

Pine Hill Fire District #1  
Regular Meeting Minutes  
April 1, 2021

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:32 P.M. Chairman Waddington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

**ROLL CALL:** Commissioner Hagarty – *present*, Commissioner Hassett – *present*, Commissioner Waddington – *present*, Commissioner Wakeley – *present*, Commissioner Warrington – *present*

**OTHER OFFICIALS PRESENT:** Chief Dukes, Deputy Chief Hunter, Borough Administrator & Retired Chief John Greer, Fire Department President Joseph Pfeiffer.

**SWEARING-IN:** Chairman Waddington introduced Chief Dukes. Chief Dukes welcomed everyone present and thanked the Board of Commissioners for their cooperation with the hiring of two additional firefighters. Chief Dukes congratulated Veronica M. Hitzelberger and James J. Gordon Jr. on being selected for full-time positions.

Chairman Waddington read aloud the resolution appointing James J. Gordon Jr. to full-time firefighter. Retired Chief John Greer performed the swearing in of James J. Gordon Jr.

Chairman Waddington read aloud the resolution appointing Veronica M. Hitzelberger to full-time firefighter. Retired Chief John Greer performed the swearing in of Veronica M. Hitzelberger.

Chairman Waddington recessed the meeting at 7:44 p.m. to allow for pictures with family members.

**MEETING CALLED BACK TO ORDER:** Chairman Waddington called the meeting back to order at 7:49 p.m.

**ROLL CALL:** Commissioner Hagarty – *present*, Commissioner Hassett – *present*, Commissioner Waddington – *present*, Commissioner Wakeley – *present*, Commissioner Warrington – *present*

**MINUTES:** Chairman Waddington asked if there were any questions regarding the minutes of the meeting held on March 4, 2021. There were none. A motion to approve the minutes was made by Commissioner Warrington and seconded by Commissioner Wakeley. All

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commissioners were in favor. Motion passed with four yes votes. Commissioner Hassett abstained.

**OLD BUSINESS:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** No Report
- **Community Relations Liaison:** No Report
- **Information Technology and Equipment Commissioner:** No Report
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** Commissioner Warrington said that he did not attend today's electronic meeting with AMR and asked for an update. Chief Dukes said that we are still having problems with AMR. The Chief explained some issues and there was a discussion. Commissioner Warrington asked Chief Dukes to text him in real time with every problem that arises. Commissioner Warrington said that he will try to address each problem as it happens.

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

- **Resolution 21-09:** Approval and payment of bills

- A motion to approve resolution 21-09, as the bills were in order, was made by Commissioner Hassett and seconded by Commissioner Hagarty.

Roll Call Vote: Commissioner Hagarty – yes, Commissioner Warrington – yes, Commissioner Wakeley, - yes, Commissioner Hassett – yes, Commissioner Waddington – yes. Motion passed with 5 yes votes,

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

**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 Wakeley and seconded by Commissioner Hassett. All were in favor. Motion passed with five 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 Wakeley and seconded by Commissioner Hagarty. All were in favor. Motion passed.

There was no public participation.

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**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 Hassett and seconded by Commissioner Hagarty. All were in favor. Motion passed.

**CLOSED SESSION:** Chairman Waddington said that there is a need for a closed session to discuss personnel issues. A motion to enter closed session was made by Commissioner Hassett and seconded by Commissioner Hagarty. All were in favor. Motion passed. Closed session entered at 7:57 p.m.

**MEETING CALLED BACK TO ORDER:** Chairman Waddington called the meeting back to order at 8:24 p.m.

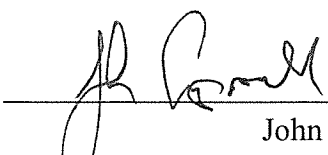
**ROLL CALL:** Commissioner Hagarty – *present*, Commissioner Hassett – *present*, Commissioner Waddington – *present*, Commissioner Wakeley – *present*, Commissioner Warrington – *present*

Chairman Waddington announced that there were no formal actions taken in the closed session.

**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 8:26 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  
 #21-09

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

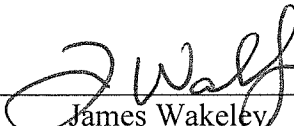
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

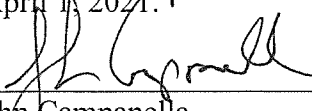
**DATED:** April 1, 2021

  
 \_\_\_\_\_  
 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 April 1, 2021.

