

Pine Hill Fire District #1  
Regular Meeting Minutes  
September 7, 2023

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:31 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 (arriving late), Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present.

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

**MINUTES:** Chairman Waddington said that the regular meeting minutes need to be approved for the meeting held on August 3, 2023, and asked for a motion.

A motion was made by Commissioner Hagarty and seconded by Commissioner Wakeley to approve the minutes for the regular meeting held on August 3, 2023.

Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – not present, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington - yes. Motion passed with four yes votes.

**COMMUNICATIONS LIST:** Chairman Waddington asked if there were any questions regarding the communications listed on the agenda. There were none.

**OLD BUSINESS:**

**Committee Chair Reports:**

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley said that it was disappointing to hear of another accident involving the Ladder Truck. Chief Hunter said it has been one year since the last accident with the Ladder Truck. The repairs are estimated to be \$650 for the bumper and \$1,800 for the rear compartment door.
- **Community Relations Liaison:** Commissioner Warrington said that the fire department did a terrific job with National Night Out.
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** No report

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- **Fire Prevention Commissioner:** No report
  
- **EMS Liaison:** Commissioner Warrington asked about the meeting with Erial. Battalion Chief Pizzo said that they met with Chief Brown and offered assistance with calls to Shenandoah Village. Chief Hunter said that Shenandoah Village is senior housing, and they need help as quickly as possible for medical emergencies. Battalion Chief Pizzo said that the County Chiefs are considering following Pine Hill's example of using an EMS Engine. There was a discussion. Commissioner Warrington said that he appreciates that the Chiefs care about the residents and offering assistance to Shenandoah Village when it is not in our town is commendable. Chief Hunter said that the offer was turned down.

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding resolution 23-17 on the agenda. There were none. Chairman Waddington asked for a motion.

- **Resolution 23-17: Approval and Payment of Bills**

A motion to approve Resolution 23-17 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

- Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – not present, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington – yes. Motion passed with four yes votes.

**FIRE CHIEF'S REPORT:** See attached report.

Chief Hunter asked if the Commissioners have made a decision about the issue regarding a delegate attending the convention? Chairman Waddington said that the commission must follow that State of NJ statute and the delegate will be paid.

Chief Hunter said that a contractor struck a gas line while digging where it was prohibited. South Jersey Gas Company is going to bill the contractor for services rendered to fix the leak. Chief Hunter thinks the fire department should bill the contractor as well for services rendered by the fire department. Solicitor Carlamere said that we should have something in writing authorizing billing. Commissioner Warrington said that the commission just approved a billing schedule at the last meeting. Battalion Chief Pizzo said that a resolution was approved using FEMA rates. Solicitor Carlamere suggested that a motion be approved for this billing issue.

A motion was made by Commissioner Warrington and seconded by Commissioner Hagarty to authorize the Chief to submit a bill to the contractor for services rendered based on the rates approved in Resolution 23-16.

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- o Roll Call Vote: Commissioner Hagarty – yes, Commissioner Hassett – not present, Commissioner Wakeley – yes, Commissioner Warrington – yes, Commissioner Waddington – yes. Motion passed with four yes votes.

Commissioner Warrington asked Chief Hunter how the fire department got involved with Voorhees. Chief Hunter said that Voorhees Fire Department asked the County for help because other fire departments were not getting out. Chief Hunter said that it is still in the planning stages but thinks we must provide assistance due to the mutual aid agreement. Solicitor Carlamere said Chief Hunter was correct on providing mutual aid. Commissioner Warrington said that he does not want to risk the increase of accidents or fatalities responding to alarm calls. Chief Hunter said that we are only being asked to respond to active fire calls. Battalion Chief Pizzo said that only Lindenwold has the same resources as Pine Hill and even they are not getting out. Chairman Waddington said that he is concerned that our town will not be covered if we are in Voorhees. Battalion Chief Pizzo said that we have a back up plan for our town. Also, we run the risk of losing volunteers if we are not running enough calls. Commissioner Warrington said that he would like to see the plan in writing. Chairman Waddington said that we are not receiving any funds from Voorhees taxpayers. Chief Hunter said that we have had nine box calls and Clementon has been unable to respond to any of them. There was a discussion.

