

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#19-01

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

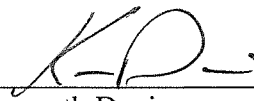
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designed 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 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: January 3, 2019

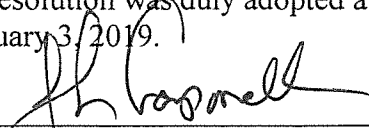


Kenneth Davis
Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held January 3, 2019.



John Campanella
Business Administrator

**RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM**

A RESOLUTION AUTHORIZING THE PINE HILL FIRE DISTRICT #1
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER 19-02

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on January 3, 2019 the governing body of the Pine Hill Fire District #1, County of Camden, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Pine Hill Fire District #1

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Kevin Waddington is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

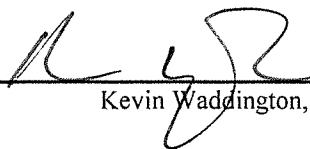
EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION


I hereby, certify that the above resolution was adopted by the Board of Fire Commissioners at a meeting of said governing body held on 1/3/2019

BY:



Kevin Waddington, Chairman

ATTEST BY:



Kenneth Davis, Secretary

**PARTICIPATION AGREEMENT FOR AFFILIATE MEMBERSHIP
IN THE
EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY
NEW JERSEY STATE APPROVED COOPERATIVE PRICING SYSTEM
#65MCESCCPS**

The **Board of Fire Commissioners for the Pine Hill Fire District #1** agrees to participate as an Affiliate Member in the Educational Services Commission of New Jersey (ESCNJ, Co-op) New Jersey State Approved Cooperative Pricing System #65 MCESCCPS.

The Cooperative is established for Members to acquire goods and services based upon the ESCNJ, as Lead Agency, developing bid specifications, conducting competitive bids and making awards to vendors as a result of competitive bids.

An Affiliate Member shall have the right to use the current and future bid awards under the ESCNJ Co-op. The Affiliate Member agrees that any purchases through the ESCNJ Co-op shall be invoiced in the name of the Affiliate Member.

The Affiliate Member shall include the NJ State Approved Cooperative Pricing System designator, #65MCESCCPS and the appropriate MRESC Bid # on all purchase orders for goods or services purchased through this Co-op. The Affiliate Member shall require ESCNJ Co-op awarded vendors to include the NJ State designator and the ESCNJ Bid number on all invoices for goods or services acquired through the Co-op pricing.

The Affiliate Member agrees to honor all the terms and conditions of the ESCNJ Co-op Awards. The ESCNJ monitors the performance of the awarded vendors over the course of their award. The MRESC request the Membership report any problems with quality of products or services from the ESCNJ awarded vendors to insure the continued quality of service for all Members.

The ESCBJ makes no representation or warranties as to the suitability, fitness or quality of any goods or services provided to the Membership. The Affiliate Member agrees to look solely to the vendors for any defect or failure of performance in the goods or services provided and hereby expressly waives any claim against the ESCNJ.

There is no participation fee to be an Affiliate Member or to use the ESCNJ Co-op. The ESCNJ collects a fee from awarded vendors which are included in their prices for goods or services sold through the Co-op.

Agreed to:

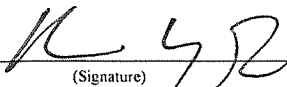
Accepted by:

Pine Hill Fire District #1 – 1109 Erial Rd. Pine Hill, NJ
Affiliate Member

Educational Services Commission of New Jersey

By: Kevin Waddington, Chairman

By: Patrick M. Moran SBA/BS



(Signature)

Kevin Waddington

(Name, Please Print)

Date: _____

Title: Chairman

Date: January 3, 2019

MALL CHEVROLET

75 Haddonfield Road, Cherry Hill, NJ 08002

Direct: 856-449-9254 / Fax: 856-504-0108

fleetman13@gmail.com

Rick Di Renzo, Fleet Manager

Date: 12/1/2018

		ADDRESS - CITY, STATE, ZIP:			
MARKED PACKAGE-RESP.					
VEHICLE TYPE					
Method of Shipment		DELIVER/UPFIT			
Ship to Attention of:		RICK DI RENZO			
Item	Quantity	Part No.	Description	IN	
1	1		MARKED PACKAGE		\$ 7,500.00
			CODE 3 PURSUIT LED LIGHTBAR		
			FOUR LED GRILLE LIGHTS-RED-WHITE-BLUE		
			REAR CARGO LEDS RB-each side window		
			REAR CARGO WINDOW LEDS RB		
			FRONT PRISONER PARTITION RECESSED		
			HATCH LEDS W/SWITCH-RB		
			LICENSE PLATE LEDS-RA/BA		
			Z3 SIREN AMP/WITH SPEAKER		
			HAVIS CONSOLE-ARMREST-CUPHOLDER		
			ALTERNATING HEADLAMPS & REAR FLASHERS		
			THREE (3) LEDS ON RUNNING BOARDS EACH SIDE		
			RED-WHITE-BLUE		
			REAR LED CARGO LIGHT		
			RED/WHITE FRONT DOME LIGHT		
			INSTALL CUSTOMER RADIOS		
			MISC., SHOP SUPPLIES		
					\$ 7,500.00

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

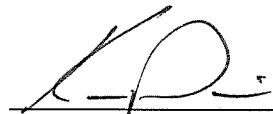
CLOSED SESSION
Resolution 19-03

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

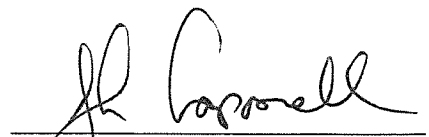
Date: January 3, 2019


Kenneth Davis, Secretary

Record of Vote:

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

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on January 3, 2019.


John Campanella, Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#19-04

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 designed 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 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: February 7, 2019

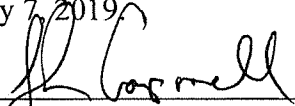


Kenneth Davis
Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 7, 2019.



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	
19-00001	01/09/19	PHFD1 PINE HILL FIRE DEPT.	2019 Annual Lease	Open	8,166.67	0.00		
19-00002	01/09/19	AMER1 AMERIHEALTH INS CO OF N.J.	January 2019 Health Insurance	Open	7,217.30	0.00		
19-00003	01/09/19	ECORE005 eCore Software Inc	January Epro Software	Open	370.01	0.00		
19-00004	01/09/19	EDM01 EDMUNDS & ASSOCIATES, INC.	2019 Finance Software	Open	3,308.00	0.00		
19-00005	01/09/19	FIR001 First Responder JIF	1st Installment	Open	26,002.00	0.00		
19-00006	01/09/19	HBC03 HORIZON BCBS OF NEW JERSEY	January Dental 2019	Open	302.49	0.00		
19-00007	01/09/19	PHFD1 PINE HILL FIRE DEPT.	Reimb for Plumbing Line	Open	1,835.00	0.00		
19-00008	01/09/19	CASH1 Petty Cash	January 2019 Duty Crew	Open	980.00	0.00		
Total Purchase Orders:		8	Total P.O. Line Items:	0	Total List Amount:	48,181.47	Total Void Amount:	0.00

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
19-00010	01/23/19	AMER1 AMERIHEALTH INS CO OF N.J.	February Health Insurance	Open	7,217.30	0.00	
19-00011	01/23/19	AIRGA005 Airgas USA, LLC	January Cylinder Rental	Open	16.50	0.00	
19-00012	01/23/19	TG001 TOWNSHIP OF GLOUCESTER	December Fuel Bill	Open	788.71	0.00	
19-00013	01/23/19	JHART005 J. Harte Associates LLC	December Monthly IT Services	Open	973.48	0.00	
19-00014	01/23/19	JHART005 J. Harte Associates LLC	January Monthly IT Services	Open	973.48	0.00	
19-00015	01/23/19	JHART005 J. Harte Associates LLC	February Monthly IT Services	Open	973.48	0.00	
19-00016	02/06/19	CASH1 Petty Cash	February 2019 Duty Crew	Open	980.00	0.00	
19-00017	02/06/19	PSU PUBLIC SAFETY UNLIMITED, LLC	Uniforms and Supplies	Open	370.00	0.00	
19-00018	02/06/19	HBC03 HORIZON BCBS OF NEW JERSEY	February Dental 2019	Open	302.49	0.00	
19-00019	02/06/19	KYOCE005 Kyocera Document Sol. America	New Copier	Open	134.84	0.00	
19-00020	02/06/19	KYOCE005 Kyocera Document Sol. America	New Copier	Open	134.84	0.00	
19-00021	02/06/19	MGL01 MGL Printing Solutions	Purchase Orders	Open	578.63	0.00	
19-00022	02/06/19	DC001 DAVID F. CARLAMERE	2019 Solicitor	Open	1,125.00	0.00	
19-00023	02/06/19	ECORE005 eCore Software Inc	February Epro Software	Open	370.01	0.00	
19-00024	02/06/19	PHH01 PINE HILL HARDWARE, INC.	Misc Supplies	Open	95.39	0.00	
19-00025	02/06/19	PHP01 Pine Hill Printing, Inc.	Rookie Book	Open	218.00	0.00	
19-00026	02/06/19	CASH1 Petty Cash	Petty Cash Reimb	Open	126.99	0.00	
19-00027	02/06/19	PHFD1 PINE HILL FIRE DEPT.	2019 Annual Lease	Open	11,666.67	0.00	
19-00028	02/06/19	VCI01 VCI, Inc.	Bulbs	Open	206.00	0.00	

Total Purchase Orders: 19 Total P.O. Line Items: 0 Total List Amount: 27,251.81 Total Void Amount: 0.00

Resolution 19-05

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE BOROUGH OF PINE HILL CONFIRMING THE SIGNING OF AN AGREEMENT WITH AMERICAN MEDICAL RESPONSE MID ATLANTIC, INC. (AMR) TO PROVIDE EMERGENCY MEDICAL SERVICES WITHIN THE JURISTCITION OF THE BOROUGH OF PINE HILL, CAMDEN COUNTY NEW JERSEY

WHEREAS. The Board of Fire Commissioners for Fire District # 1 of the Borough of Pine Hill did previously authorize the signing of an agreement with Gloucester Township EMS Alliance, a Not-for-Profit Corporation of the State of New Jersey, to provide emergency medical services within the jurisdiction of the Borough of Pine Hill, and

WHEREAS. The contract was awarded pursuant to a public advertised Request for Proposals, with responses being provided by Gloucester Township EMS Alliance, and

WHEREAS. Without advance notice to the Board of Fire Commissioners, Fire District # 1, all emergency medical services being provided by Gloucester Township EMS Alliance ceased for reasons internal to Gloucester Township EMS Alliance, and

WHEREAS. The Board of Fire Commissioners for Fire District # 1 of the Borough of Pine Hill determined that as a result of the non-response by Gloucester Township EMS Alliance, an emergency exist affecting the public health, safety and welfare within the Borough of Pine Hill, and

WHEREAS. N.J.S.A.40A:11-6 authorizes the award of contracts without public advertising for bids when an emergency exists affecting the public health, safety or welfare. And, noted, agreements for emergency medical services within the jurisdiction of the Borough of Pine Hill are provided without cost to the Fire District Administration, and

WHEREAS. It was further determined that delaying adequate emergency medical services to secure public advertising for proposal would unreasonably increase the risk to the general health, safety and welfare within the Borough of Pine Hill, and

WHEREAS. It is determined that it is in the best interest of the Borough of Pine Hill, and protection of public health, safety and welfare, that the Board of Fire Commissioners for Fire District #1 of the Borough of Pine Hill enter into an agreement with American Medical Response Mid Atlantic Inc. to provide emergency medical services.

NOW THEREFORE, It is herein Resolved that an emergency did exist that placed the general health, Safety and welfare within the Borough of Pine Hill at sufficient risk , requiring immediate response.

BE IT FURTHER RESOLVED, that the Chairman and Secretary to the Board of Fire Commissioners are authorized to enter into an agreement with American Medical Response Mid Atlantic Inc., to provide emergency medical services within the jurisdiction of the Borough of Pine Hill.

BE IT FURTHER RESOLVED, that the signing of an agreement with American Medical Response Mid Atlantic Inc. is hereby confirmed.

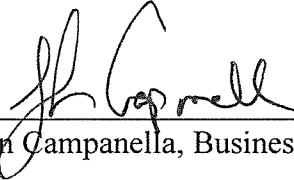
DATED: February 7, 2019



Kenneth Davis, Secretary

Resolution 19-05

I, John Campanella, Business Administrator to the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill, Camden County, New Jersey do hereby certify that the above resolution was duly adopted by the Board of Fire Commissioners at a regular meeting of the Board held on February 7, 2019.



John Campanella, Business Administrator

Record of Vote:

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



EMERGENCY AMBULANCE SERVICES AGREEMENT

THIS EMERGENCY MEDICAL SERVICES AGREEMENT is made and entered into January 3, 2019, by and between American Medical Response Mid-Atlantic, Inc. ("AMR") and Pine Hill Fire District #1 ("Agency"). This Agreement supersedes any previous agreement between AMR and the Agency and serves as the sole contractual agreement between the two parties for the term of services.