  
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 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	
21-00076	03/22/21	PHFD1 PINE HILL FIRE DEPT.	APRIL LEASE PAYMENT	Open	8,100.93	0.00	
21-00077	03/22/21	CASH1 Petty Cash	DUTY CREW MEALS-FEBRUARY	Open	770.00	0.00	
21-00078	03/22/21	CASH1 Petty Cash	REPLENISH JOHN'S PETTY CASH	Open	35.00	0.00	
21-00079	03/22/21	KYOCE005 Kyocera Document Sol. America	COPIER LEASE PAYMENT	Open	134.84	0.00	
21-00080	03/22/21	EDR01 ED'S RENTAL	PURCHASE TANK CAP	Open	8.99	0.00	
21-00081	03/22/21	JHART005 J. Harte Associates LLC	Monthly Billing for April	Open	1,141.99	0.00	
21-00082	03/22/21	CONTI005 Continental Fire & Safety, Inc	PPE REPAIR	Open	228.00	0.00	
21-00083	03/22/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	PPE SAFETY GLASSES	Open	93.48	0.00	
21-00084	03/22/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	STERILE SALINE SOLUTION	Open	17.67	0.00	
21-00085	03/22/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	STERILE IRRIGATION WATER	Open	27.74	0.00	
21-00086	03/22/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	AIRWAY KIT - INV. 1TVQJLGDKPQ6	Open	80.61	0.00	
21-00087	03/22/21	CCC01 CAMDEN COUNTY COLLEGE	EMT TRAINING CLASSES	Open	2,328.00	0.00	
21-00088	03/22/21	SUNRI005 Sunrise Systems, Inc	2021 RECORDS MINE/RIM MAINT.	Open	2,300.00	0.00	
21-00089	03/22/21	AIRGA005 Airgas USA, LLC	RENT CYL. MED/LARGE OXYGEN	Open	13.20	0.00	
21-00090	03/22/21	TG001 TOWNSHIP OF GLOUCESTER	Fuel Charge - February 2021	Open	645.30	0.00	
21-00091	03/22/21	CONTI005 Continental Fire & Safety, Inc	PPE EQUIPMENT	Open	5,246.00	0.00	
21-00092	03/22/21	COMCA005 Comcast	BUSINESS LINES	Open	361.30	0.00	
21-00093	03/22/21	MID01 MID-ATLANTIC FIRE & AIR	EXAM GLOVES-MEDIUM	Open	273.00	0.00	
21-00094	03/22/21	COU01 Courier Post	ADVERTISING-ACCT. 254410	Open	21.88	0.00	
21-00095	03/29/21	AP001 AIRPOWER INTERNATIONAL, INC.	CASCADE SYSTEM-GENERAL SERVICE	Open	1,755.38	0.00	
21-00096	03/29/21	ATTM005 AT&T MOBILITY	WIRELESS SERVICE	Open	331.51	0.00	
21-00097	03/29/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	PLASTIC DIVIDERS	Open	31.46	0.00	
21-00098	03/29/21	ACTIO005 Action Uniform Co. LLC	COMMISSIONER BADGE	Open	72.00	0.00	
21-00099	03/29/21	ACTIO005 Action Uniform Co. LLC	VARIOUS UNIFORM ITEMS	Open	796.00	0.00	
21-00100	03/29/21	ACTIO005 Action Uniform Co. LLC	NAMEPLATES - 2	Open	60.00	0.00	
21-00101	03/29/21	ACTIO005 Action Uniform Co. LLC	VARIOUS FIRE EQUIPMENT	Open	568.00	0.00	
21-00102	03/29/21	BUD01 BUD'S AUTO & TRUCK REPAIR	VARIOUS REPAIRS--PIERCE TOWER	Open	2,561.94	0.00	
21-00103	03/29/21	FORDM005 Ford Credit Municipal Finance	2018 FORD F-150 XL	Open	5,247.23	0.00	
21-00104	03/29/21	JEFFE005 Jefferson Health South Jersey	CPR/BLS COURSE #7677	Open	50.00	0.00	
21-00105	03/29/21	COU01 Courier Post	MARCH ZOOM MEEING	Open	21.88	0.00	
21-00106	03/29/21	MID01 MID-ATLANTIC FIRE & AIR	PERMANENT HYDRANT ADAPTER-3	Open	1,095.00	0.00	
21-00107	03/29/21	IMC01 INTERSTATE MOBILE CARE	RESPIRATORY EXAM - PASCUA, JR.	Open	205.00	0.00	
21-00108	03/29/21	PHH01 PINE HILL HARDWARE, INC.	VARIOUS HARDWARE SUPPLIES	Open	117.57	0.00	
21-00109	03/31/21	TWORZY50 Christine Tworzanski	CPR COURSE TRAINING	Open	150.00	0.00	
21-00110	03/31/21	PFRS1 POLICE & FIREMEN'S RETIREMENT	PFRS ANNUAL PENSION LIABILITY	Open	35,558.00	0.00	
21-00111	03/31/21	PERS2 Public Emp Retirement Sys.	PERS ANNUAL PENSION LIABILITY	Open	16,544.00	0.00	
21-00112	03/31/21	FSS01 FIRE & SAFETY SERVICE, LTD	REPAIR OF 624/TOWER 62	Open	1,756.06	0.00	
21-00113	03/31/21	EDR01 ED'S RENTAL	ST1-078-319-8008-6	Open	19.90	0.00	
21-00114	03/31/21	FIR001 First Responder JIF	SECOND INSTALLMENT BILL	Open	27,121.00	0.00	
21-00115	03/31/21	MID01 MID-ATLANTIC FIRE & AIR	INVOICE 21-878	Open	352.00	0.00	
21-00117	03/31/21	BTM001 BOUND TREE MEDICAL,LLC	MEDICAL SUPPLIES	Open	149.06	0.00	
21-00118	03/31/21	BTM001 BOUND TREE MEDICAL,LLC	DISPOSABLE PENLIGH	Open	5.37	0.00	
21-00119	03/31/21	RCGCF001 Rowan College for South Jersey	Initial Supression Class	Open	660.00	0.00	
21-00120	03/31/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	Airway Kits	Open	64.72	0.00	
21-00121	03/31/21	PHH01 PINE HILL HARDWARE, INC.	Butt Connectors	Open	6.98	0.00	
21-00122	03/31/21	MID01 MID-ATLANTIC FIRE & AIR	Miscellaneous Items	Open	268.00	0.00	
21-00123	03/31/21	STATE005 State of NJ Health Benefits	Health Benefit Payment	Open	8,755.08	0.00	
21-00124	04/01/21	ECORE005 ESO SOLUTIONS, INC.	Epro Software	Open	409.00	0.00	
21-00125	04/01/21	BOA00001 Bank of America	P-Card Charges for March	Open	1,476.63	0.00	

