

Pine Hill Fire District #1
Regular Meeting Minutes
June 6, 2024

MEETING CALLED TO ORDER: Meeting was called to order by Vice Chairman Wakeley at 7:30 P.M. Vice Chairman Wakeley led the salute to the flag and read a statement regarding the Open Public Meetings Act.

ROLL CALL: Commissioner Hagarty – present, Commissioner Hassett – present, Commissioner Harris – present, Commissioner Wakeley – present, Commissioner Waddington – not present (work).

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

MINUTES: Vice Chairman Wakeley asked if there were any questions regarding the regular and workshop session minutes for the meeting held on May 2, 2024. There were none. A motion to approve both sets of minutes was made by Commissioner Hagarty and seconded by Commissioner Harris. Motion passed with three yes votes. Commissioner Hassett abstained from voting on the workshop minutes and Commissioner Wakeley abstained from voting on the regular minutes.

COMMUNICATIONS LIST: Vice Chairman Wakeley explained the following communications listed on the agenda.

- Affidavit of publication in the Courier Post of Workshop meeting
- Letter from GTFD #6 Board of Fire Commissioners
- Certification of Fire District Vacancies for the November election

OLD BUSINESS: Vice Chairman Wakeley asked for committee chair reports:

- **Fire Equipment and Apparatus Liaison:** Progress
- **Community Relations Liaison:** Commissioner Harris said that he would like to do a kids camp this summer. It will be good for the children. He will get together with the chiefs to discuss.
- **Information Technology and Equipment Commissioner:** Administrator John Campanella said that Chairman Waddington had requested that two older computers be replaced. They have been ordered and will be installed on 6/13/24.
- **Insurance Fund Commissioner:** Commissioner Hagarty thanked everyone who completed the cyber security training. There are still a few that need to complete the training. Commissioner Hagarty asked Administrator Campanella to provide him with a list of who needs to complete the training.

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- **Fire Prevention Commissioner:** Commissioner Harris said that he will get together with Chief Hunter to discuss the Fourth of July parade which we will be participating in.

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

- **Resolution 24-18: Approval and Payment of Bills**

- A motion to approve resolution 24-18 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. Motion passed with four yes votes.

FIRE CHIEF’S REPORT: See attached report.

Vice Chairman Wakeley asked the Chief about the fire at 1033 Turnersville Rd. Chief Hunter said that the hydrant was working fine. There was a pile of dirt next to the hydrant from prior work. Chief Hunter said that the homeowner might file a complaint.

FIRE OFFICIAL’S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR’S REPORT: See attached report.

Vice Chairman Wakeley 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 Hassett. Motion passed with four yes votes.

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

There was no public participation.

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

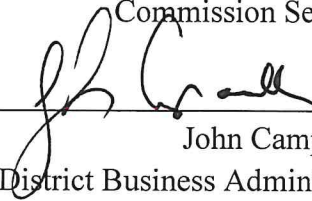
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ADJOURNMENT: Vice Chairman Wakeley asked if there were any other issues that needed to be addressed. There were none. A motion to adjourn was made by Commissioner Harris and seconded by Commissioner Hagarty. All were in favor. Motion passed.

The meeting was adjourned at 7:45 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
 Mrs. Hassett
 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
10185360	PINE HILL FIRE DISTRICT #1 BOARD OF FIRE COMMISSIONERS BOROUGH OF PINE HILL, C	1 x 25.00 x 1	\$0.43	\$40.75
Net Total Due:				\$40.75

Costs above include daily ad cost and any associated affidavit charges, where applicable

of Copies : _____ PO #: _____
 1 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: 05/17/2024 Federal ID #: 061032273

Signature:  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 : 10185360

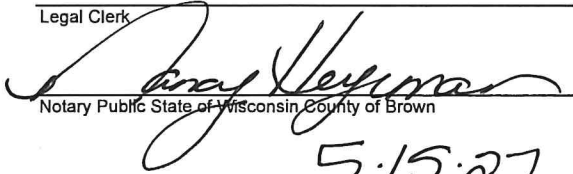
STATE OF WISCONSIN
Brown County

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, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

05/17/2024



Legal Clerk



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 WORKSHOP MEETING

The Pine Hill Fire District No. 1 Board of Fire Commissioners will hold a workshop meeting for the purpose of discussing equipment and personnel issues. No decisions or votes will be made at this meeting. The public is invited to attend. The meeting will be held on Thursday, June 6, 2024 at 5:30 p.m. The meeting will take place at the Pine Hill Fire Department located at 1109 Erial Rd. Pine Hill, NJ 08021.

