

# ***NEW JERSEY STATE FIREMEN'S ASSOCIATION***

1711 Route 34 South • Wall Township, New Jersey 07727-3934

Telephone: (732) 798-8137 • (800) 852-0137

Fax: (732) 938-2580

Robert F. Ordway, President  
Joseph T. Hankins, Vice President  
Barry J. Osborn, CPA, Treasurer  
Frank P. Cavallo, Esq., Counsel

Thomas J. Pelaia, Secretary  
Brian E. Martone, 1st Asst. Secretary  
Richard K. Dreby, 2nd Asst. Secretary  
Jennie M. Hollingsworth, Field Examiner

To: All Association Secretaries  
From: Thomas Pelaia, Secretary  
Re: Membership Percentage Reports

Enclosed is your Membership Percentage Reports (Green Sheets). **They are due in the State Office no later than February 28, or Penalties will be assessed.**

Although the information required on the forms is the same as in the past, they are formatted a little differently. So please read the enclosed Instruction sheets carefully so that mistakes can be avoided. Also, the manual entry sheets are only one part, so you are encouraged to make a copy for your records.

We now accept reports that are **completed on the Web Site** to be scanned and e-mailed in, after the forms are completed, finalized, and signed. **This is only acceptable if the forms are completed and finalized on the web site. Forms that are manually filled out must be mailed in as in the past.**

Forms received with no information on them (if you have no non-qualified members in the company) must also be signed and submitted.

If you are "computer literate" we ask that you try and do it via the web. It is simple and easy. If you need any assistance, please feel free to contact the State Office.

As in the past when we have completed and finalized all percentage calculations, an updated Membership Report and Detail Sheet will be sent to you.

Should you have any questions regarding the Membership Reports, please do not hesitate to contact the State Office.

**REMEMBER: DEADLINES ARE CLOSER THAN THEY APPEAR!!!**

Very truly yours,

*Thomas J. Pelaia*

Thomas J. Pelaia, Secretary

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## **Membership Reports – Online entry**

### **INSTRUCTIONS FOR WEB ENTRIES**

Membership Percentage reports are enclosed. You may complete this form on the web, then print it out, have it signed by the Commanding Officer (Chief), President and Secretary of the Relief Association and then **either scan all companies into a PDF File and E-Mail it to [LocalReports@njsfa.com](mailto:LocalReports@njsfa.com)** or mail it in. If you scan and e-mail the reports, then they do not have to be mailed. **The Deadline for submission of this report is February 28.**

The instructions to enter the statistics via the web are as follows:

Click the tab Secretary's Reports on the NJSFA.com web site, and then click Update Membership Reports

Choose a Company that you want to enter. (Remember you must do all Companies before finalizing your report).

Your Association Number and the Company that you selected is now on the sheet

At the top of the form, we require the following: On the line to the right of "FIRE COMPANY RESPONDED TO (a)", you must enter the total number of fire alarms the company responded to during the calendar year. On the line that appears to the right of FIRE ALARMS (b), you must enter the total drills the company had during the year (24 is the maximum allowed). The total of these 2 figures should appear on the line next to "TOTAL FIRE ALARMS & DRILLS" (c).

Boxes 1, 2, 3 and 4 are pre-filled. Please review these boxes and if you find an error or something spelled wrong please add or correct the information on the sheet after it is printed and before it is scanned. Please pay special attention to box 4 and make sure there is a "P" for Career or "V" for volunteer. If the entry is wrong, please correct this also.

*Visit us on the web at [www.njsfa.com](http://www.njsfa.com)*

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The Figures that are required in boxes 5, 6, 7 and 8 are as follows:

- Box 5- This figure must be the same as the TOTAL FIRE ALARMS & DRILLS(c) for all members who have served a full year. \*
- Box 6- This figure must be the Total Number of Fire Alarms that the member responded to in the calendar year. If the number is more than box (a) the entry will be rejected.
- Box 7- This figure must be the total number of drills that the member responded to in the calendar year. If more than 24 is reported, the computer will reject your entry.
- Box 8- This figure must be the total of Box 6 and Box 7.

\* If a new member has a service start date month of anything other than January, the total fires and drills shown in Box 5 should be only the total of fires and drills the company responded to since the member joined the company.

Once you are completed with the forms click **Save Changes**. Once all companies are complete and saved you must **FINALIZE the report**. You finalize the report on the main page of the secretary reports. Have the report signed by the Secretary, President and Commanding Officer. Print the report, Scan and E-mail it to [LocalReports@NJSFA.com](mailto:LocalReports@NJSFA.com) or mail it in. (You should get a tracking number if sending it by mail).

**VERY IMPORTANT:** All removals of members listed on this report must be reported electronically via Maintenance Form under Secretary Reports on the Home Page of [www.njsfa.com](http://www.njsfa.com). Also, if a member has entered the military service please refer to page 26 of the 2010 Compendium (Grey) Article IV – Section 6.

As in the past when we have completed and finalized all percentage calculations, an updated form from will be sent to you.

Sincerely,

*Thomas J. Pelaia*

Thomas J. Pelaia,

Secretary

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## **Membership Reports – Manual Entry**

### **INSTRUCTIONS FOR MANUAL ENTRIES**

Membership Percentage reports are enclosed. You must complete this form as instructed below, have it signed by the Commanding Officer (Chief), President and Secretary of the Relief Association and then mail it in (it should be sent with a tracking number) **The Deadline for submission of this report is February 28.**

At the top of the form, we require the following: On the line to the right of "FIRE COMPANY RESPONDED TO (a)", you must enter the total number of fire alarms the company responded to. On the line that appears to the left of "Drills" you must enter the total drills the company had during the year (NO MORE THAN 24. If the total entered exceeds 24, the member will only be credited with 24) The total of these 2 figures should be entered on the line next to "TOTAL" (c).

Boxes 1, 2, 3 and 4 are pre-filled. Please review these boxes and if you find an error or something spelled wrong please add or correct the information on the sheet. Please pay special attention to box 4 and make sure there is a "P" for Career or "V" for volunteer. If the entry is wrong, please correct this also

The Figures that are required in boxes 5, 6, 7 and 8 are as follows:

- Box 5- This figure must be the same as (c) TOTAL FIRE ALARMS & DRILLS for all members who have served a full year. \*
- Box 6- This figure must be the Total Number of Fire Alarms that the member responded to in the calendar year (it must be less than or equal to Box 5).
- Box 7- This figure must be the total number of drills that the member responded to in the calendar year. (it must be less than or equal to (b) and less than 24).
- Box 8- This figure must be the total of Box 6 and Box 7.
- Box 9 – Leave Blank, it will be calculated when entered into our computer

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\* If a new member has a service start date month of anything other than January the total fires and drills shown in Box 5 should be only the total of fires and drills the company responded to since the member joined the company.

After you have completed with the forms, once again you must have them signed and then mail it in (it should be sent with a tracking number). **ALL COMPANY FORMS in an ASSOCIATION MUST BE SUBMITTED AT ONE TIME.**

**VERY IMPORTANT:** All removals of members listed on this report must be reported electronically via Maintenance Form under Secretary Reports on the Home Page of [www.njsfa.com](http://www.njsfa.com). Also, if a member has entered the military service please refer to page 26 of the 2010 Compendium (Grey) Article IV – Section 6.

Since this form is now a one part you should make a copy for your records. As in the past when we have completed and finalized all percentage calculations, an updated Membership Report and Detail Sheet will be sent to you.

Should you have any questions please call the State Office for Assistance.

Sincerely,

*Thomas J. Pelaia*

Thomas J. Pelaia,  
Secretary