

Pine Hill Fire District #1
Regular Meeting Minutes
September 7, 2017

Meeting was called to order by Chairman Waddington at 7:30P.M. Mr. Waddington led the salute to the flag and read the Open Public Meetings Act.

Roll Call: Commissioner Davis – *present*, Commissioner Hassett – *present*, Commissioner Wakeley – *absent*, Commissioner Warrington – *present*, Commissioner Waddington – *present*

Other Officials Present: Chief Dukes, Fire Marshal Cornforth and Solicitor Dave Carlamere

Approval of Minutes: Chairman Waddington asked for a motion to approve the August 2017 regular session meeting minutes

Motion to approve: Commissioner Warrington, 2nd Commissioner Davis, All in favor: 3 Yes Votes (Comm. Hassett Abstained)

Approval of Treasurer's Report: Chairman Waddington asked for a motion to approve the Treasurer's Reports Month ending 08/31/17

Motion to approve: Commissioner Hassett, 2nd Commissioner Davis, Roll Call: 4 Yes Votes

Old Business:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley submitted a report in his absence. Chairman Waddington stated that we are down 1 vehicle and that Commissioner Wakeley recommended that we purchase the Ford Interceptor from the HGAC Cooperative. He also stated if we wanted to replace with a 4 wheel drive vehicle that we need to get an emergency appropriate and to also have a special meeting for a vote since it is a capital expenditure.
- **Community Relations Liaison:** Commissioner Warrington stated that he is close to putting something out for back to school and that Fire Prevention is scheduled for October 10th.
- **Information Technology and Equipment Commissioner:** Chairman Waddington stated that there are quotes attached for a new server and some computer upgrades but we are not ready to purchase the items just yet. He also stated that we are looking to get a share drive to be able to share files among the staff.
- **Insurance Fund Commissioner:** Commissioner Hassett stated that the State Fire District Meeting Minutes were attached, he also stated that the JIF is recommending that a staff member be the fund commissioner for the JIF meetings.
- **Fire Prevention Commissioner:** Commissioner Hassett stated that a note of thanks was included in the agenda and thanked Fire Marshal Cornforth for a job well done. He also stated that Fire Prevention is October 10th and we now have a dummy in gear to show the residents what the fire fighter equipment looks like when worn.

NEW BUSINESS:

- **Resolution 17-43:** Approval and Payment of Bills
Motion to approve: Commissioner Hassett, 2nd by Commissioner Davis, Roll Call: 4 Yes Votes
- **Resolution 17-44:** Disposal of Asset
Motion to approve: Commissioner Warrington, 2nd by Commissioner Davis, Roll Call: 4 Yes Votes
- **Resolution 17-45:** Approval of Administrative Procedures, Standard Operating Procedures, and Standard Operating Guidelines
Motion to approve: Commissioner Davis, 2nd by Commissioner Hassett, Roll Call: 4 Yes Votes
- **Resolution 17-46:** Authorization of the Signing of the Memorandum of Understanding with Chews Landing Fire Department
Motion to approve: Commissioner Davis, 2nd by Commissioner Hassett, Roll Call: 4 Yes Votes
- **Resolution 17-47:** Authorization to Purchase Gas Meters under State Contract
Motion to approve: Commissioner Warrington, 2nd by Commissioner Davis, Roll Call: 4 Yes Votes
- **Resolution 17-48:** Appointment of Fund Commissioner
Motion to approve: Commissioner Warrington, 2nd by Commissioner Davis, Roll Call: 4 Yes Votes

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- **Motion:** Authorization of a Special Meeting on September 20th at 7:30pm
Motion to approve: Commissioner Warrington, 2nd by Commissioner Davis, Roll Call: 4 Yes Votes
- **Motion:** Appointment of Commissioner Davis and Commissioner Waddington to the Budget Committee
Motion to approve: Commissioner Warrington, 2nd by Commissioner Davis, All in Favor: 4 Yes Votes
- **Motion:** Authorization for District to pay for Crump Cup Ambulance attendance costs
Motion to approve: Commissioner Warrington, 2nd by Commissioner Hassett, Role Call: 4 Yes Votes

FIRE CHIEF'S REPORT: Chief Dukes submitted an official report (please see attached)

1. Chief Dukes stated that he was working on articles for the community newsletter. He also stated that they were working on duty crews and coverages for the Convention.
2. Chief Dukes stated that our Safety vests were not up to code and he is looking at quotes to replace.
3. Chief Dukes stated that the new duty crew shirts are making for a nice uniform appearance and that he is looking into quotes for Job shirts.
4. A crack was found while doing maintenance checks on the Squad and it will be fixed in the upcoming week by Fireline.
5. The Ladder truck will be going to Cherry Hill soon for some maintenance repairs.

FIRE OFFICIAL'S REPORT: Fire Official Cornforth submitted an official report (please see attached)

1. There was a discussion regarding the way to purchase a replacement vehicle for the Fire Marshal's office. Solicitor Carlamere stated it had to go on the ballot for February since it was a Capital expense and that it came up in another district and they were penalized for not taking the correct process. Fire Marshal Cornforth and Business Administrator Dawson stated that they had spoken to DCA and that an Emergency Appropriation could be granted as long as the district followed a few rules. Solicitor Carlamere asked that the district get the steps from the DCA in writing and gets the auditors approval, all agreed. Commissioner Warrington asked what the purpose of the FM vehicle was and why a Police Interceptor was recommended. It was explained that that is just the name for it, it does not have any police equipment on the vehicle. Commissioner Hassett stated he does not want the FM vehicle back in the pool of vehicles since it would be coming out of the Fire Marshal's office budget. Commissioner Warrington is going to check into the Borough pool vehicles in case they are needed as a backup.

FIRE DISTRICT ADMINISTRATOR'S REPORT: Fire District Business Administrator Jennifer Dawson submitted an official report (please see attached)

Motion to accept all of the reports: Commissioner Davis, 2nd Commissioner Wakeley, All in Favor: 4 yes votes

OPEN THE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to open the floor to the public.

Motion: Commissioner Warrington, 2nd Commissioner Davis, All in Favor: 4 yes votes

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CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to close the floor to the public.

Motion: Commissioner Warrington, 2nd Commissioner Hassett, All in Favor: 4 yes votes

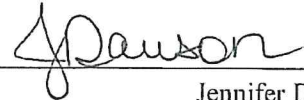
ADJOURNEMENT: Chairman Waddington asked for a motion to adjourn the meeting.

Motion: Commissioner Warrington, 2nd Commissioner Davis, All in Favor: 4 yes votes

The meeting was adjourned at 8:45 pm.



Kenneth Davis
Commission Secretary



Jennifer Dawson
Fire District Business Administrator