

Pine Hill Fire District #1
Regular Meeting Minutes
June 2, 2022

MEETING CALLED TO ORDER: Meeting was called to order by Vice Chairman Warrington at 7:30 P.M. Vice Chairman Warrington 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 – not present

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

MINUTES: Vice Chairman Warrington asked if there were any questions regarding the regular and closed session meeting minutes for the meeting held on May 5, 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.

COMMUNICATIONS LIST: Vice Chairman Warrington 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:** Vice Chairman Warrington said that firefighters came to his house during the recruitment drive. He thanks the fire department for a job well done.
- **Information Technology and Equipment Commissioner:** Nothing to report
- **Insurance Fund Commissioner:** Nothing to report
- **Fire Prevention Commissioner:** Nothing to report
- **EMS Liaison:** Vice Chairman Warrington said that there are no major issues with EMS. Things are going well.

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NEW BUSINESS: Vice Chairman Warrington asked if there were any questions regarding the resolution 22-14 on the agenda. There were none. A motion to vote on resolution 22-14, approval of payment of bills, was made by Commissioner Hagarty and seconded by Commissioner Hassett.

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

Vice Chairman Warrington said that resolution 22-15 should be tabled because the policy regarding domestic violence needs to be reviewed more thoroughly. A motion to table resolution 22-15 was made by Commissioner Hassett and seconded by Commissioner Hagarty. Motion passed with four yes votes.

Vice Chairman Warrington asked Chief Hunter to explain the quote from First Due that is listed on the agenda. Chief Hunter explained that the County will be using First Due, instead of Active 911. There are some features provided by First Due that need to be purchased separately from the County. These features will benefit the Pine Hill Fire Department and District. A motion to accept the quote from First Due was made by Commissioner Hassett and seconded by Commissioner Wakeley.

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

FIRE CHIEF’S REPORT: See attached report. Vice Chairman Warrington asked if the Chief wanted to discuss or add anything to his report. Chief Hunter said he would like to ask the commissioners if they are in favor of applying for another SAFER Grant to hire an additional firefighter. The grant will open in a few months. Chief Hunter said that if we hire another two career firefighters, then there will be no need to hire another until someone retires. Vice Chairman Warrington asked Chief Hunter to present his proposal when the time comes.

Chief Hunter said that the deputy chief’s vehicle has 80,000 miles and he is suggesting replacing the vehicle.

FIRE OFFICIAL’S REPORT: See attached report for May.

FIRE DISTRICT ADMINISTRATOR’S REPORT: See attached report

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June 2, 2022

Vice Chairman Warrington 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 Wakeley. All were in favor. Motion passed with four yes votes.

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

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

1. Mr. Davis said that the fire chief is talking about the future as if it is a fact. Anything can happen over time.
2. Mr. Davis asked about the status of the budget. Vice Chairman Warrington said that the budget is going well and the district is able to save money on some items.
3. Mr. Davis asked about the status of the volunteers. Chief Hunter said that the firefighters canvassed 3500 homes during the recruitment drive. Seventy five residents showed up at the open house and we five applications were given out.
4. Mr. Davis asked if the fire department was answering calls. Chief Hunter said that the fire department has answered every call so far this year.

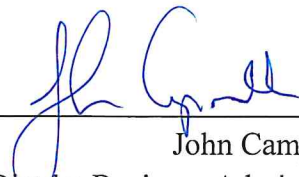
CLOSE FLOOR TO THE PUBLIC: Vice Chairman Warrington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed.

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

The meeting adjourned at 7:47 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
#22-14

