

Pine Hill Fire District #1
Regular Meeting Minutes
February 4, 2021

Note: Due to the continuing Covid-19 pandemic, this meeting was held using the Zoom meeting platform.

Meeting Called to Order: Meeting was called to order by Chairman Waddington at 7:30 P.M. Chairman Waddington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

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

Other Officials Present: Chief Dukes, Deputy Chief Hunter, Solicitor Carlamere, FD President J. Pfeiffer

Minutes: Chairman Waddington asked if there were any questions regarding the minutes of the meeting held on January 7, 2021. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Hassett. All commissioners were in favor. Commissioner Wakeley Abstained Motion passed.

Old Business:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** No Report
- **Community Relations Liaison:** No Report
- **Information Technology and Equipment Commissioner:** A discussion was held concerning adding two State owned iPads to our wireless plan. Deputy Chief Hunter checking to see if EMS program can be added to Surface Pros
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** Commissioner Warrington noted that Chief Dukes and Chief Winter working with AMR for notifications. Things seem better but Deputy Chief Hunter needs to be notified when ambulance will be out of service.

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

- **Resolution 21-03:** Approval and payment of bills
- A motion to approve resolution 21-03, as the bills were in order, was made by Commissioner Hagarty and seconded by Commissioner Warrington. Roll Call Vote:

Pine Hill Fire District #1
Regular Meeting Minutes
February 4, 2021

Commissioner Hagarty – yes, Commissioner Warrington – yes, Commissioner Wakeley – yes, Commissioner Hassett – yes, Commissioner Waddington – yes.
Motion passed with five yes votes.

FIRE CHIEF’S REPORT: See attached report. Chief Dukes informed the commissioners that he is not pleased with the service provided by AMR. He said that during the recent snow storm there was only one ambulance available for Pine Hill and Gloucester Township. He said that it is unacceptable. A discussion followed. Commissioner Warrington told Chief Dukes that he will set up a meeting with AMR to discuss his concerns.

FIRE OFFICIAL’S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR’S REPORT: See attached report

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

OPEN THE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to open the floor to the public. A motion to open the floor to the public was made by Commissioner Hagarty and seconded by Commissioner Hassett. All were in favor. Motion passed.

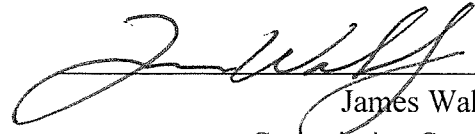
There was no public participation.

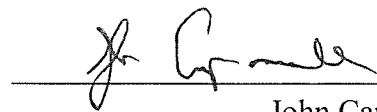
CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Hagarty and seconded by Commissioner Hassett. All were in favor. Motion passed.

Pine Hill Fire District #1
Regular Meeting Minutes
February 4, 2021

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

The meeting was adjourned at 8:05 p.m.


James Wakeley
Commission Secretary


John Campanella
Fire District Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#21-03

WHEREAS, Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

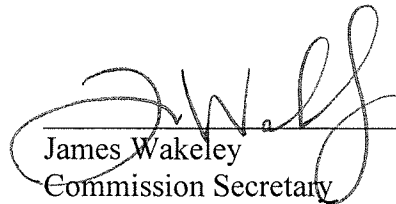
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which, salaries, wages or other compensation for services should be paid.

NOW THEREFORE, It is herein resolved and approved as follows:

- (1) The checks as issued by the Fire District for payment of claims are hereby approved and shall be signed by (3) Commissioners to comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

DATED: February 4, 2021

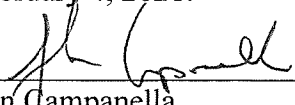


 James Wakeley
 Commission Secretary

Record of Vote:

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

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held on February 4, 2021.