WHEREAS, the Agency is a political subdivision of the State with authority over the delivery of pre-hospital emergency medical services ("EMS") within its jurisdiction;

WHEREAS, AMR is a licensed provider of high quality EMS with the capability to provide EMS within the Agency's jurisdiction;

WHEREAS, in order to assure that residents and visitors within the Agency's jurisdiction receive appropriate EMS when required as a result of injury or illness, the Agency desires to grant AMR the right to provide the specific EMS described herein, and AMR desires to provide such EMS, subject to the terms and conditions specified herein.

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **Operating Area.** The Agency hereby grants AMR the right to provide emergency medical services (the "Services") within Pine Hill Fire District #1 Response District including Pine Valley (the "Service Area"). The Agency shall require all public safety answering points and communications facilities authorized to receive emergency medical calls and/or to dispatch emergency ambulances within the Service Area ("Communications Centers") to direct such calls to AMR in accordance with the dispatch protocols agreed upon by AMR and the Agency ("Dispatch Protocols"). Agency shall require that all such emergency calls, including those received on seven digit numbers, be routed to AMR as provided in the Dispatch Protocols. Notwithstanding the foregoing, AMR may enter into subcontracts and mutual aid agreements with licensed ambulance providers, as deemed necessary by AMR to insure adequate coverage throughout the Service Area. AMR will accept all calls without regard to gender, race, religion, age, nationality or ability to pay.

2. **Facilities, Equipment and Operations.** AMR will maintain a Post located in or around the Agency as well as maintain outlying Posts as needed to insure adequate deployment of resources according to status system management. AMR will staff the following units

for deployment within the Agency:

AMR will provide a demand based Basic Life Support deployment with a dynamic system status plan to ensure adequate coverage to the residents and visitors to Pine Hill Fire District #1 and Pine Valley.

All AMR ambulances will be staffed by two (2) New Jersey certified Emergency Medical Technicians.

AMR will provide a duty supervisor who is able to respond to major EMS incidents, fires, OEM incidents or police incidents when requested, within a reasonable time.

AMR will upgrade and replace ambulances, defibrillators and other assets on a reasonable basis, at its expense, as it deems necessary. AMR will be responsible for all capital and equipment purchases with such purchases to be made in its reasonable discretion. Whenever it is necessary to transport equipment that belongs to first responders along with the patient in an AMR ambulance, AMR will replace the equipment that is damaged during use by AMR. Such equipment will include, but not be limited to, stretchers, splints, extrication devices, backboards or MAST pants.

3. **Personnel.** AMR reserves the right to adjust personnel and staffing levels to the extent it deems necessary to provide the services described herein. AMR will be responsible for all management and personnel issues related to EMS employees hired by AMR. EMS personnel shall at all times be employees of AMR and shall be subject to AMR personnel policies and guidelines, including AMR's Standard Operating Procedures for the Service Area.

4. **Obligations of the Agency.** The Agency agrees to retain AMR as the ambulance provider of all ambulance transportation including but not limited to Emergency Medical Services during the Term. The Agency agrees to adopt or amend any necessary ordinances or regulations to effect this Agreement. The Agency agrees to provide dispatch for all 911 calls and will provide dispatch services in accordance with generally accepted national standards. The Agency PSAP will work with AMR to develop and implement standard operating guidelines which outline policies and procedures for dispatch and communication of all 911 calls with AMR units and AMR staff. All ambulance calls for non-emergency medical Services such as doctor's appointments, dialysis, and nursing home transportations will be routed through the AMR Communications Center.

5. **Compliance.** The parties will comply in all material respects with all applicable federal, state and local

laws and regulations, including the federal Anti-kickback Statute. AMR's ambulances will conform to applicable state and local regulations for medical equipment for ambulances and be duly licensed for the transportation of patients. All personnel staffing vehicles that provide the Services will be licensed or certified as required by applicable law.

6. **Standards.** The Services shall be provided in accordance with prevailing industry standards of quality and care applicable to medical transportation services.

7. **Emergency Medical Services Charges and Billing.** AMR will be responsible for billing and collections for all Services provided by AMR. Billing and settlement of claims will be at the sole discretion of AMR. Notwithstanding the foregoing, AMR will use reasonable efforts to establish payment plans for individuals with limited means and will consider "charity care" on a case-by-case basis for individuals who do not have the means to pay for the Services, all consistent with current practices and policies of AMR.

8. **Indemnification.** Neither party agrees to indemnify or hold harmless the other party. However, to the extent provided by law, each party will be responsible for its own acts or omissions and any and all claims, liabilities, injuries, suits, and demands and expenses of all kinds which may result from or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by that party, its employees or representatives, in the performance or omission of any act of responsibility of that party under this Agreement. In the event that a claim is made against both parties, it is the intent of both parties to cooperate in the defense of said claim and to cause their insurers to do likewise. However, both parties shall have the right to take any and all actions they believe necessary to protect their interest. This provision shall survive the termination of this agreement.

9. **Insurance.** AMR represents that it has and will maintain comprehensive automobile insurance, comprehensive general liability insurance, and professional liability insurance all in minimum amounts that are customary and usual within the medical transportation industry and workers' compensation insurance in the statutory required amounts.

10. **Implementation.** AMR will fully implement the terms of this agreement within Thirty (30) days of execution by both parties. AMR will work with the Agency and current EMS vendor to ensure a smooth transition of EMS services to AMR.

11. **Term.** The initial term of this Agreement shall

be for four years from 2/1/2019 through 12/31/2022. The parties may renew this Agreement with written consent. The initial term and all renewal periods shall be cumulatively referred to as the "Term".

12. **Termination.** Each party may terminate this Agreement: (a) at any time without cause and at its sole discretion upon one-hundred twenty (120) days written notice to the other party; or (b) upon the material breach of this Agreement by the other party if such breach is not cured within thirty (30) days of written notice thereof to the other party.

13. **Referrals.** It is not the intent of either party that any remuneration, benefit or privilege provided for under this Agreement shall influence or in any way be based on the referral or recommended referral by either party of patients to the other party or its affiliated providers, if any, or the purchasing, leasing or ordering of any services other than the specific services described in this Agreement. Any payments specified herein are consistent with what the parties reasonably believe to be a fair market value for the services provided.

14. **Relationship.** In the performance of this Agreement, each party hereto shall be, as to the other, an independent contractor and neither party shall have the right or authority, express or implied, to bind or otherwise legally obligate the other. Nothing contained in this Agreement shall be construed to constitute either party assuming or undertaking control or direction of the operations, activities or medical care rendered by the other. AMR and Agency administrative staff shall meet on a regular basis to address issues of mutual concern related to the provision of Services and the parties' respective rights and obligations hereunder.

15. **HIPAA.** Each party shall comply with the privacy and security provisions of the *Health Insurance Portability and Accountability Act of 1996* and the regulations thereunder ("HIPAA"). All Patient medical records shall be treated as confidential so as to comply with all state and federal laws.

16. **Compliance Program and Code of Conduct.** AMR has made available to the Agency a copy of its Code of Conduct, Anti-kickback policies and other compliance policies, as may be changed from time-to-time, at AMR's web site, located at: www.amr.net, and the Agency acknowledges receipt of such documents. AMR warrants that its personnel shall comply with AMR's compliance policies, including training related to the Anti-kickback Statute.

17. **Non-Exclusion.** Each party represents and certifies that neither it nor any practitioner who orders or

provide Services on its behalf hereunder has been convicted of any conduct that constitutes grounds for mandatory exclusion as identified in 42 U.S.C. § 1320a-7(a). Each party further represents and certifies that it is not ineligible to participate in Federal health care programs or in any other state or federal government payment program. Each party agrees that if DHHS/OIG excludes it, or any of its practitioners or employees who order or provide Services, from participation in Federal health care programs, the party must notify the other party within five (5) days of knowledge of such fact, and the other party may immediately terminate this Agreement, unless the excluded party is a practitioner or employee who immediately discontinues ordering or providing Services hereunder.

18. **Equal Employment Opportunity.** If the provisions of Executive Order 11,246 are applicable to this Agreement, the parties incorporate the equal employment opportunity clause set forth in 41 C.F.R. part 60-1. If the provisions of Executive Order 13,496 are applicable to this Agreement, the parties incorporate the clause set forth in 29 C.F.R. part 471, Appendix A to Subpart A.

19. **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be delivered as follows, with notice deemed given as indicated: (a) by personal delivery, when delivered personally; (b) by overnight courier, upon written verification of receipt; (c) by facsimile transmission, upon acknowledgment of receipt of electronic transmission; or (d) by certified or registered mail, return receipt requested, upon verification of receipt. Notice shall be sent to the following addresses:

If to Agency:

Charles E. Warrington, Jr.
Fire Commissioner
1109 Erial Road
Pine Hill, NJ 08021

If to AMR:

Regional Director
American Medical Response
6501 Essington Ave.
Philadelphia, PA 19153

With Mandatory Copy to:

Legal Department
American Medical Response, Inc.
6363 S Fiddler's Green Circle 14th Floor
Greenwood Village, Colorado 80111

20. **Miscellaneous.** This Agreement (including the Schedules hereto): (a) constitutes the entire agreement between the parties with respect to the subject matter hereof, superseding all prior oral or written agreements with respect thereto; (b) may be amended only by written instrument executed by both parties; (c) may not be assigned by either party without the written consent of the other party, such consent not to be unreasonably withheld; (d) shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns; (e) shall be interpreted and enforced in accordance with the laws of the state where the Services are performed, without regard to the conflict of laws provisions thereof, and the federal laws of the United States applicable therein; (f) may be executed in several counterparts (including by facsimile), each of which shall constitute an original and all of which, when taken together, shall constitute one agreement; and (g) shall not be effective until executed by both parties. In the event of a conflict between this Agreement and any Schedule hereto, the terms of this Agreement shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

AMERICAN MEDICAL RESPONSE MID ATLANTIC, INC.

DocuSigned by:
Edward Van Horne
By: D7464D277ECA4E2

Print Name: Edward Van Horne

Title: President and CEO

Date: 2/5/2019

PINE HILL FIRE DISTRICT #1 PINE HILL, NEW JERSEY

DocuSigned by:
Charles Warrington
By: 0C6086B80635445

Print Name: Charles Warrington

Print Title: Fire Commissioner

Date: 3/12/2019

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #
1, BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY, AUTHORIZING
THE AWARD OF A CONTRACT TO AIR POWER INTERNATIONAL FOR IN
HOUSE CASCADE SYSTEM MAINTENANCE.

#19-06

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has determined the need for preventive maintenance and repair service to the in-house cascade system, and


WHEREAS. The Board of Fire Commissioners did originally authorize and receive quotes for the service, and

WHEREAS. The Board of Fire Commissioners has determined that Air Power International meets the Fire District's requirements and qualifications.

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby authorized to renew the contract for preventive maintenance and repair service to the in-house cascade system.

BE IT FURTHER RESOLVED, that Chairman or Secretary, or their designee, is hereby authorized to sign a contract prepared in accordance with the proposal submitted by Airpower International, Inc. and dated December 12, 2018.

DATED: February 7, 2019

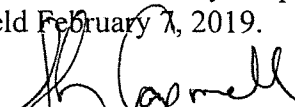


Ken Davis
Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Davis				✓
Commissioner Hassett	✓			
Commissioner Waddington	✓			
Commissioner Wakeley <i>2nd</i>	✓			
Commissioner Warrington <i>motion</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 February 7, 2019.



John Campanella
Business Administrator

SERVICE CONTRACT!

DATE PROPOSED: 12/12/18

CONTRACT PERIOD: 3/2019 – 2/2020

PROPOSED FOR: BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
PINE HILL, N.J. 08021

1. THIS CONTRACT PROVIDES FOR TWO SERVICE CALLS IN A ONE YEAR PERIOD. ON EACH SERVICE DATE ALL FUNCTIONS AND CONTROLS WILL BE CHECKED AND THE PROPER MAINTENANCE PERFORMED.

2. INCLUDED IN THE PRICE OF THE CONTRACT IS ALL TRAVEL, MILEAGE, AND NORMAL SERVICE LABOR. "NORMAL SERVICE LABOR" IS THAT TIME WHICH IS NEEDED TO PERFORM A STANDARD PREVENTATIVE MAINTENANCE SERVICE. ANY ADDITIONAL REPAIR REQUIRED OR REQUESTED SHALL NOT FALL UNDER THE SCOPE OF THIS CONTRACT AND WILL BE BILLED AT PREVAILING RATES. (LABOR \$95.00 PER HOUR AND TRAVEL \$85.00 PER HOUR) ALSO, INCLUDED IN THE PRICE IS THE COST OF ANY MATERIALS USED IN THE COURSE OF STANDARD PREVENTATIVE MAINTENANCE. ON EACH SERVICE DATE, ALL FILTERS, OIL, INLET FILTERS, OIL FILTERS, O-RINGS, AND BACK-UP RINGS WILL BE REPLACED. ANY ADDITIONAL PARTS SHALL BE BILLED ON A PER ITEM BASIS (I.E. GAUGES, VALVES, REGULATOR PARTS, PISTONS, RINGS ETC.)

