

Pine Hill Fire District #1  
Regular Meeting Minutes  
December 5, 2019

Meeting was called to order by Chairman Waddington at 7:32 P.M. Chairman Waddington led the salute to the flag and read the Open Public Meetings Act.

**Roll Call:** Commissioner Davis – *present*, Commissioner Hassett – *present*, Commissioner Waddington – *present*, Commissioner Wakeley – *not present at time of roll call (arrived 7:48 p.m.)*, Commissioner Warrington – *present*

**Other Officials Present:** Deputy Chief John Greer, Solicitor Dave Carlamere, Captain Joseph Hunter, FD President Joseph Pfeiffer

**Swearing In:** Commissioner Kenneth Davis was re-elected to the Board of Fire Commissioners in the general election held on November 5, 2019. Commissioner Davis was duly sworn in by Solicitor David Carlamere at this meeting.

**Minutes:** Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for November 2019. There were none. A motion to approve the minutes was made by Commissioner Warrington and seconded by Commissioner Davis. All four commissioners present were in favor. Motion passed.

**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 was made by Commissioner Warrington and seconded by Commissioner Davis. All four commissioners present were in favor. Motion passed.

**Old Business:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** No Report
- **Community Relations Liaison:** Commissioner Warrington reminded everyone of the Borough's Christmas Parade on Sunday, December 8<sup>th</sup>. It should be a good time for all.
- **Information Technology and Equipment Commissioner:** Chairman Waddington said that he held a meeting with Jim Harte to analyze our computer inventory to ensure that our monthly billing is accurate.
- **Insurance Fund Commissioner:** Administrator Campanella said that it was announced at the last JIF meeting that the deductible for cyber attacks is being raised from \$10,000 to \$25,000. Chairman Waddington asked Administrator Campanella to contact Pine Hill Borough Administrator John Greer because the Borough has an approved a cyber policy and a vendor who provides cyber training. Administrator Greer, who was in attendance, said that he would be happy to help the fire district become compliant with Tiers 1 & 2 of the JIF's minimum technological standards certification.

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- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** Commissioner Warrington said that there is no bad news with our EMS.

**NEW BUSINESS:**

- **Second Reading of 2020 Fire District Budget:** Chairman Waddington told the residents present that the proposed 2020 Fire District Budget was approved by the State of NJ and was introduced at our meeting in November. A copy was posted in the Pine Hill Borough Hall, on the Fire District's website and copies are available at tonight's meeting. Chairman Waddington informed the residents that he will open the floor for a public hearing, so they can ask questions or express their concerns regarding the budget.
- **Open Session/Public Hearing: (Motion to Open/Close):** Chairman Waddington asked for a motion to open the floor for a public hearing regarding the topic of the 2020 Fire District Budget only. A motion to open the floor for a public hearing was made by Commissioner Hassett and seconded by Commissioner Warrington. All four Commissioners present were in favor. Motion passed.
  1. Walter Davis of 1 Franklin Ave. asked what percentage did the budget increase. Chairman Waddington said that the budget stayed within the mandated 2% cap and that the fire district used some of its reserves to help fund the budget.
- **Close Public Hearing:** Chairman Waddington asked if there were any further questions regarding the topic of the 2020 Pine Hill Fire District Budget. There were none. A motion to close the public hearing was made by Commissioner Warrington and seconded by Commissioner Davis. All four Commissioners present were in favor. Motion passed.
- **New Business Continued:** Chairman Waddington said that we are ready to proceed with voting on the resolutions.
- **Resolutions 19-38 through 19-42:** Solicitor David Carlamere informed the Commissioners that they can use a consent agenda to approve resolutions 19-38 through 19-42. Chairman Waddington asked his fellow commissioners if they have had time to review the resolutions. They said yes. Chairman Waddington asked his fellow commissioners if there were objections to any resolutions or if they wanted any resolutions pulled out of the consent agenda and voted on separately. They said no. A motion to approve resolutions 19-38 through 19-42 was made by Commissioner Hassett and seconded by Commissioner Warrington.

**Roll Call Vote:** Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – absent, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolutions 19-38 through 19-42 listed below are hereby approved and adopted.

  - **Resolution 19-38:** Approval of 2020 Budget

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- **Resolution 19-39:** Approval and Payment of Bills
- **Resolution 19-40:** Appointment of Volunteer Fire Chief
- **Resolution 19-41:** Appointment of Fire Administrator
- **Resolution 19-42:** Appointment of Deputy Chief
  
- **Motion to approve Labor Contract:** Chairman Waddington said that with the appointment of Captain Hunter to the position of Deputy Chief, a labor contract needs to be approved. Chairman Waddington asked his fellow commissioners if they reviewed the labor contract in question. They said yes. Chairman Waddington asked if there were any questions. There were none. A motion to approve Deputy Chief Joseph Hunter's labor contract was made by Commissioner Hassett and seconded by Commissioner Davis. **Roll Call Vote:** Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes. Commissioner Wakeley – absent, Commissioner Warrington – yes. Motion passed with four yes votes.
  
