

Pine Hill Fire District #1  
Regular Meeting Minutes  
August 7, 2014

Meeting was called to order by Chairman Charles Warrington at 7:32P.M. Mr. Warrington led the salute to the flag and read the Open Public Meetings Act.

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

**Other Officials Present:** Fire Chief Greer and Solicitor Dave Carlamere

**Approval of Minutes:** Mr. Warrington asked for a motion to approve July 2014 regular session meeting minutes  
Motion to approve: Commissioner Borchert, 2<sup>nd</sup> Commissioner Costantino, All in favor: 3 Yes Votes

**Approval of Treasurer's Report & Bill List:** Treasurers Report Month Ending 7/31/2014 Bill List in the amount of \$191,018.80

Motion to approve: Commissioner Costantino, 2<sup>nd</sup> Commissioner Borchert, Roll Call: 3 Yes Votes

**Old Business:**

1. IT: Kevin Waddington – No Report
2. Truck Committee: James Wakeley – Commissioner Warrington stated that we are scheduled to be on the Local Finance Board's Agenda for next Wednesday. We potentially could be on the consent agenda and not have to appear in Trenton. We will know more by Monday.
3. Insurance Fund Commissioner/Safety Commission: James Wakeley – No Report

**NEW BUSINESS: NONE**

**FIRE CHIEF'S REPORT:** Chief Greer submitted an official report (please see attached) Chief Greer had no additional information to add, but he was available for questions. No questions were asked.

**FIRE OFFICIAL'S REPORT:** No Report

**FIRE DISTRICT ADMINISTRATOR'S REPORT:** Fire District Administrator Jennifer Dawson submitted an official report (please see attached)

**OPEN THE FLOOR TO THE PUBLIC:** Mr. Warrington asked for a motion to open the floor to the public.

Motion: Commissioner Borchert, 2<sup>nd</sup> Commissioner Costantino, All in Favor: 3 yes votes

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**PUBLIC PARTICIPATION:**

1. Mr. Walt Davis, 1 Franklin Avenue asked to speak to the Commission. Mr. Davis said that the Fire Department did a nice job for National Night out. Mr. Davis asked how many calls have been made for the Brush Truck. Commissioner Warrington state 3-4 times this week alone. Mr. Davis asked where? Commissioner Warrington stated that he chose not to share the address. Mr. Davis stated that the Brush Truck was a death trap and does it justify keeping it at such a cost? Commissioner Costantino stated that he appreciated such a truck in service as it helps tremendously in the area he lives in. Commissioner Warrington stated that we took danger very seriously and we would not have purchased it if it would be a liability to the borough. Chief Greer stated that TV fires like we see in California are not like the ones here, small vehicles cannot access the terrain out there. Here we can stop small fires before they get out of hand. Commissioner Warrington stated that the 5 minutes were up.

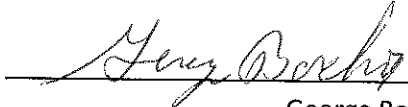
**CLOSE FLOOR TO THE PUBLIC:** Mr. Warrington asked for a motion to close the floor to the public.


Motion: Commissioner Costantino, 2<sup>nd</sup> Commissioner Borchert, All in Favor: 3 yes votes

**ADJOURNEMENT:** Mr. Warrington asked for a motion to adjourn the meeting.

Motion: Commissioner Borchert, 2<sup>nd</sup> Commissioner Costantino, All in Favor: 3 yes votes

The meeting was adjourned at 7:45 pm.

  
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George Borchert  
Commission Secretary

  
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Jennifer Dawson  
Fire District Administrator

Pine Hill Fire District #1  
Treasurer's Report & Payment of Bills  
For Period Ending July 31, 2014

General Checking Balance as of July 31, 2014	425,451.84
July Interest	28.73
Payroll Account Balance as of July 31, 2014	11,455.25
July Interest	0.31

Payroll Acct. Deposits as follows:

Date	Description	Amount
7/2/2014	7/3 Bi-Monthly Payroll	\$ 7,299.05
7/17/2014	7/18 Bi-Monthly Payroll	9,413.29
7/31/2014	7/31 Bi-Monthly Payroll	7,610.02

General Acct. Significant Deposits as follows:

Date	Description	Amount
7/21/2014	Refund from Fire & Safety	\$ 540.00
7/21/2014	4th Qtr LEA Fees	1,313.65
7/29/2014	Reimb. for 4th of July	1,237.90

Bill List	Dated August 1, 2014	\$ 191,018.80
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## Monthly Report

For July 2014

Submitted By: John F. Greer Chief of Department/Firematic Administrator

Submitted Friday, August 1, 2014

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### Emergency Calls Categorized

See attached...

### Training

- Multiple training stations, e.g., self-extraction, firefighter down, bailout, etc. at an abandon house on Lake Ave. (donated by Glen Eyre developers). Approximately fifty (50) firefighters from various mutual aid departments participated.
- EMS – “Penetration Wounds ”

### Personnel

N/A

### Fire Apparatus

- L-62 frontend work was completed, coast \$10,497.00
- L-62 water tank issue continues to be pursued
- E-One’s additional suspension retrofit is pending
- The committee has completed its task regarding purchase of a new Class “A” pumper and we are scheduled to go before the New Jersey Finance Board this month
- The reserve engine and its components will be listed on Govdeals.com next week

### EMS

- Nothing to report

### Building & Grounds

- The OEM office upgrade is completed and the wall repair/painting of the engine room is progressing.