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

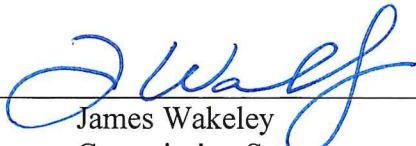
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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: June 2, 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 June 2, 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	
22-00151	05/12/22	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT PAYMENT - JUNE	Open	7,933.95	0.00	
22-00152	05/12/22	CASH1 PETTY CASH	JUNE ADVANCE FOR MEALS	Open	1,050.00	0.00	
22-00153	05/12/22	STATE005 State of NJ Health Benefits	JUNE 2022 HEALTH PREMIUMS	Open	10,982.04	0.00	
22-00154	05/12/22	JHART005 J. HARTE ASSOCIATES LLC	UPGRADE 2 COMP. W. WINDOWS 10	Open	600.00	0.00	
22-00155	05/12/22	AIRGA005 AIRGAS USA, LLC	CYLINDER RENTAL	Open	13.20	0.00	
22-00156	05/12/22	IMC01 INTERSTATE MOBILE CARE	IN-HOUSE PHYSICALS	Open	3,000.00	0.00	
22-00157	05/16/22	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR JUNE	Open	1,287.99	0.00	
22-00158	05/17/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	AA BATTERIES	Open	61.50	0.00	
22-00159	05/17/22	ZOLLD005 ZOLL DATA SYSTEMS	EMS CHARTING FOR JUNE	Open	191.25	0.00	
22-00160	05/17/22	WILLI005 William J Danz	To Replace Lost Check 11779	Open	100.97	0.00	
22-00161	05/17/22	MB00001 Matthew Buchhofer	To Replace Lost Check 11773	Open	75.71	0.00	
22-00162	05/17/22	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	200.47	0.00	
22-00163	05/17/22	CAS01 CASA PAYROLL SERVICE, LLC	INVOICE FOR MAY 13TH PAYROLL	Open	147.75	0.00	
22-00164	05/18/22	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	ANNUAL DUES FOR 2022	Open	100.00	0.00	
22-00165	05/18/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	2 EXTERNAL HARD DRIVES	Open	219.98	0.00	
22-00166	05/19/22	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	MONTHLY INVOICE	Open	40.40	0.00	
22-00167	05/21/22	TG001 TOWNSHIP OF GLOUCESTER	APRIL 2022 FUEL BILL	Open	1,796.98	0.00	
22-00168	05/22/22	BOA00001 Bank of America	P-Card Charges as of 5/22/22	Open	1,535.90	0.00	

Total Purchase Orders: 19 Total P.O. Line Items: 0 Total List Amount: 29,788.09 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	29,788.09	0.00	29,788.09	0.00	0.00	29,788.09
Total of All Funds:		<u>29,788.09</u>	<u>0.00</u>	<u>29,788.09</u>	<u>0.00</u>	<u>0.00</u>	<u>29,788.09</u>

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
22-00169	05/25/22	HALE01	HALE TRAILER BRAKE & WHEEL	TRUCK WASH	Open	56.70	0.00	
22-00170	05/25/22	AIRGA005	AIRGAS USA, LLC	OXYGEN	Open	10.00	0.00	
22-00171	05/25/22	CASH1	PETTY CASH	REPLENISH CHIEF HUNTER'S PC	Open	134.29	0.00	
22-00172	05/25/22	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	O2 SENSOR	Open	236.00	0.00	
22-00173	05/27/22	ACTIO005	Action Uniform Co. LLC	L/S SHIRT - J. COMBS	Open	70.00	0.00	
22-00174	05/27/22	ACTIO005	Action Uniform Co. LLC	UNIFORM ITEMS	Open	692.50	0.00	
22-00175	05/27/22	ACTIO005	Action Uniform Co. LLC	UNIFORMS - RYAN MUCKLEY	Open	734.00	0.00	
22-00176	05/27/22	ACTIO005	Action Uniform Co. LLC	UNIFORMS - DE'ANDRE RALSTON	Open	734.00	0.00	
22-00177	05/27/22	ACTIO005	Action Uniform Co. LLC	CLASS B UNIFORM - J RAMOS	Open	215.00	0.00	
22-00178	05/27/22	ACTIO005	Action Uniform Co. LLC	CLASS B UNIFORM - B. WOODALL	Open	215.00	0.00	
22-00179	05/27/22	ACTIO005	Action Uniform Co. LLC	CLASS B UNIFORM - M. AVATO	Open	215.00	0.00	
22-00180	05/31/22	CAS01	CASA PAYROLL SERVICE, LLC	INVOICE #114633 - MAY 31	Open	141.25	0.00	
22-00181	06/01/22	BOA00001	Bank of America	P-CARD CHARGES FOR MAY	Open	209.86	0.00	
Total Purchase Orders:		13	Total P.O. Line Items:	0	Total List Amount:	3,663.60	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	3,663.60	0.00	3,663.60	0.00	0.00	3,663.60
Total of All Funds:		<u>3,663.60</u>	<u>0.00</u>	<u>3,663.60</u>	<u>0.00</u>	<u>0.00</u>	<u>3,663.60</u>

