

Pine Hill Fire District #1
Regular Meeting Minutes
May 1, 2014

Meeting was called to order by Chairman Charles Warrington at 7:33P.M. Mr. Warrington led the salute to the flag and read the Open Public Meetings Act.

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

Other Officials Present: Fire Chief Greer, Solicitor Dave Carlamere, Captain Hunter, President Steve Rabchuk, and Fire Official Steve Buchhofer

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

Approval of Treasurer's Report & Bill List: 5/1/14 Bill List in the amount of \$31,738.06
Motion to approve: Commissioner Borchert, 2nd Mr. Waddington, Roll Call: 3 Yes Votes, Mr. Wakeley Abstained

Communications List:

Motion to approve: Mr. Waddington, 2nd Mr. Wakeley, All in favor: 4 yes votes

Old Business:

1. IT: Kevin Waddington – 1. Commissioner Waddington stated that he will follow up with SJTP regarding their recent professional services contract as the yearly fee was omitted. He also thanked Jen Dawson, Fire District Administrator for updating the commission's webpage. He stated that the webpage now has all required documents available for viewing.
2. Truck Committee: Commissioner Wakeley stated that there will be an inspection of the new brush truck on Saturday May 3rd. He also stated that he will be meeting with Pierce on May 5th.

NEW BUSINESS:

1. **Resolution #14-28:** Authorizing the Use of a Payroll Disbursement Service
Motion to Approve #14-28: Mr. Waddington, 2nd Mr. Wakeley Roll Call: 4 yes votes
2. **Resolution #14-29:** Canceling Voided Checks General Fund
3. **Resolution #14-30:** Canceling Voided Checks Payroll Account
Motion to Approve #14-29 & #14-30: Mr. Wakeley, 2nd Mr. Waddington Roll Call: 4 yes votes
4. **Resolution #14-31:** Establishing Public Portion of Meeting Rules and Procedures
Motion to Approve #14-31: Mr. Wakeley, 2nd Mr. Waddington All in favor: 4 yes votes
5. **Resolution #14-32:** Authorizing Interlocal Contract for Cooperative Purchasing
Motion to Approve #14-31: Mr. Wakeley, 2nd Mr. Waddington Roll Call: 4 yes votes
6. There was a discussion on how to go about removing old computers from commission. Attorney Dave Carlamere suggested removal of hard drives and Fixed Asset Tags to prepare them for sale on www.GovDeals.com. A motion was made by Commissioner Waddington, 2nd by Commissioner Wakeley. All in favor: 3 yes votes, Commissioner Warrington Abstained

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Regular Meeting Minutes
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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 tank for the ladder truck was leaking. The tank had a lifetime warrantee from UPS. However the company is saying that the tank was compromised due to the faulty installation from Pierce. The company that fixed the unit (Kaler Motors) is due a bill of approx. \$1,600.00 plus another bill of \$900.00. The chief stated that we will try to receive reimbursement for the cost of repairs to the tank.
2. The Fire Chief also stated that after a meeting with the District's Auditors that they can request quotes for hourly labor charges from local companies. Then they can go to the lowest local company for diagnostics.

FIRE OFFICIAL'S REPORT: Fire Official Steve Buchhofer submitted an official report (please see attached) and stated he would answer any questions on his report.

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

OTHER NEW BUSINESS:

1. There was a discussion about taking possession of a 1923 fire truck. The truck is currently owned by a resident of Pine Hill. The resident has been issued a citation and needs to have the truck removed from his property by the 5th of May. The district is not in the financial position to restore the vehicle and does not know of the cost involved in the restoration. Chief Greer introduced resident Bill Koehler, who has offered to restore the 1923 Hale Fire Truck and then turn over the ownership to the Fire District. The Fire District offered to include the truck on their current insurance policy. Solicitor Dave Carlamere was consulted on how to go about this deal. Mr. Carlamere will research options and work out a contract with Mr. Koehler if he is able to get the vehicle from the private citizen. A motion was made by Mr. Wakeley, 2nd by Mr. Borchert to proceed. All in Favor: 4 yes votes

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

Motion: Mr. Waddington, 2nd Mr. Borchert, All in Favor: 4 yes votes

PUBLIC PARTICIPATION: None


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

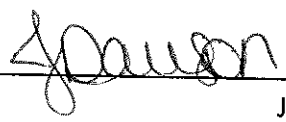
Motion: Mr. Waddington, 2nd Mr. Wakeley, All in Favor: 4 yes votes

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

Motion: Mr. Waddington, 2nd Mr. Wakeley, All in Favor: 4 yes votes

The meeting was adjourned at 8:01 pm.


