

DVFA EXECUTIVE MEETING

Delaware State Fire School

December 8, 2013

Call to order at 10:00 A.M. by President Richard Toulson

Invocation offered by DVFA Chaplain, Pastor Bob Hudson

Pledge of Allegiance led by DVFA Past President Mike Vincent.

Roll Call of Officers – by Secretary Elmer Steele

- [X] Richard Toulson, 87, President
 - [X] Anthony Guzzo, 19, 1st Vice President
 - [X] Joe Zeroles, 47, 2nd Vice President
 - [X] Elmer Steele 81, Corporate Secretary
 - [X] J. Allen Metheny, Sr., 51, Treasurer
 - [X] George Pyott, 43, Asst. Treasurer
 - [X] Dan Carrier, 19, New Castle County Director
 - [X] Harold Brode, 50, Kent County Director
 - [] Jay Jones, 75, Sussex County Director
 - [] Charles Frampton, 11, Past President - Director
 - [X] Lynn Truitt, 14, Director, New Castle County
 - [X] Glenn Gillespie, 42, Director, Kent County
 - [X] Ted Walius, 75, Director, Sussex County
- DVFA Staff**
- [X] Warren Jones, 16/86 Executive Manager
 - [X] Melissa Kiser, Office Manager

All Officers and Staff are present and accounted for with the exception of Jay Jones and Charles Frampton who were both excused.

Report of Officers

President: Toulson stated it has been a very busy first quarter. Thank you to Elmer Steele and the Site selection committee. They will be reporting later on their findings. There has been a million dollars placed in the revolving loan fund, to this date no applications have been received. Thank you to Earle Dempsey and Warren Jones for all their work on the Recruitment and Retention Committee. There will be 3 winners of the Fireman of the Year through this program that will be sent all expenses paid to FDIC, CFSI and the DVFA annual luncheon in September. There is a new conference call system in place at the DVFA Office. We are working on a more beneficial method of communication and believe this will help. We have been utilizing this at least twice a week for the officers and have up to 100 lines available. If you would like to try this system out please let Warren know. President Toulson stated he is looking forward to 2014 and he knows the EMS Task force will still be an issue. Please have a Safe and Happy Christmas

First Vice President: Guzzo Stated his report was turned into the office in electronic form. Please have a Merry Christmas and a Happy New Year.

Second Vice President: Zeroles reported his report has been submitted in electronic form. He wished everyone a Merry Christmas and a Happy New Year

Secretary: Steele stated his report is in printed form and wanted to wish everyone a Happy Holidays.

Treasurer: Metheny- Fellow Officers, Delegates, Alternates, Members and Guests. It gives me great pleasure to present the attached Treasurers Report for the period September 7, 2013 through December 5, 2013. This report includes both the DVFA Operations and Conference accounts. Since our last meeting, \$200,000 was moved from a money market account to an 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 to me by February 15, 2014 or face a \$100.00 per day penalty if it is late. No other paperwork comes to me.

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

Assistant Treasurer: George Pyott – No Report

Motion needed to Accept Officers reports and spread them upon the minuets by Steve Maichle and Secoded by Richard Perillo. Motion unanimously carried

Warren Jones Executive Manager's Report December

Revolving Loan Fund: Over \$1 million available, 2% interest, General Assembly

Recruitment and Retention Program: We are already generating leads and sending those leads to your company. We need information back from you on the disposition of those leads. Therefore, we need to know your membership chairman or recruiter so we can forward a form to them for follow up.

Firefighter of the Year: Follow up and encourage members to apply for this.

Delaware Volunteer Firefighter Day: April 8, 2014 at Legislative hall. Open houses April 13, 2014.

Affordable Care Act: There have been a lot of emails this week about the affordable care act and how it may affect the fire service: We starting telling you about this subject last spring. We had a seminar by our attorney at the Conference. Our federal partners, the CFSI, the NVFC and Senator Coons are working on the issue as well as a number of other United State Congressmen and Senators. The main issue now is how the IRS classifies Volunteer Firefighters and how that classification will affect us with this act. We are all waiting for an answer from the IRS. Some of the DVFA Officers will be in Washington this Tuesday, so we will follow up to see where things stand. We do not have any answers but a lot of pressure from all parts is being applied. I can't over emphasize that our federal partners are working on this for us. This goes to bring home how things that occur in Washington can seriously affect us.

Remember the CFSI, and the NVFC is working for us as well as Senator Coons, so keep that in mind when we ask you to buy a ticket for the CFSI dinner every year.

AFG Radio Grant: As most of you know we have been working on an AFG Grant to replace all the out of date 800 radios belonging to the Volunteer Fire Companies. When we tried to submit the grant we were turned down by FEMA as not meeting the grant criteria because we were an association. I am going to ask the DVFA to pursue having the criteria changed and if we do get it changed we will submit it again next cycle. If not, we will have to have a fire company sponsor the grant. We have two people from Delaware who sit on that AFG Criteria Committee.

