

EASTAMPTON BOARD OF FIRE COMMISSIONERS

Meeting Minutes

March 23, 2023
Regular Meeting

1. Meeting Called to Order: 7:39pm

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:

Present	Present	Present	Absent	Present
Ch. Commr Paolini	Commr Adams	Commr Osworth	Commr Hicks	Commr McGlynn

5. Approval of Minutes: February 23, 2023

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

6. **Correspondence:** None

7. Fire Official's Report:

- *Registration & Inspection Management System* - RIMS system is to go offline April 14, 2023 and replaced with new system *Fire, Inspection, Registration & Enforcement* – FIRE Solutions System of which will take time to learn. 3 Fire Officials from Burlington County will participate in Train the Trainer type programs at the end of March and then train the Fire Marshals.
- State of NJ has hired 5 compliance officers who are going retrieve any life hazard fees not paid since 1994. If the business has ceased in operation, there is a law in which the State can go after the building owners to collect for any life hazards fees.
- Work in progress with Glendale Warehouse and construction office will notify Fire Marshall when a CO is given.
- NOVA Industries on Compass Drive has been approved for a sprinkler system for paint booth and other features.
- The old GSELL building is still waiting on contractors to give final proposal for the repair of sprinkler system and other violations have been abated.
- Inspector Boduroglu has been working on the Non-Life Hazard inspections around town and will be inspecting all the schools in town prior to the end of May 2023. The schools have been off track since the beginning of the Covid pandemic and will get them back to a normal yearly schedule.
- Complaints received about an open burning on Smithville Road of which was unfounded.

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- There were several formal Fire Investigations last month resulting from incendiary fires set at multiple locations on Railroad Ave and Shreve Street in Mt. Holly.
- Fire Marshal will be attending recertification classes in April.
- The Division of Fire Safety has advised us that all zoom classes will require the participant to have a camera installed and be present for the entire class. Credit will no longer be given for anyone without a camera.
- Knox Box for building #2 on Star Drive has been back ordered.
- The Fire Marshal's car is running ok.
- Received a "Colored Zone Map" from the alarm company for the Eastampton Community School where it indicates the north and south zones for the detectors and duct detectors of which was the Fire Chief was provided a copy.
- Working with Eastampton Police Department regarding the recent rash of arson fires along Railroad Ave. Surveilled the area for about 2.5 hours and no fires were lit and so persons of interest were observed.
- Added FM-15 to be dispatched on all reported Brush fires in Eastampton for the next two weeks.
- No new business registrations processed for last month.
- Hard copy of Fire Marshal's activity report was provided to the board and is attached as Appendix A.

8. Fire Chief's Report: Received via email

- First Due is the new NFIRS and reporting system. He has been learning how to build the reports that he has been doing for years and it's looking promising.
- NFPA testing done for hose and pumps. We lost a couple of sections of 5", 3" and 1.75".
- Worked 7 hours at the Florence church fire. Ran out of DEF but filled over 30 tankers.
- FM and PD are aware of a possible fire bug.
- SCBA PO submitted to the vendor.
- 3400 still doesn't have a VIN and no answer from Ford as per Winner.
- Took a child to school today for winning the reading competition at school.
- Email copy of Fire Chief's activity report was provide to the board and is attached as Appendix B.

9. Payment of Bills:

To add Kurt Brock December's payroll

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

To add Advance payroll monthly processing fee of \$50.00

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

To add GenServe being the bill is due at the end of March

1 st motion	2 nd motion	Roll Call: All voted Aye
Commr McGlynn	Commr Osworth	

Ck#	Vendor	Amount
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10667	Dan J. Paolini	240.00
10667	Dan J. Paolini	255.00
10668	Auto Parts	104.94
10668	Colleen Hargrove	104.97
10670	Jason Elischer	135.90
10671	Eugene Oberfrank	196.81
10672	Fireflow Services Inc	3,510.25
10673	Richard M. Braslow Esq	305.00
10674	Att	120.69
10675	Travelers	17,120.00
10676	NFPA Renewal	175.00
11183	Colleen Hargrove	853.64
11184	Yunus Boduroglu	97.46
11185	George Myers	103.31
11187	Kevin Mullen	120.00
11190	GenServe	535.00
11191	Kurt Brock	907.49
Online Pay	NJ American Water	20,832.00
Online Pay	Advance payroll	50.00
	Total	\$45,767.46

