

Pine Hill Fire District #1
Regular Meeting Minutes
May 6, 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 – *not present*, Commissioner Warrington – *present*

OTHER OFFICIALS PRESENT: Chief Dukes, Deputy Chief Hunter

MINUTES: Chairman Waddington asked if there were any questions regarding the regular minutes and closed session minutes of the meeting held on April 1, 2021. There were none. A motion to approve the minutes was made by Commissioner Hassett and seconded by Commissioner Hagarty. All commissioners were in favor. Motion passed with three yes votes. Commissioner Hassett abstained.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Chief Dukes reported that the Engine is out of service and will be back in service on Tuesday.
- **Community Relations Liaison:** No Report
- **Information Technology and Equipment Commissioner:** Chairman Waddington reported that the Fire District's server needs to be upgraded due Microsoft no longer servicing the software.
- **Insurance Fund Commissioner:** Commissioner Hassett reported that a Zoom meeting was held with our insurance carrier to explain the benefits available under the accident and sickness policy.
- **Fire Prevention Commissioner:** Commissioner Hassett said that there may be an open house this year for fire prevention week as Covid restrictions are being lifted.
- **EMS Liaison:** Commissioner Warrington reported that there have been incidents recently where AMR only had one ambulance covering Pine Hill, and Gloucester Twp. Commissioner Warrington said that he is reaching out to AMR with every issue brought to his attention. He said that he had a Zoom meeting today with AMR and discussed the break down in care. Commissioner Warrington said that the whole county system seems to be breaking down. Replacements cannot be found for sick employees. Commissioner Warrington said that he will notify the Gloucester Twp. Emergency Management Officer whenever AMR does not supply an ambulance for Pine Hill.

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Chief Dukes added that the EMS system seems to be collapsing due to the low pay and benefits. EMS employees can earn higher pay in other jobs that do not require special training.

Chief Dukes reported that there was a third alarm issued for a fire recently and there was no response. Commissioner Warrington suggested looking for grant money to improve service. Chief Dukes said that the Fire and Safety operations in Gloucester County are run very professionally and efficiently. The personnel are highly qualified. There is a budget shortfall each year but when the cost is divided among all the towns, it is manageable.

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

○ **Resolution 21-10:** Approval and payment of bills

- A motion to approve resolution 21-10, as the bills were in order, was made by Commissioner Warrington and seconded by Commissioner Hagarty.

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

FIRE CHIEF'S REPORT: See attached report. Chief Dukes reported that he had to cancel a pump class due to the Winslow fire that was so time consuming.

Chief Dukes reported that a fire at a local business could have been worse. The business has been advised about the proper use and storage of chemicals.

Chief Dukes said that the former Mitchell's junk yard has been purchased by a landscape company. They have been issued a violation for wood chip piles being over 20 feet high.

FIRE OFFICIAL'S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report

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

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May 6, 2021

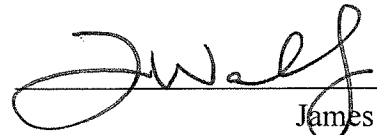
Walter Davis of 1 Franklin Ave. asked to speak.

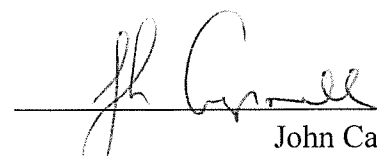
1. Mr. Davis asked how the fire department will handle a fire in Pine Hill if it occurs while they are responding to a fire in another town. Chief Dukes said that the County Communications Center can have other departments respond to the fire. Also, the volunteer firefighters in Pine Hill are asked to be on stand-by when the fire department is responding to an out-of-town call.
2. Mr. Davis asked what would happen if two EMS calls came in at the same time. Commissioner Warrington said that the County Communications Center has back-ups available to respond to calls. Commissioner Hassett added that all of Pine Hill firefighters are trained as EMT's.
3. Mr. Davis said that the Pine Hill Fire Department did a great job getting through the pandemic. The commissioners thanked Mr. Davis for his kind words.

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.

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

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


James Wakeley
Commission Secretary


John Campanella
Fire District Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#21-10

