

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

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

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

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

MINUTES: Chairman Waddington said that the regular and closed session meeting minutes need to be approved for the meeting held on September 7, 2023, and asked for a motion.

A motion was made by Commissioner Hassett and seconded by Commissioner Hagarty to approve the minutes for the regular and closed session meeting held on September 7, 2023.

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

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

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley asked about repairing the Ladder Truck in-house. Chief Hunter said that the parts have been received and the repairs will be made in-house. The door will then be taken off and sent to VCI for repairs and painting. The truck will not be out of service during any of the repairs. Commissioner Wakeley asked about the repairs to the Squad Truck. Battalion Chief Pizzo said that the rubber mounts were broken and have been replaced.
- **Community Relations Liaison:** No report
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** Administrator Campanella explained that the JIF hired a cyber security training firm to train employees. Everyone with a fire district email address will have to complete a 90-minute training session. This

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is part of the compliance with the JIF's Cyber Security Policy which will lower our deductible.

- **Fire Prevention Commissioner:** Commissioner Hassett said that he heard fire prevention night went very well. He thanked the fire marshal and firefighter/EMT Veronica Weidner for their hard work planning and running this event.
- **EMS Liaison:** Commissioner Warrington asked Chief Hunter to explain the change with the ambulance. Chief Hunter explained that the ambulance will be going from 12-hour shifts to 18-hour shifts and the ambulance may be put back in our building.

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

- **Resolution 23-18: Approval and Payment of Bills**

A motion to approve Resolution 23-18 was made by Commissioner Wakeley and seconded by Commissioner Hagarty.

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

- **Resolution 23-19: Commissioner's Salaries**

A motion to approve Resolution 23-19 was made by Commissioner Hassett 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.

Chairman Waddington said that he would like to address some rumors that he has been hearing that the fire district does not support the fire department. Chairman Waddington said that nothing could be further from the truth and that he and the other commissioners take offense to these rumors. Chairman Waddington provided the following financial information to the members present at the meeting:

- 2012 – The fire district entered a new lease agreement raising the rent from \$86,000 to \$98,000 per year.
- 2013 – The fire district started paying for internet and phone service for the fire department. The current cost is \$4,880 per year.
- 2014 – The fire district began paying for property insurance for the fire department. The premium started at \$6,000 per year and has ballooned to \$33,800 in 2023.

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- Pine Valley Grant Money – The fire district turned over the grant money to the fire department. The fire department now receives \$32,000 per year in grant money instead of the fire district.
- **The fire department will receive \$168,680 in 2023 from the fire district in rent and extras. This is 72% more than the lease agreement.**
- The fire district also paid for the following items:
 - The fire district paid for new garage bay doors at a cost of \$52,800.
 - The fire district paid for new lighting for the building at a cost of \$2,600.
 - The fire district paid for new bunkroom furniture at a cost of \$3159.
 - The fire district paid for rewiring of the offices during the renovation at a cost of \$2,405.

Chairman Waddington explained that another rumor he hears is that the Commissioners always say “No.” Chairman Waddington said that he does not disagree, the commissioners do say “No” on occasions. It is the Commissioners’ job to be good stewards of the taxpayer’s money. Chairman Waddington provided financial examples of the Commissioners agreeing to fund the following:

- The Commissioners added five career firefighters at an average cost per firefighter of \$103,700 per year.
- The Commissioners replaced a part-time Chief with a full-time Chief. Not only did the salary increase but the part-time Chief did not receive any pension or medical benefits.
- The Commissioners promoted a career firefighter to Battalion Chief creating a new position.
- The fire district pays for the duty crew and fill-in firefighter programs at a cost of 79,000 per year.
- The fire district pays for weekday duty crew meals at a cost of \$10,400 per year.
- The fire district added one new utility vehicle, replaced the Brush Truck, and purchased two new Chief’s vehicles.

Chairman Waddington said that from the examples he has provided, the Commissioners do fully support the fire department and will continue to do so in the future.

