

Pine Hill Fire District #1  
Regular Meeting Minutes  
August 1, 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 – not 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 July 11, 2024. There were none. A motion to approve both sets of minutes was made by Commissioner Wakeley and seconded by Commissioner Harris. Motion passed with three yes votes. Commissioner Hagarty abstained.

**COMMUNICATIONS LIST:** Chairman Waddington explained the following communications listed on the agenda.

- Affidavit of publication in the Courier Post for the workshop meeting on 8/1/24
- Notification letter from AT&T of a data incident
- Loss Control Report from J.A. Montgomery Consulting

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

- **Fire Equipment and Apparatus Liaison:** No report.
- **Community Relations Liaison:** Commissioner Harris reminded everyone that National Night Out is scheduled for Tuesday, August 6<sup>th</sup> and he will be there to help.
- **Information Technology and Equipment Commissioner:** No report
- **Insurance Fund Commissioner:** Commissioner Hagarty informed the Board that the fire district has complied with Tiers 1 & 2 of the JIF's cybersecurity program. We are working on a cost benefit analysis on complying with Tier 3. Commissioner Hagarty also said that a firefighter was injured recently and hopes the firefighter is doing well.
- **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 none.

○ **Resolution 24-22: Approval and Payment of Bills**

- A motion to approve resolution 24-22 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

○ **Resolution 24-23: Commissioners Salaries for 2025**

- A motion to approve resolution 24-23 was made by Commissioner Harris and seconded by Commissioner Wakeley.

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

○ **Resolution 24-24: Acceptance of American Rescue Plan Firefighter Grant**

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

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

○ **Appointment of 2025 Budget Committee**

Chairman Waddington said that he would like to appoint Commissioner's Wakeley and Hagarty to the 2025 budget committee and asked if there were any objections. There were none.

- A motion to appoint Commissioner's Wakeley and Hagarty to the 2025 budget committee was made by Commissioner Harris and seconded by Commissioner Wakeley.

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

**FIRE CHIEF'S REPORT:** See attached report. Chief Hunter said that he had nothing to add to his report. There were no questions.

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**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. 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.

**RESOLUTION 24-25: CLOSED SESSION:** Chairman Waddington said that was a need to enter a closed session to discuss personnel issues.

- A motion to approve resolution 24-25 was made by Commissioner Hagarty and seconded by Commissioner Harris.

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

Meeting temporarily adjourned at 7:40 p.m.

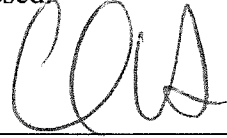
**MEETING CALLED BACK TO ORDER:** Chairman Waddington called the meeting back to order at 8:28 p.m. and asked for a roll call. Commissioner Hagarty – present, Commissioner Hassett – not present, Commissioner Harris – present, Commissioner Wakeley – present, Commissioner Waddington – present.

**RESULTS OF CLOSED SESSION:** Chairman Waddington said that no decisions were made in closed session and all issues remain in closed session.

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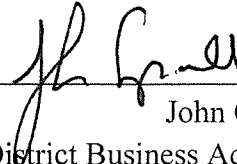
**ADJOURNMENT:** Chairman Waddington asked if there were any other issues that needed to be addressed. There were none. A motion to adjourn was made by Commissioner Hagarty and seconded by Commissioner Wakeley. All were in favor. Motion passed.

The meeting was adjourned at 8:29 p.m.



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Christopher Harris  
Commission Secretary



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John Campanella  
Fire District Business Administrator


**LocaliQ**  
 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
10382392	PINE HILL FIRE DISTRICT #1 BOARD OF FIRE COMMISSIONERS BOROUGH OF PINE HILL,	1 x 24.00 x 1	\$0.43	\$40.32
Net Total Due:				<b>\$40.32</b>

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: 07/17/2024

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 : 10382392

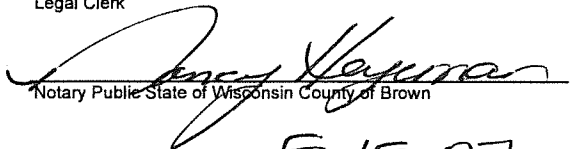
STATE OF WISCONSIN  
Brown County

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 and Gloucester Counties, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

07/17/2024



\_\_\_\_\_  
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, August 1, 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

July 17, 2024 (\$10.32)



**Account Information**  
Account Number(s) Ending:  
7818, 7008, 0922, 2186, 4938

0019508 01 T49 P1 \*\*\*\*\*AUTO\*\*ALL FOR AADC 080  
ELK TOWNSHIP POLICE  
1109 ERIAL RD  
PINE HILL NJ 08021-7303  


## AT&T Data Incident

July 19, 2024

**Hello,**

We're reaching out to let you know that some of your business' data was accessed without authorization. Although we have no current indication of any public release or illegal use of your business' data, we respect the privacy of your information and want to provide you with details about the event.

The number(s) included in the data attached to your account(s) at the time ended in: 2934, 3872.

### **What happened?**

We found out AT&T call and text records were accessed by cyber-criminals who have claimed responsibility for unlawful access to other companies in the past. At least one individual has since been arrested.

### **What information was involved?**

The investigation indicates the data included the phone numbers of your call and text interactions from May 1, 2022 to October 31, 2022. It also included counts of those calls/texts and total call durations for specific days or months.

