

Pine Hill Fire District #1
Regular Meeting Minutes
June 3, 2021

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Waddington at 7:31 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, Solicitor Carlamere, 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 May 6, 2021. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Hassett. All commissioners were in favor. Motion passed with four yes votes. Commissioner Wakeley abstained.

COMMUNICATIONS LIST: Chairman Waddington explained a letter the fire district received from the Borough of Pine Hill regarding the emergency generator. There was some discussion about the purchase of the emergency generator. Chairman Waddington said that he will contact the Borough for clarification.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley asked about the warranty repairs to the Engine Truck. Chief Dukes explained the status of the remaining warranty.
- **Community Relations Liaison:** Nothing to report
- **Information Technology and Equipment Commissioner:** Nothing to report
- **Insurance Fund Commissioner:** Nothing to report
- **Fire Prevention Commissioner:** Nothing to report
- **EMS Liaison:** Commissioner Warrington reported that some improvements have been made concerning AMR. Commissioner Warrington said that he is also communicating with Gloucester Twp. on EMS issues. AMR is still having problems covering shifts. AMR management is asking upper management to authorize pay increases. The call volume is back to pre-pandemic levels. AMR recently disciplined a staff member for inappropriate care. Chief Dukes said that AMR staff recently made a cardiac patient walk to the ambulance. Chief Dukes also said that AMR only had one ambulance on duty for Memorial Day to cover 100,000 people.

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NEW BUSINESS: Chairman Waddington asked if there were any questions regarding Resolution #21-11 on the agenda. There were none.

- **Resolution 21-11:** Approval and payment of bills

- A motion to approve resolution 21-11, as the bills were in order, was made by Commissioner Hassett and seconded by Commissioner Hagarty.

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

Chairman Waddington asked if there were any questions regarding Resolution #21-12 on the agenda. Commissioner Hassett asked about listing the equipment for sale on Gov.Deals. Chief Dukes said that the equipment is too old and obsolete to sell. Commissioner Warrington suggested donating the equipment to the Pine Hill Schools, if they are interested.

- **Resolution 21-12:** Disposal of obsolete portable radios and pagers

- A motion to approve resolution 21-12 was made by Commissioner Warrington and seconded by Commissioner Wakeley.

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

- A motion to offer to donate the portable radios and pages to the Pine Hill School System, if they are interested, was made by Commissioner Warrington and seconded by Commissioner Hagarty.

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

- Chief Dukes informed the commissioners that he emailed them a strategic plan for the future of the fire department. After a brief discussion, it was decided that a special meeting would be needed to discuss the plan. A motion to conduct a special work agenda meeting to review and discuss the strategic plan was made by Commissioner Hassett and seconded by Commissioner Hagarty. All commissioners were in favor. Motion passed with five votes.

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FIRE CHIEF'S REPORT: See attached report. Chief Dukes reported that volunteer firefighter Jordan Busch's mother passed away.

Chief Dukes reported that Firehouse Software has been purchased by another company and he is not sure if it will be an improvement.

Chief Dukes said that the long-term strategic plan was put together by a committee. There is nothing in the report that cannot be changed. Chief Dukes said that he understands the financial restraints of the district. Chief Dukes said that he met with 4 other fire chiefs and they are all suffering from a shortage of volunteer firefighters. Chief Dukes said that a call came in on the last holiday and we only had two volunteers respond. They had to call Firefighter Duvall at home and ask him to drive the truck. Chief Dukes said that he does not want this plan to die on the table. He wants the fire department to continue on the path to success.

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

Walter Davis of 1 Franklin Ave. asked to speak.

1. Mr. Davis said that he reads the Chief's report every month and sees how everyone is putting in a lot of time. He thanked everyone for a fine job.

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 Wakeley. All were in favor. Motion passed.

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June 3, 2021

CLOSED SESSION: Chairman Waddington explained that there was a need to go into a closed session to discuss administrative issues. A motion to enter a closed session was made Commissioner Warrington and seconded by Commissioner Hagarty. All were in favor. Motion passed with five votes. Closed session began at 8:15 p.m.

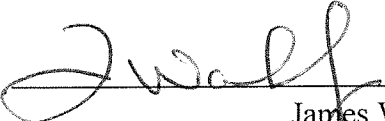
MEETING CALLED BACK TO ORDER: Chairman Waddington called the meeting back to order at 8:50 p.m. and asked for a roll call.


ROLL CALL: Commissioner Hagerty – present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present.

Chairman Waddington announced that no official business conducted or votes 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 Warrington and seconded by Commissioner Hassett. All were in favor. Motion passed.

