

Pine Hill Fire District #1
Regular Meeting Minutes
May 5, 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 – present, Commissioner Warrington – present, Commissioner Wakeley – present, Commissioner Waddington – present

OTHER OFFICIALS PRESENT: Chief Hunter, Captain Pizzo, Deputy Chief Greer, PHFD President Joe Pfeiffer

MINUTES: Chairman Waddington asked if there were any questions regarding the regular and closed session meeting minutes for the meeting held on April 7, 2022. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Hassett. Motion passed with four yes votes. Commissioner Warrington abstained.

COMMUNICATIONS LIST: Chairman Waddington said that there were no communications listed on the agenda.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Nothing to report
- **Community Relations Liaison:** Commissioner Warrington said that in the recent Pine Hill Newsletter, Mayor Green specifically thanked the fire department for their efforts providing emergency medical services when AMR abruptly terminated their agreement.
- **Information Technology and Equipment Commissioner:** Chairman Waddington stated that two computers used by the career staff have been upgraded to Windows 10.
- **Insurance Fund Commissioner:** Commissioner Hassett said that the fire district needs to review and adopt two policies required by the JIF. The two policies address protecting minors and domestic abuse. DC John Greer said that the Borough has adopted a domestic abuse policy and he will email us a copy to use as a template.

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- **Fire Prevention Commissioner:** Nothing to report
- **EMS Liaison:** Nothing to report

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 22-13, 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.

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 reports for March and April.

FIRE DISTRICT ADMINISTRATOR’S REPORT: See attached report

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

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

Walter Davis, who resides at 1 Franklin Ave. asked to address the commissioners.

1. Mr. Davis said that time are tough right now and to keep plugging along until things get better.
2. Mr. Davis said that it is good to see the fire department/district having meetings to discuss and suggest new ideas.

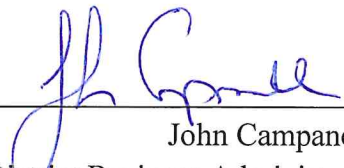
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CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Wakeley and seconded by Commissioner Hassett. 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 Hassett. All were in favor. Motion passed.

The meeting adjourned at 7:41 p.m.


James Wakeley
Commission Secretary


John Campanella
Fire District Business Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#22-13

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

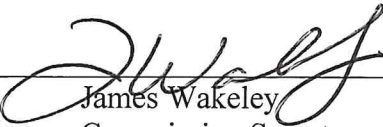
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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.