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
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Total Purchase Orders:	50	Total P.O. Line Items:	0	Total List Amount:	128,411.70	Total Void Amount:	0.00
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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	128,411.70	0.00	128,411.70	0.00	0.00	128,411.70
Total of All Funds:		<u>128,411.70</u>	<u>0.00</u>	<u>128,411.70</u>	<u>0.00</u>	<u>0.00</u>	<u>128,411.70</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11335 to 11381  
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
11335	04/01/21	ACTI0005 Action Uniform Co. LLC	72.00		1097
11336	04/01/21	ACTI0005 Action Uniform Co. LLC	796.00		1097
11337	04/01/21	ACTI0005 Action Uniform Co. LLC	60.00		1097
11338	04/01/21	ACTI0005 Action Uniform Co. LLC	568.00		1097
11339	04/01/21	AIRGA005 Airgas USA, LLC	13.20		1097
11340	04/01/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	93.48		1097
11341	04/01/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	17.67		1097
11342	04/01/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	27.74		1097
11343	04/01/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	80.61		1097
11344	04/01/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	31.46		1097
11345	04/01/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	64.72		1097
11346	04/01/21	AP001 AIRPOWER INTERNATIONAL, INC.	1,755.38		1097
11347	04/01/21	ATTM0005 AT&T MOBILITY	331.51		1097
11348	04/01/21	BOA00001 Bank of America	1,476.63		1097
11349	04/01/21	BTM001 BOUND TREE MEDICAL,LLC	154.43		1097
11350	04/01/21	BUD01 BUD'S AUTO & TRUCK REPAIR	2,561.94		1097
11351	04/01/21	CASH1 Petty Cash	770.00		1097
11352	04/01/21	CASH1 Petty Cash	35.00		1097
11353	04/01/21	CCC01 CAMDEN COUNTY COLLEGE	2,328.00		1097
11354	04/01/21	COMCA005 Comcast	361.30		1097
11355	04/01/21	CONTI005 Continental Fire & Safety, Inc	228.00		1097
11356	04/01/21	CONTI005 Continental Fire & Safety, Inc	5,246.00		1097
11357	04/01/21	COU01 Courier Post	21.88		1097
11358	04/01/21	COU01 Courier Post	21.88		1097
11359	04/01/21	DC001 DAVID F. CARLAMERE	375.00		1097
11360	04/01/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1097
11361	04/01/21	EDR01 ED'S RENTAL	28.89		1097
11362	04/01/21	FIR001 First Responder JIF	27,121.00		1097
11363	04/01/21	FORDM005 Ford Credit Municipal Finance	5,247.23		1097
11364	04/01/21	FSS01 FIRE & SAFETY SERVICE, LTD	1,756.06		1097
11365	04/01/21	IMC01 INTERSTATE MOBILE CARE	205.00		1097
11366	04/01/21	JEFFE005 Jefferson Health South Jersey	50.00		1097
11367	04/01/21	JHART005 J. Harte Associates LLC	1,141.99		1097
11368	04/01/21	KYOCE005 Kyocera Document Sol. America	134.84		1097
11369	04/01/21	MID01 MID-ATLANTIC FIRE & AIR	273.00		1097
11370	04/01/21	MID01 MID-ATLANTIC FIRE & AIR	1,095.00		1097
11371	04/01/21	MID01 MID-ATLANTIC FIRE & AIR	352.00		1097
11372	04/01/21	MID01 MID-ATLANTIC FIRE & AIR	268.00		1097
11373	04/01/21	PERS2 Public Emp Retirement Sys.	16,544.00		1097
11374	04/01/21	PFRS1 POLICE & FIREMEN'S RETIREMENT	35,558.00		1097
11375	04/01/21	PHFD1 PINE HILL FIRE DEPT.	8,100.93		1097
11376	04/01/21	PHH01 PINE HILL HARDWARE, INC.	124.55		1097
11377	04/01/21	RCGCF001 Rowan College for South Jersey	660.00		1097
11378	04/01/21	STATE005 State of NJ Health Benefits	8,755.08		1097
11379	04/01/21	SUNRI005 Sunrise Systems, Inc	2,300.00		1097
11380	04/01/21	TG001 TOWNSHIP OF GLOUCESTER	645.30		1097
11381	04/01/21	TWORZY50 Christine Tworzyanski	150.00		1097