The meeting was adjourned at 8:51 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
 #21-11

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

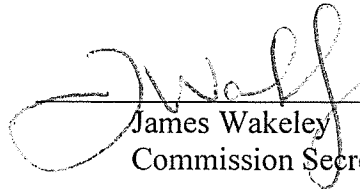
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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

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

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

DATED: June 3, 2021

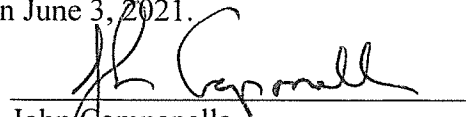


 James Wakeley
 Commission Secretary

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 June 3, 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
21-00165	05/12/21	MOT01	MOTOROLA SOLUTIONS, INC.	Knobs for Radios	Open	23.45	0.00
21-00166	05/14/21	MOT01	MOTOROLA SOLUTIONS, INC.	APX Batteries	Open	2,133.60	0.00
21-00167	05/17/21	CASH1	PETTY CASH	DUTY CREW MEALS	Open	770.00	0.00
21-00168	05/17/21	PHFD1	PINE HILL FIRE DEPT.	FIRE DEPARTMENT LEASE	Open	8,113.05	0.00
21-00169	05/17/21	TG001	TOWNSHIP OF GLOUCESTER	FUEL - UNLEADED AND DIESEL	Open	680.70	0.00
21-00170	05/17/21	JHART005	J. HARTE ASSOCIATES LLC	SERVICE AGREEMENT - JNE, 2021	Open	1,150.99	0.00
21-00171	05/17/21	PHP01	PINE HILL PRINTING, INC.	REHABILITATION TAGS	Open	245.00	0.00
21-00172	05/17/21	VCI01	VCI, INC.	MAINTENANCE & REPAIRS	Open	2,083.00	0.00
21-00173	05/17/21	AP001	AIRPOWER INTERNATIONAL, INC.	CYLINDER HYDRO TEST	Open	245.00	0.00
21-00174	05/17/21	AIRGA005	AIRGAS USA, LLC	RENT OXYGEN CYLINDER	Open	13.20	0.00
21-00175	05/18/21	BTM001	BOUND TREE MEDICAL,LLC	EXTRICATION COLLARS	Open	53.34	0.00
21-00176	05/18/21	BTM001	BOUND TREE MEDICAL,LLC	EMERGENCY RESCUE BLANKETS	Open	44.95	0.00
21-00177	05/18/21	CCH01	CAMDEN COUNTY HERO SCHOLARSHIP	MEMBERSHIP DUES	Open	100.00	0.00
21-00178	05/18/21	COMCA005	COMCAST	ACCT. 8499051620052641	Open	382.28	0.00
21-00179	05/18/21	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS HARDWARE	Open	101.68	0.00
21-00180	05/18/21	HALE01	HALE TRAILER BRAKE & WHEEL	MISCELLANEOUS SUPPLIES	Open	118.88	0.00
21-00181	05/18/21	KYOCE005	KYOCERA DOCUMENT SOL. AMERICA	COPIER LEASE PAYMENT	Open	134.84	0.00
21-00182	05/18/21	MID01	MID-ATLANTIC FIRE & AIR	RAPID CHARGER-MLW-48-59-1802	Open	135.00	0.00
21-00183	05/27/21	STATE005	State of NJ Health Benefits	BILLING PERIOD 06/01--06/30/21	Open	9,776.26	0.00
21-00184	05/27/21	PHP01	PINE HILL PRINTING, INC.	POCKET EMS PADS-INV. 181668	Open	65.00	0.00
21-00185	06/01/21	CASH1	PETTY CASH	Replenish Chief's Petty Cash	Open	16.56	0.00
21-00186	06/01/21	AFS001	Ankor Fire & Safety Equipment	Fire Extinguisher Inspection	Open	240.00	0.00
21-00187	06/01/21	JHART005	J. HARTE ASSOCIATES LLC	Server Software upgrade	Open	1,238.00	0.00
21-00188	06/01/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	Socket Organizer Trays	Open	29.99	0.00
21-00189	06/01/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	Hex Bit Holder	Open	9.99	0.00
21-00190	06/01/21	COOP01	Cooper University Hospital	Annual EAP Services Contract	Open	1,575.00	0.00
21-00191	06/01/21	BOA00001	Bank of America	May P-Card Statement	Open	425.76	0.00
21-00192	06/01/21	ATTM0005	AT&T MOBILITY	Monthly Cell Phone Bill	Open	331.54	0.00
21-00193	06/01/21	PRP01	WITMER PUBLIC SAFETY GROUP,INC	Hose Strap	Open	210.00	0.00
21-00194	06/01/21	JEFFE005	Jefferson Health South Jersey	EMT Class	Open	600.00	0.00
21-00195	06/01/21	ECORE005	ESO SOLUTIONS, INC.	Scheduling Software	Open	409.00	0.00