Commissioner Warrington asked Chief Hunter if there has been any movement regarding the agreement with Berlin or West Berlin. Chief Hunter said that we signed the agreement and submitted it to them. So far, no word. Chief Hunter said that he thinks only Winslow is in agreement. **(Note: Commissioner Hassett arrived at this point in the meeting – 7:52 p.m.)** Chief Hunter said that volunteer fire companies are not getting out, only companies with paid firefighters are getting out. Chief Hunter said that he told Voorhees that he is not comfortable passing other fire companies. Chief Hunter said that there will be a meeting before any action is taken. Commissioner Wakeley said that if other fire departments cannot get out, we do not have to respond. Commissioner Warrington said that the other fire departments should be notified that it was Voorhees that asked for this agreement. Commissioner Hassett said that we are spreading ourselves thin and we need to protect the residents of Pine Hill. There was a discussion.

**FIRE OFFICIAL’S REPORT:** See attached report.

**FIRE DISTRICT ADMINISTRATOR’S REPORT:** See attached report.

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Chairman Waddington 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 Wakeley. All were in favor. Motion passed.

**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 Hassett and seconded by Commissioner Warrington. All were in favor. Motion passed.

**CLOSED SESSION:** Chairman Waddington explained the need to go into closed session to discuss a lease agreement and personnel issue. A motion to enter closed session was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed. Meeting temporarily adjourned at 8:01 p.m.

**CALL TO ORDER:** Chairman Waddington called the meeting back to order at 8:38 p.m. and asked for a roll call.


**ROLL CALL:** Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Wakeley – present, Commissioner Warrington – present, Commissioner Waddington – present.

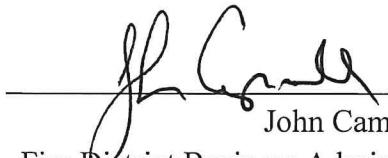
**OUTCOME OF CLOSED SESSION:** Chairman Waddington said that no decisions or votes were taken in closed session. The issues are still in closed session.

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**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 Wakeley. All were in favor. Motion passed.

The meeting was adjourned at 8:39 p.m.

  
James Wakeley  
Commission Secretary

  
John Campanella  
Fire District Business Administrator

ARRTL020

LICENSE PLATE MAINTENANCE

DATE: 08/11/2023

OPTION: S (S=SURRENDER U=UPDATE)

FIRST PLATE NO : 14063MG

PLATE TYPE: MG AGENCY ID: CR

RSV/ORD DATE: 03 06 2013

STATUS DATE : 03 06 2013

SURREND DATE: 08 11 2023

PLATE STATUS: A

SURR AGENCY: HH

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PF3-END

PF11-CANCEL

PF12-MAIN MENU

PLEASE PRINT RECEIPT THEN

PRESS PF5 TO PROCESS TRANSACTION

ARRTL020

LICENSE PLATE MAINTENANCE

DATE: 08/11/2023

OPTION: U (S=SURRENDER U=UPDATE)

FIRST PLATE NO : MGW302

PLATE TYPE: MG AGENCY ID: CR

RSV/ORD DATE:

STATUS DATE : 08 11 2023

PLATE STATUS: L

SURREND DATE: — — —

SURR AGENCY: CR

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PF3-END PF11-CANCEL PF12-MAIN MENU

PRESS ENTER TO ACCEPT TRN

ARRTL020

LICENSE PLATE MAINTENANCE

DATE: 08/11/2023

OPTION: U (S=SURRENDER U=UPDATE)

FIRST PLATE NO : NFR294

PLATE TYPE:	___	AGENCY ID:	___
RSV/ORD DATE:	___ ___ ___	PLATE STATUS:	___
STATUS DATE :	___ ___ ___	SURR AGENCY:	___
SURREND DATE:	___ ___ ___		

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PF3-END      PF11-CANCEL      PF12-MAIN MENU

919 REGISTRATION RECORD NOT FOUND



RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL  
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
#23-17

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.

