

**BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #2
TOWNSHIP OF OLD BRIDGE
MIDDLESEX COUNTY
NEW JERSEY**

CONTRACT AGREEMENT

WITH

THE OLD BRIDGE TOWNSHIP

CAREER FIRE FIGHTERS ASSOCIATION

LOCAL 3311

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
AFL-CIO-CLC

FOR THE POSITIONS OF:

SECRETARY TO THE BOARD OF FIRE COMMISSIONERS
BOOKKEEPER TO THE BOARD OF FIRE COMMISSIONERS

EFFECTIVE

JANUARY 1, 2007– DECEMBER 31, 2009

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Article I

a. Preamble

This agreement, entered into by and between the Board of Fire Commissioners, District #2, Old Bridge Township, in the County of Middlesex, State of New Jersey, hereinafter called the "Board" and the IAFF, Local 3311 hereinafter referred to as the "employees".

The parties hereto agree that this agreement shall be effective for the term of January 1, 2007 to the end of December 31, 2009.

b. Recognition

The Board hereinafter recognizes the Association as the sole and exclusive representative for the positions of Secretary to the Board of Fire Commissioners and Bookkeeper to the Board of Fire Commissioners

I.1 Management Rights

a. The Board hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this agreement by the Laws and Constitution of the State of New Jersey and of the United States including but without limiting the generality of the foregoing, the following rights:

1. The Executive Management and Administrative control of the Fire District Government and its properties and facilities and the activities of the Board.
2. To hire all employees and subject to the provisions of the law, to determine their qualifications and conditions for continued employment or assignment.
3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to Law.
4. The Board retains all power and authority heretofore conferred on or exercised by the Board.

b. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under title 40 N.J.S.

I.2 Discrimination

The Board will not discriminate against any employee because of sex, age, race, creed or religion.

If a dispute arises to whether the Board has discriminated against an employee, it shall be upon the employee to establish and prove such discrimination. The employee shall have the burden of not only going forth with such proof, but presenting facts to establish such discrimination.

I.3 Job Description

I.3.1 Policies, Procedure and work rules and duties shall be promulgated from time to time by the Board, and Association members shall comply with all said rules, regulations, policies, and directives, provided they are in compliance with applicable Federal and State regulations within the Board's management rights.

Duties of each employee shall include but not be limited to those described in the attached Appendix A, "JOB DESCRIPTION FOR THE POSITION OF SECRETARY TO THE BOARD OF FIRE COMMISSIONERS" and Appendix B, "JOB DESCRIPTION FOR THE POSITION OF BOOKKEEPER TO THE BOARD OF FIRE COMMISSIONERS".

I.3.2 Violation of Duty

Infraction of any duty, responsibility, or obligation by any of the employees shall be considered to be misconduct and shall be cause for disciplinary action, as directed by the Board.

I.3.3 Charges

All charges against an employee for violation of any provision of this contract shall be in writing and presented to the Board for such action as the Board deems appropriate.

I.3.4 Union Activity and Official Business

The Board shall permit the Association President or his designee time off to attend to official union business of the Association as per N.J.S.A. 40A:14-177.

Contract Agreement negotiation without third party intervention shall be conducted at a place and time of mutual convenience to the parties.

Article II

II.1 Work Week

a. The work week shall be forty-hours (40) a week between Monday and Friday.

- b. The workday shall be eight hours.
- c. The Board reserves the power to stagger any shift and to fix the beginning and ending time between the 0700 and 1600 hours.
- d. The Board shall give an employee in writing no less than two (2) weeks notice prior to any change in working hours, except in the case of an emergency.
- e. By mutual agreement hours and days may be shifted seasonally dependent on work load.

II.2 Wages

The salary guide as listed below shall be in effect for unit members commencing January 1, 2007 through December 31, 2009. These unit members shall receive an annual percentage increase effective on January 1 of each year as reflected on the guide and shall receive an increase in salary on their anniversary date for any step advancement.

