

Pine Hill Fire District #1  
Regular Meeting Minutes  
September 2, 2021

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:33 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

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on August 5, 2021. There were none. A motion to approve the minutes was made by Commissioner Warrington and seconded by Commissioner Hagarty. Motion passed with five yes votes.

**COMMUNICATIONS LIST:** Chairman Waddington said that there were no communications on the agenda this month.

**OLD BUSINESS:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** No report
- **Community Relations Liaison:** No report
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** Administrator Campanella reported that the JIF added another Tier in their cyber security policy. The JIF would also recommend that we adopt domestic abuse and protecting minors' policies. Finally, there is a worker's comp. pay issue involving a volunteer firefighter who was injured while responding to a fire call. It is being addressed.
- **Fire Prevention Commissioner:** Commissioner Hassett said that the open house for fire prevention is scheduled for October 5<sup>th</sup>. However, it is pending orders from the governor.
- **EMS Liaison:** Commissioner Warrington said that the fire district has applied for a Medicare billing license. However, he needs to check with his employer since he is in the medical field to make sure it does not affect his full-time employment.

Commissioner Warrington said that AMR has started a training program to obtain more EMT's. Chief Dukes said that the issues with AMR are mostly operational. Commissioner Hassett said that he was helping at a church carnival and a woman passed out. AMR responded very quickly and treated the woman very professionally.

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

Pine Hill Fire District #1  
Regular Meeting Minutes  
September 2, 2021

copy of a police officer's body cam of the incident which corroborated the complaint. Chief Dukes contacted AMR's management and the EMT was terminated for cause.

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding Resolution #21-15 on the agenda. There were none.

- **Resolution 21-15:** Approval and payment of bills

- A motion to approve resolution 21-15, as the bills were in order, 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.

Chairman Waddington explained that a full-time firefighter needed to take his vacation one week earlier than entitled due to a family medical issue. This issue was discussed, and the commissioners agreed to permit the employee to take his vacation early. A motion was made by Commissioner Hassett and seconded by Commissioner Hagarty to adopt a resolution at the next meeting to officially allow this use of vacation time. Solicitor Carlamere said that he would draft the resolution.

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. Chief Dukes said that he is working on a policy regarding legalized marijuana and who is exempt and who is not.

Chief Dukes said that the Squad Truck is scheduled to have the front brakes replaced.

Chief Dukes said that the 1978 Hahn Truck needs engine repairs that are estimated to cost \$20,000 and discussed ways to find funds for the repairs. Commissioner Wakeley said that the fire district has put funds into repairs to the engine of the Hahn Truck and wanted to know why those repairs did not last. Chief Dukes said that mainly because the truck is sitting idle. Chief Dukes said that a decision will need to be made whether it would be beneficial to make the repairs. Chairman Waddington said that the commission will wait for more information from the Chief regarding the Hahn Truck before a decision can be made.

Chief Dukes said that the federal government is passing a 1.3 trillion-dollar stimulus package and it is his understanding that there are funds in the package allocated to fire house renovations. We should check to see if there are any funds available to the district.

Pine Hill Fire District #1  
Regular Meeting Minutes  
September 2, 2021

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

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

There was no public participation.

**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 Wakeley. 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 8:07 p.m. and ended at 9:25 p.m.

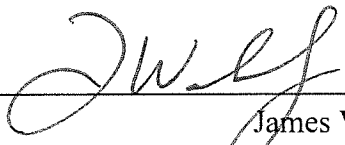
**ROLL CALL TO RESUME MEETING:** Chairman Waddington asked for a roll call. Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present.

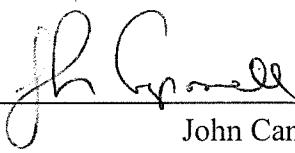
**OUTCOME OF CLOSED SESSION:** Chairman Waddington announced that no official actions or votes were taken in closed session.

Pine Hill Fire District #1  
Regular Meeting Minutes  
September 2, 2021

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

The meeting was adjourned at 9:27 p.m.

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

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

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
 #21-15

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.