Range of Checking Accts: First to Last Range of Check Dates: 06/02/22 to 06/02/22
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
GENERAL					
11867	06/02/22	AIRGA005 AIRGAS USA, LLC	13.20		1115
11868	06/02/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	61.50		1115
11869	06/02/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	219.98		1115
11870	06/02/22	BOA00001 Bank of America	1,535.90		1115
11871	06/02/22	BTM001 BOUND TREE MEDICAL,LLC	200.47		1115
11872	06/02/22	CAS01 CASA PAYROLL SERVICE, LLC	147.75		1115
11873	06/02/22	CASH1 PETTY CASH	1,050.00		1115
11874	06/02/22	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	100.00		1115
11875	06/02/22	DC001 DAVID F. CARLAMERE	450.00		1115
11876	06/02/22	IMC01 INTERSTATE MOBILE CARE	3,000.00		1115
11877	06/02/22	JHART005 J. HARTE ASSOCIATES LLC	600.00		1115
11878	06/02/22	JHART005 J. HARTE ASSOCIATES LLC	1,287.99		1115
11879	06/02/22	KYOCE005 KYOCERA DOCUMENT SOL. AMERICA	40.40		1115
11880	06/02/22	MB00001 Matthew Buchhofer	75.71		1115
11881	06/02/22	PHFD1 PINE HILL FIRE DEPT.	7,933.95		1115
11882	06/02/22	STATE005 State of NJ Health Benefits	10,982.04		1115
11883	06/02/22	TG001 TOWNSHIP OF GLOUCESTER	1,796.98		1115
11884	06/02/22	WILLI005 William J Danz	100.97		1115
11885	06/02/22	ZOLLD005 ZOLL DATA SYSTEMS	191.25		1115
11886	06/02/22	ACTIO005 Action Uniform Co. LLC	70.00		1116
11887	06/02/22	ACTIO005 Action Uniform Co. LLC	692.50		1116
11888	06/02/22	ACTIO005 Action Uniform Co. LLC	734.00		1116
11889	06/02/22	ACTIO005 Action Uniform Co. LLC	734.00		1116
11890	06/02/22	ACTIO005 Action Uniform Co. LLC	215.00		1116
11891	06/02/22	ACTIO005 Action Uniform Co. LLC	215.00		1116
11892	06/02/22	ACTIO005 Action Uniform Co. LLC	215.00		1116
11893	06/02/22	AIRGA005 AIRGAS USA, LLC	10.00		1116
11894	06/02/22	BOA00001 Bank of America	209.86		1116
11895	06/02/22	CAS01 CASA PAYROLL SERVICE, LLC	141.25		1116
11896	06/02/22	CASH1 PETTY CASH	134.29		1116
11897	06/02/22	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	236.00		1116
11898	06/02/22	HALE01 HALE TRAILER BRAKE & WHEEL	56.70		1116

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	32	0	33,451.69	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	32	0	33,451.69	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	32	0	33,451.69	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	32	0	33,451.69	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	2-GN	33,451.69	0.00	0.00	33,451.69
	Total Of All Funds:	<u>33,451.69</u>	<u>0.00</u>	<u>0.00</u>	<u>33,451.69</u>

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

APPROVAL OF POLICY REGARDING DOMESTIC VIOLENCE
RESOLUTION #21-15

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has been requested by Hardenbergh Insurance Group in accordance with the Joint Insurance Fund to adopt a policy for domestic violence, and

WHEREAS. The Board of Fire Commissioners chose to adopt and approve a domestic violence policy similar to the policy adopted and approved by the Borough of Pine Hill. Said policy is included with this resolution.

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby approving the policy entitled "Domestic Violence Policy for District Employer."

BE IT FURTHER RESOLVED, that Chairman, or their designee, is hereby authorized to sign the policy and authorize it to be put into action.

