

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

Chairman Waddington thanked Chief Dukes and Commissioner Hassett for their efforts in the hiring process for the two new firefighters.

Chairman Waddington announced that the April meeting will be held in-person so that the new firefighters can be sworn in. The location of the meeting has yet to be decided.

FIRE CHIEF'S REPORT: See attached report. Chairman Waddington asked Chief Dukes about the recent tire purchase. Chief Dukes explained that the tires on his Chevy Tahoe were dry rotted and Mall Chevrolet would not honor the defective tires. Chief Dukes said that Mall Chevrolet wanted \$285 per tire so Chief Dukes used the Borough of Pine Hill's vendor, TireHub, and purchased 4 tires for under \$500.

Chief Dukes informed the commissioners that he tore his Achilles tendon which may need surgery.

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 Wakeley. All were in favor. Motion passed with four yes votes.

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

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

NEW BUSINESS: Chairman Waddington asked if there were any questions regarding the resolutions in the agenda. There were none.

○ **Resolution 21-04:** Approval and payment of bills

- A motion to approve resolution 21-04, as the bills were in order, was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Roll Call Vote:

Commissioner Hagarty – yes, Commissioner Warrington – yes, Commissioner Wakeley, - yes, Commissioner Hassett – absent, Commissioner Waddington – yes. Motion passed with 4 yes votes,

Resolution 21-05: Part-Time Administrator

- A motion to approve resolution 21-05 was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Roll Call Vote:

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

○ **Resolution 21-06:** Mutual Aid Agreement

- A motion to approve resolution 21-06 was made by Commissioner Warrington and seconded by Commissioner Hagarty. Roll Call Vote:

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

○ **Resolutions 21-07 & 21-08:** Hiring of James Gordon Jr. and Veronica Hitzelberger

- A motion to approve resolutions 21-07 & 21-08 was made by Commissioner Warrington and seconded by Commissioner Wakeley. Roll Call Vote:

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

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Regular Meeting Minutes
March 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 7:38 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 (joined meeting at 7:43 p.m.)*, Commissioner Hassett – *not present*, Commissioner Waddington – *present*, Commissioner Wakeley – *present*, Commissioner Warrington – *present*

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

Minutes: Chairman Waddington asked if there were any questions regarding the minutes of the meeting held on February 4, 2021. There were none. A motion to approve the minutes was made by Commissioner Warrington and seconded by Commissioner Wakeley. All commissioners were in favor. Motion passed with three votes.

Old Business:

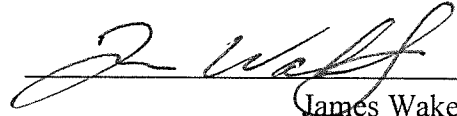
Committee Chair Reports:

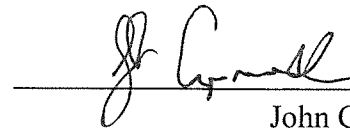
- **Fire Equipment and Apparatus Liaison:** No Report
- **Community Relations Liaison:** Commissioner Warrington spoke about the relationship with Volunteers of America and the valuable services the VOA provides. He said that many residents are not aware of the services provided by the VOA, such as housing and drug rehabilitation. Commissioner Warrington said that it is his goal to get the word out to more residents.
- **Information Technology and Equipment Commissioner:** No Report
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** Commissioner Warrington thanked Chief Dukes and Deputy Chief Hunter for attending a meeting with Dan Brown from AMR. Issues were discussed about the decline in service. Commissioner Warrington informed those attending that he wanted to be notified in real time going forward of problems with EMS issues rather than at the end of the month in a report.

Pine Hill Fire District #1
Regular Meeting Minutes
March 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 Wakeley and seconded by Commissioner Hagarty. All were in favor. Motion passed.

The meeting was adjourned at 7:55 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
#21-04

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

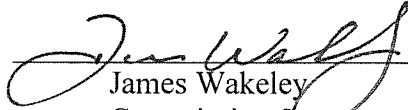
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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

