



DVFA EXECUTIVE MEETING
Delaware State Fire School
July 12, 2020

Due to the coronavirus pandemic the June 14 DVFA Executive meeting was re-scheduled to July 12. The main meeting was held at the Kent Fire School campus and was broadcast to the Sussex and New Castle sites. The balance on the attendees were connected via Web-Ex. The table officers were at the Kent site in Dover.

Call to order at 10:22 A.M. by President Jay Jones, due to some technical issues

Invocation offered by Guy Hudson

Pledge of Allegiance led by Guy Hudson

Roll Call of Officers by Secretary Elmer Steele

All Officers, Directors and Executive Manager were accounted for at one of the 3 fire school sites, either at the Dover site, the New Castle site or the Sussex site

Report of Officers

President Jones: (copied and pasted from written report)

This past quarter I traveled 1196 miles on behalf of association with too many conference calls to count.

COVID-19 has really put a change on everything since mid-March. Throughout this quarter we have had to learn to adapt to a new standard of operating. We all have had our struggles and our successes. I feel there is a lot of things that can be improved but ultimately, we have set a good precedent for our future if something like this was to ever happen again. Do not get me wrong, we are not out of this yet but I feel we are in a good shape in providing emergency services for the state.

For the reporting on Legislative Hall, I'm going to leave that Warren to go into more detail in his report. This legislative session was unprecedented. We did our best to stay on top of everything and boy was that a rollercoaster ride. There's a few things that will carry on into next year such as the Recruitment and Retention Task force making recommendations for a future legislation to better the fire service, along with cancer legislation. Financially we made out pretty good with Grant in Aid, Bond Bill and the Budget.

The DVFA Conference is definitely a Hot Topic. Let me first give you the game plan with the Conference Executive Committee and the time line to make a decision on the future of our conference. All contracts have all been reviewed by our attorney and we had clauses added in to protect us for financial losses. Elmer, who

handles facilities management, has telephone meetings with Dover Downs every Friday. At the end of July, myself and Elmer planned to meet face-to-face with the Dover Downs management to go over what modifications would have to take place and the current state of affairs at that time. A decision had to be made before any printing would be done to save the cost of that expense. That timeline would put us at the beginning of August to make the decision to cancel or move forward with the conference in September. Our first and foremost responsibility has always been the safety of our membership. We know that there are several companies that have already made their decisions that they are not going to participate in 2020, which would bring the numbers down.

I for one am a huge supporter of the conference and wish it could take place in September as normal but understanding the current environment I know that is an impossible undertaking. I directed Elmer to ask Dover Downs this past Friday, if we would be able to postpone the conference to a later date when it is safer for us to do so. Their reply is as follows: even though they're having outdoor of events such as the NASCAR Races, all indoor events have been canceled. The exception is ours and two weddings which follow our conference. They are planning on canceling the weddings in the upcoming weeks. The way things currently look, as far as postponement is concerned, Dover Downs is not booking any conferences until the 2nd quarter of 2021. That would put us into April which is more than half way through our fiscal year. So, as you can see, this makes it impossible for us to have a conference in 2020. As much as it pains me. I will entertain the proper motion of cancelation of the 2020 conference under the proper order of business.

This decision seems to be our only choice and effects all State Associations. Following this meeting, in the upcoming weeks, I'm will be calling a leadership meeting with the leadership of the State Chiefs Association, the LADVFA, the State Fire Police and the State EMS Association, along with their bylaws, to discuss a path forward. We will report back at the next quarterly meeting.

As always, I want thank this body for allowing me the opportunity to serve you. Stay safe.

First Vice President Carrier: (copied and pasted from written report)

Attended several conference calls and zoom meetings.

Working on the 100th Anniversary making progress.

Please stay safe.

