

Pine Hill Fire District #1  
Regular Meeting Minutes  
January 6, 2022

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:30 P.M. Chairman Waddington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

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

**OTHER OFFICIALS PRESENT:** Mayor Green, Chief Dukes, Chief Hunter, Solicitor Carlamere

**SWEARING-IN:** Mayor Christopher Green performed the swearing-in of Fire Chief Joseph Hunter, Captain Salvatore Pizzo and Career Firefighter Matthew Koch. There was a brief pause in the meeting for pictures and congratulations.

**MEETING CALLED BACK TO ORDER:** Chairman Waddington called the meeting back to order at 8:03 p.m. and asked for a roll call.

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

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on December 2, 2021. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Warrington. Motion passed with four 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:** See Chief's report
- **Community Relations Liaison:** Nothing to report
- **Information Technology and Equipment Commissioner:** Nothing to report

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- **Insurance Fund Commissioner:** Tabled because fund commissioner was absent
- **Fire Prevention Commissioner:** Tabled because fund commissioner and administrator were absent
- **EMS Liaison:** Commissioner Warrington explained the changes that were made after numerous meetings regarding AMR terminating their contract. Commissioner Warrington said that he could not attend every meeting and thanked Chief's Dukes and Hunter for their assistance. Commissioner Warrington said that the Gloucester Township OEM found Inspira to take over the BLS calls. Pine Hill Fire Department put ambulance 678 in service before Inspira took over to cover the medical emergency calls. Chief Hunter did a great job finding enough EMT's to fill the work. We rented an additional ambulance for two days until Inspira was up and running. Commissioner Warrington said that he had a meeting with EMS consulting regarding billing. We need an billing agent. Our Medicare enrollment application was approved so that we can bill Medicare for our services. We also need a company to track our EMS responses. EMS Consulting recommended Zoll Data Systems for tracking our EMS responses. Other companies charge too much. Commissioner Warrington said that we need to stay on top of this issue because it could fall apart again in a hurry.

Chief Dukes said that the PHFD was the only resource in town to step in and handle the emergency medical calls. They made a difference. Chief Dukes explained what he understood about the RFP's. He said that it was originally for two ambulance but there is a need for a third ambulance. Chief Dukes said that Inspira is doing a great job and the Engine crew is providing back up.

Solicitor Carlamere said that he believes that the RFP has been or will be amended to request three ambulances. Solicitor Carlamere also suggested that a resolution regarding EMS consulting be added to the agenda since the contract was presented at this meeting and discussed.

Chairman Waddington said that he would like to thank everyone involved in successfully addressing this EMS emergency, particularly Mayor Green, Chief Dukes, Chief Hunter, Administrator Greer, and the Gloucester Township officials involved.

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding Resolutions on the agenda. There were none. Chairman Waddington said that Resolutions 22-01 through 22-09 will be voted on using a single motion and vote. Any commissioner wishing to remove a resolution from the agenda to discuss and

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vote on separately, has the right to make that request. Chairman Waddington asked if any commissioners would like to vote on a particular resolution separately. There were no requests. A motion to vote on resolutions 22-01 through 22-09 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

- Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hasset – absent, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington – yes. Motion passed with four yes votes.

**Resolution 22-01:** Approval and payment of bills

**Resolution 22-02:** Certification of 2020 Annual Audit

**Resolution 22-03:** Removal from Inventory

**Resolution 22-04:** Acceptance of MOA with Gloucester Twp. and Inspira Medical

**Resolution 22-05:** Acceptance of Ambulance Rental Agreement

**Resolution 22-06:** Acceptance of quote from Zoll Data Systems for EMS Charting

**Resolution 22-07:** Acceptance of EMS Consulting Billing Agreement

**Resolution 22-08:** Appointment of new career firefighter

**Resolution 22-09:** Appointment of Fire Captain

**FIRE CHIEF'S REPORT:** See attached report. Chief Dukes thanked the commissioners for wearing their uniforms for the swearing in ceremony. Chief Dukes said that Pine Valley is under control. Many issues have been resolved. However, he is still concerned about firefighters getting lost at night while responding to calls in Pine Valley. Commissioner Wakeley asked if the street signs have been put up. Chief Dukes said that he is not sure at the point. A brief discussion followed.

**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.

There was no public participation.

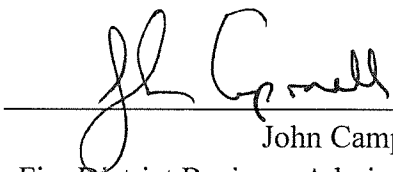
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January 6, 2022

**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 Hagarty. All were in favor. Motion passed.

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

The meeting was adjourned at 8:18 p.m.

  
James Wakeley  
Commission Secretary

  
John Campanella  
Fire District Business Administrator

MEETING DATE JANUARY 6, 2022

*Pine Hill Fire Department*

"Oath of Office"

I Mathew Koch Do Solemnly Swear (or affirm) That I will uphold the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State.

Under the authority of the people, and that I will faithfully, impartially and Justly perform all the duties of the Firefighter / EMT with the Pine Hill Fire Department

According to the best of my ability.

So, help me God.

Congratulations.

A handwritten signature in black ink, appearing to read "Mathew Koch", written over a horizontal line.

MEETING DATE JANUARY 6, 2022

*Pine Hill Fire Department*

"Oath of Office"

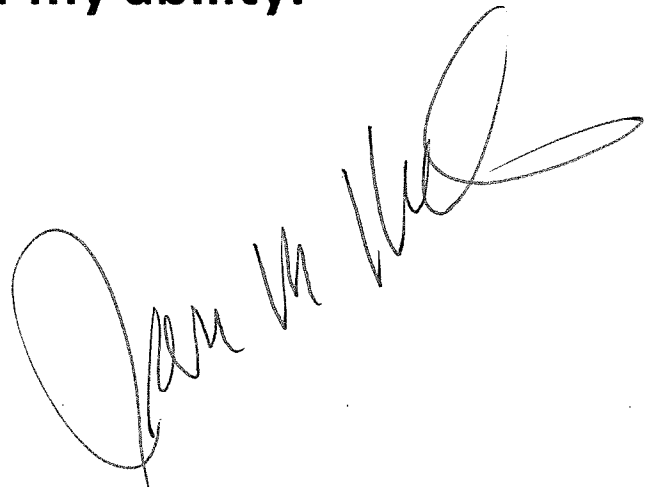
I Joseph Hunter Do Solemnly Swear (or affirm) That I will uphold the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State.

Under the authority of the people, and that I will faithfully, impartially and Justly perform all the duties of the Chief of Department with the Pine Hill Fire Department

According to the best of my ability.

So, help me God.

Congratulations.

A handwritten signature in black ink, appearing to read "Joseph Hunter", written in a cursive style.

MEETING DATE JANUARY 6, 2022

*Pine Hill Fire Department*

"Oath of Office"

I Salvatore Pizzo Do Solemnly Swear (or affirm) That I will uphold the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State.

Under the authority of the people, and that I will faithfully, impartially and Justly perform all the duties of the Captain / Training Officer with the Pine Hill Fire Department

According to the best of my ability.

So, help me God.

Congratulations.

A handwritten signature in black ink, appearing to read "Sal Pizzo", is written at the bottom of the page.

# COURIER-POST

PO Box 677304  
Dallas, TX 75267-7304

**Agency:**

PINE HILL FIRE DISTRICT 1  
1109 ERIAL RD  
PINE HILL, NJ, 08021

**Client:**

PINE HILL FIRE DISTRICT 1  
1109 ERIAL RD,  
PINE HILL, NJ 08021

**Acct:** CHL-077961

Acct No: CHL-077961  
**This is not an invoice**

Order #	Advertisement/Description	# Col x # Lines	Rate Per Line	Cost
0005046575	January 6, 2022 PINEHILLFIREDISTRICT1NOTICEOFMEETINGLOCATIONCHAN HEPINEHILLBOARDOFFIRECOMMISSIONERSISPROVIDINGNC THATITISMOVINGTHELOCATIONOFI	1 col x 20 lines		\$18.80
		Affidavit of Publication Charge	0	
		Tearsheet Charge	0	\$0.00
		Net Total Due:		\$18.80

Issues Dated: 12/16/2021

Check #: \_\_\_\_\_

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

CERTIFICATION BY RECEIVING AGENCY  
I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE  
GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN  
COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID  
CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE  
PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

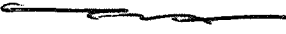
CERTIFICATION BY APPROVAL OFFICIAL  
I CERTIFY AND DECLARE THAT THIS BILL OR INVOICE IS CORRECT, AND THAT  
SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT  
SHALL BE CHARGEABLE TO:  
APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O. #  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

CLAIMANT'S CERTIFICATION AND DECLARATION:  
I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS BILL OR INVOICE IS CORRECT IN ALL ITS PARTICULARS; THAT THE  
GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR  
PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING;  
AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: 12/16/2021

Signature: 

Federal ID #: 061032273

Official Position: Clerk

Kindly return a copy of this bill with your payment so that we can assure you proper credit.