**The compromised data does not include the content of calls or text messages nor personal information, such as AT&T customer name, business name, Social Security numbers, birth dates, or financial information. It also does not include some typical information you see in your usage details, such as the time stamp of calls or texts.**

### **What is AT&T doing?**

Protecting customer data is a top priority. We have confirmed the affected system has been secured. We invest in our network's security using a broad array of resources including people, capital, and innovative technology advancements. We are constantly evaluating and enhancing our security protections to address the evolving cybersecurity threat landscape.

### **What can you do?**

It is always advisable to be careful when taking calls from numbers that you do not recognize and stay alert to any fraud or theft attempts.



## First Responder Joint Insurance Fund

### Pine Hill Board of Fire Commissioners, District #1

To: Thomas Hassett, Fund Commissioner

Submitted by: Don R. Ruprecht, M.S.

Date of Survey: June 25, 2024

Contact & Title: District Administrator John Campanella  
Fire Chief Joseph Hunter

#### NOTE TO FUND COMMISSIONER:

It is important to account for heat-related hazards when employees are working outdoors in the summer months. For more information about heat-related illnesses and OSHA resources, please review the [MSI Safety Director Bulletin: Heat Related Illnesses Best Practices Bulletin](#) and visit [OSHA's Heat Illnesses Resources](#).

#### OBJECTIVES OF THE SURVEY:

1. Discuss Current Loss Control Concerns for Fire Districts.
2. New and Outstanding Suggestions for Improvement.

#### SURVEY RESULTS:

##### OBJECTIVE #1: Discuss Current Loss Control Concerns for Fire Districts.

I met representatives of the Fire District at the fire station on Erial Road. No significant new risk control exposures were reported or anticipated by the District.

The District had two burn injuries to firefighters' ears in 2024. We discussed the circumstances of each and the results of the District's reviews. We also discussed the medical evaluations and conditions for restricted duty defined in NFPA Standard 1582 for comprehensive occupational medical programs for fire departments.

NJPEOSH identified fire departments as a focus for inspections. The District recently completed a voluntary inspection by PEOSH. We discussed common issues found by inspectors.

We discussed two employment risk control strategies:

- The Fire District does not check motor vehicle records annually. I explained the exposure this creates for the District. I encourage them to contact the Fund Administrator to begin this process.
- I reminded the representatives of the Fund's EPL Hotline. Contact the Fund Administrator for more information.

*This report does not and is not intended to address every loss potential, but covers only those conditions specifically examined at time of the survey. There may be other conditions not examined or brought to our attention at the time of this survey, that may contain a potential for liability. This report does not include matters of a legal nature or violations of any federal, state or local statute, ordinance or regulation, except as specifically noted in the report.*

We discussed rising property claims arising from fire agencies:

1. There is an increase in the cost and frequency of property claims. The backing of apparatus is one significant cause.
  - a. The aprons of the station are lined. Bollards are not present.
  - b. The District has a policy that requires spotters when backing apparatus.
2. Claims are also rising from damage to stations and apparatus from inclement weather. We discussed actions that could be taken to combat these claims.
  - a. Have a periodic station inspection process that stresses 1) common causes of firefighter injuries, such as slips and trips, and 2) causes of damage to stations, such as clogged gutters.
  - b. Institute a formal process for preparing stations and apparatus ahead of forecasted storms, such as hurricanes or snowstorms.
  - c. Train drivers on policies for driving through flood waters.
3. The third area is an increase in the cost and frequency of property claims arising from damage to apparatus crashes, especially during response. We discussed some elements of a comprehensive policy.
  - a. Including definitions of True Emergency and Due Diligence in the policy and daily conversations between officers and drivers on applying these principles after responses.
  - b. Initial and periodic refresher qualification of driving skills
  - c. Initial and periodic physical examinations of drivers, ideally based on the industry standard, NFPA Standard 1582.
  - d. Lights & sirens, intersection control, and other driving protocols

The MEL Safety Institute (MSI) created the MSI Leadership Academy for Fire Commissioners, District Administrators, and fire officers interested in sharpening and expanding communication, conflict resolution, stress management, and team-building skills. For additional information, please visit [MSI Leadership Academy](#).

## **OBJECTIVE #2: New and Outstanding Suggestions for Improvement.**

### **New Suggestions for Improvement**

New Suggestions for Improvement system are classified as follows:

- ***"Urgent" (U)*** SFIs refer to situations of "imminent danger" or "critical" safety/health issues, which may cause serious physical harm or death.
- ***"Important" (I)*** SFIs encompass regulatory concerns and hazards that are not classified as either "Urgent" or "Program improvement" suggestions.
- ***"Program Improvement" (PI)*** SFIs encompass suggestions related to safety, process improvements, management systems, and other practices that would improve the overall safety, quality, and effectiveness of the organization.

### **Pine Hill BOFC #1**

- 1-2024 (PI) Consider instituting the policy of annual motor vehicle record checks of the driving histories of career and volunteer firefighters.

### **Outstanding Suggestions for Improvement**

The District has no Outstanding Suggestions for Improvement (OSFI). Thank you for your attention.

For your reference, a report showing the current status of your Suggestions for Improvement is included. Please take a few moments to verify that it is correct.