 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
21-00001	01/06/21	DC001	DAVID F. CARLAMERE	Solicitor's Fees for 2021	Open	375.00	0.00
21-00011	01/26/21	PHFD1	PINE HILL FIRE DEPT.	Lease Payment	Open	7,516.65	0.00
21-00012	01/26/21	STATE005	State of NJ Health Benefits	Health Benefit Payment	Open	8,755.08	0.00
21-00013	01/26/21	JHART005	J. Harte Associates LLC	Monthly Billing for February	Open	1,137.49	0.00
21-00014	01/26/21	CASH1	Petty Cash	Cuty Crew Meals - Dec. Receipt	Open	770.00	0.00
21-00015	01/26/21	BUD01	BUD'S AUTO & TRUCK REPAIR	Service on Ladder Truck	Open	1,416.98	0.00
21-00016	01/26/21	PHG01	PINE HILL AUTO REPAIR	Repair Tire on Brush Truck	Open	67.50	0.00
21-00017	01/26/21	PHG01	PINE HILL AUTO REPAIR	Extensive Work on DC Vehicle	Open	1,270.60	0.00
21-00018	01/26/21	KYOCE005	Kyocera Document Sol. America	Copier Lease Payment	Open	134.84	0.00
21-00019	01/26/21	COMCA005	Comcast	Comcast Monthly Invoice	Open	380.65	0.00
21-00020	01/26/21	ACTIO005	Action Uniform Co. LLC	Uniform for Brian Gibson	Open	196.00	0.00
21-00021	01/26/21	NAT01	Nat Alexander Company	BOOTS FOR BRANDON JURADO	Open	364.98	0.00
21-00022	01/26/21	AIRGA005	Airgas USA, LLC	Cylinder Rentals	Open	13.20	0.00
21-00023	01/26/21	TG001	TOWNSHIP OF GLOUCESTER	Fuel Invoice for December 2020	Open	658.31	0.00
21-00024	01/26/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	Batteries for SCBA	Open	195.06	0.00
21-00025	01/26/21	PHH01	PINE HILL HARDWARE, INC.	Miscellaneous Items	Open	248.00	0.00
21-00026	01/26/21	PHMUA1	Pine Hill Borough MUA	Water Meter Box Keys	Open	233.51	0.00
21-00027	01/26/21	HALE01	HALE TRAILER BRAKE & WHEEL	Oil Absorber	Open	69.30	0.00
21-00028	02/01/21	CASH1	Petty Cash	Replenish Chief's Petty Cash	Open	83.95	0.00
21-00029	02/01/21	WDS00001	William Dukes, Sr.	Reimbursement for Storm Duty	Open	230.96	0.00
21-00030	02/01/21	BOA00001	Bank of America	P-Card Charges for January 21	Open	1,318.59	0.00
21-00031	02/02/21	ECORE005	ESO SOLUTIONS, INC.	Monthly Scheduling Software	Open	409.00	0.00
21-00032	02/02/21	ATTMO005	AT&T MOBILITY	Monthly Cell Phone Service	Open	329.36	0.00
21-00033	02/02/21	COU01	Courier Post	Legal Notices	Open	102.12	0.00
21-00034	02/02/21	COU01	Courier Post	Legal Notices	Open	21.00	0.00
21-00035	02/02/21	CCC01	CAMDEN COUNTY COLLEGE	FIR 102 - S. Pizzo	Open	491.00	0.00
21-00036	02/02/21	DJB0001	David Matthew Baiori, Jr	Reimbured for textbook	Open	101.28	0.00
21-00037	02/02/21	BRAND005	Brandon Jurado	Reimbured for textbook	Open	101.28	0.00
21-00038	02/02/21	TACTIO10	Tactical Public Safety	Install Recepticle on Truck	Open	675.00	0.00
21-00039	02/02/21	CCFC2	CC FIRE CHIEFS & OFFICERS ASSO	Memorial Fund	Open	50.00	0.00
21-00040	02/02/21	CCFC2	CC FIRE CHIEFS & OFFICERS ASSO	Membership Dues for 2021	Open	25.00	0.00
21-00041	02/02/21	EDR01	ED'S RENTAL	Repairs to Chain Saw	Open	83.78	0.00