3. ALSO INCLUDED IS ONE FREE EMERGENCY CALL, IF THE NEED SHOULD ARISE. (INCLUDES TRAVEL TIME ROUND TRIP AND UP TO ONE HOUR ON SITE, PARTS ARE ADDITIONAL).

4. FOUR, LABORATORY CERTIFIED GRADE "E" AIR TESTS WITH CERTIFICATE SHALL BE SUPPLIED WITH TWO SAMPLES BEING TAKEN AT EACH PM SERVICE AND THE OTHER TWO TO BE TAKEN AT REQUIRED (90) DAY INTERVALS.

PRICE FOR ONE YEAR: \$1,540.00

NOTE: THE CONTRACT MUST BE PAID IN FULL 30 DAYS AFTER THE FIRST SERVICE IS PERFORMED.

NOTE: PLEASE SIGN THE ACCEPTANCE PORTION OF THIS CONTRACT SHOWING THAT YOU HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS OF THIS CONTRACT. THIS CONTRACT CANNOT BE PUT INTO EFFECT UNTIL API HAS RECEIVED A SIGNED COPY OF THIS CONTRACT. FOR YOUR CONVENIENCE A COPY OF THIS CONTRACT IS ENCLOSED FOR YOUR FILES.

PREVENTATIVE MAINTENANCE DATES:

**SERVICE #1/AT-
1/4 AIRTEST-
SERVICE #2/AT -
1/4 AIRTEST-
EMERGENCY SVC -**

SIGNATURE OF REPRESENTATIVE

DATED

7303 RIVER ROAD.
PENNSAUKEN, NJ 08110
(856)663-1711 (800)334-4509 FAX (856)663-1784
email info@airpower-intl.com

4. FOUR, LABORATORY CERTIFIED GRADE "E" AIR TESTS WITH CERTIFICATE SHALL BE SUPPLIED WITH TWO SAMPLES BEING TAKEN AT EACH PM SERVICE AND THE OTHER TWO TO BE TAKEN AT REQUIRED (90) DAY INTERVALS.

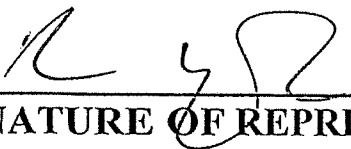
PRICE FOR ONE YEAR: \$1,540.00

NOTE: THE CONTRACT MUST BE PAID IN FULL 30 DAYS AFTER THE FIRST SERVICE IS PERFORMED.

NOTE: PLEASE SIGN THE ACCEPTANCE PORTION OF THIS CONTRACT SHOWING THAT YOU HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS OF THIS CONTRACT. THIS CONTRACT CANNOT BE PUT INTO EFFECT UNTIL API HAS RECEIVED A SIGNED COPY OF THIS CONTRACT. FOR YOUR CONVENIENCE A COPY OF THIS CONTRACT IS ENCLOSED FOR YOUR FILES.

PREVENTATIVE MAINTENANCE DATES:

**SERVICE #1/AT-
1/4 AIRTEST-
SERVICE #2/AT -
1/4 AIRTEST-
EMERGENCY SVC -**



SIGNATURE OF REPRESENTATIVE

2/7/19

DATED

7303 RIVER ROAD.
PENNSAUKEN, NJ 08110

(856)663-1711

(800)334-4509

FAX (856)663-1784

John Campanella

From: dfc.law@verizon.net
Sent: Thursday, January 31, 2019 9:31 AM
To: John Campanella
Subject: RE: contract renewal

Jon,

Yes, the Board may renew the contract without securing quotes as the anticipated cost is less than \$2,625.00.

From: John Campanella <jcampanella@pinehillfiredistrict.com>
Sent: Thursday, January 31, 2019 9:11 AM
To: dfc.law@verizon.net
Subject: contract renewal

Good Morning Solicitor,

A contract is up for renewal for preventative maintenance on the in-house cascade system. I just want to make sure we can renew the contract by resolution without receiving any additional quotes. I have attached the 2018 resolution and the renewal proposal for your review. Kindly advise.

Thank you,
John Campanella
Pine Hill Fire District Administrator

BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT #1
 BOROUGH OF PINE HILL


CLOSED SESSION
Resolution 19-07

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

Date: February 7, 2019




 Kenneth Davis, Secretary

Record of Vote:

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

(7) in favor
4 total votes

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on February 7, 2019.



 John Campanella, Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#19-08

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 designed 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 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 7, 2019

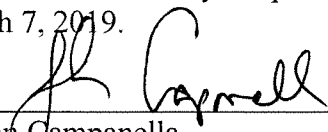


Kenneth Davis
Commission Secretary

Record of Vote:

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

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 7, 2019.



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
18-00306	12/05/18	FIREH005	Firehouse Innovation Corp	Open	6,350.00	0.00	
19-00029	03/04/19	STATE005	State of NJ Health Benefits	Open	5,009.08	0.00	
19-00030	03/05/19	CASH1	Petty Cash	Open	735.00	0.00	
19-00031	03/05/19	EDR01	ED'S RENTAL	Open	17.11	0.00	
19-00032	03/05/19	SLLLC001	Santander Leasing LLC	Open	55,489.72	0.00	
19-00033	03/05/19	SAFET005	Safety & Survival Training LLC	Open	925.00	0.00	
19-00034	03/05/19	BCF01	BURLINGTON COUNTY ESTC-BCIT	Open	1,100.00	0.00	
19-00035	03/05/19	KHS04	KENNEDY HEALTH SYSTEMS	Open	30.00	0.00	
19-00036	03/05/19	BCF01	BURLINGTON COUNTY ESTC-BCIT	Open	150.00	0.00	
19-00037	03/05/19	PRP01	WITMER PUBLIC SAFETY GROUP,INC	Open	135.59	0.00	
19-00038	03/05/19	PRP01	WITMER PUBLIC SAFETY GROUP,INC	Open	400.00	0.00	
19-00039	03/05/19	PHG01	PINE HILL AUTO REPAIR	Open	222.79	0.00	
19-00040	03/05/19	JHART005	J. Harte Associates LLC	Open	973.48	0.00	
19-00041	03/05/19	PHFD1	PINE HILL FIRE DEPT.	Open	198.00	0.00	
19-00042	03/05/19	ECORE005	eCore Software Inc	Open	370.01	0.00	
19-00043	03/05/19	CAS01	CASA PAYROLL SERVICE, LLC	Open	140.25	0.00	
19-00044	03/05/19	NJSAFD01	NJ Assoc. of Fire Districts	Open	300.00	0.00	
19-00045	03/05/19	MES01	MUNICIPAL EMERGENCY SERVICES	Open	130.00	0.00	
19-00046	03/05/19	IMC01	INTERSTATE MOBILE CARE	Open	951.00	0.00	
19-00047	03/05/19	KYOCE005	Kyocera Document Sol. America	Open	134.84	0.00	
19-00048	03/05/19	TG001	TOWNSHIP OF GLOUCESTER	Open	660.04	0.00	
19-00049	03/05/19	JC000001	John Carlin	Open	150.00	0.00	
19-00050	03/05/19	BUD01	BUD'S AUTO & TRUCK REPAIR	Open	1,077.60	0.00	
19-00051	03/05/19	COU01	Courier Post	Open	136.20	0.00	
19-00052	03/05/19	CCFC2	CC FIRE CHIEFS & OFFICERS ASSO	Open	75.00	0.00	
19-00053	03/05/19	AP001	AIRPOWER INTERNATIONAL, INC.	Open	1,540.00	0.00	
19-00054	03/05/19	AIRGA005	Airgas USA, LLC	Open	16.50	0.00	
19-00055	03/06/19	NAT01	Nat Alexander Company	Open	7,389.36	0.00	
19-00056	03/06/19	NAT01	Nat Alexander Company	Open	520.00	0.00	
19-00057	03/06/19	NAT01	Nat Alexander Company	Open	29.70	0.00	
19-00058	03/06/19	NAT01	Nat Alexander Company	Open	18.00	0.00	
19-00059	03/06/19	NAT01	Nat Alexander Company	Open	48.00	0.00	
19-00060	03/06/19	NAT01	Nat Alexander Company	Open	130.00	0.00	
19-00061	03/06/19	NAT01	Nat Alexander Company	Open	660.00	0.00	
19-00062	03/06/19	NAT01	Nat Alexander Company	Open	305.00	0.00	
19-00063	01/31/19	BOA00001	Bank of America	Open	2,552.88	0.00	
19-00064	03/06/19	PHFD1	PINE HILL FIRE DEPT.	Open	8,166.67	0.00	

Total Purchase Orders: 37 Total P.O. Line Items: 0 Total List Amount: 97,236.82 Total Void Amount: 0.00

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

APPROVAL OF AMENDED DRUG & ALCOHOL PREVENTION POLICY
#19-09

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has determined the need for upgrades and changes to the Drug & Alcohol Policy, and

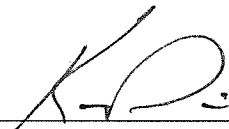
WHEREAS. The Board of Fire Commissioners chose to approve Administrative Procedure #2019-500 listed below, provided by the Fire Administrator and approved by the Chief of the Department.

1. Administrative Procedure 2019-500 – Drug and Alcohol Prevention Policy

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby approving the above stated Procedures and Guidelines.

BE IT FURTHER RESOLVED, that Chairman, or their designee, is hereby authorized to sign the forms and authorize them to be put into action.

Date: March 7, 2019



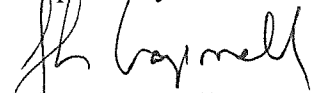
Kenneth Davis, Secretary

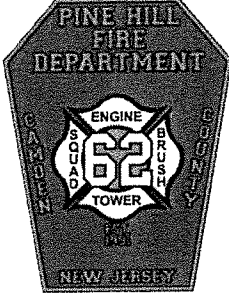
Record of Vote:

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

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on March 7, 2019.

Respectfully Submitted,


John Campanella
Business Administrator

Administrative Procedure		EFFECTIVE DATE: 3/7/2019
GUIDELINE TITLE Drug and Alcohol		GUIDELINE NUMBER 2019-500
FOCUS All Members		REVISION DATE 3/7/2019

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9) Employee Assistance Program 12

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Overview

The Pine Hill Fire District #1 recognizes that drug and alcohol abuse are subjects of immediate profound concern. It is well recognized, that the illicit use of drugs and the abuse of alcohol, whether on, or off the job, may adversely affect an employee's judgment and job performance. In addition, it jeopardizes the safety of that employee, other employees, and the public. Also, it undermines the Fire District's operations and public confidence in Fire District services. As a final point, the use of illegal drugs is inconsistent with law-abiding behavior expected of all citizens.

There is no doubt that Fire District employees and volunteers are often called upon to risk their own lives in support of the health and well-being of the Borough's residents, and even of their co-workers. Due to the extremely safety-sensitive nature of their work, the Fire District has determined that it is necessary to rededicate its efforts to maintain a workplace that is free from the negative effects of drug and alcohol abuse. It is the sincere desire and goal of the Fire District that through the implementation of the provisions of this policy, the people who work for and depend upon the Fire District will be provided with a safer community, along with a more desirable place to work.

The ultimate goal of the Fire District is to detect and to prevent substance abuse whenever possible, and to assist in the rehabilitation of both career and volunteer firefighters rather than to terminate these members, as they are recognized as a valuable resource for the department and community.

Scope

This policy applies to all Fire Department Personnel, including Fire Commissioners, job applicants, employees, and volunteers, without exception, when acting in their official capacity representing the Fire District and or Fire Department.

1) Prohibited Activity

1.1 Drugs The Fire District strictly prohibits the illegal use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation, and/or transfer of controlled substances at any time, and in any amount, or any manner, regardless of occasion. “Controlled Substances” means all drugs for which the use, or possession is regulated by federal, state, or local law, and includes prescription medications for which the individual does not have a valid prescription. A verified positive drug test will be considered proof that an individual has violated this policy. Immediate discipline for any of the aforementioned violations will result in the discipline detailed in section 1.4 of this policy.

This policy does not prohibit individuals from the lawful and intended use and possession of prescribed, or over-the-counter medications. If you need to take medicine, you should consult with a doctor, or review packaging information about a medication’s effect on your ability to work safely at your job and immediately disclose any restrictions to a supervisor. When informing a supervisor about any precautions or restrictions necessitated by the use of a prescription, or over-the-counter drugs, you need not disclose the name of the medicine or underlying medical condition(s). All information regarding an individual’s therapeutic drug use and/or medical status will be treated as confidential, and shared only with the Fire District’s Medical Review Officer (MRO)/medical provider who will determine and notify the Fire District whether the employee is fit or unfit for duty.

If it is determined or established after consultation with appropriate medical personnel that the use of a prescribed or over-the-counter medicine would impair the firefighter’s ability to properly function as a firefighter or operate a motor vehicle, the firefighter will be removed from service until such time as the individual would be cleared by the Fire Department/District’s Occupational Medical Review Officer/Provider.

