

Pine Hill Fire District #1  
Regular Meeting Minutes  
August 5, 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, Deputy Chief Hunter, Fire Department President Joseph Pfeiffer.

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular minutes for the meeting held on July 1, 2021. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed with three yes votes. Commissioner's Hassett and Waddington abstained.

**COMMUNICATIONS LIST:** Chairman Waddington explained the communications listed on the agenda and asked for questions. There were none. Chairman Waddington explained the quotes for the emergency generator repairs and extended a thank you to firefighter Jim Gordon Sr. for his hard work obtaining the quotes and verifying the repairs.

**OLD BUSINESS:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley asked about the Hahn Truck. Chief Dukes said that the truck needs work and explained the problems with the truck. There was a brief discussion.
- **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 turned the floor over to Chief Dukes to explain the issues regarding EMS. Chief Dukes said that the situation is not improving. There was an emergency call involving a seizure and there was no AMR response. The Squad answered the call since there was no response from AMR. The mother of the victim was not happy with AMR.

Chief Dukes said that AMR responded to a traffic accident and possible suicide attempt. One of AMR's EMT's verbally abused the patient. Chief Dukes said that he obtained a

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recording of a police officer's bodycam and filed a complaint with AMR. The EMT was terminated for her unprofessional behavior.

Chief Dukes said that AMR disrupted the scene of a fire call on Kirk Lane.

Chief Dukes said that the manager of Trump National was not satisfied with AMR's response time to treat an injured guest.

Chief Dukes said that over the weekend, AMR only had one ambulance on duty covering two towns.

Commissioner Warrington said that Gloucester Twp. is now involved in our meetings with AMR. When one ambulance is down, it affects the entire system. The State of NJ has made EMT certifications very difficult to obtain. They must go through a local college now.

Commissioner Warrington said that AMR is having trouble hiring additional EMT's. It seems all companies are having trouble hiring.

Commissioner Warrington said that the fire district has applied for a Medicare Billing License so that the fire district can bill Medicare when our ambulance is needed for Medicare patients.

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding Resolution #21-14 on the agenda. There were none.

○ **Resolution 21-14:** Approval and payment of bills

- A motion to approve resolution 21-14, as the bills were in order, was made by Commissioner Hassett 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 five yes votes.

Chairman Waddington explained that there was no need to address the motion on the agenda regarding repairs to the emergency generator. The fire department is assuming the responsibility. Chairman Waddington asked if there were any questions. There were none.

Chairman Waddington explained that a budget committee needs to be appointed to work on the budget for 2022. A motion was made by Commissioner Warrington and seconded by Commissioner Hassett to appoint Commissioner's Waddington and Wakeley to the budget committee. All commissioners were in favor. Motion passed with five yes votes.

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Commissioner Warrington asked Commissioner Hagarty if the County negotiates cooperative purchasing agreements. Commissioner Hagarty said that the County does negotiate purchasing agreements because it creates economies of scale.

**FIRE CHIEF'S REPORT:** See attached report. Chief Dukes said that Chateau Ridge Apartments has been having problems with natural gas leaks. Chief Dukes said that he notified the fire marshal, South Jersey Gas Company, and the apartment's management. The fire department is working on a plan of action in case of a serious gas leak.

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

**FIRE DISTRICT ADMINISTRATOR'S REPORT:** See attached report

Chairman Waddington asked if there were any questions regarding the three reports presented. There were none. A motion to approve all reports presented was made by Commissioner Hassett 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 Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed.

Walt Davis of 1 Franklin Ave. asked to speak.

1. Mr. Davis said that he heard that Congress is talking about restrictions on refrigerators and eliminating air conditioning units. Chairman Waddington thanked Mr. Davis for that information.

**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.

**CLOSED SESSION:** Chairman Waddington asked the commissioners if there was any need for a closed session. Commissioner Hassett said that he would like to enter a closed session to discuss personnel issues and contract negotiations. A motion to enter a closed session was made by Commissioner Warrington and seconded by Commissioner Hagarty. Motion passed with five yes votes. Closed session began at 8:20 p.m. and ended at 9:08 p.m.

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**ROLL CALL TO RESUME MEETING:** Chairman Waddington asked for a roll call. Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present.

**OUTCOME OF CLOSED SESSION:** Chairman Waddington announced that no actions, votes or decisions were made in 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 Wakeley. All were in favor. Motion passed.

The meeting was adjourned at 9:09 p.m.

  
James Wakeley  
Commission Secretary

  
John Campanella  
Fire District Business Administrator



Corporate Office  
100 Newtown Road  
Plainview, NY  
11803

Branch Office  
75 A Twinbridge  
Drive  
Pennsauken, NJ

Branch Office  
341 Kaplan Drive  
Fairfield, NJ 07004  
973.614.0091

## Sales Quotation

### Customer Info

Pine Hill Fire  
John Greer  
1109 Erial Rd.  
Pine Hill, NJ 08021

### Agreement Prepared by

Bill Fyler  
856-324-0459  
bfyler@genserveinc.com  
Pennsauken

Quote #: AAAQ67250

Quote Date: 6/21/2021

Service Tech: Mike Demarco

180Kw Mtu

Power when you need it is GenServe's promise. GenServe is your single solution to all of your power back-up needs. GenServe has been providing superior industrial generator sales and service for two decades and has grown to be the largest company in the metro area. With more than 45 trucks on the road, our expert technicians can get to you within two hours.

Description	Qty	Unit Price	Ext. Price
Travel to site. Drain cooling system. Remove and replace upper and lower radiator hoses, water pump, thermostat, air filter, belt, and block heater. Refill with new coolant. Install new fuel supply and return hoses. Test run unit to verify proper operation. Remove waste from site.			
LABOR	1	\$1,480.00	\$1,480.00
PARTS			
COOLANT	1	\$400.00	\$400.00
WATER PUMP WITH SEALS AND GASKETS	1	\$2,444.18	\$2,444.18
RETURN FUEL LINE	1	\$67.91	\$67.91
SUPPLY FUEL LINE	1	\$67.97	\$67.97
AIR FILTER	1	\$247.61	\$247.61
SERP BELT	1	\$220.32	\$220.32
LOWER HOSE AND CLAMPS	1	\$91.86	\$91.86
UPPER HOSE AND CLAMPS	1	\$104.47	\$104.47
BLOCK HEATER			
BLOCK HEATER	1	\$526.57	\$526.57
THERMOSTAT AND SEAL/ GASKET	1	\$149.38	\$149.38
MISC SHOP SUPPLIES ( CLEANER, SEALER, RAGS, PIG MATS)	1	\$250.00	\$250.00

07/07/2021  
10:00 AM

**Description**

**Qty**

**Unit Price**

**Ext. Price**

We hereby propose to furnish labor and material-complete in accordance with above specifications for the sum of dollars (\$) Plus tax with payment to be made as follows:  
Payment terms: Net 30 days with approved credit

William Fyler  
Service Writer  
Genserve Inc  
Office (856)324-0459  
Cell (856)229-1098

**SubTotal** **\$6,050.27**

NOTE: This proposal may be withdrawn by us if not accepted within (45) days.

**Tax** **\$0.00**

**Shipping** **\$0.00**

**Total** **\$6,050.27**

**Customer PO #**

**Customer Signature**

**Date**



Corporate Office  
 100 Newtown Road  
 Plainview, NY 11803  
 631.435.0437

Branch Office  
 75 A Twinbridge Drive  
 Pennsauken, NJ 08110  
 P. 856.324.0459  
 F. 856.438.6616

Branch Office  
 341 Kaplan Drive  
 Fairfield, NJ 07004  
 973.614.0091

## Standby Power Maintenance Agreement

**Customer Info**

Pine Hill Boro  
 John Greer  
 1109 Erial Rd.  
 Pine Hill, NJ 08021

**Agreement Prepared by**

Sharon Archer  
 856-324-0459  
 sarcher@genserveinc.com  
 Pennsauken

**Agreement #:** AAAQ63010

**Contract Start:** 4/1/2021

**Contract Term:** 1, 2, or 3YR

2 UNITS  
 PUBLIC WORKS - KATOLIGHT 20 KW  
 FIRE DEPT - MTU - 180 KW

GenServe is to provide the Customer with the periodic maintenance service for the following listed equipment. GenServe agrees to provide and arrange for said maintenance service.

Make	Model	Generator/Eng S/N	KW Rating	Times per Year	Service Type	Unit Price	Ext. Price
MTU	180DSEJB	2020809	180 KW	1	A Service	\$355.00	\$355.00
				1	B Service	\$125.00	\$125.00
Katolight	SENL20FPC4	151439-0807	20 KW	1	A Service	\$285.00	\$285.00
				1	B Service	\$125.00	\$125.00

- \* Customer will pay GenServe the Total amount for "A" Service: \$640.00
- \* Customer will pay GenServe the Total amount for "B" Service: \$250.00
- \* Customer will pay GenServe the Total amount for Load Bank Service: \$0.00
- \* Customer will pay GenServe the Total amount for ATS Service: \$0.00
- Sales Tax: \$0.00

**Total Annual Maintenance: \$890.00**

*Sales tax will be charged where applicable.*

Please contact me if I can be of further assistance.

All Invoices are due and payable within thirty days (30) of receipt.

See attached Preventative Maintenance Checklist for complete listing of services rendered and for contract Terms and Conditions.

Additional repairs that are found while performing the A or B service will be brought to the Customer's attention. GenServe will make such repairs only at the Customer's request. All such repairs will be invoiced separately at standard rates and prices for parts and labor.

GenServe shall notify the Customer prior to entering upon premises. Customer shall give GenServe access to the equipment for the purpose of performing maintenance service.

GenServe shall provide the Customer a complete written report of all work performed, as well as, conditions found. Copies of all lubricating oil, coolant and fuel oil analysis shall also be provided as requested.

GenServe is available to provide Customer with twenty-four (24) hour emergency service. Emergency phone numbers will be made available. These services are NOT included in this Maintenance Agreement and will be billed at our current labor rates

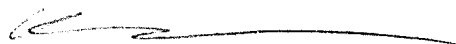
GenServe is an Equal Opportunity Employer.

In witness whereof, the parties have caused this Agreement to be duly executed and delivered by their power and duly authorized officers as of the day and year first above written.

**GenServe, LLC**

**Pine Hill Boro**

By: *Sharon Archer*

By: 

Date: 3/18/2021

Date:

Branch Office  
341 Kaplan Drive  
Fairfield, NJ 07004  
973.614.0091

Corporate Office  
100 Newtown Road  
Plainview, NY 11803  
631.435.0437

Branch Office  
75 A Twinbridge Drive  
Pennsauken, NJ 08110  
856.324.0459



## PREVENTIVE MAINTENANCE CHECK LIST

ALL ITEMS CHECKED IN COLUMN "A" ARE PERFORMED WHEN FULL P.M. IS DONE.

ALL ITEMS CHECKED IN COLUMN "B" ARE PERFORMED WHEN VISUAL P.M. IS DONE.