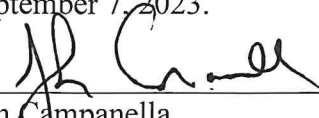
**DATED:** September 7, 2023

  
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 September 7, 2023.

  
John Campanella  
Business Administrator

P.O. Type: All  
 Range: First to Last  
 Format: Condensed  
 Vendors: All  
 Rcvd Batch Id Range: First to Last

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

Include Non-Budgeted: 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
23000272	08/07/23	PHFD1	PINE HILL FIRE DEPT.	MONTHLY RENT	Open	8,069.69	0.00
23000273	08/07/23	STATE005	State of NJ Health Benefits	MONTHLY HEALTH CARE PREMIUMS	Open	10,930.10	0.00
23000274	08/07/23	CASH1	PETTY CASH	ADVANCE FOR DUTY CREW MEALS	Open	1,200.00	0.00
23000275	08/07/23	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00
23000276	08/07/23	ZOLLD005	ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR OCT 2023	Open	196.99	0.00
23000277	08/07/23	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
23000278	08/07/23	JANVI005	JANVIER VOL FIRE CO NO 1	HAZ MAT INCIDENT COMMAND CLASS	Open	100.00	0.00
23000279	08/07/23	TG001	TOWNSHIP OF GLOUCESTER	REPAIR TO ENGINE TRUCK	Open	141.98	0.00
23000280	08/07/23	TG001	TOWNSHIP OF GLOUCESTER	REPAIR TO 2019 CHEVY TAHOE	Open	716.00	0.00
23000281	08/07/23	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR JUNE 2023	Open	1,370.04	0.00
23000282	08/07/23	IMC01	INTERSTATE MOBILE CARE, INC.	PHYSICALS - RUELAS & J. CUTLER	Open	570.00	0.00
23000283	08/07/23	SNJ01	STATE OF NEW JERSEY	ASSESSMENT FOR 2022	Open	158.27	0.00
23000284	08/16/23	AMAZO005	AMAZON CAPITAL SERVICES, INC.	CO DETECTORS	Open	312.00	0.00
23000285	08/16/23	JAMBE005	JamBers Corporate Imaging	JOB SHIRTS & EMT PATCHES	Open	764.00	0.00
23000286	08/16/23	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	198.31	0.00
23000287	08/16/23	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	FIREFIGHTING CADET GLOVES	Open	84.00	0.00
23000288	08/16/23	CONTI005	Continental Fire & Safety, Inc	SHIPPING CHARGE OMITTED	Open	62.00	0.00
23000289	08/16/23	PHH01	PINE HILL HARDWARE, INC.	MISCELLANEOUS ITEMS	Open	22.82	0.00
23000290	08/17/23	AUTOTRKO	AUTO & TRUCK PARTS OF DEPTFORD	FAN BELTS FOR LADDER TRUCK	Open	157.84	0.00
23000291	08/17/23	PENNO005	PENNONI ASSOCIATES, INC.	ENGINEERING REPORT FOR TRAILER	Open	193.75	0.00
23000292	08/21/23	PHG01	PINE HILL AUTO REPAIR	OIL CHANGE ON FM'S VEHICLE	Open	62.45	0.00
23000293	08/21/23	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR SEPTEMBER	Open	1,006.99	0.00
23000294	08/21/23	FIRELINE	FIRELINE EQUIPMENT, LLC	MT RUBBER CAB LATCH REBOUND	Open	231.33	0.00
23000295	09/05/23	BOA00001	Bank of America	P-CARD CHARGES FOR SEPTEMBER	Open	2,632.07	0.00
23000296	09/05/23	TG001	TOWNSHIP OF GLOUCESTER	REPAIRS TO LADDER TRUCK	Open	118.68	0.00
23000297	09/05/23	IMC01	INTERSTATE MOBILE CARE, INC.	HEPATITIS BOOSTER - J. FLEMING	Open	95.00	0.00
23000298	09/05/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 8/15/23	Open	141.60	0.00
23000299	09/05/23	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 8/31/23	Open	166.30	0.00
23000300	09/05/23	FIR001	First Responder JIF	FINAL INSTALLMENT FOR 2023	Open	31,589.00	0.00
23000301	09/05/23	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR JULY 2023	Open	1,374.12	0.00
23000302	09/05/23	HALE01	HALE TRAILER BRAKE WHEEL, INC.	MISCELLANEOUS SUPPLIES	Open	255.64	0.00
23000303	09/05/23	NATIO005	NATIONAL PAVING COMPANY, INC.	MATERIALS FOR PATCHING STREET	Open	413.52	0.00
23000304	09/06/23	DYLAN005	Dylan M Pierce	REPLACE LOST PAYCHECK #12094	Open	279.04	0.00

