

Pine Hill Fire District #1
Regular Meeting Minutes
February 3, 2022

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 Warrington – present, Commissioner Wakeley – present, Commissioner Waddington – present

OTHER OFFICIALS PRESENT: Chief Hunter, Solicitor Carlamere, Captain Pizzo, Pine Hill Borough Administrator John Greer

MINUTES: Chairman Waddington asked if there were any questions regarding the regular meeting held on January 6, 2022. There were none. A motion to approve the minutes 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:** Commissioner Wakeley reported that there was a minor accident involving the Ladder Truck.
- **Community Relations Liaison:** Nothing to report
- **Information Technology and Equipment Commissioner:** Nothing to report
- **Insurance Fund Commissioner:** Nothing to report
- **Fire Prevention Commissioner:** Nothing to report
- **EMS Liaison:** Commissioner Warrington reported that the Inspira contract is working out well. It is a temporary contract now but should be approved soon. The Borough of Pine Hill will pay 25% of the cost because the fire district does not have the funds, so the Borough will assume the EMS responsibility. Nothing will change for the fire district. Commissioner Wakeley asked if Inspira will have access to the Glendora facility. Commissioner Warrington

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said yes, and they will have access to the Erial facility as well. Chief Hunter said that Inspira will be doing a press release on February 24th. Commissioner

Warrington said that everyone come together to address the EMS issues and he would like to thank all involved. Commissioner Wakeley asked if Inspira has had any problems with getting the ambulance out. Commissioner Warrington said they had very minor problems. Chairman Waddington said that he appreciates what the Borough of Pine Hill was able to do. Commissioner Warrington added that the fire department did an amazing job in the interim.

NEW BUSINESS: Chairman Waddington asked if there were any questions regarding the resolution on the agenda. There were none. A motion to vote on resolution 22-10, approval of payment of bills, was made by Commissioner Hagarty 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 said that there was no need for any motions or resolutions on the EMS issues at this time.

FIRE CHIEF'S REPORT: See attached report. Commissioner Wakeley asked if the County has issued a purchase order to remove the radio tower. Chief Hunter said yes, it has been issued. Commissioner Warrington said that he commends the Chief and firefighters for their efforts with the Branch Ave. fire.

FIRE OFFICIAL'S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report

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

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

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Walter Davis – 1 Franklin Ave. addressed the commissioners.

1. Mr. Davis asked how many career firefighters are presently employed. Chairman Waddington said six.
2. Mr. Davis said that he sees a new ambulance in town. Chairman Waddington explained that Inspira is the new ambulance covering Pine Hill. AMR did a terrible job and

terminated their contract prematurely. A Borough of Pine Hill and Gloucester Twp. have entered into a new contract with Inspira to provide ambulance coverage. This will not cause any tax increase in the fire district's budget.
3. Mr. Davis asked if Inspira has been checked out before hiring them. Commissioner Warrington said yes, Inspira has been vetted. They are currently working in Atlantic and Cumberland counties. Inspira also does a good job training EMT's.
4. Mr. Davis asked if there were any pictures available of the swearing in last month. Chief Hunter said yes, they are on the fire department's Facebook page.

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 explained that there was a need for a closed session to discuss personnel matters. A motion to enter a closed session was made by Commissioner Hassett and seconded by Commissioner Wakeley. Motion passed. Closed session began at 7:50 p.m.

RESUME PUBLIC PORTION OF THE MEETING: Chairman Waddington called the meeting back to order at 8:25 p.m. and asked for a roll call.

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

Chairman Waddington said that no decisions were made, or votes taken in closed session.

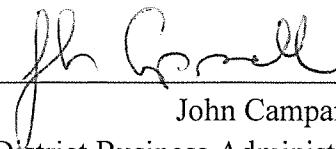
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ADJOURNMENT: Chairman Waddington asked if there were any other issues that needed to be addressed. There were none. A motion to adjourn was made by Commissioner Warrington and seconded by Commissioner Hassett. All were in favor. Motion passed.

The meeting adjourned at 8:26 p.m.



James Wakeley
Commission Secretary



John Campanella
Fire District Business Administrator

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: 077961

THIS IS NOT AN INVOICE

Order #	Advertisement/Description	# Col x # Lines	Rate Per Line	Cost
GCI0799580	PUBLIC NOTICE	DISPLAY		\$224.04
		Affidavit of Publication Charge	0	\$0.00
		Tear sheet Charge	0	\$0.00
		Net Total Due:		\$224.04

Run Dates: 12/28/2021

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 OVLNG; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date 12/28/2021

Federal ID #: 061032273

Signature: _____

Official Position: Clerk

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$224.04 Affidavit \$0.00


STATE OF NEW JERSEY

Camden County

Personally appeared J. H. H. H.