To all of you and your family Merry Christmas and Happy and Prosperous New Year!

Recruitment and Retention Coordinator: The Delaware Volunteer Firefighters Association has created the Firefighter of the Year Program as part of our Retention Program. The Program is funded through the SAFER Grant that the DVFA was successful in obtaining. This is a four year program. Three Firefighters, one from each county, will be selected each year of the grant starting in 2014. Applications must be received in the DVFA Office by December 31, 2013 for this year, December 1, 2014 for the second year, and December 1, 2015 for the third year and December 1, 2016 for the fourth year.

Qualifications: Applicants must be at least 18 years of age. They must be an active Volunteer Firefighter belonging to a Delaware Volunteer Fire Company who is a member of the DVFA. They must have completed minimum training requirements of Basic Firefighting Skills, Structural Firefighting, Hazardous Materials Response Skills, and Vehicle Rescue. Applicant must have completed the State of Delaware Criminal History Affidavit and background check with their fire company.

Requirements: Applicant must be available to attend the annual FDIC Training, the Annual CFSI Dinner and the Annual DVFA Luncheon. In addition, applicants must serve and participate for one year on the DVFA Recruitment and Retention Committee and help recruit new firefighters as part of the committee efforts.

Recommendations: Applicants must submit three letters of recommendation from members of the fire service. One of those letters must be from the fire chief of their volunteer fire company. The other two can be chosen by the applicant

Many have seen and heard the new recruitment advertisements, there have been 6 weeks of segments played before prime time movies at the theater. There is also an advertisement on you tube to help. We have had approximately 12 inquiries through these methods. There will be another campaign during the months of January through April. There will also be ads on 20 billboards in the entire state in Delaware. Set at 5 at a time for a duration of 4 weeks. April will be a busy month. First off is National Firefighter week. The Governor has also agreed to make April 8th Firefighter appreciation day. More Information will be available soon. Also we are asking that on Sunday April 13 all fire houses in the state open their doors for a public open house. We will also need a recruitment retention contact from each fire company. Once we receive the inquiry of possible recruits we forward them to the Fire Company. We will need to

start following up on those to find out if they joined, left etc. as part of the grant requirement. We are currently in need of 1 young male and 1 young female to help with shooting the new ads.

Committee Reports

1. State Fire Prevention Commission – Vice Chairman Robinson reported that Chairman Roberts could not be here today and he would be giving the report in his absence. There are 4 other commissioners present today, Sharp, Marvel, DiCristafaro and Boyer. Congratulations to Deputy Fire Marshal Schad and Galaska for attending the recertification with K-9 Sparks and being certified for another year. It was reported that K-9 Sparks performed exceptional compared to the other K-9s. This will probably be the last year of service for K-9 Sparks because she is approaching her seventh year. Great Job!

Dr. Matthews reported that several BLS Companies in each county have submitted letters of interest in participating on the Narcan Pilot Program. The training curriculum remains under review. The program will more than likely begin as early as a few weeks from now.

An influenza notice has been posted on the DEMERS website. It states that patients with influenza symptoms should be listed as influenza like illnesses for tracking purposes for providers as well as patients.

A new Policy was adopted in regard to the audit process, for any organization choosing to change their fiscal year date. The Commission made a motion to adopt the following policy: “If a fire service organization that is required to have an annual audit completed, changes its fiscal year period, then, the next audit completed shall include any months not previously audited as a result of the fiscal year change along with the new fiscal year audit.

This could result in an annual audit being as long as 23 months or as short as 13 months, depending on the timing of the change. In any event, all months should be audited.

Vince Jacono and John Allen of Delmarva Power attended the Commission meeting for the purpose of donating smoke alarms to the office of State Fire Marshal on behalf of their company. This is in connection with the Delmarva Power Emergency Services Partnership Program. These smoke alarms are for distribution to those who need them most. For the last thirteen years, Delmarva Power has partnered with emergency services in Delaware and donated over \$70,000 in smoke alarms. The Fire Prevention Commission is grateful for these efforts and partnership.

The commission made a motion to accept the Houston Fire Company request to obtain and run an ambulance in their fire district.

Four Questions were posed to the Commission by Allen Post on behalf of the Delaware State Emergency Medical Services Association as follows;

A: BLS Ambulance Equipment- Why does it go through the Fire Prevention Commission rather than OEMS, especially since a Medical Director has to approve or remove items for the ambulance? Deputy Attorney General Kerber stated that the statute requires this.