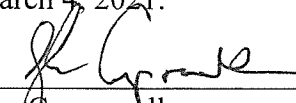
DATED: March 4, 2021


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 March 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 | |
| 21-00042 | 02/24/21 | STATE005 State of NJ Health Benefits | Health Benefit Payment | Open | 8,755.08 | 0.00 | |
| 21-00043 | 02/24/21 | PHFD1 PINE HILL FIRE DEPT. | Lease Payment | Open | 8,166.67 | 0.00 | |
| 21-00044 | 02/24/21 | PHG01 PINE HILL AUTO REPAIR | REPLACE 4 TIRES CHIEF'S VEH | Open | 123.00 | 0.00 | |
| 21-00045 | 02/24/21 | ECORE005 ESO SOLUTIONS, INC. | Epro Software | Open | 409.00 | 0.00 | |
| 21-00046 | 02/24/21 | JHART005 J. Harte Associates LLC | Monthly Billing for March | Open | 1,137.49 | 0.00 | |
| 21-00047 | 02/24/21 | CASH1 Petty Cash | Cuty Crew Meals - Jan. Receipt | Open | 700.00 | 0.00 | |
| 21-00048 | 02/24/21 | KYOCE005 Kyocera Document Sol. America | Copier Lease Payment | Open | 134.84 | 0.00 | |
| 21-00049 | 02/24/21 | COMCA005 Comcast | Comcast Monthly Invoice | Open | 400.00 | 0.00 | |
| 21-00050 | 02/24/21 | ATTM0005 AT&T MOBILITY | Monthly Cell Phone Service | Open | 331.51 | 0.00 | |
| 21-00051 | 02/24/21 | TG001 TOWNSHIP OF GLOUCESTER | Fuel Invoice for January 2021 | Open | 700.00 | 0.00 | |
| 21-00052 | 02/24/21 | AIRGA005 Airgas USA, LLC | Cylinder Rentals | Open | 13.20 | 0.00 | |
| 21-00053 | 02/24/21 | COU01 Courier Post | Legal notice 1/22/21 | Open | 21.88 | 0.00 | |
| 21-00054 | 02/24/21 | PHH01 PINE HILL HARDWARE, INC. | MISCELLANEOUS ITEMS | Open | 116.65 | 0.00 | |
| 21-00055 | 02/24/21 | PHH01 PINE HILL HARDWARE, INC. | MISCELLANEOUS ITEMS | Open | 16.24 | 0.00 | |
| 21-00056 | 02/24/21 | PHH01 PINE HILL HARDWARE, INC. | MISCELLANEOUS ITEMS | Open | 28.95 | 0.00 | |
| 21-00057 | 02/24/21 | IMC01 INTERSTATE MOBILE CARE | PHYSICAL ROBERT CONTI | Open | 190.00 | 0.00 | |
| 21-00058 | 02/24/21 | MES01 MUNICIPAL EMERGENCY SERVICES | BRACKET FOR HURST TOOLS | Open | 250.00 | 0.00 | |
| 21-00059 | 02/24/21 | MGL01 MGL Printing Solutions | 1099-NEC | Open | 60.50 | 0.00 | |
| 21-00060 | 03/02/21 | CONTI005 Continental Fire & Safety, Inc | REPAIRS TO GEAR | Open | 185.00 | 0.00 | |
| 21-00061 | 03/02/21 | JHART005 J. Harte Associates LLC | FIREWALL SUBSCRIPTION | Open | 2,092.34 | 0.00 | |
| 21-00062 | 03/02/21 | JHART005 J. Harte Associates LLC | WEBSITE HOSTING | Open | 499.00 | 0.00 | |
| 21-00063 | 03/02/21 | AMAZO005 AMAZON CAPITAL SERVICES, INC. | TEXTBOOK FOR DC | Open | 89.98 | 0.00 | |
| 21-00064 | 03/02/21 | AMAZO005 AMAZON CAPITAL SERVICES, INC. | THERMOMETER WALL MOUNT | Open | 59.99 | 0.00 | |
| 21-00065 | 03/02/21 | JAMBE005 JamBers Corporate Imaging | JOB SHIRTS | Open | 468.00 | 0.00 | |
| 21-00066 | 03/02/21 | BTM001 BOUND TREE MEDICAL, LLC | CURAPLEX KIT | Open | 44.67 | 0.00 | |
| 21-00067 | 03/02/21 | SLLLC001 Santander Leasing LLC | ENGINE LEASE PAYMENT | Open | 55,489.72 | 0.00 | |
| 21-00068 | 03/02/21 | IMAGI005 Imagine Audio | INSTALLATION UPCHARGE | Open | 160.00 | 0.00 | |
| 21-00069 | 03/02/21 | BOA00001 Bank of America | P CARD CHARGES FOR FEBRUARY | Open | 345.58 | 0.00 | |
| 21-00070 | 03/04/21 | TIREHUB1 TireHub LLC | 4 Tires on 7/20/2020 | Open | 515.96 | 0.00 | |
| 21-00071 | 03/04/21 | TIREHUB1 TireHub LLC | 4 Tires on 2/8/2021 | Open | 432.76 | 0.00 | |
| 21-00072 | 03/04/21 | JC000001 John Carlin | DOL Training Class | Open | 200.00 | 0.00 | |
| 21-00073 | 03/04/21 | HALE01 HALE TRAILER BRAKE & WHEEL | DIESEL EXHAUSE FLUID | Open | 44.88 | 0.00 | |
| 21-00074 | 03/04/21 | JAMBE005 JamBers Corporate Imaging | JOB SHIRTS | Open | 2,259.00 | 0.00 | |
| 21-00075 | 03/04/21 | MOTO1 MOTOROLA SOLUTIONS, INC. | MICROPHONE | Open | 384.00 | 0.00 | |

Total Purchase Orders: 35 Total P.O. Line Items: 0 Total List Amount: 85,200.89 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 | 85,200.89 | 0.00 | 85,200.89 | 0.00 | 0.00 | 85,200.89 |
| Total of All Funds: | | <u>85,200.89</u> | <u>0.00</u> | <u>85,200.89</u> | <u>0.00</u> | <u>0.00</u> | <u>85,200.89</u> |

