

Pine Hill Fire District #1  
Regular Meeting Minutes  
November 4, 2021

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:32 P.M. Chairman Waddington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

**ROLL CALL:** Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Waddington – present, Commissioner Wakeley – present, Commissioner Warrington – present

**OTHER OFFICIALS PRESENT:** Chief Dukes, Solicitor Carlamere

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on October 7, 2021. Commissioner Warrington stated that the minutes do not reflect something that was discussed at the last meeting regarding the Hahn Fire Truck, and he would like it added to the minutes. It was discussed that the Hahn Fire Truck can remain in the building unless space is needed. If space is needed, then the Hahn Fire Truck must be removed from the premises. There were no objections to removing the fire truck, if necessary. A motion to approve the minutes, as amended, was made by Commissioner Hagarty and seconded by Commissioner Hassett. 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:** No Report
- **Community Relations Liaison:** Commissioner Warrington asked Chief Dukes to explain a recent event. Chief Dukes said that the fire department participated in a community event on Country Club Rd. It was a very successful event and well received by the residents.
- **Information Technology and Equipment Commissioner:** Chairman Waddington reminded those with network access to complete the cyber security training to remain compliant with our insurance carrier.
- **Insurance Fund Commissioner:** The business administrator reported that the insurance claim for water damage to the president's office has been approved. The work for remediation and repairs will begin shortly.

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- **Fire Prevention Commissioner:** No Report
- **EMS Liaison:** Commissioner Warrington reported that AMR hired a new supervisor and they recognize the current problems.

Commissioner Warrington reported that the Pine Hill Police Department is one of the first police departments to administer NARCAN. There is an issue between the police department and the EMT's on using NARCAN that hopefully will be resolved shortly.

Commissioner Warrington reported that there is an issue with crisis patients, the EMT's do not want to transport them to the crisis center. Chief Dukes said that he was present during the recent crisis call and explained the problems surrounding the issue. Chief Dukes said that the issue will get resolved.

Chief Dukes said that he is tired of explaining ARM's lack of service. Recently, an ambulance from Magnolia responded to a call in Pine Hill regarding a 2-year-old suffering from a respiratory issue. Chief Dukes said that he has 5 EMT Chief's that are ready to meet to discuss the AMR issues.

Chief Dukes said that the County Coordinator is stepping down and will be replaced by someone from Pennsauken.

Chief Dukes said that at the County Chief's meeting, everyone agreed that action needs to be taken to address the EMT issues. The Pine Hill Firefighters recently responded to a call for a 5-year-old in distress with a successful outcome. Regionalization is becoming a hot topic and will be discussed when a committee is organized. Commissioner Warrington said that he appreciates Chief Dukes being involved in the EMT issues. Commissioner Hagarty thanked the Chief as well and offered his assistance in setting up meetings.

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding Resolution #21-18 on the agenda. There were none.

- **Resolution 21-18:** Approval and payment of bills

- A motion to approve resolution 21-18, 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 fire district is introducing the 2022 budget at this meeting. The Total Revenue will be \$1,517,746 and the amount to be raised by taxation will be

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\$1,317,951 and the total appropriations is \$1,517,746. Chairman Waddington asked if there were any questions. Commissioner Warrington asked if the budget includes anticipated revenues from Pine Valley. Chairman Waddington answered no. There were no other questions.

○ **Resolution 21-19:** Introduction of the Budget for 2022

- A motion to approve Resolution 21-19, was made by Commissioner Hagarty and seconded by Commissioner Warrington.

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 at the October fire district meeting, a motion was made and approved to donate the 1972 Hahn Fire Truck to the fire department. The solicitor drafted a formal resolution regarding that motion which is being presented at this meeting. Chairman Waddington asked if there were any questions. There were none.

○ **Resolution 21-20:** Removal and Donation of 1972 Hahn Fire Truck

- A motion to approve resolution 21-20, 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.

**FIRE CHIEF'S REPORT:** See attached report. Chief Dukes told the commissioners that each year the fire department buys 5 sets of turn out gear. However, he was notified that there will be a price increase in 2022 of 8%. Chief Dukes said that he would like the Board's permission to order the sets of gear now to save on the price increase. This issue was discussed. Solicitor Carlamere stated that if the cost is over \$14,500, then two quotes are needed. If the gear from a lower quote is inferior, then a resolution is needed to explain why the lower quote was not viable.

Chief Dukes said that the American Firefighter grant opens in November and he would like permission to apply for a grant. A motion was made by Commissioner Warrington and seconded by Commissioner Hagarty to permit the Chief to apply for the grant. 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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Chief Dukes said that everything is set for the promotional testing for the Captain/Training Officer.

Chief Dukes said that he is working on the Pine Valley transition. He met with the Pine Valley staff. Chief Dukes is concerned that people are not familiar with the area, especially at night. There are no street signs or numbers on the buildings. There is a considerable amount of work to do in mapping out the area. He has instructed the staff to take rides through Pine Valley frequently to familiarize themselves with the area. Commissioner Hagarty said that he knows the engineer for Pine Valley and he has maps going back into the 1970's. Commissioner Hagarty will help in any way needed. Commissioner Hassett said that the MUA could use the mapping when it is completed.

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

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

James Gordon Sr. of 428 New Freedom Rd. asked to speak with the commissioners in closed session.

**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 Hagarty. Motion passed with five yes votes. Closed session began at 8:16 p.m. and ended at 8:38 p.m.

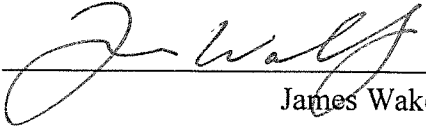
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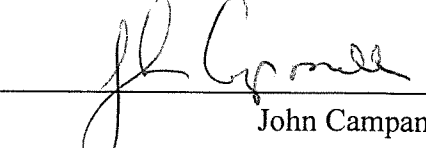
**ROLL CALL TO RESUME MEETING:** Chairman Waddington asked for a roll call. Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present.

**OUTCOME OF CLOSED SESSION:** Chairman Waddington announced that no official actions or votes were taken in closed session. The union contract remains in closed session. However, the fire chief's contract has been settled. A motion to approve the employment contract for the new fire chief 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.

**ADJOURNMENT:** Chairman Waddington asked if there were any other issues that needed to be addressed. Chief Dukes said that he saw that funds were added in the 2022 budget for overnight coverage and he appreciates the action by the commissioners. A motion to adjourn was made by Commissioner Warrington and seconded by Commissioner Wakeley. All were in favor. Motion passed.

The meeting was adjourned at 8:40 p.m.

  
James Wakeley  
Commission Secretary

  
John Campanella  
Fire District Business Administrator

# New Jersey Department of Health



OFFICE OF EMERGENCY MEDICAL SERVICES

The New Jersey Department of Health - Office of Emergency Medical Services recognizes that the requirements for licensure as set forth at N.J.A.C. 8:40 and/or N.J.A.C. 8:41, et seq. and hereby recognizes licensure to:

Pine Hill Fd  
1109 Erial Rd  
Pine Hill, New Jersey 08021-0445

As a provider of the following services:

**BLS**

Provider ID: 0413029  
Valid: 10/22/2021  
Expiration: 12/31/2023

Terry Clancy, PhD, RN, NRP  
Director, Office of Emergency Medical Services

**RESOLUTION NUMBER 2021-178**

**BOROUGH OF PINE HILL  
COUNTY OF CAMDEN**

**RESOLUTION OF THE BOROUGH OF PINE HILL TO REVIEW AND  
APPROVE THE FIRE DISTRICT #1 ESTABLISHED COMPENSATION  
FOR MEMBERS OF THE BOARD OF FIRE COMMISSIONERS PER  
STATUTE N.J.S.A. 40A:14-88**

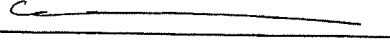
**WHEREAS**, on October 7, 2021 the Board of Fire Commissioners Fire District #1 of the Borough of Pine Hill at a regular meeting approved Resolution 21-17 attached hereto which established compensation for the members of the Board of Fire Commissioners per statute N.J.S.A. 40A:14-88 and;

**WHEREAS**, the Department of Community Affairs requires that the municipal governing body review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election before the district can adopt its annual budget.

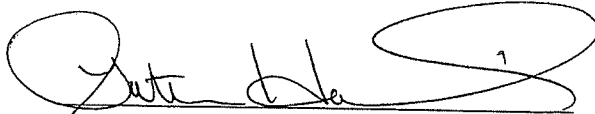
**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Pine Hill, in the County of Camden and State of New Jersey that for the reason set forth hereinabove, has reviewed and hereby approves the Board of Fire Commissioners Fire District #1 established compensation for members of the Board of Fire Commissioners per statute N.J.S.A. 40A:14-88.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be forwarded to the Board of Fire Commissioners Fire District #1 to be kept on file.

**BOROUGH OF PINE HILL**

BY:   
**CHRISTOPHER J. GREEN, MAYOR**

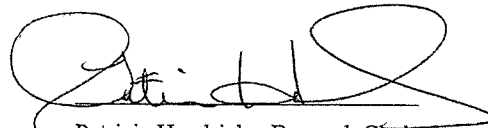
**ATTEST:**

  
**PATRICIA HENDRICKS, BOROUGH CLERK**

	WARRINGTON	KNOTT	JAXEL	ROBB	BURKE	CORRY-GAFT
YES		✓		✓	✓	✓
ABSTAIN	✓					
NO						
ABSENT			✓			

**CERTIFICATION**

I, Patricia Hendricks, Borough Clerk of the Borough of Pine Hill, do hereby certify that the above is a true and correct copy of a Resolution duly adopted by Borough of Pine Hill at a meeting of said Council held on the 18<sup>th</sup> day of October 2021 at the Borough Municipal Building.



Patricia Hendricks, Borough Clerk

**I hereby certify this to be true and original copy of the document.**





RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL  
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
#21-18

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

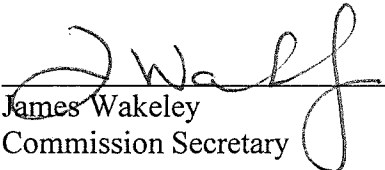
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

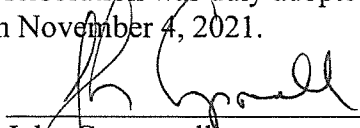
**DATED:** November 4, 2021

  
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 November 4, 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
21-00345	10/19/21	PHFD1	PINE HILL FIRE DEPT.	LEASE PAYMENT	Open	8,166.67	0.00
21-00346	10/19/21	AIRGA005	AIRGAS USA, LLC	OXYGEN RENTAL	Open	13.20	0.00
21-00347	10/19/21	STATE005	State of NJ Health Benefits	MEDICAL COVERAGE	Open	9,776.26	0.00
21-00348	10/19/21	JHART005	J. HARTE ASSOCIATES LLC	MANAGED SERVICES	Open	1,155.49	0.00
21-00349	10/19/21	CASH1	PETTY CASH	DUTY CREW MEALS-SEPTEMBE, 2021	Open	700.00	0.00
21-00350	10/19/21	COMCA005	COMCAST	MONTHLY INV.	Open	381.25	0.00
21-00351	10/19/21	AMAZO005	AMAZON CAPITAL SERVICES, INC.	2.5 & 5 gallon plastic contain	Open	59.38	0.00
21-00352	10/19/21	FSS01	FIRE & SAFETY SERVICE, LTD	Check for water Leaks	Open	200.00	0.00
21-00353	10/19/21	PHG01	PINE HILL AUTO REPAIR	Oil Change - Deputy Chief	Open	53.45	0.00
21-00354	10/19/21	BCF01	BURLINGTON COUNTY ESTC-BCIT	Incident Safety Officer	Open	90.00	0.00
21-00355	10/19/21	JHART005	J. HARTE ASSOCIATES LLC	Battery Back Up	Open	263.98	0.00
21-00356	10/21/21	TG001	TOWNSHIP OF GLOUCESTER	Fuel Bill for September	Open	979.54	0.00
21-00357	10/21/21	KYOCE005	KYOCERA DOCUMENT SOL. AMERICA	Monthly Invoice	Open	134.84	0.00
21-00358	10/21/21	FIRELINE	FIRELINE EQUIPMENT	Valve Cup Kit	Open	68.83	0.00
21-00359	10/21/21	BUD01	BUD'S ENGINE MACHINING & TRUCK	Repairs to Ladder Truck	Open	1,932.00	0.00
21-00360	10/21/21	SNJ01	STATE OF NEW JERSEY	Annual Assessment for 2020	Open	145.05	0.00
21-00361	10/21/21	BUD01	BUD'S ENGINE MACHINING & TRUCK	Repair Generator - Ladder	Open	5,461.31	0.00
21-00362	10/21/21	MES01	MUNICIPAL EMERGENCY SERVICES	Seal/O Ring Kit	Open	96.00	0.00
21-00363	10/22/21	CASH1	PETTY CASH	Smoke Detector Program	Open	50.00	0.00
21-00364	10/22/21	CASH1	PETTY CASH	Officer's Meeting & Car Wash	Open	51.08	0.00
21-00365	10/28/21	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	Cut Off Saw	Open	1,800.00	0.00
21-00366	10/28/21	ULINE005	Uline Attn:Accounts Receivable	Standard Pallet Truck	Open	425.75	0.00
21-00367	11/02/21	BOA00001	Bank of America	P-Card Charges for October	Open	0.00	0.00
21-00368	11/02/21	HTFD001	HARRISON TWP FIRE DISTRICT	PHYSICAL AGILITY TEST	Open	2,500.00	0.00
21-00369	11/02/21	FSS01	FIRE & SAFETY SERVICE, LTD	Bulbs	Open	70.50	0.00
21-00370	11/02/21	EDR01	ED'S RENTAL	Chain Loop	Open	91.97	0.00
21-00371	11/02/21	FDTES005	FD Testing Services LLC	Annual Hose Testing	Open	2,539.80	0.00
21-00372	11/02/21	CCC01	CAMDEN COUNTY COLLEGE	Firefighter II - John Duvall	Open	250.00	0.00
21-00373	11/02/21	CCC01	CAMDEN COUNTY COLLEGE	Firefighter II Corey Douglass	Open	250.00	0.00
21-00374	11/02/21	BTM001	BOUND TREE MEDICAL,LLC	Medical Supplies	Open	105.63	0.00
21-00375	11/02/21	MES01	MUNICIPAL EMERGENCY SERVICES	Akron Nozzles	Open	747.00	0.00
21-00376	11/02/21	BCF01	BURLINGTON COUNTY ESTC-BCIT	Incident Command - M. Koch	Open	45.00	0.00
21-00377	11/02/21	FIRELINE	FIRELINE EQUIPMENT	Repairs to Squad Truck	Open	518.54	0.00
21-00378	11/02/21	ECORE005	ESO SOLUTIONS, INC.	Monthly Invoice	Open	409.00	0.00
21-00379	11/03/21	PHH01	PINE HILL HARDWARE, INC.	Miscellaneous Items	Open	118.21	0.00
21-00380	11/03/21	BUD01	BUD'S ENGINE MACHINING & TRUCK	Road Service	Open	379.75	0.00
21-00381	11/03/21	AUTOTRKO	AUTO & TRUCK PARTS OF DEPTFORD	BATTERY	Open	730.08	0.00