Total Purchase Orders: 32 Total P.O. Line Items: 0 Total List Amount: 27,825.47 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	27,825.47	0.00	27,825.47	0.00	0.00	27,825.47
Total of All Funds:		<u>27,825.47</u>	<u>0.00</u>	<u>27,825.47</u>	<u>0.00</u>	<u>0.00</u>	<u>27,825.47</u>

Range of Checking Accts: First to Last Range of Check Dates: 02/04/21 to 02/04/21
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
GENERAL					
11269	02/04/21	ACTIO005 Action Uniform Co. LLC	196.00		1095
11270	02/04/21	AIRGA005 Airgas USA, LLC	13.20		1095
11271	02/04/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	195.06		1095
11272	02/04/21	ATTMO005 AT&T MOBILITY	329.36		1095
11273	02/04/21	BOA00001 Bank of America	1,318.59		1095
11274	02/04/21	BRAND005 Brandon Jurado	101.28		1095
11275	02/04/21	BUD01 BUD'S AUTO & TRUCK REPAIR	1,416.98		1095
11276	02/04/21	CASH1 Petty Cash	770.00		1095
11277	02/04/21	CASH1 Petty Cash	83.95		1095
11278	02/04/21	CCC01 CAMDEN COUNTY COLLEGE	491.00		1095
11279	02/04/21	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	50.00		1095
11280	02/04/21	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	25.00		1095
11281	02/04/21	COMCA005 Comcast	380.65		1095
11282	02/04/21	COU01 Courier Post	102.12		1095
11283	02/04/21	COU01 Courier Post	21.00		1095
11284	02/04/21	DC001 DAVID F. CARLAMERE	375.00		1095
11285	02/04/21	DJB0001 David Matthew Baiori, Jr	101.28		1095
11286	02/04/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1095
11287	02/04/21	EDR01 ED'S RENTAL	83.78		1095
11288	02/04/21	HALE01 HALE TRAILER BRAKE & WHEEL	69.30		1095
11289	02/04/21	JHART005 J. Harte Associates LLC	1,137.49		1095
11290	02/04/21	KYOCE005 Kyocera Document Sol. America	134.84		1095
11291	02/04/21	NAT01 Nat Alexander Company	364.98		1095
11292	02/04/21	PHFD1 PINE HILL FIRE DEPT.	7,516.65		1095
11293	02/04/21	PHG01 PINE HILL AUTO REPAIR	1,338.10		1095
11294	02/04/21	PHH01 PINE HILL HARDWARE, INC.	248.00		1095
11295	02/04/21	PHMUA1 Pine Hill Borough MUA	233.51		1095
11296	02/04/21	STATE005 State of NJ Health Benefits	8,755.08		1095
11297	02/04/21	TACTI010 Tactical Public Safety	675.00		1095
11298	02/04/21	TG001 TOWNSHIP OF GLOUCESTER	658.31		1095
11299	02/04/21	WDS00001 William Dukes, Sr.	230.96		1095

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	31	0	27,825.47	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	0	27,825.47	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	31	0	27,825.47	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	0	27,825.47	0.00

Totals by Year-Fund	Fund	Budget Total	Revenue Total	G/L Total	Total
Fund Description					
GENERAL	1-GN	27,825.47	0.00	0.00	27,825.47
	Total of All Funds:	<u>27,825.47</u>	<u>0.00</u>	<u>0.00</u>	<u>27,825.47</u>

Pine Hill Fire Department

Chief's Monthly Report

January 2021

COVID

- Continuing to review the daily reports provided by the County OEM. As of this time, we have now confirmed 700 COVID-19 Positive residents, an increase over last month. by 158 additional victims over last month, averaging 5 per day. We have also Now recorded 9 deaths since March 2020.
- On the 6th we were notified that the Governor upgraded the COVID inoculation program moving Fire and Police from level 1-B to 1-A making the vaccine available immediately available. This was supported by communications received from Both Mayor Green and Chief Winters. On the 7th and 8th we conducted the necessary research and on the 8th the Deputy Chief and I issued several department wide communications informing the members of the availability and process to obtain these inoculations. All of which will be tracked for our records.

