

Pine Hill Fire District #1
Regular Meeting Minutes
June 1, 2023

MEETING CALLED TO ORDER: Meeting was called to order by Secretary Wakeley at 7:34 P.M. Secretary Wakeley 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 Wakeley – present, Commissioner Warrington – not present (arrived later), Commissioner Waddington – not present.

OTHER OFFICIALS PRESENT: Chief Hunter, Battalion Chief Pizzo, Vice President Stinsman, Solicitor Carlamere

MINUTES: Secretary Wakeley said that the regular and closed session minutes need to be approved for the meeting held on May 4, 2023, and asked for a motion.

A motion was made by Commissioner Hagarty and seconded by Commissioner Hassett to approve the regular and closed session minutes for the meeting held on May 4, 2023.

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

COMMUNICATIONS LIST: Secretary Wakeley said that there were no communications listed on the agenda.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** No report
- **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

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

- **Resolution 23-11: Approval and Payment of Bills**

A motion to approve Resolution 23-11 was made by Commissioner Hagarty and seconded by Commissioner Hassett.

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

FIRE CHIEF’S REPORT: See attached report.

Commissioner Hagarty asked about the status of the grants the Chief has applied for. Chief Hunter said that they are still in peer review, and we have not received any rejection notices at this time.

Note: Commissioner Warrington arrived at 7:37 p.m.

Commissioner Hagarty asked Chief Hunter if he applied for the Leary Firefighter Grant. Chief Hunter said yes, and he plans on applying for more grants, such as the one offered by the New Jersey American Water Company.

Commissioner Hassett thanked Chief Hunter and Battalion Chief Pizzo for the wonderful jobs that they are doing. There was some discussion.

FIRE OFFICIAL’S REPORT: Fire Marshal’s reports for April and May are attached.

FIRE DISTRICT ADMINISTRATOR’S REPORT: See attached report.

Secretary Wakeley asked if there were any questions regarding the chief’s, FM’s, or administrator’s reports. There were none. A motion to approve the reports presented was made by Commissioner Hagarty and seconded by Commissioner Hassett. All were in favor. Motion passed with four yes votes.

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

There was no public participation.

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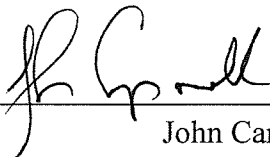
CLOSE FLOOR TO THE PUBLIC: Secretary Wakeley asked for a motion to close the floor to the public if there were no other questions. There were none. A motion to close the floor to the public was made by Commissioner Warrington and seconded by Commissioner Hassett. All were in favor. Motion passed.

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

The meeting was adjourned at 7:39 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
#23-11

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

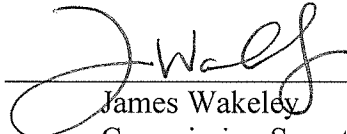
WHEREAS, said New Jersey Statute requires that payment of claims by the fire district shall be by check on the fire district and signed by three commissioners as designated by resolution; and