Total Purchase Orders: 38 Total P.O. Line Items: 0 Total List Amount: 41,134.56 Total Void Amount: 0.00

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	41,134.56	0.00	41,134.56	0.00	0.00	41,134.56
Total Of All Funds:		<u>41,134.56</u>	<u>0.00</u>	<u>41,134.56</u>	<u>0.00</u>	<u>0.00</u>	<u>41,134.56</u>

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Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11628 to 11664  
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
11628	11/04/21	AIRGA005 AIRGAS USA, LLC	13.20		1106
11629	11/04/21	AMAZO005 AMAZON CAPITAL SERVICES, INC.	59.38		1106
11630	11/04/21	AUTOTRKO AUTO & TRUCK PARTS OF DEPTFORD	730.08		1106
11631	11/04/21	BCF01 BURLINGTON COUNTY ESTC-BCIT	135.00		1106
11632	11/04/21	BOA00001 Bank of America	0.00		1106
11633	11/04/21	BTM001 BOUND TREE MEDICAL,LLC	105.63		1106
11634	11/04/21	BUD01 BUD'S ENGINE MACHINING & TRUCK	1,932.00		1106
11635	11/04/21	BUD01 BUD'S ENGINE MACHINING & TRUCK	5,461.31		1106
11636	11/04/21	BUD01 BUD'S ENGINE MACHINING & TRUCK	379.75		1106
11637	11/04/21	CASH1 PETTY CASH	700.00		1106
11638	11/04/21	CASH1 PETTY CASH	50.00		1106
11639	11/04/21	CASH1 PETTY CASH	51.08		1106
11640	11/04/21	CCC01 CAMDEN COUNTY COLLEGE	250.00		1106
11641	11/04/21	CCC01 CAMDEN COUNTY COLLEGE	250.00		1106
11642	11/04/21	COMCA005 COMCAST	381.25		1106
11643	11/04/21	DC001 DAVID F. CARLAMERE	375.00		1106
11644	11/04/21	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,800.00		1106
11645	11/04/21	ECORE005 ESO SOLUTIONS, INC.	409.00		1106
11646	11/04/21	EDR01 ED'S RENTAL	91.97		1106
11647	11/04/21	FDTES005 FD Testing Services LLC	2,539.80		1106
11648	11/04/21	FIRELINE FIRELINE EQUIPMENT	68.83		1106
11649	11/04/21	FIRELINE FIRELINE EQUIPMENT	518.54		1106
11650	11/04/21	FSS01 FIRE & SAFETY SERVICE, LTD	200.00		1106
11651	11/04/21	FSS01 FIRE & SAFETY SERVICE, LTD	70.50		1106
11652	11/04/21	HTFD001 HARRISON TWP FIRE DISTRICT	2,500.00		1106
11653	11/04/21	JHART005 J. HARTE ASSOCIATES LLC	1,155.49		1106
11654	11/04/21	JHART005 J. HARTE ASSOCIATES LLC	263.98		1106
11655	11/04/21	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	134.84		1106
11656	11/04/21	MES01 MUNICIPAL EMERGENCY SERVICES	96.00		1106
11657	11/04/21	MES01 MUNICIPAL EMERGENCY SERVICES	747.00		1106
11658	11/04/21	PHFD1 PINE HILL FIRE DEPT.	8,166.67		1106
11659	11/04/21	PHG01 PINE HILL AUTO REPAIR	53.45		1106
11660	11/04/21	PHH01 PINE HILL HARDWARE, INC.	118.21		1106
11661	11/04/21	SNJ01 STATE OF NEW JERSEY	145.05		1106
11662	11/04/21	STATE005 State of NJ Health Benefits	9,776.26		1106
11663	11/04/21	TG001 TOWNSHIP OF GLOUCESTER	979.54		1106
11664	11/04/21	ULINE005 Uline Attn:Accounts Receivable	425.75		1106

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	37	0	41,134.56	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	37	0	41,134.56	0.00

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	41,134.56	0.00	0.00	41,134.56
Total of All Funds:		<u>41,134.56</u>	<u>0.00</u>	<u>0.00</u>	<u>41,134.56</u>

Range of Accounts: 1-First to 1-Last      Adds: N      Changes: N      Transfers In: N  
 Range of Dates: 10/01/21 to 10/31/21      Transfers Out: N      Expenditures: Y      Refunds: N  
 Range of Reason Codes: ALL      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>					
10/01/21	Expd	CHIEF - Pay Date 10/1/21	2,081.60	JC	B 508 1
10/15/21	Expd	CHIEF - Pay Date 10/15/21	2,081.60	JC	B 509 1
10/29/21	Expd	CHIEF - Pay Date 10/29/21	2,081.60	JC	B 510 1
Total Expenditures:		3	6,244.80		
<b>1-GN- -001-102      District Business Administrator</b>					
10/01/21	Expd	ADMINISTRATORS - Pay Date 10/1/21	1,464.53	JC	B 508 2
10/15/21	Expd	ADMINISTRATORS - Pay Date 10/15/21	1,292.64	JC	B 509 2
10/29/21	Expd	ADMINISTRATORS - Pay Date 10/29/21	1,279.18	JC	B 510 2
Total Expenditures:		3	4,036.35		
<b>1-GN- -001-105      Fire Commissioners</b>					
10/29/21	Expd	COMMISSIONERS - Pay Date 10/29/21	1,083.35	JC	B 510 4
Total Expenditures:		1	1,083.35		
<b>1-GN- -001-210      Payroll Administrative Costs</b>					
10/01/21	Expd	PAYCHEX FEE - Pay Date 10/1/21	149.33	JC	B 508 13
10/01/21	Expd	Bank Fee for October	16.95	JC	B 508 14
10/15/21	Expd	PAYCHEX FEE - Pay Date 10/15/21	115.78	JC	B 509 13
10/29/21	Expd	PAYCHEX FEE - Pay Date 10/29/21	140.18	JC	B 510 13
Total Expenditures:		4	422.24		
<b>1-GN- -001-301      Federal Payroll Taxes - Administrative</b>					
10/01/21	Expd	FICA ADMIN - Pay Date 10/1/21	271.27	JC	B 508 15
10/15/21	Expd	FICA ADMIN - Pay Date 10/15/21	258.13	JC	B 509 15
10/29/21	Expd	FICA ADMIN - Pay Date 10/29/21	435.62	JC	B 510 15
Total Expenditures:		3	965.02		
<b>1-GN- -001-303      State Payroll Taxes - Administrative</b>					
10/01/21	Expd	STATE WAGE TAX ADMIN - Pay Date 10/1/21	24.82	JC	B 508 16
10/15/21	Expd	STATE WAGE TAX ADMIN - Pay Date 10/15/21	23.62	JC	B 509 16
10/29/21	Expd	STATE WAGE TAX ADMIN - Pay Date 10/29/21	39.86	JC	B 510 16
Total Expenditures:		3	88.30		
<b>1-GN- -001-305      Defined Contribution Retirement Plan</b>					
10/01/21	Expd	DCRP EMPLOYER - Pay Date 10/1/21	46.36	JC	B 508 17
10/15/21	Expd	DCRP EMPLOYER - Pay Date 10/15/21	52.36	JC	B 509 17
10/29/21	Expd	DCRP EMPLOYER - Pay Date 10/29/21	51.82	JC	B 510 17
Total Expenditures:		3	150.54		

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
1-GN- -002-110	Firefighters				
10/01/21	Expd	FIREFIGHTERS - Pay Date 10/1/21	8,401.84	JC	B 508 7
10/15/21	Expd	FIREFIGHTERS - Pay Date 10/15/21	8,401.84	JC	B 509 7
10/29/21	Expd	FIREFIGHTERS - Pay Date 10/29/21	8,401.84	JC	B 510 7
Total Expenditures:		3	25,205.52		
1-GN- -002-111	Overtime & Sicktime Buyback				
10/01/21	Expd	OVERTIME - Pay Date 10/1/21	363.50	JC	B 508 8
10/15/21	Expd	OVERTIME - Pay Date 10/15/21	783.82	JC	B 509 8
10/29/21	Expd	OVERTIME - Pay Date 10/29/21	325.59	JC	B 510 8
Total Expenditures:		3	1,472.91		
1-GN- -002-112	DEPUTY CHIEF				
10/01/21	Expd	DEPUTY CHIEF - Pay Date 10/1/21	3,702.46	JC	B 508 9
10/15/21	Expd	DEPUTY CHIEF - Pay Date 10/15/21	3,702.46	JC	B 509 9
10/29/21	Expd	DEPUTY CHIEF - Pay Date 10/29/21	3,702.46	JC	B 510 9
Total Expenditures:		3	11,107.38		
1-GN- -002-226	Weekend Duty Crew				
10/01/21	Expd	DUTY CREW STIPENDS - Pay Date 10/1/21	3,672.00	JC	B 508 11
Total Expenditures:		1	3,672.00		
1-GN- -002-228	Stipends - Fill In Firefighters				
10/01/21	Expd	FILL-IN FIREFIGHTERS - Pay Date 10/1/21	519.12	JC	B 508 12
10/15/21	Expd	FILL-IN FIREFIGHTERS - Pay Date 10/15/21	461.44	JC	B 509 12
10/29/21	Expd	FILL-IN FIREFIGHTERS - Pay Date 10/29/21	288.40	JC	B 510 12
Total Expenditures:		3	1,268.96		
1-GN- -002-301	FICA - Firefighters				
10/01/21	Expd	FICA FIREFIGHTERS - Pay Date 10/1/21	1,274.44	JC	B 508 18
10/15/21	Expd	FICA FIREFIGHTERS - Pay Date 10/15/21	953.89	JC	B 509 18
10/29/21	Expd	FICA FIREFIGHTERS - Pay Date 10/29/21	905.54	JC	B 510 18
Total Expenditures:		3	3,133.87		
1-GN- -002-303	State Payroll Taxes - Firefighters				
10/01/21	Expd	STATE WAGE TAX FF'S - Pay Date 10/1/21	54.78	JC	B 508 19
10/15/21	Expd	STATE WAGE TAX FF'S - Pay Date 10/15/21	28.46	JC	B 509 19
10/29/21	Expd	STATE WAGE TAX FF'S - Pay Date 10/29/21	26.12	JC	B 510 19
Total Expenditures:		3	109.36		
1-GN- -003-101	Fire Official				
10/29/21	Expd	FIRE MARSHAL - Pay Date 10/29/21	916.67	JC	B 510 5
Total Expenditures:		1	916.67		

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Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
Type					
1-GN- -003-102	Fire Inspectors				
10/29/21	FIRE INSPECTOR - Pay Date 10/29/21		333.33	JC	B 510 6
Expd					
Total Expenditures:	1	333.33			

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Fund Description	Fund	Expenditures
GENERAL	1-GN	60,210.60
Total of All Funds:		<u>60,210.60</u>

