Rev. 10/2026

NEW JERSEY STATE FIREFIGHTER'S ASSOCIATION

1711 Route 34 South • Wall Township, New Jersey 07727
Telephone: (732) 798-8137 • (800) 852-0137
Fax: (732) 938-2580

Secretary Manual

I N T R O D U C T I O N

This manual is for the education and instruction of local officers. It is recommended that the up-to-date Compendium and the By-Laws of Local Firefighter's Relief Associations are read by all Officers.

The purpose of this manual is to bring a better understanding of the various responsibilities of all local officers and to assist in submitting all the forms needed for the operation of the New Jersey State Firefighter's Association.

Table of Contents

Section	Page #
Cover Page	1
Introduction	2
Table of Contents	3
Directions to the State Office	4
Records Retention Schedule	5
Duties of Secretary	
Membership	
Minutes	6-7
Membership Application	8
Active Membership Report (Green Sheets)	9
Maintenance Form	10
Moving Members	11
Membership Classification	12
Relief	
Application for Local Relief	13
Application for Special Relief	14
Application for Supplementary Relief	15
Collection of Local Relief Applications	16
Health Care Assistance Program	17
Officer's Report	18
Delegates to Annual Convention	
Notice of Delegates and Alternates	19
Notice of Exempt Delegate and Alternate	19
Convention Expense Affidavit	20
Burial Benefit	
Notice of Death	21
Standard Proof of Claim	21
Proof of Claim – Power of Attorney	22
Report of Investigation	23
Line of Duty Death	24
Organization Table (Reps/Officers/Trustees/Committees)	25-26
General Fund Rules	27
Not Seated / Out of Accord	28
Consolidations and Closing of Companies	29-30
Suggested Guidelines for Preparing a Resolution	31
Forms / List of Reports	32-33

Directions to State Office

New Jersey State Firefighter's Association
1711 Route 34 South
Wall Township, NJ 07727

From the Garden State Parkway:
Take the Garden State Parkway (North or South) to Exit 98, follow signs for Route 34 North. Follow Route 34 North for 2 traffic lights to Airport Blvd. Take the jug handle to cross Route 34 and continue to the first right, which is the entrance to our parking lot. The building entrance is off the parking lot.

From Route 195:
Take Route 195 East to Exit 35B. Follow signs for Route 34 North. Follow Route 34 North for 2 traffic lights to Airport Blvd. Take the jug handle to cross Route 34 and continue to the first right, which is the entrance to our parking lot. The building entrance is off the parking lot.

From Route 18:
Take Route 18 South to Exit 19B. Merge onto Route 34 South. At Route 34/Route 33 traffic circle take the first exit and follow Route 34 South for 2 traffic lights. Turn right onto Airport Blvd. and continue to the first right, which is the entrance to our parking lot. The building entrance is off the parking lot.

Records Retention Schedule

The following retention requirements exist for local relief associations:

A.	Financial Records:	Retain for 7 Years
B.	Account Ledgers:	Must be Permanently Maintained.
C.	Bank Books, Statements, checks, deposit slips, and similar financial transaction documents:	Retain for 7 years.
D.	Yearly Financial Report:	Must be Permanently Maintained.
E.	Monthly Financial Report:	Retain for 3 Years
F.	Relief Applications:	Retain for 7 Years
G.	Correspondence:	Generally, 3 years
H.	Minutes:	Must be Permanently Maintained
I.	Abridged Minutes:	Retain 1 Year
J.	Membership Records (Master List):	Retain 3 Years
K.	Active Membership Report (Green Sheets):	Retain 3 Years
L.	OPRA Request and Responses:	Retain 3 Years

Electronic Correspondence – As previously discussed, electronic communications should be maintained on Local Association accessible networks so that such communications regarding Association business can be preserved. If they have not done so already following my January 2022 communication Local Associations should immediately work with their municipality, fire district, fire department or fire company to establish these files. Association members should avoid using electronic communication options, such as text messaging, to conduct Association business because of the difficulties with preservation requirements.

While it is fine to have documents scanned as a backup, any document identified above with a lifetime preservation period must be maintained in a hardcopy form. Efforts to protect the documents from fire and flood damage should be made. Associations should also be wary of the electronic system being used for a backup. For example, a series of government agencies previously backed-up documents to disks and compact discs and are now experiencing difficulties finding computers that still read such devices. Further, "the cloud" is simply another computer in another location and efforts must be taken to ensure that all privacy is maintained if documents are being scanned and stored electronically.

Should you have any questions on the above or a document not listed, please call the State Office.

Updated: February 2023

4881-4549-9202, v. 1

S E C R E T A R Y

As per Article V, Part 2 of the By-Laws Local Firefighter's Relief Association, the following is an explanation of some of the duties assigned to the Secretary.

MEMBERSHIP

1. Recording and Maintaining Minutes

   a. The Secretary is responsible for seeing that the book containing The Minutes is of a sturdy construction to protect the contents. A bound book, loose-leaf notebook, or binder is acceptable.

   b. The entries should be neat and concise. Entries may be printed, typed, or computer generated.

   c. Entries should cover all business transacted at the meeting.

   d. Names of members of the Board of Representatives making motions and seconds must appear in the Minutes (Board of Representatives are the only ones to make motions and second motions).

   e. The Secretary must receive written notification from each fire company as to the names of the members elected to serve as the Board of Representatives (letter must be attached).