**PINE HILL FIRE DISTRICT #1  
NOTICE OF  
MEETING LOCATION CHANGE**

The Pine Hill Board of Fire Commissioners is providing notice that it is moving the location of its January 6, 2022, regular monthly meeting. The meeting will be held in the auditorium of the Overbrook High School located at 1200 Turnersville Rd. Pine Hill, NJ. The meeting will begin at 7:30 p.m. Please call 856-783-8666 with any questions regarding this change.

John Campanella  
Business Administrator  
(\$18.80)

0005046575 01



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PINE HILL FIRE DISTRICT 1  
1109 ERIAL RD  
PINE HILL, NJ 08021-7303

**COURIER POST  
AFFIDAVIT**

STATE OF NEW JERSEY :  
: COUNTY OF CAMDEN :

I, Tara Hamm, of full age, being duly sworn according to law, upon my oath depose and say:

1. I am the Director- Public Notices of the Courier Post Newspaper.
2. For the period of October 1, 2020 to September 30, 2021 the average net paid circulation for the Courier Post Newspaper was 10,011 per day.
3. Pursuant to N.J.S.A. 35:2-1, the rate for official advertising in the Courier Post Newspaper is \$0.44 per line.

*Tara Hamm*

Tara Hamm/Director Public Notices

Sworn to and subscribed before me  
this 30th day of Nov., 2021.

*Cheryl Felty*



\_\_\_\_\_  
State of Wisconsin, County of Brown

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL  
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
#22-01

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

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

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

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

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

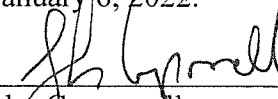
**DATED:** January 6, 2022

  
James Wakeley  
Commission Secretary

Record of Vote: *Consent Agenda*

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 January 6, 2022.

  
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
21-00384	11/15/21	ALLRI005 AllRisk, Inc.	Restoration/Repairs	Open	22,054.94	0.00	
21-00414	12/14/21	DJB0001 David Matthew Baiori, Jr	To Replace Lost Check 11433	Open	322.83	0.00	
21-00415	12/14/21	AIRGA005 AIRGAS USA, LLC	Cylinder Rental	Open	13.20	0.00	
21-00416	12/14/21	ACTIO005 Action Uniform Co. LLC	L/S SHIRT FOR C. TORRES	Open	70.00	0.00	
21-00417	12/14/21	ACTIO005 Action Uniform Co. LLC	PANTS FOR J. DALEUS	Open	50.00	0.00	
21-00418	12/14/21	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR NICK DUVALL	Open	210.00	0.00	
21-00419	12/14/21	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR MATTHEW KOCH	Open	560.00	0.00	
21-00420	12/14/21	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR JOHN DUVALL	Open	334.00	0.00	
21-00421	12/14/21	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR DJ BAIORI	Open	188.00	0.00	
21-00422	12/14/21	ACTIO005 Action Uniform Co. LLC	UNIFORM PANTS FOR J. GORDON	Open	248.00	0.00	
21-00423	12/14/21	WILLI005 William J Danz	To Replace Lost Check 11223	Open	244.65	0.00	
21-00424	12/14/21	JAMBE005 JamBers Corporate Imaging	UNIFORMS	Open	890.00	0.00	
21-00425	12/14/21	1STRE005 1st Responder Newspaper	ANNUAL SUBSCRIPTION	Open	85.00	0.00	
21-00426	12/14/21	EDR01 ED'S RENTAL	REPAIRS TO CUT SAW	Open	72.99	0.00	
21-00427	12/14/21	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	162.44	0.00	
21-00428	12/14/21	HAR01 HARDENBERGH INS GROUP	ANNUAL ACCIDENT & SICKNESS POL	Open	11,592.00	0.00	
21-00429	12/29/21	ALLRI005 AllRisk, Inc.	CHANGE ORDER	Open	375.00	0.00	
21-00430	12/29/21	BOW01 BOWMAN & COMPANY LLP	2020 AUDIT INVOICE	Open	18,850.00	0.00	
21-00431	12/29/21	ACTIO005 Action Uniform Co. LLC	UNIFORMS FOR M. BUCHHOFER	Open	188.00	0.00	
21-00432	12/29/21	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR CHIEF HUNTER	Open	187.99	0.00	
21-00433	12/29/21	FDTES005 FD Testing Services LLC	ANNUAL AERIAL INSPECTION	Open	1,190.00	0.00	
21-00434	12/29/21	COMCA005 COMCAST	MONTHLY INVOICE	Open	381.25	0.00	
21-00435	12/29/21	TG001 TOWNSHIP OF GLOUCESTER	NOVEMBER FUEL BILL	Open	1,040.32	0.00	
21-00436	12/29/21	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR STEVE RABCHUK	Open	70.00	0.00	
21-00437	12/29/21	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR A. TOMASCO SR.	Open	70.00	0.00	
21-00438	12/29/21	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR SAL PIZZO	Open	312.00	0.00	
21-00439	12/29/21	FIRELINE FIRELINE EQUIPMENT	HANDLE RELEASE	Open	292.46	0.00	
21-00440	12/29/21	IMC01 INTERSTATE MOBILE CARE	PHYSICALS	Open	601.00	0.00	
21-00441	12/29/21	RCGCF01 Rowan College of South Jersey	I-300 for V. Hitzelberger	Open	65.00	0.00	
21-00442	12/29/21	BUD01 BUD'S ENGINE MACHINING & TRUCK	ROAD SERVICE & COMPRESSOR REP.	Open	2,769.28	0.00	
21-00443	12/29/21	CONTI005 Continental Fire & Safety, Inc	REPAIR TO GEAR	Open	159.00	0.00	
21-00444	12/29/21	BTM001 BOUND TREE MEDICAL,LLC	STAT PADZ	Open	75.09	0.00	
21-00445	12/29/21	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	MONTHLY INVOICE DATED 12/10/21	Open	134.84	0.00	
21-00446	12/29/21	BOA00001 Bank of America	P CARD CHARGES - FOR DECEMBER	Open	925.90	0.00	
21-00447	12/29/21	EMSAR005 EMSAR	EXTENSION KNOB W HARDWARE	Open	49.58	0.00	
21-00448	12/29/21	DS CUST1 D & S CUSTOM COVERS	STORAGE COVER	Open	313.50	0.00	
21-00449	01/05/22	JJSKI005 JJ'S KITCHEN	RECRUITMENT EVENT	Open	350.00	0.00	

Total Purchase Orders: 37 Total P.O. Line Items: 0 Total List Amount: 65,498.26 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	65,498.26	0.00	65,498.26	0.00	0.00	65,498.26
Total of All Funds:		<u>65,498.26</u>	<u>0.00</u>	<u>65,498.26</u>	<u>0.00</u>	<u>0.00</u>	<u>65,498.26</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11697 to 11722  
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
11697	12/31/21	1STRE005 1st Responder Newspaper	85.00		1108
11698	12/31/21	ACTIO005 Action Uniform Co. LLC	0.00	12/31/21 VOID	0
11699	12/31/21	ACTIO005 Action Uniform Co. LLC	2,487.99		1108
11700	12/31/21	AIRGA005 AIRGAS USA, LLC	13.20		1108
11701	12/31/21	ALLRI005 AllRisk, Inc.	22,429.94		1108
11702	12/31/21	BOA00001 Bank of America	925.90		1108
11703	12/31/21	BOW01 BOWMAN & COMPANY LLP	18,850.00		1108
11704	12/31/21	BTM001 BOUND TREE MEDICAL, LLC	75.09		1108
11705	12/31/21	BUD01 BUD'S ENGINE MACHINING & TRUCK	2,769.28		1108
11706	12/31/21	COMCA005 COMCAST	381.25		1108
11707	12/31/21	CONTI005 Continental Fire & Safety, Inc	159.00		1108
11708	12/31/21	DJB0001 David Matthew Baiori, Jr	322.83		1108
11709	12/31/21	DS CUST1 D & S CUSTOM COVERS	313.50		1108
11710	12/31/21	EDR01 ED'S RENTAL	72.99		1108
11711	12/31/21	EMSAR005 EMSAR	49.58		1108
11712	12/31/21	FDTES005 FD Testing Services LLC	1,190.00		1108
11713	12/31/21	FIRELINE FIRELINE EQUIPMENT	292.46		1108
11714	12/31/21	HAR01 HARDENBERGH INS GROUP	11,592.00		1108
11715	12/31/21	IMC01 INTERSTATE MOBILE CARE	601.00		1108
11716	12/31/21	JAMBE005 JamBers Corporate Imaging	890.00		1108
11717	12/31/21	JJSKI005 JJ'S KITCHEN	350.00		1108
11718	12/31/21	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	134.84		1108
11719	12/31/21	PHH01 PINE HILL HARDWARE, INC.	162.44		1108
11720	12/31/21	RCGCA01 Rowan College of South Jersey	65.00		1108
11721	12/31/21	TG001 TOWNSHIP OF GLOUCESTER	1,040.32		1108
11722	12/31/21	WILLI005 William J Danz	244.65		1108