Of the **Courier Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in said County and State, and of general circulation in said county, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

12/28/2021 **A.D 2021**


Notary Public State of Wisconsin County of Brown
5.15.23
My commission expires

Ad Number: GCI0799580

NANCY HEYRMAN
Notary Public
State of Wisconsin

**SYNOPSIS OF 2020 REPORT OF AUDIT
FIRE DISTRICT NO. 1, BOROUGH OF PINE HILL
Combined Balance Sheets
Governmental Funds**

	<u>2020</u>	<u>2019</u>
ASSETS		
Cash and Cash Equivalents	\$ 1,313,166.44	\$ 1,142,485.16
Prepaid Expenses	11,592.00	11,544.00
Total Assets	<u>\$1,324,778.44</u>	<u>\$ 1,154,029.16</u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts Payable	\$ 63,354.84	\$ -
Total Liabilities	<u>63,354.84</u>	<u>-</u>
Fund Balances:		
Restricted	190,000.00	190,000.00
Assigned	71,592.00	111,544.00
Unassigned	999,831.60	852,485.16
Total Fund Balances	<u>1,261,423.60</u>	<u>1,154,029.16</u>
Total Liabilities and Fund Balances	<u>\$1,324,778.44</u>	<u>\$ 1,154,029.16</u>

**FIRE DISTRICT NO. 1, BOROUGH OF PINE HILL
Combined Statements of Revenue, Expenditures and Changes in Fund Balance
Governmental Funds**

	<u>2020</u>	<u>2019</u>
REVENUES		
Operating Grant Revenue	\$ 3,945.00	\$ 3,945.00
Miscellaneous Revenues Offset with Appropriations	25,125.66	27,467.44
Amount to be Raised by Taxation to Support the District Budget	1,186,158.36	1,135,666.00
Non-Budgetary Revenues	7,473.14	9,939.51
Total Revenues	<u>1,222,702.16</u>	<u>1,177,017.95</u>
EXPENDITURES		
Operating Appropriations	952,805.27	967,115.58
Capital Outlay	39,439.79	43,655.20
Debt Service	123,062.66	123,062.66
Total Expenditures	<u>1,115,307.72</u>	<u>1,133,833.44</u>
Excess of Revenues Over Expenditures	<u>107,394.44</u>	<u>43,184.51</u>
Net Change in Fund Balances	107,394.44	43,184.51
Fund Balance, Beginning	1,154,029.16	1,110,844.65
Fund Balance, Ending	<u>\$1,261,423.60</u>	<u>\$ 1,154,029.16</u>

RECOMMENDATIONS

No Current Year Findings

GENERAL INFORMATION

The above synopsis was prepared from the Report of Audit of Fire District No. 1, Borough of Pine Hill, County of Camden, for the calendar year 2020, submitted by Michael J. Welding of Bowman & Company LLP, Certified Public Accountants & Consultants. The information included herein is not intended to represent complete financial information as presented in the Report of Audit. A copy of the Report of Audit is on file and available for public inspection in the office of the Fire District Secretary.

