

Pine Hill Fire District #1  
Regular Meeting Minutes  
December 4, 2025

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

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

**SWEARING IN:** Solicitor Carlamere conducted the swearing in of Michael Hagarty, who was reelected as a commissioner. Commissioner Hagarty thanked everyone who supported him and said he will do his utmost to live up to that support.

**OTHER OFFICIALS PRESENT:** Solicitor Carlamere, Chief Hunter

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on November 6, 2025. A motion to approve the November 6th meeting minutes was made by Commissioner Hagarty and seconded by Commissioner Wakeley. ***Roll Call Vote: Commissioner Briggs – yes, Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Wakeley – yes, Commissioner Waddington - abstain. Motion passed with four yes votes.***

Chairman Waddington asked if there were any questions regarding the minutes for the special meeting held on November 18<sup>th</sup>. A motion to approve the November 18<sup>th</sup> meeting minutes was made by Commissioner Wakeley and seconded by Commissioner Harris. ***Roll Call Vote: Commissioner Briggs – abstain, Commissioner Hagarty – abstain, Commissioner Harris – yes, Commissioner Wakeley – yes, Commissioner Waddington - yes. Motion passed with three yes votes.***

**COMMUNICATIONS LIST:** Chairman Waddington asked if there were any questions regarding the communications as listed on the agenda regarding proof of publication in the Courier Post of the Volunteer Fire Chief/Administrator job description. There were none.

**OLD BUSINESS:** Chairman Waddington asked for committee chair reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Briggs said there are two repairs that need to be made on the ladder truck to get the 2025 certification. She said that one repair is actively being worked on now, and Fire & Safety would be out Thursday, December 11<sup>th</sup> to get an estimate for the repair. She said both repairs need to be made by December 31<sup>st</sup>, 2025 unless we

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want to request an extension, which brings us to January 2026 and a new budget year, so we need to make a decision on if we want to continue with the repair or get an extension. Chairman Waddington asked if the repairs would be completed by the end of this year. Chief Hunter said he thinks so, but it is a matter of cost. He said they have to sign the documentation that they made the repairs for the aerial testing company to get the certification, or he can request an extension until next year, but we have to have the repairs done in order to get the certification. He said he just doesn't know the dollar figure. Chief Hunter said he knows that we are over-expended on that line item. He asked do we just get it over with or start next year already in the hole. Chairman Waddington said we will see what the figure is. Chief Hunter said he would let him know. Commissioner Briggs said to send it to her and she would have a discussion with them after we get the estimate.

- **Community Relations Liaison:** Commissioner Harris asked if everything was good for the parade. Chief Hunter said they are on target to have a very productive parade. Commissioner Harris asked if there was a good lineup. Chief Hunter said he doesn't think anyone knows what that is going to be because you sign up as you arrive. He said last year's parade was the best its ever been so he is anticipating this one being even better. Commissioner Harris said other than that he saw there was a dwelling fire last week. Chief Hunter said they had a fire on Monday night that was an exterior fire that extended onto the first and second floor. He said they have nineteen guys respond. He said the home response is getting a little bit better. He said one guy came from Washington Township and one came from Pitman. He said they had three pieces of apparatus on the street. Commissioner Harris said that was good.
- **Information Technology and Equipment Commissioner:** Chairman Waddington had nothing to report.
- **Insurance Fund Commissioner:** Commissioner Hagarty said he was able to attend the JIF meeting so hopefully we would get the credit for that. He said as we get to the end of the year and start of a new year, the training will start all over again. He encouraged people to jump on that as soon as possible.
- **Fire Prevention Commissioner:** Commissioner Briggs had nothing to report.

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

- **Resolution 25-46: Approval and Payment of Bills**

- A motion to approve resolution 25-46 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

**FIRE CHIEF’S REPORT:** See attached report. Chairman Waddington asked if there were any questions on the report, and if not if Chief Hunter had anything to add. Chief Hunter said he was able to find the dollar figures on the SAFER grant. He said \$247,983.00 is what we receive. He said the first three years we would receive \$62,076.00 and \$61,755.00 the fourth. Chief Hunter said other than that, he will be on vacation from the 19<sup>th</sup> to the 26<sup>th</sup>.