Report Totals

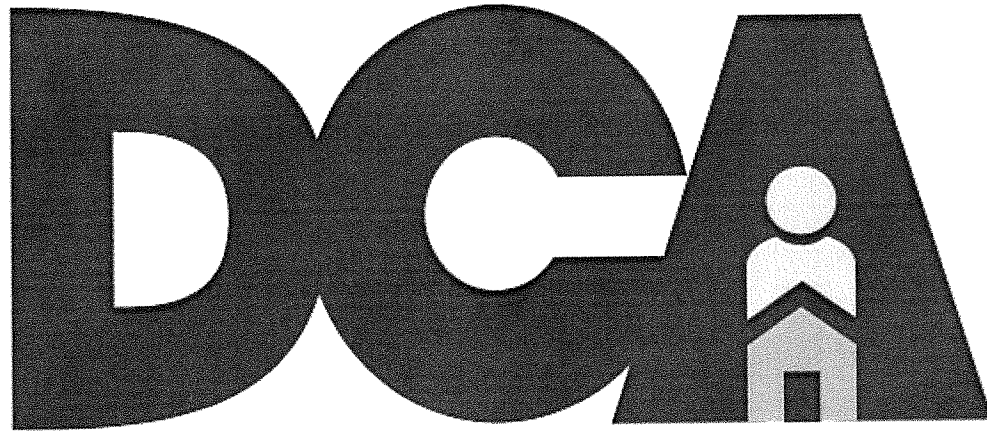
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	41	60,210.60

# 2022

Pine Hill Borough FD No. 1

# Fire District Budget

[www.pinehillfiredistrict.com](http://www.pinehillfiredistrict.com)



NJ DEPARTMENT OF  
**Community Affairs**

Division of Local Government Services

**2022 FIRE DISTRICT BUDGET**  
**Certification Section**

**2022**

Pine Hill Borough FD No. 1

**FIRE DISTRICT BUDGET**

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

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

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

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

# 2022 PREPARER'S CERTIFICATION

Pine Hill Borough FD No. 1

## FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

It is hereby certified that the Fire District Budget, including the annual budget and all schedules attached thereto, represents the Board of Commissioners' resolve with respect to stature in that; all estimates of revenues, including the amount to be raised by taxation to support the district budget, are reasonable accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Fire District.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:	jcampanella@pinehillfiredistrict.com
Name:	John Campanella
Title:	Business Administrator
Address:	1109 Erial Rd. Pine Hill, NJ 08021
Phone Number:	856-783-8666
Fax Number:	856-258-4161
E-mail Address:	jcampanella@pinehillfiredistrict.com

# 2022 PREPARER'S CERTIFICATION OTHER ASSETS

Pine Hill Borough FD No. 1

## FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

It is hereby certified that operating appropriations, as reported in this annual budget on Page F-3, for the acquisition of Other Assets not included as Capital Outlays are Non-Bondable Assets. The Board of Commissioners has determined that the aforementioned Other Asset appropriation(s) do not meet the criteria for bonding pursuant to the Local Bond Law (N.J.S.A. 40A:2-1 et seq.) and more specifically, as it pertains to the expected useful life of the asset, pursuant to N.J.S.A. 40A:2-21.

It is further certified that the Other Asset appropriation(s) as reported herein have been determined not to be Capital Assets pursuant to N.J.S.A. 40A:14-84 and 40A:14-85. Therefore, the election has been made to treat such Other Assets as Operating Appropriations: Current Operating Expenses, pursuant to N.J.S.A. 40A:14-78.6.

Preparer's Signature:	jcampanella@pinehillfiredistrict.com
Name:	John Campanella
Title:	Business Administrator
Address:	1109 Erial Rd. Pine Hill, NJ 08021
Phone Number:	856-783-8666
Fax Number:	856-258-4161
E-mail Address:	jcampanella@pinehillfiredistrict.com

# FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address:	www.pinehillfiredistrict.com
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All fire districts shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the Fire District's operations and activities. N.J.S.A. 40A:14-70.2 requires the following items to be included on the Fire District's website at a minimum for public disclosure. Check the boxes below to certify the Fire District's compliance with N.J.S.A. 40A:14-70.2.

- A description of the Fire District's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to the interests of the residents within the district
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the commissioners, setting forth the time date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the commissioners including all resolutions of the commissioners and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Fire District
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organizations which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Fire District, but shall not include volunteers receiving benefits under a Length of Service Award Program (LOSAP).

It is hereby certified by the below authorized representative of the Fire District that the Fire District's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:14-70.2 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying Compliance: John Campanella  
Title of Officer Certifying Compliance: Business Administrator  
Signature: jcambanella@pinehillfiredistrict.com

# 2022 APPROVAL CERTIFICATION

Pine Hill Borough FD No. 1

## FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true of the Annual Budget approved by resolution of the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on November 4, 2021.

It is further certified that the recorded vote appearing in the resolution represents not less than a of the full membership of the Board of Commissioners thereof.

<b>Officer's Signature:</b>	kwaddington@pinehillfiredistrict.com
<b>Name:</b>	Kevin Waddington
<b>Title:</b>	Chairman
<b>Address:</b>	1109 Erial Rd. Pine Hill, NJ 08021
<b>Phone Number:</b>	609-790-3003
<b>Fax Number:</b>	856-258-4161
<b>E-mail Address:</b>	kwaddington@pinehillfiredistrict.com



# 2022 FIRE DISTRICT BUDGET RESOLUTION

## Pine Hill Borough FD No. 1

### FISCAL YEAR: January 1, 2022 to December 31, 2022

WHEREAS, the Annual Budget for Pine Hill Borough FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 4, 2021; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,517,746.00 which includes an amount to be raised by taxation of \$1,317,951.00 and Total Appropriations of \$1,517,746.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 4, 2021 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on December 2, 2021.

jwakeley@pinehillfiredistrict.com

(Secretary's Signature)

11/4/2021

(Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Kevin Waddington	X			
Charles Warrington Jr. (Motion)	X			
Thomas Hassett (2nd)	X			
James Wakeley	X			
Michael Hagarty	X			

# 2022 ADOPTION CERTIFICATION

Pine Hill Borough FD No. 1

## FIRE DISTRICT BUDGET

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on December 2, 2021.

<b>Officer's Signature:</b>			
<b>Name:</b>	Kevin Waddington		
<b>Title:</b>	Chairman		
<b>Address:</b>	1109 Erial Rd. Pine Hill, NJ 08021		
<b>Phone Number:</b>	609-790-3003	<b>Fax:</b>	856-258-4161
<b>E-mail address:</b>	kwaddington@pinehillfiredistrict.com		

## 2022 ADOPTED BUDGET RESOLUTION

Pine Hill Borough FD No. 1

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

WHEREAS, the Annual Budget for the Pine Hill Borough FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 2, 2021; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,517,746.00 which includes amount to be raised by taxation of \$1,317,951.00, and Total Appropriations of \$1,517,746.00; and

WHEREAS, an election shall be held annually on the third Saturday of February (only if required) in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 2, 2021 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,517,746.00, which includes amount to be raised by taxation of \$1,317,951.00, and Total Appropriations of \$1,517,746.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February (only if required) to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Kevin Waddington				
Charles Warrington Jr.				
Thomas Hassett				
James Wakeley				
Michael Hagarty				

**2022 FIRE DISTRICT BUDGET**  
**Narrative and Information Section**

# 2022 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Pine Hill Borough FD No. 1

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

1. When is the Fire District's annual election? (February and/or November)

November
----------

If November, was the resolution submitted to the Division?

Yes
-----

2. Complete a brief statement on the 2022 proposed Annual Budget and make comparison to the 2021 adopted budget.

Our 2022 budget increased by \$74,784 over our 2021 budget. The main reasons for this increase are the increase in salaries, health insurance and the new overnight duty crew program. The salaries increased for two reasons. 1. The union contract expires on 12/31/2021 and the new proposed union contract will have pay increases for the firefighters. 2. The fire district is hiring another full-time firefighter due to the Deputy Chief being promoted to Chief. He will no longer perform the duties of an active firefighter. Therefore, we need to hire one additional firefighter, which will increase our salaries and health insurance. The overnight duty program is a new program for 2022. Due to the decline in the number of volunteer firefighters available to answer calls, the fire district started a program to pay a stipend for firefighters to work overnight when it is difficult to find enough firefighters to safely respond to emergency calls.

3. Explain any variances over +/-10% for each line item. Attach in FAST any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.

The variances over 10% are as follows: Operations Software increased by 15.4% because we added \$800.00 to cover the cost of additional software. The overnight duty crew program increased by 100% because this is the first year for the program. Training and Education on the administrative budget increased by 720% because we added \$7,200.00 to the line item because of a contractual obligation under the new proposed union contract. The fire district will pay part of the cost of higher education for the firefighters for courses related for firefighting. There was a decrease of 100% in banquet expense because the fire district eliminated the line item at the request of the DCA. There was an increase of 11.1% in payroll administration expense due to the increase in salaries and hiring an additional firefighter. There was a 100% increase in Professional Services - EMS. This is a new line item for 2022. Its purpose is to have funds available for EMS operations due to staffing issues with our current EMS provider. Our current EMS provider is having difficulty responding to all the medical emergency calls in Pine Hill. Since we have our own ambulance, we may need to use it more frequently in 2022 to provide adequate support for medical emergency calls. There will be additional costs associated with EMS, such as hiring a medical director, billing liaison, etc. Please note on page F-3 that the administrative salary & wages and fringe benefits increased significantly. The reason is due to the Deputy Chief being promoted to Chief. His salary and benefits have been moved from the Operations budget to the Administration budget. In turn, the wages and fringe benefits in the Operations budget are lower due to this change.

4. Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation,

the use of the Restricted and Unrestricted Fund Balance(s) and how they are complying with the Property Tax Levy Cap.

If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget.

The amount to be raised by taxation increased by \$83,874.00. This is mainly due to the increase in payroll, health insurance and the implementation of the overnight duty crew program. We increased our capital by \$30,000, from last year, to help offset the cost of future purchases of equipment, apparatus and fire trucks. However, one fire truck was paid off in 2021, which lowered our debt. In an effort to reduce the burden on the taxpayers, the commissioners decided to use \$50,000.00 from the unrestricted fund balance. This will reduce the tax rate increase for the residents.

# 2022 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Pine Hill Borough FD No. 1

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

5. Does the Fire District plan on exceeding the Levy Cap? If so, please provide a statement with the reasons for exceeding the Levy Cap and identify the appropriations that caused the Fire District to exceed the Levy Cap, and how they are being addressed by a referendum.

No, the fire district does not plan on exceeding the Levy Cap.

6. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance to be used in the 2022 proposed operating budget, explain the reason and purposes of the appropriation.

Not applicable.

7. Complete a brief statement on the Annual Budget's proposed capital appropriations including debt service for the proposed budget year and for future years.

As stated earlier, we set aside an additional \$30,000 for Capital in the 2022 budget. Therefore, we will increase our restricted fund balance in 2022 by \$70,000.00 for future needs. We can afford to increase our Capital due to the elimination of debt. One fire truck was paid off in 2021. The other debt obligation will be satisfied in 2024. Our Ladder Truck was built in 2005 and is aging. Therefore, we need to plan for replacing or refurbishing this truck at some point in the future.

8. If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year pursuant to N.J.S.A. 40A:14- 78.6, then explain the reasons for the occurrence of the deficit.

Not applicable.

# 2022 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Pine Hill Borough FD No. 1

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

9. Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts.

No
----

10. Complete the following based on the municipal assessor's latest information pursuant to N.J.S.A. 54:4-35:

Total Assessed Valuation of District	\$	423,301,669.00
Proposed Tax Rate per \$100 of Assessed Valuation	\$	0.3110

11. Is the Fire District providing for a first-year funding appropriation to establish a length of service award program (LOSAP) in this year's budget subject to public referendum thereof?

No	x	Yes		If yes, how much is appropriated?	
----	---	-----	--	-----------------------------------	--

If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount?

No		Yes	
----	--	-----	--

# FIRE DISTRICT CONTACT INFORMATION

## 2022

Please complete the following information regarding this Fire District. All information requested below must be completed.

<b>Name of Fire District:</b>	<b>Pine Hill Borough FD No. 1</b>		
<i>Address:</i>	1109 Erial Rd.		
<i>City, State, Zip:</i>	Pine Hill,	NJ	08021
<i>Phone: (ext.)</i>	856-783-8666	<i>Fax:</i>	856-258-4161
<i>Fire District E-mail:</i>	jcampanella@pinehillfiredistrict.com		

<b>Preparer's Name:</b>	John Campanella		
<i>Preparer's Address:</i>	1109 Erial Rd.		
<i>City, State, Zip:</i>	Pine Hill	NJ	08021
<i>Phone: (ext.)</i>	856-783-8666	<i>Fax:</i>	856-258-4161
<i>E-mail:</i>	jcampanella@pinehillfiredistrict.com		

<b>Chairperson:</b>	Kevin Waddington		
<i>Phone: (ext.)</i>	609-790-3003	<i>Fax:</i>	856-258-4161
<i>E-mail:</i>	kwaddington@pinehillfiredistrict.com		

<b>Secretary:</b>	James Wakeley		
<i>Phone: (ext.)</i>	856-981-8402	<i>Fax:</i>	856-258-4161
<i>E-mail:</i>	jwakeley@pinehillfiredistrict.com		

<b>Treasurer:</b>	Kevin Waddington		
<i>Phone: (ext.)</i>	609-790-3003	<i>Fax:</i>	856-258-4161
<i>E-mail:</i>	kwaddington@pinehillfiredistrict.com		

<b>Name of Auditor:</b>	Michael Welding		
<i>Name of Firm:</i>	Bowman & Company LLP		
<i>Address:</i>	6 N. Broad St. Suite 201		
<i>City, State, Zip:</i>	Woodbury	NJ	08096
<i>Phone: (ext.)</i>	856-853-0440	<i>Fax:</i>	856-782-5092
<i>E-mail:</i>	mwelding@bowmanllp.com		



# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Pine Hill Borough FD No. 1

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

Answer all questions below completely.

