

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

Meeting was called to order by Chairman Charles Warrington at 7:42P.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 – absent, Mr. Wakeley – present, Mr. Warrington – present.

Other Officials Present: Fire Chief Greer, Solicitor Dave Carlamere, and Captain Hunter

Approval of Minutes: Mr. Warrington asked for a motion to approve June 2014 regular session meeting minutes
Motion to approve: Commissioner Wakeley, 2nd Commissioner Costantino, All in favor: 3 Yes Votes

Approval of Treasurer's Report & Bill List: Treasurers Report Month Ending 6/30/2014 & 7/3/14 Bill List in the amount of \$63,168.02

Motion to approve: Commissioner Wakeley, 2nd Commissioner Costantino, Roll Call: 3 Yes Votes

Communications List:

Motion to approve: Commissioner Wakeley, 2nd Commissioner Costantino, Roll Call: 3 Yes Votes

Old Business:

1. IT: Kevin Waddington – No Report
2. Truck Committee: James Wakeley - Commissioner Wakeley requested to move discussion to new business
3. Insurance Fund Commissioner/Safety Commission: James Wakeley – No Report
4. Discussion Items:
 - a. 1923 Hale Fire Truck-will discuss at August Meeting
 - b. Fee Schedule- will discuss at August Meeting

NEW BUSINESS:

1. **Resolution #14-38:** Award of Contract to E-One under Houston Galveston Area Council Cooperative Purchasing Agreement.
Motion to Approve #14-38: Mr. Wakeley, 2nd Mr. Costantino Roll Call: 3 yes votes
2. **Resolution #14-39:** Authorize Application to Local Finance Board
Motion to Approve #14-39: Mr. Wakeley, 2nd Mr. Costantino Roll Call: 3 yes votes
3. **Resolution #14-40:** Award Financing for Pumper Truck to Community Leasing Partners
Motion to Approve #14-40: Mr. Wakeley, 2nd Mr. Costantino Roll Call: 3 yes votes
4. **Resolution #14-41:** Certifying 2013 Annual Audit
Motion to Approve #14-41: Mr. Wakeley, 2nd Mr. Costantino Roll Call: 3 yes votes
5. **Resolution #14-42:** Award of Contract to Silsbee Ford under Houston Galveston Area Council Cooperative Purchasing Agreement.
Motion to Approve #14-42: Mr. Wakeley, 2nd Mr. Costantino Roll Call: 3 yes votes
6. Discussion: Building Security Upgrade – Tabled until August Meeting

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

1. The ladder truck is still out for service. It should be back early next week.
2. Brush truck training went very well.

FIRE OFFICIAL'S REPORT: Fire Official Steve Buchhofer submitted an official report (please see attached)

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: Mr. Costantino, 2nd Mr. Wakeley, All in Favor: 3 yes votes

PUBLIC PARTICIPATION:

1. Mr. Walt Davis, 1 Franklin Avenue asked to speak to the Commission. Mr. Davis asked if he was the only person in the room not being paid to attend the meeting. Mr. Warrington stated he was not sure. Mr. Davis stated he lives in the real world and understands the need for new equipment, but was this purchase on the ballot during the last election. Mr. Warrington also explained how the current pumper was a 1972 he also explained that it was an additional question on the ballot. Mr. Davis asked about the rates and some specifics for the financing of the pumper truck. Mr. Warrington stated the rate was around 3%. Mr. Davis asked about the purpose of a brush truck. Chief Greer explained situations that would need a brush truck and then offered him a tour of the truck. Mr. Warrington then stated that Mr. Davis exceeded his time limit and that the commission already let him have 11 minutes.

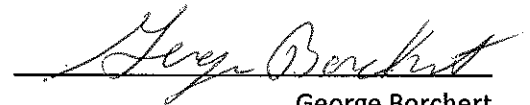
CLOSE FLOOR TO THE PUBLIC: Mr. Warrington asked for a motion to close the floor to the public.

Motion: Mr. Costantino, 2nd Mr. Wakeley, All in Favor: 3 yes votes

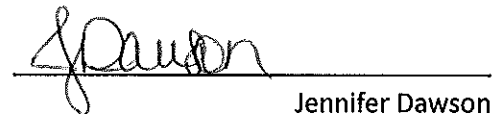
ADJOURNEMENT: Mr. Warrington asked for a motion to adjourn the meeting.

