

Pine Hill Fire District #1
Regular Meeting Minutes
March 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 – not present, Commissioner Hassett – present, Commissioner Warrington – present, Commissioner Wakeley – present, Commissioner Waddington – present

OTHER OFFICIALS PRESENT: Chief Hunter, Solicitor Carlamere, Captain Pizzo, Deputy Chief Greer

MINUTES: Chairman Waddington asked if there were any questions regarding the regular and closed session meeting minutes for the meeting held on February 3, 2022. There were none. A motion to approve the minutes was made by Commissioner Warrington and seconded by Commissioner Wakeley. 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:** Commissioner Wakeley reported that there was a minor accident involving the support vehicle. The repairs were approximately \$250. Commissioner Wakeley asked about the issue with the Ladder truck. Chief Hunter said that the tower ladder would not bed properly due to a malfunction with module 5.
- **Community Relations Liaison:** Nothing to report
- **Information Technology and Equipment Commissioner:** Nothing to report
- **Insurance Fund Commissioner:** Commissioner Hassett said that he completed the seminar for elected officials on the MEL website and reminded others to do the same. Administrator Campanella said that our insurance carrier is requiring the fire district to implement policies for protecting minors and domestic abuse.

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- **Fire Prevention Commissioner:** Nothing to report
- **EMS Liaison:** Commissioner Warrington reported that the fire department will still run an EMS unit and maintain 678 in case it is needed in the future. Commissioner Warrington also reported that during a press release regarding the new EMS arrangements, the Gloucester Twp. Mayor thanked the Pine Hill Fire Department for its hard work 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 22-11, approval of payment of bills, was made by Commissioner Hassett and seconded by Commissioner Wakeley.

- Roll Call Vote: Commissioner Hagarty – absent, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington – yes. Motion passed with four yes votes.
- Chairman Waddington said that at last month’s meeting there was a discussion about appointing John Greer as Volunteer Deputy Chief and asked for a motion to approve the appointment. A motion was made by Commissioner Warrington and seconded by Commissioner Wakeley to appoint John Greer as Volunteer Deputy Chief. All were in favor. Motion passed with four yes votes.

FIRE CHIEF’S REPORT: See attached report. Chairman Waddington asked if the Chief wanted to discuss or add anything to his report. Chief Hunter said no.

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 Hassett and seconded by Commissioner Wakeley. All were in favor. Motion passed with four yes votes.

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

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Walter Davis – 1 Franklin Ave. addressed the commissioners.

1. Mr. Davis said that there was an accident last Friday in front of his home and the motorist ended up on his property. The motorist was a young man who said that he was not injured. Mr. Davis said that he called 911 and it took 30 minutes before any help arrived. Three firefighters from Station 62 responded. Mr. Davis also stated that the ambulance

never arrived. Chief Hunter said that the ambulance did not arrive because it was recalled by the dispatcher after firefighters reported no injuries. Chief Hunter said that he cannot answer for the delay with 911 but can say that the firefighters arrived four minutes after they were dispatched. Commissioner Warrington explained the process after someone calls 911. Commissioner Warrington told Mr. Davis that the Chief will attempt to get more information regarding the delay. Chairman Waddington advised Mr. Davis that he will be informed of the findings.

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 Hassett 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 Warrington 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 9:03 p.m. and asked for a roll call.

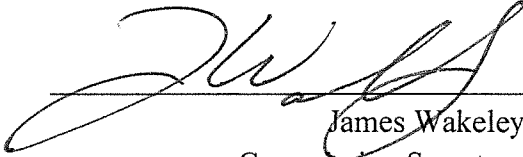
ROLL CALL: Commissioner Hagarty –not present, Commissioner Hassett – present, Commissioner Warrington – present, Commissioner Wakeley – present, Commissioner Waddington – present

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

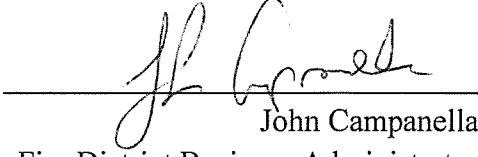
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ADJOURNMENT: Chairman Waddington asked if there were any other issues that needed to be addressed. There were none. A motion to adjourn was made by Commissioner Wakeley and seconded by Commissioner Hassett. All were in favor. Motion passed.