- 1) Provide the number of regular voting members of the governing body: 

5
---
- 2) Provide the number of alternate voting members of the governing body: 

0
---

3) Does the fire district have any amounts recievable from current or former commissioners, officers, or employees? 

No
----

  
*If "yes," provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the fire district.*

- 4) Was the fire district a party to a business transaction with one of the following parties:
- a. A current or former commissioner, officer, or employee? 

No
----
  - b. A family member of a current or former commissioner, officer, or employee? 

No
----
  - c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner? 

No
----

*If the answer to any of the above is "yes," provide a description of the transaction, including the name of the commissioner, officer, or employee (or family member thereof) of the fire district; the name of the entity and relationship to the individual or family member; the amount paid, and whether the transaction was subject to a competitive bid process.*

- 5) Did the fire district provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:
- a. First class or charter travel 

No
----
  - b. Travel for companions 

No
----
  - c. Tax indemnification and gross-up payments 

No
----
  - d. Discretionary spending account 

No
----
  - e. Housing allowance or residence for personal use 

No
----
  - f. Payments for business use of personal residence 

No
----
  - g. Vehicle/auto allowance or vehicle for personal use 

No
----
  - h. Health or social club dues or initiation fees 

No
----
  - i. Personal services (i.e.: maid, chauffeur, chef) 

No
----

*If the answer to any of the above is "yes," provide a description of the transaction including the name and position of the individual and the amount expended.*

6) Use the "**Vehicle List**" tabs to list of the fire district's vehicles including make, model, and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized district personnel, indicate "motor pool." Do not attach the list as a separate document.

7) Did the fire district make any payments to current of former commissioners or employees for severance or termination? 

No
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*If "yes", provide an explanation including amount paid.*

8) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? 

No
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*If "yes," provide an explanation including amount paid.*

# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Pine Hill Borough FD No. 1

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

9) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District?

10) If the answer to #9 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided?   
*If "yes," attach in FAST a copy of the agreement. If "no," provide a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity.*

11) Does the fire District have a Length of Services Award Program (LOSAP) plan?   
*If "yes," indicate:*  
*a) the year it was implemented*   
*b) the total number of volunteer members presently eligible to participate*   
*c) the total number of volunteer members presently vested*   
*d) whether the annual contribution for each vested member is fixed or based on an automatic increase*   
*e) the total LOSAP budgeted for the current year*   
*f) whether the Fire District has required the Plan Contractor to submit its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49.*

12) If the district's Board of Fire Commissioners authorizes its elected commissioners to receive any type of compensation for serving on the Board, did the district submit a copy of the compensation resolution to the municipal governing body for review and approval as required under N.J.S.A. 40A:14-88?   
*If "yes", provide a certified copy of the resolution, whenever adopted, fixing the level of compensation each commissioner is authorized to receive, and proof that the district submitted the resolution to the municipal clerk for governing body consideration. Only answer "N/A" if elected commissioners are not authorized to receive any compensation for their service on the Board.*

13) Did the district make one or more supplemental emergency appropriations after adopting its current budget?   
*If "yes", for each supplemental emergency appropriation:*  
 a) Was a resolution adopted by at least two-thirds (2/3) of the Board of Commissioners' full membership declaring that an emergency exists requiring a supplemental emergency appropriation and setting out the nature of the emergency in full?   
 b) Did the district submit the above-referenced resolution to the municipal clerk for municipal governing body consideration?   
 c) Did at least two-thirds (2/3) of the municipal governing body's full membership approve the district's emergency appropriation?

*Provide (with the introduced budget) a certified copy of the Board's resolution authorizing the supplemental emergency appropriation with a certified copy of the municipal governing body's resolution approving the district's emergency appropriation.*

# FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE FIRE DISTRICT VEHICLES

Pine Hill Borough FD No. 1

FISCAL YEAR: January 1, 2022 to December 31, 2022

*Use the space below to list the fire district's motor vehicles. Do not attach list as a separate document.*

Year	Make	Model	Assigned Staff	Staff Position
2005	Pierce	Ladder	Motor Pool	Firefighter
2012	E-One	Squad	Motor Pool	Firefighter
2015	E-one	Engine	Motor Pool	Firefighter
2014	Ford	F-350	Motor Pool	Firefighter
2017	Ford	F-250	Motor Pool	Firefighter
2018	Ford	F-150	Joseph Cornforth	Fire Marshal
2015	Ford	Expedition	Joseph Hunter	Deputy Chief
2019	Chevrolet	Tahoe	William Dukes Sr.	Joseph Hunter
1997	Ford/Horton	Ambulance	Motor Pool	EMT

# FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS

Pine Hill Borough FD No. 1

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

*Complete the attached table for all persons required to be listed per #1-2 below.*

- 1) List all of the Fire District's current commissioners and officers and amount of compensation from the Fire District. Enter zero if no compensation was paid.
- 2) List all of the Fire District's former commissioners and officers who received more than \$10,000 in reportable compensation from the Fire District during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the Fire District with voting rights. Include alternates for the purposes of this schedule.

**Officer:** A person elected or appointed to manage the Fire District's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the Fire District's top management official and top financial officer as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transaction such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Fire District's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable Compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the calendar year.

Pine Hill Borough FD No. 1  
Camden

Reportable Compensation from Fire District  
(W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position		Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Total Compensation from Fire District
			Commissioner	Former Officer					
1 Thomas Hassett	Personnel Director	5 X			\$ 2,600.00			\$	2,600.00
2 Kevin Waddington	Chairman/Treasurer	5 X			\$ 2,600.00			\$	2,600.00
3 James Wakeley	Secretary	5 X			\$ 2,600.00			\$	2,600.00
4 Charles Warrington Jr.	Vice Chairman	5 X			\$ 2,600.00			\$	2,600.00
5 Michael Hagarty	Commissioner	5 X			\$ 2,600.00			\$	2,600.00
6								\$	-
7								\$	-
8								\$	-
9								\$	-
10								\$	-
11								\$	-
12								\$	-
13								\$	-
14								\$	-
15								\$	-
Total:					\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

Pine Hill Borough FD No. 1  
Camden

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
		Estimate per Employee Proposed Budget	Budget						
<b>Active Employees - Health Benefits - Annual Cost</b>									
Single Coverage	3	26,667.00		80,001.00	2		-	80,001.00	0.0%
Parent & Child				-			-	-	0.0%
Employee & Spouse (or Partner)	1	26,665.00		26,665.00	1		-	26,665.00	0.0%
Family	2	26,667.00		53,334.00	2		-	53,334.00	0.0%
Employee Cost Sharing Contribution (enter as negative - )									0.0%
Subtotal	6			160,000.00	5		-	160,000.00	0.0%
<b>Commissioners - Health Benefits - Annual Cost</b>									
Single Coverage				-			-	-	0.0%
Parent & Child				-			-	-	0.0%
Employee & Spouse (or Partner)				-			-	-	0.0%
Family				-			-	-	0.0%
Employee Cost Sharing Contribution (enter as negative - )							-	-	0.0%
Subtotal	0			-	0		-	-	0.0%
<b>Retirees - Health Benefits - Annual Cost</b>									
Single Coverage				-			-	-	0.0%
Parent & Child				-			-	-	0.0%
Employee & Spouse (or Partner)				-			-	-	0.0%
Family				-			-	-	0.0%
Employee Cost Sharing Contribution (enter as negative - )							-	-	0.0%
Subtotal	0			-	0		-	-	0.0%
<b>GRAND TOTAL</b>	<b>6</b>			<b>160,000.00</b>	<b>5.00</b>		<b>-</b>	<b>160,000.00</b>	<b>0.0%</b>

Is medical coverage provided by the SHBP (Yes or No)?	Yes
Is prescription drug coverage provided by the SHBP (Yes or No)?	Yes

Pine Hill Borough FD No. 1  
Camden

Complete the below table for the Fire District's accrued liability for compensated absences.

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at January 1, 2021	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Joseph Hunter	70	\$ 12,959.00			x
James Gordon Sr.	126	\$ 18,865.00	x		
Salvatore Pizzo	12	\$ 1,105.00	x		
John Duvall	6	\$ 552.00	x		
Veronica Hitzelberger	5	\$ 385.00	x		
James Gordon Jr.	5	\$ 385.00	x		
<b>Total liability for accumulated compensated absences at January 1, 2021 (this page only)</b>		<u>\$ 34,251.00</u>			

Pine Hill Borough FD No. 1  
Camden

Complete the below table for the Fire District's accrued liability for compensated absences.

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at January 1, 2021	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
		Total liability for accumulated compensated absences at January 1, 2021 (all pages)	\$	34,251.00	

Total liability for accumulated compensated absences at January 1, 2021 (all pages) \$ 34,251.00



**2022 FIRE DISTRICT BUDGET  
FINANCIAL SCHEDULES SECTION**

**Instructions:**

Input requested information in highlighted boxes only. Information input into yellow boxes will automatically fill throughout the rest of the workbook. Please round to the nearest whole dollar. No pennies.

The Levy Cap worksheets simplify data entry by having the user enter most data on support pages and some from this sheet. By filling in the highlighted cells on this page, each worksheet will reflect the information and automatically calculate the formulas on each individual worksheet.

<b>Name of Fire District:</b>	Pine Hill Borough FD No. 1
<b>County:</b>	Camden
<b>Year:</b>	2022

<b>Levy Cap Calculation Summary</b>	
2021 Adopted Budget - Amount to be Raised by Taxation	\$ 1,234,077.00
Cap Bank Available from 2019 (See Levy Cap Certification)	\$ -
Cap Bank Available from 2020 (See Levy Cap Certification)	\$ 1.00
Cap Bank Available from 2021 (See Levy Cap Certification)	\$ 38,707.00
Cap Bank Used from 2019	\$ -
Cap Bank Used from 2020	\$ 1.00
Cap Bank Used from 2021	\$ 15,266.84
Changes in Service Provider (+/-)	
DLGS Approved Adjustments	
Cancelled or Unexpended Referendum Amount (Enter as a positive number)	
Assessed Valuation of District for adopted budget	\$ 423,203,169.00
New Ratables - Increase in Valuations (New Construction and Additions)	\$ 98,500.00
Adopted Fire District Tax Rate (three decimals) per \$100	\$0.292
Projected Tax Rate based upon Proposed Levy	0.311350296

## Budget Summary

### Pine Hill Borough FD No. 1 Camden

	<i>2022 Proposed Budget</i>	<i>2021 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
<b>REVENUES AND FUND BALANCE UTILIZED</b>				
Total Fund Balance Utilized	50,000.00	60,000.00	(10,000.00)	-16.7%
Total Miscellaneous Anticipated Revenues	-	-	-	0.0%
Total Sale of Assets	-	-	-	0.0%
Total Interest on Investments & Deposits	-	-	-	0.0%
Total Other Revenue	-	-	-	0.0%
Total Operating Grant Revenue	119,795.00	119,795.00	-	0.0%
Total Revenues Offset with Appropriations	<u>30,000.00</u>	<u>29,000.00</u>	<u>1,000.00</u>	3.4%
Total Revenues and Fund Balance Utilized	199,795.00	208,795.00	(9,000.00)	-4.3%
Amount to be Raised by Taxation to Support Budget	<u>1,317,951.00</u>	<u>1,234,077.00</u>	<u>83,874.00</u>	6.8%
Total Anticipated Revenues	<u>1,517,746.00</u>	<u>1,442,872.00</u>	<u>74,874.00</u>	5.2%
<b>APPROPRIATIONS</b>				
Total Administration	358,544.00	223,532.00	135,012.00	60.4%
Total Cost of Operations & Maintenance	1,003,712.00	1,027,278.00	(23,566.00)	-2.3%
Total Appropriations Offset with Revenue (must equal Revenues Offset with Appropriations)	30,000.00	29,000.00	1,000.00	3.4%
Total Appropriated Duly Incorporated First Aid/Rescue Squad	-	-	-	0.0%
Total Deferred Charges	-	-	-	0.0%
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)	-	-	-	0.0%
Length of Service Award Program (LOSAP) Contribution	-	-	-	0.0%
Total Capital Appropriations	70,000.00	40,000.00	30,000.00	75.0%
Total Principal Payments on Debt Service	50,501.00	114,208.00	(63,707.00)	-55.8%
Total Interest Payments on Debt	<u>4,989.00</u>	<u>8,854.00</u>	<u>(3,865.00)</u>	-43.7%
Total Appropriations	<u>1,517,746.00</u>	<u>1,442,872.00</u>	<u>74,874.00</u>	5.2%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<u>-</u>	<u>-</u>	<u>-</u>	0.0%