1.2 Alcohol The Fire District also prohibits the use, or possession of alcohol while working, or while operating any Fire District-provided vehicle. Moreover, the use, or abuse of alcohol off the job, which impairs, to any extent, performance on the job, will result in the Discipline detailed in Section 1.4 of this policy. A test showing the presence of blood-alcohol in an individual's system is considered proof that the individual has violated this policy. Both career and volunteer personnel are prohibited from responding to calls while under the influence of alcohol. All Personnel who perform safety-sensitive functions should refrain from consuming alcohol within eight (8) hours before reporting for firefighting duties. A test showing the presence of .04 percent, or more blood-alcohol content in an individual's system is considered proof that the individual has violated this policy. Alcohol tests will be conducted immediately before, during, or at the end of an employee's tour of duty or in the case of incident/accident covered in section 2.7 of this policy. This will apply to all members including all employees and volunteers.

1.3 Arrests and Convictions All employees and volunteers must as soon as possible notify the Fire Chief or the Fire District's legally authorized representative if they are arrested for any drug, or alcohol-related offense, and or for any conduct that would qualify as a moving violation while operating a vehicle. Arrests and or convictions will not necessarily disqualify an individual from working with the Fire District; however, the Fire District reserves the right to investigate, and, at its discretion, take steps to ensure that integrity, public safety or service is not compromised. The Fire District may initiate the transfer, suspension or other discipline that would be deemed appropriate for the offense, which will be determined on a case by-case basis by the Fire Department Administration.

1.4 Discipline Individuals who violate any of these policies, career or volunteer, as they pertain to Drugs or Alcohol will be subjected to the following:

A. First Offense:

Career / Volunteer Formal Departmental Charges
Career member:. Suspension 7 calendar days - 1 Full shift pattern
Volunteer Member: ... 60 calendar day suspension
Career / Volunteer: ... Completion of Mandatory Rehabilitation Program
Career / Volunteer:Sign Last Chance Agreement

B. Second Offense:

Career / Volunteer: Immediate suspension with intent to Dismiss/Terminate
Career / Volunteer: Formal Departmental Charges

C. Failure to attend or complete Mandated Rehab: The individual will remain on suspension, pending Formal Departmental Charges and a Hearing to be held within 15 calendar days with the intent to dismiss/terminate.

D. Illegal Sale or Distribution First Offense: As detailed in section 1.1 of this policy

Career / Volunteer: Police will be immediately Summoned
Formal Disciplinary Charges will be processed
Immediate suspension with intent to dismiss/terminate
Suspension will remain in effect until final disposition of charges

2) Drug & Alcohol Testing Requirements

The Fire District may test for the presence of the following substances, or their metabolites: marijuana, cocaine, opiates (including heroin, morphine, and codeine), amphetamines (including methamphetamines), phencyclidine (PCP), barbiturates (e.g., Seconal), benzodiazepine (including Valium, Xanax), or any Drug that would be listed upon the New Jersey Drug Schedules, and or alcohol consumption. Additionally, any substance that would be deemed capable of inhibiting one's ability to function safely, in his/her areas of responsibility.

2.1 Pre-Employment Individuals who will work in any Fire / Rescue safety-sensitive position will be offered employment conditionally until taking and passing a drug and alcohol test before actually commencing employment.

Employment offers will be withdrawn whenever an applicant receives a verified positive test result or refuses to participate in the drug testing process, terminating the applicant's employment process.

2.2 Random Testing All Fire Department Personnel Career, Volunteer, and all other paid employees will undergo random urine drug screening tests. A medical

provider appointed by the Fire District will perform the test, and advance notice will not be provided. A minimum of 30% of the total active firefighters, career / volunteer firefighters, along with all other appointed or paid employees will also be included in the random testing process. The names of those to be tested will be selected by the medical provider without notice and or intervention by the Fire District.

2.3 Mandatory testing will take place in the following instances

- A) Probationary employees, defined as not having one (1) full calendar year of Service, shall be subject to testing at any time during his/her probationary period. A confirmed positive test result shall be grounds for disciplinary action as described in section 1.4 of this policy.

- B) Applicants seeking reinstatement to the fire department / fire district, after prolonged absence of three (3) calendar months or more. A resignation or termination, for any cause, shall be subjected to testing as a condition of reemployment or reinstatement.

- C) Permanent employees on leave of absence for thirty (30) calendar days or more may be tested upon his/her return to duty. This provision excludes those employees whose placement on leave of absence was prompted by illness or injury not otherwise associated to alcohol and or drug use.

- E) An employee may also be tested as part of a random testing program instituted as a result of prior drug and or alcohol related discipline for a period not to exceed one (1) year.

2.4 Random Testing Procedures When random selection of those to be tested is made, the medical provider will be present at a meeting, drill, or work detail and the test sample will be collected at that time. If a subject who has been randomly selected is not present, his/her name will be given to the chief of department, or his/her designee. The chief, or his/her designee will then notify that person, record the date of the notification, and provide the person notified with the address and tele-

phone number of the medical provider. The subject notified will then have seven (7) working days (weekends and holidays excluded) to report to the medical provider's facility to provide their test sample. Failing to act in accordance with these requirements will be considered "Refusing a Test." Refer to Section 4 of this procedure for the consequences of "Refusing a Test."

2.5 Reasonable Suspicion When Fire District management has reason to believe that an individual has violated this policy, the individual may be asked to submit to reasonable suspicion drug and/or alcohol test. Request for tests based upon reasonable suspicion will be based upon reasonably contemporaneous observations of the individual's behavior, or performance, or other indication that this policy may have been violated. A supervisor who believes that reasonable suspicion for a test exists will consult with another manager or supervisor, before requesting the test.

Examples of what may trigger a request to submit to a reasonable suspicion test include, but are not limited to, one, or more of the following points:

- Observed suspected drug, or alcohol use / abuse while on duty
- Bizarre, or erratic behavior (including, but not limited to, behavior which endangers oneself, co-workers, Fire District property, or equipment), or a pattern of conduct that indicates substance abuse may be a problem, supported by visual observations such as blood shoot eyes, glassy eyes, slurred speech, lack of coordination, while on duty
- Physical appearance, odor on person, or clothing, or symptoms which may indicate drug, or alcohol abuse.
- Information provided by a police arrest, or information provided by a reliable and credible source, witness and or independently corroborated;
- A conviction, or acceptance of a guilty plea for drug, or alcohol related criminal offense during an individual's tenure with the Fire District
- Observed suspected possession of drugs, or drug paraphernalia on Fire District premises, or opened containers of alcohol while on duty
- A pattern of unexplained absenteeism, tardiness, or other unexplained change in job performance
- Involved in an on-duty accident where personnel or property damage has occurred
- Reporting for work unfit for duty as described above.

2.6 All supervisory personnel involved in the decision process, when evaluating the condition of any member suspected of being under the influence of Drugs or alcohol, will be required to fully document (In a Detailed Narrative Report) their observations detailing the specific facts, observed symptoms, and or other bases which prompted their respective conclusions.

2.7 Post-Accident Any individual who is involved in an incident resulting in injury, property damage, or a motor vehicle accident while on duty, and in which the individual's acts, or failure to act may have caused, or contributed to the accident, will be asked to submit to a post-incident/accident drug and /or alcohol test as part of the Fire District's investigation of the incident. "Serious incidents" include those in which significant property damage has occurred, or off-site medical treatment was required. All such tests will be conducted as soon as possible after the Fire District learns of the accident, or incident, but after any necessary emergency first aid has been administered. Every individual is expected to report any accident, or incident, no matter how minor or severe.

2.8 Return-to-work and Follow-up Testing (alcohol & Drugs) At the conclusion of an employee/volunteer's suspension for an alcohol or drug related violation of the policy, the employee/volunteer (**at his or her expense**) must first be evaluated by a Fire District's approved substance-abuse treatment provider and successfully complete the entire program (Drug-Alcohol) identified by the treatment center (Care Provider). After which, he/she must pass appropriate testing that would provide a clean bill of health for that individual before they will be permitted to return to active service with the District / Department. Additionally, as a condition of continued employment, the employee will be required to sign a "**Last Chance**" agreement, in compliance with section 1.4-A of this policy. In addition, (**at his or her expense**) before returning to work, the employee must agree to submit to "Unannounced random follow-up" drug and/or alcohol testing for a period of up to one (1) year, or as recommended by the treatment provider. Volunteers will have to agree to an identical program before being permitted to resume working with the Fire Department and District.

3) **Consequences of a Positive Test or Policy Violation**

3.1 An employee, or volunteer whose alcohol, or drug test is positive, regardless of the reason for the test, will be considered in violation of Fire District policy and they will be subjected to the terms detailed in section 1.4 of this policy

4) **Refusing a Test**

4.1 An individual's refusal to submit to drug, or alcohol testing will constitute a positive test result. They will be immediately suspended pending departmental charges with intent to dismiss. They will be permitted to request a hearing to be held within 14 calendar days of the reported infraction.

4.2 Attempts to tamper with, substitute, adulterate, dilute, or otherwise falsify a test sample, will be considered "refusal to submit to a test." and a failure to comply with the requirements of this Policy after being asked to submit a test will also be considered refusal to submit to a test. The parameters of section 4.1 will be enforced.

5) **Procedures for Drug & Alcohol Testing**

5.1 Consent No alcohol test may be administered, sample collected, or drug test conducted on any sample without the written consent of the person being tested. However, a person's refusal to submit to a proper test will be considered as "Refusing a Test." (Refer to section 4.1 for the consequences of "Refusing a Test"). The Fire District will pay the cost of all drug and/or alcohol tests required of employees, volunteers, and all fire department applicants.

5.2 Collection and Chain-of-Custody Persons being tested will be asked to provide a Urine, Blood and or Breath sample by the collection site person representing a competent laboratory or medical facility. Please bring a current government-issued picture

identification card with you to the test site. Procedures for the collection of urine specimens will allow for reasonable individual privacy, unless there is a reason to believe the individual may alter or substitute the specimen to be provided. Urine specimens will be tested for temperature and may be subject to other validation procedures as appropriate. The collection site person and the person being tested will always maintain chain-of-custody procedures for specimens. The Fire District will conduct all drug and alcohol tests in accordance with the procedures adopted for federal workplace testing.

5.3. Testing Methods All drug test samples will be screened using an immunoassay technique and or the use of the most state of the art testing equipment used for such screening. All presumptive positive drug tests will be confirmed using gas chromatography /mass spectrometry (GC/MS). A certified laboratory will confirm all drug tests. Breath, blood, or saliva tests also may be used to detect the presence of drugs or alcohol. An alcohol test will be considered positive if the sample shows the presence of .04 percent, or higher. Tests will seek only information about the presence of drugs or alcohol in an individual's specimen and will not test for any medical condition.

5.4 Notification Any individual who tests positive for drugs will be so notified by the Fire Department/District's Medical Review Officer ("MRO") (a medical professional with an expertise in toxicology), and given an opportunity to explain any legitimate reasons he or she may have that would explain the positive drug test i.e., evidence that the individual holds a prescription for the substance detected. If the individual provides an explanation acceptable to the MRO that the positive drug-test result is due to factors other than the consumption of controlled substances, the MRO will order the positive test result to be disregarded and will report the test as negative to the Fire District. However, if the MRO determines the legal drug/s would serve to impair a firefighter's ability to properly function, the MRO will verify the test as positive and report the test result to the Fire Chief.

5.5 Individuals may request a copy of their own positive test result. In addition, an individual who tests positive for alcohol or drugs may request that his, or her test sample be sent to an independent certified laboratory for a second confirmatory test at the individual's expense. The Fire District may implement discipline outlined in section 1.4 pending the results of any such re-test.

5.6 Split Samples Testing Any individual receiving a positive test from a drug screening test performed pursuant to section 5 above, shall have the right to request and be provided a split sample be tested at another lab facility of his/her choosing. The cost will be borne by the individual requesting the additional testing.

6) Confidentiality

6.1 All records relating to positive test results, drug and alcohol dependencies, and medical information revealed to the MRO shall be kept confidential and the only information submitted to the Pine Hill Fire Department/District is whether the employee is fit or unfit for duty. Such records will be kept in secure confidential files separate from personnel files. Test results will not be released outside the Fire District without the written consent of the tested individual, except when necessary to defend an administrative proceeding, labor grievance, or court claim, or as otherwise required by law.

7) Compliance with all Applicable Laws

7.1 The Fire District will implement this Drug and Alcohol Prevention Policy, including its drug-and alcohol-testing policy, in a manner that complies with relevant federal, state, and local laws.

8) Counseling and Rehabilitation

8.1 Individuals who voluntarily seek help for substance abuse (self-referral) will be provided an opportunity for counseling and rehabilitation. The Fire District will make available to all individuals information about counseling and rehabilitation services available through the Fire District EAP, providing support and encouragement to that member. A recording of this request and the fire departments follow up will be recorded and maintained in the confidential file described in section 6 of this policy.

