

Pine Hill Fire District #1
Regular Meeting Minutes
January 7, 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 7:35 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 – *not 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 December 3, 2020. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Warrington. All commissioners were in favor. 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.
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** Commissioner Warrington thanked Deputy Chief Hunter for attending a meeting regarding EMS issues. AMR will notify Pine Hill if there is no ambulance on duty.

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

- **Resolution 21-01:** Approval and payment of bills
- A motion to approve resolution 21-01, as the bills were in order, was made by Commissioner Hassett and seconded by Commissioner Hagarty. Roll Call Vote:

Pine Hill Fire District #1
Regular Meeting Minutes
January 7, 2021

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

- **Resolution 21-02:** Approval of Contract with Airpower International
Chairman Waddington said that Airpower International provides yearly service on the Fire Department's Cascade System. The contract is for three years with no price increases. Chairman Waddington asked if there were any questions. There were none.
- A motion to approve resolution 21-02 was made by Commissioner Hagarty and seconded by Commissioner Hassett. Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Warrington – yes, Commissioner Waddington – yes. Motion passed with four yes votes.
 - **Motion to add 2 iPads to cell plan:** Chairman Waddington explained that the State of NJ provided two iPads to the fire department to track EMS calls. These iPads need to be added to our cell phone plan. Chairman Waddington asked if there were any questions. Commissioner Hassett asked about the added cost. Chairman Waddington said that the cost should be approximately \$40 per month each. There were no other questions.
- A motion to approve adding the iPads to the fire district's cell phone plan was made by Commissioner Hagarty and seconded by Commissioner Hassett. Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – yes, Commissioner Warrington – yes, Commissioner Waddington – yes. Motion passed with four 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 there have been recent incidents where no ambulance was on duty. 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.

Pine Hill Fire District #1
Regular Meeting Minutes
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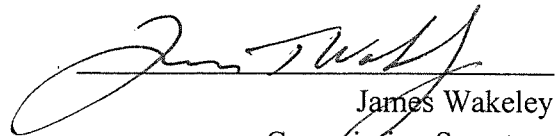
OPEN THE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to open the floor to the public. A motion to open the floor to the public was made by Commissioner Hagarty and seconded by Commissioner Hassett. All were in favor. Motion passed.

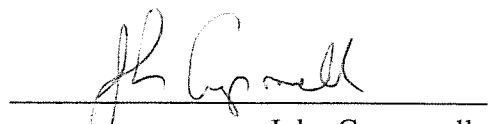
There was no public participation.

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.

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 Hagarty and seconded by Commissioner Hassett. 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
#21-01

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

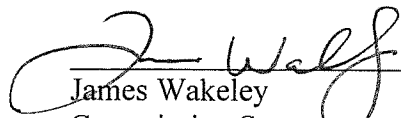
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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

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

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

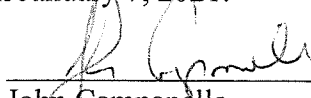
DATED: January 7, 2021


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 January 7, 2021.


John Campanella
Business Administrator

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Include Non-Budgeted: Y
 Open: N Paid: N Void: N
 Rcvd: N Held: N Aprv: Y
 Bid: Y State: Y Other: Y Exempt: Y
 First Enc Date Range: First to 12/31/20

