

Pine Hill Fire District #1
Regular Meeting Minutes
March 6, 2025

MEETING CALLED TO ORDER: Meeting was called to order by Commissioner Hagarty at 7:31 P.M. Commissioner Hagarty led the salute to the flag and read a statement regarding the Open Public Meetings Act.

ROLL CALL: Commissioner Waddington – absent, Commissioner Wakeley – absent, Commissioner Hagarty – present, Commissioner Harris – present, Commissioner Briggs – present

OTHER OFFICIALS PRESENT: Chief Hunter, Battalion Chief Pizzo, Captain Duvall, Solicitor Carlamere, Business Administrator Lower

MINUTES: Chairman Waddington asked if there were any questions regarding the session minutes for the meeting held on February 6, 2025. There were none. A motion to approve the minutes was made by Commissioner Harris and seconded by Commissioner Briggs.

Roll Call Vote: Commissioner Waddington – absent, Commissioner Wakeley – absent, Commissioner Hagarty - abstain, Commissioner Harris - yes, Commissioner Briggs – yes. Motion passed with two yes votes.

COMMUNICATIONS LIST: Commissioner Hagarty asked if there were any questions regarding the communications listed on the agenda regarding proof of publication in the Courier Post of the February 6, 2025 workshop meeting being canceled. There were none.

OLD BUSINESS: Commissioner Hagarty asked for committee chair reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Briggs said that new insurance cards have been placed in all the vehicles, and new registration cards are being placed as they arrive. Engine 6 gauge was repaired by Gordon Sr and the window was repaired by Gloucester Township Garage. They are in contact with Fireline to come up with a plan and solution for the rear rescue compartment on Squad 6. They are awaiting Fire & Safety to fix the pump shifter. Tower Ladder 6 needs the aerial maintenance switch and left scuff plate repaired. Tower 6 is meeting with the truck committee and Pearce salesman to figure out the purchase of a new truck, as discussed at the workshop meeting. It will be on the agenda for the April meeting.
- **Community Relations Liaison:** Commissioner Harris said he had nothing to report at this time. He said he will work on scheduling a date to work with Pine Hill Youth Association. Battalion Chief Pizzo said he went to John Glenn Elementary School and read to the students.
- **Information Technology and Equipment Commissioner:** Commissioner Hagarty said it is very important to complete the training. Chief Hunter sent out

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notice of everyone who completed the training. Commissioner Hagarty said that he still has one more class to do, and that he will own that publicly. He said it is important to get the training done as quickly as possible. He said it is very important for those who have not done the training to take the time and complete it. Commissioner Hagarty said the deadline to complete the training was February 28th but it has been extended to March 11th. He requested the names of those who haven't completed it be sent to him. Chief Hunter said less than 17 members of the department have not completed the training. Chief Hunter also said that he took the Pine Hill Fire Department officers off of the District's email list so they did not have to complete District training. This move also saves the District money.

- **Insurance Fund Commissioner:** Commissioner Hagarty said that getting the training completed is an important item for the Insurance Fund.
- **Fire Prevention Commissioner:** Commissioner Briggs said she has no report yet but Fire Prevention Night is in September so she will have something coming up.

NEW BUSINESS: Commissioner Hagarty asked if there were any questions regarding the resolutions listed on the agenda. There were none.

○ **Resolution 25-23: Approval and Payment of Bills**

- A motion to approve resolution 25-23 was made by Commissioner Harris and seconded by Commissioner Briggs.

Roll Call Vote: Commissioner Waddington – absent, Commissioner Wakeley – absent, Commissioner Hagarty - yes, Commissioner Harris - yes, Commissioner Briggs – yes. Motion passed with three yes votes.

