

## **NEW JERSEY FIREMEN'S HOME**

### **EXECUTIVE BOARD MEETING**

**FEBRUARY 13, 2016**

**Call to Order:**

A meeting of the Executive Board was held on February 13, 2016. The meeting was called to order at 9:30 a.m. by Chairman Oscar Dutch.

**Managers Present:**

See attached.

**Communications:**

Attached.

**Officers Reports:**

Secretary Strube's report attached, Treasurer DeDreu's reported that we received a letter from the Governor's Office directing the New Jersey State Firemen's Association to send us the funds for our 2016 / 2017 budget. Balance of report attached. Superintendent Flood, that some of the highlights for the Guests this month were a Super Bowl Party, Mardi Gras and a Fat Tuesday Celebration.

**Committee Reports:**

**Buildings and Grounds:** Mr. Murray; The chimney has been removed. Still working on the replacement of the generator. The Klondike Room is moving along. Started replacing the rugs on the second floor.

**Applications:** Mr. Voorhees; The census as of February 1, 2016 showed there were nine guests in Residential Care and 56 Guests in Long-Term Care.

**Employees:** Mr. Sanders; We're continuing to review the Employees Handbook.

**Finance and Budget:** Mr. Sanders; Attached.

**Insurance:** Mr. Strube; Working on our claim.

**Legislature:** Mr. Voorhees; The following Bills were signed into Law, Chapter 220, Chapter 227 and Chapter 297.

**By-Laws:** Mr. Murray; Progress



**Ethics and Code of Conduct:** Mr. Dutch; Will be having a meeting soon.

**Public Relations:** Mr. Dutch; Mr. Hopkins has two people who will be doing a story on the Home, for the Asbury Park Press and the Atlantic City Press. Also, a public relations firm who wants to do a new virtual tour for us.

**Museum:** Mr. Murray; Progress.

**Inspections:** Mr. Flood for Mr. Sutphen; Had a few things that were questionable. They were taken care of.

**Golf:** Mr. Flood; 104 golfers are signed up. Still working on getting Sponsors. Outing will be on May 10th.

**Unfinished Business:** None

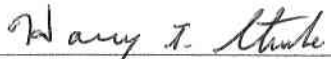
**New Business:** None

**Payment of Bills:** \$ 337,764.44 6 for 0 against

**Resolutions and Motions:** None

**Good and Welfare:** Mr. Flood; Mr. Valesse is in Morristown Memorial Hospital and is resting comfortably. Should be home today or tomorrow.

**Adjournment:** The meeting adjourned at 9:53 a.m.

  
\_\_\_\_\_  
Harry T. Strube, Secretary  
New Jersey Firemen's Home

03-12-16  
Date of Approval





January 11, 2016

Mr. Glenn C. Wilson  
36 Race Street  
Belvidere, NJ 07823

Re: New Jersey Firemen's Home

Dear Manager Wilson:

As announced at the Full Board of Managers meeting on January 9, 2016, the Chairman has called a special meeting of the Full Board of Managers to address two (2) matters involving the following:

1. Your request for a "Bylaw change" (attached):
2. Proceed to vote per the July 11, 2015 meeting. (The motion by Mr. Foran will be addressed separately.)

The special meeting will be held on Saturday, February 6, 2016, and your matters will immediately be heard following the matter being addressed concerning Mr. Heflich. It is anticipated your matter will be heard at approximately 11:00 a.m. As you previously directed, the matter will proceed in open session. Unless you advise otherwise, it will remain open.

It is our understanding no counsel will be involved. Mr. Ward will respond in writing to the procedural matters of the motion(s) made at the July 11, 2015 meeting.

Should you have any questions, please contact me.

Very truly yours,

Harry T. Strube  
Secretary

By-Law Change  
Conflict of Interest Policy

Article III #2

Add- #3 - Exception: The information in #2 Above shall NOT apply To any Annual Appointments by the President of the New Jersey State Freemans Association unless a Conflict of Interest is evident and proven.

January 11, 2016

George H. Heflich, Sr.  
291 Lincoln Avenue  
Secaucus, NJ 07094

Re: New Jersey Firemen's Home

Dear Mr. Heflich:

As announced at the Full Board of Managers meeting on January 9, 2016, the Chairman has called a special meeting of the Full Board of Managers to address your noncompliance with the requirements of Resolution No. 2-2014. The resolution is attached and directed your compliance with the following items:

1. You were to issue letters of apology to the employees impacted.
2. Prior to any visit of Guests at the Home, you must provide advance notice to Hugh Flood, Superintendent.
3. You were required to undergo training, including anti-harassment/discrimination training as well as a specialized training seminar for sensitivity awareness, within ninety (90) days of the date of the resolution - January 11, 2014.

