

Pine Hill Fire District #1  
Regular Meeting Minutes  
October 7, 2021

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:30 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, Solicitor Carlamere, Mayor Green, President Pfeiffer, Administrator Greer

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on September 2, 2021. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed with five yes votes.

**COMMUNICATIONS LIST:** Chairman Waddington explained the communications listed on the agenda and asked if there were any questions. There were none.

**OLD BUSINESS:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley said that he attended a meeting to discuss plans for Hahn. Chief Dukes said that he is in favor of keeping the Hahn to be used for special events. The truck has a 50-year tradition, and the members have pride in the truck. Chief Dukes recommended that the fire district turn the truck over to the fire department. Commissioner Warrington asked where the fire department was going to obtain the funds to repair the truck. Chief Dukes said with fundraisers. Commissioner Warrington said that he feels that keeping the truck will still be a burden on the taxpayers, we need an engine bay for the new dorms, and it was his understanding that the goal was to reduce the number of apparatuses. Chief Dukes said that he never recommended reducing the number of trucks. He did say that we need to increase the number of members. The restoration of the fire house would benefit the organization. We are still having difficulties getting enough firefighters out on calls. Chief Dukes said that he is not sure that the garage bays can be used for dorms. Maybe we can apply for funds from the stimulus package. We will make the public fully aware of any fundraising for the Hahn. Commissioner Hassett said that he does not think any more money should be spent on the Hahn and supports donating the truck to the fire department. President Joseph Pfeiffer said that the \$20,000 estimate for repairs is a worst-case scenario. He said that the truck has a lot of history behind it. Lt. Rabchuk said that he does not want to see what happened to the Hale happen to the Hahn. Commissioner Hagarty said that he supports donating the truck to the fire department, but the details need to be worked out.

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- Commissioner Wakeley said that he sat on the committee regarding the Hahn, and it was his recommendation that the Hahn be donated to the fire department. Chairman Waddington said that he agrees with Commissioner Hassett that no more money should be spent on the Hahn. He also sees how the taxpayers will think this affects them. He understands the history behind the truck and agrees with donating the truck to the fire department. Chairman Waddington said that he recommends that the fire department use their surplus funds to fix the truck. Chief Dukes said that the fire department has used its surplus funds on projects for the building. Administrator John Greer said that because of the condition of the truck, its value could rise in the future and be an asset to the fire department. Lt. Rabchuk said that he agrees that the taxpayers should not fund this project. We can set up a program to keep the truck. He said that no one wants to see this truck go to the junkyard like what happened to the Hale truck. Commissioner Warrington said that if the fire district needs the space occupied by the Hahn Truck, the truck must be moved off the premises.
- **Community Relations Liaison:** Commissioner Warrington said that he was working the night of the open house and asked Chief Dukes to inform every one of the event. Chief Dukes said that the turnout was low for the open house. Commissioner Hassett asked why other fire departments did not attend. Chief Dukes said that all fire departments are short on staff.

Commissioner Warrington said that the Christmas Parade is set for December 5<sup>th</sup> and that flyers have been printed.

- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** Deputy Chief Hunter said that the workers comp. insurance carrier is asking for more information regarding George Borchert. Chief Dukes said that he is not satisfied with the investigation conducted into the workers comp. claim for a volunteer firefighter. Administrator Campanella said that Nancy Saunders needed a second surgery and is currently out. He notified Highland Claims regarding her pay. Administrator Campanella said that a volunteer firefighter's full-time employer changed their position and will not allow the firefighter to buy back his sick time. The firefighter used his sick time when he was injured while working as a volunteer firefighter. Chairman Waddington said that our insurance carrier is requesting multi-factor authentication as part of its cyber security policy. Implementing this procedure will cost the fire district \$3.50 per month for each employee with access to our network.
- **Fire Prevention Commissioner:** Commissioner Hassett thanked the career firefighters, Battalion Chief Buchhofer and the fire marshal for their efforts with the open house.

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- **EMS Liaison:** Commissioner Warrington explained that the EMS situation is not good. One person resigned and one retired from AMR. They still suffer from staffing issues. We have prepared the fire district's ambulance in case it is needed. We have secured a Medicare billing license and are looking to outsource the billing to a qualified vendor. Chief Dukes said that the EMS in Camden County is on the verge of catastrophic failure and the situation is not getting any better. We recently had a call where the ambulance provider refused to respond to a call. Chief Dukes explained the need for regionalization. This was discussed among the commissioners.

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding Resolution #21-16 on the agenda. There were none.

- **Resolution 21-16:** Approval and payment of bills

- A motion to approve resolution 21-16, 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 the Department of Community Affairs is requesting that resolutions from the fire district and the Borough be submitted with this year's budget approving the salaries of the commissioners. Solicitor Carlamere was aware of the DCA's requirement and prepared the resolution for the fire district.

- **Resolution 21-17:** Commissioner's Salaries

- A motion to approve Resolution 21-17, was made by Commissioner Warrington and seconded by Commissioner Hassett.

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

- A motion was made by Commissioner Wakeley and seconded by Commissioner Hassett for the fire district to donate the 1972 Hahn fire truck to the Pine Hill Fire Department.

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

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Chairman Waddington said that there is no provision concerning bereavement in Administrator Campanella's employment. Administrator Campanella's mother passed away and the Board would like to approve three days leave.

- A motion to approve 3 days paid bereavement leave for Administrator Campanella was made by Commissioner Wakeley and seconded by Commissioner Hassett.

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

Chief Dukes said that there is an incomplete list of employment candidates from the last hiring. There were two people on the list. One was hired by Jersey City and the other one was given ample opportunity as a volunteer but has not complied with specific instructions or demonstrated a willingness to be part of the fire department. Chief Dukes said that we need to start a new hiring process.

- A motion to start the hiring process was made by Commissioner Warrington and seconded by Commissioner Hassett.

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

Chief Dukes said that his staff is working to make sure the ambulance is in full compliance with the State of NJ. Part of that compliance is appointing a medical director. Deputy Chief Hunter said that Cooper is not working out. A better choice is EMS Consulting who has a medical director. Deputy Chief Hunter gave a full explanation on how EMS Consulting could help the fire department.

- A motion was made by Commissioner Warrington and seconded by Commissioner Hassett to enter into a contract with EMS Consulting for one year.

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

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

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

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**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 Hagarty. All were in favor. Motion passed with five yes votes.

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

Mayor Christopher Green of the Borough of Pine Hill explained that the Borough of Pine Hill entered into an agreement with Pine Valley to consolidate services. It is no longer feasible for Pine Valley to remain a separate local government. The Borough of Pine Hill will be the governing body for Pine Valley. The Pine Valley Golf Club will remain private. Mayor Green explained advantages to both the residents of Pine Hill and Pine Valley. The Commissioners thanked Mayor Green for his hard work in this consolidation.

Walter Davis of 1 Franklin Ave.

