

Pine Hill Fire District #1
Regular Meeting Minutes
April 6, 2023

MEETING CALLED TO ORDER: Meeting was called to order by Chairman Waddington at 7:33 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 – not present, Commissioner Wakeley – present, Commissioner Warrington – not present, Commissioner Waddington – present

OTHER OFFICIALS PRESENT: Chief Hunter, President Ralston, Solicitor Carlamere

MINUTES: Chairman Waddington said that the minutes from December 2022 and March 2023 will need to be tabled until next month.

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

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley reported that there have been some discussions on the different options for a new ladder truck.
- **Community Relations Liaison:** No report
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** No report
- **Fire Prevention Commissioner:** No report
- **EMS Liaison:** No report

NEW BUSINESS: Chairman Waddington asked if there were any questions regarding the resolution on the agenda. There were none.

- **Resolution 23-09: Approval and Payment of Bills**

A motion to approve Resolution 23-09 was made by Commissioner Wakeley and seconded by Commissioner Hagarty.

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

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FIRE CHIEF'S REPORT: See attached report

Chief Hunter informed the commissioners that a resident of Chalet Apartments is asking for the fire department to pay him \$300.00 for items that were broken while the fire department was venting out his apartment from a natural gas leak. The fan that the fire department used blew some items off a shelf. Solicitor Carlamere said that the fire department is immune from claims as long as the fire department was performing their official duties. The commissioners agreed with the solicitor's opinion. No payment will be made. Chairman Waddington informed Chief Hunter to refer the resident to the business administrator.

Chief Hunter informed the commissioners that a vendor said that they will not be able to obtain the necessary emergency lights for the new chief's vehicle for at least six weeks. Chief Hunter said that he will try other vendors.

Chief Hunter said that West Branch Ave. is going to be closed for road work next week. It may be closed for a longer period. Chief Hunter asked the commissioners how they wanted to handle this issue because the fire department needs to service the area that is closed off. Chief Hunter suggested placing three firefighters and a truck at the public works department until the road is re-opened. Chairman Waddington said that the fire department can still respond from the station; however, it will lengthen the response time by about three minutes. Commissioner Wakeley asked if Station 88 could respond. Chief Hunter said that Station 88 will not come to Pine Hill. There was some discussion. Commissioner Wakeley suggested talking with the mayor to see if the public works employees, who are also firefighters, could respond if we parked a truck at the public works department. Chairman Waddington said that he will call the Borough Administrator, John Greer, regarding Commissioner Wakeley's suggestion.

Chief Hunter informed the commissioners that he received a letter from John Greer resigning from his deputy chief's position as of next Thursday. There was some discussion. Chief Hunter said that he is considering offering John Greer a safety officer's position. Commissioner Wakeley said that he wanted to thank John Greer for his years of dedicated service to the fire department. Chairman Waddington and Commissioner Hagarty expressed their thanks as well for John Greer's service to the fire department.

FIRE OFFICIAL'S REPORT: See attached report

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report

Chairman Waddington asked if there were any questions regarding the 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 three yes votes.

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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 Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed.

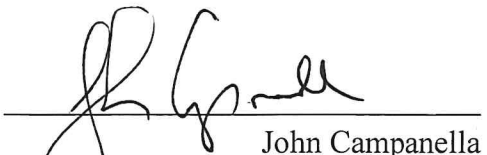
There was no public participation.

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

The meeting adjourned at 7:53 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
 #23-09

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.

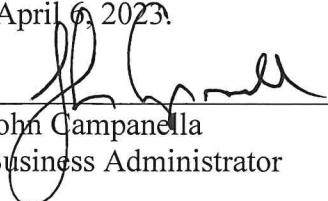
DATED: April 6, 2023


 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 April 6, 2023.


