



**DVFA Officers Meeting
Thursday, May 23, 2019
Hockessin (Sta. 19)
18:30 hours**

DVFA ROLL CALL OF OFFICERS IN ATTENDANCE

President Bill Betts	Kent Director Ken Ryder	
1 st Vice President Jay Jones	Kent Director Michael Brittingham	(Absent)
2 nd Vice President Dan Carrier	Sussex Director Ron O'Neal	
Secretary Elmer Steele	Sussex Director Hunter Holland	(Absent)
Treasurer Terry Whitham	New Castle Director Tom DiCristofaro	
Assistant Treasurer Ray Stevens	New Castle Director Mark Gott	(Absent)
Executive Manager Warren Jones	Past Pres./Director Ted Walius	

LADVFA OFFICERS IN ATTENDANCE

President Penny Gentry
1st Vice Pres. Karen Workman (Absent)
2nd Vice Pres. Pam Ingle

ASSOCIATIONS AND GUESTS IN ATTENDANCE

Fire Chief's Assoc. President Derrick Brode	(Absent)	Conference Chairman Joe Zeroles (Absent)
Ambulance Assoc. President Jason Capps	(Absent)	New Castle Cty 1 st Vice Pres. Jim Watson
Fire Police Assoc. President Les States	(Absent)	New Castle County Secretary Deb Watson
Fire Commission Richard T. Perillo		Mutual Relief Steve White
Foundation Steve Austin		Past President Anthony Guzzo
New Castle Asst. Sec. Wayne Ferrante		
Total of 25 in attendance.		

- President Betts called the meeting to order
- Invocation by 1st Vice President Jones
- Pledge to the Flag by President Betts
- Recessed for dinner at 6:35 PM

Reconvened at 7:15 PM

President Betts brought the Hockessin ladies out and thanked them for the meal that was prepared tonight. A round of applause was given to thank them.

ASSOCIATION REPORTS:

LADVFA: President Penny Gentry

- Thanks for the invitation to the meeting
- With us tonight is 2nd Vice President Pam Ingle

DSFCA: President Derrick Brode

- Absent

DSFPA: President Les States

- Absent

DSEMSA: President Jason Capps

- Absent

OFFICER REPORTS:

President Bill Betts (cut and pasted from original filed report)

Melanie Smith contacted me in March about her doing some work for us on Legislative Issues and Recruitment and Retention. Warren, Jay, and I met with her on March 12th to discuss her proposals. Everything sounded well except when she wanted to bill us \$5,000.00 a month for her services. We emailed each other later, and I told her that her price was too high for us. She responded with a price of \$3,750.00 per month. I have not contacted her since.

In April, I attended the FDIC in Indiana on the 10th through the 13th, and had dinner with Provident Insurance on Wednesday night, and attended their Open House at the Marriott on Friday night.

I attended the CFSI Dinner in Washington, DC, and had the privilege of sitting at the head table. I also paid for my wife to attend, and she was available to take pictures of me presenting the Delaware check for \$49,800.00 to Bill Webb. I also received a check of \$6,000.00 from Provident for our partners in progress, and another \$1,000.00 from them to the Foundation for scholarships.

I attended the Eastern Division Conference in Hightstown, NJ on May 10th and 11th with my wife, and there were some great speakers there on building construction and leadership. The conference showcased speakers from the New Jersey Fire Service. I attended on my own finances, and there was a good showing from Delaware including Bill and Carol Walton, Jon and Peggy Townley, Terry and Joie Jester, Les and Sandy Warrick, and Jim and Debbie Watson.

The majority of the Executive Committee met on a Conference Call to discuss the priorities of the DVFA for the extra monies projected by the Delaware DEFAC Committee. Warren sent these requests to Finance Director Mike Jackson on May 8th. The Conference Call worked well, and I think that we need to have them more frequently for better communications within the Executive Committee.