Total Purchase Orders: 34 Total P.O. Line Items: 0 Total List Amount: 64,170.95 Total Void Amount: 0.00

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	64,170.95	0.00	64,170.95	0.00	0.00	64,170.95
Total of All Funds:		<u>64,170.95</u>	<u>0.00</u>	<u>64,170.95</u>	<u>0.00</u>	<u>0.00</u>	<u>64,170.95</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12418 to 12450  
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
12418	09/07/23	AIRGA005 AIRGAS USA, LLC	19.80		1132
12419	09/07/23	AMAZO005 AMAZON CAPITAL SERVICES, INC.	312.00		1132
12420	09/07/23	AUTOTRKO AUTO & TRUCK PARTS OF DEPTFORD	157.84		1132
12421	09/07/23	BOA00001 Bank of America	2,632.07		1132
12422	09/07/23	BTM001 BOUND TREE MEDICAL,LLC	198.31		1132
12423	09/07/23	CAS01 CASA PAYROLL SERVICE, LLC	307.90		1132
12424	09/07/23	CASH1 PETTY CASH	1,200.00		1132
12425	09/07/23	CONTI005 Continental Fire & Safety, Inc	62.00		1132
12426	09/07/23	DC001 DAVID F. CARLAMERE	450.00		1132
12427	09/07/23	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	84.00		1132
12428	09/07/23	DYLAN005 Dylan M Pierce	279.04		1132
12429	09/07/23	FIR001 First Responder JIF	31,589.00		1132
12430	09/07/23	FIRELINE FIRELINE EQUIPMENT, LLC	231.33		1132
12431	09/07/23	HALE01 HALE TRAILER BRAKE WHEEL, INC.	255.64		1132
12432	09/07/23	IMC01 INTERSTATE MOBILE CARE, INC.	570.00		1132
12433	09/07/23	IMC01 INTERSTATE MOBILE CARE, INC.	95.00		1132
12434	09/07/23	JAMBE005 JamBers Corporate Imaging	764.00		1132
12435	09/07/23	JANVI005 JANVIER VOL FIRE CO NO 1	100.00		1132
12436	09/07/23	JHART005 J. HARTE ASSOCIATES LLC	1,006.99		1132
12437	09/07/23	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1132
12438	09/07/23	NATIO005 NATIONAL PAVING COMPANY, INC.	413.52		1132
12439	09/07/23	PENNO005 PENNONI ASSOCIATES, INC.	193.75		1132
12440	09/07/23	PHFD1 PINE HILL FIRE DEPT.	8,069.69		1132
12441	09/07/23	PHG01 PINE HILL AUTO REPAIR	62.45		1132
12442	09/07/23	PHH01 PINE HILL HARDWARE, INC.	22.82		1132
12443	09/07/23	SNJ01 STATE OF NEW JERSEY	158.27		1132
12444	09/07/23	STATE005 State of NJ Health Benefits	10,930.10		1132
12445	09/07/23	TG001 TOWNSHIP OF GLOUCESTER	141.98		1132
12446	09/07/23	TG001 TOWNSHIP OF GLOUCESTER	716.00		1132
12447	09/07/23	TG001 TOWNSHIP OF GLOUCESTER	1,370.04		1132
12448	09/07/23	TG001 TOWNSHIP OF GLOUCESTER	118.68		1132
12449	09/07/23	TG001 TOWNSHIP OF GLOUCESTER	1,374.12		1132
12450	09/07/23	ZOLLD005 ZOLL DATA SYSTEMS, INC.	196.99		1132