 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
22-00335	10/04/22	MALLC005	Mall Chevrolet	2023 TAHOE - COMMAND VEHICLE	Open	45,468.00	0.00
23000001	01/04/23	DC001	DAVID F. CARLAMERE	SOLICITOR'S FEE	Open	450.00	0.00
23000098	03/13/23	PHFD1	PINE HILL FIRE DEPT.	MONTHLY RENT	Open	7,358.13	0.00
23000099	03/13/23	STATE005	State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00
23000100	03/13/23	CASH1	PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00
23000101	03/13/23	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00
23000102	03/13/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	FIREFIGHTER EXTRICATION GLOVES	Open	1,559.60	0.00
23000103	03/13/23	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	27.95	0.00
23000104	03/13/23	IMC01	INTERSTATE MOBILE CARE, INC.	PHYSICAL FOR ELIJAH TATEM	Open	296.00	0.00
23000105	03/13/23	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	99.95	0.00
23000106	03/13/23	COOP01	Cooper University Hospital EAP	ANNUAL CONTRACT FOR EAP SERVIC	Open	1,575.00	0.00
23000107	03/16/23	TG001	TOWNSHIP OF GLOUCESTER	REPAIRS TO LADDER TRUCK	Open	240.36	0.00
23000108	03/16/23	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR FEBRUARY 2023	Open	1,235.23	0.00
23000109	03/16/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	INDUSTRIAL "C" BATTERIES	Open	53.98	0.00
23000110	03/16/23	JAMBE005	JamBers Corporate Imaging	SHORT SLEEVE T-SHIRTS	Open	538.00	0.00
23000111	03/16/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 3/15/23	Open	135.90	0.00
23000112	03/21/23	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR APRIL	Open	1,155.99	0.00
23000113	03/21/23	RCGCF001	Rowan College of South Jersey	DRILL GROUND INSTRUCTOR/PIERCE	Open	40.00	0.00
23000114	03/21/23	TG001	TOWNSHIP OF GLOUCESTER	REPAIRS TO TOWER LADDER	Open	564.47	0.00
23000115	03/21/23	AUTOTRK0	AUTO & TRUCK PARTS OF DEPTFORD	TRANSMISSION FLUID	Open	38.16	0.00
23000116	03/27/23	LK0001	Liberty Kenworth of S. Jersey	REPAIRS TO SQUAD	Open	2,476.87	0.00
23000117	03/27/23	VCI01	VCI, INC.	5 COLOR DOOR DECAL	Open	84.00	0.00
23000118	03/27/23	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	118.23	0.00
23000119	03/27/23	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
23000120	03/27/23	HALE01	HALE TRAILER BRAKE WHEEL,INC.	MISCELLANEOUS SUPPLIES	Open	241.92	0.00
23000121	03/27/23	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	93.99	0.00
23000122	03/28/23	TACTI010	TACTICAL PUBLIC SAFETY, LLC	REPLACE RUNNING BOARD LIGHT	Open	225.00	0.00
23000123	03/29/23	KEANU005	KEAN UNIVERSITY	NJ WEEKEND AT NFA	Open	252.90	0.00
23000124	03/30/23	HALE01	HALE TRAILER BRAKE WHEEL,INC.	BLUE SHOP TOWELS	Open	52.48	0.00
23000125	03/30/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 3/31/2023	Open	182.30	0.00
23000126	03/30/23	WB MASON	W.B. MASON CO., INC.	WATER & GATORADE FOR FIRE DEPT	Open	261.29	0.00
23000127	04/03/23	MODER005	MODERN GROUP LTD.	EMERGENCY GENERATOR PM	Open	650.00	0.00
23000128	04/03/23	MODER005	MODERN GROUP LTD.	EMERGENCY GENERATOR BATTERY	Open	345.14	0.00
23000129	04/03/23	IMC01	INTERSTATE MOBILE CARE, INC.	PHYSICALS	Open	870.00	0.00
23000130	04/04/23	CASH1	PETTY CASH	REPLENISH CHIEF'S PETTY CASH	Open	68.11	0.00
23000131	04/04/23	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	MISCELLANEOUS ITEMS	Open	120.10	0.00
23000132	04/04/23	PHG01	PINE HILL AUTO REPAIR	REPAIRS TO SUPPORT 62	Open	245.95	0.00
23000133	04/04/23	ZOLLD005	ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR MAY 2023	Open	196.99	0.00
23000134	04/04/23	BOA00001	Bank of America	P-CARD CHARGES FOR MARCH	Open	3,976.58	0.00
23000135	04/05/23	ALLGE005	ALL GEARED UP, LLC	EMBROIDERED NAME CHANGE	Open	45.00	0.00
23000136	04/05/23	ALLGE005	ALL GEARED UP, LLC	POLO SHIRTS WITH NAMES EMBROID	Open	565.00	0.00
23000137	04/05/23	ALLGE005	ALL GEARED UP, LLC	CLASS A JACKET ALTERATIONS	Open	90.00	0.00
23000138	04/05/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	CABLES TO INSTALL TV'S	Open	175.95	0.00
23000139	04/05/23	AP001	AIRPOWER INTERNATIONAL, INC.	ANNUAL MAINTENANCE CONTRACT	Open	1,540.00	0.00
23000140	04/05/23	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	240.81	0.00