8.2 An employee who is undergoing counseling and rehabilitation may utilize available vacation, sick leave, leave without pay, or, if eligible, family and medical leave while undergoing treatment. Health insurance often covers the costs of some, or all such

services. An employee, or volunteer may return to work only after successful completion of a rehabilitation program and written approval from the MRO and District Fire Chief. In addition, the individual will be required to submit to the criteria established in Section 2.8 of this policy pertaining to follow-up testing. An individual's decision to seek help voluntarily, before the individual is asked to submit to a drug test, or before the individual is discovered to have otherwise violated this policy, will not be used as a basis for disciplinary action, although the individual may be placed on leave. An individual's decision to seek help will be treated as confidential and communicated only to those Fire District employees and agents with a need-to-know.

Please be aware, however, that a decision to seek treatment can neither absolve nor protect individuals from the consequences of failing to meet expectations, or for engaging in policy violations. If you have any questions about employee assistance resources, please contact the Fire District Fire Chief or Business Administrator in his absence.

9) **Employee Assistance Program**

9.1 The Fire District shall maintain an Employee Assistance Program, (Hereinafter EAP) which is for the benefit of all fire department members (Career & Volunteer). It can be used either voluntarily or mandated by management, in a strong effort to support, help, and when necessary, rehabilitate members who are suffering from drug, alcohol abuse or addiction, and or other mental health issues stemming from domestic problems, financial issues, personal problems, and or the stresses associated with the emergency services.

9.2 Rehabilitation Absences of Employees of the Fire District who benefit from rehabilitation substance abuse treatment, shall be entitled to utilize accumulated sick, personnel, and or vacation time without loss of pay, after which they may file for State Disability; provided the employee agrees to sign the substance abuse agreement (Last Chance Agreement) found in appendix of this policy.

10) Education

10.1 The Fire District shall implement and annually provide a program which will specifically address all current substance and alcohol abuse related issues. This educational program shall be scheduled with the annual Department of Labor mandated training help in the February/March time frame, to ensure that all career and volunteer members of the department are familiar with this procedure, along with the issues, problems, and current trends of thought concerning contemporary substance abuse.

10.2 During the training detailed in section 10.1 The Department will also provide necessary education pertaining to the use of the department's EAP.

Adopted by the Pine Hill Board of Fire Commissioners March 2019

Resolution Number: 19-09 **Date Passed:** March 7, 2019

Kevin Waddington, Chairman

Date

Thomas Hassett, Personnel

Date

William Dukes Sr., Chief of Department

Date

Joseph Pfeiffer, President PHFD

Date

ACKNOWLEDGMENT:

I hereby certify that the Pine Hill Fire District #1 has provided me with a copy of its Drug and Alcohol Abuse Prevention Policy and that I agree to abide by the Policy as an employee, volunteer or job applicant of the Pine Hill Fire District #1. I also understand that this policy is not intended to, and does not, create a contract of employment.

Employee/Volunteer/Job Applicant Signature

Date

Print / Type Name



Pine Hill Fire Department

Operations Division

1109 Erial Rd.

Pine Hill, NJ 08021

www.PineHillFireDistrict.com

Chief William D. Dukes, Sr.

Tel: (856) 784-3994

Fax: (856) 784-1195

WDukes@pinehillfiredistrict.com

LAST CHANCE / REHABILITATION AGREEMENT

The following agreement outlines the components of the Last Chance/Rehabilitation Program for

Name of employee.

On **Date of event**, **Name of employee** as reported through channels that he/she was having a substance abuse problem. On **Date of admission**, **Name of Employee** entered a substance abuse program authorized by the Fire District at **Name of Facility**, located at **Address of Facility**.

The following Directives are prescribed to continue the Rehabilitation Program:

1. Continues the mandated intensive Out-Patient or In-Patient Rehabilitation Program at **Name of Facility**. This treatment will meet as prescribed by the Rehabilitation Program Director. Additional sessions may be required by the Treatment Facility, Fire Chief or Fire District.
- In addition, there will be a one (1) time a week Family Session meeting for the duration of the program. If drug testing is conducted by **Name of Facility**, **Name of Employee** shall sign an authorization form allowing **Name of Facility** to release the results to the Fire Chief. At the conclusion of this program, **Name of Facility** will provide documentation to the Fire Chief that **Name of Employee**, has attended, actively participated, and has completed all the required components of the program.
2. Upon discharge from the intensive Out-Patient or In-Patient Program, **Name of Employee**, will be assigned to **Name of Facility**. This treatment will consist of two (2) weekly treatment sessions for **# of weeks** weeks. At the completion of this program, **Name of Facility**, will provide documentation to the Fire Chief that **Name of Employee** has completed this portion of the Program.
3. In the event a higher level of care is necessary, as determined by **Name of Doctor/Facility**, **Name of employee** will be required to seek In-Patient Treatment (referred by **Name**). At which time the terms of that agreement will be established.
4. **Name of employee** will be required to maintain involvement with A.A / N.A and agrees to seek sponsorship and a home group for one (1) year after release from the rehab programs listed above and submit monthly proof of attendance to the Fire Chief.



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5. **Name of Employee** will be subject to periodic unannounced drug testing for a period of one (1) year from the date he/she is released from the Out Patient and or In-Patient Programs.
6. **Name of employee** acknowledges that he/she has received a copy of the Article entitled "Drug & Alcohol Administrative Procedure from the Pine Hill Fire Department which has been authorized in the Labor Contract between IAFF Local 3249 and the Board of Fire Commissioners.
7. If after completing the Out-Patient and/or In-Patient Rehabilitative Programs, **Name of Employee**, again tests positive for drugs/alcohol, he/she shall be deemed as beyond rehabilitation, posing a threat to the health and safety of the general public and other Department members. The Union recognized that consistent with the Judicial Administrative decision, the individual may be terminated from service within the Department by the Fire District.

Title	Signature	Date
Employee		
President IAFF, Local 3249		
Chief of Department		
Fire Commissioner		
Fire District Legal Counsel		

BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT #1
 BOROUGH OF PINE HILL

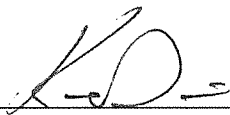
CLOSED SESSION
Resolution 19-10

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

Date: March 7, 2019



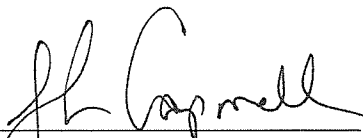
 Kenneth Davis, Secretary

Record of Vote:

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

All in favor

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on March 7, 2019.



 John Campanella, Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #19-11

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 designed 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 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: APRIL 4, 2019

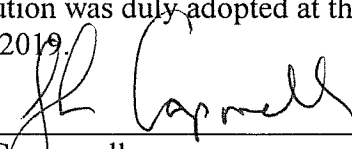


 Kenneth Davis
 Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held April 4, 2019.



 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
19-00009	01/09/19	TACTIO10	Tactical Public Safety	Light Bar Install	Open	3,551.00	0.00
19-00022	02/06/19	DC001	DAVID F. CARLAMERE	2019 solicitor	Open	375.00	0.00
19-00065	03/22/19	PHH01	PINE HILL HARDWARE, INC.	Supplies	Open	72.22	0.00
19-00066	03/25/19	ACL01	A Cloud Welding, LLC	Repair cracked weld on Ladder	Open	350.00	0.00
19-00067	03/25/19	BUD01	BUD'S AUTO & TRUCK REPAIR	Engine 62 Repairs	Open	320.00	0.00
19-00068	03/25/19	BUD01	BUD'S AUTO & TRUCK REPAIR	Squad 62 repairs	Open	320.00	0.00
19-00069	03/25/19	FORDM005	Ford Credit Municipal Finance	Year 2 Lease Pmt. FM Truck	Open	5,247.23	0.00
19-00070	03/25/19	FIR001	First Responder JIF	2nd Installment Insurance bill	Open	26,022.00	0.00
19-00071	03/25/19	TG001	TOWNSHIP OF GLOUCESTER	February Fuel Bill	Open	760.36	0.00
19-00072	03/25/19	CCC01	CAMDEN COUNTY COLLEGE	Junior firefighter 72 hours	Open	175.00	0.00
19-00073	03/25/19	CCC01	CAMDEN COUNTY COLLEGE	Firefighter 1 170 hours	Open	1,000.00	0.00
19-00074	03/25/19	NAT01	Nat Alexander Company	Repairs on protective gear	Open	608.40	0.00
19-00075	03/25/19	NAT01	Nat Alexander Company	Flow testing Scott air packs	Open	952.00	0.00
19-00076	03/26/19	AIRGA005	Airgas USA, LLC	March Cylinder Rental	Open	16.50	0.00
19-00077	03/26/19	KYOCE005	Kyocera Document Sol. America	Copier Lease	Open	134.84	0.00
19-00078	03/27/19	NAT01	Nat Alexander Company	Pediatric Restraint System	Open	375.00	0.00
19-00079	03/27/19	NAT01	Nat Alexander Company	Supplies for Ambulance	Open	268.50	0.00
19-00080	03/27/19	ACTIO005	Action Uniform Co. LLC	Uniform for John Duvall	Open	789.99	0.00
19-00081	03/27/19	ACTIO005	Action Uniform Co. LLC	Uniform Salvatore Pizzo	Open	789.99	0.00
19-00082	03/27/19	ACTIO005	Action Uniform Co. LLC	Uniform John Greer	Open	142.99	0.00
19-00083	03/27/19	ACTIO005	Action Uniform Co. LLC	Uniform Captain Hunter	Open	176.00	0.00
19-00084	03/27/19	VCI01	VCI, Inc.	Helmet Decals & Door Seal	Open	337.50	0.00
19-00085	03/28/19	NAT01	Nat Alexander Company	20 ft. extension ladder	Open	676.00	0.00
19-00086	04/01/19	PAUL1	Paul's Custom Awards, Inc.	Maltese Plaques engraved	Open	140.00	0.00
19-00087	04/01/19	PRP01	WITMER PUBLIC SAFETY GROUP, INC	Freight Charge	Open	42.00	0.00
19-00088	04/01/19	PRP01	WITMER PUBLIC SAFETY GROUP, INC	Freight charge	Open	10.00	0.00
19-00089	04/02/19	EDR01	ED'S RENTAL	Fill Cap for chain saw	Open	13.98	0.00
19-00090	04/02/19	HALE01	HALE TRAILER BRAKE & WHEEL	Truck Wash	Open	10.58	0.00
19-00091	04/02/19	STATE005	State of NJ Health Benefits	April Health Care Premiums	Open	5,009.08	0.00
19-00092	04/02/19	CASH1	Petty Cash	April 2019 Duty Crew meals	Open	770.00	0.00
19-00093	04/02/19	BOA00001	Bank of America	February P-Card Charges	Open	1,297.99	0.00
19-00094	04/02/19	BOA00001	Bank of America	MARCH 2019 P-CARD CHARGES	Open	921.94	0.00
19-00095	04/02/19	IMC01	INTERSTATE MOBILE CARE	PHYSICALS DUVALL & PIZZO	Open	386.00	0.00
19-00096	04/02/19	CASH1	Petty Cash	REPLENISH JOHN'S PETTY CASH	Open	21.85	0.00
19-00097	04/03/19	PHFD1	PINE HILL FIRE DEPT.	2019 Annual Lease	Open	8,166.67	0.00

Total Purchase Orders: 35 Total P.O. Line Items: 0 Total List Amount: 60,250.61 Total Void Amount: 0.00

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #
1, BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY, AUTHORIZING
AN AGREEMENT WITH COOPER HEALTH SYSTEMS TO PROVIDE EAP
SERVICES
#19-12

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has determined the need for provide an Employee Assistance Program, and

WHEREAS. The Board of Fire Commissioners did research certain programs and received a quote for the service, and

WHEREAS. The Board of Fire Commissioners has determined that Cooper Health Systems meets the Fire District's requirements and qualifications.

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby authorized to enter into an agreement with Cooper Health Systems to provide an Employee Assistance Program.

BE IT FURTHER RESOLVED, that Chairman or Vice-Chairman, or their designee, is hereby authorized to sign an agreement prepared in accordance with the proposal submitted Cooper Health Systems.

DATED: April 4, 2019

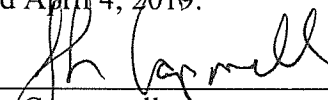


Ken Davis
Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Davis 1 st	✓			
Commissioner Hassett 2 nd	✓			
Commissioner Waddington	✓			
Commissioner Wakeley	✓			
Commissioner 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 April 4, 2019.



John Campanella
Business Administrator

EMPLOYEE ASSISTANCE PROGRAM SUMMARY OF SERVICES

CLINICAL SERVICES

Confidential Assistance to Employees and Family Members with personal, interpersonal, or work performance problems - Counseling services extend beyond work performance problems. Personal problems that require counseling can include, but are not limited to: work stress, marital and family issues, relationship issues, financial concerns or grief issues, single-parent child care problems, and legal assistance referrals. Assistance is given to employees with financial problems -- for example, referrals to agencies for supplemental assistance such as food stamps and low-income housing referrals. Assistance is offered to employees with acute reactions to situational stress, mental health, alcohol, and drug abuse problems. There is 24-hour a day access to a mental health professional. Every employee and his/her family members can receive up to five or eight (depending upon the company's plan), free, confidential counseling sessions, per type of problem, per year.