B: Why, within the numerous Advisory Boards/ Committees (Fire School, SFPC, KCCB, etc.) is there not more of an EMS presence? For example, an active EMT vs. a firefighter or a driver. The Fire Prevention Commission does not appoint the members of the Advisory Boards. This is done by statute. With the exception of the one that is legislated and states that it has to be through private citizens from Delaware.

C: Concerning the SFPC- When dealing with EMS issues, whether disciplinary or otherwise, where do they draw their knowledge base for dealing with the related issues? The Commission's knowledge base comes from the staff of the Delaware State Fire School who advises the Commission on equipment, policies and procedures and protocols. Our knowledge also comes from our appointed BLS Medical Director who is currently DR. Pat Matthews. These are both excellent resources for us to draw upon for knowledge on EMS issues.

D: Since SFPC seats are appointed 3 fire/3 industry - and noting that the statute says, "three members, 1 from each county, shall be members of a paid or volunteer fire companies and shall be appointed by the Governor from a list of 3 names of members in good standing, submitted by the Volunteer Firefighters Association of the county in which the vacancy exists." Can a stand alone EMS Agency (Georgetown, Mid Sussex, and American Legion) that are mentioned specifically in the state law and regulations be appointed to a Commissioner's seat or would they have to be appointed from the industry side? Deputy Attorney General Kerber stated that based on the way that the statute is written, if you are not from a fire company that it has to be from the industry side. Georgetown, Mid Sussex, and American Legion members can be nominated through the county organization. Your name could be submitted to serve on the Fire Prevention Commission.

The next Commission Meeting is scheduled for December 17, 2013 at 2:00 pm and a public hearing on Ambulance regulations at 7pm.

2. Advisory to State Fire Marshal – Grover P. Ingle

- Met with the members of the Advisory Board Committee this morning.
- Fire Fatalities – to date there have been thirteen (13) fire fatalities in the State only three (3) of those incidents had working smoke alarms.
- Sprinkler Saves
- Received a donation from Delmarva Power of 750 ten year life smoke detectors. We will be working with Wake Up Delaware Committee to supplement some smoke detectors where needed

- Brian Ferguson has been hired for the Juvenile Fire Setters Coordinators position. He began his employment with the Office on the State Fire Marshal on November 4, 2013.
- Fire Protection Specialist 1- Sussex County vacancy update
- Chief Deputy Fire Marshal Randy Lee is retiring after thirty years of service on December 31, 2013.
- Fire Protection Specialist II- Robert Borkowski has submitted a letter for retirement effective February 28, 2014. Bob has served for over ten years with the office.
- Sussex Addition Update- The project was completed at the end of September and we are now occupying the existing Fire Marshal's Office as well as the Old Fire School Building.
- FY2015 Budget- November 8, 2013 was our public budget hearing, sometime in February 2014 will be the Joint Finance Committee budget Hearing our request was to maintain our current operational funding level. Provide additional funding for replacement vehicles (fleet) and funding to replace the gas chromatograph and mass spectrometer located in the Office of the Chief Medical Examiner used for testing fire debris as the equipment is nearing the end of its life cycle.
- On behalf of the staff of the Office of the State Fire Marshal I wish everyone a Happy and Fire Safe Holiday Season.
- Thank you for your support over the past year and look forward to continuing to work together as we start a new calendar year. .

3. Advisory to DSFS – Robert P. Newnam

- This is the year end Program report for 2013
- Student attendance is normal in core curriculum areas
- EMS Program numbers are above normal
- Industrial Program numbers continue to show a small increase
- Student totals (in state only)
- FY 15 General Fund Budget request has been submitted. – Upgrade phone system in Dover- Recommendation of DTI 25K
- FY 14 Capital Funds Request- Planning funds for expansion of New Castle Division 75k. Classroom wall replacements for rooms 1-4-75k. Hydraulic Rescue Tools Replacement 3 Companies/ DSFS 30K
- Rescue Tower – Pad contract for erection has been awarded.
- Officer Seminar- All elected and appointed officers – January 11, 2014- Review of DSFS procedures and new programs, presentation
- Ladies Aux. Seminar April 27th.
- Ambulance Permit Applications due by December 31st
- 2014 Jan – June Schedule and Course catalog has been posted and sent
- 50th Update. April 27- Ryan 40 year dinner- Slide Presentation and Interviews
- June 28th Instructor/ Employee past and present picnic
- November 8th DSFS Open house Time to be announced
- Merry Christmas and Happy Holidays from the Staff at the Fire School.

4. Advisory to DEMA –Glen Gillespie

- Reported DEMA Director Turner and his Family are overwhelmed with the cards and support they have received. Merry Christmas and Happy Holidays

5. DVFA Conference– John Stevenson

- Reported the next conference planning meeting will take place at Cheswold on January 20, 2014. The DVFA Conference will be held September 7-13, 2014 at Dover Downs.