Second Vice President Ryder: (copied and pasted from written report)

This is now the month of July in 2020. At this point, we are late on having our regularly scheduled Executive Meeting by a little more than a month. I have finished posting what few events that we really were able to complete over the past four months. Most of my noted events were conference calls rather than meetings, miles and just a few hours compared to a regular 3-month period. I know I was busy but I have not been busy travelling or attending meetings. Although quite a bit of time was with emails and on calls to officers and members. A majority of my time was spent as "sheltering in place" ...following the rules...along with many trips to and from Station 48. I used this time as I usually do to keep the administrative wheels turning, keep the mail moving and our payables caught up. These short trips did take the place of the meetings that disappeared and were never to be on our calendars again. The 2nd quarter of 2020 was a basic disaster due to the arrival of COVID-19 virus!

Recruitment and Retention was at the forefront of our activities. We had had 6 meetings of the R&R Task Force with the next one scheduled for March 16th. The March 16 meeting and all other meeting at Legislative Hall including legislative activities ceased to exist due to the COVID-19 virus. We are now at a juncture in the road as

to how and when this Task Force will be able to come together and determine the best path forward. I hope that this Task Force will be able to convene, meet and move forward again as the Legislative facilities are able to open up. We have had to pause due to COVID-19 but we cannot lose this opportunity because failure for the volunteer fire service is not an option!

The 100th Anniversary Committee led by President Jones and First VP Dan Carrier did move along. This committee met twice as I recall during the last 3 months continuing to keep this event up and running. It is not complete at this point but several areas of success are noted. Progress is necessary to keep it on track to be ready for this event going into next year.

I am going to add one more item that has moved into focus during the last few months. That is Regulation 710, which is going to be decided before the SFPC later this month. This would change the "status" of who may be a driver on ambulance calls. The proposed change would be the driver would now have to be an EMR, which has its merits in a perfect world. This change will be very costly to many companies but would place an additional economic burden on many of our smaller and rural companies. In my opinion, the Regulation should be defeated.

The DVFA Scholarship Committee has completed its work for this year. The committee met by conference call on Sunday, June 7 to conclude our work. We decided who satisfactorily completed the application process and who did not. In conjunction with the Foundation and the funds that are available, the limit of \$1500.00 was the amount awarded to all of those applicants approved. The committee wishes all of the recipients the best of luck going forward. We reminded all of those who submitted the recipients and non-recipients about submitting again for next year. As a co-chair, I would like to thank the entire committee for their dedicated work. This is a very challenging process and many go above & beyond to do the best we can for the applicants.

My last item and the most difficult to reflect on is our September Conference at Dover Downs. At this point, the conference committee has moved forward with the planning and preparations that are necessary to make it a continued and successful event. This is in spite of the difficulties (COVID-19) that has plagued our Counties, State and Country in the last 4-5 months. We as individuals, member companies and officers of the DVFA are at a historic point. Not in our lifetime or in the last 100 years have we met face to face with such a dangerous situation? Not fires, EMS or rescues but another totally unexpected situation that threatens our daily lives, our family's lives and changes (COVID-19) that we did not expect and may be reluctant to accept. These changes (COVID-19) are here and tough decisions have to happen. Our conference may be changed, shortened, moved or cancelled entirely in spite of all the planning and preparations.

COVID-19 again has changed this for our future, our lives, our Conference and us. We will have to decide what is in the best interest of our members, member companies and the DVFA!

Secretary Steele: (copied and pasted from written report)

- Attended 5 functions, traveled 140 miles and in service for 11 hours
- Spent most of this quarter working on Conference stuff for 2020
- Lots of changes and re-modeling going on at Dover Downs. Working with them to make sure that we have the necessary space that we need for our various events
- Several issues to clear up regarding rooms; ie; general seminars, fire chief's seminars, vendors, etc.
- Everything has been on hold since March when the coronavirus took over. We have virtually been shut down for the past 3 months.