1. Mr. Davis asked Mayor Green how the tax rate is determined with Pine Valley. Mayor Green explained.
2. Mr. Davis asked Mayor Green how much the tax income is from Trump National Golf Club. Mayor Green answered.
3. Mr. Davis asked about status of the career/volunteer firefighters. Chairman Waddington explained that we have six full-time career firefighters and about forty volunteers. Chairman Waddington also explained that the fire district needs to keep six full-time firefighters during the next three years to remain compliant with our SAFER grant from FEMA. Chief Dukes then explained some of the issues concerning the volunteer program.

**CLOSE FLOOR TO THE PUBLIC:** Chairman Waddington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Warrington and seconded by Commissioner Hassett. All were in favor. Motion passed.

**CLOSED SESSION:** Chairman Waddington said that there was a need for 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 Wakeley. Motion passed with five yes votes. Closed session began at 9:15 p.m. and ended at 10:33 p.m.

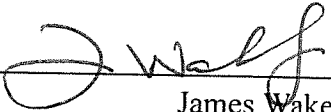
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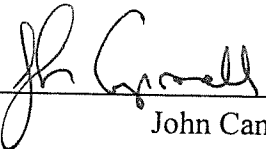
**ROLL CALL TO RESUME MEETING:** Chairman Waddington asked for a roll call. Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present.

**OUTCOME OF CLOSED SESSION:** Chairman Waddington announced that no official actions or votes were taken 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 Wakeley and seconded by Commissioner Warrington. All were in favor. Motion passed.

The meeting was adjourned at 10:40 p.m.

  
\_\_\_\_\_  
James Wakeley  
Commission Secretary

  
\_\_\_\_\_  
John Campanella  
Fire District Business Administrator



TE

Treasury Department  
Internal Revenue Service  
Philadelphia, PA 19255-0833

Notice: CP-2100A  
Tax year: 2020  
Notice date: 09-16-2021  
Taxpayer ID number: XXXXXXXXXX  
To contact us: 1-866-455-7438

006499.157518.98323.9149 1 AB 0.461 854



PINE HILL FIRE DISTRICT NO 1  
% BOARD OF FIRE COMMISSIONERS  
1109 ERIAL RD  
PINE HILL, NJ 08021-7303

RECEIVED SEP 21 2021  
*JC*



006499

Notice: CP2100A

The payee information you reported may be incorrect. You may need to obtain correct information from the payee, update your records, and depending on the situation, begin backup withholding.

We reviewed your Forms 1099 for tax year 2020. Some payees didn't provide a taxpayer identification number (TIN) or may have given you an incorrect name or TIN.

Banks, financial institutions, sole proprietors, and others must withhold 24% of certain reportable payments if payees fail to provide a correct TIN (Internal Revenue Code Section 3406(a)). A TIN may be:

- A Social Security number (SSN) issued by the Social Security Administration
- An employer identification number (EIN)
- An individual taxpayer identification number (ITIN)
- An IRS adoption taxpayer identification number (ATIN)

**What you need to do for a missing TIN**

Backup withholding is required whenever the reporting threshold is met for the information returns involved and the payee has not furnished a TIN or has provided a TIN that is obviously incorrect. An obviously incorrect TIN would include a TIN that has more or less than nine digits or has a mixture of digits and letters, and is considered a missing TIN. If you haven't started backup withholding for the identified payee(s) as required, begin backup withholding immediately and contact the payee to request the TIN. Be aware, for certain payments you can't ask for a TIN over the phone. You must send the payee a Form W-9, Request for Taxpayer Identification Number and Certification or equivalent.

Stop backup withholding no later than 30 calendar days after you receive the payee's TIN.

You don't need to start backup withholding if you already have the payee's TIN, even if you failed to include it on the information return due to error.

See Publication 1281, Backup Withholding for Missing and Incorrect Name/TIN(s), for more information.

## What you need to do for an incorrect name and TIN combination

Compare your payee records to the enclosed lists. If our list matches your records, and you didn't make a reporting error, you must send a "B" notice to all payees on the attached lists within 15 business days of the date you received this CP2100A notice. Don't send a "B" notice to a sole proprietor's doing business as (DBA) name of the business; use the individual's name.

"B" notices inform the payees that you will start backup withholding at 24% if they don't provide the requested information to you. There are two types of "B" Notices: First and Second "B" Notices.

Send a first "B" notice if the payee hasn't been on prior CP2100/CP2100A notice lists for the past 2 years. Send a Form W-9, Request for Taxpayer Identification Number and Certification, or equivalent, with the first "B" notice. The payee should give you a completed Form W-9 certifying their TIN.

Send a second "B" notice to a payee who is listed on more than one CP2100/CP2100A notice within 3 calendar years. Don't send a Form W-9 with it. The payee should send you one of the following, to validate their TIN:

Copy of their Social Security card if they're using an SSN.  
IRS Letter 147C if they're using an EIN.  
IRS Letter 685C if they're using an ITIN.  
IRS Letter 096C if they're using an ATIN.

Start backup withholding within 30 business days after you receive this CP2100 notice if they don't respond or the response isn't complete. You must receive the required certification or validation of the Name/TIN combination to stop backup withholding once it has been started. Stop backup withholding within 30 calendar days after you receive the required certification or validation.

See Publication 1281 for sample first and second "B" notices and additional instructions.

You don't need to respond to the IRS or amend any prior information return filing based on this notice. Begin backup withholding when required and stop the backup withholding within 30 calendar days once the payee returns the requested information. Use the new information for future Form 1099 reporting. It is your responsibility to deposit the amounts withheld and to report the withheld amounts on the payees Form 1099 for the year in which the payments are withheld.

### You don't need to do anything if

The payee name and/or TIN on this list is not what is in your records, and the information return contained incorrect information due to a typographical or transcription error, or  
The payee provided updated information to you prior to receiving this notice and your records are already corrected, or  
The IRS made a processing error and the payee name and/or TIN combination on this list is different than what you reported.



## How to report and pay backup withholding

You must deposit the amounts you withhold and file Form 945, Annual Return of Withheld Federal Income Tax.

You report the withheld amounts on the line titled "Backup Withholding" of Form 945 and in the box titled "Federal Income Tax Withheld" of the payees Form 1099 for the year in which the payments are withheld. You shouldn't refund the money already withheld unless the withholding was your error. See Publication 15, Circular E Employer's Tax Guide, for more information.

## What will happen if you don't take action

Section 3406(a) of the Internal Revenue Code requires you to deduct and withhold from payment(s) where the payee doesn't provide a TIN or provides an incorrect TIN, at 24% of such payment(s). You are liable for payment of the tax required to be deducted and withheld.

You don't need to contact us at this time.

## Additional information

Visit [www.irs.gov/eservices](http://www.irs.gov/eservices) for information on validating TIN and name combinations.

You can find the forms and publications, such as Publication 1281, at [www.irs.gov](http://www.irs.gov), or by calling 800-TAX-FORM (800-829-3676).

Keep this notice with your records for three years.

If you need help, you can call us toll-free at 866-455-7438 or +1-304-263-8700 for international callers.

