

Pine Hill Fire District #1  
Regular Meeting Minutes  
May 7, 2020

Due to Covid-19 pandemic, the meeting was held electronically using the Zoom meeting platform. Notifications were published in the Courier Post and the fire district's website.

**Meeting Called to Order:** 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 regarding the Open Public Meetings Act.

**Roll Call:** Commissioner Davis – *present*, Commissioner Hassett – *present*, Commissioner Waddington – *present*, Commissioner Wakeley – *not present*, Commissioner Warrington – *present*

**Other Officials Present:** Chief Dukes, Deputy Chief Hunter, Solicitor Carlamere

**Minutes:** Chairman Waddington asked if there were any questions regarding the minutes of the meeting held on March 5, 2020. There were none. A motion to approve the minutes was made by Commissioner Warrington and seconded by Commissioner Hassett. All commissioners present were in favor. Motion passed with four yes votes.

Note: The April 2, 2020 meeting was cancelled due to the Covid-19 health crisis. There are no minutes to approve for April.

**Communications List:** Chairman Waddington explained that the two items on the communications list were an affidavit from the Courier Post verifying that the April meeting cancellation notice was published in the newspaper and a notice from Camden County declaring a local emergency due to the COVID-19 pandemic.

**Old Business:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** No Report
- **Community Relations Liaison:** No Report
- **Information Technology and Equipment Commissioner:** No Report
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** Commissioner Warrington explained that he is closely following the EMS calls that AMR is responding to and he is waiting for a response from an email he sent to John Eagle to arrange a meeting. There was a brief discussion.

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding the resolutions and items on the agenda. There were none.

- **Resolution 20-06:** Approval and payment of bills for April 2, 2020

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- A motion to approve resolution 20-06, as the bills were in order for April, was made by Commissioner Hassett and seconded by Commissioner Warrington. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – absent, Commissioner Warrington – yes. Motion passed with four yes votes.
  - **Resolution 20-07:** Approval and payment of bills for May 7, 2020
- A motion to approve resolution 20-07, as the bills were in order for May, was made by Commissioner Hassett and seconded by Commissioner Warrington. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – absent, Commissioner Warrington – yes. Motion passed with four yes votes.
  - **Resolution 20-08:** Removal from Inventory and Disposal of SCBA Items
- A motion to approve resolution 20-08 to dispose of outdated/obsolete equipment, was made by Commissioner Warrington and seconded by Commissioner Hassett. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – absent, Commissioner Warrington – yes. Motion passed with four yes votes.

Chairman Waddington asked if there were any questions regarding the motions listed on the agenda to approve a policy and some administrative procedures. Commissioner Hassett asked Chief Dukes who is being appointed as CDC officer. Chief Dukes responded that Deputy Chief Hunter will be appointed as the CDC officer for the Pine Hill Fire Department. Commissioner Warrington said that the Pine Hill Police Department also appointed a CDC officer and suggested that Deputy Chief Hunter should coordinate with the police department's CDC officer. There were no other questions. Chairman Waddington asked for one motion to approve the four policies/procedures listed on the agenda.

- Motion to approve uniform policy
- Motion to approve Administrative Procedure 2020-502
- Motion to approve Administrative Procedure 2020-503
- Motion to approve Administrative Procedure 2020-504

A motion to approve all four policies/procedures was made by Commissioner Hassett and seconded by Commissioner Warrington. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes. Commissioner Wakeley – absent, Commissioner Warrington – yes. Motion passed with four yes votes.

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**ADMINISTRATIVE REPORTS:** Chairman Waddington said that the administrative reports on the agenda are for March and April and asked if there were any questions. There were none.

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

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

**FIRE DISTRICT ADMINISTRATOR'S REPORT:** See attached reports.

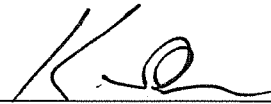
A motion to approve all reports presented at the meeting was made by Commissioner Warrington and seconded by Commissioner Hassett. All present were in favor. Motion passed with four yes votes.

**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 Hassett and seconded by Commissioner Warrington. All were in favor. Motion passed with four yea votes. There was No Participation

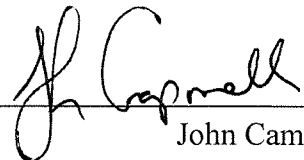
**CLOSE FLOOR TO THE PUBLIC:** Chairman Waddington asked for a motion to close the floor to the public if there were no questions. A motion to close the floor to the public was made by Commissioner Warrington and seconded by Commissioner Hassett. All were in favor. Motion passed with four yes votes.

**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 Hassett. All were in favor. Motion passed with four yes votes.

The meeting was adjourned at 7:55 p.m.



Kenneth Davis  
Commission Secretary



John Campanella  
Fire District Business Administrator