



DVFA EXECUTIVE MEETING

Delaware State Fire School

March 8, 2020

Call to order at 10:00 A.M. by President Jay Jones

Invocation offered by Guy Hudson

Pledge of Allegiance led by Past President Jasper Lakey

Roll Call of Officers by Secretary Elmer Steele

- Jay Jones, 75, President
- Dan Carrier, 19, 1st Vice President
- Ken Ryder, 48, 2nd Vice President
- Elmer Steele 81, Corporate Secretary
- Terry Whitham, 46, Treasurer
- Ray Stevens, 88, Assistant Treasurer
- Richard T. Perillo 11, Past President – Director
- Ron O’Neal, 83, Sussex County Director
- Doug Hudson, 88, Sussex County Director
- Tom DiCristofaro, 13, New Castle County Director
- Jim Watson, 15, New Castle County Director
- Jim Woznicki, 53, Kent County Director
- Ben O’Neal, 53, Kent County Director

DVFA Staff

- Warren Jones, 16/86 Executive Manager

Special Reports:

Congressional Fire Service Institute (CFSI): Bill Webb – Talked about what the CFSI was doing in Washington. Talked about the 32nd Annual CFSI dinner on April 30th. Talked about the Senator Paul S. Sarbanes Fire Service Leadership Safety award that will be presented to the Clayton Fire Co. during the awards program at the dinner. There will be three (3) recipients this year. Along with the Clayton (DE) Fire Co., Sioux Falls (SD) Fire Rescue and Prince George’s County (MD) Fire and Emergency Medical Services Department will also receive the award.

American Red Cross Disaster Volunteer Partner Terry Pierse – Talked about how the Red Cross can partner up with fire companies to install smoke detectors nationwide. They have a nationwide program called “SOUND THE ALARM” save a life. They have currently partnered up with the Seaford Fire Co. for April 18 to May 3 to install smoke alarms in the Seaford area. More info is available on this program at SoundTheAlarm.org

Report of Officers

President Jones: (copied and pasted from written report)

I spent more than 103 hours on behalf the association attending 60 events covering 3,690 miles.

First, I want to apologize for the few events which I had to miss due to illness or attending a previous committed engagement. I tried in every instance to have someone from the DVFA leadership attend in my place. I want to give a special thanks to Past President Betts for stepping up in the time of need to represent us. This has been a busy quarter with the legislature going back in session and going through the Joint Finance Committee process. I want to thank the numerous committee's that have been working tirelessly to accomplish our agenda items. I hope we will start seeing the fruits of their labor very soon. We are pleased to announce since last quarter, we have met with the Governor and the Budget Director concerning our items in the budget. Our fire prevention money is in the Governor's Operating Budget and we have received a commitment for our radio money in the Capitol Budget.

The Recruitment and Retention Task Force are still meeting. Their final report date has been moved back from January to the late spring. I am hoping some good legislation will come out of this task force. I especially hope for the possibility of a few pieces of legislation this session. We submitted a draft for items to be considered by the Task Force.

FDIC (Fire Department Instructor Conference) in Indianapolis is quickly approaching. The Delaware Room block is completely full. If you still need help with rooms or reservations, we will do what we can to assist you with those.

Next is CFSI (Congressional Fire Service Institute) fundraising dinner in Washington DC. The Delaware fire service discount this year is \$325 per person. Attendees outside our group are paying much more to attend this fundraiser. Please keep in mind this fee is what funds the CFSI, who work on our behalf with the federal government in securing bills that involve funding federal grants and keeping our best interests in mind on Capitol Hill. The \$325 not only provides you with the evening of speakers and a meal, it also gives you the ability to attend valuable seminars over the course of 2 days. It will provide you with the opportunity to meet with your legislators along with good fellowship. This year the Clayton Fire Company won an award and will be honored that night. I hope we will have a good crowd in attendance to support them. We also need to show support for the companies that have received federal grants in the past and/or currently in the process of trying to secure federal grants. These grants have also benefited the Delaware State Fire School on several occasions to better the educational system here in our state. At one point in time during your fire career we have all benefited from the CFSI. All the information is on our website or you can contact the DVFA office about these events.