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

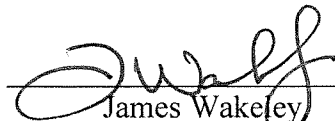
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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: May 6, 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 May 6, 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
21-00126	04/19/21	PHH01	PINE HILL HARDWARE, INC.	Miscellaneous Hardware	Open	51.45	0.00
21-00127	04/19/21	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS BATTERIES, ETC.	Open	40.42	0.00
21-00128	04/19/21	BTM001	BOUND TREE MEDICAL,LLC	TRAUMA DRESSING	Open	17.64	0.00
21-00129	04/19/21	BTM001	BOUND TREE MEDICAL,LLC	BURN SHEET-ITEM 1522-03520	Open	8.12	0.00
21-00130	04/19/21	AIRGA005	Airgas USA, LLC	CYL. MED/LARGE OXYGEN-RENT	Open	13.20	0.00
21-00131	04/19/21	IMC01	INTERSTATE MOBILE CARE	RESPIRATORY EXAM	Open	205.00	0.00
21-00132	04/19/21	MID01	MID-ATLANTIC FIRE & AIR	TFT STRAINER BOLT & SHIPPING	Open	12.79	0.00
21-00133	04/19/21	MARTO005	Mario's Original Cold Cuts	HOAGIE TRAYS	Open	118.78	0.00
21-00134	04/19/21	PRP01	WITMER PUBLIC SAFETY GROUP,INC	TURNOUT GEAR CLEANER	Open	140.00	0.00
21-00135	04/19/21	KYOCE005	Kyocera Document Sol. America	KYOCERA COPIER RENTAL/LEASE	Open	134.84	0.00
21-00136	04/19/21	JHART005	J. Harte Associates LLC	COMPUTER SUPPORT - MAY, 2021	Open	1,150.99	0.00
21-00137	04/19/21	BUD01	BUD'S AUTO & TRUCK REPAIR	2012 E-ONE RESCUE REPAIRS	Open	2,124.77	0.00
21-00138	04/19/21	COMCA005	Comcast	MONTHLY SERVICE-APRIL, 2021	Open	383.31	0.00
21-00139	04/19/21	TG001	TOWNSHIP OF GLOUCESTER	FUEL - MARCH, 2021	Open	1,015.81	0.00
21-00140	04/21/21	CASH1	Petty Cash	DUTY CREW MEALS	Open	665.00	0.00
21-00141	04/21/21	BTM001	BOUND TREE MEDICAL,LLC	VARIOUS MEDICAL SUPPLIES	Open	64.79	0.00
21-00142	04/21/21	RITZKEVI	KEVIN RITZ	SCBA TRAINING MASK	Open	500.00	0.00
21-00143	04/21/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	MEDICAL SUPPLIES	Open	221.26	0.00
21-00144	04/21/21	CONTI005	Continental Fire & Safety, Inc	TURN-OUT GEAR	Open	7,602.00	0.00
21-00145	04/21/21	IMC01	INTERSTATE MOBILE CARE	MEDICAL EXAMS	Open	336.00	0.00
21-00146	04/21/21	CASH1	Petty Cash	PETTY CASH - REIMBURSEMENTS	Open	83.77	0.00
21-00147	04/29/21	PHFD1	PINE HILL FIRE DEPT.	May LEASE PAYMENT	Open	8,076.67	0.00
21-00148	04/29/21	STATE005	State of NJ Health Benefits	Health Benefit Payment	Open	11,357.34	0.00
21-00149	04/29/21	MID01	MID-ATLANTIC FIRE & AIR	DURAWAVEZ-OUTDOOR FLAG	Open	90.00	0.00
21-00150	04/29/21	ECORE005	ESO SOLUTIONS, INC.	ePro Scheduler Advanced	Open	409.00	0.00
21-00151	04/29/21	ATTMO005	AT&T MOBILITY	WIRELESS SERVICE	Open	331.54	0.00
21-00152	04/29/21	MILLER05	Robert Miller	INSTRUCTOR-PUMP OPERATIONS	Open	200.00	0.00
21-00153	04/29/21	YOUNG010	JOHN YOUNG	INSTRUCTOR-PUMP OPERATIONS	Open	200.00	0.00
21-00154	04/29/21	ROBB0025	WILLIAM ROBB	Instructor-"Right Front Street	Open	150.00	0.00
21-00155	04/29/21	FIRELINE	FIRELINE EQUIPMENT	POWER STEERING DIP STICK	Open	27.36	0.00
21-00156	04/29/21	PHG01	PINE HILL AUTO REPAIR	SHOP SUPPLIES-NEW BATTERY	Open	153.70	0.00
21-00157	05/03/21	BOA00001	Bank of America	P-Card Charges for April	Open	1,346.36	0.00
21-00158	05/03/21	MB00001	Matthew Buchhofer	To Replace lost check 11036	Open	103.83	0.00

Total Purchase Orders: 34 Total P.O. Line Items: 0 Total List Amount: 37,710.74 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	37,710.74	0.00	37,710.74	0.00	0.00	37,710.74
Total of All Funds:		<u>37,710.74</u>	<u>0.00</u>	<u>37,710.74</u>	<u>0.00</u>	<u>0.00</u>	<u>37,710.74</u>

