

EASTAMPTON BOARD OF FIRE COMMISSIONERS

MEETING MINUTES

July 27, 2023
Regular Meeting

1. Meeting Called to Order 7:30 pm

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:

| | | | | |
|-------------------|-------------|---------------|-------------|---------------|
| X | X | X | Absent | X |
| Ch. Commr Paolini | Commr Adams | Commr Osworth | Commr Hicks | Commr McGlynn |

5. Approval of Minutes: May 25, 2023

| | | |
|------------------------|------------------------|--------------------------|
| 1 st motion | 2 nd motion | Roll Call: All voted Aye |
| Commr McGlyn | Commr Osworth | |

Did not achieve quorum for June's meeting.

6. Correspondence:

- Eastampton Twp Resolution (R23-92) –Agreed to pay Eastampton BOFC \$16,378.34 by the end of June 2023. This is 2.71% of the CY2022 Annual Service Charge of \$754,699.59 received by the Township.
- Staples Credit Card – Citibank has ended their credit services to Staples and our business account will be closed on July 31, 2023.
- Commr Adams is taking the lead to correct a billing issue with Verizon Wireless.

7. Fire Official's Report: see attached

8. Fire Chief's Report: see attached

9. Insurance – Mr. McCurdy: nothing to present

10. Payment of Bills:

June 2023

| Num | Date | Vendor | Amount |
|-------|------------|---------------------|------------|
| 11205 | 06/20/2023 | Eastampton Township | (2,621.71) |
| 11206 | 06/20/2023 | Eastampton Township | (778.02) |

EASTAMPTON BOARD OF FIRE COMMISSIONERS

| | | | |
|--------------------|------------|---------------------------|-------------|
| 11207 | 06/20/2023 | County of Burlington | (1,425.54) |
| 11208 | 06/20/2023 | Craigs Auto | (697.88) |
| 11209 | 06/20/2023 | Eugene Oberfrank | (272.22) |
| 11210 | 06/20/2023 | Eastampton Fire Company | (21,800.00) |
| 11211 | 06/20/2023 | McDonald Uniforms | (616.41) |
| 11212 | 06/20/2023 | Daniel Paolini | (85.00) |
| 11213 | 06/20/2023 | AT&T Mobility | (120.69) |
| 11214 | 06/20/2023 | ESI Equipment | (1,028.00) |
| Online payment | 06/20/2023 | New Jersey American water | (10,416.00) |
| Payroll Deposit | 06/21/2023 | Natpay Direct Deposit | (1,126.73) |
| Tax liability | 06/21/2023 | Netpay | (469.72) |
| Online payment | 06/21/2023 | Advance Payroll | (50.00) |
| | | | (41,507.92) |

Ratification for June's bills

| | | |
|------------------------|------------------------|--------------------------|
| 1 st motion | 2 nd motion | Roll Call: All voted Aye |
| Commr Adams | Commr Osworth | |

July 2023

| Date | No. | Payee | Total |
|------------|--------|-----------------------------|-----------|
| 07/27/2023 | 11215 | Dival Safety Equipment | 577.50 |
| 07/27/2023 | 11216 | Continental Fire & Safety | 103.00 |
| 07/27/2023 | 11217 | Staples Credit Plan | 1,178.68 |
| 07/27/2023 | 11218 | Gatehouse Media PA Holdings | 31.34 |
| 07/27/2023 | 11220 | AT&T Mobility | 120.69 |
| 07/27/2023 | 11221 | Gen-El Safety & Industrial | 340.93 |
| 07/27/2023 | 11223 | Craigs Auto | 168.23 |
| 07/27/2023 | 11224 | County of Gloucester | 375.00 |
| 07/27/2023 | 11225 | Fire Apparatus Repair | 575.00 |
| 07/27/2023 | 11226 | Continental Fire & Safety | 428.00 |
| 07/27/2023 | 11227 | A 2 Z Apparel | 465.00 |
| 07/27/2023 | 11228 | Daniel Paolini | 85.00 |
| 07/27/2023 | 11229 | Auto Parts Connections | 8.99 |
| 07/27/2023 | 11230 | Richard Braslow Esq | 360.00 |
| 07/27/2023 | 11231 | NFPA | 175.00 |
| 07/27/2023 | Online | Netpay | 475.96 |
| 07/27/2023 | Online | Natpay Direct Deposit | 1,153.85 |
| 07/27/2023 | Online | New Jersey American Water | 10,416.00 |

EASTAMPTON BOARD OF FIRE COMMISSIONERS

07/27/2023 Online Advance Payroll

55.00

17,093.17

| | | |
|------------------------|------------------------|--------------------------|
| 1 st motion | 2 nd motion | Roll Call: All voted Aye |
| Commr McGlyn | Commr Adams | |

11. Fire Commission Committees:

- Personnel: Commr. Adams & Commr. Hicks – recommend \$1,000 bonus to the administrator.
- Budget and Finance: Commr. Osworth & Commr. McGlynn – nothing to report.
- Insurance: Commr Paolini & Commr. Osworth – nothing to report.
- Policy and Procedures: Commr. Hicks, Commr. McGlynn (advisor) Chief Elischer & Polios – Working w/Chief about SOPs
- Future Planning: Commr. Adams, Commr Paolini, Steve Packer (advisor) Chief Elischer, Past Chief Polios & Steve Packer – follow up with Mt. Holly Fire District meeting.