Some of the subjects to be covered by Minutes:

   f. New Members – List Name and Line Number (letter received from the state office must be attached). Must also be done for removal of members.

   g. When issuing relief to a member, instead of listing the name of the member use a code number (2026-1) and amount granted for relief.

   h. Report on Executive Committee Abridged Minutes.

   i. Election of Officers for the coming year (in December's meeting).

   j. Election of Convention Delegates/Alternates for the coming year (in December to April's meeting).

   k. **After Convention**, Payment to Delegates and Life Members with amounts listed (motion and seconds to pay must be made by the representatives).

   l. The treasurer's balance must be written in the minutes with a copy of the Treasurer's Report attached.

m. **In December**, if there is any, payment for Administrative Expenses to officers with amounts listed (motion and seconds to pay must be made by the representatives).

n. Names of members of the Board of Representatives making motions and seconds on all expenditures of monies.

There must be a minimum of five mandatory meetings per calendar year (recommended based on when reports are due in the state office, **January, April, July, October, and December**).

Meeting Agenda Guidelines for Local Relief Association:

January

File Relief Officers Listing Report (Due Feb. 1st)
Complete and file Financial Standing Report (Due Feb. 20th)
File Active Firemen's Membership Report (Due Feb.28th)
Audit Treasurers' books, which must include a letter of certification from the Auditing Committee
Treasurers Report - December and Annual from previous year
File Notice of Delegates Elected (Due May 1st)
File Notice of Exempt Delegate Elected (Due May 1st)

April

Acknowledge February Executive Committee Meeting Abridged Report
Treasurers Report-January thru March

July

Acknowledge May Executive Committee Meeting Abridged Report
Review Resolutions (if applicable)
Provide Caucus Location and Instructions
Treasurers Report - April thru June
Acknowledge receipt and deposit of Assessment Check (Direct Deposit)

October

Report of Convention including delegates'/alternates attendance to both Caucus and Convention
Payment of Delegate Expenses - List names, check numbers, and amounts with a motion to pay
File Delegate & Life Member Expense Vouchers (Due Nov. 1st)
Acknowledge July & September Executive Committee Meeting Abridged Reports
Treasurers Report-July thru September

December

Acknowledge November Executive Committee Meeting Abridged Report
Receipt of letters referencing Company Representatives elected.
Election of Officers & Trustees
Payment of Administrative Expenses – List names, check numbers, and amounts with a motion to pay.
Treasurers Report - October & November

2. Membership Application

Form # 100 and # 100A

a. Make sure that all parts of the form are together 100 and 100a (must use the most recent version {Rev. 10-26} of the form). No old application can be used. The most recent version of the form is available by request from the State Office or located under the Secretary's Tab as well as the Treasurer's Tab and the Pres/V.P./Chief's Tab (when printing please try and print on both sides of the paper).

b. Make sure the Physical Examination is administered by a New Jersey Licensed Physician, Nurse Practitioner, or Physician's Assistant. They must sign Form 100 after the physical is completed. Make sure all sections of the physical are filled in completely to avoid it being returned (specifically, Hearing, Eyesight, Blood Pressure, and Disabilities Section). The physical is valid for one year from the date of the physical (see Form 100a for Physical Examination Guidelines).

c. Review the form after completion, making sure all lines have been completed properly.

d. The date of admittance of any new member is to be recorded as of the date the form is received and approved in the State Office.

e. Make sure all proper signatures are affixed.

f. Make sure this form is completed and submitted as soon as possible so that the members can be protected. Be sure that all probationary members are included.

g. Make sure that the form has been notarized with the Notaries' date of expiration and signature.

h. Submit the completed application via email to localreports@njsfa.com or DeniseP@njsfa.com or can be mailed in via U.S. Mail or faxed to (732) 938-2580.

The Applicant is not a member of the NJSFA until the completed application is received AND approved at the NJSFA State office.

Secretary must keep all current addresses for all members of the local association. The Local Secretary will be responsible for notifying any member when they are being removed (resigned or transferred) from the association. There is a generic notification letter located under the forms tab of the State Association Website as a fillable PDF file.

3. Active Firefighters' Membership Report (Green Sheets) Form # 109

   a. All members working towards their qualified status should appear on this form.

   b. The form is located on the Secretary's Reports Tab on the NJSFA Website.

   c. Make sure form is completed and all proper signatures are affixed (Chief, President, and Secretary must sign).

   d. Minimum Percentage is currently at **25%**.

   e. A maximum of **24** drills per year is allowed towards the credit.

   f. Must be completed online then printed out to sign.

   g. Report can either be submitted by mailing the original (hard copy) to the State Office or scanned and emailed to localreports@njsfa.com.

   h. Deadline Due **February 28th.**

   i. Qualifying Certificate will be issued by the State Office upon completion of required time in accordance with the rules and regulations.

If you have any additional questions, please call the State Office for assistance. See Membership % Report Directions for further information (located on the State Website under Forms Tab).

The State office will remove members that are considered inactive that have five consecutive years of ZERO percent (0%) each year after the membership reports (green sheets) are finalized. The Secretary is asked to go through the list of members that have previously been marked out on Military Leave to confirm their status. Any issues with any of the members that are considered inactive, the secretary is asked to contact the State Office to discuss these members. The State Office will send out to all five local association officers a letter notifying them of the removal of these members. It is the Local Secretaries' responsibility to notify the members that are being removed.