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
21-00159	05/05/21	MID01	MID-ATLANTIC FIRE & AIR	TFT Kit	Open	97.40	0.00
21-00160	05/05/21	MID01	MID-ATLANTIC FIRE & AIR	TFT Kit	Open	128.42	0.00
21-00161	05/05/21	MID01	MID-ATLANTIC FIRE & AIR	ZOLL PADZ & PAC HOOKS	Open	268.00	0.00
21-00162	05/05/21	MARIO005	Mario's Original Cold Cuts	REFRESHMENTS FOR PUMP CLASS	Open	118.78	0.00
21-00163	05/05/21	IMC01	INTERSTATE MOBILE CARE	PHYSICALS	Open	381.00	0.00
21-00164	05/05/21	PHP01	Pine Hill Printing, Inc.	BUSINESS CARDS	Open	105.00	0.00

Total Purchase Orders: 6 Total P.O. Line Items: 0 Total List Amount: 1,098.60 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	1,098.60	0.00	1,098.60	0.00	0.00	1,098.60
Total of All Funds:		<u>1,098.60</u>	<u>0.00</u>	<u>1,098.60</u>	<u>0.00</u>	<u>0.00</u>	<u>1,098.60</u>

Range of Accounts: 1-First	to 1-Last	Adds: N	Changes: N	Transfers In: N
Range of Dates: 04/01/21 to 04/30/21		Transfers Out: N	Expenditures: Y	Refunds: N
Range of Reason Codes: ALL		Reimbursements: N	Encumbrances: N	Cancel: N
	Include Non-Budgeted: Y	Check Payments: N		
		PO Encumbrances: N	Contract Encm: N	

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
1-GN- -001-101 Firematics Administrator						
04/02/21	Expd	Pay Date 4/2/21 - Chief		2,081.60	JC	B 492 1
04/16/21	Expd	Pay Date 4/16/21 - Chief		2,081.60	NS	B 493 1
04/30/21	Expd	Pay Date 4/30/21 - Chief		2,081.60	JC	B 495 1
Total Expenditures:		3	6,244.80			
1-GN- -001-102 District Business Administrator						
04/02/21	Expd	Pay Date 4/2/21 - Administrators		858.98	JC	B 492 2
04/16/21	Expd	Pay Date 4/16/21 - Administrators		1,135.62	NS	B 493 2
04/30/21	Expd	Pay Date 4/30/21 - Administrators		1,492.16	JC	B 495 2
Total Expenditures:		3	3,486.76			
1-GN- -001-105 Fire Commissioners						
04/30/21	Expd	Pay Date 4/30/21 - Commissioners		1,083.35	JC	B 495 4
Total Expenditures:		1	1,083.35			
1-GN- -001-210 Payroll Administrative Costs						
04/02/21	Expd	Pay Date 4/2/21 - Paychex Fee		98.50	JC	B 492 13
04/02/21	Expd	BANK FEE FOR APRIL		16.95	JC	B 492 14
04/16/21	Expd	Pay Date 4/16/21 - Paychex Fee		104.30	NS	B 493 13
04/30/21	Expd	Pay Date 4/30/21 - Paychex Fee		127.50	JC	B 495 13
Total Expenditures:		4	347.25			
1-GN- -001-301 Federal Payroll Taxes - Administrative						
04/02/21	Expd	Pay Date 4/2/21 - FICA Admin		224.93	JC	B 492 15
04/16/21	Expd	Pay Date 4/16/21 - FICA Admin		246.13	NS	B 493 15
04/30/21	Expd	Pay Date 4/30/21 - FICA Admin		451.86	JC	B 495 15
Total Expenditures:		3	922.92			
1-GN- -001-303 State Payroll Taxes - Administrative						
04/02/21	Expd	Pay Date 4/2/21 - State tax Admin		20.59	JC	B 492 16
04/16/21	Expd	Pay Date 4/16/21 - State tax Admin		22.52	NS	B 493 16
04/30/21	Expd	Pay Date 4/30/21 - State tax Admin		41.35	JC	B 495 16
Total Expenditures:		3	84.46			
1-GN- -001-305 Defined Contribution Retirement Plan						
04/02/21	Expd	Pay Date 4/2/21 - DCRP Employer		26.69	JC	B 492 17
04/16/21	Expd	Pay Date 4/16/21 - DCRP Employer		37.09	NS	B 493 17
04/30/21	Expd	Pay Date 4/30/21 - DCRP Employer		36.54	JC	B 495 17
Total Expenditures:		3	100.32			