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
20-00388	12/09/20	IMAGI005	Imagine Audio	Decked System for Truck	Open	1,479.99	0.00
20-00389	12/17/20	BOW01	BOWMAN & COMPANY LLP	2019 Audit	Open	3,180.00	0.00
20-00390	12/17/20	PHP01	Pine Hill Printing, Inc.	Envelopes	Open	198.00	0.00
20-00391	12/17/20	PHP01	Pine Hill Printing, Inc.	Brochures for Volunteers	Open	135.00	0.00
20-00392	12/17/20	COU01	Courier Post	Synopsis Publication	Open	159.36	0.00
20-00393	12/17/20	FDTES005	FD Testing Services LLC	Annual Aerial Inspection	Open	1,095.00	0.00
20-00394	12/17/20	NAT01	Nat Alexander Company	Hydrant Adapter	Open	186.00	0.00
20-00395	12/17/20	TG001	TOWNSHIP OF GLOUCESTER	November 2020 Fuel Bill	Open	615.63	0.00
20-00396	12/17/20	PHH01	PINE HILL HARDWARE, INC.	Miscellaneous Items	Open	51.92	0.00
20-00397	12/17/20	PHH01	PINE HILL HARDWARE, INC.	Miscellaneous Items	Open	165.84	0.00
20-00398	12/17/20	NAT01	Nat Alexander Company	Utility Straps	Open	142.00	0.00
20-00399	12/17/20	NAT01	Nat Alexander Company	Pedi Padz II	Open	168.00	0.00
20-00400	12/17/20	PHFD1	PINE HILL FIRE DEPT.	TV for Training Room	Open	3,000.00	0.00
20-00401	12/17/20	AIRGA005	Airgas USA, LLC	Oxygen Cylinder Rentals	Open	13.20	0.00
20-00402	12/17/20	HALE01	HALE TRAILER BRAKE & WHEEL	Truck Wash	Open	98.90	0.00
20-00403	12/28/20	FELDF005	FELD FIRE	RACKS	Open	8,473.80	0.00
20-00404	12/29/20	NAT01	Nat Alexander Company	Forestry Hose	Open	250.00	0.00
20-00405	12/29/20	NAT01	Nat Alexander Company	Positive Pressure FAN	Open	3,650.00	0.00
20-00406	12/29/20	NAT01	Nat Alexander Company	600' of 5" Hose w. Storz Fit	Open	3,600.00	0.00
20-00407	12/29/20	NAT01	Nat Alexander Company	Pelican Lights	Open	546.00	0.00
20-00408	12/29/20	NAT01	Nat Alexander Company	Hydrant Adapters	Open	540.00	0.00
20-00409	12/29/20	HAR01	HARDENBERGH INS GROUP	2021 Accident & Sickness Polic	Open	11,592.00	0.00
20-00410	12/29/20	ACTIO005	Action Uniform Co. LLC	Coats	Open	1,656.00	0.00
20-00411	12/29/20	ACTIO005	Action Uniform Co. LLC	3 Class A Uniforms	Open	1,372.00	0.00
20-00412	12/29/20	ACTIO005	Action Uniform Co. LLC	Blousecoat Sewings	Open	22.00	0.00
20-00413	12/29/20	KYOCE005	Kyocera Document Sol. America	Copier Lease Payment	Open	134.84	0.00
20-00414	12/29/20	COMCA005	Comcast	Comcast Invoice for December	Open	378.71	0.00
20-00415	12/29/20	CASH1	Petty Cash	Duty Crew Meals - Nov. Receipt	Open	665.00	0.00
20-00416	12/29/20	AMAZO005	AMAZON CAPITAL SERVICES, INC.	Otterbox Cases	Open	108.00	0.00
20-00417	12/29/20	ATTMO005	AT&T MOBILITY	FirstNet Monthly Invoice	Open	331.27	0.00
20-00418	12/29/20	MES01	MUNICIPAL EMERGENCY SERVICES	eDraulic Combination Tool	Open	12,495.00	0.00
20-00419	12/31/20	MGL01	MGL Printing Solutions	Purchase Orders	Open	528.00	0.00
20-00420	12/31/20	NAT01	Nat Alexander Company	Pelican Lights, rack, charger	Open	1,181.30	0.00
20-00421	12/31/20	TACTI010	Tactical Public Safety	600 Series Blue Lens	Open	252.00	0.00
20-00422	12/31/20	PSTSJ001	Public Safety Training of SJ	NJ Refresher Module A	Open	100.00	0.00
20-00423	12/31/20	BOA00001	Bank of America	P Card Purchase for December	Open	2,831.08	0.00
20-00424	12/31/20	MOT01	MOTOROLA SOLUTIONS, INC.	Mic ordered from wireless	Open	384.00	0.00
20-00425	12/31/20	NAT01	Nat Alexander Company	Gloves and Hoods	Open	1,575.00	0.00

Total Purchase Orders: 38 Total P.O. Line Items: 0 Total List Amount: 63,354.84 Total Void Amount: 0.00