	A	B	
1.	[X]	[ ]	CHANGE LUBRICATING OIL
2.	[X]	[ ]	CHANGE LUBE OIL FILTERS
3.	[X]	[ ]	PERFORM LAB ANALYSIS OF USED OIL (not on small residential)
4.	[X]	[ ]	CHANGE FUEL OIL FILTERS
5.	[ ]	[ ]	CHANGE AIR FILTER
6.	[X]	[X]	INSPECT AIR FILTER
7.	[X]	[X]	CHECK COOLANT LEVEL & DEGREE OF PROTECTION
8.	[X]	[ ]	PERFORM LAB ANALYSIS OF COOLANT SAMPLE (Not on air cooled)
9.	[X]	[X]	INSPECT & ADJUST FAN BELTS
10.	[X]	[X]	CHECK FLEX CONNECTIONS AND MOUNTINGS
11.	[X]	[X]	CHECK OPERATION OF JACKET WATER HEATER
12.	[X]	[X]	CHECK BATTERY LEVEL & MAINTAIN
13.	[X]	[X]	CHECK OPERATION OF BATTERY CHARGING EQUIPMENT
14.	[X]	[X]	LUBRICATE NECESSARY FITTINGS
15.	[X]	[X]	INSPECT GOVERNOR LINKAGE, OIL LEVEL & CONTROL
16.	[X]	[X]	INSPECT ELECTRONIC GOVERNOR CONNECTIONS
17.	[X]	[X]	REPAIR MINOR COOLANT, LUBE & FUEL LEAKS
18.	[X]	[X]	INSPECT DAY TANK AND PUMP CONTROL
19.	[X]	[ ]	INSPECT SPARK PLUGS, MAGNETO AND COILS
20.	[X]	[X]	DRAIN CONDENSATE FROM DAY TANK IF ACCESSIBLE
21.	[X]	[X]	CHECK OPERATION OF REMOTE FANS, PUMPS AND LOUVERS
22.	[X]	[X]	INSPECT GENERATOR SLIP RINGS - CLEAN IF NECESSARY
23.	[X]	[X]	OPERATE ELECTRIC SET AND CHECK OR RESET FOR CORRECT VOLTAGE & FREQUENCY
24.	[X]	[X]	CHECK AUTO START-STOP MODE
25.	[X]	[X]	SIMULATE EACH SAFETY SHUTDOWN (If able to)
26.	[X]	[X]	TEST FAULT LAMPS

## TERMS AND CONDITIONS

1. GENERAL - Any purchase order submitted in response to this proposal shall become a binding agreement between the parties only after a duly authorized officer of GenServe LLC. (GENSERVE LLC), formally accepts said purchase order, in all respects, in writing. Any modification of an accepted purchase order must be mutually agreed upon in writing. GENSERVE LLC. reserves the right to adjust prices for modifications, alterations or changes authorized or ordered by the Customer. Any purchase order submitted by Customer shall be subject to all terms and conditions as provided herein except as the parties may otherwise agree in writing. GENSERVE LLC. Shall not be responsible for any Work (as defined in GENSERVE LLC. Proposals herein) or services claimed to be rendered on its behalf, unless said services were performed by GENSERVE LLC. employee or agents, or were authorized in writing by GENSERVE LLC. to be performed by a third party.
2. TERMS OF AGREEMENT - An agreement, when resulting from this proposal shall remain in force for time stipulated on acceptance portion of contract, or as required by type of work performed. GENSERVE LLC. reserves the right to review and/or reject proposal if not accepted by customer within 45 days of date of proposal.
3. PAYMENT TERMS - Payment terms are net cash or credit which is extended to certain pre-approved accounts. Approved account payment terms are on a net thirty (30) day basis beginning at the date of invoice, and payment must be made in full and without set-off or deduction. Interest will be charged at the rate of one and one half percent (1 1/2%) per month to balances due over thirty (30) days and will be added to unpaid balances until payment is received by GENSERVE LLC. If payment is not received by due date, GENSERVE LLC. reserves the right to terminate or suspend this agreement.
4. TAXES - Sales and use taxes or any other federal, state, or local taxes which GENSERVE LLC. may be required to pay in connection with this agreement or any purchase order, where applicable, will be billed in addition to the prices set forth herein. It is Customer's responsibility to provide GENSERVE LLC. with adequate evidence of any tax exemption, or other reason for non-liability for such taxes.
5. WORKMANSHIP - GENSERVE LLC. warrants that it shall provide professional and technical service, including labor, materials, supplies, equipment, transportation and supervision, necessary to perform the Work as stated in this agreement. GENSERVE LLC. warrants to Customer that it will provide skilled and competent personnel to perform the Work under this agreement, so that all the Work performed herein will be performed in a good and workmanlike manner in accordance with industry standards. GENSERVE LLC.'s sole obligation under such warranties shall be to make such changes and corrections with respect to its Work reported to us within 90 days of the date on which GENSERVE LLC. completed such services; provided, however, that such warranties shall be void and of no effect if the equipment which is the subject of any Work performed by GENSERVE LLC. has been used or operated in any manner or in any environment not consistent with the intended purpose, or modified or repaired in any manner which adversely affects the operation or reliability thereof or if any equipment or other material utilized therein is used contrary to manufacturer's instructions or used by persons not authorized or properly trained. Because GENSERVE LLC. does not manufacture any parts, equipment or any other material being utilized in the performance of this agreement, it makes no warranty thereupon. THE WARRANTIES AND REMEDIES SET FORTH IN THIS PARAGRAPH CONSTITUTE THE ONLY WARRANTIES WITH RESPECT TO ANY SERVICES OR WORK PERFORMED BY GENSERVE LLC. AND THE EXCLUSIVE REMEDIES IF SUCH WARRANTIES ARE BREACHED; AND SUCH WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED AS TO ANY MATTER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EVEN IF GENSERVE LLC HAS BEEN ADVISED AS TO THE POSSIBILITY OF SUCH DAMAGES.
6. PROPER MAINTENANCE - GENSERVE LLC. shall use its best effort to perform in a satisfactory manner under this agreement; provided, that GENSERVE LLC. makes no warranty as to the availability of replacement parts, equipment drawings and specifications, and equipment design and condition that would ensure the proper repair of customer's equipment.
7. PROPER OPERATION - GENSERVE LLC. does not guarantee the detection nor the replacement of worn out or defective parts nor the proper operation of the equipment during a power failure. The customer/buyer hereby releases and agrees to indemnify GENSERVE LLC., its officers, agents and representatives from all claims and causes of action which may arise, directly or indirectly, out of the failure of the equipment or any part thereof, serviced by GENSERVE LLC. hereunder, except for damages resulting from the gross negligence or willful misconduct of GENSERVE LLC. with respect to this agreement.
8. ADDITIONAL SERVICES - GENSERVE LLC. will provide additional services and/or emergency service to Customer outside of regular business hours in accordance with its then current Service Rate Schedule.
9. AVAILABILITY OF SERVICES - Services shall normally be available and rendered during regular business hours as set forth in GENSERVE LLC.'s Service Rate sheet attached hereto. GENSERVE LLC. will exercise all reasonable efforts to perform the Work under this agreement but it will not be responsible for delay of failure in performing such services caused by acts of God, fire, explosion, governmental regulations or orders, labor difficulties, strikes, shutdowns, failure of transportation, employee illness, failure or delay of suppliers, inability to obtain supplies or materials at a reasonable price, accidents, riots, war or other causes beyond its reasonable control. Customer shall accept as full and complete performance hereof such portion of the Work as GENSERVE LLC. determines it is able, under the circumstances, to perform in accordance with herewith.
10. SAFETY - GENSERVE LLC. shall take all precautions it deems reasonably necessary in its sole judgment for the safety of its employees or agents, and shall provide all reasonable protection necessary in its sole judgment to prevent damage, injury or loss by its employees or agents. GENSERVE LLC. shall provide such insurance certificates as are reasonably required by Customer. During service or work GENSERVE LLC. reserves the right to request the presence of an employee of Customer when GENSERVE LLC. deems the Work to be hazardous.
11. LIMITATION OF LIABILITY - GENSERVE LLC.'s liability under this agreement and any Work or services provided, for any cause whatsoever, regardless of the form of action (whether in contract, in tort, including negligence, or otherwise), except for gross negligence or willful misconduct of GENSERVE LLC. or its employees or agents, will be limited to general money damages (and no other relief) in an amount not to exceed the aggregate fees paid by Customer for applicable Work or service to which such liability relates. UNDER NO CIRCUMSTANCES WILL GENSERVE LLC. BE LIABLE FOR ANY LOSS OF PROFITS, ANY CLAIM OR DEMAND AGAINST CUSTOMER BY ANY OTHER PARTY, OR SPECIAL, CONSEQUENTIAL OR INDIRECT DAMAGES OF ANY AND WHATSOEVER, EXCEPT LOSS BY GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF GENSERVE LLC OR ITS EMPLOYEES OR AGENTS.
12. PARTIES BOUND: NON-ASSIGNMENT - This agreement shall be binding on and inure to the benefit of contracting parties and their respective heirs, executors, administrators, legal representatives, successors and assigns. Neither party shall, voluntarily, by operation of law, or otherwise, assign any of its rights or delegate any of its obligations under this agreement, without the express prior written consent of the other party, which shall not be unreasonably withheld.

**TERMS AND CONDITIONS**

13. **OTHER AGREEMENTS** - This agreement constitutes the entire agreement among the parties and there are no other terms not contained herein. No variation hereof shall be deemed valid unless in writing and signed by the parties herein. If any provision of this agreement is construed to be invalid, illegal or unenforceable, then the remaining provisions shall not be affected thereby and shall be enforceable without regard thereto. It is hereby acknowledged that all services performed by GENSERVE LLC. For Customer are subject to this agreement.
14. **GOVERNING LAW** - This agreement and any amendments to this agreement shall be governed by and construed in accordance with the laws of the State where work is being performed.
15. **NO WAIVERS** - Except as expressly proved in the Agreement, no failure to exercise, delay in exercising, or single or partial exercise of any right, power or remedy by either party shall preclude any other or further exercise of the same or any other right, power or remedy.
16. **NOTICES** - All notices, consents, or other communications required or permitted to be given under this agreement, other than payments or other communications related to the ordinary course of business between the parties, shall be in writing and shall be deemed to be duly given in and when (a) delivered personally, (b) transmitted by pre-paid telegram or telex, (c) mailed by first class certified mail, return receipt requested, postage pre-paid, or (d) sent by a nationally recognized express courier service, postage delivery charges pre-paid, to the parties at the respective addresses set forth in this agreement. Each of the parties irrevocably consents to service of process by first class certified mail, return receipt requested, postage prepaid, to the address at which such party is to receive notice.
17. **ACCEPTANCE** - GENSERVE LLC. will perform the Work as listed in this agreement and as indicated on Customer's equipment covered under this agreement. Inspections will be made during normal business working hours. Equipment manufacture and rating which are covered under this agreement are as listed. Prices for the Work are as indicated herein and on the service rate schedule.
18. **PROPRIETARY** - The technical and pricing information in this proposal is confidential and proprietary of GENSERVE LLC, and is not to be disclosed or made available to third parties without the written consent of GENSERVE LLC.
19. **ADDITIONAL WORK** - Unscheduled repairs or services shall include work of a non-emergency nature which is beyond the scope this proposal. The unscheduled repairs or service will be coordinated to be performed during normal working hours if conditions permit. We reserve the right to request an additional Purchase Order in writing upon customer approval to proceed with work. Any work of an emergency nature will be brought to the attention of the customer representative by means of verbal or written communication. We will perform repairs only upon authorization by customer to proceed with repairs.
20. **SERVICE RATE SCHEDULES** - Our normal working hours are between 7:00am and 3:30pm Monday through Friday, which our standard hourly service rate for each service person will be charged. During hours before 7:00am and after 3:30pm Monday through Friday, or on Saturday, we will charge (1.5) times our standard service rate (time and one-half). In addition, we will charge travel on a portal to portal basis from our shop. For any emergency services requested will be subject to a minimum charge of four (4) hours at applicable rate. Rates are subject to change without notice.

**RATES:**

Scheduled Rates

Engine/Generators:	Standard Rate	\$135.00	hour - per man
	Overtime Rate	\$200.00	hour - per man
Weekends and Holidays Rate		\$250.00	hour - per man

Addendum: Contract may be canceled with thirty (30) days written notice if service does not meet customer satisfaction.

**RATES:**

**Effective Date: 1/1/2021 – RATES ARE SUBJECT TO CHANGE**



2501 Durham Rd  
 Bristol PA, 19007  
 (800) 223-3827  
 Fax: (215) 943-5313

Date 7/22/2021  
 Quotation # 072221-01-RG  
 Customer S/N 2020809

**Bill To:**  
 Pine Hill Fire District #1  
 1109 Erial Rd  
 Pine Hill, NJ 08021

Quote Valid Until: 01/01/22  
 Prepared By: Raymond Gramenzi

Attn: James J. Gordon

Description	AMOUNT
<p>Please accept the following as our quote to provide the following technician recommended services:</p> <p><b>Labor and Material to:</b>            Drain cooling system. Remove and replace upper and lower radiator hoses, water pump, thermostat, air filter, belt, and block heater. Refill with new coolant. Install new fuel supply and return hoses. Test run unit to verify proper operation. Remove waste from site.</p> <p><b>Note:</b>            Lead time is approximately 2 weeks on parts.            Parts shipped via UPS Ground. Non-returnable.            (1) Technician, (1) full day on site. Includes equip p/u time.</p>	<p>\$ 4,000.00</p>
<p><b>Sub Total</b></p>	<p>\$ 4,000.00</p>
<p><b>Sales Tax Not Included</b></p>	<p>Exempt</p>

If you have any questions concerning this quotation, please contact: **Total \$ 4,000.00**  
 Service Department 800-404-7291 email gservice@moderngroup.com

Estimates are Valid until Date specified above. Hauling, freight, and taxes are not included in this price  
 The undersigned as Buyer authorizes the repair work herein set forth together with the furnishing of necessary parts and other materials for such repairs and agrees that seller is not responsible for any delays caused by unavailability or delayed availability of parts and materials for any reason. Buyer also acknowledges this estimate is based on an initial inspection that does not include any additional parts, labor, or materials which may be required after repairs are initiated. Seller reserves the right to invoice partial or incomplete repairs pending customer review. Any Claims against work performed must be made within thirty days of repair.

Approved: \_\_\_\_\_  
 Purchase Order# \_\_\_\_\_

Date: \_\_\_\_\_

THANK YOU FOR YOUR BUSINESS!