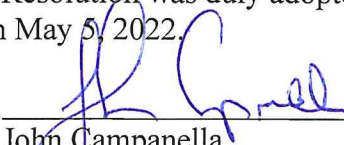
DATED: May 5, 2022


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 May 5, 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	
22-00124	04/20/22	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT PAYMENT - MAY	Open	8,168.05	0.00	
22-00125	04/20/22	STATE005 State of NJ Health Benefits	MAY 2022 HEALTH PREMIUMS	Open	10,982.04	0.00	
22-00126	04/20/22	CASH1 PETTY CASH	MAY ADVANCE FOR MEALS	Open	1,050.00	0.00	
22-00127	04/20/22	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR MARCH 2022	Open	1,688.49	0.00	
22-00128	04/20/22	PRP01 WITMER PUBLIC SAFETY GROUP, INC	HELMETS & TUBULAR WEBBING	Open	1,764.50	0.00	
22-00129	04/20/22	FIRELINE FIRELINE EQUIPMENT	600 SERIES FLASHING LED - BLUE	Open	84.57	0.00	
22-00130	04/20/22	FIR001 First Responder JIF	SECOND INSTALLMENT 2022	Open	27,851.00	0.00	
22-00131	04/20/22	HALE01 HALE TRAILER BRAKE & WHEEL	MISCELLANEOUS SUPPLIES	Open	78.40	0.00	
22-00132	04/20/22	EMSCO005 EMS CONSULTING SERVICES	EMT REFRESHER COURSE	Open	125.00	0.00	
22-00133	04/20/22	EMSCO005 EMS CONSULTING SERVICES	EMT REFRESHER COURSE	Open	875.00	0.00	
22-00134	04/20/22	RCGCA01 Rowan College of South Jersey	AUTO EXTRICATIN I - J. RAMOS	Open	175.00	0.00	
22-00135	04/20/22	CCC01 CAMDEN COUNTY COLLEGE	FIRE OFFICER II - D. BAIORI	Open	250.00	0.00	
22-00136	04/20/22	AIRGA005 AIRGAS USA, LLC	CYLINDER RENTAL	Open	13.20	0.00	
22-00137	04/20/22	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR MAY	Open	1,274.99	0.00	
22-00138	04/20/22	AUTOTRK0 AUTO & TRUCK PARTS OF DEPTFORD	COUPLING FOR SQUAD	Open	29.60	0.00	
22-00139	04/28/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	Batteries	Open	71.96	0.00	
22-00140	05/04/22	CASH1 PETTY CASH	County Chief's Annual Dinner	Open	100.00	0.00	
22-00141	05/04/22	EDR01 ED'S RENTAL	Repairs to saw on Ladder Truck	Open	114.10	0.00	
22-00142	05/04/22	TG001 TOWNSHIP OF GLOUCESTER	Repairs to Ladder Truck	Open	352.89	0.00	
22-00143	05/04/22	TG001 TOWNSHIP OF GLOUCESTER	REPAIRS TO DEPUTY CHIEF'S VEH.	Open	238.37	0.00	
22-00144	05/04/22	SUNRI005 Sunrise Systems, Inc	ANNUAL RIM MAINTENANCE/SUPPORT	Open	2,300.00	0.00	
22-00145	05/04/22	BTM001 BOUND TREE MEDICAL, LLC	EMS ITEMS	Open	102.47	0.00	
22-00146	05/04/22	PHG01 PINE HILL AUTO REPAIR	OIL CHANGE CHIEF'S VEHICLE	Open	72.45	0.00	
22-00147	05/04/22	MES01 MUNICIPAL EMERGENCY SERVICES	O RINGS	Open	80.00	0.00	
22-00148	05/04/22	WB MASON W.B. MASON CO., INC.	GATORADE & WATER FOR DEPARTMEN	Open	224.82	0.00	
22-00149	05/04/22	WB MASON W.B. MASON CO., INC.	FOLDERS & TRASH BAGS	Open	82.95	0.00	
22-00150	05/04/22	BOA00001 Bank of America	P-CARD CHARGES FOR APRIL 2022	Open	4,147.03	0.00	

Total Purchase Orders: 28 Total P.O. Line Items: 0 Total List Amount: 62,746.88 Total Void Amount: 0.00

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 11840 to 11866
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
11840	05/05/22	AIRGA005 AIRGAS USA, LLC	13.20		1114
11841	05/05/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	71.96		1114
11842	05/05/22	AUTOTRKO AUTO & TRUCK PARTS OF DEPTFORD	29.60		1114
11843	05/05/22	BOA00001 Bank of America	4,147.03		1114
11844	05/05/22	BTM001 BOUND TREE MEDICAL,LLC	102.47		1114
11845	05/05/22	CASH1 PETTY CASH	1,050.00		1114
11846	05/05/22	CASH1 PETTY CASH	100.00		1114
11847	05/05/22	CCC01 CAMDEN COUNTY COLLEGE	250.00		1114
11848	05/05/22	DC001 DAVID F. CARLAMERE	450.00		1114
11849	05/05/22	EDR01 ED'S RENTAL	114.10		1114
11850	05/05/22	EMSCO005 EMS CONSULTING SERVICES	1,000.00		1114
11851	05/05/22	FIR001 First Responder JIF	27,851.00		1114
11852	05/05/22	FIRELINE FIRELINE EQUIPMENT	84.57		1114
11853	05/05/22	HALE01 HALE TRAILER BRAKE & WHEEL	78.40		1114
11854	05/05/22	JHART005 J. HARTE ASSOCIATES LLC	1,274.99		1114
11855	05/05/22	MES01 MUNICIPAL EMERGENCY SERVICES	80.00		1114
11856	05/05/22	PHFD1 PINE HILL FIRE DEPT.	8,168.05		1114
11857	05/05/22	PHG01 PINE HILL AUTO REPAIR	72.45		1114
11858	05/05/22	PRP01 WITMER PUBLIC SAFETY GROUP,INC	1,764.50		1114
11859	05/05/22	RCGCFA01 Rowan College of South Jersey	175.00		1114
11860	05/05/22	STATE005 State of NJ Health Benefits	10,982.04		1114
11861	05/05/22	SUNRI005 Sunrise Systems, Inc	2,300.00		1114
11862	05/05/22	TG001 TOWNSHIP OF GLOUCESTER	1,688.49		1114
11863	05/05/22	TG001 TOWNSHIP OF GLOUCESTER	352.89		1114
11864	05/05/22	TG001 TOWNSHIP OF GLOUCESTER	238.37		1114
11865	05/05/22	WB MASON W.B. MASON CO., INC.	224.82		1114
11866	05/05/22	WB MASON W.B. MASON CO., INC.	82.95		1114

