

# Pine Hill Fire District #1

## Regular Meeting Minutes

### September 3, 2020

**Minutes:** Vice Chairman Warrington asked if there were any questions regarding the regular and closed session minutes of the meeting held on August 6, 2020. There were none. A motion to approve the minutes was made by Commissioner Hassett and seconded by Commissioner Wakeley. Three commissioners were in favor. Motion passed with three yes votes.

**Communications List:** There were no communications that needed to be presented at this meeting.

#### **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 said that we are working on our application to be able to bill Medicare if our ambulance is ever used by the fire district.

**NEW BUSINESS:** Vice Chairman Warrington asked if there were any questions regarding the payment of bills presented at the meeting. There were none.

- **Resolution 20-12:** Approval and payment of Bills - As the bills were in order, a motion to approve resolution 20-12 was made by Commissioner Hassett and seconded by Commissioner Wakeley. Roll Call Vote: Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes. Motion passed with three yes votes.

**FIRE CHIEF'S REPORT:** See attached report. Chief Dukes added that the fire department responded to another call to 4 Wright Ave. regarding the smell of fumes. The tenant was advised prior to cease operations and is complying. The tenant is working on disposing the hazardous chemicals. However, Camden County cancelled the collection of hazardous materials.

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

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

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**The meeting was held at the Pine Hill Municipal Building due to needing extra space to safely distance for the swearing-in of newly promoted officers.**

**Meeting Called to Order:** Meeting was called to order by Commissioner Hassett at 7:31 P.M. Commissioner Hassett led the salute to the flag and read a statement regarding the Open Public Meetings Act.

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

**Other Officials Present:** Chief Dukes, Deputy Chief Hunter, Solicitor Carlamere, Fire Department President Joseph Pfeiffer

**Suspension of Business:** Commissioner Hassett asked for a brief suspension of normal business due to a lack of quorum. Commissioner Warrington phoned in and said that he is coming directly from work and should arrive by 7:50 p.m. Commissioner Warrington asked that the swearing-in begin without him, so that everyone would not be inconvenienced. Commissioner Hassett consulted with Solicitor Carlamere and it was decided to proceed with the swearing-in and then recess until Commissioner Warrington arrives.

**Swearing-In:** Chief Dukes said a few words about the officers being promoted and explained that bringing back formal swearing-in ceremonies promotes goodwill, morale, and camaraderie among the members of the fire department.

Solicitor David Carlamere performed the swearing-in of Battalion Chief Matthew Buchhofer, Captain David Baiori, and Captain Thomas Crosby. Applause.

**Meeting Recess:** Meeting was recessed at 7:37 p.m. until Commissioner Warrington arrives.

**Meeting Called Back to Order:** Vice Chairman Warrington called the meeting to order and 7:53 p.m. and read a statement regarding the Open Public Meetings Act.

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

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Vice Chairman Warrington asked if there were any questions regarding the Fire Chief's, Fire Official's, or Administrator's reports. There were none. A motion to approve the reports presented was made by Commissioner Hassett and seconded by Commissioner Wakeley. All were in favor. Motion passed with three yes votes.

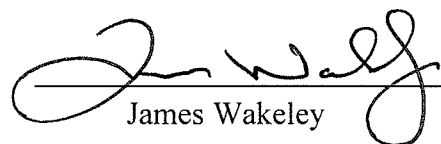
**OPEN THE FLOOR TO THE PUBLIC:** Vice Chairman Warrington asked for a motion to open the floor to the public. A motion to open the floor to the public was made by Commissioner Hassett and seconded by Commissioner Wakeley. All were in favor. Motion passed with three yes votes.

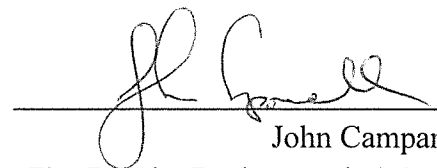
- Walt Davis of 1 Franklin Ave. said that there is a shortage of volunteers everywhere. Mr. Davis said that he has reading the Chief's reports and wants to commend the fire department for doing such a great job responding to the calls especially during the Covid-19 pandemic.

