Pine Hill Fire District #1
Regular Meeting Minutes
June 4, 2026

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Wakeley at 7:00 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

SWEARING IN: Chief Hunter and Solicitor Carlamere conducted the swearing in of Christopher Torres, who was hired as the new career firefighter/EMT. There was a five minute pause for pictures and congratulations.

MINUTES: Chairman Wakeley asked if there were any questions regarding the minutes for the regular meeting and closed session held on May 11, 2026. There were none. A motion to approve the minutes was made by Commissioner Hagarty 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.

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 the new batteries had been installed on the Engine, the hydraulic leak on the Ladder was repaired, the outrigger controller on the Ladder was replaced, the oil pan on the Ladder was repaired, Module 6 was replaced, and the airhorn was repaired. She said a complete tune up was done on the Battalion Chief's vehicle.
- **Community Relations Liaison:** No report.
- **Insurance Fund Commissioner:** Commissioner Hagarty reenforced the importance of completing the JIF and cybersecurity modules.
- **Fire Prevention Commissioner:** No report

Pine Hill Fire District #1
Regular Meeting Minutes
June 4, 2026

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

- **Resolution 26-32: Approval and Payment of Bills**

- A motion to approve resolution 26-32 was made by Commissioner Hagarty and seconded by Commissioner Harris.

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. Commissioner Hagarty thanked the chiefs for their efforts with trying to get grant money for a new Tower Ladder. Chief Hunter said they received a $2,400.00 grant from Zallies for rescue equipment. He said they are also working on a grant for new radios with Winslow Township and a few other departments.

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 Hagarty. All were in favor. Motion passed with five yes votes.

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 Hagarty and seconded by Commissioner Waddington. 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 26-33: CLOSED SESSION: Chairman Wakeley explained that there was a need to enter a closed session to attend to a few matters, hence the meeting starting early. A motion to enter closed session was made by Commissioner Hagarty 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.

Meeting temporarily adjourned at 7:16 p.m.

CALL TO ORDER: Chairman Wakeley called the meeting back to order at 9:15 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 the Board spent significant time evaluating several issues, and would be issuing a directive. Chairman Wakeley said the first issue is to have Salvatore Delozierpizzo put on administrative leave assigned to home during normal work hours issued pending disciplinary charges as the result of an administrative investigation. He asked for a motion. A motion to place Salvatore Delozierpizzo on home assignment was made by Commissioner Harris 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.***

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 Harris and seconded by Commissioner Hagarty. All were in favor. Motion passed.

The meeting was adjourned at 9:18 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
#26-32

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: June 4, 2026

Michelle Briggs
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Briggs			✓			
Hagarty	✓		✓			
Harris		✓	✓			
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 June 4, 2026.

Hannah Lower
Business Administrator

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

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
	Paid: *N*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *Y*	***Exempt:*** *Y*	***Vendors:*** *All*
	Aprv: *N*		
	Rcvd: *Y*		