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Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
11381		Christine Tworzyanski	Continued		
Report Totals				<u>Amount Paid</u>	<u>Amount Void</u>
		Checks:	<u>Paid</u> 47	128,411.70	0.00
		Direct Deposit:	<u>Void</u> 0	0.00	0.00
		Total:	<u>0</u>	<u>128,411.70</u>	<u>0.00</u>

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	128,411.70	0.00	0.00	128,411.70
	Total of All Funds:	<u>128,411.70</u>	<u>0.00</u>	<u>0.00</u>	<u>128,411.70</u>

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Range of Accounts: 1-First to 1-Last  
 Range of Dates: 03/01/21 to 03/31/21  
 Range of Reason Codes: ALL  
 Include Non-Budgeted: Y

Adds: N      Changes: N      Transfers In: N  
 Transfers Out: N      Expenditures: Y      Refunds: N  
 Reimbursements: N      Encumbrances: N      Cancels: N  
 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			
1-GN- -001-101	Firematics Administrator					
03/05/21	Expd	Pay Date 3/5/21 - Chief		2,081.60	JC	B 490 1
03/19/21	Expd	Pay Date 3/19/21 - Chief		2,081.60	JC	B 491 1
Total Expenditures:		2	4,163.20			
1-GN- -001-102	District Business Administrator					
03/05/21	Expd	Pay Date 3/5/21 - Administrator		1,292.64	JC	B 490 2
03/19/21	Expd	Pay Date 3/19/21 - Administrator		1,292.64	JC	B 491 2
Total Expenditures:		2	2,585.28			
1-GN- -001-105	Fire Commissioners					
03/19/21	Expd	Pay Date 3/19/21 - Commissioners		1,083.35	JC	B 491 4
Total Expenditures:		1	1,083.35			
1-GN- -001-210	Payroll Administrative Costs					
03/05/21	Expd	Pay Date 3/5/21 - Paychex Fee		98.50	JC	B 490 13
03/05/21	Expd	Pay Date 3/5/21 - Feb 2021. Bank Fee		16.95	JC	B 490 14
03/19/21	Expd	Pay Date 3/19/21 - Paychex Fee		124.60	JC	B 491 13
03/19/21	Expd	IROC ADJUSTMENT - FORGOT TO ADJ PAY 3/19		0.01	JC	B 491 14
Total Expenditures:		4	240.06			
1-GN- -001-301	Federal Payroll Taxes - Administrative					
03/05/21	Expd	Pay Date 3/5/21 - FICA Admin		258.13	JC	B 490 15
03/19/21	Expd	Pay Date 3/19/21 - FICA Admin		436.67	JC	B 491 15
Total Expenditures:		2	694.80			
1-GN- -001-303	State Payroll Taxes - Administrative					
03/05/21	Expd	Pay Date 3/5/21 - State tax Admin		23.62	JC	B 490 16
03/19/21	Expd	Pay Date 3/19/21 - State tax Admin		39.96	JC	B 491 16
Total Expenditures:		2	63.58			
1-GN- -001-305	Defined Contribution Retirement Plan					
03/05/21	Expd	Pay Date 3/5/21 - DCRP Employer		52.36	JC	B 490 17
03/19/21	Expd	Pay Date 3/19/21 - DCRP Employer		52.36	JC	B 491 17
Total Expenditures:		2	104.72			
1-GN- -002-110	Firefighters					
03/05/21	Expd	Pay Date 3/5/21 - Firefighters		5,940.30	JC	B 490 7
03/19/21	Expd	Pay Date 3/19/21 - Firefighters		5,940.30	JC	B 491 7

Account No Date	Type	Account Description Transaction Data/Comment	Class Id	Class Description Vendor/Source	Amount	User	Item #	
1-GN- -002-110		Firefighters						Continued
Total Expenditures:		2		11,880.60				
1-GN- -002-111		Overtime & Sicktime Buyback						
03/05/21	Expd	Pay Date 3/5/21 - Overtime			1,599.76	JC	B 490	8
03/19/21	Expd	Pay Date 3/19/21 - Overtime			613.48	JC	B 491	8
Total Expenditures:		2		2,213.24				
1-GN- -002-112		DEPUTY CHIEF						
03/05/21	Expd	Pay Date 3/5/21 - Deputy Chief			3,702.46	JC	B 490	9
03/19/21	Expd	Pay Date 3/19/21 - Deputy Chief			3,702.46	JC	B 491	9
Total Expenditures:		2		7,404.92				
1-GN- -002-228		Stipends - Fill In Firefighters						
03/05/21	Expd	Pay Date 3/5/21 - Fill In Firefighte			115.36	JC	B 490	12
03/19/21	Expd	Pay Date 3/19/21 - Fill In Firefighte			461.44	JC	B 491	12
Total Expenditures:		2		576.80				
1-GN- -002-301		FICA - Firefighters						
03/05/21	Expd	Pay Date 3/5/21 - FICA Firefighters			805.41	JC	B 490	18
03/19/21	Expd	Pay Date 3/19/21 - FICA Firefighters			756.38	JC	B 491	18
Total Expenditures:		2		1,561.79				
1-GN- -002-303		State Payroll Taxes - Firefighters						
03/05/21	Expd	Pay Date 3/5/21 - State tax Firefight			79.49	JC	B 490	19
03/19/21	Expd	Pay Date 3/19/21 - State tax Firefight			75.02	JC	B 491	19
Total Expenditures:		2		154.51				
1-GN- -003-101		Fire official						
03/19/21	Expd	Pay Date 3/19/21 - Fire Marshal			916.67	JC	B 491	5
Total Expenditures:		1		916.67				
1-GN- -003-102		Fire Inspectors						
03/19/21	Expd	Pay Date 3/19/21 - Fire Inspector			333.33	JC	B 491	6
Total Expenditures:		1		333.33				

