



DVFA EXECUTIVE MEETING

Delaware State Fire School

December 11, 2016

Call to order at 10:00 A.M. by President Ted Walius

Invocation offered by DVFA Assistant Chaplain Blake Bowers

Pledge of Allegiance led by Jay Jones

Roll Call of Officers by Secretary Elmer Steele

- [X] Ted Walius, 75, President
- [X] Rich Perillo, 11, 1st Vice President
- [X] Bill Betts, 49, 2nd Vice President
- [X] Elmer Steele 81, Corporate Secretary
- [X] J. Allen Metheny, Sr., 51, Treasurer
- [X] Clay Yocum, 78, Director, Sussex County
- [] Charlie Arnold, 82, Sussex County Director
- [X] Dan Carrier, 19, Director, New Castle County
- [] Keith Bowman, 17, New Castle County Director
- [] Ken Ryder, 48, Director, Kent County
- [] Allan Post, 64, Kent County Director
- [X] Anthony Guzzo, 19, Past President – Director

DVFA Staff

- [X] Warren Jones, 16/86 Executive Manager

Deviate from regular order of business for:

Ray Stevens introduced David Craik State Pension Administrator regarding a 16% increase in the Employers Share of the State Pension premium for this coming year.

Craik, David (OPen)

To: Craik, David (OPen)
Subject: RE: Pension Increase

As for the details:

- 1) For the past several years the annual required contribution has not been paid and we have been increasing the payment each year to reach a goal of paying 100% of the required contribution. With this year's rate that goal has been met, but as for the previous years, if 100% of the contribution is not paid that unpaid amount is added to the unfunded liability plus interest, which increases the unfunded liability (which is also referred to as prior service cost) even more than expected.
- 2) Assumed rate of return, in our assumptions the rate of 7.2% is used to value the liabilities, if the fund performs at a lower rate than that will increase the employer contribution. In FY 16 the return was at -1.3% but for funding purposes we do average the returns over a 5 year period. The 5 year return is at 6.4%, which caused an increase to the employer contribution
- 3) In 2016 there was an Experience study performed to compare how the assumptions in the plan have compared to the actual results over the last five years. This experience study resulted in the following changes to the assumptions
 - a) Mortality, the Board adopted new mortality tables to reflect a longer life span, this increased the unfunded liabilities which in turn increased the employer contribution
 - b) Accrual of additional service, the previous assumption was that 100% of the active population would be active in the following year and make a contribution of \$60, the experience study showed that only 2/3s of the active population are active in the following year, thus we don't receive the employee contributions that are expected. So the new assumption is that 2/3s of the active employees will continue to be active the following year, thus charging a higher rate per person to bring in the expected employee contributions.

The investment return of -1.3 was across all plans, thus impacting employer contribution rates. For the State Employees plan we are seeing an increase of approximately 8.7% which is a lower increase than yours but the employer has always paid 100% of the required contribution so that is not a factor in that plan as it is in the Firemen's plan.

Report of Officers

President Walius: Full report has been filed electronically with the office. Table officers attended the VCOS conference in Florida. Expenses for 2nd Vice President Betts were paid for by EDIAFC, not the DVFA. Attended 34 functions, traveled 2,103 miles and was in service for 209 hours. Wish everyone a Merry Christmas and a Happy New Year.

First Vice President Perillo: Full report has been filed electronically with the office. Touched on the VCOS conference in Florida, especially mental health issues and the coverage that we have through Mutual Relief for this. Discussed the 2017 Special Olympics that will be in Wilmington. Attended 27 functions, traveled 1,982 miles and in service for 215 hours. Wish everyone a Happy and Fire Safe Holiday season.

Second Vice President Betts: Full report has been filed electronically with the office. Thanked everyone for their support and help thus far. Thanked several people who have stepped up and taken charge of some very important committees, keep up the good work. The DVFA will support the ladies in any way possible. Attended 22 functions, traveled 1,722 miles and in service for 121 hours. Wish everyone a Merry Christmas and a Happy New Year.

