



**DVFA Officers Meeting**  
**Thursday, November 30, 2017**  
**Brandywine (Sta. 11)**  
**18:30 hours**

**DVFA ROLL CALL OF OFFICERS**

President Rich Perillo	(yes)	New Castle Director Dan Carrier	(yes)
1 <sup>st</sup> Vice President Bill Betts	(yes)	New Castle Director Keith Bowman	(yes)
2 <sup>nd</sup> Vice President Jay Jones	(yes)	Kent Director Ken Ryder	(yes)
Secretary Elmer Steele	(yes)	Kent Director Jeff Dennison	(yes)
Treasurer George Pyott	(yes)	Sussex Ron O'Neal	(yes)
Executive Manager Warren Jones	(yes)	Sussex Director Terry Jester	(yes)
		Past Pres./Director Joe Zeroles	( )

Assistant DVFA Treasurer Terry Whitham	Fire Chief's Assoc. President Andy Hall
New Castle 1 <sup>st</sup> Vice Pres. Dave Majewski	Ambulance Assoc. President Amy Yonko
Fire Commission Past Chairman Dave Roberts	Conference Chairman Charles Frampton

**LADVFA OFFICERS**

President Lynn Warner	New Castle Ladies Pres. Karen Gebhart
1 <sup>st</sup> Vice Pres. Penny Gentry	Kent Ladies President Sandi Robinson
2 <sup>nd</sup> Vice Pres. Karen Workman	Kent Ladies Treasurer Kim O'Malley
Secretary Karen Barlow	Sussex Ladies President Regina Hedley-Marvel
Treasurer Kim Figgs	Ladies Parliamentarian Barbara Lewis
Assistant Treasurer Ginni Tice	

Address of Welcome by President Perillo:

- President Perillo welcomed everyone to Brandywine for the meeting and thanked everyone for coming.
- Invocation by 2<sup>nd</sup> Vice President Jay Jones
- Pledge to the Flag
- Recessed for dinner

Reconvened at 7:10 PM and turned the meeting over to Doug Kook of Bumpers & Company for discussion on our audit review. Doug spent 30 minutes going over recommendations and things that the company picked up on. Numerous suggests for changes. Now it is up to the Association on where to go with implementation of these suggestions. There were many questions from those in attendance.

At 7:45 PM President Perillo turned the meeting over to our Attorney Bill Preston for discussion on the IRS issue of unrelated business income tax (UBIT). Bill reviewed the information that he has obtained from Tim

Snyder, an attorney that specializes in IRS tax issues. Bill spent 45 minutes going over what was in Tim's report. Andy Hall gave some info on what happened at Townsend Fire Co. when the IRS came in and reviewed their books. There were lots of questions regarding this issue, especially from the ladies in attendance. Will keep everyone posted as things move forward.

Copies of both of these reports are available at the office.

President Perillo brought the Brandywine 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 Lynn Warner gave her thanks for the invitation to attend the meeting tonight. She introduced the ladies that were in attendance. She said that she was a little confused with all of the information that had been put out tonight.
- DSFCA: President Andy Hall gave his thanks for the invitation to attend the meeting tonight. Glad to be here. Introduced his officers that were in attendance.
- DSFPA: President Cheryl Kelly was absent
- DSEMSA: President Amy Yonko said she was looking forward to the coming year. She had no other officers with her tonight.

### **OFFICER REPORTS:**

President Rich Perillo discussed the following: **(copied and pasted from original written report)**

- We attended the Volunteer Combination Officer's Section Seminars in Clearwater Beach. The seminars I had attended had information that we can use for our up-coming conference seminars or if we decide to have a symposium. Best practices used by individual departments, why recreate the wheel. One company may have ideas that other companies could use. Their ideas may not be able to fit all of your needs but possibly part of some of your company's needs. Putting out the fires in your fire house. Do I need to go any further on that? This is part of retention. Once we are able to get Jane and John in the fire house, what do we do to lose that individual? Our younger generation use their telephones and computers for everything. This is one of the ways we need to capture their generation to join the fire service. As one instructor stated, you have 8.5 seconds to get their attention, after that, we have lost them.  
I know that your President Betts will be composing a combination for what all of us had attended, this will be put on the web site for you to view.
- Earlier I had mentioned the symposium. What is your feeling on the Association hosting another event? If we do this do you want us to get someone from another state or do you want us, our fire company leadership to do this. Such as give a best practice power point presentation. Leadership Program?  
We could have a Chief and President from each County ask their leadership if they are interested in doing this. If they are they could send them a power point presentation for them to review. What does their company do that others may be able to use to? Recruitment and retention tools? Have a round table discussion on topics of their choice, have our younger generation included, allow them to talk, we may be able to learn something.