Last Monday and Tuesday I attended the National Benefits Summit in Minneapolis, MN. Each state was available to make a short presentation, and I did one on the Delaware Fire Service. I believe that there were 18 states represented. It was very informative with a lot of discussion on Cancer Presumption, Recruitment and Retention, and Pension plans. I took four pages of notes, but I have not had a chance to formally update them. I decided to go on my Presidential stipend to check this out. They have been

meeting since 1999, and Harrison Bruer of FASNY got my name from a list at the New York Fire Chief's Conference in Turning Stone when I was going through the Eastern Fire Chiefs. I also saw Jerry DeLuca of New York and spent a lot of time discussing the Fire Service together. Jerry worked for the New York State Chief's as Executive Director and he is currently working for FASNY. Bob Timko and Danielle Weber from Provident were also there.

1st Vice President Jay Jones (cut and pasted from original filed report)

For the 3rd quarter of 2019, I have been quite busy attending 42 events, over 123 hours of service and traveling 5,872 miles.

I had the opportunity to attend the FDIC Conference in Indianapolis, Indiana and CFSI Conference in Washington, DC. Both events had wonderful seminars and classes that I was able to attend.

The bulk of my time and travel this quarter has been to Legislative Hall in Dover. I have been working on trying to secure funding and find additional funding for the fire service. I have also been working with the legislature on bills such as Cancer Presumption Legislation, which will be covering not only Cancer, but PTSD and cardiac issues as well. We also look forward to a resolution being put forth by the House of Representatives and the Senate for a Task Force for recruitment and retention of the volunteer fire service.

I've also been in close contact with the State EMS Association in their endeavors to lobby for the current optional drug list for BLS ambulances to be moved to a mandatory list. Which would ensure a standardize care statewide to the citizens of our state. A lot of work has been put into this. Especially with the information of how Safe Harbor affects us.

I'm still working with the State of Maryland Fire Service. It looks like there has been great progress for them joining the BLS states compact in 2020, and to my understanding the state of Pennsylvania as well.

I've lined up wonderful seminars for this year's conference in September. Along with our normal Pension and Financial Seminars. We are adding topics with a panel discussion on combination fire departments. A seminar on equality versus equity and PTSD. Along with hearing from our State Auditor. I'm still working to line up seminars for Cancer in the fire service and an Active Shooter class. I look forward to a wonderful conference this year.

Lastly, the 2020 Officers and I will be assigning committees in August. I encourage everyone to sign up to work on a committee this year. We, as a whole, make up this great association. We are only as strong as our working members. I need your help and input to make this association stronger and take us to a new level. When it comes down to where the rubber meets the road, we are neighbors helping neighbors, just ordinary people doing extraordinary things to meet our community's needs.

Thank you for giving me this opportunity to serve you.

- Jay presented the Director guidelines for discussion. *A motion was made to accept the Director guidelines as presented.* **Motion carried (copy attached at the bottom)**
- Will be appointing a committee for our 100th year anniversary

2nd Vice President Dan Carrier

Dan asked for some guidance on placing a name for President Emeritus. Most recently a motion was made at the Officers meeting to accept someone, then the name was taken to the Executive meeting and if approved, the nomination goes to the Conference floor for final approval. *A motion was made and second to place the name of Ken McMahon for President Emeritus of the DVFA and that this be presented at the June Executive meeting.*

Motion carried

Secretary Elmer Steele

- Attended FDIC on my own “dime” this year. No expense to the DVFA
- Attended CFSI. Dinner ticket was paid for by the DVFA
- Having some medical issues, so I will be limited as to what I am able to do for the next few months

Treasurer Terry Whitham

I want to personally thank all the officers for their timely submissions of receipts when they use the credit card. This has made my job so much easier when the statement is received. Because of this, we have made on time payments with accumulating no late charges.

The Budget & Finance committee met on Tuesday, May 21st to prepare the FY19-20 DVFA Operational Budget. Several revisions were incorporated from the original proposal. It was agreed to adopt and forward to the DVFA Officers for review tonight. If agreed upon, the Executive Manager will send it out prior to the June Executive meeting for review and adoption.