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11224 to 11258
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
11224	01/07/21	ACTIO005 Action Uniform Co. LLC	3,050.00		1093
11225	01/07/21	AIRGA005 Airgas USA, LLC	13.20		1093
11226	01/07/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	108.00		1093
11227	01/07/21	ATTMO005 AT&T MOBILITY	331.27		1093
11228	01/07/21	BOA00001 Bank of America	2,831.08		1093
11229	01/07/21	BOW01 BOWMAN & COMPANY LLP	3,180.00		1093
11230	01/07/21	CASH1 Petty Cash	665.00		1093
11231	01/07/21	COMCA005 Comcast	378.71		1093
11232	01/07/21	COU01 Courier Post	159.36		1093
11233	01/07/21	FDTES005 FD Testing Services LLC	1,095.00		1093
11234	01/07/21	FELDF005 FELD FIRE	8,473.80		1093
11235	01/07/21	HALE01 HALE TRAILER BRAKE & WHEEL	98.90		1093
11236	01/07/21	HAR01 HARDENBERGH INS GROUP	11,592.00		1093
11237	01/07/21	IMAGI005 Imagine Audio	1,479.99		1093
11238	01/07/21	KYOCE005 Kyocera Document Sol. America	134.84		1093
11239	01/07/21	MES01 MUNICIPAL EMERGENCY SERVICES	12,495.00		1093
11240	01/07/21	MGL01 MGL Printing Solutions	528.00		1093
11241	01/07/21	MOT01 MOTOROLA SOLUTIONS, INC.	384.00		1093
11242	01/07/21	NAT01 Nat Alexander Company	186.00		1093
11243	01/07/21	NAT01 Nat Alexander Company	142.00		1093
11244	01/07/21	NAT01 Nat Alexander Company	168.00		1093
11245	01/07/21	NAT01 Nat Alexander Company	250.00		1093
11246	01/07/21	NAT01 Nat Alexander Company	3,650.00		1093
11247	01/07/21	NAT01 Nat Alexander Company	3,600.00		1093
11248	01/07/21	NAT01 Nat Alexander Company	546.00		1093
11249	01/07/21	NAT01 Nat Alexander Company	540.00		1093
11250	01/07/21	NAT01 Nat Alexander Company	1,181.30		1093
11251	01/07/21	NAT01 Nat Alexander Company	1,575.00		1093
11252	01/07/21	PHFD1 PINE HILL FIRE DEPT.	3,000.00		1093
11253	01/07/21	PHH01 PINE HILL HARDWARE, INC.	51.92		1093
11254	01/07/21	PHH01 PINE HILL HARDWARE, INC.	165.84		1093
11255	01/07/21	PHP01 Pine Hill Printing, Inc.	333.00		1093
11256	01/07/21	PSTSJ001 Public Safety Training of SJ	100.00		1093
11257	01/07/21	TACTI010 Tactical Public Safety	252.00		1093
11258	01/07/21	TG001 TOWNSHIP OF GLOUCESTER	615.63		1093

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	35	0	63,354.84	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	35	0	63,354.84	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
21-00001	01/06/21	DC001 DAVID F. CARLAMERE	Solicitor's Fees for 2021	Open	375.00	0.00	
21-00002	01/06/21	PHFD1 PINE HILL FIRE DEPT.	Lease Payment	Open	8,166.67	0.00	
21-00003	01/06/21	STATE005 State of NJ Health Benefits	Health Benefit Payment	Open	8,755.08	0.00	
21-00004	01/06/21	EDM01 Edmunds GovTech	Annual Software Fee	Open	3,410.00	0.00	
21-00005	01/06/21	ECORE005 ESO SOLUTIONS, INC.	Epro Software	Open	409.00	0.00	
21-00006	01/06/21	FIR001 First Responder JIF	2021 First Installment Bill	Open	27,121.00	0.00	
21-00007	01/06/21	ENFOR005 ENFORSYS, INC.	2021 Software Subscription	Open	1,135.00	0.00	
21-00008	01/06/21	JHART005 J. Harte Associates LLC	Monthly Billing for January	Open	1,139.99	0.00	
21-00009	01/06/21	NAT01 Nat Alexander Company	Positive Pressure Fan	Open	3,650.00	0.00	
21-00010	01/06/21	STAP001 Staples Advantage	Order #7321578822	Open	116.92	0.00	

Total Purchase Orders: 10 Total P.O. Line Items: 0 Total List Amount: 54,278.66 Total Void Amount: 0.00

January 6, 2021
12:33 PM

PINE HILL FIRE DISTRICT #1
Check Register By Check Id

Page No: 1

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11259 to 11268
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
11259	01/07/21	DC001 DAVID F. CARLAMERE	375.00		1094
11260	01/07/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1094
11261	01/07/21	EDM01 Edmunds GovTech	3,410.00		1094
11262	01/07/21	ENFOR005 ENFORSYS, INC.	1,135.00		1094
11263	01/07/21	FIR001 First Responder JIF	27,121.00		1094
11264	01/07/21	JHART005 J. Harte Associates LLC	1,139.99		1094
11265	01/07/21	NAT01 Nat Alexander Company	3,650.00		1094
11266	01/07/21	PHFD1 PINE HILL FIRE DEPT.	8,166.67		1094
11267	01/07/21	STAP001 Staples Advantage	116.92		1094
11268	01/07/21	STATE005 State of NJ Health Benefits	8,755.08		1094

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	10	0	54,278.66	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	10	0	54,278.66	0.00

Range of Accounts: 0-First to 0-Last Add: N Changes: N Transfers In: N
 Range of Dates: 12/01/20 to 12/31/20 Transfers Out: N Expenditures: Y Refunds: N
 Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N
 Include Non-Budgeted: Y Check Payments: N
 PO Encumbrances: N Contract Encm: N

