

Pine Hill Fire District #1  
Regular Meeting Minutes  
February 1, 2024

**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 – present, Commissioner Harris – present, Commissioner Wakeley – present, Commissioner Waddington – present.

**OTHER OFFICIALS PRESENT:** Chief Hunter, Battalion Chief Pizzo, Captain Duvall, Solicitor Carlamere

**MINUTES:** Chairman Waddington asked if there were any questions regarding the regular and closed session minutes for the meeting held on January 4, 2024. There were none. A motion to approve the minutes was made by Commissioner Hagarty and seconded by Commissioner Hassett.

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

**COMMUNICATIONS LIST:** Chairman Waddington asked if there were any questions regarding the communication as listed on the agenda regarding proof of publication in Courier Post of professional contracts awarded for 2024. There were none.

Chairman Waddington also informed the Board that Firefighter James Gordon Sr. has earned an Associate of Science degree in Fire Science after 15 years of hard work. Congratulations to Firefighter James Gordon Sr.

**OLD BUSINESS:** Chairman Waddington announced that starting at the next meeting, the following commissioners are appointed as committee chairs in the following categories:

- **Fire Equipment and Apparatus Liaison:** Commissioner Hassett
- **Community Relations Liaison:** Commissioner Harris
- **Information Technology and Equipment Commissioner:** Chairman Waddington
- **Insurance Fund Commissioner:** Commissioner Hagarty
- **Fire Prevention Commissioner:** Commissioner Harris

Pine Hill Fire District #1  
Regular Meeting Minutes  
February 1, 2024

**NEW BUSINESS:** Chairman Waddington asked if there were any questions regarding the resolutions listed on the agenda. There were no questions.

○ **Resolution 24-05: Approval and Payment of Bills**

- A motion to approve resolution 24-05 was made by Commissioner Hagarty and seconded by Commissioner Hassett.

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

○ **Resolution 24-06: Authorization to apply for a SAFER grant**

Chairman Waddington said that Resolution 24-06 is being tabled and will not be voted on at this meeting. There were no objections.

○ **Resolution 24-07: Awarding a contract to service the Cascade System**

A motion to approve Resolution 24-07 was made by Commissioner Hassett and seconded by Commissioner Hagarty.

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

○ **Resolution 24-08: Appointment of Fire Inspector**

Chairman Waddington said that Resolution 24-08 is being tabled and will not be voted on at this meeting. Chairman Waddington said that someone went behind the fire commissioners to object to the appointment of the fire inspector. Chief Hunter said it was him. Chairman Waddington explained to the other commissioners that a complaint reached the fire chief at Washington Twp. and the WT fire chief advised his firefighter Stephen Robinson not to accept the job due to the complaint. Therefore, we cannot appoint a fire inspector at this time.

**FIRE CHIEF'S REPORT:** See attached report. Commissioner Wakeley said that he wanted to congratulate Firefighter Lauren Hunter for passing the Firefighter 1 class. Commissioner Wakeley asked Chief Hunter about the assignment schedules. Chief Hunter said that the firefighters rotate assignments so that they gain experience in all assignments.

Chief Hunter said that he has not received a response from an email he sent regarding the invoice from Pennoni Engineering. Chairman Waddington said that Commissioner Hassett is looking into the issue and trying to get the fees waived.

Pine Hill Fire District #1  
Regular Meeting Minutes  
February 1, 2024

Chief Hunter said that he spoke with a grant writing expert and the grant writer said that we would be wasting our time and resources applying for only one firefighter. It will be denied. FEMA is looking for applicants that want to hire multiple firefighters to comply with national guidelines. Brian Vickers will determine if it would be worth it. However, we should apply for the retention grant.

Chief Hunter said that we are ready to begin advertising for a new firefighter. He would like to get a list together for future positions.

Chief Hunter said that he reviewed a LEAP Shared Services Grant and believes that since we participate in shared services, we should apply for help with a new ladder truck.

Commissioner Hassett informed Chief Hunter that he spoke with Police Chief Chris Winters and Fire Marshal Tim Shannon. Neither are in favor of the fire marshal writing parking tickets. Chief Winters advised reporting parking violations to the police department.

Commissioner Hagarty said that he fully supports Chief Hunter's efforts to apply for the LEAP grant for assistance with the ladder truck.

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

Pine Hill Fire District #1  
Regular Meeting Minutes  
February 1, 2024

**CLOSED SESSION:** Chairman Waddington explained that there was a need to enter a closed session to discuss a personnel issue. A motion to enter closed session was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed. Meeting temporarily adjourned at 7:45 p.m.

**CALL TO ORDER:** Chairman Waddington called the meeting back to order at 9:10 p.m. and asked for a roll call.

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

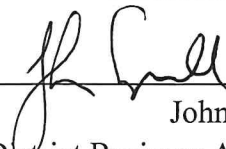
**OUTCOME OF CLOSED SESSION:** Chairman Waddington said that no decisions or votes were taken in closed session. The issue remains closed at this point.

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

The meeting adjourned at 9:09 p.m.