SALARY GUIDE

	2007	2008	2009
Probation	\$12.00	\$12.42	\$12.92 (1 st six months)
1st	\$13.75	\$14.23	\$14.80 (2 nd six months)
2nd	\$15.50	\$16.04	\$16.68
3rd	\$17.25	\$17.85	\$18.56
4th	\$19.55	\$20.23	\$21.04
5th	\$20.27	\$20.98	\$21.82
6th	\$20.99	\$21.72	\$22.59
7th	\$21.71	\$22.47	\$23.37
8th	\$22.43	\$23.22	\$24.15
9th	\$23.15	\$23.96	\$24.92
10th	\$23.87	\$24.71	\$25.70

II.3 Overtime

- a. Overtime shall be deemed to have commenced only after an employee has completed an eight hour work day. It will be deemed terminated when ordered and ended by the Supervisor. By mutual agreement overtime requirements may be adjusted seasonally dependent on work load.
- b. Employees who are required to work overtime shall be compensated at time and one-half.
- c. Overtime shall be calculated and shall accrue in thirty (30) minute intervals.

- d. There shall be a two (2) hour minimum recall for employee upon arrival for duty. The recall shall not be applicable for reporting early for a shift or being detained after the conclusion of a shift.
- e. There shall be a fair and equitable distribution of overtime assignments, based upon qualification for assignment.

II.4 Seniority

- a. Seniority shall be established by the date of hiring.
- b. All reductions-in-force shall be accomplished in reverse order of seniority, per job description.

II.5 Training

- a. Upon employment the employee shall have the minimum requirements for employment as established by the Board. Additional training may be required by the Board such as, but not limited to the following; computer software, Fire Inspector, Fire Official, Grant Writing, etc.
- b. Proper training shall be provided on new equipment or procedures.
- c. The Board will assume the responsibilities of paying all costs associated with required courses (i.e. course fees, course materials, transportation, lodging, etc.) and employee wages for courses attended after normal work hours.
- d. The Board will also be responsible for obtaining quotas on required courses, enrollment of employee into approved courses and verification of successful completion of the course by the employee.
- e. Required courses shall be courses relating to the position as deemed necessary by the Supervisor with approval from the Board.
- f. The Board will assume the responsibility of paying the tuition and course materials for those courses that will lead to a certificate or degree in a related field to those employees who wish to further their education after working hours. Reimbursement of tuition and course materials will only be paid for those courses successfully completed with a passing grade.
- g. The employee shall be responsible for the successful completion of the approved courses.

II.6 Dues Deduction/Agency Representation Fees:

The Board shall deduct dues in accordance with that amount as indicated by the Association from each member each pay period and agency representation fees. Said fees will be paid via two (2) separate checks payable to the Association on payday.

Any employee in the bargaining unit on the effective date of this Agreement, who does not join the Association within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit and any employee previously employed within the unit who does not join within ten (10) days of reentry into employment within the unit shall as a condition of employment pay a representation fee to the Association by automatic payroll deduction. The representation fee shall be in an amount equal to 85% of the regular Association membership dues, fees and assessments as certified to the Board by the Association. The Association may revise its certification of the amount of the representation fee at any time to reflect changes in the Association membership dues, fees, and assessments. The Association's entitlement to the representation fee shall continue beyond the termination date of this agreement so long as the Association remains the majority representative of the employees in the unit, provided that no modification is made in this provision by a successor agreement between the Association and the Board. The Association represents that it has established a demand and return system pursuant to statute.

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of any action taken or not taken by the Board in conformance, with this provision. The Association shall intervene in, and defend, an administrative or court litigation concerning this provision. In any such litigation, the Board shall have no obligation to defend this provision, but shall cooperate with the Association in defending this provision.

Article III

III.1 Vacation

- a. Employees shall receive vacation with pay in each calendar year according to the following schedule:
 1. One (1) day for every two (2) months employment for the first calendar year of employment. Employees may not use accumulated vacation until completing six (6) months of service.
 2. Two (2) weeks (10 days) for the second through fourth calendar year of employment.
 3. Three (3) weeks (15 days) for the fifth through tenth calendar year of employment.