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Fund Description	Fund	Expenditures
GENERAL	1-GN	33,976.85
Total of All Funds:		<u>33,976.85</u>

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Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	15	29	33,976.85

# *Pine Hill Fire Department*

## Chief's Monthly Report

March 2021

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### COVID -19

- Continuing to monitor the County OEM reports on the pandemic. As of this report we now have confirmed 827 COVID - 19 positive cases an increase of 71 over February. We are fortunately still holding at 12 recorded deaths two additional since the February report.

### Special Hazard

- Firefighter Pizzo during the latter part of February and while conducting follow up on a Knox Box request, along with obtaining Pre-Plan information, for a new property located within the Cross Keys Road Business Complex. Named Urethane Sciences who occupy three (3) individual buildings on the complex. This showed that the chemical storage / process they use. Requires all of these buildings to marked with the NFPA 704 hazard marking system. The specific markings on these buildings illustrate a substantial Fire Hazard. Investigating further the Firefighter was able to obtain Material Safety Data sheets (MSDS) for the products being used in their Manufacturing process. Researching that information, it was determined that **Alcohol Based Foam** would be required to extinguish fires involving the product/s. The current compliment of Foam carried on our apparatus is not Alcohol based, and at best would have limited capabilities of handling a fire involving this product.

Contacting, Camden County Deputy Fire Coordinator Chief Palumbo, (who coordinates the County Foam Task Force) it was established that the entire cash of Form carried by the Counties Foam Task Force, is in fact Alcohol Based and thus compatible. He offered to provide our department with a reasonable quantity 20-30 gallons in handheld totes. This to allow our department to commence foam operations until the Task Force would respond in support. A formal written request has been transmitted to the Chief seeking this compliment of Foam.

- Subsequent contact between the property Representative and Fire Marshal Cornforth. We responded to their request for information detailing the current fire and Haz-Mat response capabilities, and also set in motion a plan for joint training at the facility with our personnel along with Berlin and Winslow Fire Department who are also on the first alarm assignment for this property To be held some time in late April Early May.

## Apparatus & Equipment

- March 3<sup>rd</sup> Continued to follow up with the apparatus MFG. and provided all of the necessary documentation and photos. To confirm the warranty repair of the paint issues with the Engine. This resulted in the warranty authorization F/F Gordon is in the process of scheduling the repair to be completed at the VCI facility in Berlin
- During the week of February 29<sup>th</sup>, the 600 foot of new 5" supply line that was back ordered from the 2020 surplus funds has been delivered. 100' placed on the Tower to bring its total compliment of 1,000Ft. The remaining 500' has been placed on the station hose rack as spare.
- On the evening of the 10<sup>th</sup> while conducting ladder operations training with the tower, Firefighter Duvall noticed the aerial was not operating properly, with lifting and lowering controls causing the device to suddenly drop 2-3 foot when raising / lowering. Contacting the Manufacturer, they provided us a few lubrication ideas to try. But those did not work. Fire & Safety sent a technician that afternoon, determining that the problem was caused by a faulty electronic module, which was immediately replaced that corrected the problem.
- Ladder Company with the parts ordered in late 2020 received, the last of the remaining issues that were listed upon the 2020 Aerial testing has been addressed and the repair completed in fire station by Bud's s completing all of the required and recommended repairs.
- During weekly truck checks one of the cab lifting cylinders failed and needs replacement. That repaired is under way and will be repaired ASAP.

## Other Activities of the Chief

- On March 4<sup>th</sup> Participated in a monthly zoom meeting with Commissioner Warrington and Chief hunter, with Mr. Dan Brown Manager from AMR discussing the continuing concerns of limited personnel, lateness of their crews, reduced BLS units on duty especially during critical times, failure to properly supervise and or provide their personnel with necessary guidance. Their call out policy not providing adequate time for the management to back fill these positions, and how they will in the future handle non transportable patients who frequently call for EMS.
- March 4<sup>th</sup> Participated in the Fire Commissions Monthly meeting held on Zoom.