- I would like for the current Director's to work on the DVFA President's handbook. This handbook should help the incoming Presidents while they are in office. Our current handbook is on our website. We, the current Presidents will assist in this endeavor.
- I would like to have the current County Presidents work on the Fire Company Presidents handbook. This book should give the necessary dates forms are due and to whom they are due to. This can help new and current Company Presidents. Once both of these have been completed they will be put on the DVFA web site.
- As we heard from Mr. Kook, do we want to have an outside agency do our monthly pay roll? His firm will do the pay roll and quarterly taxes for us for a fee. This is approximately \$70. Per month.

*Motion by Dan Carrier and second by Terry Jester to hire Bumpers & Company to handle our payroll. Motion carried*

- Mr. Kook recommends our Association adopt the policies he had mentioned. We will do this so we are compliant with the IRS. As Mr. Kook is aware, we have already purchased the workers compensation for the Executive Manager and we had purchased the Officer's and Directors liability insurance policy. We will adopt a credit card policy for each person that holds a credit card for this Association. Mr. Kook stated in an email that it is not necessary for the Association to have 2 treasurers, one to do the regular Association business and one to do the conference account. If QuickBooks are used properly, we can do this by having separate cost centers.
- Mr. Kook had a list of other recommendations that this Association will look at, review and adopt. We need to have the by law committee propose changing the by laws from the Association having an annual audit to an annual review.
- Mr. Kook has brought to our attention that we have an account with over \$3,000.00 in it. This account balance is from companies that paid their annual pensions. We have since found out that the past treasurer had kept some overpayments and late payments in this account. We need to repay these companies. We are looking in to how to do this?
- The lap top the past treasurer had will be returned to the Association. Once this has been done we have received everything.

1<sup>st</sup> Vice President Bill Betts discussed the following: **(copied and pasted from original written report)**

- I have to agree with the information that President Perillo brought up, and I reported that we have faced many obstacles over the past year and a half, but we are slowly making headway into solving these obstacles. This is continuing to be a learning experience with the reports from our attorney Bill Preston, and the Auditing firm of Bumpers, with information from Doug Kook. WE have implemented many of the procedures that he submitted to us. It has been a very good working relationship with the President and the 2nd VP.

2<sup>nd</sup> Vice President Jay Jones discussed the following:

- Possible new format for the symposium
- Direct symposium funds to Conference seminars
- Up-dating website. Problems with the webmaster

Secretary Elmer Steele discussed the following:

- Working with the Treasurer with regards to Conference income & expenses
- Working with the site selection committee to prepare a bid package for 2019 and beyond

Treasurer George Pyott discussed the following:

- Working on the recommendations from Bumpers and Company

- Stated that 2017 Conference is \$38,757.03 to the good, at this point
- Read off the balances of the various accounts

Delaware State Fire Prevention Commission Past Chairman Dave Roberts stated:

- New Chairman is Alan Robinson
- New Vice Chairman is Ron Marvel
- Next meeting is December 19 at the Fire School

Conference Chairman Charlie Frampton reported:

- Held their first meeting last Monday
- Souvenirs are being reviewed by the DVFA and LADVFA Presidents
- Registration cut-off date will be July 15. Late registrations will result in no name badges
- Looking to put the Friday night dance back into the DVFA hands

Mutual Relief Chairman Steve White was absent

- Ginni Tice gave the report regarding the meeting that is to be held on Sunday, December 3 at the Fire School at 10:00 AM

DVFA Foundation Steve Austin was absent

### **Director reports:**

Past President/Director Joe Zeroles was absent

New Castle County Director Dan Carrier reported:

- New Castle is working with Bill Webb and the CFSI folks to put on a program honoring Lou Amabili at this year's CFSI dinner.

New Castle County Director Keith Bowman discussed:

- VCOS seminar. Great speakers, lots of valuable information
- 1<sup>st</sup> Vice President Dave Majewski talked about the website
- Talked about younger members and duty crews

Sussex County Director Terry Jester stated:

- Administrative leadership classes are really needed
- Sussex had a great legislative day at the Georgetown Fire School grounds
- Ron O'Neal will replace Ray Stevens on the DVFA Foundation from Sussex County

Sussex County Director Ron O'Neal talked about:

- Some leadership management classes are offered by the Fire School
- Glad to see the use of a payroll firm
- Need to review the structure of the DVFA luncheon at Conference

Kent County Director Ken Ryder asked:

- Can we share the information that has been talked about tonight at the County level? Yes you can

Kent County Director Jeff Dennison stated:

- Issac Willis replaced Allen Metheny on the DVFA Foundation from Kent County

Executive Manager Warren Jones discussed the following:

- Monument - already been discussed
- Poster and Essay winners; Governor was invited to the program scheduled for January 14, but has another commitment. Lt. Governor was invited but has not responded
- Safer grant; Final report has been submitted
- Legislative items; Trying to get funds back that were taken away last year
- Settlement money; How it is to be used and how it has to be tracked and reported
- Officer pictures will be taken at the December meeting
- Calendar; Basic calendar of events for the year

***Motion by Dan Carrier and second by Terry Jester to support the Executive Managers request to do a press conference reference to the settlement funds for smoke detectors. Motion carried***

There being no other business to come before the group, President Perillo 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