

Pine Hill Fire District #1
Regular Meeting Minutes
April 2, 2026

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Wakeley at 7:31 P.M. Chairman Wakeley 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 Waddington – present, Commissioner Wakeley – present.

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

MINUTES: Chairman Wakeley asked if there were any questions regarding the minutes for the regular meeting held on March 5, 2026. There were none. A motion to approve the minutes was made by Commissioner Harris and seconded by Commissioner Briggs.

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

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

OLD BUSINESS: Chairman Wakeley asked for committee chair reports.

- **Fire Equipment and Apparatus Liaison:** Commissioner Briggs said an oil change on the Chief’s vehicle was completed, brakes and rotors were repaired on the Battalion Chief’s vehicle, and the coolant lines on the Tower Ladder were repaired. She said four air tanks for the Squad truck were ordered and would be repaired by Gloucester Township Public Works when they arrived. She said a motor, seat cushions, and winch was repaired on the Squad truck. Commissioner Briggs said three new air tanks need to be ordered for the Engine. She said that would wait until the end of the year. She said that a new running board was installed on the Battalion Chief’s vehicle after being damaged in the snowstorm.
- **Community Relations Liaison:** Commissioner Harris said he sees that they have been busy. He said he saw Chief Hunter was the first to arrive at a fire in Berlin. He said he heard that everything went well. Commissioner Harris thanked the chiefs for their work on the hiring committee. He said it was organized and said they did a good job. He said it was nice to be a part of it and he learned a lot.

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- **Insurance Fund Commissioner:** Commissioner Hagarty said it is important that those who have not completed their cybersecurity and JIF training modules complete them as soon as possible.
- **Fire Prevention Commissioner:** No report

NEW BUSINESS: Chairman Wakeley asked if there were any questions regarding the resolutions listed on the agenda. There were no questions.

○ **Resolution 26-28: Approval and Payment of Bills**

- A motion to approve resolution 26-28 was made by Commissioner Briggs and seconded by Commissioner Waddington.

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

FIRE CHIEF’S REPORT: See attached report. Chief Hunter made the Board aware of the two four-story apartment buildings that are proposed for Cross Keys Road. He said they will not have access to the roof without a tower ladder. He said that Quint 85 is currently out of service and will be for quite some time due to a crack on the turn cable. Chief Hunter said they are running Tower Ladder 6 out first to guarantee a ladder. He said they need to rethink purchasing a new ladder truck. He said the one they have is costing a lot of money.

Chairman Wakeley asked what is involved with the wildland interface group. Chief Hunter said the Division of Fire and Safety and NJ Forestry Service are concerned about brush fires, so they are creating a structural task force for each county. He said our Engine is part of that. He said they would do structural protection.

Chairman Wakeley thanked the department for their snowstorm coverage for the town. Chief Hunter said they are trying to get reimbursed for it.

FIRE OFFICIAL’S REPORT: No report

FIRE DISTRICT ADMINISTRATOR’S REPORT: See attached report.

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

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

CLOSE FLOOR TO THE PUBLIC: Chairman Wakeley 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 Waddington and seconded by Commissioner Hagarty. All were in favor. Motion passed.

RESOLUTION 26-29: CLOSED SESSION: Chairman Wakeley 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 Waddington and seconded by Commissioner Hagarty. Motion passed. Meeting temporarily adjourned at 7:44 p.m.

CALL TO ORDER: Chairman Wakeley called the meeting back to order at 9:35 p.m. and asked for a roll call.

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

OUTCOME OF CLOSED SESSION: Solicitor Carlamere said that the Board has been going through a process with a committee and the chief and battalion chief to formulate questions for candidates for the position of career firefighter for Pine Hill Fire District. He said the process has been diligent and adequately performed. He said that the Board spent an hour and a half trying to evaluate it but the position of the Board is that they need more time to go through it. Solicitor Carlamere said the intent is to postpone the decision until another meeting, at the next regular meeting or before, as the Commission decides. Commissioner Waddington made a motion to table the decision for the next meeting. This was seconded by Commissioner Hagarty.

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

Chairman Wakeley said everything in closed session remains in closed session and no correspondence regarding the hiring process is to be sent out.

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

The meeting was adjourned at 9:37 p.m.



Michelle Briggs
Secretary



Hannah Lower
Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #26-28

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 designate 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: April 2, 2026


 Michelle Briggs
 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 April 2, 2026.


