

Pine Hill Fire District #1  
Regular Meeting Minutes  
March 7, 2024

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:32 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 – not 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 February 1, 2024 and the special emergency closed session meeting on February 27, 2024. There were none. A motion to approve the minutes was made by Commissioner Hassett and seconded by Commissioner Hagarty.

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

**COMMUNICATIONS LIST:** Chairman Waddington explained that he received a letter from IAFF Local 3249 President Keith Kemery and it will be discussed in closed session.

**OLD BUSINESS:** Chairman Waddington asked for committee chair reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Hassett said that work on the Ladder and Squad trucks has been completed and that he spent some time with Firefighter Gordon Sr. getting a refresher on the vehicles.
- **Community Relations Liaison:** No Report
- **Information Technology and Equipment Commissioner:** Chairman Waddington reminded everyone that they must complete the JIF's cybersecurity training. It will save the fire district a \$50,000 deductible.
- **Insurance Fund Commissioner:** No Report
- **Fire Prevention Commissioner:** No Report

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

○ **Resolution 24-09: Approval and Payment of Bills**

- A motion to approve resolution 24-09 was made by Commissioner Hassett and seconded by Commissioner Hagarty.

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

○ **Resolution 24-10: Appointment of Insurance Fund Commissioner**

- A motion to approve resolution 24-10 was made by Commissioner Hassett and seconded by Commissioner Wakeley.

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

○ **Resolution 24-11: Special Emergency Meeting**

A motion to approve Resolution 24-11 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

○ **Resolution 24-12: Appointment of Fire Inspector**

- A motion to approve resolution 24-12 was made by Commissioner Wakeley and seconded by Commissioner Hassett.

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

**FIRE CHIEF’S REPORT:** See attached report. Chief Hunter reminded everyone that even the commissioners must take the MEL JIF Training for the courses selected by the chiefs.

Chief Hunter said that the fire district has received \$1,500 so far from billing for motor vehicle accidents. There is about \$15,000 outstanding.

Chief Hunter asked if the commissioners have reviewed the policy regarding pregnancies that he emailed out a few weeks ago. Chairman Waddington asked if the policy is going to be instituted by the fire department or fire district. Chief Hunter said that the policy will be issued by the fire department.

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Chief Hunter asked the commissioners if they have given any thought to his suggestion of hiring a part-time mechanic. Chairman Waddington said that it will be discussed in closed session tonight.

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

**CLOSED SESSION:** Chairman Waddington explained that there was a need to enter a closed session to discuss personnel issues. A motion to enter closed session was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed. Meeting temporarily adjourned at 7:42 p.m.

**CALL TO ORDER:** Chairman Waddington called the meeting back to order at 8:16 p.m. and asked for a roll call.

**ROLL CALL:** Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Harris – not 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 issues remain closed at this point.

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March 7, 2024

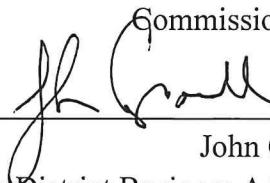
**ADJOURNMENT:** Chairman Waddington asked if there were any other issues that needed to be addressed. There were none. A motion to adjourn was made by Commissioner Hassett and seconded by Commissioner Wakeley. All were in favor. Motion passed.

The meeting adjourned at 8:16 p.m.



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Christopher Harris  
Commission Secretary



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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  
#24-09

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

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

WHEREAS, the Commissioners shall, by resolution passed by not less than the majority of the full membership, further 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:** March 7, 2024

