

BOARD OF FIRE COMMISSIONERS

MOORESTOWN FIRE DISTRICT NO. 2

Wednesday, February 7, 2018

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 Assistant Report
- 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, 2018
 - c. Filing of Further Statements with Township Assessor to maintain tax exempt status
 - d. W-2s were distributed to employees
 - e. 1099s were distributed to vendors

- f. The second Notice of Annual District Election & Publication of 2018 Budget Summary was sent to Burlington County Times for publication and posted at the Fire House and on the official website.
- g. Received Certification of Adopted 2018 Budget from the State on 1/30/18
- h. Letter requesting to use Hall
- i. The NJ State Association of Fire Districts December, 2017 Quarterly Meeting

IX. Old Business

- a. Protective Equipment
 - i. Tactical gear pouch
- b. Lower Roof Project
 - i. Wrap-up
- c. Fire Official, UFD Appeal Process - Status
- d. Clerk 2 Position - Status
 - i. Resolution 2018-04 - Appointing an Administrative Assistant (Clerk 1) to a Clerk 2 Position
- e. Direct Install Program
- f. Proposed 2018 Budget Process
 - i. State Approval of 2018 Adopted Budget
 - ii. Revision to Ratables from Township
- g. Legislation (A1690/S660) - Allowing fire district elections to be moved to November
- h. Vehicle Exhaust Removal System
 - i. Non-Proprietary Specifications
 - ii. Draft Timeline
- i. Projected 2017 Budget vs Actual Report
 - i. 2017 Encumbrances
 - ii. Resolution 2018-05 "Budget Appropriations Transfer"
- j. Other

X. New Business

- a. Shared Services Year-end Reconciliation

b. Election

- i. Petitions received (2)
- ii. Ballot Face transmitted to county on 1/19/18 for electronic ballot
- iii. Ballots provided to County for Absentee Ballots on 1/22/18
- iv. Public Notices were published
- v. Arrangements made w/Judge, Tellers and machine operator for 2/17/18 Election
- vi. Voting machine requested
- vii. Voter Registration List requested
- viii. 2018 Election Press Release prepared
- ix. Budget/Election Calendar

C. Draft Notice of Annual Scheduled Board Meetings 2018-2019

d. 2017 Audit Process

e. FDIC Per Diem Request

f. Electricity Supplier

g. Bureau Parking Lot Repaving

h. Other

XI. Meeting Open to Public

XII. Executive Session

a. Resolution 2018-06 "Resolution Authorizing A Closed Executive Session" if needed.

XIII. Formal official action may be taken after Executive Session *(as appropriate)*

XIV. Adjournment.