\_\_\_\_\_  
Christopher Harris  
Commission Secretary



\_\_\_\_\_  
John Campanella  
Fire District Business Administrator



  
 New York/New Jersey  
 GANNETT

**Agency:**  
 John Campanella  
 Pine Hill Fire District 1  
 1109 Erial RD  
 Pine Hill NJ 08021-7303  
 Acct: 1122763

**Client:**  
 John Campanella  
 Pine Hill Fire District 1  
 1109 Erial RD  
 Pine Hill NJ 08021-7303  
 Acct: 1122763

**This is not an invoice**

Order #	Advertisement / Description	Columns x Lines x Insertions	Rate per Lines	Cost
9723168	PINE HILL FIRE DISTRICT #1 BOARD OF FIRE COMMISSIONERS BOROUGH OF PINE HILL,	1 x 42.00 x 1	\$0.43	\$48.06
			Net Total Due:	<b>\$48.06</b>

Professional  
 PO #:                      Service  
 Check #:                       
 Date:                     


**CERTIFICATION BY RECEIVING AGENCY**  
 I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: \_\_\_\_\_  
 TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CERTIFICATION BY APPROVAL OFFICIAL**  
 I CERTIFY AND DECLARE THAT THIS ORDER CONFIRMATION IS CORRECT, AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT SHALL BE CHARGEABLE TO:  
 APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O.#  
 \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
 TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CLAIMANT'S CERTIFICATION AND DECLARATION:**  
 I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS ORDER CONFIRMATION IS CORRECT IN ALL ITS PARTICULARS; THAT THE GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: 01/11/2024  
 Signature: 

Federal ID #: 061032273  
 Official Position: Clerk

Kindly return a copy of this order confirmation with your payment so that we can assure you proper credit.

**Courier Post**

Gannett New York-New Jersey LocaliQ  
 PO Box 6312102, Cincinnati, OH 45263-1202

AFFIDAVIT OF PUBLICATION

Order Number : 9723168

STATE OF WISCONSIN  
Brown County

Of the **Courier Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in State of New Jersey and Camden County, and of general circulation in Camden County, who being duly sworn, deposes and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

01/11/2024

Legal Clerk

*Nancy Heyrman*  
Notary Public State of Wisconsin County of Brown

5.15.27

My commission expires

NANCY HEYRMAN  
Notary Public  
State of Wisconsin

PINE HILL FIRE DISTRICT #1  
BOARD OF FIRE COMMISSIONERS  
BOROUGH OF PINE HILL,  
CAMDEN COUNTY, NJ  
NOTICE OF PROFESSIONAL  
SERVICES CONTRACTS FOR 2024

The following resolutions to Award Professional Services Contracts for 2024 were approved at the Reorganization Meeting held on January 4, 2024 by the Board of Fire Commissioners for Pine Hill Fire District #1. Copies of the resolutions, along with the minutes from the meeting, will be posted on the fire district's website [www.pinehillfiredistrict.com](http://www.pinehillfiredistrict.com). The fire district has a qualified purchasing agent on staff.

Resolution #23-30 - designating David F. Carlamere, Esq. as Solicitor

Resolution #23-31 - designating Stefanie J. DeSantis, CPA from Bowman & Company as Auditor

Resolution #23-32 - designating Hardenbergh Insurance Group as Insurance Consultant

Resolution #23-33 - designating Interstate Mobile Care as Medical Provider

Resolution #23-34 - designating JHarte and Associates for Computer Maintenance

John Campanella  
Business Administrator

01/11/2024 (\$18.06)

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
 #24-05

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:** February 1, 2024

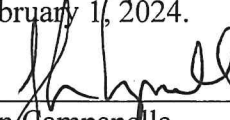


\_\_\_\_\_  
 Christopher Harris  
 Commission Secretary

Record of Vote:

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

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 February 1, 2024.