- March 9<sup>th</sup> attended the Fire Companies Monthly meeting, providing the Chiefs report.
- March 11<sup>th</sup> along with Chief Hunter attended the Camden County Fire Chiefs and Officers meeting held at station 65 Somerdale FD.
- March 13<sup>th</sup> Stood by at the station to cover responses, while several members ( 11-eleven) were in class at the Gloucester County Fire Academy in the RIT class. Once confirmed that we had adequate personnel available for response. I traveled to the Gloucester County Fire Academy to view the class being attended by our personnel.
- March 17<sup>th</sup> attended the CPR recert class held at our Hq.
- March 22<sup>nd</sup> 09:00 to 13:00 Hours conducted Pump Operations Drafting and engine supply operations at Clementon Lake, Six (6) personnel participated.
- March 22<sup>nd</sup> Coordinated and supported Chief Robb ( Guest Instructor ) with Module one (1) of the "Right Front Seat" Class held at our Hq. with 16 personnel attending.
- Saturday March 27<sup>th</sup> Attended the Strategic planning committee meeting held at headquarters.

### Incidents of Significance

- On the 2<sup>nd</sup> at 11:41 hours Our Squad was dispatched as apart of Task Force 863 for a reported dwelling fire at # 9 Aberdeen Drive in the Erial section of Gloucester Twp. Arriving first due, I reported a two-story single-family dwelling with a one-story addition smoke showing from the one-story roof. This section of the property was also covered with solar panels, that were directly involved in the fire. Quint 85 utilized their main ladder to apply dry powder under the panels knocking down the bulk of the fire. Squad 62 took the hydrant in front of the property and stretched an 1-3/4" handline to the interior. Cutting through the gable end wall and also pulling the ceiling. Both of these operations controlled the fire to the areas already involved upon our arrival. However, the incident resulted in prolonged operations dealing with the Solar panels requiring the dispatch of the installer to provide critical safety information of how to properly handle these power generating devices to ensure the fire was totally extinguished. Other companies committed to this fire were engines 84,88, and ladder 82. Approximately 3 hours of service.



- **At 08:00** hours on the 7<sup>th</sup> Squad 62 was dispatched to 95 Chestnut lane with EMS for a report of multiple unconscious victims. Arriving first due they found three (3) unconscious individuals, (provoked by Drug Overdoses) Working in unison with the PD and two BLS units and three Medic units. Two of the victims were revived on scene through the use of Narcan both of whom refused medical treatment and signed off, the third was in serious condition and transported.

**At 10:20** the Squad was again dispatched to this address for the report of another unconscious person. Arriving to find one of the individuals from the previous response. Had again Overdosed, she was transported to the Hospital at the direction of the Police Department.

- While committed to the above assignment the alarm system for 207 W. Branch avenue was dispatched. Engine 842 (Blackwood) was released from the Aberdeen incident, along with Chief Hunter to handle this secondary assignment. Caused by a juvenile occupant pulling the fire alarm box.
- On the 3<sup>rd</sup> at 03:39 hours the Squad was dispatched on the second alarm to the Howard Johnson Hotel on the Blackhorse pike in the Blenheim section of Gloucester Twp. The fire ultimately required a 4<sup>th</sup> alarm assignment to control, burning approximately 30 + hotel rooms and approximately ½ half of the entire roof assembly of this facility. We providing 4+ hours of service at the fire scene.
- On the 6<sup>th</sup> at 23:34 Ladder 62 was dispatched to cover Winslow station 3 (Cedar Brook) , while enroute to the cover, they were re-routed directly into the building fire located at 416 Williamstown rd.. Public Storage facility, with eight (8) storage units heavily damaged by the fire.
- On the 8<sup>th</sup> at approximately 06:22 hours the Squad was dispatched to the WAWA Erial and Branch, for a vehicle fire. Initial reports indicated the Store building was a serious exposure. Arriving they found a pick-up truck with heavy fire showing from the engine compartment. Fortunately, prior to the company arrival the truck was moved from under the front overhang. The company went into service with 1 ¾ "hand line and quickly controlled the fire without damage to that building.
- On the 18<sup>th</sup> Companies were dispatched to Chalet apartment Building 100 for an investigation. Arriving they established both Natural Gas and Carbon Monoxide readings in the PPM range, in two separate apartments. Requesting the gas companies' response. Collectively investigating it was established that the flue pipe servicing the gas fired heating appliances had failed or had been disturbed by new roofing installations Concerned by this finding. Our Fire Marshal and the Boroughs code officials were notified, to provide proper follow up to ensure that this is not a problem.