John Campanella
Business Administrator

5/17/2024 (\$10.75)

Board of Fire Commissioners

ERIAL FIRE DEPARTMENT

*Fire District No. 6
Gloucester Township
1946 Williamstown Road
Erial, New Jersey 08081
Phone: 856-435-0700 • Fax: 856-435-4274*

Chairman Kevin Waddington
Board of Fire Commissioners
Pine Hill Fire District No. 1
1109 Erial Road
Pine Hill, NJ 08021

Dear Chairman Waddington,

Please accept this letter as confirmation that our Chief will be removing Pine Hill from the requested responses on or before May 23, 2024.

Thank you for the assistance your agency has provided in the past.

Respectfully,

A handwritten signature in black ink, appearing to read 'B. Robinson', with a long horizontal flourish extending to the right.

Brian Robinson
Commissioner

Office of the Clerk of Camden County

Certification of Fire District Vacancy

It is hereby certified that the following offices in the fire district listed below are to be filled by nomination at the General Election to be held this year:

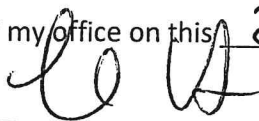
OFFICE TO BE FILLED	NUMBER OF VACANCIES	LENGTH OF TERM
Member(s) of the Board of Fire Commissioners – Full Term	2	3 YRS
Member(s) of the Board of Fire Commissioners – Unexpired Term	0	

It is further certified that the total number of qualified voters who voted in the fire district at the next preceding annual election for members of the board of fire commissioners is:

Number of Votes Cast at the Last Election for Members of Fire Commissioners	2325
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In witness whereof, I have hereunto set my hand and

the seal of my office on this 22 day of MAY, 2024



Signature of the Secretary of the Board of Fire Commissioners

Printed Name of the Secretary
of the Board of Fire Commissioners:

Christopher Harris

Fire District Municipality and Number:

Pine Hill Fire District No. 1

1109 ERIAL RD Pine Hill NJ 08021

Please return form to:

Mail:
The Office of the County Clerk
Election Division
PO Box 218
Blackwood NJ 08012

Fax:
(856) 374-6398

Email:
electdiv@camdencounty.com

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1
 BOROUGH OF PINE HILL
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS
 #24-18