4. Maintenance Form

Form # 108

a. Used for correcting member information.

b. Used for removal of a member through resignation, leave of absence, military leave, suspension, etc.

c. Must be completed online.

d. The form is located on the Secretary's Reports Tab and the Treasurer's Reports Tab on the NJSFA Website.

e. Click on the link that says add Maintenance Form 108 listed in the box that reads Member Maintenance (the last ten submitted will be listed here).

f. Once you click on the link a screen will open with boxes to complete for the Member Association, Company, and Line Number, then click Submit.

g. The next screen will open with the members' information. You can use the remarks box to add comments on what information needs to be corrected or you can update the Retired or Resigned date.

h. If Military Leave, or you're removing a member you can add the total company alarms and drills, then add the number that the member responded to for both alarms and drills. The numbers will automatically calculate a percentage for the months that the member needs credit for.

i. Click Submit when finished. This form needs to be submitted via the internet (NJSFA Website).

5. Moving Members

From one Relief Association to Another Relief Association

All Members

a. A letter of resignation from the member must be submitted to the Local Relief Association Secretary stating he/she is resigning.

b. A Maintenance Form (Form #108) then must be completed by the Secretary of the Local Relief Association that he/she is leaving from, showing a resignation date from that association and the name of the new association, the member is going to, if known.

Not Qualified (under 57 years of age)

a. A Membership Application must be completed for the new association with the required physical **(both front and back of the application)**.

Not Qualified (Over 57 years of age)

a. A Membership Application must be completed for the new association with the required physical **(both front and back of the application)**.

b. The application must be received at the State Office, within 90 days (window of opportunity) from the date of resignation from the previous association.

Qualified

a. A Membership Application must be completed for the new association with only the first page filled out **(only front page of the application)**.

From one Company to another Company within the same Local Association.

a. A letter of resignation must be submitted to the Local Relief Secretary.

b. A new application for membership must be completed for the new company with no physical **(only front page of the application)**.

The Local Relief Secretary must immediately submit both the maintenance form and/or the new application for membership to the State Office. When the paperwork has been processed the applicant will receive a new line number and the Local Secretary will receive acknowledgement (must note in the next local meeting minutes with letter from State attached).

6. Membership Classifications

MEMBER - A person whose application was received and approved by the State Office and has been issued a line number.

a. Listed on local association annual Active Firefighter's Membership Report (Form # 109) towards qualified membership until obtaining (84) months of 25% service.
b. Listed on the Association Master Sheet.
c. Claimant is eligible for Association pro-rated burial benefit at time of death.
d. Member is eligible for Relief & Pro-Rated Healthcare Program.

QUALIFIED MEMBER - A MEMBER who has completed twenty-five (25 %) percent of fire duty for eighty-four (84) months as reported on local association annual active reports and accepted by State Office. The MEMBER will be listed on the association master sheet with a qualifying number.

a. The Qualified Member's Claimant is eligible for Association maximum burial benefit at the time of death.
b. Qualified Member is eligible for Healthcare Program and Relief payments.
c. ***Upon the death of the Qualified member their spouse (until they remarry), and dependent children are eligible for relief payments. -- REVIEW***

LIFE MEMBER - A person who has attended ten (10) daily sessions of the Annual Convention as a delegate (usually takes five years if attending both sessions each year).

a. Entitled to all convention privileges.
b. If the Life Member is also a Qualified Member – See above
c. If the Life Member is not a Qualified Member but is listed with a line number on his/her local association master list – see MEMBER
d. If the Life Member is not listed with a line number on his/her local association master list, he/she is not eligible for burial or relief benefits but can still attend the convention and receive compensation.

Exception to Life Member Rule

A Local Relief Association may elect and send a Chief Delegate to the Annual Convention even though the Chief is not a member of the association. This Chief would be listed as a 999 Chief on the convention roll call, the Chief would receive the same expenses as the other delegates and will receive credit towards Life Member status.

RELIEF

Refer to the Compendium, General Relief Fund Rules, Chapter VII - Financial Relief Assistance.

The **Trustee Manual** gives a more detailed explanation of each level of Relief.

There are three levels of Relief: Local, Special, & Supplemental.

Local Relief Level is based on your Prior Year end Balance (see Relief Assistance Scale).

7. Application for Local Relief

Form # 101 – The New Application for Relief now includes all three levels.

a. Make sure that all parts of the form are together when sent to an applicant (must use the most recent version {Rev. 10-26} of the form). No old application can be used (the most recent version of the form is available online under the forms tab on the State Website).

b. Please refer to the Relief Guidance Document (located under the forms tab on the State Website) to help assist in completing and reviewing the Local Relief Application.

c. The first page of the application is instructions to help explain each section of the application and who to complete that section.

d. Financial **NEED** must be demonstrated.

e. Must be voted on by the Board of Representatives at a meeting, based on the Board of Trustees' recommendation.

f. Medicaid Recipients are not eligible to apply for Local Relief.

g. No Relief can be paid without completing this application in its entirety (all sections need to be completed, and all appropriate signatures are needed before payment can be made).

h. **Supporting Documentation is needed for ALL income and expenses listed.**

i. It is the responsibility of the Secretary, President, and Treasurer to see that all lines of form #101 have been completed before they sign off on the application.

j. Funds paid from the Local Association.