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

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

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

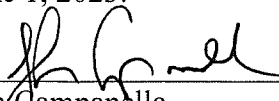
DATED: June 1, 2023


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 June 1, 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
23000001	01/04/23	DC001 DAVID F. CARLAMERE	SOLICITOR'S FEE	Open	450.00	0.00	
23000172	05/11/23	PHFD1 PINE HILL FIRE DEPT.	MONTHLY RENT	Open	7,833.28	0.00	
23000173	05/11/23	STATE005 State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00	
23000174	05/11/23	CASH1 PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00	
23000175	05/11/23	FIR001 First Responder JIF	SECOND INSTALLMENT ASSESSMENT	Open	31,588.00	0.00	
23000176	05/11/23	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00	
23000177	05/11/23	PHH01 PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	46.02	0.00	
23000178	05/11/23	JAMBE005 JamBers Corporate Imaging	UNIFORM ITEMS	Open	452.50	0.00	
23000179	05/11/23	VCI01 VCI, INC.	DECALS FOR EXISTING VEHICLES	Open	201.50	0.00	
23000180	05/11/23	ACTIO005 Action Uniform Co. LLC	NAMEPLATES	Open	270.00	0.00	
23000181	05/15/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	EMS SUPPLIES	Open	41.98	0.00	
23000182	05/15/23	CASH1 PETTY CASH	REPLENISH JOHN'S PETTY CASH	Open	32.25	0.00	
23000183	05/15/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	CARBON MONOXIDE DETECTORS	Open	169.98	0.00	
23000184	05/15/23	ALLGE005 ALL GEARED UP, LLC	ADD PATCHE TO UNIFORM	Open	95.00	0.00	
23000185	05/16/23	SAFETY01 SAFETY FIRST	CHIEF'S VEHICLES LIGHTING	Open	758.65	0.00	
23000186	05/18/23	DJB0001 David Matthew Baiori, Jr	CLASS A UNIFORM SHIRT	Open	39.00	0.00	
23000187	05/18/23	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR JUNE	Open	1,115.99	0.00	
23000188	05/18/23	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR APRIL 2023	Open	1,473.66	0.00	
23000189	05/18/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 5/15/23	Open	130.00	0.00	
23000190	05/22/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
23000191	05/22/23	BTM001 BOUND TREE MEDICAL, LLC	EMS SUPPLIES	Open	37.27	0.00	
23000192	05/22/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	PELICAN UNIVERSAL CHARGER	Open	170.00	0.00	
23000193	05/22/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	GMI COTTON FILTERS FOR GT	Open	15.63	0.00	
23000194	05/22/23	FSS01 FIRE & SAFETY SERVICE, LTD	600 SERIES LED LIGHT HEAD RED	Open	664.38	0.00	
23000195	05/24/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	CO DETECTORS	Open	84.99	0.00	
23000196	05/24/23	FSS01 FIRE & SAFETY SERVICE, LTD	SC3-SGL 1/2 CHECK VALVE	Open	54.00	0.00	
23000197	05/24/23	HALE01 HALE TRAILER BRAKE WHEEL, INC.	SUPPLIES	Open	132.08	0.00	
23000198	05/24/23	IMC01 INTERSTATE MOBILE CARE, INC.	RETURN TO DUTY PHYSICAL	Open	150.00	0.00	
23000199	05/30/23	WB MASON W.B. MASON CO., INC.	WATER & GATORADE FOR FIRE DEPT	Open	265.70	0.00	
23000200	05/30/23	ACTIO005 Action Uniform Co. LLC	UNIFORM FOR CHRIS HARRIS	Open	386.00	0.00	
23000201	05/30/23	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 5/31/2023	Open	155.30	0.00	
23000202	05/30/23	HALE01 HALE TRAILER BRAKE WHEEL, INC.	TRAILER DELIVERY FEE	Open	125.00	0.00	
23000203	05/30/23	BOA00001 Bank of America	P-CARD CHARGES FOR MAY 2023	Open	3,729.65	0.00	
23000204	05/30/23	HALE01 HALE TRAILER BRAKE WHEEL, INC.	TRAILER DELIVERY FEE	Open	125.00	0.00	
23000205	05/31/23	JHART005 J. HARTE ASSOCIATES LLC	3 NEW LENOVO DESKTOP COMPUTERS	Open	2,843.82	0.00	
23000206	06/01/23	PHH01 PINE HILL HARDWARE, INC.	TOGGLE BOLTS	Open	12.58	0.00	
23000207	06/01/23	ZOLL005 ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR JULY 2023	Open	196.99	0.00	