As far as draft legislation from the State Fire Prevention Commission concerning oversight of the Delaware State Fire Service. We have sent out that piece of draft legislation and have called for a special meeting for that subject to be held on April 5th at 10am. This special meeting will be held at the Delaware State Fire School. Please reach out to any of the committee members with any questions.

Thank you all for your continued support and allowing me to be the President of this wonderful organization. We are only as strong as our members. While we may never agree 100% on most issues, we need to continue to come together to solve the problems to improve the volunteer fire service. We need to honor our commitment to serve the residents and the visitors of this great state. Thank you.

First Vice President Carrier: (copied and pasted from written report)

I traveled 821 miles and 80 hours going to meetings and events this quarter.

100th anniversary committee is working on the events for next year.

I attended the Joint Finance committee hearing for the fire school and fire marshal and I would like to thank State Fire Marshal Ingle for answering questions that were directed to the DVFA while he was doing his presentation and he answered them for us represented us very well as always.

My Appointments for the is that the fire prevention committee in the scholarship committee will stay the same as they are this year. I am looking for a new co-chairman from Kent County to replace Ken Ryder as he is moving up through the chairs.

I attended the State EMS meeting yesterday and they need all of our help with a fund raiser they are trying to have to raise money so they can bring in national speakers at the conference let's not forget that EMS is about 75% of our business and let's show our support and help them gather some door prizes for their fund raiser. An email will be coming out in the next day or so with all the info. The only problem is they are on a short time frame to get these gifts or they will have to cancel the event.

Once again thank you for all you do for your fire company and community.

Second Vice President Ryder: (copied and pasted from written report)

At this point I need to compile a report to cover where I have been and what has transpired since we were here in December. I've finished posting all my events and reviewed my report that covers meetings, miles and the hours. It appears I've been busy travelling and attended more events than last quarter. For the most part much of it has been travelling to and attending the many various meetings statewide that are part of what we do. These trips to meetings are in large part about delivering information, gathering thoughts and feelings about our volunteer fire service and what/how we are doing.

Recruitment and Retention in one way or another is still at the forefront of our activities. We have had 6 meetings of the R&R Task Force established by the Joint Resolution at Leg. Hall. Our next one is on March 16th at 9am back in Leg. Hall same location. We here in Delaware are focused on finding what is going to work for and help us. Some companies, groups and individuals have been in an ongoing process to identify their problems and determine the best path forward. The R&R Task Force has been fortunate to be given some information and reports that have already generated facts, thoughts and conclusions. At our last meeting Warren & Jay on behalf of the DVFA submitted and read into the record a summary of the thoughts and suggestions collected so far. Hopefully this next meeting will be a turning point to finalize the recommendations coming from the Task Force.

This is going to take the cooperation of the volunteer fire service statewide, our associations and the State of Delaware Legislative process working in tandem to even begin to implement these possible solutions to our ongoing problem here in Delaware.

Again, we must continue the discovery process and propose solutions because failure for the fire service is not an option!

I'm going to add one more item that has moved into focus during our administration. That is the PROPOSED legislation sought and issued recently for the SFPC to be the agency of choice for oversight of the fire service in Delaware. This continues to be very controversial and difficult most times to get the point(s) across. I'll leave the rest to be discussed in further detail by President Jones in his reporting.

In conclusion, last but not least....the DVFA Scholarship Fund. So far through January & February this has been mentioned consistently at all meetings that I've been able to attend. I've advised the attendees that the information has been distributed and should be given to their company members and their respective auxiliaries. Additionally, it is available on the DVFA website. We need to keep this in focus and push this through March.....the deadline for submissions is March 31st.

I'll summarize my report by the activity items noted....report my attendance for 33 events, travelled 1077 milesand 140 hours in-service. These are the ones recorded for this quarter.... who knows what lies ahead!