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	27	0	62,746.88	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	27	0	62,746.88	0.00

Range of Accounts: 2-First to 2-Last
 Range of Dates: 04/01/22 to 04/29/22
 Range of Reason Codes: ALL
 Add: N Changes: N Transfers In: N
 Transfers Out: N Expenditures: Y Refunds: N
 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					
04/01/22 Expd		CHIEF - Pay Date 4/1/22		4,279.38	JC	B 528 1
04/15/22 Expd		CHIEF - Pay Date 4/15/22		4,279.38	JC	B 529 1
04/29/22 Expd		CHIEF - Pay Date 4/29/22		4,279.33	JC	B 530 1
Total Expenditures:	3	12,838.09				
2-GN- -001-102	District Business Administrator					
04/01/22 Expd		ADMINISTRATORS - Pay Date 4/1/22		1,194.95	JC	B 528 2
04/15/22 Expd		ADMINISTRATORS - Pay Date 4/15/22		2,756.75	JC	B 529 2
04/29/22 Expd		ADMINISTRATORS - Pay Date 4/29/22		1,153.74	JC	B 530 2
Total Expenditures:	3	5,105.44				
2-GN- -001-105	Fire Commissioners					
04/29/22 Expd		COMMISSIONERS - Pay Date 4/29/22		1,083.15	JC	B 530 4
Total Expenditures:	1	1,083.15				
2-GN- -001-210	Payroll Administrative Costs					
04/01/22 Expd		PAYCHEX FEE - Pay Date 4/1/22		168.23	JC	B 528 13
04/01/22 Expd		Bank Fee for April 2022		18.95	JC	B 528 14
04/15/22 Expd		PAYCHEX FEE - Pay Date 4/15/22		179.08	JC	B 529 13
04/27/22 Expd		DIRECT DEPOSIT TEST W. CASA PAYROLL		1.00	JC	B 531 1
04/29/22 Expd		PAYCHEX FEE - Pay Date 4/29/22		155.43	JC	B 530 13
Total Expenditures:	5	522.69				
2-GN- -001-301	Federal Payroll Taxes - Administrative					
04/01/22 Expd		FICA ADMIN - Pay Date 4/1/22		379.95	JC	B 528 15
04/15/22 Expd		FICA ADMIN - Pay Date 4/15/22		499.44	JC	B 529 15
04/29/22 Expd		FICA ADMIN - Pay Date 4/29/22		600.47	JC	B 530 15
Total Expenditures:	3	1,479.86				
2-GN- -001-303	State Payroll Taxes - Administrative					
04/01/22 Expd		STATE WAGE TAX ADMIN - Pay Date 4/1/22		38.32	JC	B 528 16
04/15/22 Expd		STATE WAGE TAX ADMIN - Pay Date 4/15/22		49.25	JC	B 529 16
04/29/22 Expd		STATE WAGE TAX ADMIN - Pay Date 4/29/22		54.95	JC	B 530 16
Total Expenditures:	3	142.52				
2-GN- -001-305	Defined Contribution Retirement Plan					
04/01/22 Expd		DCRP EMPLOYER - Pay Date 4/1/22		48.39	JC	B 528 17
04/15/22 Expd		DCRP EMPLOYER - Pay Date 4/15/22		50.90	JC	B 529 17
04/29/22 Expd		DCRP EMPLOYER - Pay Date 4/29/22		46.73	JC	B 530 17