Secretary Steele: Full report has been filed electronically with the office and has been posted on the web site for everyone to see. Attended 23 functions, traveled 1,980 miles and in service 98.5 hours. Sandy and I would like to wish everyone a Merry Christmas and a Happy New Year.

Treasurer Metheny: It gives me great pleasure to present the attached Treasurer's report for the period September 10, 2016 through November 30, 2016. This report includes both the DVFA Operations and the Conference account. A copy of my report was sent to all Company President and Chiefs on Monday for your review.

I met one time with the Special Budget Committee and presented them with some figures for the 2017 Proposed Budget which I am sure we will hear about later. I will be collecting your pension payments along with a copy of your final bill and a check which is due by February 15, 2017 or face a \$100.00 per day penalty if it is late.

Relative to the Conference Account, we are in a better financial position for this past Conference than we were for last year's Conference. For this year's Conference, as of December 1, 2016, we have income of \$203,592 and expenses of \$210,074 or a difference of \$6,482. I am anticipating about \$7,500 income yet. I will not have to "borrow" any funds from our Operating Account for the Conference.

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.

***Motion by Ted Doyle seconded by Guy Hudson to except the Officer reports as presented.
Motion carried***

Executive Manager Jones: **(written report from Warren is inserted)**

Good Morning, I apologize for missing some of the meetings in November. I have been sick with bronchitis for 3 weeks now.

Bylaws Change: This bylaws change came from the Conference Exploratory Committee appointed by President Zerolles last year. I was the secretary of that committee. They recommended several changes and this was one of those recommendations. The reason was to

have a steady yearly executive committee to run the conference. To give one of our most important committees some stability. Right now, the way the bylaws are written the chairman changes every year and with that change comes a learning curve. This is the only committee we have where the chairman changes every year.

Look at some of our busier committees. Life Safety, runs the poster and essay contest. It has been the same chairman and same committee for years. It gives that committee stability they don't have to learn. They know what they are doing and do a good job. Our Recruitment Committee has had the same chairman and a lot of the same committee members for the last four years. The bylaws committee has had the same chairman and almost the same committee for a long while. The list goes on.

The conference exploratory committee felt that since the conference committee was responsible for the largest budget it needed more stability. This bylaws change allows the officers to keep the same committee if they choose. It makes it the same as any other committee of the DVFA and it makes sure there is representation from each county and the LADVFA. That is the purpose for the bylaws change.

Monument: This year has been a very sad year for the fire service in Delaware. We have lost more firefighters in one year in modern times than ever before. We lost Tim McClanahan, Chris Leach, Jerry Fickes, and Ardy Hope. Last year we approved to build a new memorial and move the old monument to the green in front of Legislative Hall. That effort has slowed for one reason or another. I would like to see us get that moving again. We should set a goal of having the new memorial done by June and dedicated in June. What we have to do is raise the necessary money to complete that project. The companies who have not sent in their \$1000.00 should do so. We need someone to work the corporate sector to finish the funding. We have a great location on the green, one where everyone can see. A fitting place to honor Tim, Chris, Jerry and Ardy. What better honor can we give to those four who died and their families to pay our respects to them by inducting them as the first in the new memorial?

Emmitsburg: On a similar topic, the NFFF Memorial in October 2017 will be the weekend where Tim, Chris, Jerry and Ardy are inducted. We need to make a good showing at this memorial. The same showing as the Inaugural Parade in 2009 if not better. We took 8 busses and 400 plus people to Washington to march in the Inaugural Parade. We certainly can take 400 uniformed firefighters and uniformed ladies auxiliary to Emmitsburg to honor our four fallen heroes. That's 100 firefighters for every firefighter who died.

I cannot make a motion or vote so I am asking someone under new business to make a motion, that we attend the 2017 NFFF Memorial as a group and that the DVFA pay for the cost of the busses and that we ask each county association to pay for the cost of the refreshments on those busses. Let's show the fire service of the United States that Delaware honors its fallen heroes.

Lastly I would like to wish everyone a Merry Christmas and Happy New Year!