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
1-GN- -002-110	Firefighters					
04/02/21	Expd	Pay Date 4/2/21 - Firefighters		8,401.84	JC	B 492 7
04/16/21	Expd	Pay Date 4/16/21 - Firefighters		8,401.84	NS	B 493 7
04/30/21	Expd	Pay Date 4/30/21 - Firefighters		8,401.84	JC	B 495 7
Total Expenditures:		3	25,205.52			
1-GN- -002-111	Overtime & Sicktime Buyback					
04/02/21	Expd	Pay Date 4/2/21 - Overtime		513.76	JC	B 492 8
04/16/21	Expd	Pay Date 4/16/21 - Overtime		682.48	NS	B 493 8
04/30/21	Expd	Pay Date 4/30/21 - Overtime		810.53	JC	B 495 8
Total Expenditures:		3	2,006.77			
1-GN- -002-112	DEPUTY CHIEF					
04/02/21	Expd	Pay Date 4/2/21 - Deputy Chief		3,702.46	JC	B 492 9
04/16/21	Expd	Pay Date 4/16/21 - Deputy Chief		3,702.46	NS	B 493 9
04/30/21	Expd	Pay Date 4/30/21 - Deputy Chief		3,702.46	JC	B 495 9
Total Expenditures:		3	11,107.38			
1-GN- -002-222	Uniforms & Personal Equipment - Fire					
04/21/21	Expd	Facemasks for Covid protocol		398.80	JC	B 494 2
Total Expenditures:		1	398.80			
1-GN- -002-228	Stipends - Fill In Firefighters					
04/30/21	Expd	Pay Date 4/30/21 - Fill In Firefighter		173.04	JC	B 495 12
Total Expenditures:		1	173.04			
1-GN- -002-232	Personal Protective Equipment					
04/21/21	Expd	Charged wrong acct/Should be uniforms		398.80-	JC	B 494 1
Total Expenditures:		1	398.80-			
1-GN- -002-301	FICA - Firefighters					
04/02/21	Expd	Pay Date 4/2/21 - FICA Firefighters		965.31	JC	B 492 18
04/16/21	Expd	Pay Date 4/16/21 - FICA Firefighters		914.75	NS	B 493 18
04/30/21	Expd	Pay Date 4/30/21 - FICA Firefighters		931.16	JC	B 495 18
Total Expenditures:		3	2,811.22			
1-GN- -002-303	State Payroll Taxes - Firefighters					
04/02/21	Expd	Pay Date 4/2/21 - State tax Firefight		88.32	JC	B 492 19
04/16/21	Expd	Pay Date 4/16/21 - State Payroll Tax-FF		89.50	NS	B 493 19
04/30/21	Expd	Pay Date 4/30/21 - State Payroll Tax-FF		91.61	JC	B 495 19
Total Expenditures:		3	269.43			
1-GN- -003-101	Fire Official					
04/30/21	Expd	Pay Date 4/30/21 - Fir30Marshal		916.67	JC	B 495 5

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Transaction Data/Comment	Vendor/Source				
1-GN- -003-101	Fire Official					Continued
Total Expenditures:	1		916.67			
1-GN- -003-102	Fire Inspectors					
04/30/21 Expd	Pay Date 4/30/21 - Fire Inspector			333.33	JC	B 495 6
Total Expenditures:	1		333.33			

Fund Description	Fund	Expenditures
GENERAL	1-GN	55,093.22
Total of All Funds:		<u>55,093.22</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	40	55,093.22

Range of Checking Accts: First to Last Range of Check Dates: 05/06/21 to 05/06/21
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
GENERAL					
11382	05/06/21	AIRGA005 Airgas USA, LLC	13.20		1098
11383	05/06/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	221.26		1098
11384	05/06/21	ATTMO005 AT&T MOBILITY	331.54		1098
11385	05/06/21	BOA00001 Bank of America	1,346.36		1098
11386	05/06/21	BTM001 BOUND TREE MEDICAL, LLC	90.55		1098
11387	05/06/21	BUD01 BUD'S AUTO & TRUCK REPAIR	2,124.77		1098
11388	05/06/21	CASH1 Petty Cash	665.00		1098
11389	05/06/21	CASH1 Petty Cash	83.77		1098
11390	05/06/21	COMCA005 Comcast	383.31		1098
11391	05/06/21	CONTI005 Continental Fire & Safety, Inc	7,602.00		1098
11392	05/06/21	DC001 DAVID F. CARLAMERE	375.00		1098
11393	05/06/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1098
11394	05/06/21	FIRELINE FIRELINE EQUIPMENT	27.36		1098
11395	05/06/21	IMC01 INTERSTATE MOBILE CARE	205.00		1098
11396	05/06/21	IMC01 INTERSTATE MOBILE CARE	336.00		1098
11397	05/06/21	JHART005 J. Harte Associates LLC	1,150.99		1098
11398	05/06/21	KYOCE005 Kyocera Document Sol. America	134.84		1098
11399	05/06/21	MARIO005 Mario's Original Cold Cuts	118.78		1098
11400	05/06/21	MB00001 Matthew Buchhofer	103.83		1098
11401	05/06/21	MID01 MID-ATLANTIC FIRE & AIR	12.79		1098
11402	05/06/21	MID01 MID-ATLANTIC FIRE & AIR	90.00		1098
11403	05/06/21	MILLER05 Robert Miller	200.00		1098
11404	05/06/21	PHFD1 PINE HILL FIRE DEPT.	8,076.67		1098
11405	05/06/21	PHG01 PINE HILL AUTO REPAIR	153.70		1098
11406	05/06/21	PHH01 PINE HILL HARDWARE, INC.	91.87		1098
11407	05/06/21	PRP01 WITMER PUBLIC SAFETY GROUP, INC	140.00		1098
11408	05/06/21	RITZKEVI KEVIN RITZ	500.00		1098
11409	05/06/21	ROBB0025 WILLIAM ROBB	150.00		1098
11410	05/06/21	STATE005 State of NJ Health Benefits	11,357.34		1098
11411	05/06/21	TG001 TOWNSHIP OF GLOUCESTER	1,015.81		1098
11412	05/06/21	YOUNG010 JOHN YOUNG	200.00		1098