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #22-10

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: February 3, 2022

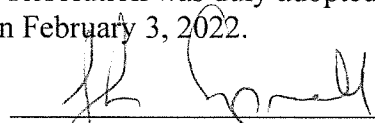


 James Wakeley
 Commission Secretary

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 February 3, 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
22-00001	01/06/22	DC001 DAVID F. CARLAMERE	SOLICITOR'S FEES FOR 2022	Open	450.00	0.00	
22-00012	01/19/22	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT PAYMENT - Februar	Open	6,881.31	0.00	
22-00013	01/19/22	STATE005 State of NJ Health Benefits	FEBRUARY 2022 HEALTH PREMIUMS	Open	9,943.43	0.00	
22-00014	01/19/22	CASH1 PETTY CASH	FEBRUARY ADVANCE FOR MEALS	Open	1,050.00	0.00	
22-00015	01/19/22	PHP01 PINE HILL PRINTING, INC.	STATIONERY ORDER	Open	373.00	0.00	
22-00016	01/19/22	FELDF005 FELD FIRE	GEAR RACKS	Open	8,647.07	0.00	
22-00017	01/19/22	BTM001 BOUND TREE MEDICAL,LLC	BLS SUPPLIES	Open	1,640.02	0.00	
22-00018	01/20/22	VCI01 VCI, INC.	RENTAL OF AMBULANCE	Open	380.00	0.00	
22-00019	01/20/22	JHART005 J. HARTE ASSOCIATES LLC	USB WI-FI ADAPTER	Open	20.40	0.00	
22-00020	01/20/22	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR FEBRUARY	Open	1,259.99	0.00	
22-00021	01/20/22	AIRGA005 AIRGAS USA, LLC	CYLINDER RENTAL	Open	13.20	0.00	
22-00022	01/20/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	MISCELLANEOUS ITEMS	Open	404.37	0.00	
22-00023	01/20/22	PHP01 PINE HILL PRINTING, INC.	POCKET EMS PADS	Open	150.00	0.00	
22-00024	01/20/22	TIREC005 TIRE CORRAL	BALANCE DUE FOR TRUCK TIRES	Open	381.68	0.00	
22-00025	01/20/22	TG001 TOWNSHIP OF GLOUCESTER	FUEL FOR DECEMBER 2021	Open	1,170.18	0.00	
22-00026	01/25/22	COU01 Courier Post	Legal Notices	Open	242.84	0.00	
22-00027	01/25/22	TRIFE005 Trifecta Leather Concepts	Frontace Pieces	Open	540.00	0.00	
22-00028	01/25/22	FIRELINE FIRELINE EQUIPMENT	Seat Belt Assembly	Open	454.67	0.00	
22-00029	01/25/22	PHH01 PINE HILL HARDWARE, INC.	Miscellaneous Items	Open	152.89	0.00	
22-00030	01/25/22	FIRELINE FIRELINE EQUIPMENT	Quartz Bulb	Open	67.99	0.00	
22-00031	01/25/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	Battery Pack	Open	119.00	0.00	
22-00032	01/25/22	VCI01 VCI, INC.	Halogen Lamp	Open	30.00	0.00	
22-00033	01/25/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	Locker Tags	Open	35.89	0.00	
22-00034	01/25/22	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	MONTHLY INVOICE	Open	134.84	0.00	
22-00035	01/25/22	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	MEMBERSHIP DUES AND MEM. FUND	Open	75.00	0.00	
22-00036	01/25/22	DYLAN005 Dylan M Pierce	DRY CLEANING	Open	58.35	0.00	
22-00037	01/25/22	BRAND010 BRANDON WOODALL	PRESCRIPTION EYE INSERTS	Open	90.00	0.00	
22-00039	02/01/22	BOA00001 Bank of America	P CARD CHARGES FOR JANUARY 22	Open	2,243.49	0.00	
22-00040	02/01/22	ECORE005 ESO SOLUTIONS, INC.	Monthly Invoice	Open	409.00	0.00	
22-00041	02/01/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	Gas Monitor Calibration	Open	150.95	0.00	
22-00042	02/02/22	IMC01 INTERSTATE MOBILE CARE	Physicals	Open	430.00	0.00	

