 3-First to 3-Last
 Range of Dates: 06/01/23 to 06/30/23
 Range of Reason Codes: ALL
 Add: N Changes: N Transfers In: N
 Transfers Out: N Expenditures: Y Refunds: N
 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				
06/15/23 Expd	CHIEF - Pay Date 6/15/23		4,844.33	JC	B 593 1
06/30/23 Expd	CHIEF - Pay Date 6/30/23		4,844.33	JC	B 595 1
Total Expenditures:	2	9,688.66			
3-GN- -001-102	District Business Administrator				
06/15/23 Expd	ADMINISTRATOR - Pay Date 6/15/23		1,386.99	JC	B 593 2
06/30/23 Expd	ADMINISTRATOR - Pay Date 6/30/23		1,344.96	JC	B 595 2
Total Expenditures:	2	2,731.95			
3-GN- -001-105	Fire Commissioners				
06/30/23 Expd	COMMISSIONERS - Pay Date 6/30/23		1,083.35	JC	B 595 4
Total Expenditures:	1	1,083.35			
3-GN- -001-106	Assistant Clerk				
06/30/23 Expd	QPA FOR 2023 - 6/30/23		100.00	JC	B 595 20
Total Expenditures:	1	100.00			
3-GN- -001-210	Payroll Administrative Costs				
06/12/23 Expd	June bank fee for payroll acct.		18.95	JC	B 594 1
Total Expenditures:	1	18.95			
3-GN- -001-301	Federal Payroll Taxes - Administrative				
06/15/23 Expd	FICA ADMIN - Pay Date 6/15/23		436.01	JC	B 593 15
06/30/23 Expd	FICA ADMIN - Pay Date 6/30/23		631.72	JC	B 595 15
Total Expenditures:	2	1,067.73			
3-GN- -001-303	State Payroll Taxes - Administrative				
06/15/23 Expd	STATE WAGE TAX ADMIN - Pay Date 6/15/23		9.71	JC	B 593 16
06/30/23 Expd	STATE WAGE TAX ADMIN - Pay Date 6/30/23		27.60	JC	B 595 16
Total Expenditures:	2	37.31			
3-GN- -001-305	Defined Contribution Retirement Plan				
06/15/23 Expd	DCRP EMPLOYER - Pay Date 6/15/23		56.17	JC	B 593 17
06/30/23 Expd	DCRP EMPLOYER - Pay Date 6/30/23		54.47	JC	B 595 17
Total Expenditures:	2	110.64			
3-GN- -002-110	Firefighters				
06/15/23 Expd	FIREFIGHTERS - Pay Date 6/15/23		14,062.91	JC	B 593 7

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
3-GN- -002-110	Firefighters				
06/30/23	Continued FIREFIGHTERS - Pay Date 6/30/23		14,062.91	JC	B 595 7
Total Expenditures:		2	28,125.82		
3-GN- -002-111	Overtime & Sicktime Buyback				
06/15/23	OVERTIME & VAC BUY - Pay Date 6/15/23		370.02	JC	B 593 8
06/30/23	OVERTIME & VAC BUY - Pay Date 6/30/23		435.92	JC	B 595 8
Total Expenditures:		2	805.94		
3-GN- -002-226	Weekend & Overnight Duty Crews				
06/15/23	DUTY CREW STIPENDS - Pay Date 6/15/23		3,600.00	JC	B 593 11
06/30/23	DUTY CREW STIPENDS - Pay Date 6/30/23		3,840.00	JC	B 595 11
Total Expenditures:		2	7,440.00		
3-GN- -002-228	Stipends - Fill In Firefighters				
06/15/23	FILL-IN FIREFIGHTERS - Pay Date 6/15/23		1,031.49	JC	B 593 12
06/30/23	FILL-IN FIREFIGHTERS - Pay Date 6/30/23		508.68	JC	B 595 12
Total Expenditures:		2	1,540.17		
3-GN- -002-301	FICA - Firefighters				
06/15/23	FICA FIREFIGHTERS - Pay Date 6/15/23		1,432.33	JC	B 593 18
06/30/23	FICA FIREFIGHTERS - Pay Date 6/30/23		1,415.74	JC	B 595 18
Total Expenditures:		2	2,848.07		
3-GN- -002-303	State Payroll Taxes - Firefighters				
06/15/23	STATE WAGE TAX FF'S - Pay Date 6/15/23		135.66	JC	B 593 19
06/30/23	STATE WAGE TAX FF'S - Pay Date 6/30/23		114.58	JC	B 595 19
Total Expenditures:		2	250.24		
3-GN- -002-304	Health Insurance - Firefighters				
06/15/23	Health Ins. reimb. 6/15/23		311.42	JC	B 593 9
06/30/23	Health Ins. reimb. 6/30/23		311.42	JC	B 595 9
Total Expenditures:		2	622.84		
3-GN- -003-101	Fire Official				
06/30/23	FIRE MARSHAL - Pay Date 6/30/23		958.33	JC	B 595 5
Total Expenditures:		1	958.33		
3-GN- -003-102	Fire Inspectors				
06/30/23	FIRE INSPECTOR - Pay Date 6/30/23		458.33	JC	B 595 6
Total Expenditures:		1	458.33		