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

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

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

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

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

DATED: June 6, 2024

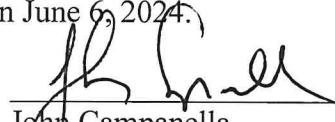


 Christopher Harris
 Commission Secretary

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 June 6, 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
24000141	05/15/24	PHFD1	PINE HILL FIRE DEPT.	LEASE PAYMENT FOR JUN 2024	Open	8,166.67	0.00
24000142	05/15/24	STATE005	State of NJ Health Benefits	MEDICAL PREMIUMS FOR JUN 2024	Open	10,419.96	0.00
24000143	05/15/24	CASH1	PETTY CASH	DUTY CREW MEALS FOR JULY 2024	Open	1,200.00	0.00
24000144	05/15/24	TRAIN005	TRAINING SPECIALTIES, INC.	TRAINING FOAM	Open	238.72	0.00
24000145	05/15/24	ALLGE005	ALL GEARED UP, LLC	UNIFORM ITEMS AND ALTERATIONS	Open	370.00	0.00
24000146	05/15/24	ALLGE005	ALL GEARED UP, LLC	UNIFORM ITEMS AND ALTERATIONS	Open	99.00	0.00
24000147	05/15/24	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR APR 2024	Open	1,332.53	0.00
24000148	05/15/24	COU01	Courier Post	LEGAL NOTICE - WORKSHOP MEETIN	Open	40.75	0.00
24000149	05/15/24	COU01	Courier Post	LEGAL NOTICE - WORKSHOP MEETIN	Open	40.75	0.00
24000150	05/15/24	CCFC2	CC FIRE CHIEFS & OFFICERS ASSO	2024 MEMBERSHIP DUES	Open	100.00	0.00
24000151	05/15/24	FIRELINE	FIRELINE EQUIPMENT, LLC	BUSHING FOR SPRING	Open	60.49	0.00
24000152	05/15/24	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	32.30	0.00
24000153	05/15/24	IMC01	INTERSTATE MOBILE CARE, INC.	PHYSICAL - AARON HARRISON	Open	288.00	0.00
24000154	05/15/24	CASH1	PETTY CASH	REPLENISH JOHN'S PETTY CASH	Open	10.00	0.00
24000155	05/20/24	HALE01	HALE TRAILER BRAKE WHEEL, INC.	SHOP SUPPLIES	Open	149.22	0.00
24000156	05/20/24	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
24000157	05/21/24	CONTI005	Continental Fire & Safety, Inc	REPAIRS TO PPE COATS	Open	795.00	0.00
24000158	05/21/24	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR JUNE 2024	Open	1,006.99	0.00
24000159	05/21/24	FSS01	FIRE & SAFETY SERVICE, LTD	REPAIRS TO TOWER LADDER	Open	1,222.00	0.00
24000160	05/21/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	LATERAL FILE HANGERS	Open	30.98	0.00
24000161	05/21/24	SALEM005	SALEM COUNTY FIRE ACADEMY	ICS 400 TUITION	Open	100.00	0.00
24000162	05/21/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	HARRINGTON CAP 3.5"	Open	176.00	0.00
24000163	05/21/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	PPE LAUNDRY DETERGENT	Open	174.00	0.00
24000164	05/21/24	VCI01	VCI, INC.	TRUCK DECALS	Open	246.00	0.00
24000165	05/29/24	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING FOR MAY	Open	294.25	0.00
24000166	05/29/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	DRAGON FIRE STRUCTURAL GLOVE	Open	92.00	0.00
24000167	05/29/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	OFFICE SUPPLIES	Open	39.17	0.00
24000168	05/29/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	DASH CAMS FOR CHIEF'S VEHICLES	Open	347.96	0.00
24000169	05/29/24	CCC01	CAMDEN COUNTY COLLEGE	CLASSES IN FIRE SCIENCE	Open	250.00	0.00
24000170	05/29/24	ATLAN005	ATLANTIC COUNTY FIRE ACADEMY	CLASSES IN FIRE SCIENCE	Open	390.00	0.00
24000171	05/30/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	ELECTRICAL OUTLETS FOR TRUCKS	Open	20.13	0.00
24000172	05/30/24	FSS01	FIRE & SAFETY SERVICE, LTD	REGULATOR	Open	421.52	0.00
24000173	05/30/24	ALLGE005	ALL GEARED UP, LLC	UNIFORM ALTERATIONS	Open	165.00	0.00
24000174	06/03/24	BOA00001	Bank of America	P-CARD CHARGES FOR MAY 2024	Open	4,784.54	0.00
24000175	06/03/24	PRP01	WITMER PUBLIC SAFETY GROUP, INC	PPE & EQUIPMENT	Open	5,051.77	0.00
24000176	06/05/24	ALLGE005	ALL GEARED UP, LLC	SS TACTICAL POLO SHIRTS	Open	1,059.00	0.00
24000177	06/05/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCBA FLOWTEST	Open	34.50	0.00
24000178	06/05/24	TRIAD005	TRIAD ASSOCIATES, INC.	GRANT WRITING SERVICE	Open	1,137.50	0.00

Total Purchase Orders: 39 Total P.O. Line Items: 0 Total List Amount: 40,924.32 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	40,924.32	0.00	40,924.32	0.00	0.00	40,924.32
Total of All Funds:		<u>40,924.32</u>	<u>0.00</u>	<u>40,924.32</u>	<u>0.00</u>	<u>0.00</u>	<u>40,924.32</u>