PSC - 011029



Mailing Address:  
PO Box 295  
Trenton, NJ 08625-0295  
Location:  
50 West State Street  
Trenton, New Jersey

PHILIP D. MURPHY  
Governor

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
(609) 292-7524 TRS 711 (609) 292-6683  
www.nj.gov/treasury/pensions

ELIZABETH MAHER MUOIO  
State Treasurer

SHEILA Y. OLIVER  
Lt. Governor

JOHN D. MEGARIOTIS  
Acting Director

September 17, 2021

JOHN CAMPANELLA  
PINE HILL FIRE DISTRICT 1  
1109 ERIAL RD  
PINE HILL, NJ 08021-0000

RE: DAVID F CARLAMERE  
~~XXXXXXXXXX~~

Dear JOHN CAMPANELLA:

The above member has filed an *Application for Retirement Allowance* with an effective retirement date of October 1, 2022. Since the member terminated employment with you some time ago, the Division has all the salary history required to process the member's retirement application. However, the Division requires that you answer the two questions below concerning the member's status at the time of termination.

Please complete the bottom portion of this letter, sign it, and return the entire letter to the Division of Pensions and Benefits at the above address or FAX to (609) 292-3624, attention supervisor PERS.

Thank you for your cooperation in this matter.

Retirement Bureau

Member's termination Date: Still Employed - Appointed Annually at Reorganization meeting

At the time of termination was DAVID F CARLAMERE, facing disciplinary action or indictment?

     Yes  No. If yes, attach copies of the preliminary and final notices of disciplinary action or their equivalents or a copy of the indictment.

Was the member dismissed for cause?

     Yes  No. If yes, give reason and date.

Employer Location Number: 35230

Certifying Officer's Signature [Signature] Date 9/27/2021

E-mail Address jcampanel@pinehillfiredistrict.com Phone 856-783-8666

c: DAVID F CARLAMERE

Employed as Fire District's Solicitor / A Attorney



# **CARLAMERE & ROWAN**

*Attorneys at Law*

1546 Blackwood Clementon Road

P.O. Box 1397

Blackwood, New Jersey 08012

David F. Carlamere

[dfc.law@verizon.net](mailto:dfc.law@verizon.net)

David N. Rowan

[dnr.law@verizon.net](mailto:dnr.law@verizon.net)

856)-232-9200

FAX (856)-232-9201

September 29<sup>th</sup> 2021

Board of Fire Commissioners  
Fire District # 1  
Borough of Pine Hill  
1109 Erial Road  
Pine Hill, New Jersey 08021

•••••

RE: 2022 Re-Appointment

Dear Members of the Board,

Thank you for the opportunity to represent the Board of Fire Commissioners for the year 2021. I hope the Board was satisfied with the representation given by my office.

As you approach reorganization for the year 2022, may this letter serve as my request to be re-appointed as Solicitor to the Board for the year 2022. Also, I would request the Board consider an increase in my retainer from \$ 375.00 per month to \$ 450.00 per month for the year 2022.

Thank you for your consideration.

Very truly yours,

  
David F. Carlamere

DFC/hpc

Copy :

ARRTL020

LICENSE PLATE MAINTENANCE

DATE: 09/03/2021

OPTION: S (S=SURRENDER U=UPDATE)

FIRST PLATE NO : 16935MG

PLATE TYPE:	MG	AGENCY ID:	CR
RSV/ORD DATE:	03 06 2013	PLATE STATUS:	A
STATUS DATE :	03 06 2013	SURR AGENCY:	HH
SURREND DATE:	09 03 2021		

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PF3-END      PF11-CANCEL      PF12-MAIN MENU

PLEASE PRINT RECEIPT THEN

PRESS PF5 TO PROCESS TRANSACTION

1923 Hale Truck



September 29, 2021

PINE HILL FIRE DISTRICT NO 1  
ATTN JOHN CAMPANELLA  
1109 ERIAL RD  
PINE HILL NJ 080217303

Reference #: [REDACTED]

Dear PINE HILL FIRE DISTRICT NO 1 :

Novitas Solutions, Inc. approved your initial enrollment application.

**Medicare Enrollment Information**

Legal Business Name (LBN): PINE HILL FIRE DISTRICT NO 1  
Provider/Supplier Type: AMBULANCE SERVICE SUPPLIER  
National Provider Identifier [REDACTED]  
Provider Transaction Access Number [REDACTED]  
PTAN Effective Date: AUGUST 5, 2021  
Participation Status: NON-PARTICIPATING PROVIDER

Your PTAN is the authentication element for all inquiries to customer service representatives (CSRs), written inquiry units, and the interactive voice response (IVR) system.

Contact our electronic data interchange (EDI) department for enrollment and further instructions on electronic claims filing at 1-877-235-8073.

Enroll, make changes or view your existing enrollment information by logging into PECOS at <https://pecos.cms.hhs.gov>.

Submit updates and changes to your enrollment information within the timeframes specified at 42 CFR §424.516. For more information on the reporting requirements, go to Medicare Learning Network Article

SE1617.

Find additional Medicare program information, including billing, fee schedules, and Medicare policies and regulations at <https://www.novitas-solutions.com/index.html> or <https://www.cms.gov>.

**Right to Submit a Reconsideration Request:**

You may request a reconsideration of this determination. This is an independent review conducted by a person not involved in the initial determination.

Reconsideration requests must:

- Be received in writing within 65 calendar days of the date of this letter and mailed or emailed to the address below.
- State the issues or findings of fact with which you disagree and the reasons for disagreement.
- Be signed by the provider or supplier, an authorized or delegated official that has been reported within your Medicare enrollment record, or an authorized representative.
  - If the authorized representative is an attorney, the attorney's statement that he or she has the authority to represent the provider or supplier is sufficient to accept this individual as the representative.
  - If the authorized representative is not an attorney, the individual provider, supplier, or authorized or delegated official must file written notice of the appointment of its representative with the submission of the reconsideration request.
  - Authorized or delegated officials for groups cannot sign and submit a reconsideration request on behalf of a reassigned provider/supplier without the provider/supplier submitting a signed statement authorizing that individual from the group to act on his/her behalf.

Providers and suppliers may:

- Submit additional information with the reconsideration that may have a bearing on the decision. However, if you have additional information that you would like a Hearing Officer to consider during the reconsideration or, if necessary, an Administrative Law Judge (ALJ) to consider during a hearing, you must submit that information with your request for reconsideration. This is your only opportunity to submit information during the administrative appeals process unless an ALJ allows additional information to be submitted.
- Include an email address if you want to receive correspondence regarding your appeal via email.

If a reconsideration is not requested, CMS deems this a waiver of all rights to further administrative review. More information regarding appeal rights can be found at 42 C.F.R. Part 498.

The reconsideration request should be sent to:

Centers for Medicare & Medicaid Services  
Provider Enrollment & Oversight Group  
Attn: Division of Compliance and Appeals  
7500 Security Blvd.  
Mailstop AR-18-50  
Baltimore, MD 21244-1850

Or emailed to:

[ProviderEnrollmentAppeals@cms.hhs.gov](mailto:ProviderEnrollmentAppeals@cms.hhs.gov)

For questions concerning this letter, contact Novitas Solutions, Inc. at 1-855-252-8782 between the hours of 8:00 AM and 4:00 PM (CT and MT) Monday - Friday for providers/suppliers in Jurisdiction H (Arkansas, Colorado, Louisiana, Mississippi, New Mexico, Oklahoma, or Texas) or 1-877-235-8073 between the hours of 8:00 AM and 4:00 PM (EST) Monday - Friday for providers/suppliers in Jurisdiction L (Pennsylvania, New Jersey, Maryland, Delaware, the District of Columbia, the Counties of Arlington and Fairfax in Virginia or the City of Alexandria in Virginia).