Special Relief Level is up to $9,000 minus your Local Relief Level (see Relief Assistance Scale).

8. Application for Special Relief Fund

Form # 101 – The New Application for Relief now includes all three levels.

a. Make sure that all parts of the form are together when sent to an applicant (must use the most recent version {Rev. 10-26} of the form). No old application can be used (the most recent version of the form is available online under the forms tab on the State Website).

b. Please refer to the first page of Form 101 to help assist in completing and reviewing the Special Relief Application. These are the instructions to explain each section of the application and who to complete that section.

c. Financial **NEED** must be demonstrated.

d. Must be voted on by the Board of Representatives at a meeting, based on the Board of Trustees Recommendation.

e. Medicaid Recipients are not eligible to apply for Special Relief.

f. No Relief can be paid without completing this application in its entirety (all sections need to be completed, and all appropriate signatures are needed before payment can be made).

g. **Supporting Documentation is needed for ALL income and expenses listed.**

h. It is the responsibility of the Secretary, President, and Treasurer to see that all lines of Form #101 have been completed before they sign off on the application.

i. Local Relief must be paid in full before submitting for Special Relief.

j. Special Relief Application must be sent to the State Office for Approval by the State Advisory Committee (can be scanned and emailed).

k. Funds paid from the State Office unless your Local Association has more than a million dollars in assets, then paid by the Local Association after approved by the State Advisory Committee.

Supplementary Relief Level is **4 times** your Local Relief Level (see Relief Assistance Scale).

9. Application for Supplementary Relief

Form # 101 – The New Application for Relief now includes all three levels.

a. Make sure that all parts of the form are together when sent to an applicant (must use the most recent version {Rev. 10-26} of the form). No old application can be used (the most recent version of the form is available online under the forms tab on the State Website).

b. Please refer to the first page of Form 101 to help assist in completing and reviewing the Supplementary Relief Application. These are the instructions to explain each section of the application and who to complete that section.

c. Financial **NEED** must be demonstrated.

d. Must be voted on by the Board of Representatives at a meeting, based on the Board of Trustees Recommendation.

e. Medicaid Recipients are not eligible to apply for Supplementary Relief.

f. No Relief can be paid without completing this application in its entirety (all sections need to be completed, and all appropriate signatures are needed before payment can be made).

g. **Supporting Documentation is needed for ALL income and expenses listed.**

h. It is the responsibility of the Secretary, President, and Treasurer to see that all lines on Form #101 have been completed before they sign off on the application.

j. Special Relief must be paid in full before submitting for Supplementary Relief.

k. Supplementary Relief Application must be sent to the State Office for Approval by the State Advisory Committee (can be scanned and emailed).

l. Funds paid from the Local Association after approved by the State Advisory Committee.

10. Collection of Prior Year Local Relief Applications

All Local Associations are required to turn in their prior year Applications for Relief at their County Caucus Meetings. **Example:** All 2025 Applications for Relief must be turned in at their 2026 County Caucus Meetings.

a. Includes any Applications for Local Relief whether approved or denied for the prior year. The submission window will be July 1st – September 30th. No applications will be accepted/collected at or during the Annual Convention.

b. Local Associations are **not** required to turn in Applications that were already submitted to the NJSFA State Office for Special or Supplemental Relief. Contact the Field examiner if any questions concerning this.

c. Those Associations that fail to turn them in at their County Caucus are responsible for submitting them to the NJSFA State Office. **Deadline for submitting is September 30th.**

d. Failure for **all** the prior year Applications for Relief (not counting Special or Supplemental) being submitted by the September 30th deadline will result in the following penalties.

   i. No stipends/Administrative Expenses can be paid to the current Officers, Representatives or Trustees this calendar year.

   ii. The Association is not seated for the following year's Convention. In the above example, the Local Association would not be seated at next year's Annual Convention.

HEALTH CARE ASSISTANCE PROGRAM

11. Health Care Assistance Application

Form # 114

a. Make sure that all parts of the form are together when sent to an applicant (must use the most recent version {Rev. 10-26} of the form). No old application can be used (the most recent version of the form is available online under the forms tab on the State Website).

b. Please refer to the first pages of the form to help assist in completing and reviewing the Application. The last three pages of the application also has rules guidelines in helping complete the application and explain the program.

c. Medicaid Recipients are not eligible to apply for the Health Care Program.

d. **This is a reimbursement program where the member is receiving some type of rehabilitation of ongoing remedial care.**

e. Must be renewable yearly.

f. Reimbursement begins the month the Application is received in the State Office.

g. It is the responsibility of the Secretary, President, and Treasurer to see that all lines on Form #114 have been completed before they sign off on the application.

h. Health Care Assistance Application must be sent to the State Office for Approval by the State Advisory Committee (can be scanned and emailed).

i. **Funds paid from the State Office**.

OFFICERS' REPORTS

12. Relief Officers Listing Report

Form #103

a. It is the responsibility of the Secretary to complete form #103 after the Officers Election in the December meeting of the prior year.

b. Must be completed and finalized online via the NJSFA Website.

c. The form is located on the Secretary's Reports Tab on the NJSFA Website.

d. Must be submitted by **February 1st**.

e. If there is no change in Officers, you must click the box that says No Change for each of the five Officers on this form.

f. Please verify the information is corrected, including **phone numbers and email addresses** for each officer.

g. The Chief's Delegate Position is updated by this form.