Total Purchase Orders: 32 Total P.O. Line Items: 0 Total List Amount: 31,831.06 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	31,831.06	0.00	31,831.06	0.00	0.00	31,831.06
Total Of All Funds:		<u>31,831.06</u>	<u>0.00</u>	<u>31,831.06</u>	<u>0.00</u>	<u>0.00</u>	<u>31,831.06</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11419 to 11447
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
11419	06/03/21	AFS001 Ankor Fire & Safety Equipment	240.00		1100
11420	06/03/21	AIRGA005 AIRGAS USA, LLC	13.20		1100
11421	06/03/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	29.99		1100
11422	06/03/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	9.99		1100
11423	06/03/21	AP001 AIRPOWER INTERNATIONAL, INC.	245.00		1100
11424	06/03/21	ATTM005 AT&T MOBILITY	331.54		1100
11425	06/03/21	BOA00001 Bank of America	425.76		1100
11426	06/03/21	BTM001 BOUND TREE MEDICAL,LLC	98.29		1100
11427	06/03/21	CASH1 PETTY CASH	770.00		1100
11428	06/03/21	CASH1 PETTY CASH	16.56		1100
11429	06/03/21	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	100.00		1100
11430	06/03/21	COMCA005 COMCAST	382.28		1100
11431	06/03/21	COOP01 Cooper University Hospital	1,575.00		1100
11432	06/03/21	DC001 DAVID F. CARLAMERE	375.00		1100
11433	06/03/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1100
11434	06/03/21	HALE01 HALE TRAILER BRAKE & WHEEL	118.88		1100
11435	06/03/21	JEFFE005 Jefferson Health South Jersey	600.00		1100
11436	06/03/21	JHART005 J. HARTE ASSOCIATES LLC	1,150.99		1100
11437	06/03/21	JHART005 J. HARTE ASSOCIATES LLC	1,238.00		1100
11438	06/03/21	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	134.84		1100
11439	06/03/21	MID01 MID-ATLANTIC FIRE & AIR	135.00		1100
11440	06/03/21	MOT01 MOTOROLA SOLUTIONS, INC.	2,157.05		1100
11441	06/03/21	PHFD1 PINE HILL FIRE DEPT.	8,113.05		1100
11442	06/03/21	PHH01 PINE HILL HARDWARE, INC.	101.68		1100
11443	06/03/21	PHP01 PINE HILL PRINTING, INC.	310.00		1100
11444	06/03/21	PRP01 WITMER PUBLIC SAFETY GROUP, INC	210.00		1100
11445	06/03/21	STATE005 State of NJ Health Benefits	9,776.26		1100
11446	06/03/21	TG001 TOWNSHIP OF GLOUCESTER	680.70		1100
11447	06/03/21	VCI01 VCI, INC.	2,083.00		1100

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	29	0	31,831.06	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	29	0	31,831.06	0.00

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
1-GN- -002-110	Firefighters					
05/14/21	Expd	Pay Date 5/14/21 - Firefighters		8,401.84	NS	B 497 7
05/28/21	Expd	Pay Date 5/28/21 - Firefighters		8,401.84	NS	B 498 7
Total Expenditures:		2	16,803.68			
1-GN- -002-111	Overtime & Sicktime Buyback					
05/14/21	Expd	Pay Date 5/14/21 - Overtime		139.00	NS	B 497 8
05/28/21	Expd	Pay Date 5/28/21 - Overtime		318.59	NS	B 498 8
Total Expenditures:		2	457.59			
1-GN- -002-112	DEPUTY CHIEF					
05/14/21	Expd	Pay Date 5/14/21 - Deputy Chief		3,702.46	NS	B 497 9
05/28/21	Expd	Pay Date 5/28/21 - Deputy Chief		3,702.46	NS	B 498 9
Total Expenditures:		2	7,404.92			
1-GN- -002-228	Stipends - Fill In Firefighters					
05/28/21	Expd	Pay Date 5/28/21 - Fill In Firefighter		800.31	NS	B 498 12
Total Expenditures:		1	800.31			
1-GN- -002-301	FICA - Firefighters					
05/14/21	Expd	Pay Date 5/14/21 - FICA Firefighters		866.54	NS	B 497 18
05/28/21	Expd	Pay Date 5/28/21 - FICA Firefighters		988.87	NS	B 498 18
Total Expenditures:		2	1,855.41			
1-GN- -002-303	State Payroll Taxes - Firefighters					
05/14/21	Expd	Pay Date 5/14/21 - State Payroll Tax-FF		79.91	NS	B 497 19
05/28/21	Expd	Pay Date 5/28/21 - State Payroll Tax-FF		71.01	NS	B 498 19
Total Expenditures:		2	150.92			
1-GN- -003-101	Fire Official					
05/28/21	Expd	Pay Date 5/28/21 - Fire Marshal		916.67	NS	B 498 5
Total Expenditures:		1	916.67			
1-GN- -003-102	Fire Inspectors					
05/28/21	Expd	Pay Date 5/28/21 - Fire Inspector		333.33	NS	B 498 6
Total Expenditures:		1	333.33			