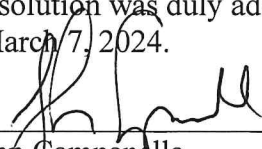


\_\_\_\_\_  
Christopher Harris  
Commission Secretary

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 March 7, 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
24000054	02/13/24	PHFD1	PINE HILL FIRE DEPT.	LEASE PAYMENT FOR MAR 2024	Open	8,166.67	0.00
24000055	02/13/24	STATE005	State of NJ Health Benefits	MEDICAL PREMIUMS FOR MAR 2024	Open	10,419.96	0.00
24000056	02/13/24	CASH1	PETTY CASH	DUTY CREW MEALS FOR APR 2024	Open	1,200.00	0.00
24000057	02/13/24	CCC01	CAMDEN COUNTY COLLEGE	FUNDAMENTALS OF FIRE BEHAVIOR	Open	250.00	0.00
24000058	02/13/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	AIR BRUSH KIT	Open	89.99	0.00
24000059	02/13/24	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	19.80	0.00
24000060	02/13/24	ACTIO005	Action Uniform Co. LLC	REMOVE AND REPLACE PATCHES	Open	40.00	0.00
24000061	02/13/24	ACTIO005	Action Uniform Co. LLC	500 NEW PHFD PATCHES	Open	1,000.00	0.00
24000062	02/13/24	CCH01	CAMDEN COUNTY HERO SCHOLARSHIP	57TH ANNUAL DINNER	Open	700.00	0.00
24000063	02/13/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCBA FLOWTEST	Open	34.50	0.00
24000064	02/13/24	ZOLLD005	ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR MAR 2024	Open	196.99	0.00
24000065	02/13/24	COOP01	Cooper University Hospital EAP	ANNUAL CONTRACT FOR EAP SERVIC	Open	1,575.00	0.00
24000066	02/19/24	ACTIO005	Action Uniform Co. LLC	REMOVE AND REPLACE PATCHES	Open	940.00	0.00
24000067	02/19/24	IMC01	INTERSTATE MOBILE CARE, INC.	IN-HOUSE ANNUAL PHYSICALS	Open	2,989.00	0.00
24000068	02/19/24	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR JANUARY 2024	Open	1,245.33	0.00
24000069	02/19/24	ALLGE005	ALL GEARED UP, LLC	UNIFORM ALTERATIONS	Open	389.99	0.00
24000070	02/19/24	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 2/15/2024	Open	139.25	0.00
24000071	02/19/24	ALLGE005	ALL GEARED UP, LLC	ADD EMBROIDERED NAME TAG	Open	15.00	0.00
24000072	02/19/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	IPAD CHARGER & PHONE LINE	Open	58.96	0.00
24000073	02/26/24	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	176.70	0.00
24000074	02/26/24	BTM001	BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	75.81	0.00
24000075	02/26/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	KIDDE CARBON MONOXIDE DETECTOR	Open	255.00	0.00
24000076	02/26/24	PSTSJ001	Public Safety Training of SJ	EMT COURSE ICS 400 - CAPTAIN	Open	150.00	0.00
24000077	02/26/24	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR MAR 2024	Open	1,006.99	0.00
24000078	02/26/24	SLLLC001	Santander Leasing LLC	FINAL LEASE PAYMENT - ENGINE	Open	55,489.72	0.00
24000079	02/26/24	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
24000080	02/27/24	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING 2/29/24	Open	159.75	0.00
24000081	02/27/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	WATERPROOF ELECTRICAL COVER	Open	54.68	0.00
24000082	03/04/24	BOA00001	Bank of America	P-CARD PURCHASES FOR FEB 2024	Open	1,821.69	0.00
24000083	03/04/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	UNDERCARRIAGE PRESSURE WASHER	Open	74.98	0.00
24000084	03/04/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	FIREFIGHTING LANTERN	Open	1,260.00	0.00
24000085	03/04/24	ALLGE005	ALL GEARED UP, LLC	REMOVE AND REPLACES PATCHES	Open	790.00	0.00
24000086	03/04/24	ZOLLD005	ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR APR 2024	Open	196.99	0.00
24000087	03/06/24	PSU	PUBLIC SAFETY UNLIMITED, LLC	FIRE INSPECTOR UNIFORM	Open	85.00	0.00
24000088	03/06/24	JHART005	J. HARTE ASSOCIATES LLC	HDMI CABLE/ADAPTER & RECYCLE	Open	110.98	0.00