When corrective action is completed, please notify our office using the reply form or mark your reply on the SFI summary and fax or email back. Thank you for your attention.

cc: District Administrator John Campanella  
Fire Chief Joseph Hunter  
Jennifer Olson, Risk Manager  
Charles Hartsoe, Executive Director  
Barbara Murphy, Fund Administrator

# Open Suggestions for Improvement (OSFI)

FIRST JIF

Report Date 7/10/2024

**Town OSFI # Rating Date of Survey Location**

Pine Hill BOFC FD No. 1

1-2024 PI

6/25/2024

Pine Hill BOFC #1

Consider instituting the policy of annual motor vehicle record checks of the driving histories of career and volunteer firefighters.

**Rating**

U - Urgent

I - Important

PI - Program Improvement

**Survey Date**

The date the survey was conducted.

**Total Count of OSFI: 1**

# SUGGESTIONS FOR IMPROVEMENT STATUS

Member Name \_\_\_\_\_ Date \_\_\_\_\_

This status report applies to the Loss Control survey conducted on \_\_\_\_\_

Please use this form to update the status of the outstanding Suggestions for Improvement and submit by return mail, fax or email within 60 days after receipt of report.

## **J.A. MONTGOMERY CONSULTING**

Attention: Natalie Dougherty

Fax: 856-291-9628

[ndougherty@jamontgomery.com](mailto:ndougherty@jamontgomery.com)

1. **SUGGESTION(S) COMPLETED:**  
(Indicate by Number/Date)
  
  
  
  
  
  
  
  
  
  
2. **OUTSTANDING SUGGESTION(S):**  
(Indicate by Number and Date of Estimated Completion)
  
  
  
  
  
  
  
  
  
  
3. **SUGGESTIONS FOR IMPROVEMENT THAT NEED FURTHER CLARIFICATION OR DISCUSSION:**
  
  
  
  
  
  
  
  
  
  
4. **SUGGESTION(S) THAT IS/ARE A BUDGET ITEM:**

Signature \_\_\_\_\_ Title \_\_\_\_\_

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
 BOROUGH OF PINE HILL  
 AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
 #24-22

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.

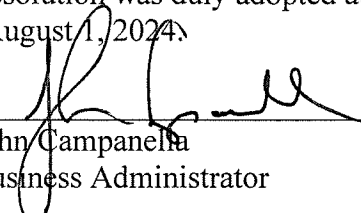
**DATED:** August 1, 2024

  
 \_\_\_\_\_  
 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 August 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	
24000216	07/22/24	PHFD1 PINE HILL FIRE DEPT.	LEASE PAYMENT FOR AUG 2024	Open	8,166.67	0.00	
24000217	07/22/24	STATE005 State of NJ Health Benefits	MEDICAL PREMIUMS FOR AUG 2024	Open	10,419.96	0.00	
24000218	07/22/24	CASH1 PETTY CASH	DUTY CREW MEALS FOR SEP 2024	Open	1,200.00	0.00	
24000219	07/22/24	TG001 TOWNSHIP OF GLOUCESTER	FUEL BILL FOR JUN 2024	Open	1,315.79	0.00	
24000220	07/22/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00	
24000221	07/22/24	JHART005 J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR AUG 2024	Open	1,106.99	0.00	
24000222	07/22/24	JHART005 J. HARTE ASSOCIATES LLC	COMPUTERS AND FIREWALL SUBSCRI	Open	4,052.04	0.00	
24000223	07/22/24	BTM001 BOUND TREE MEDICAL,LLC	EMS SUPPLIES	Open	822.45	0.00	
24000224	07/22/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	HARRINGTON CAPS	Open	93.36	0.00	
24000225	07/22/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	HARRINGTON FEMALE CAP MALE PLU	Open	100.75	0.00	
24000226	07/22/24	TG001 TOWNSHIP OF GLOUCESTER	PREVENTATIVE MAINT. ENGINE	Open	920.60	0.00	
24000227	07/22/24	TG001 TOWNSHIP OF GLOUCESTER	PREVENTATIVE MAINT. SQUAD GEN	Open	1,073.67	0.00	
24000228	07/22/24	CONTI005 Continental Fire & Safety, Inc	HANGING LETTER PATCH	Open	106.25	0.00	
24000229	07/22/24	CONTI005 Continental Fire & Safety, Inc	REPAIR GLOBE GPS PANT	Open	639.00	0.00	
24000230	07/22/24	AIRGA005 AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	32.30	0.00	
24000231	07/22/24	CCC01 CAMDEN COUNTY COLLEGE	FIRE INVESTIGATION AND SCENE P	Open	200.00	0.00	
24000232	07/22/24	FSS01 FIRE & SAFETY SERVICE, LTD	JOB #16510	Open	1,102.62	0.00	
24000233	07/26/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	PHOTOELECTRIC BEAM SENSOR	Open	40.97	0.00	
24000234	07/26/24	CAS01 CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING FOR JULY	Open	334.50	0.00	
24000235	07/29/24	PRP01 WITMER PUBLIC SAFETY GROUP,INC	LEATHER FRONTS TP 4	Open	2,539.40	0.00	
24000236	07/29/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	CAR WASH BRUSHES	Open	39.99	0.00	
24000237	07/29/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	SALINE WATER BOTTLES	Open	69.98	0.00	
24000238	07/29/24	PHG01 PINE HILL AUTO REPAIR	REPLACE BATTERY BC'S VEHICLE	Open	338.20	0.00	
24000239	07/30/24	PHFD1 PINE HILL FIRE DEPT.	SERVICING FIRE EXTINGUISHERS	Open	448.00	0.00	
24000240	07/30/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	INDUSTRIAL STRENGTH C BATTERY	Open	71.94	0.00	
24000241	07/30/24	BOA00001 Bank of America	P-CARD PURCHASES FOR JULY 2024	Open	1,903.86	0.00	