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	31	0	37,710.74	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	0	37,710.74	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	31	0	37,710.74	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	0	37,710.74	0.00

Pine Hill Fire Department

Chief's Monthly Report

April 2021

COVID-19

- Monitoring the County Covid-19 Statistics for Pine Hill. As of this report we have 947 Confirmed cases in our municipality and have increased one fatality now at 13. Noting that during the six-day period between April 13th – 19th we recorded the largest one-week total since the inception of this reporting program, with 37 New confirmed cases recorded. Again, during the week of the 20th -26th we again recorded an additional 32 confirmed cases. All indications that support the national concerns, that the pandemic is far from over. We remain current with all our weekly Covid-19 reporting requested by the State Health EMS agency.
- On April 21st, The Division of Fire Safety through the Fire Stat Program issued the 2020 Line of Duty Death report for New Jersey. Showing that there were eleven (11) total firefighter fatalities Eight **(8) of which were COVID-19 related** ranging in age from 33 to 64 years of age. Additionally, it showed that of the four remaining, three of those succumbed to injuries sustained while operating at the World Trade Center event. Concerned by the above statistical information another reminder memo was issued to the PHFD membership. Reinforcing the need for our members to always take the necessary safety precautions!

Incidents of Significance

- On the evening of March 30, 2021 at 10:36 Hours Task Force 621 was dispatched for a reported dwelling fire at 63 Spruce lane. Ladder and Engine 62 responded immediately with a duty crew of seven personnel. Arriving simultaneously, they reported a one-story single-family dwelling with smoke showing. The engine crew Lead off with an inch and three-quarter water line. While Ladder 62 opened (Ventilated) and initiated the primary search. Squad 85 arrived second due and stretched the back-up line from engine 62. Engine 63 provided RIT operations, while EMS conducted medical evaluations of the home occupants. The fire was contained to one bedroom with extension into the attached hallway. Heavy smoke damage was sustained throughout. Placing the fire under control at 10:55 Hours **19 minutes** after the initial dispatch. Con't.

Additional support was provided by Squad 86, Engines 84, & 88, along with ladder 82. Squad and Support 62 also responded, with limited crews a total manpower compliment from our department consisting of 13 Firefighting personnel along with 2 support personnel. Fire Marshal Cornforth was requested and conducted the investigation. Determining it to be accidental electrical caused by an abused lamp cord. The Red Cross provided immediate shelter that evening. Lt Witts and VOA were also notified for additional family support.

Extenuating circumstances also resulted in considerable follow up with the Bank who held the mortgage, their insurance company. Additional follow up was also provided with Medical professionals who have been providing specialized care for two (2) year old that was living in the home at the time of the fire. Developing a detailed Chief's and Fire Marshal's reports to maintain services provided by those professionals.

- On April 1st the Squad Company along with EMS were dispatched to Mansions apartments for a reported burn victim. Arriving they found that a citizen had spilled hot cooking water on his legs and feet suffering 2nd degree burns. He was transported by BLS to Jefferson Stratford. All appropriate notifications were made to the local Fire Marshal, the County F/ M and the Division of Fire Safety.
- On The 7th at 05:50 Hours Ladder 62 was dispatched to an all-hands fire located at John Manville Fiberglass Plant located on Grove street in Winslow Twp. The fire ultimately grew to a **6th alarm +** with several additional calls for specialized Equipment, extinguishing agents, and Water Tenders. Requiring prolonged operations committing our personnel for more than **10 Hours** that day. During this commitment we were also able to maintain a four (4) member crew in town for coverage.
- On the 8th at Midnight, we were again requested to send additional assistance to the Winslow fire as it had significantly flared up, again requiring a third alarm assignment. Engine 62 was assigned with three-man crew remaining on the scene for an additional **14 hours of service**. Ultimately this secondary incident required significant mutual aid from Burlington, Gloucester, Atlantic, and Cumberland Counties throughout an additional 16 Hour period.
- On the 10th at 01:13 Hours we were again dispatched to the John Manville warehouse fire in Winslow Twp. Due to a significant rekindle. Committing our Squad Company and four personnel to that assignment until about 07:30 hours. While Four additional personnel stood by at our station to maintain coverage for town.