Modern Group Power Systems  
 2501 Durham Rd  
 Bristol, PA 19007  
 Phone: 800-404-7291  
 Fax: 866-209-7154

**Pine Hill Fire District #1**  
 1109 Erial Rd  
 Pine Hill, NJ 08021  
 ATTN: James J. Gordon

**Date:** July 22, 2021  
**Type:** New PM Agreement  
**Branch:** 410  
**Cust. #:** TBD  
**Next PM Due:** 8/2021 - Major  
**Coverage Period:** 8/1/21 - 7/31/22  
**Aftermarket Sales Rep:** Raymond Gramenzi (732) 340-7370

This planned maintenance agreement is between:

**Pine Hill Fire District #1**

and MODERN GROUP POWER SYSTEMS for the equipment listed below at the location(s) that follow(s):

**Billing Address:**

1109 Erial Rd

Address 1:

Address2:

Pine Hill, NJ 08021

City, State, Zip:

ATTN: James J. Gordon

Attn:

**Equipment Location:**

Same

Address 1:

Address2:

City, State, Zip:

Attn:

**Billing Contact Info:**

Name:	John Campanella
Phone #:	856-783-8666
Cell:	609-320-1500
Email:	<a href="mailto:jcampanella@pinehillfiredistrict.com">jcampanella@pinehillfiredistrict.com</a>

**On-Site Contact Info:**

Name:	James J. Gordon
Phone #:	856-297-3872
Fax #:	
Email:	<a href="mailto:jgordon@pinehillfiredistrict.com">jgordon@pinehillfiredistrict.com</a>

**Equipment Specs :**

Generator Detroit Diesel 180kw SN: 2020809  
 Generator \_\_\_\_\_  
 Generator \_\_\_\_\_  
 Generator \_\_\_\_\_  
 Generator \_\_\_\_\_

**Equipment Specs :**

Generator \_\_\_\_\_  
 Generator \_\_\_\_\_  
 Generator \_\_\_\_\_  
 Generator \_\_\_\_\_  
 Generator \_\_\_\_\_

<b>2 VISIT - 1 MAJOR/1 MINOR</b>
----------------------------------

The duration of this Agreement is for 1 year upon acceptance by both parties. Cancellation of this Agreement will require 30 days written notice by either party. A signed copy of your Agreement will be provided to you.

Terms available pending credit approval; otherwise payment due at time of signing agreement.

This Agreement consists of, and is limited to performing the services listed on **Modern Group Power Systems Planned Maintenance Scope of Work**.

All Planned Maintenance work is based on rates for normal working hours of 8:00 am to 4:30 pm, Monday through Friday. Labor or parts not covered under this agreement will be subject to our regular existing rates unless otherwise specified.

The charges for our service **INCLUDE ENGINE OIL & OIL FILTER** as required and/or per manufacturers recommendations.

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TOTAL NUMBER OF PLANNED MAINTENANCE INSPECTIONS PER YEAR  
MAJOR:  1  MINOR:  1

Total Visits 2

TOTAL FOR ALL SCHEDULED VISITS.....(Tax Not Included-See Page 3).....\$

\$900.00

**Modern Group Power Systems** will not be held liable for damages to the equipment or property as a result of equipment failure caused by any but not limited to the following circumstances.

- Improper or unauthorized operation.
- Normal wear and tear or damage due to overloading.
- Vandalism, theft or acts of a third party.
- Act of nature.
- Failure to perform services due to labor disputes, material shortages or for any other cause beyond the control of **Modern Group Power Systems**.

All items in this Maintenance Agreement have been approved and accepted by:

\_\_\_\_\_  
Signature of Modern Group Representative

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Customer Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please sign, complete method of payment and email to [PMSALES@MODERNGROUP.COM](mailto:PMSALES@MODERNGROUP.COM) or Mail to:**

Modern Group Power Systems  
Attn: PM Sales  
2501 Durham Road  
Bristol, Pa. 19007



2501 Durham Rd  
 Bristol PA, 19007  
 Phone: 800-404-7291  
 Fax: 866-209-7154

Date: July 22, 2021  
 Cust #: TBD

Pine Hill Fire District #1  
 1109 Erial Rd  
 Pine Hill, NJ 08021  
 ATTN: James J. Gordon

Description	AMOUNT
Planned Maintenance Agreement	\$900.00
Tax 6.625%	Exempt
<b>TOTAL</b>	<b>\$900.00</b>

**Payment Information (Must be filled out)**

Accounts with Established Terms	
Purchase Order# _____	Pay as you go (Invoice)
PO's must accompany agreement	Bill Full Contract

**\*\* Paying by check or credit card fill out section below. (Bill Full Contract)**

**Check:** Check # \_\_\_\_\_ ( All checks must have Cust. # )

**Credit Card:** Visa Discover MasterCard American Express

Card Holder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Upon signing of the maintenance agreement, please remit payment information for the services above and return with your contract.**





## Major PM Scheduled Maintenance Program Services

1. **Engine Lubrication System** - A complete check of the engine lubrication system. Change engine oil fluid and filter.
2. **Cooling System** – Check of the complete cooling system. Will recommend changing coolant & filters when applicable per Generac specifications. Additive levels checked and maintained in Diesel engines.
3. **Fuel System** – Complete fuel system check with fuel filter replacement.
4. **Starting System** – Complete check of starting system including engine battery, starter, cables, and charger outputs.
5. **Air System** – Complete check of air intake and exhaust system including associated louvers. Air cleaner inspected and cleaned. Will recommend changing filter as per Generac specifications.
6. **Exhaust System** – Complete exhaust and muffler system check for leaks and proper operation.
7. **Auxiliary Engine Components** – Check all engine systems such as turbochargers, governors, and heaters.
8. **Generator Components & Operation** – Complete check of all generator components for proper operation including controls, circuit breakers, as well as fuel, coolant, and oil systems. Check all control panel operations and shutdown systems. Load test system during annual visit upon request (additional charges apply).
9. **Automatic Transfer Switch (ATS)** – Complete check of the automatic transfer switch in terms of connections, sequencing, timing, charging, exercising, and positive start/stop.
10. **Disposal** – Proper disposal of all waste products used during the SM service in accordance with EPA/DEP guidelines.
11. **SM Checklist** – Provide completed written checklist for services performed and recommended.



## Minor PM Scheduled Maintenance Program Services

1. **Engine Lubrication System** - A complete check of the engine lubrication system.
2. **Cooling System** – Check of the complete cooling system. Additive levels checked and maintained in Diesel engines.
3. **Fuel System** – Complete fuel system check.
4. **Starting System** – Complete check of starting system including engine battery, starter, cables, and charger outputs.
5. **Air System** – Complete check of air intake and exhaust system including associated louvers. Air cleaner inspected.
6. **Exhaust System** – Complete exhaust and muffler system check for leaks and proper operation.
7. **Auxiliary Engine Components** – Check all engine systems such as turbochargers, governors, and heaters.
8. **Generator Components & Operation** – Complete check of all generator components for proper operation including controls, circuit breakers, as well as fuel, coolant, and oil systems. Check all control panel operations and shutdown systems.
9. **Automatic Transfer Switch (ATS)** – Complete check of the automatic transfer switch in terms of connections, sequencing, timing, charging, exercising, and positive start/stop.
10. **Disposal** – Proper disposal of all waste products used during the SM service in accordance with EPA/DEP guidelines.
11. **SM Checklist** – Provide completed written checklist for services performed and recommended.

# Proposal



Quote Number	Project Name	Date
Q-21-4152	Pine Hills Fire District #1	7/15/2021

<p><b>From:</b> Juan Santana 310 Guinea Rd Brewster, NY 10509</p> <p><b>Phone:</b> 201.320.6630</p> <p><b>Email:</b> jsantana@kinsleypower.com</p> <p><b>Cell:</b> 201.320.6630</p>	<p><b>Billing Info:</b> Pine Hills Fire District #1 1109 Erial Road Pine Hills, NJ 08021</p> <p><b>Phone:</b> 856.784.3994</p> <p><b>Contact:</b> James Gordon Sr.</p> <p><b>Email:</b> jgordon@pinehillfiredistrict.com</p>
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## Summary

### Spectrum-Detroit Generator: 180DSEJB, 2020809 /ATS

Physical Address - Pine Hills Fire District #1, 1109 Erial Road, Pine Hills, NJ, 08021

Level 1 Service - Qty Per Year: 1, Price Per Service: \$330.00, Level 1 Total Yearly Price: **\$330.00**

Level 2 Service - Qty Per Year: 1, Price Per Service: \$710.00, Level 2 Total Yearly Price: **\$710.00**

**TOTAL YEARLY CONTRACT PRICE: \$1,040.00**

*Price Quotation Expires in 30 Days*

### Who will service your equipment?

Kinsley employs the largest number of EGSA certified technicians--over 40 technicians serving the northeast with collectively more experience and focus on generator repair and maintenance than any service company in the industry. In some cases, you may see the same technician at every service visit. Regardless, you will be treated respectfully, your equipment will be serviced expertly, and your property will be cared for with respect and attention to detail when we are on site.

### CUSTOMER PREFERENCES: Circle below:

Do you require us to call ahead and schedule the maintenance work when it is due to be performed?	To exercise the generator under load or to service indoor mounted transfer switches, will someone be present to allow our technician to enter the building?	If generator is inoperable when we attempt to perform maintenance, do we have your permission to replace needed parts at time of service if no one is available to authorize the above repairs while on site? *	Is the generator drive up serviceable at grade level? *	Does the location have prevailing wage requirements? *
YES <> NO	YES <> NO	YES <> NO	YES <> NO	YES <> NO

\*Price increase will apply

# Proposal



**How often will your unit(s) be serviced?**

The most common plan selected (assuming backup/exercise hours only) is to get one Level 1 service and one Level 2 service each year (except for healthcare/life safety or other critical applications where more is required).

Please initial below, and specify the quantities of visits (by type) being requested on an annual basis (as well as your preference for what month(s) you prefer the work be done):

	<u>QUANTITY</u> of Level 1 visits per year	<u>QUANTITY</u> of Level 2 visits per year
	Qty: _____ Initials	Qty: _____ Initials
Preference of timing:	Month(s): _____	Month(s): _____

**What's included:**

Preventative Maintenance Performed	Generator or ATS?	Level 1 (Minor)	Level 2 (Major)
Check Lubricating oil, add as required	Generator	X	NA
Change Lubricating oil and oil filter	Generator	NA	X
Check radiator/cooling system (radiator, radiator cap, water pump, coolant hoses/clamps). Add coolant as required	Generator	X	X
Perform on site coolant analysis-test freeze point, nitrate levels, corrosion inhibitor levels	Generator	NA	X
Check air filter(s), hoses and crankcase breather	Generator	X	NA
Change air filter as needed	Generator	NA	X
Check fuel lines/hoses for leaks/pliability, inspect fuel vents for obstructions, check/clean fuel sediment bowl	Generator	X	X
Check fuel / water separator (if applicable)	Generator	X	NA
Replace fuel / water separator (if applicable)	Generator	NA	X
Check (and notate for diagnosis) warning lights illuminated, gauges/instrumentation function/faults	Generator & ATS	X	X
Check fan belts for excessive wear, inspect/adjust tension	Generator	X	X
Check governor belts for excessive wear, adjust tension if needed (if applicable)	Generator	X	X
Check battery charger, adjust if necessary	Generator	X	X
Replace spark plugs, points, distributor cap and ignition rotor (if applicable)	Generator	NA	X
Check battery capacity, clean battery and apply anti-corrosion treatment to terminal	Generator	X	X
Perform Generator, Generator End, ATS & Component functional and safety check	Generator & ATS	X	X
Run Generator – under load when possible (customer authorization required)	Generator & ATS	X	X
Conduct Electrical Frequency Analysis and adjust if necessary	Generator	X	X

# Proposal



## OFFER ACCEPTANCE

I hereby authorize Kinsley Power Systems, Inc. to use this form as a bona fide purchase order of the services quoted on Proposal Number Q-21-4152 which clearly establishes definite price and specifications of services ordered. The person signing is doing so according to the terms and conditions.

**Proposed By:**

Company: Kinsley Power Systems, Inc.

Signature: Juan Santana

Printed Name: Juan Santana

Title: AMS Sales Manager

Date: Thursday, July 15, 2021

**Accepted By:**

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Terms & Conditions:**

This Preventative Maintenance Agreement is entered into by Kinsley Power Systems, and the generator equipment owner as signed, for the purpose of maintaining their equipment in the best possible operating conditions in order to minimize the necessity of emergency service. This agreement does not relieve the owner of periodic checks and testing as outlined in the manufacturer's manuals. While preventative maintenance should result in maximum availability of generator equipment, Kinsley Power Systems, makes no warranties or guarantees as to equipment uptime and disclaims any responsibility for consequential damages. Services to be performed are specified herein, and constitute the extent of this agreement. The generator equipment owner will be furnished with an inspection report denoting conditions found and further service found to be required, if any.