George Borchert
Commission Secretary


Jennifer Dawson
Fire District Administrator

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

General Checking Balance as of May 31, 2014	261,655.08
April Interest	119.57
Money Market Account Balance as of May 31, 2014	187,321.38
April Interest	46.18
Payroll Account Balance as of May 31, 2014	5,429.26
April Interest	2.70

Payroll Acct. Deposits as follows:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
5/8/2014	5/09 Bi-Monthly Payroll	\$ 7,844.19
5/22/2014	5/23 Bi-Monthly Payroll	8,264.49

General Acct. Significant Deposits as follows:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
5/14/2014	Workers Comp Audit Refund	\$ 184,249.59
5/14/2014	State LEA Payments	624.00
5/22/2014	Pine Valley Contributions	1,300.00

Bill List	Dated June 2, 2014	\$ 38,317.82
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PINE HILL FIRE DISTRICT #1
Bill List By Vendor Name

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

Vendor # Name

PO #	PO Date	Description	Contract	PO Type		First
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc D

ADV01 ADVANCED AUTO PARTS

14-00146	05/05/14	Fire Truck Equipment for Repai				
1		Sealed Beam Headlight	11.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/05
2		Battery Economy	113.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/05
3		Wire Tie	5.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/05
4		Rad Hose	13.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/05
5		Prim Wire 10 Ga	6.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/05
6		Wire Black 8 ga	7.49	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/05
7		Pigtail	8.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/05
8		Headlight Switch	10.48	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/05
			179.91			

14-00177	05/28/14	Brush Truck Parts and Supplies				
1		Dr Trim Press on Clear	3.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
2		Masking Tape	5.69	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
3		Flex Tube	5.49	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
4		Conduit	4.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
5		Molding Tape	9.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
6		Prim Wire 16 Gauge	6.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
7		Ultra Black High Temp	7.39	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
8		Heat Shrink Tube Black	10.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
9		LED Racing Lights	27.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
10		Heat Shrink Tube	5.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
11		Heat Shrink Tube	6.49	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
12		Prim Wire	14.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
13		Prim Wire	14.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
14		Coupler 16-14 Gauge	3.49	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
15		Body Fastner 3 piece	3.49	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
16		Ring Term 16-14	2.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
17		Fuse 30 amp	3.29	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
18		Prim Wire 16 ga	14.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
19		Prim Wire 16 ga	14.99	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R 05/28
			169.21			

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PINE HILL FIRE DISTRICT #1
Bill List By Vendor Name

Vendor # Name	PO #	PO Date	Description	Contract Amount	Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc D
ADV01 ADVANCED AUTO PARTS									
Continued									
14-00180	05/29/14	Brush Truck Supplies							
		1	Washer Fluid	4.49	4-GN-	-002-217	B MATERIALS & SUPPLIES-FIRE	R	05/29
		2	Utility Light	28.99	4-GN-	-002-217	B MATERIALS & SUPPLIES-FIRE	R	05/29
				33.48					
14-00184	06/02/14	oil Filter							
		1	Oil Filter	4.29	4-GN-	-002-213	B MAINTENANCE & REPAIR-FIRE	R	06/02
		Vendor Total:		386.89					
AMER1 AMERHEALTH INS CO OF N.J.									
14-00152	05/07/14	HEALTH INSURANCE PREMIUM							
		1	HEALTH INSURANCE PREMIUM	4,251.67	4-GN-	-002-304	B HEALTH INSURANCE-FIREMEN	R	05/07
		Vendor Total:		4,251.67					
BPH02 BOROUGH OF PINE HILL									
14-00150	05/07/14	MOBILE PHONE SERVICE							
		1	MOBILE PHONE SERVICE	182.78	4-GN-	-002-230	B UTILITIES/PHONE	R	05/07
14-00158	05/20/14	SJTP HOSTED ANNUAL SUBSCRIPTIO							
		1	SJTP HOSTED ANNUAL SUBSCRIPTIO	320.00	4-GN-	-001-208	B COMPUTER MAINTENANCE SUPPORT	R	05/20
		Vendor Total:		502.78					
CCH01 CAMDEN COUNTY HERO SCHOLARSHIP									
14-00159	05/20/14	2014 MEMBERSHIP DUES							
		1	2014 MEMBERSHIP DUES	100.00	4-GN-	-001-202	B OFFICE EXPENSES	R	05/20
		Vendor Total:		100.00					
COU01 Courier Post									
14-00160	05/20/14	LEGAL AD							
		1	LEGAL AD	499.00	4-GN-	-002-211	B ADVERTISING	R	05/20
		Vendor Total:		499.00					

