



**DVFA Officers Meeting
Monday, November 25, 2019
Ellendale (Sta. 75)
18:30 hours**

DVFA ROLL CALL OF OFFICERS IN ATTENDANCE

President Jay Jones
1st Vice President Dan Carrier
2nd Vice President Ken Ryder
Secretary Elmer Steele
Treasurer Terry Whitham
Assistant Treasurer Ray Stevens
Executive Manager Warren Jones
Pastor Bob Hudson

Sussex Director Ron O'Neal
Sussex Director Doug Hudson
New Castle Director Tom DiCristofaro
New Castle Director Mark Gott (absent)
Kent Director Tom Jim Woznicki
Kent Director Ben O'Neal
Past Pres./Director Richard T. Perillo

LADVFA OFFICERS IN ATTENDANCE

President Karen Workman
2nd Vice Pres. Deb Lawhead

1st Vice Pres. Pam Ingle

ASSOCIATIONS AND GUESTS IN ATTENDANCE

Fire Chief's Assoc. President Steven Deery
Fire Chief's 1st Vice President Brian Reeder
Fire Police Assoc. President Ernie Layfield (absent)
Ambulance Assoc. President Chris Blackburn
Fire Commission Chairman Ron Marvel
Foundation Chairman Lynn Rogers
Finance & Budget Chairman Dan Burris

Conference Chairman Dave Ruff
Ladies Conference Chair Stacy Northam-Smith
Mutual Relief Chairman Steve White (absent)
New Castle Cty. 1st Vice Pres. Jim Watson (absent)
Fire Commission Dave Roberts
Sussex County 1st Vice President Jim Arrington
Teresa O'Neal, Sta. 53

Address of Welcome by President Jones:

- President Jones welcomed everyone to Ellendale for the meeting and thanked everyone for coming.
- Invocation by Pastor Bob Hudson
- Pledge to the Flag was led by LADVFA President Karen Workman
- Recessed for dinner (6:40 PM)

Reconvened at 7:10 PM

President Jones brought the Ellendale 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 Karen Workman: Thanks for the invitation to be here tonight. Have with me; 1st Vice President Ingle and 2nd Vice President Lawhead. Also have Ladies Conference Chair Stacy Northam-Smith.

DSFCA President Steven Deery: Working on by-laws, working on a new web site, working better with the DVFA this year, Chief's Conference dinner/meeting will remain in Cheswold, Chief's are looking at possibility taking over the HOTS training during Conference. Next meeting will be Jan. 30 at Sta 15, Delaware City. Speaker will be Rick Riley'

DSFPA President Ernie Layfield: (Absent) No report

DSEMSA President Chris Blackburn: Working on the 2nd day for EMS classes during the 2020 Conference. Should have a final answer by Dec. 8th. Next EMS meeting is Dec. 7th at DSFS

OFFICER REPORTS:

President Jay Jones

Over the course of my 1st quarter as President of the DVFA, it has been a delightful but awakening experience. I spent 189 hours attending 63 events covering 4478 road miles traveled. We as an association haven gotten a lot accomplished.

I want to first thank all the fire companies for their support and hospitality thus far this year. I have a wonderful team and board directors behind me, and I have been so blessed to be able to work with them. I appreciate them sharing the load and supporting the vision and goals of this administration.

First, I would like to cover some updates. The new website committee has been working diligently and are on track to complete a new face lift to our website in January of 2020. This is well overdue and will benefit us tremendously. Second, the Recruitment and Retention committee has been reorganized and they are currently working on programs that will help the DVFA get back out into the local communities and provide more help with the on-board processes for each fire department.

The Recruitment and Retention Taskforce is the task force that the general assembly put together during their last legislative session. This taskforce consists of six (6) legislators three (3) from The House of Representatives and three (3) from the Senate, Representatives from the Governor's office, Department of Education, Department of Safety and Homeland Security, Department of Volunteerism, the Fire Prevention Commission and 3 appointees from the DVFA. The representatives for the DVFA that I have chosen will be as follows:

New Castle County - Tom DiCristofaro from Claymont

Kent County - Rob Watts from Felton

Sussex County - Robbie Murray from Frankford

They have already met several times calling in people to testify and will be having another meeting in January. Please feel free to contact these individuals with your input. They are appointed to represent your interests, especially if you are unable to attend any of the open meetings. So far, they have been doing a wonderful job. They bring a lot of experience and information to the table. The DVFA office sent out a survey to each President and Fire Chief encouraging that these surveys be sent out to their active

membership. Good information is crucial for this committee to work. The results of the survey will be shared in January at the next taskforce meeting. Please be sure to participate in this survey. We are hoping for some beneficial legislation for the DVFA coming out of this taskforce.