Commissioner Warrington said that we are not a wealthy town, and we need to keep expenses reasonable for the residents. The last time an issue went to the ballot, it was defeated. Residents are hurting and we need to live within our means. Commissioner Warrington said that he wishes the Commissioners could give more but we do not have the funds, so we must prioritize. He feels manpower and safety are the top two priorities.

Commissioner Hagarty said that all the Commissioners fully support the Chiefs and the fire department. The Commissioners have tremendous respect for everyone. Commissioner Hagarty said that Chairman Waddington laid out the facts. We need to work together to support our mission. It requires give and take from both sides. The fire district’s support of the fire

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department has been ongoing. We have challenges ahead, but we can overcome them if we work together.

Chairman Waddington said that he appreciates the Chiefs applying for grants and starting to bill for motor vehicle accidents. Chairman Waddington said that he does not say “Thank You” enough to the Chiefs.

Commissioner Hassett said that the Chiefs have come a long way in improving the department.

Chief Hunter said that he will be the first to admit that the fire department wasted money on repairs to the Hahn. Chief Hunter said that he is not aware of the fire department’s finances. Chief Hunter said that he thinks that we owe it to the residents to let them vote on what type of fire department they want. He said that he is willing to hold meetings to answer the residents’ questions. When the residents call 911, we need to show up properly staffed. Commissioner Warrington said that it might be worth coming up with a plan and holding a meeting. There was a discussion. Solicitor Carlamere said that it is too late to put a question on the November ballot. Solicitor Carlamere also said that he has seen many proposals to exceed the 2% cap rejected by the voters. Chief Hunter suggested putting out a questionnaire to get the resident’s feedback. There was more discussion.

FIRE CHIEF’S REPORT: See attached report.

Chairman Waddington asked Chief Hunter to explain the issue with Lindenwold. Chief Hunter said that Pine Hill was asked to cover Berlin. However, the alarm room was not notified. While responding to a motor vehicle accident and a house fire, the Chief of Lindenwold told the alarm room to recall Pine Hill since they jumped the call. The Chief of Lindenwold’s response was unprofessional, and he was clearly unaware of the situation. At the County Chief’s meeting, the coordinator said this needs to stop. He will address the alarm room issue. Commissioner Wakeley asked why Berlin never notified the alarm room. Chief Hunter said that it would not have mattered because the Lindenwold Chief just hates the Pine Hill Fire Department. Commissioner Warrington suggested setting up a meeting and getting something in writing. If it does not go well, send a letter to the Commissioners. Commissioner Wakeley said that the address should have been pulled up on Google Maps. Battalion Chief Pizzo said that the dispatcher did not say Pine Hill. Battalion Chief Pizzo said that the State agrees with us that there should be a shared response to incidents near town borders.

Chairman Waddington asked Chief Hunter to explain the Leary Grant. Chief Hunter said that the Leary Grant Foundation is providing a grant to purchase thermal imaging cameras and we have a good chance of being accepted.

Chief Hunter said that the captain’s interviews have concluded, and he will probably announce the decision next week.

FIRE OFFICIAL’S REPORT: See attached report.

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FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report.

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 Hassett. All were in favor. Motion passed.

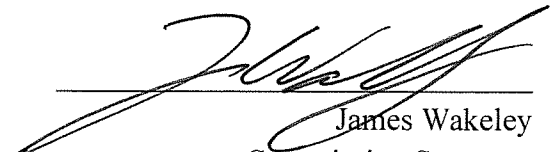
OPEN THE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to open the floor to the public. A motion to open the floor to the public was made by Commissioner Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed.

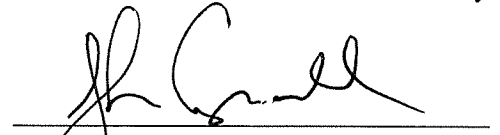
There was no public participation.

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

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 Hagarty. All were in favor. Motion passed.