6. Wake up Delaware – Paul Eichler

- Reported he would not be at the DVFA meeting due to work schedule however Todd Reilly will be coordinating and leading the meeting Sunday.
- I have a supply of carbon monoxide alarms that are the remainders from the Fire School inventory. I thought these were smoke alarms, but checked again when Dover Fire Officials asked me about them. If you want any of these, please let me know, and I will get some to you.
- Our inventory of smoke alarms is depleted. Todd has been working on several ideas for funding the next round and hopefully he can provide some information on those efforts. If anyone else has any ideas for funding, please pass them along. I do not know the status of the grant application at this time. Hopefully someone will have an update on Sunday.
- We have gotten some good media coverage lately with the “Change your clocks, Change your Batteries” weekend. I did two radio station interviews, and the newspapers usually publish a version of the releases we put out. Congrats also to Chief McKim with Wilmington for the information his office put out. WFD has been very proactive with smoke alarm efforts this fall.
- I am trying to get some information on a fire that occurred in Harrington that was controlled by sprinklers to put a letter together publicizing the effectiveness of sprinklers. I think the next events that we can tie into will be Burn Awareness Week and Arson Awareness

7. Health & Safety – Mike Rush

- Reported anyone needing to get any medical testing done, please don't put it off. He recently went to the Dr. and was referred to see a skin Dr. and last week he had a dermatological Basil cell carcinoma removed and had 50 stitches in his face. Please, please don't put off getting testing done.

8. Law & Legislative – Ed Barlow

- HB158 w/HA1 & HA2- Mitchell/ Pettyjohn Health insurance for children of line of duty death victims.
- SB 31 W/ SA1 Ennis/ Carson Surf Fishing permits for Ladies Aux Members
- SB 53 WSA1, SA1 TO SA1, SA2 &SA3 Ennis/ Carson/ Miro presumption regarding line of duty disability.

9. Life Safety – Guy Hudson

- Reported the Fire Prevention awards program will be January 5, 2014 in Hartly at 2:00 pm. We will need representatives from the following departments; Mill Creek, Five Points, Aetna, Elsmere, Goodwill, Dagsboro, Lewes, Greenwood,

Bridgeville, Rehoboth, Millville Bethany, Seaford, blades, Hartly, Felton, Frederica, Harrington, Carlisle, Citizens Hose, Clayton.

- Reported on smoke detectors with a mute button. Fire Marshal Ingle is looking into this. They are selling them in the big box stores.
- Also stated there will not be any reimbursements for smoke detectors or batteries for fire prevention.

10. Out of State Coordinators – Steve Austin

- Thanked those fire police who traveled to Perryville, MD for the MD Fire Police LODD
- CVVFA Presidents Council Meeting Saturday, April 5th at Seaford VFD. All were invited
- CFSI Dinner is May 1st

11. DVFA Foundation- Steve Austin

- Dave Majewski has joined the DVFA Foundation Board representing New Castle County. The Foundation received a \$5000 grant from the Mid Del Foundation. The membership was asked to remember the Foundation in their year-end giving plans.

12. Scholarship – George Kerr reported 11 members met this morning. Applications should be online by January 1st. There has been a change this year regarding the Ladies Auxiliary Members section. You must provide, on letterhead, from the President or Secretary to document the events you have participated in other than meetings. Deadline for all applications must be post marked by March 31st.

13. Site Selection Committee- Elmer Steele. Read the following report

On Thursday, September 12, 2013 during the men's meeting at the annual DVFA Conference held at Dover Downs, a Committee was appointed to locate a site for the future conference. Those appointed were Elmer Steele, Chairman, (Sussex County) John Stevenson, Danny Mitchell, Janice Marvel, George Lamborn, Dan Carrier, Pam Ingle, John McKenzie, Steve White, Dotty Dempsey.

After the appointment of this committee, there were several conversations with the DVFA Officers, to get their input and their time frame on getting something together that could be presented to the Association in a timely manner. The Statement was made that they would like to see a very aggressive committee, so that something could be presented at the November 25th officers meeting and at the December 8th Executive Committee Meeting. This seemed like a short time frame, but I agreed to pursue this request with the committee and do our best to meet his goal.

I was able to obtain some info from the last bid process that took place three (3) years ago. After obtaining e-mail addresses and cell phone numbers from everyone on the committee, I started the process of getting a packet ready for mailing. After updating the info, it was emailed to committee members for their review and comments before we had our first meeting.