Vice-Chairman Wakeley asked what the bunk room project is. Chief Hunter said the planning committee has agreed to move forward with a preliminary agreement to reach out to an engineer, which was Churchill Consulting Engineers in Winslow Township. He said he gave them a copy of our old site plan from 2003 and they agreed to put a proposal together before their next meeting to come up with a game plan. He said that Churchill feels what we are looking to do, we can do. He said he just doesn’t know what the dollar figure will be or what an architect will cost. Vice-Chairman Wakeley asked what they are looking to do. Chief Hunter said the game plan right now is to put a 30 x 75 foot pole barn on the side of the building where they were going to put the bunk room, and then move the Hahn and ambulance from inside the bay and put it inside that bunk room. He said the engine room where the Hahn and ambulance are will become the bunk room. He said they are going to go from six bays down to four bays. He said part of the pole barn will become the gym so the equipment in the basement will go out into the pole barn and the whole basement will be used for storage. Chief Hunter said the bunk room will have eleven individual bunks and the bunk room we have now will be divided down the middle for the career firefighters and the officers. He said they will have bunk rooms for fourteen people. He said we need to sell this to the department and then go out for financing.

Vice-Chairman Wakeley asked how things are going with the Chief 84 from Blackwood. He said he saw Chief Hunter had a meeting with him. Chief Hunter said it was just conversations and that they get along very well. He said they talked about what’s going on and what their plan is. He said there has been talk of Blackwood and Chews Landing merging. Vice-Chairman Wakeley said that was all he had and thanked Chief Hunter.

Chairman Waddington asked if Chief Hunter had anything else. Chief Hunter said that was it. Chairman Waddington thanked him.

**FIRE OFFICIAL’S REPORT:** No report.

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

Chairman Waddington asked if there were any questions regarding the reports presented. There were none. A motion to approve all reports presented was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed with five yes votes.

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

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

**CLOSED SESSION:** Chairman Waddington said that there was a need to enter closed session.. A motion to approve Resolution 25-47 and enter closed session was made by Commissioner Hagarty and seconded by Commissioner Briggs.

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

The meeting was temporarily adjourned at 7:45 p.m.

**CALL TO ORDER:** Chairman Waddington called the meeting back to order at 8:47 p.m. and asked for a roll call.

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

**OUTCOME OF CLOSED SESSION:** Solicitor Carlamere said the first issue that the Board discussed in closed session was a personnel issue and the union representative and an employee also came in for the meeting. He said that due to that issue being personnel related it will remain closed session. He said that the Board is anticipating some kind of response from the union representative.

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Chairman Waddington said he would entertain a motion to hire Lou Bordi for personnel issues. A motion to hire Lou Bordi for personnel issues was made by Commissioner Wakeley and seconded by Commissioner Harris.

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

**ADJOURNMENT:** Chairman Waddington asked for a motion to adjourn. A motion to adjourn was made by Commissioner Hagarty and seconded by Commissioner Briggs. All were in favor. Motion passed.

The meeting was adjourned at 8:49 p.m.



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Christopher Harris  
Commission Secretary



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Hannah Lower  
Fire District Business Administrator

# Certificate of Election

BOARD OF CANVASSERS  
OF  
CAMDEN COUNTY, NEW JERSEY

The said Board does determine that at an election held in said county,  
on the Fourth day of November, in the year of our Lord Two Thousand Twenty-five


**MICHAEL HAGARTY**

was duly elected to the Office of

**MEMBER OF BOARD OF FIRE COMMISSIONER**

*PINE HILL BOROUGH FIRE DISTRICT NO. 1*

In Witness Whereof, I have hereunto set my hand this  
Nineteenth day of November, A.D., Two Thousand Twenty-five