Sincerely,

Clara Chrisman  
Provider Enrollment Representative  
Novitas Solutions, Inc.

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
 #21-16

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.

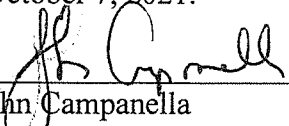
**DATED:**      October 7, 2021

\_\_\_\_\_  
 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 October 7, 2021.

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



P.O. Type: All  
Range: First to Last  
Format: Condensed

Open: N Paid: N Void: N  
Rcvd: Y Held: Y Aprv: N  
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
21-00001	01/06/21	DC001	DAVID F. CARLAMERE	SOLICITOR'S FEES FOR 2021	Open	375.00	0.00
21-00304	09/16/21	CMO001	CHRISTOPHER MORRISON	Replacement Check	Open	91.16	0.00
21-00305	09/16/21	PHFD1	PINE HILL FIRE DEPT.	LEASE PAYMENT	Open	15,916.67	0.00
21-00306	09/23/21	AIRGA005	AIRGAS USA, LLC	OXYGEN RENTAL	Open	13.20	0.00
21-00307	09/23/21	AAC01	ALERT-ALL CORPORATION	MISC. SUPPLIES-FIRE PREVENTION	Open	1,035.45	0.00
21-00308	09/23/21	BTM001	BOUND TREE MEDICAL,LLC	OXYGEN SUPPLIES-INV. 84188964	Open	25.50	0.00
21-00309	09/23/21	BTM001	BOUND TREE MEDICAL,LLC	CURAPLEX MASK/PENLIGHT	Open	48.57	0.00
21-00310	09/23/21	BUD01	BUD'S ENGINE MACHINING & TRUCK	2012 E-ONE RESCUE-REPAIRS	Open	5,527.02	0.00
21-00311	09/23/21	CCC01	CAMDEN COUNTY COLLEGE	FIRE CLASS-J. RAMOS	Open	250.00	0.00
21-00312	09/23/21	COMCA005	COMCAST	MONTHLY INV. 8499051620052641	Open	382.93	0.00
21-00313	09/23/21	EDR01	ED'S RENTAL	MISCELLANEOUS PARTS	Open	107.97	0.00
21-00314	09/23/21	IMC01	INTERSTATE MOBILE CARE	PHYSICALS-INV. 17157	Open	411.00	0.00
21-00315	09/23/21	JHART005	J. HARTE ASSOCIATES LLC	MANAGED SERVICES	Open	1,155.49	0.00
21-00316	09/23/21	JAMBE005	JamBers Corporate Imaging	UNIFORMS-T-SHIRTS & JOB SHIRTS	Open	1,415.00	0.00
21-00317	09/23/21	KYOCE005	KYOCERA DOCUMENT SOL. AMERICA	COPIER LEASE-OCTOBER, 2021	Open	134.84	0.00
21-00318	09/23/21	NJCARE15	NEW JERSEY CAREER FIRE CHIEFS	ADMINISTER & INTERVIEW-CAPTAIN	Open	4,900.00	0.00
21-00319	09/23/21	CASH1	PETTY CASH	DUTY CREW MEALS-AUGUST, 2021	Open	770.00	0.00
21-00320	09/23/21	PHG01	PINE HILL AUTO REPAIR	REPAIRS-2015 FORD-EXPEDITION	Open	875.91	0.00
21-00321	09/23/21	PHH01	PINE HILL HARDWARE, INC.	MISC. SUPPLIES-INV. 032652	Open	140.89	0.00
21-00322	09/23/21	PHP01	PINE HILL PRINTING, INC.	MAP BOOKS-INV. 183459	Open	35.70	0.00
21-00323	09/23/21	STNJ1	TREASURER,STATE OF NEW JERSEY	MEDICAL COVERAGE	Open	9,776.26	0.00
21-00324	09/24/21	CASH1	PETTY CASH	Pretzels for Open House	Open	102.00	0.00
21-00325	09/24/21	TACTI010	TACTICAL PUBLIC SAFETY, LLC	Repair Warning Light on B-62	Open	640.00	0.00
21-00326	09/24/21	TG001	TOWNSHIP OF GLOUCESTER	Fuel Bill for August 2021	Open	966.82	0.00
21-00327	10/06/21	STAP001	Staples	Office Supplies	Open	99.54	0.00
21-00328	10/06/21	BOA00001	Bank of America	P Card Charges for September	Open	4,925.58	0.00
21-00329	10/06/21	BTM001	BOUND TREE MEDICAL,LLC	Miscellaneous Supplies	Open	76.54	0.00
21-00330	10/06/21	FSS01	FIRE & SAFETY SERVICE, LTD	Rocker Switch	Open	35.03	0.00
21-00331	10/06/21	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	Gear Repair	Open	90.00	0.00
21-00332	10/06/21	BCF01	BURLINGTON COUNTY ESTC-BCIT	Fire Inspector Certification	Open	400.00	0.00
21-00333	10/06/21	ECORE005	ESO SOLUTIONS, INC.	Monthly fee	Open	409.00	0.00
21-00334	10/06/21	EF001	ECHELON FORD	Regulator Assembly	Open	131.18	0.00
21-00335	10/06/21	MARIO005	Mario's Original Cold Cuts	Refreshments for Fire prevent	Open	375.29	0.00
21-00336	10/06/21	FIRELINE	FIRELINE EQUIPMENT	Flex Pipe Exhaust Bellow	Open	1,397.61	0.00
21-00337	10/06/21	ATM0005	AT&T MOBILITY	FirstNet Invoice dated 9/5/21	Open	64.95	0.00
21-00338	10/06/21	ATM0005	AT&T MOBILITY	FirstNet Invoice dated 9/21/21	Open	95.55	0.00
21-00339	10/07/21	STAP001	Staples	Chair mat	Open	37.98	0.00
21-00340	10/07/21	PHH01	PINE HILL HARDWARE, INC.	Miscellaneous Items	Open	31.96	0.00
21-00341	10/07/21	PHH01	PINE HILL HARDWARE, INC.	Miscellaneous Items	Open	31.94	0.00
21-00342	10/07/21	BTM001	BOUND TREE MEDICAL,LLC	Infant CPR Mask	Open	19.58	0.00
21-00343	10/07/21	JEFFR005	Jeffrey Charles Loftus	DJ for Fire Prev. Open House	Open	200.00	0.00
21-00344	10/07/21	CASH1	PETTY CASH	Replenish Chief's Petty Cash	Open	25.00	0.00

Total Purchase Orders: 42 Total P.O. Line Items: 0 Total List Amount: 53,544.11 Total Void Amount: 0.00