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
0-GN- -001-101	Firematics Administrator					
12/11/20	Expd	Pay Date 12/11/2020 - Chief		2,040.78	JC	B 476 1
12/24/20	Expd	Pay Date 12/24/2020 - Chief		2,040.90	JC	B 479 1
Total Expenditures:		2	4,081.68			
0-GN- -001-102	District Business Administrator					
12/11/20	Expd	Pay Date 12/11/2020 - Administrator		1,173.12	JC	B 476 2
12/24/20	Expd	Pay Date 12/24/2020 - Administrator		879.84	JC	B 479 2
Total Expenditures:		2	2,052.96			
0-GN- -001-105	Fire Commissioners					
12/24/20	Expd	Pay Date 12/24/2020 - Commissioners		1,083.19	JC	B 479 4
Total Expenditures:		1	1,083.19			
0-GN- -001-210	Payroll Administrative Costs					
12/11/20	Expd	Pay Date 12/11/2020 - Paychex Fee		214.50	JC	B 476 13
12/11/20	Expd	Pay Date 12/11/2020 - Dec. Bank Fee		16.95	JC	B 476 14
12/24/20	Expd	Pay Date 12/24/2020 - Paychex Fee		121.70	JC	B 479 13
Total Expenditures:		3	353.15			
0-GN- -001-301	Federal Payroll Taxes - Administrative					
12/11/20	Expd	Pay Date 12/11/2020 - FICA Admin		245.87	JC	B 476 15
12/24/20	Expd	Pay Date 12/24/2020 - FICA Admin		398.08	JC	B 479 15
Total Expenditures:		2	643.95			
0-GN- -001-303	State Payroll Taxes - Administrative					
12/11/20	Expd	Pay Date 12/11/2020 - State tax Admin		22.82	JC	B 476 16
12/24/20	Expd	Pay Date 12/24/2020 - State tax Admin		12.83	JC	B 479 16
Total Expenditures:		2	35.65			
0-GN- -001-305	Defined Contribution Retirement Plan					
12/11/20	Expd	Pay Date 12/11/2020 - DCRP Employer		47.51	JC	B 476 17
12/24/20	Expd	Pay Date 12/24/2020 - DCRP Employer		35.64	JC	B 479 17
Total Expenditures:		2	83.15			
0-GN- -002-110	Firefighters					
12/11/20	Expd	Pay Date 12/11/2020 - Firefighters		5,631.14	JC	B 476 7
12/24/20	Expd	Pay Date 12/24/2020 - Firefighters		5,631.80	JC	B 479 7
Total Expenditures:		2	11,262.94			

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Transaction Data/Comment		Vendor/Source			
0-GN- -002-111	Overtime & Sicktime Buyback					
12/11/20 Expd	Pay Date 12/11/2020 - Overtime			3,908.16	JC	B 476 8
12/24/20 Expd	Pay Date 12/24/2020 - Overtime			346.50	JC	B 479 8
Total Expenditures:	2	4,254.66				
0-GN- -002-112	DEPUTY CHIEF					
12/11/20 Expd	Pay Date 12/11/2020 - Deputy Chief			3,629.86	JC	B 476 9
12/24/20 Expd	Pay Date 12/24/2020 - Deputy Chief			3,630.20	JC	B 479 9
Total Expenditures:	2	7,260.06				
0-GN- -002-227	Stipends - Run Calls					
12/11/20 Expd	Pay Date 12/11/20 - State tax Firefight			9,884.00	JC	B 476 20
Total Expenditures:	1	9,884.00				
0-GN- -002-228	Stipends - Fill In Firefighters					
12/11/20 Expd	Pay Date 12/11/2020 - Fill In Firefighte			115.36	JC	B 476 12
12/24/20 Expd	Pay Date 12/24/2020 - Fill In Firefighte			230.72	JC	B 479 12
Total Expenditures:	2	346.08				
0-GN- -002-301	FICA - Firefighters					
12/11/20 Expd	Pay Date 12/11/2020 - FICA Firefighters			1,711.12	JC	B 476 18
12/24/20 Expd	Pay Date 12/24/2020 - FICA Firefighters			796.83	JC	B 479 18
Total Expenditures:	2	2,507.95				
0-GN- -002-303	State Payroll Taxes - Firefighters					
12/11/20 Expd	Pay Date 12/11/20 - State tax Firefight			85.71	JC	B 476 19
12/24/20 Expd	Pay Date 12/24/20 - State tax Firefight			12.00	JC	B 479 19
Total Expenditures:	2	97.71				
0-GN- -003-101	Fire Official					
12/24/20 Expd	Pay Date 12/24/20 - Fire Marshal			916.63	JC	B 479 5
Total Expenditures:	1	916.63				
0-GN- -003-102	Fire Inspectors					
12/24/20 Expd	Pay Date 12/24/2020 - Fire Inspector			283.37	JC	B 479 6
Total Expenditures:	1	283.37				

Fund Description	Fund	Expenditures
GENERAL	0-GN	45,147.13
Total Of All Funds:		<u>45,147.13</u>

Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	16	29	45,147.13

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.