 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
26000060	03/31/26	PHFD1	PINE HILL FIRE DEPT.	APRIL LEASE PAYMENT	Open	8,250.00	0.00
26000061	03/31/26	DC001	DAVID F. CARLAMERE	SOLICITOR'S FEE	Open	450.00	0.00
26000062	03/31/26	CASH1	PETTY CASH	DUTY CREW MEALS	Open	1,200.00	0.00
26000063	03/31/26	CAS01	CASA PAYROLL SERVICE, LLC	MARCH PAYROLL PROCESSING	Open	390.35	0.00
26000064	03/31/26	TG001	TOWNSHIP OF GLOUCESTER	FEBRUARY 2026 FUEL BILL	Open	1,286.81	0.00
26000065	03/31/26	STEVE005	Steven Dilks	REIMBURSEMENT FOR EQUIPMENT	Open	112.55	0.00
26000066	03/31/26	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILLING FOR APRIL	Open	1,086.99	0.00
26000067	03/31/26	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	COPIER LEASE	Open	87.62	0.00
26000068	03/31/26	COOP01	Cooper University Hospital	EAP ANNUAL CONTRACT EAP SERVICES	Open	1,653.00	0.00
26000069	03/31/26	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	45.26	0.00
26000070	03/31/26	CCC01	CAMDEN COUNTY COLLEGE	NJ FIREFIGHTER II COURSE	Open	400.00	0.00
26000071	03/31/26	IMC01	INTERSTATE MOBILE CARE, INC.	PHYSICAL EXAMS	Open	634.00	0.00
26000072	03/31/26	ALLGE005	ALL GEARED UP, LLC	TROUSERS	Open	85.00	0.00
26000073	03/31/26	AUTOTRK0	AUTO & TRUCK PARTS OF DEPTFORD	SUPPLIES FOR SQUAD REPAIRS	Open	71.33	0.00
26000074	03/31/26	BTM001	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	Open	49.80	0.00
26000075	03/31/26	PSTSJ001	Public Safety Training of SJ	NJ REFRESHER MODULE C	Open	130.00	0.00
26000076	03/31/26	ENFOR005	ENFORSYS, INC.	FIRE PRO ANNUAL SUBSCRIPTION	Open	2,455.00	0.00
26000077	03/31/26	HALE01	HALE TRAILER BRAKE WHEEL, INC.	TRUCK WASH SUPPLIES	Open	267.72	0.00
26000078	03/31/26	ACEPL005	ACE PLUMBING & ELECTRICAL	SUPPLIES FOR LADDER REPAIRS	Open	108.00	0.00
26000079	03/31/26	STATE005	State of NJ Health Benefits	APRIL HEALTHCARE BILL	Open	12,561.04	0.00
26000080	04/01/26	AMAZO005	AMAZON CAPITAL SERVICES, INC.	SMOKE & CO DETECTORS	Open	487.68	0.00
26000081	04/01/26	AMAZO005	AMAZON CAPITAL SERVICES, INC.	INK FOR ID CARDS	Open	79.99	0.00
26000082	04/01/26	AMAZO005	AMAZON CAPITAL SERVICES, INC.	BLOWER COVER FOR BRUSH TRUCK	Open	4.18	0.00
26000083	04/01/26	FSS01	FIRE & SAFETY SERVICE, LTD	SUPPLIES FOR TRUCK REPAIRS	Open	125.49	0.00
26000084	04/01/26	FIRELINE	FIRELINE EQUIPMENT, LLC	SUPPLIES FOR TRUCK REPAIRS	Open	90.91	0.00
26000085	04/01/26	FIRELINE	FIRELINE EQUIPMENT, LLC	GEAR ASSEMBLY	Open	208.55	0.00
26000086	04/01/26	FIRELINE	FIRELINE EQUIPMENT, LLC	GAUGES	Open	273.59	0.00
26000087	04/01/26	AP001	AIRPOWER INTERNATIONAL, INC.	CASCADE AIR SYSTEM SERVICING	Open	1,625.00	0.00
26000088	04/01/26	AP001	AIRPOWER INTERNATIONAL, INC.	CASCADE AIR SYSTEM SERVICING	Open	14.95	0.00
26000089	04/01/26	HOWEL005	HOWELL RESCUE SYSTEMS, INC.	GLASS CUTTING HEAD	Open	422.40	0.00

Total Purchase Orders: 30 Total P.O. Line Items: 0 Total List Amount: 34,657.21 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	6-GN	34,657.21	0.00	34,657.21	0.00	0.00	34,657.21
Total of All Funds:		<u>34,657.21</u>	<u>0.00</u>	<u>34,657.21</u>	<u>0.00</u>	<u>0.00</u>	<u>34,657.21</u>

Pine Hill Fire Department

Chief's Monthly Report

March 2026

Meetings / Events Attended:

- On Thursday evening the 5th, I attended the monthly commission meeting.
- On Friday evening the 6th, I attended the Camden County Hero Scholarship Dinner.
- On Tuesday evening the 10th, I attended the monthly fire company meeting.
- On Tuesday afternoon the 24th, Battalion Chief Pizzo and I met with Chief Direnzo from Bellmawr Fire Department.