The Full Board of Managers will decide on what action, if any, is to be taken for noncompliance with the resolution.

The meeting will commence at 10:00 a.m. at the New Jersey Firemen's Home. Unless you direct otherwise, the discussion will occur in "public" as you have previously directed. Should you wish this be in closed session, please advise.

Should you have any questions, please contact me. Please advise if you are attending with your attorney, Mark W. Catanzaro, Esquire, or other counsel. Thank you.

Very truly yours,

Harry T. Strube  
Secretary



George H. Heflich, Sr.  
291 Lincoln Avenue  
Secaucus, New Jersey 07094

January 26, 2016

Harry T. Strube, Secretary  
Board of Managers  
New Jersey Firemen's Home  
565 Lathrop Avenue  
Boonton, New Jersey 07005

Mr. Strube:

I am writing this letter to you as Secretary of the New Jersey Firemen's Home ("Home") in response to the letter I received scheduling a Special Meeting of the Home on February 6, 2016 to discuss the illegal Resolution dated January 11, 2014.

I will not be in attendance for that Special Meeting. As I have previously indicated that Resolution No. 2-2014 is illegal and a violation of my due process rights. The actions taken by the Board of Managers and Superintendent to circulate that Resolution throughout the State of New Jersey were inappropriate and defamatory to my character.

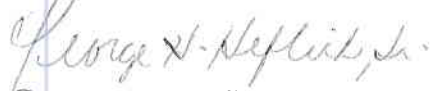
Accordingly, if any letter of apology should be issued, it should be directed to myself by the Superintendent and the Board of Managers who sent that Resolution around the State to assassinate my character. This was inappropriate!

I am a Firefighter in the State of New Jersey and will visit the Home anytime I wish without providing advance notice to the Superintendent, like any other visitor to the Home.

While I have no problem attending training sessions, I will only do so along with the other Managers and the Superintendent. The training sessions should also be provided on line, and all the employees of the Home must attend those training sessions.

In closing, it is time for the Superintendent and certain members of the Board of Managers to stop wasting money on attorneys and recognize their mistake in adopting that Resolution.

Yours truly,



George H. Heflich, Sr.

Cc Officers and Executive Committeemen N J S F A

**FEBRUARY 13, 2016**

**REPORT OF THE SECRETARY OF THE BOARD OF MANAGERS**

**MADE:** Copies of the January 09, 2016 minutes of the Full Board of Managers meeting and mailed same to all who are to receive them.

**NOTICES:** To the Executive Board for their meeting to be held on February 13, 2016 at the Firemen's Home starting at 9:30 a.m.

To the Application Committee for their meeting to be held on February 09, 2016 at the Firemen's Home starting at 10:00 a.m.

To the Audit and Finance Committee for their meeting on February 10, 2016 at the Firemen's Home starting at 9:30 a.m.

To the Buildings and Grounds Committee for their meeting to be held on February 10, 2016 at the Firemen's Home starting at 10:00 a.m.

To the Buildings and Grounds Inspection Committee for February.

**LETTERS:** To all Managers for a special meeting of the Full Board to be held at the Home on February 06, 2016 starting at 10:00 a.m.

To Mr. Wilson and Mr. Heflich.

**MISC.:** Met with Mr. Ward, Esq.

**HANDLED:** All necessary communications and phone calls.

Respectfully submitted,

Harry T. Strube  
Secretary

**Good morning Ladies and Gentlemen,**

**I am very happy to report that we received yesterday the letter from the Governor's office directing the NJSFA to send NJFH the funds for the Home's operation for the year 2016 - 2017.**

**This directive was issued by the Governor, which tells the NJSFA to give us the money. I would like to thank Mr. Sal Yodice, Mr. Joe Galazzo and Mr. Ryan Loven for their assistance in assembling all the information needed in order to allow this event to occur. I also thank Mr. Flood and his staff for the endless hours they put into this process annually. Thank you.**

**Sunday is Valentine's Day and I hope all have a nice day.**

**This concludes my report for this month and I thank all for their assistance.**

NEW JERSEY'S FIREMENS HOME  
2015-2016 Budget Report  
Combined Statement of Revenues and Expenses  
July 1, 2015 - Jan 31, 2016