**No services, parts or materials are covered under this agreement unless specifically referred to herein, nor does this agreement include expenses to repair any damage resulting from abuse, accident, theft, acts of a third party, forces of nature or altering the equipment. Services requested but not covered under this agreement will be billed at normal rates for labor, travel, or parts.**

CONTRACT: This agreement will be automatically renewed every year until canceled in writing with 30 days prior written notice by either party. Kinsley Power reserves the right to review the service contract pricing annually, using the Consumer Price Index as a guideline for any adjustments. It is mutually understood that this proposal sets forth our entire agreement.

**PLEASE RETURN A SIGNED COPY OF THIS QUOTE TO US BY FAXING IT TO 860.392.0222**

*For any questions, please contact our aftermarket sales specialist, at [ams@kinsleypower.com](mailto:ams@kinsleypower.com)*

# Proposal



## Kinsley Power Systems General Terms and Conditions

**1.0 Summary.** These General Terms & Conditions are between Kinsley Group, Inc. d/b/a Kinsley Power Systems ("Kinsley") having a mailing address of 14 Connecticut South Drive, East Granby, CT 06026 (fax number 860-844-6136) and the person, company, firm or business entity purchasing equipment, renting equipment and/or obtaining products or services from Kinsley ("Customer", "You" or "Your"). The purpose of these General Terms & Conditions is to set forth the general terms and conditions that will apply to all services performed by Kinsley for the Customer and all product sold by Kinsley to the Customer. Specific terms and conditions on which such services and products will be provided may be set forth in separate agreements (written proposals, quotations, etc.) signed and agreed to by Kinsley (each hereinafter referred to as a "Related Agreement"). The provisions of these General Terms & Conditions shall be incorporated into each of these Related Agreements and govern all the understandings and agreements between the parties unless otherwise expressly set forth in a Related Agreement. In the event of a specific conflict between the provisions of these General Terms & Conditions and the express provisions of any Related Agreement, the Related Agreement shall control, except for Section 3.0 below, "Limited Warranty Statement", which shall control over any Related Agreement, unless such Section 3.0 is specifically referenced and amended in writing and signed by authorized personnel of Kinsley. These General Terms and Conditions shall apply to each individual project, sale or transaction, provided that a default by Customer under the General Terms and Conditions or a Related Agreement with respect to one project, sale or transaction shall constitute a Customer default under all projects, sales and transactions with such Customer and its affiliates.

**2.0 Finance Charges, Collection Costs, Expenses, and Other Remedies.** All bills not paid within agreed-upon terms shall be assessed a late charge of one and one-half percent (1.5%) per month (eighteen percent (18%) per annum) on the unpaid balance until paid in full. In the event that Kinsley incurs collection expenses or brings any lawsuit, arbitration or other proceeding to collect amounts owed, Kinsley shall be entitled to recover the costs and expenses (including but not limited to its filing fees, witness fees and reasonable legal fees) incurred in collecting such amounts. Kinsley reserves the right, where permitted by law, to charge a two percent (2%) surcharge, processing fee, or convenience fee for all payments made by credit card.

**2.1 Force Majeure.** Kinsley shall not be liable in any way for any default or delay due to conditions or contingencies beyond its control, which prevents or interferes with Kinsley or its suppliers or subcontractors making delivery or performing services on the date specified, including but not limited to war, or restraints affecting shipping, delivery of materials or credit as a result of war or war restrictions, non-arrival delay or failure to produce materials as a result of war or war restrictions, rationing of fuel, strikes, lockouts, fires, bombings, acts of terrorism, accidents, weather conditions, floods, droughts and any other condition or contingency affecting Kinsley, its suppliers, or subcontractors; and Kinsley shall have the right to cancel a contract for services or cancel a contract of sale or to extend the shipping date in the event of one or more of such conditions or contingencies. In the event of delayed or extended shipping dates due to the above causes, and the Customer changes shipping instructions, any additional shipping charges shall be paid by the Customer as a part of the purchase price.

**2.2 Third Party Vendors.** Kinsley may from time to time refer the Customer to third party vendors for specific products or services. These vendors are not Kinsley's subcontractors, so it is the Customer's responsibility to select and negotiate the terms and conditions of the Customer's business with them. Kinsley will not be responsible for their products or services.

**2.3 Taxes.** In addition to all other amounts payable under this Agreement or under a Related Agreement, the Customer shall pay all United States and foreign sales, use, value added, and other taxes and duties, of whatever nature, federal, state, provincial or otherwise (herein "taxes"), which are levied or imposed by reason of these General Terms and Conditions or any of the services or products purchased from Kinsley. The Customer shall promptly pay Kinsley for any such Taxes paid by Kinsley on behalf of the Customer or which are required to be collected and paid by Kinsley. Kinsley may bill the Customer separately for such Taxes.

**2.4 General:** Any claims for shortages or deductions for erroneous charges must be made in writing within thirty (30) days after receipt of goods or services or shall be deemed waived.

All manufacturer's names, numbers, symbols and descriptions are used for reference purposes only, and it is not implied that any part listed is the product of these manufacturers.

All clerical errors on the part of Kinsley are subject to corrections.

Prices are subject to change without notice.

Unless otherwise stated, prices are FOB point of manufacture.

Delivery dates may be quoted by Kinsley. Such dates are estimates only and in no event shall such dates be construed as falling within the meaning of "time is of the essence".

When providing pricing for site services, Kinsley will adhere to prevailing wage requirements. Kinsley will make reasonable efforts to determine if prevailing wage rates are required, but the Customer has the burden and responsibility to communicate any prevailing wage requirements to Kinsley (or intermediate contractor). If Kinsley's failure to pay prevailing wages is reasonably attributable to Customer's failure to provide prevailing wage information to Kinsley, including but not limited to wage schedules or rate sheets associated with the work described in this Agreement, Kinsley may seek appropriate damages and restitution from Customer, and may amend the contract price to reflect increases in wages and fringe benefits paid to Kinsley employees to the extent that these increases are necessary to comply with federal, state or local prevailing wage laws.

**2.5 No Hire Clause.** During the term of any Related Agreement under which Kinsley is providing products or services, and for a period of one (1) year thereafter, neither the Customer nor its affiliates shall: (a) employ or hire, or engage as a consultant or subcontractor, any employee or subcontractor of Kinsley or any of its affiliates, (b) solicit any employee or subcontractor of Kinsley or any of its affiliates to become an employee of, or consultant or subcontractor to Customer or any of its affiliates, or (c) recommend or suggest to any other person or entity that it so solicit, employ, hire, or engage any such employee or subcontractor. In the event of any breach of the foregoing provisions, Kinsley shall be entitled to be paid, on demand, as liquidated damages and not as penalty, an amount equal to the annualized base salary and other regular compensation being paid to such employee or subcontractor as of the date of the termination of his or her employment or contract with Kinsley or its affiliate. It is agreed that the amount of damages, which would be suffered because of a breach of the foregoing provisions of this Section, would be difficult to measure and that such payment amount constitutes reasonable liquidated damages for such a breach.

**2.6 Governing Law and Jurisdiction.** These General Terms & Conditions and each Related Agreement shall be construed and enforced in accordance with the laws of the State of Connecticut, without regard to its conflict of law provisions. The United Nations Convention on the International Sale of Goods shall not apply to these General Terms and Conditions and conditions of any Related Agreement. All suits under this agreement shall be brought and filed in the State of Connecticut.

**2.7 Assignment and Transfer.** Except as otherwise provided in any Related Agreement, these General Terms and Conditions and any Related Agreement may not be assigned or transferred by Customer, and shall be binding upon and for the benefit of Kinsley and the Customer, as well as the Customer's and Kinsley's respective legal representatives, successors and assigns.

**2.8 Invalid Provisions.** These General Terms and Conditions and any Related Agreement shall be valid and enforceable to the fullest extent permitted by law. If any term, condition, or provision of these General Terms and Conditions or any Related Agreement, or the application thereof to any person or circumstance, shall be held invalid or unenforceable to any extent, then such term, condition, or provision shall be curtailed and limited to the extent necessary to bring it within the legal requirements, and the remainder of these General Terms and Conditions, or Related Agreement, and the application of such term, condition, or provision to

# Proposal



persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

**2.9 Entire Agreement, Modification.** These General Terms and Conditions and any Related Agreements constitute the entire agreement between Kinsley and the Customer with respect to the subject matter thereof, superseding all previous communications and negotiations, whether written or oral. No modification of these General Terms and Conditions or any Related Agreement shall be binding unless it is in writing and executed by authorized representatives of Kinsley and the Customer.

**2.10 Notices.** Any written notice or other written communication to a party under these General Terms & Conditions or any Related Agreement shall be delivered personally, sent by fax, or sent by express carrier for next business day delivery evidenced by a receipt, or by United States registered or certified mail, freight or postage prepaid. Notices shall be sent to a party's address or fax number set forth at the beginning of the agreement or purchase order in which these General Terms and Conditions are incorporated or such other address or fax number as such party may specify in writing in accordance with these notice provisions.

**2.11 Waiver of Failure to Act.** No failure or delay by Kinsley in exercising any right or remedy under these General Terms and Conditions or a Related Agreement shall be deemed to be a waiver. The waiver by Kinsley in any respect of any right provided for in these General Terms and Conditions or any Related Agreement shall not be deemed a waiver of any further right hereunder.

**2.12 Third Party Beneficiaries.** These General Terms and Conditions and any Related Agreement shall not be deemed to create any rights in any third parties (excepting only Kinsley's affiliates), including suppliers and customers of a party, or to create any obligations of a party to any such third parties.

**2.13 Affiliate.** As used in these General Terms and Conditions or in any Related Agreement, an "affiliate" of a party means a third party that directly or indirectly (by the ownership of voting securities, contract or otherwise) controls, is controlled by, or is under the common control with, such party.

**3.0 LIMITED WARRANTY STATEMENT** Kinsley makes no express or implied warranties, including without limitation, implied warranties of merchantability and fitness for particular purpose, on equipment, parts or devices or any other goods or products sold or rented by Kinsley. The Customer's sole remedy is under the warranty of the manufacturer. At the Customer's request, Kinsley may furnish specific manufacturers' express limited warranty policies. The Customer accepts the goods or products sold "as is" and "with all faults" except only as provided by the warranty of the manufacturer of the goods or products sold.

Kinsley may provide technical information or advice to assist the Customer in the proper application and utilization of equipment or systems, in which case Kinsley disclaims all warranties, express or implied, including without limitation implied warranties of merchantability and fitness for a particular purpose, or compliance with governmental regulations.

**SOLE LIMITED WARRANTY BY KINSLEY.** Kinsley warrants that for ninety (90) days beginning on the date of invoice, service labor by Kinsley technicians shall be free from material defects in workmanship. This warranty does not cover damage due to external causes including accident, abuse, misuse, problems with electrical power, servicing not authorized or performed by Kinsley, usage not in accordance with product instructions, failure to perform required preventive maintenance, and problems caused by use of parts and components not supplied by Kinsley. This warranty does not cover replacement or repair of materials due to normal wear. Kinsley's responsibility is limited to repair or replacement at its designated facility, and the decision as to location of the repair work shall be made in the sole judgment of Kinsley.

**IN NO EVENT SHALL KINSLEY BE LIABLE FOR ANY SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE LOSSES OR DAMAGES (INCLUDING, WITHOUT LIMITATION, BUSINESS INTERRUPTION, LOSS OF REVENUE OR PROFITS, FEES OR FINES), EVEN IF KINSLEY HAS BEEN ADVISED OR MADE AWARE OF THE POSSIBILITY OF ANY SUCH LOSSES OR DAMAGES AND REGARDLESS OF WHETHER THE CLAIM IS BASED ON CONTRACT, TORT, STRICT LIABILITY, OR OTHER THEORY OF LIABILITY.**

Kinsley's cumulative liability for all losses and damages under these General Terms and Conditions or under any of the Related Agreements (including, without limitation, those arising out of contract, tort (including negligence), strict liability, warranty, or other theory of liability) shall not exceed (a) in the case of any services provided or to be provided by Kinsley, the amount of the fees paid by Customer for such services under the applicable Related Agreement, and (b) in the case of any products or devices provided or to be provided by Kinsley, the amount of Kinsley's labor services paid by Customer and associated with the product sale.

Kinsley makes no warranties beyond those stated in this warranty statement. Furthermore, no personnel of Kinsley are authorized to make warranties of any nature, orally or otherwise.

**4.0 Indemnification.** Customer shall save harmless, indemnify, and at Kinsley's option, defend Kinsley, and Kinsley's owners, directors, officers, agents, representatives, affiliates and successors and assigns, from and against any and all liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, proceedings, actions and causes of action of every kind and nature arising or growing out of or in any way connected with Kinsley's selling, repairing, evaluating, starting up, testing or maintaining equipment or other items or providing other services or products to or for the benefit of Customer or its affiliates, unless it is determined by a court of competent jurisdiction, after expiration of applicable appeal rights, that such matters were directly caused by Kinsley's gross negligence or willful misconduct.