  
DONNA M. ROBINSON TAYLOR, Chairperson, Board of County Canvassers

Attest:   
PAMELA R. LAMPITT, Camden County Clerk



	Member of Board of Fire Commissioner Pine Hill Borough Fire District No. 1					Member of Board of Fire Commissioner Winslow Township Fire District No. 1						
	VOTE FOR 1					VOTE FOR 1						
	Michael Hegarty	Write-In Totals	Total Votes Cast	Overvotes	Undervotes	Contest Total	Richard T. Iannaco	Write-In Totals	Total Votes Cast	Overvotes	Undervotes	Contest Total
Pine Hill District 1	504	6	510	1	99	610						
Pine Hill District 2	540	17	557	1	88	646						
Pine Hill District 3	518	15	533	3	146	682						
Pine Hill District 4	441	13	454	3	76	533						
Pine Hill District 5	506	19	525	3	94	622						
Pine Hill District 6	199	10	209	0	35	244						
Pine Hill Provisional	70	1	71	1	18	90						
Winslow Ward 1 District 1							596	14	610	5	137	752
Winslow Ward 1 District 2							510	11	521	1	110	632
Winslow Ward 1 District 3							360	10	370	2	74	446
Winslow Ward 1 District 4							694	12	706	8	133	847
Winslow Ward 1 District 5							622	11	633	2	139	774
Winslow Ward 1 District 6							412	5	417	1	111	529
Winslow Ward 1 Provisional							51	1	52	1	14	67
Winslow Ward 2 District 1							1,045	23	1,068	5	294	1,367
Winslow Ward 2 District 2							604	12	616	2	129	747
Winslow Ward 2 District 3							727	10	737	4	172	913
Winslow Ward 2 District 4							443	18	461	0	124	585
Winslow Ward 2 District 5							465	5	470	0	107	577
Winslow Ward 2 Provisional							93	0	93	0	36	129
Winslow Ward 3 District 1							645	13	658	3	128	789
Winslow Ward 3 District 2							447	7	454	5	72	531
Winslow Ward 3 District 3							436	5	441	1	90	532
Winslow Ward 3 District 4							493	6	499	2	113	614
Winslow Ward 3 District 5							613	4	617	2	102	721
Winslow Ward 3 Provisional							75	1	76	1	20	97
Winslow Ward 4 District 1							384	8	392	0	128	520
Winslow Ward 4 District 2							666	15	681	2	130	813
Winslow Ward 4 District 3							859	16	875	1	175	1,051
Winslow Ward 4 District 4							601	6	607	4	119	730
Winslow Ward 4 District 5							686	5	691	2	186	879

204 of 351

  
 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
11814902	Job Description  Position: Volunteer Fire Chief / Administrator Job Classifi	1 x 209.00 x 7	\$0.39	\$600.57
Net Total Due:				<b>\$600.57</b>

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

# of Copies : 1  
 PO #: Chief Job Posting  
 Check #: \_\_\_\_\_  
 Date: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_


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 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: \_\_\_\_\_

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Date: 11/14/2025 

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Order Number : 11814902

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**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, depose and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

11/07/2025, 11/09/2025, 11/10/2025, 11/11/2025, 11/12/2025, 11/13/2025, 11/14/2025

*[Handwritten signature]*

Legal Clerk

*[Handwritten signature: Nancy Heyrman]*  
Notary Public State of Wisconsin County of Brown

*[Handwritten date: 5.15.27]*

My commission expires

NANCY HEYRMAN  
Notary Public  
State of Wisconsin

**Job Description**

Position: Volunteer Fire Chief / Administrator  
Job Classification: Full-time  
Pay Classification: Administrator  
Location: Pine Hill Fire District No. 1, Camden County, New Jersey  
Reports To: Board of Fire Commissioners

**Position Summary**

The Volunteer Fire Chief/Administrator is the highest-ranking officer of Pine Hill Fire District No. 1 and serves in a dual capacity:

- Volunteer Fire Chief: Provides operational leadership to the volunteer fire department, including emergency response, training, and overall readiness.
- Administrator (full-time paid): Manages the day-to-day administration of the Fire District, including budgeting, compliance, planning, personnel support, facilities, and coordination with the Board of Fire Commissioners.

This role ensures the District operates effectively and maintains a high level of service to the Pine Hill community.

