

**MINUTES**  
**DVFA BOARD OF DIRECTORS MEETING**  
**October 19, 2010**  
**Dover Fire Dept**

President William F. Tobin called a Special Board of Director's meeting to order at 1834 hours at the in the Board of Director's Room in the Dover Fire Department and welcomed all in attendance. No invocation or flag salute was offered.

**Attendance:**

President William F. Tobin  
First Vice President Charles W. Frampton, Jr.  
Second Vice President Charles H. Boyer  
Treasurer J. Allen Metheny, Sr.  
Director Les McCourt, Elected Director New Castle County  
Director Richard Perillo, President New Castle County Volunteer Firefighter's Assoc.  
Director Joe Zeroles, Director Kent County  
Director David Snell, President Kent County Volunteer Firemen's Association  
Office Manager Melissa R. Kiser  
First Vice President Robert Sutton, New Castle County Firefighter's Association.

President Tobin talked about the need to purchase a DVFA cell phone through Verizon with texting ability in order to run proper business with the DVFA Office. The need was determined that forwarding the calls from the office to the Office Manager's personal cell phone was causing a confusion if the call was a personal call or Business call. It was also stated the use of her personal cell phone through sprint was using her shared family minutes and was not fair to the Office manager and her family.

***A motion was made by First Vice President Frampton and seconded by Director Snell that the DVFA Purchase a cell phone through the state contract with texting ability designated to the DVFA Office. Motion Unanimously carried. .***

It was suggested the DVFA Purchase two new door locks for the DVFA office as there is no written documentation as to who currently has keys to access the office.

***A motion was made by Director Perillo to change the two DVFA Office Door locks and purchase 6 keys and have the recipients of those keys sign and be accountable. Seconded by Joe Zeroles. Motion Unanimously carried.***

President Tobin stated that he along with Pam Ingle are creating new memorial shadow boxes for the memorial service at conference. He asked for any help in asking for those that know cabinet makers to assist. It was also mentioned that once these are created there would need to be adequate storage space to prevent these from being damaged from year to year. They are currently being stored at the Fire school, however. It would not be

a suitable environment. It was discussed that the Fire School Storage is currently being remodeled to include heat as well as storage shelving and once the Memorial boxes are completed the remodel should also be completed. If it isn't we will look into other options at that time.

The DVFA Office is in need of assistance with getting things sorted, filed and cleaned up. The mess was inherited from Jamie Turner, and there are still a lot of documents that need to be sorted, and filed. Robert Sutton mentioned he had been in contact with Evelyn Lemmons, ESC (Emergency Services Corp). This organization takes all of your documents and has then scanned in and placed on a cd for digital filing. This would allow the DVFA to get rid of old documents as well as be more efficient on space. Brandywine Hundred is currently using the same program to help with their filing system.

It was discussed that we need to keep 7 years of financial records and 3 years worth of hard copies in storage.

**A motion was made by Vice President Frampton and seconded by Director Snell that the documents in the DVFA Office use ESC and electronically scan and digitally file old documents in the DVFA Office. Motion Unanimously carried..**

President Tobin announced the office space next to the DVFA Office will be available in July 2011 and we are waiting to hear from Vernon Ingram as to what he would charge for rental space of that office.

President Tobin noted the NVFC alternate is due to be re appointed. Jim Cabbage had currently served. He asked everyone how this should be handled. Everyone agreed this position should be an applied for position with an interview process. The most applicable applicant will be appointed. Everyone agreed Jim has done a good job though the Board would like to see who else is out there and what they have to offer. Everyone will be welcome to apply and the best suited will be chosen. Treasure Metheny who serves on the NVFC Board discussed a few qualifications this applicant should have which include: someone who isn't bashful, and not afraid to speak. Someone who will be able to attend added committees and committed to being involved. This applicant will be required to travel two times a year paid by the DVFA

**A motion was made by Richard Perillo and seconded by Joe Zeroles that a letter be sent to Each Fire Company President and Chief asking them to contact the Director on their County Level asking them to appoint someone to be the NVFC Alternant. This should be received by the incoming DVFA President by June and a decision should be made before the June Executive meeting on whether the current appointment remain or be replaced. Motion Carried**

Robert Sutton indicated the GAC will be meeting on November 8<sup>th</sup> 7pm at the Little Creek Fire company along with the Law & Legislative Committee to discuss a list of Legislative Priorities for this upcoming Session.

Wake Up Delaware Campaign, it was discussed that Each County has donated 15k towards the purchase of smoke detectors. These funds are to remain in each county. It was determined that the City of Wilmington will not be contributing any funds for this project, but are a member of the Association and would still be able to receive on the county Level. In the mean time Sussex county has some detectors left over from the federal grant , and they are willing to share that with them. A meeting will need to take place with the Wake Up Delaware Committee to discuss receiving the bulk discount but keeping all funds at each county level.

President Tobin advised there will be a commission dress rehearsal on standards should the board like to attend taking place at the Fire School on November 6 at 9 am and November 7 at 9 am.

### **Employment Description Draft Copy**

**The Delaware Volunteer Fire Fighters Association is the parent Organization representing all Volunteer Fire Departments and Companies throughout the entire State of Delaware.**

The DVFA “***Executive Manager***” reports directly to the President and shall also provide support to the Vice Presidents and Directors of the DVFA. ***All Board members agreed to make the necessary change to the minutes.***

**This position is ideal for a flexible schedule.**

**The ideal candidate shall possess a broad knowledge of the Volunteer Fire Service and have a general knowledge of the associated agencies. The “Business Manager” may also attend any important committee meetings as directed by the President. Candidates must possess strong written and oral communication skills and work collaboratively with the Officers and Directors. Candidates must provide proactive communications to the officers and Directors on a monthly basis.**

#### **Qualifications:**

**Shall have experience in Emergency Services.**

**Minimum High School Diploma or equivalent**

**Good communication and organizational skills required.**

**Must be detail oriented with good follow-up skills**

**Ability to work in a team environment that frequently changes**

**Applicants must not have a ***felony conviction*****

**Requires a flexible schedule that may require daytime, evening and weekend meetings.**

**Must have reliable transportation, a valid driver’s license and a clean driving record.**

**Must be proficient with computer and office procedures**

**Must be bondable**

#### **Salary:**

**This is a salary based position with vacation, sick leave.  
Work Schedule:**

**Position will consist of a 40 hour a week flex schedule**

**Employee may represent the DVFA at Funerals, county firefighter meetings, and numerous committee meetings. Employee must attend Legislative Hall.**

Director McCourt recommended everyone look over the attached duties and descriptions held by the Executive Secretary and discuss more at the next meeting.

President Tobin then announced the next Board of Directors meeting will be held as a working Business Dinner on Thursday October 28<sup>th</sup> at 6:30 pm. Location will be announced at a later time.

Director Perillo recommended the President be reimbursed for any personal legal costs he inquired during the separation of the previous executive secretary, as this was a DVFA expense not a personal. President Tobin thanked everyone for their concern and stated all bills have already been Paid. It was discussed and President Tobin agreed to provide a copy of the bill at the next meeting and will leave it to the Board to discuss.

Meeting was adjourned at 8:50 pm by President Tobin.

Respectfully Submitted,  
Melissa Kiser  
Melissa R. Kiser  
DVFA Office Manager