Total Purchase Orders: 31 Total P.O. Line Items: 0 Total List Amount: 37,999.56 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	2-GN	37,999.56	0.00	37,999.56	0.00	0.00	37,999.56
Total of All Funds:		<u>37,999.56</u>	<u>0.00</u>	<u>37,999.56</u>	<u>0.00</u>	<u>0.00</u>	<u>37,999.56</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11736 to 11764
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
11736	02/03/22	AIRGA005 AIRGAS USA, LLC	13.20		1111
11737	02/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	404.37		1111
11738	02/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	35.89		1111
11739	02/03/22	BOA00001 Bank of America	2,243.49		1111
11740	02/03/22	BRAND010 BRANDON WOODALL	90.00		1111
11741	02/03/22	BTM001 BOUND TREE MEDICAL,LLC	1,640.02		1111
11742	02/03/22	CASH1 PETTY CASH	1,050.00		1111
11743	02/03/22	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	75.00		1111
11744	02/03/22	COU01 Courier Post	242.84		1111
11745	02/03/22	DC001 DAVID F. CARLAMERE	450.00		1111
11746	02/03/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	119.00		1111
11747	02/03/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	150.95		1111
11748	02/03/22	DYLAN005 Dylan M Pierce	58.35		1111
11749	02/03/22	ECORE005 ESO SOLUTIONS, INC.	409.00		1111
11750	02/03/22	FELDF005 FELD FIRE	8,647.07		1111
11751	02/03/22	FIRELINE FIRELINE EQUIPMENT	454.67		1111
11752	02/03/22	FIRELINE FIRELINE EQUIPMENT	67.99		1111
11753	02/03/22	IMC01 INTERSTATE MOBILE CARE	430.00		1111
11754	02/03/22	JHART005 J. HARTE ASSOCIATES LLC	20.40		1111
11755	02/03/22	JHART005 J. HARTE ASSOCIATES LLC	1,259.99		1111
11756	02/03/22	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	134.84		1111
11757	02/03/22	PHFD1 PINE HILL FIRE DEPT.	6,881.31		1111
11758	02/03/22	PHH01 PINE HILL HARDWARE, INC.	152.89		1111
11759	02/03/22	PHP01 PINE HILL PRINTING, INC.	523.00		1111
11760	02/03/22	STATE005 State of NJ Health Benefits	9,943.43		1111
11761	02/03/22	TG001 TOWNSHIP OF GLOUCESTER	1,170.18		1111
11762	02/03/22	TIREC005 TIRE CORRAL	381.68		1111
11763	02/03/22	TRIFE005 Trifecta Leather Concepts	540.00		1111
11764	02/03/22	VCI01 VCI, INC.	410.00		1111

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	29	0	37,999.56	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	29	0	37,999.56	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	2-GN	37,999.56	0.00	0.00	37,999.56
Total of All Funds:		<u>37,999.56</u>	<u>0.00</u>	<u>0.00</u>	<u>37,999.56</u>

Range of Accounts: 2-First to 2-Last Adds: N Changes: N Transfers In: N
 Range of Dates: 01/01/22 to 01/31/22 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			
2-GN- 01/07/22	-001-101 Expd	FIRE CHIEF CHIEF - Pay Date 1/7/2022	4,279.38	JC	B 522 1
01/21/22	Expd	CHIEF - Pay Date 1/21/2022	4,279.38	JC	B 523 1
Total Expenditures:		2	8,558.76		
2-GN- 01/07/22	-001-102 Expd	District Business Administrator ADMINISTRATORS - Pay Date 1/7/2022	576.87	JC	B 522 2
01/21/22	Expd	ADMINISTRATORS - Pay Date 1/21/2022	1,071.33	JC	B 523 2
Total Expenditures:		2	1,648.20		
2-GN- 01/21/22	-001-105 Expd	Fire Commissioners COMMISSIONERS - Pay Date 1/21/2022	1,083.35	JC	B 523 4
Total Expenditures:		1	1,083.35		
2-GN- 01/07/22	-001-210 Expd	Payroll Administrative Costs PAYCHEX FEE - Pay Date 1/7/22	163.68	JC	B 522 13
01/07/22	Expd	Bank Fee for January 2022	16.95	JC	B 522 14
01/21/22	Expd	PAYCHEX FEE - Pay Date 1/21/22	585.58	JC	B 523 13
Total Expenditures:		3	766.21		
2-GN- 01/07/22	-001-301 Expd	Federal Payroll Taxes - Administrative FICA ADMIN - Pay Date 1/7/2022	371.50	JC	B 522 15
01/21/22	Expd	FICA ADMIN - Pay Date 1/21/2022	523.49	JC	B 523 15
Total Expenditures:		2	894.99		
2-GN- 01/07/22	-001-303 Expd	State Payroll Taxes - Administrative STATE WAGE TAX ADMIN - Pay Date 1/7/2022	34.00	JC	B 522 16
01/21/22	Expd	STATE WAGE TAX ADMIN - Pay Date 1/21/22	51.47	JC	B 523 16
Total Expenditures:		2	85.47		
2-GN- 01/07/22	-001-305 Expd	Defined Contribution Retirement Plan DCRP EMPLOYER - Pay Date 1/7/2022	23.37	JC	B 522 17
01/21/22	Expd	DCRP EMPLOYER - Pay Date 1/21/2022	43.39	JC	B 523 17
Total Expenditures:		2	66.76		
2-GN- 01/07/22	-002-110 Expd	Firefighters FIREFIGHTERS - Pay Date 1/7/2022	10,130.20	JC	B 522 7
01/21/22	Expd	FIREFIGHTERS - Pay Date 1/21/2022	11,210.20	JC	B 523 7
Total Expenditures:		2	21,340.40		

