

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

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Waddington at 7:34 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, Battalion Chief Pizzo, Deputy Chief Greer, President Joe Pfeiffer,

MINUTES: Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on October 6, 2022. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Hassett. Motion passed with five yes votes.

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

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** No report
- **Community Relations Liaison:** Commissioner Warrington said that the Christmas Parade will be on 12/4/2022.
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** No report

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NEW BUSINESS: Chairman Waddington briefly explained Resolution 22-16 and explained that this policy was tabled at July's meeting to allow more time to review and modify it.

- **Resolution 22-16: Protecting Minors Policy**

Chairman Waddington asked for a motion to approve resolution 22-16, as amended. A motion was made by Commissioner Hassett and seconded by Commissioner Hagarty to approve Resolution 22-16.

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

- **Resolutions 22-26 & 22-26A: Shared Services Agreement with Other Fire Districts**

Chairman Waddington explained that this agreement was tabled from October's meeting until some details were clarified. Solicitor Carlamere said that he has had several communications with the Solicitor of Winslow Fire District regarding the agreement. The agreement is not intended to include career firefighters. Solicitor Carlamere said that he drafted a resolution to accompany the agreement that will provide clarity for the Pine Hill Fire District. Chairman Waddington asked if there were any questions on Resolutions 22-26 & 22-26A. There were none. A motion to approve Resolution 22-26 & 22-26A was made by Commissioner Hassett and seconded by Commissioner Hagarty.

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

- **Resolution 22-27: Approval and Payment of Bills**

Chairman Waddington asked if there were any questions on Resolution 22-27. There were none. A motion to approve Resolution 22-27 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 – yes. Motion passed with five yes votes.

- **Resolution 22-28: Introduction of the 2023 Budget**

Chairman Waddington explained that the budget committee completed the budget. The budget has total revenues of \$1,610,132.40 with the amount to be raised by taxation of \$1,399,668.16 and total appropriations of \$1,610,132.40. Chairman Waddington asked if there were any questions on Resolution 22-28. There were none. A motion to approve Resolution 22-28 was made by Commissioner Hassett and seconded by Commissioner Hagarty.

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

- **Resolution 22-29: Commissioner Salaries**

Chairman Waddington explained that a resolution is required to approve the salaries paid to the fire commissioners. Solicitor Carlamere explained why it was needed and drafted the resolution. Chairman Waddington asked if there were any questions on Resolution 22-29. There were none. A motion to approve Resolution 22-29 was made by Commissioner Hagarty and seconded by Commissioner Warrington.

- 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. Chief Hunter explained the four-alarm fire at the Mansions Apartments. Fourteen fire companies responded. Chief Hunter thanked Commissioner Warrington for helping him with the command of a major fire.

Chief Hunter explained that the Pine Hill Fire Department received an ISO rating of 2, which is an improvement from the previous rating of 4. The three criteria used for the rating are water, personnel and training. Only 7% of the fire departments in the country have a rating of 2 or better. The commissioners congratulated Chief Hunter.

Chief Hunter explained that he sent a letter to a former firefighter requesting that he reimburse the fire department for funds paid for his EMS schooling, which he failed. The former firefighter refused to reimburse the fire department because there is no written agreement in place. Chief Hunter said that we need to draft a policy or formal agreement. Commissioner Warrington said that not every firefighter has the means to reimburse the fire department. Maybe they could work it off? Commissioner Warrington asked if there was a review class prior to testing. Chief Hunter explained that students have three attempts to pass the test. This issue was discussed further.

Chief Hunter explained that he sent a request to Inspira to waive the billing for two transports recently for two volunteer firefighters. Commissioner Warrington said that he will assist if needed.

FIRE OFFICIAL'S REPORT: See attached report

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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 Wakeley. All were in favor. Motion passed with five yes votes.

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

Career firefighter James Gordon Sr. from 428 New Freedom Rd. asked to speak with the commissioners in closed session. Chief Hunter objected and suggested the Mr. Gordon follow the chain of command. After much discussion and input from Commissioner's Warrington, Hassett and Solicitor Carlamere, Mr. Gordon was advised to follow the chain of command and to present his issue in writing.

Fire Department President Pfeiffer asked Commissioner Warrington if he could get the prize list for the Christmas Parade early. Commissioner Warrington said, yes.

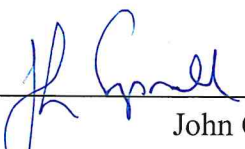
CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Warrington and seconded by Commissioner Wakeley. All were in favor. Motion passed.

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

The meeting adjourned at 7:55 p.m.



James Wakeley
Commission Secretary



John Campanella
Fire District Business Administrator

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

APPROVAL OF POLICY REGARDING PROTECTING MINORS
 RESOLUTION #22-16 (Tabled from July Meeting)

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 protection and safe treatment of minors, and

WHEREAS. The Board of Fire Commissioners chose to adopt and approve a domestic violence policy based on a sample policy provided by the Municipal Excess Liability Joint Insurance Fund (MEL).

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 "Pine Hill Fire Department/District #1 Policy for Protection and Safe Treatment of Minors."

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: November 3, 2022



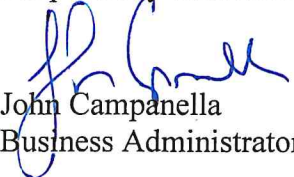
 James Wakeley, Secretary

Record of Vote:

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 November 3, 2022.

Respectfully Submitted,


 John Campanella
 Business Administrator

Pine Hill Fire
Department/District #1
Policy
Protection and Safe
Treatment of Minors



Policy - Protection and Safe Treatment of Minors

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Protection and Safe Treatment of Minors

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 9:6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child, or another adult does one or more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education, or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child, including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. Fifty thousand of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least four years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access, privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** However, it is important not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though seven out of every eight molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for their dedication to children.

- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely, or troubled children, especially those who live with step-parents or single parents, may be targeted. Children between the ages of 7 and 13 are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- ✓ Molesters have behavioral patterns that can be identified as **"grooming"** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity, and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent anymore, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey, every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the N.J. Family Division of the State court system. The court has broad powers, including the ability to remove children from dangerous situations
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates, and law enforcement.

- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Municipalities and counties operate or sponsor a variety of programs that involve children, including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs

The **PINE HILL FIRE DEPARTMENT/DISTRICT** is committed to the safety of all individuals in its community. However, the **PINE HILL FIRE DEPARTMENT/DISTRICT** has a particular concern for those who are potentially vulnerable, including minor children. The **PINE HILL FIRE DEPARTMENT/DISTRICT** regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees, and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but is typically in a caregiver role. They can have any relationship to the child, including a playmate, family member, a teacher, a coach, or instructor.

The **PINE HILL FIRE DEPARTMENT/DISTRICT** is fully committed to protecting the health, safety, and welfare of minors who interact with officials, employees, and volunteers of the **PINE HILL FIRE DEPARTMENT/DISTRICT** to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the **PINE HILL FIRE DEPARTMENT/DISTRICT** or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the **PINE HILL FIRE DEPARTMENT/DISTRICT** or

affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the (local unit type), including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance, or control of children or routine interaction with children.
- **Dual Reporting** – Reporting possible abuse to both the N.J. Department of Children and Families and law enforcement at the same time by the individual designated by the (local unit type) to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the (local unit type) on a full-time or part-time basis, and compensated by the (local unit type).
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the (local unit type).
- **Grooming** - is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **N.J.M.E.L. JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** – Elected officials of the (local unit type), appointed Board members, and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent, or legal guardian being present.

- **Programs** - Programs and activities offered or sponsored by the (local unit type).
- **Volunteers**-Individuals volunteering their time to provide services to the (local unit type) who are not on the payroll and receive no compensation.

III. **Policy:**

The ***PINE HILL FIRE DEPARTMENT/DISTRICT*** is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the ***PINE HILL FIRE DEPARTMENT/DISTRICT*** is firmly committed to protecting children under the care and supervision of the ***PINE HILL FIRE DEPARTMENT/DISTRICT*** from all forms of physical, mental, sexual, and emotional abuse. The ***PINE HILL FIRE DEPARTMENT/DISTRICT*** is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the ***PINE HILL FIRE DEPARTMENT/DISTRICT***. The procedures outlined below shall apply to all officials, employees, and volunteers of the ***PINE HILL FIRE DEPARTMENT/DISTRICT***.

IV. **Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:**

- All prospective employees and volunteers shall undergo a thorough and complete background check, including the following:

1. ***For full-time employees, including volunteers and commissioners, in supervisory positions involving minors:***

- a. National Database Criminal History Search
- b. National Sex Offender Search
- c. Social Security Trace/Validation
- d. Employment Verification
- e. Reference Check

Written documentation of the background check shall be maintained by the PINE HILL FIRE DEPARTMENT in perpetuity.

- Background checks that disclose any negative or questionable results must be reviewed and approved by the Fire Chief ***prior to*** the individual being hired and/or working with minors. **Provisional hiring should not be permitted.**

- iii. The Fire Chief or his designee shall annually re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- iv. Once employed, authorized adults who are employed are required to notify the Fire Chief of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction in order to ascertain the fitness of those employees and volunteers to interact with children.

V. **Procedures and Responsibilities of Officials:**

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the PINE HILL FIRE DEPARTMENT/DISTRICT Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the PINE HILL FIRE DEPARTMENT.

- Officials of the **PINE HILL FIRE DEPARTMENT/DISTRICT** are required to :
 - i. Complete the initial training course adopted by the **PINE HILL FIRE DEPARTMENT/DISTRICT**, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the **PINE HILL FIRE DEPARTMENT/DISTRICT** adhere to all policies and procedures as adopted.

- ii. Meet **annually** with all Line Officers to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. *If the policy is not being adhered to, it is the legal obligation of the officials of the **PINE HILL FIRE DEPARTMENT/DISTRICT** to implement whatever changes are necessary as soon as possible to make certain the policy is followed.*
- iii. The Chief or his designee will conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the **PINE HILL FIRE DEPARTMENT/DISTRICT**.

VI. Program Procedures:

All programs operated by, sponsored by, or affiliated with the **PINE HILL FIRE DEPARTMENT/DISTRICT** shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could potentially interact with minors, shall adhere to the following policy.

The following policies shall apply to **all programs** offered by, sponsored by, or affiliated with the **PINE HILL FIRE DEPARTMENT/DISTRICT**. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the **PINE HILL FIRE DEPARTMENT/DISTRICT** shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, **PINE HILL FIRE DEPARTMENT/DISTRICT** shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the **PINE HILL FIRE DEPARTMENT/DISTRICT**.
- c. All volunteer and paid staff members, which will adhere to the following code of conduct:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use drugs, fireworks, guns, and other weapons is prohibited on fire department/district vehicles or property
- The ***PINE HILL FIRE DEPARTMENT*** shall set forth rules and procedures governing when and under what circumstances participants may leave the ***PINE HILL FIRE DEPARTMENT*** property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyberbullying is prohibited and will be addressed immediately.