  
 \_\_\_\_\_  
 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
24000001	01/03/24	DC001 DAVID F. CARLAMERE	SOLICITOR'S FEE	Open	450.00	0.00	
24000015	01/17/24	NJSLM001 NJ State League Municipalities	WEBINAR REGISTRATION	Open	100.00	0.00	
24000016	01/22/24	PHFD1 PINE HILL FIRE DEPT.	LEASE PAYMENT FOR FEB 2024	Open	8,166.67	0.00	
24000017	01/22/24	STATE005 State of NJ Health Benefits	MEDICAL PREMIUMS FOR FEB 2024	Open	10,419.96	0.00	
24000018	01/22/24	CASH1 PETTY CASH	DUTY CREW MEALS FOR MAR 2024	Open	1,200.00	0.00	
24000019	01/22/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
24000020	01/22/24	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR FEB 2024	Open	1,006.99	0.00	
24000021	01/22/24	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	302.33	0.00	
24000022	01/22/24	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00	
24000023	01/22/24	ENFOR005 ENFORSYS, INC.	ANNUAL FIRE PROTECTION SOFTWARE	Open	2,260.00	0.00	
24000024	01/22/24	PERS2 Public Emp Retirement Sys.	ANNUAL PENSION CONTRIBUTION	Open	23,838.00	0.00	
24000025	01/22/24	PFRS1 POLICE & FIREMEN'S RETIREMENT	PFRS ANNUAL PENSION CONTRIBUTION	Open	102,050.00	0.00	
24000026	01/22/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	ZIRCO STRAP	Open	108.90	0.00	
24000027	01/22/24	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR DECEMBER 2023	Open	1,245.33	0.00	
24000029	01/22/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	PARADE FLAG CARRYING BELT	Open	172.00	0.00	
24000030	01/22/24	PENNO005 PENNONI ASSOCIATES, INC.	ATTEND PUBLIC HEARING	Open	271.25	0.00	
24000031	01/22/24	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 1/15/2024	Open	158.00	0.00	
24000032	01/22/24	PHG01 PINE HILL AUTO REPAIR	REPLACE STARTER IN BC VEHICLE	Open	710.93	0.00	
24000033	01/22/24	TIREC005 TIRE CORRAL	REPLACE TIRES ON ENGINE TRUCK	Open	5,062.70	0.00	
24000034	01/22/24	ZOLL005 ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR FEB 2024	Open	196.99	0.00	
24000035	01/22/24	ROELY005 ROELYNN LITHO, INC	BUSINESS CARDS - FIRE MARSHAL	Open	108.80	0.00	
24000036	01/22/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	100 COUNT "AA" BATTERIES	Open	96.00	0.00	
24000037	01/22/24	AFS001 Ankor Fire & Safety Equipment	HYDRO TEST, REFILLS & SERVICE	Open	120.00	0.00	
24000038	01/22/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	MILWAUKEE BATTERIES (2 PACK)	Open	233.50	0.00	
24000039	01/31/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	KEY RING LOOP HOLDER	Open	12.97	0.00	
24000040	01/31/24	EMSCO005 EMS CONSULTING SERVICES, LLC	2024 MEDICAL OVERSIGHT PROGRAM	Open	1,500.00	0.00	
24000041	01/31/24	HALE01 HALE TRAILER BRAKE WHEEL, INC.	MISCELLANEOUS FIRE SUPPLIES	Open	145.56	0.00	
24000042	01/31/24	COU01 Courier Post	LEGAL NOTICE PROF CONTRACTS	Open	48.06	0.00	
24000043	01/31/24	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 1/31/2024	Open	160.00	0.00	
24000045	01/31/24	AIRGA005 AIRGAS USA, LLC	3 CYLINDERS OF OXYGEN	Open	139.31	0.00	
24000046	01/31/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	LED ROAD FLARES	Open	109.41	0.00	
24000047	01/31/24	EMSCO005 EMS CONSULTING SERVICES, LLC	BILLING SERVICES FEE	Open	75.26	0.00	
24000050	01/31/24	BOA00001 Bank of America	P-CARD CHARGES FOR JAN 2024	Open	1,902.79	0.00	
24000051	01/31/24	ROELY005 ROELYNN LITHO, INC	Business Cards Career Staff	Open	472.91	0.00	
24000052	02/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	EMERGENCY LED ROAD FLARES	Open	72.94	0.00	
24000053	02/01/24	ACTIO005 Action Uniform Co. LLC	UNIFORM ITEMS	Open	363.00	0.00	

Total Purchase Orders: 36 Total P.O. Line Items: 0 Total List Amount: 163,387.98 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	4-GN	163,387.98	0.00	163,387.98	0.00	0.00	163,387.98
Total of All Funds:		<u>163,387.98</u>	<u>0.00</u>	<u>163,387.98</u>	<u>0.00</u>	<u>0.00</u>	<u>163,387.98</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12565 to 12597  
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
12565	02/01/24	ACTI005 Action Uniform Co. LLC	363.00		1138
12566	02/01/24	AFS001 Ankor Fire & Safety Equipment	120.00		1138
12567	02/01/24	AIRGA005 AIRGAS USA, LLC	19.80		1138
12568	02/01/24	AIRGA005 AIRGAS USA, LLC	139.31		1138
12569	02/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	172.00		1138
12570	02/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	96.00		1138
12571	02/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	233.50		1138
12572	02/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	12.97		1138
12573	02/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	109.41		1138
12574	02/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	72.94		1138
12575	02/01/24	BOA00001 Bank of America	1,902.79		1138
12576	02/01/24	BTM001 BOUND TREE MEDICAL,LLC	302.33		1138
12577	02/01/24	CAS01 CASA PAYROLL SERVICE, LLC	318.00		1138
12578	02/01/24	CASH1 PETTY CASH	1,200.00		1138
12579	02/01/24	COU01 Courier Post	48.06		1138
12580	02/01/24	DC001 DAVID F. CARLAMERE	450.00		1138
12581	02/01/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	108.90		1138
12582	02/01/24	EMSCO005 EMS CONSULTING SERVICES, LLC	1,575.26		1138
12583	02/01/24	ENFOR005 ENFORSYS, INC.	2,260.00		1138
12584	02/01/24	HALE01 HALE TRAILER BRAKE WHEEL, INC.	145.56		1138
12585	02/01/24	JHART005 J. HARTE ASSOCIATES LLC	1,006.99		1138
12586	02/01/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1138
12587	02/01/24	NJSLM001 NJ State League Municipalities	100.00		1138
12588	02/01/24	PENNO005 PENNONI ASSOCIATES, INC.	271.25		1138
12589	02/01/24	PERS2 Public Emp Retirement Sys.	23,838.00		1138
12590	02/01/24	PFRS1 POLICE & FIREMEN'S RETIREMENT	102,050.00		1138
12591	02/01/24	PHFD1 PINE HILL FIRE DEPT.	8,166.67		1138
12592	02/01/24	PHG01 PINE HILL AUTO REPAIR	710.93		1138
12593	02/01/24	ROELY005 ROELYNN LITHO, INC	581.71		1138
12594	02/01/24	STATE005 State of NJ Health Benefits	10,419.96		1138
12595	02/01/24	TG001 TOWNSHIP OF GLOUCESTER	1,245.33		1138
12596	02/01/24	TIREC005 TIRE CORRAL	5,062.70		1138
12597	02/01/24	ZOLLD005 ZOLL DATA SYSTEMS, INC.	196.99		1138