Motion: Mr. Costantino, 2nd Mr. Wakeley, All in Favor: 3 yes votes

The meeting was adjourned at 8:11 pm.



George Borchert
Commission Secretary



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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PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	First Rcvd	Enc Date	Chk/Void	Invoice
14-00236	07/15/14	JFS01	JERSEY FIRE & SAFETY PRODUCTS	Continued								
			2 Firefighter Axe	96.00	4-GN- -002-217	B	MATERIALS & SUPPLIES-FIRE	R	07/15/14	07/15/14		911
				626.00								
14-00237	07/16/14	JGJ001	JAMES GORDON, JR.									
			1 Fireworks Helper	40.00	4-GN- -002-226	B	STIPENDS-FIREMEN	R	07/16/14	07/16/14		
14-00238	07/16/14	SVR01	STEVEN V. RABCHUCK									
			1 Fireworks Helper	40.00	4-GN- -002-226	B	STIPENDS-FIREMEN	R	07/16/14	07/16/14		
14-00239	07/22/14	MH0001	Michael Houston									
			1 Fireworks Helper	40.00	4-GN- -002-226	B	STIPENDS-FIREMEN	R	07/22/14	07/22/14		
14-00240	07/22/14	DC003	DANIEL CAROSIELLO									
			1 Fireworks Helper	40.00	4-GN- -002-226	B	STIPENDS-FIREMEN	R	07/22/14	07/22/14		
14-00241	07/22/14	MV001	MARIA VERTICELLI									
			1 Fireworks Helper	40.00	4-GN- -002-226	B	STIPENDS-FIREMEN	R	07/24/14	08/01/14		
14-00242	07/22/14	SB002	SARAH BUCHHOFER									
			1 Fireworks Helper	40.00	4-GN- -002-226	B	STIPENDS-FIREMEN	R	07/24/14	08/01/14		
14-00243	07/22/14	PHFD1	PINE HILL FIRE DEPT.									
			1 Water House supplies	143.28	4-GN- -002-225	B	PROMOTION	R	07/22/14	07/22/14		88446630
			2 Squirt House Materials	44.98	4-GN- -002-225	B	PROMOTION	R	07/28/14	08/01/14		88131676
			3 Squirt House	40.38	4-GN- -002-225	B	PROMOTION	R	07/28/14	08/01/14		14130523
				147.88								
14-00244	07/22/14	CASH1	Petty Cash									
			1 Training meals	32.58	4-GN- -002-219	B	TRAINING & EDUCATION-FIRE	R	07/22/14	07/22/14		304142624782153
			2 Training meals	38.25	4-GN- -002-219	B	TRAINING & EDUCATION-FIRE	R	07/22/14	07/22/14		001734000800619
			3 Command vehicle wash	5.00	4-GN- -002-213	B	MAINTENANCE & REPAIR-FIRE	R	07/22/14	07/22/14		115701
			4 Postage	19.60	4-GN- -002-225	B	PROMOTION	R	07/22/14	07/22/14		1000304234387
				95.43								
14-00245	07/22/14	JD0001	Jennifer Dawson									
			1 Postage Reimb.LFB Applications	118.65	4-GN- -001-202	B	OFFICE EXPENSES	R	07/22/14	07/22/14		