Totals by Year-Fund

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	53,544.11	0.00	53,544.11	0.00	0.00	53,544.11
Total of All Funds:		<u>53,544.11</u>	<u>0.00</u>	<u>53,544.11</u>	<u>0.00</u>	<u>0.00</u>	<u>53,544.11</u>

Range of Accounts: 1-First to 1-Last  
 Range of Dates: 09/01/21 to 09/30/21  
 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  
 YTD 1099: N PO Encumbrances: N Contract Encm: N

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
<b>1-GN- -001-101 Firematics Administrator</b>					
09/03/21	Expd	CHIEF - Pay Date 9/3/21	2,081.60	JC	B 506 1
09/17/21	Expd	CHIEF - Pay Date 9/17/21	2,081.60	JC	B 507 1
Total Expenditures:		2	4,163.20		
<b>1-GN- -001-102 District Business Administrator</b>					
09/03/21	Expd	ADMINISTRATORS - Pay Date 9/3/21	1,302.95	JC	B 506 2
09/17/21	Expd	ADMINISTRATORS - Pay Date 9/17/21	1,377.20	JC	B 507 2
Total Expenditures:		2	2,680.15		
<b>1-GN- -001-105 Fire Commissioners</b>					
09/17/21	Expd	COMMISSIONERS - Pay Date 9/17/21	1,083.35	JC	B 507 4
Total Expenditures:		1	1,083.35		
<b>1-GN- -001-210 Payroll Administrative Costs</b>					
09/03/21	Expd	PAYCHEX FEE - Pay Date 9/3/21	149.33	JC	B 506 13
09/03/21	Expd	Bank Fee for September.	16.95	JC	B 506 14
09/17/21	Expd	PAYCHEX FEE - Pay Date 9/17/21	173.73	JC	B 507 13
Total Expenditures:		3	340.01		
<b>1-GN- -001-301 Federal Payroll Taxes - Administrative</b>					
09/03/21	Expd	FICA ADMIN - Pay Date 9/3/21	258.93	JC	B 506 15
09/17/21	Expd	FICA ADMIN - Pay Date 9/17/21	443.12	JC	B 507 15
Total Expenditures:		2	702.05		
<b>1-GN- -001-303 State Payroll Taxes - Administrative</b>					
09/03/21	Expd	STATE WAGE TAX ADMIN - Pay Date 9/3/21	23.69	JC	B 506 16
09/17/21	Expd	STATE WAGE TAX ADMIN - Pay Date 9/17/21	40.55	JC	B 507 16
Total Expenditures:		2	64.24		
<b>1-GN- -001-305 Defined Contribution Retirement Plan</b>					
09/03/21	Expd	DCRP EMPLOYER - Pay Date 9/3/21	39.81	JC	B 506 17
09/17/21	Expd	DCRP EMPLOYER - Pay Date 9/17/21	43.63	JC	B 507 17
Total Expenditures:		2	83.44		
<b>1-GN- -002-110 Firefighters</b>					
09/03/21	Expd	FIREFIGHTERS - Pay Date 9/3/21	8,401.84	JC	B 506 7
09/17/21	Expd	FIREFIGHTERS - Pay Date 9/17/21	8,401.84	JC	B 507 7
Total Expenditures:		2	16,803.68		

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
Date	Type					
<b>1-GN- -002-111 Overtime &amp; Sicktime Buyback</b>						
09/03/21	Expd	OVERTIME - Pay Date 9/3/21		223.56	JC	B 506 8
09/17/21	Expd	OVERTIME - Pay Date 9/17/21		361.27	JC	B 507 8
Total Expenditures:		2	584.83			
<b>1-GN- -002-112 DEPUTY CHIEF</b>						
09/03/21	Expd	DEPUTY CHIEF - Pay Date 9/3/21		3,702.46	JC	B 506 9
09/17/21	Expd	DEPUTY CHIEF - Pay Date 9/17/21		3,702.46	JC	B 507 9
Total Expenditures:		2	7,404.92			
<b>1-GN- -002-226 Weekend Duty Crew</b>						
09/03/21	Expd	DUTY CREW STIPENDS - Pay Date 9/3/21		3,672.00	JC	B 506 11
09/17/21	Expd	DUTY CREW STIPENDS - Pay Date 9/17/21		3,810.00	JC	B 507 11
Total Expenditures:		2	7,482.00			
<b>1-GN- -002-228 Stipends - Fill In Firefighters</b>						
09/17/21	Expd	FILL-IN FIREFIGHTERS - Pay Date 9/17/21		230.72	JC	B 507 12
Total Expenditures:		1	230.72			
<b>1-GN- -002-301 FICA - Firefighters</b>						
09/03/21	Expd	FICA FIREFIGHTERS - Pay Date 9/3/21		1,156.62	JC	B 506 18
09/17/21	Expd	FICA FIREFIGHTERS - Pay Date 9/17/21		1,195.33	JC	B 507 18
Total Expenditures:		2	2,351.95			
<b>1-GN- -002-303 State Payroll Taxes - Firefighters</b>						
09/03/21	Expd	STATE WAGE TAX FF'S - Pay Date 9/3/21		55.45	JC	B 506 19
09/17/21	Expd	STATE WAGE TAX FF'S - Pay Date 9/17/21		52.12	JC	B 507 19
Total Expenditures:		2	107.57			
<b>1-GN- -003-101 Fire Official</b>						
09/17/21	Expd	FIRE MARSHAL - Pay Date 9/17/21		916.67	JC	B 507 5
Total Expenditures:		1	916.67			
<b>1-GN- -003-102 Fire Inspectors</b>						
09/17/21	Expd	FIRE INSPECTOR - Pay Date 9/17/21		333.33	JC	B 507 6
Total Expenditures:		1	333.33			

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Fund Description	Fund	Expenditures
GENERAL	1-GN	45,332.11
Total of All Funds:		<u>45,332.11</u>

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Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	29	45,332.11