Fund Description	Fund	Expenditures
GENERAL	1-GN	37,751.33
Total of All Funds:		<u>37,751.33</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	28	37,751.33

**THE BOARD OF FIRE COMMISSIONERS
 FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN
 COUNTY, NEW JERSEY
 RESOLUTION TO REMOVE DISPOSE FROM INVENTORY
 #21-12**

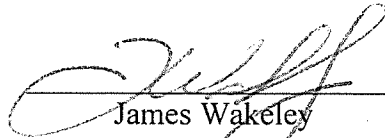
WHEREAS. The Board has determined that certain items of inventory are outdated and of no use or benefit to the fire district, and

WHEREAS. The Board has determined to remove the following listed items from inventory

Portable Radios & Pagers
 (See attached list of items to be discarded)

NOW THEREFORE, it is herein resolved and approved that the attached be removed from inventory and disposed of

DATED: June 3, 2021

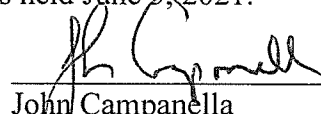


 James Wakeley
 Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty	✓			
Commissioner Hassett	✓			
Commissioner Waddington	✓			
Commissioner Wakeley 2nd	✓			
Commissioner Warrington 1st	✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held June 3, 2021.



 John Campanella
 Fire District Business Administrator

John

we will need a
DISPOSAL RESOLUTION
FOR THE EQUIP.

ITS BEEN IN THE
ARCHIVE ROOM AND IS
ALL OBSOLETE

JS
~~END~~

Old- Portable Radio, Pager & Electronics Disposal

Portable Radios

HT750 with battery and mic- (6)

HT750 with battery and mic (no antenna)- (1)

HT750 with battery (no mic)- (1)

HT750 with no battery and no mic- (2)

HT750 with mic (no battery)- (2)

HT1250 with battery and mic- (2)

HT1250 with battery and mic (no antenna)- (1)

HT1250 with battery (no mic)- (1)

HT1000 with battery and mic- (2)

HT1000 battery (extra)- (4)

HT750 & HT1250 chargers

New Base Charger (2)

Used Base Charger (6)

Car Charger (1)

Mobile Charger (1)

Box of clips and parts

HT1000 (extra mic [new])

Pagers

Minitor II with chargers- (4)

Minitor III- (7)

Minitor IV- (3)

Minitor V- (2)

Pine Hill Fire Department

Chief's Monthly Report

May 2021

COVID -19

- On or about May 1st the County OEM discontinued the daily reporting of confirmed COVID-19 related cases and deaths occurring in Pine Hill. We have continued to furnish the State OEM with our weekly reporting, maintaining compliance.
- With the new executive order issued by the Governor's office reducing the requirements for masks, social distance, and gatherings, a department memo was issued expressing my concerns especially when providing care to unknown civilians. Requesting all of our members to remain vigilant and aware of their surroundings, still using the masks and other safety precautions when they believe necessary to maintain their safety.

Standard Operational Guidelines.

- In support of the Rehab tags recommended by Captain Baiori to be used during prolonged incidents or incidents occurring during severe weather, that will ensure proper medical evaluation while operating at any incident. Battalion Chief Buchhofer has developed a proof Operating guideline for the implementation of these tags. The information will then be rolled out in training for our personnel. It will also be provided to the AMR supervisors as they will be an integral component to implement their use coordinating and conducting proper **REHAB**

Incidents of Significance

- On Sunday May 2nd Squad 62, Squad 85 and Ladder 84 were dispatched to 93 Hickstown Rd for a reported gas leak. Arriving units found a 100 Lb. Propane cylinder still attached to the rear wall of the property leaking. A special call was issued for Gloucester Twp. Haz-Mat Engine 88. Squad 62 stretched a precautionary 1 ¾" line and commenced interior monitoring finding 33PPM in the basement. While Squad 85 stood by the hydrant, Ladder 84 monitored the remaining areas of the property. Engine 88 provide technical assistance with the leaking tank removing it from the house. It was determined that this cylinder had just been filled at a gasoline station located on Cross Keys Rd. in Winslow Twp. and that it had been overfilled, once hit by the sun, internal pressure caused the relief valve to open and leak. Cooling the tank and placing it in the shade reduced the pressure. The property owner responded (Rental Property) took control of the tank and removed it to his property in Shamong Twp. Companies mechanically ventilated the property ensuring it was safe for the occupant to re-enter. Chief Hunter was the Incident Commander.