12. Old Business:

- Status of Email addresses and website – commissioners were given emails, automatic payment stopped working and Commr Adams was to inquire with company to figure out what had happened. – all completed.
- Status of ATT access to account – removing old contacts and obtaining new pin with notarized letter to getting access. The point of contact has been updated with Board Administrator’s email. Still pending on the PIN.
- Status of Safe Deposit Box at TD Bank – bank charged \$180.00 and waiting for Board to schedule a time/day to be present when they open the deposit box. – Deposit box was opened and nothing was in the box and requested for a refund from the bank.
- Status of online bank with TD Bank and user access – to add another Treasurer of the commissioner’s board to the online account as a backup to the Board Administrator.
- SAM.gov update – a notarized letter to be sent for obtaining administrative role – Board Administrator was given access to the account and during the renewal submittal, it was rejected due to name was incorrect. Worked with Attorney to assist with the documentation to provide proof of the correct name.
- Status of Ad hoc Committee to review office setup with Fire Department, Fire Marshal, Commr McGlynn, Commr Osworth and Board Administrator – no report.
- Batteries for portable radios are going bad, replacements are on backorder. Motion to purchase batteries as an emergency need to spend no more than \$500.00 for two batteries. – unable to find any batteries and the department is on hold.
- Recommendation by the Personnel Committee to pay Board Administrator \$1,000 for services going above and beyond.

| | | |
|------------------------|------------------------|--------------------------|
| 1 st motion | 2 nd motion | Roll Call: All voted Aye |
| Personnel Committee | Commr McGlynn | |

13. New Business:

- Spend limit for Chief – as long as three requirements are met for Fire Chief, Fire Marshal and Board Administrator:
 - Funds available in line item without jeopardizing future spending in the line item
 - Compliance with contract/purchasing rules per DCA

EASTAMPTON BOARD OF FIRE COMMISSIONERS

- Submitting documentation of what is purchased and details for ratification at the next the Board for approval.

| | | |
|------------------------|------------------------|--------------------------|
| 1 st motion | 2 nd motion | Roll Call: All voted Aye |
| Commr Adams | Commr McGlynn | |

- When to use a purchase order – if an invoice is received, the purchase order is not necessary.
- New Jersey American Water – Commr McGlynn is researching the costs that is being billed by the water company since it’s a third of our budget.
- Fire Department asked if the Board of Commissioner to pay half of the expense for purchasing Banner and Signs to advertise for recruiting new members. Board is responsible for \$465.00 to reimbursement the Fire Department for half of the invoice.

| | | |
|------------------------|------------------------|--------------------------|
| 1 st motion | 2 nd motion | Roll Call: All voted Aye |
| Commr Adams | Commr McGlynn | |

- Recommendation from Fire Chief to accept a new member in the fire department - Aidon Murphy who is registered for Fire 101and starting class on July 30, 2023.

| | | |
|------------------------|------------------------|--------------------------|
| 1 st motion | 2 nd motion | Roll Call: All voted Aye |
| Commr Adams | Commr Osworth | |

14. **Open to Public:** Member suggested we do a boot drive as a type of fundraiser, but it’s up to the Fire Department to make that decision.

15. **Comments from the Commissioners:**

Commr McGlynn – appreciation given to Board Administrator.

Commr Adams – thank you to audience for their attendance.

Commr Osworth – it’s good to see more participation at the meetings and encourage future Attendance.

Ch Commr Paolini – appreciation given to Board Administrator.

16. **Adjournment: 8:26pm**

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|------------------------|------------------------|--------------------------|
| 1 st motion | 2 nd motion | Roll Call: All voted Aye |
| Commr Adams | Commr Osworth | |

Chief's Report June 2023

| Incidents | Totals |
|---------------|--------|
| Comm. Bldg | 2 |
| Alarm System | 3 |
| Dwelling | 1 |
| MVA | 3 |
| LZ | 1 |
| Fumes | 2 |
| Investigation | 1 |
| Odor/Smoke | 1 |
| | |
| | |
| | |
| | |
| Fire Police | 1 |
| FP Scratch | 1 |

Total Calls 18

Fire Police did not respond to one call, all calls were out of town.

Fire calls Scratches—2 in town (Fumes call / Medical assist), 2 out of town (lighting / comm. Bldg.)

Man Hours for calls for service 30hrs. and 8 min.

Averaging 3.5 persons per call

1 work detail

1 storm standby

2 drills (drafting 3411 / water flow-drafting @ regional airport)

1 meeting

Engineer's Report

See Attached

County Chief's meeting, I attended the meeting, nothing of significance was discussed (Finally, meetings are now only an hour long)

Chief's Monthly Round up.....

June, all the apparatus drivers attended the drafting drill at Smithville Lake and each one drew a draft from the lake with 3411, truck pump was flushed afterwards with hydrant water and topped off.