- On the 11th at midnight through 06:00 we provide additional support to Winslow FD at the John Manville fire, sending Engine 62 and four (4) member crew to continue to help with the incredible extensive overhaul.

Other Activities of the Chief

- Sunday March 28th attended the viewing of Past Chief Anthony Green Moorestown Fire Department. Personal friend and professional relationship, who at the age of 61 suddenly passed away on the 24th
- On the 21st Representing the Department participated in the funeral service for Camden City Retired Battalion Chief M. Kouget who after a five-year battle succumbed to Job related Cancer. Personnel and professional relationship having worked with him for 12 years while detailed to the City.
- Monday March 29th attended the Viewing of Past Chief Jules Dorrar Palmyra fire department held in Bucks County PA. Also, a personal and professional friend
- March 31st Issued a "Safety Alert" bulletin received from the NJ Division of Fire Safety to the entire membership. Detailing a recent incident involving a Large Diameter Hose manifold that catastrophically failed. In all probability caused by a Water Hammer (Sudden Shut Down of water Movement) by the water company.
- April 1st Attended the monthly meeting of the Fire Commission and the swearing in of Firefighter-EMT Gordon Jr. and Firefighter-EMT Hitzelberger. At the conclusion of the regular meeting a closed session was held to discuss personnel matters. Followed by another meeting with the Chairman Commissioner Hagerty, Deputy Chief Hunter, President Pfeiffer, and myself. Discussing future needs identified by the Strategic planning committee.
- On the 11th at 06:00 hours till approximately 13:30 Hours I assumed Command of the John Manville fire in Winslow. Providing relief to the Winslow FD Command Staff. During this time operated with Fire Departments from Waterford, Cecil, Somers Point, and Sweetwater.
- On the 14th As a member of the Fire Academy College Advisory Board participated in the Bi-Monthly Zoom meeting of the committee. Placing focus on developing a three-to-five-year Strategic plan for the Academy.

- On the evening of the 14th instructed the third module of the "Right Front Seat" Class held in our training room. 18 personnel in attendance
- On the 15th attended the monthly meeting of the Camden County Fire Chiefs Association, held at the Voorhees Burnt Mill Rd. Fire Station
- On the evening of the 15th provided the fourth and final segment of the "Right Front Seat" class here at our Hq. with help from Chief Robb and Chief Greer, with 17 personnel in attendance.
- On Saturday, the 24th conducted the full day Pump II class to include the classroom segments at Hq. and the Practical evolutions held at the Pine Hill Business Park on Cross Keys Rd. Asst. Chief Young Westmont, Captain Miller Westville, and F/F Gordon Sr. were used as additional instructors for the set up and the practical evolutions. 12 personnel in the class.
- On the evening of the 28th and Thursday the 30th participated in the Funeral services for Past Chief W. David Constantine (age 57) Moorestown Fire Department (Burlington Co.) Who was for the past four years also serving as one of the Training Officers for Mount Laurel Fire Department. Complications related to Cancer. Also, a personal and professional friend.
- On the 30th attend the retirement ceremony for Chief of Department John Collucci Mount Laurel Fire Department.
- As the Chairman of the College Strategic Planning committee, we continue to meet with a goal of completing the first such plan for the Fire Academy on or before the September / October time frame, in order to present it to the College President. To maintain the forward progress of the academy. In that quest we have now developed five (5) sub committees and identified dates and times for each subcommittee to meet commencing on May 6 and 12th.

Training

- March 30th In preparation for segment II & III of the "Right Front Seat" Class I revamped the power points that support this educational segment. Focusing on "Size-Up" and "Building Construction" 18 Pine Hill Fire Department personnel and 4 members of Squad 86 were in attendance.