Total Purchase Orders: 37 Total P.O. Line Items: 0 Total List Amount: 66,083.72 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	66,083.72	0.00	66,083.72	0.00	0.00	66,083.72
Total of All Funds:		<u>66,083.72</u>	<u>0.00</u>	<u>66,083.72</u>	<u>0.00</u>	<u>0.00</u>	<u>66,083.72</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12317 to 12352
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
12317	06/01/23	ACTI005 Action Uniform Co. LLC	270.00		1129
12318	06/01/23	ACTI005 Action Uniform Co. LLC	386.00		1129
12319	06/01/23	AIRGA005 AIRGAS USA, LLC	19.80		1129
12320	06/01/23	ALLGE005 ALL GEARED UP, LLC	95.00		1129
12321	06/01/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	41.98		1129
12322	06/01/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	169.98		1129
12323	06/01/23	AMAZ005 AMAZON CAPITAL SERVICES, INC.	84.99		1129
12324	06/01/23	BOA00001 Bank of America	3,729.65		1129
12325	06/01/23	BTM001 BOUND TREE MEDICAL,LLC	37.27		1129
12326	06/01/23	CAS01 CASA PAYROLL SERVICE, LLC	285.30		1129
12327	06/01/23	CASH1 PETTY CASH	1,200.00		1129
12328	06/01/23	CASH1 PETTY CASH	32.25		1129
12329	06/01/23	DC001 DAVID F. CARLAMERE	450.00		1129
12330	06/01/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	170.00		1129
12331	06/01/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	15.63		1129
12332	06/01/23	DJB0001 David Matthew Bajori, Jr	39.00		1129
12333	06/01/23	FIR001 First Responder JIF	31,588.00		1129
12334	06/01/23	FSS01 FIRE & SAFETY SERVICE, LTD	664.38		1129
12335	06/01/23	FSS01 FIRE & SAFETY SERVICE, LTD	54.00		1129
12336	06/01/23	HALE01 HALE TRAILER BRAKE WHEEL, INC.	132.08		1129
12337	06/01/23	HALE01 HALE TRAILER BRAKE WHEEL, INC.	125.00		1129
12338	06/01/23	HALE01 HALE TRAILER BRAKE WHEEL, INC.	125.00		1129
12339	06/01/23	IMC01 INTERSTATE MOBILE CARE, INC.	150.00		1129
12340	06/01/23	JAMBE005 JamBers Corporate Imaging	452.50		1129
12341	06/01/23	JHART005 J. HARTE ASSOCIATES LLC	1,115.99		1129
12342	06/01/23	JHART005 J. HARTE ASSOCIATES LLC	2,843.82		1129
12343	06/01/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1129
12344	06/01/23	PHFD1 PINE HILL FIRE DEPT.	7,833.28		1129
12345	06/01/23	PHH01 PINE HILL HARDWARE, INC.	46.02		1129
12346	06/01/23	PHH01 PINE HILL HARDWARE, INC.	12.58		1129
12347	06/01/23	SAFETY01 SAFETY FIRST	758.65		1129
12348	06/01/23	STATE005 State of NJ Health Benefits	10,930.10		1129
12349	06/01/23	TG001 TOWNSHIP OF GLOUCESTER	1,473.66		1129
12350	06/01/23	VCI01 VCI, INC.	201.50		1129
12351	06/01/23	WB MASON W.B. MASON CO., INC.	265.70		1129
12352	06/01/23	ZOLLD005 ZOLL DATA SYSTEMS, INC.	196.99		1129

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	36	0	66,083.72	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	36	0	66,083.72	0.00

Range of Accounts: 3-First to 3-Last Adds: N Changes: N Transfers In: N
 Range of Dates: 05/01/23 to 05/31/23 Transfers Out: N Expenditures: Y Refunds: N
 Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N
 Include Non-Budgeted: Y Check Payments: N
 YTD 1099: N PO Encumbrances: N Contract Encm: N

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
3-GN- -001-101	FIRE CHIEF					
05/15/23 Expd		CHIEF - Pay Date 5/15/23		4,844.33	JC	B 589 1
05/31/23 Expd		CHIEF - Pay Date 5/31/23		4,844.33	JC	B 591 1
Total Expenditures:		2	9,688.66			
3-GN- -001-102	District Business Administrator					
05/15/23 Expd		ADMINISTRATOR - Pay Date 5/15/23		1,457.04	JC	B 589 2
05/31/23 Expd		ADMINISTRATOR - Pay Date 5/31/23		1,415.01	JC	B 591 2
Total Expenditures:		2	2,872.05			
3-GN- -001-105	Fire Commissioners					
05/31/23 Expd		COMMISSIONERS - Pay Date 5/31/23		1,083.35	JC	B 591 4
Total Expenditures:		1	1,083.35			
3-GN- -001-106	Assistant Clerk					
05/31/23 Expd		QPA FOR 2023 - 5/31/23		100.00	JC	B 591 20
Total Expenditures:		1	100.00			
3-GN- -001-210	Payroll Administrative Costs					
05/10/23 Expd		Bank Fee for May - payroll acct.		18.95	JC	B 590 1
Total Expenditures:		1	18.95			
3-GN- -001-301	Federal Payroll Taxes - Administrative					
05/15/23 Expd		FICA ADMIN - Pay Date 5/15/23		441.36	JC	B 589 15
05/31/23 Expd		FICA ADMIN - Pay Date 5/31/23		637.04	JC	B 591 15
Total Expenditures:		2	1,078.40			
3-GN- -001-303	State Payroll Taxes - Administrative					
05/15/23 Expd		STATE WAGE TAX ADMIN - Pay Date 5/15/23		26.61	JC	B 589 16
05/31/23 Expd		STATE WAGE TAX ADMIN - Pay Date 5/31/23		28.12	JC	B 591 16
Total Expenditures:		2	54.73			
3-GN- -001-305	Defined Contribution Retirement Plan					
05/15/23 Expd		DCRP EMPLOYER - Pay Date 5/15/23		59.01	JC	B 589 17
05/31/23 Expd		DCRP EMPLOYER - Pay Date 5/31/23		57.31	JC	B 591 17
Total Expenditures:		2	116.32			
3-GN- -002-110	Firefighters					
05/15/23 Expd		FIREFIGHTERS - Pay Date 5/15/23		14,062.91	JC	B 589 7