10. Fire Commission Committees:

- Personnel: Comm’r. Adams & Comm’r. Hicks - NONE
- Budget and Finance: Commr. Osworth & Commr. McGlynn – work in progress.
- Insurance: Commr Paolini & Commr. Osworth – Final Audit documentation for workers compensation was sent. It appears there were 2 audit we processed no payments from 2022 Jan 1st to January’s meeting but paid bills after January’s meeting. So the first audit had no activity for an audit and was explained to the audit company.
- Policy and Procedures: Commr. Hicks, Commr. McGlynn (advisor) Chief Elischer & Polios-NONE.
- Future Planning: Commr. Adams, Commr Paolini, Steve Packer (advisor) Chief Elischer, Past Chief Polios & Steve Packer – NONE.

11. Old Business:

- Status of past Administrator completing tasks for 2022
- 2022 payroll taxes and W2s – Past board administrator has submitted all required filings.
- Status of collecting invoices/check stubs/documents belonging to Eastampton Fire Board Commissioner/Fire house – picked up by Commr Adams and dropped off at the fire house.
- Status of budget submitted to DCA - Ch Commr Paolini signed the 2023 budget and resubmitted to DCA.
- Purchase of new laptop – open item until completed.

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- Advance Payroll to process employee's checks for \$50.00 a month that includes electronic deposit, quarterly processing to State and Federal (941s) and year end W2s
- Status update Convert online QuickBooks to software – approved motion on 2/23/23 up to \$1,200.00 – open item until completed.
- We will be starting fresh with using QuickBooks and not using past entries.
- Status update Microsoft Quotes – no longer to request quotes since we have access to it
- Status of Email addresses and website – Currently Commr Adams was able to setup Ch Commr Paolini and Board Administrator's official emails. Next meeting (April) should have the remaining commissioners accounts setup. Overall purpose is to create continuity going forward for officers.

12. New Business:

- Account signatures and changing bank accounts – all signatures have been corrected to reflect appropriate signatories and we will be setting up an online account for access/payment. As long as TD Bank corrects our problems, there is no need to change banks.
- Verizon account not active but receiving bills – all phone lines are disconnected, the check from January for \$2,000.00. We are not paying any Verizon bills since we do not have any services. Try to stop payment on the \$80.02 payment.
- ATT has old contacts and no pin number to gain access to our account – Ch Commr Paolini will do the research on the account and figure out how to correct.
- State Payroll identification and password from past administrator – Commr Adams stated the State of NJ provides a pin, we can request from the State to resubmit. Commr Adams will take care of that for the board.
- Safe Deposit Box at TD Bank – received \$180.00 bill that was open 25 years ago and we will be drilling it open to see what information is contained in the box of which TD Bank will waive the fee. Going forward, we will not need a Safe Deposit Box.
- Purchase order processes –not all expenses need purchase orders but do require a requisition. The only time we need a PO is when services have not been performed that provided a quote.
- Chart of Accounts – spoke with our auditor about changing the chart accounts to align with State Budget which will make it easier to report to them, it allows us to document in detail with logic and easier for the division heads to track their budget line. We are not changing the budget amounts, but just the wording of the account names.
- Renewal of GenServ maintenance on generator \$535.00 – lease hold agreement who provides maintenance, Ch Commr Paolini will sign the agreement.
- SCBA FEMA Grant for \$132,000 and the quote received was \$500 short. Gave permission to the Chief to order additional mask to maximize the grant funding. Overall, the quote was over the amount of the grant but the additional items are eligible expenses. Motion to ratify amount to spend over the awarded amount from the SCBA grant with extra masks that will be paid from the equipment budget line item as agreed with the Chief.

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

- Our Sam.Gov account has expired and we need the past Administrator to provide access – changing administrative role to new board administrator.

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- Ad Hoc Committee – to investigate the office for recommendation to meet with Fire Department, Fire Marshal, Board Commissioner and Commr McGlynn & Commr Osworth volunteered to participate as well.