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	33	0	163,387.98	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	33	0	163,387.98	0.00

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	4-GN	163,387.98	0.00	0.00	163,387.98
Total of All Funds:		<u>163,387.98</u>	<u>0.00</u>	<u>0.00</u>	<u>163,387.98</u>





Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
4-GN- -002-110	Firefighters	Continued			
01/31/24 Expd	FIREFIGHTERS - Pay Date 1/31/24		15,248.69	JC	B 627 7
Total Expenditures:	2	30,497.38			
4-GN- -002-111	Overtime & Sicktime Buyback				
01/12/24 Expd	OVERTIME & VAC BUY - Pay Date 1/12/24		711.67	JC	B 626 8
01/31/24 Expd	OVERTIME & VAC BUY - Pay Date 1/31/24		396.11	JC	B 627 8
Total Expenditures:	2	1,107.78			
4-GN- -002-226	Weekend & Overnight Duty Crews				
01/12/24 Expd	DUTY CREW STIPENDS - Pay Date 1/12/24		160.00	JC	B 626 11
01/31/24 Expd	DUTY CREW STIPENDS - Pay Date 1/31/24		3,680.00	JC	B 627 11
Total Expenditures:	2	3,840.00			
4-GN- -002-228	Stipends - Fill In Firefighters				
01/31/24 Expd	FILL-IN FIREFIGHTERS - Pay Date 1/31/24		900.25	JC	B 627 12
Total Expenditures:	1	900.25			
4-GN- -002-301	FICA - Firefighters				
01/12/24 Expd	FICA FIREFIGHTERS - Pay Date 1/12/24		1,205.54	JC	B 626 18
01/31/24 Expd	FICA FIREFIGHTERS - Pay Date 1/31/24		1,519.57	JC	B 627 18
Total Expenditures:	2	2,725.11			
4-GN- -002-303	State Payroll Taxes - Firefighters				
01/12/24 Expd	STATE WAGE TAX FF'S - Pay Date 1/12/24		115.19	JC	B 626 19
01/31/24 Expd	STATE WAGE TAX FF'S - Pay Date 1/31/24		143.92	JC	B 627 19
Total Expenditures:	2	259.11			
4-GN- -002-304	Health Insurance - Firefighters				
01/12/24 Expd	Health Ins. reimb. 1/12/24		334.68	JC	B 626 9
01/31/24 Expd	Health Ins. reimb. 1/31/24		334.68	JC	B 627 9
Total Expenditures:	2	669.36			
4-GN- -003-101	Fire Official				
01/31/24 Expd	FIRE MARSHAL - Pay Date 1/31/24		958.33	JC	B 627 5
Total Expenditures:	1	958.33			

---

Fund Description	Fund	Expenditures
GENERAL	4-GN	57,350.43
Total of All Funds:		<u>57,350.43</u>

---

Report Totals	Accounts	Transactions	Amount
Transaction Type			
Total Expenditures:	16	27	57,350.43

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL TO APPLY FOR A FY 2023 STAFFING FOR ADEQUATE  
FIRE AND EMERGENCY RESPONSE (SAFER)

24-06

WHEREAS. The Board of Fire Commissioners, Fire District # 1 (“The Board”) of the Borough of Pine Hill, has determined the need to seek federal funding through a Assistance to Firefighters Grant Program for staff funding;

WHEREAS. The Board agrees that Pine Hill Fire District #1 is seeking funds for the employment of 1 Career staff and funds for volunteer recruitment and retention and;

WHEREAS. The Board agrees to provide the required cost match if required in the grant award.

WHEREAS. Vickers Consulting Services, Inc. was successful in applying for the 2019 SAFER grant and has agreed to complete the 2023 SAFER grant application for the fees listed in the consulting agreement.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 that the proper officers be and are hereby authorized to utilize Vickers Consulting Services, Inc. to submit the application of a FY 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant..


