

Pine Hill Fire District #1
Regular Meeting Minutes
Thursday, March 5, 2020

Meeting was called to order by Chairman Waddington at 7:35 P.M. Chairman Waddington led the salute to the flag and read a statement from the Open Public Meetings Act.

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

Other Officials Present: Chief Dukes, FD President J. Pfeiffer

Minutes: Chairman Waddington asked if there were any questions regarding the minutes of the meeting held on February 6, 2020. There were none. A motion to approve the minutes was made by Commissioner Hassett and seconded by Commissioner Davis. All commissioners were in favor. Motion passed.

Communications List: Chairman Waddington said that there are no communications on the agenda this month.

Old Business:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** No Report
- **Community Relations Liaison:** Commissioner Warrington said that things are going well in the community.
- **Information Technology and Equipment Commissioner:** No Report
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** Commissioner Hassett said that progress is being made.
- **EMS Liaison:** Commissioner Warrington said that we are following all the recommendations by the CDC regarding the Coronavirus and we are concerned about the safety of our EMS providers.

NEW BUSINESS: Chairman Waddington asked if there were any questions regarding the payment of bills. There were none.

- **Resolution 20-04:** Approval and payment of bills

- A motion to approve resolution 20-04, as the bills were in order, was made by Commissioner Warrington and seconded by Commissioner Hassett. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Motion passed with five yes votes.

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Chairman Waddington explained the need to discard outdated and obsolete equipment. He asked if there were questions regarding the inventory listed in the resolution. There were none.

- **Resolution 20-05:** Disposal of obsolete SCBA bottles and gas meters
 - A motion to approve resolution 20-05 was made by Commissioner Warrington and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Motion passed with five yes votes.

FIRE CHIEF'S REPORT: See attached report. Chief Dukes explained the meeting he arranged regarding Station 85 and safety protocols. He said that he will continue until the issues are resolved. A brief discussion followed.

FIRE OFFICIAL'S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report

Chairman Waddington asked for a motion to approve the reports presented at the meeting. A motion to approve all reports presented was made by Commissioner Hassett 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 stated that he reads the Chief's reports and they are very good and transparent.
2. Mr. Davis stated that the incident with Station 86 sounded dangerous.
3. Mr. Davis asked, pertaining to the SAFER grant, who is Vickers? Chief Dukes explained that Vickers is a consulting group that was hired to prepare and submit the SAFER grant. They have experience submitting writing and submitting grants. There was some discussion.
4. Mr. Davis asked if anything has changed regarding 24-hour protection. Chief Dukes explained issues the fire department is facing and the progress they have made.
5. Mr. Davis asked how many firefighters are qualified to drive the trucks. Chief Dukes said approximately 25.
6. Mr. Davis stated that the Borough has added six million dollars to the budget and are using debt. He said that they will not be able to handle the debt payments.

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7. Mr. Davis said that the Water Company raised rates by 50% in the last two years. Commissioner Hassett gave a brief overview of the water department.

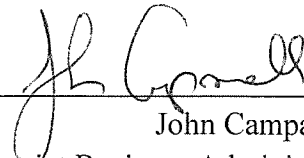
CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Warrington and seconded by Commissioner Davis. All commissioners were in favor. Motion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

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



Kenneth Davis
Commission Secretary



John Campanella
Fire District Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#20-04

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: March 5, 2020

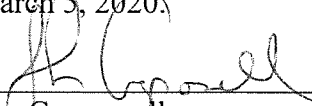


Kenneth Davis
Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Davis			✓			
Hassett		✓	✓			
Wakeley			✓			
Waddington			✓			
Warrington	✓		✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on March 5, 2020.