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	25	1	65,498.26	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	25	1	65,498.26	0.00

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	1-GN	65,498.26	0.00	0.00	65,498.26
Total of All Funds:		<u>65,498.26</u>	<u>0.00</u>	<u>0.00</u>	<u>65,498.26</u>

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	
21-00450	12/29/21	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	Open	12,310.00	0.00		
21-00451	12/29/21	TIREC005	TIRE CORRAL	Open	4,400.00	0.00		
Total Purchase Orders:		2	Total P.O. Line Items:	0	Total List Amount:	16,710.00	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	16,710.00	0.00	16,710.00	0.00	0.00	16,710.00
Total of All Funds:		<u>16,710.00</u>	<u>0.00</u>	<u>16,710.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,710.00</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11723 to 11724  
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
11723	12/31/21	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	12,310.00		1109
11724	12/31/21	TIREC005 TIRE CORRAL	4,400.00		1109

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	16,710.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>2</u>	<u>0</u>	<u>16,710.00</u>	<u>0.00</u>

**FIRE DISTRICT NO. 1**  
**BOROUGH OF PINE HILL**  
**RESOLUTION CERTIFYING ANNUAL REPORT OF AUDIT**  
**Resolution 22-02**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual report of audit for the year ended December 31, 2020 has been completed and filed with the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden pursuant to N.J.S.A. 40A:5A-15, and

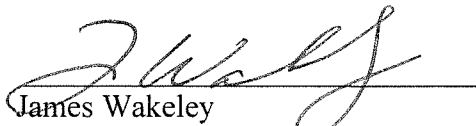
**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the Board of Commissioners have received the annual report of audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations", in accordance with N.J.S.A. 40A:5A-17,

**NOW THEREFORE BE IT RESOLVED**, the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended December 31, 2020 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED**, that the Secretary of the Fire District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

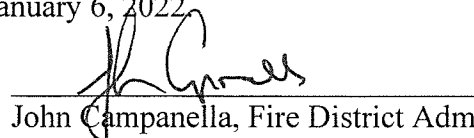
**DATED:** January 6, 2022

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

Record of Vote: Consent Agenda

Commissioners:	Motion	2nd	Yes	No	Abstain	Absent
Hagarty	✓		✓			
Hassett						✓
Wakeley		✓	✓			
Warrington			✓			
Waddington			✓			

I, John Campanella do hereby certify this is a true and correct copy of a resolution adopted at a regular meeting of the Board of Fire Commissioners held January 6, 2022.

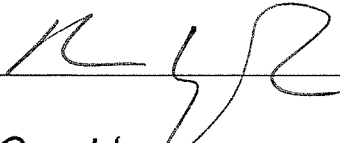


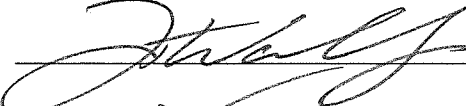

  
 \_\_\_\_\_  
 John Campanella, Fire District Administrator

**LOCAL AUTHORITIES GROUP AFFIDAVIT FORM**  
**PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD**  
**AUDIT REVIEW CERTIFICATE**

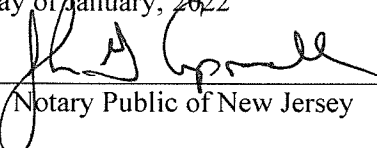
We, the members of the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly elected members of the Board of Commissioners of Fire District No. 1 of the Borough of Pine Hill, County of Camden.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual report of audit for the year ended December 31, 2020, and specifically the section of the report of audit entitled "Schedule of Findings and Recommendations."

<i>Name</i>	<i>Signature</i>
Kevin Waddington, Chairman _____	 _____
Charles Warrington Jr., Vice Chairman _____	 _____
Thomas Hassett, Personnel _____	 _____
James Wakeley, Secretary _____	 _____
Michael Hagarty _____	 _____

Sworn to and subscribed before me  
this 6th day of January, 2022

  
\_\_\_\_\_  
Notary Public of New Jersey

John G Campanella  
Notary Public  
New Jersey  
My Commission Expires 1-15-2025  
No. 50120448

**THE BOARD OF FIRE COMMISSIONERS  
 FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN  
 COUNTY, NEW JERSEY  
 RESOLUTION TO REMOVE DISPOSE FROM INVENTORY  
 #22-03**


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

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

FOUR (4) SCBA CYLINDERS  
 Serial number OP-150256  
 Serial number OP-212030  
 Serial number OP-156248  
 Serial number OP-212012

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

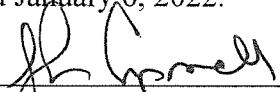
**DATED:** January 6, 2022

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

Record of Vote: *Consent Agenda*

Members	Yes	No	Abstain	Absent
Commissioner Hagarty <i>1st</i>	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley <i>2nd</i>	✓			
Commissioner 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 January 6, 2022.

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

## John Campanella

---

**From:** James Gordon  
**Sent:** Thursday, December 9, 2021 12:17 PM  
**To:** John Campanella  
**Subject:** SCBA Cylinders

To: John Campanella

From: Jim Gordon Sr.

John,  
Below is a list of serial numbers that are for four one-hour SCBA cylinder that need to be removed from inventory. Their life span has expired and can no longer be used in the fire service'

OP-150256, OP-212030, OP-156248 and OP-212012

FF/Gordon Sr.  
Pine Hill Fire District # 1

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL ACCEPTING THE MEMORANDUM OF AGREEMENT  
BETWEEN GLOUCESTER TWP. AND INSPIRA MEDICAL CENTERS, INC.

22-04


WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need for an EMS provider due to AMR canceling its contract.

WHEREAS. The Board agrees that the Memorandum of Agreement between Gloucester Twp. and Inspira Medical Centers, Inc. would be beneficial to the residents of Pine Hill.

WHEREAS. The Agreement would provide EMS coverage to the residents of Pine Hill.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 does hereby accept the Memorandum of Agreement between Gloucester Twp. and Inspira Medical Centers, Inc.

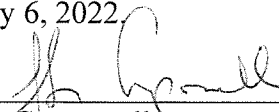
**DATED:** January 6, 2022

  
James Wakeley  
Commission Secretary

Record of Vote: Consent Agenda

Members	Yes	No	Abstain	Absent
Commissioner Hagarty 1st	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley 2nd	✓			
Commissioner 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 January 6, 2022.

  
John Campanella  
Business Administrator

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**GLOUCESTER TOWNSHIP AND INSPIRA MEDICAL CENTERS, INC.  
GLOUCESTER TOWNSHIP, CAMDEN COUNTY, NEW JERSEY**

**PURPOSE:** This Memorandum of Agreement (“MOA”) between Gloucester Township of Camden County (“Township”) and Inspira Medical Centers, Inc. (“Inspira”) serves to establish the terms and conditions for provision of 911 response to Gloucester Township from December 31, 2021 (the “Effective Date”) continuing on a monthly and temporary basis until a permanent Emergency Medical Service contract is awarded. This MOA is intended to serve both Gloucester Township and Pine Hill Borough situated in Camden County, New Jersey.

**WHEREAS,** Gloucester Township and Pine Hill are situated in Camden County, New Jersey; and

**WHEREAS,** the Township has an immediate need for Emergency Medical Services Ambulance coverage for the communities of Gloucester Township and Pine Hill.