**CLOSE FLOOR TO THE PUBLIC:** Vice Chairman Warrington 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 Wakeley and seconded by Commissioner Hassett. All were in favor. Motion passed with three yes votes.

**ADJOURNMENT:** Vice Chairman Warrington asked if there were any other issues that needed to be discussed. There were none. A motion to adjourn was made by Commissioner Wakeley and seconded by Commissioner Hassett. All were in favor. Motion passed with three yes votes.

The meeting was adjourned at 8:17 p.m.

  
James Wakeley  
Acting 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  
 #20-12

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

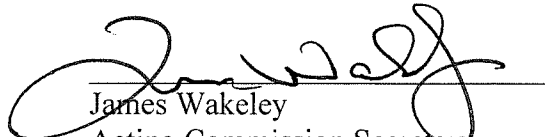
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designated 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.

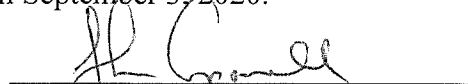
**DATED:** September 3, 2020

  
 James Wakeley  
 Acting Commission Secretary

Record of Vote:

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
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 September 3, 2020.

  
 John Campanella  
 Business Administrator

P.O. Type: All  
Range: First to Last  
Format: Detail without Line Item Notes

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

PO #	PO Date	Vendor	Amount	Charge Account	Acct Type	Contract PO Type	Description	Stat/Chk	Enc Date	First Rcvd	Enc Date	Chk/Void	Invoice
20-00268	08/25/20	TRUMP00					Trump National Golf Club						
1		Refund of Fire Permit Fee	427.00	0-GN-	-220-019		R PERMITS			R	08/25/20	08/26/20	
Total Purchase Orders:		1	Total P.O. Line Items:	1	Total List Amount:	427.00	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	0.00	0.00	0.00	427.00	0.00	427.00
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>427.00</u>	<u>0.00</u>	<u>427.00</u>