- March 31st Working with the new Career staff conducted multiple line pump and Foam Operation training on the engine.
- VOA Training following up from the February communication from Chief Winters. The recommended training was established and held on Tuesday morning April 6th Conducted by Lieutenant Witts, and a representative from the VOA. The FD on duty career staff along with AMR supervisors were in attendance.
- On Friday evening April 9th presented the first segment of the Pump operations Class (Theory) with sixteen (16) PHFD members and four (4) Gloucester Twp. Fire District 6 personnel in attendance
- On the 6th the Police Department and the Volunteers of America held an informational exchange with the members of the Fire Department and AMR supervision. To explain the public support services the VOA can provide. At that same training session AMR brought their Therapy dog for display and provided an explanation of how this animal can be used to provide mental health support to the public and first responders. Firefighter Hitzelberger followed up on this distributing the notification information for the VOA coupled with the services they can provide. That information has also been added to the Forms Box in all the apparatus for reference if needed.
- Commencing in early April Five (5) of our members, three of which are Officers, and two career members entered the **Fire Instructor – I class**. that is being virtually provided by the Camden County Fire Academy. This credential is a critical component in the proper development of those individuals and will ultimately improve conveyance of training to the members.
- On Saturday April 10th I reported to the station at 07:15 to prepare for the pump class, the squad Company was just returning from another all-night operation at the Winslow Warehouse fire. Along with four other members who manned the station while the Squad was committed. Seeing that many of the same individuals who were up most of the night and had also provided several other extensive night shifts during the week, were the same personnel in the pump class. I decided to postpone the class until Saturday the 27th. Sending everyone home. We did move and prepare some logistical needs in preparation for next week's session.
- April 15th provided Module 3 of the "Right front Seat "class Company Tactical Operations. With fifteen (15) personnel in attendance.

- On the 15th continued to conduct Pump Operations training with the new career personnel conducting some sophisticated operations consisting of multiple lines, ultimately final testing them on the Engine Company.
- On the 22nd along with 9 members conducted a walk-through pre-plan of the new Dollar General store.

Career Staffing

- A temporary staffing schedule was derived and implemented on April 5th placing Pizzo, Duvall, and Gordon Jr. into a shift rotation of 12-hour Day's / night's. With F/F Hitzelberger remaining on straight day work until early May to complete Engine and Ladder Company training and certification. Until that time we will still have the 6AM - 8AM with limited coverage. Chief Hunter also derived a new schedule that was initiated Monday May 3rd. maintaining firefighter Hitzelberger on the Monday through Friday staffing pattern completing her apparatus training and certification, but with expanded hours of coverage working 4- 10 Hour days and 1 eight-hour shift on Friday, totaling the 48-hour work week.

MUA Coordination Meeting

- In preparation for the upcoming pump operations class set for the 24th We contacted the MUA to secure authorization to use the hydrant at 5th and Wright. This was met with some concerns. As it could disrupt the sediment in the system, and cause Brown water in the residential properties in that area. Meeting with the Management on the 7th we explained our needs i.e., Hydrant Location familiarization, Hydrant thread differences (Knowing we have at least (3) different threads in town), coupled with establishing the current flow capabilities within the different neighborhoods. It also provides us with Public Relations opportunities seeing the fire department training in the neighborhoods, which in some instances fosters recruitment.

After some discussion, it was agreed that we would conduct these neighborhood training evolutions at the same time the MUA would be conducting their system flushing operations. Example if the MUA conducts flushing in the Turnersville road area during the day, the duty crew will conduct their training that evening in that same area. MUA will be commencing the spring flushing operations commencing on April 20th through the 30th

Right to Know

- Firefighter Hitzelberger has placed considerable time into updating and bringing that department into compliance with the MSDS sheets located at the Informational center, while also ensuring that the proper labeling of the chemical products throughout the station are also in compliance.

Strategic Planning

- This Committee reconvened during July of 2020 and met several times since on Saturday mornings, commencing with a review and prioritization of the topics listed on the original agenda. The committee has spent concentrated time on each topic deemed to be of the most importance. While there are additional discussions to be held, the group felt it was imperative to move the recommendations along, providing their recommendations to the Board in the quest of maintaining forward progress. Some basic discussions were held at the conclusion of the April Commission meeting seeking more substantive involvement of the Board. To provide an overview of the recommendations, I am in the process of generating an Initial report from the committee, with specific focus upon the Facility and Personnel recommendations.

Summer Stipend program

- In preparation for the Summer stipend program, (Weekends from May 31st through September 18th) The annual advertisement was posted on the Departments Web Page during the second week of April. Currently we have had 11 applications picked up, with 2 currently submitted. The standard membership and background review of these personnel has commenced, and the Orientation date has been established for Tuesday evening, May 11th.

3" hose Donation

- Through the efforts of Firefighter Paul Richman, we were able to secure a donation from Chief Mark Rogers from the Potomac Heights Fire Department in Charles County Maryland. Providing 750 foot of recently tested three-inch hose. This hose will be added to the Squad company to provide a leader line. Matching the engine company capabilities for deep seated apartments and townhouse incidents.