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
2-GN- -002-111	Overtime & Sicktime Buyback				
01/07/22 Expd	OVERTIME - Pay Date 1/7/2022 Mostly BLS		5,600.38	JC	B 522 8
01/21/22 Expd	OVERTIME - Pay Date 1/21/22 Mostly BLS		3,078.38	JC	B 523 8
Total Expenditures:	2	8,678.76			
2-GN- -002-226	Weekend & Overnight Duty Crews				
01/07/22 Expd	DUTY CREW STIPENDS - Pay Date 1/7/2022		336.00	JC	B 522 11
01/21/22 Expd	DUTY CREW STIPENDS - Pay Date 1/21/2022		1,344.00	JC	B 523 11
Total Expenditures:	2	1,680.00			
2-GN- -002-228	Stipends - Fill In Firefighters				
01/07/22 Expd	FILL-IN FIREFIGHTERS - Pay Date 1/7/2022		4,663.68	JC	B 522 12
01/21/22 Expd	FILL-IN FIREFIGHTERS - Pay Date 1/21/22		6,327.16	JC	B 523 12
Total Expenditures:	2	10,990.84			
2-GN- -002-301	FICA - Firefighters				
01/07/22 Expd	FICA FIREFIGHTERS - Pay Date 1/7/2022		1,511.99	JC	B 522 18
01/21/22 Expd	FICA FIREFIGHTERS - Pay Date 1/21/2022		1,634.90	JC	B 523 18
Total Expenditures:	2	3,146.89			
2-GN- -002-303	State Payroll Taxes - Firefighters				
01/07/22 Expd	STATE WAGE TAX FF'S - Pay Date 1/7/2022		146.05	JC	B 522 19
01/21/22 Expd	STATE WAGE TAX FF'S - Pay Date 1/7/2022		160.91	JC	B 523 19
Total Expenditures:	2	306.96			
2-GN- -002-304	Health Insurance - Firefighters				
01/07/22 Expd	J. Gordon Jr. Health Ins. reimb. 1/7/22		129.83	JC	B 522 9
Total Expenditures:	1	129.83			
2-GN- -003-101	Fire Official				
01/21/22 Expd	FIRE MARSHAL - Pay Date 1/21/2022		916.67	JC	B 523 5
Total Expenditures:	1	916.67			

Fund Description	Fund	Expenditures
GENERAL	2-GN	60,294.09
Total of All Funds:		<u>60,294.09</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	15	28	60,294.09

Pine Hill Fire Department

Chief's Monthly Report

January 2022

Meetings:

- On Thursday evening the 6th, I attended the commission meeting as well as the swearing in.
- On Tuesday evening the 11th, I attended the company meeting.
- On Thursday evening the 13th, I attended the Camden County Fire Chiefs meeting via Zoom.
- On Monday evening the 17th, I attended the Cooperation Meeting with Winslow Fire Department, Waterford Fire Department, Berlin Fire Department, and West Berlin Fire Department.
- On Monday morning the 24th, I attended a meeting at Lambs Terrace Fire Department.

Completed Task:

- On Wednesday the 5th, I went to Paul's Trophies in Barrington to order the awards for our annual banquet.
- On Wednesday the 5th, I went to the communication center to speak with Rick Conner about the movement on the radio tower on our property. Rick told me that they are moving forward and that they had issued a PO to the contractor that would be removing the tower.
- On Wednesday the 5th, I had a phone conversation with EMS consulting, with regards to a contract for billing.
- On Wednesday the 5th, I had a zoom meeting with EMS charts and answered questions. We are moving forward with that as well.

Runs stats:

- Run reports for the month of December have been sent to the state for compliance.

Calls for Service / Significant Concerns:

- On the evening of the 16th, we were dispatched to 19 Melrose Ave for a dwelling fire. I was in town and arrived first with a 2-story single family home with nothing showing. I approached the residence from the driveway (D side of the home). When I opened the door, I found a smoke condition and thought we had a basement fire. I advised engine

62 to drop a 5" supply line and stretch a 1 ¾ hand line to the front door. I had quint 85 take the "D" side and assist engine 62 with the investigation. We determined the smoke to be coming from a burned-out electrical outlet under the kitchen sink. We ventilated the home and installed 2 battery operated smoke detectors prior to going available.