The meeting adjourned at 9:05 p.m.



James Wakeley
Commission Secretary



John Campanella
Fire District Business Administrator

Classified Ad Receipt
(For Info Only - NOT A BILL)

Customer: PINE HILL FIRE DISTRICT 1

Address: 1109 ERIAL RD
PINE HILL NJ 08021
USA

Ad No.: 0005115335

Pymt Method: Invoice

Net Amt: \$59.36

Run Times: 1

No. of Affidavits: 1

Run Dates: 02/03/22

Text of Ad:

**PINE HILL BOARD OF FIRE
COMMISSIONERS
NOTICE OF MEETING SCHEDULE FOR 2022**

On December 2, 2021 the Pine Hill Board of Fire Commissioners approved Resolution #21-37 to set scheduled meetings for 2022. The scheduled meetings are set for the first Thursday of each month at 7:30 P.M.

All meetings will be held at the Pine Hill Fire Department 1109 Erial Rd. Pine Hill, NJ 08021.

JANUARY 6, 2022	JULY 2, 2022
FEBRUARY 3, 2022	AUGUST 4, 2022
MARCH 3, 2022	SEPTEMBER 1, 2022
APRIL 7, 2022	OCTOBER 6, 2022
MAY 5, 2022	NOVEMBER 3, 2022
JUNE 2, 2022	DECEMBER 1, 2022

John Campanella
Business Administrator
(\$29.36)

Classified Ad Receipt
(For Info Only - NOT A BILL)

Customer: PINE HILL FIRE DISTRICT 1
Address: 1109 ERIAL RD
PINE HILL NJ 08021
USA

Ad No.: 0005116359
Pymt Method: Invoice
Net Amt: \$52.76

Run Times: 1

No. of Affidavits: 1

Run Dates: 02/04/22

Text of Ad:

**PINE HILL BOARD OF FIRE COM-
MISSIONERS
NOTICE**

The following resolutions to Award Professional Services Contracts for 2022 were approved at the Reorganization Meeting of the Pine Hill Board of Fire Commissioners, District #1, held on December 2, 2021.

21-31 designating David F. Carlamere, Esq. as Solicitor
21-32 designating Michael Welding from Bowman & Company as Auditor
21-33 designating Hardenbergh Insurance Group as Insurance Consultant
21-34 designating Interstate Mobile Care as Medical Provider
21-35 designation JHarte and Associates for Computer Maintenance

John Campanella
Business Administrator
(22.76)

0005116359-01

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#22-11

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.

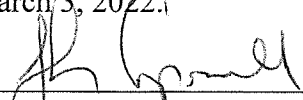
DATED: March 3, 2022


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 March 3, 2022.