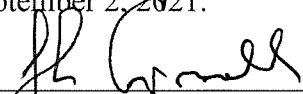
**DATED:** September 2, 2021

  
 \_\_\_\_\_  
 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 September 2, 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	
21-00272	08/25/21	MONGAN10 MONGAN'S, INC.	FUEL FOR GENERATOR	Open	235.62	0.00	
21-00273	08/25/21	AIRGA005 AIRGAS USA, LLC	CYLINDER RENTALS	Open	13.20	0.00	
21-00274	08/25/21	PHH01 PINE HILL HARDWARE, INC.	HOSE NOZZLES & WASHERS	Open	20.97	0.00	
21-00275	08/25/21	CASH1 PETTY CASH	DUTY CREW MEALS-JULY, 2021	Open	735.00	0.00	
21-00276	08/25/21	PHP01 PINE HILL PRINTING, INC.	12 ROOKIE BOOKS	Open	109.20	0.00	
21-00277	08/25/21	PSU PUBLIC SAFETY UNLIMITED, LLC	SEWING & EMBROIDERING	Open	32.00	0.00	
21-00278	08/25/21	TACTI010 TACTICAL PUBLIC SAFETY, LLC	5 PAGERS WITH WARRANTY	Open	3,127.50	0.00	
21-00279	08/25/21	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR JUNE, 2021	Open	2,393.48	0.00	
21-00280	08/25/21	JHART005 J. HARTE ASSOCIATES LLC	SERVER MGMT. SUPPORT-SEPT 2021	Open	1,155.49	0.00	
21-00281	08/25/21	COMCA005 COMCAST	PHONE LINES-#8499051620052641	Open	382.93	0.00	
21-00282	08/25/21	HALE01 HALE TRAILER BRAKE & WHEEL	MISCELLANEOUS SUPPLIES	Open	108.36	0.00	
21-00283	08/25/21	PHG01 PINE HILL AUTO REPAIR	SHOP SUPPLIES	Open	330.10	0.00	
21-00284	08/25/21	FIRELINE FIRELINE EQUIPMENT	V-BAND EXHAUST CLAMP	Open	238.91	0.00	
21-00285	08/25/21	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	COPIER LEASE PAYMENT	Open	134.84	0.00	
21-00286	08/25/21	BTM001 BOUND TREE MEDICAL,LLC	MISCELLANEOUS SUPPLIES	Open	183.76	0.00	
21-00287	08/25/21	STATE005 State of NJ Health Benefits	HEALTH BENEFITS	Open	9,776.26	0.00	
21-00288	08/25/21	FIRELINE FIRELINE EQUIPMENT	LENS GREEN 500 LINEAR LED	Open	47.24	0.00	
21-00289	08/25/21	FSS01 FIRE & SAFETY SERVICE, LTD	MOTOR BLOWER ASSEMBLY	Open	152.60	0.00	
21-00290	08/27/21	PHFD1 PINE HILL FIRE DEPT.	LEASE PAYMENT	Open	15,384.98	0.00	
21-00291	08/31/21	PHP01 PINE HILL PRINTING, INC.	MEDICAL CARD	Open	144.00	0.00	
21-00292	08/31/21	VCI01 VCI, INC.	PIN CONNECTOR & HALOGEN LAMP	Open	243.16	0.00	
21-00293	08/31/21	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	CUSTOMER NUMBER - 127167	Open	166.00	0.00	
21-00294	08/31/21	FIRELINE FIRELINE EQUIPMENT	LED LIGHT/BEZEL, VERTICAL	Open	51.63	0.00	
21-00295	08/31/21	TACTI010 TACTICAL PUBLIC SAFETY, LLC	SUPER LED FLASH RED LIGHT	Open	146.66	0.00	
21-00296	09/01/21	FSS01 FIRE & SAFETY SERVICE, LTD	MOTOR BLOWER ASSEMBLY	Open	162.89	0.00	
21-00297	09/01/21	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	CUSTOMER NUMBER - 127167	Open	320.00	0.00	
21-00298	09/01/21	EDR01 ED'S RENTAL	Chain Saw Repairs	Open	75.77	0.00	
21-00299	09/01/21	BOA00001 Bank of America	P-Card Charges for August	Open	1,497.78	0.00	
21-00300	09/01/21	ATTM0005 AT&T MOBILITY	Monthly Cell Phone Bill	Open	331.48	0.00	
21-00301	09/01/21	ECORE005 ESO SOLUTIONS, INC.	Scheduling Software	Open	409.00	0.00	
21-00302	09/01/21	FSS01 FIRE & SAFETY SERVICE, LTD	Replace Coil Cord for Controls	Open	1,576.50	0.00	
21-00303	09/01/21	EDR01 ED'S RENTAL	Miscellaneous Item	Open	9.95	0.00	