- On the early morning hours of Sunday, the 21<sup>st</sup> Engine 62 was dispatched to 83 Mt Clement avenue for an investigation. Arriving it was determined to be a malfunctioning heater; However, the property was not protected with Smoke or Co Detection. This was immediately addressed, and the company installed both smoke and C/O detectors It also revealed an elderly bed ridden female was being housed on the second floor of the property, with a narrow access stair, that was even more obstructed by a mechanical stair chair. Battalion Chief Buchhofer was so concerned by these conditions, the property was **Red flagged** with Communications, to notify any responders to this property of the special life hazard.
- On the 23<sup>rd</sup> at 23:13 hours Squads 62 and 86 along with BLS and Medic were dispatched to 108 Ramblewood Drive, for a reported Motor Vehicle accident Rescue assignment. Arriving personnel found a vehicle upside down with a female occupant trapped. While commencing stabilization operations the victim self-extracted via a side window. Motor fluids were controlled with oil dry, and Squad 62 stood by awaiting vehicle removal.

## Training

- Established and scheduled **two in house** Advanced Training offerings, the first entitled the "Right Front Seat" used to develop the skills of new personnel and refresh training of some of our seasoned personnel. Of how to properly function as the company officer. Commencing on March 22<sup>nd</sup> consisting of four (4) separate nights over a four-week period. The Second offering will be a full "Pump Operations " Class now set for Friday evening April 9<sup>th</sup> and All day Saturday April 10<sup>th</sup>
- On the 5<sup>th</sup> we were notified of an educational offering by the Division of Fire Safety pertaining to **TMI** Traffic Management incidents Safety and Coordination to be conducted electronically on Thursday the 25<sup>th</sup>. Because of its importance the advertisement for the class was sent to the entire membership requesting them to do their best to go on and attend. All career personnel assigned to day work participated in this training. On the 25<sup>th</sup> the day side staff all participated in this class.
- On Saturday, the 13<sup>th</sup> Ten (10) members attended a full day (RIT) Rapid Intervention class. Held at Gloucester County Fire Academy. The feed back from which was positive all members advising the class was valuable.

- On the 24<sup>th</sup> to provide critical information and understanding of the facilities geographics and the built-in suppression systems. We conducted a site visit to the Pine Valley Golf Club. Touring the Maintenance and Dorm buildings focused upon the storage and suppression systems. It also provided the new personnel with general geographic knowledge of that community. Due to several EMS responses, we were only able to complete those facilities. We will need to revisit to finish other critical areas and buildings.

### Pine Hill Police and VOA Impact Group

- Some time ago through the initiatives of Chief Winters the Pine Hill Police Department Teamed up with the Volunteers of America (VOA) establishing an Impact group to provide public support and assistance for citizens with identified special needs. From Homelessness to food insecurities, mental health issues, etc. To make both the FD and AMR personnel more familiar with the services VOA can provide. Training sessions will be established to enhance our understanding and how the system will work. In the interim and to be used even after completing the training a "General Order" was issued on March 10<sup>th</sup> Detailing the notification process through the on-duty Police Supervisor.

### AMR

- On Sunday the 7<sup>th</sup> while working in the office 10 45 Hours, I was notified that BLS 678 was only manned with one person at this time, and thus was OOS. We were not notified of this as per the agreement with the AMR management. At this same time, an ALS (Respiratory) incident was dispatched in the Mansions Apartments. It was covered by BLS unit 801 out of the Erial Station. I immediately placed a call to the AMR Gloucester Twp. supervisor with no answer, leaving a message. This was followed by a call to the on-duty Philadelphia Supervisor, contacting that individual I expressed my displeasure and filed a formal complaint, directing that I individual to record this concern and complaint and to pass it along to his supervisors. Commissioner Warrington was also notified, and this incident was added to the ongoing recordings being maintained by Chief Hunter.
- On the 8<sup>th</sup> after the AMR concerns listed above, I received a significant E-Mail From Chief Winters. The Majority of which detailed the services that are available through the Volunteers of America IMPACT Program. Requesting me to establish educational offering/s for both the Fire and EMS personnel to provide an overview of the capabilities of VOA and how they can provide critical community support. I immediately issued correspondence to AMR Manager Brown seeking a roster of personnel to attend along with dates and time that would work for those personnel.

## Career Staffing

- As advised the new career staff personnel commenced their employment on Monday March 15<sup>th</sup>. To be prepared a new member Orientation agenda was developed, Providing the new members with an overview of the department's expectations and as a career member and that they will be expected to set a positive example of professionalism. I also reorganized the administrative responsibilities assigned to the entire Career Staff. Adding a few new areas that needed specific attention. Ultimately to enhance our readiness and daily operations and allow for the department to continue to make progress.
- On the 15<sup>th</sup> along with Chief Hunter held the orientation meeting with the two new Firefighters. Followed by a full staff meeting with the entire career staff reviewing the new administrative assignments, with the new personnel assigned to specific areas that had fallen behind or simply need direct attention to improve the overall good operations of the department. This was also accompanied by a secondary agenda focused on enhancing the daily operations of the department.
- As advised, the current shift patterns will remain in place with the 6PM - 6AM coverage. The two new personnel will be on Monday through Friday day work through and orientation and training period. Believing that they will be blended into a rotating shift pattern on or before Mid April / May 1<sup>st</sup> time period.
- To be prepared for the rotating shift providing for 24/7 career coverage, I have been working with the current staff to derive a suitable schedule that will allow the four (4) Firefighters to rotate through a 12-hour day and 12-hour night 7-day work schedule. With impute from the staff we are targeting a two-week rotation of Day work and Night work patterns. With substantial help provided by B/A Campanella a proof schedule has been developed hoping to fine tune it on or before the Commission meeting.