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Range of Checking Accts: First to Last      Range of Check Dates: 10/07/21 to 10/07/21  
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					
11592	10/07/21	AAC01 ALERT-ALL CORPORATION	1,035.45		1105
11593	10/07/21	AIRGA005 AIRGAS USA, LLC	13.20		1105
11594	10/07/21	ATTMO005 AT&T MOBILITY	160.50		1105
11595	10/07/21	BCF01 BURLINGTON COUNTY ESTC-BCIT	400.00		1105
11596	10/07/21	BOA00001 Bank of America	4,925.58		1105
11597	10/07/21	BTM001 BOUND TREE MEDICAL,LLC	170.19		1105
11598	10/07/21	BUD01 BUD'S ENGINE MACHINING & TRUCK	5,527.02		1105
11599	10/07/21	CASH1 PETTY CASH	770.00		1105
11600	10/07/21	CASH1 PETTY CASH	102.00		1105
11601	10/07/21	CASH1 PETTY CASH	25.00		1105
11602	10/07/21	CCC01 CAMDEN COUNTY COLLEGE	250.00		1105
11603	10/07/21	CMO001 CHRISTOPHER MORRISON	91.16		1105
11604	10/07/21	COMCA005 COMCAST	382.93		1105
11605	10/07/21	DC001 DAVID F. CARLAMERE	375.00		1105
11606	10/07/21	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	90.00		1105
11607	10/07/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1105
11608	10/07/21	EDR01 ED'S RENTAL	107.97		1105
11609	10/07/21	EF001 ECHELON FORD	131.18		1105
11610	10/07/21	FIRELINE FIRELINE EQUIPMENT	1,397.61		1105
11611	10/07/21	FSS01 FIRE & SAFETY SERVICE, LTD	35.03		1105
11612	10/07/21	IMC01 INTERSTATE MOBILE CARE	411.00		1105
11613	10/07/21	JAMBE005 JamBers Corporate Imaging	1,415.00		1105
11614	10/07/21	JEFFR005 Jeffrey Charles Loftus	200.00		1105
11615	10/07/21	JHART005 J. HARTE ASSOCIATES LLC	1,155.49		1105
11616	10/07/21	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	134.84		1105
11617	10/07/21	MARIO005 Mario's Original Cold Cuts	375.29		1105
11618	10/07/21	NJCARE15 NEW JERSEY CAREER FIRE CHIEFS	4,900.00		1105
11619	10/07/21	PHFD1 PINE HILL FIRE DEPT.	15,916.67		1105
11620	10/07/21	PHG01 PINE HILL AUTO REPAIR	875.91		1105
11621	10/07/21	PHH01 PINE HILL HARDWARE, INC.	204.79		1105
11622	10/07/21	PHP01 PINE HILL PRINTING, INC.	35.70		1105
11623	10/07/21	STAP001 Staples	99.54		1105
11624	10/07/21	STAP001 Staples	37.98		1105
11625	10/07/21	STNJ1 TREASURER,STATE OF NEW JERSEY	9,776.26		1105
11626	10/07/21	TACTI010 TACTICAL PUBLIC SAFETY, LLC	640.00		1105
11627	10/07/21	TG001 TOWNSHIP OF GLOUCESTER	966.82		1105

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	36	0	53,544.11	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	36	0	53,544.11	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	36	0	53,544.11	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	36	0	53,544.11	0.00

**RESOLUTION 21-17**

Resolution of the Board of Fire Commissioners Fire District # 1, of the Borough of Pine Hill, County of Camden, State of New Jersey, to establish compensation for members of the Board of Fire Commissioners  
N.J.S.A 40A:14-88

**WHEREAS.** N.J.S.A. 40A:14-88, provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix, subject to review by the Governing Body wherein the Fire District is located, and

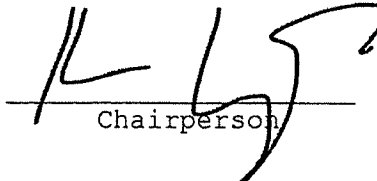
**WHEREAS.** The Board of Fire Commissioners does hereby establish annual compensation for its Fire District Commissioners and directs that such approved compensation be submitted to the Municipal Governing Body for review and approval.

**NOW THEREFORE,** be it Resolved by the Board of Fire Commissioners that the following salary for members of the Board of Fire Commissioners are approved as follows;

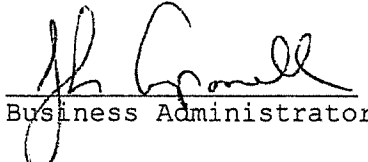
- Commissioner - Chairperson . . . . . \$2600.00
- Commissioner - Vice Chairperson . . . \$2600.00
- Commissioner - Secretary . . . . . \$2600.00
- Commissioner - Treasurer . . . . . \$2600.00
- Commissioner . . . . . \$2600.00

**BE IT FURTHER RESOLVED,** that a copy of this Resolution be directed to the Municipal Governing Body of the Borough of Pine Hill for review and approval.

DATED: October 7, 2021

  
Chairperson

I John Campanella, Administrator to the Board of Fire Commissioners do hereby certify that the above resolution was approved at a regular meeting of the Board held on October 7, 2021.

  
Business Administrator

# *Pine Hill Fire Department*

## Chief's Monthly Report

September 2021

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### State Office of Emergency Management

- On August 31<sup>st</sup> we received a new Directive from the State Office of Emergency Management rescinding Presidential Executive Order 5 Issued just after the 911 Terrorist attacks. That document was subsequently followed up by State Executive Order 50 issued by then Governor Cody. Both of which pertained to the deployment of emergency resources during declared disasters. Along with new detailed requirement to utilize the National Incident Management System (NIMS) It also identified **REQUIRED** Incident Command (ICS) Education and certification for all emergency responders.

The new Directive (Executive Order-248) Issued by Governor Murphy on August 18, 2021 that rescinds all the previous ICS documents such as the "Deployment Act." It Provides for updated definitions / position titles, directives / orders, training requirements for all emergency responders, and also established an effective date for this new Order. Digesting the new document content, found that we are currently in compliance.

### Extreme Weather Concerns

- On September 1<sup>st</sup> as a result of Hurricane IDA, weather reports for our region provided strong indication of severe weather to include high probability of Tornado activity for a 12–16-hour period, starting at 15:00 hours and lasting into Thursday the 2<sup>nd</sup>. Appropriate preparation was conducted by the staff. Functioning all saws, power equipment, generators, and lighting equipment ensuring our preparedness. Fortunately for us the serious damage caused by this storm passed through Southern Gloucester County causing serious damage.

### Camden County Hero Scholarship

- At the request of the Board of Directors for this organization, requested and secured a golf outing donation from the Trump Golf Course for the Scholarship Fund annual Golf Outing set for September 29<sup>th</sup>.



## Other Activities of the Chief

- On the 2<sup>nd</sup> Along with Commissioner Warrington, and Deputy Chief Hunter participated in the monthly Zoom Meeting with AMR Management. Discussing service issue needs and statistical review for the month. This meeting was also attended by the Gloucester Twp OEM representative.
- On the evening of the 14<sup>th</sup> attended the Monthly meeting of the Fire Company, providing an extensive Chief's Report.
- Attended the State Fireman's convention held in Wildwood on September 16,17, &18<sup>th</sup>
- On the evening of the 20<sup>th</sup> along with Chairman Waddington, and Chief Hunter, at the request of Chief Rigberg of Winslow Twp., attended a meeting held at the Winslow Twp. Fire Headquarters, which was attended by the Chief and Commission Chair from Berlin Twp., Berlin Borough, Waterford Twp., and Winslow Twp. to discuss the manpower and other fire service issues and concerns being recognized by all five of the municipalities, seeking to derive some solutions. Result was a positive rapport discussing joint testing, some purchasing, training, etc. All also agreed in the need that some type of regional staffing must be considered. Much work needs to be done on all of this. Collectively agreeing to work on a Strategic Plan and the design of such a program ultimately that would maintain / improve the service we provide.
- On the 21<sup>st</sup>, 23<sup>rd</sup>, 30<sup>th</sup> and October 2<sup>nd</sup> Conducted a "Right Front Seat" (Fire Officer Development) Class for 20 members of the Haddonfield, Westmont, and Collingswood Fire Departments.
- On the 29<sup>th</sup> along with Commissioner Hassett, his wife and Firefighter Combs. Attended the Camden County Blue Mass held at St. Agnes in Gloucester Twp.

