

EASTAMPTON BOARD OF FIRE COMMISSIONERS

Meeting Minutes

February 23, 2023
Regular Meeting

1. Meeting Called to Order: The meeting was called to order at 7:30pm by Comm'r Adams who read the Public Meetings Statement and acknowledged the fire exits in the building. Everyone stood for the pledge of Allegiance.

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:

Virtual	Present	Present	Present	Absent
Ch. Comm'r Paolini	Comm'r Adams	Comm'r Osworth	Comm'r Hicks	Comm'r McGlynn

5. **Approval of Minutes:** Amendment to January 26, 2023 minutes to reflect Comm'r Paolini was present at January's meeting virtually.

1 st motion	2 nd motion	Roll Call: All voted Aye
Comm'r Osworth	Comm'r Hicks	

6. **Correspondence:** None, but we had in attendance our Liaison Jay Springer and Insurance Broker McCurdy. Mr. McCurdy discussed the Member Family Assistance Program available to our fire company and their families. He provided hard copies of the flyer to the board members. See Appendix A.

7. Fire Official's Report:

- New Division South Jersey Field representative is Dwayne Breedan, Inspector Doylee has been promoted to a bureau chief position.
- Inspector Boduroglu has access to the RIMS system and has begun scheduling inspections on his own.
- Wee Kids is now listed as Kids Space Corporation at the Eastampton Community School
- Eastampton Zoning Department is reaching out to NOVA industries on Woodlane Road to obtain status of their fire code upgrades.
- Epicore Biometrics is registered as a Life hazard with the DFS as a warehouse facility and inspection is to be in March 2023.
- Complaints from CONFIRE Fire Protection was out at Sherwood Village Apartments again and moved two detectors around the heater exhaust ports.
- Fire Inspector Myers will be attending recertification classes in March and April. Recommending Inspector Boduroglu to register for "Managing the LEA" at Burlington County Fire Academy in April.

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- Knox Box keys are updated at the Group Home at #13 Willowbrook and still waiting for building #2 Knox Box to be installed by March 2023.
- Fire Marshal’s car is running ok, provided Glendale business information & contact sheet to Deputy Chief Obenfrank for the ability to access information on the truck, and Fire Marshal Myers will be stepping back to allow for Inspector Boduroglu to run the LEA. Fire Marshal Myers to be leaving in a few months.
- The Lemongrass Room has been registered as a new business in ESP system at 1309 Woodlane Road in the strip mall to provide initial inspection.
- Hard copy of Fire Marshal’s activity report was provided to the board and is attached as Appendix A

8. Fire Chief’s Report: Written report to be given later

9. Payment of Bills: Ratification requested on January’s being two payroll checks were written at gross amount; G. Myers \$800 which includes payroll as well as cell phone reimbursement and Y. Boduroglu \$180.00

1 st motion	2 nd motion	Roll Call: All voted Aye
Comm’r Hicks	Comm’r Osworth	

- February Bill listing:

Vendor	Amount	Ck#
ATT	\$120.00	10660
Clayton Holdings	\$46,009.84	10661
NJ American Water	\$10,416.00	10662
Verizon	\$80.02	10663
Colleen Hargrove	\$1,000.00	10665
USPS – PO Box Renewal	\$226.00	10664
Positive Promotions	\$998.01	10660
George Myers	\$225.00	1460
Yunus Bodurgolu	\$210.00	1461

10. Fire Commission Committees:

- Personnel: Comm’r Adams & Comm’r. Hicks – Colleen Hargrove is on board.
- Budget and Finance: Comm’r. Osworth & Comm’r. McGlynn - None
- Insurance: Comm’r. Paolini & Comm’r Osworth - None
- Policy and Procedures: Comm’r. Hicks, Comm’r. McGlynn (advisor) Chief Elischer & Polios - changes to State requirements
- Future Planning: Comm’r. Adams, Paolini, Steve Packer(advisor) Chief Elischer, Past Chief Polios & Steve Packer - None

11. Old Business:

- Status of past Administrator completing tasks for 2022 – Comm’r Adams to reach out to past Board Administrator for status.
- 2022 payroll taxes and W2s – Comm’r Adams asked George Myers for a copy last year’s (2021) W2 and we will work with past administrator to obtain 2022 W2 within 2 weeks. Yunus Boduroglu claimed he didn’t receive a W2 last year when Colleen Hargrove spoke with him before the meeting.
- Status of collecting invoices/check stubs/documents belonging to Eastampton Fire Board Commissioner/Fire house – Comm’r Adams will reach out to past administrator.

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- Status of budget submitted to DCA – will reach out to past administrator for status.
- Purchase of new laptop

12. New Business:

- Payroll company to process employee’s checks – QuickBooks (QB) offers payroll services for \$45.00/month plus \$5.00 per employee. Comm’r requested to receive 3 quotes for a local firm. Motion to approve up to \$75.00 by Comm’r Adams:

1 st motion	2 nd motion	Roll Call: All voted Aye
Comm’r Hicks	Comm’r Osworth	

- Convert online QuickBooks (QB) to software – Comm’r asked Board Administrator to verify that converting to software is supported by QB. Currently on website, QB are quoting \$85.00 a month, but not sure what that includes. Motion to purchase software up to \$1,200.00:

1 st motion	2 nd motion	Roll Call: All voted Aye
Comm’r Osworth	Comm’r Paolini	

- Microsoft Quotes – Reach out to obtain quote for use of Outlook and Microsoft software.
- Status of Email addresses and website – Comm’r Adams is working to figure out what we currently have: five email accounts of which two are for Fire Marshal and Fire Inspector and will need an additional four more emails.
- Change current Payroll pay cycle – Going forward, the pay cycle will be the 16th of the prior month to the 15th of the current month.
- Added to the agenda: Comm’r Osworth stated to reach out to our solicitor to push the past administrator to turn over the Fire Districts documents and Comm’r Adams made the motion:

1 st motion	2 nd motion	Roll Call: All voted Aye
Comm’r Hicks	Comm’r Osworth	

13. **Open to Public:** No public comment

14. **Comments from the Commissioners:** None

15. Adjournment:

1 st motion	2 nd motion	Roll Call: All voted Aye
Comm’r Hicks	Comm’r Osworth	