Treasurer Whitham: (copied and pasted from written report)

As of June 30th, we record the following balances:

Operations checking account- **\$ 140,110.25**
M&T Money Market- **\$ 63,030.62**
Conference checking account- **\$ 12,930.65**
Conference Money Market - **\$ 49,441.90**

- Attached is a budget vs. actual expenses to give you an insight on where we stand financially through the close of the June 30th. We closed the budget year \$ 28,821.96 to the good.
- As mentioned previously, we closed the Pension checking account. With those funds along with two late assessed pension penalties, we gave the DVFA Foundation \$ 7,668.18.
- The Crawford Financial account is starting to bounce back. As of June 30th, we saw a gain of \$ 3,121.00 giving the portfolio a financial value of \$ 232,340.00. .
- Before you today is the proposed FY20-21 Operations & Special Programs budgets for adoption. The Budget & Finance committee worked diligently in presenting a workable budget. **Copy attached.**

Motion by Brian Dunkelberger and second by Dan Mitchell to accept the Officer reports and spread them upon the minutes. Motion carried

Executive Manager Jones: (copied and pasted from written report)

Legislative Hall: This year started out as a great year. All the things we wanted and worked for were in the process at Legislative Hall. The Recruitment and Retention Task Force was up and running. We had talked to the Governor and met with the Budget Director on funding. We were planning to wait for the April DEFAC and in May ask for a little more. And then everything stopped. To get things done in Legislative Hall you have to be in Legislative Hall. Deals and momentum are made in the hallways, meeting rooms and in chambers.

When COVID-19 hit the General Assembly closed. While they when back virtually not much was done except for money bills, appointments and other pieces of legislation having to do with the Coronavirus and issues with the current climate in our country. Most of the things we wanted to get done stopped. This means we will have a lot to do next year. We will need to get the Recruitment and Retention Task Force up and running early and get whatever bills that come out of that filed and voted on. We will have to redo the Presumption Legislation as well. I've already talked to the Speaker about getting this out and filed in January. In addition, both chairs of the JFC are not running for reelection so we will have two new people to work with on the JFC.

Also, someone slipped a little sentence in the Grant in Aid Bill under the Equalization Money for Kent and Sussex Counties. The sentence reads: "It is the intent of the General Assembly to review this allocation in Fiscal Year 2022." We will try to get to the bottom of it and keep you posted. Unfortunately, there is not much we can do about any of this until after January. This is an election year which means an unknown number of the General Assembly will change. We already know of two key people who are retiring. Many of the incumbents have primaries. It wouldn't surprise me to see more new legislators next year.

Money Bills: Our Grant in Aid stayed the same as last year. Our Fire Prevention Money is in the commission budget. The Rescue Tool Money was in the Bond Bill and there was \$2 Million in the Bond Bill for First Responder Radios. We have been talking to the state about the Radio money for years. It took us two years just to get radio inventories from the fire companies and we never got all of them. We couldn't approach the State for money for radios without knowing how much to ask for. Last year we Jay and I met with the Budget Director to

go over our needs which was pretty close to \$10 Million. We ended up with \$2 Million for this year with the possibility of getting more until things stopped. We will start all over again this fall.

Radios: Once we get the ok from OMB we will work with DIVCOMM and OMB to work on a distribution system. It will be a one on one exchange. The fire company turns in one XTS radio and they receive a new APEX radio. The APEX portable we bid from Motorola are the rugged APEX model. The fire company will be responsible for the programing and on mobiles the installation cost. We will start notifying you when they are received and ready.

Lastly, I hope and pray that this virus is under control and a vaccine is found. In anticipation of that happening we have already been talking about first responders being a priority on the list to receive that vaccine. Thank you for all you have done and please be safe and practice safety in the fire house and on the fire ground. We are not done with this thing yet. Take care and God bless you all.