Account No Date	Type	Account Description Transaction Data/Comment	Vendor/Source	Amount	User	Item #
3-GN- 05/31/23	-002-110 Expd	Firefighters FIREFIGHTERS - Pay Date 5/31/23	Continued	14,062.91	JC	B 591 7
Total Expenditures:		2 28,125.82				
3-GN- 05/15/23	-002-111 Expd	Overtime & Sicktime Buyback OVERTIME & VAC BUY - Pay Date 5/15/23		208.23	JC	B 589 8
Total Expenditures:		1 208.23				
3-GN- 05/15/23	-002-226 Expd	Weekend & Overnight Duty Crews DUTY CREW STIPENDS - Pay Date 5/15/23		3,840.00	JC	B 589 11
3-GN- 05/31/23	Expd	DUTY CREW STIPENDS - Pay Date 5/31/23		3,760.00	JC	B 591 11
Total Expenditures:		2 7,600.00				
3-GN- 05/15/23	-002-228 Expd	Stipends - Fill In Firefighters FILL-IN FIREFIGHTERS - Pay Date 5/15/23		423.90	JC	B 589 12
3-GN- 05/31/23	Expd	FILL-IN FIREFIGHTERS - Pay Date 5/31/23		310.86	JC	B 591 12
Total Expenditures:		2 734.76				
3-GN- 05/15/23	-002-301 Expd	FICA - Firefighters FICA FIREFIGHTERS - Pay Date 5/15/23		1,391.84	JC	B 589 18
3-GN- 05/31/23	Expd	FICA FIREFIGHTERS - Pay Date 5/31/23		1,361.15	JC	B 591 18
Total Expenditures:		2 2,752.99				
3-GN- 05/15/23	-002-303 Expd	State Payroll Taxes - Firefighters STATE WAGE TAX FF'S - Pay Date 5/15/23		131.93	JC	B 589 19
3-GN- 05/31/23	Expd	STATE WAGE TAX FF'S - Pay Date 5/31/23		129.12	JC	B 591 19
Total Expenditures:		2 261.05				
3-GN- 05/15/23	-002-304 Expd	Health Insurance - Firefighters Health Ins. reimb. 5/15/23		311.42	JC	B 589 9
3-GN- 05/31/23	Expd	Health Ins. reimb. 5/31/23		311.42	JC	B 591 9
Total Expenditures:		2 622.84				
3-GN- 05/31/23	-003-101 Expd	Fire Official FIRE MARSHAL - Pay Date 5/31/23		958.33	JC	B 591 5
Total Expenditures:		1 958.33				
3-GN- 05/31/23	-003-102 Expd	Fire Inspectors FIRE INSPECTOR - Pay Date 5/31/23		458.33	JC	B 591 6
Total Expenditures:		1 458.33				

Fund Description	Fund	Expenditures
GENERAL	3-GN	56,734.81
Total of All Funds:		<u>56,734.81</u>

Report Totals			
Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	28	56,734.81

Pine Hill Fire Department

Chief's Monthly Report

May 2023

Meetings:

- On Thursday evening the 4th, I attended the monthly commission meeting.
- On Friday afternoon the 5th, I attended a meeting with commissioners Waddington, Hassett, and Battalion Chief Pizzo to review the career hiring application.
- On Monday morning the 8th, I had a meeting with Firefighter Anthony Lazar with regards to medical concerns.
- On Tuesday morning the 9th, I held a staff meeting with the Career Firefighters.
- On Tuesday afternoon the 9th, I had a meeting with Captain Daleus about his lack of participation.
- On Tuesday evening the 9th, I attended the fire company monthly meeting.
- On Thursday evening the 11th, I attended the Camden County Fire Chiefs meeting that was held in Somerdale.
- On Wednesday afternoon the 17th, I attended the by-law committee meeting for the fire department.

Calls for Service / Significant Concerns:

- On Tuesday afternoon the 9th, I responded with Tower Ladder 6 to 89 Eastmont Lane in Winslow for a reported dwelling fire. Tower ladder 6 was third due and threw ground ladders before assisting with interior & exterior operations. I operated as the Safety Officer.
- On Tuesday morning the 23rd, I responded with Tower Ladder 6 to 108 Hargrove Ave in Winslow for a two-alarm town home fire. Battalion 6 took the operations role and Tower Ladder 6 threw ground ladders and assisted with interior & exterior operations. I was the Accountability Officer at the command post.
- On Thursday morning the 25th, I responded with Tower Ladder 6 to 185 West White Horse Pike in Berlin for a building fire. I assisted at the command post and Tower Ladder 6 stood by on Franklin Ave.
- On Friday evening the 26th, I responded with Tower Ladder 6 & Engine 6 to 127 North Route 73 in Winslow for a 2-alarm building fire. The ladder and engine crew teamed up

together and operated with saws to open the exterior wall on the "D" side of the building. I worked as the Accountability Officer.