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
20-00251	08/24/20	PHFD1	PINE HILL FIRE DEPT.	Lease Payment - September 2020	Open	8,166.67	0.00
20-00252	08/24/20	STATE005	State of NJ Health Benefits	Health Insurance Premium	Open	8,605.21	0.00
20-00253	08/24/20	CASH1	Petty Cash	Duty Crew Meals	Open	805.00	0.00
20-00254	08/24/20	KYOCE005	Kyocera Document Sol. America	Copy Machine Rental	Open	134.84	0.00
20-00255	08/24/20	JHART005	J. Harte Associates LLC	Monthly Billing for September	Open	1,111.99	0.00
20-00256	08/24/20	AIRGA005	Airgas USA, LLC	Oxygen Cylinder Rentals	Open	13.20	0.00
20-00257	08/24/20	COMCA005	Comcast	Comcast Bill Due 9/2/20	Open	378.51	0.00
20-00258	08/24/20	MES01	MUNICIPAL EMERGENCY SERVICES	Customer #C33767 - 0 Ring	Open	40.00	0.00
20-00259	08/24/20	TG001	TOWNSHIP OF GLOUCESTER	Fuel Bill for July 2020	Open	706.99	0.00
20-00260	08/24/20	BUD01	BUD'S AUTO & TRUCK REPAIR	Repairs to Squad Truck	Open	501.82	0.00
20-00261	08/24/20	BUD01	BUD'S AUTO & TRUCK REPAIR	Repairs to Squad Truck	Open	802.04	0.00
20-00262	08/24/20	BUD01	BUD'S AUTO & TRUCK REPAIR	Repairs to Ladder Truck	Open	738.49	0.00
20-00263	08/24/20	JOHNS005	Johnson & Towers, Inc	Repairs to Ladder Truck	Open	401.59	0.00
20-00264	08/24/20	BTM001	BOUND TREE MEDICAL,LLC	Glove Dispenser	Open	99.87	0.00
20-00265	08/24/20	BTM001	BOUND TREE MEDICAL,LLC	PPE	Open	34.08	0.00
20-00266	08/24/20	HELM01	Hainesport Enterprises Inc	Towing of Ladder 62	Open	550.00	0.00
20-00267	08/24/20	PHH01	PINE HILL HARDWARE, INC.	Miscellaneous Items	Open	61.96	0.00
20-00269	08/27/20	CCC01	CAMDEN COUNTY COLLEGE	Fire Training Classes	Open	1,473.00	0.00
20-00270	08/27/20	HALE01	HALE TRAILER BRAKE & WHEEL	Truck Wash & Shop Towels	Open	140.98	0.00
20-00271	08/27/20	NAT01	Nat Alexander Company	RAE Calibration Kit	Open	297.00	0.00
20-00272	08/27/20	NAT01	Nat Alexander Company	Pac Mount Handlelok	Open	34.00	0.00
20-00273	08/27/20	BTM001	BOUND TREE MEDICAL,LLC	Curaplex Oxygen Nasal Cannula	Open	5.88	0.00
20-00274	08/27/20	FIRELINE	FIRELINE EQUIPMENT	MT Rubber Cab Latch	Open	143.59	0.00
20-00275	08/27/20	FIRELINE	FIRELINE EQUIPMENT	Pump Panel LED Light	Open	137.63	0.00
20-00276	08/27/20	PHFD1	PINE HILL FIRE DEPT.	Hand Tools for Trucks	Open	139.41	0.00
20-00277	08/27/20	COU01	Courier Post	Pulic Notice 7/29/20	Open	12.32	0.00
20-00278	08/27/20	CASH1	Petty Cash	Cleaning & Polishing Materials	Open	98.75	0.00
20-00279	08/27/20	IMC01	INTERSTATE MOBILE CARE	Respiratory & Vision Exam	Open	142.00	0.00
20-00280	08/27/20	EF001	ECHELON FORD	Lamp Assembly	Open	59.50	0.00
20-00281	09/02/20	BOA00001	Bank of America	P-Card Statement for August	Open	299.53	0.00
20-00282	09/02/20	PHG01	PINE HILL AUTO REPAIR	Oil Change Support Truck	Open	53.45	0.00
20-00283	09/02/20	EDR01	ED'S RENTAL	Sharpen Chainsaw	Open	7.25	0.00
20-00284	09/02/20	ACTIO005	Action Uniform Co. LLC	Uniform Items	Open	943.37	0.00
20-00285	09/02/20	BTM001	BOUND TREE MEDICAL,LLC	PPE	Open	173.40	0.00
20-00286	09/02/20	FIRELINE	FIRELINE EQUIPMENT	Seatbelt Buckle Receiver	Open	286.94	0.00
20-00287	09/02/20	ATTMO005	AT&T MOBILITY	Cell Phone Bill Issued 8/21/20	Open	333.27	0.00
20-00288	09/02/20	FIRELINE	FIRELINE EQUIPMENT	Lens	Open	32.57	0.00
20-00289	09/02/20	AP001	AIRPOWER INTERNATIONAL, INC.	Turn Knobs	Open	36.51	0.00
20-00290	09/02/20	CCC01	CAMDEN COUNTY COLLEGE	EMT Course	Open	2,328.00	0.00
20-00291	09/02/20	ECORE005	ESO SOLUTIONS, INC.	October Invoice	Open	409.00	0.00
20-00292	09/03/20	ACTIO005	Action Uniform Co. LLC	Uniform Items	Open	293.00	0.00

Total Purchase Orders: 42 Total P.O. Line Items: 0 Total List Amount: 31,407.61 Total Void Amount: 0.00

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	0-GN	31,407.61	0.00	31,407.61	0.00	0.00	31,407.61
Total of All Funds:		<u>31,407.61</u>	<u>0.00</u>	<u>31,407.61</u>	<u>0.00</u>	<u>0.00</u>	<u>31,407.61</u>