Myself and my Vice Presidents will be meeting with Governor Carney next week to discuss our current status and our goals for the DVFA in 2020.

A delegation of officers took part in the VCOS (Volunteer Combination Officer Section of the IAFC) symposium in Florida. It featured some excellent speakers along with some great networking opportunities. Some of the topics were on Leadership, How to Navigate Problems, Working as a Combination Department, Recruitment and Retention of Volunteered Departments, and Health Issues such as, Cardiac, Cancer, Stroke, and Mental Health. We have access to a ton of information and resources on these topics. Please reach out to the office or me to obtain more information.

Last year we were tasked to find a funding source for \$10,000 worth of smoke detector for our local communities. I have met with the leadership of the Red Cross. They have programs and resources available that we can partner up with them for these efforts. They can accomplish this task in one (1) of two (2) ways. One program is they are willing to come out to our neighborhoods for a half day neighborhood blitz. Install smoke alarms in your fire districts along with your fire company. This will give your department some amazing public relations. The other program is where they have an unlimited supply of smoke detectors to give to your fire department (with the appropriate paperwork that needs to be filled out). Then throughout the year they will pick up the paperwork for their filing purposes. They have already worked with a few of our local fire departments in the state along with our neighboring States. They are very excited about this partnership.

The DVFA Foundation's Vice Chairman Jim Cabbage will be stepping down from his position on the Foundation at their next Spring meeting. Mr. Cabbage has been with the foundation since its inception and has done exceptional work along with his colleagues over the past years securing funds for Scholarship opportunities for our own to pursue higher education. I've signed a letter of appointment of Jeff Eisenbrey to be his successor to the Foundation. Jeff has been active and has held many positions in his fire service career. With Jeff's knowledge and commitment, I am certain he will do an excellent job on the Foundation board. Congratulations to both Mr. Cabbage and Mr. Eisenbrey.

The Delaware State Fire Prevention Commission has set up a working group to investigate the facts of some of which I have spoken about already. There are legislators that are currently wanting to create legislation for oversight of the fire service. I do not believe it would be in our best interests to go under Department of Homeland Security, Public Safety, when we already have a body such as the Fire Commission who already regulates BLS. Under the Fire Commission, we will not be pushed aside as step children or scraping the bottom of the barrel of an agency, it is a place where we actually have a seat at the table. We have two (2) choices when it comes to this legislation, sit back and see what's handed to us, or take a seat at the table and help work out the best path forward, not only for our departments but most importantly to the citizens of the State of Delaware who deserve and expect the professional services we are charged to offer. This working group is set up of three (3) commissioners and three (3) members of the fire service. I have appointed Dave Majewski, Jeff Eisenbrey, and myself. We have asked that all meetings be transparent in an open forum. The first meeting will January 16th at the Dover fire school at 7:30 p.m. I am sure there will be several meetings. We plan on allowing time for everyone to speak and be heard with time limitations. I encourage every department to have a representative attend one of these upcoming meetings. The outcome of this will change the credibility of the fire service, so we must get this right. Staying at the status quo is not an option.

1st Vice President Dan Carrier

- Attended meetings up and down the State
- Attended VCOS, was very good with a lot of recruitment and retention seminars
- Ron O'Neal asked for information. I will email it to him on the seminars
- I will be working with Warren to develop a organizational flowchart. It seems like a lot of our Associations don't know what the chain of command is
- Everyone have a nice Thanksgiving

2nd Vice President Ken Ryder

This report is a brief review of my perspective as I sit at the table for my very first time a DVFA Second Vice President. I've been attending these DVFA meetings for the past 3 years and understand what they are and how they work. However in all honesty being seated here tonight is different. Many others who have made this journey will and should understand why it hits me that way.

For the most part I've not collected any notes or subjects to mention when I was given the floor to speak. I know this total agenda that we cover here tonight will involve a host of thoughts and ideas that we have dealt with and some that we haven't.