Committee Reports

State Fire Prevention Commission – Dave Roberts

- Commission Chairman Roberts introduced the Commissioners that were in attendance.

- Financial review questionnaires were sent to each company.
- Ambulance renewals are due by December 31. Make sure you include a copy of your current vehicle insurance card with your paperwork.
- Need updated company officer list for the new year.
- Ballistic vests money of \$50,000.00 was put in the Commission budget. A survey will be going out to each company to get their input in dispersing these funds. Equals about \$800.00 per company.
- Next Commission meeting is December 20 at 9:00 AM.
- Wish everyone a Merry Christmas and a Happy New Year.

Advisory to State Fire Marshal – Grover Ingle

- Fire Deaths – Currently, there are nine (9) fire deaths, four (4) with a working smoke alarm, and five (5) without a working smoke alarm.
- Deputy Fire Marshal 1 vacant position(s) for New Castle County & Kent County – As a result of the resignations of Brian Ferguson and James Sager there are now three vacancies two in New Castle County and one in Kent County. The hiring process is moving forward and I anticipate on having these positions filled by January next year.
- Executive Secretary – Stephanie Goodyear has been promoted to this position effective October 31, 2016.
- Administrative Specialist 1 Dover Headquarters Division – As a result of Stephanie’s promotion there is a vacant Administrative Specialist 1 position open in Kent County. That position has been advertised and interviews were conducted this past week. Once I receive a recommendation from the interview panel I will make the final decision. That position is intended to be filled in January as well.
- FY 2018 Budget Cycle – OSFM has asked to maintain our same level of funding as in FY 2017.
- DFIRS reports, we continue to work with each Company on their submittals and cleaning up the data.
- Our office continues to work with the Delaware Fire Sprinkler Coalition on residential sprinkler education and installations.
- On behalf of the Staff of the Office of the State Fire Marshal, I would like to wish everyone a Happy and Fire Safe Holiday Season. We look forward to continue working with the leadership of the DVFA, Commission, DSFS and DE Fire Service in 2017.

Advisory to DSFS – Robert P. Newnam

- Fire School class attendance is down a little for 2016.
- EMS classes were down a little in 2016 due to the new protocols.
- FY 18’ budget. Requesting \$250,000.00 additional funding for addition to this building and funding for the 3 companies that are due to receive rescue tools this coming year.
- Ladies seminar is April 2nd.
- 2017 training schedule is posted.
- Basic Fire Police course will be offered this year.
- 1,549 EMT’s in the State, 878 signed up for protocols, 7 filed the protocol test twice. As a reminder, there will be no protocol class on December 31st.
- Wish everyone a Happy and Fire Safe Holiday from the staff at the school.

DVFA Conference– John Stevenson

- Committee met last Monday night. If you can't make the meetings, submit a written report to Virginia. Next meeting is Monday, January 30th.

Wake-Up Delaware – Paul Eichler

- Received 1 pallet of detectors from Delmarva Power and 6 pallets of detectors from Amazon. If you need detectors contact your county representation or contact Paul direct.

Financial Committee – Dan Burris

- Committee has prepared a revised budget for 2017.
- A form was given to the conference committee for expenses.
- Dan did a line by line explanation of the proposed budget.
- Might need to have a by-law change to accept the budget at the June meeting instead of at Conference, since the year runs from July 1 to June 30 each year.

Life Safety – Guy Hudson

- Posters and essays were judged today.
- Awards program will be at Cheswold Fire Hall on Sunday, January 8, 2017 at 2:00 PM. Need representatives from various fire companies, in uniform, to escort the winners.
- Matching fund forms are due by January 31st. Info is on the web site.
- Guy presented two trophies that were wrong at the Conference parade. The 1959 to 1984 pumper class. Trophies were re-issued to Hockessin for 2nd Best Appearing and to Cheswold for Best Appearing.

Revolving Loan – Ray Stevens

- Two loans were approved this past week, one to Indian River for a pumper/rescue and one to Wilmington Manor for equipment (SCBA's, pagers, radios, chargers, etc.), totaling \$788,307.87 which leaves a "0" balance in that account.