Total Purchase Orders: 33 Total P.O. Line Items: 0 Total List Amount: 40,072.26 Total Void Amount: 0.00

Range of Checking Accts: First to Last      Range of Check Dates: 09/02/21 to 09/02/21  
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					
11561	09/02/21	AIRGA005 AIRGAS USA, LLC	13.20		1104
11562	09/02/21	ATTM005 AT&T MOBILITY	331.48		1104
11563	09/02/21	BOA00001 Bank of America	1,497.78		1104
11564	09/02/21	BTM001 BOUND TREE MEDICAL,LLC	183.76		1104
11565	09/02/21	CASH1 PETTY CASH	735.00		1104
11566	09/02/21	COMCA005 COMCAST	382.93		1104
11567	09/02/21	DC001 DAVID F. CARLAMERE	375.00		1104
11568	09/02/21	DIVAL005 DiVAL SAFETY EQUIPMENT, INC	166.00		1104
11569	09/02/21	DIVAL005 DiVAL SAFETY EQUIPMENT, INC	320.00		1104
11570	09/02/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1104
11571	09/02/21	EDR01 ED'S RENTAL	85.72		1104
11572	09/02/21	FIRELINE FIRELINE EQUIPMENT	238.91		1104
11573	09/02/21	FIRELINE FIRELINE EQUIPMENT	47.24		1104
11574	09/02/21	FIRELINE FIRELINE EQUIPMENT	51.63		1104
11575	09/02/21	FSS01 FIRE & SAFETY SERVICE, LTD	152.60		1104
11576	09/02/21	FSS01 FIRE & SAFETY SERVICE, LTD	162.89		1104
11577	09/02/21	FSS01 FIRE & SAFETY SERVICE, LTD	1,576.50		1104
11578	09/02/21	HALE01 HALE TRAILER BRAKE & WHEEL	108.36		1104
11579	09/02/21	JHART005 J. HARTE ASSOCIATES LLC	1,155.49		1104
11580	09/02/21	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	134.84		1104
11581	09/02/21	MONGAN10 MONGAN'S, INC.	235.62		1104
11582	09/02/21	PHFD1 PINE HILL FIRE DEPT.	15,384.98		1104
11583	09/02/21	PHG01 PINE HILL AUTO REPAIR	330.10		1104
11584	09/02/21	PHH01 PINE HILL HARDWARE, INC.	20.97		1104
11585	09/02/21	PHP01 PINE HILL PRINTING, INC.	253.20		1104
11586	09/02/21	PSU PUBLIC SAFETY UNLIMITED, LLC	32.00		1104
11587	09/02/21	STATE005 State of NJ Health Benefits	9,776.26		1104
11588	09/02/21	TACTI010 TACTICAL PUBLIC SAFETY, LLC	3,127.50		1104
11589	09/02/21	TACTI010 TACTICAL PUBLIC SAFETY, LLC	146.66		1104
11590	09/02/21	TG001 TOWNSHIP OF GLOUCESTER	2,393.48		1104
11591	09/02/21	VCI01 VCI, INC.	243.16		1104

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	31	0	40,072.26	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	0	40,072.26	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	31	0	40,072.26	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	31	0	40,072.26	0.00