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11300 to 11333
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

| Check # PO # | Check Date | Vendor Description | Amount Paid | Reconciled/Void | Ref Num Contract |
|-------------------|------------|--|-------------|-----------------|---------------------|
| 11300 21-00052 | 03/04/21 | AIRGA005 Airgas USA, LLC Cylinder Rentals | 13.20 | | 1096 |
| 11301 21-00063 | 03/04/21 | AMAZO005 AMAZON CAPITAL SERVICES, INC. TEXTBOOK FOR DC | 89.98 | | 1096 |
| 11302 21-00064 | 03/04/21 | AMAZO005 AMAZON CAPITAL SERVICES, INC. THERMOMETER WALL MOUNT | 59.99 | | 1096 |
| 11303 21-00050 | 03/04/21 | ATTMO005 AT&T MOBILITY Monthly Cell Phone Service | 331.51 | | 1096 |
| 11304 21-00069 | 03/04/21 | BOA00001 Bank of America P CARD CHARGES FOR FEBRUARY | 345.58 | | 1096 |
| 11305 21-00066 | 03/04/21 | BTM001 BOUND TREE MEDICAL, LLC CURAPLEX KIT | 44.67 | | 1096 |
| 11306 21-00047 | 03/04/21 | CASH1 Petty Cash Cuty Crew Meals - Jan. Receipt | 700.00 | | 1096 |
| 11307 21-00049 | 03/04/21 | COMCA005 Comcast Comcast Monthly Invoice | 400.00 | | 1096 |
| 11308 21-00060 | 03/04/21 | CONTI005 Continental Fire & Safety, Inc REPAIRS TO GEAR | 185.00 | | 1096 |
| 11309 21-00053 | 03/04/21 | COU01 Courier Post legal notice 1/22/21 | 21.88 | | 1096 |
| 11310 21-00001 | 03/04/21 | DC001 DAVID F. CARLAMERE Solicitor's Fees for 2021 | 375.00 | | 1096 |
| 11311 21-00045 | 03/04/21 | ECORE005 ESO SOLUTIONS, INC. Epro Software | 409.00 | | 1096 |
| 11312 21-00073 | 03/04/21 | HALE01 HALE TRAILER BRAKE & WHEEL DIESEL EXHAUSE FLUID | 44.88 | | 1096 |
| 11313 21-00068 | 03/04/21 | IMAGI005 Imagine Audio INSTALLATION UPCHARGE | 160.00 | | 1096 |
| 11314 21-00057 | 03/04/21 | IMC01 INTERSTATE MOBILE CARE PHYSICAL ROBERT CONTI | 190.00 | | 1096 |
| 11315 21-00065 | 03/04/21 | JAMBE005 JamBers Corporate Imaging JOB SHIRTS | 468.00 | | 1096 |
| 11316 21-00074 | 03/04/21 | JAMBE005 JamBers Corporate Imaging JOB SHIRTS | 2,259.00 | | 1096 |

March 4, 2021
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PINE HILL FIRE DISTRICT #1
Check Register By Check Id

Page No: 2

| Check # | Check Date | Vendor | Reconciled/Void | Ref Num |
|---------|-------------|---|-----------------------------------|---------|
| PO # | Description | Amount Paid | Contract | |
| 11317 | 03/04/21 | JC000001 John Carlin 21-00072 DOL Training Class | 200.00 | 1096 |
| 11318 | 03/04/21 | JHART005 J. Harte Associates LLC 21-00046 Monthly Billing for March | 1,137.49 | 1096 |
| 11319 | 03/04/21 | JHART005 J. Harte Associates LLC 21-00061 FIREWALL SUBSCRIPTION | 2,092.34 | 1096 |
| 11320 | 03/04/21 | JHART005 J. Harte Associates LLC 21-00062 WEBSITE HOSTING | 499.00 | 1096 |
| 11321 | 03/04/21 | KYOCE005 Kyocera Document Sol. America 21-00048 Copier Lease Payment | 134.84 | 1096 |
| 11322 | 03/04/21 | MES01 MUNICIPAL EMERGENCY SERVICES 21-00058 BRACKET FOR HURST TOOLS | 250.00 | 1096 |
| 11323 | 03/04/21 | MGL01 MGL Printing Solutions 21-00059 1099-NEC | 60.50 | 1096 |
| 11324 | 03/04/21 | MOT01 MOTOROLA SOLUTIONS, INC. 21-00075 MICROPHONE | 384.00 | 1096 |
| 11325 | 03/04/21 | PHFD1 PINE HILL FIRE DEPT. 21-00043 Lease Payment | 8,166.67 | 1096 |
| 11326 | 03/04/21 | PHG01 PINE HILL AUTO REPAIR 21-00044 REPLACE 4 TIRES CHIEF'S VEH | 123.00 | 1096 |
| 11327 | 03/04/21 | PHH01 PINE HILL HARDWARE, INC. 21-00054 MISCELLANEOUS ITEMS | 116.65 | 1096 |
| 11328 | 03/04/21 | PHH01 PINE HILL HARDWARE, INC. 21-00055 MISCELLANEOUS ITEMS | 16.24 | 1096 |
| 11329 | 03/04/21 | PHH01 PINE HILL HARDWARE, INC. 21-00056 MISCELLANEOUS ITEMS | 28.95 | 1096 |
| 11330 | 03/04/21 | SLLLC001 Santander Leasing LLC 21-00067 ENGINE LEASE PAYMENT | 55,489.72 | 1096 |
| 11331 | 03/04/21 | STATE005 State of NJ Health Benefits 21-00042 Health Benefit Payment | 8,755.08 | 1096 |
| 11332 | 03/04/21 | TG001 TOWNSHIP OF GLOUCESTER 21-00051 Fuel Invoice for January 2021 | 700.00 | 1096 |
| 11333 | 03/04/21 | TIREHUB1 TireHub LLC 21-00070 4 Tires on 7/20/2020 21-00071 4 Tires on 2/8/2021 | 515.96 432.76 <u>948.72</u> | 1096 |