John Campanella
Business Administrator

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20-00001	01/02/20	DC001 DAVID F. CARLAMERE	Solicitor's Monthly Fee	Open	375.00	0.00	
20-00043	02/25/20	PHFD1 PINE HILL FIRE DEPT.	Fire Department Lease	Open	8,166.67	0.00	
20-00044	02/25/20	STATE005 State of NJ Health Benefits	Health Insurance Premium	Open	8,605.21	0.00	
20-00045	02/25/20	CASH1 Petty Cash	Duty Crew Meals	Open	770.00	0.00	
20-00046	02/25/20	CASH1 Petty Cash	Certified Letter	Open	6.95	0.00	
20-00047	02/25/20	COMCA005 Comcast	Billing Date 2/10/2020	Open	323.78	0.00	
20-00048	02/25/20	AIRGA005 Airgas USA, LLC	Cylinder Rentals	Open	13.20	0.00	
20-00049	02/25/20	TG001 TOWNSHIP OF GLOUCESTER	January 2019 Fuel Bill	Open	697.88	0.00	
20-00050	02/25/20	JHART005 J. Harte Associates LLC	Monthly Billing for March	Open	1,121.99	0.00	
20-00051	02/25/20	JHART005 J. Harte Associates LLC	Web Hosting Invoice	Open	499.00	0.00	
20-00052	02/25/20	KYOCE005 Kyocera Document Sol. America	Copy Machine Rental	Open	134.84	0.00	
20-00053	02/25/20	PERS2 Public Emp Retirement Sys.	PERS ANNUAL PENSION LIABILITY	Open	10,144.00	0.00	
20-00054	02/25/20	PFRS1 POLICE & FIREMEN'S RETIREMENT	PFRS ANNUAL PENSION LIABILITY	Open	22,225.00	0.00	
20-00055	02/25/20	CCC01 CAMDEN COUNTY COLLEGE	FIREFIGHTER 1 CLASS	Open	500.00	0.00	
20-00056	02/25/20	GEN-EL01 GEN-EL SAFETY/INDUSTRIAL PROD	BATTERIES	Open	203.40	0.00	
20-00057	02/25/20	TRS01 TREASURER, STATE OF NEW JERSEY	RENEWAL OF CERTIFICATIONS	Open	91.00	0.00	
20-00058	02/25/20	TRS01 TREASURER, STATE OF NEW JERSEY	RENEWAL OF CERTIFICATIONS	Open	91.00	0.00	
20-00059	02/25/20	NAT01 Nat Alexander Company	NITRILE GLOVES	Open	45.00	0.00	
20-00060	02/25/20	NAT01 Nat Alexander Company	NITRILE GLOVES & KEVLAR MASK	Open	360.00	0.00	
20-00061	02/25/20	VCI01 VCI, Inc.	HALOGEN LAMP & TUBES	Open	35.48	0.00	
20-00062	02/25/20	HALE01 HALE TRAILER BRAKE & WHEEL	TRUCK BATTERIES	Open	806.12	0.00	
20-00063	02/25/20	SLLLC001 Santander Leasing LLC	ANNUAL ENGINE LEASE PAYMENT	Open	55,489.72	0.00	
20-00064	02/25/20	ACTIO005 Action Uniform Co. LLC	CLASS A UNIFORMS	Open	460.68	0.00	
20-00065	02/25/20	AP001 AIRPOWER INTERNATIONAL, INC.	BLACK KNOBS	Open	27.58	0.00	
20-00066	02/25/20	JC000001 John Carlin	DOL ANNUAL TRAINING	Open	150.00	0.00	
20-00067	03/02/20	ATTM005 AT&T MOBILITY	February Invoice	Open	330.82	0.00	
20-00068	03/02/20	CASH1 Petty Cash	Chief's Petty Cash Replenish	Open	63.85	0.00	
20-00069	03/02/20	ECORE005 ESO SOLUTIONS, INC.	Epro for april 2020	Open	409.00	0.00	
20-00070	03/03/20	BOA00001 Bank of America	Miscellaneous Items	Open	715.94	0.00	