4. Four (4) weeks (20 days) for the eleventh calendar year of employment and all years thereafter.
- b. In scheduling five (5) or more consecutive vacation days, seniority shall prevail.
- c. All vacation time must be used in the current year with the exception of a maximum of five (5) days with the approval of and subject to any special provisions as may be decided by the Board. Request for carry-over vacation must be submitted in writing to the Board by the December business meeting.
- d. Sickness and/or other disabilities that occur during vacation or scheduled vacation time shall be taken as vacation time. Exceptional disabilities will be reviewed by the Board.
- e. Holidays occurring during vacation periods will not be counted as vacation days.
- f. If an employee is terminated for any reason the employee or the employee's estate shall be paid for accrued vacation. The term estate shall mean the employee's designated beneficiary.
- g. The Board reserves the right to stagger vacation schedules so that adequate coverage is provided.
- h. All requests for vacation must be submitted to the Supervisor, two weeks in advance for approval. Exception: Vacation days may be taken on same day notice with approval of the Supervisor. This is to be done on a limited basis to avoid abuse or privilege.

III.2 Holidays

- a. There will be twelve (12) paid Holidays as follows:

New Year's Day
President's Day
Memorial Day
Fourth of July
Labor Day
Good Friday
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas

Two (2) Floating Holidays

and

One (1) Personal Day

- b. An employee who is absent without leave on the day immediately preceding or following a holiday shall not be paid for the holiday nor for the day of unauthorized absence, and such unauthorized absence shall result in charge and possible disciplinary action including possible termination of employment.
- c. Holidays occurring during vacation periods will not be counted as vacation days.

III.3 Bereavement Leave

- a. Bereavement leave shall be provided to each employee without deduction of pay for each occurrence of death in the employee's or the employee's spouse's family.

IMMEDIATE FAMILY (3) DAYS

Father, Mother, Brother
Sister, Spouse, Son,
Daughter

(NON) IMMEDIATE FAMILY (1) DAY

Step-Father, Step-Mother
Step-Brother, Step-Sister
Grandfather, Grandmother
Uncle, Aunt

- b. Employees will be able to call in and take additional days and charge them against sick, vacation, personal days or floating holidays as needed.

Article IV

IV.1 Sick Benefits

- a. Any employee, who is absent for more than ten (10) consecutive working days due to injury or illness, shall be required, at the discretion of the Board, to undergo a physical examination to determine the employee's fitness to return to duty or submit a doctor's certificate indicating that the employee is fit for duty.

IV.2 Medical Benefits

- a. Employees shall be covered by the new revised "PBA plan" or the choice of Plans offered by the Township of Old Bridge at the employee's discretion.

IV.3 Sick Leave

- a. Sick leave is hereby defined to mean absence from duty of an employee because of illness, accident, exposure to contagious disease, attendance on a member of the

employee's immediate family seriously ill and requiring the care of such employee. A Doctor's note, at the employee's expense, may be required by the Board after four (4) consecutive sick days.

- b. For the purpose of this Agreement, member of the immediate family is interpreted as meaning the employee's husband, wife, child, stepchild, mother, father, brother, sister, spouse's mother, father, brother, or sister provided said person is living with the employee. In all other instances, such leave is and shall be at the sole discretion of the Board to grant or deny.
- c. Effective upon execution of this Agreement new employees shall accrue one-half (½) sick day per month during the first calendar year of service.
- d. Sick leave is earned by the employee at the rate of ten (10) days for each calendar year after the first year. Unused sick days per annum to be paid out at year-end and at current hourly rate in place.
- e. At termination of employment, the employee shall receive payment of the sick days not otherwise taken or used, subject to "separation" restrictions. In the event of death, said payment shall be made to the designated beneficiary.
- f. One-half of one working day shall be the smallest unit to be considered in computing sick leave used.
- g. No sick leave shall accrue during a leave of absence of more than 15 days.

IV.4 Disability

IV.4.1 Work Connected Disability

Employees sustaining injury while on duty resulting in absence because of disability shall be compensated as follows:

- a. For 5 days or less will receive full pay and not be charged any sick days.
- b. For more than 5 days:
 - 1. Salary and benefits paid commencing with the day of disability up to maximum of one (1) year;
 - 2. All insurance benefits in effect will be paid by the appropriate insurance carrier to the Board;
 - 3. No sick days charged.

To be eligible for benefits, the employee must provide a written statement from the employee's treating physician indicating the estimated time of disability absence.

Before the employee will be allowed to return to work, the employee must submit a doctor's certificate indicating that they are fit for duty. The Board, in its discretion, may require the employee to submit to a physical examination. Any such examination will be at the Board's expense.

If the employee fails to report for duty, after being released by their doctor, the employee will be placed in a probationary status, without pay, and the Board shall review the matter to determine if employment will continue.