**Duties and Responsibilities**

Operational Leadership (Volunteer Chief):

- Lead and direct firefighters during fire suppression, rescue, and emergency medical incidents.
- Oversee training, certification, and readiness of volunteer members.
- Establish and enforce departmental policies, procedures, and operational standards.
- Recruit, retain, and mentor members of the Fire District.
- Assume command of emergency scenes as needed.

Administrative Management (Full-Time):

- Prepare, coordinate and manage annual operating and capital budgets.
- Oversee maintenance of fire apparatus, equipment, facilities, and hydrants.
- Ensure compliance with state and federal regulations, NFPA standards, and occupational safety laws.
- Maintain required records, reports, and regulatory filings.
- Serve as the primary liaison to Camden County agencies, the State of New Jersey, and mutual aid partners.
- Provide reports, recommendations, and administrative support to the Board of Fire Commissioners.
- Attends Board of Fire Commissioners meetings and work sessions; prepares and presents reports to Board of Fire Commissioners on operations and administration of the fire department; makes recommendations for policy and procedure changes; and identifies discrepancies between actual performance and adopted goals, objectives and budget.
- Coordinate public education and community outreach programs.
- Performs other related duties as assigned.

**Requirements**

Skills/Abilities:

- Proven leadership ability, especially in a fire service environment.
- Strong knowledge of fire suppression, prevention, rescue, and emergency management.
- Administrative and organizational skills including financial management, planning, and compliance.
- Excellent written and verbal communication skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to motivate, manage, and retain volunteers.

- Strong decision-making skills under stress.
- Ability to prioritize tasks and to delegate them when appropriate.

**Education and Experience:**

- High School Diploma or GED required.
- Some college coursework is a plus, especially in Fire Science, Fire Science Administration, Public Administration, or a Financial/Business-related field.
- Minimum of 3-5 years serving as a Fire Chief or Deputy Fire Chief.
- Minimum 7-10 years of fire service experience with at least 3 years in a command role.
- Prior experience working with or leading a fire department strongly preferred.
- Must hold a valid New Jersey driver's license.

**Certifications (NJ or equivalent):**

- NJ Firefighter I and II (IFSAC/Pro Board accepted).
- NJ Emergency Medical Technician (Recommended) • NJ Fire Instructor Level 1.
- NJ Hazardous Materials Technician (Recommended)
- ICS and NIMS certifications

**Compensation and Benefits**

- Competitive full-time salary commensurate with experience.
- Health, dental, and vision insurance (as offered by District policy).
- Paid vacation, sick leave, and holidays.
- Pension/retirement program eligibility (per NJ statutes).
- Uniform and equipment allowance.
- Ongoing training and professional development opportunities.

**EEO Disclaimer**

Pine Hill Fire District No. 1 provides equal employment opportunities to all employees and applicants without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other status protected by federal, state, or local law.

11/7 - 11/14/2025 (\$570.57)

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

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Hannah Lower  
Pine Hill Fire District 1  
1109 Erial RD  
Pine Hill NJ 08021-7303  
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SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Date: 11/06/2025

Signature: \_\_\_\_\_

Federal ID #: 061032273

Official Position: Clerk

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Order Number : 11786746

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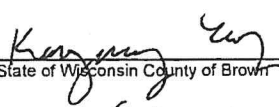
**STATE OF WISCONSIN**  
**Brown County**

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, depose and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

10/30/2025, 10/31/2025, 11/02/2025, 11/03/2025, 11/04/2025, 11/05/2025, 11/06/2025



Legal Clerk



Notary Public State of Wisconsin County of Brown

9-3-24

My commission expires

KONGMENG YANG  
Notary Public  
State of Wisconsin

**Job Description**

Position: Volunteer Fire Chief / Administrator  
Job Classification: Full-time  
Pay Classification: Administrator  
Location: Pine Hill Fire District No. 1, Camden County, New Jersey  
Reports To: Board of Fire Commissioners

**Position Summary**

The Volunteer Fire Chief/Administrator is the highest-ranking officer of Pine Hill Fire District No. 1 and serves in a dual capacity:

- Volunteer Fire Chief: Provides operational leadership to the volunteer fire department, including emergency response, training, and overall readiness.
- Administrator (full-time paid): Manages the day-to-day administration of the Fire District, including budgeting, compliance, planning, personnel support, facilities, and coordination with the Board of Fire Commissioners.