Total Purchase Orders: 29 Total P.O. Line Items: 0 Total List Amount: 112,863.11 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	0-GN	112,863.11	0.00	112,863.11	0.00	0.00	112,863.11
Total Of All Funds:		<u>112,863.11</u>	<u>0.00</u>	<u>112,863.11</u>	<u>0.00</u>	<u>0.00</u>	<u>112,863.11</u>

**THE BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN
 COUNTY, NEW JERSEY
 RESOLUTION TO REMOVE DISPOSE FROM INVENTORY
 #20-05**

WHEREAS. The Board has determined that certain items of inventory are outdated, deteriorated and of no use or benefit to the fire district, and

WHEREAS. The Board has determined to remove the following listed items from inventory

10 SCBA Bottles
 3 Gas Meters

(See attached Log Sheets)

NOW THEREFORE, it is herein resolved and approved that the attached be removed from inventory and disposed of

DATED: March 5, 2020

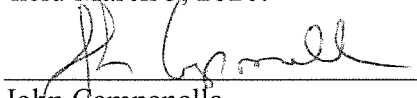


 Kenneth Davis
 Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Davis <i>dn</i>	✓			
Commissioner Hassett	✓			
Commissioner Waddington	✓			
Commissioner Wakeley	✓			
Commissioner Warrington <i>W</i>	✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held March 5, 2020.



 John Campanella
 Fire District Business Administrator

Memo

To: John Campanella

From: James J Gordon Sr

RE: Equipment to be removed from service

Ten SCBA bottles to be removed from service do to end of service life

Serial #

- 1) ALT639-136222
- 2) OK127524
- 3) IH43624
- 4) IH3384
- 5) IH43482
- 6) IH44105
- 7) IH43563
- 8) OK128325
- 9) ALT-639-90881
- 10) OP156248

James J Gordon Sr

FF/EMT

Pine Fire District # 1

RECEIVED MAR 04 2020



Memo

To: John Campanella

From FF/EMT James J Gordon Sr.


Re: Gas Meters

John the following gas meters have been removed from service and need to be removed from inventory

- 1) A Protégé four gas meter serial # 115A1406026006
- 2) A Scott Scout four-gas, gas meter serial # 3118
- 3) A Scott Scout four gas, gas meter serial #1207-2201

FF/EMT

James J Gordon Sr.

RECEIVED MAR 05 2020


Pine Hill Fire Department

Chief's Monthly Report

February 2020

Incidents of Significance

- On the early morning hours of the 1st, Ladder 62 and Quint 85 were dispatched to #12 Carol Drive for a reported C/O investigation with no signs of illness. Ladder 62 and Engine 62 arrived finding the residents out of the property. Entering to conduct the investigation the members found elevated C/O readings and a light smoke condition. Continuing their investigation, they located a small fire in a basement bathroom, extinguished with a pressurized water extinguisher. Ventilating the property and calling for the local Fire Marshal who responded and determined the cause to be accidental careless discarding of smoking materials.
- On the evening of Saturday February 8th the department was requested by the police department to provide support for a search in the 600 block of Berlin Clementon Rd. Looking for a middle aged individual who has some mental health and substance abuse problems and had walked into the heavily wooded area to the rear of the residence and into the Scout reservation. Support was provided by Berlin Boro, Berlin Twp., Clementon fire departments with their brush units. Along with units from the NJ Forestry service, the New Jersey State Police Helicopter, and the County Officer of Emergency Management. Developing and working a grid search until 04:45 hours of Sunday morning, with negative results. Police contacted me at 10:45 hours that morning to advise me that the subject had been located and was safe.
- On the 16th at 14:07 hours Task Force 6221 was dispatched for a reported dwelling fire located on Players Place in the Golf View development off of Lake Avenue. Police reported smoke and fire showing from the rear. First arriving Engine 62 confirmed the police report and lead off with 1 ¾" line. Finding the utility room well involved with extension into a family room. Heavy smoke filled the upper two stories. Assistance provided by Engine 86 Erial, Engine and Ladder 84 Blackwood, Engine 88 GT North career engine, Ladder 82 Chews Ladder and Squad 85 Lambs Terrace, Squad 63 as the RIT Company. The fire was contained to the original unit. However, some minor damage was sustained in the exposure property (Division" D") when checking for extension in the attic. The department was in service for approximately 2 hours, with 14 personnel responding.