IV.4.2 Non-Work Connected Disability

Employees sustaining injury while not on duty resulting in absence because of disability.

- a. Commencing with the first day of absence, sick days will be charged.
- b. If all sick days have been used, the employee will be placed in a leave of absence status without pay.
- c. If the absence continues for ten (10) consecutive working days the employee must submit a doctor's certificate indicating that they are fit for duty.
- d. Employees suffering from a non-work related disability will be entitled to receive benefits for one (1) year.

Article V

V.1 Dismissal or Suspension

The following offenses may lead to dismissal or suspension at the option of the Board or demotion in rank with the equivalent base pay relative to the position. All offenses will be reviewed at an Administrative hearing.

1. Intoxication on duty.
2. Stealing Property of the Board.
3. Falsifying records.
4. Gambling on premises.
5. Failure to report the loss of Driver's License.

6. Absence from premises without authorization.
7. Disobeying direct orders from Commissioner in Charge of Personnel.
8. Conviction of crime or moral turpitude.
9. Conduct detrimental to good order and discipline.

V.2 Separation

- a. Employees who resign will tender their resignation in writing to the Board, at least two (2) weeks before the effective date of the resignation to provide enough time for processing necessary forms.
- b. All employees will, when leaving the service of the Board complete and sign the "Termination Receipt" when receiving their final compensation. This receipt will be filed in the employees Personal History File as evidence of the satisfaction of all claims against the Board. All gear, keys, property and documents of the Board shall be delivered to the Board before receipt of final compensation.
- c. The discharge of an employee caused by sickness or disability, the employee shall be paid for unused and accumulated sick leave at the prevailing rate. The discharge of an employee for causes other than sickness or disability, there shall be no payment for unused sick leave. The Board may refuse to accept the resignation of any employee against whom any charges are pending or contemplated. With respect to any contemplated charges the same shall be made against the employee within thirty (30) days of any tendered resignation.
- d. Any employee resigning and not giving at least two (2) weeks notice in writing before the effective date of resignation shall be considered "Resigning not in good standing".

V.3 Retirement Benefits

- a. Employees who have completed the required number of years of service, and having attained the specific age, may apply for retirement as provided for by the State Law.
- b. Employee requesting retirement must submit to the Board in writing a statement containing retirement intent and date on which retirement will be effective. The written request must be turned into the Board six (6) months before the effective date of retirement in order to provide enough time for processing the necessary forms. In the case of disability or unforeseen retirement, notification must be made immediately.
- c. Upon receiving a written statement of retirement from an employee, the Board will process the request on behalf of the employee.

- d. Effective upon execution of this Agreement in 2007, employees shall receive health benefits upon 62 years of age and 15 years of service or 25 years of service to Old Bridge Township Fire District #2 upon regular retirement or a job related disability retirement approved by PFRS/PERS. The maximum payment by the employer for such health benefits shall not exceed \$9,900 annually per eligible employee for coverage selected by the employee that is offered to Old Bridge Township employees.
- e. Subject to approval by the State of New Jersey Division of Pensions and Benefits, an employee eligible under paragraph V.3 d. above may choose to purchase health insurance from an insurance carrier other than that provided by the Township of Old Bridge; and the Board will directly forward payment up to a maximum of \$9,900 annually to that insurance carrier for the purchase of said insurance coverage.

Article VI

VI.1 Access to the Board of Fire Commissioners

- a. Any employee covered by this Agreement, shall have the right to consult with the Board concerning any aspect of their employment. A request to do so shall be presented in writing to the Commissioner in Charge of Personnel.
- b. The request will contain a brief description of the matter, which the employee desires to discuss. On receipt of the written report, the Board shall schedule a hearing at a mutually convenient time, within thirty (30) days.

VI.1.1 Grievances

a. Purpose

- 1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate.
- 2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Board.

b. Definition

- 1. The term "grievance" as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this Agreement and may be raised by an individual, the Association or the Board.

c. Steps of the Grievance Procedure

1. The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual consent:

Step One

- A. An aggrieved employee shall present their grievance in writing to the Commissioner in Charge of Personnel within ten (10) working days of the occurrence of the grievance, and an earnest effort shall be made to settle the differences between the aggrieved employee, and the said Commissioner. Failure to act within said ten (10) working days shall be deemed to constitute an abandonment of the grievance on behalf of the individual.
- B. The Commissioner shall attempt to settle the grievance or render a decision within five (5) working days after the grievance has been raised.