The meeting was adjourned at 8:16 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
 #23-18

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

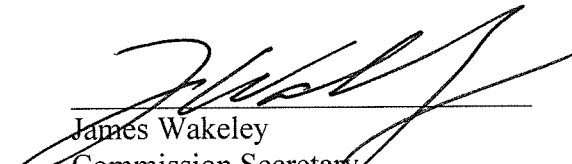
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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: October 5, 2023

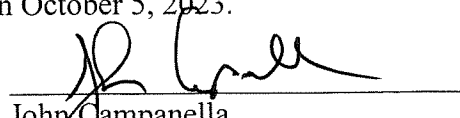


 James Wakeley
 Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Hagarty		✓	✓			
Hassett			✓			
Wakeley	✓		✓			
Waddington			✓			
Warrington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on October 5, 2023.



 John Campanella
 Business Administrator

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Vendors: All
 Rcvd Batch Id Range: First to Last

Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

Include Non-Budgeted: 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
23000306	09/22/23	PHFD1	PINE HILL FIRE DEPT.	MONTHLY RENT	Open	8,166.67	0.00
23000307	09/22/23	STATE005	State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00
23000308	09/22/23	CASH1	PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00
23000309	09/22/23	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00
23000310	09/22/23	PHH01	PINE HILL HARDWARE, INC.	WEATHER STRIP ADHESIVE	Open	16.99	0.00
23000311	09/22/23	MODER005	MODERN GROUP LTD.	MINOR PM ON EMERGENCY GENERATO	Open	350.00	0.00
23000312	09/22/23	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR OCTOBER	Open	1,006.99	0.00
23000313	09/22/23	CONTI005	Continental Fire & Safety, Inc	9 SETS OF TURNOUT GEAR	Open	32,112.00	0.00
23000314	09/22/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	FIRST ALERT SMOKE & CO DETECTR	Open	85.96	0.00
23000315	09/22/23	AAC01	ALERT-ALL CORPORATION	FIRE PREVENTION SUPPLIES	Open	976.27	0.00
23000316	09/22/23	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	166.72	0.00
23000317	09/22/23	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR AUGUST 2023	Open	1,374.12	0.00
23000318	09/22/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 9/15/2023	Open	140.80	0.00
23000319	09/22/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	TRAUMA RESPONDER DUFFLE BAG	Open	43.95	0.00
23000320	10/02/23	CASH1	PETTY CASH	REPLENISH JOHN'S PETTY CASH	Open	95.92	0.00
23000321	10/02/23	JJSKI005	JJ'S KITCHEN	FOOD FOR FIRE PREVENTION NIGHT	Open	350.00	0.00
23000322	10/02/23	ZOLLD005	ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR NOVEMBER 2023	Open	196.99	0.00
23000323	10/02/23	EMSCO005	EMS CONSULTING SERVICES, LLC	NJ EMT REFRESHER COURSE	Open	750.00	0.00
23000324	10/02/23	FSS01	FIRE & SAFETY SERVICE, LTD	PARTS TO REPAIR LADDER TRUCK	Open	1,316.97	0.00
23000325	10/02/23	FDTES005	FD Testing Services LLC	FIRE HOSE & GROUND LADDER TEST	Open	2,987.26	0.00
23000326	10/02/23	FIRELINE	FIRELINE EQUIPMENT, LLC	TRAVEL TO FIRE DEPT FOR REPAIR	Open	693.45	0.00
23000327	10/02/23	FIRELINE	FIRELINE EQUIPMENT, LLC	ROCKER SWITCH - DIMMER	Open	132.83	0.00
23000328	10/02/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 9/29/2023	Open	222.30	0.00
23000329	10/02/23	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
23000330	10/03/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	KNOX TENT AWNING	Open	80.99	0.00
23000331	10/03/23	BOA00001	Bank of America	P-CARD CHARGES FOR SEPTEMBER	Open	2,485.42	0.00
23000332	10/04/23	BOW01	BOWMAN & COMPANY LLP	2022 FIRE DISTRICT AUDIT	Open	12,500.00	0.00
23000333	10/04/23	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	94.43	0.00
23000334	10/05/23	MARIO005	Mario's Original Cold Cuts	FOOD FOR FIRE PREVENTION NIGHT	Open	400.12	0.00
23000335	10/05/23	CHRIS015	CHRIS J. HARRIS	REPLACE LOST PAY CHECK #12233	Open	153.22	0.00
23000336	10/05/23	TG001	TOWNSHIP OF GLOUCESTER	REPAIR TO SQUAD TRUCK	Open	94.88	0.00