FIRE CHIEF'S REPORT: See attached report. Commissioner Hagarty said that the fire reports were very comprehensive and asked if there were any questions. There were none. Chief Hunter said in 2015 the Squad vehicle was involved a motor vehicle accident where it was t-boned. It was towed to E1 Manufacturing in Ocala, FL. It was out of service until June 2016. Chief Hunter said he was digging into information on the incident. He said he found documentation, including pictures, by Chief Dukes saying the truck was to go back to E1 for any repairs because we would get 18 to 20 additional years out of the truck. Chief Hunter said the question is whether the truck is still under warranty. He said we may need Fireline to come take a look at it. Chief Hunter said this matter is a work in progress. Battalion Chief Pizzo said the warranty itself ran out in 2022. Chief Hunter said that was a 10 year warranty. Battalion Chief Pizzo said that they believe this issue is because of the accident in 2015. Chief Hunter said the rear compartment separating from the truck is definitely part of the accident where it hit a telephone pole.

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Commissioner Hagarty thanked everyone for putting together the Installation Dinner. He said he had the pleasure of attending and it was exceptionally well done, as usual. He said it appeared to him that everyone had an enjoyable evening. Commissioner Hagarty said that it shows that a lot of work and effort goes into it. He said it leaves a significant positive impact in terms of recognition and morale. He said he had a nice evening and appreciated the opportunity to be there. Chief Hunter thanked Commissioner Hagarty for being there.

Commissioner Hagarty thanked everyone involved in getting the Wawa grant. He said every grant is important no matter the dollar amount. He said he appreciated the effort being made by the Commission to look into ways to get money. Battalion Chief Pizzo said that he appreciated that.

FIRE OFFICIAL'S REPORT: See attached report for January.

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report.

Commissioner Hagarty asked if there were any questions regarding the reports presented. There were none. A motion to approve all reports presented was made by Commissioner Harris and seconded by Commissioner Briggs. All were in favor. Motion passed.

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

There was no public participation.

CLOSE FLOOR TO THE PUBLIC: Commissioner Hagarty 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 Harris and seconded by Commissioner Briggs. All were in favor. Motion passed.

RESOLUTION 25-24: CLOSED SESSION: Commissioner Hagarty explained that there was a need to enter a closed session to discuss personnel issues. A motion to enter closed session was made by Commissioner Harris and seconded by Commissioner Briggs. Motion passed. Meeting temporarily adjourned at 7:47 p.m.

CALL TO ORDER: Commissioner Hagarty called the meeting back to order at 8:45 p.m. and asked for a roll call.

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ROLL CALL: Commissioner Waddington – absent, Commissioner Wakeley – absent, Commissioner Hagarty – present, Commissioner Harris – present, Commissioner Briggs – present.

OUTCOME OF CLOSED SESSION: Commissioner Hagarty said that no decisions or votes were taken in closed session. The issues remain closed at this point.

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

The meeting adjourned at 8:46 p.m.



Christopher Harris
Commission Secretary



Hannah Lower
Fire District Business Administrator

*** LocaliQ**
New York/New Jersey
GANNETT

Agency:
Hannah Lower
Pine Hill Fire District 1
1109 Erial RD
Pine Hill NJ 08021-7303
Acct: 1122763

Client:
Hannah Lower
Mrs. Hassett
Pine Hill Fire District 1
1109 Erial RD
Pine Hill NJ 08021-7303
Acct: 1122763

This is not an invoice

Order #	Advertisement / Description	Columns x Lines x Insertions	Rate per Lines	Cost
11013000	NOTICE The Pine Hill Fire District #1 workshop meeting scheduled for Februar	1 x 13.00 x 1	\$0.39	\$35.07
Net Total Due:				\$35.07

Costs above include daily ad cost and any associated affidavit charges, where applicable

of Copies : _____ PO #: _____

1 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 ORDER CONFIRMATION 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 ORDER CONFIRMATION 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: 02/06/2025 

Signature: _____

Federal ID #: 061032273
Official Position: Clerk

Kindly return a copy of this order confirmation with your payment so that we can assure you proper credit.

