

# BOARD OF FIRE COMMISSIONERS

## MOORESTOWN FIRE DISTRICT NO. 2

Wednesday, February 4, 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. Hall Rental Manager's Report
- VI. Squad Report
- VII. Bills/Communications
  - a. Bills
  - b. 2015 Adopted Budget sent to DLGS on 1/8/15 and posted on official website
  - c. Application for Tax Clearance Certificate submitted to NJ Division of Taxation on 1/15/15; Received Tax Clearance Certificate on 1/28/15; Letter sent to Program Coordinator regarding NJ Clean Energy Program Incentive sent 1/29/15
  - d. Sent signed Cooperative Pricing Agreement to Burlington County Purchasing Agent on 1/16/15

- e. Distributed W-2 Forms to all employees
- f. Distributed 1099 Misc. Forms to Vendors
- g. Second Notice of Annual Fire District Election & Publication of 2015 Budget Summary including Ballot Questions published in BCT on 1/26/15 and posted at Fire House & on official website
- h. Thank you note received
- i. Other

## VIII. Old Business

- a. Repairs and Maintenance
  - i. Hall/Bureau Maintenance status
  - ii. Low Roof Project (to be scheduled - weather permitting)
- b. Policy Prohibiting Discrimination and Harassment in the Work Place
  - i. Status/Training Schedule
- c. New Telephone System and Service Status
- d. Qualified Purchasing Agent
- e. Other

## IX. New Business

- a. Draft Notice of Annual Scheduled Meetings 2015-2016
- b. 2015 Budget Process
  - i. 2015 Budget Status - conditional certification
- c. 2015 Election
  - i. Petitions Received (3)
  - ii. Electronic Voting Machine to be utilized on election day
  - iii. Ballot Face transmitted to county for electronic ballot on 1/23/15
  - iv. Ballots provided to County for Absentee Ballots on 1/26/15
  - v. All Required Public Notices Published
  - vi. Arrangements made w/Judge, Tellers and machine operator for 2/21/15 Election
  - vii. Voter Registration List Requested
  - viii. 2015 Election Press Release prepared
- d. Other

## X. Meeting Open to Public

XI. Executive Session

*a. Resolution 2015-07 "Resolution Authorizing A Closed Executive Session"*

XII. Adjournment.