

Pine Hill Fire District #1  
Regular Meeting Minutes  
September 5, 2024

**MEETING CALLED TO ORDER:** Meeting was called to order by Chairman Waddington at 7:31 P.M. Chairman Waddington led the salute to the flag and read a statement regarding the Open Public Meetings Act.

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

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

**MINUTES:** Chairman Waddington asked if there were any questions regarding the workshop, regular and closed session minutes for the meetings held on August 1, 2024. There were none. A motion to approve all three sets of minutes was made by Commissioner Hagarty and seconded by Commissioner Wakeley. Motion passed.

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

- Affidavit of publication in the Courier Post for the meeting location change
- Completed copy of the NJ DCA Grant Expenditure Confirmation Report

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

- **Fire Equipment and Apparatus Liaison:** Commissioner Hassett said that a tree branch fell on the Squad. Battalion Chief Pizzo said that repairs are being made under our insurance claim. Commissioner Hassett said that Jim Gordon Sr. installed LED lights on the Tower and wanted to thank him.
- **Community Relations Liaison:** Commissioner Harris said that the fire department did a great job on National Night Out. Battalion Chief Pizzo added that they are doing a public relations event at The Greens.
- **Information Technology and Equipment Commissioner:** Chairman Waddington said that new iPads were purchased for the commissioners. The other iPads were very old and Commissioner Harris's iPad died.
- **Insurance Fund Commissioner:** Commissioner Hagarty informed the Board that our insurance renewal application has been completed within the deadline. He also said that an insurance claim was filed for damage to the Squad.
- **Fire Prevention Commissioner:** Commissioner Harris said that the open house for fire prevention will be held on October 1, 2024. Fire Prevention supplies have been ordered. Chief Hunter said that he was asked to put a brief message in the Borough's bulletin, but he has to keep it under 135 words; the police department gets a whole page in the bulletin.

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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 24-26: Approval and Payment of Bills**

- A motion to approve resolution 24-26 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

Chairman Waddington asked Business Administrator Campanella to come to the front of the room. Commissioner Hassett presented Administrator Campanella with a plaque expressing the board of commissioners' appreciation for his work as the fire district administrator. Administrator Campanella thanked the board members.

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

**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 Harris. 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.

Chief Joseph Hunter of Berlin, NJ addressed the commission. Chief Hunter asked why the board changed the location of the meetings. He said that he does not need an answer but feels that the public should be able to see the fire house if they come to a meeting.

Battalion Chief Sal Pizzo of Pine Hill, NJ addressed the commission. Battalion Chief Pizzo said that he needs to know why the meeting location was changed. Chairman Waddington said because the board decided to make a change.

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Chief Hunter asked when is John's last day. There has been no communication with the chiefs about his status. Somebody needs to tell the chiefs something. Battalion Chief Pizzo said that his concern is not having fire commissioners at the fire house where they can get to know the firefighters. Commissioner Hagarty thanked the chiefs for their input and said that their suggestions will be taken under advisement.

**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 24-27: CLOSED SESSION:** Chairman Waddington said that was a need to enter a closed session to discuss personnel issues.

- A motion to approve resolution 24-27 was made by Commissioner Hagarty and seconded by Commissioner Wakeley.

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

Meeting temporarily adjourned at 7:50 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 – present, Commissioner Harris – present, Commissioner Wakeley – present, Commissioner Waddington – present.

**RESULTS OF CLOSED SESSION:** Chairman Waddington said that, for the record, a notice about the meeting location being changed was posted in the courier post, in the chief's mailboxes and on the public entrance to the meeting room.

Chairman Waddington said that after much discussion in closed session, a personnel decision was made. A motion to offer the open administrator's position to Patricia Bruno was made by Commissioner Harris and seconded by Commissioner Hagarty. ***Roll Call Vote: Commissioner Hagarty – yes, Commissioner Harris – yes, Commissioner Hassett – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Motion passed with five yes votes.***

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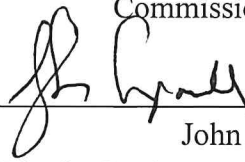
**ADJOURNMENT:** Chairman Waddington asked if there were any other issues that needed to be addressed. There were none. A motion to adjourn was made by Commissioner Hagarty and seconded by Commissioner Hassett. All were in favor. Motion passed.