Courier Post

Gannett New York-New Jersey LocaliQ
PO Box 6312102, Cincinnati, OH 45263-1202

AFFIDAVIT OF PUBLICATION

Order Number : 11013000

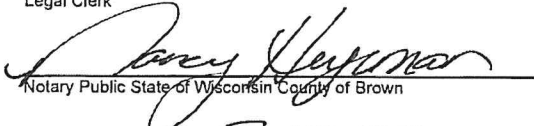
STATE OF WISCONSIN
Brown County

Of the **Courier Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in State of New Jersey and Camden County, and of general circulation in Camden and Gloucester Counties, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

02/06/2025



Legal Clerk


Notary Public State of Wisconsin County of Brown
5.19.27
My commission expires

NANCY HEYRMAN
Notary Public
State of Wisconsin

NOTICE

The Pine Hill Fire District #1 workshop meeting scheduled for February 6, 2025 at 5:30 PM has been canceled. The Pine Hill Fire District #1 regular meeting will still be held on Thursday, February 6, 2025 at 7:30 PM.

Hannah Lower
Business Administrator
February 6, 2025 (6:07)

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #25-23

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.



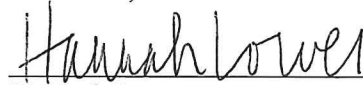
DATED: March 6, 2025

 Christopher Harris
 Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Hagarty			✓			
Harris	✓		✓			
Briggs		✓	✓			
Waddington						✓
Wakeley						✓

I, Hannah Lower, do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on March 6, 2025.



 Hannah Lower
 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
25000050	02/26/25	PHFD1 PINE HILL FIRE DEPT.	LEASE PAYMENT MARCH 2025	Open	8,250.00	0.00	
25000051	02/26/25	DC001 DAVID F. CARLAMERE	SOLICITOR'S FEE MARCH 2025	Open	450.00	0.00	
25000052	02/26/25	CASH1 PETTY CASH	DUTY CREW MEALS APRIL 2025	Open	1,200.00	0.00	
25000053	02/26/25	CASH1 PETTY CASH	REPLENISH CHIEF PETTY CASH	Open	90.00	0.00	
25000054	02/26/25	IMC01 INTERSTATE MOBILE CARE, INC.	PHYSICALS	Open	4,178.00	0.00	
25000055	02/26/25	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILLING MARCH 2025	Open	1,017.79	0.00	
25000056	02/26/25	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL JANUARY 2025	Open	1,399.31	0.00	
25000057	02/26/25	RCGCF001 Rowan College of South Jersey	PUMP HYDRAULICS REFRESHER	Open	25.00	0.00	
25000058	02/26/25	MESSE005 MES SERVICE COMPANY, LLC	DRY KWIK COAT HANGERS	Open	375.00	0.00	
25000059	02/26/25	JAMBE005 JOSEPH HURLEY	QUILTED JACKETS	Open	4,250.00	0.00	
25000060	02/26/25	JAMBE005 JOSEPH HURLEY	UNIFORM PATCHES	Open	675.00	0.00	
25000061	02/26/25	ALLGE005 ALL GEARED UP, LLC	LOGO & HATS	Open	85.00	0.00	
25000062	02/26/25	AMAZO005 AMAZON CAPITAL SERVICES, INC.	COPY PAPER	Open	49.21	0.00	
25000063	02/26/25	ACTIO005 Action Uniform Co. LLC	NOMEX PANTS	Open	360.00	0.00	
25000064	02/26/25	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	58TH ANNUAL DINNER TICKETS	Open	750.00	0.00	
25000065	02/26/25	JHR01 JOSEPH HUNTER	PICTURE FRAMES REIMBURSEMENT	Open	122.54	0.00	
25000066	02/26/25	RCGCF001 Rowan College of South Jersey	FIRE OFFICER I	Open	1,250.00	0.00	
25000067	02/26/25	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	33.55	0.00	
25000068	02/26/25	BTM001 BOUND TREE MEDICAL, LLC	SUPPLIES	Open	230.73	0.00	
25000069	02/26/25	ZOLLD005 ZOLL DATA SYSTEMS, INC.	EMS CHARTS	Open	183.80	0.00	
25000070	02/26/25	TACTIO10 TACTICAL PUBLIC SAFETY, LLC	LIGHTBAR REPAIR	Open	1,092.79	0.00	
25000071	02/26/25	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING MARCH 2025	Open	309.25	0.00	
25000072	02/26/25	CASH1 PETTY CASH	REPLENISH HANNAH'S PETTY CASH	Open	17.04	0.00	
25000073	02/26/25	COU01 Courier Post	WORKSHOP CANCELATION NOTICE	Open	45.21	0.00	
25000074	02/26/25	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	COPIER LEASE MARCH 2025	Open	87.62	0.00	
25000075	02/28/25	ATTMO005 AT&T MOBILITY	FIRSTNET BILL FEBRUARY 2025	Open	130.11	0.00	
25000076	03/04/25	INTELLI INTELLICORP RECORDS INC.	BACKGROUND CHECK SOFTWARE	Open	62.25	0.00	
25000078	03/05/25	ROELY005 ROELYNN LITHO, INC	BUSINESS CARDS	Open	149.90	0.00	
25000079	03/05/25	AMAZO005 AMAZON CAPITAL SERVICES, INC.	OFFICE SUPPLIES	Open	783.09	0.00	
25000080	03/05/25	AMAZO005 AMAZON CAPITAL SERVICES, INC.	POWER CORD FOR LAPTOP	Open	12.95	0.00	
25000081	03/05/25	MESSE005 MES SERVICE COMPANY, LLC	RESCUE TOOLS	Open	3,263.25	0.00	
25000082	03/05/25	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	REPAIRS & BATTERIES FOR FANS	Open	895.00	0.00	
25000083	03/05/25	JHR01 JOSEPH HUNTER	REIMBURSEMENT FOR REFRESHMENTS	Open	50.00	0.00	
25000084	03/05/25	SALVA005 Salvatore Pizzo	REIMBURSEMENT FOR REFRESHMENTS	Open	150.00	0.00	
25000085	03/05/25	MESSE005 MES SERVICE COMPANY, LLC	FORESTRY HOSE	Open	94.00	0.00	