#21-02

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

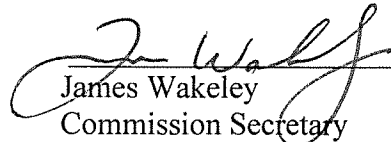
WHEREAS. The Board of Fire Commissioners did originally authorize and receive quotes for the service, and

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 January 5, 2021 for a three year period.

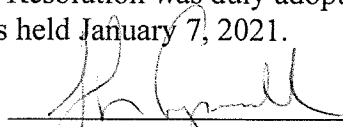
DATED: January 7, 2021


James Wakeley
Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty <i>1st</i>	✓			
Commissioner Hassett <i>2nd</i>	✓			
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 January 7, 2021.


John Campanella
Business Administrator



Airpower International, Inc.

THREE YEAR SERVICE CONTRACT!

DATE PROPOSED: 1/5/21

CONTRACT PERIOD: 3/2021 – 2/2024

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

- 1. THIS CONTRACT PROVIDES FOR SIX SERVICE CALLS IN A THREE 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 \$105.00 PER HOUR AND TRAVEL \$105.00 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 ARE THREE FREE EMERGENCY CALLS, IF THE NEED SHOULD ARISE. (INCLUDES TRAVEL ROUND TRIP AND UP TO ONE HOUR ON SITE, PARTS ARE EXTRA). ONE PER YEAR.**

4. , 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 (FOUR PER YEAR).

PRICE FOR ONE YEAR: \$1,540.00

PRICE FOR THREE YEARS: \$4,620.00

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:

YEAR 1

YEAR 2

YEAR 3

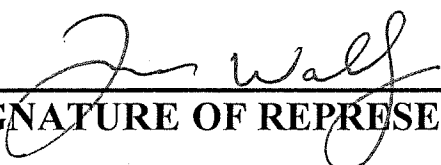
SVC #1/AT-

1/4 AT -

SVC #2/AT -

1/4 AT -

EMER SVC -


SIGNATURE OF REPRESENTATIVE

1/22/21
DATED

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

Pine Hill Fire Department

Chief's Monthly Report

December 2020

COVID-19

- Continuing to review the daily reporting provided by the Office of the County OEM. AS of this date that report confirms 542 confirmed COVID-19 cases in Pine Hill. Unfortunately, the County report also showed one additional death for a current total of 5 since the March time frame.
- On December 1st Completed a detailed roster of the members of the department who have tested positive to the virus. Along with those who we believe were exposed and sent for testing. We are following the guidelines issued by the Coordinating Doctor from the Camden County Health Department to ensure that we were taking the appropriate safety measures, ensuring our personnel were processed properly before returning to duty. That same roster illustrated specific parameters everyone had to meet before returning to active duty. A copy of that roster was included with my November report. As of December 11th, all personnel have completed the necessary testing and quarantine periods and have returned to duty.
- December 1st when following up with our workman's comp provider, in an attempt to determine if career members were eligible to recover sick time used as a result of testing positive. B/A Campanella was advised that the Department would be required to complete an Injury Report for all of those who tested positive along with all personnel who were potentially exposed. This was completed and a dedicated file was made for each of those members, retained in their personnel files.
- With the FDA authorizing the vaccine, followed by the immediate roll out, the first round identified as 1A focused on health care providers, and the elderly that are in care facilities, followed by 1B first responders. To be prepared, I directed the Chief's to conduct a survey of our entire membership, establishing a list of individuals who **WILL** take the inoculation. In an effort to be prepared when contacted by the County Fire Coordinator advising when and where the vaccinations would be available for our personnel. Contacted during the holiday week they were targeting the mid-January time period.