John Campanella
Business Administrator

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

Open: N
 Rcvd: Y
 Bid: Y

Paid: N
 Held: Y
 State: Y

Void: N
 Aprv: N
 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
22-00043	02/07/22	TRS01	TREASURER, STATE OF NEW JERSEY	Fire Inspector - John Duvall	Open	91.00	0.00
22-00044	02/08/22	MOT01	MOTOROLA SOLUTIONS, INC.	Pagers and Batteries	Open	3,877.50	0.00
22-00045	02/09/22	PHFD1	PINE HILL FIRE DEPT.	MONTHLY RENT PAYMENT - MARCH	Open	7,596.78	0.00
22-00046	02/09/22	STATE005	State of NJ Health Benefits	MARCH 2022 HEALTH PREMIUMS	Open	10,680.41	0.00
22-00047	02/09/22	CASH1	PETTY CASH	MARCH ADVANCE FOR DC MEALS	Open	1,050.00	0.00
22-00048	02/16/22	COU01	Courier Post	Legal Notices	Open	112.12	0.00
22-00049	02/16/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	CALENDARS	Open	29.60	0.00
22-00050	02/16/22	AIRGA005	AIRGAS USA, LLC	CYLINDER RENTAL	Open	13.20	0.00
22-00051	02/16/22	TG001	TOWNSHIP OF GLOUCESTER	JANUARY 2022 FUEL BILL	Open	1,241.59	0.00
22-00052	02/16/22	MGL01	MGL Printing Solutions	1099 FORMS	Open	61.50	0.00
22-00053	02/16/22	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	34.97	0.00
22-00054	02/16/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	28' ALUMINUM LADDER	Open	958.00	0.00
22-00055	02/16/22	FSS01	FIRE & SAFETY SERVICE, LTD	CHROME FLANGE	Open	27.55	0.00
22-00056	02/16/22	PHG01	PINE HILL AUTO REPAIR	OIL CHANGE - CHIEF'S VEHICLE	Open	62.45	0.00
22-00057	02/16/22	CASH1	PETTY CASH	REPLENISH CHIEF'S PETTY CASH	Open	25.99	0.00
22-00058	02/16/22	COMCA005	COMCAST	MONTHLY INVOICE - 2/10/2022	Open	402.01	0.00
22-00059	02/17/22	FSS01	FIRE & SAFETY SERVICE, LTD	Diagnose & Repair Leveling iss	Open	250.00	0.00
22-00060	02/22/22	FSS01	FIRE & SAFETY SERVICE, LTD	Rebuild Valve in Ladder Truck	Open	700.00	0.00
22-00061	02/22/22	PFRS1	POLICE & FIREMEN'S RETIREMENT	EMPLOYER PENSION APPROPRIATION	Open	43,027.00	0.00
22-00062	02/22/22	PERS2	Public Emp Retirement Sys.	EMPLOYER PENSION APPROPRIATION	Open	18,212.00	0.00
22-00063	02/22/22	PHP01	PINE HILL PRINTING, INC.	Business Cards - T. Shannon	Open	40.00	0.00
22-00064	02/22/22	CONTI005	Continental Fire & Safety, Inc	TURN OUT GEAR	Open	14,415.00	0.00
22-00065	02/22/22	TG001	TOWNSHIP OF GLOUCESTER	REFUND FOR OVERPAYMENT	Open	380.00	0.00
22-00066	02/22/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	STAMPING TAGS & HARDWARE	Open	104.97	0.00
22-00067	02/22/22	MODER005	MODERN GROUP LTD.	PREVENTATIVE MAINTENANCE	Open	300.00	0.00
22-00068	02/22/22	MB00001	Matthew Buchhofer	REPLACEMENT FOR LOST CHECK	Open	590.62	0.00
22-00069	02/22/22	CHRIS005	Christopher Torres	REPLACEMENT FOR LOST CHECK	Open	51.74	0.00
22-00070	02/22/22	LAURA005	Laura Birkenheuer	REPLACEMENT FOR LOST CHECK	Open	108.17	0.00
22-00071	02/23/22	JHART005	J. HARTE ASSOCIATES LLC	Repair FM Computer	Open	165.00	0.00
22-00072	02/23/22	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR MARCH	Open	1,264.99	0.00
22-00073	02/28/22	SLLLC001	Santander Leasing LLC	ANNUAL LEASE PAYMENT	Open	55,489.72	0.00
22-00074	02/28/22	FSS01	FIRE & SAFETY SERVICE, LTD	Rebuild and Replace Valve	Open	1,300.00	0.00
22-00075	03/01/22	CCFC2	CC FIRE CHIEFS & OFFICERS ASSO	Commanding from Sidelines	Open	60.00	0.00
22-00076	03/01/22	PRP01	WITMER PUBLIC SAFETY GROUP, INC	AIRMASK BAG	Open	256.00	0.00
22-00077	03/01/22	BTM001	BOUND TREE MEDICAL, LLC	MISCELLANEOUS MEDICAL SUPPLIES	Open	183.84	0.00
22-00078	03/01/22	MODER005	MODERN GROUP LTD.	MAJOR PREVENTATIVE MAINTENANCE	Open	600.00	0.00
22-00079	03/02/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	Poseidon Series Lifeline	Open	358.00	0.00
22-00080	03/02/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	GAS FOR METER CALIBRATION	Open	208.00	0.00
22-00081	03/02/22	KYOCE005	KYOCERA DOCUMENT SOL. AMERICA	MONTHLY LEASE FRO MARCH	Open	134.84	0.00
22-00082	03/02/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	BAG & SMOKE DETECTORS	Open	398.13	0.00
22-00083	03/02/22	AMAZO005	AMAZON CAPITAL SERVICES, INC.	BATTERIES FOR AED	Open	59.98	0.00
22-00084	03/02/22	BOA00001	Bank of America	P-CARD CHARGES FOR FEBRUARY	Open	2,652.69	0.00
22-00085	03/02/22	ECORE005	ESO SOLUTIONS, INC.	Monthly Invoice	Open	409.00	0.00