Training

- In preparation for the annual mandated Department of Labor training which includes SCBA use and proficiency, we borrowed a confidence maze from both Blackwood and Erial fire departments. Requesting the members and Duty Crews to conduct practice sessions during the two-week period prior to the 15th in preparation.
- Conducted One on One Pump Operations class for a new driver operator in an effort to maintain his forward progress on this certification.
- Conducted Duty Crew Training on the evening of the 5th covering the high-pressure gas metering station to the rear of KFC on Blackwood Rd. This training showed the use of the new gas meters, and finally walked a company officer through the SCBA props
- Completed the online Know Be 4 Computer Class issued by our insurance company pertaining to computer damage that we could sustain.
- On the 7th, I attended a Class "A" Foam operations class at the Winslow Twp. Fire Headquarters focused on Waterous compressed air foam system operation.
- On the evening of the 11th hosted the Cooper Hospital "Bleed" class focused on bleeding control using compression bandages and tourniquet use, especially for mass casualty incidents. 30 Members were in attendance. This class being a prelude to equipping the two engine companies with bleeding control kits.
- Conducted the annual PEOSHA full day mandated training consisting of Blood Born Pathogens, Right to Know, Lock out Tag out, Haz Mat, the Emergency Response Guidebook use, Hostile Work Environment, and SCBA Refresher with PPE, SCBA and A Maze practical evolution with 29 members participating.
- On February 15th we had three (3) members commence the Firefighter II program at the Camden County Fire Academy.
- On the 25th conducted the monthly department drill consisting of classroom segments that covered garden apartments and mid-rise / high-rise firefighting tactics with 21 members in attendance.

Training Outline Development

- In an effort to get proper training / Drill outlines completed, Chief Hunter recommended that we issue a training topic to the three (3) lieutenants and have them develop those outlines. This has worked well, and we have provided some guidance and reviewed the initial documents before implementation. Three have been completed **1) Ropes and Knots for the firefighter (Rabchuk) 2) Radio Communications (Baiori) 3) Traffic Incident Management / Safety (Crosby)**. Chief Hunter also created a formal outline detailing the SCBA practical evolution for the PEOSHA Training held on the 15th

Other activities of the Chief

- Monday the 10th taught the Fire Officer I & II programs for the County Fire Academy held at the Gloucester City Fire Headquarters for Chiefs and Captains from Gloucester City and Camden City Fire Departments.
- February 11th attended the fire company monthly meeting, and several subsequent follow up meetings with the President and other members.
- On the 12th participated with the Wednesday night duty crew, coordinating the transition of the new company officer Lieutenant Daleus.
- Sunday the 23rd Held the monthly officers meeting at headquarters
- On Sunday evening the 23rd, Haddonfield Fire Department was involved in a serious motor vehicle accident involving one of their engines striking a pedestrian. On Wednesday, I was contacted by that department seeking assistance and support with this situation, meeting with the Chiefs on the afternoon of the 27th
- On the 29th, attended a full day of training sponsored by the Gloucester County Fire Chiefs association, held at Rowand College Deptford campus. The course was entitled on Legal Issues facing the Fire Service and Leadership.

Membership

- During this month F/F Duvall has conducted a review of the firefighter applicants who have failed to properly follow through with required process. Additionally, probationary members who have also fallen short of their required participation levels. They have also received the appropriate correspondence, terminating three and extending the probationary period of three.

