

Pine Hill Fire District #1  
Regular Meeting Minutes  
November 8, 2018

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

**ROLL CALL:** Commissioner Kenneth Davis – *present*, Commissioner Thomas Hassett – *present*, Commissioner James Wakeley – *present*, Commissioner Charles Warrington – *present*, Commissioner Kevin Waddington – *present*

**OTHER OFFICIALS PRESENT:** Chief William Dukes, Deputy Chief John Greer, Captain Joseph Hunter, and PHFD President Steven Rabchuk

**APPROVAL OF MINUTES:** Chairman Waddington asked if there were any questions on the regular or closed session minutes for October 4, 2018. There were none. A motion was made by Commissioner Wakeley and seconded by Commissioner Davis to approve the regular and closed session meeting minutes for October 4, 2018. Motion passed with five yes votes.

**TREASURER'S REPORT:** Chairman Waddington said that the Treasurer's report was not complete and will be presented at the next meeting.

**COMMUNICATIONS LIST:** Chairman Waddington explained the communications listed on the agenda and asked for a motion to approve. A motion to approve the communications list for October was made by Commissioner Wakeley and seconded by Commissioner Davis. Motion passed with five yes votes.

**OLD BUSINESS:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** Commissioner Waddington reported at this meeting that at the earlier special meeting the Pine Hill residents voted to approve the purchase of one command vehicle in 2019 for fire district service, not to exceed a total of \$45,000 from Fire District Surplus Funds.
- **Community Relations Liaison:** Commissioner Warrington reported that the annual Christmas Parade will take place on the first Sunday in December.
- **Information Technology and Equipment Commissioner:** Nothing new to report
- **Insurance Fund Commissioner:** Nothing new to report
- **Fire Prevention Commissioner:** Commissioner Hassett said that there was low attendance in the Open House held at the Pine Hill Fire Department during Fire Prevention Week.

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**NEW BUSINESS:**

- **Resolution 18-48 - Fire District Elections at time of General Election:** Chairman Waddington asked if there were any questions regarding Resolution 18-48. Commissioner Hassett asked a question which was answered by Commissioner Waddington. A motion was made by Commissioner Warrington and seconded by Commissioner Wakeley to approve Resolution 18-48 – moving the annual election to November. Roll Call Vote: Commissioner Davis – abstained, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolution adopted.
  
- **Resolution 18-49 - Payment of Bills:** Commissioner Waddington said that the payment of bills was in order for October and asked if there were any questions. There were none. A motion to approve Resolution 18-49 for the payment of bills was made by Commissioner Davis and seconded by Commissioner Hassett. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolution adopted.
  
- **Resolution 18-50: Transfer of Budget Appropriations:** Commissioner Waddington said that there was a need to transfer a small amount of funds between budget items and asked if there were any questions regarding Resolution 18-50. There were none. A motion to approve Resolution 18-50 for transfer of funds was made by Commissioner Warrington and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolution adopted.
  
- **Resolution 18-51: Authorizing contract to Arthur Door Company Inc.:** Commissioner Waddington explained that there was a need to repair five overhead doors and asked if there were any questions regarding Resolution 18-51. There were none. A motion to approve Resolution 18-51 – awarding the repair work to Arthur Door Company was made by Commissioner Warrington and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolution adopted.
  
- **Resolution 18-52 - Authorizing change in payroll vendors:** Commissioner Waddington explained that there was a need to change payroll vendors and asked for questions. There were none. A motion to approved Resolution 18-52 - changing payroll vendors was made by Commissioner Davis and seconded by Commissioner Wakeley. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolution adopted.

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- **Resolution 18-53 - Authorizing contract to Equipment Marketers:** Commissioner Waddington explained that there was a need to purchase a special washing machine extractor and asked for questions. There were none. A motion to approve Resolution 18-53 – purchasing a special washing machine extractor - was made by Commissioner Hassett and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolution adopted.
  
- **Resolution 18-54 - Introduction of the Budget for 2019:** Commissioner Waddington said that there was a need to introduce the budget for 2019 and asked for questions. There were none. A motion to approve Resolution 18-54 – introduction of budget for 2019 - was made by Commissioner Warrington and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolution adopted.