Total Purchase Orders: 44 Total P.O. Line Items: 0 Total List Amount: 168,434.36 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	168,434.36	0.00	168,434.36	0.00	0.00	168,434.36
Total of All Funds:		<u>168,434.36</u>	<u>0.00</u>	<u>168,434.36</u>	<u>0.00</u>	<u>0.00</u>	<u>168,434.36</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11765 to 11806
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
11765	03/03/22	AIRGA005 AIRGAS USA, LLC	13.20		1112
11766	03/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	29.60		1112
11767	03/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	104.97		1112
11768	03/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	398.13		1112
11769	03/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	59.98		1112
11770	03/03/22	BOA00001 Bank of America	2,652.69		1112
11771	03/03/22	BTM001 BOUND TREE MEDICAL,LLC	183.84		1112
11772	03/03/22	CASH1 PETTY CASH	1,050.00		1112
11773	03/03/22	CASH1 PETTY CASH	25.99		1112
11774	03/03/22	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	60.00		1112
11775	03/03/22	CHRIS005 Christopher Torres	51.74		1112
11776	03/03/22	COMCA005 COMCAST	402.01		1112
11777	03/03/22	CONTI005 Continental Fire & Safety, Inc	14,415.00		1112
11778	03/03/22	COU01 Courier Post	112.12		1112
11779	03/03/22	DC001 DAVID F. CARLAMERE	450.00		1112
11780	03/03/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	958.00		1112
11781	03/03/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	358.00		1112
11782	03/03/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	208.00		1112
11783	03/03/22	ECORE005 ESO SOLUTIONS, INC.	409.00		1112
11784	03/03/22	FSS01 FIRE & SAFETY SERVICE, LTD	27.55		1112
11785	03/03/22	FSS01 FIRE & SAFETY SERVICE, LTD	250.00		1112
11786	03/03/22	FSS01 FIRE & SAFETY SERVICE, LTD	700.00		1112
11787	03/03/22	FSS01 FIRE & SAFETY SERVICE, LTD	1,300.00		1112
11788	03/03/22	JHART005 J. HARTE ASSOCIATES LLC	165.00		1112
11789	03/03/22	JHART005 J. HARTE ASSOCIATES LLC	1,264.99		1112
11790	03/03/22	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	134.84		1112
11791	03/03/22	LAURA005 Laura Birkenheuer	108.17		1112
11792	03/03/22	MB00001 Matthew Buchhofer	590.62		1112
11793	03/03/22	MGL01 MGL Printing Solutions	61.50		1112
11794	03/03/22	MODER005 MODERN GROUP LTD.	900.00		1112
11795	03/03/22	MOT01 MOTOROLA SOLUTIONS, INC.	3,877.50		1112
11796	03/03/22	PERS2 Public Emp Retirement Sys.	18,212.00		1112
11797	03/03/22	PFRS1 POLICE & FIREMEN'S RETIREMENT	43,027.00		1112
11798	03/03/22	PHFD1 PINE HILL FIRE DEPT.	7,596.78		1112
11799	03/03/22	PHG01 PINE HILL AUTO REPAIR	62.45		1112
11800	03/03/22	PHH01 PINE HILL HARDWARE, INC.	34.97		1112
11801	03/03/22	PHP01 PINE HILL PRINTING, INC.	40.00		1112
11802	03/03/22	PRP01 WITMER PUBLIC SAFETY GROUP,INC	256.00		1112
11803	03/03/22	SLLLC001 Santander Leasing LLC	55,489.72		1112
11804	03/03/22	STATE005 State of NJ Health Benefits	10,680.41		1112
11805	03/03/22	TG001 TOWNSHIP OF GLOUCESTER	1,621.59		1112
11806	03/03/22	TRS01 TREASURER, STATE OF NEW JERSEY	91.00		1112