- No theft of property will be tolerated.
- Misuse or damage of **PINE HILL FIRE DEPARTMENT/DISTRICT** property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited, including the use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- UNDER NO CIRCUMSTANCES ARE ANY IMAGES OF ANY CHILD TAKEN DURING ANY OF THE ACTIVITIES CONDUCTED OR SPONSORED BY THE **PINE HILL FIRE DEPARTMENT/DISTRICT** TO BE SHARED ON ANY SOCIAL MEDIA PLATFORM WITHOUT THE EXPRESSED WRITTEN CONSENT OF A PARENT OR LEGAL GUARDIAN.
- If possible, the **PINE HILL FIRE DEPARTMENT/DISTRICT** shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur, and that appropriate levels of supervision are implemented.
- The Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all of the rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

VII. Training Requirements:

Individual training courses have been designed for each of the following categories, and **all** officials, employees, and volunteers of the **PINE HILL FIRE DEPARTMENT/DISTRICT** are required to complete training (and refresher course training) adopted by the **PINE HILL FIRE DEPARTMENT/DISTRICT**. ALL employees of the **PINE HILL FIRE DEPARTMENT/DISTRICT** shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each **PINE HILL FIRE DEPARTMENT/DISTRICT** and individual trainees also keep copies of their own training records.

- a. Elected Officials, Appointed Officials, Department Heads, and Supervisors:

All elected officials, appointed officials, department heads, and supervisors shall complete the **initial virtual training course** offered by the NJMEL, **"PROTECTING CHILDREN FROM ABUSE"** and adopted by the **PINE HILL FIRE DEPARTMENT/DISTRICT**, and any updated/refresher course in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The course includes the following:

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the **PINE HILL FIRE DEPARTMENT/DISTRICT** adhere to all policies and procedures as adopted.

b. **Volunteers and Employees of the PINE HILL FIRE DEPARTMENT/DISTRICT**

All employees and volunteers (regardless of whether they will be working with children or not) shall complete training provided by the NJMEL in the form of the **"PROTECTING CHILDREN"** video on protecting children on the MEL website and found at:

<https://njmel.org/mel-safety-institute/model-policies/protecting-children-videos/>

i. Course Content shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e., Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

VIII. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse

and neglect are reported as soon as possible to the local police department. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support.** Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. **Do not "investigate" an abuse situation. Do not interrogate the child.** The investigation will be undertaken by those who are trained to undertake that critical task. Instead report it immediately, as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible, and report the abuse to local law enforcement.

IX. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The PINE HILL FIRE DEPARTMENT/DISTRICT encourages all officials, employees, and volunteers in programs operated by the PINE HILL FIRE DEPARTMENT/DISTRICT or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed anonymously to the hotline established by the N.J. Department of Children and Families at 1-877-652-2873.*
- ii. However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions is a disorderly person.*

X. Acknowledgment of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgment form that confirms they have received and reviewed the

Policy Addressing the Protection and Safe Treatment of Minors, emailed to them by the **Fire Chief or his designee**. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"> • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Cluster, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none"> • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none"> • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none"> • To mouth, lips, gums, eyes • To external genitalia 	<p>Wary of adult contacts Apprehensive when other children cry</p> <p>Behavioral extremes:</p> <ul style="list-style-type: none"> • Aggressiveness • Withdrawal <p>Frightened of parents Afraid to go home Reports injury by parents</p>

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in P.E. Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none">• Compliant, passive• Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none">• Inappropriately adult• Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to "groom" a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs, including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also, look for cuts and scratches or other self-inflicted injuries.

Adoption

This policy was adopted by the Board of Fire Commissioners at the meeting held on July 7, 2022. The effective date is August 1, 2022 to allow time for distribution and reading of the policy.

Kevin Waddington, Chairman

Joseph M. Hunter, Chief

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

**SHARED SERVICE AGREEMENT BETWEEN PINE HILL FIRE DISTRICT #1,
WINSLOW TWP. FIRE DISTRICT #1, BERLIN TWP. FIRE DISTRICT #1, & BERLIN
FIRE COMPANY #1
#22-26 (Tabled from October Meeting)**

WHEREAS, the Board of Fire Commissioners, Fire District #, Borough of Pine Hill, County of Camden, believe that it would be beneficial to the fire district and residents of Pine Hill to coordinate services with some surrounding fire districts; and

WHEREAS, the Board of Fire Commissioners for Fire District #1 is prepared to enter into the Shared service agreement with Winslow Fire District #1, Berlin Twp. Fire District #1 and Berlin Fire Company #1; and

NOW, THEREFORE, BE IT RESOLVED, after careful review of the agreement by the Board of Fire Commissioners, Pine Hill Fire District #1, Pine Hill, County of Camden, State of New Jersey and Solicitor Carlamere, the Board of Fire Commissioners have approved the agreement and authorized the Chairman to sign the agreement on behalf of the fire district.

Record of Vote:

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

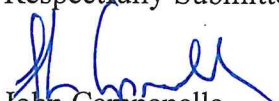
Date: November 3, 2022



 James Wakeley, Secretary

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 November 3, 2022.

Respectfully Submitted,


 John Campanella
 Business Administrator

**SHARED SERVICE AND COOPERATION AGREEMENT
BETWEEN PARTICIPATING UNITS**

THIS AGREEMENT shall commence upon signing of the parties set forth in Schedule A attached hereto all of which are municipal fire departments, volunteer fire departments or fire districts. Hereinafter, the parties may be referred to as "Participating Units".