PO #	PO date	Vendor	Item Description	Amount	Charge Account	Acct Type	PO Type	Contract Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
14-00255	07/24/14	AMER1	AMERHEALTH INS CO OF N.J.										
			1 August Health Insurance Premiu	4,634.32	4-GN-002-304	B	HEALTH INSURANCE-FIREMEN		R	07/24/14	08/01/14		
14-00256	07/24/14	J8002	JOSEPH BARR										
			1 Fill In Firefighter 7/2/14	115.36	4-GN-002-228	B	STIPENDS-FILL-IN FIREFIGHTER		R	07/24/14	08/01/14		
14-00257	07/24/14	WC001	WILLIAM DAVID COAN, JR.										
			1 Fill In Firefighter 7/3/14	115.36	4-GN-002-228	B	STIPENDS-FILL-IN FIREFIGHTER		R	07/24/14	08/01/14		
14-00258	07/24/14	JD001	JOHN DUVALL										
			1 Fill In Firefighter 7/7/14	115.36	4-GN-002-228	B	STIPENDS-FILL-IN FIREFIGHTER		R	07/24/14	08/01/14		
14-00259	07/24/14	PHH01	PINE HILL HARDWARE, INC.										
			1 Misc Hardware Supplies	110.60	4-GN-002-213	B	MAINTENANCE & REPAIR-FIRE		R	07/24/14	08/01/14		
14-00260	07/24/14	SJW01	S.J.welding Supply, Inc.										
			1 June Cylindar Rental	45.57	4-GN-002-214	B	MAINTENANCE & REPAIR-AMBULANCE		R	07/24/14	08/01/14		
14-00261	07/24/14	KHS06	KENNEDY HEALTH SYSTEM - EMS										
			1 June 2014 Management Fees	1,417.00	4-GN-002-215	B	PROFESSIONAL SERVICES		R	07/24/14	08/01/14		
14-00262	07/24/14	PHFD1	PINE HILL FIRE DEPT.										
			1 Fire District Phone/Internet	96.70	4-GN-001-230	B	UTILITIES/PHONE		R	07/24/14	08/01/14		
14-00263	07/24/14	NAT01	Nat Alexander Company										
			1 Scott Methane/02/CO/H2S Gas Cy	190.00	4-GN-002-213	B	MAINTENANCE & REPAIR-FIRE		R	07/24/14	08/01/14		
14-00264	07/24/14	DLF01	DELAGE LANDEN FINANCIAL										
			1 August Copier Lease	135.00	4-GN-002-229	B	COPIER LEASE		R	07/24/14	08/01/14		
14-00265	07/24/14	PHD01	PINE HILL FIRE DISTRICT #1										
			1 Administrator Firematic	192.31	4-GN-001-101	B	ADMINISTRATOR-FIREMATIC		R	07/24/14	08/01/14		
			2 Administrator-Fire District	1,250.00	4-GN-001-102	B	ADMINISTRATOR-FIRE DISTRICT		R	07/24/14	08/01/14		
			3 Commissioners	1,000.00	4-GN-001-105	B	COMMISSIONERS		R	07/24/14	08/01/14		
			4 Fire Official	211.54	4-GN-001-108	B	FIRE OFFICIAL		R	07/24/14	08/01/14		
			5 Firefighter James Gordon	2,497.88	4-GN-002-110	B	FIREMEN		R	07/24/14	08/01/14		
			6 James Gordon Overtime	437.08	4-GN-002-111	B	OVERTIME & SICKTIME BUYBACK		R	07/24/14	08/01/14		
			7 Firefighter Joseph Hunter	2,597.81	4-GN-002-110	B	FIREMEN		R	07/24/14	08/01/14		
			8 Joseph Hunter Overtime	568.23	4-GN-002-111	B	OVERTIME & SICKTIME BUYBACK		R	07/24/14	08/01/14		