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	42	0	168,434.36	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	42	0	168,434.36	0.00

Range of Accounts: 2-First to 2-Last Adds: N Changes: N Transfers In: N
 Range of Dates: 02/01/22 to 02/28/22 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	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
2-GN- -001-101	FIRE CHIEF					
02/04/22 Expd		CHIEF - Pay Date 2/4/22		4,279.38	JC	B 524 1
02/18/22 Expd		CHIEF - Pay Date 2/18/22		4,279.38	JC	B 525 1
Total Expenditures:	2	8,558.76				
2-GN- -001-102	District Business Administrator					
02/04/22 Expd		ADMINISTRATORS - Pay Date 2/4/22		1,394.10	JC	B 524 2
02/18/22 Expd		ADMINISTRATORS - Pay Date 2/18/22		1,201.81	JC	B 525 2
Total Expenditures:	2	2,595.91				
2-GN- -001-105	Fire Commissioners					
02/18/22 Expd		COMMISSIONERS - Pay Date 2/18/22		1,083.35	JC	B 525 4
Total Expenditures:	1	1,083.35				
2-GN- -001-210	Payroll Administrative Costs					
02/04/22 Expd		PAYCHEX FEE - Pay Date 2/4/22		134.08	JC	B 524 13
02/04/22 Expd		Bank Fee for February 2022		16.95	JC	B 524 14
02/18/22 Expd		PAYCHEX FEE - Pay Date 2/18/22		149.33	JC	B 525 13
Total Expenditures:	3	300.36				
2-GN- -001-301	Federal Payroll Taxes - Administrative					
02/04/22 Expd		FICA ADMIN - Pay Date 2/4/22		395.18	JC	B 524 15
02/18/22 Expd		FICA ADMIN - Pay Date 2/18/22		597.27	JC	B 525 15
Total Expenditures:	2	992.45				
2-GN- -001-303	State Payroll Taxes - Administrative					
02/04/22 Expd		STATE WAGE TAX ADMIN - Pay Date 2/4/22		39.71	JC	B 524 16
02/18/22 Expd		STATE WAGE TAX ADMIN - Pay Date 2/18/22		58.20	JC	B 525 16
Total Expenditures:	2	97.91				
2-GN- -001-305	Defined Contribution Retirement Plan					
02/04/22 Expd		DCRP EMPLOYER - Pay Date 2/4/22		56.46	JC	B 524 17
02/18/22 Expd		DCRP EMPLOYER - Pay Date 2/18/22		48.67	JC	B 525 17
Total Expenditures:	2	105.13				
2-GN- -002-110	Firefighters					
02/04/22 Expd		FIREFIGHTERS - Pay Date 2/4/22		11,570.20	JC	B 524 7
02/18/22 Expd		FIREFIGHTERS - Pay Date 2/18/22		11,570.20	JC	B 525 7
Total Expenditures:	2	23,140.40				