**WHEREAS,** it is the belief of the parties hereto that for purposes of the best interest of the residents of the Township and for purposes of efficiency, the terms of service between Inspira and the Township should be initiated pursuant to the terms of this MOA to best protect and provide for the health and public safety of the Township residents while doing so at a competitive cost; and

**NOW, THEREFORE, BE IT RESOLVED,** that the parties agree as follows:

**TERMS**

1. Effective December 31, 2021, Inspira shall provide 911 response to Gloucester Township and Pine Hill. The provided 911 response service shall, at a minimum, provide sufficient vehicles, personnel and equipment to staff two (2) BLS licensed Transport capable ambulances 24 hours a day, 7 days per week, 365 days per year, including holidays. Each ambulance shall be staffed with a least two (2) New Jersey certified medical technicians. Additionally, Inspira shall provide a duty supervisor who is able to respond to major EMS incidents, fires, OEM incidents or police incidents when requested, within a reasonable response time, to help supervise, coordinate and manage EMS resources for such incidents. In exchange for the above referenced 911 response services, the Township shall pay to Inspira the sum of \$35,000.00 per month. In addition, the Township will provide crew quarters for the duration of this MOA at no cost to Inspira.

2. Any payment made for services rendered by any insurer shall be a matter strictly between Inspira and the individual receiving services and the insurance company. The Township makes no claim as to any entitlement for a credit or setoff based upon sums paid on behalf of those provided services by Inspira pursuant to this MOA.

3. The duration of this MOA shall be on a month-to-month basis effective December 31, 2021 and shall renew automatically each month unless terminated by either party by a written notice of termination being provided not less than ten (10) days prior to the intended termination date.



4. Notices under this MOA shall be considered complete by way of the following:

Written communication delivered in person to the Mayor and Township Clerk as follows:

Township of Gloucester  
1261 Chews Landing Rd  
Gloucester Township, New Jersey 08012

Written communication delivered to Inspira either in person, by certified mail, return receipt requested, or certified overnight courier:

Inspira Medical Centers, Inc.  
EMS and Ground Transport  
600 Cedar Street  
Millville, New Jersey 08332

5. Nothing in this MOA is intended to impact the authority and duty of any party to carry out its statutory, regulatory or other official function. As health and public safety concerns are considered under this MOA, it shall be the prerogative of the Emergency Management Coordinator to make recommendations to the Township as to any advisable update to terms and conditions of this MOA by virtue of necessity given the health and public safety impact of this MOA.

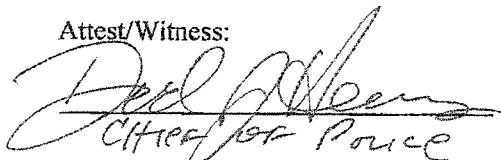
6. This MOA shall be governed by and construed under the laws of the State of New Jersey.

7. The signatories for the respective parties represent that they are dually authorized and empowered to enter into this MOA.

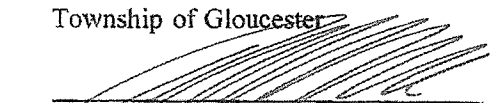
8. This MOA may be executed in counterparts by the respective parties which together shall constitute a complete original MOA.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement on the date(s) set forth below to become effective on the .

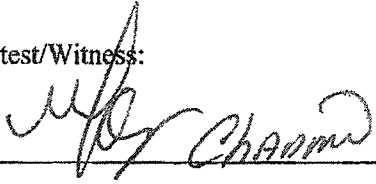
Attest/Witness:

  
Chief of Police  
Date: 12/30/2021

Township of Gloucester

  
By: Tom Cardis, Twp Administrator  
Date: 12/30/2021

Attest/Witness:

 M. J. Chamm

Date: 12/30/2021

Inspira Medical Centers, Inc.



By: John M Saffioti

Date: 12/30/2021

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL ACCEPTING OF AMBULANCE RENTAL AGREEMENT  
22-05

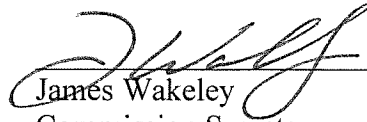
WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need for an additional ambulance due to AMR canceling its contract.

WHEREAS. The Board agrees the ambulance rental agreement with VCI is accurate and reasonable.

WHEREAS. An additional ambulance is necessary for the safety and wellbeing of the residents of Pine Hill.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 does hereby accept the ambulance rental agreement with VCI dated 12/30/2021.

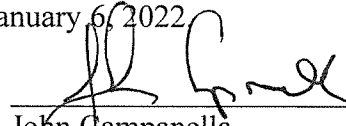
**DATED:** January 6, 2022

  
James Wakeley  
Commission Secretary

Record of Vote: *Consent Agenda*

Members	Yes	No	Abstain	Absent
Commissioner Hagarty <i>JH</i>	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley <i>JW</i>	✓			
Commissioner 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 January 6, 2022.

  
John Campanella  
Business Administrator



RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL ACCEPTING OF QUOTE FROM ZOLL DATA SYSTEMS, INC.  
22-06

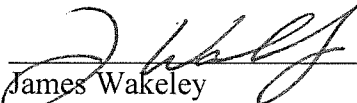
WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need for EMS tracking and charting due to AMR canceling its contract.

WHEREAS. The Board agrees the quote provided by Zoll Data Systems, Inc. adequately covers the needs of the fire district.

WHEREAS. The Board agrees that the quote is reasonable.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 does hereby accept the quote from Zoll Data Systems, Inc. to provide EMS tracking and charting.

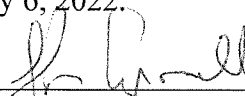
**DATED:** January 6, 2022

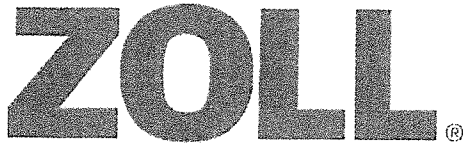
  
James Wakeley  
Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty <i>1st</i>	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley <i>2nd</i>	✓			
Commissioner 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 January 6, 2022.

  
John Campanella  
Business Administrator



**ZOLL Data Systems, Inc.**

11802 Ridge Parkway, Suite 400  
Broomfield, Colorado 80021  
(303) 801-0000 Main  
(800) 474-4489  
(303) 801-1063 Fax  
Federal ID#: 65-0461124

**Attn:** Pine Hill Fire Dept - Joe Hunter  
(609) 405-2934 / jhunter@pinehillfiredistrict.com

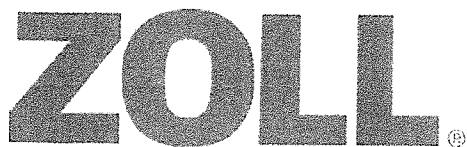
**Bill To:** Pine Hill Fire Dept  
1109 Erial Rd  
Pine Hill, NJ 08021

**Ship To:** Pine Hill Fire Dept  
1109 Erial Rd  
Pine Hill, NJ 08021

**From:** Jonathan Stewart  
Data - Inside Account Management  
jonathan.stewart@zoll.com

**QUOTATION:** Q-20689  
**Date:** January 5, 2022  
**FOB:** Shipping Point  
**Expires:** February 25, 2022

ASP Services								
Item	Lic. Type	Description	Qty	List Price	Disc	Adj. Price	Annual Fees or One Time Charge	Monthly Fees
ZEMSC	HL	<b>ZOLL emsCharts (Per PCR)</b> Base NEMSIS Compliant, web-based prehospital documentation System. Includes: Automatic NEMSIS Submission, QA Module, Certification Tracking, Configuration Capabilities, Reporting and Analytics with email delivery, Billing Export; includes one day deployment.	210	\$1.00		\$1.00	\$2,520.00	\$210.00
ZEMSC-CM	HL	<b>ZOLL emsCharts - Core Modules (Per PCR)</b> Includes: CAD Import, Mobile, Tablet, EKG Web, EKG Mobile, Remote Downloader, Geocoding, Archiving.	210	\$1.25		\$1.25	\$3,150.00	\$262.50



**ZOLL Data Systems, Inc.**

11802 Ridge Parkway, Suite 400  
Broomfield, Colorado 80021  
(303) 801-0000 Main  
(800) 474-4489  
(303) 801-1063 Fax  
Federal ID#: 65-0461124

**TO: Pine Hill Fire Dept - Quote No: Q-20689 Continued**

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**SUMMARY OF FEES & COMMENTS**

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Comments:

<sup>1</sup>MONTHLY FEES: \$472.50  
<sup>1</sup>ANNUAL FEES: \$5,670.00

**TOTAL FEES: \$5,670.00**

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1. MONTHLY & ANNUAL FEES ARE SUBJECT TO ADJUSTMENT AS DEFINED IN THE ORDER.
2. APPLICABLE TAX, SHIPPING & HANDLING WILL BE ADDED AT TIME OF INVOICING.
3. ALL ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTANCE BY ZOLL.
4. DELIVERY OF ADDITIONAL SOFTWARE LICENSES ARE TYPICALLY MADE WITHIN 48 HOURS FOLLOWING THE RECEIPT OF A SIGNED ORDER FORM.  
DELIVERY OF ROAD SAFETY ADD ON COMPONENTS ARE TYPICALLY MADE THE FRIDAY FOLLOWING THE RECEIPT OF THE ORDER.
5. FURTHER TERMS & CONDITIONS APPLY AND CAN BE FOUND AT <https://www.zolldata.com/legal>.