On September 25th the committee held it's first "Official" meeting at Carlisle (Sta. 42) to discuss the info that had been sent out to each committee member by email and to get input and suggestions from the committee members. This was a very good meeting with 8 of the 10 committee members present. Having the up-dated info from the previous bid proposals was a big help. No need to re-invent the wheel when there was something there to start with. We only had to review and revise the info to better suit our current needs. Everyone on the committee gave their comments, suggestions and recommendations. I incorporated their ideas into the proposals and send the revision back to everyone by email for their final review before making copies to be sent out to respective bidders. The list to send the RFB proposals to was also revised and up dated. There were a total of 17 addresses on the list. Those on the list were, Greater Wilmington Chamber & Visitor Center, The Chase Center on the Riverfront, University of Delaware Conference Services Center, Sheraton Suites, Double Tree Hotel, Wilmington, Crown Plaza Wilmington North, Kent County Convention & Visitors Center, Harrington Fire Company, Harrington Raceway and Casino, Dover Downs Hotel & Casino, Modern Maturity, Rehoboth/ Dewey Beach Chamber of Commerce, City of Rehoboth, University of Delaware Virden Center, Atlantic Sands Hotel, Hyatt Place Hotel at Dewey Beach, Rusty Rudder.

The plan was to print up the packets and send them out October 1, with a return date of November 1st. This was an aggressive proposal based on the President's request.

The packets were actually sent out on September 28th, which allowed a couple of extra days for the bidders.

- On October 1st, I received an e-mail from Lisa Skelley from Dover Downs stating that she had received the RFB packet and would respond by November 1st.
- On October 2nd, I received an email from Sara Garnett from the Greater Wilmington Convention and Visitors Bureau stating that she had received the RFB packet and would respond by November 1st.
- On October 16th, I received an email from Alexis Milam from the University of Delaware Conference Services Center in Newark stating that after review of the RFB packet, they would not be able to submit a bid proposal due to the lack of space to accommodate our needs.
- On October 23rd, I received a bid proposal from Lisa Skelley from Dover Downs. I put it in a folder and held it to see if we would receive anything else.
- On October 29th, I received an email from Carol Everhart from the Rehoboth/ Dewey Beach Chamber of Commerce stating that the only available date in September 2014 was the last weekend which is NASCAR race week. She suggested moving the conference to May or Early June.

- On November 1st, I received by US Mail package and letter from Cindy Small from the Kent County & Greater Dover Convention and Visitors Bureau offering their help in the planning of our conference in Kent County.

All of the listed above was sent by email to everyone on the committee and a copy was also sent to President Toulson for his information.

The Committee was supposed to meet on Wednesday November 6th at Seaford to review the returned bids and make plans for the bidders to make their individual presentations to the committee and to the Officers, but due to the lack of bids to review, it was decided to cancel the meeting and all other scheduled meetings and just put together a proposal with our recommendations to be presented to the Officers at their meeting on Monday November 25th at Seaford and make the same presentation on Sunday December 8 at the DVFA Executive meeting.

Before making our recommendation, I have a few comments from the committee.

First off, a special thank you to everyone on the committee and the DVFA Officers for their comments and suggestions. This started out as an aggressive committee, trying to get a lot of work done in a short period of time. Since we only received one bid proposal this sort of took the wind out of our sails. We were hoping for at least two or three bids, so that there would be some comparison and some competition, but that didn't happen.

Given the size of our conference and the length of time for the conference, most venues are not equipped to handle our needs. This may be something to look at in the future, if we want more venues to bid and have a better chance to move to a new venue every few years. If we continue as we are now, then we are very limited on finding a site that can accommodate our needs.

The only real comment from the committee members seemed to be the extra cost associated with a new venue. How does the DVFA plan to off-set the added expense?? This is something that needs to be addressed as soon as possible.

Our final comment will be giving you the dates that were listed in the proposal;
Dates for 2014 per contract will be September 7 to September 13 with a rate of \$125.00 per room
Dates for 2015 per contract will be September 13 to September 19 with a rate of \$130.00 per room.
Dates for 2016 per contract will be September 11 to September 17 with a rate of \$135.00 per room. There will also be an 8% room tax and a \$6.00 resort fee for each room per day.

Under the Proper order of business;

It would be the recommendation of the site selection committee that we accept the bid proposal from Dover Downs Hotel and Casino for the three (3) year contract 2014,2015,2016 with the option to extend for an additional two (2) years.

If this is accepted by a favorable vote from the DVFA floor, we recommend that the Dover Downs bid proposal be turned over to the DVFA Conference Committee so that further negotiations can be made regarding the pricing of meals, various room assignments and whatever else is needed to make future conferences a success.

Mr. President; once everything listed above has transpired with a favorable vote of the membership, I would suggest that you disband the site selection committee, since their work to obtain a site for future conferences has been completed.

Respectfully submitted, on behalf of the committee, Elmer Steele, Chairman.