**5.0 Waiver of Subrogation.** Customer and all parties claiming to be related to customer hereby agree to release and discharge Kinsley from all claims and/or liabilities arising from or caused by any casualty or hazard which may arise out of or in connection with activities associated with Kinsley's work on equipment or premises at the request or direction of Customer except as specifically stated herein, and Customer agrees to waive any right of subrogation which might otherwise exist in or accrue to any person on account thereof and further agree to evidence such waiver as may be required by Customers' insurance policies.

## Pine Hill Board of Fire Commissioners, District #1

To: Mr. Thomas Hassett, Fund Commissioner

Submitted by: Mr. Don Ruprecht, M.S.

Date of Survey: June 28, 2021

Contact & Title: Mr. John Campanella, Fire District Business Administrator  
Fire Chief William Dukes  
Deputy Chief Joseph Hunter

### NOTE TO FUND COMMISSIONER:

The District has many effective risk control policies and practices in place. There are no Suggestions for Improvement from this visit. Also, from our discussions, I closed Suggestion # 3-2020. There are two remaining Outstanding Suggestions for Improvement from my 2020 visit. Please advise me when they have been completed.

### OBJECTIVES OF THE SURVEY:

1. Discuss Current Loss Control Concerns for Fire Districts.
2. New and Outstanding Suggestions for Improvement.

### SURVEY RESULTS:

#### OBJECTIVE #1: Discuss Current Loss Control Concerns for Fire Districts.

I met Chief Dukes and the representatives of the District at the fire station on Erial Road.

Chief Dukes reported the District had several minor firefighter injuries since my last visit. We discussed the most recent incident where a firefighter tripped on objects in the hallway of the fire station. The representatives described their incident review process in general and specifically about this injury. As a result of their review, the District tightened its practices of placing objects in the hallways and installed automatic lights in the hallway.

I encourage leaders of the District to attend a virtual Accident Investigation class offered by the MSI. There are also video briefings on investigation slip-trip injuries and lifting/carrying injuries on the [MSI Video](#) page, along with supporting investigation forms on the [MSI Forms and Checklist](#) page.

*This report does not and is not intended to address every loss potential, but covers only those conditions specifically examined at time of the survey. There may be other conditions not examined or brought to our attention at the time of this survey, that may contain a potential for liability. This report does not include matters of a legal nature or violations of any federal, state or local statute, ordinance or regulation, except as specifically noted in the report.*



We discussed the Fund's Risk Management program and the 2020 focus on Protecting Children from Sexual Abuse. Chief Dukes reported he and some Fire Commissioners attended the virtual class for elected officials and managers. He will periodically assign the MSI online streaming video for all firefighters as part of their annual refresher training.

Due to the State's restrictions on gatherings and meetings, the First Responder Joint Insurance Fund and MSI are transitioning to make more resources available electronically.

- [MSI NOW](#) is a free streaming video service and online classes available through the MEL Safety Institute (MSI) Learning Management System. Approximately 200 titles are currently available in the MSI NOW College. The videos can supplement the District's current online training resources.
- [MSI LIVE](#) features real-time, instructor-led classes both in-person and virtually. Experienced instructors provide an interactive experience for the learner on a broad spectrum of safety and risk control topics. [MSI LIVE](#) classes relevant to the fire service include:
  - Bloodborne Pathogen and Bloodborne Pathogen Administrator
  - Accident Investigation
  - Confined Space Awareness for non-confined space rescue departments
  - Implicit Bias in the Workplace
  - Employee Conduct and Workplace Violence

MSI LIVE anticipates offering in-person classes in 2022. Special requests for in-person training, such as CEVO-Fire, are being evaluated on a case-by-case basis for the remainder of 2021. See the [MSI Catalog](#) for a complete list of available resources.

I reminded representatives of the District that while the State passed a recreational cannabis law, supporting regulations are not yet published. Fire Districts should discuss with their labor attorneys possible options.

Similarly, the State passed legislation transferring the Junior Firefighter regulations from the Department of Labor to the Division of Fire Safety. The Division of Fire Safety has yet to publish updated rules. J.A. Montgomery will alert members when the new regulations are published.

Much of the visit focused on discussing the frequency of firefighter injuries during training. Drills are supposed to be a safe time for the firefighter to focus on learning and building skills. Training activities should be well-planned and well-controlled by fire service instructors. Key points of our conversation included:

- District officers are State-certified Level 2 Instructors with Drill Ground endorsement. The District plans at least quarterly interior firefighting drills and periodic live-fire drills at a fire academy.
- We discussed the importance of a written lesson plan for training events. Lesson plans increase the effectiveness and safety of the participants. They also create a level of consistency and documentation for the District. The District requires a written lesson plan for most drills. There is a model Lesson Plan on the [MSI Forms and Checklist page](#) under the MSI LIVE Class Resources heading.
- The District occasionally gets a structure or automobile donated for training. We discussed the District's procedures for inspecting and preparing the building and vehicle before the drills.
- We discussed considerations for training during excessive heat or cold environments, firefighter rehabilitation, and EMS considerations. J.A. Montgomery recently posted a Video Briefing about pre-habbing before shifts and drills. It can be viewed 24/7 on the [MSI Video](#) page of the [MSI website](#).
- The Safety Director also posted a model [Fire Department Training and Education](#) policy with a table of required training and safety checklists

We discussed the ongoing challenge of training fire and EMS drivers to drive in accordance with New Jersey laws and with due regard for the safety of the community. Chief Duke will work with the Safety Director to create a new training resource.

**OBJECTIVE #2: New and Outstanding Suggestions for Improvement.**

**New Suggestions for Improvement**

New Suggestions for Improvement system are classified as followed:

- ***"Urgent" (U)*** SFI's refer to situations of "imminent danger" or "critical" safety/health issues, which may cause serious physical harm or death.
- ***"Important" (I)*** SFI's would encompass regulatory concerns and hazards not classified as either "Urgent" or "Program Improvement" suggestions.
- ***"Program Improvement" (PI)*** SFI's would encompass suggestions related to safety, process improvements, management systems, and other practices that would improve the overall safety, quality, and effectiveness of the organization.

There are no new Suggestions for Improvement from this visit.

**Outstanding Suggestions for Improvement**

The District has reported action on the following Outstanding Suggestions for Improvement (OSFI):

SFI Number	Rating	Status	Comment
1-2020	PI	Open	Please advise me when a Domestic Violence Policy is adopted
2-2020	PI	Open	Please advise me when a Safe Treatment of Minors Policy is adopted
3-2020	PI	Closed	Attendance at the MSI LIVE class was reported

For your reference, a report showing the status of your Suggestions for Improvement is enclosed. Please take a few moments to verify that it is correct.

When corrective action is completed, you may notify our office using the enclosed reply form or mark your reply on the enclosed SFI summary and fax or email to me. Thank you for your attention.

For additional information or any questions regarding this survey, contact this office.

- cc: Fire Chief William Dukes  
Deputy Chief Joseph Hunter  
District Administrator John Campanella  
Ms. Jennifer Olson, Risk Manager  
Mr. Charles Hartsoe, Executive Director  
Ms. Barbara Murphy, Fund Administrator

# Open Suggestions for Improvement (OSFI)

FIRST JIF

Report Date 7/09/2021

Town	OSFI #	Rating	Date of Survey	Location
Pine Hill BOFC FD No. 1	1-2020	PI	6/24/2020	<u>Pine Hill: BOFC FD #1</u> Adopt a Domestic Violence Response policy as required by the State of New Jersey.
	2-2020	PI	6/24/2020	<u>Pine Hill: BOFC FD #1</u> Adopt a Safe Treatment of Minors policy.

**Rating**

U - Urgent

I - Important

PI - Program Improvement

**Survey Date**

The date the survey was conducted.

**Total Count of OSFI: 2**

# SUGGESTIONS FOR IMPROVEMENT STATUS

Member Name \_\_\_\_\_ Date \_\_\_\_\_

This status report applies to the Loss Control survey conducted on \_\_\_\_\_

Please use this form to update the status of the outstanding Suggestions for Improvement and submit by return mail, fax or email within 60 days after receipt of report.

## **J.A. MONTGOMERY CONSULTING**

Attention: Natalie Dougherty

Fax: 856-291-9628

[ndougherty@jamontgomery.com](mailto:ndougherty@jamontgomery.com)

1. **SUGGESTION(S) COMPLETED:**  
(Indicate by Number/Date)
  
2. **OUTSTANDING SUGGESTION(S):**  
(Indicate by Number and Date of Estimated Completion)
  
3. **SUGGESTIONS FOR IMPROVEMENT THAT NEED FURTHER CLARIFICATION OR DISCUSSION:**
  
4. **SUGGESTION(S) THAT IS/ARE A BUDGET ITEM:**

Signature \_\_\_\_\_ Title \_\_\_\_\_

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
 #21-14

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

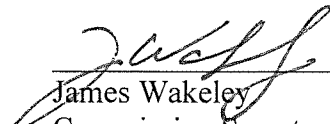
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

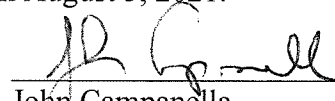
**DATED:** August 5, 2021

  
 \_\_\_\_\_  
 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 August 5, 2021.

  
 \_\_\_\_\_  
 John Campanella  
 Business Administrator

P.O. Type: All  
 Range: First to Last  
 Format: Condensed  
 Include Non-Budgeted: Y  
 Open: N  
 Rcvd: N  
 Bid: Y  
 Paid: Y  
 Held: N  
 State: Y  
 Void: N  
 Aprv: N  
 Other: Y  
 Exempt: Y  
 Paid Date Range: 08/05/21 to 08/05/21

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
21-00236	07/12/21	PHG01	PINE HILL AUTO REPAIR	SHOP SUPPLIES	Open	62.45	0.00
21-00237	07/12/21	PHG01	PINE HILL AUTO REPAIR	OIL & FILTER CHANGE, ETC.	Open	62.45	0.00
21-00238	07/12/21	HALE01	HALE TRAILER BRAKE & WHEEL	TRUCK WASH	Open	56.69	0.00
21-00239	07/15/21	JHART005	J. HARTE ASSOCIATES LLC	COMPUTER MAINTENANCE-AUGUST	Open	1,155.49	0.00
21-00240	07/15/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	EMS SUPPLIES	Open	37.95	0.00
21-00241	07/15/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	ENERGIZER BATTERIES	Open	39.98	0.00
21-00242	07/15/21	CASH1	PETTY CASH	22 DUTY CREW MEALS-JUNE, 2021	Open	770.00	0.00
21-00243	07/15/21	ARTHU005	Arthur Door Company, Inc.	FULL VISION DOOR-INV. 15789	Open	9,863.00	0.00
21-00244	07/15/21	ARTHU005	Arthur Door Company, Inc.	ALUMINUM OVERHEAD DOOR-#2	Open	9,863.00	0.00
21-00245	07/15/21	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	86.23	0.00
21-00246	07/15/21	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS-INV 032523	Open	47.95	0.00
21-00247	07/15/21	PHP01	PINE HILL PRINTING, INC.	BUSINESS CARDS-CORNFORTH	Open	40.00	0.00
21-00248	07/15/21	PRP01	WITMER PUBLIC SAFETY GROUP, INC	LEATHER RADIO STRAP-#2137726	Open	435.00	0.00
21-00249	07/15/21	AIRGA005	AIRGAS USA, LLC	CYLINDER RENTAL INVOICE	Open	13.20	0.00
21-00250	07/15/21	STATE005	State of NJ Health Benefits	AUGUST, 2021-HEALTH-RX-DENTAL	Open	9,776.26	0.00
21-00251	07/15/21	KYOCE005	KYOCERA DOCUMENT SOL. AMERICA	COPIER LEASE PAYMENT	Open	134.84	0.00
21-00252	07/15/21	COMCA005	COMCAST	Monthly Bill	Open	383.87	0.00
21-00253	07/15/21	ATTMO005	AT&T MOBILITY	MONTHLY CELL PHONE BILL	Open	331.48	0.00
21-00254	07/15/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	CO Detectors	Open	350.00	0.00
21-00255	07/15/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	Medical Supplies	Open	588.27	0.00
21-00256	07/22/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	Pulse-Ox Monitor	Open	25.78	0.00
21-00257	07/22/21	FIRELINE	FIRELINE EQUIPMENT	Cables	Open	74.73	0.00
21-00258	07/22/21	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	Flow Test	Open	1,080.00	0.00
21-00259	07/22/21	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	Cylinder Carbon Wrap	Open	1,126.10	0.00
21-00260	07/22/21	BTM001	BOUND TREE MEDICAL, LLC	Miscellaneous Supplies	Open	57.50	0.00
21-00261	07/22/21	IMC01	INTERSTATE MOBILE CARE	Physical - B. McLaughlin	Open	190.00	0.00
21-00262	07/23/21	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	Harrington 3-way Ball Valve	Open	485.00	0.00
21-00263	07/26/21	PHFD1	PINE HILL FIRE DEPT.	FIRE DEPART. LEASE-AUGUST 2021	Open	9,647.56	0.00
21-00264	07/30/21	BUD01	BUD'S AUTO & TRUCK REPAIR	Road Service - Ladder Truck	Open	596.75	0.00
21-00265	07/30/21	BUD01	BUD'S AUTO & TRUCK REPAIR	Troubleshoot Hydraulic Leak	Open	1,447.45	0.00
21-00266	07/30/21	FIR001	First Responder JIF	Final Installment 2021	Open	27,123.00	0.00
21-00267	08/02/21	BOA00001	Bank of America	July P- Card Charges	Open	665.60	0.00
21-00268	08/02/21	CASH1	PETTY CASH	Replenish Chief's Petty Cash	Open	15.00	0.00
21-00269	08/04/21	SAFEG005	Safeguard	Replenish Check Supply	Open	348.72	0.00
21-00270	08/04/21	EDR01	ED'S RENTAL	Repairs to Cut Saw	Open	83.77	0.00
21-00271	08/04/21	ECORE005	ESO SOLUTIONS, INC.	Scheduling Software	Open	409.00	0.00