Fire Department Directory

- Updated the PHFD Fire and Administrative Officers Directory for 2021. Providing the required copies to the Communications Center and County Fire Chiefs and Officers Assoc. Maintaining compliance

Training

- For the Week of the 4th , Developed a PHFD Training Power Point for Heating devices and chimney fires, which was presented all five nights during the week of January 4th it has also been added to the "S" drive for future reference and training.
- For the week of the 11th Chief Hunter, Captains Baiori and Crosby developed a training outline for the duty crews to work with all of the new Battery-operated tools. With each crew showing physically operating the tools showing proficiency prior to placing them on the apparatus. That was successful and the tools placed on the apparatus.
- On the 13th I conducted a makeup drill for the Wednesday night duty crew, Heating Devices and Chimney fires. Last week this crew was committed to a cover assignment in Winslow Twp. for almost their entire duty crew period, as that department was committed to a fatal residential fire

- On the 13th Captain Baiori and F/F Jurado started their EMT training at the Camden County academy. Completion expected in the May time period.
- Working with Captain Baiori commenced the developed a power point and class outline for the Duty crew drills. Response to Gas Emergencies.
- The full day, Annual Department of Labor Mandated training was scheduled for February 6th. Several impact to include the need to complete the majority of the training room renovations, caused this training to be rescheduled for Saturday February 20th. All personnel have been notified.

Other Activities of the Chief

- Monday through Friday during the week of January 4th. I conducted the Heating device / Chimney fire training for each of the Duty Crews.
- On Sunday, the 10th held the monthly Officers meeting at Hq. All Officers were in attendance.
- On the 12th Attended and provided the Chiefs report during the Fire Company meeting
- During November 2020 I received a call from a sales representative representing QVC Industries, a chemical firm selling firefighting additives. At the end of that conversation, it was my understanding that we would receive a limited quantity of the product, so we could evaluate its capabilities. Two weeks later we received a significant shipment consisting of 15 gallons on their product, with an invoice for approximately \$ 900.00. In Mid-December I had contact with a company representative during which he was advised we were not interested and certainly did not expect the quantity sent requesting him to make arrangements to have it picked up. During that contact this second representative due to restocking problems offered to sell us the product for half of the original pricing. Subsequently on January 4th we received a past due notification for this product, to which I sent a stern response via registered Mail advising that company we were not interested, and they were to make arrangement to have the product picked up. A copy of which has been included with this report for your review. On January 21st the product was picked up and returned, clearing this matter.
- On Saturday the 30th Chief Hunter and I hosted a visit by the Chief and his Apparatus committee from the Middletown Delaware County, Pa. They wanted to view our Squad as they are contemplating the purchase of a similar apparatus.

- On Sunday the 31st due to the impending winter storm, along with the Deputy and the President, we established in-station duty crews, securing the necessary food and other commodities to support those crews.

Station

- Refurbishment of the meeting training room continues with the members conducting the majority of the work, installing cabinetry, Constructing and installing Closet doors, Finish painting and prepping for the new TV installation that occurred on the 27th by Best Buy / Magnolia. Hoping for the carpet installation during the first week of February. The fire Company also ordered all new 18" wide classroom tables, Four (4) 60" round folding tables and 40 Skid Runner Stackable chairs.
- On the 12th the New Gear racks for the engine room (Turn Out Gear storage) arrived and installation commenced. Replacing about half of the older damaged units, that were in significant disarray. Providing for a significant improvement
- The live-in members conducted a general clean up and reorganization of the Laundry room. Painting the entire room adding organizational shelving etc.
- The members with some support of a plumber repaired a leaking hot water pipe in the ceiling of the hallway just outside of the Men's room / Laundry area. This required the removal and replacement of the lighting fixture, and a sizable section of the ceiling.
- Evaluating the previous office movement when placing the Deputy Chief in with the Fire Company Executive Officers. Finding that this Did not work as well as I thought it would. It placed the Chief in a location that allowed him to be continually disturbed and only provided him limited confidential space. With that he along with the Battalion Chief have been relocated to the private office within the administrative wing and F/F Gordon with all of the motor maintenance files etc. have been placed with the Executive Officers.
- As previously discussed, I was notified that the Emergency Management Operations Center will be moved to the Municipal Building in the February / March time period once the new emergency generator installation has been installed at that facility. This will remove the large EOC table, the TV's, maps and wipe off boards from the administrative wing.