| Check # | Check Date | Vendor | Reconciled/Void | Ref Num |
|---------|-------------|-------------|-----------------|---------|
| PO # | Description | Amount Paid | Contract | |

| | | | | | |
|-------------------|-----------------|-------------|-------------|--------------------|--------------------|
| 11333 TireHub LLC | | | Continued | | |
| Report Totals | | <u>Paid</u> | <u>Void</u> | <u>Amount Paid</u> | <u>Amount Void</u> |
| | Checks: | 34 | 0 | 85,200.89 | 0.00 |
| | Direct Deposit: | 0 | 0 | 0.00 | 0.00 |
| | Total: | <u>34</u> | <u>0</u> | <u>85,200.89</u> | <u>0.00</u> |

March 4, 2021
12:47 PM

PINE HILL FIRE DISTRICT #1
Check Register By Check Id

| Totals by Year-Fund Fund Description | Fund | Budget Total | Revenue Total | G/L Total | Total |
|---|------|------------------|---------------|-------------|------------------|
| GENERAL | 1-GN | 85,200.89 | 0.00 | 0.00 | 85,200.89 |
| Total of All Funds: | | <u>85,200.89</u> | <u>0.00</u> | <u>0.00</u> | <u>85,200.89</u> |

**FIRE DISTRICT #1
BOROUGH OF PINE HILL
RESOLUTION DESIGNATING
FIRE DISTRICT BUSINESS ADMINISTRATOR
#21-05**

WHEREAS, There exists a need for a PART-TIME FIRE DISTRICT BUSINESS ADMINISTRATOR for the Fire District, and


WHEREAS, Funds are available for this service, and

WHEREAS, The Board has determined that Nancy Saunders meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

1. That Nancy Saunders be and is hereby appointed as a Part-Time Fire District Administrator for the Board of Fire Commissioners effective FEBRUARY 12, 2021, to perform the services required by the Board and to receive such compensation as may be reasonable for such services.

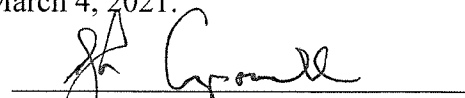
DATED: March 4, 2021


James Wakeley
Commission Secretary

Record of Vote:

| Commissioners: | Motion | 2nd | Yes | No | Abstain | Absent |
|----------------|--------|-----|-----|----|---------|--------|
| Hagarty | ✓ | | ✓ | | | |
| 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 4, 2021.


John Campanella
Fire District Administrator

BOROUGH OF PINE HILL
FIRE DISTRICT # 1

RESOLUTION 21-06

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT # 1,
BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY,
AUTHORIZING THE SIGNING OF A MUTUAL AID AND ASSISTANCE AGREEMENT
WITH PARTICIPATING UNITS

WHEREAS. Mutual aid and assistance agreements between municipalities, counties, law enforcement agencies and police, emergency medical service, fire departments and fire companies are permitted pursuant to NJSA 40A:14-26 and 40A:14-156.1; and

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has deemed it to be in the best interest of the residents of the Fire District to enter into a mutual aid and assistance agreement with the participating units, so as to provide additional protection against loss, damage or destruction by fire, or other catastrophe, civil unrest or emergency or destruction or damage to property or injury to persons and in those situations when outside aid and assistance is needed.

WHEREAS. The Board of Fire Commissioners desires to participate in a Mutual Aid and Assistance Agreement program, and

WHEREAS. The Board of Fire Commissioners has received a proposed agreement for mutual aid and assistance between participating units.

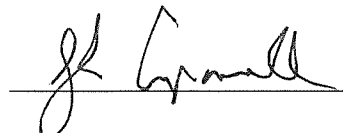
NOW THEREFORE, it is herein Resolved that the Chairman of the Board of Fire Commissioners, or his designee, of Fire District # 1 of the Borough of Pine Hill, is hereby authorized to sign the Mutual Aid and Assistance Agreement.