Po #	*Po Date*	*Vendor*		*Po Description*	*Status*	*Amount*	*Void Amount*	*Po Type*
26000165	06/30/26	PHFD1	PINE HILL FIRE DEPT.	JULY LEASE PAYMENT	Open	$8,250.00	$0.00	
26000166	06/30/26	DC001	DAVID F. CARLAMERE	SOLICITOR'S FEE JULY 2026	Open	$450.00	$0.00	
26000167	06/30/26	STATE005	State of NJ Health Benefits	JULY HEALTHCARE BILL	Open	$18,416.41	$0.00	
26000168	06/30/26	CASH1	PETTY CASH	AUGUST DUTY CREW MEALS	Open	$1,200.00	$0.00	
26000169	06/30/26	CAS01	CASA PAYROLL SERVICE, LLC	JUNE PAYROLL PROCESSING	Open	$369.60	$0.00	
26000170	06/30/26	KYOCE010	KYOCERA DOCUMENT SOLUTIO	COPIER LEASE	Open	$87.62	$0.00	
26000171	06/30/26	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILLING FOR JULY	Open	$1,090.40	$0.00	
26000172	06/30/26	AMAZO005	AMAZON CAPITAL SERVICES, IN	WATER PALLET	Open	$345.14	$0.00	
26000173	06/30/26	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL	Open	$2,010.86	$0.00	
26000174	06/30/26	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTALS	Open	$48.02	$0.00	
26000175	06/30/26	JAMES005	JAMES CHOJNACKI	MEMORIAL WREATH	Open	$74.63	$0.00	
26000176	06/30/26	IMC01	INTERSTATE MOBILE CARE, INC	PHYSICAL EXAMS	Open	$322.00	$0.00	
26000177	06/30/26	ROELY005	ROELYNN LITHO, INC	BUSINESS CARDS - M. BRIGGS	Open	$124.75	$0.00	
26000178	07/01/26	DEERP005	DEER PARK FIRE COMPANY	REHAB 13 SERVICES	Open	$64.00	$0.00	
26000179	07/01/26	EDR01	ED'S RENTAL, INC.	CHAINSAW REPAIRS	Open	$90.11	$0.00	
26000180	07/01/26	CONTI005	Continental Fire & Safety, Inc	REPAIRS TO TURNOUT GEAR	Open	$1,027.00	$0.00	
26000181	07/01/26	ACTIO005	Action Uniform Co. LLC	CLASS A UNIFORM	Open	$631.00	$0.00	
26000182	07/01/26	VCI01	VCI, INC.	ELECTRICAL REPAIRS TO SQUAD	Open	$802.00	$0.00	
26000183	07/01/26	DIVAL005	DiVAL SAFETY EQUIPMENT, INC	REPAIRS TO EXHAUST FAN	Open	$1,171.00	$0.00	
26000184	07/01/26	FSS01	FIRE & SAFETY SERVICE, LTD	REPAIRS TO TOWER LADDER	Open	$4,475.89	$0.00	
26000185	07/01/26	FSS01	FIRE & SAFETY SERVICE, LTD	REPAIRS TO TOWER LADDER	Open	$5,443.68	$0.00	
26000186	07/01/26	PHG01	PINE HILL AUTO REPAIR	REPAIRS TO BC VEHICLE	Open	$785.10	$0.00	
26000187	07/01/26	AUTOTRK0	AUTO & TRUCK PARTS OF DEPT	WASHER & LOCKNUTS	Open	$0.65	$0.00	
26000188	07/01/26	AUTOTRK0	AUTO & TRUCK PARTS OF DEPT	COOLANT HOSE & CLAMP	Open	$80.60	$0.00	
26000189	07/01/26	AUTOTRK0	AUTO & TRUCK PARTS OF DEPT	BATTERY FOR ENGINE	Open	$703.90	$0.00	
26000190	07/01/26	TG001	TOWNSHIP OF GLOUCESTER	WATER PUMP REPAIRS	Open	$232.83	$0.00	
26000191	07/01/26	TG001	TOWNSHIP OF GLOUCESTER	REPAIR LADDER OIL PAN LEAK	Open	$899.15	$0.00	
26000192	07/01/26	WLWL0001	Wade, Long, Wood & Long, LLC	PROFESSIONAL SERVICES FOR M/	Open	$2,664.00	$0.00	

Total Purchase Orders: 28 Total P.O. Line Items: 0 Total List Amount: $51,860.34 Total Void Amount: $0.00

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

Totals by Year-Fund

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	6-GN	$51,860.34	$0.00	$51,860.34	$0.00	$0.00	$51,860.34
Total Of All Funds:		$51,860.34	$0.00	$51,860.34	$0.00	$0.00	$51,860.34

Pine Hill Fire Department

Chief's Monthly Report

June 2026

Meetings / Events Attended:

- On Monday afternoon the 1st, I had an exit meeting/interview with Josh Stinsman.
- On Wednesday evening the 3rd, I attended the fireworks meeting at the Bourgh Hall.
- On Thursday evening the 5th, I attended the monthly commission meeting.
- On Tuesday evening the 6th, I attended the Camden County Firefighter I & II Graduation for 4 of our firefighters.
- On Thursday evening the 9th, I attended the Camden County Fire Chief meeting at Gloucester City Fire Department.
- On Tuesday evening the 16th, I attended the Fire District special meeting.
- On Tuesday evening the 16th, I attended the Fire Department's monthly meeting.
- On Wednesday evening the 24th, I attended the High School Graduation for two of our firefighters.
- On Tuesday evening the 30th, I held an officers meeting.

Public Relations:

- On Friday morning the 5th, we attended and participated in Field Day at John Glen School.
- We sent the ambulance to Overbrook High School Graduation.

Calls for Service / Significant Concerns:

- On Tuesday morning the 2nd, we were dispatched to 195 Erial Road in Pine Hill for a dwelling fire with a report of people trapped. Deputy Chief 86A arrived first and reported a well-involved single-family dwelling and confirmed with police that there was someone trapped. Tower Ladder 6 arrived first and was ordered to make the search for the victim. As the ladder crew was entering the front door to do the search, the victim jumped out of the rear second floor window. I arrived and took the operations role at the command post. Battalion Chief Pizzo was the "C division" commander, Chief 85 was the "A division" commander, Battalion 25 was the "D division" commander, Deputy 86B was given the Safety Officer responsibility, and Chief 86 worked with the BLS units to keep track of all the patients that were

transported to the hospital. Squad 86 laid 900' of 5" hose and stretched a 2 ½ line through the front and an 1 ¾ hand line to the "D" side. Squad 88 laid 800' of 5" hose from the opposite direction and stretched a 2 ½ line to the "C" side and an 1 ¾ hand line to the "A" side. Red Cross was contacted for the residents, and Green Fleet was used to board up the residence.