Recognition of Past Presidents – 1st Vice President Perillo asked that all DVFA Past Presidents and President Emeritus stand and be recognized

There were 18 Past Presidents and 2 President Emeritus in attendance.

Affiliated Organizations/Agency Representatives

Ladies' Auxiliary 1st Vice President Lynn Warner:

- Thanked the DVFA for the invitation and introduced the ladies present from the LADVFA and the 3 County Associations.

State Fire Chiefs President Terry Jester:

- Next State Chief's meeting will be January 26, 2017 at Station 15, Delaware City. Social at 6:00, dinner at 6:30 and meeting at 7:00. Speaker will be Ted Lowden.
- On January 17, 2017 there will be a meeting at the DSFS regarding the May Day policy.
- Port grants are available. If anyone is interested in this, see him.
- Introduced the State Chief's Officer's that were in attendance.

State Fire Police President Marty Redington:

- Absent

State EMS Association President Matt Gajdos:

- Next meeting will be January 25th at DSFS at 7:00 PM

DVFA Foundation – Steve Austin:

- Received a \$3,000.00 grant from Mid-Del
- Out of State report – Group attended CFSI Christmas party last week in Washington.

Mutual Relief – Steve White:

- Thanks to the companies that have paid their Mutual Relief premium. Deadline is 1/31
- As stated earlier today, there is a first responder assistance program available.
- Still making visits to companies with the power point presentation, if you want it.
- In order to collect the Mutual Relief death benefit for 10 year or less, you must be an active member of the company at the time of death.

NVFC – Allen Metheny:

- NVFC met in September in Charleston, SC. Next meeting is April 6-8, 2017 at Alexandria, VA
- NVFC has reviewed and revised their by-laws.
- 41 of the 49 member States were represented at the meeting.
- Discussed cancer presumption issue.
- Keep your gear clean.

Communications:

The following communications were received and were summarized by Secretary Steele

- Letter from Kent County Levy Court with reference to the Community Services Grant of \$1,000.00
- Card from the McClanahan family thanking the DVFA for our participation in Tim's Memorial Service and for the flowers
- Letter from the Kent County Levy Court announcing the application period for the 2017 Community Services Grant
- Letter from the Hartly Fire Company asking that the DVFA appoint a standing committee to implement all resources available, including financial and political interface, to educate the public and business associations for the promotion and installation of sprinkler systems in every residential unit across this state.
- Thank you card from Donald Pearson and family for the flowers and support during the passing of Lois.

Motion by Mike Brittingham and seconded by Ray Stevens to accept the communications as presented. Motion carried

OLD BUSINESS

1. By-law change regarding Conference committee

Bylaws Change, Article VI: Conference

Currently Reads:

Article VI: Annual Conference

The Annual Conference of the Delaware Volunteer Firefighter's Association shall be held in conjunction with the Ladies Auxiliary of the Delaware Volunteer Firefighter's Association. The Annual Conference shall be held each year at a date and time decided by the convention committee and approved by the Executive Committee. The dates for the following year's conference shall be announced by the last day of the current year's conference. The conference shall be run by a conference executive committee appointed by the President. The Chairman of the conference executive committee shall alternate by county with the chair being from the same county as the President of the Association

Change to:

Article VI: Annual Conference

The Annual Conference of the Delaware Volunteer Firefighter's Association shall be held in conjunction with the Ladies Auxiliary of the Delaware Volunteer Firefighter's Association. The Annual Conference shall be held each year at a date and time decided by the conference committee and approved by the Executive Committee. The dates for the following year's conference shall be announced by the last day of the current year's conference. The conference shall be run by a conference executive committee, with representation from each county and the ladies auxiliary. The conference executive committee shall be reviewed yearly and changed or reappointed by the DVFA Officers.

