

# New Jersey Firemen's Home Full Board Meeting



December 13, 2025

**Date:** Saturday, December 13, 2025  
**Location:** New Jersey Firemen's Home  
**Called to Order:** 9:00 AM

**Roll Call:**

Managers present 15, (Managers Dunn, Mitch, Giglio, Hull and Wilson excused);  
Superintendent John Veras; Legal Counsel Mr. Bell.

**HIPAA Refresher/CAN Training Program Update (Lisa Sicilian, Nurse Educator)**

HIPAA Key points included:

- Definition and protection of Protected Health Information (PHI).
- Unnecessary access vs. unauthorized disclosure
- Examples of compliant and non-compliant behavior.
- Emphasis on overheard conversations as a common violation.
- Reminder that a resident's presence in the Home is PHI.
- Explanation of fines and civil liability.
- Handouts distributed to all managers.

CNA Training Program Updates:

- State approval process and required curriculum.
- Classroom and simulation lab preparation.
- Anticipated timeline for program launch.
- Discussion of tuition cost, potential assistance, and retention strategies.

**Approval of Prior Minutes:**

- **November 8<sup>th</sup>, 2025 Minutes** — approved

**Communications:**

- Thank-you note from Glenn Wilson (Warren County) for a gift box
- Letter and check from the Angelica Memorial Fund Committee regarding the bench dedication.
- Email from the family of James Levine, expressing gratitude to staff and inviting them to the memorial service.

**Chair's Report:**

- Addressed concerns regarding statements attributed to a State Association representative about funding a proposed addition.
- Clarified that comments represented opinion, not Board action.
- Announced intent to engage the liaison committee to improve coordination with the State Association.

**Officers' Reports:**

**Secretary:**

- Ethics disclosure forms distributed; all managers are required to sign and return.
- Pension highlights distributed in managers' mailboxes.

**Treasurer:**

- Reminder of toll increases effective January.
- Managers to submit updated travel expense information.

**Superintendent:**

- Reminder to submit mileage and expense documentation for 1099 reporting.
- Ethics forms confirmed as paper submissions.
- 2026 Board of Managers books in printing.

**Legal Counsel (Mr. Bell):**

- Assisted with bylaws revisions and Rules of Decorum draft.
- Finalized new pharmacy contract.
- Reported insurance carrier change.
  - Resolution authorizing participation in the NJ Health Insurance Fund was presented, read by title, and approved by roll-call vote.

**Committee Reports:****Buildings & Grounds (Keyser):**

- Water conditioning items ongoing.
- Maintenance staff is completing renovations in Dorms B and D, including tub replacements.
- Outdoor equipment servicing is underway in preparation for inspections.

**Applications (Freeman):**

- Census (as of 11/30/25): Total 67 residents (breakdown read into record). Four residents answered their final alarm since prior meeting.

**Employees (Miller):**

- Discussions included manager responsibilities, superintendent contract review upon expiration, future performance evaluations, employee job descriptions, and manager attendance at Resident Council meeting.

**Finance & Budget (Keyser):**

- Reviewed 11/1–11/30 operating expenses; \$509,298.57 approved in committee.

**Insurance (Strube):**

- Reference to approved resolution by Mr Bell, nothing additional at this time.

**Legislative (Miller):**

- 11,813 bills have been introduced. Of these, 335 are being tracked by the committee, including legislation related to fire and emergency services, pensions, and the Firemen's Home.

**Bi-Laws (Joas):**

- Committee met to review draft bylaws prepared with legal counsel. Minor revisions are anticipated.
  - The bylaws will be distributed to managers for review prior to a future vote.
  - Committee roles and responsibilities are being reviewed separately as reference material.

**Museum (Berckes):**

- Progress.

**Public Relations (Washer):**

- Working on ideas for convention.

**Ethics & Code of Conduct (Mitch):**

- The committee is reviewing statements related to a matter between two managers.

**Pension (Apgar):**

- Plan highlights distributed by secretary in all mail boxes.

**Inventory (Berckes):**

- Nothing new to report.

**Golf (Signorello):**

- Progress.

**Liaison to State Association (Miller):**

- Discussions continue with the State Association regarding coordination on future projects.
- Year-end system shutdown was announced for December 29.

**Inspection (Dutch):**

- Flooring concerns were identified in the meeting room due to loose tiles creating a tripping hazard. Maintenance is aware and addressing the issue.

**Long-Term Planning (Sutphen):**

- The committee supports Plan 2A for the proposed addition and renovation project, including a five-story addition and removal of Dorms B and G.
- Funding options are still under review to minimize impact.

**State Firemen's Association (Ordway):**

- Report season, reports are being sent in at this time from associations.
- State office will be closed for Holiday's, and the entire system will be down for updates December 29, 2025.

**Unfinished Business:**

- None.

**New Business:**

- Discussion regarding phased replacement of Home computers
- Brief awareness discussion regarding regional health facility concerns

**Closed Session: (Pursuant to the Open Public Meetings Act for personnel and resident matters.)**

- **Resident A:** Motion approved to issue a **30-day notice of removal** due to repeated documented behavioral issues posing risk to staff and residents.
- **Resident B:** Motion approved to issue a **formal written warning**, with continued monitoring and documentation.

**Payment of Bills:**

- \$509,298.57 — Motion to approve; roll call approved.

**Motions & Resolutions:**

- None beyond items noted above.

**Public Participation:**

- Rich Otterbein wished all happy holidays and inquiry was made on correspondence.

**Good & Welfare:**

- None to report at this time.

**Executive Session:**

- None.

**Adjournment:**

- Meeting was adjourned 10:25 AM.

Respectfully submitted,

Amy DeVirgilio  
Secretary