WITNESSETH

WHEREAS, the Participating Units operate under one operational guideline and train staff at the same minimum level, and incur various similar costs and expenses; and

WHEREAS, the Participating Units now wish to cooperate and share manpower, equipment, training and costs under one organized cooperative agreement; and

WHEREAS, N.J.S.A. 40A:65-1, et seq., ("Uniform Shared Services and Consolidation Act") permits local units to enter into an agreement for services which either party to the agreement is empowered to render within its jurisdiction; and

WHEREAS, the Participating Units agree that their mutual public purposes and the best interests of their Departments/Districts will be promoted by the execution and delivery of this Shared Services and Cooperation Agreement pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act.

NOW THEREFORE, in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the Participating Units as follows:

1. **PURPOSE AND SCOPE**. The purpose of this Shared Services Agreement is to establish a cooperative relationship between the Participating Units where applicable for joint purchasing, joint training, sharing of equipment and sharing of personnel for duty crews, and any other shared service the parties determine appropriate for this cooperative arrangement.

Each Participating Unit shall be responsible for its own wages, salaries, benefits and insurance coverages for its personnel and equipment. Each Participating Unit is insured either by the Atlantic County Joint Insurance Fund, Camden County VFIS or the Camden County Joint Insurance Fund.

If any member of a Participating Unit suffers injury or death during any joint activity including training sessions and exercises or duty crew, the member or members designee or legal representative shall be entitled to all salary, pension rights, workers compensation and other benefits to which the member would have been entitled if injury or death occurred in the performance of duties within the jurisdiction of the Participating Unit in accordance with N.J.S.A. 40A:14-26. Said rights, benefits and compensation shall be paid by the Participating Unit and not by any other Participating Unit.

All decisions relating to cost sharing, expenses, equipment sharing, training exercises and duty crews shall be made in consultation by the Chiefs of each department or each Chief's designee.

This Agreement shall commence upon signing by each of the Participating Units and shall continue in full force and effect on an annual basis. Any Participating Unit may withdraw from this Agreement by providing the other Participating Units at least sixty (60) days advance written notice of withdrawal, clearly identifying the applicable date of withdrawal. In the event of withdrawal by any Participating Unit, this Agreement will continue in full force and effect for all remaining Participating Units.

All Participating Units shall be deemed as independent contracting units and no employer/employee status shall be construed as flowing from this Agreement.

This Agreement constitutes the entire understanding between the Participating Units and may only be modified or amended in writing signed by an authorized Participating Unit.

This Agreement supersedes all communications, representations or prior agreements, oral or written, between Participating Units with respect to the subject matter hereof.

Each Participating Unit consents to the use of the other Participating Units' facility and equipment for training sessions and exercises or duty crew.

This Agreement and all rights, duties and obligations contained herein may not be assigned.

By signing this Agreement, the Participating Units acknowledge that this Agreement was prepared under New Jersey law and shall be construed and interpreted under the laws of the State of New Jersey.

By executing this Agreement each Participating Unit hereby acknowledges that said execution has been duly authorized by proper Resolution, a copy of which is annexed to this Agreement and made a part hereof.

SIGNATURES TO FOLLOW

The Winslow Township Fire District #1 has executed this Agreement on the 22nd day of Sept 2022.

[Signature]
Authorized Signature
Chairman
Title

The Pine Hill Fire District #1 has executed this Agreement on the 16 day of Nov 2022.

[Signature]
Authorized Signature
Chairman
Title

The Berlin Township Fire District #1 (West Berlin) has executed this Agreement on the ___ day of _____ 2022.

Authorized Signature

Title

The Berlin Fire Company #1 has executed this Agreement on the ___ day of _____ 2022.

Authorized Signature

Title

The _____ (name of Participating Unit) has executed this Agreement on the ___ day of _____ 2022.

Authorized Signature

Title

RESOLUTION 22-26A

RESOLUTION OF THE OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1, BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY AUTHORIZING THE ENTERING INTO A SHARED SERVICE AGREEMENT FOR PERSONNEL DUTY CREWS, JOINT PURCHASING, TRAINING AND SHARING OF EQUIPMENT WITH FIRE DISTRICTS, VOLUNTEER AND MUNICIPAL FIRE COMPANIES

WHEREAS. The Board of Fire Commissioners Fire District #1 of the Borough of Pine Hill has determined that entering into a shared services agreement with various Fire Districts, Volunteer and Municipal Fire Companies is cost effective and beneficial to the residents of the Fire District, and will result in an improved and more consistent fire emergency services, and


WHEREAS. the Uniform Shared Services Act (N.J.S.A. 40A:65-1 et seq.) authorizes and empowers the Fire Districts to enter into this Agreement, and

WHEREAS. The Board of Fire Commissioners has determined that said Shared Services Agreement shall be limited to the Non-Career Fire Fighters of Fire District # 1 of the Borough of Pine Hill, and that compensation (stipend) paid to a participating Volunteer Fire Fighter shall be paid by the Receiving Fire District, Volunteer Fire Company and or Municipal Fire Company, and that such payment (stipend) shall be within the limits permitted by law. And, that any insurance and workers compensation coverage or equipment insurance coverage shall be provided by the Sending Fire District, Volunteer Fire Company and or Municipal Fire Company.

NOW THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners Fire District #1 of the Borough of Pine Hill that the Fire District is hereby authorized to enter into a Shared Services Agreement between participating Fire Districts, Volunteer and Municipal Fire Companies, a copy of which agreement to be placed on file and made a part hereof.


BE IT FURTHER RESOLVED, by the Board of Fire Commissioners that the signing of the shared services agreement is conditioned upon the initial terms of the shared services agreement shall be for a term commencing with the date of signing and continue until terminated or withdrawn under the terms of the agreement.

Date: November 3, 2022



Kevin Waddington, Chairman

I hereby Certified that the above is a true and correct copy of a Resolution duly adopted by the Board of Fire Commissioners, Fire District #1 Borough of Pine Hill at its Regular Meeting of November 3rd 2022.