Range of Accounts: 0-First	to 0-Last	Adds: N	Changes: N	Transfers In: N
Range of Dates: 08/01/20 to 08/31/20		Transfers Out: N	Expenditures: Y	Refunds: N
Range of Reason Codes: ALL		Reimbursements: N	Encumbrances: N	Cancel: N
	Include Non-Budgeted: Y	Check Payments: N		
		PO Encumbrances: N	Contract Encm: N	

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
0-GN-	-001-101	Firematics Administrator				
08/07/20	Expd	Pay Date 8/7/2020 - Chief		2,040.78	JC	B 465 1
08/21/20	Expd	Pay Date 8/21/2020 - Chief		2,040.78	JC	B 466 1
Total Expenditures:		2	4,081.56			
0-GN-	-001-102	District Business Administrator				
08/07/20	Expd	Pay Date 8/7/2020 - Administrator		1,173.12	JC	B 465 2
08/21/20	Expd	Pay Date 8/21/2020 - Administrator		1,173.12	JC	B 466 2
Total Expenditures:		2	2,346.24			
0-GN-	-001-105	Fire Commissioners				
08/21/20	Expd	Pay Date 8/21/2020 - Commissioners		866.68	JC	B 466 4
Total Expenditures:		1	866.68			
0-GN-	-001-210	Payroll Administrative Costs				
08/07/20	Expd	Pay Date 8/7/2020 - Paychex Fee		129.75	JC	B 465 13
08/07/20	Expd	Pay Date 8/7/2020 - July Bank Fee		16.95	JC	B 465 14
08/21/20	Expd	Pay Date 8/21/2020 - Paychex Fee		151.75	JC	B 466 13
Total Expenditures:		3	298.45			
0-GN-	-001-301	Federal Payroll Taxes - Administrative				
08/07/20	Expd	Pay Date 8/7/2020 - FICA Admin		245.86	JC	B 465 15
08/21/20	Expd	Pay Date 8/21/2020 - FICA Admin		403.98	JC	B 466 15
Total Expenditures:		2	649.84			
0-GN-	-001-303	State Payroll Taxes - Administrative				
08/07/20	Expd	Pay Date 8/7/2020 - State tax Admin		31.70	JC	B 465 16
08/21/20	Expd	Pay Date 8/21/2020 - State tax Admin		48.37	JC	B 466 16
Total Expenditures:		2	80.07			
0-GN-	-001-305	Defined Contribution Retirement Plan				
08/07/20	Expd	Pay Date 8/7/2020 - DCRP Employer		47.51	JC	B 465 17
08/21/20	Expd	Pay Date 8/21/2020 - DCRP Employer		47.51	JC	B 466 17
Total Expenditures:		2	95.02			
0-GN-	-002-110	Firefighters				
08/07/20	Expd	Pay Date 8/7/2020 - Firefighters		5,631.14	JC	B 465 7
08/21/20	Expd	Pay Date 8/21/2020 - Firefighters		5,631.14	JC	B 466 7
Total Expenditures:		2	11,262.28			