The meeting was adjourned at 8:30 p.m.



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Christopher Harris  
Commission Secretary



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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
10472499	PINE HILL FIRE DISTRICT #1 NOTICE OF MEETING LOCATION CHANGE  The 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: 08/14/2024 

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 : 10472499

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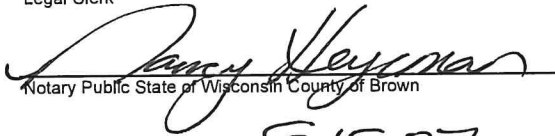
STATE OF WISCONSIN  
Brown County

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:

08/14/2024



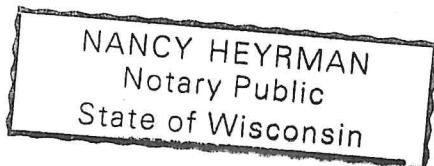
Legal Clerk



Notary Public State of Wisconsin County of Brown

5.15.27

My commission expires



**PINE HILL FIRE DISTRICT #1**  
**NOTICE OF MEETING LOCATION**  
**CHANGE**

The Pine Hill Board of Fire Commissioners is providing notice that it is changing the location of the fire district's regular monthly meetings for the remainder of 2024. The new meeting location will be in the Court Room of the Borough of Pine Hill Municipal Building located at 45 W. 7th Ave. Pine Hill, NJ. The Pine Hill Fire District's meetings are held on the first Thursday of each month at 7:30 p.m. Please call 856-783-8666 with any questions regarding this change.

John Campanella  
Business Administrator  
(\$10.32)

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS

RETURN TO:

DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF AUDITING, 7TH FLOOR  
ATTN: CARTER SMITH  
101 SOUTH BROAD STREET  
P.O. BOX 800  
TRENTON, NEW JERSEY 08625-0800  
Carter.Smith@dca.nj.gov

**Federal and State Awards/Grants  
EXPENDITURE CONFIRMATION FORM**

(Information Required to Determine Grantee Audit Requirements per OMB Federal Uniform Guidance and State Treasury Circular Letter 15-08-OMB.)

Total Federal & State Awards Expended During Fiscal Year: **2024**  
Period Covered From (Agency Fiscal Year): January 1, 2023 to December 31, 2023

← Place cursor on cell D10 and select a

PART I. GRANTEE INFORMATION:		PART II. FEDERAL AWARDS EXPENDED DURING FY		PART III. STATE AWARDS EXPENDED DURING FY			
a. ORGANIZATION NAME:		a. FEDERAL AWARDS EXPENDED DURING FY	2024	b. STATE AWARDS EXPENDED DURING FY	20		
PINE HILL FIRE DISTRICT No 1		CFDA NUMBER (A)	NAME OF FEDERAL PROGRAM (B)	AMOUNT EXPENDED (C)	STATE GRANT# (A)	NAME OF STATE PROGRAM (B)	AMOUNT EXPENDED (C)
b. ORGANIZATION ADDRESS:		2019-FF-00851	SAFER GRANT	\$120,018.92	2022-04989-07	AMERICAN RESCUE PLAN FIREFIGHTER	41357
# & Street: 1109 ERIAL RD.							
City: PINE HILL							
Zip Code: 08021							
P.O. Box:							
c. ORGANIZATION CONTACT							
NAME: JOHN CAMPANELLA							
PH. #: 856-783-8666							
FAX #: 856-258-4161							
E-MAIL: jcampanella@pinehillfiredistrict.c							
d. GRANTEE CERTIFICATION STATEMENT:							
This is to certify that to the best of my knowledge and belief, the information provided by the organization in Parts I, II, and III of this Expenditure Confirmation Form is accurate and complete.							
Signature of Certifying Official	Date						
<i>[Signature]</i>	08/11/24						
Name/Title of Certifying Official		TOTAL FEDERAL AWARDS EXPENDED ----->		\$ 120,018.92	TOTAL STATE AWARDS EXPENDED ----->		\$ 41,357.00
John Campanella, Business Administrator		IF ADDITIONAL LINES ARE NEEDED, PLEASE PHOTOCOPY THIS PAGE AND ATTACH THE ADDITIONAL PAGES TO THE FORM.					