Motion by Tom DiCristofaro and seconded by Dan Carrier to accept the proposed by-law change as presented. Roll call vote was taken. MOTION WAS DEFEATED

***Total of 66 votes were cast, 38 YES and 28 NO
Motion failed due to not receiving a 2/3 vote (43 votes needed)***

2. FY17' Budget

DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION

PROPOSED OPERATING BUDGET – FISCAL YEAR 2017

GENERAL OPERATING REVENUE:

Partners In Progress – Corporate Sponsor	\$ 3,000
Membership Dues (60 & \$3,500)	210,000
DVFA Match, Fire Prevention Funds	3,000
Interest on Investments	8,000
Miscellaneous	<u>1,000</u>
TOTAL OPERATING REVENUE	\$225,000

GENERAL OPERATING DISBURSEMENTS:

Annual Conference Expenses	\$ 30,000
Annual Audit	5,000
Legal Fees	1,000

Franchise Tax		25
Officer's Liability Insurance	(see below, bundled policy)	
Service Charges – Investments		2,800
Service Charges – Banks		500
DVFA Office Expenses:		
Salary – Executive Manager		\$35,000
Payroll Taxes		10,500
Capital Outlay		500
Contractual Services:		15,880
Copier	\$ 2,760.00	
Office Rent	7,020.00	
Telephone	3,400.00	
Software	100.00	
Post Office Box	100.00	
Webb Page	2,500.00	
Dues – Delaware Chamber of Commerce/NVFC	\$800	825
Office Supplies & Materials		500
Vehicle Expense		8,000
Fuel	1,200.00	
Servicing	1,200.00	
Insurance (bundled policy)	4,000.00	
Other	1,600.00	
Administrative Supplies & Printing		1,000
Archives/Hall of Fame		500
Fire Prevention		6,000
Firefighter of the Year		200
Flowers/Sunshine		1,000
Gifts & Badges		1,500
Officer's Expenses:		13,000
President	\$3,500	
1 st . Vice President	2,000	
2 nd . Vice President	2,000	
Secretary	3,000	
Treasurer	2,500	
Out of State Coordinator		500
Permanent Memorial – Maintenance		500
Foundation Scholarship Program		6,000
2017 Symposium		7,500
Speakers	\$ 1,500.00	
Accommodations	1,000.00	
Meals/Food Served	3,500.00	
Other	1,500.00	
Technology Enhancement		500
Travel		28,000
CFSI –Officer Tickets	\$ 900.00	
CFSI – DVFA Expenses	8,100.00	
Nat. Vol. Fire Council Mtgs.	5,000.00	
NFPA Committee Mtgs.	2,000.00 =	\$16,000
MD/VA/PA Conferences	_____ *	

FDIC	_____	*	
Cumberland Valley	_____	*	
VCOS Conference	_____	*	
Governor's Prayer Bkft.	_____	*	= \$12,000
Miscellaneous Expenses			<u>500</u>
TOTAL OPERATING DISBURSEMENTS			\$177,230
Add: Excess, Revenues Over Expenses			<u>47,770</u>
BALANCED BUDGET			\$225,000

File: Budget/Finance Comm. Proposed 2017 Budget

Motion by Jon Townley and seconded by Steve White to accept the FY 17' budget as presented. Motion carried

NEW BUSINESS

- *Motion by Stephen Maichle and seconded by Joe Zeroles that the DVFA pay for bus transportation to Emmittsburg for the National Fallen Firefighter's Memorial Services in October 2017. Motion carried - Funding will come from the FY' 18 budget*
- President Walius appointed Bill Kelly, Dan Burris and Richard Ward to work with Paul Eichler on the Sprinkler Coalition committee.
- Alvin Schmick thanked the Association for the cards, calls, prayers, flowers, etc. during the passing of his daughter.
- *Motion by Tom DiCristofaro and seconded by Stephen Maichle to send a letter to the Joint Finance committee opposing the \$300,000.00 that the Wilmington Fire Dept. has requested. Motion carried*
- *Motion by Stephen Maichle and seconded by Frank Gant to donate \$300.00 to the annual 5K run in New Castle. Motion carried*