Total Purchase Orders: 32 Total P.O. Line Items: 0 Total List Amount: 79,682.77 Total Void Amount: 0.00

October 5, 2023
12:47 PM

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

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	79,682.77	0.00	79,682.77	0.00	0.00	79,682.77
Total of All Funds:		<u>79,682.77</u>	<u>0.00</u>	<u>79,682.77</u>	<u>0.00</u>	<u>0.00</u>	<u>79,682.77</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12452 to 12482
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
12452	10/05/23	AAC01 ALERT-ALL CORPORATION	976.27		1134
12453	10/05/23	AIRGA005 AIRGAS USA, LLC	19.80		1134
12454	10/05/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	85.96		1134
12455	10/05/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	43.95		1134
12456	10/05/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	80.99		1134
12457	10/05/23	BOA00001 Bank of America	2,485.42		1134
12458	10/05/23	BOW01 BOWMAN & COMPANY LLP	12,500.00		1134
12459	10/05/23	BTM001 BOUND TREE MEDICAL,LLC	166.72		1134
12460	10/05/23	CAS01 CASA PAYROLL SERVICE, LLC	363.10		1134
12461	10/05/23	CASH1 PETTY CASH	1,200.00		1134
12462	10/05/23	CASH1 PETTY CASH	95.92		1134
12463	10/05/23	CHRIS015 CHRIS J. HARRIS	153.22		1134
12464	10/05/23	CONTI005 Continental Fire & Safety, Inc	32,112.00		1134
12465	10/05/23	DC001 DAVID F. CARLAMERE	450.00		1134
12466	10/05/23	EMSCO005 EMS CONSULTING SERVICES, LLC	750.00		1134
12467	10/05/23	FDTES005 FD Testing Services LLC	2,987.26		1134
12468	10/05/23	FIRELINE FIRELINE EQUIPMENT, LLC	693.45		1134
12469	10/05/23	FIRELINE FIRELINE EQUIPMENT, LLC	132.83		1134
12470	10/05/23	FSS01 FIRE & SAFETY SERVICE, LTD	1,316.97		1134
12471	10/05/23	JHART005 J. HARTE ASSOCIATES LLC	1,006.99		1134
12472	10/05/23	JJSKI005 JJ'S KITCHEN	350.00		1134
12473	10/05/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1134
12474	10/05/23	MARIO005 Mario's Original Cold Cuts	400.12		1134
12475	10/05/23	MODER005 MODERN GROUP LTD.	350.00		1134
12476	10/05/23	PHFD1 PINE HILL FIRE DEPT.	8,166.67		1134
12477	10/05/23	PHH01 PINE HILL HARDWARE, INC.	16.99		1134
12478	10/05/23	PHH01 PINE HILL HARDWARE, INC.	94.43		1134
12479	10/05/23	STATE005 State of NJ Health Benefits	10,930.10		1134
12480	10/05/23	TG001 TOWNSHIP OF GLOUCESTER	1,374.12		1134
12481	10/05/23	TG001 TOWNSHIP OF GLOUCESTER	94.88		1134
12482	10/05/23	ZOLLD005 ZOLL DATA SYSTEMS, INC.	196.99		1134