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PINE HILL FIRE DISTRICT #1
Bill List By Vendor Name

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc D
DC001 DAVID F. CARLAMERE									
14-00155 05/12/14 Professional Services									
	1		Professional Services Feb 2014	358.33	4-GN-	-001-203	B PROFESSIONAL SERVICES	R	05/12
	2		Professional Services Mar 2014	358.33	4-GN-	-001-203	B PROFESSIONAL SERVICES	R	05/12
	3		Professional Services Apr 2014	358.33	4-GN-	-001-203	B PROFESSIONAL SERVICES	R	05/12
	4		Professional Services May 2014	358.33	4-GN-	-001-203	B PROFESSIONAL SERVICES	R	05/12
				1,433.32					
			Vendor Total:	1,433.32					
EDM01 EDMUNDS & ASSOCIATES, INC.									
14-00179 05/29/14 2014 Annual Software Agreement									
	1		2014 Annual Software Agreement	3,308.00	4-GN-	-001-208	B COMPUTER MAINTENANCE SUPPORT	R	05/29
			Vendor Total:	3,308.00					
HBC03 HORIZON BCBS OF NEW JERSEY									
14-00153 05/07/14 DENTAL INSURANCE PREMIUM									
	1		DENTAL INSURANCE PREMIUM	217.26	4-GN-	-002-304	B HEALTH INSURANCE-FIREMEN	R	05/07
			Vendor Total:	217.26					
INTELLI INTELLICORP RECORDS INC.									
14-00149 05/07/14 CRIMINAL SEARCH FEES									
	1		CRIMINAL SEARCH FEES	173.70	4-GN-	-002-213	B MAINTENANCE & REPAIR-FIRE	R	05/07
			Vendor Total:	173.70					
JFS01 JERSEY FIRE & SAFETY PRODUCTS									
14-00176 05/28/14 Masks									
	1		Adult Medium Mask	14.00	4-GN-	-002-213	B MAINTENANCE & REPAIR-FIRE	R	05/28
	2		Oxygen Mask Elongated	18.84	4-GN-	-002-213	B MAINTENANCE & REPAIR-FIRE	R	05/28
	3		Adult Medium Mask	14.00	4-GN-	-002-213	B MAINTENANCE & REPAIR-FIRE	R	05/29
	4		Adult Medium Mask	14.00	4-GN-	-002-213	B MAINTENANCE & REPAIR-FIRE	R	05/29
				60.84					
14-00178 05/29/14 Ambulance Equipment									
	1		Stretcher and Backboard Straps	48.00	4-GN-	-002-218	B MATERIALS & SUPPLIES-AMBULANCE	R	05/29