- On Sunday evening the 16th, as we were clearing up from Melrose, we were dispatched to Briarwood Ave in GT for a dwelling fire. The ladder and engine responded and operated on the working house fire for a short period of time.
- On Friday the 21st, we were dispatched for the alarm system at the John Glenn School. As I was arriving, the Communication Center advised me that police were reporting the odor of something burning in the building. I upgraded the assignment to a building fire. Police are reporting the odor to be coming from the gym area. Squad 86 was first due and was ordered to the rear of the building and to meet up with Battalion 62 (squad 62 was on a gas leak in the Mansions). Ladder 62 was second due and ordered to the rear as well and to ladder the roof and check the HVAC units. Squad 25 to stand by the hydrant at North Drive and Turnersville Road. Quint 211 to the front of the building and stand by. All the kids were sent to the annex building to keep them out of the cold. It was determined to be a breaker panel on one of the HVAC units on the roof.
- On the afternoon of the 26th, our department was dispatched to 220 West Branch Ave, (Mansion Apartments) unit 1720 for an apartment fire. I was first to arrive and had heavy smoke showing, with heavy fire on the second floor. People were running around banging on windows. I had engine 62 lay a 5" supply line and stretch a 1 ¾ hand line on their arrival. Ladder 62 was second due and was ordered to throw ground ladders and get the roof opened. Squad 86 arrived and was ordered to stretch a second 1 ¾ hand line off engine 62. Squad 88 arrived and was ordered to stretch the leader line to the "B" side of the apartment and meet up with Chief Dukes, who was in the operation role. Engine 86 & engine 84 were ordered to start checking apartments for trapped victims. Engine 62 did a transitional attack and knocked the fire down from the exterior, before entering the apartment and extinguishing the fire. We did transmit the second alarm for manpower. The fire was held to the original apartment and 15 other units had minor smoke damage.
- On Friday morning the 28th, I responded along with squad 62 for a gas leak at 2947 Erial New Brooklynn Road in GT. We arrived to find a construction site with a broken 4" gas main. We immediately shut down the roadway and started to meter the commercial building in the area, shut down and ventilating one building. We operated on this assignment for 4 ½ hours, before being released by 8602, 8501, and squad 85.
- On Friday morning the 28th, while we were on the gas leak, our ladder responded to 2-alarm fire in Winslow Township. The ladder company threw ground ladders and operated for a short period of time, before being released.
- On Saturday morning the 29th just after midnight, I responded with ladder 62 to 1501 Little Gloucester Road for an apartment fire. The reports were smoke coming from

under the door of the apartment. 8401 upgraded the assignment to all hands and that sent our squad to the assignment. When the crew from squad 88 forced the apartment door, they found a smoke condition from careless cooking. The assignment was down graded and ladder 62 remained on location to assist with ventilation.

Training:

- On Thursday morning the 13th, I attended Narcan Training. This training allowed our department to receive free Narcan.

Public relations:

- Installed 5 smoke detectors in the Donahue residents on 5th Ave. Installed 2 smoke detectors at 19 Melrose Ave.

Inspira:

- On Monday the 3rd, I spent most of the day with Chief Harkins & John Swack from Gloucester Township. It was determined that Inspira had their 2 ambulances up and running and we were shutting our ambulance down at 6 pm. Inspira would continue to run one ambulance out of our building, until the Erial building was ready. Inspira officially moved out of our building and into Erial on Saturday afternoon the 22nd. Inspira is still using our pagers and radios, until they can make the purchase for their own.
- On the 4th, I worked with Captain Pizzo & B/A Campanella on the payroll. We had covered the Holiday weekend with part time EMT's as well as overtime for the career firefighter EMT's. John Swack from GT advised that he wanted us to do whatever we needed to do to put our ambulance in service from 12/28/21 to 01/03/22. That included paying overtime, hiring part time EMT's, ordering supplies, and renting an ambulance, if we needed to. All the above happened and we have determined a final cost of \$7,355.70. That information has been passed on and we are waiting to be reimbursed.
- To be ready and not being sure that Inspira would be able to handle the call volume, we staffed our ambulance from 18:00 hours on Monday 01/03/22 until 06:00 hours on Monday 01/10/22. This agreement was made between B/A Greer and the Mayor of Pine Hill. The Mayor of Pine Hill has agreed to pay for the staffing to be in our building and ready to respond if needed. The cost of that week was \$8,874.49 and the bill has been sent to the Boro of Pine Hill for reimbursement.

