

# EASTAMPTON BOARD OF FIRE COMMISSIONERS

## AGENDA

February 23, 2023  
Regular Meeting

1. Meeting Called to Order:

2. Open Public Meeting Statement: The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Board of Fire Commissioners of Fire District No. 1 has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Burlington County Times (Published)  
Courier Post (Informational Purposes)  
Eastampton Fire Rescue Department  
Municipal Building

3. Pledge of Allegiance followed by announcement of the emergency exits.

4. **Roll call:**

5. **Approval of Minutes:** January 26, 2023

6. **Correspondence:**

7. **Fire Official's Report:**

8. **Fire Chief's Report:**

9. **Payment of Bills:**

10. **Fire Commission Committees:**

- Personnel: Com. Adams & Com. Hicks -
- Budget and Finance: Com. Osworth & Com. McGlynn -
- Insurance: Ch. Paolini & Com. Osworth -
- Policy and Procedures: Com. Hicks, Com. McGlynn (advisor) Chief Elischer & Polios -
- Future Planning: Com. Adams, Ch. Paolini, Steve Packer(advisor) Chief Elischer, Past Chief Polios & Steve Packer -

11. **Old Business:**

- Status of past Administrator completing tasks for 2022
- 2022 payroll taxes and W2s
- Status of collecting invoices/check stubs/documents belonging to Eastampton Fire Board Commissioner/Fire house
- Status of budget submitted to DCA
- Purchase of new laptop

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## 12. **New Business:**

- Payroll company to process employee's checks
- Convert online QuickBooks to software
- Microsoft Quotes
- Status of Email addresses and website
- Change current Payroll pay cycle

## 13. **Open to Public:**

## 14. **Comments from the Commissioners:**

## 15. **Adjournment:**