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					
08/05/21	Expd	OVERTIME - Pay Date 8/6/21		692.49	JC	B 504 8
08/20/21	Expd	OVERTIME - Pay Date 8/20/21		387.04	NS	B 505 8
Total Expenditures:		2	1,079.53			
1-GN- -002-112	DEPUTY CHIEF					
08/05/21	Expd	DEPUTY CHIEF - Pay Date 8/6/21		3,702.46	JC	B 504 9
08/20/21	Expd	DEPUTY CHIEF - Pay Date 8/20/21		3,702.46	NS	B 505 9
Total Expenditures:		2	7,404.92			
1-GN- -002-226	Weekend Duty Crew					
08/05/21	Expd	DUTY CREW STIPENDS - Pay Date 8/6/21		3,510.00	JC	B 504 11
08/20/21	Expd	DUTY CREW STIPENDS - Pay Date 8/20/21		3,468.00	NS	B 505 11
Total Expenditures:		2	6,978.00			
1-GN- -002-228	Stipends - Fill In Firefighters					
08/05/21	Expd	FILL-IN FIREFIGHTERS - Pay Date 8/6/21		230.72	JC	B 504 12
08/20/21	Expd	FILL-IN FIREFIGHTERS - Pay Date 8/20/21		57.68	NS	B 505 12
Total Expenditures:		2	288.40			
1-GN- -002-301	FICA - Firefighters					
08/05/21	Expd	FICA FIREFIGHTERS - Pay Date 8/6/21		1,197.81	JC	B 504 18
08/20/21	Expd	FICA FIREFIGHTERS - Pay Date 8/20/21		1,157.91	NS	B 505 18
Total Expenditures:		2	2,355.72			
1-GN- -002-303	State Payroll Taxes - Firefighters					
08/05/21	Expd	STATE WAGE TAX FF'S - Pay Date 8/6/21		66.14	JC	B 504 19
08/20/21	Expd	STATE WAGE TAX FF'S - Pay Date 8/20/21		64.05	NS	B 505 19
Total Expenditures:		2	130.19			
1-GN- -003-101	Fire Official					
08/20/21	Expd	FIRE MARSHAL - Pay Date 8/2021		916.67	NS	B 505 5
Total Expenditures:		1	916.67			
1-GN- -003-102	Fire Inspectors					
08/20/21	Expd	FIRE INSPECTOR - Pay Date 8/20/21		333.33	NS	B 505 6
Total Expenditures:		1	333.33			

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Fund Description	Fund	Expenditures
GENERAL	1-GN	44,912.54
Total Of All Funds:		<u>44,912.54</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	30	44,912.54

# *Pine Hill Fire Department*

## Chiefs Monthly Report

August 2021

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### COVID

- As continually reported, the threats from this disease still persist and as you all know the variant has intensified the potential for exposure. We continually remind and monitor our personnel to consistently use Proper PPE and Safety

### Cedar Brook Apartments *(Gas Leaks)*

- Continuing to follow up with the gas leak concerns within this complex. On the 3<sup>rd</sup> I was contacted by South Jersey Gas Management, who advised that they were going to conduct a “Walking Survey” of the complex examining the entire gas service within the complex including each building. Once Completed we would then meet with Property Management F/M Cornforth and this Official. First to determine if there is a problem. Secondly, if there was a problem who would be responsible to correct it. Developing a plan that would ensure the safety of properties and especially the tenants.

On the 9<sup>th</sup> following up and contacting the Gas company representative. I was advised that they had not totally completed the survey but were targeting the end of the week. However, in the complex sections completed, they had found an additional four (4) leaks, one of which required an excavation to repair. Once the survey was completed, we would be provided with a full report of their findings. Our F/M was informed, and I generated an extensive formal Chiefs Report to properly track the concerns and actions taken, ensuring the safety of the residents within that complex.

On the 18<sup>th</sup> I received a phone call from SJG Supervisor Peacock who advised the survey was now completed. During which they located an **additional five (5) leaks** Three of which were in the area of the gas meters, and two were underground requiring excavations to repair. One of those had already been addressed. The second was to be addressed this week. All of which was recorded within the Chiefs recordings.

### Other Activities of the Chief

- On the evening of August 2<sup>nd</sup> Chief Hunter, Firefighter Pizzo and I attended and participated in a formal critique of the Cherrywood apartment fire, with people trapped, and the Kristian Lane residential fire both in Gloucester Twp. Coordinated by Deputy Chief Brown GTFD Dist. 6 Approximately 35 emergency service participants.