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL ACCEPTING OF QUOTE FROM EMS CONSULTING  
22-07

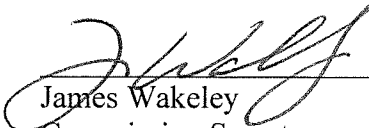
WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need to bill for EMS services provided.

WHEREAS. The Board agrees the quote provided by EMS Consulting adequately covers the needs of the fire district.

WHEREAS. The Board agrees that the quote is reasonable.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 does hereby accept the quote EMS Consulting to handle billing issues for EMS services provided by the fire district.

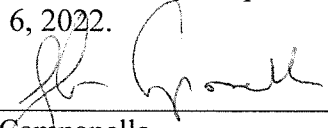
**DATED:** January 6, 2022

  
James Wakeley  
Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty 1st	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley 2nd	✓			
Commissioner 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 January 6, 2022.

  
John Campanella  
Business Administrator





## **Billing and Accounts Receivable Service Agreement Third Party Billing for Emergency Services (Fire & EMS)**

This Billing and Accounts Receivable Service Agreement ("Agreement") is made and entered into by and between EMS Consulting Services in the State of New Jersey, with its principal office located at 20 E. Taunton Road, Suite 560, Berlin, New Jersey 08009 hereinafter referred to as **Billing Agent**; and Pine Hill Fire District, a fire district organization in the State of New Jersey, its principal office located at 1109 Erial Road, Pine Hill, New Jersey 08021 hereinafter referred to as **Department** for the purposes of providing revenue cycle management for EMS services.

### **BACKGROUND**

**WHEREAS**, the Department is a provider of emergency medical and fire extrication services that requires the services of the Billing Agent to execute invoicing and accounts receivable follow-up; and

**WHEREAS**, the Billing Agent is licensed and has the experience and expertise to provide the services requested by the Department.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained, the parties hereto intend to be legally bound and hereby agree as follows:

### **1. RELATIONSHIP OF THE PARTIES**

**1.1 Independent Contractor:** It is understood that this Agreement shall not create a partnership or any other type of joint venture between the Parties but rather the only relationship which will exist as a result of this Agreement will be that of independent contractors with relationship to each other. All decisions with reference to the operations of the Parties shall be strictly under the control of their respective Board of Directors and Officers. All employees of each Party will remain such and under no circumstances will be considered to be employees of the other as a result of this Agreement. For purposes of the Health Insurance Accountability and Portability Act of 1996, Billing Agent shall be considered a Business Associate as required by the Act.

### **2. OBLIGATIONS OF BILLING AGENT**

**2.1 Production:** Billing Agent shall electronically transmit or mail claims for

patients transported by Department activities. The production of invoices or transmission of claims shall be executed within five (5) working days of receipt from Department of a Clean EMS Report. Clean EMS Reports are those reports that meet the criteria established in Exhibit 'A'.

**2.2 Follow-Up Phone Calls and Dunning Notices:** Billing Agent shall execute follow-up phone calls and dunning letters to insurance carriers, Guarantors of Payment and Patients as appropriate. The Department shall designate the desired disposition of the account and provide written notification to Billing Agent with in twenty (20) working days of the request for disposition.

**2.3 Final Dunning and Warning Letters:** Billing Agent shall execute warning letters to insurance carriers, Guarantors of Payment and Patients as appropriate prior to recommending to the Department the placement of account into collections or the writing off of account from accounts receivable balance.

**2.4 Rejected or Denied Claims:** Processing of denied or rejected claims shall be processed within ten (10) business days of Billing Agent's notification of rejection or denial of such claim. This does not apply to claims rejected for not meeting medical necessity guidelines. Those claims rejected for lack of medical necessity may take additional time to re-process as a result of waiting for additional supporting documentation.

**2.5 Reconciliation of Receipts:** Billing Agent shall reconcile cash deposits with cash posted to billing system and the report of reconciliation shall be forwarded to Department, on a weekly basis.

**2.6 Routine Reports:** Billing Agent shall provide to Department:

**2.6.1** Aged Trial Balance Sorted

**2.6.2** Billing Receivables Report, Which Shall Include Charges, Contractual Allowances, Adjustments, Bad Debt Write Off, Payments and Balance Due.

**2.6.3** Credit Detail Report

These reports shall be forwarded to Department on a monthly basis. The reports shall also be provided electronically if requested by the Department.

**2.7 Specialized Reports:** From time to time, Department may request a specialized report; such reports may not be unreasonably withheld and provided within five (5) business days after request is made.

**2.8 Costs of Production and Follow-up:** Billing Agent shall provide all postage, printing, and paper at its sole expense as necessary to carry out its obligations under this agreement.

**2.9 Patient Confidentiality:** Billing Agent agrees that it shall be considered as a Business Associate of Rescue Service as defined by the Privacy Regulations promulgated under the Health Insurance Portability and Accountability Act of 1996. Billing Agent agrees to abide by the Privacy Regulations and all Policies and Procedures established by Department to ensure compliance with the Privacy Regulations. Billing Agent shall notify Department of any known or potential violations of the Privacy Regulations as well as the Privacy Related Policies and Procedures of the Department. Failure to notify Department of any known or potential violations of the Privacy Regulations as well as the Privacy Related Policies and Procedures of the Department would be a material breach of this Agreement and could result in immediate termination of this Agreement in accordance with section 4.0.

**2.10 Insurance:** Billing Agent shall maintain professional and general liability insurance with coverage of no less than 1 million (\$1,000,000) dollars. Furthermore, Billing Agent shall name Department as certificate holder and additionally insured.

**2.11 Invoicing:** Billing Agent shall invoice Department on or about the first of each month at the established rate.

**2.12 Electronic Charting:** Billing Agent will accept claims that are produced in an electronic environment as long as they meet the requirements set forth in Exhibit A.

**2.13 Telephone Access:** Billing Service shall provide a toll-free telephone number for patients to call with any complaints, insurance information, and any other reason necessary.

### **3. OBLIGATIONS OF DEPARTMENT**

**3.1 Clean EMS Reports:** Department shall provide Clean EMS Reports to Billing Agent in accordance with the criteria established in Exhibit 'A'. Department understands that Billing Agent shall review EMS prior to executing Production. If a claim is determined not to be a Clean EMS Report, the claim shall be held up from Production and the EMS shall be returned to Department for remediation.

**3.2 Payment:** Billing Agent shall invoice Department on a monthly basis on or about the first 1 of each month at the rate of seven-point zero percent (7.00%) of the total billing reimbursements collected and deposited into Department's bank account during the preceding month, herein referred to as Billing Rate. Department shall remit payment to Billing Agent within 30 days of the receipt of invoice.

**3.3 Deposit Information:** Billing Agent shall make copies of all deposit slips itemizing all receipts and explanation of benefits or remittance advices, deposit monies into Department account, and forward copies to Department on a weekly basis.

**3.4 Claims Availability.** Department shall make completed claims and source

documents available to Billing Agent for pick up once per week on mutually agreed upon day.

#### 4. TERM AND TERMINATION

**4.1 Term and Renewal:** The term of this Agreement shall be for a period of three (3) year commencing January 1, 2022, to December 31, 2025. This Agreement may be renewed for additional periods if mutually agreed upon by the Parties pursuant to N.J.S.A. 40A:11-15. Contract will renew automatically unless written notice is provided with 30 days' notice for intent to cancel contract.

**4.2 Mutual Termination:** Notwithstanding anything to the contrary, the parties, by mutual agreement may terminate this Agreement at any time.

**4.3 Termination for Cause/Rescue Service:** Department may terminate this Agreement in the event of any of the following:

**4.3.1 Insolvency:** The insolvency of Billing Agent.

**4.3.2 Suspension:** Suspension or Exclusion of Billing Agent from the Medicare/Medicaid Programs.

**4.3.3 Material Breach:** In the event of a Material Breach, Department may terminate this agreement with thirty (30) days written notice.

**4.4 Termination for Cause/Billing Agent:** Billing Agent may terminate this Agreement in the event of any of the following:

**4.4.1 Non-payment:** Non-payment of fees due from Department provided said non-payment continues to exist after receipt of sixty (60) days written notice of said delinquency from Billing Agent to Department.