Total Purchase Orders: 36 Total P.O. Line Items: 0 Total List Amount: 91,716.35 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	4-GN	91,716.35	0.00	91,716.35	0.00	0.00	91,716.35
Total of All Funds:		<u>91,716.35</u>	<u>0.00</u>	<u>91,716.35</u>	<u>0.00</u>	<u>0.00</u>	<u>91,716.35</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12598 to 12629  
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
12598	03/07/24	ACTIO005 Action Uniform Co. LLC	40.00		1139
12599	03/07/24	ACTIO005 Action Uniform Co. LLC	1,000.00		1139
12600	03/07/24	ACTIO005 Action Uniform Co. LLC	940.00		1139
12601	03/07/24	AIRGA005 AIRGAS USA, LLC	19.80		1139
12602	03/07/24	ALLGE005 ALL GEARED UP, LLC	1,194.99		1139
12603	03/07/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	89.99		1139
12604	03/07/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	58.96		1139
12605	03/07/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	255.00		1139
12606	03/07/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	54.68		1139
12607	03/07/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	74.98		1139
12608	03/07/24	BOA00001 Bank of America	1,821.69		1139
12609	03/07/24	BTM001 BOUND TREE MEDICAL,LLC	176.70		1139
12610	03/07/24	BTM001 BOUND TREE MEDICAL,LLC	75.81		1139
12611	03/07/24	CAS01 CASA PAYROLL SERVICE, LLC	299.00		1139
12612	03/07/24	CASH1 PETTY CASH	1,200.00		1139
12613	03/07/24	CCC01 CAMDEN COUNTY COLLEGE	250.00		1139
12614	03/07/24	CCH01 CAMDEN COUNTY HERO SCHOLARSHIP	700.00		1139
12615	03/07/24	COOP01 Cooper University Hospital EAP	1,575.00		1139
12616	03/07/24	DC001 DAVID F. CARLAMERE	450.00		1139
12617	03/07/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	34.50		1139
12618	03/07/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,260.00		1139
12619	03/07/24	IMC01 INTERSTATE MOBILE CARE, INC.	2,989.00		1139
12620	03/07/24	JHART005 J. HARTE ASSOCIATES LLC	1,006.99		1139
12621	03/07/24	JHART005 J. HARTE ASSOCIATES LLC	110.98		1139
12622	03/07/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1139
12623	03/07/24	PHFD1 PINE HILL FIRE DEPT.	8,166.67		1139
12624	03/07/24	PSTSJ001 Public Safety Training of SJ	150.00		1139
12625	03/07/24	PSU PUBLIC SAFETY UNLIMITED, LLC	85.00		1139
12626	03/07/24	SLLLC001 Santander Leasing LLC	55,489.72		1139
12627	03/07/24	STATE005 State of NJ Health Benefits	10,419.96		1139
12628	03/07/24	TG001 TOWNSHIP OF GLOUCESTER	1,245.33		1139
12629	03/07/24	ZOLLD005 ZOLL DATA SYSTEMS, INC.	393.98		1139

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	32	0	91,716.35	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	32	0	91,716.35	0.00