**Other New Business:** Chief Dukes reported that 47 hiring packets were handed out during the application period for the new career firefighter position. Only 14 applications were returned. Five of those applicants were rejected for improper paperwork, leaving 9 applicants that will be invited to take the written test.

Chief Dukes also reported that, with some research, he found out that the Camden County Fire Academy will provide the written test for free to the applicants. Therefore, Chief Dukes notified the NJ Fire Chief's Association that he will not be needing their services for the written test. This will save approximately \$3,500 which can be used for any expenses incurred with the agility testing.

**FIRE CHIEF'S REPORT:** See attached report.

Note: Commissioner Hassett left the meeting at 7:47 p.m. due to a scheduling conflict.

**FIRE OFFICIAL'S REPORT:** See attached report.

**FIRE DISTRICT ACCOUNTANT'S REPORT:** Will be reported next month.

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

Chairman Waddington asked for a motion to accept the reports submitted for October. A motion to accept all submitted reports was made by Commissioner Warrington and seconded by Commissioner Davis. All were in favor with 4 yes votes. Motion passed.

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**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 Davis and seconded by Commissioner Wakeley. All in favor with 4 yes votes. Motion passed.

Walt Davis, residing at 1 Franklin Ave. asked to speak to the commission.

1. Mr. Davis asked for an explanation of Resolution 18-51 – awarding a contract for work on the overhead doors. Commissioner Waddington explained that the door openers are wearing out on 5 overhead doors. The reason is that the doors are too heavy for the current openers and the openers need replacing.
2. Mr. Davis asked for an explanation of Resolution 18-53 – purchasing a washing machine extractor. Commissioner Waddington said that washing machine extractor is designed for heavy duty use and has a special filter to remove contaminants from the fire fighters’ gear. Commissioner Waddington added that this machine will be mandatory in the near future.
3. Mr. Davis asked how many volunteers the fire department has. Chief Dukes said that we have 56 volunteers on the books. However, only 19 live in Pine Hill. This means that we have an issue with response time, which is why we have a duty crew and stipend program.
4. Mr. Davis asked how many volunteers attended Captain Morrison’s drill mentioned in the Chief’s report. Deputy Chief Greer said that 12 volunteers attended.
5. Mr. Davis asked about the Fire Department receiving a Burn Foundation Award. Chief Dukes said that the Fire Department supports the Burn Foundation and helps with public relations.
6. Mr. Davis said that he read in the Chief’s report that the fire department only responded to 4 calls last month. Chief Dukes said that the fire department responded to over 60 calls, but only four were active working fires. Chairman Waddington added that a full list of calls is reported to the State of NJ and that information can be provided if needed.
7. Mr. Davis asked about a joint meeting between the fire and police departments regarding an active shooter situation. Chief Dukes said that the meeting was designed to improve communication and coordination for an active shooter situation. There are many decisions that need to be made in advance, such as who responds first, who provides transport, etc. Chief Dukes also said that he is looking for a grant to provide training.
8. Mr. Davis said that he read in the Chief’s report that there was a problem with the ladder truck. Chief Dukes said that Fire Fighter Gordon noticed that the ladder was not bedding properly after an electronic component was replaced. The company that did the work came back and fixed the problem.

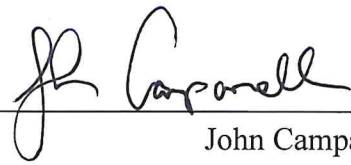
**CLOSE FLOOR TO THE PUBLIC:** Chairman Waddington asked if any others in attendance had any questions. There were none. Chairman Waddington asked for a motion to close the floor to the public. A motion to close the floor to the public was made by Commissioner Warrington and seconded by Commissioner Wakeley. All were in favor with 4 yes votes. Motion passed.

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**ADJOURNMENT:** Chairman Waddington asked for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Warrington and seconded by Commissioner Wakeley. Motion passed with 4 yes votes.

The meeting was adjourned at 7:56 p.m.

  
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Kenneth Davis  
Commission Secretary

  
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John Campanella  
Fire District Business Administrator