Total Purchase Orders: 37 Total P.O. Line Items: 0 Total List Amount: 77,849.07 Total Void Amount: 0.00

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	77,849.07	0.00	0.00	77,849.07
Total of All Funds:		<u>77,849.07</u>	<u>0.00</u>	<u>0.00</u>	<u>77,849.07</u>

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Range of Checking Accts: First to Last      Range of Check Dates: 08/05/21 to 08/05/21  
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					
11526	08/05/21	AIRGA005 AIRGAS USA, LLC	13.20		1102
11527	08/05/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	37.95		1102
11528	08/05/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	39.98		1102
11529	08/05/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	350.00		1102
11530	08/05/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	588.27		1102
11531	08/05/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	25.78		1102
11532	08/05/21	ARTHU005 Arthur Door Company, Inc.	19,726.00	08/05/21 VOID	1102 (Reason: charged to wrong acc)
11533	08/05/21	ATTMO005 AT&T MOBILITY	331.48		1102
11534	08/05/21	BOA00001 Bank of America	665.60		1102
11535	08/05/21	BTM001 BOUND TREE MEDICAL,LLC	57.50		1102
11536	08/05/21	BUD01 BUD'S AUTO & TRUCK REPAIR	596.75		1102
11537	08/05/21	BUD01 BUD'S AUTO & TRUCK REPAIR	1,447.45		1102
11538	08/05/21	CASH1 PETTY CASH	770.00		1102
11539	08/05/21	CASH1 PETTY CASH	15.00		1102
11540	08/05/21	COMCA005 COMCAST	383.87		1102
11541	08/05/21	DC001 DAVID F. CARLAMERE	375.00		1102
11542	08/05/21	DIVAL005 DiVAL SAFETY EQUIPMENT, INC	1,080.00		1102
11543	08/05/21	DIVAL005 DiVAL SAFETY EQUIPMENT, INC	1,126.10		1102
11544	08/05/21	DIVAL005 DiVAL SAFETY EQUIPMENT, INC	485.00		1102
11545	08/05/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1102
11546	08/05/21	EDR01 ED'S RENTAL	83.77		1102
11547	08/05/21	FIR001 First Responder JIF	27,123.00		1102
11548	08/05/21	FIRELINE FIRELINE EQUIPMENT	74.73		1102
11549	08/05/21	HALE01 HALE TRAILER BRAKE & WHEEL	56.69		1102
11550	08/05/21	IMC01 INTERSTATE MOBILE CARE	190.00		1102
11551	08/05/21	JHART005 J. HARTE ASSOCIATES LLC	1,155.49		1102
11552	08/05/21	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	134.84		1102
11553	08/05/21	PHFD1 PINE HILL FIRE DEPT.	9,647.56		1102
11554	08/05/21	PHG01 PINE HILL AUTO REPAIR	124.90		1102
11555	08/05/21	PHH01 PINE HILL HARDWARE, INC.	134.18		1102
11556	08/05/21	PHP01 PINE HILL PRINTING, INC.	40.00		1102
11557	08/05/21	PRP01 WITMER PUBLIC SAFETY GROUP,INC	435.00		1102
11558	08/05/21	SAFEG005 Safeguard	348.72		1102
11559	08/05/21	STATE005 State of NJ Health Benefits	9,776.26		1102
11560	08/05/21	ARTHU005 Arthur Door Company, Inc.	19,726.00		1103

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	34	1	77,849.07	19,726.00
Direct Deposit:	0	0	0.00	0.00
Total:	34	1	77,849.07	19,726.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	34	1	77,849.07	19,726.00
Direct Deposit:	0	0	0.00	0.00
Total:	34	1	77,849.07	19,726.00



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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	77,849.07	0.00	0.00	77,849.07
Total of All Funds:		<u>77,849.07</u>	<u>0.00</u>	<u>0.00</u>	<u>77,849.07</u>

Range of Accounts: 1-First to 1-Last  
 Range of Dates: 07/01/21 to 07/30/21  
 Range of Reason Codes: ALL  
 Add: N Changes: N Transfers In: N  
 Transfers Out: N Expenditures: Y Refunds: N  
 Reimbursements: N Encumbrances: N Cancels: N  
 Include Non-Budgeted: Y Check Payments: N  
 PO Encumbrances: N Contract Encm: N

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
1-GN- -001-101	Firematics Administrator					
07/09/21	Expd	Pay Date 7/9/21 - Chief		2,081.60	JC	B 501 1
07/23/21	Expd	Pay Date 7/23/21 - Chief		2,081.60	JC	B 502 1
Total Expenditures:		2	4,163.20			
1-GN- -001-102	District Business Administrator					
07/09/21	Expd	Pay Date 7/9/21 - Administrators		200.00	JC	B 501 2
07/23/21	Expd	Pay Date 7/23/21 - Administrators		546.23	JC	B 502 2
Total Expenditures:		2	746.23			
1-GN- -001-105	Fire Commissioners					
07/23/21	Expd	Pay Date 7/23/21 - Commissioners		1,083.35	JC	B 502 4
Total Expenditures:		1	1,083.35			
1-GN- -001-210	Payroll Administrative Costs					
07/09/21	Expd	Pay Date 7/9/21 - Paychex Fee		164.58	JC	B 501 13
07/09/21	Expd	Bank Fee for July		16.95	JC	B 501 14
07/23/21	Expd	Pay Date 7/23/21 - Paychex Fee		179.83	JC	B 502 13
Total Expenditures:		3	361.36			
1-GN- -001-301	Federal Payroll Taxes - Administrative					
07/09/21	Expd	Pay Date 7/9/21 - FICA Admin		174.54	JC	B 501 15
07/23/21	Expd	Pay Date 7/23/21 - FICA Admin		456.03	JC	B 502 15
Total Expenditures:		2	630.57			
1-GN- -001-303	State Payroll Taxes - Administrative					
07/09/21	Expd	Pay Date 7/9/21 - State tax Admin		31.94	JC	B 501 16
07/23/21	Expd	Pay Date 7/23/21 - State tax Admin		41.73	JC	B 502 16
Total Expenditures:		2	73.67			
1-GN- -001-305	Defined Contribution Retirement Plan					
07/23/21	Expd	Pay Date 7/23/21 - DCRP Employer		12.00	JC	B 502 17
Total Expenditures:		1	12.00			
1-GN- -002-110	Firefighters					
07/09/21	Expd	Pay Date 7/9/21 - Firefighters		8,401.84	JC	B 501 7
07/23/21	Expd	Pay Date 7/23/21 - Firefighters		8,401.84	JC	B 502 7
Total Expenditures:		2	16,803.68			

Account No	Account Description	Class Id	Class Description	Amount	User	Item #
Date	Type	Transaction Data/Comment	Vendor/Source			
1-GN- -002-111	Overtime & Sicktime Buyback					
07/09/21	Expd	Pay Date 7/9/21 - Overtime		599.86	JC	B 501 8
07/23/21	Expd	Pay Date 7/23/21 - Overtime		154.03	JC	B 502 8
Total Expenditures:		2		753.89		
1-GN- -002-112	DEPUTY CHIEF					
07/09/21	Expd	Pay Date 7/9/21 - Deputy Chief		3,702.46	JC	B 501 9
07/23/21	Expd	Pay Date 7/23/21 - Deputy Chief		3,702.46	JC	B 502 9
Total Expenditures:		2		7,404.92		
1-GN- -002-226	Weekend Duty Crew					
07/09/21	Expd	Pay Date 7/9/21 - Duty Crew Stipends		4,260.00	JC	B 501 11
07/23/21	Expd	Pay Date 7/23/21 - Duty Crew Stipends		4,068.00	JC	B 502 11
Total Expenditures:		2		8,328.00		
1-GN- -002-228	Stipends - Fill In Firefighters					
07/09/21	Expd	Pay Date 7/9/21 - Fill In Firefighter		230.72	JC	B 501 12
07/23/21	Expd	Pay Date 7/23/21 - Fill In Firefighter		230.72	JC	B 502 12
Total Expenditures:		2		461.44		
1-GN- -002-301	FICA - Firefighters					
07/09/21	Expd	Pay Date 7/9/21 - FICA Firefighters		1,248.07	JC	B 501 18
07/23/21	Expd	Pay Date 7/23/21 - FICA Firefighters		1,199.23	JC	B 502 18
Total Expenditures:		2		2,447.30		
1-GN- -002-303	State Payroll Taxes - Firefighters					
07/09/21	Expd	Pay Date 7/9/21 - State Payroll Tax-FF		55.71	JC	B 501 19
07/23/21	Expd	Pay Date 7/23/21 - State Payroll Tax-FF		68.64	JC	B 502 19
Total Expenditures:		2		124.35		
1-GN- -003-101	Fire Official					
07/23/21	Expd	Pay Date 7/23/21 - Fire Marshal		1,916.67	JC	B 502 5
Total Expenditures:		1		1,916.67		
1-GN- -003-102	Fire Inspectors					
07/23/21	Expd	Pay Date 7/23/21 - Fire Inspector		333.33	JC	B 502 6
Total Expenditures:		1		333.33		

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Fund Description	Fund	Expenditures
GENERAL	1-GN	45,643.96
Total Of All Funds:		<u>45,643.96</u>

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Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	29	45,643.96

# *Pine Hill Fire Department*

## Chief's Monthly Report

July 2021

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### COVID-19

- We remain compliant with weekly reporting to the State Health Department by providing statistical information. We also continue to monitor the responses here in the community to stay vigilant protecting our personnel, especially with National Stats climbing due to the Variant.

### Firefighter Injury

- On July 7<sup>th</sup> while participating in his normal Wednesday evening Duty Crew. Firefighter Franconeri was conducting painting operations in the basement storage room. During which he felt some chest discomfort but initially ignored it believing it was a heart burn/ indigestion. Finishing the project, he returned home that evening. A second such episode occurred the next day with a third and much more severe episode occurring on Friday the 9<sup>th</sup>. Taken to the hospital by family, it was confirmed that he had a massive coronary with a substantial blockage. An immediate surgical procedure was conducted. Fortunately, he was released from the hospital on the 11<sup>th</sup>. Sent home to rehab and recover and is doing well.

With this event occurring while on duty conducting a work detail for the department. Injury protocols were followed, and the incident was reported to our insurance company. Additionally appropriate notifications were made to the County and State Fire Marshal's Offices, and B/A Campanella. Deputy Chief Hunter conducted the necessary notifications to the District Insurance Agent. Receiving notification on the 14<sup>th</sup> that the claim was approved and being processed by the insurance company. All necessary reporting was completed, filed, and submitted to the Insurance company.

### Training

- Captain Baiori has conducted follow up to a Division of Fire Safety memo offering free Sprinkler system Training. Securing that training here at our station for the July Monthly drill to be held on July 20<sup>th</sup>. Consisting of both classroom and practical demonstrations.
- On the 20<sup>th</sup> the Monthly departmental drill was held as planned. We hosted Outside Instructor Frank Ellis representing the New Jersey Fire Sprinkler Advisory Board. Who provided a comprehensive basic sprinkler class on how sprinkler systems work and their effectiveness. 18 Personnel were in attendance

## **2021 Fire Prevention**

- In an effort to be properly prepared, I have requested a meeting of the Fire Marshal and key members of the staff to be held in the Early August timeframe. To plan our October Fire Prevention week activities from school visitations to the Open House, set for Tuesday October 5<sup>th</sup>.

