

Pine Hill Fire District #1
/Regular Meeting Minutes
April 3, 2014

Meeting was called to order by Chairman Charles Warrington at 7:37P.M. Mr. Warrington led the salute to the flag and read the Open Public Meetings Act.

Roll Call: Mr. Borchert – absent, Mr. Costantino – present, Mr. Waddington – present, Mr. Wakeley – absent, Mr. Warrington – present.

Other Officials Present: Fire Chief Greer, Mr. Carlamere - Fire District Solicitor, Chief Dukes

Approval of Minutes: Mr. Warrington asked for a motion to approve March 2014 regular and closed session meeting minutes

Motion to approve: Mr. Costantino, 2nd Mr. Waddington, All in favor: 3 Yes Votes

Approval of Treasurer's Report & Bill List: 4/3/14 Bill List in the amount of \$127,751.00

Motion to approve: Mr. Costantino, 2nd Mr. Waddington, Roll Call: 3 Yes Votes

Communications List:

Motion to approve: Mr. Waddington, 2nd Mr. Costantino, All in favor: 3 yes votes

Old Business:

1. IT: Kevin Waddington – 1. The District has a need to update the Edmunds computer software program and have the ability to move it onto the server. The purchase is on the 4/3/14 bill list. 2. The District has a need to update their backup system for the computers. They are waiting on a price from SJTP for remote backup service.
2. Truck Committee: Mr. Wakeley was absent.

NEW BUSINESS:

1. There was a discussion on how to go about selling the "old squad". The Commission agreed that they will use Gov. Deals when they are ready to sell. In the meantime Chief Greer will begin to dismantle the vehicle to get it ready for sale.

FIRE CHIEF'S REPORT: Chief Greer submitted an official report (please see attached) Chief Greer also commented on the following areas:

1. The Brush Truck has been delivered and is currently out being piped. Chief Greer expects the truck to be placed into service by May 1, 2014.
2. The Ladder Truck has a leak in the tank and is currently out for service in Pennsylvania.
3. The Squad is having trouble with riding performance. E-One is checking it out and repairs will be covered under warranty.
4. Lastly, Chief Greer apologized to the Commission for his behavior at the last meeting.

Pine Hill Fire District #1
Reorganization/Regular Meeting Minutes
April 3, 2014

GUEST SPEAKER PRESENTATION: Representatives from E-One shared information about NJ Cooperative Purchasing for Fire Apparatus. They discussed the Interlocal Contract for Cooperative Purchasing with HGACBuy.

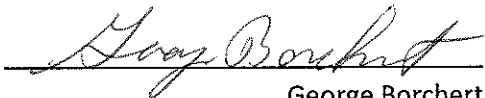
OPEN THE FLOOR TO THE PUBLIC: Mr. Warrington asked for a motion to open the floor to the public.
Motion: Mr. Waddington 2nd:Mr. Costantino, All in Favor: 3 yes votes

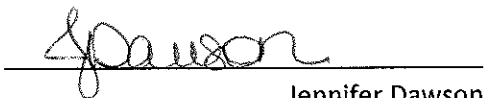
PUBLIC PARTICIPATION: None

CLOSE FLOOR TO THE PUBLIC: Mr. Warrington asked for a motion to close the floor to the public.
Motion: Mr. Waddington 2nd:Mr. Costantino, All in Favor: 3 yes votes

ADJOURNEMENT: Mr. Warrington asked for a motion to adjourn the meeting.
Motion: Mr. Wakeley 2nd: Mr. Costantino, All in Favor: 3 yes votes

The meeting was adjourned at 8:47 pm.