## Instructions for the completion of the Department's Federal & State Award/Grants Expenditure Confirmation Form

1. In the spaces provided at the top of the form, please provide the fiscal year for which this form is being submitted and the time period covered. (e.g.: FY 2024 – 08/01/22 to 07/31/23; 07/01/23 to 06/30/24). The period selected should be your fiscal year end.

### Part I

#### Grantee Information

- A. Organization Name:** Provide the full name of your organization
- B. Organization Address:** Provide organization's complete mailing address.
- C. Organization Contact:** Provide name of appropriate person in the organization to handle audit inquires/requests.
- D. Grantee Certification Statement:** An appropriate representative of the organization who can certify that the expenditure totals for all grants listed on the form are accurate and complete should sign and date this section after the entire form has been completed. (e.g. Exec. Director, Fiscal Officer, Accountant, etc.)

### Part II

**Federal Programs Information:** List all federal grants/awards from which **expenditures or disbursements** were made during your organization's 12 month fiscal year.

- A. Federal Award Expended During FY \_\_\_\_\_:** Fill-in FY in space provided.

**Column (A) – CFDA Number:** Enter the number assigned to a federal program in the Catalog of Federal Domestic Assistance (CFDA) or other identifying number when the CFDA information is not available. If the CFDA information is not available, enter the identifying number provided by the federal awarding agency or pass-through entity.

**Column (B) – Name of Federal Program:** Enter the name of the federal program. If no CFDA number is provided in column (A), enter the name of the federal program and the federal awarding agency or pass-through entity that provided the federal award.

**Column (C) – Amount of Federal Expenditures:** enter the total amount of funds expended during your organization's 12 month fiscal year for each grant award listed.

### Part III

**State Programs Information:** List all state grants/awards and/or state aid from which expenditures or disbursements were made during your organization's 12 month fiscal year.

- A. State Awards Expended During FY \_\_\_\_\_:** Fill-in FY in space provided.

**Column (A) – State Grant #:** Enter the contract number or other identifying number assigned by the state awarding agency/department or pass-through entity that provided the state award.

**Column (B) – Name of State Program:** Enter the name of the state financial assistance program. If no state grant number is provided in column (A), enter the name of the state program and the state awarding agency or pass-through entity that provided the state award.

**Column (C) – Amount of State Expenditures:** Enter the total amount of funds expended during your organization's 12 month fiscal year for each state grant award listed.

If additional space is required for either category of programs, photocopy the form and attach the additional pages as necessary. If additional pages are added, please enter the total for all pages in the "Total Federal Awards Expended" and "Total State Awards Expended" blocks on the last page.

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT #1  
BOROUGH OF PINE HILL  
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS  
#24-26