Once the budget is adopted, the Quick Books program will be set up as two different companies. The Operational and the Conference. This will make it a lot easier when generating reports and for accounting.

I met with Scott Crawford this morning. He set me up with a log-in to our DVFA Financial account. We now have access to monitor our account.

Ray and I have been looking into some type of device so Warren can take credit card payments from the vendors for the conference. Square Reader hooks to your cell phone and you can swipe the credit card. The device is free and they take a percentage of the sale. Also looking into Eventbrite. We would provide a link to the vendor, they would make the payment on line and Eventbrite takes a percentage based on the amount of the sale.

- *A motion was made by Tom DiCristofaro and second by Dan Carrier to accept the budget with the 1 change under gifts/badges.(increased the amount from \$2,500 to \$3,500) **Motion carried (copy of the budget is attached at the bottom)***
- *A motion was made and second to have the Executive Manager send out a copy of the proposed budget to ALL member companies for their review, so a vote to approve can take place at the June Executive meeting. **Motion carried***

Assistant Treasurer Ray Stevens

- Gave a detailed report on the revenue and expenses thus far for the Conference
- Gave a report on the pension plan. After many, many questions and comments, it was decided that we need more information before we can make a decision on any changes to the pension plan. Ray will contact the pension office to set up some meetings within the Counties and State and maybe something at the Conference.

Delaware State Fire Prevention Commission Richard T. Perillo

- Several companies are late on DFIRS reports
- Still need company officer up-date list
- Commission suspended an EMT and revoked his card
- Next meeting is June 18

Conference Chairman Joe Zeroles

- Absent
- Dan Carrier gave brief report; Souvenirs are in, all registration forms will be on the website soon.

Mutual Relief Chairman Steve White

- Volunteer Hose had a major incident. Bill Tobin and Deb Lawhead assisted them with the claims
- Next meeting is May 30 and Sta. 89, Memorial

DVFA Foundation Steve Austin

- The foundation had a transition meeting on May 6. Steve retired, Eugene Bayard retired, Lynn Rogers was elected as Chairman and Jim Cabbage was elected as Vice Chairman. Dan Burris replaced Steve. Looking for a replacement for Eugene.
- Scholarships were down this year. Received 24 applications, but after review only 13 met the necessary requirements.

Director reports:

Past President/Director Ted Walius

- Thanked the Association for the Director guidelines.

Kent County Director Ken Ryder

- Thanked the Association for the Director guidelines.
- Emphasized the foundation scholarship program with regards to the lack of qualified applicants

Kent County Director Michael Brittingham

- Absent

Sussex County Director Ron O'Neal

- Thanked the Association for the Director guidelines
- Foundation has \$22,000 in the scholarship fund, plus another \$6,000 due from the DVFA
- Still lacking some radio inventories in Sussex County

Sussex County Director Hunter Holland

- Absent

New Castle County Director Tom DiCristofaro

- Thanks for the Conference call. Lots of good information received from the call
- Thanked the Treasurer for the good numbers and clarity of the finances, so that they can be understood by everyone

New Castle County Director Mark Gott

- Absent
- 1st Vice President Jim Watson reported that they are working on some fundraisers for the County

Executive Manager Warren Jones

- Discussed the following;
- Presumption Legislation, R & R Task Force, BLS Restocking, HB 117, AED's, Cancer screening
- Officer's pictures for the book will be taken at the June Executive meeting
- Reminder of the proposed by-law change to be voted on at the June meeting

There being no other business to come before the group, President Betts adjourned the meeting at 9:35 PM

Respectfully submitted,

Elmer B. Steele

Elmer B. Steele, Secretary
Delaware Vol. Firefighter's Assoc.