- May 4th 21:15 hours Companies were dispatched for a reported Brush fire 121 Berlin Cross Keys Rd. Arriving units found a debris fire to the rear of Urethane Sciences building in the New Business Park. That debris consisted of foam rubber products that were under development, that have the ability to Exotherm (Generate its own heat and self-ignite). Said product was directly against the rear wall of the building, causing observable fire damage, requiring the Fire Department to forcibly open that wall to ensure total extinguishment. Fire Marshal Cornforth was notified and responded, He and I will be conducting substantial follow up on this with the property owner. As several basic rules and code violations were identified. Due to this event and because of the identified hazards presented, significant time was dedicated to completing the pre-plan of this property. With dedicated training, with our personnel and the mutual aid companies will to be scheduled and conducted ASAP.
- On the 9th at 12:37 hours Ladder and Engine 62 responded to a reported dwelling fire 2914 Garwood rd. in the Lambs Terrace section of Gloucester Twp. Battalion and Squad 85 arrived first due reporting smoke showing, and that the occupant had entered the property prior to their arrival. The occupant was quickly accounted for, and the fire was controlled in the garage area. Ladder 62's crew conducted primary search finding and removing a dog from a second-floor bedroom. Approximately 1 hour service.
- On the 10th at 13:45 Ladder 62 was dispatched to a reported dwelling fire 55 Presidential lane Lambs Terrace section of Gloucester Twp. for a kitchen fire. Squad 85 arrived first due and reported the fire knocked down and issued a recall for everything except Squad 85 and Ladder Tower 62. Continuing in significant dark smoke was showing from the front door advising me that they thought the fire was knocked down and they were starting to check for extension. Ladder 62 was task with ventilation. Substantial damage was found with limited extension to the cabinetry, we provided overhaul and ventilation support.
- On the 11th at 17:05 Hours Squad 62 and the BLS unit was dispatched to a Motor Vehicle accident car vs building 1106 Kenwood drive. During the response communications advised the car had also stuck the gas meter. Arriving confirmed the report interior and commenced interior metering showing gas reading inside. This was an end of the row property attached to approximately eight other units all of which were immediately evacuated. An additional engine company was requested, and Squad 86 was dispatched. Fortunately, the gas piping was equipped with an "Emergency Response Valve". automatically shutting down the gas flow. South Jersey gas was summoned and responded, along with the Construction Department. With the gas shut down ventilation cleared the properties, and everyone was returned to their property within about one hour.

- On the 20th Squad 62, Quint 85, and Ladder 82 were dispatched to Unit G-1 Glenn air townhouses for a reported interior gas leak. Arriving and investigating showed 900 PPM at the front door, elevating to a full 1% -1.5 % of Lower Explosive Limit throughout the first and second floors. All utilities were shut down and the building mechanically ventilated, while waiting for South Jersey Gas. The attached exposure property was also monitored and did not show any hazard. Working with the Gas Company a leak was discovered at the rear of the second-floor dryer. It was tagged and removed from service. Ventilation continued until zero readings were established.
- On the evening of the 20th Task Force 621 was dispatched to 415 Erial Rd. the laundry Mat for a reported building fire. Engine 62 arrived with the duty crew to find smoke showing from the roof of the building, leading off with an inch and three-quarter line. Finding a commercial dryer on fire, controlling it with the use of that line. Support was provided by Ladder 62, engines 86, 88, Quint 85, Ladder 84, and RIT 63.
- On the 26th at 13:42 Hours Squad 62 and 85 were dispatched to 26 South Club Rd along with BLS 803 for a reported C/O detector activation with the homeowner reportedly suffering the effects of C/O. Arriving and monitoring the property showed 200 PPM Natural Gas at the rear door with 40 PPM C/O. Investigating further ultimately confirmed a problem with the gas fired countertop stove/Oven creating the C/O problem. The Elderly occupant was transported to Jefferson Hospital Stratford for further evaluation. The property was mechanically ventilated and both cooking devices were removed from service and tagged out. South Jersey Gas also responded and concurred with the actions taken, FM Cornforth was notified due to the injury, he would make the appropriate notifications to County and State F/M office. Support provided by Squad 85.
- On the 31st at 02:32 hours our ladder was dispatched as part of the first alarm assignment. To 13 Mallards Crest Ct. in Winslow Twp. for a reported dwelling fire. First arriving Squad 25 reported a two-story single-family dwelling with smoke showing, they additionally reported a working basement fire. Our Ladder arrived third due, that crew provided support services of search and rescue, Utility Control, setting ground ladders and then established mechanical ventilation. The fire was ultimately confined to a small area of the basement.