Committee Reports

Advisory to State Fire Marshal – Grover Ingle: (copied and pasted from written report)

- COVID-19 Agency Operations – The Office of the State Fire Marshal is fully operational. The offices are being staffed with minimal employees and the public is still prohibited from entering the buildings. The employees not assigned to the division offices are working remotely. All services are being delivered efficiently during these unprecedented times with necessary modifications. The Governor’s orders, Department of Public Health (DPH) and Center Disease Control (CDC) guidelines including but not limited to social distancing and face coverings are being followed. Employees or anyone permitted to enter the buildings are required to complete a temperature and wellness check.
- Fire Fatalities – Currently, there are six (6) fire fatalities for 2020. Three (3) fire fatalities had no working smoke alarms and three (3) had working smoke alarms.
- Deputy Fire Marshal IV – John Galaska/K9 Tanya were scheduled to travel to Maine for their annual recertification training the week of July 6, 2020. That training was postponed until a later date.
- Deputy Fire Marshal I Sussex County – Eric Ketterer (FM14) was hired as Deputy Fire Marshal I assigned to the Fire Suppression and Code Enforcement Discipline in Sussex County. Eric started on March 16, 2020 and is a certified Police Officer by the Council on Police Training. Currently he is in field training assigned to Deputy Fire Marshal III Michael Pfaffenhauser. Kathryn Megan Haddaway was hired as a Deputy Fire Marshal I for Sussex County to fill the vacancy created by John Galaska promotion to Chief Deputy Fire Marshal IV. Megan began employment on June 22, 2020 and is currently attending the New Castle County Police Academy.
- DFIRS Reports - We continue to work with each Company on their submittals and cleaning up the data. NFIRS sent a notice to all fire companies utilizing the Federal system that effective late October that system will no longer be available. A new Federal online tool will take its place. FEMA did have a program Managers meeting to update the Program Managers and change we will be in contact with those companies affected and assist where we can with the transition once finalized by FEMA.

Advisory to DSFS – Robert P. Newnam: (copied and pasted from written report)

- Annual Planning and Evaluation Staff Meeting –June 22nd – 24th
 - Revised the 2020 Fall Schedule
 - To review the operation of the school under new guidelines
 - Opening In-service July 6 – Divisions August 29th

- Reviewing course offerings – existing and new proposals
- Status of Budget
 - Did not include one-time funding for computer switches 10 for 60k
 - Capital (Bond Bill)
 - Rescue tool funding – 7 Companies & DSFS – 60k
 - Grounds replacement generator 55k
 - Not funded repairs to SCBA concrete pads
- DSFS Building upgrades/projects
 - Roof replacement project – Dover Division, completed
 - Rest Room – completed
- DSFS AFG grant – FY18
 - *Gear Washers, - Installed KCD, NCD operational – SCD, working*
 - *Haz. Mat Props, EMS equipment, received in service*
 - *Pumper Simulator, Incident Simulator Computer program*
- DSFS AFG grant – FY19 – Submitted
 - USAR Training trailer and tow vehicle 340k
 - Rescue PPE for Instructors – 95k
- Open positions – applications period closed – interviews scheduled/conducted
 - Administrative Specialist I
 - Maintenance Mechanic II

DVFA Conference – Dave Ruff: (copied and pasted from written report)

The 2020 Conference is currently having monthly teleconference meetings on the third Monday each month until Conference. Several contracts have been signed by President Jones. All committees are proceeding with getting the various functions lined up, with the anticipation that the Conference will be held.

Facilities Manager Elmer Steele is in contact with Dover Downs concerning when the reopening will take place of the Conference meeting rooms, hotel rooms and other areas that we use.

We are asking that each Company or Department and Respective Ladies Auxiliary to fill out the necessary forms on the DVFA website with their delegates and other meeting attendance information.

Our next Committee Conference Call will be held on Monday, July 20th @7:00 p.m.

DVFA Conference Treasurer – Ray Stevens:

1. 2020 CONFERENCE BUDGET:

Based on the 2019 Conference Revenues and Expenses, Elmer and I prepared a **“PROPOSED 2020 CONF. BUDGET”**, which was presented to the Conf. Executive Committee during our March 30th Conference Call.