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	31	0	79,682.77	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	0	79,682.77	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	79,682.77	0.00	0.00	79,682.77
Total of All Funds:		<u>79,682.77</u>	<u>0.00</u>	<u>0.00</u>	<u>79,682.77</u>

Range of Accounts: 3-First to 3-Last
 Range of Dates: 09/01/23 to 09/29/23
 Range of Reason Codes: ALL

Adds: 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	Type	Transaction Data/Comment			
3-GN- -001-101	FIRE CHIEF				
09/15/23	Expd	CHIEF - Pay Date 9/15/23	4,844.33	JC	B 602 1
09/29/23	Expd	CHIEF - Pay Date 9/29/23	4,844.33	JC	B 603 1
Total Expenditures:		2	9,688.66		
3-GN- -001-102	District Business Administrator				
09/15/23	Expd	ADMINISTRATOR - Pay Date 9/15/23	1,288.92	JC	B 602 2
09/29/23	Expd	ADMINISTRATOR - Pay Date 9/29/23	1,218.87	JC	B 603 2
Total Expenditures:		2	2,507.79		
3-GN- -001-105	Fire Commissioners				
09/29/23	Expd	COMMISSIONERS - Pay Date 9/29/23	1,083.35	JC	B 603 4
Total Expenditures:		1	1,083.35		
3-GN- -001-106	Assistant Clerk				
09/29/23	Expd	QPA FOR 2023 - 9/29/23	100.00	JC	B 603 20
Total Expenditures:		1	100.00		
3-GN- -001-210	Payroll Administrative Costs				
09/11/23	Expd	BANK FEE FOR SEPTEMBER - PAYROLL ACCT.	18.95	JC	B 604 1
Total Expenditures:		1	18.95		
3-GN- -001-301	Federal Payroll Taxes - Administrative				
09/15/23	Expd	FICA ADMIN - Pay Date 9/15/23	428.50	JC	B 602 15
09/29/23	Expd	FICA ADMIN - Pay Date 9/29/23	622.04	JC	B 603 15
Total Expenditures:		2	1,050.54		
3-GN- -001-303	State Payroll Taxes - Administrative				
09/15/23	Expd	STATE WAGE TAX ADMIN - Pay Date 9/15/23	9.02	JC	B 602 16
09/29/23	Expd	STATE WAGE TAX ADMIN - Pay Date 9/29/23	26.74	JC	B 603 16
Total Expenditures:		2	35.76		
3-GN- -001-305	Defined Contribution Retirement Plan				
09/15/23	Expd	DCRP EMPLOYER - Pay Date 9/15/23	52.21	JC	B 602 17
09/29/23	Expd	DCRP EMPLOYER - Pay Date 9/29/23	49.37	JC	B 603 17
Total Expenditures:		2	101.58		
3-GN- -002-110	Firefighters				
09/15/23	Expd	FIREFIGHTERS - Pay Date 9/15/23	14,062.91	JC	B 602 7