Total Purchase Orders: 27 Total P.O. Line Items: 0 Total List Amount: 37,676.91 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	37,676.91	0.00	37,676.91	0.00	0.00	37,676.91
Total of All Funds:		<u>37,676.91</u>	<u>0.00</u>	<u>37,676.91</u>	<u>0.00</u>	<u>0.00</u>	<u>37,676.91</u>



Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 12759 to 12784  
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
12759	08/01/24	AIRGA005 AIRGAS USA, LLC	32.30		1144
12760	08/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	40.97		1144
12761	08/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	39.99		1144
12762	08/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	69.98		1144
12763	08/01/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	71.94		1144
12764	08/01/24	BOA00001 Bank of America	1,903.86		1144
12765	08/01/24	BTM001 BOUND TREE MEDICAL,LLC	822.45		1144
12766	08/01/24	CAS01 CASA PAYROLL SERVICE, LLC	334.50		1144
12767	08/01/24	CASH1 PETTY CASH	1,200.00		1144
12768	08/01/24	CCC01 CAMDEN COUNTY COLLEGE	200.00		1144
12769	08/01/24	CONTI005 Continental Fire & Safety, Inc	106.25		1144
12770	08/01/24	CONTI005 Continental Fire & Safety, Inc	639.00		1144
12771	08/01/24	DC001 DAVID F. CARLAMERE	450.00		1144
12772	08/01/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	93.36		1144
12773	08/01/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	100.75		1144
12774	08/01/24	FSS01 FIRE & SAFETY SERVICE, LTD	1,102.62		1144
12775	08/01/24	JHART005 J. HARTE ASSOCIATES LLC	1,106.99		1144
12776	08/01/24	JHART005 J. HARTE ASSOCIATES LLC	4,052.04		1144
12777	08/01/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1144
12778	08/01/24	PHFD1 PINE HILL FIRE DEPT.	8,614.67		1144
12779	08/01/24	PHG01 PINE HILL AUTO REPAIR	338.20		1144
12780	08/01/24	PRP01 WITMER PUBLIC SAFETY GROUP, INC	2,539.40		1144
12781	08/01/24	STATE005 State of NJ Health Benefits	10,419.96		1144
12782	08/01/24	TG001 TOWNSHIP OF GLOUCESTER	1,315.79		1144
12783	08/01/24	TG001 TOWNSHIP OF GLOUCESTER	920.60		1144
12784	08/01/24	TG001 TOWNSHIP OF GLOUCESTER	1,073.67		1144

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	26	0	37,676.91	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	26	0	37,676.91	0.00

---

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
GENERAL	4-GN	37,676.91	0.00	0.00	37,676.91
Total of All Funds:		<u>37,676.91</u>	<u>0.00</u>	<u>0.00</u>	<u>37,676.91</u>

Range of Accounts: 4-First to 4-Last      Adds: N      Changes: N      Transfers In: N  
 Range of Dates: 07/01/24 to 07/31/24      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	Vendor/Source	Amount	User	Item #
4-GN- -001-101	FIRE CHIEF				
07/15/24 Expd	CHIEF - Pay Date 7/15/24		5,052.67	JC	B 639 1
07/31/24 Expd	CHIEF - Pay Date 7/31/24		5,052.67	JC	B 640 1
Total Expenditures: 2			10,105.34		
4-GN- -001-102	District Business Administrator				
07/15/24 Expd	ADMINISTRATOR - Pay Date 7/15/24		1,429.44	JC	B 639 2
07/31/24 Expd	ADMINISTRATOR - Pay Date 7/31/24		1,786.80	JC	B 640 2
Total Expenditures: 2			3,216.24		
4-GN- -001-105	Fire Commissioners				
07/31/24 Expd	COMMISSIONERS - Pay Date 7/31/24		1,083.35	JC	B 640 4
Total Expenditures: 1			1,083.35		
4-GN- -001-106	Assistant Clerk				
07/31/24 Expd	QPA FOR 2024 - 7/31/24		100.00	JC	B 640 20
Total Expenditures: 1			100.00		
4-GN- -001-210	Payroll Administrative Costs				
07/15/24 Expd	BANK FEE FOR JULY 2024		18.95	JC	B 639 22
Total Expenditures: 1			18.95		
4-GN- -001-301	Federal Payroll Taxes - Administrative				
07/15/24 Expd	FICA ADMIN - Pay Date 7/15/24		528.50	JC	B 639 15
07/31/24 Expd	FICA ADMIN - Pay Date 7/31/24		678.26	JC	B 640 15
Total Expenditures: 2			1,206.76		
4-GN- -001-303	State Payroll Taxes - Administrative				
07/15/24 Expd	STATE WAGE TAX ADMIN - Pay Date 7/15/24		17.01	JC	B 639 16
07/31/24 Expd	STATE WAGE TAX ADMIN - Pay Date 7/31/24		30.70	JC	B 640 16
Total Expenditures: 2			47.71		
4-GN- -001-305	Defined Contribution Retirement Plan				
07/15/24 Expd	DCRP EMPLOYER - Pay Date 7/15/24		57.89	JC	B 639 17
07/31/24 Expd	DCRP EMPLOYER - Pay Date 7/31/24		50.66	JC	B 640 17
Total Expenditures: 2			108.55		
4-GN- -002-110	Firefighters				
07/15/24 Expd	FIREFIGHTERS - Pay Date 7/15/24		15,248.69	JC	B 639 7