This role ensures the District operates effectively and maintains a high level of service to the Pine Hill community.

**Duties and Responsibilities**

Operational Leadership (Volunteer Chief):

- Lead and direct firefighters during fire suppression, rescue, and emergency medical incidents.
- Oversee training, certification, and readiness of volunteer members.
- Establish and enforce departmental policies, procedures, and operational standards.
- Recruit, retain, and mentor members of the Fire District.
- Assume command of emergency scenes as needed.

Administrative Management (Full-Time):

- Prepare, coordinate and manage annual operating and capital budgets.
- Oversee maintenance of fire apparatus, equipment, facilities, and hydrants.
- Ensure compliance with state and federal regulations, NFPA standards, and occupational safety laws.
- Maintain required records, reports, and regulatory filings.
- Serve as the primary liaison to Camden County agencies, the State of New Jersey, and mutual aid partners.
- Provide reports, recommendations, and administrative support to the Board of Fire Commissioners.
- Attends Board of Fire Commissioners meetings and work sessions; prepares and presents reports to Board of Fire Commissioners on operations and administration of the fire department; makes recommendations for policy and procedure changes; and identifies discrepancies between actual performance and adopted goals, objectives and budget.
- Coordinate public education and community outreach programs.
- Performs other related duties as assigned.

**Requirements**

Skills/Abilities:

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- Strong knowledge of fire suppression, prevention, rescue, and emergency management.
- Administrative and organizational skills including financial management, planning, and compliance.
- Excellent written and verbal communication skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to motivate, manage, and retain volunteers.

- Strong decision-making skills under stress.
- Ability to prioritize tasks and to delegate them when appropriate.

**Education and Experience:**

- High School Diploma or GED required.
- Some college coursework is a plus, especially in Fire Science, Fire Science Administration, Public Administration, or a Financial/Business-related field.
- Minimum of 3-5 years serving as a Fire Chief or Deputy Fire Chief.
- Minimum 7-10 years of fire service experience with at least 3 years in a command role.
- Prior experience working with or leading a fire department strongly preferred.
- Must hold a valid New Jersey driver's license.

**Certifications (NJ or equivalent):**

- NJ Firefighter I and II (IFSAC/Pro Board accepted).
- NJ Emergency Medical Technician (Recommended) • NJ Fire Instructor Level 1.
- NJ Hazardous Materials Technician (Recommended)
- ICS and NIMS certifications

**Compensation and Benefits**

- Competitive full-time salary commensurate with experience.
- Health, dental, and vision Insurance (as offered by District policy).
- Paid vacation, sick leave, and holidays.
- Pension/retirement program eligibility (per NJ statutes).
- Uniform and equipment allowance.
- Ongoing training and professional development opportunities.

**EEO Disclaimer**

Pine Hill Fire District No. 1 provides equal employment opportunities to all employees and applicants without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other status protected by federal, state, or local law.

10/30 - 11/6/2025 (\$570.57)

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
 #25-46

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

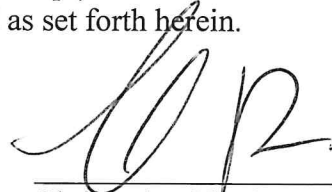
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