Date: June 2, 2022


James Wakeley, Secretary

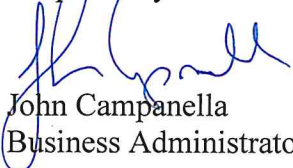
Record of Vote:

motion to table

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

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on June 2, 2022.

Respectfully Submitted,


John Campanella
Business Administrator



107 Seventh St, Garden City
New York, 11530, United States

First Due Quote

Prepared By: Dre Mihaylo
Valid Until: May 31, 2022
Quote Number: 1545132000089845458

Pine Hill Fire Department

We are excited to present pricing for the First Due Suite! Please see detailed breakdown below. It is important to note that First Due is a cloud-based system, and all Support, Maintenance, Hosting and Upgrades are ALWAYS INCLUDED.

First Due Modules and Implementation Services Included - Description

Scheduling

Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.

Assets & Inventory

Assets, equipment and inventory management, assets and equipment checks, and work order management.

Implementation and Configuration Services

Services related to configuring and customizing the First Due Platform as described in the Statement of Work.

Total Year 1	\$ 2,250.00
Annual Subscription	\$ 2,000.00

Pine Hill Fire Department

Chief's Monthly Report

May 2022

Meetings:

- On Monday evening the 2nd, I held an officer's meeting.
- On Monday afternoon the 2nd, myself, Deputy Chief Greer, Personnel Commissioner Hassett, and B/A Campanella had a meeting regarding issues with two Career Firefighters.
- On Thursday evening the 5th, I attended the monthly commission meeting.
- On Thursday afternoon the 5th, I attended a zoom meeting with First Due.
- On Tuesday evening the 10th, I attended the fire company meeting.
- On Thursday morning the 12th, I attended the Camden County Fire Chief's meeting.
- On Thursday morning the 19th, I attended a meeting with Chief Kernan from Berlin Fire Company and Chief Rigberg from Winslow Township Fire Department.
- On Monday evening the 23rd, I attended the Southern County Regional Taskforce meeting that was held in West Berlin.

Runs stats:

- Run reports for the month of April have been sent to the State for compliance.

Calls for Service / Significant Concerns:

- On Monday evening the 2nd at 8:49 pm, the Squad was dispatched to 111 East 10th Ave for a motor vehicle accident (MVA). A vehicle crashed into a parked car with injuries. The Squad company remained on location to assist the police with lighting after the patient was transported to the hospital.
- On Tuesday evening the 3rd at 9:27 pm, we were dispatched to 66 East Branch Ave to investigate an illegal burn. The caller stated that the resident was burning something on the front lawn. Recognizing this address, I advised the Squad company to stand by until I got on location (we have been to this residence prior). Captain Pizzo, also recognizing the address responded and handled the situation prior to my arrival. The fire was extinguished without any issues.