Account No	Account Description	Vendor/Source	Amount	User	Item #
Date	Transaction Data/Comment				
4-GN- -002-110	Firefighters	Continued			
07/31/24 Expd	FIREFIGHTERS - Pay Date 7/31/24		15,248.69	JC	B 640 7
Total Expenditures:	2	30,497.38			
4-GN- -002-111	Overtime & Sicktime Buyback				
07/15/24 Expd	OVERTIME & VAC BUY - Pay Date 7/15/24		213.91	JC	B 639 8
07/31/24 Expd	OVERTIME & VAC BUY - Pay Date 7/31/24		457.49	JC	B 640 8
Total Expenditures:	2	671.40			
4-GN- -002-226	Weekend & Overnight Duty Crews				
07/15/24 Expd	DUTY CREW STIPENDS - Pay Date 7/15/24		6,270.00	JC	B 639 11
07/31/24 Expd	DUTY CREW STIPENDS - Pay Date 7/31/24		6,560.00	JC	B 640 11
Total Expenditures:	2	12,830.00			
4-GN- -002-228	Stipends - Fill In Firefighters				
07/15/24 Expd	FILL-IN FIREFIGHTERS - Pay Date 7/15/24		968.32	JC	B 639 12
07/31/24 Expd	FILL-IN FIREFIGHTERS - Pay Date 7/31/24		1,815.60	JC	B 640 12
Total Expenditures:	2	2,783.92			
4-GN- -002-301	FICA - Firefighters				
07/15/24 Expd	FICA FIREFIGHTERS - Pay Date 7/15/24		1,632.45	JC	B 639 18
07/31/24 Expd	FICA FIREFIGHTERS - Pay Date 7/31/24		1,814.64	JC	B 640 18
Total Expenditures:	2	3,447.09			
4-GN- -002-303	State Payroll Taxes - Firefighters				
07/15/24 Expd	STATE WAGE TAX FF'S - Pay Date 7/15/24		126.73	JC	B 639 19
07/31/24 Expd	STATE WAGE TAX FF'S - Pay Date 7/31/24		131.51	JC	B 640 19
Total Expenditures:	2	258.24			
4-GN- -002-304	Health Insurance - Firefighters				
07/15/24 Expd	Health Ins. reimb. 7/15/24		334.68	JC	B 639 9
07/31/24 Expd	Health Ins. reimb. 7/31/24		334.68	JC	B 640 9
Total Expenditures:	2	669.36			
4-GN- -003-101	Fire Official				
07/31/24 Expd	FIRE MARSHAL - Pay Date 7/31/24		958.33	JC	B 640 5
Total Expenditures:	1	958.33			
4-GN- -003-102	Fire Inspectors				
07/31/24 Expd	FIRE INSPECTOR - Pay Date 7/31/24		458.33	JC	B 640 6
Total Expenditures:	1	458.33			

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Fund Description	Fund	Expenditures
GENERAL	4-GN	68,460.95
Total of All Funds:		<u>68,460.95</u>

Report Totals

Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	29	68,460.95

## Resolution 24-23

Resolution of the Board of Fire Commissioners Fire District # 1, of the Borough of Pine Hill, County of Camden, State of New Jersey, to establish compensation for members of the Board of Fire Commissioners  
N.J.S.A 40A:14-88

**WHEREAS.** N.J.S.A. 40A:14-88, provides that each member of the Board of Fire Commissioners shall receive as compensation such amounts as the Board shall fix, subject to review by the Governing Body wherein the Fire District is located, and

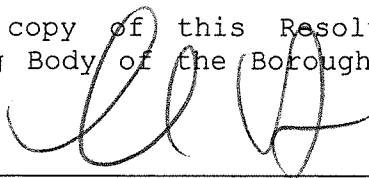
**WHEREAS.** The Board of Fire Commissioners does hereby establish annual compensation for its Fire District Commissioners and directs that such approved compensation be submitted to the Municipal Governing Body for review and approval.

**NOW THEREFORE,** be it Resolved by the Board of Fire Commissioners that the following annual salaries for members of the Board of Fire Commissioners in the 2025 Budget Year are approved as follows;

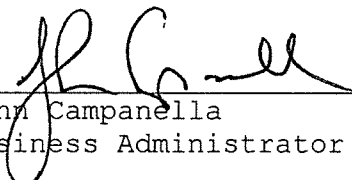
Commissioner - Chairperson . . . . .	\$2,600
Commissioner - Vice Chairperson . . . . .	\$2,600
Commissioner - Secretary . . . . .	\$2,600
Commissioner - Personnel Director. . . . .	\$2,600
Commissioner . Treasurer . . . . .	\$2,600

**BE IT FURTHER RESOLVED,** that a copy of this Resolution be directed to the Municipal Governing Body of the Borough of Pine Hill for review and approval.

