

Pine Hill Fire District #1
Regular Meeting Minutes
November 2, 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 – not present, Commissioner Wakeley – not present, Commissioner Warrington – present, Commissioner Waddington – present.

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

MINUTES: Chairman Waddington said that the regular meeting minutes need to be approved for the meeting held on October 5, 2023, and asked for a motion.

A motion was made by Commissioner Warrington and seconded by Commissioner Hagarty to approve the minutes for the regular meeting held on October 5, 2023.

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

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

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** No Report
- **Community Relations Liaison:** No report
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** Administrator Campanella gave a brief update on the JIF's new cyber security program.
- **Fire Prevention Commissioner:** No Report
- **EMS Liaison:** Commissioner Warrington said that it is his understanding that the ambulance will change from 12-hour shifts to 18-hour shifts. Chief Hunter confirmed that he heard the same thing.

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

- **Resolution 23-20: Approval and Payment of Bills**

A motion to approve Resolution 23-20 was made by Commissioner Warrington and seconded by Commissioner Hagarty.

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

FIRE CHIEF’S REPORT: See attached report. Chief Hunter added that both the Ladder and Squad trucks recently failed the annual pump test inspection. Also, the generator in the Squad is leaking oil. These repairs will be costly.

Chief Hunter said that he had a meeting with Lindenwold’s Chief, who apologized but still does not agree with dual responses.

Commissioner Warrington said that there was incorrect information put out about the Christmas Parade and it will be corrected shortly. He will speak with the Chief about the parade.

FIRE OFFICIAL’S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR’S REPORT: See attached report.

Chairman Waddington asked if there were any questions regarding the Chief’s, FM’s, or administrator’s reports. There were none. A motion to approve the reports presented was made by Commissioner Warrington and seconded by Commissioner Hagarty. 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 Warrington. All were in favor. Motion passed.

There was no public participation.


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

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

The meeting was adjourned at 7:42 p.m.


James Wakeley
Commission Secretary


John Campanella
Fire District Business Administrator

CARLAMERE & ROWAN

Attorneys at Law

1546 Blackwood Clementon Road

P.O. Box 1397

Blackwood, New Jersey 08012

David F. Carlamere

dfc.law@verizon.net

David N. Rowan

dnr.law@verizon.net

856)-232-9200

FAX (856)-232-9201

September 21st, 2023

Board of Fire Commissioners
Fire District # 1
1109 Erial Road
Pine Hill, New Jersey 08021

RE: Solicitor Re-Appointment

Dear Board of Fire Commissioners,

As the Board approaches preparation for the new fiscal year, may this letter transmittal serve as my request for reappointment as Solicitor to the Board of Fire Commissioners for the year 2024.

I hope the Board has been satisfied with my representation over the past many years, and I look forward to my continued representation of the Fire District.

Thank you for your consideration. If you have any questions or concerns, please do not hesitate to contact me.

Thank you

David F. Carlamere

HPC/dfc



Pine Hill Fire Department

Operations Division

1109 Erial Rd.
Pine Hill, NJ 08021
www.PineHillFireDistrict.com

Chief Joseph M. Hunter

Tel: (856) 784-3994
Fax: (856) 784-1195
Jhunter@pinehillfiredistrict.com

To: Commissioner Warrington

From: Chief Joseph M. Hunter [JM](#)

Date: 10/24/2023

Re: Meeting with Chief Brown

Commissioner,

This is a follow-up with the meeting Battalion Chief Pizzo, and I had with Chief Brown on August 8, 2023. The Battalion Chief and I met with the chief and spoke on offering the services of our EMS engine. We offered to handle fall victims in the Shenandoah Development when the crew from his station are not available. This would have saved Station 85 from traveling the long distance just to pick someone up. We are closer and would make patient contact a lot faster. This would get the patient up off the ground sooner and would also free up the apparatus from Station 85.

Chief Brown refused our offer and stated that he doesn't feel that a fire truck should be handling EMS runs. If we start handling those calls it would be just putting a band aid on the problem with Inspira not having enough rigs on the street. He also talked about other towns submitting letters to the communication center advising them not to dispatch their ambulance into GT unless it is a life threat.

Sorry for the delay with this correspondence.