George Borchert
Commission Secretary


Jennifer Dawson
Fire District Administrator

Pine Hill Fire District #1
Treasurer's Report & Payment of Bills
For Period Ending April 30, 2014

General Checking Balance as of April 30, 2014	336,974.76
April Interest	146.55
Money Market Account Balance as of April 30, 2014	187,275.20
April Interest	46.68
Payroll Account Balance as of April 30, 2014	5,327.52
April Interest	3.16

Payroll Acct. Deposits as follows:

Date	Description	Amount
4/10/2014	4/11 Bi-Monthly Payroll	\$ 7,844.19
4/24/2014	4/25 Bi-Monthly Payroll	8,264.49

General Acct. Significant Deposits as follows:

Date	Description	Amount
4/1/2014	1st Qtr Tax Levy from Borough	\$ 184,249.59
4/24/2014	Contributions from Pine Valley	4,450.00

Bill List	For period ending 4/30/14	\$ 31,738.06
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BILL LIST

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Include Non-Budgeted: Y

Open: N Paid: N Void: N
 Rcvd: N Held: N Aprv: Y
 Bid: Y State: Y Other: Y Exempt: Y

First Enc Date Range: First to 12/31/14

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
AMER1 AMERIHEALTH INS CO OF N.J.	14-00108	03/29/14	HEALTH INSURANCE PREMIUM	Open	4,251.67	0.00		
BUR00001 Burns Lockout Service	14-00111	04/10/14	KEYS FOR COMMISSION OFFICE	Open	94.55	0.00		
CASH1 Petty Cash	14-00137	04/28/14	POSTAGE	Open	76.75	0.00		
	14-00138	04/28/14	FIRE DEPT PETTYCASH REIMBURSED	Open	85.65	0.00		
					<u>162.40</u>			
COU01 Courier Post	14-00116	04/10/14	LEGAL AD	Open	52.91	0.00		
CP001 COPIERS PLUS	14-00119	04/10/14	FREIGHT CHARGES	Open	9.00	0.00		
CRP001 CENTRAL RECORD PUBLICATIONS	14-00117	04/10/14	LEGAL AD	Open	37.36	0.00		
EMS CS EMS CONSULTING SERVICES,LLC	14-00123	04/10/14	BURNS- 3/25/14 - ZAK RAAB	Open	175.00	0.00		
HALE01 HALE TRAILER BRAKE & WHEEL	14-00115	04/10/14	OIL ABSORBER	Open	48.80	0.00		
HBC03 HORIZON BCBS OF NEW JERSEY	14-00142	04/28/14	DENTAL INSURANCE PREMIUM	Open	217.26	0.00		
JFS01 JERSEY FIRE & SAFETY PRODUCTS	14-00128	04/22/14	OMNI PRO EMS SYSTEM/KIT	Open	228.95	0.00		
	14-00141	04/28/14	LADDER HOOK CARABINERS	Open	540.00	0.00		
					<u>768.95</u>			
JGJ001 JAMES GORDON, JR.	14-00120	04/10/14	FILL-IN FF- 4/2/14	Open	115.36	0.00		
	14-00133	04/22/14	FILL-IN FIREFIGHTER 4/16/14	Open	115.36	0.00		
					<u>230.72</u>			
KHS06 KENNEDY HEALTH SYSTEM - EMS	14-00114	04/10/14	EMS MANAGEMENT FEES JAN/FEB 14	Open	2,834.00	0.00		
	14-00131	04/22/14	EMS MANAGEMENT FEES MARCH 2014	Open	1,417.00	0.00		
					<u>4,251.00</u>			
KMC01 KALER MOTOR COMPANY, LLC	14-00121	04/10/14	VEHICLE MAINTENANCE	Open	215.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
KMC01	KALER MOTOR COMPANY, LLC			Continued				
	14-00130	04/22/14	VEHICLE MAINTENANCE	Open	440.20	0.00		
					<u>655.20</u>			
LHC01	LOWE'S HOME CENTER, INC							
	14-00136	04/28/14	BOLTS FOR LADDER TRUCK CAMERA	Open	10.89	0.00		
NAT01	Nat Alexander Company							
	14-00118	04/10/14	VARIOUS SUPPLIES	Open	681.00	0.00		
	14-00140	04/28/14	SAVE A JAKE RESCUE TOOL	Open	70.00	0.00		
					<u>751.00</u>			
OB001	OFFICE BASICS, INC.							
	14-00125	04/10/14	COMMISSION OFFICE SUPPLIES	Open	504.23	0.00		
	14-00135	04/28/14	COMMISSION OFFICE SUPPLIES	Open	50.98	0.00		
					<u>555.21</u>			
PHF01	PINE HILL FIRE DEPT.							
	14-00076	03/05/14	2014 STATION LEASING	Open	2,176.26	0.00		
	14-00129	04/22/14	FIRE DIST PHONE/INTERNET	Open	96.70	0.00		
					<u>2,272.96</u>			
PHG01	PINE HILL AUTO REPAIR							
	14-00124	04/10/14	REPLACE VALVE STEM EXTENSIONS	Open	83.93	0.00		
STR00001	Stobes N'More Inc							
	14-00112	04/10/14	LIGHTING SUPPLIES	Open	1,160.91	0.00		
TCC01	TEKK COMM COMMUNICATIONS							
	14-00126	04/10/14	PAGER REPAIR	Open	138.50	0.00		
TG001	TOWNSHIP OF GLOUCESTER							
	14-00113	04/10/14	VEHICLE FUEL- 3/2014	Open	958.81	0.00		
VAE001	VINELAND AUTO ELECTRIC, INC.							
	14-00122	04/10/14	INTERSECTION LIGHT	Open	167.24	0.00		
WR003	WILLIAM G. ROWAND, JR.							
	14-00132	04/22/14	FILL-IN FIREFIGHTER 4/11/14	Open	115.36	0.00		
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Total Purchase Orders:		31	Total P.O. Line Items:	34	Total List Amount:	17,169.63	Total Void Amount:	0.00