Total Purchase Orders: 45 Total P.O. Line Items: 0 Total List Amount: 86,192.85 Total Void Amount: 0.00

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12246 to 12285
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
12246	04/06/23	AIRGA005 AIRGAS USA, LLC	19.80		1127
12247	04/06/23	ALLGE005 ALL GEARED UP, LLC	700.00		1127
12248	04/06/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	1,559.60		1127
12249	04/06/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	53.98		1127
12250	04/06/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	175.95		1127
12251	04/06/23	AP001 AIRPOWER INTERNATIONAL, INC.	1,540.00		1127
12252	04/06/23	AUTOTR00 AUTO & TRUCK PARTS OF DEPTFORD	38.16		1127
12253	04/06/23	BOA00001 Bank of America	3,976.58		1127
12254	04/06/23	BTM001 BOUND TREE MEDICAL,LLC	27.95		1127
12255	04/06/23	BTM001 BOUND TREE MEDICAL,LLC	118.23		1127
12256	04/06/23	BTM001 BOUND TREE MEDICAL,LLC	93.99		1127
12257	04/06/23	CAS01 CASA PAYROLL SERVICE, LLC	318.20		1127
12258	04/06/23	CASH1 PETTY CASH	1,200.00		1127
12259	04/06/23	CASH1 PETTY CASH	68.11		1127
12260	04/06/23	COOP01 Cooper University Hospital EAP	1,575.00		1127
12261	04/06/23	DC001 DAVID F. CARLAMERE	450.00		1127
12262	04/06/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	120.10		1127
12263	04/06/23	HALE01 HALE TRAILER BRAKE WHEEL,INC.	241.92		1127
12264	04/06/23	HALE01 HALE TRAILER BRAKE WHEEL,INC.	52.48		1127
12265	04/06/23	IMC01 INTERSTATE MOBILE CARE, INC.	296.00		1127
12266	04/06/23	IMC01 INTERSTATE MOBILE CARE, INC.	870.00		1127
12267	04/06/23	JAMBE005 JamBers Corporate Imaging	538.00		1127
12268	04/06/23	JHART005 J. HARTE ASSOCIATES LLC	1,155.99		1127
12269	04/06/23	KEANU005 KEAN UNIVERSITY	252.90		1127
12270	04/06/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1127
12271	04/06/23	LK0001 Liberty Kenworth of S. Jersey	2,476.87		1127
12272	04/06/23	MALLC005 Mall Chevrolet	45,468.00		1127
12273	04/06/23	MODER005 MODERN GROUP LTD.	995.14		1127
12274	04/06/23	PHFD1 PINE HILL FIRE DEPT.	7,358.13		1127
12275	04/06/23	PHG01 PINE HILL AUTO REPAIR	245.95		1127
12276	04/06/23	PHH01 PINE HILL HARDWARE, INC.	340.76		1127
12277	04/06/23	RCGCF001 Rowan College of South Jersey	40.00		1127
12278	04/06/23	STATE005 State of NJ Health Benefits	10,930.10		1127
12279	04/06/23	TACTI010 TACTICAL PUBLIC SAFETY, LLC	225.00		1127
12280	04/06/23	TG001 TOWNSHIP OF GLOUCESTER	240.36		1127
12281	04/06/23	TG001 TOWNSHIP OF GLOUCESTER	1,235.23		1127
12282	04/06/23	TG001 TOWNSHIP OF GLOUCESTER	564.47		1127
12283	04/06/23	VCI01 VCI, INC.	84.00		1127
12284	04/06/23	WB MASON W.B. MASON CO., INC.	261.29		1127
12285	04/06/23	ZOLL005 ZOLL DATA SYSTEMS, INC.	196.99		1127