- To be further prepared for this, we were invited to a conference call to be provided by Commissioner Persichilli from NJ Department of Health on the morning of the 15th. However, due to overwhelming response, the stat had to cancel and reduce participation to County Government level participation. It is my anticipation that any and all information pertaining to the distribution of the vaccine will be forthcoming from the County Level. We were subsequently advised our contact would be the County Fire Coordinator.
- On the morning of the 15th we were notified of another member testing COVID-19 positive. He had participated in fire department functions including his attendance at the funeral service for Captain Borchert. A memo was issued from my office and sent to **ALL** fire department personnel advising them of the potential exposure and to monitor their personal health if concerns would arise, they could go to the Emergency responder testing site located on Carney Dr. in Voorhees Twp. The affected member was provided with the guidelines established by County Health of the required 10 days of isolation, show signs of improvement, and the 24-hour period fever free without the support of meds to control the fever. Once he successfully met all of that criteria he could return to duty.
- On the 16th we were notified of another member of the department tested COVID positive. He was at that time already isolating at home and was advised of the County guidelines. He too completed the required criteria and returned to active duty on January 2nd.
- With the additional COVID positive cases, I developed a continuous reporting / tracking of all who have tested positive, or those who have decided to get tested which will be retained in a Dedicated COVID file in my office.

Funeral Detail

- On Sunday December 6th Captain George Borchert, a sixty (60) year active firefighter, passed after a long illness. The department immediately commenced the preparations to provide this valued dedicated member a proper firefighters funeral. Placing the black bunting on the station, listing his departure on the Department memorial plaque outside the station. Coordinating with his wishes and that of his family, the department also provided honor guard and other requested support. A detailed IAP was generated and distributed to the Officers and membership In preparation. Proud to announce we had 32 personnel in uniform participate in the service.

Station Renovation

- Members continue to refurbish the Meeting / Training area making it more useful and providing a more conducive training atmosphere. The painting has been completed, the new cabinets have been delivered, the new TV will be installed by the Best Buy Commercial group during the second week of January, the closet doors will be getting installed and the necessary electrical work has been completed with the exception of the TV cable. At the completion all those items, we will finish the room with the carpet installed, targeting the first second / third week of January.

Apparatus / Equipment

- Annual Aerial Testing was conducted on December 9th with two (2) minor issues recorded, neither of which would remove the unit from service. The first dealing with a broken bolt on the cradle which will be repaired locally by Bud's Truck repair. The second dealing with a backup operational switch, the apparatus dealer will be contacted by F/F Gordon to get guidance and have that addressed.
- As reported in my November report, we were able to secure the following equipment with the 2020 surplus funds. Working with B/A Campanella we reconciled the 2020 budget one additional time on the 22nd encumbering the monies and issuing the Purchase orders for the below listed equipment and items
 - 1) Cover the cost of the annual Aerial Testing / Certification
 - 2) Acquire adequate logistics for the Fire Departments BLS unit new AED Pads, Sterile Water, and Penn Lights
 - 3) Six (6) new Pelican rechargeable hand lights for the Ladder Company with chargers, standardizing with the two engine companies.
 - 4) Acquire a New Positive Pressure Fan (PPV) for the ladder company
 - 5) New storage system in the bed of the support vehicle. To remove all of the loose equipment that was stored in the rear of the cab, improving the safety of the personnel utilizing that vehicle. It will be installed during second week in January

- 6) Acquired 600' of LDH 5" supply hose, replacement for the hose lost during annual testing this year. It will result in a 100' Length added to the ladder company to bring it up to 1,000 ft in the hose bed. The remaining five (5) lengths will be stored on the station rack as spare maintaining that compliment.
- 7) A Hurst battery Operated Coombe Rescue tool, replacing the unit that failed earlier in the year. It is a substantial upgrade in technology, pointing out that the original unit was hydraulically operated. This upgrade has taken advantage new technology and now provides us significant flexibility not requiring the tool to be tied to a hydraulic umbilical (Hose) that was limited to 100' long and required the use of a hydraulic pump. Which ultimately required the apparatus to be within that 100' This particular tool Manufacturer was selected to make us compatible with all of our mutual aid departments who have identically operating tools.
- 8) 200' of one (1) inch Forestry line One length to replace one that recently failed during a response, the second to be retained on the rack as spare.
- 9) Two (2) Milwaukee Battery operated tool kits one for the Squad and one for the Ladder. Providing critical power tools used for extrication and or forced entry
- 10) Eighteen (18) M-65 Fire Department winter coats, noting that this is the first such purchase made in two (2) years. Ultimately it will provide all active personnel with one of these jackets
- 11) New Replacement Mic for Portable radio which will provide us an in-station spare
- 12) Commenced the replacement / upgrading of the Turnout gear recks for the engine room. Acquiring four (4) wall mounted units and eight (8) rollable units each cubby with a security box insert.

Other Activities of the Chief

- On the 7th attended the funeral services for Mount Laurel Fire Commissioner Hamilton who suddenly died on Thanksgiving Day.
- On the 9th provided Fire Officer II training at the County Fire Academy for 10 members of the Camden City and Gloucester City Fire Departments.