Pine Hill Borough FD No. 1  
Camden

	2022 Proposed Budget	2021 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Fund Balance Utilized</i>				
Unrestricted Fund Balance	50,000.00	60,000.00	(10,000.00)	-16.7%
Restricted Fund Balance	-	-	-	0.0%
Total Fund Balance Utilized	<u>50,000.00</u>	<u>60,000.00</u>	<u>(10,000.00)</u>	-16.7%
<i>Miscellaneous Anticipated Revenues</i>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)			-	0.0%
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	0.0%
Emergency Assistance (N.J.S.A. 40A:14-26)			-	0.0%
Municipal Assistance (N.J.S.A. 40A:14-34)			-	0.0%
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	0.0%
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	0.0%
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	0.0%
Rental Income			-	0.0%
Total Miscellaneous Anticipated Revenues	<u>-</u>	<u>-</u>	<u>-</u>	0.0%
<i>Sale of Assets (List Individually)</i>				
Asset #1			-	0.0%
Asset #2			-	0.0%
Asset #3			-	0.0%
Asset #4			-	0.0%
Total Sale of Assets	<u>-</u>	<u>-</u>	<u>-</u>	0.0%
<i>Interest on Investments &amp; Deposits (List Accounts Separately)</i>				
Investment Account #1			-	0.0%
Investment Account #2			-	0.0%
Investment Account #3			-	0.0%
Investment Account #4			-	0.0%
Total Interest on Investments & Deposits	<u>-</u>	<u>-</u>	<u>-</u>	0.0%
<i>Other Revenue (List in Detail)</i>				
Other Revenue #1			-	0.0%
Other Revenue #2			-	0.0%
Other Revenue #3			-	0.0%
Other Revenue #4			-	0.0%
Total Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>	0.0%
<i>Operating Grant Revenue (List in Detail)</i>				
Supplemental Fire Service Act (P.L.1985,c.295)	3,945.00	3,945.00	-	0.0%
SAFER Grant from FEMA	115,850.00	115,850.00	-	0.0%
Other Grant #2			-	0.0%
Other Grant #3			-	0.0%
Other Grant #4			-	0.0%
Other Grant #5			-	0.0%
Total Operating Grant Revenue	<u>119,795.00</u>	<u>119,795.00</u>	<u>-</u>	0.0%
<i>Revenues Offset with Appropriations</i>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	0.0%
Annual Registration Fees			-	0.0%
Penalties and Fines			-	0.0%
Other Revenues			-	0.0%
Total Uniform Fire Safety Act	<u>-</u>	<u>-</u>	<u>-</u>	0.0%
<u>Other Revenues Offset with Appropriations (List)</u>				
Fire Prevention Reserves Utilized	12,000.00	11,000.00	1,000.00	9.1%
Annual Registration Fees	6,000.00	6,000.00	-	0.0%
Fire Prevention Other Revenues	12,000.00	12,000.00	-	0.0%
Other Offset Revenues #4			-	0.0%
Total Other Revenues Offset with Appropriations	<u>30,000.00</u>	<u>29,000.00</u>	<u>1,000.00</u>	3.4%
Total Revenues Offset with Appropriations	<u>30,000.00</u>	<u>29,000.00</u>	<u>1,000.00</u>	3.4%
<b>TOTAL REVENUES AND FUND BALANCE UTILIZED</b>	<u><u>199,795.00</u></u>	<u><u>208,795.00</u></u>	<u><u>(9,000.00)</u></u>	-4.3%

Pine Hill Borough FD No. 1  
Camden

	2022 Proposed Budget	2021 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	148,547.00	90,732.00	57,815.00	63.7%
Commissioners	13,000.00	13,000.00	-	0.0%
Fringe Benefits	74,197.00	13,600.00	60,597.00	445.6%
Total Administration - Personnel	235,744.00	117,332.00	118,412.00	100.9%
<i>Administration - Other (List)</i>				
Other Administration Expense #1	122,800.00	106,200.00	16,600.00	15.6%
Other Administration Expense #2			-	0.0%
Other Administration Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Administration - Other	122,800.00	106,200.00	16,600.00	15.6%
Total Administration	358,544.00	223,532.00	135,012.00	60.4%
<i>Cost of Operations &amp; Maintenance - Personnel</i>				
Salary & Wages	335,827.00	354,712.00	(18,885.00)	-5.3%
Fringe Benefits	192,326.00	236,247.00	(43,921.00)	-18.6%
Total Operations & Maintenance - Personnel	528,153.00	590,959.00	(62,806.00)	-10.6%
<i>Cost of Operations &amp; Maintenance - Other (List)</i>				
Other Operations & Maintenance Expense #1	475,559.00	436,319.00	39,240.00	9.0%
Other Operations & Maintenance Expense #2			-	0.0%
Other Operations & Maintenance Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Operations & Maintenance - Other	475,559.00	436,319.00	39,240.00	9.0%
Total Operations & Maintenance	1,003,712.00	1,027,278.00	(23,566.00)	-2.3%
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	16,000.00	15,000.00	1,000.00	6.7%
Fringe Benefits	-	-	-	0.0%
Total Appropriations Offset with Revenue - Personnel	16,000.00	15,000.00	1,000.00	6.7%
<i>Appropriations Offset with Revenue - Other (List)</i>				
Fire Prevention	1,500.00	1,500.00	-	0.0%
Other Fire Prevention Related Expenses	12,500.00	12,500.00	-	0.0%
Other Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Appropriations Offset with Revenue - Other	14,000.00	14,000.00	-	0.0%
Total Appropriations Offset with Revenue	30,000.00	29,000.00	1,000.00	3.4%
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	0.0%
Equipment			-	0.0%
Materials & Supplies			-	0.0%
Total Duly Incorporated First Aid/Rescue Squad Associations	-	-	-	0.0%
<i>Emergency Appropriations &amp; Deferred Charges (List)</i>				
Emergency Appropriation #1			-	0.0%
Emergency Appropriation #2			-	0.0%
Emergency Appropriation #3			-	0.0%
Deferred Charge #1 (cite statute)			-	0.0%
Deferred Charge #2 (cite statute)			-	0.0%
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	0.0%
Total Deferred Charges	-	-	-	0.0%
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	0.0%
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)			-	0.0%
Total Capital Appropriations	70,000.00	40,000.00	30,000.00	75.0%
Total Principal Payments on Debt Service	50,501.00	114,208.00	(63,707.00)	-55.8%
Total Interest Payments on Debt	4,989.00	8,854.00	(3,865.00)	-43.7%
<b>TOTAL APPROPRIATIONS</b>	<b>1,517,746.00</b>	<b>1,442,872.00</b>	<b>74,874.00</b>	<b>5.2%</b>

# FIRE DISTRICT PROPOSED APPROPRIATIONS

## APPROPRIATION DETAIL PAGE

Pine Hill Borough FD No. 1

FISCAL YEAR: January 1, 2022 to December 31, 2022

*Use the space below to provide further detail of any Appropriations listed on "F-3 Appropriations (Proposed)"*

Line Item:	Proposed 2022 Amount	Adopted 2021 Amount	\$ Change Proposed vs. Adopted	% Change Proposed vs. Adopted
Administration - Other Expenses			-	0.0%
Election	1,200.00	1,200.00	-	0.0%
Office Expenses	4,500.00	4,500.00	-	0.0%
Professional Services - Audit	20,000.00	20,000.00	-	0.0%
Professional Services - Labor Att.	7,500.00	7,500.00	-	0.0%
Professional Services - Solicitor	5,400.00	5,000.00	400.00	8.0%
Professional Services - Physical Ex.	4,500.00	4,500.00	-	0.0%
Training & Education (Contractual)	8,200.00	1,000.00	7,200.00	720.0%
Banquet	-	3,500.00	(3,500.00)	-100.0%
Computer Maintenance/Support	26,000.00	24,000.00	2,000.00	8.3%
Utilities/Phones	4,500.00	4,500.00	-	0.0%
Payroll Administration Costs	5,000.00	4,500.00	500.00	11.1%
Miscellaneous Expenses	1,000.00	1,000.00	-	0.0%
Professional Services - EMS	10,000.00		10,000.00	100.0%
			-	0.0%
Non Bondable Assets	25,000.00	25,000.00	-	0.0%
			-	0.0%
Totals	122,800.00	106,200.00	16,600.00	15.6%
			-	0.0%
			-	0.0%
			-	0.0%
Fire Prevention - Other Expenses			-	0.0%
Office Expense and Supplies	300.00	300.00	-	0.0%
Uniforms and Personal Equipment	150.00	150.00	-	0.0%
Utilities/Phones	1,200.00	1,200.00	-	0.0%
Fire Prevention Software	1,500.00	1,500.00	-	0.0%
Publications	-	-	-	0.0%
Equipment	2,600.00	2,600.00	-	0.0%
Vehicle Transportation & Maintenance	6,750.00	6,750.00	-	0.0%
Fire Prevention	1,500.00	1,500.00	-	0.0%
			-	0.0%
Totals	14,000.00	14,000.00	-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%

# FIRE DISTRICT PROPOSED APPROPRIATIONS

## APPROPRIATION DETAIL PAGE

Pine Hill Borough FD No. 1

FISCAL YEAR: January 1, 2022 to December 31, 2022

*Use the space below to provide further detail of any Appropriations listed on "F-3 Appropriations (Proposed)"*

<i>Line Item:</i>	<i>Proposed 2022 Amount</i>	<i>Adopted 2021 Amount</i>	<i>\$ Change Proposed vs. Adopted</i>	<i>% Change Proposed vs. Adopted</i>
Operations - Other Expenses			-	0.0%
Advertising	1,700.00	1,700.00	-	0.0%
Insurance	110,000.00	110,000.00	-	0.0%
Maintenance & Repairs - Fire	52,500.00	52,500.00	-	0.0%
Maintenance & Repairs - Ambulance	5,000.00	5,000.00	-	0.0%
Professional Services	3,000.00	3,000.00	-	0.0%
Rental Payments	98,000.00	98,000.00	-	0.0%
Supplies Expense - Fire	21,000.00	21,000.00	-	0.0%
Supplies Expense - Ambulance	2,500.00	2,500.00	-	0.0%
Training & Education - Classes	7,000.00	7,000.00	-	0.0%
Training & Education - Practical	10,000.00	10,000.00	-	0.0%
Unifroms - Fire	16,500.00	16,500.00	-	0.0%
Unifroms - Ambulance	250.00	250.00	-	0.0%
Licenses & Permits	200.00	200.00	-	0.0%
Smoke Detector Promo Program	3,000.00	3,000.00	-	0.0%
Meetings Expense	1,000.00	1,000.00	-	0.0%
Duty Crew Meals - Volunteers	9,100.00	9,100.00	-	0.0%
Stipends - Weekend Duty Crew	31,824.00	31,824.00	-	0.0%
Stipends - Run Calls	6,000.00	6,000.00	-	0.0%
Stipends - Fill-In Firefighters	11,000.00	11,000.00	-	0.0%
Copier Lease	1,800.00	1,800.00	-	0.0%
Utilities/Phones	4,500.00	4,500.00	-	0.0%
Operations Software	6,000.00	5,200.00	800.00	15.4%
Miscellaneous Expenses	1,000.00	1,000.00	-	0.0%
Supplemental Fire Services	3,945.00	3,945.00	-	0.0%
Apparatus & Equipment	14,800.00	14,800.00	-	0.0%
Personal Protective Equipment	15,000.00	14,000.00	1,000.00	7.1%
Matching Funds - Grants	-	-	-	0.0%
Generator Maintenance & Repairs	1,500.00	1,500.00	-	0.0%
Overnight Duty Crew Program	37,440.00		37,440.00	100.0%
			-	0.0%
<b>Totals</b>	<b>475,559.00</b>	<b>436,319.00</b>	<b>39,240.00</b>	<b>9.0%</b>
			-	0.0%
			-	0.0%
			-	0.0%
			-	0.0%

Camden

<i>Administrative Positions Excluding Commissioners (List Individually)</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>	
<i>Number of Staff</i>	<i>Annual Wages</i>	<i>Budget Salary &amp; Wages</i>	<i>PERS Contribution</i>	<i>PFRS Contribution</i>	<i>Employee Group Health Insurance</i>	<i>Other Fringe Benefits</i>	<i>Budget Fringe Benefits</i>	<i>2022 Proposed</i>	<i>Budget Fringe Benefits</i>
1.00	\$ 111,264.00	\$ 111,264.00	\$	\$ 29,985.00	\$ 26,667.00	\$ 9,291.00	\$	\$ 65,943.00	\$ 65,943.00
1.00	\$ 34,283.00	\$ 34,283.00	\$		\$	\$ 8,254.00	\$	\$ 8,254.00	\$ 8,254.00
1.00	\$ 3,000.00	\$ 3,000.00	\$		\$	\$	\$	\$	\$
3.00		\$ 148,547.00	\$ -	\$ 29,985.00	\$ 26,667.00	\$ 17,545.00	\$	\$ 74,197.00	\$ 74,197.00

