

# **DVFA EXECUTIVE MEETING**

**Delaware State Fire School**

**December 14, 2014**

Call to order at 10:00 A.M. by President Anthony Guzzo

Invocation offered by DVFA Chaplain Bob Hudson

Pledge of Allegiance led by President Emeritus Lou Amabili

Roll Call of Officers – by Secretary Elmer Steele

- [X] Anthony Guzzo, 19, President
  - [X] Joe Zeroles, 47, 1<sup>st</sup> Vice President
  - [X] Ted Walius, 75, 2<sup>nd</sup> Vice President
  - [X] Elmer Steele 81, Corporate Secretary
  - [X] J. Allen Metheny, Sr., 51, Treasurer
  - [X] George Pyott, 43, Assistant Treasurer
  - [ ] Wally Poppe, 15, New Castle County Director
  - [X] Ken Ryder, 48, Kent County Director
  - [X] Steven Deery, 80, Sussex County Director
  - [ ] vacant Director, New Castle County
  - [X] Glenn Gillespie, 42, Director, Kent County
  - [X] Clay Yocum, 78, Director, Sussex County
  - [X] Charles Boyer, 46, Past President - Director
- DVFA Staff**
- [X] Warren Jones, 16/86 Executive Manager
  - [ ] Melissa Kiser, Office Manager

President Guzzo deviated from the regular order of business to allow Tom May and Dr. Lou from the Department of Public Health the opportunity to address the group. Tom gave some history on the food certification requirement in the State of Delaware. In May of 2014, the Division of Public Health passed legislation that required every food permit holder in the State to have two (2) certified food managers on site any time food was being prepared and served. With the feedback that was received, they had the law revised for non-profit groups that will now require one (1) certified manager. This opened up the floor for many, many questions, included are some of the questions and answers; Certified manager does not have to be present at all times, certification must be posted at all times next to your food service permit, this is a National Accreditation course, cost is \$150.00 per person, this will be a one (1) day class, certification is good for five (5) years, if you allow a caterer into your kitchen, they must also hold the same certification, this certification is for ALL non-profit organizations; fire companies, churches, civic groups, Boys & Girls Clubs and any other non-profit groups that hold a food permit in Delaware.

After 30 minutes, President Guzzo cut off the question and answer period and thanked Tom and Dr. Lou for bringing the information to the group.

## Report of Officers

President Guzzo: Full report has been filed electronically with the office. Attended 41 functions, traveled 5,258 miles and in service for 289.5 hours. Wish everyone a Merry Christmas and a Happy Holiday season.

First Vice President Zeroles: Full report has been filed electronically with the office. Attended 23 functions and in service for 242 hours. Wish everyone a Happy and safe Holiday season.

Second Vice President Walius: Full report has been filed electronically with the office. Attended 33 functions, traveled 1,926.5 miles and in service for 272.5 hours. Wish everyone a Merry Christmas and a Happy New Year.

Secretary Steele: Full report has been filed electronically with the office. Attended 21 functions, traveled 1,610 miles and in service 85 hours. My wife and I would like to wish everyone a Merry Christmas and a Happy New Year.

Treasurer Metheny: Presented the Treasurer's report for the period September 6, 2014 through December 11, 2014. This report includes both the DVFA Operations and the 2014 Conference accounts. We will be moving \$125,000.00 from our money market account to our investment account with Crawford Financial Services in Smyrna.

All of you should have received your pension training and estimated bill by now. Remember, a copy of your final bill and a check is due back to me by February 15, 2015 or face a \$100.00 per day penalty. No other paperwork comes to me.

If anyone has and questions, please see me. On behalf of Barbara and myself, have a Merry Christmas and a Happy and Safe New Year.

Conference account balance; \$86,580.35 Total of ALL DVFA accounts; \$482,338.91

Motion by Ray Stevens and seconded by Jasper Lakey to except the Officer reports and spread them upon the minutes. Motion carried

Executive Manager Jones discussed several issues;

- Administrative Officers seminar will be held on Jan. 17, 2015 at the DSFS. This will be part of the Officers seminar that is already scheduled for that day. This seminar is being conducted as a pro-active measure with regards to financial issues that have happened within some companies in the last few months. More seminars will follow.
- BLS report forms are due back by Jan. 31, 2015. Please get them in, as we need this information.
- Apparatus reports are also due. By statute, we must fill them out on a yearly basis.
- Annual fire company information reports are also due. Need this info back, especially if you have had Officer changes.
- CFSI will be April 16 and 17 in Washington. More info will be forth coming.
- Warren gave a detailed report on the passing of Biff Lee and Brittany Ford. Discussed their similarities regarding their dedication to the fire service and how the fire service turned out to support them.
- Wish you all a very Merry Christmas, Happy New Year and God Bless You All.