DESCRIPTION OF REVENUES	Current Month Budget -		Actual	Balances		Year to Date Budget-		Balances		
	Approp.	Approp.		Over or <Under>	Over or <Under>	Approp.	Year to Date Actual	Over or <Under>		
<b>Revenues</b>										
NJSEA (Title 54.18-8)	\$	691,776.67	\$	691,776.67	\$	-	\$8,301,320.00	\$	\$8,301,320.00	
Operating Fund Surplus Appor.	\$	-	\$	-	\$	-	\$0.00	\$	\$0.00	
Resolution	\$	-	\$	-	\$	-	\$0.00	\$	\$0.00	
Room & Board	\$	50,150.00	\$	61,507.53	\$	11,357.53	\$601,800.00	\$	\$427,478.21	
Contributions	\$	416.67	\$	-	\$	(416.67)	\$5,000.00	\$	\$5,000.00	
General Interest	\$	3,833.33	\$	2,877.29	\$	(956.04)	\$46,000.00	\$	\$27,386.30	
Medical Interest	\$	500.00	\$	169.08	\$	(330.92)	\$6,000.00	\$	\$1,167.21	
Craft Sales & Rental	\$	-	\$	700.00	\$	700.00	\$0.00	\$	\$5,114.00	
Dedicated Contributions	\$	3,333.33	\$	3,640.00	\$	306.67	\$40,000.00	\$	\$22,342.00	
<b>Total Revenues</b>	\$	<b>750,010.00</b>	\$	<b>760,670.57</b>	\$	<b>10,660.57</b>	<b>\$9,000,120.00</b>	\$	<b>\$8,789,807.72</b>	
		<b>Est. Current Month Budget-Approp.</b>	<b>Actual</b>	<b>Balances &lt;Over&gt; or Under</b>		<b>Balances &lt;Over&gt; or Under</b>	<b>Year to Date Budget-Approp.</b>		<b>Year to Date Actual</b>	
<b>DESCRIPTION OF EXPENDITURES</b>										
<b>Expenses</b>										
Salaries-Administration	\$	33,333.33	\$	29,628.66	\$	3,704.67	\$	400,000.00	\$	\$216,352.51
Salaries-Maintenance	\$	25,000.00	\$	25,330.27	\$	(330.27)	\$	300,000.00	\$	\$193,944.43
Salaries-Medical and Patient	\$	250,000.00	\$	229,677.62	\$	20,322.38	\$	3,000,000.00	\$	\$1,772,959.02
<b>Salaries Summary</b>	\$	<b>308,333.33</b>	\$	<b>284,636.55</b>	\$	<b>23,696.78</b>	\$	<b>3,700,000.00</b>	\$	<b>\$2,183,255.96</b>
FICA Expense	\$	23,583.33	\$	21,012.03	\$	2,571.30	\$	283,000.00	\$	\$161,236.75
Suit/Disability	\$	7,083.33	\$	7,542.87	\$	(459.54)	\$	85,000.00	\$	\$33,340.97
Pension	\$	57,916.67	\$	37,026.70	\$	20,889.97	\$	695,000.00	\$	\$71,397.09
Employee Benefits - Health	\$	56,250.00	\$	70,732.86	\$	(14,482.86)	\$	675,000.00	\$	\$397,630.48
<b>Employee Benefits Summary</b>	\$	<b>144,833.33</b>	\$	<b>136,314.46</b>	\$	<b>8,518.87</b>	\$	<b>1,738,000.00</b>	\$	<b>\$663,605.29</b>
Office Supplies	\$	2,500.00	\$	3,578.47	\$	(1,078.47)	\$	30,000.00	\$	\$20,857.43
Vehicle	\$	833.33	\$	-	\$	833.33	\$	10,000.00	\$	\$845.85
Medical Rehab Supplies	\$	22,500.00	\$	19,549.73	\$	2,950.27	\$	270,000.00	\$	\$164,769.18
Household & Clothing	\$	4,583.33	\$	5,800.33	\$	(1,217.00)	\$	55,000.00	\$	\$38,964.19
Fuel & Light	\$	17,916.67	\$	13,384.00	\$	4,532.67	\$	215,000.00	\$	\$109,783.86
Dedicated Contributions Supplies	\$	1,666.67	\$	(497.86)	\$	2,164.53	\$	20,000.00	\$	\$9,002.86
<b>Materials &amp; Supplies Summary</b>	\$	<b>50,000.00</b>	\$	<b>41,814.67</b>	\$	<b>8,185.33</b>	\$	<b>600,000.00</b>	\$	<b>\$344,223.37</b>
	\$		\$	<b>41,814.67</b>	\$	<b>8,185.33</b>	\$	<b>600,000.00</b>	\$	<b>\$344,223.37</b>
	\$		\$		\$		\$		\$	<b>255,776.63</b>