PHFD Forms

- To be prepared for the Career Background investigations, I had to recreate three new forms that will be used to ask standardized questions and record the information provided during the interviews Form PHFD 415-21 used for Friends / Associates and listed References, The Second PHFD 416-21 to be used for interviews of current and past employers. And PHFD 417-21 to be used during family interviews.

Incidents of Significance

- On the 6th at 11:17 hours Ladder 62 was dispatched as part of the first alarm assignment for a reported building fire located 508 Church road in the Sicklerville section of Winslow Twp. First in units arrived to find heavy fire at the rear of the building and lead off with a 2.5" hand line. Our ladder crew went to the inside opening up voids and controlling fire minor extension that had entered into the attic, they also eliminated a masonry chimney that presented a significant hazard to firefighters that were working at the rear of the property.
- On the 12th at 09:33 Squad 62 was dispatched to the 100 Building of Glenn Eye apartments for a reported gasoline leak from a parked auto. Arriving the crew found an extensive leak that covered an applicable area of the parking area, a significant amount of which had soaked into the asphalt. Chief Hunter special called GTFD Engine 88 along with the Haz-Mat component, due to the extensiveness of the spill. Investigating further determined that the fuel tank had just been filled per the vehicle owner. Additionally, examining the actual leak showed that someone had actually drilled a hole into the side of the fuel tank. Police immediately commenced an investigation. County Haz-Mat also sent a representative to the scene. Squad 62 and Engine 88 plugged the leak and spread oil dry over the entire leak area. We had all other vehicle relocated from that parking area and secured it for a period of 24-48 hours until the fuel evaporated.
- On the 13th at 02:29 hours Engine 62 was dispatched as a part of Task Force 861 for a reported Dwelling fire located 125 Breckenridge Drive (Off of Kearsley Rd). Deputy Chief Brown arrived first due and reported smoke showing requesting the working fire box to be transmitted. Engine 62 was the first arriving engine laying in a supply line and leading off with 1 ¾" handline, finding a room and contents fire on the first floor controlling it to that area, Squad 85 picked up the hydrant, and engine 88 conducted search and rescue and ventilation operations.

- **Firefighter Injury** On the evening of the 28th Task force 621 was dispatched to the WAWA store Branch and Erial for a reported building fire. Squad 62 and Chief Hunter arrived fist due to find that the three-phase electrical service had lost a leg causing all of the three phase motors within the building to struggle and overheat. No serious active fire was found. The assignment was reduced to Squad 62, Ladder 62 and Squad 86 continuing the investigation. Atlantic City Electric was summoned, along with Property maintenance. The store was shut down for the evening and was restored for normal operations by the next morning.

During this response Lieutenant S. Rabchuck slipped when exiting the cab of the apparatus sustaining a sprained ankle. He was treated on the scene and ultimately transported to Jefferson Hospital Washington Twp. Where he was examined and X-Rayed taken determining he has suffered a sprain and was released later that evening. All necessary injury reporting was compiled by Chief Hunter and submitted to B/A Campanella filing the necessary reports to the insurance company.