Chalet Apartments Safety Concern (Electrical)

- On the 10th, Chief Hunter received a call at the station reporting from a resident that she had lost half of the electric in her home. Investigation determined that building maintenance had conducted electrical work in these properties that was not in compliance with electrical codes and had not acquired permits. Fire Marshal Cornforth, and Borough Officials, to include the construction office, were all notified of the situation. During this the electric company service technician, who had been sent out, confirmed improper work had been completed. He took some temporary initiatives to ensure everyone's was safe and the power would not be discontinued. At this writing the electrical inspector from the construction office will be conducting the appropriate follow up if necessary, issuing appropriate fines.

Disciplinary Matter

- It had been brought to my attention that during the January 21st fire at the Buttonwood Apartment fire in Blackwood, one of our officers did not adhere to proper fire ground operational procedures. Following up on this, several flagrant violations were confirmed. That individual was brought in and appropriate discipline was issued on February 5th, reducing him in rank, back to a firefighter. Appropriate reporting and disciplinary paperwork has been completed and added to his personnel file.
- To replace the Lieutenant, I have appointed Firefighter Jamie Daleus to the position of Lieutenant primarily covering the Wednesday night duty crew. He has been with the department for approximately a year now. However, he comes with 25 years of fire service experience, including having served as a Lieutenant in the Runnemedde fire department. He has also worked our summer stipend program and during several of his shifts rode in as the company officer proving his solid capabilities.

Fire Incident Follow up

- Due to several concerns that occurred during the December 19, 2019 Jarvis Rd. fatal house fire and in response to my correspondence issued to the Chief of Station 85, a meeting was established and held on February 8th at Station 85. Chief Breeze (Erial) Chief Rigberg (Winslow) were also in attendance. Chief Cipriano (Blackwood) could not attend but sent a correspondence in the form of the After-Action Report from the Buttonwood Apartment fire, in which there were several additional concerns, specifically directed at the Station 85 responders. Poignant discussions were held, but it was conveyed that the Chief has limited authority over the career personnel that they answer to the Board Chair who is also the Personnel Director.

In my original correspondence sent to Chief Goins, I specifically requested the presence of the Supervisor (Company Officer) who was directly involved in the Jarvis road fire and the Chairman of the Board. Knowing that we would be confronted with the situation described by the chief and would be somewhat stonewalled, in efforts to properly address and rectify the problems. Neither of these individuals attended the meeting. However, all the identified concerns were aired with Chief Goins and his Officers.

We believe that limited progress was made. But, additional follow up would be necessary, since the concerns are blatant safety problems. A second correspondence was drafted and issued to the Chairman of Station 85 Board of Fire Commissioners via registered mail, seeking a meeting with him, five of the six Gloucester Twp. Chiefs along with Chief Rigberg and myself. That meeting has been set for March 10th.

As a result of the informational exchange at the February 8th meeting. I also drafted a full Chiefs report pertaining to the operations that were under my commend on that incident. Citing the problems and concerns provoked by the Close Call that occurred during those suppression activities.

Chalet Apartments Addressing

- Firefighter Duvall and I have continued to work on this project making the final adjustments to the original map due to addressing terminology concerns that were brought to us by one of our officers. Meeting with the Manager we established a meeting with the Post Office representative for the 18th, to confirm this entire transition. At the conclusion of the 18th meeting, it was agreed that the transition would occur on May 1st providing adequate time for the Post Office to make their adjustments. The Post Office also agreed to conduct an address link for a period of SIX months to ease this transition.

Additional follow up was conducted with Chief Winters, EMS Supervisor Pederson (AMR), The Borough Administrator and the Camden County Communications Center Administrative Lieutenant to ensure that the appropriate information will be placed into the CAD.