Range of Accounts: 4-First to 4-Last Adds: N Changes: N Transfers In: N  
 Range of Dates: 02/01/24 to 02/29/24 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 #
Date	Type	Transaction Data/Comment			
4-GN- -001-101	FIRE CHIEF				
02/15/24	Expd	CHIEF - Pay Date 2/15/24	5,052.67	JC	B 628 1
02/29/24	Expd	CHIEF - Pay Date 2/29/24	5,052.67	JC	B 629 1
Total Expenditures:		2	10,105.34		
4-GN- -001-102	District Business Administrator				
02/15/24	Expd	ADMINISTRATOR - Pay Date 2/15/24	1,645.35	JC	B 628 2
02/29/24	Expd	ADMINISTRATOR - Pay Date 2/29/24	1,369.88	JC	B 629 2
Total Expenditures:		2	3,015.23		
4-GN- -001-105	Fire Commissioners				
02/29/24	Expd	COMMISSIONERS - Pay Date 2/29/24	1,083.35	JC	B 629 4
Total Expenditures:		1	1,083.35		
4-GN- -001-106	Assistant Clerk				
02/29/24	Expd	QPA FOR 2024 - 2/29/24	100.00	JC	B 629 20
Total Expenditures:		1	100.00		
4-GN- -001-210	Payroll Administrative Costs				
02/29/24	Expd	BANK FEE FOR FEB 2024	18.95	JC	B 629 22
Total Expenditures:		1	18.95		
4-GN- -001-301	Federal Payroll Taxes - Administrative				
02/15/24	Expd	FICA ADMIN - Pay Date 2/15/24	468.52	JC	B 628 15
02/29/24	Expd	FICA ADMIN - Pay Date 2/29/24	611.29	JC	B 629 15
Total Expenditures:		2	1,079.81		
4-GN- -001-303	State Payroll Taxes - Administrative				
02/15/24	Expd	STATE WAGE TAX ADMIN - Pay Date 2/15/24	46.87	JC	B 628 16
02/29/24	Expd	STATE WAGE TAX ADMIN - Pay Date 2/29/24	59.94	JC	B 629 16
Total Expenditures:		2	106.81		
4-GN- -001-305	Defined Contribution Retirement Plan				
02/15/24	Expd	DCRP EMPLOYER - Pay Date 2/15/24	66.64	JC	B 628 17
02/29/24	Expd	DCRP EMPLOYER - Pay Date 2/29/24	55.49	JC	B 629 17
Total Expenditures:		2	122.13		
4-GN- -002-110	Firefighters				
02/15/24	Expd	FIREFIGHTERS - Pay Date 2/15/24	15,248.69	JC	B 628 7

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
Date	Type					
4-GN- -002-110	Firefighters	Continued				
02/29/24	Expd	FIREFIGHTERS - Pay Date 2/29/24		15,248.69	JC	B 629 7
Total Expenditures:		2	30,497.38			
4-GN- -002-111	Overtime & Sicktime Buyback					
02/15/24	Expd	OVERTIME & VAC BUY - Pay Date 2/15/24		673.06	JC	B 628 8
Total Expenditures:		1	673.06			
4-GN- -002-226	Weekend & Overnight Duty Crews					
02/15/24	Expd	DUTY CREW STIPENDS - Pay Date 2/15/24		3,360.00	JC	B 628 11
02/29/24	Expd	DUTY CREW STIPENDS - Pay Date 2/29/24		3,520.00	JC	B 629 11
Total Expenditures:		2	6,880.00			
4-GN- -002-228	Stipends - Fill In Firefighters					
02/15/24	Expd	FILL-IN FIREFIGHTERS - Pay Date 2/15/24		242.08	JC	B 628 12
02/29/24	Expd	FILL-IN FIREFIGHTERS - Pay Date 2/29/24		347.99	JC	B 629 12
Total Expenditures:		2	590.07			
4-GN- -002-301	FICA - Firefighters					
02/15/24	Expd	FICA FIREFIGHTERS - Pay Date 2/15/24		1,465.92	JC	B 628 18
02/29/24	Expd	FICA FIREFIGHTERS - Pay Date 2/29/24		1,434.76	JC	B 629 18
Total Expenditures:		2	2,900.68			
4-GN- -002-303	State Payroll Taxes - Firefighters					
02/15/24	Expd	STATE WAGE TAX FF'S - Pay Date 2/15/24		139.03	JC	B 628 19
02/29/24	Expd	STATE WAGE TAX FF'S - Pay Date 2/29/24		136.15	JC	B 629 19
Total Expenditures:		2	275.18			
4-GN- -002-304	Health Insurance - Firefighters					
02/15/24	Expd	Health Ins. reimb. 2/15/24		334.68	JC	B 628 9
02/29/24	Expd	Health Ins. reimb. 2/29/24		334.68	JC	B 629 9
Total Expenditures:		2	669.36			
4-GN- -003-101	Fire official					
02/29/24	Expd	FIRE MARSHAL - Pay Date 2/29/24		958.33	JC	B 629 5
Total Expenditures:		1	958.33			

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Fund Description	Fund	Expenditures
GENERAL	4-GN	59,075.68
Total of All Funds:		<u>59,075.68</u>

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Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	16	27	59,075.68

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

**FUND COMMISSIONERS FOR 1<sup>ST</sup> RESPONDER JOINT INSURANCE FUND  
RESOLUTION #24-10**

**WHEREAS,** There exists a need for a Fund Commissioner and an Alternate Fund Commissioner to the First Responder Joint Insurance Fund,

**WHEREAS,** The Board of Fire Commissioners made a change in insurance fund commissioners at their meeting held on March 7, 2024.