Total Purchase Orders: 35 Total P.O. Line Items: 0 Total List Amount: 32,117.39 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	5-GN	32,117.39	0.00	32,117.39	0.00	0.00	32,117.39
Total Of All Funds:		<u>32,117.39</u>	<u>0.00</u>	<u>32,117.39</u>	<u>0.00</u>	<u>0.00</u>	<u>32,117.39</u>

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

CLOSED SESSION
Resolution 25-24

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss personnel matters in closed session.

Date: March 6, 2025

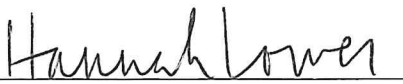


Christopher Harris, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagarty			✓			
Harris	✓		✓			
Briggs		✓	✓			
Wakeley						✓
Waddington						✓

I, Hannah Lower, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the regular meeting held on March 6, 2025.



Hannah Lower, Administrator

Pine Hill Fire Department

Chief's Monthly Report

February 2025

Meetings:

- On Monday morning the 3rd, I had a meeting with two representatives from Wawa about their grant opportunity.
- On Tuesday evening the 4th, I attended the commission meeting for Lambs Terrace.
- On Thursday morning the 6th. I attended a meeting with the MUA at the Mansions Apartment to discuss their water and hydrant issues.
- On Thursday evening the 6th, I attended our commission meeting.
- On Tuesday evening the 11th, I attended the fire company meeting.
- On Tuesday evening the 18th, I attended a meeting with Commissioners Waddington and Harris to discuss a personnel issue.
- On Saturday evening the 22nd, I attended the fire department's annual awards banquet.
- On Thursday evening the 27th, I attended a mutual aid meeting with Winslow Township Fire Department.

Public Relations:

- Nothing to report.