I'm reporting on my time involved in my three meetings with the R&R Task Force in Dover. Secondly my time involved with attending the VCOS Seminar that we DVFA officer's attended in Clearwater, FL.

No doubt in my mind that we are headed into R&R here in Delaware in a big way. To state it as Bill Kelly did in his report presented at the first R&R meeting...."Saving Fireman Ryan". We have to succeed!

Secretary Elmer Steele:

If you are giving a lengthy report tonight, please send me a copy by email. It is much easier to copy and paste your report, then for me to try to write down everything that is said.

Wish everyone a Happy Thanksgiving.

Treasurer Terry Whitham:

All the M&T accounts have been updated with the new officers listed as authorized signers. Ken Ryder now has his credit card.

After numerous emails and calls to at least 6 different departments the AT&T fire line account has finally been closed.

Since receiving the financial report from Bumpers & Company, we have been addressing the observations they brought up. The Finance & Budget committee has held several meetings. Chairman Burriss is present tonight to report the committee's work.

One observation under Record Keeping was that all invoices need to be initialed by the authorizing person approving payment. So please any invoices/receipts please initial prior to turning over to Ray or myself.

Another observation was the State Pension Plan. They are recommending that we set up a Liability Account in Quick Books to run the pension through. Basically, a Liability Account is set up for loans and tracking same. I agree with them in that the Pension Account is a pass-through account. Our

use of Quick Books is beneficial in recording who paid and when the final transfer is made for the pension payment. I believe there is a work around I'll be talking to Doug Kook.

I'm working on a hand book for the Treasurer and Assistant. What it will be is basically a guide on how to do things.

I want to thank all the officers in your timing submission of receipts. We have kept on top of the credit card monthly statement and have not had to be subjected to service or late fees.

May everyone have a Happy Thanksgiving

Assistant Treasurer Ray Stevens:

CONFERENCE REVENUES TO DATE:

TOTAL REVENUES FROM ALL SOURCES THRU Nov. 5 th	\$144,029.00
TOTAL CONF. REVENUE BUDGET	<u>162,420.00</u>
REVENUES SHORT BY . . .	(\$48,391.00)

CONFERENCE EXPENSES TO DATE:

TOTAL EXPENSES CKS. WRITTEN & CR. CARD CHGS.	\$152,744.00
TOTAL CONF. EXPENDITURE BUDGET	<u>162,420.00</u>
CONFERENCE EXPENSES UNDER BUDGET BY.	\$ 9,676.00

NET CASH FLOW DIFFERENCE (\$-8,715.00)

Conference Checking Acct. Balance, Nov. 5, 2019 \$24,803.80

Elmer and I are transferring another \$20,000 back to the Money Market Acct until needed in January 2020 to pay Dover Downs their deposit of \$25,000.00.

Market Acct. Balance Conference Money \$51,484.81

Combined Checking and M/Mkt. Balance \$76,288.61

BOTTOM LINE IS THAT BOTH ELMER AND I HAVE MUCH BETTER FIGURES TO BASE OUR 2020 CONFERENCE BUDGET ON THAN WHAT WE WERE GIVEN LAST YEAR.

QUESTIONS OR COMMENTS ON THE CONFERENCE FIGURES???

Other Observations/issues to be addressed:

The "So-Called Carry Over Balance each year". This is going to be addressed as one of the issues immediately following the DVFA Executive Mtg. on Dec. 8th. Don't know when this got started, (Metheny or Pyott) or how long it's been going on. For everyone's information we do Zero-Based Budgeting regarding

the Conference Revenues & Expenses, meaning there is no carry-over balances when Elmer & I prepare the Conference Budgets. Everything, (both revenues and expenses) starts with a zero balance.

State Chief's Meeting — Seating Capacity bumped up from 425 to 450. I believe it's time we had an actual head count or something to verify the attendance @ \$23.50 per meal.

Conference Books: Need to order 100 less books next year at \$6.50 each.

No-Shows - Only moneys received to date is from the Men's Luncheon, what about the other events? Did everyone else have perfect attendance???