- On Friday evening the 6th at 12:04 am, we were dispatched to 205 East 11th Ave for a Motor vehicle accident (MVA). Squad company arrived on location to find that a pedestrian was struck by the vehicle. This was a fatal accident.
- On Sunday evening the 15th at 11:36 pm, we were dispatched to 165 Erial Road for a dewatering assignment. Squad 62 responded with Firefighter Hitzelberger as the officer. Squad company on location and met with the resident who called 911. He stated water is leaking into his apartment from the apartment above. Firefighter Hitzelberger, while talking to the caller at his front door, notice water leaking from the lite fixture in his ceiling. She asked the resident if they could enter and secure the power via the breaker to that fixture. The resident would not allow entry and police were not on location yet, Hitzelberger called Captain Pizzo on his cell. Captain Pizzo arrived just after police and was advised that the police spoke with the resident, who then allowed entry. The leak was from a broken sink in the apartment above. The water to the sink was secured also.
- On Monday afternoon the 16th at 5:22 pm, we were dispatched to 100 West Hickstown Road (Bromley Estates) for a vehicle fire. I arrived first and had an engine compartment fire. Engine 62 arrived and stretched the front bumper line to extinguish the fire. Squad 86 & Ladder 62 assisted with the overhaul of the vehicle.
- On Monday evening the 23rd, we were dispatched to 66 East Branch Ave for a smoke investigation. Deputy Chief Greer responded along with Engine 62. Chief Greer advised the Engine to stand by until he arrived on scene. Chief Greer on location and had the Engine proceed in and extinguish the fire. Chief Greer requested police to the scene for a hostile resident.
- On Saturday morning the 28th at 12:04 am, we were dispatched to 1072 Grandview Drive for a reported house fire. The Communication Center was reporting a house struck by lightning. I, Deputy Chief Greer, Engine 62 with 5 firefighters, Ladder 62 with 5 firefighters, along with mutual aid responded. Engine 62 arrived first to find nothing showing but had a minor smoke condition in the house. Ladder 62 arrived and checked the rear of the house. Squad 86 stood by the hydrant and Squad 25 assisted the crew from Ladder 62. It was determined to be a lightning strike that hit the outside dryer vent, melting the vent, and burning the wood in the vent opening. No fire extension into the house.
- On Saturday afternoon the 28th at 12:15 pm, the Squad was dispatched to 25 East 3rd Ave for an EMS assist. Squad 62 arrived on location just after police and prior to BLS & ALS to find the patient in cardiac arrest and police performing CPR. Our crew assisted with ventilation, while police were working with the AED. One shock was advised prior to our crew carrying the patient out to the stretcher. The patient was sitting up and talking in the back of the ambulance while enroute to the hospital.
- On Tuesday morning the 31st at 10:56 am, we were dispatched to the 100 Block of West Branch Ave for a drowning. I responded along with a crew of 4 on the Engine. County Communications was reporting a 3-year-old female fell into a pool. I arrived prior to BLS

and just after police. Police had the AED attached and were performing rescue breathing for the patient. Our Squad arrived and assisted with patient care. BLS arrived and the patient was loaded onto the stretcher and into the ambulance for transport. Firefighter Duvall drove the ambulance and Firefighter Gordon Jr. rode in the back of the ambulance, to assist with patient care. BLS met ALS while enroute to the hospital. We were told that the patient was flown to CHOP in Philadelphia with pulses.

Public relations:

- On Monday morning the 2nd, we used the Tower Ladder to replace the rope on the Pine Hill MUA flagpole.
- On Monday morning the 9th, we assisted the Public Works with the use of the Ladder truck. We used the main to cut down a few dangerous branches from the storm.
- On Thursday afternoon the 12th, we installed 2 smoke detectors and 1 co detector at 1203 Kayser Ave.

Inspira:

- They have continuously staffed the power truck and we have had no issues with them. Our EMT's have been working well with the crews on the street.

Tower Ladder:

- With the permission from the commission to start looking and specking a new Ladder truck, the truck committee was picked. On Friday the 20th, the entire committee headed to the Harrisburg Expo and started the long process. We were able to see a handful of Ladder trucks on display and we communicated with those vendors. We will meet soon and discuss what we did and did not like, along with the vendors we would want to work with. More to come on this project with input from the commissioners.

Squad:

- On Friday the 20th, we picked up the Squad from FireLine on our way back from the Harrisburg Expo. The truck is in service, and all repairs were made under warranty.

BLS-62:

- As stated, every month, the ambulance is stocked, checked and ready to respond at any time.

Southern County Regional Taskforce:

- At the meeting on the 19th that the Deputy and I attended with the Chiefs from Berlin & Winslow, we also had a County Fire Coordinator at the meeting. We were able to agree with a dual response to the following intersection and roadways.

1. Berlin Road & Watsontown New Freedom Road
2. Watsontown New freedom Road
3. Cross Keys Road
4. Cross Keys & Watsontown New Freedom Road

Training:

- On Sunday morning the 1st, I attended the Tender Task Force drill in Winslow Township. This is part of the Southern Regional Task Force.
- On Tuesday evening the 3rd, I assisted with the duty crew training on (Wildland Fires).
- On Tuesday evening the 24th, I attended the company training on sprinklers.

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.
- The firefighter 1 students completed their live fire burns on Sat & Sun the 21st & 22nd. They have a test review on Monday night the 23rd with the finale exam on Wednesday the 25th.