Recognition of Past Presidents – 1st Vice President Guzzo asked that all Past DVFA Presidents and President Emeritus stand and be recognized. There were 19 Past Presidents and 2 President Emeritus in attendance.

Affiliated Organizations/ Agency Representatives

Ladies' Auxiliary-Saralee Stevens, President thanked the DVFA for the invite and introduced the numerous ladies present with her. She then wished everyone a Merry Christmas and Happy Holidays.

State Fire Chiefs: Joe Morris, President stated there is a Memorandum of Understanding between the Delaware Department of Natural Resources and Environmental Control and the State of Delaware Fire Service, which will be provided after this report. Kent Voted, Sussex Tabled and New Castle County needs to vote next week. The Chiefs Association also stated they have decided to participate in the audit process. Their meetings will be January 30th at Odessa, March 27th at Delmar, June 26th at Harrington and September 11th at Cheswold. We need to be proactive with the issues with Obama Care.

Volunteer Fire Companies are authorized by paragraph 6.2.5 of 7 DE Admin. Code 1113, Open Burning to conduct structural burns to provide for necessary firefighter training. Structural burns release toxic and criteria air contaminants which contribute to poor air quality. This Memorandum of Understanding (MOU) defines this authorized structural burning and the collaborative roles and responsibilities of DNREC and the State of Delaware Fire Service in the conduct of structural burns and other firefighter training that is destructive to a structure, to minimize the impact on air quality.

1. No structural burns shall take place prior to approval by DNREC. Once all the paperwork has been received and processed by DNREC, the fire company will receive from DNREC written approval to burn. Non-Burning training may begin prior to receiving approval to burn, but may

only be non-destructive in nature until the asbestos paperwork has been processed and approved by DNREC, and the mandatory 10 business day waiting period for EPA has passed.

2. No structural burns may be conducted from June through August (i.e. the time of year when air quality in Delaware is typically at its worst). No structural burns may take place on any day that an Air Quality Code Red or Code Orange has been issued. The Air Quality Forecast is displayed on DNREC'S homepage, or you may call 1-800-872-7261. If a burn has already been approved for a day that is later designated Code Red or Code Orange, the rescheduling of that burn shall be coordinated with DNREC.
3. Two kinds of structures are authorized to be burned by paragraph 6.2.5 of 7 DE Admin Code 1113
 - a. High Value Structures- Any structures that allows interior firefighting evolutions
 - b. Low Value Structures- Any structure that is useful (i.e. affords hose handling, pump operations, ladder and ventilation drills etc.) but does not allow for interior firefighter evolutions. Pre-burned and collapsed structures fall into this category.
4. The Fire Company shall classify each structural burn as either high value or low value.
 - a. Each Delaware fire company may burn two high value and two low value structures each calendar year. Unused burn allotments are not transferable, nor do they accumulate from year to year. Support and participation from fire companies who are not applicant on the Application for Demolition via Firefighting Instruction do not count against the burn allotments for those fire companies. Sharing of training structures between fire companies is highly recommended.
 - b. In exceptional circumstances more than two high value structural burns may be conducted by a fire company if the burn is approved by DNREC. The fire company shall justify to DNREC in a letter why the previous training was insufficient and why this additional high value structural burn is necessary.
5. Both high value and low value structural burns may be conducted from October through April. High value structural burns may be conducted during May and September provided the fire chief requesting the high value structural burn submits to DNREC a letter explaining the reasons which necessitate the burning during this time. DNREC will approve such high value structural burns under paragraph 5.1 of 7 DE Admin Code 1113.
6. All items within and surrounding a structure, including any collapsed portion or component of the structure must be removed prior to training burn approval. It is the fire Chiefs responsibility to inspect and reschedule the demolition of the structure if it is found to be unprepared to be burned (i.e. collapsed portions remain, trash has not been removed or has been

piled up around the structure, building fixtures remain, etc. Failure to do so may result in a delay of burn, cancellation of approval, and or the issuance by DNREC of a Notice of Violation to the property owner and the Fire Chief.