John Campanella, Administrator

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
BOROUGH OF PINE HILL
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
#22-27

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

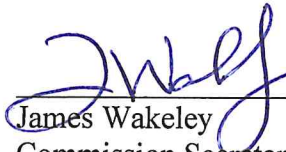
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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

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

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

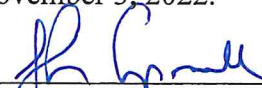
DATED: November 3, 2022


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 November 3, 2022.


John Campanella
Business Administrator

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

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
22-00001	01/06/22	DC001 DAVID F. CARLAMERE	SOLICITOR'S FEES FOR 2022	Open	450.00	0.00	
22-00339	10/20/22	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT PAYMENT -NOVEMBER	Open	30,282.47	0.00	
22-00340	10/20/22	STATE005 State of NJ Health Benefits	NOVEMBER 2022 HEALTH PREMIUMS	Open	10,982.04	0.00	
22-00341	10/20/22	CASH1 PETTY CASH	NOVEMBER ADVANCE FOR DC MEALS	Open	1,050.00	0.00	
22-00342	10/20/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	CAMERA LENS	Open	396.95	0.00	
22-00343	10/20/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	STORAGE CONTAINERS	Open	104.80	0.00	
22-00344	10/20/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	MARKER BOARD	Open	37.99	0.00	
22-00345	10/25/22	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
22-00346	10/25/22	BTM001 BOUND TREE MEDICAL,LLC	NITRILE GLOVES	Open	108.96	0.00	
22-00347	10/25/22	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	209.97	0.00	
22-00348	10/25/22	ALLGE005 ALL GEARED UP	UNIFORM ITEMS & ALTERATIONS	Open	175.00	0.00	
22-00349	10/25/22	ALLGE005 ALL GEARED UP	UNIFORMS ITEMS	Open	518.59	0.00	
22-00350	10/25/22	ACTIO005 Action Uniform Co. LLC	NAVY JACKETS	Open	1,560.00	0.00	
22-00351	10/25/22	ACTIO005 Action Uniform Co. LLC	CLASS A UNIFORM - S. MILLS	Open	511.00	0.00	
22-00352	10/25/22	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR SEPTEMBER 2022	Open	1,575.19	0.00	
22-00353	10/25/22	PHH01 PINE HILL HARDWARE, INC.	COMBINATION LOCKS	Open	15.96	0.00	
22-00354	10/25/22	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	153.34	0.00	
22-00355	10/25/22	AIRGA005 AIRGAS USA, LLC	CYLINDER RENTAL	Open	19.80	0.00	
22-00356	10/25/22	AUTOTRK0 AUTO & TRUCK PARTS OF DEPTFORD	REPAIR SUPPLIES FOR SQUAD	Open	20.80	0.00	
22-00357	10/25/22	VERON005 Veronica M Hitzelberger	FIRE PREVENT ICE CREAM PARTY	Open	108.33	0.00	
22-00358	10/25/22	RCGCF001 Rowan College of South Jersey	AUTO EXTRICATION II	Open	450.00	0.00	
22-00359	10/25/22	PAUL1 Paul's Custom Awards, Inc.	WALL PLATE HOLDERS & PLATES	Open	204.00	0.00	
22-00360	10/25/22	PRP01 WITMER PUBLIC SAFETY GROUP,INC	LEATHER FRONTS	Open	210.56	0.00	
22-00361	10/30/22	FIRELINE FIRELINE EQUIPMENT	HANDLE RELEASE W CABLE	Open	294.52	0.00	
22-00362	10/30/22	FIRELINE FIRELINE EQUIPMENT	FOOT BUTTON SWITCH	Open	179.32	0.00	
22-00363	10/30/22	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 10/15/2022	Open	136.60	0.00	
22-00364	10/30/22	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 10/31/2022	Open	151.10	0.00	
22-00365	10/30/22	JAMBE005 JamBers Corporate Imaging	UNIFORMS	Open	1,314.00	0.00	
22-00366	10/30/22	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR NOVEMBER	Open	1,291.49	0.00	
22-00367	10/30/22	JHART005 J. HARTE ASSOCIATES LLC	WALL PLATES	Open	9.95	0.00	
22-00368	10/30/22	EDR01 ED'S RENTAL	CHAIN SAW ITEMS	Open	96.98	0.00	
22-00369	10/30/22	BOA00001 Bank of America	OCTOBER P-CARD CHARGES	Open	1,670.33	0.00	
22-00370	11/02/22	WB MASON W.B. MASON CO., INC.	GATORADE & WATER FOR DEPARTMEN	Open	286.75	0.00	
22-00371	11/02/22	EDR01 ED'S RENTAL	CHAIN SAW PARTS	Open	82.42	0.00	
22-00372	11/02/22	ZOLLD005 ZOLL DATA SYSTEMS	DECEMBER INVOICE EMS CHARTING	Open	191.25	0.00	
22-00373	11/02/22	AIRGA005 AIRGAS USA, LLC	CYLINDER RENTAL	Open	19.80	0.00	
22-00374	11/02/22	AIRGA005 AIRGAS USA, LLC	OXYGEN	Open	110.35	0.00	
22-00375	11/02/22	BTM001 BOUND TREE MEDICAL,LLC	OXYGEN REGULATOR	Open	136.98	0.00	
22-00376	11/02/22	CASH1 PETTY CASH	MISCELLANEOUS PARTS	Open	5.42	0.00	

Total Purchase Orders: 39 Total P.O. Line Items: 0 Total List Amount: 55,210.63 Total Void Amount: 0.00