Recruitment & Retention: Earle Dempsey discussed several things that will be taking place again this year.

- 2015 Sub-Grants for Retention are available again this year. The committee will award \$40,000 in sub-grants. Please get the request forms filled out and sent back in .
- April, 2015, planning to have another legislative day at legislative hall. More info will be coming out on this.
- May, 2015, planning to have another open house, as we did last year. Would like to do this on an annual basis.

## **Committee Reports**

### **State Fire Prevention Commission – Alan Robinson**

- The Commission has welcomed Lynn Truitt as the newly appointed Commissioner.
- Next Commission meeting is Tuesday, December 16<sup>th</sup> at 9:00 AM in the Commission Chambers at the Fire School.
- Commissioner Robinson introduced the Commissioners that were in attendance today.

### **Advisory to State Fire Marshal – Grover Ingle**

- Reported on the hiring process for the Deputy Fire Marshal I for the Sussex division.
- FY 2016 budget- Had a public hearing on November 7, 2014 at 13:30 in the Senate Chambers. Next step is the Joint Finance committee hearing. Asking for the balance of the funding for vehicles.
- Continuing to work with the fire companies on their DFIRS reports. Main focus will be the completion of the year end data for 2014.
- Revised some duties of the Office Staff, due to retirement and promotions.
- Reviewing and revising the 2015 Fire Preventions regulations as needed. Working with the Fire Chief's Associations in addressing any concerns that they may have.
- Discussed the 3 church fires that occurred in the Felton/Frederica area on Dec. 2<sup>nd</sup>. Within 6 days, 2 adult subjects were arrested for these crimes.
- On behalf of the Staff of the State Fire Marshal we wish everyone a Happy and Fire Safe Holiday season. Looking forward to 2015.

### **Advisory to DSFS – Robert P. Newnam**

- Fire School class attendance has been up in 2014.
- EMS classes and certified EMT's has been up in 2014.
- Working the budget process, looking to include money for rescue tools and an addition to the New Castle Fire Training complex.
- Mentioned again about the Officers seminar in January and the Ladies seminar in April.
- Ambulance certification permits are due back to the school.
- 2015 training schedule is out.
- At this time, President Guzzo asked Director Newnam to stand by as the Ladies from the 3 County Associations wanted to make a presentation. Each of the County Ladies Associations presented a resolution to the fire school for their 50<sup>th</sup> Anniversary.

### **Advisory to Mutual Relief – Rich Weaver**

- Rich stated that the paperwork has been filled out for the death benefit for Brittany Ford.

### **Archives – T.M. Gott**

- The archives committee is in the process of up-dating the name plates on the various plaques in the hallway.
- Committee is looking for any archive info that anyone may have.

### **DVFA Conference– Jonathan Stevenson**

- John stated that the room contracts for rooms at Dover Downs are out. Get them filled out and sent back in. We are currently over booked and need this info back ASAP.
- 2014 Conference was about \$25,000.00 in the “red”. Looking at ways to cut this down.

### **Law & Legislative – Bruce Ennis**

- There were 3 bills that did not pass this year. We need to look at introducing them again in 2015. SB31, SB 53, SB 240

### **Life Safety – Guy Hudson**

- Awards program will be at Hartly Fire Hall on Sunday, January 4, 2015 at 2:00 PM.
- Matching funds forms are due.

### **Out of State Coordinators – Steve Austin**

- CFSI in Washington is April 16 and 17.
- CVVFA President’s Council meeting is April 11 in Lancaster County, PA.

### **DVFA Foundation- Steve Austin**

- The foundation has been charged with handling the funds for the permanent memorial project. Each company was challenged at the Conference to donate \$1,000.00 to this project. Please make your check payable to the foundation and send it in.