Attest to: Warren Jones, Executive Manager
Bill Betts, President

COPY OF 2019-2020 BUDGET IS ATTACHED

COPY OF THE DIRECTOR GUIDELINES IS ATTACHED

			c					
1	DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION							Como
2	FISCAL YEAR FY19-20 OPERATIONS BUDGET							May 22, 2019
3								
4	DVFA OPERATING BUDGET							PROPOSED
5								2020
6	GENERAL OPERATING REVENUES:					Acct. #		BUDGET
7	MEMBERSHIP DUES (61 @ \$3,500)					100		213,500.00
8	CORPORATE SPONSOR-CFSI- Provident							6,000.00
9	INTEREST FROM INVESTMENTS					110		50000
10	MISCELLANEOUS					130		
11								
12	TOTAL BUDGETED OPERATING REVENUES							219,550

			c	D			
1	DELAWARE VOLUNTEER FIREFIGHTERS ASSOCIATION						Com.
2	PROPOSED FY 19-20 FISCAL YEAR BUDGET						May 22, 2019
3							
4	<u>SPECIAL PROGRAMS BUDGET</u>						PROPOSED
5							FY 2020
6	SPECIAL PROGRAMS = REVENUES				Acct. #		BUDGET
7	CFSI DINNER - Paid by Assoc. Members				500		50,100.00
8	PENSION FUND - Paid by Association Members				510		2,200,000.00
9	CISM - Reimbursement from State of Delaware				515		4,500.00
10	SMOKE DETECTORS - Delmarva Broadcasting				520		3,000.00
11	*Promotional Video- PR*				650		10,000.00
12	TOTAL SPECIAL PROGRAMS REVENUES						2,267,600.00
13							
14							
15	SPECIAL PROGRAMS = DISBURSEMENTS:						
16	CFSI DINNER - Members Tickets				600		50,100.00
17	STATE OF DELAWARE - LOSAP Pension Payment				610		2,200,000.00
18	SMOKE DETECTORS - Low Income Families				620		
19	Promotional Video- PR				650		\$10,000
20	TOTAL SPECIAL PROGRAMS DISBURSEMENTS						2,260,100.00
21							
22	Excess Revenues Over Disbursements						7,500.00
23	* Transfer from Conference Account*						

	A	B	C	D	E	F	G	H	I
62									
63									
64									
65	Acct. #	GENERAL OPERATING DISBURSEMENTS:						2019	FY 2020
66		Page 3						BUDGET	BUDGET
67									
68	332	Technology Enhancement (Hardware & Software)						\$ 1,000.00	\$ 1,000.00
69		OFFICER TRAVEL & ENTERTAINMENT:							
70	333	CFSI - Officer Tickets (5)						\$1,500	\$ 1,500.00
71	334	CFSI - Hospitality Room, etc.						10,000	\$ 6,000.00
72	334-1	CFSI - Officer's Expenses						1,500	\$ 1,500.00
73	335	National Vol. Fire Council Meetings						2,500	\$ 2,500.00
74	336	NFPA Committee Meetings						2,000	\$ 1,500.00
75	337	MD/VA/PA Conferences Attended						4,000	\$ 2,500.00
76	338	FDIC- Conference						6,000	\$ 6,100.00
77	339	Cumberland Valley Meetings						1,000	\$ 1,000.00
78	340	VCOS Conference - Florida						6,000	\$ 5,000.00
79	341	Gov's. Prayer Breakfast						200	\$ 200.00
80	342	Miscellaneous Luncheons						600	\$ 1,000.00
81	342-1	EDIAFC							
82						Total	\$35,300		
83	345	Miscellaneous Expenses						1,500	\$ 1,500.00
84	344	Recruitment & Retention - FIRE LINE						500	\$ 150.00
85		Executive Managers Vehicle Purchase							\$ 20,000.00
86								\$ 50,450.00	
87									
88	TOTAL BUDGETED OPERATING DISBURSEMENTS						\$196,195	\$ 204,790.00	
89									
90	ADD:	EXCESS REVENUES OVER DISBURSEMENTS:						\$26,305	\$ 14,760.00

DVFA Director's Guide

Elected Directors

The Elected Director's position of the Delaware Volunteer Firefighter's Association has been generally accepted as the position to learn the inner workings of the DVFA for possible movement into the presidential chairs of the association. This position gives the Director the experience and knowledge about the association in case they decide to go through the chairs. They would still have to follow protocols for that movement.