- On the 31st at 13:30 Task Force 621 was dispatched for a reported apartment fire Cedar Brook Apartments unit 52. Chief Hunter arrived first due reporting smoke showing from the second floor. Engine 88 and 62 arrived finding a substantial oven fire that had extended to the kitchen cabinetry, A pressurized water extinguisher controlled the fire which was backed up by a single 1 ¾" hand line. Confining all fire damage to the stove and immediate cabinetry. Ladder Tower 62 conducted ventilation operations. Support was provided by Engine 842, Squad 86, Square 63 and Engine 82.
- On the 31st at 15:30 Companies were dispatched to Sweat Eats 706 Blackwood rd. for a reported Dumpster fire. Chief Hunter arrived to find a commercial dumpster on the "D" side (Right Side) of the building that was well involved, with the fire impinging on the wooden roof assembly. The Chief seeing this Directed the Communications center to fill out the assignment for building fire. Engine 62 arrived and stretched a single 1 ¾" handline was controlling the dumpster fire. Squad 62 and Engine 88 conducted interior operations with a thermal imaging camera finding no fire extension into the building limited the damage to the exterior siding. Additional assistance was provided by Squad 86, Engine 842, Ladder 82 and Squad 63.

Water Main Beak

- On the 31st were notified by the MUA that the water system within Chalet apartments would be shut down for a prolonged period due to a water main break. This also created a detour within the complex near the 600 building. Supplemental plans were derived to utilize hydrants on West Branch, within the Mansions Apartment complex, and the Trump complex on the access road and at the Maintenance shop requiring supplemental engine companies to prepare for these extended hose lays, if needed.

Career Employment Process

- I have commenced the Background Investigation process on January 14th and through February 1st conducting approximately 55 individual interviews of Family, Current and past employers, friends, current and past Chiefs, and listed references, for the final five (5) employment candidates. All of which has been recorded on the interview forms and placed now placed into Personnel binders for each of the candidates.
- The Command Interviews has been scheduled for Friday February 19th with Commissioner Hassett, myself and two independent and respected Fire Chiefs sitting on the panel. Each candidate will be required to respond to eight to ten standard questions, along with two to four individual questions derived from information that was developed during the background investigations. The recommendations will be derived that afternoon for formal appointment at the March 4th Fire Commission Meeting.

Winter Storm

- Numerous weather reports indicate that the region would be hit with a substantial winter storm commencing on Sunday the 31st and lasting through Tuesday the 2nd, with substantial snow accumulating on Monday (8 -12"). The Governor issued a State of Emergency with a disaster declaration for the entire state. Arrangements were made to provide installation coverage by at least a four-man crew throughout this period to provide for an immediate and guaranteed response.

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

Month of: February 2021

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	03
Fire Safety Inspection – Non LHU(s)	11
Re-Inspection(s)	01
Smoke Detector & CO Detector Compliance(s)	14
Complaint(s)	01
Fire Investigation(s)	01

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$474.00
Smoke Detector & CO Detector Compliance	\$950.00
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	01
Total Amount of Money Deposited this Month	\$1,424.00

Requests:

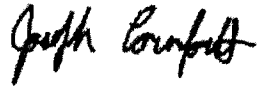
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

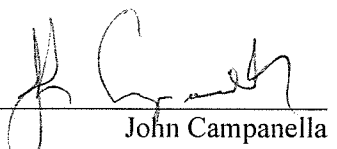
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive, slightly slanted style.

Joseph Cornforth
Fire Official

**PINE HILL FIRE DISTRICT #1
JANUARY 2021 ADMINISTRATOR'S REPORT**

- Placed legal notices in Courier Post pertaining to the February Zoom meeting
- Mailed W-2's to employees
- Mailed 1099-NEC forms to vendors
- Filed form 1096/1099 with IRS
- Completed and posted a Work-Related Injury Summary as required by OSHA
- Completed and submitted Work-Related Injury Summary as required by NJ Bureau of Labor
- Completed another Medicare application and notified Congressman Norcross Office for assistance
- Completed all payroll and deduction adjustments for the new year
- Processed payroll
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations


John Campanella

Fire District Business Administrator