## Junior Firefighter Program

- On the evening of March 23<sup>rd</sup> Along with Deputy Chief Hunter, and Captain Crosby we held an organizational meeting with two (2) new Junior members. Providing them with a basic orientation and program description. The first formal session will be held with the Captain on Tuesday evening April 6<sup>th</sup>

## Meeting / Training Room

- With several members contributing, to get this project completed. I am pleased to report that the project is finally 99 % complete. To include the delivery of the new furnishings. There are some very minor decorative items to be acquired and installed. Which will bring it to 100%. completion It is very functional and has already been used to conduct several training sessions, including a specialized class held for the police department. The full financial report for the project was completed and submitted to the Fire Company President.

## Administrative Procedure & New Forms

- During the Officers meeting Captain Baiori present me with a new proof form for review and implementation. Entitled 'Emergency Incident Rehabilitation Tag "to be used during emergency incidents, Recording vital health information of all Firefighters who would be operating at emergency scenes. Once completed we will work with AMR to have these implemented when conducting Emergency Scene Rehab Operations. To be printed on hard stock with receipt, then added to the Forms box in the apparatus and command Vehicles. It has been issued **PHFD Form # 106-21**
- Working with F/F Duvall we have commenced the process of developing a comprehensive Administrative Procedure, pertaining to all aspects of Personnel Protective Equipment (PPE) from Issuance, required periodic inspection, required washing and decontamination and the recording of damage and repair. Which will bring the department into total compliance with the NFPA – PPE standards.
- To support that Procedure, we have created or refurbished five (5) New PHFD forms

<b>PHFD 1100-19</b>	PPE Equipment Log
<b>PHFD 1101-21</b>	Member Specific PPE Issuance
<b>PHFD 1102-21</b>	Quarterly PPE Inspection Recording
<b>PHFD 1103-21</b>	PPE Damage Report / Repair Request
<b>PHFD 1104-21</b>	PPE Completed Repair Recording
<b>PHFD 1105-21</b>	PPE Washing / Cleaning Recording

- Working with F/F Hitzelberger and some of her assigned administrative responsibilities She has already made significant progress in getting all of the Material Safety Data Sheets (MSDS) and Department of Labor requirement brought into total compliance. We have also created a new form to track the non-Fire Use of our SCBA.

**PHFD Form 216-21**

Non-Emergency Use of SCBA

## **New Construction Plan Review**

- At the request of F/M Cornforth conducted a "Plan Review" of a proposed new business ATA Lawn & Landscaping Company. To be located at 113 Berlin Cross Keys Rd. Providing the F/M with a few recommendations to improve access and water supply to that property.
- As a result of this request and the submission of my recommendations. Municipal Officials responded with a recommendation of providing the Fire Department with an opportunity to review such plans. Prior to approvals in the quest of providing critical impute that would pertain to Access, Water Supply, and the needs for Special Hazards. An appropriate response was issued to the municipal officials from my Office supporting this change.

## **Special Response Notification**

- On the 25<sup>th</sup> we received a special response directive from Chief Rigberg (Winslow Twp.) detailing response concerns and practices for a Large facility ( Cure Leif) currently being renovated for the growing and processing of cannabis. Located in the 200 block of Route 73. This information was forwarded to allow our officers as it pertained to specific response needs, potential serious interior communication problems, a large disorienting interior subdivision, and the need to work directly with the facility security.

## **NIFIRS Changes / Additions**

- The National Fire Incident Reporting System has issued required changes to that monthly reporting system focused on providing a more accurate Property Loss recording. We have received a significant amount of information from the Division of Fire Safety all of which has been forward to Chief Hunter and F.F Duvall our members responsible for this reporting, with direction to review it and ensure we maintain our compliance. This is especially critical to maintain our ability to submit and potentially acquire any Federal or State Grants. Will provide further information on this in my April report

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

**Month of: March 2021**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	04
Fire Safety Inspection – Non LHU(s)	16
Re-Inspection(s)	02
Smoke Detector & CO Detector Compliance(s)	23
Complaint(s)	01
Fire Investigation(s)	01

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	\$348.00
Smoke Detector & CO Detector Compliance	\$1,102.00
Permit Fees	\$214.00
Number of Permits Issued	01
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
<b>Total Amount of Money Deposited this Month</b>	<b>\$1,664.00</b>

**Requests:**


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

N/A

**Comments:**

N/A

Respectfully Submitted,

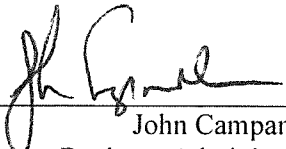
A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive, slightly slanted style.

Joseph Cornforth  
Fire Official



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

- Completed US Census for fire district
- Resubmitted 1099-NEC forms electronically to IRS due to an error in Edmund's software
- Enrolled two new firefighters in New Jersey's pension system
- Processed payroll
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations

  
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John Campanella  
Fire District Business Administrator