Account No Date	Type	Account Description Transaction Data/Comment	Vendor/Source	Amount	User	Item #	
3-GN- 09/29/23	-002-110 Expd	Firefighters FIREFIGHTERS - Pay Date 9/29/23	Continued	14,062.91	JC	B 603	7
Total Expenditures:		2 28,125.82					
3-GN- 09/15/23 09/29/23	-002-111 Expd Expd	Overtime & Sicktime Buyback OVERTIME & VAC BUY - Pay Date 9/15/23 OVERTIME & VAC BUY - Pay Date 9/29/23		54.12 263.12	JC JC	B 602 B 603	8 8
Total Expenditures:		2 317.24					
3-GN- 09/15/23 09/29/23	-002-226 Expd Expd	Weekend & Overnight Duty Crews DUTY CREW STIPENDS - Pay Date 9/15/23 DUTY CREW STIPENDS - Pay Date 9/29/23		4,160.00 4,720.00	JC JC	B 602 B 603	11 11
Total Expenditures:		2 8,880.00					
3-GN- 09/15/23 09/29/23	-002-228 Expd Expd	Stipends - Fill In Firefighters FILL-IN FIREFIGHTERS - Pay Date 9/15/23 FILL-IN FIREFIGHTERS - Pay Date 9/29/23		1,469.52 508.68	JC JC	B 602 B 603	12 12
Total Expenditures:		2 1,978.20					
3-GN- 09/15/23 09/29/23	-002-301 Expd Expd	FICA - Firefighters FICA FIREFIGHTERS - Pay Date 9/15/23 FICA FIREFIGHTERS - Pay Date 9/29/23		1,484.54 1,469.88	JC JC	B 602 B 603	18 18
Total Expenditures:		2 2,954.42					
3-GN- 09/15/23 09/29/23	-002-303 Expd Expd	State Payroll Taxes - Firefighters STATE WAGE TAX FF'S - Pay Date 9/15/23 STATE WAGE TAX FF'S - Pay Date 9/29/23		94.51 92.11	JC JC	B 602 B 603	19 19
Total Expenditures:		2 186.62					
3-GN- 09/15/23 09/29/23	-002-304 Expd Expd	Health Insurance - Firefighters Health Ins. reimb. 9/15/23 Health Ins. reimb. 9/29/23		311.42 311.42	JC JC	B 602 B 603	9 9
Total Expenditures:		2 622.84					
3-GN- 09/29/23	-003-101 Expd	Fire Official FIRE MARSHAL - Pay Date 9/29/23		958.33	JC	B 603	5
Total Expenditures:		1 958.33					
3-GN- 09/29/23	-003-102 Expd	Fire Inspectors FIRE INSPECTOR - Pay Date 9/29/23		458.33	JC	B 603	6
Total Expenditures:		1 458.33					

October 4, 2023
03:32 PM

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

Page No: 3

Fund Description	Fund	Expenditures
GENERAL	3-GN	59,068.43
Total of All Funds:		<u>59,068.43</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	29	59,068.43

Resolution 23-19

Resolution of the Board of Fire Commissioners Fire District # 1, of the Borough of Pine Hill, County of Camden, State of New Jersey, to establish compensation for members of the Board of Fire Commissioners
N.J.S.A 40A:14-88

WHEREAS. N.J.S.A. 40A:14-88, provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix, subject to review by the Governing Body wherein the Fire District is located, and

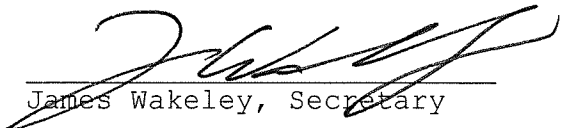
WHEREAS. The Board of Fire Commissioners does hereby establish annual compensation for its Fire District Commissioners and directs that such approved compensation be submitted to the Municipal Governing Body for review and approval.

NOW THEREFORE, be it Resolved by the Board of Fire Commissioners that the following annual salaries for members of the Board of Fire Commissioners are approved as follows;

Commissioner - Chairperson	\$2,600
Commissioner - Vice Chairperson . . .	\$2,600
Commissioner - Secretary	\$2,600
Commissioner - Personnel Director. .	\$2,600
Commissioner	\$2,600

BE IT FURTHER RESOLVED, that a copy of this Resolution be directed to the Municipal Governing Body of the Borough of Pine Hill for review and approval.

DATED: October 5, 2023



James Wakeley, Secretary

I John Campanella, Business Administrator to the Board of Fire Commissioners do hereby certify that the above resolution was approved at a regular meeting of the Board held on October 5, 2023.



John Campanella
Business Administrator

Pine Hill Fire Department

Chief's Monthly Report

September 2023

Meetings:

- On Thursday evening the 7th, I attended the fire commission meeting.
- On Friday evening the 8th, I held an officer's meeting.
- On Tuesday afternoon the 12th, I met with Administrator Robb from Chews Landing and asked if he would be interested in sitting on the review panel for the captain's promotion.
- On Thursday morning the 21st I attended the Camden County Fire Chief's Meeting that was held at the training center.
- On Thursday afternoon the 21st, I met with the Camden County Fire Coordinator, New Jersey State Fire coordinator, and a Representative from the alarm room.