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Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc D
JFS01 JERSEY FIRE & SAFETY PRODUCTS Continued								
	14-00178	05/29/14	Ambulance Equipment		Continued			
			2 Asherman Chest Seal	14.95	4-GN- -002-218	B MATERIALS & SUPPLIES-AMBULANCE	R	05/29
			3 Disposable Numbered Cynch Lock	29.00	4-GN- -002-218	B MATERIALS & SUPPLIES-AMBULANCE	R	05/29
				91.95				
			Vendor Total:	152.79				
JGR01 JOHN GREER								
	14-00167	05/20/14	REIMBURSE TRAINING EXPENSES					
			1 REIMBURSE TRAINING EXPENSES	115.74	4-GN- -001-207	B TRAINING & EDUCATION	R	05/20
			Vendor Total:	115.74				
JB002 JOSEPH BARR								
	14-00164	05/20/14	FILL-IN FF 5/16/14					
			1 FILL-IN FF 5/16/14	115.36	4-GN- -002-228	B STIPENDS-FILL-IN FIREFIGHTER	R	05/20
			Vendor Total:	115.36				
KMG01 KALER MOTOR COMPANY, LLC								
	14-00170	05/28/14	Fire Truck Repair					
			1 Station Labor Rate	690.00	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R	05/28
			2 #8 Hose Clamp	2.50	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R	05/28
			3 Travel Charge	100.00	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R	05/28
				792.50				
			Vendor Total:	792.50				
KHS06 KENNEDY HEALTH SYSTEM - EMS								
	14-00148	05/07/14	EMS MANAGEMENT FEES APRIL 2014					
			1 EMS MANAGEMENT FEES APRIL 2014	1,417.00	4-GN- -002-215	B PROFESSIONAL SERVICES	R	05/07
			Vendor Total:	1,417.00				
CASH1 Petty Cash								
	14-00174	05/28/14	Petty Cash Reimbursement					
			1 DVI Display Adapter	6.76	4-GN- -001-251	B NON BONDABLE ASSETS	R	05/28

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PINE HILL FIRE DISTRICT #1
Bill List By Vendor Name

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc D
CASH1 Petty Cash Continued									
	14-00174	05/28/14	Petty Cash Reimbursement			Continued			
			2 Fax Modem	42.99	4-GN-	-001-251	B NON BONDABLE ASSETS	R	05/28
			3 Plastic Bags	8.01	4-GN-	-002-218	B MATERIALS & SUPPLIES-AMBULANCE	R	05/28
				57.76					
			Vendor Total:	57.76					
PHG01 PINE HILL AUTO REPAIR									
	14-00162	05/20/14	COIL/SHIFTER 2000 EXPEDITION						
			1 COIL/SHIFTER 2000 EXPEDITION	400.27	4-GN-	-002-213	B MAINTENANCE & REPAIR-FIRE	R	05/20
			Vendor Total:	400.27					
PHFD1 PINE HILL FIRE DEPT.									
	14-00076	03/05/14	2014 STATION LEASING						
			5 6/2014 STATION LEASING	8,166.66	4-GN-	-002-216	B RENTAL SERVICES	R	03/05
	14-00157	05/20/14	FIRE DIST PHONE/INTERNET						
			1 FIRE DIST PHONE/INTERNET	96.70	4-GN-	-001-230	B UTILITIES/PHONE	R	05/20
	14-00166	05/20/14	REIMBURSE FOR TOOLS						
			1 REIMBURSE FOR TOOLS	83.99	4-GN-	-002-217	B MATERIALS & SUPPLIES-FIRE	R	05/20
	14-00169	05/28/14	Fire Official's Office Inspecti						
			1 Respirators for Inspections	36.07	4-GN-	-002-217	B MATERIALS & SUPPLIES-FIRE	R	05/28
			Vendor Total:	8,383.42					
PPA01 PINE HILL FIRE DIST #1 PAYROLL									
	14-00168	05/22/14	5/23/2014 Payroll						
			1 Administrator	1,250.00	4-GN-	-001-102	B ADMINISTRATOR-FIRE DISTRICT	R	05/22
			2 Commissioners	1,000.00	4-GN-	-001-105	B COMMISSIONERS	R	05/22
			3 Assistant Clerk	145.44	4-GN-	-001-106	B ASSISTANT CLERK	R	05/22
			4 Fire Official	211.54	4-GN-	-001-108	B FIRE OFFICIAL	R	05/22
			5 Firefighter James Gordon	2,497.88	4-GN-	-002-110	B FIREMEN	R	05/22
			6 Firefighter James Gordon OT	46.83	4-GN-	-002-111	B OVERTIME & SICKTIME BUYBACK	R	05/22
			7 Firefighter Joe Hunter	2,597.81	4-GN-	-002-110	B FIREMEN	R	05/22