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	40	0	86,192.85	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	40	0	86,192.85	0.00

Range of Accounts: 3-First	to 3-Last	Adds: N	Changes: N	Transfers In: N
Range of Dates: 03/01/23 to 03/31/23		Transfers Out: N	Expenditures: Y	Refunds: N
Range of Reason Codes: ALL		Reimbursements: N	Encumbrances: N	Cancel: N
	Include Non-Budgeted: Y	Check Payments: N		
	YTD 1099: N	PO Encumbrances: N	Contract Encm: N	

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
3-GN- -001-101 FIRE CHIEF					
03/15/23	Expd	CHIEF - Pay Date 3/15/23	4,844.33	JC	B 583 1
03/31/23	Expd	CHIEF - Pay Date 3/31/23	4,844.33	JC	B 585 1
Total Expenditures:		2	9,688.66		
3-GN- -001-102 District Business Administrator					
03/15/23	Expd	ADMINISTRATOR - Pay Date 3/15/23	1,800.29	JC	B 583 2
03/31/23	Expd	ADMINISTRATOR - Pay Date 3/31/23	1,443.03	JC	B 585 2
Total Expenditures:		2	3,243.32		
3-GN- -001-105 Fire Commissioners					
03/31/23	Expd	COMMISSIONERS - Pay Date 3/31/23	1,083.35	JC	B 585 4
Total Expenditures:		1	1,083.35		
3-GN- -001-106 Assistant Clerk					
03/31/23	Expd	QPA FOR 2023 - 3/31/23	100.00	JC	B 585 20
Total Expenditures:		1	100.00		
3-GN- -001-210 Payroll Administrative Costs					
03/10/23	Expd	BANK FEE FOR MARCH 2023	18.95	JC	B 584 1
Total Expenditures:		1	18.95		
3-GN- -001-301 Federal Payroll Taxes - Administrative					
03/15/23	Expd	FICA ADMIN - Pay Date 3/15/23	467.63	JC	B 583 15
03/31/23	Expd	FICA ADMIN - Pay Date 3/31/23	639.20	JC	B 585 15
Total Expenditures:		2	1,106.83		
3-GN- -001-303 State Payroll Taxes - Administrative					
03/15/23	Expd	STATE WAGE TAX ADMIN - Pay Date 3/15/23	46.51	JC	B 583 16
03/31/23	Expd	STATE WAGE TAX ADMIN - Pay Date 3/31/23	62.20	JC	B 585 16
Total Expenditures:		2	108.71		
3-GN- -001-305 Defined Contribution Retirement Plan					
03/15/23	Expd	DCRP EMPLOYER - Pay Date 3/15/23	72.91	JC	B 583 17
03/31/23	Expd	DCRP EMPLOYER - Pay Date 3/31/23	58.44	JC	B 585 17
Total Expenditures:		2	131.35		
3-GN- -002-110 Firefighters					
03/15/23	Expd	FIREFIGHTERS - Pay Date 3/15/23	14,062.91	JC	B 583 7