Other Activities of the Chief

- On the 4th completed two segments of the "Known Be4" Computer training. Both of which were substantially late, as I had Fallen behind. This should bring me into total compliance.

- On the 5th along with several members of the department we attended the Viewing for Commissioner Walkley's grandmother, held at Constantino funeral home Berlin.
- On the 6th participated in the Supplemental Health care and Insurance Benefit program for the Members, conducted by Provident Insurance company, coordinated by B/A Campanella. The information from which was conveyed to the members during the Company meeting.
- On the 6th Participated in two inaugural Sub-Committee meetings (Personnel and Facilities) for the College / Fire Academy Strategic Planning Committee, both held at the Fire Academy.
- On the 6th participated in the Monthly meeting of the fire commission.
- On Saturday, the 8th spent most of the day with F/F Gordon Jr. commenced the process of amending and reconciling all of the Administrative Procedures Guidelines and Standard Operating Guideline developed since 2017. After which they will be placed into and protected in the "S" Drive for secure and safe keeping.
- On the 11th attended the Fire Company Meeting providing the Chiefs Report covering both April and May due to the April meeting being cancelled
- On the 13th held a career staff meeting, healthy agenda and review of administrative responsibilities progress or lack thereof, providing recommendations to improve areas that are lacking.
- On the 13th Attended the County Fire Academy's Strategic planning meeting placing focus on three of the five sub committees, Industrial training and needs, General logistics and Development of Firefighter, Officer, EMT, and Instructional staff development.
- On the evening of the 13th attended the monthly meeting of the Camden County Fire Chiefs association held at the Elm fire station in Winslow Twp.
- On the 20th Attended the Cherry Hill Fire Departments promotional ceremony, held at their Hq. during which our Fire Marshal J. Cornforth was promoted to the position of Fire Marshal / Fire Official for the CHFD.
- On Sunday Morning the 23rd held a line officers meeting at Headquarters (Limited attendance)

- On the 31st along with several personnel participated in the annual Municipal Memorial Day service held at the Monument.

Training and Certification

- On the 12th Completed final drivers testing and certification on the engine. F/F Hitzelberger has qualified, and F/F Pierce will conduct additional pump operations to complete his qualification on that apparatus.
- Hosted a three-day EMT core credit (24 Credit) class in our training room on Friday, Saturday, and Sunday the 14th -16th. Three of our members participated to maintain their certifications.
- On the 18th provided the first segment of Ladder Company Operations for the development of F/F Hitzelberger and a refresher for the on-duty staff.
- On the 21st conducted additional pump operations training while also conducting Water Flow capabilities along Watsontown New Freedom Road (Berlin Side) Developing critical Pre Plan Information.
- On the 24th conducted final Drivers test for Career firefighter Heidelberg on the Squad, Completed, and filed required report.
- On the 25th Provided three (3) modules of the Camden County Ladder Company operations class. Specifically dealing with Ladder Company **Placement, Limitations, and stabilization.**

FYI Department Baseball Team

- Thanks to the efforts of Firefighter Pizzo the department has mustered a softball team and has entered the Camden County Fireman's league. The season is comprised of 10 games with department from throughout the entire County. Good moral and networking booster.

Apparatus / Equipment

- The paint problems with the engine have now been repaired under warranty and the unit returned to service on the 7th. The service center (VCI -Berlin) as curtesy that firm also repaired minor damage to the front bumper, that had occurred during a previous incident. The workmanship was excellent.
- As a part of the cleaning out of the archive room, F/F Pizzo identified a list of obsolete Radio and electronic equipment, that needs to be disposed of. Requesting B/A Campanella to develop the necessary disposal resolution for the June Meeting.
- On the 24th during duty crew training a problem was found with the right rear outrigger not operating properly. Additionally, during a public service operation earlier in the day showed that the bucket was not leveling properly as the aerial was raised and lowered. F/F Gordon evaluating these problems he was able to duplicate them but could not 100% determine the actual cause, believing that it was within the electronic controls. A MFG. representative from Fire and Safety were summoned and had a service tec respond that afternoon, fortunately locating an electrical connection problem at the right rear outrigger. Repaired and maintained the unit in service.