13. Open to Public:

- Insurance Broker Mr. McCurdy requested all emails to be provided once they are established. He also stated he believes getting all the accounting in QuickBooks will stop the disorganization. Ch. Commr Paolini appreciated his comment, but replied unfortunately the past administrator had health issues and was hospitalized the last six weeks of the year of which compounded to the mess.

14. Comments from the Commissioners:

- Commr Osworth appreciated all the efforts from Ch. Commr Paolini, Commr Adams and Board Administrator tackling the issues.

15. Adjournment: 8:42pm

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



OFFICE OF THE FIRE MARSHAL

DATE: 3/21/23

TO: Board of Fire Commissioners-Eastampton Twp

FROM: George Myers- Fire Marshal

RE: Fire Official's Monthly activity report

INSPECTIONS

The States "RIMS" system is set to go offline on April 14th. In anticipation of this and at the recommendation of the Division of Fire Safety I am reviewing all our Life Hazard Business Information. There will most certainly be a long learning curve to get the new system up and running and training for the Fire Official. My understanding is that 3 Fire Officials from Burlington County will participate in Train the Trainer type programs at the end of March, and then in return train the other Fire Officials. I am not sure at this time how user friendly this will be for business owners to use.

Work continues on the front part of the Glendale Warehouse. The Construction Office will let me know when a CO is given for the rest of the building.

NOVA Industries on Compass drive has been approved for a sprinkler system for the paint booth and other features for the building.

The old GSELL building is still waiting on contractors to give a final proposal for the repair of the buildings sprinkler system. All other violations at the building have been abated.

Inspector Boduroglu has been working on the Non Life Hazard inspections around town. He will also be inspecting all the Schools in town prior to the end of May. The schools have been off track since the beginning of the COVID pandemic. I will get them back to a normal yearly schedule.

COMPLAINTS:

I investigated a report of open burning on Smithville Road. Unfounded.

FIRE INVESTIGATIONS:

There were several formal Fire Investigations last month resulting from incendiary fires set at multiple locations on Railroad Ave and Shreve Street in Mt Holly.

TRAINING:

I will be attending recertification classes in April.

The Division of Fire Safety has advised us that from now on, ALL ZOOM classes will require the participant to have a camera installed and be present for the entire class. Credit will no longer be given for anyone without a camera.

KNOX BOX PROGRAM:

Knox Box for building #2 on Star Drive has been back-ordered.

GENERAL BUREAU INFORMATION

The Fire Marshals car is running ok at this time.

I have received a "Colored Zone Map" from the alarm company for the Eastampton Community School. This indicates where the north and south zones are for the detectors and duct detectors. I have sent a copy to the Fire Chief.

I have been working with the Eastampton Police Department regarding the recent rash of arson fires along Railroad Avenue. Last Friday we surveilled the area for about 2.5 hours. No fires were lit and so persons of interest were observed.

I have added FM-15 to be dispatched on all reported Brush fires in Eastampton for the next two weeks.

REGISTRATIONS:

There were no new business registrations processed for last month.

Yours in Fire Safety,



George Myers – Fire Marshal

Notes for Chief

Jason Elischer <chief@efc34.org>

Thu 3/23/2023 7:39 PM

To: Board Chairman <boardchairman@eastamptonfiredistrict.org>; David Osworth <ozman3400@hotmail.com>; Joe McGlynn <jmcglynn327@gmail.com>; John Adams <adamsja2@verizon.net>

Cc: Board Administrator <boardadmin@eastamptonfiredistrict.org>

BOFC,

I apologize. My daughters soccer is on Thursday's and I'm having trouble getting coverage. Here are my notes:

- First Due is our new NFIRS and reporting system. I've been learning how to build the reports that I've been doing for years. It's looking promising.
- NFPA testing done for hose and pumps. We lost a couple of sections of 5", 3", and 1.75".
- Worked 7 hours at the Florence church Fire. We ran out of DEF, but filled over 30 tankers.
- FM and PD are aware of a possible fire bug.
- SCBA PO submitted to the vendor
- 3400 still doesn't have a VIN. No answer from Ford as per Winner
- Took a kid to school today for winning the reading competition at school

Thank You,

Jason Elischer
Department Chief
Eastampton Fire-Rescue Department
(609)534-6881