BE IT FURTHER RESOLVED, that the Clerk of the Board of Fire Commissioners, Fire District # 1, is hereby authorized and directed to forthwith forward a copy of this Resolution, together with an executed copy of the Mutual Aid and Assistance Agreement to the Office of Camden County Emergency Management for review and filing.

DATED: March 4, 2021


James Wakeley, Secretary

I, John Campanella, Clerk to the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill do hereby certify the within Resolution was duly adopted at a regular meeting of the Board of Fire Commissioners held on March 4th 2021.



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

RESOLUTION 21-07
APPOINTMENT OF FULL-TIME FIREFIGHTER JAMES GORDON JR.

WHEREAS, There exists a need for the Fire District to hire two additional full-time firefighters.

WHEREAS, Funds are available for this hiring from a SAFER Grant, and

WHEREAS, the Board of Fire Commissioners approved the acceptance of the SAFER Grant through Resolution 20-14.

WHEREAS, The Board has determined that JAMES GORDON JR. meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that JAMES GORDON JR. is hereby appointed to the position of full-time firefighter for the Board of Fire Commissioners effective March 15, 2021 to perform the services required by the Board and to receive such compensation as stipulated in the contractual agreement with IAFF Local 3249.

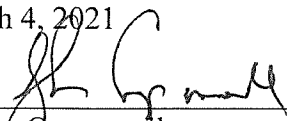
Date: March 4, 2021


James Wakeley, Commission Secretary

Record of Vote: *Consent Agenda 21-07 & 21-08*

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Hagarty | | | ✓ | | | |
| 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 4, 2021


John Campanella
Business Administrator

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

RESOLUTION 21-08
APPOINTMENT OF FULL-TIME FIREFIGHTER VERONICA HITZELBERGER

WHEREAS, There exists a need for the Fire District to hire two additional full-time firefighters.

WHEREAS, Funds are available for this hiring from a SAFER Grant, and

WHEREAS, the Board of Fire Commissioners approved the acceptance of the SAFER Grant through Resolution 20-14.

WHEREAS, The Board has determined that VERONICA HITZELBERGER meets the requirements established by the Board of Fire Commissioners.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that is hereby appointed VERONICA HITZELBERGER to the position of full-time firefighter for the Board of Fire Commissioners effective March 15, 2021 to perform the services required by the Board and to receive such compensation as stipulated in the contractual agreement with IAFF Local 3249.

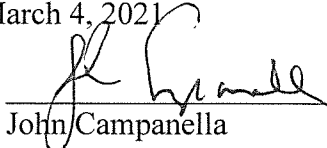
Date: March 4, 2021


James Wakeley, Commission Secretary

Record of Vote: *Consent Agenda 21-07 & 21-08*

| | Motion | 2nd | Yes | No | Abstain | Absent |
|------------|--------|-----|-----|----|---------|--------|
| Hagarty | | | ✓ | | | |
| 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 4, 2021


John Campanella
Business Administrator

Pine Hill Fire Department

Chief's Monthly Report

February 2021

COVID

- Continuing to monitor the County OEM daily reports, as of this time we now have 756 confirmed COVID positive residents, with 10 recorded deaths.
- Maintained the weekly reporting with the New Jersey OEMES Office pertaining to the COVID impacts to the Department.
- Chief Winters provide us with the current CDC Quarantine rules for persons who are fully vaccinated. Which had been posted and issued to the members via the E-Mail chain
- We continue to encourage our personnel to obtain the vaccination and currently know that 15-16 Personnel have obtained at least their first shot or are scheduled.

Incidents of Significance

- On the 1st at 11:40 hours Ladder 62 was dispatched on the first alarm for a reported Building fire in the US Post Office in the Sicklerville section of Winslow Twp. First in Squad 25 reported appreciable smoke showing inside the building and were leading off with 1 ¾" handline. Ladder 62 arrived and provided support functions, including securing the supply line for the first in companies, mostly due to the inclement weather conditions we also stayed to help repack the supply line. Providing service for about an hour and one half.
- On the 7th 15:00 Hours Engine 62 and Chief Hunter were dispatched to Pine Hill Laundry Mat for a reported fire alarm. Just as responding fire communications advised that they had received a report of a dryer fire at that location, on Chief Hunters orders they upgraded the assignment to a building fire. Engine 62 arrived confirming the report with a fire in a commercial dryer and they were going into service. Fortunately, the use of a dry chemical extinguisher and the application of snow by citizens prior to the company's arrival helped to keep the fire in that dryer. The engine crew completing extinguishment with a P/W extinguisher, with no extension out of that device, but a significant smoke condition throughout the building persisted. Ventilation was conducted by the engine company, the remainder of the structural assignment was recalled. Engine 86 & 88, Squads 85 & 63, Ladder 84.

- On the 8th at 05:01 Hours Ladder 62 was dispatched as part of the first alarm assignment to 49 Hawthorne in the Sicklerville section of Winslow Twp. for a reported dwelling fire. First in Squad 25 reported a smoke condition throughout the interior. Investigating it was determined to be a malfunctioning Heater and the assignment was recalled.