Fund Description	Fund	Budget Total	Revenue Total
GENERAL	4-GN	17,169.63	0.00
Total of All Funds:		<u>17,169.63</u>	<u>0.00</u>

P.O. Type: All
 Range: First to Last
 Format: Detail without Line Item Notes
 Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
14-00143	04/29/14	PLAYTIME Motor Sports LLC											
1		Front Bumper with Grill Guard			3,100.00	4-GN-613-201		B PURCHASE OF VEHICLE	R	04/29/14	04/29/14		
2		Rear Bumper with Grills Mounts			1,800.00	4-GN-613-201		B PURCHASE OF VEHICLE	R	04/29/14	04/29/14		
3		Side Steps/Rocker guards			1,650.00	4-GN-613-201		B PURCHASE OF VEHICLE	R	04/29/14	04/29/14		
4		Paint with Acid Primer			2,500.00	4-GN-613-201		B PURCHASE OF VEHICLE	R	04/29/14	04/29/14		
5		Differential protection			500.00	4-GN-613-201		B PURCHASE OF VEHICLE	R	04/29/14	04/29/14		
6		exoskeleton protection			3,400.00	4-GN-613-201		B PURCHASE OF VEHICLE	R	04/29/14	04/29/14		2747
					<u>12,950.00</u>								
14-00144	04/29/14	KALER MOTOR COMPANY, LLC											
1		Remove Tank Cover			115.00	4-GN-002-213		B MAINTENANCE & REPAIR-FIRE	R	04/29/14	04/29/14		
2		Labor			1,274.00	4-GN-002-213		B MAINTENANCE & REPAIR-FIRE	R	04/29/14	04/29/14		
3		76" Hose			229.43	4-GN-002-213		B MAINTENANCE & REPAIR-FIRE	R	04/29/14	04/29/14		
					<u>1,618.43</u>								

Total Purchase Orders: 2 Total P.O. Line Items: 9 Total List Amount: 14,568.43 Total Void Amount: 0.00

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total
GENERAL	4-GN	14,568.43	0.00	14,568.43	0.00
Total of All Funds:		<u>14,568.43</u>	<u>0.00</u>	<u>14,568.43</u>	<u>0.00</u>

Pine Hill Fire District #1
Communications List
April 2014

COMMUNICATIONS:

1. From State Department of Community Affairs, Certification of Amended 2014 Defeated Budget
2. Confirmation for completion of 2014 Census of Government Survey of Public Employment and Payroll
3. Letter from Brown & Brown Benefit Advisors regarding Health Insurance Premiums
4. Transportation Agreement Renewal with Virtua Emergency Medical Services
5. Letter from Hardenbergh Insurance regarding 2013 Audit questionnaire
6. Letter from Sam's Club regarding automatic renewal of membership on credit card
7. Letter from SJTP for contract renewal
8. Engagement Contract for Professional Services with David F. Carlamere (copy)