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #23-20

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: November 2, 2023

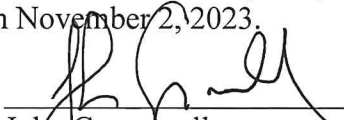


 James Wakeley
 Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on November 2, 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	
23000337	10/16/23	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT	Open	8,166.67	0.00	
23000338	10/16/23	STATE005 State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00	
23000339	10/16/23	CASH1 PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00	
23000340	10/16/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 10/13/2023	Open	144.20	0.00	
23000341	10/16/23	EMSCO005 EMS CONSULTING SERVICES, LLC	THIRD PARTY MEDICAL BILLING	Open	70.00	0.00	
23000342	10/16/23	CASH1 PETTY CASH	REPLENISH JOHN'S PETTY CASH	Open	57.55	0.00	
23000343	10/16/23	EMSCO005 EMS CONSULTING SERVICES, LLC	MEDICAL OVERSIGHT PROGRAM	Open	1,500.00	0.00	
23000344	10/16/23	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR SEPTEMBER 2023	Open	1,332.13	0.00	
23000345	10/16/23	MES01 MUNICIPAL EMERGENCY SERVICES	RESCUE TOOL SERVICE & REPAIRS	Open	2,559.50	0.00	
23000346	10/16/23	BCF01 BURLINGTON COUNTY ESTC-BCIT	DRILL GROUND INSTRUCTOR	Open	90.00	0.00	
23000347	10/19/23	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	112.85	0.00	
23000348	10/19/23	HALE01 HALE TRAILER BRAKE WHEEL,INC.	MISCELLANEOUS SUPPLIES	Open	407.70	0.00	
23000349	10/19/23	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR NOVEMBER	Open	1,006.99	0.00	
23000350	10/19/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	DIFFUSION GAS DETECTOR	Open	1,752.50	0.00	
23000351	10/19/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	INDUSTRIAL ALKALINE C BATTERY	Open	103.96	0.00	
23000352	10/25/23	GEN-EL01 GEN-EL SAFETY/INDUSTRIAL PROD	BATTERIES FOR THERMAL CAMERAS	Open	1,564.65	0.00	
23000353	10/25/23	BUD01 BUD'S ENGINE MACHINING & TRUCK	ANNUAL PUMP TEST - ENGINE	Open	340.00	0.00	
23000354	10/25/23	BUD01 BUD'S ENGINE MACHINING & TRUCK	ANNUAL PUMP TEST - LADDER	Open	400.00	0.00	
23000355	10/25/23	BUD01 BUD'S ENGINE MACHINING & TRUCK	ANNUAL PUMP TEST - SQUAD	Open	400.00	0.00	
23000356	10/25/23	AERIA005 AERIAL TESTING COMPANY	AERIAL TESTING OF LADDER TRUCK	Open	1,420.50	0.00	
23000357	10/25/23	BOA00001 Bank of America	P CARD CHARGES FOR OCTOBER	Open	1,780.14	0.00	
23000358	10/30/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
23000359	10/30/23	ALLGE005 ALL GEARED UP, LLC	UNIFORM ITEMS FOR CAPT DUVALL	Open	388.00	0.00	
23000360	10/30/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING - 10/31/23	Open	161.25	0.00	
23000361	10/30/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	BRUSH FIRE FIGHTING EQUIPMENT	Open	146.18	0.00	
23000362	11/01/23	ZOLL005 ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR DECEMBER 2023	Open	196.99	0.00	
23000363	11/02/23	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	162.87	0.00	

Total Purchase Orders: 28 Total P.O. Line Items: 0 Total List Amount: 36,932.35 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	36,932.35	0.00	36,932.35	0.00	0.00	36,932.35
Total of All Funds:		<u>36,932.35</u>	<u>0.00</u>	<u>36,932.35</u>	<u>0.00</u>	<u>0.00</u>	<u>36,932.35</u>

Range of Accounts: 3-First to 3-Last Add: N Changes: N Transfers In: N
 Range of Dates: 10/01/23 to 10/31/23 Transfers Out: N Expenditures: Y Refunds: N
 Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N
 Include Non-Budgeted: Y Check Payments: N
 YTD 1099: N PO Encumbrances: N Contract Encm: N