Recruitment:

- Starting Monday evening the 9th and ending on Friday evening the 20th, each duty crew walked the streets of Pine Hill and hand delivered the recruitment flyers. The career staff assisted with handing out the flyers during the day. Every house in Pine Hill received a flyer with about 3500 being handed out. The flyers had two medical cards and an invitation to our open house that would be held on Saturday the 21st.
- A handful of members arrived Saturday morning the 21st at 7 am and started to set up for the open house. The trucks were put on display in the rear parking lot, and we had yearend fire department videos playing in the training room. The building was opened with our members willing to walk the public through it. We had about 75 residents show and handed out 10 applications. One application was filled out and handed in before the resident left. Three applications for Cadets were handed out also. I thanked all the members that assisted and could not be happier with the turnout of the residents.

First Due / Fire Reporting:

- The new county fire reporting system is up and running. The new system offers additional programs inside of the system that we can purchase. I am interested in the scheduling, assets & inventory for now (the quote is attached). This program can also

keep track of all the truck checks that are being completed. The scheduling program is to replace Epro (we cancelled it as of May 31) with a saving of \$409.00 a month.

Reimbursement:

- On Monday the 2nd, I sent an email to the Chief Cardile from Harrison Township Fire Department. The intent of the email was to remind the Chief that we did not use his facility for the agility test for our the newly hired firefighter in 2021. I requested that we be reimbursed the \$2500 we prepaid for the obstacle course. The Chief stated that he had forgotten, and he would speak with his commissioners. Chief Cardile followed up with an email that stated we would be reimbursed the \$2500, at their Commission meeting in June of 2022.

Accident:

- Everyone should be aware of the minor accident with the Ladder truck. The police report and pictures have been turned over to B/A Campanella for proper documentation.

County Coordinator:

- On the 18th, I sent an Email to Chief Palumbo who is the Camden County Fire Coordinator. I am requesting a meeting with County & the Chief from Lindenwold Fire Company. This is a follow up to the letter I sent with regards to the motor vehicle accident rescue assignment on 05/05. The assignment was dispatched in front of 353 Blackwood Clementon Road. I did receive an email stating the coordinator will get back to me with a date & time to meet.

Exterior:

- The career staff, along with a few volunteers, assisted with the exterior clean up on Monday and Tuesday the 16th & 17th. We worked with the Public Works guys and assisted with moving the two sheds and some fencing.

Probation:

- I forgot to mention that Firefighters Gordon Jr. & Hitzelberger reached their one-year anniversary on 03/15/22. I will be conducting their last review next month.

Blackwood Clementon Road:

- The MVA Rescue assignment that I advised you of in the letter I emailed to each of you has not been resolved. There have been some emails received and sent, but it hasn't been resolved. I can talk more in depth to each of you or speak about it at the monthly commission meeting.

Memorial Service:

- I and 13 other members participated in the annual Memorial Day Service, which was held in town. We also had two of our members team up with Pine Hill Police as part of the Honor Guard.

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

Month of: May 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	05
Fire Safety Inspection – Non LHU(s)	06
Re-Inspection(s)	12
Smoke Detector & CO Detector Compliance(s)	20
Complaint(s)	0
Fire Investigation(s)	01

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$265.00
Smoke Detector & CO Detector Compliance	\$1,357.00
Permit Fees	\$214.00
Number of Permits Issued	01
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$1,836.00

Requests:

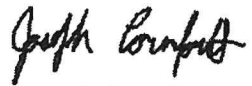
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

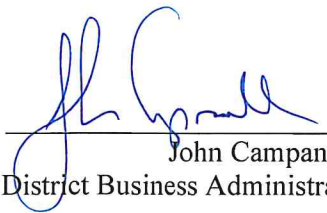
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive style with a large initial "J".

Joseph Cornforth
Fire Official

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

- Processed two reimbursements regarding our SAFER Grant
- Processed accident claim regarding the Ladder Truck
- Surgery scheduled for May 23rd was postponed until July 11th
- Worked on policies – domestic abuse & protecting minors
- Processed payroll with new payroll vendor - CASA
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- Responded to all emails received
- Handled written correspondence
- Answered phone calls daily and assisted residents
- Handled day-to-day operations



John Campanella
Fire District Business Administrator