7. Asbestos requirements apply to all firefighter training that is destructive to a structure.
 - a. It is the responsibility of the property owner, and not the fire company, to have their structure inspected for asbestos, and to have asbestos removed by a certified asbestos abatement contractor (the rules allowing homeowners to remove asbestos themselves do not apply). Once the asbestos has been removed, the structure must be re-inspected to confirm that the structure is asbestos free. If there is any asbestos containing material remaining, the material must be removed by a certified asbestos abatement contractor, and the building re-inspected again. This process must continue until all asbestos containing material has been removed.
 - b. It is the responsibility of the property owner, and not the Fire Company to submit to DNREC the State of Delaware Asbestos Inspection form, along with any additional asbestos inspection removal and verification paperwork. The property owner must also complete and submit to the EPA, with a copy to DNREC, a separate Notification of Demolition or Renovation for each structure. This paperwork must be processed by DNREC prior to any training which may damage the structure regardless of whether the structure will be burned.
 - c. Fire Companies which have the potential to damage any structure via training, regardless of whether the structure will be burned, must first document that the property owner has had the structure inspected for asbestos, had any asbestos containing materials removed, and had the structure re-inspected to verify the absence of asbestos. Documentation of these activities can be acquired from the property owner.
 - d. Fire Companies which have the potential to damage any structure via training, regardless of whether the structure will be burned, must first confirm that the notification of Demolition or Renovation has been submitted by the property owner, as required by EPA and DNREC. Documentation of the notification can be acquired from the property owner. This applies to structures which will not be burned.
 - e. Fire companies must wait a minimum of 10 business days from when the Notification of Demolition or Renovation is received by EPA to begin any training which may damage the structure, regardless of whether the structure will be burned.
8. Fire Company presence at agricultural, prescribed, and domestic burning of vegetative material conducted under 6.2.1 through 6.2.4 of 7 DE Code 1113 does not count toward the total number of burns allowed per

calendar year under the MOU, and does not require any paperwork from the fire company. However these burns do require paperwork from the property owner, and approval by DNREC. Note that these agricultural burns do not include structures.

State Fire Police John Hall, President reported there was a fire police officer hit a month ago and he is doing better. Still has 6 weeks before he can return to his duties. Please be careful out there. There will be a roundtable discussion Feb 16, at 9am at Delaware State Fire School. Merry Christmas and Happy New Year to Everyone.

State Ambulance Association 2nd VP Jen Knox stated there is currently a BLS grant to furnish CPR assistance devices. NHSTA is pending review for 2014-2015. There needs to be a way to monitor hours. There is a dangerous possibility of making mistakes. Next meeting will be January 30, 2014 with the State Chiefs. Recognized officers and Past Presidents in attendance.

DVFA Mutual Relief Association Kenneth Ryder, Chair stated copies of the new Accidental Death and Dismemberment & benefit forms for policy renewing have been sent out and placed on the DVFA Website. Next meeting is Monday Feb 24th at 7pm Station 55 Magnolia.

National Volunteer Fire Council Delegate J. Allen Metheny, Sr. stated their next meeting will be Washington, DC in May.

Del-Mar-Va Firemen's Association – 1st Vice President Bob Hudson reported on the passing of Past President Jimmy Rowley from Parksley, VA.

Communications

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

Copy of a Letter from KCVFA to Vice President Joe Biden ref. support of NCCVFA Wildland Firefighting Funding

Copy of a letter from NCCVFA ref support of Wildland Firefighting Funding

Letter from KC Fire Chiefs supporting the changes in conference parade awards

Letter from Kent County Levy Court reference Community Services Grant

Letter from Russell Keller thanking the DVFA for his scholarship

Thank you card from Melissa Kiser for the flowers in the passing of her Grandmother

Thank you card from Lorraine Madden for the flowers and support in the passing of her husband

Thank you card from Katie Poppe thank the DVFA for here scholarship

Thank you card from Jamie and Deb Turner thanking the DVFA for the fruit basket

Letter from KC Firefighter's supporting the KC Chief's regarding the conference parade awards

Motion to accept communications by Jasper Lakey, and seconded by Frank DeFord, Motion Unanimously Carried.

OLD BUSINESS

None Reported

NEW BUSINESS

Motion by Harold Brode and seconded by Steve Maichle (Redman) to appoint a committee to look into a points system for parade awards and prizes and report back in March. Motion carried

Motion by Bruce Ennis and seconded by Steve White to send a letter to our legislative body supporting the following legislation;

- HB158 w/HA1 & HA2- Mitchell/ Pettyjohn Health insurance for children of line of duty death victims.
- SB 31 W/ SA1 Ennis/ Carson Surf Fishing permits for Ladies Aux Members
- SB 53 WSA1, SA1 TO SA1, SA2 & SA3 Ennis/ Carson/ Miro presumption regarding line of duty disability.

Motion carried

Motion by Steve Maichle (Redman) and seconded by Harold Brode to accept the recommendation of the site selection committee regarding holding our annual conference at Dover Downs for the next three (3) years with the option to extend for an additional two (2) years. Motion carried

PAYMENT OF BILLS

Treasurer Metheny read bills.