### **Scholarship – Rod O’Neal**

- Thanked Jane Williams and Bill Tobin for their help and support with the printing and frames for the scholarship winners.

### **Recognition of Past Presidents – 1<sup>st</sup> Vice President Zeroles** asked that all DVFA Past Presidents and President Emeritus stand and be recognized

There were 19 Past Presidents and President Emeritus in attendance.

## **Affiliated Organizations/ Agency Representatives**

### **Ladies' Auxiliary Karen Majewski:**

- Stated that the ladies are working on some seminars for the future.
- Thanked the DVFA for the invite and introduced the ladies present with her.

### **State Fire Chiefs President Stephen Maichle:**

- Next State Chief's meeting will be January 29, 2015 at Station 22 Minquadale and will be hosted by Station 29/32 Wilmington Manor. Speaker will be Greg Knowles. Social at 6:00, dinner at 6:30 and meeting at 7:00.
- Introduced the State Chief's Officer's that were in attendance.

### **State Fire Police President Charles Morgan:**

- Introduced the Past President's and current officers that were in attendance.
- Next meeting will be February 15<sup>th</sup>

### **State Ambulance Association President Mat DeMarco:**

- Working on a grant that could get every company in the State a CPR assist device.
- Reviewing their by-laws, regarding membership.
- Looking at ways to get reimbursed for things that are used on the ambulances.

## **Communications**

The following communications were received and are summarized by Secretary Elmer Steele

- Letter from Kent County Firefighter's Association, ref. Administrative Assistant hours.
- Letter from Malcolm Cochran thanking Pres. Toulson and the DFVA for the President's Award.
- Letter from Milton Fire Co. ref. to the status of Lynn Rogers.
- Letter from Director Lynn Truitt, resigning her position as DVFA Director.
- Letter from Kent County Ambulance Association, ref. Administrative Assistant hours.
- Letter from Delaware City Fire Co. supporting Mike McMichael for the position of DVFA Director for New Castle County.
- Letter from Milton Fire Co. ref. change in their mailing address.
- Letter from Sussex County Firefighter's Association, ref. Administrative Assistant hours.
- Letter from Hartly Fire Co. ref. Administrative Assistant hours.
- Letter from Harrington Fire Co. ref. to a change in their Delegates and Alternates.

### **Motion to accept communications**

Made by Steven Maichle and seconded by Jasper Lakey. Motion carried

## OLD BUSINESS

None on the books and none from the floor

## NEW BUSINESS

- Motion by Harold Brode and seconded by Rod O’Neal that the Administrative Assistant/Office Manager position at the DFVA office in Dover be reinstated to full time effective immediately and that she receive reinstatement of lost wages while on part time. **President Guzzo declared that this motion was out of order and would not be accepted.** After several comments from the floor, President Guzzo declared a 5 minute recess so the parliamentarians could review this motion and render a decision. The meeting was called back to order and parliamentarian Ed Barlow stated that their decision is; *the motion is out of order and should not be accepted. This is a personnel issue and should be handled by the table officers and the Directors of this Association.* President Guzzo stated that the issue was addressed and that the position will continue as status quo.
- Motion by Ray Stevens and seconded by Ted Doyle that a joint committee be formed between the ladies and the men to work on the issues that were discussed today from the Department of Public Health. Motion carried
- Motion by Dan Carrier and seconded by Jasper Lakey to accept the resignation of Lynn Truitt as New Castle Director for the DFVA. Motion carried
- Motion by Bruce Ennis and seconded by Rich Perillo to support new legislation in 2015 for SM 31, SB 53 and SB 240 and that we oppose the Public Health requirements that were presented today. Motion carried

## PAYMENT OF BILLS

Treasurer Metheny highlighted the bills to be paid.  
Total amount is \$50,706.05