**NOW THEREFORE,** Be it resolved by the Board of Fire Commissioners that, Michael Hagarty be appointed as the Fund Commissioner and, John Campanella be appointed as the Alternate Commissioner to the First Responder Joint Insurance Fund, and

**BE IT FURTHER RESOLVED** that copies of this resolution will be forwarded to each Fund Commissioner and to the First Responder Joint Insurance Fund.

Date: March 7, 2024

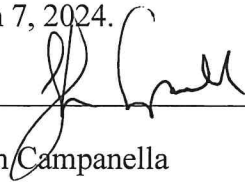


Christopher Harris, Secretary

Record of Vote:

Commissioner	Motion	2nd	Yes	No	Abstain	Absent
Hagerty					✓	
Harris						✓
Hassett	✓		✓			
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 March 7, 2024.



John Campanella  
Business Administrator

# RESOLUTION 24-11

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR FIRE DISTRICT # 1, OF THE BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY AUTHORIZING A SPECIAL EMERGENCY MEETING PURSUANT TO N.J.S.A. 10:4-9**

**WHEREAS**, Board of Fire Commissioners, Fire District # 1 of the Borough of Pine Hill has determined the necessity to conduct a special meeting on a matter of such urgency and importance that a delay for the purpose of providing public notice would be likely to cause harm to the public interest, and

**WHEREAS**. The discussion shall be limited to a matter of personnel, and a matter that could not have been reasonably foreseen by the Board of Fire Commissioners.


**WHEREAS**, N.J.S.A. 10:4-9, of the laws of the State of New Jersey permits the holding of such meeting by a vote of three quarters of the members present, and

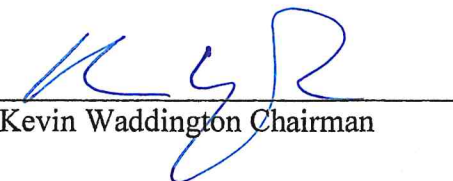
**NOW, THEREFORE**, it is herein resolved that the Board of Fire Commissioners shall conduct a special urgent meeting on February 27<sup>th</sup> 2024 to discuss an Urgent Matter of Personnel.

**BE IT FURTHER RESOLVED**, notice of such meeting shall be provided as soon as possible following the calling of the meeting, pursuant to N.J.S.A. 10:4-9

Adopted: February 27<sup>th</sup> 2024

ATTEST:

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

  
Kevin Waddington Chairman

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

**APPOINTMENT OF FIRE INSPECTOR  
#24-12**

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

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

**WHEREAS,** The Board has determined that Michael B. Brezee meets the requirements established by the Board of Fire Commissioners.

**NOW THEREFORE,** Be it resolved by the Board of Fire Commissioners that Michael B. Brezee be and is hereby appointed FIRE INSPECTOR for the Board of Fire Commissioners for the period March 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: March 7, 2024

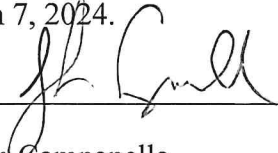


Christopher Harris, Secretary

Record of Vote:

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 March 7, 2024.