If you have any additional questions, please call the State Office for assistance. See Relief Officers Listing Report #103 – Online Entry Directions for further information (located on the State Website under Forms Tab).

DELEGATES TO ANNUAL CONVENTION

13. Notice of Delegates and Alternates Elected

Form # 104

a. It is the responsibility of the Secretary to complete form #104 after the Board of Representatives hold an election for the three Company Delegate and three Alternates.

b. Must be completed and finalized online via the NJSFA Website.

c. The form is located on the Secretary's Reports Tab on the NJSFA Website.

d. Must be submitted by **May 1st**.

e. The Chief's Delegate will already be entered into this form from the Officers Listing Report.

f. The Chief's Alternate must be entered on this form and is the only one that can replace the Chief Delegate.

g. Any of the three Company Alternates can replace any of the three Company Delegates.

The system will no longer allow you to list the same name in multiple spots for delegates and alternates. You need to have a different name for each spot. There are directions on how to complete this form if needed located under the forms tab of the State Association Website.

14. Notice of Exempt Delegate and Alternate Elected

This is no longer two separate forms; the exempt delegate and exempt alternate is now included in form # 104 with the regular delegates and alternates.

a. It is the responsibility of the Secretary to include the exempt delegate and alternate delegate in form #104 after the Board of Representatives hold an election for the Exempt Delegate and Exempt Alternate (only if a Local Exempt Association exists and is in good standing).

b. The Exempt Alternate is the only one that can replace the Exempt Delegate.

15. Convention Expense Affidavit

Used for Delegates or Alternates and Life Members.

a. Make sure that you are using the most recent version {Rev. 10-26} of this form. No old forms can be used (the most recent version of the form is available online under the forms tab on the State Website).

b. It is the responsibility of the Secretary or Treasurer to see that the affidavits are properly executed, including check numbers and signatures of all recipients and officers.

c. Every Delegate or Alternate and Life Member that attends the Convention and receives payment from the Local Association for attending must fill this out. They are attesting that they attended one or both sessions of the Convention and whether they stayed overnight or commuted.

d. To avoid receiving a 1099 tax form for payments over $2000, copies of receipts/expenses for the Convention can be attached to this affidavit reducing the net amount below the $2000 threshold.

e. If you receive Administrative Expense money in December, you cannot offset any of that with receipts/expenses for the Convention. If the amount of Administrative Expenses is over $2000 or the combined Administrative and net Convention expense adds up to over $2000, a 1099 tax form must be issued.

f. Upon completion, the affidavits are to be kept by the **Local Treasurer** as part of the financial records (they will be reviewed during the next field exam).

g. They do not need to be sent to the State Office.

BURIAL BENEFIT

16. Notice of Death

Form # 300

a. It shall be the responsibility of the Secretary, upon the death of a member, to complete the Notice of Death. If the Secretary is unavailable, any Local Officer can complete this form. **It should be done within 30 days of the Firefighter's passing.**

b. **Must be completed and finalized online via the NJSFA Website.** The form is located on the Secretary's Reports Tab on the NJSFA Website as well as the other Officers Tabs.

c. Whenever possible, email the Obituary Notice to the administrative assistant responsible for the burial benefits, currently, bethd@njsfa.com or localreports@njsfa.com.

d. Indicate Line of Duty death if applicable. Do not fill in the Date of Exemption (it will prefill if the Certificate is on file at the State Office).

e. Claimant information is needed on the notice of death form prior to submitting it.

Once the State Office receives the Notice of Death, the Local Secretary will be emailed the claim document(s) that need to be completed. **A Proof of Claim form is required on every Notice of Death, along with a funeral home bill (if available) and a certified death certificate.** Based on the claimant information provided, one of three forms will be sent to the secretary. The forms will arrive via email from bethd@njsfa.com or localreports@njsfa.com.

17. Standard Proof of Claim

Form # 301 – Standard Proof of Claim – spouse, single child, parent, or sibling.

a. It shall be the responsibility of the Secretary, upon receiving the Standard Proof of Claim from the State Office, to make sure the form is completed in its entirety. The secretary should fill out all the information up to the Full Name and Mailing Address of the Claimant. This portion should be filled out by the person receiving the check. Whatever name and address are in this section will indicate how the check is made out and where it is sent. Please ensure that it has been signed by three officers and that the form has been properly notarized.

b. **The Deceased Firefighter's Social Security Number must be included on this form**.

c. Include an Obituary Notice if it has not previously been provided. **(if available)**

The Secretary will then forward the hard copy of the Proof of Claim, along with the certified Death Certificate, to the State Office via U.S. Mail, Email to bethd@njsfa.com or localreports@njsfa.com, or Fax to (732) 938-2580. It is suggested that you keep a copy for your records.

18. Proof of Claim – Power of Attorney

Form #302 – Proof of Claim – Power of Attorney
Used for multiple children, siblings, or families assigning payment to the funeral home.

a. It shall be the responsibility of the Secretary, upon receiving the Proof of Claim and Power of Attorney forms from the State Office, to make sure the forms are completed in their entirety. The secretary should fill out all the information up to the Full Name and Mailing Address of the Claimant. This portion should be filled out by the person receiving the check. Whatever name and address are in this section will indicate how the check is made out and where it is sent. Please ensure that it has been signed by three officers and that the form has been properly notarized.

b. All Non-Claimants (persons not receiving the check) need to sign the Power of Attorney form. If more than one person is signing the same POA form, the notary **MUST** list the names of all the people who signed in front of him/her.

c. **The Deceased Firefighter's Social Security Number must be included on this form.**

d. Include an Obituary Notice if it has not previously been provided. **(if available)**

e. If the benefit is being paid to a Funeral Home, the Funeral Home **MUST** be listed as the Claimant. Notarization is not required.