The EAP is not a crisis center. In cases of acute mental illness requiring immediate counseling intervention, the EAP will speak with the individual (*either in person or telephonically*) and provide assistance/referral to the nearest crisis center for appropriate medical evaluation and treatment.

Assistance with Alcohol and/or Drug Abuse Problems - All services are provided on site with the exception of alcohol and/or drug detoxification and rehabilitation. Individuals who proactively seek assistance through the EAP will receive an initial consultation with an EAP counselor and a treatment recommendation will be devised as a result of the evaluation. The client will be referred to a treatment facility within his/her health insurance network. Throughout the course of drug and alcohol treatment the employee's treatment is monitored by our EAP counselor. **Clients are not restricted to 5 sessions for substance abuse and will be offered follow-up visits/monitoring for a minimum of one year. If after one year, client wishes to continue monitoring sessions this is provided at no cost.**

Individuals who are referred to the EAP as a result of a positive test result stemming from reasonable suspicion/fitness-for-duty, random screening, or post-accident drug screen will receive an initial consultation with an EAP counselor and a treatment recommendation will be devised as a result of the evaluation. The client will be referred to a treatment facility within his/her health insurance network. Throughout the course of drug and alcohol treatment, the employee's treatment is monitored by our EAP counselor. Our EAP counselor will provide will work with your Human Resources department and make a recommendation as to when an employee can be "considered" for return-to-duty. All clearances for return-to-duty are made by the Occupational Health provider of the employer. **Clients are not restricted to 5 sessions for substance abuse and will be monitored for a minimum of one year. If after one year, client wishes to continue monitoring sessions this is provided at no cost.**

Substance Abuse Professional (SAP) Services - Our DOT-qualified SAP will conduct an initial evaluation of the driver who has violated DOT drug and alcohol regulations and make recommendations concerning education, treatment, follow-up testing, and aftercare. Once the education and/or treatment is successfully completed, the SAP will reassess the driver's condition and, if satisfied with the driver's compliance, completes a SAP report and prescribes a series of follow-up tests covering a period of one to five years. Any motor carrier employing this driver during the prescribed period must complete the follow-up testing as specified by the SAP.

Coaching – Both managers and employees need coaching from time-to-time whether they are new to their position or a newly promoted supervisor. Our EAP counselor and Master's level OD practitioner are trained to provide professional development coaching such as emotional intelligence, conflict management, effective communication, and anger management skills on an individual basis. The focus of the coaching sessions is to produce a positive impact in the confidence, commitment and work performance of the employee.

Consultation to Supervisory/Managerial Personnel - Supervisors are encouraged to consult with EAP staff regarding work related cases. EAP staff provides assistance to supervisors by reviewing cases, role playing situations, and making suggestions regarding documentation. **The key is to train supervisors not to diagnose the cause of the problem, but to learn how to document work performance problems.** This service is available to all supervisors/managerial personnel on an unlimited basis and is available telephonically or face-to-face. Consultative services may be requested by supervisory or managerial personnel, or a contact may be initiated by EAP staff when they become aware of morale or other problems that need to be brought to the attention of the client companies' management team.

Mediation – Our staff is trained to mediate conflicts arising between two employees and causing a business problem. Mediation is not counseling and a different approach is taken to achieve results. The mediator schedules a time to meet with each employee individually to hear their side of the disagreement and then meets with both employees to facilitate a discussion geared toward resolution of the business problem. If a solution can not be reached during the initial joint mediation session, an additional mediation may need to be scheduled. If the employees are not able to resolve their issue jointly, the mediator will listen to the facts and then determine the resolution. In some cases, employees may require EAP sessions for coaching between the initial joint mediation and the follow-up and this is determined on a case-by-case basis.

Critical Incident Stress Management services - EAP staff members are trained by the International Critical Incident Stress Foundation and are available to provide critical incident stress management (CISM) services after an employee or employees experience a traumatic event in the workplace. CISM services can include defusings, debriefings, and crisis management briefings for your employees within 24 to 48 hours post incident. The confidential defusings and debriefings are provided to employees as a vehicle to help them begin the process of healing and are often viewed by employees as a compassionate act by the employer; the duration of such interventions is usually between 60 and 90 minutes. These services are available on an individual or group basis as appropriate.

ANCILLARY SERVICES

Work/Life Referrals – In addition to the other clinical services provided to our EAP clients we also offer community resource referrals for assisted living facilities, senior/adult day care, debt/financial management, nutritional guidance, legal issues (as long as the issue is not related to any type of legal action against the employee's employer), self-help groups, and support groups (GA, AA, Al-Anon, OA, etc.).

We also provide referral information for mental health services for those individuals who are not covered by the EAP or mental health coverage.

EDUCATIONAL SERVICES

Management/Supervisory Training Courses - The EAP conducts supervisory training course which focuses on identifying a troubled employee and properly referring them to the EAP. This training session complies with federal and state requirements such as the *Drug Free Workplace Act and Department of Transportation regulations*. This training is 2 hours.

Employee Orientation Sessions - Employee orientations are provided for all employees. These thirty-minute sessions help to demystify the program and make asking for help a little easier for all employees.

Employee Awareness Material - Educational materials about the program are provided and include: posters, a letter of introduction, and brochures outlining the program.

Educational Workshops - Two workshops are provided per contract year; any additional workshops will be billed at an hourly rate of \$150. Please refer to the attached workshop listing for detailed information on workshop content.

ADMINISTRATIVE SERVICES

Statistical Information - Quarterly statistical reports on your program's utilization and demographics are provided.

Policy Development - In conjunction with management, the EAP will assist in policy development specific to the needs of the client company.

COST

The annual cost of this comprehensive Employee Assistance Program for the Borough of Pine Hill Fire Department would be a flat fee of \$1,500.



EMPLOYEE ASSISTANCE PROGRAM

Workshop Listing

A NEW LOOK AT STRESS MANAGEMENT USING ACUPRESSURE FOR THE EMOTIONS

– Participants will learn the technique of acupressure to reduce the negative emotions associated with anxiety. Acupressure has been found to be effective in mitigating the impact of phobias, test anxiety, and stress.

BALANCE, BOUNDARIES, AND BURNOUT – Recognize the need for balance both at work and at home, how to set appropriate boundaries, and identify the signs of stress, work stress triggers, learn coping skills and the 5 stages of burnout.

B-E-S-T COMMUNICATION STYLES – Have you ever wondered why it takes more energy to talk/work with one person than it is with another? In this interactive workshop you will learn about four communication styles; what your primary and secondary style of communication is; and become more aware of how your style impacts your relationships.

DEALING WITH DIFFICULT PEOPLE - Learn techniques on how to appropriately deal with difficult people and the barriers that may exist in successful conflict resolution.

EMOTIONAL INTELLIGENCE – Ever wonder why you are always getting “passed over”? Learn how to take control of your emotions and use them to your advantage.

IT’S HOW TO SAY IT - This workshop focuses on empathic vs. reactive interactions, constructive criticism, active listening and proven methods to smooth out communication.

RETRAINING YOUR THOUGHTS TO CHANGE THE OUTCOME - This workshop focuses on explanatory style -- the 3 dimensions of thinking (permanence, pervasiveness and personalization; identifying your thought processes/preferences when faced with adversity; examining your belief system and how it plays a role in preventing you from achieving your goals; learn new techniques for dealing with adversity and how to incorporate the new techniques into your daily life. **PRE-WORK IS REQUIRED FOR THIS COURSE.**

VIOLENCE IN THE WORKPLACE (*ONLY offered to those companies with a “Violence in the Workplace” policy and procedure*) - Learn how to identify, prevent, and handle both verbal and physical violence in the workplace more effectively.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

**APPROVAL OF ADMINISTRATIVE PROCEDURE 2019-501 (EAP)
#19-13**

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has determined the need for a procedure for addressing an Employee Assistance Program, and

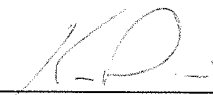
WHEREAS. The Board of Fire Commissioners chose to approve Administrative Procedure #2019-501 listed below, provided by the Fire Administrator and approved by the Chief of the Department.

1. Administrative Procedure 2019-501 – Employee Assistance Program

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby approving the above stated Procedures and Guidelines.

BE IT FURTHER RESOLVED, that Chairman, or their designee, is hereby authorized to sign the procedure and authorize it to be put into action.

Date: APRIL 4, 2019



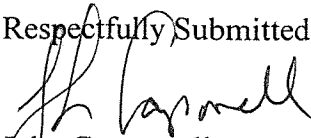
Kenneth Davis, Secretary


Record of Vote:

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

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on April 4, 2019.

Respectfully Submitted,


John Campanella
Business Administrator

Administrative Procedure		EFFECTIVE DATE: 4/4/2019
GUIDELINE TITLE Employee Assistance Program (EAP)		GUIDELINE NUMBER 2019-501
FOCUS All Members		REVISION DATE 04/04/2019

OVERVIEW

The Pine Hill Fire Department is committed to helping employees when personal problems impact upon their job performance. An Employee Assistance Program (EAP) is designed to provide professional consultation, counseling, and referrals for all employees and their families who are experiencing personal problems of such significance that satisfactory job performance may be impaired. A "personal problem" is any emotional or behavioral condition that may interfere with an employee's ability to satisfactorily perform his/her assigned job duties.

The Pine Hill Fire Department/Fire District does not wish to intrude into the personal lives of its employees. However, should job performance of an employee become impaired, sound business practice requires that the problem be resolved.

The purpose of this policy is also to provide guidelines that shall be uniformly applied to the management of stress resulting from critical incidents. Providing support following any critical incident or mental health issue will assist in minimizing the chances that involved personnel will suffer from negative physical, cognitive, emotional, and behavioral reactions that may occur.

Fire service duties often expose firefighters and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations may cause disabling emotional and physical problems. It has been found that critical incidents such as, incidents involving children, serious motor vehicle accidents, line-of-duty deaths, serious injury, and other situations, such as becoming trapped or close-call

incidents, may cause adverse reactions and behaviors in firefighters and other employees.

I. Scope This administrative procedure applies to all fire department personnel and their families to include commissioners, fire and executive officers, firefighters and their families.

1.1 It is the desire of the Pine Hill Fire Department to manage critical incident stress by providing personnel with an Employee Assistance Program and a Critical Incident Stress Management (CISM) Program. The Critical Incident Stress Management Program shall be utilized to provide personnel with information on reactions to the trauma associated with critical incidents and assist in the deterrence of negative responses. It is the policy of this department to take immediate action after such incidents when necessary to safeguard the continued mental well-being of all involved personnel.

1.2 The purpose of the EAP program offered by the Pine Hill Fire Department is to assist employees and their families with personal and stress-related issues that may have an impact on work performance or emotional wellbeing in the workplace. The mere furnishing of EAP services is not an admission by the Pine Hill Fire Department or District of a work-related claim for purposes of the New Jersey Workers' Compensation Act. Decisions on compensability of stress claims, like other workers' compensation claims, will be made by the Pine Hill Fire District in consultation with its health insurance and legal professionals.

II. DEFINITIONS

2.1 Acute Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and occurs within 30 days of exposure.

2.2 Critical Incidents: An incident that is unusual, violent and involves a perceived threat to, or actual loss of human life that may overwhelm an individual's normal coping mechanisms and cause extreme psychological distress.

2.3 Critical Incident Stress Management (CISM): A formal process used to assist an individual who has been involved in a traumatic event to return to or maintain an effective level of functioning.

2.4 Critical Incidents Stress Debriefings: A formal one-on-one or group discussion conducted by a qualified mental health professional and, where possible, an appropriately trained public safety peer that is designed to assist participants in

understanding their emotions and strengthening their coping mechanisms following a critical incident.

2.5 EAP Eligible Employee: All fire department personnel. Immediate family members of the eligible employee may also be eligible.

2.6 Employee Assistance Program Self Referrals: Employees who voluntarily participate in the Employee Assistance Program.

2.7 Employee Assistance Program Supervisor Referrals: Employees who are referred to the EAP by a Supervisor but are not required to attend; however, satisfactory work performance is always mandated.

2.8 Employee Assistance Program Fire Chief Mandatory Referral: Employees who are referred to EAP by the Chief of the Department and are required to attend.

2.9 Immediate Family Member: Spouse, life partner (cohabitating), and dependent children up to the age of 26.

2.10 Involved Personnel: Any employee who is directly affected by a critical incident. This may include firefighters, who are on the scene at the time of the incident, those individuals who respond to the scene immediately following the incident, and/or support personnel participating in the response to the incident.

2.11 Post-Traumatic Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and is diagnosed as such if symptoms persist after 30 days.

2.12 Qualified Mental Health Professional (QMHP): Any individual who is licensed as a mental health professional and has an in-depth understanding of the public safety culture.

III EMPLOYEE ASSISTANCE PROGRAM

3.1 An Employee Assistance Program is being provided to assist with counseling for problems that affect or could affect an employee's health, personal life or job performance. For instance, the following problems may be treated by the Employee Assistance Program: marital or family difficulties, parental responsibilities, financial pressures, stress, depression, loss/grief, anger management, anxiety, serious illness in the family, alcohol or drug abuse, and more.