PAYMENT OF BILLS

Treasurer Metheny highlighted the bills to be paid.
Total amount is \$27,266.07

2:24 PM
 12/06/16
 Accrual Basis

Delaware Volunteer Fireman's Assoc., Inc.
DVFA Operations Bills to be Approved
 As of November 30, 2016

Name	Memo	Amount
Operating		
DVFA Checking		
AT & T	FIRELINE	-13.65
WARREN F. JONES	P/R SEPTEMBER 2016	-2,926.75
STEVE AUSTIN	POSTAGE	-53.27
BOBOLA FARMS FLORIST	FLOWERS -D. ZEROLES	-48.00
VERIZON	WARREN'S PHONE	-69.86
M & T BANK	VISA BILL	-1,750.07
RAYMOND F. BOOK & ACCOCIATES	ANNUAL AUDIT 2016	-4,446.00
VERNON INGRAM	RENT - OCT - DEC 2016	-1,755.00
U.S. TREASURY	TAX PERIOD- SEPTEMBER 2016	-964.90
DIVISION OF REVENUE	P/R TAXES JULY-SEPT. 2016	-438.87
COMCAST CABLEVISION	INTERNET/PHONES	-248.02
CANNON FINANCIAL SERVICES	CONTRACT CHARGE & MAINTENAN...	-297.82
THE CONFERENCE GROUP, LLC	INV. # E726-0000-134	-6.20
AT & T	FIRELINE	-25.07
WARREN F. JONES	P/R OCTOBER 2016	-2,926.75
WILLIAM WALTON	EXPENSES NFPA 1917 MTG.	-1,233.55
VERIZON	WARREN'S PHONE	-58.01
JOSTENS	RING - WALLIUS	-1,232.98
M & T BANK	VISA BILL	-5,003.99
U.S. TREASURY	TAX PERIOD- OCTOBER 2016	-964.90
WILLIAM BETTS	PENN. CONVENTION EXP.	-311.91
CANNON FINANCIAL SERVICES	4 MONTHS - INV. NO. 16260121	-893.46
COMCAST CABLEVISION	INTERNET/PHONES	-247.75
STATE OF DELAWARE	SUBSCRIPTION SERVICE-LEG. COU...	-110.00
M & T BANK	VISA BILL	-711.43
CANNON FINANCIAL SERVICES	INV. NO. 16668901	-297.82
M & M TROPHIES	BADGES FOR 3 PRESIDENTS	-217.40
AT & T	FIRELINE	-12.64
Total DVFA Checking		-27,266.07
Total Operating		-27,266.07
TOTAL		-27,266.07

*Motion by Jasper Lakey and seconded by Ted Doyle to pay the bills as presented.
Motion carried.*

GOOD OF THE ASSOCIATION

- Tom DiCristofaro asked who was on the Conference exploratory committee. Warren will send him a list by e-mail. Same committee as last year.
- Bernie Nutter requested that the Treasurer bring his laptop computer to these meetings, so that we can get financial information.

*Motion by Tom DiCristofaro and seconded by Dan Carrier to revert back to new business
Motion carried*

NEW BUSINESS

- *Motion by Dan Carrier and seconded by Tom DiCristofaro to change the March 12th DVFA Executive meeting to March 19th, due to a conflict with the Symposium in Rehoboth. Motion carried*
- *Motion by Bernie Nutter and seconded by Mike Brittingham to instruct the Treasurer to bring his laptop computer to the next Executive meeting. Motion carried*

Back to **GOOD OF THE ASSOCIATION:**

- Jasper Lakey questioned the poor turn out of delegates and alternates at this meeting. We just had a roll call vote which should have had 120 votes cast and we only had 66 votes actually cast. Need to find a way to get our voting members to attend these meetings.

ADJOURNMENT

It was regularly moved by Jasper Lakey and seconded by Guy Hudson that the December Executive Meeting be adjourned. Motion carried. DVFA Assistant Chaplain Blake Bowers offered the Benediction. The meeting was adjourned at 12:35 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 11, 2016.

Attest: Warren F. Jones
Executive Manager

Ted Walius
President