Fund Description	Fund	Expenditures
GENERAL	3-GN	57,888.33
Total Of All Funds:		<u>57,888.33</u>

Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	17	29	57,888.33

**THE BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN
 COUNTY, NEW JERSEY
 RESOLUTION TO REMOVE FROM INVENTORY AND DISPOSE
 RESOLUTION #23-13**

WHEREAS. The Board has determined the need to remove and dispose of two computer towers from inventory that are outdated and of no use or benefit to the fire district, and

WHEREAS. The Board has determined to remove the following computers from inventory:

- **DELL OPTIPLEX 390 MODEL – SERVICE TAG #JYKDKS1**
- **DELL OPTIPLEX 390 MODEL – SERVICE TAG #GHF5LS1**

WHEREAS. The Board’s IT vendor, J. Harte Associates, will remove and dispose of the computer towers in accordance with industry standards.

NOW THEREFORE, it is herein resolved and approved that the two computers listed above be removed from inventory and disposed of by J. Harte Associates.

DATED: JULY 6, 2023

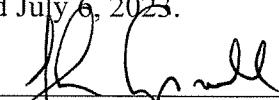


 JAMES WAKELEY
 Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty 2 nd	✓			
Commissioner Hassett	✓			
Commissioner Waddington	✓			
Commissioner Wakeley 1 st	✓			
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 July 6, 2023.



 John Campanella
 Fire District Business Administrator

John Campanella

From: Kevin Waddington
Sent: Tuesday, June 20, 2023 1:26 PM
To: John Campanella
Subject: Re: New Computers

Thank you.

We should have a resolution to have the old ones removed from inventory and trashed for the next meeting.

Thank You,

Kevin Waddington
Chairman/Treasurer
Pine Hill Fire District #1
Office [\(856\) 783-8666](tel:8567838666)
Cell [\(609\) 790-3003](tel:6097903003)
Fax [\(856\) 258-4161](tel:8562584161)

On Jun 20, 2023, at 1:22 PM, John Campanella <jcampanella@pinehillfiredistrict.com> wrote:

Kevin,
Just a heads up, all three new computers have been installed. They were for Sal Pizzo, Matt Koch and John Duvall.

Thanks,
John

John Campanella

From: Anthony Carroll <acarroll@jharte.com>
Sent: Wednesday, May 31, 2023 10:00 AM
To: John Campanella
Subject: Old PC's & Recommendations

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

John,

Here is the list of PCs that should be replaced ASAP. They are over ten years old and have served their purpose far longer than anticipated.

1. JDUVALL
2. MKOCH
3. PHFC-2

The above PCs are OptiPlex 390 models from 2011/2012.

There are 2 other PCs that NEED to get replaced in the next 2 years.