Firefighter Brandon Jurado staying at his father's residence that evening which is also located in the Sicklerville section. Responded directly to the scene supplementing the ladder crew. Upon recall he was traveling back to his father home in his personnel vehicle and became involved in a single vehicle MVA sliding on the ice hitting a large snow drift, launching his car into the air. He sustained a back injury and was transported to WJ Hospital Voorhees. He was examined and later released that afternoon with direction to follow up with his personnel physician. Chief Hunter completed the accident and Injury reporting followed by the Insurance company notifications and follow up with our B/A OOS. Jurado was taken OOS that day subsequent medical evaluation during the week of Feb. 25th he was to remain OOS for at least another two (2) weeks with Physical Therapy to commence.

- On the evening of the 17th Ladder 62 and Quint 85 were dispatched to unit 328 of the Mansions apartments for Interior Fumes. During the Response Chief Hunter was advised the Occupant of that unit had spread **Boric Acid** in the apartment and is now suffering respiratory problems. Both BLS and ALS were added. With that report Chief Hunter requested a Haz- Mat Response bringing in Engine 88 and Haz-Mat 8 (Gloucester Twp.) along with Squad 13 (Cherry Hill). The subsequent Interior investigation confirmed the reports and established no serious reaction or evacuation needed, the apartment was ventilated, and the product deemed to be a minimum hazard. Turned over to building maintenance for proper follow up.
- On the 19th at 09:30 hours our Squad Company with a crew of five (5) was initially dispatched to cover West Berlin Station 22. When responding, they were immediately added to a Second Alarm assignment for a residential fire located at 183 Hopewell Road in Berlin Twp. Providing support operations, overhaul, and forced entry. While on this assignment a medical call was also dispatched in Chalet apartments which was handled by our engine also staffed with a crew of five.

Winter Storm Coverage

- The winter storm arrived as predicted on the 1st lasting through Tuesday the 3rd. We were fortunate enough to have main trained a four-to-six-member in station crew around the clock throughout the duration. These same personnel also consistently maintained the station walks and aprons.

- Similar weather events Snow / Ice also occurred on the 13th, 15th, 16th and 18th requiring in station crews to be established. Firmly manning the critical first out apparatus.

Additional AMR Problems

- The coverage problems persist with this care provider, on the morning of the 2nd at 08:00 hours I was notified by Gloucester Twp. OEM coordinator Ray Evans followed by a second call from Dave Taylor the County EMS Coordinator. Both of whom advised that AMR was down to one ambulance at this time to cover both towns until possibly 09:00 hours. In fact, at the time of the calls there were at least three Mutual Aid BLS units in the coverage area provoked by this ANR short falling. Mr. Evans went on to advise that he had reached out to AMR supervisor Dan Brown with no response at this time, nor had they followed agreed upon policy that AMR would notify Evans and myself when reduced coverage occurred. This incident was added to the list of consistent problems experienced with AMR maintained by Chief Hunter, with approximately fourteen (14) such issues recorded for the month of February.

Career Employment Process

- Continuing to move this process along, During the first two weeks of the month, I finished up the background interviews. I have also renewed and ungraded the ten (10) basic interview Questions that were originally used during the 2018 employment process. To be used during the current Command Interviews.
- The necessary scoring and recording forms have also been revamped. I have also developed two / three individual questions that will be ask of each of the candidates. Lastly, I have also issued appropriate correspondence to the Two independent Chiefs that will be sitting on the Interview panel in preparation for the February 19th Interviews.
- As completed during the 2018 process I have developed a three-ring binder for each of the final five candidates. Placing all their recordings from the application pick up, to the completed application, resume and required submissions. Threw the testing procedures and Background information Which will be retained in the department's personnel files.

- The Command Interview schedule was also developed and issued. Commencing at 10:00 Hours on the 19th providing an hour-long period for each of the candidates, to include the interview time and panel recordings and discussions. A certified letter was issued to each of the candidates on February 5th inviting them to the Interview and scheduling their time period. Interview packets were also made for each of the Interview panel members to provide for proper recording and scoring of the candidate responses.
- As planned the Command Interviews were held, with the final five (5) candidates on Friday the 19th at fire Hq. The interview Board consisted of Commissioner Hassett, me, along with Past Chief William Robb Blackwood FD and Chief Steven Scholey Mission Fire Company Bordentown Twp. Fire Department. Completing and recording score sheets for each candidate that were added to the above-described Binder. This panel also discussed and identified the most suitable employment candidates. Which was also supported by the completion of the overall employment scoring sheets for each candidate.
- On the evening of February 25th Employment Candidates James Gordon Jr. and Veronica Hitzelberger were offered employment by Commissioner Hassett and Myself. With the pandemic impacts and the March Meeting already set to be a Zoom meeting. I would request the Board to pass appointing resolutions during the March Meeting for these individuals They will also be requested to sign an Oath of Office. To commence their employment on Monday March 15th . They will initially be assigned to Monday through Friday day work. Once they complete the necessary orientation period, they will be placed into a rotating shift pattern with the current career personnel. Ultimately to provide for a Driver, Operator, EMT in the station 24/7 and at the same time bolstering the Monday through Friday day shift with a third firefighter.