<i>Operation &amp; Maintenance Positions (List Individually)</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>	
<i>Number of Staff</i>	<i>Annual Wages</i>	<i>Budget Salary &amp; Wages</i>	<i>PERS Contribution</i>	<i>PFRS Contribution</i>	<i>Employee Group Health Insurance</i>	<i>Other Fringe Benefits</i>	<i>Budget Fringe Benefits</i>	<i>2022 Proposed</i>	<i>Budget Fringe Benefits</i>
1.00	\$ 79,407.00	\$ 79,407.00	\$ 11,315.00		\$ 26,665.00	\$ 6,631.00	\$	\$ 44,611.00	\$ 44,611.00
1.00	\$ 48,397.50	\$ 48,397.50	\$ 6,897.00		\$ 26,667.00	\$ 4,041.00	\$	\$ 37,605.00	\$ 37,605.00
1.00	\$ 48,397.50	\$ 48,397.50	\$	\$ 13,042.00	\$ 26,667.00	\$ 4,041.00	\$	\$ 43,750.00	\$ 43,750.00
1.00	\$ 41,092.50	\$ 41,092.50			\$ 26,667.00	\$ 3,431.00	\$	\$ 30,098.00	\$ 30,098.00
1.00	\$ 41,092.50	\$ 41,092.50			\$ 26,667.00	\$ 3,431.00	\$	\$ 3,431.00	\$ 3,431.00
1.00	\$ 37,440.00	\$ 37,440.00			\$ 26,667.00	\$ 3,126.00	\$	\$ 29,793.00	\$ 29,793.00
1.00	\$ 40,000.00	\$ 40,000.00			\$	\$ 3,038.00	\$	\$ 3,038.00	\$ 3,038.00
7.00		\$ 335,827.00	\$ 18,212.00	\$ 13,042.00	\$ 133,333.00	\$ 27,739.00	\$	\$ 192,326.00	\$ 192,326.00

<i>Salary Offset by Revenue Positions (List Individually)</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>		<i>2022 Proposed</i>	
<i>Number of Staff</i>	<i>Annual Wages</i>	<i>Budget Salary &amp; Wages</i>	<i>PERS Contribution</i>	<i>PFRS Contribution</i>	<i>Employee Group Health Insurance</i>	<i>Other Fringe Benefits</i>	<i>Budget Fringe Benefits</i>	<i>2022 Proposed</i>	<i>Budget Fringe Benefits</i>
1.00	\$ 11,000.00	\$ 11,000.00			\$	\$	\$	\$	\$
1.00	\$ 5,000.00	\$ 5,000.00			\$	\$	\$	\$	\$
2.00		\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00		\$ 500,374.00	\$ 18,212.00	\$ 43,027.00	\$ 160,000.00	\$ 45,284.00	\$	\$ 266,523.00	\$ 266,523.00



Pine Hill Borough FD No. 1  
Camden

**CAPITAL IMPROVEMENTS (N.J.S.A. 40A:14-84)**

List Project Separately	Asset Type	Time of General Election February or November	Date of Approval	Affirmative Vote	
				Percentage	2021 Adopted Budget
Future Outlay to Purchase New Truck/Equipment					\$
Capital Improvement #2					
Capital Improvement #3					
Capital Improvement #4					
Capital Improvement #5					
Capital Improvement #6					
Capital Improvement #7					
Total Capital Improvements					\$ - \$

**DOWN PAYMENTS/CAPITAL FINANCED IMPROVEMENTS (N.J.S.A. 40A:14-85)**

List Project Separately	Asset Type	Date of Local Finance Board Approval	Date of Voter Approval	Affirmative Vote	
				Percentage	2021 Adopted Budget
Capital Improvement #1					
Capital Improvement #2					
Capital Improvement #3					
Capital Improvement #4					
Capital Improvement #5					
Capital Improvement #6					
Capital Improvement #7					
Total Down Payments					\$ - \$
Total Capital Improvements & Down Payments					\$ - \$
<b>RESERVE FOR FUTURE CAPITAL OUTLAYS</b>					\$ 70,000.00 \$ 40,000.00
<b>TOTAL CAPITAL APPROPRIATIONS</b>					\$ 70,000.00 \$ 40,000.00

Capital Appropriations Offset with Restricted Fund					
Capital Appropriations Offset with Grants					
Capital Appropriations Offset with Unrestricted Fund					

Pine Hill Borough FD No. 1  
Camden

	Date of Voter Approval	% of Voter Approval	Date of Local Finance Board Approval	Current Year 2021	2022	2023	2024	2025	2026	2027	Thereafter	Total Principal Outstanding
<i>General Obligation Bonds</i>												
General Obligation Bond #1												\$ -
General Obligation Bond #2												\$ -
General Obligation Bond #3												\$ -
General Obligation Bond #4												\$ -
Total Principal - General Obligation Bonds												\$ -
<i>and Anticipation Notes</i>												
BAN #1												
BAN #2												
BAN #3												
BAN #4												
Total Principal - BANS												
<i>Capital Leases</i>												
Engine Pumper Truck	02/25/11	80%	11/06/11	48,940.00	50,501.00	52,112.00	53,774.00					156,387.00
Squad Rescue Pumper Truck	02/20/14	53%	08/13/14	65,268.00								
Capital Lease #3												
Capital Lease #4												
Total Principal - Capital Leases				114,208.00	50,501.00	52,112.00	53,774.00					156,387.00
<i>Intergovernmental Loans</i>												
Intergovernmental #1												
Intergovernmental #2												
Intergovernmental #3												
Intergovernmental #4												
Total Principal - Intergovernmental Loans												
<i>Other Bonds or Notes Payable</i>												
Other Bonds or Notes #1												
Other Bonds or Notes #2												
Other Bonds or Notes #3												
Other Bonds or Notes #4												
Total Principal - Other Bonds or Notes												
<b>OTAL PRINCIPAL ALL OBLIGATIONS</b>				<b>114,208.00</b>	<b>50,501.00</b>	<b>52,112.00</b>	<b>53,774.00</b>					<b>156,387.00</b>

Enter each debt issuance separately according to type of debt obligation above. Enter the principal due for each year indicated and thereafter until maturity.


Capital Appropriations Offset with Restricted Fund  
Capital Appropriations Offset with Grants  
Capital Appropriations Offset with Unrestricted Fund

Pine Hill Borough FD No. 1  
Camden

	Current Year 2021	2022	2023	2024	2025	2026	2027	Thereafter	Total Interest Payments Outstanding
<i>General Obligation Bonds</i>									
General Obligation Bond #1									
General Obligation Bond #2									
General Obligation Bond #3									
General Obligation Bond #4									
Total Interest - General Obligation Bonds									
<i>Bond Anticipation Notes</i>									
BAN #1									
BAN #2									
BAN #3									
BAN #4									
Total Interest Payments - BANS									
<i>Capital Leases</i>									
Engine Pumper Truck	6,550.00	4,989.00	3,378.00	1,715.00					10,082.00
Squad Rescue Pumper Truck	2,304.00								
Capital Lease #3									
Capital Lease #4									
Total Interest Payments - Capital Leases	8,854.00	4,989.00	3,378.00	1,715.00					10,082.00
<i>Intergovernmental Loans</i>									
Intergovernmental #1									
Intergovernmental #2									
Intergovernmental #3									
Intergovernmental #4									
Total Interest Payments - Intergovernmental									
<i>Other Bonds or Notes Payable</i>									
Other Bonds or Notes #1									
Other Bonds or Notes #2									
Other Bonds or Notes #3									
Other Bonds or Notes #4									
Total Interest Payments - Other Bonds or Notes									
<b>TOTAL INTEREST ALL OBLIGATIONS</b>	<b>8,854.00</b>	<b>4,989.00</b>	<b>3,378.00</b>	<b>1,715.00</b>					<b>10,082.00</b>

Enter each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet.  
Enter the interest payment due for each year indicated and thereafter until maturity.

Capital Appropriations Offset with Restricted Fund	
Capital Appropriations Offset with Grants	
Capital Appropriations Offset with Unrestricted Fund	

**Pine Hill Borough FD No. 1  
Camden**

**UNRESTRICTED FUND BALANCE**

Beginning balance January 1, 2021 (1)	\$	999,831.60
Plus: Accrued Unfunded Pension Liability (1)		
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)		
Less: Utilized in 2021 Adopted Budget	\$	60,000.00
Proposed balance available	\$	939,831.60
Estimated results of operations for the year ending December 31, 2021	\$	85,000.00
Anticipated balance December 31, 2021	\$	1,024,831.60
Less: Fund Balance utilized in 2022 Proposed Budget	\$	50,000.00
Proposed balance after utilization in 2022 Proposed Budget	\$	974,831.60

**RESTRICTED FUND BALANCE**

Beginning balance January 1, 2021 (1)	\$	190,000.00
Less: Utilized in 2021 Adopted Budget	\$	-
Proposed balance available	\$	190,000.00
Estimated results of operations for the year ending December 31, 2021	\$	40,000.00
Anticipated balance December 31, 2021	\$	230,000.00
Less: Restricted Fund Balance used in 2022 Proposed Budget for Capital Purposes	\$	-
Less: Restricted Fund Balance released via Referendum Resolution	\$	-
Proposed balance after utilization in 2022 Proposed Budget	\$	230,000.00

*(1) This line item must agree to audited financial statements.*

**Pine Hill Borough FD No. 1  
Camden**

<b>Summary of Referendum Line Items</b>	<i>2022 Proposed Budget Amount Requested</i>	<i>2021 Final Budget</i>
<b>Total Referendum Line Items</b>	<b>\$ -</b>	<b>\$ -</b>

Tax Levy Requested minus Maximum Allowable Levy \$ -  
 As this page is adjusted this amount changes, should = \$0  
 (For Reference Purposes Only - from Levy Cap Summary based on  
 Information provided by the district- see instructions.)

<b>Summary of Release of Restricted Fund Balance Referendum Line Items</b>	<i>2022 Proposed Budget Amount Requested</i>	<i>2021 Final Budget</i>
<b>Total Release of Restricted Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>

**Pine Hill Borough FD No. 1  
Camden**

**LEVY CAP CALCULATION**

Prior Year Amount to be Raised by Taxation for Fire District Purposes	1,234,077.00
Changes in Service Provider (+/-)	-
DLGS Approved Adjustments	-
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation	1,234,077.00
Plus: 2% Cap Increase	24,681.54
<b>ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS</b>	<b>1,258,758.54</b>

*Exclusions*

Shared Service Exclusion	-
Change in Total Debt Service Appropriation	-
Allowable Pension Increases	9,137.00
Allowable Increase in Health Care Costs	4,500.00
Changes in LOSAP Contributions (+/-)	-
Extraordinary Costs due to a "Declared" Emergency	-
Net Capital Improvement Fund and/or Down Payment on Improvements	30,000.00
Total Exclusions	43,637.00

Less: Cancelled or Unexpended Referendum Amounts

Increase in Ratable Valuation (New Construction/Additions)	98,500.00	
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.292	287.62

**ADJUSTED TAX LEVY**

Amount Utilized from Levy Cap Bank from 2019	-
Amount Utilized from Levy Cap Bank from 2020	1.00
Amount Utilized from Levy Cap Bank from 2021	15,266.84
Maximum Tax Levy Before Referendum	1,317,951.00

Amount Proposed for Levy Cap Referendum

<b>MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION</b>	<b>1,317,951.00</b>
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**CAP BANK CALCULATION**

Amount to be Raised by Taxation	1,317,951.00
Cap Bank Available from Prior Year (2019) for 2022 Budget	-
Cap Bank Available from Prior Year (2020) for 2022 Budget	1.00
Revised Cap Bank from Prior Year (2021) Available for 2022 Budget	-
Cap Bank Available from Prior Year (2021) for 2022 Budget	38,707.00
Revised Cap Bank from Prior Year (2021) Available for 2023 Budget	23,440.16
Cap Bank from Current Year (2022) Available for 2023 Budget	(15,267.84)
Cap Bank Available from (2022) for 2023 Budget	0.00



**Pine Hill Borough FD No. 1  
Camden**

**PENSION CONTRIBUTION CALCULATION**

2022 Proposed Budget PERS Contribution Appropriated	\$ 18,212.00
2022 Proposed Budget PFRS Contribution Appropriated	\$ 43,027.00
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	\$ -
Net 2022 Base Amount	<u>\$ 61,239.00</u>
2021 Adopted Budget PERS Contribution	\$ 16,544.00
2021 Adopted Budget PFRS Contribution	\$ 35,558.00
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	\$ -
Net 2021 Base Amount	<u>\$ 52,102.00</u>
<b>Pension Contribution Exclusion</b>	<u><u>\$ 9,137.00</u></u>

**LOSAP CALCULATION**

2022 Proposed Budget LOSAP Appropriation	\$ -
2021 Adopted Budget LOSAP Appropriation	\$ -
<b>LOSAP Exclusion (+/-)</b>	<u><u>\$ -</u></u>