County Chiefs Guideline Review

- After two months of discussion at the monthly meetings, some progress has been made in the development of County Wide Operational guidelines. With the Fire Coordinators group issuing proof document that covered "Resource Typing ", within that document it also provided the system of review and adoption of such guidelines / procedures. A second document "Surface Ice Rescue Company "was also issued as a review document detailing the service to be provided, the apparatus & equipment required, and training necessary to provide that service. The Chiefs association has asked each Chief to review and provide any and all recommendations, on or before the May Chiefs meeting (May 13th Winslow) I have derived a response to these documents, providing impute that I believe would improve the content, especially the method / system form submission to adoption and implementation of these documents.

Portable Radio Changes

- For some time now we noticed two (2) separate impacts to our response and operations. The first dealt with, when dispatched members were not donning their full turnout coat prior to boarding the apparatus. This was provoked by the need for them to place their portable radio strap on (Which were now hanging on the SCBA seat of their riding position). Before completing the turn out ensemble, they would now have to get the portable strap on then their coat to be able to place it inside of the coat. This provoked some personnel to stand up in the rig at the beginning of a response, to get their portable and coat on properly (**A significant safety violation and concern**)

The second problem, we have been experiencing was low battery and at times some dead batteries. Even with almost daily charging, change out, and checks. Some of which we believe was caused by the portables not being in the charger but hung in the straps and affixed to the SCBA seat.

Additional, follow up conducted by Firefighter Pizzo, he requested the County Communications center conduct testing of the portable batteries. Finding, that they were the same batteries that came with the new portables 7 - 8 years ago, when the county initiated the new radio system. Due to their age, they are no longer holding a proper charge even when continuously charged now showing a 50%-70% charge at best.

Evaluating this with Chief Hunter and receiving a recommendation from F/ Pizzo. We will now issue each interior qualified firefighter with their own portable radio straper (Most of which were acquired last year). The members will hang them on their gear racks donning the strap, then their Turn Out Coat placing it properly under the PPE.

All portable radios will now be kept in the bank chargers located on the apparatus and will be acquired when boarding, thus maintaining them on constant charge and addressing the safety concerns.

We will implement a two (2) year program to replace all of the current portable radio batteries with new, those batteries will also now have indicator lights to show the level of charge at all times.

Apparatus & Equipment

- On the 28th the Chiefs vehicle was taken to Mall Chevrolet in Cherry Hill for warranty repair consisting of a rubbing noise in the area of the front wheels, a driveline leak, and the base of the driver's seat needed adjustment. Returned the vehicle on the 30th with most of the repairs completed, the remaining repairs are awaiting parts.
- On May 3rd, the Engine will be taken out of service and taken to VCI in Berlin to have the paint repair (Warranty) completed on the Cab addressing the perforation problems around the side windows.
- We have acquired and placed in service standardized EMS jump and Oxygen bags, placing identical EMS equipment on all front-line apparatus.
- The Annual SCBA flow testing of the entire Self-Contained Breathing Apparatus compliment of the department was completed. Coordinated by F/F Gordon Sr.
- During recent working fire involving a roof assembly and Solar Panels, it was noted that the individual that was required to ascend the Ladder company and utilize a dry chemical extinguisher to knock down the fire. A member had significant problems maintaining his balance, while carrying the extinguisher, and then when holding on and controlling the extinguisher while applying the extinguishing agent. Restricted further by the limited movement of the ladder belt. To alleviate this and improve safety and operations we have now placed all our Dry Chemical Extinguishers into nylon carrying pouches that have shoulder harnesses, freeing up the members hands.

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

Month of: April 2021

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	10
Fire Safety Inspection – Non LHU(s)	15
Re-Inspection(s)	03
Smoke Detector & CO Detector Compliance(s)	18
Complaint(s)	0
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$760.00
Smoke Detector & CO Detector Compliance	\$1,658.00
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)	\$568.75
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$2,986.75

Requests:

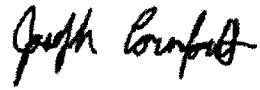
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

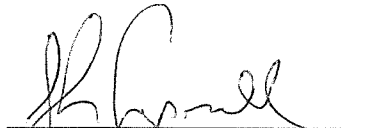
Respectfully Submitted,

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
APRIL 2021 ADMINISTRATOR'S REPORT

- Sent thank you letters to residents of Pine Valley who made contributions to fire district
- Provided employee documentation to Camden County Board of Social Services
- Ordered business cards for two new firefighters and new commissioner
- Submitted disposition of records request to State of NJ for approval
- Trained new part-time administrator
- Watched webinar recommended by the MEL Safety Institute
- Processed payroll
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations



John Campanella
Fire District Business Administrator