Conf. 2019 Total Budget, (Both Revenues & Expenses)	\$162,420
Conf. 2020 Total Budget, (“ “ “ “)	\$176,915
INCREASE	\$ 14,495

NOTABLE INCREASES:

New Social Media Contract,
 Conference 2020 “New App”
 Audit Costs
 EMS Seminars, (scheduled for 2 days), thus increases in EMS Speakers, Food, Room Costs, etc.

2. FUNDNG ISSUES:

Elmer and I are encouraging some of the Organizations that hold fund raisers during the year to **forward a portion of those proceeds** to the Conference in order to offset the costs of **their particular event**. The annual assessment of \$500 to each of the 60 fire companies towards conference is NOT ENOUGH to cover all the expenses.

3. CONFERENCE REVENUES –vs- EXPENSES TO DATE:

With a total Conf. Budget of \$176,915 our total Revenues to date total \$19,508 and our total Expenditures to date total \$36,745.

4. FUND BALANCES AS OF June 30, 2020

Conference Checking Acct. \$ 12,930.65
Conf. Money Mkt. Acct. \$49,441.90 **
Combined Balance \$62,372.55

Ref: M/Mkt. Acct. Fund Bal. of \$49,441.90. \$10,000 has been encumbered for Smoke Detectors and another \$5,000 encumbered for EMS Speakers for the 2020 Conference.

5. SIGNED/APPROVED CONFERENCE CONTRACTS TO DATE:

1. Dover Downs Hotel & Casino	\$100,000.00
2. Social Media Contract	\$ 8,300.00
3. New Conf. App. (Whova)	\$ 2,699.00
4. D.J. – John Pappas	\$ 1,050.00

6. REMEMBER – ALL CONTRACTS ARE TO BE REVIEWED AND SIGNED BY THE DVFA PRESIDENT. No one else has the right to obligate the DVFA by signing any contracts on their own. Once signed, the original comes to me for filing with this Year’s Conference papers for the CPA Firm. **All contracts must have a disclaimer/cancellation clause written in them due to the “coronavirus issue”, should we CANCEL THE CONFERENCE ITSELF.**

Scholarship – Ron O’Neal: (copied and pasted from written report)

Due to the current COVID-19 situation, applications for the 2020 DVFA Scholarships were accepted thru the modified deadline of May 31, 2020. As of that date, there were a total of 20 applications submitted thru Kim O’Malley at the Delaware State Fire School for review; 9 from New Castle County, 3 from Kent County and 8 from Sussex County.

Of the 20 applications submitted, 17 were approved for distribution of funds. The 3 unapproved applications, one from each County, were reviewed by the Committee during a teleconference on June 7, 2020. Judging on all applications submitted is based on the guidelines outlined in the application process, whereas the 3 unapproved applications did not meet those specified guidelines.

Based on the number of successful applications and the funds available from the DVFA Foundation, a total of \$25,500.00, or \$1,500.00 per scholarship, is being distributed for the 2020 awards. Those applicants being awarded have been notified by phone and will be notified by mail as well of their acceptance. Scholarship award checks are in the process of being mailed to the selected educational institutions and will be deposited under the student’s ID number. Those applicants which were not accepted are being notified and advised as to the reasoning behind the rejected applications.

Attached is a list of the scholarship award winners and the organization which they represent.

The 17 successful applications for the 2020/2021 academic year brings the number of scholarships awarded since 2001 to 525, with a total disbursement of \$742,670.