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
3-GN- -001-101	FIRE CHIEF				
10/13/23	Expd	CHIEF - Pay Date 10/13/2023	4,844.33	JC	B 605 1
10/31/23	Expd	CHIEF - Pay Date 10/31/23	4,844.33	JC	B 608 1
Total Expenditures:		2	9,688.66		
3-GN- -001-102	District Business Administrator				
10/13/23	Expd	ADMINISTRATOR - Pay Date 10/13/2023	1,386.99	JC	B 605 2
10/31/23	Expd	ADMINISTRATOR - Pay Date 10/31/23	1,765.26	JC	B 608 2
Total Expenditures:		2	3,152.25		
3-GN- -001-105	Fire Commissioners				
10/31/23	Expd	COMMISSIONERS - Pay Date 10/31/23	1,083.35	JC	B 608 4
Total Expenditures:		1	1,083.35		
3-GN- -001-106	Assistant Clerk				
10/31/23	Expd	QPA FOR 2023 - 10/31/23	100.00	JC	B 608 20
Total Expenditures:		1	100.00		
3-GN- -001-210	Payroll Administrative Costs				
10/10/23	Expd	BANK FEE FOR OCTOBER - PAYROLL ACCT.	18.95	JC	B 606 1
Total Expenditures:		1	18.95		
3-GN- -001-301	Federal Payroll Taxes - Administrative				
10/13/23	Expd	FICA ADMIN - Pay Date 10/13/23	436.01	JC	B 605 15
10/31/23	Expd	FICA ADMIN - Pay Date 10/31/23	663.83	JC	B 608 15
Total Expenditures:		2	1,099.84		
3-GN- -001-303	State Payroll Taxes - Administrative				
10/13/23	Expd	STATE WAGE TAX ADMIN - Pay Date 10/13/23	9.71	JC	B 605 16
10/31/23	Expd	STATE WAGE TAX ADMIN - Pay Date 10/31/23	30.53	JC	B 608 16
Total Expenditures:		2	40.24		
3-GN- -001-305	Defined Contribution Retirement Plan				
10/13/23	Expd	DCRP EMPLOYER - Pay Date 10/13/23	56.17	JC	B 605 17
10/31/23	Expd	DCRP EMPLOYER - Pay Date 10/31/23	71.49	JC	B 608 17
Total Expenditures:		2	127.66		
3-GN- -002-110	Firefighters				
10/13/23	Expd	FIREFIGHTERS - Pay Date 10/13/2023	14,062.91	JC	B 605 7

Account No Date	Type	Account Description Transaction Data/Comment	Vendor/Source	Amount	User	Item #
3-GN- 10/31/23	-002-110 Expd	Firefighters FIREFIGHTERS - Pay Date 10/31/23	Continued	14,062.91	JC	B 608 7
Total Expenditures:		2 28,125.82				
3-GN- 10/13/23 10/31/23	-002-111 Expd Expd	Overtime & Sicktime Buyback OVERTIME & VAC BUY - Pay Date 10/13/2023 OVERTIME & VAC BUY - Pay Date 10/31/23		1,646.78 372.00	JC JC	B 605 8 B 608 8
Total Expenditures:		2 2,018.78				
3-GN- 10/13/23 10/31/23	-002-226 Expd Expd	Weekend & Overnight Duty Crews DUTY CREW STIPENDS - Pay Date 10/13/2023 DUTY CREW STIPENDS - Pay Date 10/31/23		4,780.00 4,370.00	JC JC	B 605 11 B 608 11
Total Expenditures:		2 9,150.00				
3-GN- 10/13/23 10/31/23	-002-228 Expd Expd	Stipends - Fill In Firefighters FILL-IN FIREFIGHTERS - Pay Date 10/13/23 FILL-IN FIREFIGHTERS - Pay Date 10/31/23		1,299.96 960.84	JC JC	B 605 12 B 608 12
Total Expenditures:		2 2,260.80				
3-GN- 10/13/23 10/31/23	-002-301 Expd Expd	FICA - Firefighters FICA FIREFIGHTERS - Pay Date 10/13/23 FICA FIREFIGHTERS - Pay Date 10/31/23		1,640.81 1,485.98	JC JC	B 605 18 B 608 18
Total Expenditures:		2 3,126.79				
3-GN- 10/13/23 10/31/23	-002-303 Expd Expd	State Payroll Taxes - Firefighters STATE WAGE TAX FF'S - Pay Date 10/13/23 STATE WAGE TAX FF'S - Pay Date 10/31/23		85.55 74.26	JC JC	B 605 19 B 608 19
Total Expenditures:		2 159.81				
3-GN- 10/13/23 10/31/23	-002-304 Expd Expd	Health Insurance - Firefighters Health Ins. reimb. 10/13/2023 Health Ins. reimb. 10/31/23		311.42 311.42	JC JC	B 605 9 B 608 9
Total Expenditures:		2 622.84				
3-GN- 10/31/23	-003-101 Expd	Fire Official FIRE MARSHAL - Pay Date 10/31/23		958.33	JC	B 608 5
Total Expenditures:		1 958.33				
3-GN- 10/31/23	-003-102 Expd	Fire Inspectors FIRE INSPECTOR - Pay Date 10/31/23		458.33	JC	B 608 6
Total Expenditures:		1 458.33				

Fund Description	Fund	Expenditures
GENERAL	3-GN	62,192.45
Total of All Funds:		<u>62,192.45</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	29	62,192.45

Pine Hill Fire Department

Chief's Monthly Report

October 2023

Meetings:

- On Thursday evening the 5th, I attended the commission meeting.
- On Tuesday the 10th, I attended the fire company meeting.
- On Thursday evening the 12th, I attended the Camden County Fire Chiefs meeting in Blackwood.
- On Wednesday morning the 25th, Battalion Chief Pizzo and I had a meeting with Chief 63 from Lindenwold. (will explain at the meeting).
- On Wednesday afternoon the 25th, I attended a budget meeting with Commissioners Waddington & Hagerty.
- On Wednesday evening the 25th, I attended the Christmas Parade meeting at the Borough Hall.