- On Wednesday afternoon the 4th, I responded along with Tower Ladder 6 to 69 Belleview Ave in Erial for a reported dwelling fire. Chief 86 arrived first and reported a working fire on the "D" side of the dwelling. I arrived second and was task with the "C division". Tower Ladder 6 arrived first and was ordered to stretch a 1 ¾ hand line to the "D side", throw ground ladders and conduct a primary search.
- On Thursday morning the 5th, I responded along with Tower Ladder 6 to 711 Cherrywood Apartments in Blackwood for a reported apartment fire. Squad 85 arrived first and reported smoke showing from the second floor. I arrived as the first Chief and took command. The crew from Tower Ladder 6 was ordered to do a primary search of the fire unit, while the driver threw ground ladders.
- On Tuesday afternoon the 9th, I responded along with Tower Ladder 6 to 1080 New Brooklyn Road in Erial for a reported dwelling fire. Chief 86 arrived first and reported an exterior fire that had extended to the dwelling. I arrived and stood by at the command post. Tower Ladder 6 was ordered to check the interior for any active fire.
- On Tuesday afternoon the 16th, I responded to 1 Brookline Court in Chews Landing for a reported dwelling fire. Squad 88 arrived first and reported fire showing for an attached garage. Battalion 3 arrived and took command. I arrived and took the operations role. Tower Ladder 6 threw ground ladders, assisted with the searching, and then was given the RIC responsibility.
- On the morning of the 24th, we were dispatched to 1503 Bromley Estates in Pine Hill for a reported dwelling fire. I arrived first to find smoke and fire showing from the second floor "C" side middle of the row townhome. Engine 6 was the first due engine and laid in from the hydrant. The crew from the engine stretched a 1 ¾ hand line to the fire floor. Squad 86 arrived and stretched a second 1 ¾ hand line to the "B" side exposure. Ladder 85 was the primary search and quint 211 put their main to the roof on the "C" side. Squad 88 and squad 6 provided manpower. Red Cross was contacted for residence in unit 1503 and 1502. Advanced Restoration was contacted to do the board up for unit 1503.

Training:

- We had 4 firefighters' graduate firefighter I & II.
- We had 3 firefighters pass Fire Instructor I.

Vacation:

- I will be on vacation from July 11th until July 19th.

Tower Ladder:

- On Wednesday morning the 24th, I met Brian from Fire & Safety to go over the repair that needs to be done on the Tower Ladder. We also discussed where the repairs would be completed.
- On Wednesday July 1st, I received a phone call from Doug at Fire & Safety advised me that they will have a plan for the Tower Ladder next week. They took the information that was documented by Brian on June 24th and sent that to engineering at the factory. Engineering will be putting a quote together with recommended work to be completed and the parts needed to make that repair. The age of the truck and the damage that occurred plays a part with the repairs that they feel will be needed. The estimated cost for the repairs is 20k or more.

BLS-6:

- On Monday morning the 8th, we took the ambulance to VCI to have the air conditioning checked. The air-conditioning unit needs to be replaced, and the cost is around 3K. This repair is required by OEMS to keep the ambulance in service. This repair may not be completed before the July 4th Fireworks. I am actively searching for an ambulance to borrow and will be contacting Inspira, to see if they are able to provide one for us.

Grant:

- Captain Duvall was able to secure a $2400 grant from Zallies Market Foundation. That money will be used for rope rescue equipment (discussed at June's meeting).

Payroll:

- Payroll was submitted by me on Tuesday the 16th and Tuesday the 30th.

MV Inspection:

- The Brush Truck & Ambulance were both inspected this month.

Recruitment:

- We had 2 members return from long term medical leave.
- We had 2 members agree to return and run as stipend firefighters.

- We have 0 applications from the marquee sign.
- We received 16 emails from the post on FaceBook and we have received 11 applications back so far. 9 of those applications passed the background check and will be moving onto orientation in July.

Fireworks:

- We have our crews in place for the Boro fireworks on July 3rd and for Trump fireworks on the 4th.

EMT CEU Class:

- We have scheduled an EMS Core Class for Saturday July 25. This class is a state OEMS required class for all EMT's. The following firefighters will be attending:
    1. Jim Gordon Sr. / working this day but will need to cover his shift during the class.
    2. Chris Torres / working this day but will need to cover his shift during the class.
    3. John Duvall / will be 8 hours overtime for this training.
    4. Matt Koch / will be 8 hours overtime for this training.
    5. Joe Hunter / will be attending with no overtime required.

Preventive Maintenance and Testing:

- The list below is required test & maintenance that still needs to be completed in the year 2026:
    1. Hose testing
    2. Motor PM's
    3. Pump PM's
    4. Pump testing
    5. Ladder main testing
    6. Ground ladder testing
    7. Hydraulic tools tested

PINE HILL FIRE DISTRICT #1
JUNE 2026 ADMINISTRATOR'S REPORT

- Processed payroll
- Made IROC payments
- Made bank deposits into Fire District account
- Entered bank deposits in Edmunds
- 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
- Attended special meeting on 6/16 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
- Met with Bowman & Company/PKF O'Connor Davies on 6/8 to assist with the 2025 audit
- Closed out 2024 American Rescue Plan Firefighter Grant on 6/30

Hannah Lower
Fire District Business Administrator

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

CLOSED SESSION
Resolution 26-33

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: June 4, 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 June 4, 2026.

Hannah Lower, Administrator