

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
Edward R. Mullen, CPA, Treasurer
Frank P. Cavallo, Esq., Counsel

Thomas J. Pelaia, Secretary
Brian E. Martone, 1st Asst. Secretary
Richard K. Dreby, 2nd Asst. Secretary
James J. Kenny, Field Examiner

July 17, 2021

To: All Association Secretaries

From Thomas J. Pelaia, NJSFA Secretary

Re: Field Examiner's Position

We have been notified by Field Examiner James Kenny that he will be retiring from his position on December 31, 2021. Jim has done a great job during his 10 years as our Field Examiner, and he will be sorely missed.

The Executive Committee is beginning a search for a member to replace him. Attached is a list of the General Duties of the Field Examiner. Any member with a line number in the State Association, who is interested in the position must submit to us a letter of interest in the position along with a resume to:

**Thomas J. Pelaia, Secretary
New Jersey State Firemen's Association
1711 Route 34 South
Wall Township, New Jersey 07727-3934**

All letters and resume's must be submitted/received by the close of business **September 1, 2021**.

Letters and resume's will be reviewed by a search committee consisting of members of the Executive Committee and acceptable candidates will be notified by the Committee of a date for an interview. The successful candidate will start in October with Mr. Kenny to insure a smooth transition.

Anyone having any questions should feel free contact me at the above telephone number.

Thank You,

Thomas J. Pelaia

Thomas J. Pelaia
Secretary

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General Duties of the Field Examiner

Appointed by the Executive Committee at the May meeting for a (1) year term.

Reports directly to the President.

Works 5 days a week, Monday thru Thursday 7am-2pm and Friday is from 7am-1pm.

Responsible for scheduling required field examinations of local associations annually to insure they are following established procedures and guidelines.

Responsible to the assurance that all local associations that all local associations financial reports balance properly. Make recommendations to the Officers and Executive Committee regarding aberrant findings.

Recommends to the Executive Committee any necessary disciplinary actions of local associations including takeover of local operations by the NJSFA.

Review's investments and security of assets held by local associations.

Provides report of the financial condition of all local associations at the annual convention.

Refers unusual findings to outside auditor for review and confirmation.

Attend all Executive Committee Meetings, subcommittee and county meetings as needed.

Participate in County Educational Workshops.

Attend County Caucuses as needed.

Shall perform such other duties as the President may direct.

Health Care processing weekly.

Review and prepare Special and Supplemental Relief Applications bi-weekly for the Advisory Committee.

Review all 990 IRS filings.

Review monthly bank statements.