The Secretary will then forward the Proof of Claim along with the certified Death Certificate and the funeral home bill, to the State Office via U.S. Mail, Email bethd@njsfa.com or localreports@njsfa.com, or Fax to (732) 938-2580. It is suggested that you keep a copy for your records.

19. Report of Investigation

Form #303

This is an extra step that is required when there is no spouse, children, parents, or siblings. To be completed by the Trustees and signed by the Trustee Chairman, the President, and the Secretary. It will be accompanied by a Standard Proof of Claim form and a Caregiver Affidavit, which should be given to the person making the claim. If there is a Funeral Home, no Caregiver Affidavit is required. If the Funeral Home has not been paid, the Advisory Committee will always vote to pay that bill before any other monies are disbursed.

a. It shall be the responsibility of the Secretary, that, upon receiving the Report of Investigation form, the secretary will see that it is given to the Board of Trustees for their investigation as to the facts of the Claim.

b. Used for paying caregivers or funeral homes in the absence of a spouse, children, parent, siblings, or if bypassing the aforementioned.

c. Upon completion of the investigation, the Secretary will make sure all sections have been completed, including recommendations and signatures of Trustees and Local Relief Officers, as well as the Caregiver Affidavit and Standard Proof of Claim forms.

d. **The Deceased Firefighter's Social Security Number must be included on this form.**

e. Include an Obituary Notice if it has not previously been provided.

f. In the case of a Report of Investigation, if the funeral home bill has not been paid, the Advisory Committee will always rule to pay that before any other monies are distributed.

The Secretary will then forward the Proof of Claim along with the certified Death Certificate and the Funeral Home Bill, to the State Office via U.S. Mail, Email bethd@njsfa.com or localreports@njsfa.com, or Fax to (732) 938-2580. It is suggested that you keep a copy for your records.

Line of Duty Death

The NJSFA burial benefit for a Line of Duty Death (LODD) is three times the amount of the regular burial benefit.

If the death is clearly established as a Line of Duty Death, the full LODD burial benefit will be paid upon receipt of the required claim documents.

If the circumstances of the death require an official determination, NJSFA will follow the ruling of either the Public Safety Officers' Benefits (PSOB) Program or the September 11th Victim Compensation Fund (VCF), as applicable. A copy of the official determination and supporting documentation must be provided to NJSFA before the remaining balance of the LODD burial benefit can be paid.

A death will not be considered an LODD by NJSFA, nor will it be listed as such on the Memorial Honor Roll at Convention, until the required corroborating documentation has been received and the LODD determination has been established.

ORGANIZATION TABLE

LOCAL RELIEF ASSOCIATION

Please Refer to the By-Laws of Local Firefighter's Relief Association (posted on NJSFA Website).

20. Board of Representatives

    a. Each Fire Company, before the second Monday in December in every year, must elect not more than **(3)** Representatives.

    b. In addition, no more than **(3)** members from the Local Exempt Association shall be elected (if in existence).

A letter must be submitted to the Local Association Secretary from each Fire Company and Local Exempt Association as to the Representatives elected.

    c. The Chief of the Department or highest-ranking officer will serve as a member of the Board of Representative.

    d. The Board of Representatives are the only ones able to make motions, seconds, and vote at meetings. They must meet at least five times a year.

    e. The majority of Representatives shall constitute a quorum.

21. Board of Officers (Local Relief Association Officers)

    a. On or before the third Monday in December, the Board of Representatives shall elect from among their own members (Board of Representatives) or out of the whole membership of the Association, a:
    President Vice President Treasurer Secretary

    b. The President presides at all meetings of the Board of Representatives.

    c. The Vice President acts in absence or the President.

    d. The Treasurer handles all financial responsibilities and reports to the Board of Representatives at each of their meetings.

    e. The Secretary keeps records of all meetings, records of all votes, and reports to the Board of Representatives at each of their meetings.

    f. Members of the Board of Officers may also serve as a Representative if elected. A Member of the Board of Officers cannot serve as a Trustee.

    g. All Local Association Books/Records Must be Kept in New Jersey.

22. Board of Trustees

a. On or before the third Monday in December, every year, the Board of Representatives shall elect from the whole membership of the Association, not less than three nor more than fifteen Trustees,

b. The terms of the Board of Trustees can be divided equally into three-year terms of office.

c. The Board of Trustees shall at once, each year, immediately after their election, elect a Trustee Chairman and Trustee Secretary.

d. No person shall at any time serve as a Representative and a Trustee, but if elected to both shall resign one or the other, as he or she may see fit.

e. A member of the Board of Officers **cannot** serve as a Trustee.

f. Must meet at least twice a year even if there are no applications for relief.

g. Trustees review all applications for relief and make a recommendation for that application to the Board of Representatives.

Please reference the Trustee Manual for any further explanation of the Trustee's Duties which is located under the manuals tab of the State Association Website.