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
3-GN- -002-110	Firefighters	Continued			
03/31/23	Expd	FIREFIGHTERS - Pay Date 3/31/23	14,062.91	JC	B 585 7
Total Expenditures:		2 28,125.82			
3-GN- -002-111	Overtime & Sicktime Buyback				
03/15/23	Expd	OVERTIME & VAC BUY - Pay Date 3/15/23	31.62	JC	B 583 8
03/31/23	Expd	OVERTIME & VAC BUY - Pay Date 3/31/23	49.56	JC	B 585 8
Total Expenditures:		2 81.18			
3-GN- -002-226	Weekend & Overnight Duty Crews				
03/15/23	Expd	DUTY CREW STIPENDS - Pay Date 3/15/23	3,600.00	JC	B 583 11
03/31/23	Expd	DUTY CREW STIPENDS - Pay Date 3/31/23	4,690.00	JC	B 585 11
Total Expenditures:		2 8,290.00			
3-GN- -002-228	Stipends - Fill In Firefighters				
03/15/23	Expd	FILL-IN FIREFIGHTERS - Pay Date 3/15/23	452.16	JC	B 583 12
Total Expenditures:		1 452.16			
3-GN- -002-301	FICA - Firefighters				
03/15/23	Expd	FICA FIREFIGHTERS - Pay Date 3/15/23	1,362.12	JC	B 583 18
03/31/23	Expd	FICA FIREFIGHTERS - Pay Date 3/31/23	1,412.32	JC	B 585 18
Total Expenditures:		2 2,774.44			
3-GN- -002-303	State Payroll Taxes - Firefighters				
03/15/23	Expd	STATE WAGE TAX FF'S - Pay Date 3/15/23	129.22	JC	B 583 19
03/31/23	Expd	STATE WAGE TAX FF'S - Pay Date 3/31/23	133.79	JC	B 585 19
Total Expenditures:		2 263.01			
3-GN- -002-304	Health Insurance - Firefighters				
03/15/23	Expd	Health Ins. reimb. 3/15/23	311.42	JC	B 583 9
03/31/23	Expd	Health Ins. reimb. 3/31/23	311.42	JC	B 585 9
Total Expenditures:		2 622.84			
3-GN- -003-101	Fire Official				
03/31/23	Expd	FIRE MARSHAL - Pay Date 3/31/23	958.33	JC	B 585 5
Total Expenditures:		1 958.33			
3-GN- -003-102	Fire Inspectors				
03/31/23	Expd	FIRE INSPECTOR - Pay Date 3/31/23	458.33	JC	B 585 6
Total Expenditures:		1 458.33			

Fund Description	Fund	Expenditures
GENERAL	3-GN	57,507.28
Total of All Funds:		<u>57,507.28</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	28	57,507.28

Pine Hill Fire Department

Chief's Monthly Report

March 2023

Meetings:

- On Thursday evening the 2nd, I attended the Commission meeting.
- On Saturday the 4th, I attended the viewing for Firefighter Dave Eltonhead's mother.
- On Monday morning the 6th, the Battalion Chief and I had a meeting with Firefighter Gordon Sr. & Firefighter Mathew Koch. (Discipline meeting).
- Tuesday afternoon the 7th, the Battalion Chief and I had a meeting with Probationary Firefighter Paul Gallagher. (Firefighter Gallagher was removed from our department)
- Thursday evening the 9th, I attended the Camden County Fire Chief's meeting in Winslow.
- On Tuesday afternoon the 14th, I had a meeting with Firefighter Rabchuk and discussed a plan for him to continue running a duty crew.
- On Tuesday evening the 14th, I attended the company meeting.
- On Thursday afternoon the 16th, Deputy Chief Greer and I had a meeting with John Swack from Gloucester Township. (Issues with Inspira).
- On Monday evening the 27th, I held an officer's meeting.