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Rcvd Date	Enc Date	Chk/Void Date	Invoice
14-00265	07/24/14	PHD01	PINE HILL FIRE DISTRICT #1		Continued							
9	FICA			203.01	4-GN-001-301	B	SOCIAL SECURITY	R	07/24/14	08/01/14		
10	Unemployment Comp Insurance			21.20	4-GN-002-303	B	UNEMPLOYMENT COMPENSATION-FIRE	R	07/24/14	08/01/14		
11	Fica			434.23	4-GN-002-301	B	SOCIAL SECURITY-FIREMEN	R	07/24/14	08/01/14		
				9,413.29								
* 14-00266	01/01/14	DTC01	DEPOSITORY TRUST COMPANY									
1	Initial Interest Payment 2014			2,337.50	4-GN-715-711	B	GENERAL OBLIGATIONS BONDS	R	01/01/14	08/01/14		
14-00267	07/24/14	DTC01	DEPOSITORY TRUST COMPANY									
1	Final Interest Payment 2014			2,337.50	4-GN-715-711	B	GENERAL OBLIGATIONS BONDS	R	07/24/14	08/01/14		
14-00268	07/24/14	DTC01	DEPOSITORY TRUST COMPANY									
1	Final Bond Principal Payment			110,000.00	4-GN-713-711	B	GENERAL OBLIGATIONS BOND	R	07/24/14	08/01/14		
14-00269	07/24/14	08001	OFFICE BASICS, INC.									
1	Desk Calendar 2015			4.44	4-GN-001-202	B	OFFICE EXPENSES	R	07/24/14	08/01/14		
2	Air Freshners			7.17	4-GN-001-202	B	OFFICE EXPENSES	R	07/24/14	08/01/14		
3	Highlighters Yellow			4.95	4-GN-001-202	B	OFFICE EXPENSES	R	07/24/14	08/01/14		
4	Sharpie Magnum			2.80	4-GN-001-202	B	OFFICE EXPENSES	R	07/24/14	08/01/14		
5	Thin Sharpie			5.07	4-GN-001-202	B	OFFICE EXPENSES	R	07/24/14	08/01/14		
				24.43								
14-00270	07/24/14	PHD01	PINE HILL FIRE DISTRICT #1									
1	Fire District Administrator			1,153.85	4-GN-001-102	B	ADMINISTRATOR-FIRE DISTRICT	R	07/24/14	08/01/14		
2	Commissioners			1,000.00	4-GN-001-105	B	COMMISSIONERS	R	07/24/14	08/01/14		
3	Assistant Clerk			184.50	4-GN-001-106	B	ASSISTANT CLERK	R	07/24/14	08/01/14		
4	Fire Official			211.54	4-GN-001-108	B	FIRE OFFICIAL	R	07/24/14	08/01/14		
5	Firefighter James Gordon			2,497.88	4-GN-002-110	B	FIREMEN	R	07/24/14	08/01/14		
6	James Gordon Overtime			93.66	4-GN-002-111	B	OVERTIME & SICKTIME BUYBACK	R	07/24/14	08/01/14		
7	Firefighter Joseph Hunter			2,597.81	4-GN-002-110	B	FIREMEN	R	07/24/14	08/01/14		
8	Joseph Hunter Overtime			97.41	4-GN-002-111	B	OVERTIME & SICKTIME BUYBACK	R	07/24/14	08/01/14		
9	FICA			575.45	4-GN-002-301	B	SOCIAL SECURITY-FIREMEN	R	07/24/14	08/01/14		
10	Unemployment Comp Insurance			62.74	4-GN-002-303	B	UNEMPLOYMENT COMPENSATION-FIRE	R	07/24/14	08/01/14		
				8,474.84								
14-00271	07/25/14	WC001	WILLIAM DAVID COAN, JR.									
1	Fill In Firefighter 7/25/14			115.36	4-GN-002-228	B	STIPENDS-FILL-IN FIREFIGHTER	R	07/25/14	08/01/14		