**4.4.2 Insolvency:** The insolvency of the Department.

**4.4.3 Suspension:** Suspension or Exclusion of Department in the Medicare/Medicare Programs.

**4.5 Post Termination Follow-up Period:** The Parties agree that all accounts still in Billing Agent's system as of the date of termination of this agreement will be subject to the provisions of this agreement, including payment schedule for a period of one hundred and twenty (120) days after the Effective Termination Date. All Department's records and applicable billing information shall be returned to Department within ten (10) days of the receipt of final payment.

## 5. GENERAL PROVISIONS

**5.1 Headings:** The headings used to identify a paragraph have been included only for the convenience of the Parties and are not intended to constrain or completely identify the contents of said paragraph.

**5.2 Governing Law:** The validity, enforceability, and interpretation of any of the clauses of this Agreement shall be governed by the laws of the State of New Jersey.

**5.3 Indemnification:** Department agrees to indemnify and hold Billing Agent harmless from all claims, losses, expenses, fees including attorney Fees, costs, and judgments that may be asserted against Billing Agent that result from the acts or omissions of Department, Department's employees, if any, and Department's agents. Billing Agent agrees to indemnify and hold Department harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Department that result from the acts or omissions of Billing Agent, Billing Agent's employees, if any, and Billing Agent's agents.

**5.4 Entire Agreement:** This Agreement contains the entire understanding of the Parties and there are no representations, warranties, covenants, or undertakings other than those expressly set forth herein.

**5.5 Modification or Waiver:** A modification or waiver of any of the provisions of this Agreement shall be effective only if made in writing and executed with the same formality as this Agreement. The failure of either Party to insist upon strict performance of any of the provisions of this Agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

**5.6 Severability:** If any term, condition, clause, or provision of this Agreement shall be determined to be void in law or otherwise then only that term, condition, clause, or provision shall be stricken from this Agreement and unless it is of a material nature, this Agreement shall be valid and continue in full force, effect, and operation.

**5.7 Successors in Interest:** This Agreement and all of the provisions hereof shall be binding upon and inure to the benefit of the successors and assigns in interest of the parties hereto.

**5.8 Assignment of Account/Interest:** Billing Agent will not assign any interest on this contract and shall not transfer any interest in the same without the prior written consent of the Department.

**5.9 Documents:** Each of the parties agree to execute, in recordable form, if necessary, any and all documents, agreements, filings, etc., as may be necessary or usable in order to effectuate and carry out the terms and purposes of this Agreement.

**5.10 Arbitration:** Any controversy or claim arising out of or relating to this

Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, including the Emergency Interim Relief Procedures, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Within 30 days of receipt of any award (which shall not be binding if an appeal is taken), any party may notify the AAA of an intention to appeal the initial arbitration decision to a panel of three (3) arbitrators, selected in accordance with the AAA rules. The appeal tribunal shall be entitled to adopt the initial award as its own, modify the initial award, or substitute its own award for the initial award. The appeal tribunal shall not modify or replace the initial award except for manifest disregard of law or facts or because of clear and convincing factual errors. The award of the appeal tribunal shall be final and binding, and judgment may be entered by a court having jurisdiction over such judgment.

**5.11 Confidentiality:** The parties agree that all medical records and Protected Health Information are to be treated as confidential so as to comply with all Local, State and Federal laws regarding the confidentiality of such records including the Health Insurance Accountability and Portability Act.

**5.12 Successor Agreement:** This Agreement supersedes and succeeds all existing agreements between the Parties. All previous agreements between the Parties are hereby declared null and void.

**5.13 Regulatory Changes:** The parties recognize that this Agreement is at all times subject to applicable state, local, and federal laws and shall be construed accordingly. The parties further recognize that this Agreement may become subject to or be affected by amendments in such laws and regulations or to new legislation or regulations. Any provisions of law that invalidate, or are otherwise inconsistent with, the material terms and conditions of this Agreement, or that would cause one or both of the parties hereto to be in violation of law, shall be deemed to have superseded the terms of this Agreement and, in such event, the parties agree to utilize their best efforts to modify the terms and conditions of this Agreement to be consistent with the requirements of such law(s) in order to effectuate the purposes and intent of this Agreement. In the event that any such laws or regulations affecting this Agreement are enacted, amended or promulgated, either party may propose to the other a written amendment to this Agreement to be consistent with the provisions of such laws or regulations. In the event that the parties do not agree on such written amendments within thirty (30) days of receipt of the proposed written amendments, then either party may terminate this Agreement without further notice, unless this Agreement would expire earlier by its terms.

**5.14 Sharing of Information and Documentation and Respect of Privacy:** The parties each agree to permit access by the other to each party's respective books and records as they relate to billing and reimbursement for Service hereunder. The parties agree to share all patient care and billing information necessary to properly submit Medicare claims, including patient care reports and billing slips. All information or documents exchanged between the parties related to personal health information of a patient shall be exchanged in compliance with all privacy laws and rules, included the

privacy rule established under the Health Insurance Portability and Accountability Act (HIPAA). Both parties agree to maintain policies to protect the confidentiality of patient information to the extent required by law and to educate and enforce such policies with their respective personnel.

**6. NOTICE**

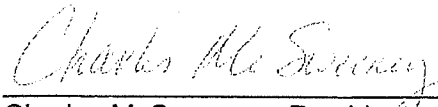
**6.1** Notices required to be given under this Agreement shall be in writing and will be deemed to have been given when personally delivered to the party to whom addressed, or on the third day after deposit in any United States post office or mailbox, and such notices shall be made to the parties at the following addresses:

**Department**  
Pine Hill Fire District  
1109 Erial Road  
Pine Hill, New Jersey 08021

**Billing Agent**  
EMS Consulting Services  
20 E. Taunton Road, Ste 560  
Berlin, New Jersey 08009

**IN WITNESS WHEREOF**, the Parties hereto have set their hands and seals the day and year first above written.


**EMS Consulting Services, LLC**


  
\_\_\_\_\_  
Charles McSweeney, President

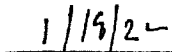
**Pine Hill Fire District**

  
\_\_\_\_\_  
Commissioner Signature

  
\_\_\_\_\_  
Commissioner Printed Name

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Witness Printed Name

  
\_\_\_\_\_  
Date

## Exhibit A

### Criteria for Clean EMS Report

The following information shall be furnished for the dunning process to begin:

1. Dispatch run number
2. Date of Service
3. Patient information, to include as much as possible:
  - a. Full name,
  - b. Address,
  - c. Date of birth,
  - d. Social security number (if applicable), and
  - e. Phone number.
4. Patient pickup location including zip code,
5. Patient drop off location,
6. Documented odometer mileage:
  - a. At pick up location,
  - b. At hospital, and
  - c. Total loaded mileage.
7. Patient chief complaint and History of Present Illness,
8. Services rendered to patient,
9. Patient or representative of patient signature Authorizing treatment and Benefits,
10. Mobile Intensive Care Unit Number and if they administered care or not,
11. EMS staff members name, preparer's name and signature,
12. Agency vehicle recognition number,
13. Time log to include:
  - a. Dispatch
  - b. Responding
  - c. On Location
  - d. Depart Location, and
  - e. Arrive at hospital.
14. Hospital Face Sheet, when available.



BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
BOROUGH OF PINE HILL

RESOLUTION 22-08  
**APPOINTMENT OF FULL-TIME FIREFIGHTER MATTHEW KOCH**

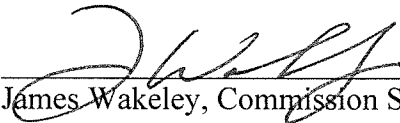
**WHEREAS,** There exists a need for the Fire District to hire an additional full-time firefighter due to the Deputy Chief being promoted to Fire Chief.

**WHEREAS,** Funds are available for this hiring.

**WHEREAS,** The Board has determined that MATTHEW KOCH meets the requirements established by the Board of Fire Commissioners.

**NOW THEREFORE,** Be it resolved by the Board of Fire Commissioners that MATTHEW KOCH is hereby appointed to the position of full-time firefighter for the Board of Fire Commissioners effective January 6, 2022 to perform the services required by the Board and to receive such compensation as stipulated in the contractual agreement with IAFF Local 3249.


Date: January 6, 2022

  
James Wakeley, Commission Secretary

Record of Vote: *Consent Agenda*

	Motion	2nd	Yes	No	Abstain	Absent
Hagarty	✓		✓			
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 January 6, 2022.