Recipient Name	Fire Dept.	Amount
NEW CASTLE COUNTY		
Lauren Franklin	Odessa	\$1,500.00
Brittney Jones	Talleyville	\$1,500.00
Emily Majewski	Good Will	\$1,500.00
Michael McLain, Sr.	Five Points	\$1,500.00
Nicholas Neel	Delaware City	\$1,500.00
Jesse Samluk	Five Points	\$1,500.00
Morgan Taylor	Delaware City	\$1,500.00
Michael Wiktorowicz, Jr.	Elsmere	\$1,500.00
SUSSEX COUNTY		
Chase Albright	Memorial	\$1,500.00
Cassandra Burt	Indian River	\$1,500.00
Elizabeth Hayes	Memorial	\$1,500.00
Trevor Holmes	Seaford	\$1,500.00
Connor McGee	Millsboro	\$1,500.00
Zachary Simpler	Rehoboth Beach	\$1,500.00
Riley Wagner	Millville	\$1,500.00
KENT COUNTY		
Leslie Bird	Camden	\$1,500.00
Rhonda Saatman	Hartly	\$1,500.00

Total Awarded 2020 \$25,500.00

Communications:

The following communications were received and were summarized by Secretary Steele

- The following companies have sent in delegate/alternate changes; Rehoboth Beach and Mill Creek
- Letter from Hockessin Fire Co. supporting Dan Carrier for the position of DVFA President
- Letter from Felton Fire Co. supporting Ken Ryder for the position of DVFA 1st Vice President
- Letter from Millsboro Fire Co. supporting Ron O’Neal for the position of DVFA 2nd Vice President
- Letter from Laurel Fire Dept. supporting Elmer Steele for the position of DVFA Secretary
- Letter from Robbins Hose Fire Co. supporting Terry Whitham for the position of DVFA Treasurer
- Letter from Kent County Firefighter’s Assoc. supporting Terry Whitham for DVFA Treasurer
- 2 letters from Kent County Firefighter’s Assoc. supporting Ken Ryder and Terry Whitham
- 3 letters from Sussex County Firefighter’s Assoc. supporting Ron O’Neal, Elmer Steele and Terry Jester

Motion by Guy Hudson and second by Joe Zeroles to accept the communications that were presented. Motion carried

OLD BUSINESS

NONE

NEW BUSINESS

- *Motion by Guy Hudson and second by Dan Carriers to accept the By-Law change to Article V, Section I by adding a new paragraph to read; “The President with approval of the Board of Directors may change, alter or cancel any conference or executive meeting due to an act of God, government, state of emergency (State or Federal) riot, war, civil disorder, terrorism, epidemic, pandemic or other cause beyond reasonable control”* Roll call vote was taken **Motion passed unanimously**
- *Motion by Richard T. Perillo and second by Jim Watson to adopt the FY’ 21 Budget as presented.* Question was raised about the \$10,000.00 line item that was supposed to be in the budget for smoke detectors. After much discussion, an amendment was made by *Tom DiCristofaro and second by Richard Ridgway to take \$10,000.00 out of the contingency fund and make a line item in the FD 21’ budget for smoke detectors.* Voice vote was taken on the amendment **The amendment passed overwhelmingly** A voice vote was then taken on the original motion with the amendment. **Parliamentarian Guy Hudson declared that the original motion with the amendment to adopt the FY21’ budget passed overwhelmingly**
- *Motion by Richard T. Perillo and second by Guy Hudson to cancel the 2020 DVFA Conference at Dover Downs scheduled for September 14-19, 2020 and to notify Dover Downs of our intentions. Roll call vote was taken* **Motion passed (88 yes and 3 no and 1 not voting)**

PAYMENT OF BILLS

Treasurer Whitham highlighted the bills to be paid.