Calls for Service / Significant Concerns:

Inspira:

- No issues in Pine Hill to report.

Fire Prevention:

- On Thursday the 28th, Fire Prevention was completed at both schools. Our Fire Prevention is scheduled for Wednesday 10/04 at the high school.

Training:

- On Thursday evening the 28th, I attended the monthly training.

Box Changes:

- I spoke with Chief Poland from the Vorhees Fire Department and advised him that we would need to have a meeting prior to our ladder being added to his boxes. The Chief agreed and stated that the use of our ladder would only be for confirmed work.

Tower Ladder:

- The supplies to make the repairs to the ladder from the accident are in and most of the repairs will be completed in-house. We have contacted VCI, and they will be doing the paint repair on the compartment door.

Captain Promotion:

- The agility test was held on the 29th and the dates for the written test & panel review are set for the first week of October.

Accident:

- The fire districts insurance carrier has been in contact with the owner of the vehicle that was hit by the ladder truck. This is a follow-up from the email that I received from the owner of the vehicle.

Relief Association Convention:

- I attended the convention in Wildwood from Wednesday the 13th to Saturday morning the 16th.
- The Wildwood diner was well attended.

Billing:

- On the 29th, we received our first payment of \$750 dollars, that was collected from motor vehicle accidents.
- On the 7th, we sent 7 more motor vehicle accidents for billing.

Squad:

- On Monday morning the 25th, we sent the squad to Gloucester Township to have two new brackets replaced that hold down the cab.

Yearly Testing:

- On Wednesday morning the 20th, we had all our hose & ground ladders tested.

Invoice:

- On Friday afternoon the 8th, we were dispatched to Grant Lane for a natural gas leak. A fence company installing fencing in the rear yard hit the gas main in the ground. After the investigation by South Jersey Gas, the property was not marked out for digging. We responded with two chiefs and the ladder. We remained on location for about two hours while South Jersey Gas secured the leak. I created a bill for the standby and sent it to the fencing company for reimbursement of our time and apparatus.

Lindenwold Issue:

- Issue with a dispatch that was in Pine Hill. I will elaborate at the meeting (too many issues to put into writing).

Newsletter:

- I was able to submit an article for the town newsletter, that spoke about our EMS engine.

Leary Grant:

- On Thursday the 28th, I received an email advising that we were selected to continue to the second phase of the grant. I completed the second phase on that day and submitted it. We should hear the outcome in November with the money being disbursed in December.

Bomb Threat:

- There has been an uptick with bomb threats in our area. I researched our policy and was unable to find one. A new policy has been created and was sent to the membership to review. That policy is now in effect.

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

Month of: September 2023

Inspection Totals:

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

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	0
Smoke Detector & CO Detector Compliance	\$881.00
Permit Fees	
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	\$973.05
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$1,854.05

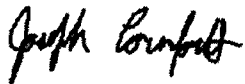
Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

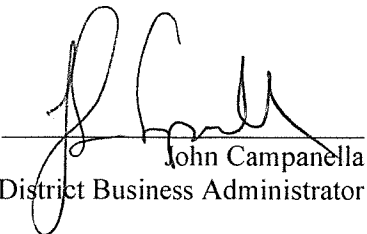
Respectfully Submitted,

A handwritten signature in black ink that reads "Joseph Cornforth". The signature is written in a cursive style with a large initial "J".

Joseph Cornforth
Fire Official

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

- Participated in Zoom meeting regarding new cyber security vendor hired by JIF
- Provided auditors with documents and answers to their questions regarding 2022 audit
- Supplied Dept of Labor with three years of wages for an unemployment claim review
- Handled an issue with vendor who was not registered with State of NJ. Vendor is now registered.
- 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