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
0-GN- -002-111	Overtime & Sicktime Buyback					
08/07/20	Expd	Pay Date 8/7/2020 - Overtime		732.25	JC	B 465 8
08/21/20	Expd	Pay Date 8/21/2020 - Overtime		490.55	JC	B 466 8
Total Expenditures:		2	1,222.80			
0-GN- -002-112	DEPUTY CHIEF					
08/07/20	Expd	Pay Date 8/7/2020 - Deputy Chief		3,629.86	JC	B 465 9
08/21/20	Expd	Pay Date 8/21/2020 - Deputy Chief		3,629.86	JC	B 466 9
Total Expenditures:		2	7,259.72			
0-GN- -002-226	Stipends - Duty Crew Meals & Stipends					
08/07/20	Expd	Pay Date 8/7/2020 - Duty Crew Stipends		3,984.00	JC	B 465 11
08/21/20	Expd	Pay Date 8/21/2020 - Duty Crew Stipends		3,984.00	JC	B 466 11
Total Expenditures:		2	7,968.00			
0-GN- -002-228	Stipends - Fill In Firefighters					
08/07/20	Expd	Pay Date 8/7/2020 - Fill In Firefighter		216.30	JC	B 465 12
08/21/20	Expd	Pay Date 8/21/2020 - Fill In Firefighter		346.08	JC	B 466 12
Total Expenditures:		2	562.38			
0-GN- -002-301	FICA - Firefighters					
08/07/20	Expd	Pay Date 8/7/2020 - FICA Firefighters		1,024.53	JC	B 465 18
08/21/20	Expd	Pay Date 8/21/2020 - FICA Firefighters		1,015.88	JC	B 466 18
Total Expenditures:		2	2,040.41			
0-GN- -002-303	State Payroll Taxes - Firefighters					
08/07/20	Expd	Pay Date 8/7/2020 - State tax Firefight		52.89	JC	B 465 19
08/21/20	Expd	Pay Date 8/21/2020 - State tax Firefight		53.10	JC	B 466 19
Total Expenditures:		2	105.99			
0-GN- -003-101	Fire Official					
08/21/20	Expd	Pay Date 8/21/20 - Fire Marshal		916.67	JC	B 466 5
Total Expenditures:		1	916.67			
0-GN- -003-102	Fire Inspectors					
08/21/20	Expd	Pay Date 8/21/2020 - Fire Inspector		283.33	JC	B 466 6
Total Expenditures:		1	283.33			

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Fund Description	Fund	Expenditures
GENERAL	0-GN	40,039.44
Total of All Funds:		<u>40,039.44</u>

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Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	30	40,039.44

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# *Pine Hill Fire Department*

## Chief's Monthly Report

August 2020

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### Coved -19

- Continued to monitor impact presented by the pandemic, reviewing daily memos and or directives issued by enumerable agencies, completing continual statistical reported to the State and County agencies. Currently Pine Hill has had **164** confirmed cases and remain at four (4) recorded deaths. Fortunately, we have not had any of our personnel directly exposed. All directives that were issued by my office in March pertaining to entry into the Fire Station and response procedures are still in effect, and all PPE levels are stable.

### Incidents of Significance

- On the 4<sup>th</sup> **Tropical Storm ISAIAS** was working its way up the East Coast with several reports provided by normal news conveyances, combined with State Emergency Management notifications, all of which indicated that our region would be in the direct path of the storm that was to follow the Route-95 corridor. Producing high winds (50-75 MPH) and heavy rains, on our side of the storm there was a potential for tornado activity. All of which would commence on Monday evening throughout the night, with the heaviest hitting between 10:00 AM and 5:00 PM on Tuesday. The Monday evening Duty Crew conducted extra operational check on all saws and associated equipment. Career schedules were altered, specially to provide guaranteed driver during the 6-8 AM and 4-6PM time periods, supported by the live-in personnel.
- On the 5<sup>th</sup> 14:10 Hours Squad 62 was dispatched to 19 Players Place for an investigation. Signing on radio additional information reported a fence on fire to the rear of that property. Arriving we found moderate smoke showing in a large portion of the neighborhood. Investigation confirmed the smoke was coming from the rear yard of numbers 17 and 19, finding trash receptacles, and a wooden fence on fire, with extension to the rear deck of #19. An Inch and three-quarter water line was placed in service from the Squad Company, quickly controlling the fire with no substantive extension to the deck or living space. Fire Marshal Cornforth was requested determining the fire was accidental, caused by the improper disposal of painting materials.

- On the 8<sup>th</sup> 11:05 Hours Ladder 62 and Engine 62 were dispatched as a part of Task Force 254 for a reported dwelling fire 32 Windemere Dr. Arriving units initially reported nothing showing, but quickly upgraded it to a working fire, with heavy smoke conditions throughout. Arriving as the first due Chief, I established Command, while our Ladder Company conducted ventilation. The Engine 62 crew provided the R-I-T operations. Additional personnel who responded from home provided a third full crew for the Squad, who stood by at our station covering the town.
- On the 12<sup>th</sup> companies were dispatched to 4<sup>th</sup> and Wright Avenue for a fumes investigation. While en-route, communications advised responding units that they had received reports of an unusual odor coming from a garage to the rear of # 4 Wright Avenue. This the site of a previous incident handled in the June time frame which ultimately involved several local, state, and federal agencies, determining then that the process being conducted was legal and designed to remove precious metals from old electronic components.