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

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

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

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

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

**DATED:** September 5, 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 September 5, 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
24000242	08/25/24	PHFD1	PINE HILL FIRE DEPT.	LEASE PAYMENT FOR SEP 2024	Open	8,166.67	0.00
24000243	08/25/24	STATE005	State of NJ Health Benefits	MEDICAL PREMIUMS FOR SEP 2024	Open	10,419.96	0.00
24000244	08/25/24	CASH1	PETTY CASH	DUTY CREW MEALS FOR OCT 2024	Open	1,200.00	0.00
24000245	08/25/24	KYOCE010	KYOCERA DOCUMENT SOLUTIONS	60 MONTH COPIER LEASE	Open	87.62	0.00
24000246	08/25/24	AIRGA005	AIRGAS USA, LLC	MONTHLY CYLINDER RENTAL	Open	32.30	0.00
24000247	08/25/24	TG001	TOWNSHIP OF GLOUCESTER	PREVENTATIVE MAINT. LADDER	Open	729.82	0.00
24000248	08/25/24	JHART005	J. HARTE ASSOCIATES LLC	MONTHLY BILL FOR SEP 2024	Open	956.99	0.00
24000249	08/25/24	TG001	TOWNSHIP OF GLOUCESTER	FUEL BILL FOR JUL 2024	Open	1,494.40	0.00
24000250	08/25/24	COU01	Courier Post	LEGAL NOTICES	Open	139.12	0.00
24000251	08/25/24	PHG01	PINE HILL AUTO REPAIR	OIL CHANGE - CHIEF'S VEHICLE	Open	72.45	0.00
24000252	08/25/24	HALE01	HALE TRAILER BRAKE WHEEL, INC.	MISCELLANEOUS SUPPLIES	Open	156.69	0.00
24000253	08/25/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	MISCELLANEOUS PPE	Open	4,556.00	0.00
24000254	08/25/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	MISCELLANEOUS PPE	Open	1,595.00	0.00
24000255	08/25/24	FIRELINE	FIRELINE EQUIPMENT, LLC	NEW LOGOS	Open	375.19	0.00
24000256	08/25/24	MES01	MUNICIPAL EMERGENCY SERVICES	SRT THROWLINE BAG SET	Open	165.00	0.00
24000257	08/25/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	LIQUID CHALK MARKER PEN	Open	20.75	0.00
24000258	08/25/24	ALLGE005	ALL GEARED UP, LLC	SHIRT FOR COMMISSIONER HARRIS	Open	75.00	0.00
24000259	08/25/24	AAC01	ALERT-ALL CORPORATION	FIRE PREVENTION SUPPLIES	Open	3,940.00	0.00
24000260	08/25/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	IPADS AND CASES	Open	949.72	0.00
24000261	08/25/24	TIREC005	TIRE CORRAL	NEW TIRES FOR LADDER TRUCK	Open	3,181.80	0.00
24000262	08/25/24	IMC01	INTERSTATE MOBILE CARE, INC.	PHYSICALS	Open	576.00	0.00
24000263	08/25/24	DIVAL005	DIVAL SAFETY EQUIPMENT, INC	SCBA FLOWTEST & ADJUSTMENTS	Open	1,192.96	0.00
24000264	08/25/24	ZOLLD005	ZOLL DATA SYSTEMS, INC.	EMS CHARTING FOR SEP 2024	Open	183.80	0.00
24000265	09/02/24	AMAZO005	AMAZON CAPITAL SERVICES, INC.	LAPTOP CHARGER FOR CHIEFS	Open	26.98	0.00
24000266	09/02/24	FIR001	First Responder JIF	FINAL INSTALLMENT ASSESSMENT	Open	34,796.00	0.00
24000267	09/02/24	EDR01	ED'S RENTAL, INC.	CHAIN SAW BAR OIL	Open	29.90	0.00
24000268	09/02/24	TACTI010	TACTICAL PUBLIC SAFETY, LLC	REPAIRS TO LIGHT BAR BC VEH	Open	742.92	0.00
24000269	09/02/24	TRIAD005	TRIAD ASSOCIATES, INC.	GENERAL SERVICE - LADDER GRANT	Open	43.75	0.00
24000270	09/02/24	CAS01	CASA PAYROLL SERVICE, LLC	PAYROLL PROCESSING FOR AUG	Open	317.50	0.00
24000271	09/02/24	HYDRA005	HYDRA RAM UNLIMITED	MISCELLANEOUS REPAIR PARTS	Open	400.18	0.00
24000272	09/02/24	BOA00001	Bank of America	P CARD CHARGES FOR AUGUST 2024	Open	9,405.19	0.00

Total Purchase Orders: 32 Total P.O. Line Items: 0 Total List Amount: 86,479.66 Total Void Amount: 0.00