23. Committees

a. At the first meeting in each year, the newly elected President of the Board of Officers shall appoint the following regular Committees from among the Representatives; or from the whole membership, not more than five persons to each Committee:

Auditing Committee

The Audit Committees responsibilities will be to review a finalized copy of the Annual Local Financial Report after the Local Treasurer has completed it.

The Audit Committee should consist of three members that need to sign the Annual Local Financial Report once it has been reviewed and their signatures need to be notarized.

GENERAL FUND RULES

Compendium {rev. 9/26} (Constitution and By-laws of the NJSFA) Chapter III - Section 14

a. Failure to file reports on time shall result in no delegates, chiefs, or alternates being seated at the Convention during the year the delinquency occurs.

b. Life Members from a local association that did not file on time may be Seated but will not receive expenses towards the convention.

c. The officers of the local association that fail to meet the filing deadline on any subsequent form in the same calendar year will not be eligible to receive their expenses or salary for the year the delinquency occurs.

d. The Executive Committee may impose an additional penalty on any local association, and or the withholding of the assessment check. See Revised Statutes 2023, Title 43 Section 17 Firefighter's Relief Association. The penalty was approved at the May 16, 2009, Executive Committee Meeting.

Reference below page 28 and 29 to help explain where forms are available and a chart on all forms explaining due dates and who is responsible for them.

If, at any time you need assistance on any problem, please call **1-800-852-0137**, or write New Jersey State Firefighter's Association, **1711 Route 34 South, Wall Township, NJ 07727**, or via email to any one of the State Officers (emails located on the State Website www.njsfa.com).

SUBSIDY

What does "Subsidy" mean?

The purpose of the Subsidy program is to ensure that all associations—regardless of size or financial position—maintain the ability to provide meaningful benefits to their members. By establishing a minimum funding threshold, the program promotes equity across associations while preventing financial hardship from limiting essential relief efforts.

The restrictions placed on associations receiving Subsidy are intended to ensure that State-provided funds are used primarily for member benefits rather than administrative or discretionary expenses. Limiting administrative costs and convention reimbursements encourages responsible financial management and prioritizes the core mission of the association.

This approach balances financial support with accountability, ensuring that limited State resources are distributed fairly and used in a manner that maximizes impact for the membership.

NOT-SEATED AT STATE CONVENTION

What does "Not-Seated" mean?

Delegates, Chief, or Alternates shall not be seated at the Convention during the year the delinquency occurs.

Exempt Delegate or their Alternate and Life Members may be seated but will not receive expenses for the convention.

The Officers of the Local Relief Association shall not be eligible to receive their expenses or salary for the year the delinquency occurs.

The Executive Committee may impose an additional penalty on any local association, the withholding of the assessment check. State Statute 43:17-47 permits this to be done.

Although penalties have been enforced, your reports are still required to be submitted to the State Office.

Continued failure to file reports on time will lead to further penalties including being put "OUT OF ACCORD."

OUT OF ACCORD

What does "Out of Accord" mean?

The State Office handles all operations.

No new Membership Applications shall be accepted.

Service time stops for Members working toward qualification.

Lost time can never be re-established (no back time).

Local Officers are relieved of their positions (if applicable).

All Relief Applications shall be approved by the State Office.

No seating of Delegates at Annual State Convention.

Life Members may attend the Convention but shall not receive expenses.

No salaries shall be paid.

No expenses shall be paid during "Out of Accord

CONSOLIDATION OF LOCAL RELIEF ASSOCIATIONS

1. Consolidation of Municipalities and/or Associations

When Municipalities consolidate and there are two or more Local Relief Associations, the Local Relief Associations shall merge into one Association. One of the existing Local Relief Association names and Federal Employer Identification Number (FEIN) shall be retained. The remaining Local Relief Association(s) shall become inactive.

When Associations consolidate and there are multiple Local Relief Associations, the one association that is actively responding to fire calls will remain as the active Local Relief Association. The other associations will be closed and made inactive under State Control.

Any members of the closed (inactive) Local Relief Association who are not qualified shall resign and transfer to an active Fire Company within the active Local Relief Association or transfer to another Local Relief Association. No new members may be added to the rolls of a closed (inactive) Local Relief Association.

The Secretary of the New Jersey State Firefighter's Association (NJSFA) shall notify the Secretary of the closed (inactive) Local Relief Association of any members who are no longer qualified. Those members shall be removed from the rolls ninety (90) days after notification unless they have transferred to an active Fire Company or another Local Relief Association.

Closed (Inactive) Local Relief Association

The closed (inactive) Local Relief Association shall have no elected officers.

Qualified members of the closed (inactive) Local Relief Association:

- May attend the NJSFA Convention if they are Life Members.

Active Local Relief Association

The active Local Relief Association shall:

- Receive all assets, funds, records, and liabilities of the closed (inactive) Local Relief Association.
- Conduct an election of officers immediately following the consolidation.
- Continue all operations under the retained Association name and Federal Employer Identification Number (FEIN).

2. Closing of <u>All</u> Fire Companies Within a Local Relief Association

When every Fire Company within a Local Relief Association becomes inactive, the State Officers of the NJSFA shall assume responsibility for administering the Local Relief Association.

The County Executive Committeeperson shall assist the State Officers and ensure that all required filings and administrative responsibilities are completed, including:

- Annual Reports
- Death Benefit Claims
- Relief Payments
- Life Member Expense Payments
- Any other required filings

Any member who is no longer qualified shall resign and transfer to another Local Relief Association within ninety (90) days. No new members may be added to the inactive Association.