NEW JERSEY'S FIREMENS HOME  
2015-2016 Budget Report  
Combined Statement of Revenues and Expenses  
July 1, 2015 - Jan 31, 2016

DESCRIPTION OF EXPENSES	Est Current Month Budget-Approp.	Actual	Balances <Over> or Under	Year to Date Budget-Approp.	Year to Date Actual	Balances <Over> Under
Manager's Travel	\$ 10,000.00	\$ 24,976.37	\$ (14,976.37)	\$ 120,000.00	\$ 105,532.54	\$ 14,467.46
Telephone Services	\$ 2,500.00	\$ 2,451.99	\$ 48.01	\$ 30,000.00	\$ 16,735.80	\$ 13,264.20
Postage	\$ 416.67	\$ 1,000.00	\$ (583.33)	\$ 5,000.00	\$ 3,308.90	\$ 1,691.10
Insurances	\$ 23,500.00	\$ 15,750.94	\$ 7,749.06	\$ 282,000.00	\$ 195,729.92	\$ 86,270.08
Household & Security Services	\$ 4,833.33	\$ 4,163.67	\$ 669.66	\$ 58,000.00	\$ 32,214.66	\$ 25,785.34
Other Professional Services	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 15,000.00	\$ 57,023.30	\$ (42,023.30)
Professional Services-Housekeeping	\$ 36,250.00	\$ 36,247.69	\$ 2.31	\$ 435,000.00	\$ 228,507.13	\$ 206,492.87
Professional Services - Acctg	\$ 2,750.00	\$ 2,693.60	\$ 56.40	\$ 33,000.00	\$ 44,833.65	\$ (11,833.65)
Professional Services - Legal	\$ 416.67	\$ 1,372.96	\$ (956.29)	\$ 5,000.00	\$ 13,714.06	\$ (8,714.06)
Professional Services - Actuarial	\$ 583.33	\$ 580.00	\$ 3.33	\$ 7,000.00	\$ 7,580.00	\$ (580.00)
Professional Services - Medical	\$ 11,250.00	\$ 11,250.00	\$ -	\$ 135,000.00	\$ 62,919.53	\$ 72,080.47
Professional Services-Food Service	\$ 77,500.00	\$ 71,387.50	\$ 6,112.50	\$ 930,000.00	\$ 507,633.78	\$ 422,366.22
Staff Training & Travel	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 12,000.00	\$ 2,025.00	\$ 9,975.00
Stenographer	\$ 416.67	\$ 757.00	\$ (340.33)	\$ 5,000.00	\$ 5,261.25	\$ (261.25)
<b>Other Services Summary</b>	\$ 172,666.67	\$ 173,881.72	\$ (1,215.05)	\$ 2,072,000.00	\$ 1,283,019.52	\$ 788,980.48
Maint Bldg. & Grounds	\$ 11,666.67	\$ 3,571.82	\$ 8,094.85	\$ 140,000.00	\$ 74,624.21	\$ 65,375.79
Maint Equipment	\$ 2,083.33	\$ 864.15	\$ 1,219.18	\$ 25,000.00	\$ 16,672.53	\$ 8,327.47
Maint Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -
<b>Maint &amp; Repair Summary</b>	\$ 13,750.00	\$ 4,435.97	\$ 9,314.03	\$ 165,000.00	\$ 91,296.74	\$ 73,703.26
Improvements Site	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -
Improvements Bldg.	\$ 38,466.67	\$ -	\$ 38,466.67	\$ 461,600.00	\$ 0.00	\$ 461,600.00
Improvements -Equip.	\$ 21,960.00	\$ 71,893.00	\$ (49,933.00)	\$ 263,520.00	\$ 146,812.97	\$ 116,707.03
Improv-Deed Cont Equip	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -
Capital-Bldg Add-New Bldg (As per Title 54.18-8)	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -
<b>Summary</b>	\$ 60,426.67	\$ 71,893.00	\$ (11,466.33)	\$ 725,120.00	\$ 146,812.97	\$ 578,307.03
Transfers to Medical Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Property Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$ 750,010.00	\$ 712,976.37	\$ 37,033.63	\$ 9,000,120.00	\$ 4,712,213.85	\$ 4,287,906.15
<b>Net Balances Of Revenue &amp; Expenses</b>	\$ -	\$ 47,694.20	\$ 47,694.20	\$ -	\$ 4,077,593.87	\$ 4,077,593.87