On this date, the occupant was again conducting this chemical process., the odor from which was prevalent. Eventually we made entry into the garage with the property occupant. It showed obvious chemical processing set up and being conducted. Home-made ventilation, using numerous household box fans were not properly venting the building. Open chemical buckets (Acids) and chemical glassware were situated on a makeshift work bench. There is no electrical service to the building. All lighting and power for the fans was being supplied by extension cords running from the house. All of which constituted several fire code violations and a significant hazard. The occupant was advised that these operations were to **immediately cease**. The Local Fire Marshal was en-route to issue formal **imminent hazard** orders (Cease operations) based on appropriate fire code and municipal ordinance violations. F/M Dennis Rosenbaum responded and initiated those actions.

- On the 18<sup>th</sup> Ladder 62 was originally dispatched for a reported building fire in the 400 block of Route 73 in Winslow. During initial response, the address was amended to the 400 block of Route 73 in Berlin Boro. Continuing in, I arrived first due finding a one-story middle of the row strip store, with moderate smoke showing from a Bagel Shop, Establishing Command, Berlin Companies arrived entered and found an active fire in a large commercial oven. Stretching 1 ¾ hand line controlled the fire, noting that a substantial amount of forcible entry was required to gain access into voids of that oven, gaining access to the seat of the fire. Utilized Ladder 22, Squad 211, and Squad 25.

- On the 18<sup>th</sup> the property owner #4 Wright Avenue came to Hq. He had received a phone call from neighbors reporting that the occupant of this property was again conducting some type of chemical operation, giving off unusual odors. Immediately visiting the site showed that the garage was closed and secured, with no one around. No odor was detected at this time. After several attempts by Police and the FD, we were able to contact the occupant who advised he was in the shower. He explained that he had been in the garage earlier and was in the process of packaging the chemicals for removal.

Requiring some type of limited chemical process, but he was now totally completed. Additionally, speaking with the property owner, he reported that County Haz- Mat was to be notified during this disassembly process. I immediately made that notification leaving a message for a Kevin Gruenwald Camden County Haz-Mat requesting him to return my call.

- On the 19<sup>th</sup> the Engine was added to an EMS assist for an unconscious person at 5104 Glenwood Drive in the Tall Pines development. While en-route, communications advised the health care professional who was on location reported the victim to be **630 Lbs**. Arriving, the victim had regained consciousness and was now refusing any evaluation or treatment. The assignment was recalled (Engine 62, BLS 803, and Mount Laurel Bariatric unit 3693)

Upon return to the station an internal E-Mail was issued providing our personnel with the heads up pertaining to this property. The communications center was notified to RED Flag this property which would automatically send the Engine/ Squad with any EMS response.

- On the 20<sup>th</sup> received an additional fumes complaint from neighbors of #4 Wright. Investigating we found that the occupant was still in the process of shutting operations down. But that he had changed his process designed to neutralize the acids he had been using. County Haz-Mat was again requested, along with Fire Marshal Cornforth. With County Haz-Mat expertise and guidance, the occupant was formally cited, and a substantial fine applied for conducting improper and unsafe chemical operations.

However, the process being used would require at least 3 days to render it stable and safe. He was permitted to continue that operation of neutralizing the products. But was to totally complete those operations on or before Monday the 24<sup>th</sup> at which time, the investigative group would revisit the property verifying that it was completely finished and ready for proper disposal. Failure to do so would result in compounding fines, and a formal request for DEP to conduct the clean-up at his expense, along with a strong possibility of his arrest for several violations conducting illegal chemical processing. The site visitation on the 24<sup>th</sup> verified he was compliant.