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12052 to 12087
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
12052	11/03/22	ACTIO005 Action Uniform Co. LLC	1,560.00		1121
12053	11/03/22	ACTIO005 Action Uniform Co. LLC	511.00		1121
12054	11/03/22	AIRGA005 AIRGAS USA, LLC	19.80		1121
12055	11/03/22	AIRGA005 AIRGAS USA, LLC	19.80		1121
12056	11/03/22	AIRGA005 AIRGAS USA, LLC	110.35		1121
12057	11/03/22	ALLGE005 ALL GEARED UP	693.59		1121
12058	11/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	396.95		1121
12059	11/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	104.80		1121
12060	11/03/22	AMAZO005 AMAZON CAPITAL SERVICES, INC.	37.99		1121
12061	11/03/22	AUTOTRK0 AUTO & TRUCK PARTS OF DEPTFORD	20.80		1121
12062	11/03/22	BOA00001 Bank of America	1,670.33		1121
12063	11/03/22	BTM001 BOUND TREE MEDICAL,LLC	108.96		1121
12064	11/03/22	BTM001 BOUND TREE MEDICAL,LLC	209.97		1121
12065	11/03/22	BTM001 BOUND TREE MEDICAL,LLC	136.98		1121
12066	11/03/22	CAS01 CASA PAYROLL SERVICE, LLC	136.60		1121
12067	11/03/22	CAS01 CASA PAYROLL SERVICE, LLC	151.10		1121
12068	11/03/22	CASH1 PETTY CASH	1,050.00		1121
12069	11/03/22	CASH1 PETTY CASH	5.42		1121
12070	11/03/22	DC001 DAVID F. CARLAMERE	450.00		1121
12071	11/03/22	EDR01 ED'S RENTAL	179.40		1121
12072	11/03/22	FIRELINE FIRELINE EQUIPMENT	294.52		1121
12073	11/03/22	FIRELINE FIRELINE EQUIPMENT	179.32		1121
12074	11/03/22	JAMBE005 JamBers Corporate Imaging	1,314.00		1121
12075	11/03/22	JHART005 J. HARTE ASSOCIATES LLC	1,291.49		1121
12076	11/03/22	JHART005 J. HARTE ASSOCIATES LLC	9.95		1121
12077	11/03/22	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1121
12078	11/03/22	PAUL1 Paul's Custom Awards, Inc.	204.00		1121
12079	11/03/22	PHFD1 PINE HILL FIRE DEPT.	30,282.47		1121
12080	11/03/22	PHH01 PINE HILL HARDWARE, INC.	169.30		1121
12081	11/03/22	PRP01 WITMER PUBLIC SAFETY GROUP, INC	210.56		1121
12082	11/03/22	RCGCF01 Rowan College of South Jersey	450.00		1121
12083	11/03/22	STATE005 State of NJ Health Benefits	10,982.04		1121
12084	11/03/22	TG001 TOWNSHIP OF GLOUCESTER	1,575.19		1121
12085	11/03/22	VERON005 Veronica M Hitzelberger	108.33		1121
12086	11/03/22	WB MASON W.B. MASON CO., INC.	286.75		1121
12087	11/03/22	ZOLLD005 ZOLL DATA SYSTEMS	191.25		1121

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	36	0	55,210.63	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	36	0	55,210.63	0.00

Range of Accounts: 2-First to 2-Last Add: N Changes: N Transfers In: N
 Range of Dates: 10/01/22 to 10/31/22 Transfers Out: N Expenditures: Y Refunds: N
 Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N
 Include Non-Budgeted: Y Check Payments: N
 YTD 1099: N PO Encumbrances: N Contract Encm: N

Account No	Account Description	Vendor/Source	Amount	User	Item #
2-GN- -001-101	FIRE CHIEF				
10/14/22 Expd	CHIEF - Pay Date 10/14/22		4,546.85	JC	B 547 1
10/31/22 Expd	CHIEF - Pay Date 10/31/22		4,546.85	JC	B 549 1
Total Expenditures:	2	9,093.70			
2-GN- -001-102	District Business Administrator				
10/14/22 Expd	ADMINISTRATORS - Pay Date 10/14/22		1,291.09	JC	B 547 2
10/31/22 Expd	ADMINISTRATORS - Pay Date 10/31/22		1,332.30	JC	B 549 2
Total Expenditures:	2	2,623.39			
2-GN- -001-105	Fire Commissioners				
10/31/22 Expd	COMMISSIONERS - Pay Date 10/31/22		1,083.35	JC	B 549 4
Total Expenditures:	1	1,083.35			
2-GN- -001-210	Payroll Administrative Costs				
10/11/22 Expd	October Payroll Acct. Bank Fee		18.95	JC	B 548 1
Total Expenditures:	1	18.95			
2-GN- -001-301	Federal Payroll Taxes - Administrative				
10/14/22 Expd	FICA ADMIN - Pay Date 10/14/22		446.60	JC	B 547 15
10/31/22 Expd	FICA ADMIN - Pay Date 10/31/22		634.63	JC	B 549 15
Total Expenditures:	2	1,081.23			
2-GN- -001-303	State Payroll Taxes - Administrative				
10/14/22 Expd	STATE WAGE TAX ADMIN - Pay Date 10/14/22		40.87	JC	B 547 16
10/31/22 Expd	STATE WAGE TAX ADMIN - Pay Date 10/31/22		26.25	JC	B 549 16
Total Expenditures:	2	67.12			
2-GN- -001-305	Defined Contribution Retirement Plan				
10/14/22 Expd	DCRP EMPLOYER - Pay Date 10/14/22		52.28	JC	B 547 17
10/31/22 Expd	DCRP EMPLOYER - Pay Date 10/31/22		53.96	JC	B 549 17
Total Expenditures:	2	106.24			
2-GN- -002-110	Firefighters				
10/14/22 Expd	FIREFIGHTERS - Pay Date 10/14/22		12,633.37	JC	B 547 7
10/31/22 Expd	FIREFIGHTERS - Pay Date 10/31/22		12,633.37	JC	B 549 7
Total Expenditures:	2	25,266.74			