- On the 12th conducted the testing registration for the career firefighter candidates at the fire academy. Then stood by throughout the testing period which took on the average one hour.
- On the 20th coordinated the Physical Agility testing of the candidates for the career positions held at the Harrison Twp. Fire Station
- On the 29th along with 10 other members of the department attended the viewing for the grandfather of Firefighter R. Hitzelberger a consistent member of the Thursday night duty crew for the past three years
- On the 30th along with four other members of the department utilizing the engine, participated in the retirement salute consisting of a motorized pass for retiring Captain Antony Siroli of the Camden County Communications center

Career Employment Process

- Continues to move along with the Written test given on the 12th held at and proctored at the County Fire Academy. It will be graded by the New Jersey Division of Fire Safety. The Cherry Hill Fire Department was originally going to conduct the Physical Agility test on Saturday December 19th. However, manpower issues provoked by COVID-19 caused the Chief to notify me that they could not handle this assignment. Upon notification I made some contacts and fortunately located another testing site also based on the State Civil Service P/T test, at the Harrison Twp. Gloucester County Fire Department rescheduling our test for Sunday the 20th. All candidates were formally notified.
- On the 12th conducted the written test for the career positions at the Fire Academy with their staff proctoring that test. As of this date we had 19 people pick up the application package, seven submit completed applications, one individual was already tested in the 2018 cycle and was not required to retake the written test, one candidate contacted my office on the 11th to advise he had just tested positive and was not going to make either of the testing thus was pulling out of consideration, one individual notified us that he would not complete his EMT until June of 2021 and at that point still had to test. He was disqualified from the process and was notified by my office. The remaining four (4) candidates tested.

- On the 20th the Physical agility testing was conducted at the Harrison Twp., Fire Station with five (5) Candidates completing the Pass/Fail test which parallels the New Jersey Civil Service P/T test for entry level Firefighter.
- The standard Resume review has been conducted establishing additional points that used to calculate the candidate's final score. The Background Investigations will commence within the first week of January. All of the necessary supporting forms have been made ready to support this segment of the process. We are still targeting the February 19th time period for final interviews and selection. Maintaining the deadlines established by the Federal Grant.

State Disaster Declaration (Snowstorm)

- On December 16th with an impending snowstorm to hit the region, our area predicted to see 3-6" of snow, followed by a mix of rain cold weather and high winds. The Governor issued a Statewide Disaster Declaration which took effect on Wednesday at 14:00 hours through at least the Thursday morning time period. To be properly prepared, in station crews were established utilizing both career and volunteer personnel throughout the duration of that storm.

Department Photo / Santa Run

- On the 20th Professional Photographer Glenn Davis (Overbrook Sen High Teacher) took a departmental photo with all members in their Class "A" uniform, followed by several individual and group photos of the members family. This was followed by a luncheon and the annual Santa run throughout the town. With 32 Personnel participating.

Incidents of Significance

- On the overnight of the 21st the Squad company was dispatched to a motor vehicle accident in the 400 block of Erial Rd. Arriving they found a head-on accident with significant damage to both vehicles. Providing support to EMS packaging victims and then standing by for vehicle removal due to vehicle utilities and fluids on the highway.

- On the 21st 14:00 hours task Force 621 was dispatched to a reported dwelling fire unit 403 in the Mason Run subdivision. Arriving nothing was showing at the front, investigating showed a significant fire at the rear involving the underground electrical service and the meter set, on the rear exterior wall. Utilizing thermal imaging cameras on both the first and second floor confirmed no fire extension into property. Yet it ultimately required the total discontinuance of the electric service to that unit. The incident was ultimately turned over to Atlantic City Electric company's underground service unit. The occupants were displaced and had made arrangements to stay with relatives. Assignment was held to Squad and Ladder Tower 62. With additional support provided by Sqd. 85, Engines 88, 84. And RIT 63
- 12:31 Hours on the 22nd the Squad Company was dispatched to a reported MVA on Turnersville Rd. near North Drive. Arriving they found a passenger auto hit a tree with substantial damage. The crew providing EMS support to the BLS unit. Due to the severity of the incident and mechanism of injury the victim was transported to Cooper Trauma.
- 02:02 Hours on the 22nd the Squad company was dispatched to 1100 Renaissance Drive for a Cardiac Arrest. Arriving simultaneously with the BLS unit, they found a 45 year old non-responsive male. Commencing CPR with the BLS and a Medic unit also utilizing an AED these operations lasted at the scene for almost one hour. Then due to an EMS equipment failure, the Fire Department provided on board personnel to maintain the CPR operations during the transport to the hospital.
- On the 23rd the Squad Company and evening duty crew members provided lighting support at the Pine Hill Scout Reservation, during a criminal investigation commencing around 20:30 hours till 02:00 Hours.
- On the 24th Squad 62 and 86 were dispatched to a reported Motor Vehicle accident on West Branch at the entrance to the Trump golf course. Prior to arrival the assignment was upgraded to a Rescue assignment, arriving they found a pick up truck vs NJ transit Bus with the driver of the pickup severely trapped. Going in service with the Hydraulic tools the extrication took approx. 25 minutes. Support was provided by Squads 85 and 88 with a special call for Rescue 84. Three BLS units and one Medic were also used.
- On the early morning hours of the 25th Our Squad company was dispatched to a reported shed fire on 1600 Bryant Pl off College drive in Gloc. Twp. Engine 88 arrived first due reporting fire showing leading off with 1 ¾ "line. Our Squad arrived second due and picked up the Hydrant, and provided limited support.