Calls for Service / Significant Concerns:

- On Thursday afternoon the 9th, we were dispatched for an apartment fire at Cedar Brooke Apartments. I arrived first and had smoke showing from the front door. Engine 6 was advised to lay-in from the hydrant in front of the office and stretch a 1 ¾ hand line through the front door. Squad 62 was sent to the exposures to check for fire extension. Engine 6 found a dryer fire that they quickly extinguished.
- On Sunday evening the 26th, Tower Ladder 6 and Battalion were sent to Winslow for a cover assignment. I responded to the station and held a crew of 5 until the Tower Ladder cleared the cover.

Public relations:

- On Friday morning the 31st, we participated in the Career Day Program at the high school. We set up a table and showed some videos. We handed out some packets with hopes of bringing in some younger kids.

Inspira:

- There has been an issue with Inspira not reporting to our building every day. The street supervisors are allowing the crew from the Pine Hill truck to decide if they want to come here or stay in Erial. The Deputy Chief and I sat with John Swack to try and squash some rumors that were running rampant. We do have a meeting set for 4/13 at 2:00 with John Swack and management from Inspira.

Vacation:

- I was on vacation from Monday the 20th to the 24th.

Training:

- I was able to get Hale Trailer to donate two 8' x 40' storage containers that would be used for training only. We ran into a snag with Code Enforcement, and we are still trying to make this happen.

Grants:

- John Campanella, Battalion Chief Pizzo and I were able to complete the application on time for the Recruitment & Retention Grant.
- We also partnered with Cherry Hill Fire Department for a grant to replace the exhaust ventilation system in the engine room. Cherry Hill is doing all the work, we just had to answer a few questions.

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

Month of: March 2023

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	8
Fire Safety Inspection – Non LHU(s)	9
Re-Inspection(s)	22
Smoke Detector & CO Detector Compliance(s)	17
Complaint(s)	0
Fire Investigation(s)	01

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$267.00
Smoke Detector & CO Detector Compliance	\$997.00
Permit Fees	\$214.00
Number of Permits Issued	01
Penalty Money Collected – Dedicated Trust	
Penalty Money Collected – Non-Dedicated	
Life Hazard Use Fees from State (quarterly)	
Number of Copy of Fire Report(s)	
Copy of Fire Report(s)	
Total Amount of Money Deposited this Month	\$1,478.00

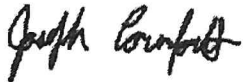
Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

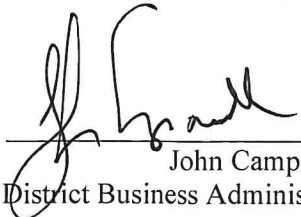
Respectfully Submitted,

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

Joseph Cornforth
Fire Official

**PINE HILL FIRE DISTRICT #1
MARCH 2023 ADMINISTRATOR'S REPORT**

- Filed for a reimbursement for gear dryer under our ARPF Grant
- Renewed our annual SAM federal government entity registration
- Filed for a reimbursement under our SAFER Grant closing out year 2
- Set up system with CASA Payroll for employees to electronically view their pay stubs
- Participated in webinar regarding purchase cards
- Participated in a training webinar on budgets, ethics and procurement
- Disposed of six boxes of records approved by the State at Tab Shredding
- Processed payroll
- Made DCRP payments in a timely manner
- Made pension payments in a timely manner
- Updated Website
- Entered payroll expenditures in Edmunds
- Entered invoices in Edmunds and printed purchase orders and checks
- Reconciled Bank Statements
- Entered bank deposits in Edmund's
- Typed minutes of the monthly meeting
- Prepared agenda, resolutions, and paperwork for monthly meeting
- Opened and distributed mail daily
- Made bank deposits into fire district account
- 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