### **Incidents of Significance**

N/A

### **Miscellaneous**

N/A

### **Activities of the Chief**

- I encumbered Firematics invoices for the month of July 2014.
- On behalf of the Camden County Fire Chief's Association, I continue to chairing a committee that I requested by promulgated to address the issues to date concerning Camden County Communications new radio system.

### **Activities of Firematic Administrator**

- I completed work on the purchase of a new command vehicle.
- I addressed and documented a personal issue with the career firefighters.
- I continue to chair the committee charged with preparing the necessary documentation for the purchase of a new class "A" pumper in 2015.

Respectfully submitted,

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John F. Greer  
Chief of Department/Firematic Administrator

Pine Hill Fire Department

Incident Type Report (Summary)

Alarm Date Between {07/01/2014} And  
{07/31/2014}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	30	50.85%	\$0	0.00%
	30	50.85%	\$0	0.00%
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	3	5.08%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	2	3.39%	\$0	0.00%
322 Motor vehicle accident with injuries	1	1.69%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	1.69%	\$0	0.00%
	7	11.86%	\$0	0.00%
<b>4 Hazardous Condition (No Fire)</b>				
400 Hazardous condition, Other	1	1.69%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	1.69%	\$0	0.00%
424 Carbon monoxide incident	1	1.69%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	2	3.39%	\$0	0.00%
444 Power line down	1	1.69%	\$0	0.00%
463 Vehicle accident, general cleanup	1	1.69%	\$0	0.00%
	7	11.86%	\$0	0.00%
<b>5 Service Call</b>				
551 Assist police or other governmental agency	1	1.69%	\$0	0.00%
	1	1.69%	\$0	0.00%
<b>6 Good Intent Call</b>				
600 Good intent call, Other	2	3.39%	\$0	0.00%
611 Dispatched & cancelled en route	6	10.17%	\$0	0.00%
	8	13.56%	\$0	0.00%
<b>7 False Alarm &amp; False Call</b>				
740 Unintentional transmission of alarm, Other	4	6.78%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	2	3.39%	\$0	0.00%
	6	10.17%	\$0	0.00%

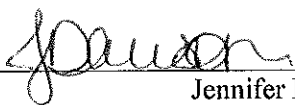
Total Incident Count: 59

Total Est Loss:

\$0

## PINE HILL FIRE DISTRICT #1 JULY 2014 ADMINISTRATOR'S REPORT

- **Archives Room:** We have got access to the state site for record retention from the Borough, just adding items as we get through the boxes. The Borough Clerk and then the auditors will have to approve online then we can dispose of the boxes. Pat is supposed to come in and work on this when she can I spoke to her as of 7/24/14 and she knows where the information is and she will let me know of her progress.
- **Banking:** Closed Money Market account and deposited \$15.40 of remaining interest into general fund. The Interest rate on the Checking account went from .5% in May, to .1% in June, and .07% in July.
- **Finance:** Finally got all of the payroll account reconciled up to date and made adjusting entries to tie it into the general ledger, will be kept current going forward. Working on getting general fund general ledger tied to monthly bank reconciliations. Still a few unposted transactions from January and February that I am trying to locate.
- **Insurance:** Met with Hardenberg Insurance to review coverage and make necessary changes before they go out for renewal quotes. Added several vehicles that were not included on the current listing and removed a few that have been since deleted from the District's inventory. Renewed Accident and Sickness policy for a 4 month term to align renewal dates with rest of insurance policies the district currently has.
- **Audit:** Mailed publication affidavit and signed resolutions to the Local Finance Board and also to Bowman & Company.
- **Sale of Assets:** Registered the Fire District with a username and login for GovDeals.com. We can now sell the approved vehicles and parts as soon as we get pictures and descriptions. Waiting on pictures and descriptions to have the auction started for the items we previously had approved for sale by resolution.
- **Fire Official Office:** Prepared for mailing and mailed out (3) completed inspection forms and prepared for mailing and mailed (27) 2<sup>nd</sup> notices for annual non-life inspection fees.
- **Vehicles:** Completed and had Auditors and Solicitor review Local Finance Board application prior to submittal on July 21, 2014. Mailed 10 copies to their prospective addresses. We are waiting on confirmation that we are scheduled to be on the August 13, 2014 Local Finance Board Meeting Agenda. Sent 2 publications to newspapers for Intent to purchase pumper truck and command vehicle.
- **Motor Vehicle Abstracts:** Completed 46 Motor vehicle abstracts as of 7/25/14. I forwarded a copy of the list of all people whom abstracts were pulled for and copies of any with any infractions to the Fire Chief for review. Per a discussion with the insurance brokers we should look to update the policy manual for the review of abstracts to contain a clear listing of violations and repercussions. As of now the Chief can make decisions whether something is good or bad enough to revoke privileges and no specifics as far as points are listing in the policy.
- **Cell Phones:** The Commission is currently paying \$62 a month for 2 air cards for computers in the trucks. The computers were originally given to the Commission from the County. The computers have since broken and county is not taking responsibility for maintenance. Therefore we are paying \$ for things that have not been active for quite some time. The chief was looking into this with the county, but I wanted to make sure the commission knows where we stood with our Mobile Phone plan with the Borough. The two other phone lines on our plan are for both career firemen. They both recently got upgrades on their phones. The cost of the upgrades will come out of one of the line items of the chief's determination.

  
Jennifer Dawson  
Fire District Administrator  
August 7, 2014