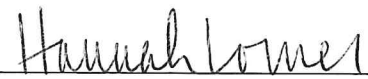
**DATED:** December 4, 2025

  
 \_\_\_\_\_  
 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 December 4, 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
25000301	10/01/25	USB U.S. BANK NATIONAL ASSOCIATION	JULY-NOVEMBER P CARD PURCHASES	Open	12,715.90	0.00	
25000339	11/27/25	DC001 DAVID F. CARLAMERE	SOLICITOR'S FEE DECEMBER 2025	Open	450.00	0.00	
25000340	11/27/25	PHFD1 PINE HILL FIRE DEPT.	LEASE PAYMENT DECEMBER 2025	Open	8,250.00	0.00	
25000341	11/27/25	STATE005 State of NJ Health Benefits	HEALTHCARE BILL NOVEMBER 2025	Open	10,877.85	0.00	
25000342	11/27/25	CASH1 PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00	
25000343	11/27/25	STEVE005 Steven Dilks	REIMBURSEMENT FOR SAW BLADES	Open	86.13	0.00	
25000344	11/27/25	CAS01 CASA PAYROLL SERVICE, LLC	NOVEMBER PAYROLL PROCESSING	Open	316.50	0.00	
25000345	11/27/25	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILLING FOR DECEMBER	Open	1,036.99	0.00	
25000346	11/27/25	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL OCTOBER 2025	Open	1,259.15	0.00	
25000347	11/27/25	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	37.50	0.00	
25000348	11/27/25	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	COPIER LEASE	Open	87.62	0.00	
25000349	12/02/25	STATE005 State of NJ Health Benefits	DECEMBER HEALTHCARE BILL	Open	7,762.99	0.00	
25000350	12/02/25	AUTOTRK0 AUTO & TRUCK PARTS OF DEPTFORD	ABSORBENT	Open	83.52	0.00	
25000351	12/02/25	TG001 TOWNSHIP OF GLOUCESTER	BREAKS/TIRES FOR SUPPORT	Open	898.37	0.00	
25000352	12/02/25	BTM001 BOUND TREE MEDICAL, LLC	EMS SUPPLIES	Open	151.48	0.00	
25000353	12/02/25	AERIA005 AERIAL TESTING COMPANY, LLC	TOWER LADDER AERIAL TESTING	Open	1,720.00	0.00	
25000354	12/02/25	EDM01 Edmunds GovTech, Inc.	2026 SOFTWARE MAINTENANCE	Open	4,269.24	0.00	
25000355	12/02/25	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	2025 MEMBERSHIP DUES	Open	100.00	0.00	
25000356	12/02/25	FIRELINE FIRELINE EQUIPMENT, LLC	DOOR LATCH & BOLT STRIKER	Open	335.33	0.00	
25000357	12/02/25	MIL1 MILWAUKEE ELECTRIC TOOL CORP	REPAIRS TO CHAINSAW	Open	359.87	0.00	
25000358	12/02/25	ROELY005 ROELYN LITHO, INC	BUSINESS CARDS - FIRE MARSHAL	Open	90.98	0.00	
25000359	12/02/25	ALLGE005 ALL GEARED UP, LLC	JOB SHIRTS & NAME TAGS	Open	295.00	0.00	
25000360	12/02/25	CCC01 CAMDEN COUNTY COLLEGE	USE OF BURN BUILDING	Open	400.00	0.00	
25000361	12/02/25	BOA00001 Bank of America	FINAL PAYMENT	Open	7.92	0.00	
25000362	12/02/25	ATATE AIDEN TATE	REIMBURSEMENT FOR DRY CLEANING	Open	19.50	0.00	
25000363	12/02/25	COU01 Courier Post	CHIEF JOB DESCRIPTION	Open	1,201.14	0.00	
25000364	12/02/25	TIREC005 TIRE CORRAL	TIRES FOR SUPPORT VEHICLE	Open	1,144.84	0.00	
25000365	12/03/25	WLWL0001 Wade, Long, Wood & Long, LLC	LABOR COUNSEL FEE	Open	1,224.00	0.00	
25000366	12/03/25	FSS01 FIRE & SAFETY SERVICE, LTD	REPAIRS TO LADDER BUCKET	Open	696.75	0.00	

Total Purchase Orders: 29 Total P.O. Line Items: 0 Total List Amount: 57,078.57 Total Void Amount: 0.00

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	5-GN	57,078.57	0.00	57,078.57	0.00	0.00	57,078.57
Total of All Funds:		<u>57,078.57</u>	<u>0.00</u>	<u>57,078.57</u>	<u>0.00</u>	<u>0.00</u>	<u>57,078.57</u>