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	33	0	64,170.95	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	33	0	64,170.95	0.00

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Totals by Year-Fund  
Fund Description

Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL 3-GN	64,170.95	0.00	0.00	64,170.95
Total of All Funds:	<u>64,170.95</u>	<u>0.00</u>	<u>0.00</u>	<u>64,170.95</u>

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P.O. Type: All  
 Range: First to Last  
 Format: Condensed  
 Vendors: All  
 Rcvd Batch Id Range: First to Last

Include Non-Budgeted: Y

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

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PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
23000305	09/07/23	PHG01	PINE HILL AUTO REPAIR	OIL CHANGE ON SUPPORT VEHICLE	Open	72.45	0.00	
Total Purchase Orders:		1	Total P.O. Line Items:	0	Total List Amount:	72.45	Total Void Amount:	0.00

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	72.45	0.00	72.45	0.00	0.00	72.45
Total of All Funds:		<u>72.45</u>	<u>0.00</u>	<u>72.45</u>	<u>0.00</u>	<u>0.00</u>	<u>72.45</u>

Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 12451 to 12451  
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
12451	09/07/23	PHG01 PINE HILL AUTO REPAIR	72.45		1133

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	72.45	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	72.45	0.00



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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	3-GN	72.45	0.00	0.00	72.45
Total of All Funds:		<u>72.45</u>	<u>0.00</u>	<u>0.00</u>	<u>72.45</u>

Range of Accounts: 3-First to 3-Last Adds: N Changes: N Transfers In: N  
 Range of Dates: 08/01/23 to 08/31/23 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	Vendor/Source	Amount	User	Item #
3-GN- -001-101	FIRE CHIEF				
08/15/23 Expd	CHIEF - Pay Date 8/15/23		4,844.33	JC	B 599 1
08/31/23 Expd	CHIEF - Pay Date 8/31/23		4,844.33	JC	B 601 1
Total Expenditures:	2	9,688.66			
3-GN- -001-102	District Business Administrator				
08/15/23 Expd	ADMINISTRATOR - Pay Date 8/15/23		1,667.19	JC	B 599 2
08/31/23 Expd	ADMINISTRATOR - Pay Date 8/31/23		1,667.19	JC	B 601 2
Total Expenditures:	2	3,334.38			
3-GN- -001-105	Fire Commissioners				
08/31/23 Expd	COMMISSIONERS - Pay Date 8/31/23		1,083.35	JC	B 601 4
Total Expenditures:	1	1,083.35			
3-GN- -001-106	Assistant Clerk				
08/31/23 Expd	QPA FOR 2023 - 8/31/23		100.00	JC	B 601 20
Total Expenditures:	1	100.00			
3-GN- -001-210	Payroll Administrative Costs				
08/10/23 Expd	Bank Fee for August - payroll acct.		18.95	JC	B 600 1
Total Expenditures:	1	18.95			
3-GN- -001-301	Federal Payroll Taxes - Administrative				
08/15/23 Expd	FICA ADMIN - Pay Date 8/15/23		457.43	JC	B 599 15
08/31/23 Expd	FICA ADMIN - Pay Date 8/31/23		656.36	JC	B 601 15
Total Expenditures:	2	1,113.79			
3-GN- -001-303	State Payroll Taxes - Administrative				
08/15/23 Expd	STATE WAGE TAX ADMIN - Pay Date 8/15/23		11.68	JC	B 599 16
08/31/23 Expd	STATE WAGE TAX ADMIN - Pay Date 8/31/23		29.83	JC	B 601 16
Total Expenditures:	2	41.51			
3-GN- -001-305	Defined Contribution Retirement Plan				
08/15/23 Expd	DCRP EMPLOYER - Pay Date 8/15/23		67.53	JC	B 599 17
08/31/23 Expd	DCRP EMPLOYER - Pay Date 8/31/23		67.53	JC	B 601 17
Total Expenditures:	2	135.06			
3-GN- -002-110	Firefighters				
08/15/23 Expd	FIREFIGHTERS - Pay Date 8/15/23		14,062.91	JC	B 599 7