Secretary Steele: (copied and pasted from written report)

- Attended 20 functions, traveled 1,845 miles and in service for 88 hours
- Spent most of this quarter working on Conference stuff for 2020
- Lots of changes and re-modeling going on at Dover Downs. Working with them to make sure that we have the necessary space that we need for our various events
- Waiting on the Past Presidents dinner menu. All other menus are done and waiting on the Chef for his final approval and pricing
- Room contracts are out and were due back by February 15th. As of Friday, there are still about 15 companies that have not responded
- Several issues to clear up regarding rooms; ie; general seminars, fire chief's seminars, vendors on Tuesday, since EMS has added a second day to their schedule

Treasurer Whitham: (copied and pasted from written report)

TO: Officers, Delegates, Alternates, Members and Guests

- As of November 30th, we record the following balances:
 - Operations checking account- **\$ 185,226.05**
 - M&T Money Market- **\$ 63,009.63**
 - Conference checking account- **\$ 6,353.70**
 - Conference Money Market - **\$ 49,351.65**
- Attached is a budget vs. actual expenses to give you an insight on where we stand financially through the end of February.
- We have finally moved the Executive Mangers payroll over to the Operations account effective January 1st. The game plan going forward for budget purposes is to separately record Salary, Social Security, Federal & State payroll deductions.
- The pension checking account has been closed. The \$ 868.18 was transferred to the operations checking account. I emailed Doug Kook in regards to proper disbursement of the funds. From that discussion, we have created a policy on usage of the assessed late fund payments for your review.
- In regards to the pension, \$ 2,049,827.92 was wired on February 26th to the Northern Trust.

Motion by Harold Brode and second by Jasper Lakey to accept the Officer reports and spread them upon the minutes. Motion carried

Executive Manager Jones: (copied and pasted from written report)

- **Legislative Hall:** JFC Hearing was on February 10th. The JFC had a lot of questions about oversite of the fire service for the commission. We attended the Bond Bill Hearing on March 4.

We supported the fire schools extra request for funds not included in the Governor's Budget. We thanked them for the \$2 Million in the budget for 800 radio replacement then asked them for addition funding over the \$2 Million and also mentioned that the Revolving Loan fund was now depleted and asked for an additional funding for the revolving loan fund as well. They stuck a red star on my lapel and thanked us for the work we do.

- **Recruitment and Retention Task Force:** The DVFA presented a draft plan at the last meeting. They have taken some of the financial parts of the plan and turned it over to the Controller General's Office for fiscal note cost. We hope those fiscal notes are back by our meeting this month so the Task Force can decide on the items. The meeting is March 16, 10:00 am, Legislative Hall. All are welcome to attend. We are also hoping we have some legislation coming out of this task force before our next Executive Meeting.
- **800 Radio System:** The 800 system has developed some busies. I serve on the sub-committee that is looking at the issues. If you do experience busies please let me know. I will need to know date, time and how long.
- **FDIC:** The room block is sold out.
- **CFSI:** The CFSI dinner is April 30th. The forms are on the website. As you know or may not know, the Clayton Fire Company is receiving an award that night. It would be nice if we had a respectable turnout for that night.
- **100th Anniversary:** We are starting to prepare for the 100th Anniversary. In preparation we will be needing older pictures of the fire companies and the DVFA. If you have any you would like to share please scan them and send them to the DVFA Office. We will use the DVFA Office as a gathering place for the pictures.

Thank you,

Committee Reports

State Fire Prevention Commission – Ron Marvel:

- Commission fined another fire company for being late on their audit
- Distributed \$2.7 mil in red light ticket money (6-month worth)
- Public hearing on March 16th for 710 regulations. Available at all 3 fire school sites
- Commission AG has drafted legislation for the oversight process and sent that info to the DVFA
- Introduced other Commissioners in attendance

Advisory to State Fire Marshal – Grover Ingle: (copied and pasted from written report)

- Fire Fatalities – Currently, there are two (2) fire fatalities for 2020. Of those two (2) fire fatalities no working smoke alarms were present. One fire was in a Mobile home and the other was an outside fire with a burn victim.
- Deputy Fire Marshal IV – John Galaska has been promoted to Chief Deputy Fire Marshal (Deputy Fire Marshal IV) for the Sussex County Division effective February 16, 2020. John will still be responsible for the K9 Tanya and the K9 program.
- Deputy Fire Marshal I Sussex County – Currently there are two vacancies for a Deputy Fire Marshal I. We are working through the hiring process, with a goal of one position being filled by the middle of this month and the second position by April or May at the latest.
- DFIRS Reports - We continue to work with each Company on their submittals and cleaning up the data.
- State Fire Prevention Regulations – In my October report to the Commission on the state of the current Fire Prevention Regulations I made several recommendations for changes and updates to the current Fire