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12785 to 12816  
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
12785	09/05/24	AAC01 ALERT-ALL CORPORATION	3,940.00		1145
12786	09/05/24	AIRGA005 AIRGAS USA, LLC	32.30		1145
12787	09/05/24	ALLGE005 ALL GEARED UP, LLC	75.00		1145
12788	09/05/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	20.75		1145
12789	09/05/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	949.72		1145
12790	09/05/24	AMAZO005 AMAZON CAPITAL SERVICES, INC.	26.98		1145
12791	09/05/24	BOA00001 Bank of America	9,405.19		1145
12792	09/05/24	CAS01 CASA PAYROLL SERVICE, LLC	317.50		1145
12793	09/05/24	CASH1 PETTY CASH	1,200.00		1145
12794	09/05/24	COU01 Courier Post	139.12		1145
12795	09/05/24	DC001 DAVID F. CARLAMERE	450.00		1145
12796	09/05/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	4,556.00		1145
12797	09/05/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,595.00		1145
12798	09/05/24	DIVAL005 DIVAL SAFETY EQUIPMENT, INC	1,192.96		1145
12799	09/05/24	EDR01 ED'S RENTAL, INC.	29.90		1145
12800	09/05/24	FIR001 First Responder JIF	34,796.00		1145
12801	09/05/24	FIRELINE FIRELINE EQUIPMENT, LLC	375.19		1145
12802	09/05/24	HALE01 HALE TRAILER BRAKE WHEEL, INC.	156.69		1145
12803	09/05/24	HYDRA005 HYDRA RAM UNLIMITED	400.18		1145
12804	09/05/24	IMC01 INTERSTATE MOBILE CARE, INC.	576.00		1145
12805	09/05/24	JHART005 J. HARTE ASSOCIATES LLC	956.99		1145
12806	09/05/24	KYOCE010 KYOCERA DOCUMENT SOLUTIONS	87.62		1145
12807	09/05/24	MES01 MUNICIPAL EMERGENCY SERVICES	165.00		1145
12808	09/05/24	PHFD1 PINE HILL FIRE DEPT.	8,166.67		1145
12809	09/05/24	PHG01 PINE HILL AUTO REPAIR	72.45		1145
12810	09/05/24	STATE005 State of NJ Health Benefits	10,419.96		1145
12811	09/05/24	TACTI010 TACTICAL PUBLIC SAFETY, LLC	742.92		1145
12812	09/05/24	TG001 TOWNSHIP OF GLOUCESTER	729.82		1145
12813	09/05/24	TG001 TOWNSHIP OF GLOUCESTER	1,494.40		1145
12814	09/05/24	TIREC005 TIRE CORRAL	3,181.80		1145
12815	09/05/24	TRIAD005 TRIAD ASSOCIATES, INC.	43.75		1145
12816	09/05/24	ZOLLD005 ZOLL DATA SYSTEMS, INC.	183.80		1145

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	32	0	86,479.66	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	32	0	86,479.66	0.00