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
Date	Type					
2-GN- -001-305	Defined Contribution Retirement Plan	Continued				
Total Expenditures:	3	146.02				
2-GN- -002-110	Firefighters					
04/01/22	Expd	FIREFIGHTERS - Pay Date 4/1/22		11,570.20	JC	B 528 7
04/15/22	Expd	FIREFIGHTERS - Pay Date 4/15/22		11,570.20	JC	B 529 7
04/29/22	Expd	FIREFIGHTERS - Pay Date 4/29/22		11,570.11	JC	B 530 7
Total Expenditures:	3	34,710.51				
2-GN- -002-111	Overtime & Sicktime Buyback					
04/01/22	Expd	OVERTIME - Pay Date 4/1/22		540.19	JC	B 528 8
04/15/22	Expd	OVERTIME - Pay Date 4/15/22		1,212.34	JC	B 529 8
04/29/22	Expd	OVERTIME - Pay Date 4/29/22		1,861.57	JC	B 530 8
Total Expenditures:	3	3,614.10				
2-GN- -002-226	Weekend & Overnight Duty Crews					
04/01/22	Expd	DUTY CREW STIPENDS - Pay Date 4/1/22		1,344.00	JC	B 528 11
04/15/22	Expd	DUTY CREW STIPENDS - Pay Date 4/15/22		1,904.00	JC	B 529 11
04/29/22	Expd	DUTY CREW STIPENDS - Pay Date 4/29/22		2,240.00	JC	B 530 11
Total Expenditures:	3	5,488.00				
2-GN- -002-228	Stipends - Fill In Firefighters					
04/01/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 4/1/22		224.00	JC	B 528 12
04/15/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 4/15/22		448.00	JC	B 529 12
04/29/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 4/29/22		462.00	JC	B 530 12
Total Expenditures:	3	1,134.00				
2-GN- -002-301	FICA - Firefighters					
04/01/22	Expd	FICA FIREFIGHTERS - Pay Date 4/1/22		1,007.00	JC	B 528 18
04/15/22	Expd	FICA FIREFIGHTERS - Pay Date 4/15/22		1,118.37	JC	B 529 18
04/29/22	Expd	FICA FIREFIGHTERS - Pay Date 4/29/22		1,244.15	JC	B 530 18
Total Expenditures:	3	3,369.52				
2-GN- -002-303	State Payroll Taxes - Firefighters					
04/01/22	Expd	STATE WAGE TAX FF'S - Pay Date 4/1/22		96.61	JC	B 528 19
04/15/22	Expd	STATE WAGE TAX FF'S - Pay Date 4/15/22		106.84	JC	B 529 19
04/29/22	Expd	STATE WAGE TAX FF'S - Pay Date 4/29/22		113.86	JC	B 530 19
Total Expenditures:	3	317.31				
2-GN- -002-304	Health Insurance - Firefighters					
04/01/22	Expd	J. Gordon Jr. Health Ins. reimb. 4/1/22		129.83	JC	B 528 9
04/15/22	Expd	J. Gordon Jr. Health Ins. reimb. 4/15/22		129.83	JC	B 529 9
04/29/22	Expd	J. Gordon Jr. Health Ins. reimb. 4/29/22		129.83	JC	B 530 9
Total Expenditures:	3	389.49				

Account No Date	Type	Account Description Transaction Data/Comment	Vendor/Source	Amount	User	Item #
2-GN- 04/29/22	-003-101 Expd	Fire Official FIRE MARSHAL - Pay Date 4/29/22		916.63	JC	B 530 5
Total Expenditures:		1		916.63		
2-GN- 04/29/22	-003-102 Expd	Fire Inspectors FIRE INSPECTOR - Pay Date 4/29/22		416.63	JC	B 530 6
Total Expenditures:		1		416.63		

Fund Description	Fund	Expenditures
GENERAL	2-GN	71,673.96
Total of All Funds:		<u>71,673.96</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	44	71,673.96

Pine Hill Fire Department

Chief's Monthly Report

April 2022

Meetings:

- On Thursday evening the 7th, I attended the Commission Meeting.
- On Thursday afternoon the 7th, I attended a zoom meeting with First Due. This is the new fire reporting company that the county will be paying for documentation.
- On Monday afternoon the 11th, the Deputy Chief and I had a meeting with Battalion Chief Matt Buchhofer.
- On Tuesday evening the 12th, I attended the company meeting.
- On Thursday evening the 14th, I attended the Camden County Fire Chief's Dinner that was held at Lucien's in Berlin.
- On Monday morning the 25th, I attended another zoom meeting with First Due.