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
2-GN- -002-111	Overtime & Sicktime Buyback				
10/14/22	Expd	OVERTIME - Pay Date 10/14/22	962.77	JC	B 547 8
10/31/22	Expd	OVERTIME - Pay Date 10/31/22	517.06	JC	B 549 8
Total Expenditures:		2	1,479.83		
2-GN- -002-226	Weekend & Overnight Duty Crews				
10/14/22	Expd	DUTY CREW STIPENDS - Pay Date 10/14/22	3,248.00	JC	B 547 11
10/31/22	Expd	DUTY CREW STIPENDS - Pay Date 10/31/22	3,381.00	JC	B 549 11
Total Expenditures:		2	6,629.00		
2-GN- -002-228	Stipends - Fill In Firefighters				
10/14/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 10/14/22	1,250.00	JC	B 547 12
10/31/22	Expd	FILL-IN FIREFIGHTERS - Pay Date 10/31/22	744.00	JC	B 549 12
Total Expenditures:		2	1,994.00		
2-GN- -002-301	FICA - Firefighters				
10/14/22	Expd	FICA FIREFIGHTERS - Pay Date 10/14/22	1,305.97	JC	B 547 18
10/31/22	Expd	FICA FIREFIGHTERS - Pay Date 10/31/22	1,284.03	JC	B 549 18
Total Expenditures:		2	2,590.00		
2-GN- -002-303	State Payroll Taxes - Firefighters				
10/14/22	Expd	STATE WAGE TAX FF'S - Pay Date 10/14/22	38.30	JC	B 547 19
10/31/22	Expd	STATE WAGE TAX FF'S - Pay Date 10/31/22	65.38	JC	B 549 19
Total Expenditures:		2	103.68		
2-GN- -002-304	Health Insurance - Firefighters				
10/14/22	Expd	J. Gordon Jr. Health Ins. reimb. 10/14/2	129.83	JC	B 547 9
10/31/22	Expd	J. Gordon Jr. Health Ins. reimb. 10/31/2	129.83	JC	B 549 9
Total Expenditures:		2	259.66		
2-GN- -003-101	Fire Official				
10/31/22	Expd	FIRE MARSHAL - Pay Date 10/31/22	916.67	JC	B 549 5
Total Expenditures:		1	916.67		
2-GN- -003-102	Fire Inspectors				
10/31/22	Expd	FIRE INSPECTOR - Pay Date 10/31/22	416.67	JC	B 549 6
Total Expenditures:		1	416.67		

Fund Description	Fund	Expenditures
GENERAL	2-GN	53,730.23
Total of All Funds:		<u>53,730.23</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	28	53,730.23

2023 FIRE DISTRICT BUDGET RESOLUTION

Pine Hill Borough FD No. 1

FISCAL YEAR: January 1, 2023 to December 31, 2023

WHEREAS, the Annual Budget for Pine Hill Borough FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2023 and ending December 31, 2023 has been presented before the Board of Commissioners of the Fire District at its open public meeting of November 3, 2022; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,610,132.40 which includes an amount to be raised by taxation of \$1,399,668.16 and Total Appropriations of \$1,610,132.40; and


WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on November 3, 2022 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on December 1, 2022.


(Secretary's Signature)

11/3/2022
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Kevin Waddington	X			
Charles Warrington Jr.	X			
Thomas Hassett	X			
James Wakeley	X			
Michael Hagarty	X			

Resolution 22-29

Resolution of the Board of Fire Commissioners Fire District # 1, of the Borough of Pine Hill, County of Camden, State of New Jersey, to establish compensation for members of the Board of Fire Commissioners
N.J.S.A 40A:14-88

WHEREAS. N.J.S.A. 40A:14-88, provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix, subject to review by the Governing Body wherein the Fire District is located, and

WHEREAS. The Board of Fire Commissioners does hereby establish annual compensation for its Fire District Commissioners and directs that such approved compensation be submitted to the Municipal Governing Body for review and approval.

NOW THEREFORE, be it Resolved by the Board of Fire Commissioners that the following annual salaries for members of the Board of Fire Commissioners are approved as follows;

- Commissioner - Chairperson \$2,600
- Commissioner - Vice Chairperson . . . \$2,600
- Commissioner - Secretary \$2,600
- Commissioner - Personnel Director. . \$2,600
- Commissioner \$2,600

BE IT FURTHER RESOLVED, that a copy of this Resolution be directed to the Municipal Governing Body of the Borough of Pine Hill for review and approval.

DATED: November 3, 2022



Kevin Waddington, Chairman

I John Campanella, Business Administrator to the Board of Fire Commissioners do hereby certify that the above resolution was approved at a regular meeting of the Board held on November 3, 2022.