  
John Campanella  
Business Administrator

BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
BOROUGH OF PINE HILL

**APPOINTMENT OF FIRE CAPTAIN  
#22-09**

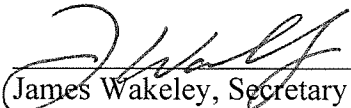
**WHEREAS,** There exists a need for a FIRE CAPTAIN for the Fire District, and

**WHEREAS,** Funds are available for this service, and

**WHEREAS,** The Board has determined that SALVATORE PIZZO meets the requirements established by the Board of Fire Commissioners.

**NOW THEREFORE,** Be it resolved by the Board of Fire Commissioners that Salvatore Pizzo be and is hereby appointed to the position of Captain for the Board of Fire Commissioners effective January 1, 2022, to perform the services required by the Board and to receive such compensation as stated in the contractual agreement with IAFF Local 3249.

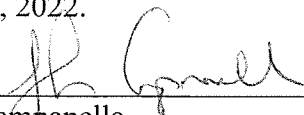
Date: January 6, 2022

  
James Wakeley, Secretary

Record of Vote: *Consent Agenda*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagarty	✓		✓			
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 January 6, 2022.

  
John Campanella  
Business Administrator

# *Pine Hill Fire Department*

## Chief's Monthly Report

December 2021

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### EMS

- Placed significant time into the review of at least two RFP Drafts issued by Gloucester Twp. Deriving several recommendations and clarifying some of the statistical information that was illustrated. Working with GTPD Chief Harkins. On the 2<sup>nd</sup> when corresponding to the Chief specifically to correct the Pine Hill Statistics. The Chief responded almost immediately that he had been advised by his Mayor and Business Administration That it was their intention to place the RFP online as of this evening. The Chief did not believe that there would be time to make any changes
- To make us better prepared B/C Buchhofer and F/F Gordon Jr developed a comprehensive Patient Treatment form (PHFD Form #1201-21) that has been placed in the rig. They have also created a online fillable version, that eventually will be placed on a hand held pad I the ambulance.
- Thanks to the efforts of B/A Greer, we were able to have the Gloucester Township EMS RFP amended to include the improved statistical information which brought those critical recording more in line with the actual response numbers here in Pine Hill. The last proof, also had the successful bidder reporting to Gloucester Twp and Pine Hill OEM Officers. Noting that Gloucester Twp. has full time staffing assigned, while Pine Hill is only Part time, additionally it did not mention the Fire Department as the Pine Hill representative for such reporting. The final document will have the Fire Department included.
- On the 8<sup>th</sup> the final RFP for EMS services was posted on the Gloucester Township web site seeking vendors. The close out date submittals will be January 12<sup>th</sup> at the Gloucester twp. municipal complex. I personally have received one inquiry from Exceptional EMS Transportation who are interested in submitting a quotation. Several emergency service providers still have significant concern over the content of the RFP seeking to only put two BLS units in service for both towns. Especially citing the most recent statistical review which shows that between the two towns there are **10,800** responses per year, **900** a Month, equaling **30** per day. Finding it hard to believe that two units will be adequate for this type of work load.

- As somewhat expected with the Pull out announcement issued to the Municipalities and the current AMR employees. Staffing difficulties have surfaced consistently reducing the number of available BLS units around the clock. Chief Hunter and I have and will continue to monitor this situation evaluating situation when it would be necessary to activate the Fire Departments BLS unit to maintain minimum levels of service for our community. The need for the EMS engine has increased, providing initial treatment / care
- On the 14 I was contacted by Chief Harkins GTPD who advised that there was a significant concern over the AMR notification communication resulting in a serious discrepancy in the date when coverage would stop for the two towns. The date Identified for Pine Hill will be March 17<sup>th</sup> and the stoppage for Gloucester Twp. occurring on April 8<sup>th</sup>. Ultimately resulting in a 22-day period with limited or NO direct EMS service for Pine Hill other than Mutual Aid. I immediately notified our municipal officials Mayor Green, B/A Greer, Commissioner Warrington, and Chief Hunter. We have commenced the development of a plan that will establish this service during the identified period. It is hoped that the matter would be resolved during the January 12<sup>th</sup> Bid Opening for a new vender.
- On the 16<sup>th</sup> we received a fourth (4<sup>th</sup>) cut of the RFP from Gloucester Twp. with a few modifications, specifically requiring the new service to commence on April 8,2022. This draft was also issued to the pertinent officials in town for their review. I also had an opportunity to met with Commissioner Warrington discussing this further recommending he as the Point of Contact with AMR, issue a correspondence. That would require AMR to establish the absolute date when service would be discontinued, so that we can plan accordingly, to maintain proper service.
- On the 22<sup>nd</sup> at 23:00 hours We were notified by the Country EMS Coordinator, and he County Alarm room that, there was NO EMS Coverage for both Pine Hill and Gloucester Twp. In fact that coverage had ceased around 20:00 Hours that evening, and ultimately would not be restored until 08:00 hours. During this period, The Communications center was forced to use six (6) Mutual Aid units in the GT/PH coverage area to handle calls, stressing the entire county EMS system. To provide some service for our town, I immediately placed the duty crew Engine on all EMS calls in Pune Hill having two (2) EMTs on that crew. They covered one BLS incident in Chalet Apartments supported by Berlin EMS.

- With the above occurrence and the concerns of additional faltering of service especially over the holiday weekend. Considerable conversations were held to derive a plan that would fortify the EMS system, while all the Transition occurs to a new vender. Commissioner Warrington has also been continually informed. To Include an offer from GT Township to financially contribute to helping place our BLS unit on the front line when and if needed to guarantee service. We have taken some initial steps knowing that the AMR system has already reported absolute minimum coverage of one BLS rig for the entire holidays weekend. A plan was derived, that would place reasonable consistency to the EMS service for the weekend. We would continue to create a firm plan that would provide for proper coverage over the projected 22-day period, should it be necessary. Unless another vender has been secured and service would not be interrupted.
- Also on the 22<sup>nd</sup> as a result of the NO AMR's units available and the reliance on Mutual Aid units. I was advised by the County EMS Coordinator that Runnemedede, Bellmawr, and Mount Ephraim Ambulance services have all now issued a correspondence to the Mayor of Gloucester Twp. that they would no longer provide Mutual Aid unless it was declared an absolute Life Hazzard. A similar corresponded had been issued by Gloucester County EMS about two weeks prior. Illustrating the stress the AMR faltering has placed upon the Entire County RMS system.
- Late afternoon on the 23<sup>rd</sup> we received notification from the Gloucester Twp. OEM coordinator, confirming that the AMR system. Would at best only have one (1) BLS unit on duty to cover both communities for the entire weekend. With that Chief Hunter coordinated the in-station coverage of our BLS unit staffed with two qualified EMT's around the clock. Commencing on Christmas Eve through Monday Morning the 27<sup>th</sup> at 06:00 Hours. During that time period our BLS unit handled nine ( 9 ) incidents
- On the 28<sup>th</sup> at 13:00 hours a meeting was held involving both Mayors And Business Administrators, along with G/T Police Chief Harkins and G/T OEM Swack. To discuss the urgent EMS concerns developing a plan of action to resolve this problem both short term and long Term. To include seeking Legal advice and guidance. At the conclusion of this meeting it was agreed the Pine Hill FD would man our BLS unit from now through the Holiday weekend until Monday morning at 06:00 Hours. If we were able to secure adequate staffing, we could also rent a certified BLS unit to be able to place a second unit in service. At the conclusion of that meeting GTO EM was notified that their would NO AMR BLS units on duty after 18:00hours they would not support a power unit nor would they send any units from Philadelphia to establish some type of coverage. Thus Pine Hill BLS would be the solo unit for both town with support from Mutual Aid.

- Also, on the 28<sup>th</sup> a Joint Meeting was called by Mayor's Mayor and Green the business administrators, Chief Harkins and OEM Swack Chief Hunter and I. along with the Chiefs or representatives of all six Gloucester Twp Fire District, to discuss what was described and an emergency situation. Asking the Fire Departments to initiate EMS Engine responses. Most importantly to pole their EMT personnel seeking individuals who would help us fill out the schedule until Monday January 3<sup>rd</sup>.