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PINE HILL FIRE DISTRICT #1
Bill List By Vendor Name

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc D
PPA01 PINE HILL FIRE DIST #1 PAYROLL Continued									
	14-00168	05/22/14	5/23/2014 Payroll			Continued			
			8 Firefighter Joe Hunter OT	48.71	4-GN-	-002-110	B FIREMEN	R	05/22
			9 FICA	572.47	4-GN-	-002-301	B SOCIAL SECURITY-FIREMEN	R	05/22
			10 Unemployment Comp Ins	62.37	4-GN-	-001-303	B UNEMPLOYMENT COMPENSATION	R	05/22
				<u>8,433.05</u>					
			Vendor Total:	8,433.05					
PHP01 Pine Hill Printing, Inc.									
	14-00151	05/07/14	PH FIRE DISTRICT STATIONERY						
			1 PH FIRE DISTRICT STATIONERY	173.00	4-GN-	-001-202	B OFFICE EXPENSES	R	05/07
			Vendor Total:	173.00					
PSU PUBLIC SAFETY UNLIMITED, LLC									
	14-00175	05/28/14	Uniform Jackets and Shirts						
			1 M65 Field Jacket	207.00	4-GN-	-002-222	B UNIFORMS & PERSONAL EQUIP-FIRE	R	05/28
			2 Job Shirt	147.00	4-GN-	-002-222	B UNIFORMS & PERSONAL EQUIP-FIRE	R	05/28
				<u>354.00</u>					
			Vendor Total:	354.00					
SJTP1 SJTP									
	14-00171	05/28/14	Remote Network Monitoring						
			1 Remote Monitoring 7/14-6/15	3,750.00	4-GN-	-001-208	B COMPUTER MAINTENANCE SUPPORT	R	05/28
	14-00172	05/28/14	Hosted Exchange						
			1 Hosted Exchange 7/14-6/15	70.00	4-GN-	-001-208	B COMPUTER MAINTENANCE SUPPORT	R	05/28
			2 Email Archiving 7/14-6/15	20.00	4-GN-	-001-208	B COMPUTER MAINTENANCE SUPPORT	R	05/28
				<u>90.00</u>					
			Vendor Total:	3,840.00					

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PINE HILL FIRE DISTRICT #1
Bill List By Vendor Name

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc D
TCC01 TEKK COMMUNICATIONS								
14-00147	05/07/14	PAGER REPAIR						
		1	PAGER REPAIR	138.50	4-GN- -002-213	B MAINTENANCE & REPAIR-FIRE	R	05/07
Vendor Total:				138.50				
WES01 THOMAS REUTERS-WEST								
14-00156	05/20/14	2014 NJ STATUTES POCKET PART						
		1	2014 NJ STATUTES POCKET PART	115.56	4-GN- -001-202	B OFFICE EXPENSES	R	05/20
Vendor Total:				115.56				
TG001 TOWNSHIP OF GLOUCESTER								
14-00165	05/20/14	VEHICLE FUEL- 4/2014						
		1	VEHICLE FUEL- 4/2014	1,131.34	4-GN- -002-217	B MATERIALS & SUPPLIES-FIRE	R	05/20
Vendor Total:				1,131.34				
VCI01 VCI, Inc.								
14-00163	05/20/14	COMPRESSOR'97 F/H E450/523/678						
		1	COMPRESSOR'97 F/H E450/523/678	1,030.69	4-GN- -002-214	B MAINTENANCE & REPAIR-AMBULANCE	R	05/20
Vendor Total:				1,030.69				
WB MASON W.B. MASON								
14-00161	05/20/14	LABEL/FOLDER/TONER						
		1	LABEL/FOLDER/TONER	78.58	4-GN- -001-202	B OFFICE EXPENSES	R	05/20
14-00173	05/28/14	office supplies						
		1	Cleaner	3.50	4-GN- -001-202	B OFFICE EXPENSES	R	05/28
		2	Swiffer Refill	6.99	4-GN- -001-202	B OFFICE EXPENSES	R	05/28
		3	Received Stamp	21.99	4-GN- -001-202	B OFFICE EXPENSES	R	05/28
		4	Cfold Towels	23.99	4-GN- -001-202	B OFFICE EXPENSES	R	05/28
				56.47				
14-00183	05/29/14	Brush Truck Supplies						
		1	Brush Truck Supplies - Label	12.99	4-GN- -002-217	B MATERIALS & SUPPLIES-FIRE	R	05/29
		2	Brush Truck Supplies - Label	11.99	4-GN- -002-217	B MATERIALS & SUPPLIES-FIRE	R	05/29