Expenses by Vendor Summary **March through June 2020**

VENDOR	EXPENSE
Bumpers & Company	\$ 187.50
Canon	\$ 723.52
Chief Technologies, LLC	\$ 1,152.00
Christiana Fire Company	\$ 1,300.00
COMCAST	\$ 1,213.39
Dan Carrier	\$ 2,000.00
DE State Fire Chief's Association	\$ 975.00
DE State Fire Police Association	\$ 325.00
Delaware DMV	\$ 120.00
Delmarva Vol. Fireman’s Assoc.	\$ 650.00
DVFA Foundation	\$ 7,668.18
Ellendale Vol. Fire Company	\$ 650.00
Elmer Steele	\$ 2,500.00
Frederica Vol. Fire Company	\$ 975.00
Goldfein & Joseph, P.C.	\$ 87.50

Guy Hudson	\$	2,450.00
Kenneth Ryder Jr.	\$	2,000.00
Kent Co. Firefighters Assoc. Aux	\$	325.00
M&T Bank	\$	1,588.85
Minquas Fire Company	\$	1,300.00
Norman "Jay" Jones	\$	1,626.00
Ray Stevens	\$	1,500.00
Rogers Sign Co., Inc.	\$	1,000.00
Steve Austin	\$	99.35
Sussex Co. Fire Police Assoc.	\$	325.00
Terry M. Whitham	\$	2,500.00
Thomas J. Mitten	\$	1,175.00
Townsend Fire Company	\$	3,575.00
Verizon Wireless	\$	232.29
Vernon Ingram	\$	2,055.00
TOTAL	\$	42,278.58

Motion by Kevin Hovis and second by Dan Carrier to pay the bills as presented.
Motion carried.

GOOD OF THE ASSOCIATION

ADJOURNMENT

Guy Hudson offered the Benediction. It was regularly moved by Jack Wilson and second by Kim O'Malley that the July Executive Meeting be adjourned. **Motion carried** The meeting was adjourned at 12:08 PM

Respectfully submitted,
Elmer B. Steele
Elmer B. Steele
Corporate Secretary

I hereby attest that this is a true copy of the proceedings of the Delaware Volunteer Firefighter's Association Executive meeting held on July 12, 2020.

Attest: Warren F. Jones
Executive Manager

Jay Jones
President

AMENDMENDED COPY OF THE FY21' BUDGET SHOWING THE SMOKE DETECTOR LINE ITEM

DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION						B&F Com.
PROPOSED FY 20-21 FISCAL YEAR BUDGET						May 6, 2020
<u>SPECIAL PROGRAMS BUDGET</u>						FY 20-21
						BUDGET
SPECIAL PROGRAMS = REVENUES					Acct. #	
CFSI DINNER - Paid by Assoc. Members					500	\$ 50,000.00
PENSION FUND - Paid by Association Members					510	\$ 2,050,000.00
CISM - State of Delaware * Conference*					515	\$ 4,500.00
SMOKE DETECTORS- Conference Money Mkt.					520	\$ 10,000.00
Public Relations					650	
TOTAL SPECIAL PROGRAMS REVENUES						\$ 2,114,500.00
SPECIAL PROGRAMS = DISBURSEMENTS:						
CFSI DINNER - Members Tickets					600	\$ 50,000.00
STATE OF DELAWARE - LOSAP Pension Payment					610	\$ 2,050,000.00
CISM - State of Delaware * Conference*					515	\$ 4,500.00
SMOKE DETECTORS					520	\$ 10,000.00
Public Relations					650	\$ 5,000.00
TOTAL SPECIAL PROGRAMS DISBURSEMENTS						\$ 2,119,500.00
						\$ 5,000.00
* Transfer to Conference Account*						

**DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION
PROPOSED FY 20-21 FISCAL YEAR BUDGET**

Page 1

Budget/Finance
Committee
May 6, 2020

GENERAL OPERATING REVENUES:

	Acct. #	\$
MEMBERSHIP DUES (61 @ \$3,500)	100	213,500.00
CORPORATE SPONSOR-CFSI- Provident		\$ 3,000.00
INTEREST FROM INVESTMENTS	110	
FIRE PREVENTION REIMBURSEMENT		\$ 3,000.00
MISCELLANEOUS	130	
TOTAL BUDGETED OPERATING REVENUES		\$219,500