John Campanella
Business Administrator

Pine Hill Fire Department

Chief's Monthly Report

October 2022

Meetings:

- On Monday morning the 3rd, we held a staff meeting.
- On Monday morning the 3rd, I attended a meeting with Valic (the company that offers deferred comp).
- On Monday afternoon the 3rd, we had a meeting with the street supervisor for Inspira.
- On Tuesday evening the 4th, I attended our Fire Prevention / Open House.
- On Thursday evening the 6th, I attended the Commission meeting.
- On Monday afternoon the 10th, the Battalion Chief & I had a meeting with Union President Kemery & Firefighter Gordon Sr., about 24-hour shifts.
- On Tuesday evening the 11th, I attended the company meeting.
- On Wednesday afternoon the 12th, I attended the meeting with Commissioner Hassett, Union President Kemery, and Firefighter Gordon Sr.
- On Thursday morning the 13th, I attended the Camden County Fire Chief's Meeting that was held at Blackwood Fire Company.
- On Thursday afternoon the 27th, I attended a zoom meeting with Superior Modular Homes.
- On Thursday evening the 27^h, I attended the 5-year planning committee meeting.

Calls for Service / Significant Concerns:

- On Friday evening the 7th, at 23:39 hours we were dispatched to the 1600 building of the Mansions for an apartment fire. Battalion 62 was first to arrive and had fire showing through the roof and requested a second alarm. I arrived at the 20-minute mark and took over command and struck the third & fourth alarms. Deputy 62 arrived and was sent to assist with operations with the fire and worked with Battalion Chief Pizzo. The fire was placed under control at the two-hour mark and 8 units were lost to fire / water damage. The remaining 8 units had minor damage. We had 8 families displaced with a total of 30 people. One police officer was injured while making a rescue of an elderly female that was unable to walk on the first floor. We remained on location until 11:40 am checking for hotspots. Hargrove was called in to make the building safe and

removed a section of the building. **NOTE:** Thank you to Commissioner Warrington for his assistance at the command post.

- On Sunday evening the 9th, we were dispatched to the 500 building of the Mansions for a building fire. Engine 62 was the first to arrive followed by Battalion Chief Pizzo. The engine company reported that they had nothing showing but stretched a line as a precaution. County was reporting that they had a couple calls on this and reported the fire to be in the common hallway. Battalion Chief Pizzo confirmed that the fire had been extinguished prior to our arrival. The Battalion Chief requested FM62 to respond, because he found a flammable liquid had been poured on the carpet on the first and second floors. The flammable liquid was set on fire on the first floor and was extinguished by a resident using a fire extinguisher. The empty flammable liquid can that was poured was found by the main entrance door into the breezeway / hallway. One of the residents in the 500-building admitted to starting the fire over an argument with another resident.
- On Wednesday morning the 19th, we were dispatched to Blackwood Clementon Road & Woodrow Road for a pedestrian Motor vehicle accident. I arrived first to find a female laying in the middle of Blackwood Road. Police advised that the female had been hit by a box truck & ran over. The female was DOA on our arrival. Even though this call was on the Lindenwold side of Blackwood Road, we stayed and assisted police until the female was removed from the roadway.

Inspira:

- Minor issues that have been dealt with by the street supervisors.

Funeral / Viewing:

- On Wednesday morning the 26th, I attended the viewing for past firefighter Chazz Amari.
- On Wednesday evening the 26th, I attended the viewing for Tim Morrison, the father of firefighter Chris Morrison.

Southern County Regional Taskforce:

- We are continuing to work on the agreement. Legal counsel for Pine Hill & Winslow have been discussing the wording in the agreement as it is written now. Hope to have this resolved soon.

Triad:

- I recently finished the questionnaire that was provided and that took a few weeks. It has been sent to Triad for their review and this document will be used for multiple grant applications.

- On Friday the 21st, I completed and sent a grant application to American Water Company. The request is for \$4400 to purchase 40 raincoats for our members.

Fire Prevention:

- We held our Fire Prevention / Open House on Tuesday October 4th. This was a great turnout from the community, even though it was raining. Firefighter Weidner (Hitzelberger) did an excellent job with setting up this program.
- We also fulfilled our promise to the Elementary Schools and had ice cream parties for each winning class.

Training:

- On Thursday morning the 27th, I attended a training session in Winslow Township. The training was with South Jersey Gas & Clean Energy at the filling station on the White Horse Pike.

Personnel:

- On Saturday afternoon the 15th, I walked into the firehouse to find an issue with one of our firefighters and two of our officers. The issue was immediately documented and a phone call to personnel director Hassett was made. I had the two officers and the two other firefighters that were in the building write statements. I suspended the firefighter for 30 days and a committee has been formed within the fire company to review the incident.

Box Changes:

- I have submitted box changes to the Communication Center. We are now following the recommendations that have been made by the Camden County Fire Coordinators, for the amount and type of apparatus that should be dispatched on assignments. We are now using the closest fire companies to our town for all assignment in our local.

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

Month of: Oct 2022

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	0
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	02
Smoke Detector & CO Detector Compliance(s)	16
Complaint(s)	0
Fire Investigation(s)	03

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$546.00
Smoke Detector & CO Detector Compliance	\$1,172.00
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
Total Amount of Money Deposited this Month	\$1,718.00

Requests:

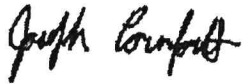
The following Items are requests for purchase/appropriation:

N/A

Comments:

N/A

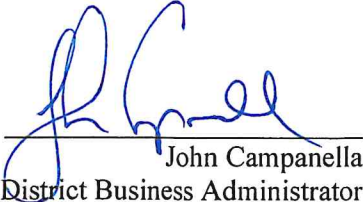
Respectfully Submitted,

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
OCTOBER 2022 ADMINISTRATOR'S REPORT

- Worked on preparing the 2023 budget with Chairman Waddington & Commissioner Hagarty
- Contacted State of NJ regarding procedure for purchasing new ladder truck
- Filed worker comp claims for three employees
- Assisted employees with open enrollment health care changes
- Contacted lender regarding lost title for Squad Truck
- 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