Apparatus

- On the 14th career personnel entered the station for normal shift detecting an unusual odor in the engine room. Tracking it down found that at least three of the batteries on the Squad Company were off gassing presumably from being over charged as they were dying. These were the original batteries from 2012. Firefighter Gordon checked the battery conditioner finding nothing wrong. All five of the batteries were replaced that day resolving the problem.
- On the 17th F/F Gordon during truck checks found the relief valve on the engine company was operating sluggishly and sending an improper signal via the warning light on the device. We will continue to monitor the device and will exercise it more frequently to see if that will resolve the problem.
- On the 21st the staff members working added additional Red / White reflective striping to the tip of all ground Ladders on the Engine, Squad, and Ladder. Further improving their visibility to firefighters who would be working the roof or interior operations. Ultimately serving to improve firefighter safety.
- On the 23rd when preparing for a response, the Ladder illustrated an air brake problem. The front brakes failed to build proper air pressure not allowing the emergency break to be released. Returning from the call we conducted several operational checks in an attempt to determine the cause of the problem. It cleared itself during these operations and returned to normal operation. During the night shift additional checks conducted illustrating that it was operating properly. F/F Gordon also commenced an evaluation first thing on that Monday again not being able to duplicate the problem. The unit remains in service and will be continually monitored.

Junior Program

- In the continual effort to improve the volunteer contingent of the Department, it is my intention to revive the Junior program. Fortunately, the State law has changed in our favor, in that the entry age for Junior was 16, it has now been reduced to the age of 14. Designing our program, we would bring them in at 14 and they would be considered **CADETS** having very limited activities. Then when turning or entering at 16 years old they would become Juniors. Lieutenant Crosby has remained committed to coordinating this program. We are in the Process of Developing the appropriate Guidelines and Procedures.

West Branch Avenue Hydrant

- On the 10th we were notified by the MUA that the new hydrant has passed all the necessary testing and is now 100% in service. All our Mutual Aid partners were notified via E-Mail.
- The current staffing of the Communities Emergency Management group, all of whom have busy schedules and significant workloads, limiting their time to dedicate to these responsibilities. Business Administrator Greer and I discussed this and recruited Firefighter Pizzo to take the required State OEM courses to obtain his certification. Once attained he will be made a part of the Emergency Management Group and take on the pertinent OEM duties, focused on maintaining the community's compliance, especially as it pertains the Community EM plan and the LEPC committee. Firefighter Pizzo has now been attending the necessary courses at Atlantic County Fire Academy. Providing him administrative leave when necessary and the Borough has authorized the payment for these classes

Station Repair/ Renovations

- During the month the Fire Department acquired three new pieces of Gym Equipment. Firefighter Pizzo has coordinated the rearrangement of the entire room to make space for this new equipment, enhancing that space.
- President Office - after considerable discussion, it was decided to construct the new Class "A" Uniform closet in the Northern end of that office. Additionally, with relocating furnishings adequate space will allow for the Deputy Chief to move into that area with the President sharing the space. This project will be completed by the members which will only require the purchase of the materials. Anticipated construction to occur in early March.
- As discussed at the February Meeting of the Fire Company, a committee has been established to redesign the Meeting/ Training Room, eliminating the current theater seating and changing over to training tables and chairs. While also adding much needed high-hat lighting and other support amenities that would enhance the use of the room. Currently designs are being evaluated, this project would also be completed by the members, with the exception of the electrical segments.

Administrative Responsibilities Officers and Career Staff

- Reviewed and adjusted, where necessary, all the administrative responsibilities for the Fire Officers and Career Staff and issued the new assignments at the February 23 Officers meeting.

Incident Command Support Position

- During several recent working fires, it has become evident that Incident Commanders are overwhelmed when dealing with two separate radio frequencies, tracking accountability, and properly maintaining the Command Board. This is further compounded by the time of day when a limited number of Chiefs are not available to support those operations. To address this, I will be appointing two or three individuals who are on limited duty or have decided to step down as a frontline firefighter. They will be trained to control the accountability system, run the Command Board, and support radio operations.