District and Departmental Records

- Working with Commissioner Warrington, B/A Campanella, Deputy Hunter We derived a plan that will provide for the reduction and disposal of old District and Fire Department records, that are now stored in the archive room. While also maintaining those that are required by State Mandates. The remaining documents will be retained in the Basement storage area. Due to the volume, this project will take some time doing our best to identify and dedicate that necessary time to maintain the forward progress of this reduction.

Cedar Brook Apartment's

- On May 14th after finally receiving all four (4) of the necessary hydrant adaptors. That were needed to change all four (4) of the hydrants in the complex to Storz connections. Were installed by F/F Gordon and the on-duty staff. Standardizing and improving emergency operations in that complex.

Summer Stipend Program

- The summer stipend program commenced during the weekend of May 29th and will remain in place through September. Chief Hunter has issued notification to all personnel who have participated in the program, directing them to go online and sign up on the schedules. The annual advertisement for new personnel yielded only two applicants at this time. Both of whom have completed their orientation and are completing the required process, to be authorized to participate. The hours of coverage will stay status quo 06:00 Saturday through the 48-hour period ending at 06:00 Monday's.

EMS Forms

- To improve EMS Operations D/C Hunter developed a dual copy small note pad to be added to all of the EMS bags to provide the operating EMT's with a standardized recording of important patient information obtained during initial patient evaluation.

Pre-Planning

- Focused on the in town identified Target hazards, F/F Pizzo has conducted some of the site work, identifying water supply hose lay distances. While also obtaining pertinent property / Building information. To be used for the development of training, for our department, along with our mutual aid departments that are used on the first alarm assignments at these properties. In this quest, and to obtain other pertinent information specifically on the Urethane Plastics properties. On the 21st the staff worked with Berlin FD and MUA. To conduct flow testing of the hydrant located on Watsontown New Freedom Rd. at the rear the Pine Hill Business Park. (Berlin Side) Showing approximately 2,200 GPM at that hydrant.

Amending / Revamping SOG and PHFD Forms

- Along with Battalion Chief Buchoffer and F/F Gordon Jr. continued to revamp PHFD Department Forms and Standard Operating guidelines, some of which were from 2017. Conducting necessary up grads and amending those documents. All of which are now being placed into the computer systems "S" Drive. We also created a Thumb Drive and paper file back-up, both of which are located in the Chiefs office for safe keeping and future reference. The Books in the Information al center will be upgraded, and the new documents will be added to the department's web site replacing some outdated documents.

AMR Problems / Concerns

- While Commissioner Warrington, Chief Hunter and I have expressed several concerns over proper coverage and recently identified poor patient care. All of which has been discussed with ARM upper management, during the May 7th joint meeting. On Friday, the 14th our personnel again experienced improper operations and care during a cardiac response. The concerns present provoked an immediate formal meeting and complaint to the AMR street supervisor. Followed immediately with a detailed E-Mail to Daniel Brown the AMR Operations Manager at the Philadelphia Office. This reporting combined with follow up by Commissioner Warrington. Resulted in an AMR internal investigation and review by their Medical Director. The result of which was the immediate suspension of the two EMT's, one of which was remediated and returned to service under direct supervision. The second was still on suspension as of May 19th we were later notified that this second individual was dismissed as an AMR employee. All necessary reporting has been completed and filed in the Chiefs Office.
- Presumably due to the continual complaints file by the department regarding limited Staffing and the continual reduced compliment of available BLS units. About three weeks ago, (Beginning of May) I started to receive daily staffing reports from Mr. Eagle the vast majority of which illustrated No staffing issues with 678 (The Pine Hill BLS unit). On the morning of the 20th, I was notified by the G/T OEM office that BLS unit 807 was OOS due to staffing. Almost immediately several incidents were dispatched in Glouc.Twp all of which required Mutual Aid. Evaluating this and discussing it with the Alarm room supervisor. Confirmed that there was a coverage problem. However, the staffing notice I received illustrated No problems at least with 678. It was my evaluation that AMR was playing a "Shell game" keeping our rig staffed but allowing the others in the Gloucester Twp. Pine Hill system to falter. Ultimately reducing coverage. To which I issued an immediate E-Mail to Mr. Eagle disputing his staffing E-mail and expressing my concerns. To which he did not respond. All of which illustrates the continuing problems and concerns with AMR.
- During the Memorial Day Holiday weekend specifically Saturday the 29th and Sunday the 30th enumerable staffing problems present themselves mainly focused up providing proper coverage due to limited or no staffing. On Saturday evening the AMR region was down to one (1) BLS units for a prolonged period. Illustrating the coverage for the 678 (Pine Hill) unit had again faltered. Due to the ongoing AMR problems GT- OEM Coordinator has received these same reports only focused upon the units that were assigned to his Twp. Those reports illustrated consistent personnel issues and reduced BLS coverage.