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
Date	Type					
2-GN- -002-111	Overtime & Sicktime Buyback					
02/04/22	Expd	OVERTIME - Pay Date 2/4/22		533.41	JC	B 524 8
02/18/22	Expd	OVERTIME - Pay Date 2/18/22		166.44	JC	B 525 8
Total Expenditures:		2		699.85		
2-GN- -002-226	Weekend & Overnight Duty Crews					
02/04/22	Expd	DUTY CREW STIPENDS - Pay Date 2/4/22		1,456.00	JC	B 524 11
02/18/22	Expd	DUTY CREW STIPENDS - Pay Date 2/18/22		1,344.00	JC	B 525 11
Total Expenditures:		2		2,800.00		
2-GN- -002-228	Stipends - Fill In Firefighters					
02/04/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 2/4/22		634.48	JC	B 524 12
02/18/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 2/18/22		216.30	JC	B 525 12
Total Expenditures:		2		850.78		
2-GN- -002-301	FICA - Firefighters					
02/04/22	Expd	FICA FIREFIGHTERS - Pay Date 2/4/22		1,060.71	JC	B 524 18
02/18/22	Expd	FICA FIREFIGHTERS - Pay Date 2/18/22		982.10	JC	B 525 18
Total Expenditures:		2		2,042.81		
2-GN- -002-303	State Payroll Taxes - Firefighters					
02/04/22	Expd	STATE WAGE TAX FF'S - Pay Date 2/4/22		101.17	JC	B 524 19
02/18/22	Expd	STATE WAGE TAX FF'S - Pay Date 2/18/22		94.01	JC	B 525 19
Total Expenditures:		2		195.18		
2-GN- -002-304	Health Insurance - Firefighters					
02/04/22	Expd	J. Gordon Jr. Health Ins. reimb. 2/4/22		259.66	JC	B 524 9
02/18/22	Expd	J. Gordon Jr. Health Ins. reimb. 2/18/22		129.83	JC	B 525 9
Total Expenditures:		2		389.49		
2-GN- -003-101	Fire Official					
02/18/22	Expd	FIRE MARSHAL - Pay Date 2/18/22		916.67	JC	B 525 5
Total Expenditures:		1		916.67		
2-GN- -003-102	Fire Inspectors					
02/18/22	Expd	FIRE INSPECTOR - Pay Date 2/18/22		833.34	JC	B 525 6
Total Expenditures:		1		833.34		

Fund Description	Fund	Expenditures
GENERAL	2-GN	45,602.39
Total Of All Funds:		<u>45,602.39</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	30	45,602.39

Pine Hill Fire Department

Chief's Monthly Report

February 2022

Meetings:

- On Thursday evening the 3rd, I attended to commission meeting.
- On Friday morning the 4th, I had a meeting with Captain Pizzo & Firefighter Gordon Sr. and advised them that John Greer was being promoted to the Deputy Chiefs position.
- On Saturday morning the 5th, I attended the orientation at the Camden County Fire Academy with our 5 new Firefighter 1 students.
- On Sunday afternoon the 6th, I met with Battalion Chief Buchhofer and advised him that John Greer was being promoted to Deputy Chief.
- On Monday morning the 7th, I met with the career staff and advised them that John Greer was being promoted to Deputy Chief.
- On Tuesday evening the 8th, I attended the fire company meeting.
- On Thursday evening the 10th, I attended the Camden County Fire Chiefs meeting in Pennsauken.
- On Saturday morning the 12th, I attended the 5-year planning committee meeting.
- On Saturday morning the 26th, I attended the 5-year planning committee meeting.