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type Description	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	Invoice
									Enc Date	Date	
14-00272	07/28/14	KHS04	KENNEDY HEALTH SYSTEMS	200.00	4-GN-002-219	B TRAINING & EDUCATION-FIRE		R	07/28/14	08/01/14	
1			Training								
14-00273	07/28/14	HALE01	HALE TRAILER BRAKE & WHEEL	64.76	4-GN-002-214	B MAINTENANCE & REPAIR-AMBULANCE		R	07/28/14	08/01/14	88749
1			Diesel Exhaust Fluid								
* 14-00274	02/26/14	PPA01	PINE HILL FIRE DIST #1 PAYROLL								
1			Administrator	1,153.85	4-GN-001-102	B ADMINISTRATOR-FIRE DISTRICT		R	07/29/14	08/01/14	
2			Commissioners	1,000.00	4-GN-001-105	B COMMISSIONERS		R	07/29/14	08/01/14	
3			Assistant Clerk	184.50	4-GN-001-106	B ASSISTANT CLERK		R	07/29/14	08/01/14	
4			Fire Official	211.54	4-GN-001-108	B FIRE OFFICIAL		R	02/26/14	08/01/14	
5			James Gordon	2,497.88	4-GN-002-110	B FIREMEN		R	02/26/14	08/01/14	
6			Joseph Hunter	2,597.81	4-GN-002-110	B FIREMEN		R	02/26/14	08/01/14	
7			OT J. Gordon	93.66	4-GN-002-111	B OVERTIME & SICKTIME BUYBACK		R	02/26/14	08/01/14	
8			OT J. Hunter	97.41	4-GN-002-111	B OVERTIME & SICKTIME BUYBACK		R	02/26/14	08/01/14	
9			Fica	575.45	4-GN-002-301	B SOCIAL SECURITY-FIREMEN		R	02/26/14	08/01/14	
10			Unemploy Comp	62.74	4-GN-002-303	B UNEMPLOYMENT COMPENSATION-FIRE		R	02/26/14	08/01/14	
				8,474.84							
14-00275	07/31/14	CAS01	CASA PAYROLL SERVICE, LLC								
1			7/3/14 Payroll Charges	63.75	4-GN-001-210	B MISCELLANEOUS		R	07/31/14	08/01/14	813000
2			7/18/14 Payroll Service Charge	84.75	4-GN-001-210	B MISCELLANEOUS		R	07/31/14	08/01/14	814922
3			8/1/14 Payroll Service Charges	65.75	4-GN-001-210	B MISCELLANEOUS		R	07/31/14	08/01/14	816659
				214.25							
14-00276	07/31/14	PPA01	PINE HILL FIRE DIST #1 PAYROLL								
1			Firematic Administrator	192.31	4-GN-001-101	B ADMINISTRATOR-FIREMATIC		R	07/31/14	08/01/14	
2			Administrator	1,250.00	4-GN-001-102	B ADMINISTRATOR-FIRE DISTRICT		R	07/31/14	08/01/14	
3			Fire Official	211.54	4-GN-001-108	B FIRE OFFICIAL		R	07/31/14	08/01/14	
4			James Gordon	2,755.45	4-GN-002-110	B FIREMEN		R	07/31/14	08/01/14	
5			Joseph Hunter	2,646.52	4-GN-002-110	B FIREMEN		R	07/31/14	08/01/14	
6			fica	126.52	4-GN-001-301	B SOCIAL SECURITY		R	07/31/14	08/01/14	
7			Unemployment Comp	13.23	4-GN-001-303	B UNEMPLOYMENT COMPENSATION		R	07/31/14	08/01/14	
8			Fica Firemen	414.45	4-GN-002-301	B SOCIAL SECURITY-FIREMEN		R	07/31/14	08/01/14	
				7,610.02							
14-00277	07/31/14	CP001	COPIERS PLUS								
1			Copies coverage June-July	27.78	4-GN-002-235	B Miscellaneous		R	07/31/14	08/01/14	

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type Description	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
14-00278	08/01/14	KMC01	KALER MOTOR COMPANY, LLC									
			1 Ladder Truck Power Steering Le	10,479.31	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE		R	08/01/14	08/01/14		W95
14-00279	08/01/14	SJW01	S.J.welding Supply, Inc.									
			1 July Cylinder Rental	47.09	4-GN- -002-214	B MAINTENANCE & REPAIR-AMBULANCE		R	08/01/14	08/01/14		01246601
Total purchase orders:				49	Total P.O. Line Items:	115	Total List Amount:	191,018.80	Total Void Amount:	0.00		

** Amounts paid in Jan & Feb 2014 but never in Edmonds*

Totals by Year-Fund
Fund Description

Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
4-GN	191,018.80	0.00	191,018.80	0.00	0.00	191,018.80
Total of All Funds:	<u>191,018.80</u>	<u>0.00</u>	<u>191,018.80</u>	<u>0.00</u>	<u>0.00</u>	<u>191,018.80</u>



Monthly Report

For July 2014

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

Submitted Friday, August 1, 2014

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,

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%
3 Rescue & Emergency Medical Service Incident				
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%
4 Hazardous Condition (No Fire)				
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%
5 Service Call				
551 Assist police or other governmental agency	1	1.69%	\$0	0.00%
	1	1.69%	\$0	0.00%
6 Good Intent Call				
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%
7 False Alarm & False Call				
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%

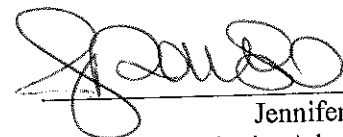
Total Incident Count: 59

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) 2nd 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