Prevention Regulations. The most current editions of the NFPA Codes and Standards that have been previously adopted has been recommended for an update as well as four new Codes and Standards to be added. Also, there are some housekeeping changes and other changes to the Regulations from the last two years that had not been updated so they are being incorporated in this update. Looking to have a public hearing scheduled for June or July maybe sooner once the Commission completes the Regulation updates to Regulation 710. This will bring us back on schedule with the three-year cycle of updates as the next cycle would be 2021.

Advisory to DSFS – Robert P. Newnam: (copied and pasted from written report)

1. Speaker Seminar in January – 72 in attendance – 22 Companies
2. Instructor’s Seminar in February – 167 Instructors
3. Bond Bill Hearing held on March 4th
 - a. Grounds Generator (*recommended*)
 - b. Rescue Tools (*recommended*) 7 companies
 - c. Concrete repairs – SCBA building pad (*Not recommended*)
4. Budget Hearing held on February 10th – went well.
 - a. Number of questions on student attendance
5. Requests for in-service programs (*are up – your support for training is commendable*)
6. Roof replacement project – Dover Division, started completion in May/June timeline
7. Rest Room – proceeding, behind schedule, completion mid-May.
8. Certification Testing – Pearson VUE test site approval received – next pilot testing NR
9. Washer/Dry for Instructor & Ins. Aide gear installed at New Castle Division
10. Hand washing sink(s) installed in the gear room Dover Center.
11. Phase V training prop – F.F. Helmets with covers are available for student use.
12. Solar panels installed for the Rope Tower electric and for use as demo.

DVFA Conference – Dave Ruff:

- Conference meeting scheduled for March 16th has been cancelled due to unforeseen circumstances
- Conference meeting has been rescheduled for March 30th at Dover Downs at 7:00 PM

Revolving Loan – Ray Stevens:

- Committee met on March 4th with 7 members in attendance
- Approved 6 applications (\$1,037,945.41 @ 1%)
- Approved 2 loans on a deferred basis till June 3rd
- Going into the meeting there was \$1,255,989 in available funds. After awards there was only \$218,044 left

Pension Report – Ray Stevens:

- Timeline and Payment schedule. Discussed at the 2019 conference workshop
- 8 Companies were late this year. 3 companies were actually assessed late penalty fees
- Final payment has been made to Northern Trust for \$2,049,827.92 for 2,199 members
- Committee recommends that every company appoint an assistant pension officer for your company
- CPA recommends that the DVFA create a “Pension Collection & Disbursement Policy” A plan has been written and will come to the floor for adoption under the proper order of business

Health & Wellness – Mike Rush/Jack Wilson:

- Talked about suicide awareness, cancer issues, cardiac issues, mental health issues, coronavirus, LODD
- Congratulated Clayton on the CFSI award

Life Safety – Guy Hudson:

- State awards program was held in Cheswold with 240 people in attendance
- Secretary of Education Susan Bunting was in attendance
- 45 companies and associations requested matching funds for 2019, totaling \$153,788.56
- Looking to produce a calendar with the State award winners. Will solicit funds to offset cost

Recruitment & Retention – Ron O’Neal:

- Since the middle of December, we have had 11 contacts thru the Firefighter.Delaware.gov website. Broken down as per County: Kent – 1, Sussex – 1, New Castle – 9.
- Categories of interest:

Firefighter – 5	Administrative – 1
Volunteer EMT – 2	Auxiliary – 1
EMT-B (paid) – 1	Fire Police – 1
- Contacts with the inquiries are being made as soon as possible and directed to the nearest fire house, along with contact info (phone numbers, website, contacts) for that organization. Still looking for volunteers from each County to handle the contact information.
- Looking at a number of upcoming events that I know of in Sussex County to participate: Ellendale Fire Company 100th Anniversary on May 9, Milton Fire Muster on May 30, Apple Scrapple Festival in October.