- On the 27<sup>th</sup> at 11:27 hours Squad 62, BLS 678 and Medic were dispatched to W. Branch Avenue in front of the Mansions apartments for a motor vehicle accident. During the response, a second MVA was found involving three vehicles at Branch and Erial, one of the vehicles fled the scene heading toward W. Branch Avenue. Investigating established two injuries requiring a second BLS unit, along with fluids on the highway. I stood by and coordinated operations at this incident. Diverting the Squad to the original accident in front of the Mansions. They arrived to find a head on accident that involved the vehicle that fled the Branch and Erial incident. With one injury at that location they were supported by BLS 807. Medics were recalled, and a County Sand Truck was requested to address the fluid spills.

### **Other Activities of the Chief**

- The July monthly meeting of the officers was postponed one week. That meeting was held on August 2<sup>nd</sup>. A significant agenda was provided, discussion items resulted in some necessary follow up and E-Mails being generated to address some concerns that were posed
- August 3<sup>rd</sup> and again on the 17<sup>th</sup> Sponsored and participated in the Bi-weekly construction meeting for the Erial Road pipeline project
- August 6<sup>th</sup> attended a special meeting of the College Fire Advisory Board, focused on the replacement of Chief Fire Instructor Santrock who abruptly retired on July 30<sup>th</sup>. This resulted in a commitment from the President of the College to place a member of the County Fire Service and Advisory Board and the County Fire Chiefs on the interview and selection committee. Establishing a timeline for all of this and the selection to be made by September 7<sup>th</sup> in time for the College Board to make the appointment.
- August 8<sup>th</sup> participated in a meeting of the PHFD Strategic Planning Committee.
- August 11<sup>th</sup> Attended the monthly meeting of the Fire Company, providing the Chief Report.
- August 22 accompanied the strategic planning committee visiting Mount Laurel, Cherry Hill fire stations to view building components that are under consideration by the committee. The committee maintained their commitment to meeting every other Saturday.

- Updated and submitted the new line officers list and contact information to the communications center
- As a member of the County College Fire Service advisory board, I was requested to sit in on the interview panel charged with selecting the new chief instructor. Conducting those interviews on the 19<sup>th</sup>, at the conclusion of which the committee provided their recommendation to the college president.
- On Sunday, the 30<sup>th</sup> at 08:00 Hours held the monthly officers meeting at Fire Headquarters

### **207 W. Branch Group Home**

- For some time now we have had a consistent problem with one of the juveniles placed in this facility who has consistently pulled the fire alarm pull stations. The staff is perplexed and has tried to rectify that problem. Since January we have responded to that property enumerable times and 90%+ of the time those responses were provoked by the same juvenile's actions. Secondly, the alarm system has not been resetting properly even after numerous attempts to have on site personnel notify their superiors of the problem and placing a request to have an alarm technician summoned. Fire Marshal Cornforth and I have conversed on both matters and he will conduct the necessary follow up with management personnel.

### **Erial Road Pipeline Construction**

- With the complexity of this project we have maintained almost daily communication or interaction with the job superintendent and our MUA. Acquiring hydrant connections for the temporary system, announcing / coordinating detours and daily hydrant shutdowns provoked by the project. Issuing several E-Mail and memos to the officers, members, and mutual aid companies to keep them informed of any potential impacts to our operations. This included periodic area water shutdowns.

### **Line Officer Administrative Responsibilities**

- With the realignment and appointment of the new line officers, the Chiefs (Command Staff) have reviewed and reassigned all the administrative responsibilities assigned to each of the officers, issuing them during the August officer's meeting.