Calls for Service / Significant Concerns:

- On Tuesday afternoon the 4th, we assisted public works by taking down Christmas lights using the tower ladder.
- On Tuesday late afternoon on the 4th, the tower ladder was dispatched to 28 Wilton Way in Winslow Township for a reported house fire. The crew from tower ladder 6 arrived and assisted with searches/opening to check for fire spread.
- On Tuesday evening the 4th, tower ladder 6, engine 6, and battalion 6 responded to 42 Shenandoah Drive in Erial for a reported house fire. Battalion 6 took a command roll, engine 6 assisted with handlines, and tower ladder 6 went in operations with the main.

- On Wednesday evening the 5th, I responded along with engine 6 & squad 6 to 9 Clementon Road in Berlin to a reported house fire. Squad 6 was sent to the rear of the dwelling and told to get to the attic. Engine 6 assisted with a handline on the interior and I took the accountability roll.
- On Sunday evening the 9th, squad 6 responded to 81 Erial Road in Clementon for a reported house fire. Squad 6 acted as the R.I.C. company (Rapid Intervention Crew).
- On Wednesday afternoon the 12th, battalion 6 and squad 6 responded to 7th Ave and Erial Road for a motor vehicle accident. Battalion 6 arrived to find that a school bus hit the arm of a bucket truck throwing the individual out of the bucket. The individual was wearing a harness, but it snapped in half after that individual wrapped around the pole a few times causing him to hit the side of a house before falling to the ground. Battalion 6 had command and the crew on the squad did patient care until BLS arrived.
- On Monday afternoon the 17th, squad 6 responded to Pine Street & Buttonwood Ave for a reported tree down. The squad arrived to find that a large tree had fallen across Pine Street taking down wires with it. We sat on this call for 19 hours waiting for Atlantic City Electric to cut power to the wires.
- On Friday evening the 21st, engine 6 was dispatched as part of the 5" Task Force to Camden Iron in the City of Camden. The engine operated for 7 hours supplying water to the fire.
- On Saturday morning the 22nd, I responded along with squad 6 to 33 Bramua Ave for an investigation. Police were reporting that the resident had a fire the night prior, and police wanted the fire department to check it out. I arrived to find an exterior fire that had started in the driveway and extended to the siding and soffit of the resident. I contacted FM-6 and the County Fire Marshall, who both responded. The fire is under investigation by Pine Hill Police and the County Fire Marshall.
- On Wednesday evening the 26th, squad 6 and battalion 6 were dispatched to 565 1st Ave in Clementon for a reported house fire. Squad 6 operated as the R.I.C. crew and battalion 6 took a roll as the manpower officer.

SOP's/SOG's:

- We are still creating and renewing our policies.

Training:

- On Wednesday evening the 26th, I attended the fire department's monthly training.

Banquet:

- Thank you to the commissioners that attended our annual awards banquet.

Firefighter - 1:

- We currently have 5 out of the 6 attending fire school.

Emails:

- We removed the officers from the fire district email list, because they are now using the fire department email.

Vacations:

- I have already provided a list of the days that I have scheduled off but wanted to remind everyone that I will be attending Phillie Phanatic Spring Training March 18,19,20,21.

Grant:

- We did receive a \$2500 grant for Wawa that will be used to purchase a Fast-Board for the squad.

Retirement:

- I was recently asked about a rumor that I was retiring April 31, 2025, and my response to that was my contract expires December 31, 2025. As of December 31, 2024, my paperwork shows that I have completed 24 years and 9 months in the pension system. I stated that I would like to stay another 4 years as long as my contract negotiations go well, and we needed to get back to working to make this department better. Communications need to get better, and the working relationship needs to improve.

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

Month of: January 2025

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	2
Fire Safety Inspection – Non LHU(s)	4
Re-Inspection(s)	0
Smoke Detector & CO Detector Compliance(s)	10
Complaint(s)	0
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	151.00
Smoke Detector & CO Detector Compliance	585.00
Permit Fees	0
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	736.00

Requests:

The following Items are requests for purchase/appropriation:

Currently researching the purchase of a new tablet computer for the purpose of completing field inspections. Talks with our inspection software vendor have confirmed that the laptop currently used to conduct field inspections is too old to accept any updates and is unable to run current up to date software. I am currently using the office laptop to perform field inspections.