## **Career Promotional and Employment**

- Following the established process, the Background investigation was continued for the career Firefighter candidate. With all necessary recording made for that individuals\_file
- On the 7<sup>th</sup> as planned the "Command Interviews" were held. For the Captain / Training Officer position conducted in the AM. The panel consisting of Commissioner Hassett, D/C Hunter, and myself, with independent support provided by Chief Doulgos Washington Twp. FD and Asst Chief Houlihan Cherry Hill FD. That afternoon the Firefighters interview was held with same PHFD panel members supported by Battalion Chief Silcott Winslow Twp. FD and Chief Jess Stratford FD
- The department's employment committee met several times to discuss the results of the testing and the Interview process, we additionally continually evaluated each of the candidates' considering personnel files, illustrated ability to train other firefighters, demeanor, and illustrated commitment to the organization. A final meeting of the committee was held on the 9<sup>th</sup> to make the final selection. That information was disclosed to the competing individuals on the 13<sup>th</sup> with Firefighter Sal Pizzo to be promoted to Captain /Training Officer and Current Firefighter Koch offered career employment.
- A formal swearing in ceremony has been planned for the same night of the January 6<sup>th</sup> commission meeting. To be held at the High School Auditorium 19:30 hours. Swearing in Chief Hunter Captain Pizzo and Firefighter Koch.

## **Public Relations**

- Christmas Parade and Open House, the event went extremely well with a much larger turnout of participants than expected. The Public Turnout was exceptional throughout the entire parade route. 25 of our members participated in the setup, parade and open house coordination.

- On the 19<sup>th</sup> we conducted the annual Department Photo and Santa Run. Fortunately, we had adequate personnel to street four (4) Santa's completing the entire town in a 3.5 -4 hour time period.
- On the 19<sup>th</sup> Working with the American Red Cross. Firefighter Gordon Jr. coordinated a Blood Drive held at the Senior Citizens building. With the Fire Department recognized as the sponsor.
- On the 23<sup>rd</sup> escorted Santa to the Bean and Glenn schools for the annual classroom and assembly visit.

### **Other Activities of the Chief**

- On the 5<sup>th</sup> participated in the station clean up and set up for the Christmas parade. Followed by the parade coordination and line up.
- On the 14<sup>th</sup> Attended the Fire Company Meeting providing my final Chief's Report
- On the 16<sup>th</sup> at the conclusion of the Staff luncheon we held a Close out Staff Meeting first as a group then with each individual member
- Also on the 16<sup>th</sup> Line Officers meeting was held in the evening also covering a significant agenda especially with the transition. It too was followed with an individual meeting with each officer and Chief Hunter.
- On the 20<sup>th</sup> completed then KnownBE-4 Computer safety program maintaining my compliance

### **Mutual Aid Group**

- The Southern County Mutual Aid Group (Berlin, W. Berlin, Waterford, Winslow, Pine Hill) continue to exchange information. Most recently circulating an E-Mail requesting all of the department to provide specific information pertaining to the outsourcing of services used by each department. I.E. Pump Testing, Ladder and Hose testing, PM' s, Service Respirers and alike. We have complied all of that information and submitted it back to the group. We were originally going to try to meet in December, but because of the crowded schedule it has been decided to meet in January 2022.

## Incidents of Significance

- On the 8<sup>th</sup> at 0218 hours Squad 62 was dispatched for a reported residential alarm system 720 Kayser avenue. Upon responding the assignment was upgraded to a reported dwelling fire. With Police reporting a working basement fire. The assignment was upgraded bringing in Squad 86, 88, Ladder 62, BLS 2137 and the AMR street supervisor. The Squad lead off with a 1 ¾" hand line locating a small fire in the basement controlling it to that area. Extenuating circumstances involving the property occupant, Police had him removed to the hospital. Both local and County F/M's were also dispatched to the scene to conduct the investigation.
- On the evening of the 13<sup>th</sup> Squad 62,85 and Ladder 62 responded to Apartment 173 Cedar Brook apartments, a middle of the row unit for a reported gas leak. Investigating initial readings showed 800 PPM and climbing. Continuing the investigation, members found the leak was actually located in unit 175, with readings in that unit escalating to 2000 PPM or a full 2% LEL. The leak was found to be caused by an improperly fastened gas line to an appliance. Necessary evacuation was conducted and the properties were ventilated. Ultimately once declared safe the properties were turned over to property Maintenance and South Jersey Gas.
- On the 17<sup>th</sup> 09:05 Hours the Station along with BLS 8E and a medic, were dispatched to Branch and Erial for MVA Rescue Assignment. Arriving Squad 62 reported a two-vehicle accident with entrapment due to positioning of the vehicles. Going into service with the front winch of the Squad the victims were quickly extricated and turned over to EMS with relatively minor injuries.
- On the 20<sup>th</sup> at 07:57 Hours the station along with BLS 8-D were dispatched to 92 Country Club Road for a Motor Vehicle Accident with an overturned vehicle. Units arrived to verify this report and that the occupant had extricated themselves via the rear window, suffering moderate injuries. While operating at that scene at 08:20 a second MVA was reported on Cross Keys Rd at Franklin Avenue. Chief Hunter remained at the first incident. I along with a second crew manning Engine 62 responded to this second incident. Arriving we found a three vehicle in line accident with motor fluids on the highway. All vehicle occupants were evaluated finding no injuries. Units applied oil dry at both incidents controlling fluid spills and stood by until the vehicles were righted and/or removed.



## **Apparatus / Equipment**

- As reported during the November meeting, the Ladder Tower was in need of rear tires. The unit went into the shop and had all eight of the rear tires replaced on December 8<sup>th</sup>. The cost of which was secured by State Bid.
- Annual Aerial testing was conducted on the 14<sup>th</sup>. At the conclusion of the testing only a few minor issues were noted most of which can be addressed in house. We are awaiting the full and detailed report, but the unit was not in any jeopardy of being removed from service.
- During the State Fireman's Convention, we took advantage of a Show Sale, to acquire a Battery-Operated K-12 type saw. That saw arrived on the 14<sup>th</sup> and was turned over to Firefighter's Gordon Sr. and Pizzo. To commence the necessary maintenance files and commence training. Due to the delay in shipment, we were also provided a Diamond tipped all purpose blade for the unit.
- End of year budget reconciliation we used surplus funds to replace all of the hose that failed during annual testing, ultimately placing a full complement of hose from the 5" supply through the 1 3/4' handlines on the station rack to be able to replace 100% of the hose complement carried on the Engine and or Squad should it be needed.
- Last week members noticed a weld crack in the rear driver's side door on the Squad. This a warranty issue has been reported to the appropriate warranty representative at E-One and is being processed for repair. F/F Gordon Sr. is following up on this to ensure the repairs are completed in timely manor. The vehicle remains in service at this time.

## **Volunteer Recruitment**

- On December 9<sup>th</sup> Captain Baiori and Firefighter Du Val spent the majority of the day at Overbrook High school conducting a career day and recruiting new volunteer firefighters.

## **Department of Labor**

- We were formally notified by the US Department of Labor / Bureau of Labor Statistics. That our department has been selected to provide any and all Firefighter injury statistics during the year 2022. This not an unusual request normally such information has been requested by the State level agency in the past. It has been turned over to B/A Campanella to monitor as he has completed this reporting in the past

## **Department Documentation**

- As reported over the past couple of months to be properly prepared for the leadership transfer, we have been working to refresh and update all of the formal departmental documentation. To include Standard Operating Guidelines. PHFD Forms that have been created since 2017. Currently we are in the process of reviewing and where necessary amending all of the Administrative Procedural documents, which in all likelihood will continue to be worked on into the January February time period.

## **Pine Valley Transition**

- Work continues to be prepared to deal with the changes that will affect our operations within that complex. On the 28<sup>th</sup> a meeting was held with the new Security Chief Ed Smith, to finalize the needs and address any loose ends necessary that would pertain to Public Safety Operations. Chief Winters continues to work with the Communications center ensuring the proper information has been entered into the CAD system for addressing and alike.

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

**Month of: December 2021**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	5
Fire Safety Inspection – Non LHU(s)	8
Re-Inspection(s)	2
Smoke Detector & CO Detector Compliance(s)	18
Complaint(s)	0
Fire Investigation(s)	1

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	\$144.00
Smoke Detector & CO Detector Compliance	\$1,232.00
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>\$1,376.00</b>

**Requests:**

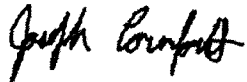
**The following Items are requests for purchase/appropriation:**

N/A

**Comments:**

N/A

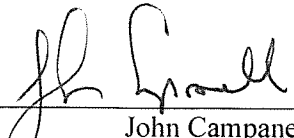
Respectfully Submitted,

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

Joseph Cornforth  
Fire Official

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

- Notice in the Courier Post on meeting location change
- Notice in Courier Post for Audit Synopsis
- Entered the budget in Edmunds & Rolled over budget to new year
- Submitted the 2022 adopted budget to State
- Entered the year end run call stipends in pay system
- Submitted request for reimbursement from FEMA for SAFER Grant
- 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 ( Two deposits were after 12/31/2021 due to Covid)
- 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