DATED: August 1, 2024

  
\_\_\_\_\_  
Christopher Harris, Secretary

I John Campanella, Business Administrator to the Board of Fire Commissioners do hereby certify that the above resolution was approved at a regular meeting of the Board held on August 1, 2024.

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

## RESOLUTION 24-24

### RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1 BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY AUTHORIZING ACCEPTANCE OF 2024 AMERICAN RESCUE PLAN FIREFIGHTER GRANT NUMBER 2024-04989-1279-00

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 the American Rescue Plan Firefighter Grant for the purchasing of personal protective equipment, and

WHEREAS. The application has been approved by the NJ Department of Community Affairs for funding up to \$50,000 for the purchase of personal protective equipment, protective clothing, protective accessories, and a gear dryer for, and

WHEREAS. The Board agrees to provide \$15,000.00 budgeted in the 2024 budget year for the above listed equipment as stated on the grant application.

NOW THEREFORE it is herein Resolved by the Board of Fire Commissioners, Pine Hill Fire District #1 that the proper officers be and hereby accept the award of the American Rescue Plan Firefighter Grant and authorize Business Administrator John Campanella to sign all necessary agreements as an authorized agency official.

**DATED:** August 1, 2024

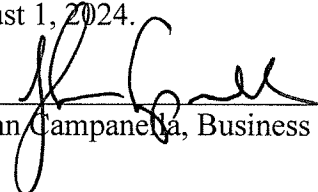


\_\_\_\_\_  
Christopher Harris, Secretary

Record of Vote:

Members	Yes	No	Abstain	Absent
Commissioner Hagarty <i>motion</i>	✓			
Commissioner Hassett				✓
Commissioner Waddington	✓			
Commissioner Wakeley <i>2nd</i>	✓			
Commissioner Warrington	✓			

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



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

# Pine Hill Fire Department

## Chief's Monthly Report

July 2024

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### **Meetings:**

- I did not attend the commission meeting or the fire company meeting (was on vacation).
- The Camden Country Fire Chiefs are on summer break.

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

- On Wednesday evening the 3<sup>rd</sup>, tower ladder 6 was dispatched to 32 North Black Horse Pike in Blackwood for a building fire. Battalion 6 responded with the tower ladder, and he assisted in the command role. The crew from the tower ladder searched and forced doors.
- On Tuesday evening the 16<sup>th</sup>, the squad was dispatched to the working fire box at 122 Washington Ave in Berlin Borough for a house that was struck by lightning. The squad responded with a crew of 4 and assisted with overhaul. Battalion 6 responded and was assigned the accountability officer. I went to our firehouse and covered the area with a crew of 6 from our building.
- On the evening of the 19<sup>th</sup>, tower ladder 6 was dispatched to 501 Reading Ave in Winslow Township for a working house fire. The ladder crew assisted with extinguishment of the fire.
- On Monday night the 22<sup>nd</sup>, tower ladder 6 along with the battalion and I responded to Vance Drive in Lambs Terrace for a reported house fire. Battalion 6 was the operations officer and the crew from the tower ladder assisted with ventilation. It was found to be a small fire in the basement.
- On Tuesday evening the 30<sup>th</sup>, task force 6 was dispatched to the Greens of Pine Hill, 350 Blackwood Clementon Road for an apartment fire. Battalion 6 arrived first and reported the fire to be extinguished. The crew from engine 6 confirmed that the fire was extinguished but had extended to the cabinet. The crew from tower ladder 6 ventilated the apartment and checked the apartment above for fire extension.
- On Tuesday evening the 30<sup>th</sup>, we were dispatched to Millbridge Apartments on Blackwood Clementon Road for an apartment fire with reported people trapped. Tower ladder 6 responded with a crew of 5 and completed a primary search upon



their arrival. Battalion 6 responded and assisted in the command roll. I responded to our firehouse to cover the area and had a crew of 4 in our building.

### **Public Relations:**

- On Wednesday evening the 3<sup>rd</sup>, we participated in the Borough Fireworks.
- On Thursday evening the 4<sup>th</sup>, we participated in the Fireworks at Trump.
- On Sunday morning the 20<sup>th</sup>, I participated in the Ben-To-Shore bike ride (using our BLS unit).
- On Wednesday morning the 31<sup>st</sup>, we sent the engine to the Bean School for a wet-down.

### **Grants:**

- On Wednesday the 24<sup>th</sup>, I submitted paperwork for the American Water Grant, looking for just under \$2,100.00 for two Thermal Imaging Cameras.

### **Training:**

- On Monday evening the 29<sup>th</sup>, I attended the fire company monthly training (sprinkler systems).

### **Tower Ladder:**

- Pm is completed, air conditioner repaired, and 4 rear tires replaced.

### **Company Event:**

- We had a great turnout for the company picnic at Trump. We were also able to invite the family of Josua McAllester, who was the young boy that knocked on the door of 1033 Turnersville Road advising the resident that his house was on fire.