Step Two

- A. In the event the grievance has not been satisfactorily resolved at Step One, then within ten (10) working days following the determination of the Commissioner in Charge of Personnel, the matter shall be submitted in writing to the Board. Failure to act within ten (10) working days shall be deemed to constitute abandonment of the grievance by the employee/association.

d. Board Grievance

1. Grievances initiated by the Board shall be filed directly with the Association within ten (10) working days after the event giving rise to the grievance has occurred. Failure to act within said ten (10) working days shall be deemed to constitute an abandonment of the grievance on the part of the Board. A meeting shall be held within twenty (20) working days after filing a grievance between representatives of the Board and the Association in an earnest effort to adjust the differences between the parties. In the event no such adjustment has been satisfactorily made within ten (10) working days thereafter, it shall be a subject for Arbitration in accordance with that Article.

VI.1.2 Arbitration

- a. If a grievance is not settled, such grievance shall at the request of the Association or Board be referred to the Public Employment Relations Commission for the selection of an Arbitrator according to its rules.

- b. The Arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him involved in the grievance. The Arbitrator shall also be bound by applicable Federal and State Laws and cases, and he shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto.
- c. Arbitrator expenses shall be borne equally between the Board and the Association. Any other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.
- d. The Arbitrator shall set forth his findings of facts and reasons for making the award within thirty (30) calendar days after conclusion of the arbitration hearing, unless agreed to otherwise by the parties. The Award of the Arbitrator shall be final and binding on the parties.

VI.2 Limitations

The provisions of this Agreement are limited to and apply only to the positions of Secretary to the Board of Fire Commissioners and Bookkeeper to the Board of Fire Commissioners. No other employee is granted any rights of whatsoever nature under the provisions of this agreement.

VI.3 Miscellaneous

- a. The Board reserves the right to hire qualified temporary employees to do such work normally performed by permanent employees.
- b. Employees shall be permitted to attend court for appearance on behalf of the Board, investigations, take medical examinations, without loss of pay as directed by the Board or court of law.
- c. Employee requesting a Personal Leave of Absence must submit in writing to the Board, at least three (3) weeks before the effective date of leave, a statement containing the purpose of request, effective date and termination date.
- d. On review by the Board, a Personal Leave of Absence may be granted on the terms and conditions set by the Board. If a Personal Leave of Absence is granted, the following will be suspended during the period of the leave of absence.
 - 1. Salary
 - 2. Accrual of vacation
 - 3. Accrual of sick leave

- 4. Accrual of seniority time
- e. Jury Leave – All Employees called to serve on Jury Duty shall receive leave for said purpose with pay, provided that prompt notice of the requirement to service is submitted to the Board office and the employee submits proof of attendance at Jury Duty. Those excused from serving on Jury Duty for particular days before the end of the workday must report for work.
- f. Successors and Assigns
 - 1. To the extent permitted by law the terms and conditions of this agreement shall be binding upon a successor employer. The employer shall provide sixty (60) days advance notice or such reasonable notice as practical of the existence of this Agreement to a prospective successor employer in the event of any Fire District consolidation, merger or annexation.

VI.4 Effects and Terms of Agreement

This agreement is effective between January 1, 2007 to the end of December 31, 2009.

THE UNION

Andy Carr President 2/16/07
Donna Allen Treasurer 2/16/07

THE BOARD

Richard [Signature] PRESIDENT 2-16-07
Joseph Barco SECRETARY 2-16-07

APPENDIX "A"

JOB DESCRIPTION FOR THE POSITION OF SECRETARY

POSITION TITLE

Secretary to the Board of Fire Commissioners

REPORTS TO

Fire Captain UFD

MISSION STATEMENT

The Secretary to the Board of Fire Commissioners shall be responsible for secretarial functions to be conducted in a professional manner in support of the Board of Fire Commissioners, Fire District #2, Township of Old Bridge.

DEFINITION

Under direction, serves as the principal aide or assistant and performs complex clerical and secretary support duties related to the work of the Board of Fire Commissioners, Bureau of Fire Prevention and Fire Department; does other duties as required.