- On the 9<sup>th</sup> worked with Commissioner Hassett to derive a career staffing proposal based upon my departure and future operations. (See Promotional Testing below)
- On the 9<sup>th</sup> attended the Camden County Fireman's' Relief meeting held at Delview Station Pennsauken Fire Department. While in attendance we met with County Representative Norm Figurra and Steve Rabchuck Sr. (Personnel matter).
- Prepared the Monthly Chiefs report for the Company meeting held on the 10<sup>th</sup> Deputy Chief Hunter provided that report to the membership on my behalf.
- On the 19<sup>th</sup> Representing the department attended the viewing of Past Commissioner and Past Fire Chief Charles Miller of the Blackwood Fire Department.

### **Career Promotional Testing**

- As a part of the discussions held between Commissioner Hassett and I and evaluating necessary changes to the Career Officer Ranks that will be needed as a result of my departure. I have commenced the process of obtaining information and pricing for Promotional testing to be conducted by a third party, independent testing firm.

### **The Greens Apartments** *(Fire Investigation)*

- On the evening of July 31<sup>st</sup>, the Duty crew was dispatched to the area of the 600 building Greens of Pine Hill for a dumpster fire. Arriving the company found a commercial sized dumpster with fire showing normal extinguishment took place with an 1 ¾" hand line. Local Police F/M Cornforth were notified. On August 3<sup>rd</sup> an informant contacted the fire station and provided the name of 13-year-old who set this fire. It was also conveyed that the father has been having significant behavioral problems with this teen. The F/M and local PD were provided this information, once verified charges may be brought to force him into the County's Juvenile fire setter program.

### **National Night Out**

- On the evening of August 3<sup>rd</sup> the Police Department held their National Night Out open house at the High School. Due to the Pandemic, it was scaled way back and mostly consisted of an open-air Movie. At the request of the PD the duty crew displayed the Squad, and we also manned our BLS unit to stand by.

## Station Projects

- One (1) of the Exterior storage sheds has now been emptied and will be demolished through training then totally removed from the property.
- Work continues the basement storage room with Mr. Koch (Father of F/F Matt Koch) Conducting necessary floor repairs in that space leveling the floor and filling cracks and seams. That was followed by installing carpet tiles to cover the floor, substantially cleaning up that space. New Led electrical fixtures will be installed, and the Turnout gear racks have been restored and all spare PPE is in the process of being returned to that room. The staff has also relocated all the metal filing cabinets from the administrative area and archive room to this basement a storage room. Continued review and removal of all non-required files continues with substantial progress. The last item to complete that project was to install a new metal framed entry door. That door was salvaged from the classroom renovation project and once installed will allow for the electronic entry system to control access to that room. (In process at this writing)
- The President and the Trustees have been working with the Insurance company along with the solar panel and roofing contractor. To address the leaking roof problems occurring in both the Lounge and the Administrative wing. With favorable results the necessary repairs to include replacing a significant section of the roof over the admin wing have been awarded to a contractor to Commence this work early September.

## Station 85 Meeting

- On the 2<sup>nd</sup> while in attendance at the Gloucester Twp. Critique Chief Hunter and I met with Chief Goines and Captain Bunk Station 85. Again, discussing some recent and continual operational issues. This was followed up with a meeting to discuss these same issues with Commission Chairman B. Engelbart on the afternoon of the 4<sup>th</sup>. Which was also attended by Chief Rigberg Winslow Twp. and Deputy Hunter. Some of the specific issues were the limited manning on apparatus that is provoked by allowing the use of the command vehicle, and not properly manning apparatus. The qualifications of the personnel who are manning that Command Vehicle and operating as a Chief Officer. No consistency of responding apparatus changing by the staff that would be working not the proper needs for the response. With pending retirements of two of their current career Officers, we expressed concern over how the replacement selection would be conducted. Citing that they are under the purview of the NJ Department of Personnel (Civil Service) The Chiefs Feeling reasonably comfortable that we got the necessary points across, and the concerns expressed would be addressed.