**DATED:** February 1, 2024

  
 \_\_\_\_\_  
 Christopher Harris  
 Commission Secretary

Record of Vote: Tabled

Members	Yes	No	Abstain	Absent
Commissioner Hagarty				
Commissioner Harris				
Commissioner Hassett				
Commissioner Waddington				
Commissioner Wakeley				

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 1, 2024.

  
 \_\_\_\_\_  
 John Campanella  
 Business Administrator

**Vickers Consulting Services, Inc**  
**Consulting Agreement – Flat Rate**

Rev. 12/14/2016

This Agreement is made effective as of Feb 1, 2024, by and between Pine Hill Fire,  
of District No 1, \_\_\_\_\_, and  
Vickers Consulting Services Inc., PO Box 12032, Spring, TX 77379

In this Agreement, the party who is contracting to receive services shall be referred to as "Applicant", and the party who will be providing the services shall be referred to as "Consultant".

- Consultant has a background in Grant Writing, and is willing to provide services to Applicant based on this background.
- Applicant desires to have services provided by Consultant.

Therefore, the parties agree as follows:

**1. DESCRIPTION OF SERVICES.** Beginning on 02/01/2024, Consultant will provide the following services if requested (collectively, the "Services"): grant program application development, including but not limited to: research of funding opportunities, project development, application development, cost estimation, and project narrative development. Applicant understands that their approval will be required on all applications.

**2. PERFORMANCE OF SERVICES.** The manner in which the Services are to be performed and the specific hours to be worked by Consultant shall be determined by Consultant. Applicant will rely on Consultant to work as many hours as may be reasonably necessary to fulfill Consultant's obligations under this Agreement.

**3. PAYMENT.** Applicant will pay a fee to Consultant for the Services based on a flat rate of \$1,200.00 for the grant application worked on by the Consultant. This fee shall be payable no later than thirty (30) days following the submission of the proper invoice for the application. Upon termination of this Agreement Consultant shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which Consultant has not yet been paid. Work product constituting payment is considered to be narrative preparation. If a narrative is prepared and submitted to the Applicant for review the relationship is considered to be billable and even if the Applicant decides not to apply to said grant program they will be billed the full amount for services rendered. A \$25 late fee will be added for payments 60 days or more overdue.

**4. EXPENSE REIMBURSEMENT.** Consultant shall pay all "out-of-pocket" expenses, and shall be entitled to reimbursement within 30 days of the incurred expense from Applicant. Reimbursable costs include, but are not limited to, postage, facsimile, notary, airfare & other travel related expenses, and other administrative costs. These costs will be limited to \$50 initially. If costs are to exceed \$50 Consultant will notify Applicant of the costs and receive written approval prior to making the expenditure. Since travel is not normally necessary for the Consultant to perform their duties, any travel requests by the Applicant shall be done in writing and costs agreed to prior to any travel plans being made.

**5. TERM/TERMINATION.** Since this Agreement is open-ended in nature, it shall be terminated in writing and agreed to by both parties. Termination can be stipulated to be upon completion by Consultant of the Services required by this Agreement, and payment by the Applicant for those services if the termination date is prior to the completion of the Service.

**6. RELATIONSHIP OF PARTIES.** It is understood by the parties that Consultant is an independent contractor with respect to Applicant, and not an employee of Applicant. Applicant will not provide fringe benefits, including health insurance benefits or any other employee benefit, for the benefit of Consultant.

**7. INTELLECTUAL PROPERTY.** The following provisions shall apply with respect to copyrightable works, ideas, discoveries, inventions, applications for patents, and patents (collectively, "Intellectual Property"):  
*a. Consultant's Intellectual Property.* Consultant does not personally hold any interest in any Intellectual Property. Applicant claims no rights to any work product of the Consultant for the length of service with the exception of the completed application and its components. Applicant makes no claims to the knowledge of the Consultant acquired during the length of service, even if acquired solely for the purpose of this Agreement.

**8. CONFIDENTIALITY.** Applicant recognizes that Consultant has and will have the following information:

- prices of items included in the application
- costs & budgeting information of the organization
- discounts being given to only the Applicant by vendors
- future plans of the organization
- current business affairs of the organization

and other proprietary information (collectively, "Information") which are valuable, special and unique assets of Applicant and need to be protected from improper disclosure. In consideration for the disclosure of the Information, Consultant agrees that Consultant will not at any time or in any manner, either directly or indirectly, use any specific Information that can be used to identify the Applicant for Consultant's own benefit, or divulge, disclose, or communicate in any manner any of said specific Information to any third party without the prior written consent of Applicant. Consultant will protect the Information and treat it as strictly confidential. Applicant agrees that Consultant can use general information describing the project and Applicant that will not divulge the identity of the Applicant as examples for published materials, speaking engagements, or any other such use. A violation of this paragraph shall be a material violation of this Agreement.