# Pine Hill Fire Department

## Chief's Monthly Report

November 2025

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- **Meetings:**

- On Wednesday evening the 5<sup>th</sup>, I attended a meeting at the boro regarding the Christmas parade.
- On Wednesday afternoon the 5<sup>th</sup>, I attended a meeting at the high school with FM6.
- On Thursday evening the 6<sup>th</sup>, I attended the commission meeting.
- On Friday morning the 7<sup>th</sup>, I attended a meeting with the engineer that is installing the new fire hydrant in front of the Mansions.
- On Tuesday evening the 11<sup>th</sup>, I attended the company meeting.
- On Wednesday morning the 12<sup>th</sup>, I attended the final walk-through at the Mansions before the new hydrant went into service.
- On Wednesday afternoon the 12<sup>th</sup>, I had a meeting with the Shop Stewart.
- On Wednesday evening the 12<sup>th</sup>, I attended the budget meeting.
- On Thursday evening the 13<sup>th</sup>, I attended the Camden County Fire Chiefs' meeting that was held in Collingswood.
- On Thursday evening the 13<sup>th</sup>, I attended a contract meeting.
- On Friday evening the 14<sup>th</sup>, I attended a contract meeting.
- On Saturday morning the 15<sup>th</sup>, I attended the Veteran Service.
- On Friday morning the 21<sup>st</sup>, I attended a meeting with Chief 84 from Blackwood.
- On Friday morning the 21<sup>st</sup>, I had a meeting with Churchill Engineering in Winslow Township for the bunk room project.
- On Monday morning the 24<sup>th</sup>, I had a meeting with the Director of Public Safety.
- On Monday evening the 24<sup>th</sup>, I attended the 5-year planning committee meeting.
- On Wednesday morning the 27<sup>th</sup>, I had another meeting with Churchill Engineering.
- On Thursday morning the 28<sup>th</sup>, I had a meeting with Firefighter Brandon Forester.

- **Public Relations:**

- On Monday morning the 24<sup>th</sup>, we sent the Tower Ladder to Veterans Park to assist with installing Christmas lights.
- Installed 1 CO detector at 21 Penn Drive.

### **Calls for Service / Significant Concerns:**

- On Saturday morning the 1st, Tower Ladder 6 was dispatched to 1501 Little Gloucester Road in Blackwood for an apartment fire. The crew from the tower ladder forced numerous doors and performed search and rescue. The crew remained on scene for 7 hours assisting with other tasks. This fire went to 3 alarms.
- On Monday afternoon the 10<sup>th</sup>, we were dispatched to Erial Road & Evanson Ave in Pine Hill for a motor vehicle accident. I responded along with squad 6 and the assignment was upgraded to a rescue. I arrived to find one vehicle into a pole after hitting the building (Pine Hill Printing), with the driver trapped. Squad 6 arrived and was ordered to remove the driver's door. Squad 86 assisted Squad 6 with rescue operation and clean mitigating a highway hazard.
- On Friday evening the 28<sup>th</sup>, Brush 6 was special called to 71 Lakeland Road in Blackwood, for multiple trailers on fire. The brush truck assisted with brush fires that were caused by the burning trailers.

### **SOP's/SOG's:**

- We are still creating and renewing our policies.

### **Payroll:**

- I submitted payroll on the 11<sup>th</sup> and 24<sup>th</sup>.

### **Training:**


- I attended the monthly training at the fire academy.

### **Vacation:**

- I will be in Florida on vacation from December 19 and will return on December 26.

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

- Processed payroll
- Made pension payments in a timely manner
- Updated website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Entered bank deposits in Edmunds
- Reconciled bank statements
- 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
- Attended budget meeting on 11/12
- Attended special meeting on 11/18

  
Hannah Lower  
Fire District Business Administrator

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


**CLOSED SESSION**  
**Resolution 25-47**

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.

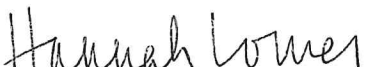
Date: December 4, 2025

  
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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 December 4, 2025.

  
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Hannah Lower, Administrator