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Type	Transaction Data/Comment			
3-GN- -002-110	Firefighters	Continued			
08/31/23	Expd	FIREFIGHTERS - Pay Date 8/31/23	14,062.91	JC	B 601 7
Total Expenditures:		2 28,125.82			
3-GN- -002-111	Overtime & Sicktime Buyback				
08/15/23	Expd	OVERTIME & VAC BUY - Pay Date 8/15/23	753.73	JC	B 599 8
08/31/23	Expd	OVERTIME & VAC BUY - Pay Date 8/31/23	611.75	JC	B 601 8
Total Expenditures:		2 1,365.48			
3-GN- -002-226	Weekend & Overnight Duty Crews				
08/15/23	Expd	DUTY CREW STIPENDS - Pay Date 8/15/23	4,000.00	JC	B 599 11
08/31/23	Expd	DUTY CREW STIPENDS - Pay Date 8/31/23	4,240.00	JC	B 601 11
Total Expenditures:		2 8,240.00			
3-GN- -002-228	Stipends - Fill In Firefighters				
08/15/23	Expd	FILL-IN FIREFIGHTERS - Pay Date 8/15/23	565.20	JC	B 599 12
08/31/23	Expd	FILL-IN FIREFIGHTERS - Pay Date 8/31/23	847.80	JC	B 601 12
Total Expenditures:		2 1,413.00			
3-GN- -002-301	FICA - Firefighters				
08/15/23	Expd	FICA FIREFIGHTERS - Pay Date 8/15/23	1,456.62	JC	B 599 18
08/31/23	Expd	FICA FIREFIGHTERS - Pay Date 8/31/23	1,485.72	JC	B 601 18
Total Expenditures:		2 2,942.34			
3-GN- -002-303	State Payroll Taxes - Firefighters				
08/15/23	Expd	STATE WAGE TAX FF'S - Pay Date 8/15/23	90.39	JC	B 599 19
08/31/23	Expd	STATE WAGE TAX FF'S - Pay Date 8/31/23	92.06	JC	B 601 19
Total Expenditures:		2 182.45			
3-GN- -002-304	Health Insurance - Firefighters				
08/15/23	Expd	Health Ins. reimb. 8/15/23	311.42	JC	B 599 9
08/31/23	Expd	Health Ins. reimb. 8/31/23	311.42	JC	B 601 9
Total Expenditures:		2 622.84			
3-GN- -003-101	Fire Official				
08/31/23	Expd	FIRE MARSHAL - Pay Date 8/31/23	958.33	JC	B 601 5
Total Expenditures:		1 958.33			
3-GN- -003-102	Fire Inspectors				
08/31/23	Expd	FIRE INSPECTOR - Pay Date 8/31/23	458.33	JC	B 601 6
Total Expenditures:		1 458.33			

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Fund Description	Fund	Expenditures
GENERAL	3-GN	59,824.29
Total of All Funds:		<u>59,824.29</u>

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Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	17	29	59,824.29