1. JGORDONSR
2. JHUNTER

The above PCs are HP ProDesk 600 G3 SFF from 2016/2017.

These will need to be replaced to stay compliant with the JIF & will need to be upgraded when Windows 10 retires in 2025 & Windows 11 will need to be installed.

Thank you,

Anthony Carroll
J. Harte Associates LLC
Office – +1-856-741-0301

John Campanella

From: Anthony Carroll <acarroll@jharte.com>
Sent: Wednesday, June 21, 2023 4:42 PM
To: John Campanella
Subject: RE: discarded computers

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

Of course!

Here are the Dell/HP Service Tags for each tower.

MKOCH Old PC: JYDKS1

JVUDALL OLD PC: GHF5LS1

Thank you,

Anthony Carroll
J. Harte Associates LLC
Office – +1-856-741-0301

From: John Campanella <jcampanella@pinehillfiredistrict.com>
Sent: Wednesday, June 21, 2023 3:38 PM
To: Anthony Carroll <acarroll@jharte.com>
Subject: discarded computers

Hey Anthony,
We need to pass a resolution for removing and discarding the computers that have been replaced. Can you provide me with some sort of identification for each computer that I could use in the resolution. We are trying to make sure everyone understands which computers have been discarded.

Thank you,
John

John Campanella

From: Anthony Carroll <acarroll@jharte.com>
Sent: Tuesday, June 20, 2023 3:58 PM
To: John Campanella
Subject: RE: New computers

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

No problem! Let me know; we will keep them off to the side for now.

We usually do the following with client PC's, unless otherwise stated.

All data that can be backed up. Is backed up in a secured NAS (Network Attached Storage) Environment for 1 year, should anyone need any information off the hard drives.

After the data is backed up, we run a DoD Wipe on all hard drives & then take the Drives/CPU's/Motherboards/Memory to a secured recycling facility. The hard drives are shredded and the CPU's/Motherboards/Memory are melted down.

We then receive a Certificate of Destruction for each "load" we take over, if insurance requires it.

Thank you,

Anthony Carroll
J. Harte Associates LLC
Office – +1-856-741-0301

From: John Campanella <jcampanella@pinehillfiredistrict.com>
Sent: Tuesday, June 20, 2023 3:43 PM
To: Anthony Carroll <acarroll@jharte.com>
Subject: RE: New computers

Anthony,
Hold off on returning them right now. I am checking with the commissioners to see if they want them back. Maybe you can dispose of them for us. I will let you know asap.

Thanks
John

From: Anthony Carroll <acarroll@jharte.com>
Sent: Tuesday, June 20, 2023 3:26 PM

To: John Campanella <jcampanella@pinehillfiredistrict.com>

Subject: RE: New computers

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

Hey John,

Yes we have them here at the office. I will send them back over. Apologies, thought he asked before taking them!

Thank you,

Anthony Carroll
J. Harte Associates LLC
Office – +1-856-741-0301

From: John Campanella <jcampanella@pinehillfiredistrict.com>

Sent: Tuesday, June 20, 2023 3:00 PM

To: Anthony Carroll <acarroll@jharte.com>

Subject: New computers

Hey Anthony,

Thank you for arranging for the new computers to be installed today. Jason did a fine job installing them. Do you know what Jason did with the old computers? We need to approve a resolution to discard of them.

Thank you,
John

**THE BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN
 COUNTY, NEW JERSEY
 RESOLUTION TO SELL VEHICLE AND REMOVE FROM INVENTORY
 RESOLUTION #23-14**

WHEREAS. The Board has determined the need to sell and remove from inventory a vehicle that is no longer needed by the fire district, and

WHEREAS. The Board has determined to sell and remove the following vehicle from inventory:

- **2015 FORD EXPEDITION (VIN #1FMJU1GT0FEF13349)**

WHEREAS. The Board has authorized Chief Hunter to sell the vehicle through GovDeals, which is a generally acceptable marketplace for local government used vehicles, and

WHEREAS. A bid of \$10,600 was received and accepted by Chief Hunter after polling the Board.