**9. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for Applicant :

Pine Hill Fire District No 1  
1109 ERIAL RD  
Pine Hill NJ 08021, Attention Chief Joseph Hunter

IF for Consultant:

Vickers Consulting Services, Inc  
PO Box 12032  
Spring, TX 77379

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above. Notices may also be sent by email or facsimile, and will be verified by telephone as to their authenticity.

**10. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**11. AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

**12. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**13. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**14. ACCURATE INFORMATION.** Consultant can not be held responsible for the inaccuracy of any information given by the Applicant. The Applicant is required to give the Consultant all proper information that is required to comply with all rules and regulations of the Grant or Funding Program which will be receiving the work product created by this agreement. This agreement holds harmless the Consultant in the event that the Applicant engages in fraudulent activity.

Party receiving services (Applicant): Pine Hill Fire District No 1

By:

Authorized Party #1  
Name & Title (print) Kevin Waddington, Chairman

Signature: \_\_\_\_\_

Authorized Party #2 (if required by Applicant)  
Name & Title (print) Joseph Hunter, Fire Chief

Signature: 

Party providing services:

Vickers Consulting Services, Inc.  
By Name & Title (print) \_\_\_\_\_

Signature: \_\_\_\_\_

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT #  
1, BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY, AUTHORIZING  
THE AWARD OF A CONTRACT TO AIR POWER INTERNATIONAL FOR IN  
HOUSE CASCADE SYSTEM MAINTENANCE.  
#24-07

WHEREAS. The Board of Fire Commissioners for Fire District # 1, of the Borough of Pine Hill has determined the need for preventive maintenance and repair service to the in-house cascade system, and

WHEREAS. The Board of Fire Commissioners did originally authorize and receive quotes for the service, and


WHEREAS. The fire district has a Qualified Purchasing Agent on staff

WHEREAS. The Board of Fire Commissioners has determined that Air Power International meets the Fire District's requirements and qualifications.

NOW THEREFORE, it is herein Resolved that the Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill is hereby authorized to renew the contract for preventive maintenance and repair service to the in-house cascade system.

BE IT FURTHER RESOLVED, that Chairman or Secretary, or their designee, is hereby authorized to sign a contract prepared in accordance with the proposal submitted by Airpower International, Inc. and dated January 4, 2024 for a three year period.

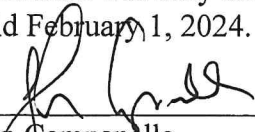
**DATED:** February 1, 2024

  
\_\_\_\_\_  
Christopher Harris  
Commission Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty 2 <sup>nd</sup>	✓			
Commissioner Harris	✓			
Commissioner Hassett 1 <sup>st</sup>	✓			
Commissioner Waddington	✓			
Commissioner Wakeley	✓			

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 1, 2024.

  
\_\_\_\_\_  
John Campanella  
Business Administrator





## ***THREE YEAR SERVICE CONTRACT!***

**DATE PROPOSED:** 1/4/24

**CONTRACT PERIOD:** 3/2024 – 2/2027

**PROPOSED FOR:** BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #1  
PINE HILL, N.J. 08021

**1. THIS CONTRACT PROVIDES FOR **SIX** SERVICE CALLS IN A THREE YEAR PERIOD. ON EACH SERVICE DATE ALL FUNCTIONS AND CONTROLS WILL BE CHECKED AND THE PROPER MAINTENANCE PERFORMED.**

**2. INCLUDED IN THE PRICE OF THE CONTRACT IS ALL TRAVEL, MILEAGE, AND NORMAL SERVICE LABOR. "NORMAL SERVICE LABOR" IS THAT TIME WHICH IS NEEDED TO PERFORM A STANDARD PREVENTATIVE MAINTENANCE SERVICE. ANY ADDITIONAL REPAIR REQUIRED OR REQUESTED SHALL NOT FALL UNDER THE SCOPE OF THIS CONTRACT AND WILL BE BILLED AT PREVAILING RATES. (LABOR \$125.00 PER HOUR AND TRAVEL \$115.00 PER HOUR) ALSO, INCLUDED IN THE PRICE IS THE COST OF ANY MATERIALS USED IN THE COURSE OF STANDARD PREVENTATIVE MAINTENANCE. ON EACH SERVICE DATE, ALL FILTERS, OIL, INLET FILTERS, OIL FILTERS, O-RINGS, AND BACK-UP RINGS WILL BE REPLACED. ANY ADDITIONAL PARTS SHALL BE BILLED ON A PER ITEM BASIS (I.E. GAUGES, VALVES, REGULATOR PARTS, PISTONS, RINGS ETC.)**

**3. ALSO INCLUDED ARE THREE **FREE** EMERGENCY CALLS, IF THE NEED SHOULD ARISE. (INCLUDES TRAVEL ROUND TRIP AND UP TO ONE HOUR ON SITE, PARTS ARE EXTRA). ONE PER YEAR.**

4. **TWELVE**, LABORATORY CERTIFIED GRADE "E" AIR TESTS WITH CERTIFICATE SHALL BE SUPPLIED WITH TWO SAMPLES BEING TAKEN AT EACH PM SERVICE AND THE OTHER TWO TO BE TAKEN AT REQUIRED (90) DAY INTERVALS (FOUR PER YEAR).