Scholarship – Ken Ryder:

- Committee met. As of today, there have been no applications received. Due by 3/31
- Committee will meet on 4/26 at 9:00 AM at the DSFS to review and award scholarships

Sprinklers – Paul Eichler:

- Application sent to the National Sprinkler Coalition
- Side by Side trailer available, if anyone wants it

Wake-up Delaware – Paul Eichler:

- No smoke detectors available. No money available to purchase any
- Lots of discussion from the floor regarding the lack of smoke detectors and the lack of funding
- Seems like each County is doing their own thing and not working with the State
- Lots of “loop holes” and “gray” areas in the Red Cross program

Web Page – Terry Whitham:

- Hope to roll out the new web page soon
- Will have a “live” feed feature on it

Recognition of Past Presidents – 1st Vice President Carrier

17 Past Presidents and 2 President Emeritus in attendance

Affiliated Organizations/Agency Representatives

Ladies’ Auxiliary President Karen Workman:

- Introduced the State Officers, County Officers, Past Presidents and Conference committee ladies that were in attendance today.

The ladies made their check presentations to the DVFA Foundation Treasurer Ron O'Neal for the scholarship program; LADVFA President Karen Workman presented a check for \$1,500.00, Karen also presented a check for \$1,000.00 from the Sussex County Ladies, Kent County Ladies President Sandy Robinson presented a check for \$1,500.00, New Castle County Ladies President Jane Williams presented a check for \$1,000.00 and a second check for the New Castle County Ladies Past Presidents for \$500.00, A rising round of applause was given to the ladies for their donations.

State Fire Chiefs President Steven Deery:

- Talked about the cardio-kinetics program
- Talked about HOTS training and seminars for the conference
- Talked about T-shirt sales and challenge coin sales
- Will have 2 bar-b-que dates at Greenwood this year
- Next meeting will be March 26 at Sta. 82, Lewes Sta. 2 (social at 5:30)

State Fire Police President Ernie Layfield:

- Last meeting was in February
- Preparing for conference

State EMS President Chris Blackburn:

- Met yesterday here at the fire school
- Attended OEMS meeting
- Planning for fund raiser on April 4 at Sta. 49, Frederica to offset conference expenses. Need donations or they might have to cancel the event

DVFA Foundation – Lynn Rogers:

- Next meeting will be April 24th
- Will honor Jim Cabbage for his years of service on the Foundation

Mutual Relief – Steve White:

- All member companies are paid up
- Next meeting will be May 27th at Sta. 89, Memorial

NVFC – Terry Jester:

- Several National programs available on the NVFC web site
- Junior Firefighter program, Make Me a Firefighter program, Share the Load program
- New classification of membership now available. 1 classification, 1 price
- Bill Betts has replaced Ted Walius as the 2nd DVFA representative to the NVFC

Del-Mar-Va Association – 1st Vice President Dave Dixon:

- We are planning for our Convention on April 30, May 1 and May 2 in Berlin, MD
- Registration packets were mailed out to the member companies this year
- We **will not** be having a parade this year, due to the lack of registrations. There will be a Touch – the – Truck display/show in the parking lot of the Berlin Fire Co. on Saturday, May 2 starting around noon time

State Legislature – Senator Bruce Ennis:

- Working on 10 bills and 3 resolutions
- Particularly looking at SB 39, HB 144, and SB 126
- Looking at Class B foam and Surf fishing tag with a 20% requirement

- 800 mhz radio funds

Communications:

The following communications were received and were summarized by Secretary Steele

- The following companies have sent in delegate/alternate changes; Hartly, Little Creek, Aetna, Port Penn, Belvedere, Leipsic, Minquas, Elsmere, Felton, Harrington, Ellendale, Bowers, Houston, Rehoboth Beach, Greenwood and Memorial
- Letter from the City of Dover reference to holding a fire muster
- Letter from Delmarva Power thanking the Delaware Fire Companies for their dedication and commitment. The letter came with a \$10,000.00 check supporting the Conference

*Motion by Richard T. Perillo and second by Jasper Lakey to accept the communications that were presented.
Motion carried*