NOW THEREFORE, it is herein resolved and approved to sell the 2015 Ford Expedition and remove it from the vehicle inventory.

BE IT FURTHER RESOLVED, that Business Administrator John Campanella is authorized to complete any and all paperwork necessary for the sale, including signing the Certificate of Title.

DATED: JULY 6, 2023

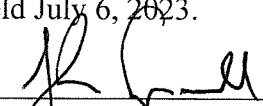


 JAMES WAKELEY
 Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty 2-2	✓			
Commissioner Hassett	✓			
Commissioner Waddington	✓			
Commissioner Wakeley 1st	✓			
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 July 6, 2023.



 John Campanella
 Fire District Business Administrator

Pine Hill Fire District #1, NJ
1109 Erial Rd
Pine Hill, NJ 08021-7303

Bill of Sale Date: 19 Jun 2023
Asset ID: 12

Bill of Sale ID: 619202312
Inventory ID: 12
Award Amount: \$10,600.00 USD

Asset Information



Description: 2015 Ford Expedition XL Sport SEE VIDEO!!!
Year: 2015 Make/Brand: Ford Model: Ford Expedition XL Sport
Body: Trim: Color:
VIN/Serial: 1FMJU1GT0FEF13349
Meter: 90633 Miles (Accurate?: Yes)
Title Restriction: No Title Restriction

Sale Information

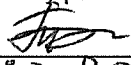
Actual Sold Amount: \$10,600.00 USD
Other Amount: \$0.00 USD
Buyer's Premium: \$1,325.00 USD
Total Amount: \$11,925.00 USD

Paid On: 22 Jun 2023 Wire Transfer
Other Amount Description:

Buyer Information

Taisiia Bazhenova
1110 Hollins Rd
Richmond, VA 23229
USA
bazhenovatai@gmail.com
8046104903

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature: 
Print Name: Taisiia Bazhenova
Date: 06/29/2023

Eugenii Bazhenov / k

Pine Hill Fire Department

Chief's Monthly Report

June 2023

Meetings:

- On Monday morning the 5th, I attended the health insurance meeting at Chews Landing Fire Company.
- On Tuesday morning the 6th, Battalion Chief Pizzo and I attended a meeting with the MUA.
- On Thursday evening the 8th, I attended the Camden County Fire Chiefs meeting that was held in Haddon Heights.
- On Tuesday evening the 13th, I attended the fire company meeting.
- On Wednesday afternoon the 14th, myself, Battalion Chief Pizzo, Chairman Waddington, and B/A Campanella had meeting about the money needed for the new fire hydrant project and the need for a promotion.
- On Wednesday evening the 14th, I attended the IAP meeting at the high school with regards to graduation that night.
- On Thursday morning the 15th, President Ralston and I went to Core & Main to ask for a donation of the materials to complete the hydrant install.
- On Tuesday morning the 20th, I attended a safety meeting with the high school over zoom.

Calls for Service / Significant Concerns:

- On Monday morning the 5th, we were dispatched to Longbow Court in Winslow Township for a dwelling fire. I responded along with Battalion Chief Pizzo and our Tower Ladder with 6 Firefighters. Battalion Chief Pizzo arrived and was given the operations role. Tower Ladder arrived and split their crew sending one crew to pull a back up line and the other to make entry for a search. I reported to the command post and took the accountability role.
- On Friday afternoon the 16th, we were dispatched to 35 East 5th Ave in Pine Hill for a reported dwelling fire. The communication center reported smoke from the solar panels on the roof. I arrived and confirmed that report and advised the communication center that we also had fire in the attic. Battalion Chief Pizzo arrived shortly after me and was

given the operation role. Engine 6 arrived at the hydrant in front of the dwelling and stretched the 250' 1 ¾ line to the front door, while also forcing the front door. Ladder 6 arrived and was ordered to perform searches that ended up being negative. Quint 85 was ordered to stretch the 400' 1 ¾ back up line. Quint 60 was ordered to place ground ladders. Squad 63 was ordered to assist with interior operations. The fire was investigated by FM6 and is believed to have started in the basement. (Note) This fire was extremely difficult to extinguish because it was a house built over an existing house. This caused us to chase the fire in all the VOID spaces that were created by the construction.