Currently researching the replacement of the Fire Official desk.

Comments:

Paperwork completed with the NJ Division of Fire Safety for the transition from Fire Official Shannon to Fire Official Brezee.

NJ Division of Fire Safety approved 2024-year end report for the Bureau of Fire Prevention.

Respectfully Submitted,



Michael B. Brezee
Fire Official

Pine Hill Fire Prevention Bureau
 Inspector's Activity Report for the period: 01/01/2025 to 01/31/2025
 Printed: 02/06/2025 Page: 1

Inspector	T	Date	Property	Address
Michael B Brezee	P	01/08/2025	Kelsch Associates, Inc.	35 E Buttonwood Avenue
	P	01/27/2025	Conoco Gas Station	249 Erial Road
	P	01/27/2025	Dunkin Donuts	501 Erial Road
	P	01/27/2025	Jampro Environmental Corp	310 Erial Road
	P	01/27/2025	Pine Hill Laundromat	415 Erial Road
	P	01/27/2025	Pine Hill Nail Salon	541 Erial Road

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	6	0	0	0	0	6
Time Spent:	00:40	00:00	00:00	00:00	00:00	00:40

Pine Hill Fire Prevention Bureau
 Receipts Ledger for the period: 01/01/2025 to 01/31/2025
 Printed: 02/06/2025 Page: 1

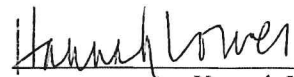
<u>Date</u>	<u>Business/Payor Name</u>	<u>ID/Fee Type</u>	<u>Invoice</u>	<u>Check Number</u>	<u>Check Amt.</u>	<u>Daily Total</u>	<u>MTD Totals</u>	<u>YTD Total</u>
01/03/2025	Connie Balis	SMOKE DETECTOR	25-6733	423	\$ 90.00	\$ 90.00		
01/08/2025	William Hazelton	SMOKE DETECTOR	25-6734	Cash	\$ 45.00			
01/08/2025	Soumyendra Sharma, Jitumoni Go	SMOKE DETECTOR	25-6735	1048	\$ 90.00	\$ 135.00		
01/10/2025	Robert Kling	SMOKE DETECTOR	25-6737	Cash	\$ 45.00	\$ 45.00		
01/13/2025	Skipper Schilling Jr	SMOKE DETECTOR	25-6736	Cash	\$ 45.00	\$ 45.00		
01/17/2025	Skipper Schilling Jr	SMOKE DETECTOR	25-6744	Cash	\$ 45.00			
01/17/2025	Jimmy's Ice Cream	PH-0018	24-7933	2284	\$ 58.00			
01/17/2025	Maurer & Son	PH-0085	24-7978	3334	\$ 58.00	\$ 161.00		
01/22/2025	James Skaggs	SMOKE DETECTOR	25-6739	Cash	\$ 45.00			
01/22/2025	Brielle Delano & Rich Gregory	SMOKE DETECTOR	25-6740	Cash	\$ 90.00			
01/22/2025	Siobhen & Romona Gallagher	SMOKE DETECTOR	25-6738	Cash	\$ 45.00	\$ 180.00		
01/27/2025	Pine Hill Nail Salon	PH-0006	25-8015	Cash	\$ 35.00	\$ 35.00		
01/30/2025	Thomas Price, Roianne Lope	SMOKE DETECTOR	25-6742		\$ 45.00	\$ 45.00	\$ 736.00	\$ 736.00

Fee receipts by type of fee:

SMOKE DETECTOR	10	\$	585.00
Registration	3	\$	151.00
Total for the period	13	\$	736.00

**PINE HILL FIRE DISTRICT #1
FEBRUARY 2025 ADMINISTRATOR'S REPORT**

- Processed payroll
- Made DCRP payment 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 Edmunds
- 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



Hannah Lower
Fire District Business Administrator