NAME	MEMO	AMOUNT
Operating		
<b>DVFA CHECKING</b>		
U.S. TREASURY	TAX PERIOD – AUGUST 2014	-1,947.34
WILLIAM WALTON	EXPENSES NFPA 1917 MTG.	-1,688.03
BOBOLA FARMS FLORIST	FLOWERS	-98.00
THE CONFERENCE GTOUP,LLC	INV. # E726-0000-110	-9.20
MELISSA KISER	P/R 08-25-14 – 09-03-14	-1,119.29
AT & T	FIRELINE	-12.28
M & M TROPHIES	AWARDS/BADGES	-410.58
CANNON FINANCIAL SERVICES	COPIER SERVICES	-228.83
MELISSA KISER	P/R 09-08-14 – 09-19-14	-1,153.42
M & M TROPHIES	OFFICERS BADGES	-197.00
WARREN JONES	P/R SEPTEMBER 2014	-2,718.45
WARREN JONES	P/R/ AUGUST 2014	-2,718.45
BLAKE BOWERS	REIMB. FOR CISM TRAINING	-298.00
VERIZON	WARREN’S PHONE	-148.06

M & T BANK	VISA ACCOUNT	-4,632.18
U.S. TREASURY	TAX PERIOD – SEPTEMBER 2014	-881.08
DIVISION OF REVENUE	P/R TAXES JULY – SEPTEMBER 2014	-633.99
MELISSA KISER	P/R 09-22-14 -10-03-14	-1,121.05
RAYMOND F. BOOK & ASSOCIATES	ANNUAL AUDIT	-4,389.00
COMCAST CABLEVISION	AUGUST CABLE/INTERNET SERVICES	-191.07
THE CONFERENCE GROUP, LLC	INV. E726-0000-1101	-1.90
AT & T	FIRELINE	-12.44
VERNON INGRAM	OCT – DEC 2014 RENT	-1,755.00
NFPA	MEMBERSHIP RENEWAL	-300.00
MELISSA KISER	P/R 10-06-14 – 10-17-14	-1,121.05
KENNETH MCMAHON	TRAVEL EXPENSES – NVFC MTG.	-37.00
CANNON FINANCIAL SERVICES	COPIER SERVICES	-228.83
M & T BANK	VISA BILL	-2,766.01
WARREN JONES	P/R OCTOBER 2014	-2,718.45
MELISSA KISER	P/P 10-20-14 – 10-31-14	-1,146.65
STATE OF DELAWARE	SUBSCRIPTION SERVICE-LEG. COU..	-110.00
VERIZON	WARREN’S PHONE	-73.37
AT & T	FIRELINE	-12.24
U.S. TREASURY	TAX PERIOD – OCTOBER 2014	-2,623.32
JOSTENS	RING – GUZZO	-905.59
COMCAST CABLEVISION	OCT/NOV. PHONE/INTERNET SERVICE	-414.34
MELISSA KISER	P/R 11-3-14 – 11-14-14	-1,121.05
COMCAST CABLEVISION	INTERNET/PHONES	-423.84
WARREN JONES	P/R NOVEMBER 2014	-2,718.45
VOIDED CHECK	AIR CARD	
MELISSA KISER	P/R 11-17-14 – 11-28-14	-1,107.52
M & T BANK	VISA BILL	-4,674.62
VERIZON	WARREN’S PHONE	-73.37
U.S. TREASURY	TAX PERIOD – NOVEMBER 2014	-1,765.72

Motion to pay the bills by Jasper Lakey seconded by Mike Mitchell  
Motion carried.

## **GOOD OF THE ASSOCIATION**

- Bruce Ennis stated that we should take a strong look at the office manager position.
- Tom DiCristofaro stated that we need to address the issue of losing \$25,000.00 during our last Conference.
- Mike Mitchell thanked the Association and its members for the support the Bare family received after losing everything they owned in a house fire in Millsboro.
- Rich Perillo stated that he was ashamed of how we are treating one of our “family” members.
- Steven Maichle stated that it was Larry Mergenthaler’s birthday.
- Bob Hudson gave out information on the Del-Mar-Va Firemen’s Association’s Convention to be held in May at Millsboro on April 30, May 1 and 2
- Bob Hudson expressed his thanks to the Good Will Fire Co. for the way they treated his small grandson during their recent Christmas event.
- Mike McMichael stated that Delaware City will be hosting the CVVFA Convention in July. Info is on their web site.

## **ADJOURNMENT**

It was regularly moved by Ted Doyle and seconded by Ray Stevens that the December Executive Meeting be adjourned. Motion carried. DVFA Chaplain Bob Hudson offered the Benediction. The meeting was adjourned at 12:10 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 December 14, 2014.

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