Completed Task:

- We were able to complete the PEOSHA mandates, this includes getting all members fit tested with their SCBA mask. All members went to the Fire Academy and crawled around in the smoke tower for their annual SCBA recertification. Each member also completed a CPAT Competence Course to show they had the endurance to continue to be pack certified.
- Captain Pizzo was able to upload all our members information into the MEL Program (part of the JIF training). This program is computer based and has the PEOSHA Mandates, for all the Right to Knows that are required. We would normally do this section on a Saturday and pay an outside instructor. This is also a requirement for the career personal and would be attended with overtime. We were able to save about \$1500 in instructor fees and overtime, by providing this training online.
- The blue illuminated hydrant bands have been installed on all the hydrants in Pine Valley.

Runs stats:

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

Calls for Service / Significant Concerns:

- On Tuesday afternoon the 8th, we were dispatched to Berlin Road & Watsontown New Freedom Road for a motor vehicle accident. When I signed on responding, county communications advised that they were upgrading the dispatch to a rescue assignment. County communication was now advising a school bus involved with no kids on the bus, but one person trapped in the passenger vehicle. I requested rescue 211 to be dispatched and arrived on location to confirm the report. Squad 62 operated with the rescue tools and extricated the male patient from the vehicle. Rescue 211 handled the fluids and the roadway. The driver of the bus and the vehicle were both transported to the hospital.
- On the morning of the 16th, I was notified via cell phone by Pine Hill Police, of a burned-out vehicle on the property of Pine Valley. I contacted FM62 via cell phone and met him at the scene. The vehicle was completely burned to the metal and looked like it had been there for a couple of days. The vehicle was towed, and the investigation is being handled by Pine Hill Police.

Public relations:

- The resident from 45 Gristmill Lane stopped at the firehouse on Monday the 21st, she asked if we could come out and look at her smoke detectors. The squad met the resident that morning around 10:30 am. The squad company found that 3 hardwired smoke detectors and the co detector were missing. Captain Pizzo made the decision to install battery operated detectors and a co detector to make the property safe. The resident was advised that she needed to purchase the proper hardwired detectors to be compliant and properly protected.

Inspira:

- On Thursday afternoon the 17th, I attended the meet and greet meeting with Inspira at the Gloucester Township Boro Hall.
- On Thursday afternoon the 24th, I attended the Press Release for Inspira that was held at the Erial EMS building.

Officer's Meeting:

- We held our monthly officers meeting on Thursday evening the 24th. Each officer reported on their areas of responsibilities.

Tower Ladder:

- On Thursday morning the 17th, Fire & Safety was here to repair a leaking water valve on the ladder.
- On Tuesday morning the 21st, while doing the daily truck check on the ladder, Firefighter Gordon Sr. could not get the main to (bed) restore. A phone call was made to Fire & Safety and within a few hours a mechanic was in the firehouse to investigate the issue. It was determined that module #5 that sits under the bucket went bad, causing the issues with the main. Fire & Safety was able to replace the module that afternoon and the truck is now functioning properly.

Squad:

- On Thursday afternoon the 17th, Fire & Safety was her to repair a leaking water valve on the squad.
- Back in December of 2021, we noticed that the rear drivers' doors on the squad was missing some welds. This could cause the outer part of the door to fall off. I had Firefighter Gordon Sr. contact Fireline to make a claim and check on the warranty. This repair will be completed in May of this year and is completely covered under warranty. The only issue, is we need to take the squad to them in PA.

BLS-62:

- We continue to keep the rig ready to go at any time it would be needed. The rig is certified, stocked, and ready for service.
- EMS charts is up and running. EMS reports are being entered into the system and the billing company should be able start billing for the services that were rendered.