3.2 Contacting the Employee Assistance Program

A. The Employee Assistance Program offers 24-hour access to a QMHP to aid the employee or an immediate family member.

B. In the event that an employee identifies behavioral or personal problems as negatively impacting job performance, then the employee may voluntarily and personally seek the services of the Employee Assistance Program by calling Cooper University Health Care at 856-342-2280.

C. Employees shall realize that involvement with the EAP or any other health-care counseling or treatment program does not excuse or limit the obligation to meet established fire department policies and standards for job performance.

3.3 There is no cost to an employee for the first five visits with a QMHP. Frequently, problems are resolved within the five sessions, but when continued treatment is deemed necessary, referrals will be provided. The employee is responsible for the cost of continued treatment; however, the employee may be able to process claims in accordance with the terms and conditions of their health insurance plan. Anyone needing additional treatment after five visits may express their additional need for help to the EAP personnel assigned and the Fire Chief or Department Business Administrator, who will contact the Fire Department's Insurance Carrier to provide extended care as provided in the Department's Insurance Policy.

3.4 Referrals

A. Employee Assistance Program Self Referrals

A-1. Employees are encouraged to seek assistance on their own initiative before problems begin to affect their work or general demeanor. Early resolution of personal problems is in the best interest of the employee, often their families, and the Pine Hill Fire Department.

A-2. These issues may or may not affect job performance.

B. Employee Assistance Program Supervisors Referral

B-1. An employee is responsible for and shall be held accountable for fulfilling the requirements of their job description; it is the manager's responsibility to identify and attempt to correct unsatisfactory work performance. As part of a comprehensive performance improvement plan, a Supervisor can make a referral to the Employee Assistance Program. The employee is NOT obligated to follow through with the Supervisor recommendation; however, the employee is still accountable for satisfactory work performance and can be subject to disciplinary action in accordance with the department's policies and procedures, should work performance not improve.

B-2. Whenever a Supervisor recommends the Employee Assistance Program to an employee, he/she shall, without delay, document the facts and circumstances surrounding the reasons for such notifications and forward such report to the Fire Chief via chain of command.

C. Mandatory Employee Assistance Program visits shall only be required by the Fire Chief or in his absence, his designee. In most instances, the mandatory referral will be upon activation of the Critical Incident Stress Management Program as outlined in section VIII of this policy.

IV. CONFIDENTIALITY

4.1 The Employee Assistance Program is bound by professional ethics as to the identity of the "Self-Referrals" participating in the program, and information derived therein. The Employee Assistance Program has no duty to disclose to the employer information regarding the Self-Referral. The Employee Assistance Program will not release any information without the expressed written consent of the client.

4.2 The Employee Assistance Program will inform Pine Hill Fire Department if there is reasonable suspicion that physical or sexual abuse of a child has occurred or there is a threat of harm to oneself, spouse or another person, regardless of signed authorization from the client. Records may also be released without a signed consent if a special court order is issued by a court of law.

4.3 Records Retention

A. Records retained on clients of this program are confidential and will remain separate from medical, personnel or other fire department records.

B. No indication of a referral shall be noted in the employee's human resource file or any Fire department record not specifically intended for such purpose.

V. DISCIPLINARY PROCESS

5.1 An employee's refusal to participate in non-mandatory referral to EAP will not be the basis for a negative evaluation, reprimand, transfer, salary reduction, lack of promotion, dismissal, or any other adverse disciplinary action.

5.2 The Pine Hill Fire Department will safeguard the EAP so that it remains separate and distinct from administrative or disciplinary hearings or grievance proceedings.

5.3 The Fire Chief or his/her designee may refer an employee to the EAP based on information obtained in administrative proceedings or disciplinary hearings.

VI. ROLES AND RESPONSIBILITIES

6.1 Supervisors

A. Supervisors are responsible for monitoring and notifying employees of unsatisfactory job performance in accordance with department policies and procedures.

B. When it is determined or reasonably believed that an employee's job performance is being negatively impacted by behavioral, organizational, or personal problems, a mandatory supervisory referral shall be made to the Fire Chief and the Employee Assistance Program.

C. A work performance referral will be made by the requesting supervisor by preparing a memo in original only and forwarded through the chain of command to the Fire Chief or his designee. No indication of the referral shall be noted in the employee's personnel file or any fire department record not specifically intended for such purpose.

6.2 Employees

A. Employees are responsible for maintaining satisfactory job performance.

B. In the event that an employee identifies behavioral or personal problems as negatively impacting job performance, then the employee may voluntarily and personally seek the services of the Employee Assistance Program by calling Cooper University Health Care at 856-342-2280.

C. Employees shall realize that involvement with the EAP or any other health-care counseling or treatment program does not excuse or limit the obligation to meet established fire department policies and procedures for job performance.

D. While Pine Hill Fire Department encourages employees to use the services of the Employee Assistance Program when necessary, nothing in this policy precludes Pine Hill Fire Department or its management team from requiring satisfactory job performance at all times and conformance to Pine Hill Fire Department's policies and procedures.

VII. CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROGRAM

7.1 CISM Program

A. Immediate response following a critical incident where it is reasonable to believe that involved personnel may experience physical, cognitive, emotional, and/or behavioral reactions to a critical incident, the department shall provide personnel with the proper mental health resources which may include one or more of the following:

- 1.** Referral to the Employees Assistance Program
- 2.** Activation of a Critical Incident Stress Debriefing (CISD)
- 3.** Referral to a Public Safety Chaplain
- 4.** Notice given to a Public Safety Chaplain
- 5.** Administrative leave for remainder of work shift as authorized by the Chief of the Department or his representative.

B. Where possible, the supervisor shall briefly meet with involved personnel to:

- 1.** Ask supportive questions concerning the critical incident;
- 2.** Discuss any standard investigations that will occur concerning the incident and;
- 3.** Advise the involved personnel that they may seek legal counsel if necessary.

C. At all times, when at the scene of an incident, the supervisor should interact with all involved personnel in a manner that acknowledges the potential stress caused by the incident and refrain from passing judgment regarding the critical incident or the reactions of individuals.

7.2 Post-Incident Procedures

A. The Duty OIC shall notify the Duty Chief to discuss the need to initiate a Critical Incident Stress Debriefing or other services of a Critical Incident Stress Debriefing Team. The Duty Chief in consultation with the Fire Chief shall initiate a Critical Incident Stress Debriefing establishing the time and location of the Debriefing.

B. When determined necessary, all involved personnel shall be encouraged to attend a one-on-one and/or group debriefing provided by the department's QMHP, or other professionals as appropriate as soon as reasonably possible. After a QMHP or other person(s) meets with the involved personnel, and with the involved personnel's understanding and release, the department shall be advised of;

- a. Whether it would be in the best interest of certain individuals to have time off from work
- b. With the guidance of the EAP Coordinator, the best continued course of counseling and intervention

C. Follow up counseling services should be made available as necessary to every individual who was involved in the critical incident. This follow-up may be conducted by the Employees Assistance Program or Workers Comp Professionals as directed by the Fire Chief.

D. In order to promote trust and encourage the use of Critical Incident Stress Management services, all one-on-one debriefings and other individual counseling sessions shall be kept confidential and shall not have any bearing on the involved personnel's fitness-for-duty evaluation. Any information provided to the QMPH will be used solely for return-to-work status recommendations. Whenever possible, the QMPH involved in the Critical Incident Stress Management program should not conduct this department's fitness-for-duty examinations.

E. The Pine Hill Fire Department strongly encourages the families of the involved personnel to take advantage of the Employees Assistance Program, it is recommended that family/relationship joint counseling services be offered

to the involved personnel and their families or significant others whenever possible.

F. Any department investigation of the incident shall be conducted as soon as practical. The Pine Hill Fire Department shall make every effort to expedite the completion of any required administrative investigation with the understanding that it can decrease the negative distress reactions that the involved personnel may experience.

G. The Critical Incident Stress Debriefing will be required whenever an employee of this department has been involved in a situation when significant injury or death to any person has occurred. It shall also be used on an individual case basis with consideration given to the shock and human tragedy involved. In certain situations, the employee's immediate family members may wish to use this service in order to aide and deal with the emotional suffering of the employee. Members of this department shall never consider an employee's use of this program as a sign of weakness and shall remain supportive at all times. All such information including family members will remain confidential and all recordings will be maintained in the Department's dedicated EAP files.

7.3 Employee Responsibilities

A. If at any time an employee is involved in an administrative/criminal investigation that would cause the employee emotional trauma, that employee should ASAP convey the concern to his or her supervisor.

B. Since each person is affected emotionally in different ways by human tragedy, it may go unnoticed. An employee suffering from emotional trauma should make sure of the resources available to him or her under this policy.

VIII. DAILY STRESS RECOGNITION

8.1 Physical, cognitive, emotional, and behavioral reactions or problems may not arise immediately. In addition, involved personnel may attempt to hide their negative responses to the critical incident. **Supervisors are responsible** for monitoring the behaviors of personnel for any adverse reactions or symptoms.

A. All personnel are encouraged to understand the warning signs associated with a person who may be under stress or anxiety and must report their concerns to their immediate supervisor ASAP at any time they have concerns about an employee's wellbeing or mental health.

B. Appendix A of this contains a list of some indications that may be present of a person who is experiencing stress that may require the Employees Assistance Program or Critical Incident Stress Management Program services.

8.2 Training

A. This department shall provide employees with training pertaining to the negative physical, cognitive, emotional and behavioral reactions that may occur following a critical incident and the uniform procedures contained in this policy.

B. Supervisors and administrators shall be trained to identify physical, cognitive, emotional and behavioral reactions to critical incidents.

C. Should be totally familiar with the use of the EAP

D. Supervisors are responsible for making available to their personnel information about the department's peer support, chaplains, and mental health services.

IX. OTHER SUPPORT SERVICES

- A. Nothing in this policy shall prevent or deter an employee from contacting other available fire emergency service Employee Assistance Programs.
- B. Nothing in this policy shall prevent or deter an employee from contacting a Pine Hill Fire Chaplain.
- C. Any other available services as appropriate.

APPENDIX A POTENTIAL SIGNS OF A TROUBLED EMPLOYEE

The following is a list to assist personnel and help supervisors to identify employees who may be suffering from a chronic problem. These problems may include substance abuse, mental illness, anxiety, stress, etc.

CHANGES IN:

1. Absenteeism
 - a. Multiple instances of unauthorized leave
 - b. Excessive sick leave
 - c. Frequent Monday and/or Friday absences
 - d. Repeated absences, particularly if they follow a pattern
 - e. Excessive tardiness, especially on Monday mornings or in returning from lunch
 - f. Leaving work early
 - g. Peculiar and increasingly improbable excuses for absences
 - h. Higher absenteeism rate than other employees for colds, flu, gastritis, etc.
 - i. Frequent unscheduled short-term absences (with or without medical explanation)
2. "On-the-job" Absenteeism
 - a. Continued absences from office or post more than job requires
 - b. Frequent trips to water fountain or rest room
 - c. Long coffee breaks
 - d. Physical illness on the job
3. High Accident Rate (and consequently, more accident claims)
 - a. Accidents on the job
 - b. Accidents off the job
 - c. Frequent trips to company medical facility (nurse, etc.)

POTENTIAL SIGNS OF A TROUBLED EMPLOYEE (continued)

4. Difficulty in Concentration
 - a. Assignments completed properly and tasks take more time
 - b. Hand tremor when concentrating
5. Confusion
 - a. Difficulty in recalling instructions, details, etc.
 - b. Jobs take more time
 - c. Difficulty in recalling own mistakes
6. Erratic Work Patterns
 - a. Alternate periods of high and low productivity
7. Physical Appearance
 - a. Coming to/returning to work in an obviously abnormal condition
8. Generally Lowered Job Efficiency
 - a. Misses deadlines
 - b. Mistakes due to inattention or poor judgment
 - c. Wasting materials
 - d. Making bad decisions
 - e. Complaints from co-workers
 - f. Improbable excuses for poor performance
 - g. Resistance to change
9. Poor Employee Relationships on the Job
 - a. Overreaction to real or imagined criticism
 - b. Wide Swings in morale and mood
 - c. Borrowing money from co-workers
 - d. Unreasonable resentments
 - e. Avoids Co-workers

- 10. Attitude
 - a. Increased cynicism
 - b. Expressing cold, callous or hostile feelings about others

- 11. Other Considerations
 - a. Signs of depression
 - b. Sudden change in normal behavior or demeanor

Resolution #: _____

Date Passed: _____

Board Chairman: _____

Date: _____

Fire Chief: _____

Date: _____

PHFD President: _____

Date: _____

Business Administrator: _____

Date: _____

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
WEEKEND VOLUNTEER STIPEND PROGRAM
#19-14**

WHEREAS, There exists a need for a weekend duty crew from 6:00 a.m. Saturday through the period ending at 6:00 a.m. on Monday from May 24, 2019 through September 22, 2019.