## Incidents of Significance

- On the 9<sup>th</sup> 17:00 hours Ladder 62 was dispatched on the first alarm assignment to Old Orchard way in the Sicklerville section of Winslow Twp. for a reported dwelling fire. This assignment being an upgrade from an investigative call that had been dispatched minutes before involving a burn victim. Squad 25 arrived fire due and reported a small fire in the garage quickly controlled. Initially Squad 86 was sent to establish an LZ for the burn victim, but that was cancelled with EMS deciding to transport by ground with appreciable second-degree burns. Ladder 62 arrived third due and provided support for the overhaul and ventilation.
- On the 18<sup>th</sup> at 13:40 hours Task Force 621 was Dispatched to a reported dwelling fire at 42 E Sixth avenue. While responding additional information was provided by communications. That a neighbor was reporting smoke was showing from the rear of the property. Additionally, a woman was partially clothed and screaming from the street in front of the house. Arriving with nothing showing I approached the property, met by a female occupant at the front door. Who was showing obvious mental health issues and was somewhat incoherent and non-responsive to my questions. Police were now arriving and taking control over her. Proceeding to the rear of the property, I found that a small fire had occurred on the rear attached deck, that had been partially extinguished but required follow up with a P/W extinguisher and the use of a thermal imaging camera to ensure total extinguishment, and no extension to the living space. The assignment was recalled with the exception of our Squad and the BLS unit. The incident was ultimately turned over to police and BLS who later transported the female to the hospital. Formal fire and investigative reports were completed, along with securing necessary photos. Fire Marshal Cornforth was notified.
- On the 26<sup>th</sup> about 16:00 Hours Ladder Tower 62 was dispatched as art f he first alarm assignment to a dwelling fire located in the Sicklerville section of Winslow Twp. Arriving companies found moderate to heavy smoke showing and were leading off with 1 ¾" lines conducting interior operations. Finding and controlling the fire to the Kitchen area. Our personnel provided ventilation and other support services as the first due ladder company.

## Line Officers Meeting

- In preparation for this meeting, I developed a significant Agenda, that will be used to guide for the August 31<sup>st</sup> Officers Meeting,

## Rope Rescue Equipment

- Prior to my return to the department in 2016 the department had acquired a considerable quantity of Rope Rescue Equipment which has been stored in the coffin compartments of the Squad company. During this same time period there has been No formal training, or in fact No internal training with this equipment. Nor has the rope that is designated as "Life Safety Rope" undergone inspection, testing and certification in compliance with NFPA standards. That equipment has now been removed from the apparatus and was inventoried. Useful items were maintained and reapplied as utility rope. Hardware equipment that was useful, will also be reapplied for large area search needs and or personnel ropes / webbing for each member, which will be placed in their PPE. Items of no value will be deemed surplus and once approved by the Board will be offered to the County Fire Academy.

## Apparatus

- Following up regarding the Ladder Trucks 110 Generator repair, that was discussed at the August meeting. On the 10<sup>th</sup> the apparatus was returned to the repair facility and the Generator was reinstalled in the apparatus that same day and the unit restored to service.
- We have now received and placed in service the new hose line Tri gates and attached the 150' preconnected 1 3/4" hand line to complete the newly added "leader line" that was added to then Squad. To complete that operation, we will be acquiring a new 1 3/4" nozzle that will match the departments standard compliment of 1 3/4" nozzles.
- On the 11<sup>th</sup> along with Firefighters Gordon Sr. and W. Reehle We met with the shop managers of Bud's Truck repair. Discussing the best options for the repair of the Hahn. The total outside figure is as stated approximately \$20,000.00 that would provide a total rebuild new head if needed and other critical parts. All of which are still readily available as this engine is still used in several applications. It is totally unknown what they will find as the unit would be brought in and disassembled. But felt confident that the quoted figure would not be exceeded. They are certainly willing to reduce any and all cost they can, especially if they find internal components that are in good condition.
- F/F Gordon Sr. coordinated modification to the tool bin on the side of the Brush unit to accommodate the installation of a 5-gallon Drinking water container

## Career Promotion

- Following up on the Discussions held with the Board and subsequently with Commissioner Hassett. I have derived several documents that mirror the DOP career promotional testing process. Developing firm recommendation for the position, along with a tentative schedule, an announcement, and overview of the process, the requirements of the position, along with incorporating N.J. Department of Personnel criteria detailing the "Examples of Work" and the "Knowledge and Abilities" required for that position.