Fire Company By-Laws

- At the request of President Pfeiffer and the Trustees, we have commenced the review of the current document which was last revised in 2014. Making several changes to blend that document with the Administrative Procedures developed over the past three to four years. At this writing the review of the Constitution has been completed and the revisions are under development. Once completed we will move into the By-Laws.

AMR / EMS Issues

- Operational Issues continue, negatively impacting the service provided, from the Pine Hill BLS unit not placed into service for 6-7 hours into the scheduled tour, reportedly caused by call outs, to the units continually becoming lost or significantly delayed during responses, while it was immediately addressed, we also had a BLS unit park directly in front of a building fire blocking apparatus. Additionally, with significantly increased call volume coupled with the reduced availability of AMR units more reliance has been placed on the Mutual Aid EMS agencies Winslow, Lindenwold, Stratford, Runnemede, have all been impacted by this. Conversations with some of the leadership from those agencies along with the County EMS Coordinator all expressed concern and displeasure. On the 23rd I made direct contact with AMR EMS Chief Joseph Monzo and expressed my displeasure and concerns. To which he committed to addressing a correcting the problems where he could. He also committed to meeting with me as soon as I return from Vacation January 4th

2021 Training schedule

- On the 24th along with D/C Hunter and Captain Baiori commenced the development of the 2021 training schedule to provide for a weekly duty crew drill, a monthly department drill, at least four live fire training evolutions, and designated specialty classes from Fire instructor – 1, Fire Officer-I, Pump operations, Ladder Company Operations and elevator rescue. It also set the weekend of February 6th for the department to conduct the annual OSHA / Department of Labor mandated classes. This training calendar will be formally posted on or before January 10th Officers meeting.

- With the new Hand and hydraulic tools being delivered we have also dedicated a weeklong training session on these new devices to be conducted by each of the Duty Crews.

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

Month of: December 2020

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	0
Fire Safety Inspection – Non LHU(s)	01
Re-Inspection(s)	00
Smoke Detector & CO Detector Compliance(s)	22
Complaint(s)	0
Fire Investigation(s)	01

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$70.00
Smoke Detector & CO Detector Compliance	\$1,025.00
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)	\$3,138.53
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	01
Total Amount of Money Deposited this Month	\$4,233.53

Requests:

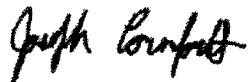
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

Respectfully Submitted,

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

Joseph Cornforth
Fire Official

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

Year of: 2020 (End Summary)

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	30
Fire Safety Inspection – Non LHU(s)	88
Re-Inspection(s)	61
Smoke Detector & CO Detector Compliance(s)	210
Complaint(s)	5
Fire Investigation(s)	14

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$4,103.00
Smoke Detector & CO Detector Compliance	\$11,783.00
Permit Fees	\$1,445.00
Number of Permits Issued	08
Penalty Money Collected – Dedicated Trust	\$100.00
Penalty Money Collected – Non-Dedicated	\$100.00
Life Hazard Use Fees from State (quarterly)	\$8,021.66
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	02
Total Amount of Money Deposited this Year	\$25,552.66

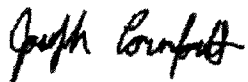
A permit was paid for a fireworks display. This display was cancelled due to COVID restrictions and the fee was reimbursed to the applicant.

The adjusted 2020 income is: \$25,125.66

Comments:

N/A

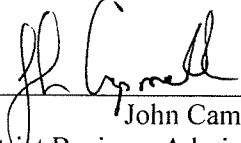
Respectfully Submitted,

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Joseph Cornforth
Fire Official

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

- Placed legal notices in Courier Post pertaining to 2019 audit, budget approval meeting, and Zoom meeting
- Submitted adopted budget to State through FAST System
- Worked with Chief on his end of year budget request items
- Filed WC claim for John Duvall, who tested positive for Covid
- Continued work on Medicare application
- Attempted to resolve an issue with our Medicare application with no success
- Contacted various vendors regarding billing discrepancies in order to close out the 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