WHEREAS, Funds are available for this service, and compensation warranted

WHEREAS, The Board is accepting the recommendation of the Fire Chief

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners authorizes and approves the weekend duty crew established by the Fire Chief's policy entitled "Weekend Volunteer Stipend Program" for the dates and time periods listed above.

DATED: April 4, 2019

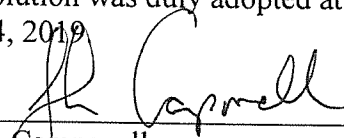


Kenneth Davis
Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held April 4, 2019.



John Campanella
Fire District Administrator

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

CLOSED SESSION
Resolution 19-15

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

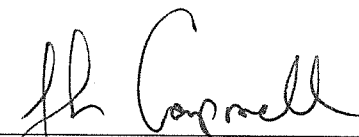
Date: April 4, 2019


Kenneth Davis, Secretary

Record of Vote:

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

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on April 4, 2019.


John Campanella, Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#19-16

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 designed 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 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: May 2, 2019

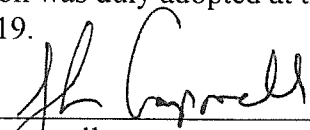


Kenneth Davis
Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held May 2, 2019.



John Campanella
Business Administrator

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Include Non-Budgeted: Y
 Open: N Paid: Y Void: N
 Rcvd: N Held: N Aprv: Y
 Bid: Y State: Y Other: Y Exempt: Y
 Paid Date Range: 05/02/19 to 05/02/19

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
19-00022	02/06/19	DC001 DAVID F. CARLAMERE	2019 Solicitor	Open	375.00	0.00	
19-00098	04/17/19	AIRGA005 Airgas USA, LLC	April 2019 Cylinder Rental	Open	16.50	0.00	
19-00099	04/17/19	PHFD1 PINE HILL FIRE DEPT.	May 2019 Lease Payment	Open	8,166.67	0.00	
19-00100	04/17/19	COU01 Courier Post	Legal Notice of Special Meetin	Open	39.24	0.00	
19-00101	04/17/19	EF001 ECHELON FORD	Service on FM Vehicle	Open	76.89	0.00	
19-00102	04/17/19	TG001 TOWNSHIP OF GLOUCESTER	March 2019 Fuel Bill	Open	860.13	0.00	
19-00103	04/17/19	JGR01 John F. Greer	Reimbursed for Continuing Ed.	Open	55.00	0.00	
19-00104	04/17/19	HALE01 HALE TRAILER BRAKE & WHEEL	Truck wash 5 gal.	Open	98.90	0.00	
19-00105	04/17/19	KHS04 KENNEDY HEALTH SYSTEMS	BLS/CPR Course	Open	70.00	0.00	
19-00106	04/17/19	JAMBE005 JamBers Corporate Imagine	Polo Shirts	Open	432.00	0.00	
19-00107	04/17/19	JHART005 J. Harte Associates LLC	Computer Maintenance for May	Open	973.48	0.00	
19-00108	04/17/19	NAT01 Nat Alexander Company	Nameplate for Fire Coats	Open	74.00	0.00	
19-00110	04/17/19	PHG01 PINE HILL AUTO REPAIR	Service - Deputy Chief Vehicle	Open	78.40	0.00	
19-00111	04/18/19	HALE01 HALE TRAILER BRAKE & WHEEL	Oil absorb, exhaust fluid, rag	Open	109.66	0.00	
19-00112	04/18/19	PHH01 PINE HILL HARDWARE, INC.	Miscellaneous Supplies	Open	61.95	0.00	
19-00114	04/23/19	KYOCE005 Kyocera Document Sol. America	New Copier	Open	134.84	0.00	
19-00115	04/23/19	PAUL1 Pauls Custom Awards, Inc.	Mount Customer Certificates	Open	36.00	0.00	
19-00116	04/24/19	JC000001 John Carlin	PEOSHA TRAINING	Open	150.00	0.00	
19-00117	04/24/19	AFS001 Ankor Fire & Safety Equipment	INSPECTION OF EXTINGUISHERS	Open	386.00	0.00	
19-00118	04/26/19	BPH02 BOROUGH OF PINE HILL	Reimbursement for wiper blades	Open	33.98	0.00	
19-00119	04/26/19	STATE005 State of NJ Health Benefits	May 2019 Medical Premiums	Open	5,009.08	0.00	
19-00120	04/30/19	ECORE005 eCore Software Inc	May 2019 Epro Software	Open	370.01	0.00	
19-00121	04/30/19	NAT01 Nat Alexander Company	Single Gas CO Monitor	Open	152.10	0.00	

Total Purchase Orders: 23 Total P.O. Line Items: 0 Total List Amount: 17,759.83 Total Void Amount: 0.00

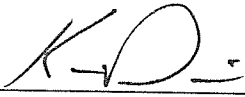
**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
PENSION CERTIFYING OFFICER
#19-17**

WHEREAS, it is necessary for the Board of Fire Commissioners of the Pine Hill Fire District #1 to appoint a new Certifying Officer for the Public Employees Retirement System and the Police and Firefighters Retirement System; and

WHEREAS, John Campanella serves as the Fire District Administrator and has the qualifications to serve in such position;

NOW, THEREFORE, Be it resolved by the Board of Fire Commissioners that it hereby appoints John Campanella as the Pension Certifying Officer for the Fire District.

DATED: May 2, 2019

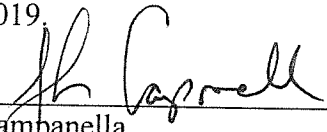


Kenneth Davis
Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held May 2, 2019.



John Campanella
Fire District Administrator

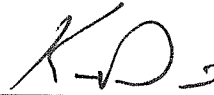
**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
PENSION CERTIFYING OFFICER
#19-18**

WHEREAS, it is necessary for the Board of Fire Commissioners of the Pine Hill Fire District #1 to appoint a new Supervisor Certifying Officer for the Public Employees Retirement System and the Police and Firefighters Retirement System; and

WHEREAS, Jennifer Dawson serves as the Fire District Accountant and has the qualifications to serve in such position;

NOW, THEREFORE, Be it resolved by the Board of Fire Commissioners that it hereby appoints Jennifer Dawson as the Pension Supervisor Certifying Officer for the Fire District.

DATED: May 2, 2019

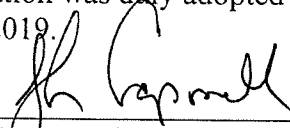


Kenneth Davis
Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held May 2, 2019.



John Campanella
Fire District Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #19-19

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 designed 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 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: June 6, 2019

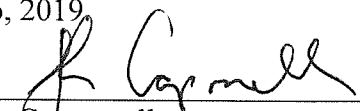


 Kenneth Davis
 Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held June 6, 2019.



 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
19-00022	02/06/19	DC001 DAVID F. CARLAMERE	2019 Solicitor	Open	375.00	0.00	
19-00122	05/09/19	AIRGA005 Airgas USA, LLC	May 2019 Cylinder Rental	Open	16.50	0.00	
19-00123	05/09/19	PHFD1 PINE HILL FIRE DEPT.	June 2019 Lease Payment	Open	8,166.67	0.00	
19-00124	05/09/19	BOW01 BOWMAN & COMPANY LLP	2018 Annual Audit	Open	11,000.00	0.00	
19-00125	05/09/19	JFI01 JOSEPH FAZZIO, INC.	Metal fabricatin for Ladder TK	Open	1,439.04	0.00	
19-00126	05/09/19	HALE01 HALE TRAILER BRAKE & WHEEL	CONSPICUITY TAPE	Open	72.00	0.00	
19-00127	05/09/19	IMC01 INTERSTATE MOBILE CARE	PHYSICAL FOR JAIME DALEUS	Open	193.00	0.00	
19-00128	05/09/19	PHP01 Pine Hill Printing, Inc.	BUSINESS CARDS - DUVAL/PIZZO	Open	140.00	0.00	
19-00129	05/09/19	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS SUPPLIES	Open	47.86	0.00	
19-00130	05/10/19	SUNRI005 Sunrise Systems, Inc	RECORDSMINE/RIM MAINTENANCE	Open	2,200.00	0.00	
19-00131	05/10/19	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	2019 Membership Dues	Open	100.00	0.00	
19-00132	05/10/19	TG001 TOWNSHIP OF GLOUCESTER	April 2019 Fuel Bill	Open	913.60	0.00	
19-00133	05/14/19	PHP01 Pine Hill Printing, Inc.	Rookie Books	Open	109.20	0.00	
19-00134	05/22/19	BOA00001 Bank of America	Purchasing Card for April	Open	982.97	0.00	
19-00135	05/22/19	COOP01 Cooper University Hospital	Employee Assistance Program	Open	1,500.00	0.00	
19-00136	05/22/19	JHART005 J. Harte Associates LLC	Computer Maintenance for June	Open	973.48	0.00	
19-00137	05/22/19	NAT01 Nat Alexander Company	Pelican Battery Pack	Open	119.00	0.00	
19-00138	05/22/19	NAT01 Nat Alexander Company	Warthog Blade and Refurbish	Open	525.00	0.00	
19-00139	05/22/19	NAT01 Nat Alexander Company	Mask wipes	Open	48.50	0.00	
19-00140	05/22/19	WES01 THOMAS REUTERS-WEST	2019 Subscription Update	Open	171.00	0.00	
19-00141	05/23/19	FIRELINE FIRELINE EQUIPMENT	Primer Pump w Motor	Open	1,108.91	0.00	
19-00142	05/23/19	STATE005 State of NJ Health Benefits	June 2019 Healthcare Premiums	Open	8,054.10	0.00	
19-00143	05/28/19	EF001 ECHELON FORD	Repairs - Deputy Chief Vehicle	Open	658.47	0.00	
19-00144	05/28/19	HAR01 HARDENBERGH INS GROUP	ADDITIONAL INSURANCE COVERAGE	Open	499.00	0.00	
19-00145	05/28/19	KYOCE005 Kyocera Document Sol. America	COPIER LEASE 5/15 TO 6/14	Open	134.84	0.00	
19-00146	05/28/19	FIRELINE FIRELINE EQUIPMENT	Material used in Ladder Truck	Open	243.56	0.00	
19-00147	05/28/19	BUD01 BUD'S AUTO & TRUCK REPAIR	Repairs to Ladder Truck	Open	5,307.17	0.00	
19-00148	05/28/19	BUD01 BUD'S AUTO & TRUCK REPAIR	Preventative Maint. on Ladder	Open	998.81	0.00	
19-00149	05/28/19	BUD01 BUD'S AUTO & TRUCK REPAIR	Repairs to Ladder Truck	Open	1,270.73	0.00	
19-00150	05/28/19	BUD01 BUD'S AUTO & TRUCK REPAIR	Repairs to Ladder Truck	Open	3,592.55	0.00	
19-00151	05/29/19	ACTIO005 Action Uniform Co. LLC	Class B Uniform - C. Douglass	Open	146.00	0.00	
19-00152	05/29/19	ACTIO005 Action Uniform Co. LLC	Class B Uniform - M. Koch	Open	146.00	0.00	
19-00153	05/29/19	EDR01 ED'S RENTAL	Chain Saw Repairs 20"	Open	101.45	0.00	
19-00154	05/29/19	EDR01 ED'S RENTAL	Chain Saw Repair 24"	Open	180.99	0.00	
19-00155	05/29/19	NAT01 Nat Alexander Company	Nitrile Exam Gloves	Open	180.00	0.00	
19-00156	05/29/19	CASH1 Petty Cash	Duty Crew Meals - April Rec.	Open	805.00	0.00	
19-00157	05/29/19	MALLC005 Mall Chevrolet	2019 Chevrolet Tahoe	Open	42,750.00	0.00	
19-00158	05/30/19	ECORE005 eCore Software Inc	June 2019 Epro Software	Open	370.01	0.00	
19-00159	06/04/19	IMC01 INTERSTATE MOBILE CARE	Firefighters' Physicals	Open	565.00	0.00	
19-00160	06/04/19	FIRELINE FIRELINE EQUIPMENT	Fuses for Engine Truck	Open	73.65	0.00	
19-00161	06/04/19	ACTIO005 Action Uniform Co. LLC	Silver Lt. Horn Collar Pins	Open	27.98	0.00	
19-00162	06/05/19	PHH01 PINE HILL HARDWARE, INC.	Miscellaneous Supplies	Open	119.80	0.00	

Total Purchase Orders: 42 Total P.O. Line Items: 0 Total List Amount: 96,426.84 Total Void Amount: 0.00

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
BOROUGH OF PINE HILL

CLOSED SESSION
Resolution 19-20

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss certain matters in closed session.

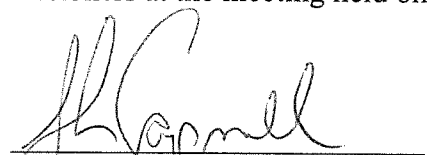
Date: June 6, 2019


Kenneth Davis, Secretary

Record of Vote:

	Motion	2nd	Yes	No	Abstain	Absent
Davis			✓			
Hassett		2	✓			
Wakeley	1		✓			
Warrington			✓			
Waddington						✓

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on June 6, 2019.


John Campanella, Administrator