### **Vacation:**

- I was on vacation from the 8<sup>th</sup> to the 12<sup>th</sup>.

### **Bariatric:**

- I was approached by Jason Higgins from the Camden County OEM, inquiring if we would be interested in making our ambulance into a bariatric unit. All the equipment has been purchased and the installation of that equipment has been paid for. If interested, we would work out the details with the County OEM.

### **Turnout Gear:**

- Berlin Fire Company donated 14 sets of turnout gear that they no longer use. Most of the gear is at the ten-year mark but is still in great condition. We have accepted new members and are having an issue with fitting them with turnout gear. This will certainly help. Battalion Chief Pizzo did mail Chief Kernan a thank you letter.

### **SOP's/SOG's:**

- We have been working hard on this and have created or updated about 40 policies so far. We have also updated or created 150 forms that are used within the department.

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

**Month of: July 2024**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	3
Fire Safety Inspection – Non LHU(s)	5
Re-Inspection(s)	22
Smoke Detector & CO Detector Compliance(s)	16
Complaint(s)	0
Fire Investigation(s)	0

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	502.00
Smoke Detector & CO Detector Compliance	805.00
Permit Fees	0
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>1,307.00</b>

**Requests:**

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

N/A

**Comments:**

N/A

Respectfully Submitted,

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

Timothy Shannon  
Fire Official

Pine Hill Fire Prevention Bureau  
 Inspector's Activity Report for the period: 07/01/2024 to 07/31/2024  
 Printed: 07/31/2024 Page: 1

Inspector	T	Date	Property	Address
Michael B Brezee	R	07/01/2024	Cedar Brook Apartments	828 Blackwood Clementon Road
	P	07/02/2024	Headquarters Barber Shop	712 Blackwood Clementon Road
	R	07/17/2024	Cedar Brook Apartments	828 Blackwood Clementon Road
	R	07/17/2024	Dr. Albert Bean School	70 E. 3rd Avenue
	R	07/17/2024	KFC	1140 Blackwood Clementon Road
	R	07/17/2024	Pine Hill Liquors	608 Blackwood Clementon Road
	R	07/17/2024	Tri-Town Dental Group	610 Blackwood Clementon Road
	R	07/22/2024	Chalet Gardens Apartments (Common Areas)	320 W. Branch Avenue
	R	07/22/2024	Conoco Gas Station	101 Cross Keys Road
	R	07/22/2024	Country Farms Market	704 Blackwood Clementon Road
	R	07/22/2024	Dunkin Donuts	111 Cross Keys Road
	P	07/22/2024	First Rate Truck and Auto Repair	121 Cross Keys Road
	R	07/22/2024	GNSS-DV	1110 Blackwood Clementon Road
	R	07/22/2024	Sunshine Dental	1130 Blackwood Clementon Road
	R	07/22/2024	Tai Chi Health Center	1112 Blackwood Clementon Road
	P	07/22/2024	Urethane Sciences	115 Cross Keys Road
	P	07/22/2024	Urethane Sciences	121 Cross Keys Road
	P	07/22/2024	Urethane Sciences	115 Cross Keys Road
	R	07/22/2024	Your Snack Foods, LLC	115 Cross Keys Road
	R	07/30/2024	Chalet Gardens Apartments (Common Areas)	320 W. Branch Avenue
	R	07/30/2024	Conoco Gas Station	101 Cross Keys Road
	R	07/30/2024	Dunkin Donuts	111 Cross Keys Road
	R	07/30/2024	Headquarters Barber Shop	712 Blackwood Clementon Road
	R	07/30/2024	Heart of Gold	822 Erial Road
	R	07/30/2024	Jackson Hewitt Tax Services	1116 Blackwood Clementon Road
	P	07/30/2024	National Paving Company	100 W. Atlantic Avenue

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	6	20	0	0	0	26
Time Spent:	00:15	00:36	00:00	00:00	00:00	00:51

Pine Hill Fire Prevention Bureau  
 Receipts Ledger for the period: 07/01/2024 to 07/31/2024  
 Printed: 07/31/2024 Page: 1

