

Delaware Volunteer Firemen's Association

Officers Meeting

November 17, 1998

President Vincent convened the meeting at 6:30 P. M. in the Social Hall of the Magnolia Fire Company. Treasurer Metheny offered invocation. The meeting was recessed for dinner. The Ladies Auxiliary of the Seaford Volunteer Fire Department served dinner. The meeting was reconvened at 7:20 P.M.

The President once again welcomed everyone to the meeting. He requested that the members of the Seaford Ladies Auxiliary receive the accolades from the Officers and visitors for a delicious meal.

A visual roll call revealed that all DVFA Officers were present with the exception of the 1st and 2nd Vice Presidents of the DVFA & the 2nd Vice President of the LADVFA who were excused. Those in attendance included: President Vincent, Secretary Turner, Treasurer Metheny, Directors Callaway, Lakey, O'Neal, Knight, Lister, Sharp and Marvel from the DVFA. Representing the LADVFA was President Workman, Vice President Doyle and Secretary Guzzo. In addition the following were in present: Norman Tate, Conference 99 Chair, Lou Amabili & Lynn Rogers, Executive Secretary Committee, Ann Emerson, Mutual Relief Chair, Ken Clendaniel, Permanent Memorial Chair, John L. Mitchell, Sr., DVFA Lobbyist and Tony Suppe and Tony Guzzo, New Castle County Association.

Ann Emerson, Mutual Relief, was recognized and reported on the Life Insurance Policy recommendation offered by Past President Hojnicky and referred to Mutual Relief and Mutual Relief Advisory Committee. Mutual Relief is currently compiling and researching information on the Life Insurance issue from several vendors. Chairman Warner of the Advisory Committee was unable to be present due to family commitments. Ms. Emerson further stipulated that the research would be complete and a full report will be submitted to the Officers at their February meeting.

Ken Clendaniel Permanent Memorial Chair reported on the status of repairs to the Memorial. Following inspection, it was determined that the concrete had deteriorated to a point that it had to be removed and reinstalled. This required the brick steps to be demolished as well. The City of Dover Ground Crew is performing all of the work with the DVFA paying for the materials. It took the crew two weeks to remove the steps and concrete. The concrete has been poured. All concrete and bricks have been donated. The slope or pitch of the monument has been altered to allow for water runoff. Additional railings for the steps have been acquired through donation. The Lighting has been repaired with the City Electric Crew providing wiring and labor. DVFA will pay for the lights. The City will replace the sidewalk around the Monument. There has been preliminary discussion on having a rededication ceremony upon completion of the monument repairs. C. O. Smith has resigned as the Committee Chair and will remain a member of the Committee. The President and Vice Presidents appointed Clendaniel as Chair

Lynn Rogers and Lou Amabili reported on the revised Job Description and Qualifications for the Executive Secretary. The revisions as presented included:

DVFA Executive Secretary - Job Description and Responsibilities

1. Shall be employed by the DVFA Officers and Directors subject to the satisfactory performance of the assigned duties of the position.
2. Shall manage and conduct the affairs of the Association under the direction and supervision of the DVFA President.
3. The Position is a salaried position with working hours not bound by normal Office hours.
4. Shall employ Clerical assistance as authorized by the DVFA Officers and Director.
5. Position duties shall include:
 - a. Attendance at all Officers, Executive Committee and Conference meetings.
 - b. Maintain a complete record of all meetings.
 - c. Attendance at other Association and Agency meetings as directed by the President and/or the DVFA Officers and Directors.
 - d. Distribute minutes from the Executive Committee and Conference as directed by the President.
 - e. Represent the DVFA at meetings and Conferences as directed by the President.
 - f. Maintain Data files as required by the Officers and Directors.
 - g. Prepare and send correspondence as approved by the DVFA President, Officers and Directors.
 - h. Develop meeting agendas in concert with the DVFA Officers and Directors.
 - i. Insure that member Companies are billed for Association Dues and Assessments.
 - j. Research and develop Association position papers as requested and required by the President, DVFA Officers and Directors.
 - k. Continually monitor proposed Legislation and Ordinances at all Government levels that may affect the Delaware Fire Service.
 - L. Serve as Coordinator for the Annual Conference Committee.
 - m. Serve as the DVFA Government Affairs Representative.