Runs stats:

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

Calls for Service / Significant Concerns:

- On the overnight Saturday the 24th at 01:07 hours, we were dispatched to 24 Circle Drive in Erial for a dwelling fire. I responded along with 4 firefighters on our engine. 8501 and squad 85 responded with 2. Squad 88 responded with 4. The Communication Center advised the responding units that the caller stated the back of the house was on fire and no one was answering the door. Engine 62 arrived first due and reported fire / smoke showing from the rear of the dwelling, requesting the- all hands box be filled (this is a redispach of the fire company that the fire is located which adds other resources). Squad 85 was ordered to lay in from the hydrant at the entrance to the complex and laid 700' of 5" hose. The officer on engine 62 did a 360 of the dwelling and found the fire to be a brush fire to the rear of the dwelling. Engine 62 stretched a 1 ¾ hand line and extinguished the fire. Squad 88 was released, while the crew from engine 62 & squad 85 picked up the 5" hose. **NOTE:** Station 86 (Erial) did not get a fire truck on the street. Squad 85 only responded with 2 firefighters. Engine 62 had one career

firefighter, one paid part time firefighter, and 2 live ins. We did not have a home response from any of our members.

- On Sunday morning the 24th, I responded to a shed / outer building fire in Erial's local. I arrived first and reported a pile of leaves on fire in the rear yard. Our engine responded with a crew of 4 and squad 85 responded with a crew of 3. The assignment was held to our engine & squad 85. **Note:** Our engine responded with 1 career firefighter, 1 paid part time firefighter, and the 2 live ins. No home response from our department and again, Erial did not get a truck on the street.
- I am aware that the above two fires were not in our town. However, we have been experiencing the lack of home response from our firefighters. Adding the extra firefighter on Saturdays & Sundays will help, but I am really concerned about the lack of home response on the overnights. We are only guaranteed 1 career firefighter and the part time firefighter on the overnight. At any time, the live ins could move out or just be out of the building for the night. One of our most dependable firefighters that would respond on the overnight, has moved out of town, thus hurting us even more. These two fires could have been in Pine Hill and the results with our firefighters could have resulted with the same issues.

Public relations:

- On Tuesday the 5th, while out on natural gas leak at 407 Mason Run, we installed a missing co detector for the resident.
- On Wednesday the 6th, while out on an EMS run at 701 Mason Run, we installed two missing smoke detectors.
- On Saturday morning the 23rd, I participated in the Pine Hill Little League Parade.

Inspira:

- The power truck has been working fine and has been stationed in our building. I receive a text message every morning letting me know the status of the rig. They are running 7 am to 7 pm and seem to be busy. There also appears to be an EMS8 (supervisor) on most nights.

Tower Ladder:

- On Tuesday morning the 26th, repairs were made to the coolant lines and an oil leak to the power takeoff for the generator was repaired. The truck was placed back in service the same day. The repairs were made at the Gloucester Township Public Works Garage, under the new shared service agreement.

D/C Vehicle:

- On Wednesday morning the 20th, the Deputy Chief's vehicle was dropped off at Gloucester Township Garage to have the water pump replaced. The vehicle was back in service on Thursday morning the 21st.

Squad:

- As stated in last month's report. The squad is due to go to Fireline on May 9th for warranty work on the rear driver side door.

Engine:

- On Wednesday morning the 20th, the engine was taken to Liberty Trucking for the warranty work. The work was completed on Friday morning the 22nd and the truck was placed back in service that night.

Support Vehicle:

- This vehicle will be going to Echelon Ford for warranty work when the parts come in.

BLS-62:

- As stated last month. This unit is stocked and ready to be used at a moment's notice.
- EMS Consulting has started the billing process. We have been receiving phone calls from insurance company asking for billing information. Those calls have been directed to EMS Consulting.