Calls for Service / Significant Concerns:

- On Tuesday afternoon the 10th, the ladder responded to 8 Gardenia Court in Winslow for a working fire. Battalion Chief Pizzo also responded to the fire.
- On Tuesday evening the 10th, the engine and ladder responded to 131 Hidden Drive for a working fire in Erial (sofa on fire). Battalion Chief Pizzo also responded to this fire.
- On Tuesday evening the 17th, the squad and ladder responded to 343 Berlin Cross Keys Road (Camden County Vocational School) in Erial for a machine on fire in the school. Battalion Chief Pizzo also responded to this fire.
- On Monday afternoon the 16th, the ladder and Battalion Chief responded to 405 Grimes Road in Winslow for a working fire that involved the electrical panel in the home.
- On Thursday afternoon the 19th, the ladder and Battalion Chief responded to 65 Villanova Court in Winslow for a working house fire.

Captain Promotion:

- On Tuesday the 3rd, we held the written test & lesson plan research.
- On Thursday afternoon the 5th, we held the panel review. John Duvall was chosen for the captains position.

Tower Ladder:

- On Tuesday afternoon the 17th, the ladder was tested. We have three deficiencies that must be repaired to receive the yearly certification. These repairs must be completed within 60 days, or we will need to pay for another test. We also had other deficiencies that are recommended to repair but will not hold up the certification.

Training:

- On Sunday the 1st, I attended part C for my EMT certification.
- On Tuesday the 10th, I attended training in Burlington County for my Instructor 1 certification.
- On Friday evening the 27th, I attended the department monthly training at the fire academy.

Grants:

- I completed the paperwork for the Summer Station Foundation Grant. We were awarded the grant and have already received the money (Pine Valley).
- On Monday the 30th, I submitted a grant to the Gary Sinise Foundation for 5 G5 Voice Activated Pagers.
- On Wednesday the 18th, I submitted a grant to State Farm Community Grant Funding for an Automated Chest Compression Device. This would be placed on the squad and used for Cardiac Arrest.
- Still waiting for the results with the Leary Foundation Grant.
- We are waiting for the results of the two (AFG) grants.

Fire Prevention:

- On Wednesday evening the 4th, we held our Fire Prevention at the High School.
- On Monday morning the 16th, we had 12 kids visit for a fire prevention demonstration. The kids are home schooled.
- On Sunday morning the 29th, we provided fire prevention activities at the Spanish SDA Church on Erial Road.

MVA Billing:

- We received another \$250.

Halloween:

- On Thursday evening the 19th, we participated in Trunk-Or-Treat at the high school.
- On Sunday afternoon the 29th, we participated in Trunk-Or-Treat at Hope Chapel Church.
- On Tuesday evening the 31st, we participated in Halloween with a table set up on Country Club Road. We gave out candy at the firehouse and had two EMT's on bikes.

Covered Shift:

- On Sunday night the 29th, I worked from 6 pm to midnight because we could not find an officer to work.

Swearing In:

- I would like to swear John Duvall in as Captain on December 7th. We might want to consider using the borough hall.

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

Month of: October 2023

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	0
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	0
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	\$717.00
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)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$717.00

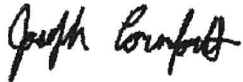
Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

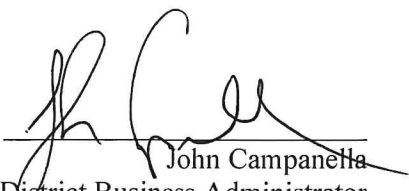
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive style with some loops and flourishes.

Joseph Cornforth
Fire Official

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

- Met with Chairman to work on 2024 budget
- Submitted a reimbursement request for PPE under the American Rescue Plan Firefighter Grant
- Worked on issue of trying to obtain proof of our pension costs under SAFER Grant
- Worked on 2024 budget
- Set up our Cyber Security Training account with the JIF
- Filed a claim for insurance reimbursement for the accident with the ladder truck
- Registered for GovConnect per the mandate from the DCA
- 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