**DEBT SERVICE CALCULATION**

2022 Proposed Budget Total Debt Service Appropriation	\$ 55,490.00
2022 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	\$ -
2022 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	\$ -
2022 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	\$ -
2022 Base Amount	<u>\$ 55,490.00</u>
2021 Adopted Budget Total Debt Service Appropriation	\$ 123,062.00
2021 Adopted Budget Debt Service Appropriation Offset from Restricted Fund	\$ -
2021 Adopted Budget Debt Service Appropriation Offset from Grant Fund	\$ -
2021 Adopted Budget Debt Service Appropriation Offset from Unrestricted Fund	\$ -
2021 Base Amount	<u>\$ 123,062.00</u>
<b>Debt Service Exclusion</b>	<u><u>\$ -</u></u>

**CAPITAL APPROPRIATION CALCULATION**

2022 Proposed Budget Total Capital Appropriation	\$ 70,000.00
2022 Proposed Budget Capital Appropriation Offset from Restricted Fund	\$ -
2022 Proposed Budget Capital Appropriation Offset from Grant Revenue	\$ -
2022 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	\$ -
2022 Base Amount	<u>\$ 70,000.00</u>
2021 Adopted Budget Total Capital Appropriation	\$ 40,000.00
2021 Adopted Budget Capital Appropriation Offset from Restricted Fund	\$ -
2021 Adopted Budget Capital Appropriation Offset from Grant Revenue	\$ -
2021 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	\$ -
2021 Base Amount	<u>\$ 40,000.00</u>
<b>Capital Expenditure Exclusion</b>	<u><u>\$ 30,000.00</u></u>

**HEALTH INSURANCE EXCLUSION CALCULATION**

SFY 2022	<b>5.0%</b>
2022 Proposed Budget Administration Health Insurance Appropriation	\$ 26,667.00
2022 Proposed Budget Operations & Maintenance Health Insurance Appropriation	\$ 133,333.00
2022 Proposed Budget Group Health Insurance	<u>\$ 160,000.00</u>
2021 Adopted Budget Administration Health Insurance Appropriation	150,000
2021 Adopted Budget Operations & Maintenance Health Insurance Appropriation	150,000
2021 Adopted Budget Group Health Insurance	<u>\$ 150,000.00</u>
Net Increase (Decrease)	<u>\$ 10,000.00</u>
Net Increase Divided by 2021 Amount Budgeted = % Increase	6.67%
SFY 2022 State Health Average 0% Less 2% = % Increase Added to Current Levy	3.00%
% Increase less % Increase Exclusion = % Increase Inside Cap	3.67%
% Increase Inside Cap * 2021 Expended = Added Amount Inside Cap	\$ 5,500.00
% Increase Exclusion * 2021 Expended = 2022 Appropriation Added to Levy	\$ 4,500.00
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$ 2,500.00
2022 Increase in Appropriation	<u><u>\$ 10,000.00</u></u>



**BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
BOROUGH OF PINE HILL  
Resolution 21-20**

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT # 1, OF THE BOROUGH OF PINE HILL  
AUTHORIZING THE REMOVAL OF ONE 1972 HAHN FIRE TRUCK  
VIN# 1HC211157208 FROM INVENTORY**

WHEREAS. The Board of Fire Commissioners of Fire District #1, Borough of Pine Hill, Camden County, New Jersey has determined that the 1972 Hahn Fire Truck (Vin # 1HC211157208) is out of service and outdated, and

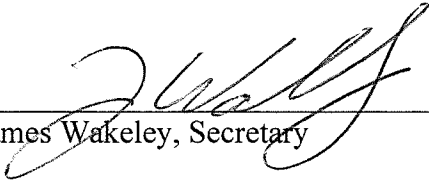
WHEREAS. The Board of Fire Commissioners has determined the 1972 Hahn Fire Truck would require extensive and costly repair in order to make the vehicle operational. Said cost would greatly exceed the monetary value of the apparatus, and the apparatus would still remain not suitable for fire emergency service, and

WHEREAS. The Board of Fire Commissioners has determined the advantage and necessity of removing the 1972 Hahn Fire Truck from inventory.

NOW THEREFORE, It is herein Resolved and Approved that the 1972 Hahn Fire Truck (Vin # 1HC211157208) be and is hereby removed from inventory.

BE IT FURTHER RESOLVED, by the Board of Fire Commissioners that the 1972 Hahn Fire Truck (Vin # 1HC211157208) is to be donated to the Pine Hill Volunteer Fire Company. Said donation being made with the understanding that any cost expended to repair the apparatus would not be a Fire District Budget expenditure.

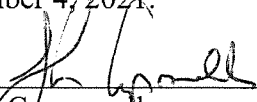
Date: November 4, 2021

  
James Wakeley, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty			✓			
Hassett	✓		✓			
Wakeley		✓	✓			
Warrington			✓			
Waddington			✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held November 4, 2021.

  
John Campanella  
Business Administrator

# *Pine Hill Fire Department*

## Chief's Monthly Report

October 2021

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### Firefighter Employment Process

- As advised in my September report we have placed in motion the employment process to develop a new list of eligible candidates for the position of Career Firefighter. I have conducted careful review of the employment process, to include amending all the supporting documentation for this process and have also created the schedule for this process. With the process culminating January 2022 for appointment to fill in the vacancy provoked by my retirement.
- All the necessary testing has been established for both the written and physical agility test. All of that has been included in the above-mentioned schedule. This testing process was advertised on our Facebook Page on the afternoon of October 8<sup>th</sup> Followed by advertisement in the Courier Post for three days.
- At the close of the application period **Friday Afternoon October 29<sup>th</sup> at 16:00 hours** we had received a total of **five (5) applications**. The initial review process will commence on Monday November 1<sup>st</sup> confirming that all submitting personnel hold the required credentials and will be invited to the written test set for Saturday November 6<sup>th</sup> at the Camden County Fire Academy.

### EMS Issues Concerns

- As continuously reported, the response concerns effecting the proper conveyance of EMS that is provided by the AMR has now taken another step backwards. When the continual reliance on Mutual AID has not only provoked long travel distances and increased response times having a negative effect on the entire region, extending past the GT/PH borders when these mutual aid units are pulled from long distances to cover for them, Leaving a much larger area with limited or no EMS coverage at best. In fact, during the weekend of October 2<sup>nd</sup> / 3<sup>rd</sup> an out of County Mutual Aid EMS agency, REFUSED to respond to a Life Treat in Gloucester Twp.
- On the 6<sup>th</sup> received a phone call from Camden County EMS Coordinator Dave Taylor. Expressing his concerns with the EMS operations of the entire County. But that the problems are being compounded by the AMR failure to maintain adequate staffing and crews. In fact, on October 5<sup>th</sup> he was contacted by The Gloucester County EMS Coordinator who expressed the need for a joint meeting. As the Gloucester County system is being negatively impacted by the need to continually send BLS Resources into Gloucester Twp. Significant additional discussion was held with Taylor the content of which will be conveyed in person at the Monthly meeting.

- On the 7<sup>th</sup> the normal monthly Zoom meeting with the AMR Management was cancelled and tentatively postponed until Tuesday October 12<sup>th</sup>. That meeting was finally held on the 20<sup>th</sup> with Mr. Eagle. Several concerns were brought to his attention supported and enhanced by the Gloucester Twp. OEM personnel. The Camden County EMS Coordinator had also been invited to this online meeting. Several concerns were presented but unfortunately, I do not place any merit on those being properly addressed. Mr. Eagle also conducted short review of the GT statistics. But he did not have the PH information available during this meeting. Those statistics were received the morning of the 8<sup>th</sup>.
- On the 10<sup>th</sup> and 11<sup>th</sup> I continued to have rapport with EMS Coordinators Taylor about the problems. Recommending a joint fire and EMS leadership work session. Consisting of five EMS Chiefs and five Fire Chiefs who are affected by the EMS problems. He agreed and would commence the process of recruiting / identifying the EMS Chiefs.

Following up, from the fire side, I contacted Chief Callen the County Fire Coordinator to discuss this. Finding that the Fire Coordinators, specifically, Pennsauken, Collingswood, Cherry Hill, and Bellmawr have also identified similar problems in the north end of the County. The Fire Coordinator had already mentioned these problems to the Camden County Director of Public Safety but to date only had brief discussion on these matters. They had also made some contact with the County Mayor's association.

- On the 14<sup>th</sup> at the County Fire Chief's Meeting a significant discussion was held about the EMS problems. With 18 - 19 fire departments represented, mostly by their Chiefs. I proposed the joint committee and wanted to coordinate that with our Fire Coordinator all agreed.

The purpose of said committee would be to discuss formulating a professional presentation that would first be made to the County's Public Safety Director, and the County Commissioner in charge of Public Safety. Simultaneously meeting with the mayor's association, in the quest making them all understand the true gravity of the situation. All agree there would be no screaming shouting, yelling, or the ringing of City Hall with Fire Trucks and Ambulances would be acceptable. But, if necessary, we would continue to move these concerns forward to the County Commission Director, or even the full County Commission if necessary. Continually expressing all the recommendations derived by the committee once formed have met under the direction of the Fire and EMS Coordinators

To develop momentum for this committee, all fire Chiefs were requested to contact their mayor, bring them up to speed and ask them to support a mayor's subcommittee that had been developed in the June 2021 time frame. The mayors appointed subcommittee initiatives on this topic. On or about the 11<sup>th</sup> I received a memo from Mayor Green that contained a portion of the Mayor's Association's September meeting in which it showed a revitalization of the EMS Sub Committee and listed five-six mayor appointed to this committee.

- On the 26<sup>th</sup> I met with the acting County Fire Coordinator Chief J. Palumbo (Pennsauken Fire Department) discussing the Committee recommendation and selection of five Chiefs to sit in on the committee. He agrees that collectively we might be able to move this topic off center and get focus placed on the situation. Due to personal impacts suffered by his family and that of Chief Callen Cherry Hill the immediate past fire coordinator it has delayed the fire department movement. But they are now returning to duty and will commence the process ASAP. While meeting with the Chief he provided me a correspondence that he had just presented to his Mayor and Council pertaining to the same / similar EMS concerns and issues. (Copy Attached)

### **PHFD EMS Progress**

- I am pleased to report that through the efforts of Chief Hunter and Firefighter Gordon Jr. On October 22<sup>nd</sup> we received official notification from the New Jersey Department of Health who issued our license to provide BLS care with our Ambulance meeting all the necessary criteria and requirements, said license will be valid through December 31, 2023.
- To strengthen and ultimately maintain our compliance with the State OEMS regulations. We have generated an additional Nine (9) Standard Operational Guidelines, that are being added to the "S" drive permanently securing those documents. This development also provoked a full review and amendment of the Department's "Drivers Training" procedure. Adding in the necessary training and the testing process to be considered a qualified driver operator of the Ambulance.

### **Other activities of the Chief**

- On the 2<sup>nd</sup> Completed the Fire Officers Development "Right Front Seat Class" class held at the County Academy.

- On the evening of the 4<sup>th</sup>, along with a contingent comprised of seven (7) other members. Attended the viewing for Bette Campanella, mother of our Business Administrator. Gardner Funeral Home Runnemedede.
- On the evening of the 7<sup>th</sup> attended the marathon monthly meeting of the Fire Commission, including the closed session for personnel matters.
- On Saturday the 9<sup>th</sup>, at the request of Camden County Hero Scholarship Committee along with the Chief's from Gloucester City and Mount Ephraim Fire Departments, I was requested to coordinate and emcee the 20<sup>th</sup> anniversary ceremony of the Line of Duty Deaths of the three members that were lost on July 4<sup>th</sup> of 2001 Gloucester City Fire.
- On the evening of the 11<sup>th</sup> at the Fire Academy participated in the Fire Officers work group. Revamping the Fire Officer, I & II programs for early 2022 offerings.
- On the 14<sup>th</sup> attended the monthly meeting of the County Fire Chief's Assoc. was held at the Collinswood Fire Department. Lengthy discussion on the County Wide EMS situation as described above.
- On the 25<sup>th</sup> completed the on line KnowBe4 Computer protection session.

### **Fire Prevention Week Activities**

- On the evening of October 5<sup>th</sup> held the annual Fire prevention "Open house" at the station. Battalion Chief Buchhofer, Fire Marshal Cornforth, and F/F Hitzelberger coordinated all the department's activities over the past two weeks, which culminated with the open house. The public turnout was light to moderate believing that it was impacted by the pandemic issues. Hoping that with time the public will return and increase the participation to our past numbers. We had Twenty-Eight (28) Fire Department personnel attend providing all the normal displays and practical evolutions

### **Public Relations**

- Working with Firefighter Pizzo, he developed a detailed class outline for Civilian Fire Extinguisher Training. In preparation for formal Fire Extinguisher training consisting of a classroom segment, covering the classification of fires, selecting the proper extinguisher, and proper handling. Followed by a hands-on practical that will require each participant to physically use an extinguisher. The first offering was held at

Urethane Plastics in the Pine Hill Business Park on Berlin Cross Keys Rd. Providing this class to 12 employees of that firm.

