

MINUTES
DVFA BOARD OF DIRECTORS MEETING
October 28, 2010
Iron Gate Inn

President William F. Tobin called a Special Board of Director's meeting to order at 6:45 hours at the Iron Gate Inn, and welcomed all in attendance. No invocation or flag salute was offered.

Attendance:

President William F. Tobin
Second Vice President Charles H. Boyer
Treasurer J. Allen Metheny, Sr.
Director Les McCourt, Elected Director New Castle County
Director Richard Perillo, President NCCVFA
Director Joe Zeroles, Director Kent County
Director David Snell, KCVFA
Office Manager Melissa R. Kiser
First Vice President Robert Sutton, NCCVFA.
Danny Mitchell, First Vice President Sussex County
Director Rich Toulson, Elected Director, Sussex County

President Tobin stated this would be a working dinner, and open forum, and passed out copies of the Minuets taken at the last BOD Meeting on October 19 for all to review. After much discussion it was decided to make the title change from Business Manager that was agreed upon at the last meeting to now read Executive Manager. All agreed of the change and a unanimous vote was carried to reflect the change in the last meeting minuets.

There was a recommendation to add one item to the qualifications section to read, meet administrative levels of training as required by the State Fire Prevention Commission standards. All agreed of the change and a unanimous vote was carried to reflect the change in the last meeting minutes.

A motion was made by Director Perillo and seconded by Les McCourt that all check signers for the Association be bondable. Motion unanimously carried.

After a brief conversation all agreed the deadline to receive applications will be 30 days from the date of posting. And an add would be placed in the Delaware State News, The News Journal, and the DVFA Website, as well as sent to each fire company.

The projected time line would be position opening in November, received by December and hire in January.

All were welcomed to give an opinion on what they feel the salary should be for the Position and It was then decided the salary for the “Executive Manager” would be 3,400 a month and no more than 40,800 a year. All Agreed

A suggestion was made that an outside Association should do the screening of applicants and report back to the DVFA Board 5-8 finalists for the First interview. After a lengthily discussion it was then decided that an outside Association was not a good idea and would not report back in a timely fashion as well as know what we are looking for to fill the position. It was then decided by all present there will be a review committee of two outside reviewers (non Past President, from each county, selected by the County Presidents to review all applications received by the DVFA and choose 20 perspective applicants. The interview committee (listed below) would then choose three applicants to interview and report to the President of their final decision to be voted on by the Association. This Committee will be:

1st Vice President Charles Frampton- Chair
DVFA Director Les McCourt
DVFA Director Joe Zeroles
DVFA Director Rich Toulson
DVFA Treasurer Allen Metheny

This committee shall serve for a term of one year, and will remain the elected director of each county, the incoming President, and Treasurer, as a Personnel committee, should it be needed in the future.

It was asked if the Board should meet one more time to develop and discuss interview questions. It was then determined another meeting was not necessary at this time and the 5 interviewers should be in contact with each other to develop and discuss.

A recommendation was made to develop a monthly report from, as well as sick time/ vacation time request form. Vice President Boyer said he would take care of it.

Meeting was adjourned at 9:00 pm

Please review the Attached Job Description that was provided by Director McCourt with the agreed upon changes.

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