EMS Engine:

- We now have the EMS Engine running 24 / 7. We installed the old ambulance tones in the duty pager as well the paging system in the building. When an EMS call comes in for Pine Hill, the Communication Center sends out two tones. The first tone will activate our duty pager and paging system and the second tone will dispatch the appropriate ambulance for the assignment. This will allow the overnight crew to decide if they need to respond to the EMS Run. The activation of the tones will not disturb any other members in our department unless the truck signs on responding. If the truck signs on responding, it will activate active911 only.
- We ran a total of 19 EMS engine calls for the month.

Southern County Regional Taskforce:

- Due to conflicting schedules, we did not have a meeting this month.

Training:

- On Saturday morning the 2nd, I attended the EMT "B" part of my 3-year EMT recertification.
- On Tuesday evening the 5th, I taught the Accountability Drill at the Borough Garage.
- On Friday evening the 8th, I assisted with the Accountability Training at the Borough garage.

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. The firefighters have taken the mid-term written test and the practical test as well.

Physicals:

- The yearly physicals with Interstate Mobile were completed on Thursday evening the 28th, at our building. We sent the career staff and everyone over the age of 40, with a total of 15 firefighters receiving their yearly physicals.

Recruitment:

- The flyers have been dropped off at the printer and the bags are in. We will be hand delivering recruitment flyers to every residence in Pine Hill, the first two weeks of May. We have created an email address for applications and for anyone inquiring about joining. We will also be holding an open house on Saturday the 21st from 10 am to 2 pm and that information is stated on the handouts.
- We have given out 3 applications this month. One was to a 15-year-old, one was to a 16-year-old, and one to an 18-year-old.

First Due / Fire Reporting:

- Firehouse Software (the system the county uses now) will be removed on April 30th. The new system (First Due) will go in service on May 1st. We have been attending zoom meetings and have provided all the documentation that is needed for us to transfer to the new system.

Safer Grant:

- It is my belief that the Safer Grant will be posting soon for the 2022. I would like the board to consider applying for this grant, so we could secure 1 or 2 more career firefighters. I have developed a plan that would give us 4 career firefighters on during

the day shifts and 2 career firefighters on the overnight. With the paid part timer on the overnight as well, would give us 3 firefighters.

Marijuana Use:

- I am sure that we are all aware that recreational Marijuana use is now legal. I am looking for guidance and legal advice as to how we want to handle this change in the law.

Ladder Committee:

- The members listed below have been selected to sit on the ladder committee.
 1. Commissioner Wakeley
 2. Chief Hunter
 3. Deputy Chief Greer
 4. Captain Pizzo
 5. Lt. Rabchuk
 6. Firefighter J. Duvall
 7. Firefighter Heriegel

Viewing:

- On Saturday afternoon the 30th, I attended the viewing for Joy Radke. Joy Radke is the mother of past member Kathy O'Neill.

Attached Article:

- The attached article is from Chief Rigberg from the Winslow Township Fire Department. He is spot on with some of the comments that he makes.

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

Month of: March 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	07
Fire Safety Inspection – Non LHU(s)	09
Re-Inspection(s)	09
Smoke Detector & CO Detector Compliance(s)	10
Complaint(s)	0
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$346.00
Smoke Detector & CO Detector Compliance	\$881.00
Permit Fees	\$54.00
Number of Permits Issued	01
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	\$653.25
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	01
Total Amount of Money Deposited this Month	\$1,934.25

Requests:

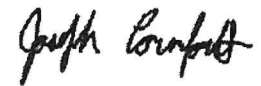
The following Items are requests for purchase/appropriation:

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 style with a large initial "J".

Joseph Cornforth
Fire Official

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

Month of: April 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	03
Fire Safety Inspection – Non LHU(s)	20
Re-Inspection(s)	09
Smoke Detector & CO Detector Compliance(s)	21
Complaint(s)	0
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$590.00
Smoke Detector & CO Detector Compliance	\$1,466.00
Permit Fees	\$313.00
Number of Permits Issued	03
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	\$2,369.00

Requests:

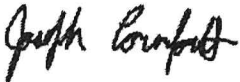
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A


Respectfully Submitted,

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Joseph Cornforth
Fire Official

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

- Renewed our SAM registration with federal government
- Worked on the payroll vendor transition from Paychex to CASA
- Completed and Submitted the 2022 Census
- Worked on policies – domestic abuse & protecting minors
- 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