Public relations:

- On Friday the 2nd, we sent the engine to Glenn School and wet the kids on their field day.

Inspira:

- There have not been any issues other than them not being in our building.

Tower Ladder:

- On Wednesday the 14th, the preventive maintenance was completed.

Squad:

- On Tuesday the 6th, the preventive maintenance was completed. We also had 6 new tires installed. There was a coolant leak that was also repaired. We ordered a new dimmer switch for the dash lights and that will be repaired when the part comes in.

Engine:

- On Monday the 5th, the preventive maintenance was completed. We were also advised that the engine will need new tires because they are over 7 years old.

Brush:

- On Thursday the 15th, the oil was changed.

BLS-6:

- On Wednesday evening the 14th, we sent our ambulance to the high school for graduation.

New Hydrant:

- The meeting with the MUA was to discuss moving the existing hydrant from East Clearview Ave to our property. At that meeting it was determined that it would be

easier to add a hydrant to our property. They would tap into the main that runs down the street and install a new line that will go across Clearview Ave to the new hydrant. That would leave the existing hydrant in place. The cost to the fire department would be for materials only. We were provided a list of those materials at a cost of \$4,200.00 and we were able to get some of that donated. The total cost for us was \$1,700.00.

- The new hydrant with the storage containers allows us to train in the rear parking lot. We can flow water in the containers and not have to shut down East Clearview Ave because we are running lines across the street.

Expedition:

- The expedition was placed on GovDeals on the 8th, and it was posted for 11 days. On Monday the 19th, we accepted a bid for \$10,600.00. The check will be mailed to us on Friday the 7th of July.
- We will remove the light bar and advertise it on GovDeals.

Evaluations:

- On Thursday morning the 1st, we did the evaluations for Jim Gordon Sr. & Mathew Koch. They were both given the evaluation form ahead of time and were asked to score themselves, so we could compare theirs to ours.

Hepatitis "B":

- Over the last month I have emailed all members asking them to complete the Hepatitis "B" form, so we could abate the violation that was issued by PEOSHA. We still have a few members that have not completed the form yet and we have 5 members that have chosen to receive the shots. Those 5 members have been advised to contact Interstate Mobile to schedule appointments. The Hepatitis shots are a series of 3 per person over a 6-month period. The cost for each shot is \$100.

SOG / SOP:

- I have been and will continue to read our policies to make sure we make the proper changes if needed, to conform with today's fire service.

Vacation:

- I took vacation days on 6/29 & 6/30.

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

Month of: June 2023

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	3
Fire Safety Inspection – Non LHU(s)	3
Re-Inspection(s)	20
Smoke Detector & CO Detector Compliance(s)	18
Complaint(s)	0
Fire Investigation(s)	1

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$409.00
Smoke Detector & CO Detector Compliance	\$720.00
Permit Fees	\$427.00
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	\$2,596.00

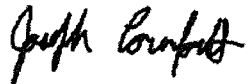
Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

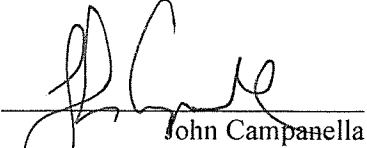
Respectfully Submitted,

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

Joseph Cornforth
Fire Official

PINE HILL FIRE DISTRICT #1
JUNE 2023 ADMINISTRATOR'S REPORT

- Submitted a reimbursement claim from FEMA for our SAFER grant
- Scanned minutes from 2006 into "S" drive
- Submitted a request for records disposal to State of NJ
- Submitted our election vacancy certification to the Camden County clerk's office
- Posted a legal notice in Courier Post regarding election for fire commissioners
- Met with Don Ruprecht from JA Montgomery regarding risk management
- 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