Operating

DVFA CHECKING

U.S. TREASURY TAX PERIOD- 1ST QTR 2013 -1,987.58
GOLDFEIN & JOSEPH, P.C. SHERATON ISSUE -735.00
VERIZON WARREN/MELISSA PHONES -130.50
MELISSA KISER 8-26-13 - 09-08-13 -1,238.29
AT & T AUGUST 13 BILL -24.95
COMCAST CABLEVISION AUGUST INTERNET SERVICE -100.11
CANNON FINANCIAL SERVICES COPIER SERVICES -228.83
M.R. KISER CLEANING -100.00
MELISSA KISER 09-09-13 - 09-20-13 -1,492.38
M & M TROPHIES PLATES/BADGES -272.56
DUCK CREEK PRINTING 4 SETS-BUSINESS CARDS -300.00
BOBOLA FARMS FLORIST FLOWERS -57.95
VERIZON OFFICE PHONES -247.96
STEVE AUSTIN POSTAGE -70.08
M&T BANK VISA ACCOUNT -1,484.47
WARREN F. JONES P/R SEPTEMBER, 2013 -2,718.45
VERIZON WARREN/MELISSA PHONES -130.50
SUSSEX PRINTING CORP. PACKETS -2,700.15
ROGERS GRAPHICS, INC. INV. 30140/33141 -355.00
WARREN JONES AUTO SERVICING -51.97
GOLDFEIN & JOSEPH, P.C. DOVER DOWNS AGREEMENT -175.00
BOBOLA FARMS FLORIST /FLOWER/MONUMENT WREATH -249.00
MELISSA KISER 09-23-13 - 10-04-13 -1,193.93

U.S.TREASURY JUL 11 PR TAXES -1,752.26
 DIVISION OF REVENUE P/R TAXES JUL '12 -776.60
 COMCAST CABLEVISION SEPTEMBER INTERNET SERVICE -100.11
 AT & T SEPTEMBER 13 BILL -25.06
 RAYMOND F. BOOK & ASSOCIATES ANNUAL AUDIT -4,361.00
 VERIZON OFFICE PHONES -239.83
 CANNON FINANCIAL SERVICES COPIER SERVICES -228.83
 M & M TROPHIES BADGE -69.50
 M&T BANK VISA ACCOUNT -3,112.92
 MELISSA KISER 10-07-13 - 10-19-13 -1,187.16
 WARREN F. JONES P/R OCTOBER, 2013 -2,718.45
 VERIZON WARREN/MELISSA'S PHONE -131.07
 VERNON INGRAM OCT - DEC 2013 RENT -1,755.00
 GOLDFEIN & JOSEPH, P.C. EMPLOYMENT ISSUE-KISER -493.00
 STATE OF DELAWARE SUBSCRIPTION SERVICE-LEG. COUNCIL -110.00
 MELISSA KISER 10-21-13 - 10-31-13 -846.41
 U.S.TREASURY JUL 11 PR TAXES -1,578.02
 WILLIAM WALTON EXPENSES NFPA MTG. -1,230.89
 AT & T OCTOBER 13 BILL -25.06
 BOBOLA FARMS FLORIST DEB ZEROLES -62.95
 COMCAST CABLEVISION OCTOBER INTERNET SERVICE -100.11
 MELISSA KISER P/R 11-4-13 - 11-15-13 + 4 DAYS BACKPAY -1,507.68
 CANNON FINANCIAL SERVICES COPIER SERVICES -228.83
 VERIZON OFFICE PHONES -241.94
 PERSHING TO OPEN OPERATIONS INVESTMENT ACCT -200,000.00
 WARREN F. JONES P/R NOVEMBER, 2013 -2,718.45
 HERTRICH FLEET SERVICES 2014 FORD FOCUS -16,152.00
 GOLDFEIN & JOSEPH, P.C. EMPLOYMENT ISSUE/CONFERENCE -717.50
 M&T BANK VISA ACCOUNT -5,118.85
 Total DVFA CHECKING -263,634.14
 Total Operating -263,634.14
TOTAL -263,634.14

Motion to pay the bills by Ted Doyle and seconded by Jasper Lakey Motion Carried.

GOOD OF THE ASSOCIATION

President Toulson stated that he is now signing surf fishing permits.

Guy Hudson reported that the life safety committee would not be reimbursing any fire prevention money for smoke detectors or batteries.

President Toulson thanked the site selection committee for their hard work and disbanded them, since their work has been completed.

ADJOURNMENT

It was regularly moved by Steve White and seconded by Guy Hudson that the December Executive Committee Meeting be adjourned. Motion Carried. Pastor Bob Hudson was asked to give the Benediction, but he asked that Assistant Chaplain Blake Bowers give the Benediction. The meeting was adjourned at 11:56 am

Respectfully submitted,
Melissa R. Kiser
Melissa R. Kiser
Corresponding Secretary

I hereby attest that this a true copy of the proceedings of the Delaware Volunteer Firefighter's Association Executive Committee Meeting held on December 08, 2013.

Attest: Elmer B. Steele
DVFA Secretary