OLD BUSINESS

NONE

NEW BUSINESS

- *Motion by Tom DiCristofaro and second by Richard T. Perillo to accept the PENSION COLLECTION & DISBURSEMENT policy as presented* Motion carried (copy attached)
- *Motion by Tom DiCristofaro and second by Kevin Wilson to take up to \$5,000.00 from the Conference Money Market account to go towards the EMS speakers for Conference* Motion carried
- *Motion by Tom DiCristofaro and second by Richard T. Perillo to take up to \$10,000.00 from the Conference Money Market account to go to the Wake-Up Delaware program for smoke detectors* Motion carried

PAYMENT OF BILLS

Treasurer Whitham highlighted the bills to be paid.

Delaware Volunteer Firefighter's Association
Expenses by Vendor Summary
December 2019 through February 2020

BUMPERS & COMPANY	350.00
CANON	361.76
CHAMPION TROPHIES	463.45
CHIEF TECHNOLOGIES, LLC	420.00
COMCAST	589.04
FOREVER MEDIA	8,300.00
JOSTENS	1,201.58
M&T Bank	4,002.06
NORTHERN TRUST COMPANY	2,049,827.92
RON MARVEL	57.52
U.S. POSTAL SERVICE	168.00
VERIZON WIRELESS	99.46
TOTAL	2,065,840.79

***Motion by Joe Zeroles and second by Gerald Manley to pay the bills as presented.
Motion carried.***

GOOD OF THE ASSOCIATION

- Paul Eichler recognized the following folks for 50 plus years of service. Pictures and names appeared in various local newspaper articles; Howard Blizzard, John Botdorf, Barry Calhoun, Bob Kreitzer, William Thatcher, Lois Oneschuk, Wallace Cannon, George Ashback, Edward Hassel, Cathy Chiffons
- Grover Ingle talked about money that appeared in the fire marshal budget. He did some research and found that there was \$75,000.00 for smoke detectors. This will get about 6,000 detectors, that will be turned over to the DVFA when they arrive.

ADJOURNMENT

It was regularly moved by Jasper Lakey and second by Dave Ruff that the March Executive Meeting be adjourned. **Motion carried.** Guy Hudson offered the Benediction. The meeting was adjourned at 12:02 PM

**Respectfully submitted,
Elmer B. Steele
Elmer B. Steele
Corporate Secretary**

I hereby attest that this a true copy of the proceedings of the Delaware Volunteer Firefighter's Association Executive meeting held on March 8, 2020.

**Attest: Warren F. Jones
Executive Manager**

**Jay Jones
President**

See next page

DELAWARE VOLUNTEER FIREFIGHTERS ASSOCIATION PENSION COLLECTION & DISBURSEMENT

Policy:

At the annual DVFA Conference Pension workshop Member Companies and Auxiliaries attend to discuss pension matters including adjusting member rosters, estimated billing and submission of payments. An annual timeline for these benchmarks is included in their packages. It is contingent that the timeline is followed to facilitate a smooth collection and disbursement of the pension funds.

Procedures:

- Starting early in November the Estimated Annual Billing Online Roster is available to the Member Companies and Auxiliaries to update service credit on their respective pension rosters. On a pre- determined date in January they must submit their Estimated Annual Billing Roster to the State Pension office.
- The Office of Pensions performs an audit of the Estimated Annual Billing Roster and by the end of January makes the roster available for printing and payment.
- The Annual Billing Roster defines the total due by each Member Company and Auxiliary. Payment must be received on or before the specified date to the DVFA Treasurer. Payments not received by the due date will result in a **\$ 100.00 per day** penalty until final payment is received.
- The DVFA Treasurer will deposit all pension payments and final disbursement through the Special Programs budget listed "Pension" account.
- By no later than March 1st, the DVFA Treasurer will transmit the final payment due to the Office of Pensions (Northern Trust).
- Member Companies and Auxiliaries must also make sure that all Actuarial forms are due to the Office of Pensions by March 30th.

NOTED- Any late fees collected by the DVFA Treasurer will be transferred to the DVFA Foundation to be used towards funding future scholarships.

Adopted: March 8, 2020