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12690 to 12725
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
12690	06/06/24	AIRGA005 AIRGAS USA, LLC	32.30		1142
12691	06/06/24	ALLGE005 ALL GEARED UP, LLC	1,693.00		1142
12692	06/06/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	30.98		1142
12693	06/06/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	39.17		1142
12694	06/06/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	347.96		1142
12695	06/06/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	20.13		1142
12696	06/06/24	ATLAN005 ATLANTIC COUNTY FIRE ACADEMY	390.00		1142
12697	06/06/24	BOA00001 Bank of America	4,784.54		1142
12698	06/06/24	CAS01 CASA PAYROLL SERVICE, LLC	294.25		1142
12699	06/06/24	CASH1 PETTY CASH	1,200.00		1142
12700	06/06/24	CASH1 PETTY CASH	10.00		1142
12701	06/06/24	CCC01 CAMDEN COUNTY COLLEGE	250.00		1142
12702	06/06/24	CCFC2 CC FIRE CHIEFS & OFFICERS ASSO	100.00		1142
12703	06/06/24	CONTI005 Continental Fire & Safety, Inc	795.00		1142
12704	06/06/24	COU01 Courier Post	40.75		1142
12705	06/06/24	COU01 Courier Post	40.75		1142
12706	06/06/24	DC001 DAVID F. CARLAMERE	450.00		1142
12707	06/06/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	176.00		1142
12708	06/06/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	174.00		1142
12709	06/06/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	92.00		1142
12710	06/06/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	34.50		1142
12711	06/06/24	FIRELINE FIRELINE EQUIPMENT, LLC	60.49		1142
12712	06/06/24	FSS01 FIRE & SAFETY SERVICE, LTD	1,222.00		1142
12713	06/06/24	FSS01 FIRE & SAFETY SERVICE, LTD	421.52		1142
12714	06/06/24	HALE01 HALE TRAILER BRAKE WHEEL, INC.	149.22		1142
12715	06/06/24	IMC01 INTERSTATE MOBILE CARE, INC.	288.00		1142
12716	06/06/24	JHART005 J. HARTE ASSOCIATES LLC	1,006.99		1142
12717	06/06/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1142
12718	06/06/24	PHFD1 PINE HILL FIRE DEPT.	8,166.67		1142
12719	06/06/24	PRP01 WITMER PUBLIC SAFETY GROUP, INC	5,051.77		1142
12720	06/06/24	SALEM005 SALEM COUNTY FIRE ACADEMY	100.00		1142
12721	06/06/24	STATE005 State of NJ Health Benefits	10,419.96		1142
12722	06/06/24	TG001 TOWNSHIP OF GLOUCESTER	1,332.53		1142
12723	06/06/24	TRAIN005 TRAINING SPECIALTIES, INC.	238.72		1142
12724	06/06/24	TRIAD005 TRIAD ASSOCIATES, INC.	1,137.50		1142
12725	06/06/24	VCI01 VCI, INC.	246.00		1142

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	36	0	40,924.32	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	36	0	40,924.32	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	4-GN	40,924.32	0.00	0.00	40,924.32
Total of All Funds:		<u>40,924.32</u>	<u>0.00</u>	<u>0.00</u>	<u>40,924.32</u>

Range of Accounts: 4-First to 4-Last Adds: N Changes: N Transfers In: N
 Range of Dates: 05/01/24 to 05/31/24 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	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
4-GN- -001-101	FIRE CHIEF					
05/15/24 Expd		CHIEF - Pay Date 5/15/24		5,052.67	JC	B 635 1
05/31/24 Expd		CHIEF - Pay Date 5/31/24		5,052.67	JC	B 636 1
Total Expenditures:		2	10,105.34			
4-GN- -001-102	District Business Administrator					
05/15/24 Expd		ADMINISTRATOR - Pay Date 5/15/24		1,563.45	JC	B 635 2
05/31/24 Expd		ADMINISTRATOR - Pay Date 5/31/24		1,429.44	JC	B 636 2
Total Expenditures:		2	2,992.89			
4-GN- -001-105	Fire Commissioners					
05/31/24 Expd		COMMISSIONERS - Pay Date 5/31/24		1,083.35	JC	B 636 4
Total Expenditures:		1	1,083.35			
4-GN- -001-106	Assistant Clerk					
05/31/24 Expd		QPA FOR 2024 - 5/31/24		100.00	JC	B 636 20
Total Expenditures:		1	100.00			
4-GN- -001-210	Payroll Administrative Costs					
05/15/24 Expd		BANK FEE FOR MAY 2024		18.95	JC	B 635 22
Total Expenditures:		1	18.95			
4-GN- -001-301	Federal Payroll Taxes - Administrative					
05/15/24 Expd		FICA ADMIN - Pay Date 5/15/24		462.26	JC	B 635 15
05/31/24 Expd		FICA ADMIN - Pay Date 5/31/24		650.91	JC	B 636 15
Total Expenditures:		2	1,113.17			
4-GN- -001-303	State Payroll Taxes - Administrative					
05/15/24 Expd		STATE WAGE TAX ADMIN - Pay Date 5/15/24		24.11	JC	B 635 16
05/31/24 Expd		STATE WAGE TAX ADMIN - Pay Date 5/31/24		28.23	JC	B 636 16
Total Expenditures:		2	52.34			
4-GN- -001-305	Defined Contribution Retirement Plan					
05/15/24 Expd		DCRP EMPLOYER - Pay Date 5/15/24		63.32	JC	B 635 17
05/31/24 Expd		DCRP EMPLOYER - Pay Date 5/31/24		57.89	JC	B 636 17
Total Expenditures:		2	121.21			
4-GN- -002-110	Firefighters					
05/15/24 Expd		FIREFIGHTERS - Pay Date 5/15/24		15,248.69	JC	B 635 7