- n. Perform other duties as may be required by the President and/or the DVFA Officers and Directors.

DVFA Executive Secretary - Position Qualifications

1. High School Diploma or GED as minimum. College Degree preferred.
2. Knowledge of the Fire Service
3. Knowledge of the Legislative process
4. Experience in Public Relations
5. Experience in Personnel Management
6. Computer Literate
7. Ability to deal effectively with the Public
8. Ability to deal effectively with the Fire Service
9. Ability to organize effective operations for handling Administrative matters.
10. Ability to condense highly Technical information into clear and concise format.
11. Ability to communicate effectively, both orally and written.
12. Ability to establish and maintain effective working relationships with Associates, employees and the Public.
13. Knowledge of the Principles and Practices of Administration.
14. Fire Service Background preferred.
15. Combination of Training, Education and Work Experience will be considered.

Following in-depth discussion, it was agreed that a DVFA Workshop would be scheduled for Monday, November 30, 1998 at 7:00 P. M. to discuss the proposed revisions. DVFA Officers, George Pyott, Lynn Rogers are to speak on behalf of the Association. All Companies to be notified by FAX and handouts prepared by the Secretary.

The Budget 2000 proposal will be discussed following the Executive Secretary presentation and Conference 99 revisions.

Norman L. Tate, Conference 99 Chair presented a recommended change to the Conference 99 Agenda. Following discussion, it was agreed that the recommendation should be presented at the Workshop on November 30. There was a question on the letter from the Hotel commenting on the behavior of members during the last Conference. President Vincent will contact the Fire Company President to determine what has occurred. Tate was delegated the responsibility of meeting with the Parade Committee to develop recommendations for consideration by the Officers on the unruly behavior of members following the parade.

The Political Advertisement in the Delaware Fire Service news was discussed. The President and Vice Presidents recommended that the Association do not act on this issue. Following discussion, it was agreed that the President contact the Publisher to discuss this issue and the Newsletter Advisory Committee is to develop a criteria to avoid future occurrences of this type of issue.

The brochure from the Fire Fighter's Charitable Foundation was discussed and referred to Barry Beck and the Attorney General's Office.

Houston's letter concerning additional funding for the 800mhz-radio system was referred to the Law & Legislative Committee.

Minquas' letter concerning the method of voting in the Association was referred to the By-laws Committee.

It was reported that Bob Romig had resigned as Chair of the Archives and Newsletter Advisory Committee. The Presidents and Vice Presidents will meet to appoint replacements as Chairmen to these Committees.

Cranston Heights' letter complaining about the Ramada Inn was discussed. It was reported that a meeting had been held with Hotel management and that the situation will not occur in the future.

Robbins Hose sent a letter to the President complaining about the lack of a Supplemental Funding Committee and further raised concerns that the Association was no longer going to pursue the committee's recommendations. The President will meet with Robbins Hose's President and report on the developments to date and plans on how to bring the balance of the recommendations to fruition.

Rehoboth Beach's letter on funding issues concerning the Dues, Auto, Newsletter and Public Relations proposals was reported on, discussed and filed.

Letters from the State Fire Prevention Commission were received concerning EMT-B training, response, Electron Fire and EMS reports and electronic reporting were discussed. The EMT response and report issue is to be referred to the Ambulance Advisory Committee.

It was regularly moved by the Secretary and seconded by the Treasurer that the DVFA support the Commission in their endeavors to secure additional funding to support the EMT-B and EMT-B upgrade training for the Fire and Emergency Medical Service organizations. Motion carried.

The letter from the New Castle County Fire Chief's Association addressed to the Delaware congressional delegation was received discussed and filed. No action was necessary due to Congress having acted on this issue.

John Mitchell reported that the Legislative Lobbyist report would be submitted for incorporation into the Conference proceedings.

There being no further business, the meeting was adjourned at 10:10 P. M.

Respectfully submitted,

James E. Turner, III
Secretary