## Condemned Property (Hazard)

- On September 1<sup>st</sup> Borough Administrator Greer notified us of a condemned property located at 104 E. Clearview Avenue. it is a one and two story vacant residential property, That has been vacant for a prolonged period and is already showing signs of collapse. An appropriate memo was issued to **All members** and the Mutual Aid Chiefs. Condemning the property and ordering **NO Interior Firefighting** operations should we be dispatched to that property It is the Boroughs intention to have the property raise ASAP. County Communications has placed a Red flag warning on this property that will notify

responders upon dispatch of the concerns, additionally through our active 911 system responders will also receive this danger notification upon dispatch.

## Countywide Operating Guidelines

- I received three Countywide Operating Guidelines covering operations for the Countywide Dive Team, Engine Company Classification, and the Legal use of drones. Requesting each chief in the County to conduct a review and be prepared for discussion at the October 14<sup>th</sup> Chief's Meeting. I have conducted that review and provided a few recommendations.

## New Jersey's New Marijuana Legislation

- As I'm sure the Board is aware that recently Legislation making recreational use of marijuana Legal. Since its passage there has been concern over how this change would affect the "Workplace" and specifically how it pertains to Firefighters and Police Officers. Our Joint Insurance Fund has now issued that Bulletin to us on September 1<sup>st</sup> The Bulletin overviews the new law, and places significant focus on the workplace impacts for Fire and Police. A copy was sent to our health care provider, I also derived a department-wide memo that will be distributed to every member.

Additionally, a subsequent correspondence was issued by the NJ Attorney General's Office prohibiting Police and Fire Personnel from these exemptions as the nature of their employment and the potential of a call back will not allow them to function properly. Thus **even off-duty** cannot they use Marijuana.

## Career Captain Testing

- Made the appropriate contact with Chief Eaton, the testing coordinator who represents/coordinates the promotional testing for the New Jersey Career Fire Chief's Assoc. Establishing the testing process, selecting the three texts that will be used as the reading list for the candidates. The Chief had also issued the normal testing agreement for this testing which has been scheduled for November 22<sup>nd</sup> at the fire station. Chief Hunter has met with the three eligible candidates detailing the position and its responsibilities. Also providing them with copies of the "Examples of work", and the "Knowledge Skills and Abilities" for the position. The reading list etc. They have also been directed by the Chief to submit a letter of interest and detailed Resume on or before September 24<sup>th</sup>.

- The written contract with the Career Chiefs for the formal testing was signed by Commissioner Hassett and returned to the Chief's association, identifying Monday November 22<sup>nd</sup> as the date for the testing.

### **Fire Prevention Week / Training Request**

- Firefighter Hitzelberger has coordinated the annual school visitations, with programs at the Bean School on Wednesday the 29<sup>th</sup> and the Glenn School on the 30<sup>th</sup>. Both days a morning and afternoon session were held. The Fire Department's Open House is set for Tuesday the 5<sup>th</sup> at the fire station commencing at 18:00 Hours with B.C Buchhofer coordinating.
- We have been requested by the Urethane Plastics company, located in the Pine Hill Business Park, to conduct hands on Fire Extinguisher training at their facility. F/F Hitzelberger and Pizzo have been detailed to establish this training and will conduct it immediately after fire prevention week for approximately 15- 20 employees.

### **Quarantine Order**

- On September 23<sup>rd</sup> it was brought to my attention that an employee had an exposure to the COVID-19 through contact with positive family members. That individual was directed to leave the facility, followed by a written Order of the Chief to quarantine for a 10-day period, during which that individual must be tested and provide a document illustrating they have tested negative before returning.

### **Incidents of Significance**

- On the 14<sup>th</sup> at 12:27 PM Engine 62 was dispatched on the second alarm to Apartment 1400 Building of the Emerald Ridge Apartments in Lindenwold. First alarm companies were confronted with heavy fire through the roof on arrival ultimately damaging four of eight units in that building. Our personnel completed the suppression activities providing relief crews for the first in personnel, followed by overhaul and ultimately helped pick up and apparatus restoration.
- On the 15<sup>th</sup> at 15:15 Hours the Squad company was committed on a serious medical run-on E. Woodburn Avenue. When a secondary call was dispatched for a rescue assignment at the 1600 building of the Mansion Apartments. Responding with a secondary crew of three PHFD members and Quint 85. We were advised of an elderly female was somehow trapped in her bed. Arriving confirmed the report with her arm

significantly pinned between the beds frame and box spring, compounded by her being partially paralyzed by a previous medical event and when falling her body weight forced her entire body into a small space between the bed and a heavy end table, making it impossible for her to escape. The Bed was carefully disassembled, and her arm removed. Turning her over the EMS for evaluation and Treatment.

- On Sunday the 19<sup>th</sup> 12:05 PM Squad 62 was dispatched as a part of the first alarm assignment to 201 Breckenridge Dr. Erial Section of Gloucester Twp. for a reported dwelling fire. Squad 62, with the on-duty staff, arrived first due reporting a two-story single-family dwelling with smoke showing from the rear, they were leading off with an 1 ¾' hand line. Finding a substantial fire had started at stored trash receptacles that extended to the vinyl siding and extended up to the roof soffit where it entered the soffit where it was stopped. Normal overhaul was conducted, ladder 62 also responded.
- On the 24<sup>th</sup> at 22:00 hours the Ladder was dispatched on Task force 851 for a reported shed fire that was extending to fencing and the residential property. Arriving units found the shed well involved that had extended to a wooden fence. Stretching a 1 ¾" line from Squad 85 the fire was controlled to those areas involved upon arrival with no actual extension to the residence. The ladder company assisted with the extinguishment and overhaul.
- On the 28<sup>th</sup> at 17:17 hours the station was dispatched for wires burning 23 Lakeview. Brush unit 62 responded with a limited crew of one (1) that unit immediately special called Engine 86 (Erial). While En-Route units were advised that the wires were arcing and started a fire on the exterior wall of #23 Lakeview, that police reported the fire knocked down by handheld extinguishers. Arriving it was confirmed that the fire was controlled at a Bell Telephone box affixed to that exterior wall, along with a small section of the vinyl siding. The extinguishment was verified by the Squad 86 crew who utilized a Thermal Imaging camera. The entire neighborhood had self-evacuated as they had lost power and were now standing in the Freedom Tringle Lot across the street.

The incident was caused by a resident at 1<sup>st</sup> and Lakeview cutting a tree down, it dropped into the primaries and pushed them down into the secondaries along with the Cable and Telephone wires, which over energizing them turning them in to heating elements causing the fire. The power to the entire block had cut off when the inline breakers cut out, with no additional fires occurring. Verified by the physical check of each affected property. Atlantic City Electric responded and ultimately verified all properties were safe and the citizens returned to their properties. The electric company took over the power restoration.

## EMS Engine Dispatch

- With recent impacts caused by limited staffing of the AMR / BLS units, especially on the weekends. To provide a more immediate and in some instances critical first due care we have added the Duty Engine on **ALL EMS** responses during several times that we were informed of a single BLS unit to cover both towns. At times this has required the toning of the entire department for those runs. To alleviate that disturbance to the general membership, especially during the overnight hours. Chief Hunter, F/F's Duvall and Pizzo are working on a system that will utilize our past toning capabilities that were one time assigned to PHFD / EMS and or Fire Officer's paging. Hoping that we can dedicate one of those tones for use of EMS only toning.