# NEW JERSEY FIREMEN'S HOME MEMO

To: NJFH Board Managers

Date: February 1<sup>st</sup>, 2016

From: Hugh E. Flood, CFO  
Superintendent

Re: MONTHLY SHORT SUMMARY AS OF: February 1<sup>st</sup>, 2016  
Please use the following information as needed at your local meetings.

## Guest Info:

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Admits: 0

Discharges: 0

Deaths: 3 Mr. Pellegrino Vitale (Passaic County)  
Mr. William Pierano (Bergen County)  
Mr. George Chandler (Monmouth County)

## Census:

Long Term Care: 64  
Residential: 9  
Total: 73

<b>Atlantic:</b>	<b>0</b>	<b>Gloucester:</b>	<b>0</b>	<b>Ocean:</b>	<b>2</b>
<b>Bergen:</b>	<b>12</b>	<b>Hudson:</b>	<b>6</b>	<b>Passaic:</b>	<b>5</b>
<b>Burlington:</b>	<b>1</b>	<b>Hunterdon:</b>	<b>1</b>	<b>Salem:</b>	<b>0</b>
<b>Camden:</b>	<b>1</b>	<b>Mercer:</b>	<b>1</b>	<b>Somerset:</b>	<b>3</b>
<b>Cape May:</b>	<b>0</b>	<b>Middlesex:</b>	<b>3</b>	<b>Sussex:</b>	<b>1</b>
<b>Cumberland:</b>	<b>0</b>	<b>Monmouth:</b>	<b>3</b>	<b>Union:</b>	<b>6</b>
<b>Essex:</b>	<b>7</b>	<b>Morris:</b>	<b>19</b>	<b>Warren:</b>	<b>2</b>

Donations made this month \$3640.00

# APPLICATIONS COMMITTEE REPORT

13FEB16

The Applications Committee held their meeting at the Home on 09FEB16 at 1000am.

Attending were: C. Voorhees, H. DeDreu, & D. Loftus

Medical staff: D. Russo, U. Baumgartner

The committee began to review one (1) applications for admission, but, during the process it was determined the application was not complete and it was returned to the County Manager.

There were no further applications to review and the meeting was adjourned.

The monthly census report of 01FEB16 shows there are NINE (9) guests in residential care and SIXTY-FOUR (64) guests in long term care for a total of SEVENTY-THREE (73) guests.

The next meeting will be at the home on TUE 08MAR16 at 1000AM. Vice Chairman DeDrue will preside.

Respectfully submitted

Charles F. Voorhees, Applications Chairman



## **Finance Committee Report**

**February 13, 2016**

There was a finance meeting held here at the Home on Wednesday, February 10, 2016 at 9:00 a.m. Attending was Manager Strube, Manager Dutch, Manager DeLaurentis, CFO Mr. Flood and myself Manager Sanders. Manager Lugossy and Manager Silvestri were excused.

We reviewed the monthly spread sheet, we found everything in order for the month. We discussed about how the electrical work was coming along. We will soon be starting the process for our budget for the year 2017 / 2018.

Manager Sanders and Manager Strube reviewed the monthly vouchers in compliance with Section 2, Article 5 of the By-Laws of the New Jersey Firemen's Home. The total amount of the bills from January 11, 2016 to February 12, 2016 amounted to \$337,764.44.

The next finance meeting will be held here at the Home on Wednesday March 9, 2016 at 9:00 a.m.

This concludes our report for the month.

Thank You

Respectfully Submitted  
The Finance Committee

## LEGISLATIVE COMMITTEE REPORT

13FEB2016

The following bills were passed at the end of the last legislative term and signed into law on 19JAN2016.

Chapter 220: requires presidents of public institutions of higher education to report on campus criminal & fire events to the institutions governing board.

Chapter 227: establishes DOT roadside memorial program for fallen line of duty Police, Sheriff, EMS & Firefighters. This is known as Patrolman Wargo's Law.

Chapter 279: establishes procedure for consolidating Fire Districts. The governing body of a district can pass a resolution of consolidation and if successful it will be sent to the town(s) governing body for final action.