GENERAL OPERATING DISBURSEMENTS:

Acct. #		FY 20-21 BUDGET
		\$
300	Annual Conference Expenses (61 @500 each)	30,500.00
301	Annual Audit	\$ 5,500.00
301-1	Accountant Fees	\$ 3,000.00
302	Legal Fees	\$ 2,500.00
303	Franchise Tax	\$ 50.00
304	Insurance/Property, General Liability, etc.	\$ 3,000.00
304-1	Workman's Comp	\$ 550.00
305	Service Charges - Investments	\$ -
306	Service Charges - Banks	\$ 100.00
		\$
	Total	45,200.00

DVFA OFFICE EXPENSES:

307	Salary - Executive Manager	\$ 46,400.00
308	Payroll Taxes	\$ 3,600.00
308-1	Intuit Payroll	\$ 300.00
309	Capital Outlay	\$ -

\$
Total 50,300.00

CONTRACTURAL SERVICES:

310	Copier	\$ 3,600.00
311	Office Rent	\$ 8,220.00
312	Telephone	\$ 5,000.00
	Software	\$ 1,000.00
313	Post Office Box Rent	\$ 200.00
314	Webb Page	\$ 2,500.00
315	Dues	\$ 1,500.00
316	Office Supplies & Printing Materials	\$ 2,000.00
		\$
	Total	24,020.00

Page 2

GENERAL OPERATING DISBURSEMENTS:

**FY 20-21
 BUDGET**

Acct. #

EXECUTIVE MANAGER'S VEHICLE EXPENSES:

317	Fuel & Servicing	\$ 2,000.00
318	Insurance	\$ 1,700.00
319	Other	\$ 250.00
	Total	\$ 3,950.00
320	Archives/Hall of Fame/Memorial	\$ 750.00
321	Fire Prevention	\$ 6,000.00
322	Firefighter of the Year	\$ 225.00
323	Flowers & Sunshine	\$ 500.00
324	Gifts/Badges/Rings	\$ 3,500.00
		\$
347	100th Anniversay	10,000.00
		\$
	Total	20,975.00

OFFICER'S STIPENDS:

325		
325-1	President	\$ 3,500.00
325-2	1st. Vice President	\$ 2,000.00
325-3	2nd. Vice President	\$ 2,000.00
325-4	Secretary	\$ 2,500.00
325-5	Treasurer	\$ 2,500.00
325-6	Asst. Treasurer	\$ 1,500.00
	Total	\$

		14,000.00
326	Out of State Coordinator	\$ 500.00
328	Foundation Scholarship Program	\$ 6,000.00
332	Technology Enhancement (Hardware & Software)	\$ 4,000.00

\$
Total 10,500.00

**OFFICER TRAVEL &
ENTERTAINMENT:**

333	CFSI - Officer Tickets (5)	\$ 1,750.00
334	CFSI - Hospitality Room, etc.	\$ 6,000.00
334-1	CFSI - Officer's Expenses	\$ 2,000.00
335	National Vol. Fire Council Meeting	\$ 2,500.00
336	NFPA Committee Meetings	\$ 500.00
337	MD/VA/PA Conferences Attended	\$ 2,500.00
338	FDIC- Conference	\$ 6,100.00
339	Cumberland Valley Meetings	\$ 1,000.00
340	VCOS Conference - Florida	\$ 6,200.00
341	Gov's. Prayer Breakfast	\$ 200.00
342	Miscellaneous Luncheons	\$ 1,000.00
342-1	EDIAFC	\$ 1,000.00
345	Miscellaneous Expenses	\$ 1,000.00

Total \$31,750.00

Page 3

GENERAL OPERATING DISBURSEMENTS:

**FY 20-21
BUDGET**

TOTAL BUDGETED OPERATING DISBURSEMENTS \$200,695.00

ADD: EXCESS REVENUES OVER DISBURSEMENTS: \$ 18,805.00