# **Pine Hill Fire Department**

## **Chief's Monthly Report**

**August 2023**

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### **Meetings:**

- On Tuesday evening the 1<sup>st</sup>, I attended the National Night Out.
- On Thursday evening the 3<sup>rd</sup>, I attended the commission meeting.
- On Tuesday evening the 8<sup>th</sup>, I attended the company meeting.
- From the 15<sup>th</sup> to the 18<sup>th</sup>, I attended the International Association of Fire Chiefs Convention in Kansas City.
- Saturday morning the 19<sup>th</sup>, I attended the Firefighter 1 orientation at the Camden County Fire Academy.
- On Tuesday afternoon the 22<sup>nd</sup>, I had a meeting with the Chairman of the Board.
- On Wednesday evening the 23<sup>rd</sup>, I had a meeting with Commissioner Hassett regarding the testing process for the Career Captain's position.

### **Calls for Service / Significant Concerns:**

- The month of August was just as busy as any other month. However, we did not have any fires in or out of town.

### **Inspira:**

- No issues in Pine Hill to report.

### **Fire Prevention:**

- Our Fire Prevention is scheduled for 10/04 and will be held at the high school. There will be more to report on this next month.

### **Training:**

- On Tuesday morning the 22<sup>nd</sup>, I completed the mandatory (KnowBe4) training.

### **Box Changes:**

- We have been approached by the Voorhees Fire Department, requesting our Tower Ladder be added to their boxes. This would first have to be approved by the Camden

County Fire Coordinators. Although I don't like passing other fire companies to respond into another town, Voorhees have been able to show that those companies are not getting out when dispatched. Our Tower Ladder would be a guarantee and we could ask for their response in Pine Hill if / when needed.

### **Tower Ladder:**

- On Tuesday morning the 22<sup>nd</sup>, the tower ladder was sent to Gloucester Township to have 3 belts changed (Fan, AC, and Alt).

### **Fire School:**

- We have one member attending Firefighter 1 this semester.

### **IAFC Convention:**

- I want to thank all the commissioners for allowing Battalion Chief Pizzo and I the opportunity to attend the International Association of Fire Chiefs Convention. This year the convention was held in Kansas City. We attended 6 different classes totaling 7 hours' worth of training. It was great to learn that our department might be a little ahead of some of the other departments across the country. We are doing the right things and heading our department in the right direction. A copy of the classes I attended is attached to this report.

### **Pregnancy:**

- While at the convention, we attended a class called Reproductive Rights and the Firehouse. This was an eye opener to me because I don't believe that we are prepared if this occurs. We need to have a policy on this, and it needs to be written prior to any of our members getting pregnant. (Active duty vs. limited duty – It is the employee's right to continue working while she is pregnant. Active-duty firefighters who are pregnant and are physically capable of performing their job, at their discretion, remain in active-duty positions, and are not required to report their pregnancy to the employer). This is information that was provided to us, and we were advised that the laws are changing in October of this year. The following are Reasonable Accommodation Examples, that were provided by the attorneys teaching the class.
  1. Ability to sit.
  2. Ability to drink water.
  3. Access to closer parking.
  4. Flexibility in work hours / modified schedule.
  5. Reassignment (minimum quals + essential functions).
  6. Modified work policies.
  7. Paid / unpaid leave (job held open).

8. Job restructuring.
9. Refrigerator for lactation space
10. Permitting shift trades
11. Light duty
12. Provision of "appropriately – sized" uniforms / safe gear.
13. Additional break time for bathroom use, eating, resting.
14. Use of leave to recover from childbirth.
15. Excused from "strenuous activities."
16. Removal of unusual / unprotected exposure to unsafe compounds for pregnancy.

### **Labor Law:**

- We have purchased the New Jersey & Federal Labor Law Poster. It is hanging in the information center as required.