ISO:

- On Thursday morning the 24th, Battalion Chief Buchhofer met with Jeff Gordon. Jeff Gordon works for Insurance Services Office (ISO), and they are the principal provider of insurance underwriting, rating, and statistical information to insurance industry in the United States. ISO visits each department every 4 to 6 years and the last time they were in our firehouse was 2015. The grading scale they use is 1 to 10 and a class 1 being the best. At their visit in 2015, we were rated at a 4. Speaking with Battalion Chief Buchhofer after his meeting with Jeff, not only was he impressed with our department, but he believes that we will drop to 3 rating. This is a home run for the insurance premiums for our residents.

Cooperative Agreement:

- On Monday evening the 21st, the deputy chief and I attended this meeting at Berlin Boroughs firehouse. At that meeting, we discussed the following:

1. Ideal firehouse locations (GIS System).
 2. Quarterly training (Pine Hill to host April drill)
 3. Procurements (pump testing, hose testing, ladder testing, SCBA flow testing, And battery & pager purchases).
 4. Update on cooperative agreement.
 5. JIFF training / classes for Officers.
 6. Apparatus replacement.
 7. New projects.
 8. Regionalized duty crews.
 9. Compliance training (Fire Officer 1, Firefighter II).
 10. Fire instructors (have all training officer develop training).
- We will be hosting the next meeting on Monday 03/28.

Training:

- On Tuesday morning the 1st, I attended Knox Box training on Zoom.
- I completed 2 training sessions on KnowBe4.
- On Friday afternoon the 11th, I completed a fire safety in the Workplace training on the MEL Website.
- On Thursday morning 17th, I participated in the air pack recertification training that was held at the Fire Academy smoke house. This training is annual, and all our firefighters need to recert.
- On Thursday afternoon the 24th, I finished the 3rd segment of the air pack recertification and completed the CPAT.

Firefighter 1:

- As stated last month, we have 5 members in Firefighter 1 Training, and all seem to be doing well. Our department has 4 members that are instructors at the Fire Academy and have been involved with the training of our new recruits.

Council Meeting:

- On Monday evening the 7th, I attended to Boro Council Meeting to introduce myself as the newly appointed Fire Chief. I expressed to council that I and our department would assist the boro with anything they needed.

Support Vehicle:

- On Monday evening the 7th, I was advised off a minor accident with the support vehicle. One of our members was backing the support vehicle into the building without a spotter and hit the building with the driver side mirror. The plastic on the mirror was cracked

and will be repaired shortly. That firefighter was counseled verbally and reminded of the importance of a spotter when backing up any of our vehicle.

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

Month of: February 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	04
Fire Safety Inspection – Non LHU(s)	21
Re-Inspection(s)	01
Smoke Detector & CO Detector Compliance(s)	17
Complaint(s)	0
Fire Investigation(s)	01

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$734.00
Smoke Detector & CO Detector Compliance	\$1,409.00
Permit Fees	\$214.00
Number of Permits Issued	01
Penalty Money Collected – Dedicated Trust	\$100.00
Penalty Money Collected – Non-Dedicated	\$100.00
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	01
Total Amount of Money Deposited this Month	\$2,557.00

Requests:

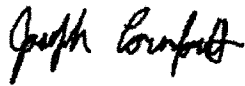
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

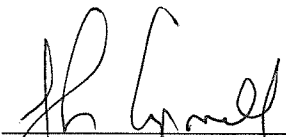
Respectfully Submitted,

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

Joseph Cornforth
Fire Official

**PINE HILL FIRE DISTRICT #1
FEBRUARY 2022 ADMINISTRATOR'S REPORT**

- Completed and posted OSHA Summary Report of Work-Related Injuries
- Completed and submitted summary of work-related injuries to Bureau of Labor Statistics
- Completed Elected Officials Risk Management Seminar
- Worked on issues for new copier contract
- Completed the fixed asset depreciation schedule for 2021
- Prepared documents in preparation for the 2021 audit
- 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