John Campanella  
Business Administrator

# Pine Hill Fire Department

## Chief's Monthly Report

February 2024

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### Meetings:

- On Thursday evening the 1<sup>st</sup>, I attended the monthly commission meeting.
- On Tuesday afternoon the 6<sup>th</sup>, I had a meeting with Union President Kemery.
- On Wednesday morning the 7<sup>th</sup>, I attended a meeting with Commissioner Hagarty & Councilman Gandy from Stratford. (New Tower Ladder).
- On Thursday morning the 8<sup>th</sup>, I attended the Camden County Fire Chiefs meeting that was held in Pennsauken.
- On Tuesday evening the 13<sup>th</sup>, I attended the fire company meeting.
- On Thursday afternoon the 15<sup>th</sup>, I attended a meeting with Commissioner Wakeley & Battalion Chief Pizzo.
- On Friday morning the 16<sup>th</sup>, I attended a meeting with Commissioner Derek Grier. (meeting was called by me).
- On Monday afternoon the 19<sup>th</sup>, I attended a meeting with Commissioners Wakeley / Hagarty and Battalion Chief Pizzo. (meeting was called by Wakeley).
- On Tuesday afternoon the 20<sup>th</sup>, I attended a lunch meeting with Commissioner Engelbert. (talked about board ups in Pine Hill).
- On Thursday afternoon the 22<sup>nd</sup>, I had a meeting with Chief 85 regarding the box changes Chief 86 is making to his boxes.

### Calls for Service / Significant Concerns:

- On Friday afternoon the 2<sup>nd</sup>, I responded along with Battalion 6 / Tower Ladder 6 to Johns Manville in Winslow Township for a building fire. Battalion 6 oversaw the staging, and I operated as the safety officer. The Tower Ladder crew assisted with extinguishing a small fire that was two stories underground.
- On Friday evening the 9<sup>th</sup>, I responded along with Tower Ladder 6 to 33 Tailor Lane in Winslow Township for a reported dwelling fire. I operated in the rear as the division "C" command. The Tower Ladder crew assisted with search & rescue and secured the utilities, while assisting with extinguishing a kitchen fire.

### **Public relations:**

- On Saturday evening the 10<sup>th</sup>, I attended the Flyers game with the members of our department. Our Honor Guard presented the colors on the ice before the game.

### **Tower Ladder:**

- Repairs are to be made on Wednesday 03/06. These are the repairs from 2023.

### **Squad:**

- Repairs are to be made on Wednesday 03/26. These are the repairs from 2023.

### **BLS-62:**

- We continue to keep the rig ready to go at any time it is needed. The rig is certified, stocked, and ready for service.

### **Training:**

- I completed the mandatory MELJIF training for the fire company.
- I completed the mandatory cybersecurity 90-minute training.
- I attended the monthly training.

### **Physical:**

- I attended my yearly physical screening.

### **Banquet:**

- On Friday evening the 16<sup>th</sup>, I attended the swearing - in banquet for the Lambs Terrace Fire Company.

### **Vacation:**

- I was on vacation from Monday the 26<sup>th</sup> until Friday the 29<sup>th</sup>.

### **Billing:**

- Submitted 4 more reports for motor vehicle accidents / car fires.
- Fence USA has not responded to the second letter that was sent from our solicitor. (are we moving forward with small claims court)?

### **Policy:**

- What are the thoughts on the Pregnancy Policy that I put together?



**Maintenance:**

- I would like to discuss the possibility of hiring a part-time mechanic that holds all his certs to work on fire trucks. He also has a firefighter certification. My thought is to put him on the clock when we need work done on our trucks and pay him out of the maintenance line item at \$50.00 an hour.

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

**Month of: February 2024**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	4
Fire Safety Inspection – Non LHU(s)	5
Re-Inspection(s)	1
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	202.00
Smoke Detector & CO Detector Compliance	470.00
Permit Fees	482.00
Number of Permits Issued	0
Penalty Money Collected – Dedicated Trust	0
Penalty Money Collected – Non-Dedicated	0
Life Hazard Use Fees from State (quarterly)	0
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>1,154.00</b>

**Requests:**

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

I purchased two polo shirts for fire inspector Brezee through Public Safety Unlimited.

**Comments:**

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'T. Shannon', with a long horizontal flourish extending to the right.