Meeting / Training Room

- Continued progress has been made and the room is now 95 % complete with the carpet, countertop, and closet doors installed. We have also ordered the Twelve (12) new Training tables, four (4) round tables for Social event use, and Forty (40) comfortable stackable chairs. With the first-class schedule to be the full day Department PEOSHA class on the 20th

Other Activities of the Chief

- On the 4th representing the Department attended the viewing of Past Chief Michael DiPieri from the Barrington Fire department. A good friend and respected fire chief.
- On the 4th participated in the Boards monthly meeting from Headquarters which was held on Zoom.
- On the 5th Along with Firefighter Will Danz, representing the department attended the viewing for Past Chief Charles Winkler of the Pomona Fire Company Galloway Township. Who was killed in a Pedestrian MVA in front of his fire station. Another friend and respected Fire Chief.
- On the 6th attended the funeral services for Police Officer/ Volunteer Fire Lieutenant Michael Mc McCausland of the Audubon Fire and Police Departments. Who suddenly passed away on February 2nd
- On the 9th attended the Monthly meeting of the Fire Company, providing the Chiefs report.
- On the 16th Participated in the Duty Crew training held at the Borough Garage utilization of the new battery-operated Combi (Extrication) tool
- On the 11th along with Chief Hunter participated in the Monthly meeting of the Camden County Fire Chiefs Assoc. via Zoom
- Attended the full day PEOSHA classes held on the 19th at Fire Headquarters.
- On the evening of the 12-13th Due to significant weather conditions provoked by an Ice Storm, and limited availability of manpower. I helped to man the station to provide for immediate response if needed.
- On the 23rd Attended the quarterly meeting of the College Strategic planning group for the Regional Training Center, held at the academy.
- On the evening of the 23rd conducted the training session for the evening duty crew "Basic Building Construction "

- On the 25th Along with Commissioner Hassett meet with the Employment Candidates to offer employment and commence the hiring process.

Apparatus & Equipment

- On the 5th the support vehicle was taken to Cherry Hill and had the storage system added to the bed. Unfortunately, the company order an 8-foot bed system when our truck only has a 6.5-foot bed. This was rectified and the proper system was installed on the 24th. This allowed the removal of the loose equipment from the cab interior to this storage system, improving safety.
- Chief Car, during the February 1st snow storm the left rear tire of my vehicle showed low air pressure. Puling the tire and taking it to our normal tire dealer indicated that there was a possibility of dry-rot problem causing tread separation and leaking. With 21,000 miles on the tires, we attempted a warranty claim with Mall Chevy. which was denied. For them to replace the tire was \$240.00 Each. We contacted our service center and replaced all four tires with installation for just under \$500.00.
- Paint Issue with the engine, Perforation (White Rust) has started to show at the center cab windows. This is a warranty issue and we have conducted the necessary follow up to acquire (3) three quotations and find a suitable repair facility. Especially one that would be close by and be able to turn the repair around quickly. The paint warranty is Pro-Rated warranty and will require the department to provide 50% of the cost for this repair. Still in process with the apparatus MFG. with necessary submittals being sent on March 1st
- During annual ladder testing it was determined that the emergency override system was not operating properly. Having it evaluated and the repair quoted by BUD's Truck repair We arranged to have the repairs made. We are now waiting for the components to be delivered, after which it will be scheduled in for the repair.
- We have acquired and placed a handheld electrical tester in the tool bag of each of our apparatus.
- With the necessary training completed and the tool mount delivered, the New Com-BI tool was added to the Squad Company and is now in service.

Safety Alert SCBA Mask

- On the 23rd The State Division of Fire Safety issued a "Safety Alert "pertaining to the Scott Aviation AV-3000 HT face Piece, used on all our Self-Contained Breathing Apparatus (SCBA). The Alert Identifies a potential problem with these Masks cracking at the regulator connection, with the potential of these cracks extending into the face piece itself. These Masks were acquired as a part of the 2018 Federal Grant secured with the other six (6) departments in the region. Contacting the manufacturer's representative on the 25th I was advised that this has not been a pronounced problem, he believe that some improper information had been issued by an engineer representing the manufacture, that had been misunderstood. He at this time had not seen any such damage to the literally thousands of MASKS that their dealership had sold. He would continue to investigate and respond back once he had all the necessary information. In the interim I advised him that we would conduct inspection of our units and monitor it carefully. Firefighter Duvall was directed to immediately conduct and record an inspection of every MASK in our department. This inspection would now be a standard part of the NFPA periodic inspection process we conduct.