## Volunteer Recruitment & Retention

- As a result of discussions held during the September Officer's meeting. Chief Hunter chaired a meeting of the officers on the evening of the 23<sup>rd</sup> to place specific focus on this topic in the quest of deriving a program that will hopefully develop improve and sustain our volunteer ranks. Initially they plan on taking advantage of in town public relations events with hand outs and holding open house recruitment.

## Road Construction E. 9<sup>th</sup> Avenue

- On the 15<sup>th</sup> I found a Road Contractor operating on E. 9<sup>th</sup> Avenue with substantial heavy equipment. Stopping and meeting with the job super, it was determined that the project was for storm sewer replacement from Kayser to Erial that would impact access daily to include Kayser between 8<sup>th</sup> and 10<sup>th</sup>. The depth of the needed trench concerned me, and the contractor assured me he would be utilizing a trench box. Due to the potential response into that area all day and evening duty crews were directed to visit that area to determine the actual affected areas and plan proper response routes. On the 20<sup>th</sup> I found that the contractor was short cutting and not utilizing the trench box. I ordered the workers out of the trench (10-12 foot deep) and directed him to install the safety box before he continued operations. Daily inspections confirmed that they implemented the use of the Box.

## EMS Compliance and AMR Problems

- As previously reported to maintain proper compliance with the State OEM/EMS we needed to further develop several Standard Operating Guidelines. Working with F/F Gordon Jr. we have developed an additional fourteen (14) documents, all of which were plagiarized from already approved documents, reviewed, and amended where necessary to meet the PHFD needs. Along with assigning consecutive SOG numbers in our system and were now added to the "S" drive. Bringing the department closer to total compliance with the State regulations, for use of our own BLS unit. We still have a few more that are being worked on targeting Mid October to be totally completed.
- Maintaining pace to bring our entire EMS system into state compliance other than the SOG development. We still need to establish who our Medical Director will be. Also, with the potential of overdose problems and adding Narcan on the engines that individual must be identified, and appropriate training must be completed, and credentials issued. Deputy Chief Hunter has followed up further on this meeting with a Cooper representative along with EMS Consulting LLC. Discussing our needs and requesting quotations for these services. See his report.
- **The problems with AMR persist** and several times over the past month especially during weekend hours, that provider has been down to one (1) BLS unit on duty to cover both towns. Furthermore, this problem regarding EMS Staffing has expended to result in significant reductions of BLS units and at times ALS units within several towns along the Black Horse and White Horse pike causing them to go Out of Service simultaneously. Due to staffing, which further reduces available Mutual Aid support. Continual conversations with Gloucester Twp. OEM leaders and the County EMS Coordinator they have expressed true concern that the entire EMS system of the County is headed toward a catastrophic failure.
- On the 23<sup>rd</sup> through conversation with the on-duty AMR personnel assigned to our station, we were informed that AMR Manager Dan Brown has now resigned and taken employment with another EMS agency. This has been verified and no notification has been made to us including who his replacement would be and how we should contact that individual when needed. Additionally, on the 25<sup>th</sup> while in station there was some discussion (Rumor) amongst our personnel that AMR is contemplating walking away from the current EMS contract.

- This past week we were also informed that John Eagle the other AMR Philadelphia office manager announced his retirement and will be leaving within the next 30 days. While a replacement was mentioned in a communication, formal notification was not made. Further compounding an already bad situation with limited EMS units occurring on a daily basis.

### Career Firefighters list

- With my departure from the department, it has already been discussed by the Board to make an immediate appointment of a new career firefighter so as to maintain the staffing at desired levels. With only one eligible candidate remaining on the current list, who was given specific direction and opportunity **faltering**. I believe that it will be necessary to conduct an immediate testing process to establish a new career employment list for the position of Firefighter. Requiring the authorization of the Board to move this process forward ASAP. This was posed to both Commissioners Hassett and Warrington, who authorized me to commence the process. A tentative employment schedule has been developed and arrangements are underway to firm up both the written and Physical Agility testing.

### Firefighter Injury Follow up

- As I'm certain the Board will remember that we filed an injury claim on behalf of Firefighter A. Franconeri who suffered a serious medical emergency while on duty and working on a project in the fire station. As expected, and understood the insurance company utilizing due diligence, assigned this claim to their investigator Frank Wegman. I received first contact with this investigator while I was still out of state on vacation.

He explained that he wanted to come to the fire station to interview the other members of the duty crew that were in the station on the evening of the event, as a normal part of his investigation. Explaining to him that I would contact him upon my return to make those arrangements. I returned and made that contact on the 13<sup>th</sup> and the interview arrangements were **made** to conduct these interviews at our station on the late afternoon of September 1, furthermore, that I wanted to be present during the interviews. During this conversation the investigator asked several questions that raised a red flag as to how he was conducting this investigation. Especially when I replied to his questions what my detailed report contained most if not all of the answers. His reply to

which was that he had not seen that report that the north Jersey Office and he had not received a copy of it as he was assigned to South Jersey.

Unfortunately, on the evening of the 15<sup>th</sup>, a family emergency prohibited my participation and Deputy Chief Hunter sat in for me but only had limited knowledge of the conversations and my concerns. So concerned with the manner of the investigation and that it could possibly negatively affect the Firefighter's claim. I have reached out to our insurance company's representative Ms. Missy Pudimont (Medlogix) to have direct rapport and follow up on my concerns in a strong effort to make sure our member was protected.

### **Hahn Apparatus Work Session**

- As requested by the Board at the August meeting, Commissioner Wakeley (Apparatus Liaison) was requested to form a committee for the purpose of reviewing the current mechanical problems with the 72 HAHN, also to discuss the overall future of the apparatus. Providing a report/ recommendation to the board at the October meeting.



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

**Month of: September 2021**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	0
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	06
Smoke Detector & CO Detector Compliance(s)	19
Complaint(s)	0
Fire Investigation(s)	01

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	\$172.00
Smoke Detector & CO Detector Compliance	\$560.00
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>\$732.00</b>

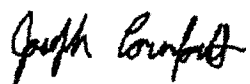
**Requests:**

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

N/A

**Comments:**

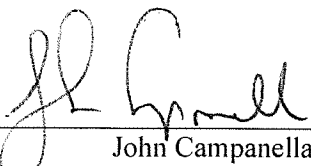
Respectfully Submitted,

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

Joseph Cornforth  
Fire Official

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

- Submitted request for SAFER funds reimbursement for period 6/7/21 to 8/29/21
- Returned license plate #16935MG to the DMV. 1923 Hale registration not renewed.
- Submitted records disposal request to State of NJ, received approval and disposed of 10 boxes of records
- Resubmitted completed Medicare application with corrections
- Participated in FEMA Zoom Seminar
- Worked with insurance company and Borough of Pine Hill regarding Steven Rabchuk's WC pay
- 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