### **Captain Promotion:**

- On the 31<sup>st</sup>, we held a staff meeting to announce who is eligible to apply for the captain's position. At that meeting we advised that a letter of intent and resume be submitted to the chiefs before 4 pm on 09/08. We also handed out a list of the responsibilities / expectations for the captain position. Battalion Chief Pizzo created a 50-question test worth 50 points and each member will write a lesson plan that is worth 50 points, to total 100 points. The lesson plans have been selected and will be face down on the table for each candidate to pick from (we will give each candidate the book we selected the lesson plan from). We will then have an agility test that must be completed in under five minutes and thirty seconds. We will complete the process with a panel review (still to be selected). This will all be completed, and the best candidate announced the first week of October.

### **Accident:**

- On Sunday morning the 27<sup>th</sup>, the tower ladder was involved in a motor vehicle accident, while responding to a natural gas leak in Chalet Apartments. As the driver was making a left-hand turn at the at the end of the island in the complex, the right rear side of the tower ladder hit a car that was parked alongside of the street. A police report was filed, and an accident report was completed by the driver. The officer and firefighters on the tower ladder also wrote statements of what happened. All information was submitted to B/A Campanella for proper documentation.

**Firemen's Convention:**

- The Firemen's convention is being held this month from the 14<sup>th</sup> to the 17<sup>th</sup>. I will be attending and will be leaving on the 13<sup>th</sup>. I will return on Saturday afternoon the 16<sup>th</sup>. The station will be staffed the entire time.



# International Association of Fire Chiefs



## Fire-Rescue International 2023 Professional Development Transcript

Joseph M Hunter

Date	Session ID	Track	Session Name	Session Hours
8/16/2023 10:10 AM	CE-201		Amsterdam Fire Department: From Traditional Aggressive to Cutting Edge Aggressive	1.00
8/16/2023 11:30 AM	CHIEF-102	CHIEF-I	Silver to Gold: Successfully Making the Leap Into the Chief Officer Ranks	1.00
8/16/2023 2:15 PM	ELEC-110	ELECTIVE 1	Addressing the Leadership Chasm: From Chief to Company Officer	1.25
8/17/2023 1:00 PM	CHIEF-203	CHIEF-II	Reproductive Rights and the Firehouse: A Primer	1.00
8/17/2023 2:15 PM	ELEC-208	ELECTIVE 2	The Resilient Fire Chief	1.25
8/17/2023 3:30 PM	CHIEF-204	CHIEF-II	Principled Leadership From The Road Less Traveled	1.50

TOTAL SESSION HOURS: 7.00

**Fire Chief Donna M. Black, EFO, CFO**  
President and Board Chair



Lead. Educate. Serve.

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

**Month of: August 2023**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	1
Fire Safety Inspection – Non LHU(s)	0
Re-Inspection(s)	18
Smoke Detector & CO Detector Compliance(s)	11
Complaint(s)	0
Fire Investigation(s)	0

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	\$1002.00
Smoke Detector & CO Detector Compliance	\$746.00
Permit Fees	\$108.00
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	\$1,856.00

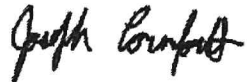
**Requests:**

**The following Items are requests for purchase/appropriation:**

N/A

**Comments:**

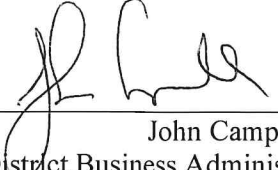
Respectfully Submitted,

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  
AUGUST 2023 ADMINISTRATOR'S REPORT**

- Returned license plates for vehicle sold and two other license plates to the DMV
- Meet with Hardenbergh Insurance regarding our annual insurance renewal
- Completed Jury Duty orientation on 8/14/23. Was not called for the remainder of week.
- Updated EZ Pass vehicle list to remove 2015 Ford Expedition
- Completed audit form from NJ DCA regarding federal and state grant expenditures
- Started preparations for the 2024 budget
- Submitted a reimbursement request from FEMA under our SAFER grant
- 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

  
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John Campanella  
Fire District Business Administrator