Range of Accounts: 4-First to 4-Last Adds: N Changes: N Transfers In: N  
 Range of Dates: 08/01/24 to 08/31/24 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 #
Date	Type	Transaction Data/Comment			
4-GN- -001-101	FIRE CHIEF				
08/15/24	Expd	CHIEF - Pay Date 8/15/24	5,052.67	JC	B 641 1
08/30/24	Expd	CHIEF - Pay Date 8/30/24	5,052.67	JC	B 642 1
Total Expenditures:		2	10,105.34		
4-GN- -001-102	District Business Administrator				
08/15/24	Expd	ADMINISTRATOR - Pay Date 8/15/24	1,392.22	JC	B 641 2
08/30/24	Expd	ADMINISTRATOR - Pay Date 8/30/24	282.91	JC	B 642 2
Total Expenditures:		2	1,675.13		
4-GN- -001-105	Fire Commissioners				
08/30/24	Expd	COMMISSIONERS - Pay Date 8/30/24	1,083.35	JC	B 642 4
Total Expenditures:		1	1,083.35		
4-GN- -001-106	Assistant Clerk				
08/30/24	Expd	QPA FOR 2024 - 8/30/24	100.00	JC	B 642 20
Total Expenditures:		1	100.00		
4-GN- -001-210	Payroll Administrative Costs				
08/15/24	Expd	BANK FEE FOR AUG 2024	18.95	JC	B 641 22
Total Expenditures:		1	18.95		
4-GN- -001-301	Federal Payroll Taxes - Administrative				
08/15/24	Expd	FICA ADMIN - Pay Date 8/15/24	449.13	JC	B 641 15
08/30/24	Expd	FICA ADMIN - Pay Date 8/30/24	563.17	JC	B 642 15
Total Expenditures:		2	1,012.30		
4-GN- -001-303	State Payroll Taxes - Administrative				
08/15/24	Expd	STATE WAGE TAX ADMIN - Pay Date 8/15/24	9.74	JC	B 641 16
08/30/24	Expd	STATE WAGE TAX ADMIN - Pay Date 8/30/24	20.17	JC	B 642 16
Total Expenditures:		2	29.91		
4-GN- -001-305	Defined Contribution Retirement Plan				
08/15/24	Expd	DCRP EMPLOYER - Pay Date 8/15/24	41.92	JC	B 641 17
08/30/24	Expd	DCRP EMPLOYER - Pay Date 8/30/24	11.46	JC	B 642 17
Total Expenditures:		2	53.38		
4-GN- -002-110	Firefighters				
08/15/24	Expd	FIREFIGHTERS - Pay Date 8/15/24	15,248.69	JC	B 641 7

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
Date	Type					
4-GN- -002-110	Firefighters	Continued				
08/30/24	Expd	FIREFIGHTERS - Pay Date 8/30/24		15,248.69	JC	B 642 7
Total Expenditures:		2	30,497.38			
4-GN- -002-111	Overtime & Sicktime Buyback					
08/15/24	Expd	OVERTIME & VAC BUY - Pay Date 8/15/24		1,441.07	JC	B 641 8
08/30/24	Expd	OVERTIME & VAC BUY - Pay Date 8/30/24		637.10	JC	B 642 8
Total Expenditures:		2	2,078.17			
4-GN- -002-226	Weekend & Overnight Duty Crews					
08/15/24	Expd	DUTY CREW STIPENDS - Pay Date 8/15/24		3,920.00	JC	B 641 11
08/30/24	Expd	DUTY CREW STIPENDS - Pay Date 8/30/24		3,680.00	JC	B 642 11
Total Expenditures:		2	7,600.00			
4-GN- -002-228	Stipends - Fill In Firefighters					
08/15/24	Expd	FILL-IN FIREFIGHTERS - Pay Date 8/15/24		181.56	JC	B 641 12
08/30/24	Expd	FILL-IN FIREFIGHTERS - Pay Date 8/30/24		1,149.88	JC	B 642 12
Total Expenditures:		2	1,331.44			
4-GN- -002-301	FICA - Firefighters					
08/15/24	Expd	FICA FIREFIGHTERS - Pay Date 8/15/24		1,562.88	JC	B 641 18
08/30/24	Expd	FICA FIREFIGHTERS - Pay Date 8/30/24		1,557.09	JC	B 642 18
Total Expenditures:		2	3,119.97			
4-GN- -002-303	State Payroll Taxes - Firefighters					
08/15/24	Expd	STATE WAGE TAX FF'S - Pay Date 8/15/24		97.04	JC	B 641 19
08/30/24	Expd	STATE WAGE TAX FF'S - Pay Date 8/30/24		83.92	JC	B 642 19
Total Expenditures:		2	180.96			
4-GN- -002-304	Health Insurance - Firefighters					
08/15/24	Expd	Health Ins. reimb. 8/15/24		334.68	JC	B 641 9
08/30/24	Expd	Health Ins. reimb. 8/30/24		334.68	JC	B 642 9
Total Expenditures:		2	669.36			
4-GN- -003-101	Fire Official					
08/30/24	Expd	FIRE MARSHAL - Pay Date 8/30/24		958.33	JC	B 642 5
Total Expenditures:		1	958.33			
4-GN- -003-102	Fire Inspectors					
08/30/24	Expd	FIRE INSPECTOR - Pay Date 8/30/24		458.33	JC	B 642 6
Total Expenditures:		1	458.33			