## Federal Grants

On August 2<sup>nd</sup> I received information that The Congressional Fire Service Caucus chaired by Congressman Bill Pascrell D (NJ) has sponsored legislation requesting the dedication of One (1) Billion dollars of the 1.2 trillion-dollar stimulus package. To be specifically dedicated to the construction and or renovation of Fire Stations. To meet today's needs and Fire Station standards. Contacting the office of Brian Vickers (Our previous Grant writer) I was advised that the bill has not been passed at this time, but they did believe that it had positive momentum, and should be addressed soon. The Vickers firm will be issuing a Newsletter on or about months end, detailing this and providing a list of informational needs that they believe will be required as part of applying for the Grant. Providing a head start for those who will be submitting a grant request. We will continue to follow up on this as it progresses.

## Ben to the Shore Bike Tour

- On Sunday the 29<sup>th</sup> along with Firefighters Duvall, Tomaso Sr., and Koch provided support to the Tour de Shore Bike tour traveling from the Ben Franklin Bridge to Atlantic City. The friends raised will be used to provide support to families of Police, Fire, and EMS personnel disabled or killed in the line of duty. BL62 was placed in service to support the EMS needs along the entire route.

## Training

- With the Academy slowly recovering from the pandemic restrictions, course offerings are now starting to increase. Working with Captain Baiori we have has commenced the process of registering personnel for the advertised courses with three members registered for Fire Instructor- I, and currently one for Firefighter II. Additionally, we have two of our personnel enrolled and participating in a CPR "Train the Trainer" ultimately providing us two in house CPR certified trainers that will significantly help to maintain all our personnel CPR certified.



## Damaged Equipment Follow Up

- Within my July report I advised the Board that we lost a 28-foot ladder that sustained substantial damaged during the June 24<sup>th</sup> fire 11 Kristian Lane in the Erial Section of Gloucester Twp, furthermore that we had submitted a claim with our insurance company. In the quest of replacing that ladder. We have now been notified that claim has been denied, citing that the total cost for the ladder including shipping (\$958.00) was less than our \$1,000.00. deductible. In an attempt to recover our loss and knowing that some residential insurance policies provide recovery for lost or damaged fire Department Equipment. A correspondence was sent to the property owner requesting him to submit it to his insurance adjuster, seeking this recovery.

## AMR / EMS

- As reported and discussed over several months the problems with the conveyance of EMS continues to falter, and unfortunately have continued to compound. During the weekends of August 7<sup>th</sup> and again during the weekend of the 14<sup>th</sup> AMR was only able to staff **ONE (1)** BLS unit for prolonged periods especially during the evening / overnight hours. In fact, on the 14<sup>th</sup> that situation was compound by additional EMS units in the region not staffed and relying on all call response (No Guarantee). So concerned I ordered communications to dispatch our duty crew engine on **ALL EMS** assignments in Pine Hill. In fact, we monitored the call volume during that time period and if it had escalated, would have placed our BLS unit in front line service, utilizing career and or certified volunteer members. To guarantee proper response. Fortunately, that did not happen, and we got by with using the engine response, the one AMR unit on duty and Mutual Aid.
- While our BLS unit was reinstated with County Communications and been used for Stand Buy's and Public Relations events and is now inspected weekly for equipment compliment and general maintenance. Some time ago when the unit was pretty much dromiid, in an effort to save funds we had transferred a few pieces of critical equipment from that unit to the Ladder company, ensuring that all our front-line apparatus was properly equipped for medical response. These pieces of equipment consisted of An Automatic External Deregulator (AED), a Portable Suction Unit, A portable Radio that was now issued to the Fire Marshal and will be returned. To be 100 % prepared and ensure that all Front-line units especially the ambulance are equally and properly equipped. The necessary medical equipment has now been ordered, as it arrives it will be added to the BLS unit. The last segment of the necessary equipment compliment was having the proper medical reporting forms. That to is being addressed by Commissioner Warrington and Chief Hunter. All of which will make that unit whole and totally ready for without the need to transfer equipment from other vehicles.