Public Relations:

- Tower Ladder 6 assisted the public works with removing the Christmas lights at Vet Park.
- On Tuesday the 2nd, we had two crews at the elementary schools for Read Across America.
- On Thursday afternoon the 26th, we sent Tower Ladder 6 to Bethany Baptist Church on Gibbsboro Road in Lindenwold and assist with ladder arches for a Correction Officer that passed away.
- On Saturday morning the 28th, we sent the duty crew to the middle school to assist with the Easter Egg Hunt.

Calls for Service / Significant Concerns:

- On Wednesday morning the 18th, Task Force 6 was dispatched to 320 West Branch Ave Unit 600-D for an apartment fire. Tower Ladder 6 arrived first and had nothing showing. Battalion Chief Pizzo arrived and assumed command. The Tower Ladder crew determined the fire to be an extension cord that was plugged into a hair dryer, that caught the carpet on fire.
- On Wednesday evening the 18th, Task Force 6 was dispatched to 320 West Branch Ave Unit 1000-H for a reported apartment fire. Tower Ladder 6 arrived first and reported nothing showing. I arrived and assumed command and held the assignment to Tower Ladder 6, Squad 88, and Engine 6. It was determined to be a ventilation fan that was on fire on the first floor. The fire was extinguished prior to our arrival.

- On Thursday afternoon the 26th, I responded along with Squad 6 to 590 Lower Landing Road in Chews Landing for an apartment fire (Tower Ladder 6 was detailed to an assignment). I arrived and was placed in the Safety Officer role. Squad 6 reported to manpower prior to being released. This was a second-floor bedroom fire.
- On Sunday afternoon the 29th, I responded along with Tower Ladder 6 and Battalion 6 to 6 Broad Street in Berlin Borough for a reported dwelling fire. I was the first to arrive and found fire showing on the deck of the “B” side of the house, with extension into the house. The crew from Tower Ladder 6 performed many duties as the first due ladder company. Battalion 6 was ordered to the “C” side division, and I had command for the duration of the fire.
- On Sunday afternoon the 29th, I responded along with Tower Ladder 6 to 17 Orlando Drive in Winslow Township for a reported dwelling fire. Battalion 25 arrived and reported a mulch fire that had extended to the garage area of the home. I reported to the Command Post and the crew from Tower Ladder 6 checked for extension in the home prior to ventilating the home.
- On Tuesday morning the 31st, Squad 6 and Battalion 6 responded to 75 Nort Smith Terrace in Clementon on the working fire box. Squad 6 was the RIT company and Battalion 6 assisted in the command post.

SOP's/SOG's:

- We are still creating and renewing our policies.
- Updated all hiring process forms and polices.

Hiring:

- We spent about two weeks with the reference checks for the 5 candidates.
- The Command Interviews were held on Wednesday March 25th.
- I forwarded (emailed) all commissioners the ranking of the candidates with our recommendation that was based off the total scores.

Training:

- On Tuesday evening the 24th, I attended the monthly training.

Vacation:

- I was on vacation Wednesday the 12th, Thursday the 13th, and Friday the 14th.

Foam:

- On Monday the 23rd, we took our old foam for disposal.

Snowstorm:


- We received the documents from OEM with regards to reimbursement for the snowstorm from February. We will be moving forward if/when the President signs off on it.

Testing:

- On Tuesday morning the 24th, we had all the air packs and RIT packs flow tested for the year 2026.

**PINE HILL FIRE DISTRICT #1
MARCH 2026 ADMINISTRATOR'S REPORT**

- Processed payroll
- Made IROC payments
- Made bank deposits into Fire District account
- Entered bank deposits in Edmund's
- Entered invoices in Edmunds and printed purchase orders and checks
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Attended monthly meeting and recorded the minutes
- Typed minutes of the monthly meeting
- Updated Website
- Opened and distributed mail daily
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations
- Completed MEL JIF Training
- Attended Zoom meeting with KnowBe4 Customer Support Manager to go over new offers on 3/17



Hannah Lower
Fire District Business Administrator

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

CLOSED SESSION
Resolution 26-29

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: April 2, 2026


Michelle Briggs, 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 April 2, 2026.


Hannah Lower, Administrator