

# BOARD OF FIRE COMMISSIONERS

## MOORESTOWN FIRE DISTRICT NO. 2

Wednesday, November 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. Letter to Township Council/Manager was sent on October 8<sup>th</sup> regarding Commissioner Fee Request. Received e-mail reply from Township Clerk on October 21<sup>st</sup>.
  - c. The Notice to Bidders for the Sale of 3133 by Sealed Bid was published in the Burlington County Times and placed on the Philly Fire News website.
  - d. Resolution Concerning the Review of the Findings and Recommendations of the Local Finance Board and the signed Group Affidavit Form was send to the LFB on October 8<sup>th</sup>, 2015.

- e. Letter to the Squad was sent on October 27<sup>th</sup>, requesting a representative be present at the Board Meetings.
- f. Executed Salary Agreement for 2016 was distributed to Full-time employees.
- g. Snow Removal Services Contract was sent to Franzeo's Landscaping LLC on October 30<sup>th</sup>.
- h. E-mail reply from Township regarding in-street crosswalk signs.
- i. Other

## VIII. 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. Electricity Auction Results
  - i. New Two-year contract with Constellation Electric effective 12/31/15
  - ii. New Rate \$0.09350 (from \$0.1099)
- e. Commissioner Salaries
  - i. Resolution 2015-34 *"Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2016 through December 31, 2016"*.
- f. 2016 Budget Process Status & Timeline
- g. Other

## IX. New Business

- a. Restricted Reserves
  - i. Resolution 2015-35 "Authorizing Unexpended Funds Previously Designated as a Capital Appropriation in the 2015 Budget be Returned to Capital Projects Fund".
- b. Accounting and Administrative Services Contract

- i. *Resolution 2015-36 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Accounting and Administrative Services"*
  - C. 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
  - d. 2015 Budget vs. Actual Report
  - e. New Copier Lease - Fire Prevention Office
  - f. Other
- X. Meeting Open to Public
- XI. Executive Session
  - a. *Resolution 2015-38 "Resolution Authorizing A Closed Executive Session" if needed.*
- XII. Formal official action may be taken after Executive Session *(as appropriate)*
- XIII. Adjournment.