- On the 31<sup>st</sup> Members provided support with the Halloween activities in the County Club Road area, followed by a Trunk or Treat event held at the Hope Chapel facility on Branch Avenue. While also maintaining a three-man crew in station to cover responses

## Incidents of Significance

- On the 3<sup>rd</sup> at 8:55 PM, Squad 62 was dispatched on an MVA Rescue Assignment in the 1900 block of Williamstown rd. (Erial Section) of Gloucester Twp. Arriving units found an overturned vehicle, with the driver still trapped. The squad assisted with vehicle stabilization, while the other units 85 & 86 conducted Glass removal, extricating the victim and turned her over to EMS.
- On the 7<sup>th</sup> at 13:19 hours Squad 62 and BLS 8-Echo were dispatched to the intersection of Branch and Turnersville for a Motor Vehicle Accident. Arriving we found a two vehicle "T" bone type accident involving a passenger van and passenger auto with moderate damage to both. The van was carrying five passengers two of which were ultimately transported to the Hospital for complaint of pain injuries. The Driver of the passenger car was also transported, as he was initially reported to be unconscious and had been hit by the Air Bag deployment, he also had a minor cut on his hand. Ultimately, we utilized a total of three (3) BLS Units. The Engine crew initially assisted with patient assessment. They also discontinued Vehicle utilities, and hand moved the auto to gain access to the van driver. No other extrications or FD services were needed.
- On the evening of the 7<sup>th</sup> at 23:11 hours Ladder 62 and Squad 62 were dispatched as part of the first alarm assignment, to a reported Apartment fire in the Autumn Ridges apartments in the Blackwood section of Gloucester Twp. Ladder 62 and Asst Chief 84 arrived first due reporting a four-story garden apartment building with light to moderate smoke showing. Crews also now supported by SQUAD 88 entered and located a kitchen fire on the third floor. Quickly controlled with the first 1 ¾" hand line off the 88 Squad. While our ladder personnel reconned and located the fire. Conducting necessary Primary Search, Forced Entry, Overhaul, and Ventilation operations.
- On the 13<sup>th</sup> at 14:48 hours, the Squad and Engine were added to a MVA Rescue assignment Erial /Pine Hill Rd. and Sawmill drive Erial section of Gloucester Twp. Arriving to find a passenger's auto vs telephone with severe damage and the driver trapped. Going in service with Hydraulics from both squads 86 and 62 the victim was extricated after approximately 25 minutes turning her over to BLS and ALS who transported her to Cooper Trauma.

- On the 14<sup>th</sup> Task Force 622 (Pine Hill) was dispatched to a reported apartment fire unit 276 Cedar Brook apartments. Arriving we found moderate to heavy smoke showing from a second-floor end of the row apartment. Leading off with 1 ¾" lines firefighters found a room and contents fire in the bedroom controlling the fire to that area. A primary search was conducted with no one found in the unit. Other Companies Squad 88, Ladder 62, Quint 85, Engine 84, RIT Operations were provided by Squad 63. Fire Marshal Cornforth was dispatched to conduct the investigation.
- Formal Chief Reports were made for the wires call that damaged the property at 23 Lakeview Avenue, which has already been requested by the property owners Insurance Company. Secondly detailed Chief's report was also generated. For the October 14<sup>th</sup> apartment fire in Cedar Brook Apartments.
- On the 22<sup>nd</sup> Squad 62 was dispatched along with Squads 85 and 86 to a gas leak located to the rear of the WAWA store in the 500 block of Berlin Cross Keys Road. Arriving it was found that a commercial gas line (3"+) supplying several business properties in that commercial business complex had been severed by a backhoe. Significant readings in that area required the closing and evacuation of the WAWA and its immediate area. South Jersey Gas responded to clamp the line off requiring approximately 2 hours of service. With our commitment to this assignment, cover companies were placed to ensure protection for the region of the GT and Pine Hill. Fortunately, also contacting Captain Crosby he and the public works firefighters were also notified and would respond to the station if a secondary incident were to occur.
- On the evening of the 27<sup>th</sup> Pennsauken fire department was dispatched for a reported commercial building fire at Rt.130 and Marlton pike. On arrival they reported a 100 x300 building with a bow string truss roof, showing heavy fire through the roof, they were taking a defensive posture. The incident eventually required a 4<sup>th</sup> alarm to control it and required apparatus from as far away as Hi Nella to fill out the needs of those alarms. This resulted in prolonged operations. On the morning of the 28th the County Fire Coordinator issued a County Wide request for assistance. Specifically, to provide relief and coverage for Pennsauken. We manned Engine 62 covering a period of about five (5) hours.
- On the 29<sup>th</sup> at 10:14 Hours Squad and Ladder 62 were dispatched as part of Task Force 862, to 18 Torrington Dr. in the Erial section of Gloucester Twp. Squad 62 arrived first due and provided the initial SIZE Up Report of a two-story single-family dwelling with heavy fire conditions showing from an attached garage extending into living quarters. Leading off with 1 ¾" hand lines the "All hands" was transmitted adding additional companies to the assignment. The fire was ultimately controlled to those areas already involved upon arrival utilizing three hand lines, and normal ventilation practices but the property sustained severe damage and was not habitable. Units from Erial, Pine Hill, Gloucester Twp. 88, Blackwood, Lindenwold, and Glendora were all utilized.

## Pine Valley

- At the request of Mayor Green and B/A Greer an informational pamphlet was developed containing all the necessary contact information for each department in the community. Which will be distributed to all the residents in Pine Valley. Our information was compiled and submitted for inclusion.
- Over the past three weeks we have been responding to facilities within this complex for activated fire alarms. The first concern is the failure to identify the building / facility where the alarm is actually sounding. The second concern, is that this recent influx of calls exceeds the normal response patterns into that complex. Concerned that this might indicate a problem with the system. Contacting Pine Valley's Alarm coordinator, we set a meeting with us to analyze this and initiate the proper follow up for Monday November 1<sup>st</sup>.
- On the 29<sup>th</sup> I received an E-Mail from Chief Winters that lead to a follow up phone call pertaining to the emergency response needs for the Pine Valley Complex. With the loss of the PV police, we will not have direct guidance to locate residential and facility properties during responses. Requiring improved Mapping, Training, and improved Pre-Planning of the buildings Etc. Establishing that Lt. Witts will be the PD Liaison on this working with Myself, Hunter, and F/F Duvall to address this ASAP so we are properly prepared.

## Limited Response Concerns

- Recently due to several impacts provoked by available manpower. We have started to see limited response crews for incidents. Aging personnel, the loss of five-six critical active personnel, three of which are prolonged medical problems, two live ins moving out of the fire station, one simply leaving the service, and at least two have had work schedule changes that have significantly reduced their participation. Several of the same points discussed for some time serve to place an additional strain on the home responders. We have continued to encourage and recruit additional volunteers but that too has seen limited improvement.



For some time now, approximately four (4) years we had eliminated responses with reduced crews and or totally scratching on responses. Recently we have recorded a few such response problems. The first being on September 27<sup>th</sup> with only the career member responding to a reported wires call that ultimately also caused a house fire. A second incident occurred on Saturday October 23<sup>rd</sup> at 10 PM for an alarm system in Pine Valley complex with the only response person being the in-station career member.

## **Volunteer Recruitment & Retention**

- We have continually conducted recruitment. During the first week of October Chief Hunter was requested to work with the Officers to develop a Program that would start to bolster membership. Collectively we also targeted and reached out to a few young active members (We know) from neighboring departments. Asking them to consider participating in our duty crew program one night a week. Fortunately, we have now received applications from two of those individuals. Additionally, the sign in front of the station coupled with direct contact made with citizens by the Officers. We have just taken in another four (4) applicants all of whom are in process and are set for their orientation on November 12<sup>th</sup>. Noting further that at least three of these individuals have already completed F/F-1

## **Facility Repairs**

- During the first week of the month President Pfeiffer and the Trustees coordinated necessary roof repairs that effected both the Members Lounge and the Administrative wings. Removing the solar panels, then removing the roofing and some plywood reinstalling both with new materials, then having the solar panels restored. The next phase will be to have the contractor brought in to conduct mold remediation in both of those attic spaces. Fortunately, the vast majority of that work was covered by our insurance company and warranty from both the roofs and solar companies.
- After receiving an E-Mail of concern from Commissioner Warrington, regarding the rear Ladder Bay driveway. I met with B/A Greer to develop a temporary repair that will hopefully eliminate the puddling in the ladder's rear driveway. He along with Public Works initiated that work on the 12<sup>th</sup> with support from the career staff. Cutting out and replacing those depressions with new asphalt correcting the puddling problems at that location.

- To address the rain gutter outfall problem, located just outside of the front Ladder Bay a recommendation to move the current down spout to the front wall of the building which would allow the runoff to then simply run down the front apron. Once that move has been completed the current sidewalk segment which has been eroding will be removed with run off damage repaired, and that segment of the sidewalk replaced.
- On the overnight hours of October Saturday, the 16<sup>th</sup> Firefighter Hitzelberger heard an unusual noise coming from the Presidents Office. Investigating she found a broken water pipe. Immediately contacting Trustee Duvall, the water service to the entire building was secured and appropriate salvage was initiated. First thing in the morning the Plumber was summoned who responded and found a copper elbow had failed, it was repaired, and water restored that morning. Ceiling and other damage has also been turned over to the Insurance Company with the trustees following up.
- On the 28<sup>th</sup> I had conversation with Radio Technician Rick Connors Camden County Communications. Who advised that he had just issued the purchase order for the removal of the County antenna. He still had two attached antennas to be relocated which were still in service. But that their new locations had been identified and he will be completing those relocations in the very near future, with the total removal this fall.

## **2022 Budget Review**

- On the 13<sup>th</sup> Chief Hunter and I held a budget review with Chairman Waddington and Commissioner Wakeley. Discussing budget considerations for the 2022 budget. Along with the disbursement of 2021 budget surplus. This was conveyed to the Chairman in writing, requesting a few increases in operational lines. That submission also provided recommendations to enhance in station coverage especially during the overnight hours. Copy attached to this report.

## **Captains Promotional Testing**

- The written and Operational oral test set has been set for Monday November 22<sup>nd</sup> to be conducted by the New Jersey Career Fire Chiefs association, comprised of a 100-question written test and a five-question operational based oral. All of which will be graded by that groups and submitted to the Department. The final step in that process will be the Command Interview conducted by the Personnel Commissioner, the Chief and two outside Chief officers. All of which will be held here at our Hq.

## Annual Hose and Ground Ladder Testing

- On the 28<sup>th</sup> Firefighter Gordon Sr. coordinated the annual hose testing and ground Ladder testing with 10 Lengths of hose failing and removed from service. Most of which was replaced on the apparatus from surplus hose that was on the wall rack. We will do our best to replace this hose utilizing 2021 surplus funds. Fortunately, all ground Ladders passed the testing.

## Volunteer Recruitment

- Chief Hunter and the Officers have convened a volunteer recruitment and retention committee. To develop an action plan that will hopefully yield some new members. This week they plan on hosting an evening called Ice Cream with a Firefighter to be held at Jimmies (8<sup>th</sup> and Erial). Commencing on the night of the Fire prevention open house we had used the changeable letter sign out front to advertise for new members, additionally Chief Hunter and I reached out to some individuals who were relatively new to the service and needed some additional training and experience. Collectively I am pleased to report that we have at this writing received seven (7) applications. Firefighter Duval will be holding the necessary orientation session next week to complete the processing of these people and add them to the Duty Crews.

## Firefighter Injury

- During the residential fire on the 29<sup>th</sup> 18 Torrington Drive in the Erial section of Gloucester Twp. Firefighter Matt Koch who was on the first hose line sustained second degree burns to his left shoulder. He was transported to Jefferson Hospital Washington Twp. for treatment and was released that day with limited restrictions and medications. His Turn out gear did show signs of excessive heat at the shoulder, it was removed from service washed and will be sent out for manufacturers testing and recertification. Since he has been permitted to return to service by the doctors. However, I have restricted him to driver / operator status until the healing process totally closes the wounds. All required reporting to the Division of Fire Safety was completed by Chief Brown GTFD Dist.6 and Chief Hunter completed all necessary reporting to our insurance company.

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

**Month of: October 2021**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	01
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	0
Smoke Detector & CO Detector Compliance(s)	12
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	\$1,177.00
Permit Fees	
Number of Permits Issued	
Penalty Money Collected – Dedicated Trust	
Penalty Money Collected – Non-Dedicated	
Life Hazard Use Fees from State (quarterly)	
Number of Copy of Fire Report(s)	
Copy of Fire Report(s)	
Total Amount of Money Deposited this Month	\$1,349.00

**Requests:**

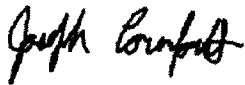
**The following Items are requests for purchase/appropriation:**

N/A

**Comments:**

N/A

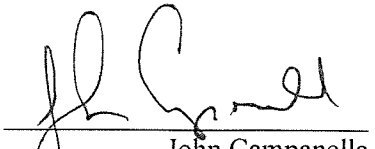
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive, slightly slanted style.

Joseph Cornforth  
Fire Official

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

- Worked with Chief on preparing for the hiring process
- Placed job opportunity for one career firefighter in the Courier Post
- Worked on 2022 budget with Chairman
- Worked on certifying our EMS license with State of NJ
- Filed an insurance claim for water damage to president's office
- 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