

BOARD OF FIRE COMMISSIONERS

MOORESTOWN FIRE DISTRICT NO. 2

Wednesday, December 2, 2015

7:00 PM

Lenola Fire House
229 N. Lenola Road
Moorestown, NJ 08057

Meeting Agenda

- I. Opening
 - a. Indication of emergency exits
 - b. Meeting Opened to the Public
 - c. Reading of statement in accordance with the Open Public Meetings Act
 - d. Pledge of Allegiance to the Flag
 - e. Moment of Silence
- II. Minutes
- III. Chief's Report
- IV. Captain's Report
- V. Fire Official Report
- VI. Hall Rental Manager's Report
- VII. Squad Report
- VIII. Bills/Communications
 - a. Bills
 - b. Sent letter to Burlington County Board of Chosen Freeholders on November 12, 2015 regarding new 700 MHz Public Safety Communications System.
 - c. Received certified copy of Resolution No. 189-2015 approving salaries for Fire District No. 2 Commissioners for the year 2016.
 - d. The Second Notice to Bidders for the Sale of 3133 by Sealed Bid was published in the Burlington County Times and the Pennsylvania Fireman as well as placed on the Philly Fire News and district website.

- e. Notice of Contract Award for Accounting and Administrative Services was published in the Burlington County Times on November 9, 2015.
- f. Received Supplemental Fire Services Payment in the amount of \$178.00.
- g. Received third installment from Township (Amount raised through Taxation).
- h. Sent letter sent to Squad - re: Financial Assistance
- i. Received e-mail request to use the Hall on January 13, 2016 for the Annual Chief's Dinner.
- j. Received letter from NJM Insurance Group regarding Workers Compensation Audit scheduled for December 9, 2015.
- k. Received request from State to complete Annual Occupational Employment Report.
- l. Received New Jersey State Association of Fire Districts September 18, 2015 Quarterly Meeting Minutes.
- m. Received Third Quarter SSA Payment from District No. 1 in the amount of \$31,653.00.
- n. Other

IX. Old Business

- a. Repairs and Maintenance
 - i. Exterior Doors
- b. Sale of 3133 - Status
- c. Ballot Questions
 - i. Lower Roof
 - ii. Radios (Letter to Burlington County Freeholders)
- d. Employee Handbook/Performance Management
 - i. Handbook
 - ii. CEPA Letter to Employees
 - iii. Resolution 2015-37 *"Establishing an Employee Handbook for the Employees of Moorestown Fire District No. 2"*.
 - iv. Performance Assessment Reviews
- e. Proposed 2016 Budget Process & Timeline
 - i. Status
 - ii. State Workbook and Narrative

- iii. Resolution 2015-38 *“Approving the 2016 Fire District Budget”*
 - iv. Resolution 2015-39 *“Establishing the Date, Time and Place for the holding of a Public Hearing on the 2016 Budget”*
 - f. Status of transition to BB&T
 - g. Other
- X. **New Business**
 - a. 2015 Budget vs. Actual Report
 - i. Resolution 2015-40 *“Authorizing Budget Appropriation Transfers”*
 - b. Other
- XI. **Meeting Open to Public**
- XII. **Executive Session**
 - a. *Resolution 2015-41 “Resolution Authorizing A Closed Executive Session” if needed.*
- XIII. **Formal official action may be taken after Executive Session** *(as appropriate)*
- XIV. **Adjournment.**