## **Damaged Equipment**

- As the board was notified in my June report, during the June 24<sup>th</sup> fire at 11 Kristian Dr. in the Erial section of Gloucester Twp. We had a 28-foot ladder damaged (Burned) requiring it to be taken OOS and condemned due to the severity of the damage. An insurance claim was made with our insurance company who requested a formal report. That report was generated and has been issued to them. Believing that they intend on subrogating against the homeowner's issuance company. A new ladder has been ordered at a cost of approximately \$900.00 including shipping, due to back ups caused by COVID-19 the new ladder is not expected to arrive until the November timeframe. Fortunately, we have been able to barrow a 24 extension ladder from Stratford fire Department, keeping our ladder companies ground ladder compliment almost whole.

Subsequent contact from the Insurance Company advised us that our deductible is \$1,000.00 and thus there would be no compensation provided by them or follow up with the property owners Insurance company. It is my intention to contact the homeowners Insurance Company to seek reimbursement.

## **Other Activities of the Chief**

- Just after completing my June Monthly report, received critical safety information pertaining to Amazon vehicles now equipped with CNG (Liquified Natural Gas) tanks. Issued safety notification to the entire membership.
- On the 29<sup>th</sup> as reported in the June report I attended a special meeting that was sponsored by the County Fire Coordinators and held at the Waterford Twp. Fire Station. That meeting pertained to establishing Standardizing Regional covers during major fires or incident that would require a substantial or prolonged commitment of a large number of resources.
- On the 1<sup>st</sup> held the monthly meeting with Mr. Dan Brown AMR management and Chief Hunter, the normal review of statistics was not prepared but will be forthcoming. We also had a substantial discussion regarding the response and coverage problems that we have continually encountered with their firm.

- On the 3<sup>rd</sup> attended the viewing for retired Chief William Murphy Collingwood fire department. 68-year active member of that department, a personal friend and respected fire service colleague.
- On the evening of the 4<sup>th</sup> stood by with the assigned crews that were providing Engine, Brush unit, and BLS service to the Trump Golf Course Fire Works display. While still maintaining the four-man stipend crew to cover the town during this event.
- On July 5<sup>th</sup> Due to the staff being off for the holiday, stood by at the station for coverage. While at the station provided a classroom training session for the members standing by on Large Area Search operations. Also recording incident reports pertaining to the AMR problems.
- On the 8<sup>th</sup> along with the on-duty staff and a few available members attended the Viewing for Commissioner Hassett's sister. Coverage was provided by members of our Public Works Dept. Squad 86 and Chief Breeze and Brown.
- On the 31<sup>st</sup> along with Chaplin Alberger participated in the Line of Duty Death services for Fire Fighter Thomas Royd's Belmont Hills Fire Company / Lower Marion Twp Fire Department, PA. Killed while operating at a Motor Vehicle Accident scene on the I-76.

## Strategic Planning

- Following up regarding the Fire station renovation segment of the initial report focusing on the administrative area and a new Dorm. As per the Board's request a new design was developed for the admin area. Additionally, on the evening of June 29<sup>th</sup> the entire Strategic Planning committee met to prioritize the facility needs that were listed in the submitted report.
- On July 16<sup>th</sup> I met with Commissioner Hagarty at the County Improvement Authority. Regarding the building projects presented by the Strategic Planning committee. In the quest of gaining professional help / support.

## Facility

- Continuing to address space needs and in preparation for the renovation of the Administrative and archive areas. The basement storage area was totally cleaned out and has now been painted. A member's father has committed to leveling the floor in that space. As files are reviewed and identified to be maintained by DCA regulations they will be relocated to this basement storage space. In an effort to free up space in the current administrative area.
- The bench out front of the station has been rebuilt with new wood and painted.
- With the Municipality turning the Emergency Generator over to the district, which now makes us responsible for the care and maintenance. Firefighter Gordon Sr. has been directed to start the necessary maintenance files. Along with addressing some already identified maintenance issues, to ensure proper operation and longevity. With the current company submitting a **substantial quote** for need maintenance. I requested FF Gordon to acquire at least an additional two quotations for the need repairs and PM.
- On July 5<sup>th</sup> I meet with Rick Connors supervising technician from the County Communications center at the fire station. He was working on dismantling radio equipment in the radio shed located at the base of the County Antenna. He advised that he has been working on securing necessary FCC authorization to move the remaining two repeaters that are still functioning on the antenna and was making good progress. Once this has been completed the shed will be removed to Pine Hill Public Works and at that point a crane will be brought in to remove the antenna. (Fall Time Period)

## Public Relations

- As it has been our policy for some time now when a working fire affects a neighborhood. We send an on-duty Company out after the incident, to canvas that neighborhood. This to ensure that their homes have adequate smoke and CO detection. If finding poor or no protection the crew would install these safety devices for the resident.

After the 4<sup>th</sup> of July fire, the evening duty crew on the evening of the 11<sup>th</sup> conducted this canvassing of the Hazel Lane region. On the first evening they installed seven (7) smoke detectors and two (2) C/O Detectors. Due to responses that evening they did not complete the neighborhood that night. Returning to that neighborhood on Thursday evening the 15<sup>th</sup> the crew completed the canvassing of the entire neighborhood. In total the crews installed 16 smoke detectors and C/O detectors.



- With the working Vehicle fire that had damaged a detached garage on Wilson Road approximately one week prior. On the evening of July 18<sup>th</sup>, the weekend duty crew conducted the smoke detector Public Relations program canvassing the Wilson rd. region checking for and when necessary installing smoke and C/O detectors to improve the residential safety in that neighborhood. Installing four (4) Smoke detectors in unprotected properties.
- At the suggestion of Firefighter Gordon Jr and working with F/M Cornforth we have ordered 1,000 medical cards for the public that would provide a medicine roster for the homeowner/occupant. To be distributed to the public during responses and also during Public Relations events IE Fire Prevention Open House, etc. Which will provide citizens with a Pine Hill Fire Department medical card, that can be posted on their refrigerator. Listing their critical medicines, to be referenced during medical responses.

### **Active 911 and Mapping**

- Firefighter Duvall utilizing the current Active 911 system has generated Pine Hill specific mapping of apartment complexes and industrial complex mapping. That members on the Active 911 System will be able to bring these maps up on their telephone and or the laptops in the apparatus. This will provide critical information to both our personnel and Mutual Aid responders. He has also made arrangements to have this same informational exchange with several other departments in the region.

### **Response Memo's Issued (Mutual Aid)**

- During the week of July 1<sup>st</sup>, we received three special response memos from Chief Rigberg Winslow Twp. Fire Dept. The first pertaining to the new Cure-life facility citing specific response needs and current communication issues (problems) within that facility. The second was to advise us that due to major station renovations specifically at the Sicklerville Station all firefighting personnel will be moved out and the station closed for approximately two months. Relocating his personnel and apparatus to other Winslow facilities, this movement will no doubt affect response times and access into that area of the Twp. Thus, will place more reliance on the Mutual Aid departments. Lastly the on-site fire protection system located at the Certain Teed plant, Specifically the fire suppression systems (water storage tank) was OOS. To provide reasonable fire protection they have authorized the use of five (5) large capacity water buffalo's that will be brought in. But this will require specialized adaptors for FD connection. All this information has been distributed to our officers and the career staff personnel. Assuring Chief Rigberg, that we will do whatever we can to provide the necessary support during this period.

## Apparatus

- Several repairs were made over the month from rebuilding leaking valves to critical emergency lighting not working properly, to the Pump on the ladder Company not engaging. All of which were turned over to F/F Gordon Sr. To be addressed (See his report for details). To address the above repairs F/F Gordon coordinated the OOS time and repairs sending it to Bud's Tuck repair on the 22<sup>nd</sup>. It returned to service on the evening of the 23<sup>rd</sup>. However, the 110 Hydraulic Generator remained at the shop for additional repair, currently evaluating the repairs and cost.

## Special Report Dog Bite

- On the 26<sup>th</sup> while operating at a medical response (respiratory) at the building of the Mansions apartments. Firefighter Hitzelberger was bitten on the leg by a dog. Fortunately, it only grabbed the pant leg of her turn out gear and did not actually touch her skin. We completed an incident report and requested the Police to conduct their normal reporting for such incidents.

## Safety Message issued

- With some street changes being made throughout town, combined with a few additional incidents that have occurred requiring direct attention, due to the potential of damage occurring to apparatus and or unsafe operations. A detailed safety message was sent out to the entire membership on the 27<sup>th</sup>.

## Incidents of Significance

- On the 4<sup>th</sup> at 23:12 hours Task force 622 was dispatched to 32 Kirk Lane for a reported dwelling fire. Squad 62 arrived first due with the in-station duty crew finding a two-story single-family dwelling with smoke showing. Leading off with a 1 ¾" hose line the fire was quickly controlled to the "B" side (Left) exterior wall of the property. Ladder Tower 62 with a home response crew was sent to the interior to check for extension (Negative Results). Squad 85 picked up the hydrant and that crew provided support to exterior operations, Squad 63 arrived and provided RIT coverage. Engine 86, 88, ladder 84 and rescue 82 also responded and remained in staggung until the incident was placed under control. F/M Cornforth responded determining the fire was caused by fireworks igniting the trash receptacles next to the house. It was also noted that this property **did not** have any smoke or C/O detection at the time of the fire. Prior to securing from the property the Department installed both smoke and C/O detectors.

- Fourth of July Fireworks, as in past years we again provided fireworks protection for the annual Trump Golf Course members outing. Supplying an Engine, Brush Truck, and the Pine Hill BLS unit. During the display we did have one miscue with a ground mortar prematurely detonated at ground level. Fortunately, no injuries were recorded, and no other damage occurred. Fire Marshal Cornforth coordinated these operations with the fireworks company and Golf Course management. An after-event sweep of the firing area was conducted finding three shells that had not fired, they were properly disposed of and detonated that evening. Ensuring a safe operation and environment before securing
- On July 7<sup>th</sup> Ladder 62 was dispatched as a part of the first alarm assignment to a reported dwelling fire, with report of people trapped. 31 Acorn court in the Sicklerville section of Winslow Twp. First in chief initially reported nothing showing but shortly thereafter reported a significant smoke condition inside. Police arriving prior to Fire apparatus effected the rescue of the trapped occupant who was suffering significant burns and smoke inhalation. The fire was quickly controlled by the firsthand line held to a room and contents. With our personnel providing support services and ventilation.
- On the 14<sup>th</sup> 07:42 hours Squad and BLS were dispatched to a Motor Vehicle Accident Truck vs Pole Branch and Erial rd. Arriving confirmed the report with box truck striking not only the telephone pole but the Boroughs LED Sign. The driver had exited the vehicle on his own and prior to the arrival of apparatus, and only required minor medical evaluation. But the pole carrying substantial electric, cable TV and telephone wires was in a precarious position with the top half still sitting on top of the truck. Requiring a prolonged stand by of the FD awaiting the arrival of the utility companies to derive an (IAP) plan to remove the vehicle without causing major disruptions to service, which was ultimately accomplished.
- On the 16<sup>th</sup> Squads 62 & 86 along with Ladder 82 were dispatched to 2605 Tall Pines for a reported Natural gas leak. Squad 62 arriving first due and utilizing their meter initially detected slight readings in the PPM range. As they progressed inside, they found a full 1% LEL in the living space that ultimately climbed to a full 2%+ (Explosive Range) in the garage area of unit 2604. The gas service was immediately terminated to the entire building, eight (8) attached properties were evacuated precautionary, assisted by Fire Department and Police personnel. Mechanical ventilation was established, while companies physically checked the attached properties with negative results. With 2604 ventilated and fully opened up, meter reading's fell to safe levels. South Jersey gas personnel arrived and verified our readings, believing that the cause of this leak was that someone in the 2604 had inadvertently left a gas range burned in the on position. The building occupants were permitted back in the building after approximately 45 minutes.