EXAMPLES OF WORK:

Daily communications with public regarding Board of Fire Commissioners, Bureau of Fire Prevention and Fire Department

Types all correspondence for Board of Fire Commissioners, Bureau of Fire Prevention and Fire Department

Makes bank deposits for Board of Fire Commissioners and Bureau of Fire Prevention.

Bank reconciliation for all accounts

Enters all Purchase Orders into computer, prints and places order

Prepares quotes and tracking

Write checks for vouchers

Purchases all office supplies

Obtains quotes on new equipment

Orders new equipment after approval by Board

Records and types minutes for Business Meetings, Agenda Meetings, Special Meetings

Prepares all necessary paperwork/reports for Business Meetings, Agenda Meetings, Special Meetings

Maintains files and prepares reports for Board of Fire Commissioners, Bureau of Fire Prevention, Fire Department

Records all receipts for Board of Fire Commissioners, Bureau of Fire Prevention, Fire Department

Assists Accountant and Auditor with preparation of Budget and Audit

Maintains Inventory and Equipment Purchase Log

Maintains training records

Maintains all personnel records

Schedules and prepares paperwork for required medical evaluations and maintains records

Performs all functions necessary for Fire District Elections

Maintains insurance records and assists in the preparations of appropriate insurance forms

Updates and maintains payroll records

Maintains records of vacations time, comp time, sick days, etc.

Maintains records and prepares reports as required for Pension Programs for personnel

Maintains records and prepares reports required for Length of Services Awards Program

Tracking of apartment percentages for Bureau of Fire Prevention

Send out Notices of Violations, fines, reinspection notices, etc. for Bureau of Fire Prevention

Make appointments relative to all aspects of business for Board of Fire Commissioners,
Bureau of Fire Prevention and Fire Department

Send changes to State on Life Hazard uses

Check State reports on registrations and notifies them of any changes

Prepare monthly Fire Official Report

APPENDIX "B"

JOB DESCRIPTION FOR THE POSITION OF BOOKKEEPER

POSITION TITLE

Bookkeeper to the Board of Fire Commissioners

REPORTS TO

Fire Captain UFD

MISSION STATEMENT

The Bookkeeper to the Board of Fire Commissioners shall be responsible for financial functions to be conducted in a professional manner in support of the Board of Fire Commissioners, Fire District #2, Township of Old Bridge.

DEFINITION

Under direction, performs a variety of responsible and difficult clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete and/or takes the lead in the maintenance of accounting records; does other related duties as required.

EXAMPLES OF WORK:

Daily communications with public regarding Board of Fire Commissioners, Bureau of Fire Prevention and Fire Department

Types all correspondence for Board of Fire Commissioners, Bureau of Fire Prevention and Fire Department

Makes bank deposits for Board of Fire Commissioners and Bureau of Fire Prevention

Bank reconciliation for all accounts

Enters all Purchase Orders into computer, prints and places order

Prepares quotes and tracking

Write checks for vouchers

Purchases all office supplies

Obtains quotes on new equipment

Orders new equipment after approval by Board

Records and types minutes for Business Meetings, Agenda Meetings, Special Meetings

Prepares all necessary paperwork/reports for Business Meetings, Agenda Meetings, Special Meetings

Maintains files and prepares reports for Board of Fire Commissioners, Bureau of Fire Prevention, Fire Department

Records all receipts for Board of Fire Commissioners, Bureau of Fire Prevention, Fire Department

Assists Accountant and Auditor with preparation of Budget and Audit

Maintains Inventory and Equipment Purchase Log

Maintains training records

Maintains all personnel records

Schedules and prepares paperwork for required medical evaluations and maintains records

Performs all functions necessary for Fire District Elections

Maintains insurance records and assists in the preparations of appropriate insurance forms

Updates and maintains payroll records

Maintains records of vacation time, comp time, sick days, etc.

Maintains records and prepares reports as required for Pension Programs for personnel

Maintains records and prepares reports required for Length of Services Awards Program

Tracking of apartment percentages for Bureau of Fire Prevention

Send out Notices of Violations, fines, reinspection notices, etc. for Bureau of Fire Prevention

Make appointments relative to all aspects of business for Board of Fire Commissioners,
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Send changes to State on Life Hazard uses

Check State reports on registrations and notifies them of any changes

Prepare monthly Fire Official Report