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PINE HILL FIRE DISTRICT #1
Bill List By Vendor Name

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc D	
WB MASON W.B. MASON										
Continued										
	14-00183	05/29/14	Brush Truck Supplies		Continued					
			3 Brush Truck Supplies - Label	22.99	4-GN-	-002-217	B MATERIALS & SUPPLIES-FIRE	R	05/29	
			4 Brush Truck Supplies - Label	19.98	4-GN-	-002-217	B MATERIALS & SUPPLIES-FIRE	R	05/29	
				67.95						
			Vendor Total:	203.00						
WC001 WILLIAM DAVID COAN, JR.										
	14-00181	05/29/14	Fill In Firefighter							
			1 Fill In Firefighter 5/13/14	115.36	4-GN-	-002-228	B STIPENDS-FILL-IN FIREFIGHTER	R	05/29	
			2 Fill In Firefighter 5/27/14	115.36	4-GN-	-002-228	B STIPENDS-FILL-IN FIREFIGHTER	R	05/29	
			3 Fill In Firefighter 5/28/14	115.36	4-GN-	-002-228	B STIPENDS-FILL-IN FIREFIGHTER	R	05/29	
				346.08						
			Vendor Total:	346.08						
WR003 WILLIAM G. ROWAND, JR.										
	14-00182	05/29/14	Fill In Firefighter							
			1 Fill In Firefighter 5/29/14	115.36	4-GN-	-002-228	B STIPENDS-FILL-IN FIREFIGHTER	R	05/29	
			2 Fill In Firefighter 5/30/14	115.36	4-GN-	-002-228	B STIPENDS-FILL-IN FIREFIGHTER	R	05/29	
			3 Overtime	14.42	4-GN-	-002-228	B STIPENDS-FILL-IN FIREFIGHTER	R	05/30	
				245.14						
			Vendor Total:	245.14						
Total Purchase Orders: 39 Total P.O. Line Items: 98 Total List Amount: 38,317.82 Total Void Amount: 0.00										

June 2, 2014
04:04 PM

PINE HILL FIRE DISTRICT #1
Bill List By Vendor Name

Totals by Year-Fund						
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total
GENERAL	4-GN	38,317.82	0.00	38,317.82	0.00	0.00
Total of All Funds:		<u>38,317.82</u>	<u>0.00</u>	<u>38,317.82</u>	<u>0.00</u>	<u>0.00</u>

Pine Hill Fire District #1
Communications List
May 2014

COMMUNICATIONS:

1. Issued ST-4 Sales Tax Exempt form for Playtime Motor Sports
2. Received Final Workers Comp Audit for period 3/2013-3/2014
3. Received Licensing Agreement from Edmunds for Pervasive Software
4. Received correspondence from Audubon Bank for Banking Fees
5. Received correspondence from Audubon Bank to renew stop payment issued in 2013
6. Received correspondence from Pension Retirement Application from George Borchert
7. Received correspondence from - South Jersey Federal Credit Union to open accounts



Monthly Report

For April 2014

Submitted By: John F. Greer Chief of Department

Submitted Thursday, May 1, 2014

Emergency Calls Categorized

See attached...

Training

- Apparatus equipment location review
- EMS – “Situational Awareness”

Personnel

- Several new membership applications are being processed by the FD Trustees.

Fire Apparatus

- L-62 water tank was repaired and per the manufacturer, the damage was the result of improper factor (Pierce) installation. We are awaiting written documentation so the issue can be pursued.
- E-One brought an engineer up from Florida to investigate the continuing bounce issue when driving Sq-62 on bumpy roads. Two potential resolutions are being examined.
- The new Brush Truck is due back from being piped for body protection any day and once received, the pump and tank will be installed.
- Progress continues regarding the purchase of a new Class “A” pumper in 2015.
- Work is still pending to prepare the reserve engine for sale on Govdeals.com.