## **EMS / Changes Interaction**

- On the 12<sup>th</sup> Received communications from Daniel Brown AMR operations manager in which he formally notified my office that Supervisor Angela Peterson has left employment with AMR, and the new EMS Supervisor is Robert Bergen. We have worked with EMT Bergen for some time and at one point he was stationed here in our facility. I am certain he will work well with our department
- The Brown communication also discussed returning the EMS unit back to our facility. To which my response was in the affirmative with a better handle on the COVID issues and to improve interaction and response patterns. With the BLS unit returning to the Station on the 19<sup>th</sup>.
- Lastly his communication also requested our interest in conducting joint Mass Casualty Training together. The response to which was absolutely, recognizing any and all training improved services, but more so it would improve relationships and mutual respect omitting to participation in any such training.
- On the 28<sup>th</sup> Along with Deputy Hunter held an operational meeting with the Robert Bergen the new EMS Supervisor from AMR. Confirming the current hours of coverage for the in-station unit 09:00 to 21:00 Hours. We also discussed some additional personnel changes that have been made. We also recommended that when the BLS unit would be responding from anywhere other than the fire station, the BLS crew will sign on responding with their location at time. Example: BLS 678 is responding from Jefferson Stratford. This will provide our in station crews the ability to know if they need to respond or not providing swifter care. Mr. Bergen agreed.

## **W. Branch Avenue Construction project**

- As advised in my July report, the serious concerns regarding the retention pond excavations at the storage facility construction site persisted. Deep excavations, that still did not have sheeting / shoring, an excavation box, or trench walls properly cut back, the spoils pile resting on the edge of the excavation, compounded further by heavy equipment being operated on the edge of the excavation, all of which was while workers were working in the excavation with no doubt jeopardizing the workers operating in the excavation. I contacted B/A Greer and provoked a site meeting with the project engineer, the borough engineer, and the county highway engineer's office. Collectively, the appropriate action was taken citing the contractor / property owner, requiring all safe measures to be utilize before resuming additional work.

## Guideline and Forms Reconciliation continues

- With assistance from B/A Campanella, SOG's 001 through 008 have now been totally rehabbed and are complete. They will be added to the "S" drive. A new dedicated and secure file has been created in the Chief's office to maintain all the original copies both electronically and on paper.
- Commenced the process of updating and standardizing all Fire Department forms. With the help of B/C Buchhofer, we have completed about 1/3 of the current forms and continue to work on the remainder.
- **Administrative Procedure 2019 - 002.** Some time ago, we had commenced the process of developing a detailed administrative procedure that would provide for a standard purchasing process. However, that document never got past the proof stage. Working with Mr. Campanella, it has now been revived and collectively we have created a final document. One that would meet the needs of the business administrator and firmly standardize the process for the District and the Fire Company.

## Strategic Planning Group

- Copied and distributed notes of the July 25<sup>th</sup> meeting. We have held subsequent meetings on August 8<sup>th</sup> and 20<sup>th</sup> working our way through the "Scope of Services", and "Level of Service." We have started to place focus on facility needs, including conducting site visitations and conducting necessary research.

## Blood Drive

- Coordinated by Captain Buchhofer and at the request of the American Red Cross, the Fire Department sponsored a second Blood Drive which was held on the 20<sup>th</sup> at the senior citizens building.

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

**Month of: August 2020**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	03
Fire Safety Inspection – Non LHU(s)	08
Re-Inspection(s)	24
Smoke Detector & CO Detector Compliance(s)	21
Complaint(s)	02
Fire Investigation(s)	01

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	\$58.00
Smoke Detector & CO Detector Compliance	\$1,542
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	\$1,617.53
Number of Copy of Fire Report(s)	1
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>\$3,217.53</b>

**Requests:**

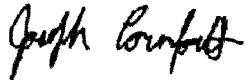
**The following Items are requests for purchase/appropriation:**

N/A

**Comments:**

N/A

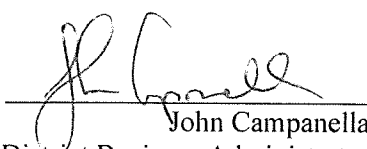
Respectfully Submitted,

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**  
**AUGUST 2020 ADMINISTRATOR'S REPORT**

- Completed insurance renewal application with Hardenbergh Insurance Co.
- Worked on completing Medicare application
- Worked with Chief on administrative procedures
- Established access to the NJ FAST system to submit 2021 budget
- Disposed of old law books which were replaced with newer (2019) version
- Placed notice in Courier Post regarding September's meeting
- Worked on cleaning up the archive room
- Processed payroll
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- 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

  
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John Campanella  
Fire District Business Administrator