## EMS / State Health Department

- To ensure that we were in total compliance with the rules and regulations of the Sate OEM-EMS Office with the potential restoration of the BLS unit service. Chief Hunter and Firefighter Gordon jr. Have contacted that office seeking guidance and to identify any current or future needs required by that agency. Finding that were currently compliant with the exception of one (1) Standard Operating Guideline, that specifically covering "Trauma Evaluation and Care" That document was generated and transmitted to that OEMS office on or before September 1<sup>st</sup>. which was completed.
- During the above contact, we also learned that our Ambulance certification would need to be renewed during early 2022. To be prepared we received a list of required updates for that certification from identification of the Medical Director to several (38) separate EMS specific "Standard Operating Guidelines", Along with the need to have a written Mutual Aid agreement that would provide for our department to barrow a BLS unit, should our unit go OOS. F/F Gordon has secured all of the necessary documents (SOG' S) and we are in the process of review and amending where necessary. These documents will also be issued PHFD form numbers ad added to the "S" drive over the next couple of weeks. Prepared for the next certification inspection.

## PEOSHA Compliance

- Recently at least two fire departments in the South Jersey area have been closed / Shut Down. Provoked by noncompliance with the PEOSHA regulations. The Division of Fire Safety provided all fire departments with a copy of the PEOSHA "**Inspection Check list**" that is currently used by PEOSHA during their inspection of a fire Department. Reviewing it I believe we are significantly compliant, there were a few areas that we need to improve. Ensuring our compliance. Firefighter Heidelberger has been detailed to commence the process of making sure we are totally compliant and generating a specific PEOSHA file for that purpose.
- We are also actively reviewing the membership roster to encouraging additional participation in the County Offerings With an I-400 planned for November, for which we currently have two individuals interested, one of which will need that credential to maintain PEOSHA compliance. There will also be an offering of the "Right Front Seat" class in the late September / October time period. Again, the roster for individuals who would benefit from this course.

## **Fire Department Summit**

- Over the past couple of months, the Fire Chiefs from our region specifically Winslow, Berlin Borough, Berlin Twp., and Waterford have held several discussions with regard to the problems and challenges currently facing all of our departments, with concern over what we as fire service leaders see coming in the future. Chief Rigberg (Winslow) has taken the initiative to request a meeting of the leadership from the listed departments. Specifically requesting the Chief and Commission Chairman or the Municipal Public Safety Director only attend. That meeting has now been set for Monday Evening September 20<sup>th</sup> at the Winslow Twp. Fire Headquarters 19:00 Hours. I have committed to our participation.

## **Ben to the Shore Bike Tour Fundraiser**

- On Sunday the 29<sup>th</sup> along with Firefighters Duvall, Tomaso Sr., and Koch provided support to the Tour de Shore Bike tour traveling from the Ben Franklin Bridge to Atlantic City. The funds raised will be used to provide support to families of Police, Fire, and EMS personnel disabled or killed in the line of duty. BL62 was placed in service to support the EMS needs along the entire route. That crew provided three evaluations for minor injuries and transported one patient for a head injury.

## **Time Off**

- As a reminder and have made a slight change to the dates and timing. I will be Leaving the area on Friday September 3<sup>rd</sup> traveling to Tennessee, returning on Sunday the 12<sup>th</sup>. I will report to the Office on Monday the 13<sup>th</sup> until Wednesday the 15<sup>th</sup> after which I will be attending the NJ State Firemen's Convention in Wildwood returning on Saturday afternoon the 18<sup>th</sup> and reporting to the Office on Monday the 20<sup>th</sup>. I will at all times have my cell phone with me should the need arise. Chief Hunter will be the OIC in my absence.

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

**Month of: August 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)	7
Smoke Detector & CO Detector Compliance(s)	18
Complaint(s)	02
Fire Investigation(s)	0

**Financial:**

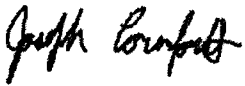
<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	\$974.00
Smoke Detector & CO Detector Compliance	\$1,225
Permit Fees	\$54
Number of Permits Issued	01
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	\$1,207.70
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>\$3,360.70</b>

**Requests:**

The following Items are requests for purchase/appropriation:

**Comments:**

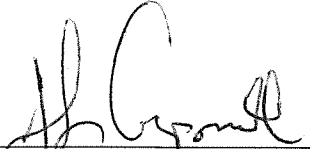
Respectfully Submitted,

A handwritten signature in black ink that reads "Joseph Cornforth". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Joseph Cornforth  
Fire Official

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

- Completed request for SAFER funds for period 6/7/21 to 8/29/21
- Completed annual insurance renewal application
- Submitted records disposal request to State of NJ
- Completed Medicare Application for submission
- 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