Old Turn Out Gear / Equipment

- A couple months back the Board passed Resolution authorizing the disposal of old damaged and obsolete Turnout gear components. That equipment is now in the process of being properly disposed of.
- During weekly apparatus checks F/F Gordon identified several SCBA bottles that had reached the DOT expiration date of 15 years old. These bottles were now taken out of service and disabled, removing some components that were still usable. Firefighter Gordon has also derived an inventory list of those bottles removed. Requesting the Board to pass another resolution, authorizing the disposal of those bottles. Mr. Campanella has been notified and supplied this inventory.
- At the conclusion of response on the 23rd, it was found that older SCBA bottles that still had service life were being used on the apparatus. However, the dimensions of those older units were different from the new units received in 2018. This caused the older bottles to not be compatible with the SCBA brackets in the apparatus allowing them to come loose and not lock in properly. The older bottles will now be identified utilizing dedicated reflective stripping, so they are not used in the packs that ride in the apparatus seats. They will be used in the spare bottle tubes on the apparatus, as they can still be used on the fire grounds as spares / replacement bottles.

Scout Reservation Concerns

- During the February 8th search in and around the Scout Reservation, two of our more seasoned members reported that the rear segments of the property are in poor condition with numerous trees down and large accumulations of underbrush. Believing that if there were a fire, it would become a Major event, endangering facilities and even the firefighters who would respond. With that, I have contacted Section Warden Jay Wyatt from the New Jersey State Forestry Service (C-11). Discussing this with him, he too has the same concern. Both of us agree that it would be in everyone's best interest to place this on the prescribed burn list and get it addressed ASAP. We will also be visiting the site to further evaluate it.

Class "A" Uniforms

- All members identified as eligible have been measured and the uniforms ordered. The anticipated delivery set for end of March beginning of April. The second order from 2020 monies was also placed for an additional nine (9) uniforms and the necessary hardware completing the entire roster of active personnel.

W-2 / 1099 Concerns

- On the 27th it was brought to my attention that Firefighters had received a W-2 IPO a 1099 resulting in a significant impact when getting their 2019 tax returns completed. It also raised concerns as to how the IRS will view this, potentially disrupting the volunteer status of some of our members. On the 27th I issued an E-Mail to Chairman Waddington and requested a meeting to fully review these concerns.

Emergency Management

- Chief Greer and I have had discussions pertaining to how we can better address the needs of the Boroughs OEM as all of the department heads that are involved are inundated with their daily work load and find it extremely difficult to address these needs. To rectify this, we have agreed to send Firefighter Pizzo to the State's OEM basic course, after which he will be formally appointed to the OEM as a Deputy Coordinator. The municipality has also agreed to provide all the course funding, etc. He commenced the classes in January and will complete the course in the early May time frame. Upon that, he will commence the process of updating the community's Emergency Management Plan.

**Pine Hill Bureau of Fire Prevention
Office of the Fire Marshal
Monthly Report to the Board of Fire Commissioners**

Month of: February 2020

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	0
Fire Safety Inspection – Non LHU(s)	09
Re-Inspection(s)	0
Smoke Detector & CO Detector Compliance(s)	14
Complaint(s)	0
Fire Investigation(s)	02

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$762.00
Smoke Detector & CO Detector Compliance	\$650.00
Permit Fees	\$214.00
Number of Permits Issued	01
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	\$110.50
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$1,736.50

Requests:

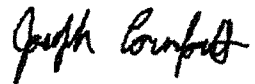
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

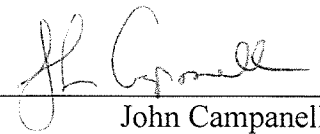
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive style with a large initial "J".

Joseph Cornforth
Fire Official

**PINE HILL FIRE DISTRICT #1
FEBRUARY 2020 ADMINISTRATOR'S REPORT**

- Continued work with KnowB4 on cyber security training program
- Processed and received approval from State of NJ to dispose of 2013 purchase orders
- Processed payroll
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Entered payroll expenditures in Edmunds0
- Entered invoices in Edmunds and printed purchase orders and checks
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations



John Campanella
Fire District Business Administrator
March 4, 2020