All Fire Companies shall be designated as inactive within the NJSFA membership records. The Detail Membership Printout shall clearly indicate that the Fire Company is inactive and include the date the company became inactive.

When all members have been removed from the rolls of the Local Relief Association, the Association shall cease to exist, and all remaining assets shall be transferred to the General Fund of the New Jersey State Firefighter's Association.

3. Closing of Individual Fire Companies Within a Local Relief Association

When a Fire Company is closed within a Local Relief Association, the company shall be designated as inactive within the NJSFA membership records.

Any members of the closed (inactive) Fire Company who are not qualified shall resign and transfer to an active Fire Company within the Local Relief Association or transfer to another Local Relief Association. Those members shall be removed from the rolls ninety (90) days after notification unless they have transferred. No new members may be added to the rolls of the inactive Fire Company.

Qualified Members of the Inactive Fire Company:

- May serve as Representatives and Trustees.
- Representatives and Trustees may be appointed by the President of the Local Relief Association if the members of the inactive Fire Company are unable to select their own representatives.
- May serve as Officers or Delegates of the Local Relief Association.
- May serve as Exempt Delegates of the Local Relief Association.

When all members have been removed from the rolls of the inactive Fire Company, the company shall cease to exist within the records of the New Jersey State Firefighter's Association.

SUGGESTED GUIDELINES FOR PREPARING A RESOLUTION

1. A resolution cannot be contrary to the Statutes of the State of New Jersey.

2. All resolutions must be submitted on the official letterhead of the Local Relief Association. (Not Fire Company or Fire Department letterhead).

   (a) A resolution must deal with one subject only.
   (b) A resolution cannot pertain to money. (Money resolutions can only be presented by the Executive Committee. Ref: Salaries).
   (c) A resolution dealing with amending the Constitution and By-Laws must refer to the particular rule to be changed and must carry a 2/3 vote at the Convention.
   (d) A resolution should be carefully checked for spelling, grammar, and proper wording before submission.
   (e) All resolutions must be signed by the Local Association President and attested to by the Secretary of the local association and dated.

3. The respective County Executive Committeeman must sign a resolution, to assure his knowledge of such submission as to form only.

   (a) A space should be provided for this signature at the bottom of the resolution.

4. All resolutions must be filed in the office of the New Jersey State Firefighter's Association not later than May 1, of each year.

5. A resolution in being prepared and warranting advance concern of proper clarification can be had by.

   (a) Submitting a written request over the signature of the local relief secretary to the President of the New Jersey State Firefighter's Association.
   (b) It is suggested that the Roberts Rule of Order should be followed when attempting to draft a resolution.
   (c) Contact State office for a sample.

FORMS

Form #	Name of Form	Where Available
100	Application for Membership	**All Officer's Tab**
101	Application for Relief – One form for all three Local, Special, and Supplementary	Forms Tab
	Relief Application Guidance Document	Forms Tab
103	Local Relief Officers Listing	Secretary's Tab
104	Notice of Delegates and Alternates	Secretary's Tab
105	Notice of Exempt Delegate and Alternate	Secretary's Tab
106/107	Delegate and Life Member Expense Vouchers	Treasurer's & Secretary's Tab
	Delegate Convention Expense Affidavit	Forms Tab
108	Maintenance Form	Treasurer's & Secretary's Tab
110	Quarterly Local Relief Form	Treasurer's Tab
	Health Care Assistance Flyer	Forms Tab
114	Application for Health Care with Instructions	Forms Tab
	Election Petition for State Officer	Forms Tab
	Election Petition for Executive Committee	Forms Tab
	Election Petition for Firemen's Home Manager	Forms Tab
109	Active Membership % Reports (Green Sheets)	Secretary's Tab
	Annual Financial Standing Report	Treasurer's Tab
	Field Exam Secretary's Checklist	Forms Tab
	Field Exam Treasurer's Checklist	Forms Tab
	Open Public Records Request Form (OPRA)	Forms Tab
	Records Retention Schedule	Forms Tab
	Waiver of Membership	Forms Tab
300	Notice of Death	All Officer's Tab

WWW.NJSFA.COM

The above forms are found online on the State Association Website. The ones on the Secretary or Treasurer's Tab need login information (contact the state office for instructions & help with logging in). The forms that are labeled Forms Tab are accessed after you click the Forms Tab on the left side of the home screen.

LIST OF REPORTS

Important Reports	Form #	Responsible Officers	Signatures Required	File Online	Date due in State Office
Officers Listing	103	Secretary	None	Yes	February 1st
Financial	200	Treasurer	President Treasurer Audit Comm.	Yes	February 20th
Membership (Green Sheets)	109	Secretary	President Secretary Chief	Yes	February 28th
Convention Delegates – Local Relief / Exempt	104	Secretary	None	Yes	May 1st
Delegate & Life Members Expense Vouchers	106/107	Secretary	President Secretary Treasurer	Yes	November 1st
Quarterly Local Relief Paid	110	Treasurer	None	Yes	April 30th July 30th October 30th January 30th

The reports with Signatures Required the reports can be completed online then printed out signed and either mailed to the state office or scanned and emailed to localreports@njsfa.com hard copies of those reports are required.