PRICE FOR ONE YEAR: \$1,625.00

PRICE FOR THREE YEARS: \$4,875.00

**NOTE:** THE CONTRACT MUST BE PAID IN FULL 30 DAYS AFTER THE FIRST SERVICE IS PERFORMED.

**NOTE:** PLEASE SIGN THE ACCEPTANCE PORTION OF THIS CONTRACT SHOWING THAT YOU HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS OF THIS CONTRACT. THIS CONTRACT CANNOT BE PUT INTO EFFECT UNTIL API HAS RECEIVED A SIGNED COPY OF THIS CONTRACT. FOR YOUR CONVENIENCE A COPY OF THIS CONTRACT IS ENCLOSED FOR YOUR FILES.

**PREVENTATIVE MAINTENANCE DATES:**

**YEAR 1**

**YEAR 2**

**YEAR 3**

**SVC #1/AT-**

**1/4 AT -**

**SVC #2/AT -**

**1/4 AT -**

**EMER SVC -**



2/1/24

**SIGNATURE OF REPRESENTATIVE**

**DATED**

7303 RIVER ROAD.  
PENNSAUKEN, NJ 08110  
(856)663-1711 (800)334-4509 FAX (856)663-1784  
email info@airpower-intl.com

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

**APPOINTMENT OF FIRE INSPECTOR  
#24-08**

**WHEREAS,** There exist a need for FIRE INSPECTOR services, and

**WHEREAS,** Funds are available for this service, and

**WHEREAS,** The Board has determined that Steven Robinson meets the requirements established by the Board of Fire Commissioners.

**NOW THEREFORE,** Be it resolved by the Board of Fire Commissioners that Stephen B. Robinson be and is hereby appointed FIRE INSPECTOR for the Board of Fire Commissioners for the period February 1, 2024 through December 31, 2024, to perform the services required by the Board, and to receive such compensation as may be reasonable for such services.

Date: February 1, 2024



Christopher Harris, Secretary

Record of Vote:

*TABLED*

*NO VOTE TAKEN*

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty						
Hassett						
Harris						
Wakeley						
Waddington						

I, John Campanella do hereby certify that the above Resolution was duly adopted at the regular meeting of the Board of Fire Commissioners held February 1, 2024.



John Campanella  
Business Administrator

# Pine Hill Fire Department

## Chief's Monthly Report

January 2024

---

### Meetings:

- On Wednesday morning the 3<sup>rd</sup>, I held a staff meeting to discuss the changes to the schedule and give out new assignments for the year.
- On Wednesday afternoon the 3<sup>rd</sup>, The Battalion Chief and I had a meeting with FM6 (Tim Shannon).
- On Thursday evening the 4<sup>th</sup>, I attended the commission meeting.
- On Thursday evening the 4<sup>th</sup>, I attended the swearing-in for Captain Duvall.
- On Saturday evening the 6<sup>th</sup>, I attended the department's annual banquet and swearing-in of the 2024 officers.
- On Thursday afternoon the 10<sup>th</sup>, I had a phone meeting with Hassett, Kemery, and Pizzo about the issue with Chief Brown.
- On Tuesday evening the 16<sup>th</sup>, I attended the fire company meeting.
- On Thursday morning the 18<sup>th</sup>, I had a meeting with Hassett, Kemery, Pizzo, and Gordon Sr. (Issues with Gordon Sr.).
- I attended the swearing-in for the new Winslow Township career firefighters and the promotion of the officers.

### Calls for Service / Significant Concerns:

- On Monday morning the 1<sup>st</sup>, we were dispatched to 41 Ashland Ave in Erial for a house fire. The engine (with Captain Duvall) responded along with Battalion Chief Pizzo. The engine crew assisted with an attached garage fire.
- On Tuesday evening the 2<sup>nd</sup>, the Tower Ladder was dispatched to 2 Hartford Road in Chews Landing. The Tower Ladder responded with a crew of 6 and were ordered to go to the roof to open it up (cut a hole). They also threw ground ladders around the house.
- On Friday evening the 16<sup>th</sup>, the Tower Ladder was dispatched to 616 Johnson Road in Winslow Township for a reported house fire. The crew from the Tower Ladder assisted with the extinguishment of the fire and threw ground ladders.
- On Tuesday afternoon the 16<sup>th</sup>, we were dispatched to 1205 Weber Drive in Pine Hill for a vehicle fire. I responded along with the Battalion and engine 6. We arrived to find a 1988 Porsche well involved. Engine 6 stretch a 1 ¾ hand line to extinguish the fire. We found that the fuel pump was leaking gas and fire was running down the street on top

of the water. We tried multiple dry powder extinguishers along with class A foam and could not get the fire out. We special call Squad 25 from Winslow, so we could use their class B foam to extinguish the fire. The County Hazmat, DEP, and Pine Hill MUA were all notified and responded. The borough public works dumped a truck load of dirt and spread it around on the street with a backhoe. The County Hazmat would have the dirt removed in a couple of days.