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Fund Description	Fund	Expenditures
GENERAL	4-GN	60,972.30
Total of All Funds:		<u>60,972.30</u>

Report Totals

Transaction Type	Accounts	Transactions	Amount
Total Expenditures:	17	29	60,972.30

# Pine Hill Fire Department

## Chief's Monthly Report

August 2024

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### **Meetings:**

- On Thursday evening the 1<sup>st</sup>, I attended the commission workshop.
- On Thursday evening the 1<sup>st</sup>, I attended the commission meeting.
- On Tuesday evening the 6<sup>th</sup>, I attended the Lambs Terrace Fire commission meeting.
- On Tuesday evening the 6<sup>th</sup>, I attended National Night Out.
- On Monday evening the 12<sup>th</sup>, I attended the Relief Association Meeting in Pennsauken.
- On Wednesday evening the 21<sup>st</sup>, we held an officers meeting.
- On Friday morning the 23<sup>rd</sup>, I attended a meeting with Commissioner Englebert from Lambs Terrace.
- On Wednesday morning the 28<sup>th</sup>, I attended a meeting with the IAFF Union President.
- On Wednesday afternoon the 28<sup>th</sup>, I attended a meeting with Commissioners Hagerty, Waddington, and Battalion Chief Pizzo.

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

- On Friday morning the 2<sup>nd</sup>, we were dispatched to 52 East 9<sup>th</sup> Ave for a reported dwelling fire. Battalion 6 arrived first and assumed command and I arrived second and assumed operations. Engine 6 arrived and stretched a 1 ¾ hand line to the rear for a small deck fire.
- On Thursday morning the 8<sup>th</sup>, engine 6 was special called to 605 Jackson Road in Waterford on the all hands fire. The engine was sent to Atco Ave to fill tenders, and I responded and assisted with accountability. Engine 6 was then relocated to Waterford's Firehouse for the cover.
- On Thursday evening the 8<sup>th</sup>, we were dispatched to Berlin Road and New Freedom Road for motor vehicle accident rescue assignment. I arrived first and reported a vehicle on its roof with a female trapped. Squad 6 arrived and was ordered to stabilize the vehicle and remove the driver door. The female was removed and placed on the stretcher for transport.



- On Monday evening the 19<sup>th</sup>, we were dispatched to Washington Ave in Pine Hill for a shooting. Engine 6 arrived and immediately started patient care prior to BLS & ALS arrival. Battalion 6 and I also responded and assisted police with traffic duty. Engine 6 remained on the scene providing light for the police.

### **Public Relations:**

- Installed 3 smoke detectors at 212 East 11<sup>th</sup> Ave.
- Installed 1 smoke detector at 52 East 9<sup>th</sup> Ave.
- Installed 1 smoke detector at 1202 Weber Drive.
- Installed 1 smoke detector at 109 Spruce Lane.

### **Grants:**

- I was advised while we were in Dallas that we would not be receiving the SAFER Grant for retention.

### **Training:**

- I attended the International Association of Fire Chiefs Convention in Dallas Texas, from Tuesday the 13<sup>th</sup> until Friday the 16<sup>th</sup>. I attended 8 classes with a total of 10.75 contact hours.

### **Squad:**

- The light tower on the squad was retrofitted and repaired.

### **Tower Ladder:**

- We had 4 tires replaced.
- Also had the AC repaired.

### **Company Event:**

- ON Saturday morning the 10<sup>th</sup>, I assisted with the fence installation.

### **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.

### **Bunkroom:**

- While in Dallas for the Chiefs Convention we met with Holman Capital Corporation and spoke with them about the bunkroom. On Tuesday morning the 27<sup>th</sup>, battalion chief Pizzo, President Ralston and I had a zoom meeting with Kevin Russel from Holman capital. This company offers government loans to include building firehouses and for purchasing fire trucks.