<u>Date</u>	<u>Business/Payor Name</u>	<u>ID/Fee Type</u>	<u>Invoice</u>	<u>Check Number</u>	<u>Check Amt.</u>	<u>Daily Total</u>	<u>MTD Totals</u>	<u>YTD Total</u>
07/02/2024	Ehab Hanna	SMOKE DETECTOR	24-6649	133	\$ 45.00			
07/02/2024	Amanda Brown	SMOKE DETECTOR	24-6650	2135	\$ 45.00			
07/02/2024	Mark Meehl	SMOKE DETECTOR	24-6651	998	\$ 45.00	\$ 135.00		
07/08/2024	Jeff Cofsky	SMOKE DETECTOR	24-6652	1328	\$ 90.00			
07/08/2024	ENR Land Management	PH-0118	24-7974	9547	\$ 86.00			
07/08/2024	Headquarters Barber Shop	PH-0128	24-7967	189661859	\$ 35.00	\$ 211.00		
07/11/2024	Eric Chapelle	SMOKE DETECTOR	24-6653	Cash	\$ 20.00			
07/11/2024	Tammi Jackson	SMOKE DETECTOR	24-6654	Cash	\$ 45.00			
07/11/2024	Candace Copsetta	SMOKE DETECTOR	24-6655	355	\$ 45.00	\$ 110.00		
07/16/2024	James Dellatore	SMOKE DETECTOR	24-6656	126	\$ 45.00			
07/16/2024	Jannette Costello	SMOKE DETECTOR	24-6657	5166	\$ 45.00			
07/16/2024		SMOKE DETECTOR	24-6658	141	\$ 45.00	\$ 135.00		
07/18/2024	Sabina Yeasin	SMOKE DETECTOR	24-6659	Cash	\$ 20.00	\$ 20.00		
07/19/2024	Robert Spotts	SMOKE DETECTOR	24-6660	118	\$ 45.00	\$ 45.00		
07/23/2024	Brian Spizuoco	SMOKE DETECTOR	24-6661	cash	\$ 90.00	\$ 90.00		
07/24/2024	Country Farms Market	PH-0057	24-7966	0214	\$ 86.00			
07/24/2024	Sunshine Dental	PH-0068	24-7970	5689	\$ 65.00			
07/24/2024	KFC	PH-0069	24-7971	50836	\$ 86.00			
07/24/2024	Dollar General	PH-0132	24-7932	7972617	\$ 144.00	\$ 381.00		
07/30/2024	Scott Garpiel	SMOKE DETECTOR	24-6662	cash	\$ 45.00			
07/30/2024	Theresa Schiazza	SMOKE DETECTOR	24-6663	2821	\$ 45.00	\$ 90.00		
07/31/2024	Maria Berdugo	SMOKE DETECTOR	24-6664	220	\$ 90.00	\$ 90.00	\$ 1,307.00	\$ 15,551.83

Fee receipts by type of fee:

SMOKE DETECTOR	16	\$ 805.00
Registration	<u>6</u>	<u>\$ 502.00</u>
Total for the period	<u>22</u>	<u>\$ 1,307.00</u>

Pine Hill Fire Prevention Bureau  
 Inspector's Activity Report for the period: 07/01/2024 to 07/31/2024  
 Printed: 07/31/2024 Page: 2

Inspector	T	Date	Property	Address
Tim Shannon	P	07/08/2024	A.L.F.A Servies	119 E. Clearview Avenue
	P	07/11/2024	Keystone Auto Group	201 Cross Keys Road
	R	07/19/2024	A.L.F.A Servies	119 E. Clearview Avenue
	R	07/31/2024	Pine Hill Machine Shop	44 W. 3rd Avenue

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	2	2	0	0	0	4
Time Spent:	00:10	00:00	00:00	00:00	00:00	00:10

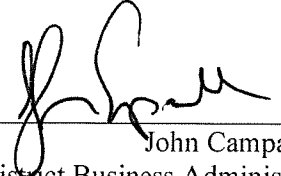
**PINE HILL FIRE DISTRICT #1  
JULY 2024 ADMINISTRATOR'S REPORT**

- Submitted financial status report to FEMA
- Resubmitted reimbursement request to FEMA per their request
- With the assistance of the Chairman, changed bank accounts with William Penn Bank from personal checking to business checking to comply with insurance JIF's recommendations.
- Set up account with MVC CAIR to check employee driver's licenses
- Submitted electronic signature to accept ARPF grant award
- Verified with CPA that we are compliant with LFN 2024-09 regarding our accounting practices
- Filed a worker's comp claim for injured firefighter
- Checked with attorney for NJ Association of Fire Districts regarding the referendum vote. A new rep at the DCA gave us incorrect information
- On vacation 7/16, 7/17, 7/18 AND 7/29
- Received an estimate to conduct annual penetration testing required for advance security in JIF's program
- Submitted and received notification that we successfully comply with the JIF's Basic and Intermediate Cyber Security program requirements.
- Placed legal notice in Courier Post regarding workshop meeting
- 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



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

- 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

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

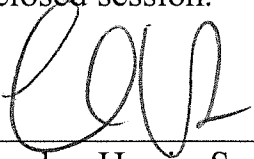
**CLOSED SESSION**  
**Resolution 24-25**

WHEREAS: The Open Public Meetings Act of the State of New Jersey permits certain conditions and situations when a Public Body as the Board of Fire Commissioners may exclude the public and discuss certain matters in closed session, and

WHEREAS: The Board of Fire Commissioners has determined that there does exist a need to discuss matters of Personnel, Litigation, Collective Bargaining/Contract Negotiation, Purchase or Sale of Real Estate, Law Enforcement Techniques or Investigation of Violation of Law, matters of Attorney Client Privilege, matters of Employment, The Board of Fire Commissioners.

NOW THEREFORE, It is herein Resolved and Approved that the Board of Fire Commissioners shall discuss personnel matters in closed session.

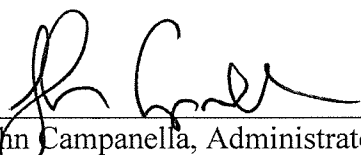
Date: August 1, 2024

  
\_\_\_\_\_  
Christopher Harris, Secretary

Record of Vote:

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

I, John Campanella, Business Administrator of the Board of Fire Commissioners, Fire District #1, Borough of Pine Hill, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted by the Commissioners at the meeting held on August 1, 2024.

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