As the Elected Director you are now part of the DVFA Officer's Team and should be aware of the principals and mission of the DVFA. In part, the mission is to serve, represent and support the sixty-one fire companies. Your mind set has to broaden from that one company that you have dedicated so much time for, to the sixty-one member fire companies that you now have to advocate for. When you speak you speak for all the member companies and the team you are a part of.

The following information is designed to give an overview of the duties and responsibilities of the Elected Directors of the Delaware Volunteer Firefighter's Association.

Duties: The Director duties are mainly to assist the DVFA Officers and Executive Manager in information gathering and other tasks that may arise. You should be the eyes and ears of your respected counties and pass on any issues that arise in your county to the proper channels. Some of the duties are as follows:

- Attend periodic conference calls.
- Receive monthly event or informational reports and distribute that information as necessary.
- Communicate to the fire companies, in your county, issues or information from the DVFA.
- Assist the Officers and Executive Manager in gathering information from fire companies.
- Assist with the Conference Opening Ceremonies and the Seminars
- Assist with tasks, when necessary at CFSI, DVFA Conference, etc.
- Check in the Delegates and Alternates at the DVFA Executive Meetings or assign someone to do the check in.
- Serve on one of the major committees, ie: Budget and Finance, Life Safety, Scholarship, Recruitment and Retention, DVFA Conference or other committees as assigned by the President.

Attendance: The Elected Directors are expected to attend the following meetings and functions:

- DVFA Executive Meetings
- DVFA Officer's Meetings
- DVFA Conference Committee Meetings
- DVFA Poster & Essay Awards Luncheon
- Delaware State Fire Chiefs' Meetings (when it is in their county)
- County Volunteer Firefighter's and Fire Chiefs' Meetings in your county
- Media Events in your home county

The Elected Directors should try to attend periodically, during your terms in office, to get an understanding of the following:

State Fire Prevention Commission Meetings
Neighboring State Association Meetings
CFSI Annual Fund Raising Dinner
LADVFA Executive Meetings (May and November)
Meetings at Legislative Hall when needed
The last day of Legislative Session
CWFA President's Council Meeting

Communications: It is important that the Elected Directors be available, when possible, for important communications should the need arise or when an emergency happens. Communications is a two-way street and because of that, it is also important that the Elected Directors report to the DVFA President or Presidents any issues occurring in their respective counties.

DVFA Conference: The DVFA Conference is the main event for the association. Elected Directors should attend the following:

DVFA Seminars, where you will assist the presenters
Opening Ceremony, where you will assist the committee chair. "Dress code for Opening Ceremony is coat and tie"
DVFA Business Meeting.
Delaware State Chiefs Meeting and Dinner
DVFA/LADVFA Memorial Service.
DVFA Political Appreciation Luncheon

Closing: To reiterate, the time as an Elected Director is a learning process for possible movement into the chairs of the DVFA and hopefully give you an understanding of what is involved. Good Luck!

County Association President Directors

As the President of the respective County Firefighter Association you will serve one year as a Director of the DVFA. Your main responsibilities are to coordinate with the DVFA on issues concerning your individual associations and other duties as follows:

Duties: The Director duties are mainly to assist the DVFA Officers and Executive Manager in information gathering and other tasks that may arise. They should be the eyes and ears of their respected counties and pass on any issues that arise in their counties to the DVFA Presidents. Some of the duties are as follows:

- Attend periodic conference calls.
- Receive monthly event or informational reports and distribute that information as necessary.
- Attend County Volunteer Firefighters and Fire Chiefs Meetings
- Attend DVFA Executive Meetings
- Attend DVFA Officer's Meetings
- Communicate to the fire companies, in their county, issues or information from the DVFA.
- Assist the Officers and Executive Manager in gathering information from fire companies.
- They will serve on the Credentials Committee for the Annual Conference and will check in their county's Delegates and Alternates or assign someone to do so.
- If they are from the home county of the DVFA President they will give the Credentials Report at the Conference Meeting.