Public relations:

- On Friday afternoon the 5th, we attended the senior luncheon at the senior building.
- On Tuesday afternoon the 16th, we met with the kids from the Bean School at the Borough Hall. The kids were touring the borough building and police station. We had our truck on display for the kids to look at.
- On Friday morning the 25th, we installed smoke detectors at 61 East 6th Ave.

Tahoe:

- On Friday morning the 12th, I took a ride to Lakewood NJ and picked up the new Tahoe from Safety First Emergency Vehicles Outfitters, who had just finished installing the lights. We approved \$60,000.00 to be used to purchase the vehicle and have it lettered and lights installed. The total cost was \$54,504.24 and we were able to give back \$5,495.76.
- On Monday the 16th, I picked up an old command box that was donated by VCI. I spent the day at the public works modifying it to fit in the rear of the Tahoe. I also spent half the next day finishing and mounted the equipment in the new command box.

Grants:

- I checked on the two grants that we wrote and found out that we did make it pass the first step and we should be going into peer review. The declined letter should be coming out in the middle of the summer. They will also start approving and sending out money in the middle of the summer.
- On Monday the 22nd, I submitted a grant through the Leary Firefighters Foundation. I requested 16 handheld Thermal Imaging Cameras and two new Portable Radios. We should find out the results in September.

Inspira:

- We have had some unprofessional dealings with a few EMT's out on the street. Those issues were put in writing and forwarded to management at Inspira. I was advised that those issues have been dealt with.

BLS-62:

- I did reach out to Ken Bullwinkle from Inspira and forwarded him all the information he required to start the MOA.

Memorial Day Service:

- We had 9 members attend the service.

Time off:

- I took off the 11th & 29th.

Training:

- On Wednesday evening the 3rd, I went to the Borough Hall and applied for permits that will allow us to have the storage containers on our property. The 2 40' containers were donated by Hale Trailer and will be used for training.
- On Thursday morning the 4th, I attended The Company Officer Training on zoom. The training was provided by Lexapro.

Evaluations:

- On Tuesday morning the 30th, We performed the evaluations for Firefighter Duvall & Weidner.
- On Wednesday morning the 31st, we performed the evaluation for Firefighter Gordon Jr.

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

Month of: April 2023

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	2
Fire Safety Inspection – Non LHU(s)	16
Re-Inspection(s)	6
Smoke Detector & CO Detector Compliance(s)	12
Complaint(s)	0
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$618.00
Smoke Detector & CO Detector Compliance	\$1,609.00
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	
Penalty Money Collected – Non-Dedicated	
Life Hazard Use Fees from State (quarterly)	\$3,808.35
Number of Copy of Fire Report(s)	
Copy of Fire Report(s)	
Total Amount of Money Deposited this Month	\$6,035.35

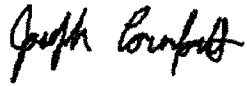
Requests:

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, slightly slanted style.

Joseph Cornforth
Fire Official

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

Month of: May 2023

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	7
Fire Safety Inspection – Non LHU(s)	13
Re-Inspection(s)	16
Smoke Detector & CO Detector Compliance(s)	12
Complaint(s)	17
Fire Investigation(s)	0

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	\$695.00
Smoke Detector & CO Detector Compliance	\$1,575.00
Permit Fees	\$268.00
Number of Permits Issued	02
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	\$2,538.00

Requests:

The following Items are requests for purchase/appropriation:

N/A

Comments:

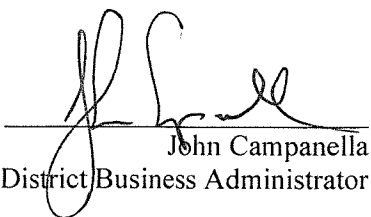
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joseph Cornforth". The signature is written in a cursive style with some loops and flourishes.

Joseph Cornforth
Fire Official

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

- Notified Medlogix of an error in a workers' compensation claim. They listed the wrong employer.
- Went to NJMVC to obtain a title, tags and registration for Chief's 2023 Tahoe
- Added the Chief's new Tahoe to our insurance coverage
- Updated users in KnowBe4 cyber security training
- 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