EMS

- A periodic inspection plan is still pending promulgated (More to come)

Building & Grounds

- On Sunday, April 27, 2014 a comprehensive Spring cleaning was conducted that included pressure washing the engine room floors, wiping down the walls, cleaning the windows and mowing/raking the grass.

Incidents of Significance

- On Friday, April 26, 2013, the department responded to a wind driven brush fire to the rear of a property on Grand Avenue in Pine Hill. The fire extended to a stockade fence and various lawn equipment however, because of the fire department's quick response. it was stopped before extending into a large storage garage containing multiple thousands of dollars in equipment and antique tractors/equipment

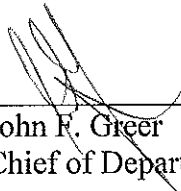
Miscellaneous

- We are currently working on a renovation of building area that houses OEM.

Activities of the Chief

- I encumbered Firematics invoices for the month of April 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.

Respectfully submitted,



John F. Greer
Chief of Department

Pine Hill Fire Department

Incident Type Report (Summary)

Alarm Date Between {04/01/2014} And
{05/29/2014}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	3	5.36%	\$0	0.00%
	3	5.36%	\$0	0.00%
1 Fire				
100 Fire, Other	1	1.79%	\$0	0.00%
111 Building fire	1	1.79%	\$0	0.00%
113 Cooking fire, confined to container	3	5.36%	\$0	0.00%
118 Trash or rubbish fire, contained	1	1.79%	\$0	0.00%
131 Passenger vehicle fire	1	1.79%	\$1,200	23.07%
142 Brush or brush-and-grass mixture fire	1	1.79%	\$4,000	76.92%
150 Outside rubbish fire, Other	5	8.93%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	1.79%	\$0	0.00%
160 Special outside fire, Other	1	1.79%	\$0	0.00%
	15	26.79%	\$5,200	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
200 Overpressure rupture, explosion, overheat other	1	1.79%	\$0	0.00%
251 Excessive heat, scorch burns with no ignition	1	1.79%	\$0	0.00%
	2	3.57%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	2	3.57%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	5	8.93%	\$0	0.00%
322 Motor vehicle accident with injuries	2	3.57%	\$0	0.00%
	9	16.07%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	4	7.14%	\$0	0.00%
424 Carbon monoxide incident	1	1.79%	\$0	0.00%
443 Breakdown of light ballast	1	1.79%	\$0	0.00%
463 Vehicle accident, general cleanup	1	1.79%	\$0	0.00%
	7	12.50%	\$0	0.00%
5 Service Call				
551 Assist police or other governmental agency	1	1.79%	\$0	0.00%
571 Cover assignment, standby, moveup	1	1.79%	\$0	0.00%

Pine Hill Fire Department

Incident Type Report (Summary)

Alarm Date Between {04/01/2014} And
{05/29/2014}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
5 Service Call				
	<u>2</u>	<u>3.57%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	2	3.57%	\$0	0.00%
611 Dispatched & cancelled en route	7	12.50%	\$0	0.00%
650 Steam, Other gas mistaken for smoke, Other	<u>1</u>	<u>1.79%</u>	<u>\$0</u>	<u>0.00%</u>
	<u>10</u>	<u>17.86%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
740 Unintentional transmission of alarm, Other	7	12.50%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	<u>1</u>	<u>1.79%</u>	<u>\$0</u>	<u>0.00%</u>
	<u>8</u>	<u>14.29%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 56

Total Est Loss:

\$5,200

Stephen W. Buchhofer

Battalion Chief/Fire Official

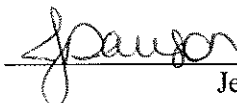
Monthly Report

- This office conducted the following inspections
- January – Life Hazard (4) Non-Life (10) Smoke Detector (5)
- February - Life Hazard (2) Non-Life (8) Smoke Detector (5)
- March - Life Hazard (4) Non-Life (9) Smoke Detector (10)
- April - Life Hazard (2) Non-Life (9) Smoke Detector (6)
- I have had several meeting with the State DFS to finalize our 2013 annual report, I needed to file for an extension due to the report was not signed off by our administrator. The problem was corrected once the State worked with their IT personal to have Jen entered onto my team where I could approve her as the administrator. With this corrected there will be no delay with this office receiving our reimbursement for the Life Hazard Registrations.
- I have had cause to investigate 3 Fires with 2 Fires showing no cause or origin and was determined to be accidental. The 3rd Fire after a lengthy investigation in working with the PHPD detectives it was determined as Arson and after several interviews with the suspect he finally gave me a full confession. Being a minor I have decided to enter the suspect into the Juvenile Fire Setter Program. Yesterday I had communications with the Prosecutors office and advised him of my determination and he was in agreement.

- This month I spent time with Mike Hall in order to help me learn the Firehouse Software, This has finally allowed me to begin the process of printing out the billing for the Non-Life businesses for the 2014 calendar year.
- All businesses were finally sent their 2014 Registration/Inspection Invoice last week
- Previously this office has billed those businesses monthly, I am beginning the process of billing them once a year, next year the 2015 billing will be able to be done in January and any outstanding payments can be addressed in the beginning of the year.
- I had several conversations and meeting to date with the State DFS, mostly them going over the process of the office and looking into our files/forms. Mr Beckett noted several problems and I am working on correcting each one.
- He advised me that this office must establish a budget as defined in the Uniform Fire Code and has provided Jen with the Law which requires this. I advised Mr. Beckett that we will work on correcting this and will have a budget for 2015 in place as required in the UFC.

PINE HILL FIRE DISTRICT #1 ADMINISTRATOR'S REPORT
MAY 1, 2014

- **Archives Room:** I have been working hard with the career staff to try to arrange and prepare to dispose of all documents that have been in storage longer than the recommended amount per the state Record Retentions Schedule. Hopefully we can get through all the boxes quickly and arrange for disposal.
- **Budget:** The budget certification was received from the state.
- **Vehicles:** Went to DMV to get registration and tags for new brush truck. The roll cages will be done and the truck will be picked up soon. The check will be given to the company after pickup of the vehicle.
- **Audit:** After speaking with Auditors they should be wrapping up the audit any time now and just waiting to schedule exit conference.
- **Payroll Quotes:** I have received quotes from Edmunds, Paychex, ADP, and CASA. Have final meeting with Ovation today. Right now seems like CASA is the cheapest and they will take another \$18 off each payroll that we currently pay and \$15 off each quarterly report. Making them significantly lower than others. CASA is also going to interface directly with Edmunds to eliminate our need for a purchase order for payroll.
- **Safety Deposit Box:** Recently found out that there was a safety deposit box in the districts name at Audubon Savings Bank. Needed new signatures on the signature card so I can access it. We believe that the titles of the vehicles are in there.
- **Bank Reconciliations:** Bank reconciliations are finally up to date from 2013 forward. After resolutions are passed tonight I can proceed and keep them in updated going forward
- **Bank Accounts:** We currently have 2 General Fund Checking accounts. One I believe is a used as a savings account, however it is receiving .2% less in interest compared to regular account. After speaking to Nora at the Bank the 2nd account was created when the rates were higher.
- **Credit Card Usage:** after speaking to auditors, it is unacceptable for the district to possess and utilize credit cards for purchases. We have several that I have found and it is making record keeping difficult because the fire department and fire district are both utilizing the accounts.
- **Overpayments:** I am finding that quite a few vendors were paid more than one time for the same products or services. I am working with many vendors to get a true and accurate amount of the moneys owed by the district or to the district. Implementing the new purchasing process with the Chief should help to alleviate this issue going forward.
- **Professional Services Contracts:** I am unable to locate the signed professional services contracts for the 2014 year. All were appointed by resolution, however copies are unable to be located.
- **Motor Vehicle Abstract:** We have collected a majority of the waivers from the Fire Department members eligible to drive the vehicles. Captain Hunter is personally contacting the remaining individuals and reminding them that they need to fill the forms out for our insurance company.



Jennifer Dawson
Fire District Administrator
May 1, 2014