- On the 17<sup>th</sup> at 17:13 hours the Ladder Tower responded on the first alarm assignment to #6 Hathaway Dr. in the Sicklerville section of Winslow Twp. for a reported dwelling fire, with people reported trapped. First arriving units reported heavy smoke showing and the working fire box was struck, bring in additional resources including our Squad company. Several hand lines were placed in service, while search and rescue operations removed one victim with smoke inhalation. Unfortunately, a second trapped victim was located and was an obvious fatality. The evening duty stipend crew arrived early and provided coverage for our town while the other companies were committed in Winslow.
- On the 26<sup>th</sup> 07:57 Hours, after toning Berlin Boro, Then Berlin Twp, then both together, after which the communications center added Waterford Twp. FD to this response, and only received the response of **one member** from Berlin Boro in a support vehicle. Who when responding requested the dispatch of our Squad this assignment. A C/O response that was located at 5 Garwood rd. In Berlin Boro. The Squad Company arrived and investigated a multi-unit apartment building, that had been evacuated. Our personnel established several areas that exhibited Parts Per Million readings of Natural Gas leaks in the Basement. South Jersey Gas arrived and confirmed our findings. ultimately discontinuing gas service to the property. The building was vented, and incident turned over to the utility company for follow up.
- On the 28<sup>th</sup> 11:34 Hours Squad 62 was dispatched as a part of Task Force 86 for a reported dwelling fire at the intersection of Highland and Morgan, in the Erial section of Gloucester Twp. Deputy Chief Brown Arrived and reported smoke showing from the rear of the dwelling, ordering a 1 ¾" line to be stretched, as he had fire showing at an attached porch. While Squad 85 stretched the line, Our Squad spotted a hydrant and that crew performed forced entry operations dissecting the porch components with hand tools and a chain saw, checking for extension and ensure total extinguishment. The fire was controlled to the area involved upon arrival with no extension into the living space of the home.
- On the 28<sup>th</sup> at 21:52 hours the Duty crew was dispatched to Apartment 198 of the Cedar Brook apartments for an appliance investigation. Arriving members found high Natural Gas readings in the full 2 % Lower Explosive limit (LEL) range within that apartment. Additional readings were also found in attached apartments. A second crew reported to the rear of the building and found 2 % readings at the Gas Meter. Initially four (4) units were evacuated but continual readings indicated the gas had permeated all units in that entire building. Which resulted in the evacuation of the entire building. A special call was made for assistance from Squad 85 and 86 to asst with ventilation. South Jersey Gas and property maintenance were notified and responded. With the Gas company repairing / replacing a valve device at the meter.

- On the 29<sup>th</sup> 13:45 hours The Ladder Tower was dispatched on the first alarm assignment to 1271 Little Gloucester Rd. in the Blackwood section of Gloucester Twp. for a reported building fire. Engine 88 arrived first due reporting smoke showing from a large commercial building. Stretching 1 ¾" handline they found a fire contained inside of an industrial oven and made a quick knock down of the fire. Ladder 62 and remaining units were placed in service conducting ventilation dealing with a substantial smoke condition. I held Command as the only responding Chief Officer.

### **Gas Leak Follow up / Cedar Brook Apt.**

- Citing that this was at least the third such Gas leak in that complex, two of which were very similar involving the meter set at the rear of the building. Both of which have occurred within a two-week period. Further noting that approximately six months prior to these leaks a third such leak was detected at one of the 200 buildings. Concerned by this on the morning of the 29<sup>th</sup> I contacted F/M Cornforth and also met with Property Management, additionally I attempted several contacts with South Jersey Gas Company attempting to contact a management / Supervisory person. To establish a meeting with all the listed parties, in a strong effort to develop a plan of action that ensure the safety of all the properties in this Complex. Noting that after several attempts on Thursday the 29<sup>th</sup> which included having conversations with dispatchers from that utility company No one from South Jersey Gas responded back to me.

On the evening of the 30<sup>th</sup> at approximately 19:00 hours I received a phone call from the occupant of apartment 198. Who advised she had just returned home from work to find her kitchen wall had been breached and that she did not have any gas service. Her neighbor also reported no Gas service. Contacting property management. It was established that they had brought in a private plumber to evaluate the gas service in that building on the afternoon of the 30<sup>th</sup>. During which they had conducted some repair of modification to the gas service past the meter. During which they detected another leak in the wall void of apartment 198 thus creating the 3 holes in the wall. Property Management was conducting the necessary follow up to restore gas service to those apartments effected.

Still concerned by this and the potential of problems with the gas services of buildings that are now approaching 50 years old. I again conducted follow up on Monday Morning August 2<sup>nd</sup> making direct contact with the Public Relations Officer from South Jersey Gas still attempting to have the appropriate Individual contact my office, with no contact as of 13:00 hours. Additional follow up will be conducted

## PPE Changes / Radio Gear

- As reported previously we have now received an adequate number of Radio straps, to provide each active member with one. Those will now provide for the portable radios to be placed in a protected area under the turn out coat. It will also allow the radios to be on consistent charge in the apparatus, as we were having a problem maintaining them properly charged. F/F Pizzo has coordinated this change and has also conducted the necessary training with the duty crews.

## Citizen Inquiry

- On the 27<sup>th</sup> Commissioner Hagarty and I received a citizen's request for information pertaining to any and all regulations that would allow for or prohibit the installation of private home generators specifically in the Mason Runs Condo Development. Researching this with Fire Marshal Cornforth, we could not find or think of anything in the fire codes, Ordinances, or resolutions. Both of us believing it would need review by the Planning Board and or the Building Department. Conveying this to the Commissioner and in turn the citizen.

## Mission Barbeque Marlton

- On the 21<sup>st</sup> Mission Barbeque of Marlton Provided two meals for the firefighters one for the lunch time crew and the second for the evening duty crew. While it is a part of their marketing the meal was very much appreciated by the members. As they provided a full course meal during both offerings. A thank you correspondence was issued for their kindness.

## Forms Review

- Battalion Chief Buchhofer and I continue to review, amend, upgrade, and standardize the format appearance of all PHFD forms. We have now completed seven segments of twelve. Completing 110 forms that have been developed since 2017. Several of these forms have also been converted to provide for electronic completion for future use and elimination of paper reporting. All have been made into PDF's and placed into the "S" drive for access by all but secure from being changed / altered without authorization.

## Citizen Complaints and Response Issues EMS

- On Wednesday, the 30<sup>th</sup> at 12:37 Hours Squad 62 pulling off another assignment responded to 108 Bittle ave. for seizures. Arriving first due they found a 29-year-old male still seizing and they initiated proper care. BLS unit 678 (Pine Hill assigned unit) was dispatched by communications and at the five-minute mark, that unit had not responded. The AMR Street supervisor then notified communications that that **BLS 678 unit was OOS** and not staffed, this being the first-time communications knew of that. Mutual aid was then dispatched seven (7) minutes into the response. There were other ramifications to this response adding to substantial delays. On July 1<sup>st</sup> Commissioner Wakeley received a citizen's complaint from the mother of the victim expressing concern over the response times and EMS service provided. That individual was instructed to bring her complaint to the July 1<sup>st</sup> commission meeting. Chief Hunter and I conducted a survey and timeline assessment on this assignment recording the pertinent information.
- On Friday July 2<sup>nd</sup> while off for personal reasons, I came to the station to issue some immediate correspondence pertaining to another matter. During which, I listened to the West Ops Radio listening to an EMS response reported to be at the at the Trump National Golf Course for a Fall Victim. Our assigned BLS unit (678) was committed on another assignment thus BLS 803 a Gloucester Twp. unit was assigned. The response time seemed to be prolonged (10 + Minutes) Subsequently another 12 minutes after arrival the BLS 803 unit requested ALS to be dispatched for a possible cervical injury. This request also provoked the response of our Squad company. Conflicting information was detected, and in the end the BLS 803 unit cancelled the ALS and the Squad. They loaded the victim and transported her to Cooper. Within minutes I received a phone call from Eric Quinn Manager from the Trump golf course. Expressing his displeasure with the service provided by AMR. Citing that this is the third such event he has experienced over the last couple of weeks. Poor response times, compounded by poor care of the victims. I assured him that I would follow up on this ASAP and respond back as to the action we took. (See the Formal report and correspondence issued to the Management personnel of AMR) Commissioner Warrington was notified of these complaints.

- As expressed for some time now the AMR system is continually faltering limited and or poor manning. Impacting the region an example of which was on Monday the 21<sup>st</sup>, I was notified by the County EMS Coordinator Chief Taylor that at one point 678 went OOS, 801 went OOS for critical restocking, EMS calls at that time were being handled by Winslow, Stratford, Washington Twp. Runnemedede, and Gloucester County EMS. Who were all handling incidents in Gloucester Twp and Pine Hill. Chief Taylor expressed his displeasure with the impacts being caused by AMR. He had also recently met with the County's Mayor's Association to express his concerns pertaining to the EMS situation County Wide, expressing to me that he believes that the County EMS it is approaching the brink catastrophic failure. To which he felt as though he made some positive inroads regarding these problem
- Over the tie period between June 30<sup>th</sup> and July 5<sup>th</sup> I was contacted by a resident and business owner both of whom filed formal complaints pertaining to the EMS service provided by AMR. Some of which persisted regarding response times, and some regarding the care provided. Additionally, there were at least two separate incidents that involved improper behavior and operational issues conducted by the AMR personnel. A formal recording was made of each of these complaints, along with the recording of the improper operations and attitude from the AMR personnel. Additionally, I have filed for support information from other agencies who witnessed and or were subjected to this poor performance. So disturbed by all of this on July 5<sup>th</sup> a healthy and in-depth E-Mail was issued to Dan Brown the AMR Operations Manager requesting a face-to-face meeting ASAP to address these problems.
- On July 15<sup>th</sup> the requested meeting with Mr. Brown of the AMR Management team was held at Fire Headquarters. Attended by Commissioner Warrington, Deputy Chief Hunter, OEM Coordinators Evans, and Shank from Gloucester Twp. OEM were also in attendance. A full agenda of topics was generated and both Public Safety entities expressed our displeasure with the service coverages and in some instances discussed some improper operations by the AMR personnel. WE were assured that they are aware of the coverage problems and are constantly working on solutions. With regard to the improper operations, they too are investigating those concerns and will be taking appropriate action, after which we will be notified of the final disposition.



## EMS Concerns Persist

- On the 26<sup>th</sup> we received an improper staffing report from Mr. Eagles Officer AMR management reporting no staffing issues with 678. AT around 09:05 Hours an ALS response was dispatched in Chalet apartments during which 678 reported to be **OOS due to staffing**. While the response was covered by our Squad Company and BLS 803. It still illustrated improper reporting. I immediately issued an E-Mail to both Mr. Eagle and Mr. Browns Office advising them that this is not acceptable and requested a response of how they would rectify the problem. This generated several additional communications between AMR Management and this Office. Including a response from Commissioner Warrington. All of which will again be discussed at the regular meeting as we continue to improve or maintain the level of service required.

On July 31<sup>st</sup> and again on August 1<sup>st</sup> the staffing issues with AMR not only persisted but **COMPOUNDED!** Saturday I was notified by County Communications that AMR was down to one (1) BLS unit for both towns. That some staff members claimed they were sick and left, while others simply walked off. Making several contacts in an effort to get this rectified the AMR supervisor advised me they were working on the problem in an effort to at least get one additional (Total Two) unit staffed and available. As a part of this conversation, he further advised that one of their employees, forcibly wanted an incentive, plus overtime pay to stay. After expressing my displeasure with all of this, I was later notified that a second crew had been established.

On the 1<sup>st</sup> I received a call from the on-duty Supervisor from the Camden County Communications supervisor. Who advised me that additional staffing problems had surfaced and on the overnight tour from Sunday into Monday August 2<sup>nd</sup> we would again be down to one BLS unit for the two towns, expressing his concerns additional pointing out that all of this has continuously negatively impacted the regions EMS service. Contacting all the key players GTOEM, County EMS Coordinator collectively we filed our complaints and ultimately secured a second AMR BLS unit for the overnight Commissioner Warrington was also apprised of this continual situation.

## Staff Meeting

- On July 29<sup>th</sup> a periodic Staff meeting was held covering a substantial agenda. Along with conducting and reviewing employee evaluations Covering the period from March through July of this year. Each employee had the opportunity to review their evaluation with the Chief, then sign off on that evaluation. After which a copy of it was placed into their personnel file.

## **Personall Vacation Time**

- I will be taking vacation time commencing on the afternoon of August 23<sup>rd</sup> traveling to Disney in Florida with the family. I will also be on vacation, leaving for Tennessee on Saturday September 3<sup>rd</sup> and returning on Wednesday the 15<sup>th</sup> after which I will be traveling to Wildwood for the annual State Fireman's convention returning to town on the afternoon of Saturday the 18<sup>th</sup>.

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

**Month of: July 2021**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	0
Fire Safety Inspection – Non LHU(s)	01
Re-Inspection(s)	01
Smoke Detector & CO Detector Compliance(s)	20
Complaint(s)	01
Fire Investigation(s)	01

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	\$295.00
Smoke Detector & CO Detector Compliance	\$1,431.00
Permit Fees	\$331.00
Number of Permits Issued	01
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	\$3,571.75
Number of Copy of Fire Report(s)	02
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>\$5,628.75</b>

**Requests:**

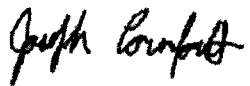
**The following Items are requests for purchase/appropriation:**

N/A

**Comments:**

N/A

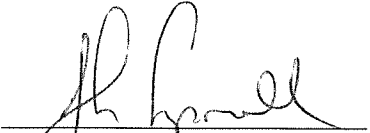
Respectfully Submitted,

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

Joseph Cornforth  
Fire Official

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

- Completed quarterly financial statement with FEMA regarding our grant
- Renewed our SAM registration with the federal government
- Submitted records disposal request to State of NJ
- Completed Medicare Application for submission
- Filed insurance claim for damage from roof leak
- 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