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
4-GN- -002-110	Firefighters	Continued			
05/31/24 Expd	FIREFIGHTERS - Pay Date 5/31/24		15,248.69	JC	B 636 7
Total Expenditures:	2	30,497.38			
4-GN- -002-111	Overtime & Sicktime Buyback				
05/15/24 Expd	OVERTIME & VAC BUY - Pay Date 5/15/24		678.77	JC	B 635 8
05/31/24 Expd	OVERTIME & VAC BUY - Pay Date 5/31/24		641.61	JC	B 636 8
Total Expenditures:	2	1,320.38			
4-GN- -002-226	Weekend & Overnight Duty Crews				
05/15/24 Expd	DUTY CREW STIPENDS - Pay Date 5/15/24		3,840.00	JC	B 635 11
05/31/24 Expd	DUTY CREW STIPENDS - Pay Date 5/31/24		3,440.00	JC	B 636 11
Total Expenditures:	2	7,280.00			
4-GN- -002-228	Stipends - Fill In Firefighters				
05/15/24 Expd	FILL-IN FIREFIGHTERS - Pay Date 5/15/24		408.51	JC	B 635 12
05/31/24 Expd	FILL-IN FIREFIGHTERS - Pay Date 5/31/24		1,513.00	JC	B 636 12
Total Expenditures:	2	1,921.51			
4-GN- -002-301	FICA - Firefighters				
05/15/24 Expd	FICA FIREFIGHTERS - Pay Date 5/15/24		1,515.79	JC	B 635 18
05/31/24 Expd	FICA FIREFIGHTERS - Pay Date 5/31/24		1,566.82	JC	B 636 18
Total Expenditures:	2	3,082.61			
4-GN- -002-303	State Payroll Taxes - Firefighters				
05/15/24 Expd	STATE WAGE TAX FF'S - Pay Date 5/15/24		143.58	JC	B 635 19
05/31/24 Expd	STATE WAGE TAX FF'S - Pay Date 5/31/24		148.27	JC	B 636 19
Total Expenditures:	2	291.85			
4-GN- -002-304	Health Insurance - Firefighters				
05/15/24 Expd	Health Ins. reimb. 5/15/24		334.68	JC	B 635 9
05/31/24 Expd	Health Ins. reimb. 5/31/24		334.68	JC	B 636 9
Total Expenditures:	2	669.36			
4-GN- -003-101	Fire Official				
05/31/24 Expd	FIRE MARSHAL - Pay Date 5/31/24		958.33	JC	B 636 5
Total Expenditures:	1	958.33			
4-GN- -003-102	Fire Inspectors				
05/31/24 Expd	FIRE INSPECTOR - Pay Date 5/31/24		458.33	JC	B 636 6
Total Expenditures:	1	458.33			

Fund Description	Fund	Expenditures
GENERAL	4-GN	62,067.00
Total Of All Funds:		<u>62,067.00</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	29	62,067.00

Pine Hill Fire Department

Chief's Monthly Report

May 2024

Meetings:

- On Thursday evening the 2nd, I attended the commission work session.
- On Thursday evening the 2nd, I attended the monthly commission meeting.
- On Tuesday evening the 7th, I attended Gloucester Township Fire District #5 commission meeting.
- On Wednesday evening the 8th, I held a special meeting with the department to explain the Shared Service Agreement that was just signed.
- On Wednesday evening the 8th, I attended a meeting with the explorers and juniors.
- On Thursday morning the 9th, I attended the Camden County Fire Chiefs meeting that was held in Westmount.
- On Thursday afternoon the 9th, I attended the viewing for Linda Combs.
- On Thursday afternoon the 9th, I met with Eric Quinn from Trump and scheduled the departments picnic for June 19.
- On Tuesday evening the 14th, I attended the department meeting.
- On Friday evening the 17th, we held a joint officers meeting with Lambs Terrace.
- On Tuesday afternoon the 21st, I attended a meeting with Chief 85 and Commissioner Englebert from District 5.
- On Friday morning the 24th, I attended a meeting with the Division of Fire Safety and Chief 85.
- On Monday morning the 27th, I attended the Memorial Service.

Calls for Service / Significant Concerns:

- On Thursday afternoon the 2nd, we responded to 21 Congress Road for a reported propane grille on fire. I arrived first to find furniture in the rear yard on fire with the siding on the house melted. The engine crew stretched a 1 ¾ hand line to the rear yard and extinguished the fire. FM-6 determined the cause of the fire was stained rags that were left in a pile in the sun.

- On Thursday afternoon the 9th, I responded along with tower ladder 6 to Cooper Folly Road in Waterford on the All-Hands fire. I assisted with accountability and the ladder crew assisted with interior operations.

Public relations:

- On Thursday evening the 23rd, we sent members to the Glen School to assist with scooping out ice cream.
- On Wednesday the 29th, we sent firefighters to the Middle School for Career Day.
- On Thursday afternoon the 30th, we sent the engine to the boro hall to display for the kids from the Bean School.
- On Friday morning the 31st, we sent firefighters to the Glenn School to participate in their field day.

Memorial Day Service:

- We had 19 members attend the service.

Time off:

- I used vacation time on Friday the 3rd & Monday the 6th.

Training:

- On Friday the 10th, I attended the IAFC Eastern Conference at the Mount Laurel Double Tree Hotel.
- On Friday evening the 10th, I attended the fire department's mandatory training.
- On Saturday the 11th, I attended the IAFC Eastern Conference at the Mount Laurel Double Tree Hotel.
- On Friday afternoon the 31st, I reported to the National Fire Academy in Emmitsburg Maryland for training.

Firefighter 1:

- Joe Cutler just finished firefighter 1.

SCBA:

- The annual flow testing on all the air packs has been completed.

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

Month of: May 2024

Inspection Totals:

Type Conducted	Monthly Totals
Life Hazard Use Inspection(s)	3
Fire Safety Inspection – Non LHU(s)	18
Re-Inspection(s)	11
Smoke Detector & CO Detector Compliance(s)	15
Complaint(s)	0
Fire Investigation(s)	1

Financial:

Type of Fee Collected	Monthly Totals
Annual Registration / Inspection Fees	1,048.00
Smoke Detector & CO Detector Compliance	946.00
Permit Fees	535.00
Number of Permits Issued	3
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
Total Amount of Money Deposited this Month	2,529.00

Requests:

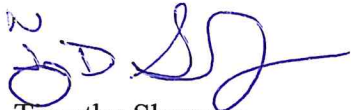
The following Items are requests for purchase/appropriation:

N/A

Comments:

Fire Official Shannon attended two Kean Fire Safety classes. We had one Fire Investigations this month.

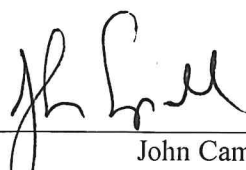
Respectfully Submitted,

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

Timothy Shannon
Fire Official

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

- Participated in pension processing II webinar on 5/7/24
- Participated in Zoom meeting with JIF regarding cybersecurity
- Applied for a FEMA grant reimbursement, including pension costs
- Submitted a request to dispose of old records to State of NJ
- Placed legal notice in Courier Post for workshop on 6/6/24
- Worked on organizing files
- 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