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

**Month of: August 2024**

**Inspection Totals:**

<b>Type Conducted</b>	<b>Monthly Totals</b>
Life Hazard Use Inspection(s)	2
Fire Safety Inspection – Non LHU(s)	6
Re-Inspection(s)	6
Smoke Detector & CO Detector Compliance(s)	12
Complaint(s)	0
Fire Investigation(s)	0

**Financial:**

<b>Type of Fee Collected</b>	<b>Monthly Totals</b>
Annual Registration / Inspection Fees	806.00
Smoke Detector & CO Detector Compliance	765.00
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)	1,517.00
Number of Copy of Fire Report(s)	0
Copy of Fire Report(s)	0
<b>Total Amount of Money Deposited this Month</b>	<b>3,088.10</b>

**Requests:**

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

N/A

**Comments:**

N/A

Respectfully Submitted,

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

Timothy Shannon  
Fire Official

Pine Hill Fire Prevention Bureau  
 Inspector's Activity Report for the period: 08/01/2024 to 08/31/2024  
 Printed: 09/04/2024 Page: 1

Inspector	T	Date	Property	Address
Michael B Brezee	P	08/14/2024	Carpenter Race Engines	117 Cross Keys Road
	R	08/14/2024	Conoco Gas Station	101 Cross Keys Road
	P	08/14/2024	Hydraulic Breaker Services, LLC	115 Cross Keys Road
	P	08/20/2024	GMS Electrical Contractors	129 Cross Keys Road
	P	08/20/2024	Image Beauty/Che Group, LLC	127 Cross Keys Road
	P	08/20/2024	Pursell, Inc.	115 Cross Keys Road
	P	08/27/2024	Mater Ecclesiae Chapel	261 Cross Keys Road

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	6	1	0	0	0	7
Time Spent:	01:33	00:05	00:00	00:00	00:00	01:38

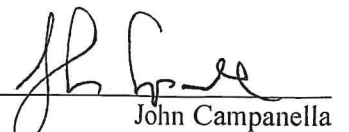
Pine Hill Fire Prevention Bureau  
 Inspector's Activity Report for the period: 08/01/2024 to 08/31/2024  
 Printed: 09/04/2024 Page: 2

Inspector	T	Date	Property	Address
Tim Shannon	P	08/01/2024	Apartment Building (Karivalis) (Common Areas)	159 Cross Keys Road
	R	08/14/2024	Chalet Gardens Apartments (Common Areas)	320 W. Branch Avenue
	R	08/14/2024	Mixed Roots Hair Salon	321 W. Branch Avenue
	R	08/14/2024	Your Snack Foods, LLC	115 Cross Keys Road
	R	08/19/2024	Apartment Building (Karivalis) (Common Areas)	159 Cross Keys Road
	P	08/19/2024	Kelsch Associates, Inc.	35 E Buttonwood Avenue
	R	08/19/2024	Keystone Auto Group	201 Cross Keys Road

	Periodic	Re-Inspections	Complaints	Follow-ups	Other	Total
Number of Insp.:	2	5	0	0	0	7
Time Spent:	00:15	00:18	00:00	00:00	00:00	00:33

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

- Resubmitted reimbursement request to FEMA per their request
- Filed insurance claim regarding Squad truck – tree branch fell on it
- Completed DCA Audit on Federal & State Grants
- Posted job opening for administrator locally, on website and fire department's Facebook page
- Ordered and received 5 new iPads for commissioners
- Placed legal notice in Courier Post regarding meeting location change
- Placed legal notice in Courier Post regarding September Workshop meeting
- Cleaned out file drawers of old files for new administrator
- 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

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

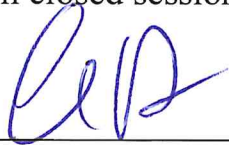
**CLOSED SESSION**  
**Resolution 24-27**

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.

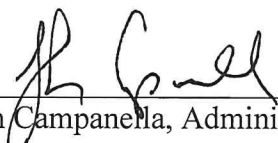
Date: September 5, 2024

  
\_\_\_\_\_  
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 September 5, 2024.

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