Eastampton Community School, on graduation night, had a smoke scare that brought in our regional partners, apparently a HVAC belt burned up. We did discover dead spots in the school, I am working with police department to see if they are experiencing same dead spots inside with the trunk radio system.

The company attended a Lumberton regional drill at the South Jersey Airport, RE3411's crew was flawless in its responsibilities. It was assigned to the portable pools and drafted to supply 50% of the water for $\frac{3}{4}$ of the drill. The last $\frac{1}{4}$ of the drill it supplied 100% of the water.

On 6/16 we were expecting a wicked storm to cross over the area in the middle of the afternoon, Assistant Chief Swartz organized a storm standby at the station. Thankfully, as in most cases, Eastampton was spared.

New filing cabinets were ordered and delivered for the office.

Portable batteries are still on order.

Replacement 3400 is still on order, I have reached out twice for follow-up from dealership with no return calls.

AEDs are still on order, waiting on dealer to update.

BoFC....request to dispose of 3 outdated, non-functioning AEDs. Request to dispose of expired and un-useable firehose that has failed NFPA testing requirements and are not salvageable.

Request board dispose of functional AV-2000 voice amps for old SCBA masks that are phased out. Department now uses AV-3000 masks and are not needed/nor able to use on new masks.

Request board dispose of 2 functional Positive Pressure Fans (gas operated) that have been replaced with electric fans.

Engineers Report 2023-07

Trucks:

- **3400**
 - Drivers side rear turn signal replaced.
 - Preventative Maintenance (PM) performed on 6/28.
- **3411**
 - Out Of Service from 7/5 to 7/7 at Fire Apparatus Repair.
 - Shore line ejector repaired.
 - Air Conditioning was confirmed working, possible electric issue but not observed.
 - Broom cabinet repaired.
 - Cap and strainer replaced.
 - 4 pump gauges are about ½ full of oil, need top-off at the next PM schedule.

Other

- Oxygen tanks are out for Hydro
- Gas for meter calibration should ship 7/7
- GenServ performed Preventative Maintenance for the building's generator on 7/6
- Putting together a list of tools that are needed for the engineer's room.



DATE: 7/25/23

TO: Board of Fire Commissioners-Eastampton Twp

FROM: George Myers- Fire Marshal

RE: Fire Official's Monthly activity report

INSPECTIONS:

NOVA signs have had the paint booth suppression system finished and tested. It is now operational and the construction office has given there approval. I will be conducting an inspection there next month.

Several life hazard inspections were completed last month.

The annual inspections of all the schools were completed prior to the end of June which is required by the State. These include the Eastampton Community School, The Timothy Christian Academy and the Rancocas Valley Annex building.

I new bakery will be moving into the building on Rt 537, across from the bike shop.

I will be issuing a penalty to The Shilden Group Building at #1307 Woodlane Road. The suppression system is active but they still have not connected the dialer to the alarm company. I have given them a time extension but that has expired.

The final inspection of the addition to Flynn's Towing was completed. They were given approval. They also will be expanding and moving into the business next door to them.

COMPLAINTS:

There were no formal complaints last month.

FIRE INVESTIGATIONS:

There were no fire investigations conducted last month.



DATE: 12/15/11

To: Board of Fire Commissioners - Department 1

FROM: George Meyer - Fire Marshal

RE: Fire Official - Monthly activity report

INSPECTIONS

All assigned fire and the fire inspection system established and tested. It is now operational and the fire department will be given their report. All will be conducting the inspection from the month of 12/15/11.

Recent fire department inspections were completed last month.

The annual fire department and the schools were completed prior to the end of the month. The fire department is now conducting the fire department. The fire department is now conducting the fire department. The fire department is now conducting the fire department.

Fire department is in the process of the building on Rt 217 across from the fire department.

It will be using a permit to the fire department (Gary Hamilton on 12/15/11) and the fire department. The fire department is now conducting the fire department. The fire department is now conducting the fire department.

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COMMENTS

There were no formal complaints last month.

FIRE STATISTICS

There were no fire department complaints conducted last month.

TRAINING:

I attended a class on the new business registration program in Camden County last month. It was informative however, there are numerous problems learning the system. Almost all of the State Fire Officials are having difficulty logging in. Eastampton has been issued three different passwords already and there has been a problem of linking the "My NJ" account with the new program. The State will be adding more training classes to its schedule and I may be attending another soon.

I have just received my new New Jersey State certification card from Trenton. I will make copies and update the training file.

KNOX BOX PROGRAM:

The last Knox Box was installed at Building #2 on Star Drive. We now have access to all the buildings and keys for elevators.

GENERAL BUREAU INFORMATION

The Division of Fire Safety has produced an new online form for Lithium Ion Battery Fires. There have been numerous fires regarding this newer technology and the State Fire Marshals office wants to document them. The form is on the DCA's website and I have made copies to keep in the field.

The Fire Marshals car continues to operate ok, however I would like to continue with the goal of replacing the 22 year old vehicle at some point.

REGISTRATIONS:

There were no new registrations for the month.

Yours in Fire Safety,



George Myers – Fire Marshal

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George Myers – Fire Marshal