Training

- In an effort to improve and provide all our Fire Officers with what I believe is necessary certification and credentialing. I have strongly encouraged all of the officers to attend a **Fire Instructor-I** course during 2021. This is a 45 Hour class that provides personnel with a state certification verifying that they have the necessary capabilities to properly teach fire service basic skills (Drills). With the COVID impact these class have not been readily available. Fortunately, one of our duty crew personnel's hometown fire company has made arrangements to host this class and offered this opportunity to us. We have also been able to establish at least two other offering of this course hoping to get all of our people through this class by years end.
- To be prepared for the Annual **Mandated PEOSHA** Training, a full review and necessary updates were made to the training power points, adding additional segments of value, especially the Bleed equipment training. To enhance the offering further we have again enlisted Senior Instructor / Past Chief J. Carlin (Blackwood Fire Dept. / Camden County Fire Instructor) to conduct the classroom segments of the class. We also developed a Standard list of the logistical needs for the offering. Captain Baiori and Firefighter Duvall have constructed an SCBA Competency Maze in the old Christmas Tree shed to conduct the necessary SCBA practical segment.

- To provide our personnel with some hands-on training utilizing the new battery-operated Com-Bi tool, prior to it being placed in service. Chief Greer and Captain Crosby made arrangements for our personnel to conduct limited auto extrication training inside of the Borough Garage. This training was conducted during the entire week of the 15th with each duty crew participating.
- On Saturday, the 20th The full day PEOSHA class described above was conducted. Consisting of 10 Classroom segments, SCBA Fit Testing and a required SCBA Practical (Illustration competency) required to maintain compliance with all of the State and Federal regulations. To provide for the proper recordings of this training, I have also revamped all of the forms and files. Proud to say that we had **35 Personnel** attend and completed this training. The remaining 12 members who could not attend due their employment or other personal impacts, did make arrangements to come into the station over the remainder of the weekend, and completed their Fit Testing. We will identify a make-up date for the other segments in the quest of gain 100 % compliance.
- With the advent of more and more electric cars, we have received, pertinent training information from the Division of Fire Safety specifically focused on handling fires, Extrications and other emergencies that would involve these type vehicles. To better prepare our personnel Captain Baiori and both Lieutenants have been task with developing a training class for our people, to be ready n the March time frame.
- I developed the supporting Power Point for a Basic Building Construction class, to be presented to the Duty Crews during the week of 21st
- On the 25th I participated in a Statewide Zoom Meeting of the Training and Certification Bureau of the NJ Division of Fire Safety. Representing the County Fire Chiefs Assoc. and the Fire Academy instructional staff. I was requested to get clarification, pertaining to the (ICS) Incident Command Certifications, for those who have obtained their certifications from the Fire Academy, and or those who would be teaching those classes. This was provoked by a sudden change in the class content and new requirements imposed by the State Office of Emergency Management (State Police OEM) We were assured that all current and future ICS classes, taught by the Fire Academy will meet the necessary requirements for NJ State Fire Officer Certification. The concerns of incompatibility between the Fire Service and OEM educational offerings will be addressed by the Division of Fire Safety Training Director, as it could present future problems. Ultimately it was consensus that the training g NEEDS to the same!

- We Have acquired a Minibus from the School Board, to be used for extrication, air Bag, stabilization, and Patient removal training. It will be placed in the parking area at the rear of the station

Mutual Aid Agreement & Municipal Resolution

- At the request of Chief Winters carefully reviewed the Camden County Mutual Aid Agreement for Police, Fire, EMS, Public Works, and Municipal Utilities Authority's. Along with Pine Hill Boroughs Resolution 2015-137. Authorizing the listed agencies to participate in the Counties Mutual Aid Program. From which I have identified a few recommendations to those documents.

County Wide Guidelines

- As I am certain most of the Board would remember. Back in December of 2016 while in attendance at the County Chiefs meeting. I proposed creating standard operating guidelines for the entire County, based on arrival of the companies. Example: first due engine responsibilities, The first due Ladder, and so on Standardizing operations from the River to the woods. These documents to include ridding positions and responsibilities, and tool assignments. All of which once adopted should be passed off to the County Fire Academy for implementation into the basic training.

Recently the County Fire Coordinators issued a News latter promoting the adoption of such guidelines and provided a document that would provide for radio terminology changes. Requesting a yes or no vote from each department on or before the February 11th Chiefs Meeting. That same newsletter also provided a model Guideline to provide for Standard Company Functions. Digesting its content, I responded to the President of the association and every Chief in the County. Providing my support for such standardization, along with a strong suggestion as to how these documents should be processed and implemented. This response resulted in a postponement of the February vote on the radio terminology document mostly provoke by the use of Zoom for that meeting. It will be further discussed, and the vote finalized during a March Chiefs Meeting which will be a face-to-face meeting.

**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:

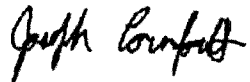
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

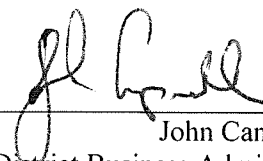
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive style with some loops and flourishes.

Joseph Cornforth
Fire Official

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

- Out sick from 2/2/2021 to 3/3/2021
- In hospital from 2/10/2021 to 3/3/2021
- Performed work remotely from 2/23/2021 to present
- Placed legal notices in Courier Post pertaining to the February Zoom meeting
- Updated website with Zoom meeting details
- Processed payroll
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered invoices in Edmunds and printed purchase orders and checks
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Responded to all emails and phone messages received



John Campanella
Fire District Business Administrator