- **Resolutions 19-43 through 19-59:** Solicitor David Carlamere informed the Commissioners that they can use a consent agenda to approve resolutions 19-43 through 19-59. Chairman Waddington again asked his fellow commissioners if there were objections to any resolutions or if they wanted any resolutions pulled out of the consent agenda and voted on separately. They said no. A motion to approve resolutions 19-43 through 19-59 was made by Commissioner Hassett and seconded by Commissioner Warrington.  
**Roll Call Vote:** Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Wakeley – absent, Commissioner Waddington – yes, Commissioner Warrington – yes. Resolutions 19-43 through 19-59 listed below are hereby approved and adopted.
  - **Resolution 19-43:** Appointment of Fire Inspector
  - **Resolution 19-44:** Adoption of Cash Management Plan
  - **Resolution 19-45:** Designation of Official Depository
  - **Resolution 19-46:** Designation of Official Publication
  - **Resolution 19-47:** Appointment of First JIF Fund Commissioner and Alternate
  - **Resolution 19-48:** Awarding Professional Services Contract for Solicitor
  - **Resolution 19-49:** Awarding Professional Services Contract for Auditor
  - **Resolution 19-50:** Awarding Professional Services Contract for Insurance Consultant
  - **Resolution 19-51:** Awarding Professional Services Contract for Medical Provider
  - **Resolution 19-52:** Awarding Professional Services Contract for Computer Maintenance
  - **Resolution 19-53:** Salaries of Fire District Commissioners and Employees
  - **Resolution 19-54:** Schedule of Meeting Dates
  - **Resolution 19-55:** Appointment of Fire District Administrator
  - **Resolution 19-56:** Establishing Public Portion of Meeting Requirements
  - **Resolution 19-57:** Disposal of Inventory
  - **Resolution 19-58:** Transfer of 2019 Budget Appropriations

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- **Resolution 19-59:** Administrative Procedure 2019-902

- **Nominations for Fire Commissioner Positions:** Chairman Waddington opened the floor for nominations.
  - **Chairman** – Commissioner Kevin Waddington was nominated by Commissioner Warrington and seconded by Commissioner Davis. There were no other nominations. All commissioners were in favor.
  - **Vice Chairman** – Commissioner Charles Warrington Jr. was nominated by Commissioner Hassett and seconded Commissioner Wakeley. There were no other nominations. All commissioners were in favor.
  - **Secretary** – Commissioner Ken Davis was nominated by Commissioner Warrington and seconded by Chairman Wakeley. There were no other nominations. All commissioners were in favor.
  - **Treasurer** – Commissioner Kevin Waddington was nominated by Commissioner Hassett and seconded by Commissioner Warrington. There were no other nominations. All commissioners were in favor.
  - **Personnel** – Commissioner Thomas Hassett was nominated by Commissioner Warrington and seconded by Commissioner Davis. There were no other nominations. All commissioners were in favor. Commissioner Hassett abstained.

**FIRE CHIEF’S REPORT:** See attached report. Deputy Chief John Greer announced that he is stepping down from the position effective January 1, 2020. He said that it has been an honor to work with everyone and that the Commissioners made a good choice in appointing Captain Hunter as the next Deputy Chief. Chairman Waddington thanked Deputy Chief Greer for his service over the years.

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

**FIRE DISTRICT ADMINISTRATOR’ REPORT:** See attached report

A motion to approve all reports presented was made by Commissioner Warrington and seconded by Commissioner Davis. All Commissioners were in favor. Motion passed.

**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 Warrington and seconded by Commissioner Wakeley. All Commissioners were in favor. Motion passed.

Walt Davis – 1 Franklin Ave. asked to address the commission.

1. Mr. Davis asked what was the issue with the shared services agreement mentioned earlier. Chairman Waddington said that Cherry Hill Fire District #13 ended its shared services agreement with the Pine Hill Fire District to repair our fire trucks because they cannot keep up with their own work.

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2. Mr. Davis said that he heard that our open house did not have a good turn out and suggested that we advertise it more. Chairman Waddington said that the event was posted on Facebook, the fire department's website, and notices were posted in the schools.
3. Mr. Davis asked where was the Scout Reservation mentioned in the Chief's report. Chairman Waddington said that the scout reservation is on New Freedom Rd.
4. Mr. Davis asked what is AMR. Chairman Waddington said that AMR is the company that provides EMS services to Pine Hill.
5. Mr. Davis asked who is Mr. Vickers who was mentioned in the Chief's report. Chairman Waddington said the Mr. Vickers is the owner of a company named Vickers Consulting. He has been hired to assist the fire department with a SAFER grant application to hire two more full-time firefighters and help with retentions. Mr. Vickers has been very successful helping other fire departments win these grants.

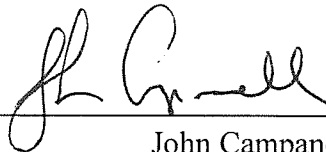
**CLOSE FLOOR TO THE PUBLIC:** Chairman Waddington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor was made by Commissioner Warrington and seconded by Commissioner Hassett. All Commissioners were in favor. Motion passed.

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

The meeting was adjourned at 7:54 p.m.



Kenneth Davis  
Commission Secretary



John Campanella  
Fire District Business Administrator