### **Training:**

- I attended the monthly training on Monday night the 29<sup>th</sup>.

### **Public relations:**

- On the 14<sup>th</sup>, we installed one CO detector at 53 Grant Lane.
- On the 21<sup>st</sup>, we installed one smoke detector at 1606 Bromley Estates.

### **Tower Ladder:**

- On Wednesday morning the 3<sup>rd</sup>, we had two new steer tires replaced.
- We are still waiting for the parts to make the repairs and should be completed mid-February.

### **Engine:**

On Tuesday morning the 3<sup>rd</sup>, we had all six tires replaced because they were more than seven years old.

### **Firefighter 1:**

- Lauren Hunter has passed firefighter I and all the training required for her to obtain the firefighter I certification.
- We have one member in the firefighter I class.

### **Sick:**

- From Monday the 8<sup>th</sup> through the 12<sup>th</sup>, I was out sick with COVID.

### **Awards:**

- On the 15<sup>th</sup>, I submitted the paperwork to the Hero Scholarship of Camden County to have the firefighters that made the rescues at 32 Kirk Lane recognized. I also put in for unit citations.
- On the same day I sent the same information to Firehouse Magazine to try and have them recognized in the June 2024 issue.



### **Survey 2024:**

- On Wednesday the 24<sup>th</sup>, I created and sent out a survey to the entire department. We have been getting them back and they look positive. We will post the results and the percentage by the end of February.

### **Sparta:**

- One of our members (Pete Sparta) took the EMT course over a year ago and has also paid to sit for the test. However, OEMS will not allow him to take the test because of a background that we are aware of and chose to accept him as a member. Battalion Chief Pizzo wrote a letter to the OEMS Office back in June of 2023 asking to allow Sparta to sit for the test. Erice from the OEMS office called Battalion Chief Pizzo on the phone to ask what he thought of Sparta's character. Pete calls the state everyday and keeps getting the run around on who is supposed to make the discission on his testing.
- On Tuesday the 30<sup>th</sup>, I sent an email to Governor Murphy to explain Pete's issue and within an hour I received a phone call from the Governors Office. After speaking with them on the phone, I gave her Pete's phone number, and she called Pete after we hung up. She advised Pete that she would do all she could to get him an answer.

### **Discussion:**

I have not received an answer to the email that I sent asking for the commission to pay the bills to Pennoni.

I have spoken with two different grant writers about applying for the SAFER GRANT. Firehouse Grants told me that if we were just looking to hire one firefighter, that it probably wouldn't happen. He told me that the rules (on what they are looking for) have changed. In the narrative they want to see that you are hiring personnel to complete a 3- or 4-man engine crew and trying to get to the NFPA standard.

I spoke with Vickers who is only charging \$1200 for the application. We must complete a lot of documents and forward it all to them. They will review it and let us know if they thought it would be worth applying.

Are we ready to advertise for the hiring process? Battalion Chief Pizzo has the written test ready to go and has also updated the newspaper flyer that we used last time we hired.

SHARED SERVICE / money towards a ladder truck.

I would also like to talk about the new Fire Inspector who is the son of the Vice Chairman of the Erial Fire District.

Would like to discuss Chief Brown.

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

**Month of: January 2024**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	2
Fire Safety Inspection – Non LHU(s)	1
Re-Inspection(s)	0
Smoke Detector & CO Detector Compliance(s)	10
Complaint(s)	0
Fire Investigation(s)	0

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	174.00
Smoke Detector & CO Detector Compliance	727.00
Permit Fees	0
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	58.00
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
<b>Total Amount of Money Deposited this Month</b>	<b>959.00</b>

**Requests:**

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

N/A

**Comments:**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Timothy Shannon", with a long horizontal flourish extending to the right.


Timothy Shannon  
Fire Official



**PINE HILL FIRE DISTRICT #1**  
**JANUARY 2024 ADMINISTRATOR'S REPORT**

- Closed out the budget year for 2023 and rolled over new budget
- Submitted a reimbursement request under our SAFER grant
- Mailed out 1099's to the appropriate vendors
- Mailed 1096 & 1099's to IRS and State of NJ
- Mailed out political contributions form to appropriate vendors
- Uploaded 2024 adopted budget in State of NJ's FAST system
- Uploaded our 2022 audit and certification in State of NJ's FAST system
- Notified CASA payroll of the new salaries, wages, deductions, vacation and sick time for 2024
- Submitted the 4<sup>th</sup> quarter IROC report to the NJ Division of Pensions and Benefits
- Added depreciable fixed assets purchased in 2023 to our financial software and completed a year end depreciation routine
- Closed out our American Rescue Plan Firefighter Grant for final reimbursement
- Distributed W-2's for 2023
- Placed legal notices in Courier Post for notification of professional contracts
- Boxed up records for 2023 and placed in storage room
- Completed records disposition request to State of NJ
- Completed OSHA year end report and posted summary in work area
- Renewed our SAM registration with the federal government
- Attended a harassment training seminar with Commissioner Hassett in Toms River, NJ
- Provided Chiefs with monthly budget report
- 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