Timothy Shannon  
Fire Official

Date	Business/Payor Name	ID/Fee Type	Invoice	Check Number	Check Amt.	Daily Total	MTD Totals	YTD Total
/01/2024	Ashley Jones	SMOKE DETECTOR	24-6585	cash	\$ 45.00	\$ 45.00		
/04/2024	Ian Kaufman	SMOKE DETECTOR	24-6586	159	\$ 45.00	\$ 45.00		
/05/2024	Pine Hill Hardware	PH-0005	24-2177	1267	\$ 214.00	\$ 214.00		
/13/2024	Randi Blitman	SMOKE DETECTOR	24-6587	283	\$ 90.00			
/13/2024	BRRR Construction Assoc	SMOKE DETECTOR	24-6588	3017	\$ 45.00			
/13/2024	Tom's Liquors	PH-0001	24-7928	4167	\$ 86.00			
/13/2024	Super 7 Convenience Smoke Shop	PH-0002	24-7926	241	\$ 58.00			
/13/2024	Super 7 Convenience Smoke Shop	PH-0002	24-2178	241	\$ 214.00	\$ 493.00		
/20/2024	Sharon Cassaday	SMOKE DETECTOR	24-6589	Cash	\$ 45.00			
/20/2024	Cate Rogov	SMOKE DETECTOR	24-6590	Cash	\$ 45.00			
/20/2024	Richard/ Kelly Nicholls	SMOKE DETECTOR	24-6591	1082	\$ 45.00			
/20/2024	William Penn Bank	PH-0009	24-7934	11307	\$ 58.00	\$ 193.00		
/21/2024	Marcus Tatum	SMOKE DETECTOR	24-6592	Cash	\$ 45.00	\$ 45.00		
/23/2024	True Talent Events	PERMIT	24-2180	423	\$ 54.00	\$ 54.00		
/24/2024	Beth Ann Gibson	SMOKE DETECTOR	24-6593	199	\$ 45.00			
/24/2024	Overbook Senior High School	PH-0077		423	\$ 54.00	\$ 99.00		
/28/2024	BRRR Construction	SMOKE DETECTOR	24-6594	4080	\$ 20.00	\$ 20.00	\$ 1,208.00	\$ 2,167.00

see receipts by type of fee:

SMOKE DETECTOR	10	\$	470.00
Permit	3	\$	482.00
Registration	4	\$	256.00
Total for the period	<u>17</u>	\$	<u>1,208.00</u>
			202.00
			1,154.00

Duplicate  
 only one payment of \$54.

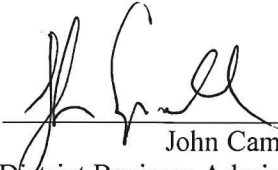
Pine Hill Fire Prevention Bureau  
 Inspector's Activity Report for the period: 02/01/2024 to 02/29/2024  
 Printed: 03/06/2024 Page: 1

Inspector	T	Date	Property	Address
Shannon	P	02/05/2024	Pine Hill Fire Department	1109 Erial Road
	P	02/05/2024	Pine Hill Hardware	900 Erial Road
	P	02/05/2024	Pine Hill Tavern	1323 Erial Road
	P	02/05/2024	Super 7 Convenience Smoke Shop	1023 Erial Road
	P	02/05/2024	Tom's Liquors	1000 Erial Road
	P	02/05/2024	William Penn Bank	701 Erial Road
	P	02/28/2024	Pine Hill Laundromat	415 Erial Road
	P	02/28/2024	Trump National Golf Club Philadelphia	500 W. Branch Avenue
	R	02/28/2024	William Penn Bank	701 Erial Road
P	02/29/2024	Pine Hill Machine Shop	44 W. 3rd Avenue	

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	9	1	0	0	0	10
Time Spent:	01:00	00:00	00:00	00:00	00:00	01:00

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

- Participated in MEL JIF Training on seven different topics
- Completed Insurance JIF's D2 Cybersecurity training
- Participated in DCA Webinar on Budgets and FAST System updates
- Participated in Webinar from NJDPB on pension certifications
- Submitted request and received approval from State of NJ to dispose of records
- 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

  
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John Campanella  
Fire District Business Administrator