Staff Meeting:

- On Thursday morning the 13th, I held a staff meeting. The firefighters were given their duties for the year. They were also advised of what would be expected of them throughout the year.

Officer's Meeting:

- On Thursday evening the 20th, I held our first officers meeting. The officers were given their assignments / responsibilities for the year. We also had a healthy discussion about Spencer.

Tower Ladder:

- On Sunday evening the 16th, while arriving at a working house fire on Briarwood Ave in GT, the ladder truck slid on the ice and hit a parked pickup truck (it was snowing). No damage to the ladder truck, but there was damage to the driver's door of the pickup truck. A police report was made as well as pictures taken. All documentation including our in-house vehicle accident form was turned over to B/A Campanella, for proper reporting to our insurance.

Lawnside Accident:

- On Wednesday the 19th, I was pulling in the parking lot of Paul's Trophy in Barrington, to pick up our awards for our annual banquet. I had firefighter John Greer with me, when we heard, an accident called in on radio by squad 272. A few second later we heard chief-29 (Magnolia) on radio asking for 2 rescues, 2 medic units, and 2 ambulances. I immediately responded, due to the nature in which the chief sounded on radio and found that squad 272 had been in an accident with a passenger vehicle. With permission from chief-29, I parked on the White Horse Pike and looked to see how we could help. I took notice to the driver of the passenger vehicle laying on the ground with a police officer performing CPR. Greer retrieved gloves from squad 272 and handed me a pair. I relived the police officer and performed CPR, until I was relieved by an EMT who arrived on scene. Seeing all the onlookers and the rescue being performed on the female that was still trapped, I walked over to squad 75 and grabbed a tarp so Geer and I could block the onlookers from viewing the female that was trapped. The female was pronounced while still in the vehicle, so we placed the tarp over the vehicle to protect the privacy of the female.
- On Thursday evening the 20th during our officers meeting, I expressed how important it is to beware of the surrounding and to always stop at traffic lights. We do not want any of members to experience this situation. Lawnside Fire Department and members will have to live with this issue forever, regardless of who was at fault.

BLS-62:

- We continue to keep the rig ready to go at anytime it would be needed. The rig is certified, stocked, and ready for service.

ISO:

- Insurance Services Office is the company that writes policy language that many insurance companies use as a basis. Fire departments are rated from a 1 to 10, with a 1 being the best. There are a lot of things that are considered for the rating, such as fire hydrant, backup generators, spare fire trucks, mutual aid agreements, training files and hours. ISO visits fire houses about every five years and the last time they were in Pine Hill, we were rated at a 4. Our goal is to get lower than a 4 and I have tasked Battalion Chief Buchhofer to handle, as ISO has reached out and plans to visit shortly.

Cooperative Agreement:

- The first thing that we are trying to complete during our meetings, is a Cooperative Agreement between the 5 fire departments. We have planned joint training sessions, as well as purchases in the future. We are looking into consolidated hose testing, pump testing, ground ladder testing, flow testing of air packs and the purchase of turn-out gear to negotiate better pricing. Future to come on this and we would need to move forward with signing the agreement when it written.

Firefighter 1:

- We are sending 5 members to Firefighter 1 Training on February 5th. This training will take place at the Camden County Emergency Training Center.

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

Month of: January 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	0
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	2
Smoke Detector & CO Detector Compliance(s)	21
Complaint(s)	0
Fire Investigation(s)	1

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	0
Smoke Detector & CO Detector Compliance	\$926.00
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
Total Amount of Money Deposited this Month	\$926.00


Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

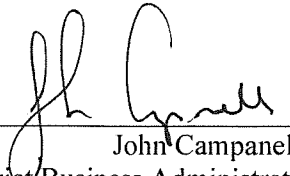
Respectfully Submitted,

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

Joseph Cornforth
Fire Official

PINE HILL FIRE DISTRICT #1
JANUARY 2022 ADMINISTRATOR'S REPORT

- Submitted Financial Statement for 12/31/2021 to FEMA
- Submitted revised employee roster to FEMA
- Files an insurance claim for an accident with the Ladder Truck
- Submitted the 2020 Audit to the State of NJ
- Submitted the 2020 Audit to Borough of Pine Hill
- Submitted BLS invoices to Gloucester Twp. and Borough of Pine Hill
- Participated in training on State of NJ Benefitsolver website
- Enrolled Matthew Koch in health benefits
- Distributed 2021 W-2's and 1099's
- 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