Career Scheduling

- With Firefighter Hitzelberger now Qualified on the Engine and Squad, and now placing substantial time and training on the ladder tower. Including moving her to the evening shift to gain some night driving and Operations, specifically on the Ladder. We felt comfortable that the firefighter has illustrated competence and was ready for full duty and to be a part of the shift rotation. With the final test to be provided on Friday June 4th with the Help of Chief Hunter and B/ A Campanella a new career staff schedule has been generated and will take effect on Monday June 6th, placing all four of the career firefighters into the desired rotating schedule that will provide for the desired 24-hour 7 Day Drive, Operator, EMT in station. This will also provide for a third firefighter during the Monday through Friday 8:00 to 16:00 time period. When teamed up with Chief Hunter and F/F Gordon Sr.

Citizen Complaint

- On the 10th or 11th, a citizen came to the station to complain about a fire truck being used to pick up food from Mario's Deli. Chief hunter fielded that complaint explaining to the individual. That the engine he seen at that time was from Sta. 85 The Citizen initially disputed that and walked away.

On the 14 out tower ladders was parked on the apron to have its SCBA bottle filled. Once completed it was authorized by me to allow F/F Hitzelberger to move and Drive the unit as a part of her familiarity and drivers training. Ultimately to place it back into its Bay, while doing so they were authorized to stop at Mario's Deli to acquire lunch materials. This was observed by the same citizen from the 11th. He later came to my office to file a complaint. His demeanor was abrasive, somewhat confrontational; refusing to provide me his name, and much more regarding his Constitutional rights and that this is what is wrong with the country especially when dealing with police and fire officials, all of which has now been recorded in a formal report. Subsequently that afternoon, I received a phone call from Mayor Green as this same individual called his office to complain. I explained to the Mayor everything that happened and why the apparatus was used in this fashion, which he appreciated my explanation. I again spoke to the Mayor on Saturday the 15th He advised that he had spoken to the complainant. and that he too could not get the individual to provide his name and information and had illustrated the same poor attitude threatening to take the matter to higher authorities.

Manville Fire Winslow Twp.

- Due to the monetary impacts to Winslow Twp. Fire Department that alone exceeded \$150,000.00. Combined with the necessary forces that were necessary, provided by fire departments from at least seven (7) counties. An attempt to recover monies that were spent on all these operations. The County OEM in cooperation with Winslow Fire Department have requested a recording of all manning and associated cost. In an attempt to recover those cost. Deputy Chief Hunter has conducted the necessary research illustrating that the Pine Hill Fire Department alone provided a total of 137.09-man hours over the five (5) day operations at this incident. This information was transposed onto the spread sheets furnished by the County and have been submitted. No guarantee of recovery but it will be submitted for consideration. The hourly rate used was derived from utilizing the FEMA fee schedule that is used during declared emergencies.

Strategic Planning

- As you all aware on Friday May 28th the initial Strategic Plan was completed reviewed by the committee members and was issued to all of you for your review. I recognize that it more than the normal correspondence consisting of 23 pages **BUT I WOULD EMPLORE** all Board Members to take the time to digest its content! As stated in the cover letter, issued with that document. We recognized that this partial report and additional rapport will be needed to complete all of the remaining segments.

In that same vein, it was from the beginning the intent of the committee to complete and place the report into writing. Then first present it to the committee for review. Then issue it to the Board, with the intent of establishing necessary meetings with the Board and or their representatives to discuss the content even further.

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

Month of: May 2021

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	02
Fire Safety Inspection – Non LHU(s)	09
Re-Inspection(s)	15
Smoke Detector & CO Detector Compliance(s)	16
Complaint(s)	02
Fire Investigation(s)	02

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$693.00
Smoke Detector & CO Detector Compliance	\$1,087.00
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)	02
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$1,994.00

Requests:

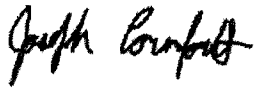
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

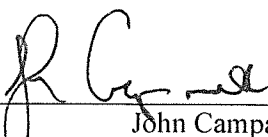
Respectfully Submitted,

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

Joseph Cornforth
Fire Official

PINE HILL FIRE DISTRICT #1
MAY 2021 ADMINISTRATOR'S REPORT

- Process records disposal requests with State of NJ
- Participated on an OEM webinar on 5/20/21
- Trained new part-time administrator
- 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