Closing Conference Books - On November 30th I plan on CLOSING THE CONFERENCE 2019 BOOKS and make a Report at the DVFA Executive Meeting, Dec. 8th. Only small amounts of funds are trickling in that will not affect the financials for 2019

Delaware State Fire Prevention Commission Ron Marvel:

Ron Marvel is Commission Chairman and Alan Robinson is Vice Chairman. Dave Roberts is about to complete his 12year term and will soon be replaced. Prime Care transport is out of service. Still working on 710 and NFPA 1917 regarding ambulance construction standards and should be ready by June 1st. Received a letter from Mill Creek Fire Company requesting that the Commission establish a fire service oversite committee. This has been done and the committee has started gathering information. There have been 11 fire deaths so far this year and only 3 had working smoke detectors and 8 did not. Next Commission meeting is Dec. 17

Conference Chairman Dave Ruff:

Conference Executive committee will meet immediately after the DVFA Executive meeting on Dec. 8th. Called on Stacy, nothing at this time.

Mutual Relief Chairman Steve White: (ABSENT)

DVFA Foundation Lynn Rogers:

Lots of changes within the Foundation. Several people have or soon will be retiring. New people are coming on board as replacements.

Finance & Budget Committee Dan Burris:

Dan reviewed several pages of recommendations Bumpers and Company. Numerous items need to be addressed. The main topic is to adopt a written Investment Policy. A proposed policy was given out for review and input.

Dan also discussed our investment account with Crawford. There are now 3 signers on that account; President Jones, Treasurer Whitham and Finance Chairman Burris.

Permanent Memorial Dan Burris:

Dan stated that there was a misspelled name on the monument. The plan is to epoxy fill the name and correct the name once the weather warms up enough for the epoxy to work.

Director reports:

Past President/Director Richard T. Perillo:

Happy Thanksgiving

Sussex County Director Ron O'Neal:

The DVFA Recruitment & Retention Committee held their initial meeting at the Fire School in Dover on Sunday, November 17, with 10 members attending. During the discussion we found out that the Auxiliaries are having much the same problem as the fire side of the operation, many of the younger girls these days want to ride the apparatus, not just participate with the auxiliary.

Question on whether or not the auxiliary members could complete the surveys developed by the Task Force.

Had a good discussion on the GEM program with Jason Hudson. There is some apprehension due to the young age of the children in this program and whether or not this age group should be allowed in the firehouse.

Path forward: going to work with the fire commission on the annual contact sheet in order to add a R & R contact for each fire company (like the fire prevention contact).

Reach out to each organization's president to discuss the R & R Committee.

Begin looking at County specific events (Apple Scrapple in Sussex) for the Committee to attend and have a table/display.

Working with others on how they were able to get into the high schools to talk about their R & R programs.

Sussex County Director Doug Hudson:

Sussex County will meet tomorrow night at Sta. 81, Laurel for their fire prevention awards program. Budget for next year will be on the agenda for adoption. Working with County Council for more funding. Happy Thanksgiving.

New Castle County Director Tom DiCristofaro:

Commended the R&R committee on what they are doing. A fact finding committee has been appointed to gather information on staffing.

New Castle County Director Mark Gott: ABSENT

Kent County Director Jim Woznicki:

Most everything has already been covered. Happy Thanksgiving.

Kent County Director Ben O'Neal:

Kent County will not meet in December. Next meeting will be January 15th at Sta. 55, Magnolia

Executive Manager Warren Jones

- Radios: I am meeting with DIVCOMM to firm up the inventory numbers. I would like to suggest that we ask the state to replace all non-P25 radios and all other Motorola radios that are not APX models. I would also like to suggest that the TDMA flashes be added to all the APX radio models that do have them. I would like to have motion to proceed with this scenario.
- Survey Results: I have attached the last results from the surveys.

- Legislation: We have the two bills left on the agenda from last year. I also received a call about a Class B Foam bill and a change to another bill from last year for the non-flammable fabric items.
- 2019/2020 Event Calendar: This year's calendar is in your folders. The only date we do not have is the Governor's Prayer Breakfast.

There being no other business to come before the group, President Jones adjourned the meeting at 8:50 PM

Pastor Bob Hudson gave the benediction.

President Jones said that there are T-shirts in the back, if you want one. They are from the Department of Volunteerism.

Respectfully submitted,

Elmer B. Steele

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

Attest to: Warren Jones, Executive Manager

Jay Jones, DVFA President