

BOARD OF FIRE COMMISSIONERS

MOORESTOWN FIRE DISTRICT NO. 2

Wednesday, February 1, 2017

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
 - a. Administrative Reports
- IV. Captain's Report
- V. Fire Official Report
- VI. Hall Rental Manager's Report
- VII. Squad Report
- VIII. Bills/Communications
 - a. Bills
 - b. The 2017 Adopted Budget and Letter was sent to the Director, DLGS on January 5, 2017.
 - c. W-2s were distributed to employees
 - d. 1099s were distributed to vendors
 - e. The second Notice of Annual District Election & Publication of 2017 Budget Summary including ballot question was published in the

Burlington County Times and posted at the Fire House and on official website.

- f. 2017 Employee Holiday Calendar
- g. Received Annual Survey of Occupational Injuries and Illnesses
- h. Received Bank of America Rebate
- i. Other

IX. Old Business

- a. Protective Equipment - Status
- b. Direct Install Program
 - i. Scope of Work
- c. Workers Compensation Carrier Review
- d. Fire Official, UFD Appeal Process
- e. Township Ordinance 23-2003 "Emergency Medical Services Agreement" - Status
- f. 2017 Budget Process
 - i. Status
- g. Other

X. New Business

- a. 2016 Budget vs. Actual Report
- b. Resolution *2017-03 Authorizing the Cancellation of Checks*
- c. Training - Harassment and Discrimination
 - i. Invoice
- d. Insurance Claim
- e. Election
 - i. Petitions received (1)
 - ii. Ballot Face transmitted to county on 1/20/17 for electronic ballot
 - iii. Ballots provided to County for Absentee Ballots on 1/23/17
 - iv. Public Notices were published
 - v. Arrangements made w/Judge, Tellers and machine operator for 2/18/17 Election
 - vi. Voting machine requested
 - vii. Voter Registration List requested

- viii. 2017 Election Press Release prepared
- ix. Budget/Election Calendar
- f. Draft Notice of Annual Scheduled Meetings 2016-2017
- g. 2016 Audit Process
- h. Quotes
- i. iPad
- j. Other
- XI. Meeting Open to Public
- XII. Executive Session
 - a. *Resolution 2017-04 "Resolution Authorizing A Closed Executive Session" if needed.*
- XIII. Formal official action may be taken after Executive Session *(as appropriate)*
- XIV. Adjournment.