

Delaware Volunteer Firefighter's Association Executive Meeting  
Sunday December 10, 2017  
Dover Fire School

Good morning Ladies and Gentlemen,  
Invocation, Chaplain Hudson  
Pledge: President Lynn Warner

Please silence your cell phones and pagers.

Since I do not have the pleasure to know everyone here, I would like for us to follow what we have in the past. If you would like speak and to be recognized, please come to the microphone, state your name and the company your represent. I can not recognize you if I do not know your name. If during the meeting I make an error, please do not yell out, allow our parliamentarians the opportunity to correct me.

Presidents Report:

At our Officer's meeting we had Mr. Douglas Kook of Bumpers and Company speak on the Associations corrective actions with Quick books. I know this was sent to everyone we have an email listing for. All I can say is the past is just that, the past, and your Association is moving forward and with Mr. Kooks guidance we are moving the proper way.

We also had in attendance our attorney, Mr. Bill Preston. Mr. Preston reviewed the answers he received from the tax attorney Mr. Tim Snyder. I know this to was sent out to everyone we have an email listing for.

After a lengthy discussion which many may have been confused, the best answer for our Auxiliaries and member companies is to do what I did Tuesday evening. I ask Mr. Preston to give my company what is in the best interest for us. Should our Auxiliary become an LLC? What are the costs? How does this work? Should they become an Associate Member or a Committee? Mr. Preston is gathering this information so our Board of Directors can make the best choice for our company and our Ladies. I along with my company do not want to see our Auxiliary not being able to belong to the County or State Associations.

I know we budgeted \$7,500.00 for the tax attorney but after speaking to Mr. Preston, he feels the invoice will be much more than that. He is thinking around \$10,000.00. I tell you this so when we do receive the invoice there are any surprises we you see your next Treasurers report. Once we do receive this invoice and know the exact amount, we will email you so you are aware of this.

Earlier we had asked everyone to send us their companies debt so we could use this information when we meet with the JFC.

I know what I am about to say may upset some of you but me being me I will say this any way. In the past we have asked the membership to come to the JFC meeting in full uniform to, I

guess impress our Legislators. Well I don't need to tell you, I suppose we haven't impressed, they reduced our funds by 20 percent. If you have a relationship with your State and County Legislators, please call them, speak to them. Show them the value of their Delaware State Fire Service.

Many of our fire departments are dispensing Nar Can. If you are one of the departments that dispense this to your patients, please let us know how many units you have used so far, this year.

This is another product we use that we cannot charge the patient. The State just had an event at the John Dickinson High School talking about the costs heroin cost the State of Delaware. We too need to have this discussion. May be the State of Delaware will do what the New Castle County Government has done. They have purchased nar can so the fire departments can get it from a pharmacy at no costs. When this runs out, we will have to purchase this again. This should be another topic we discuss with our State Legislators.

I would like to thank those that had taken their time to be on the 2018 DVFA calendar. Our Association received \$2,500.00 from WSTW, WDEL for the 2017 calendar. Debra Lawhead has the calendars for 2018 if you are interested in purchasing one, the cost is \$10.00 per calendar.

It has come to me that not all of the Committee Chairpersons have contacted their respective committee members. At the Conference I had mentioned that this person would contact each person on the committee, asking them if they still wanted to be on this committee, telling them the mission of the committee and when they would meet. For all of the committee chairpersons here this morning, if you haven't contacted your committee members, please do so this week. If you need assistance with this, please let us know.

We attended the Volunteer Combination Officer's Section Seminars in Clearwater Beach. The seminars I had attended had information that we can use for our up coming conference seminars or if we decide to have a symposium. Best practices used by individual departments, why recreate the wheel. One company may have ideas that other companies could use. Their ideas may not be able to fit all of your needs but possibly part of some of your company's needs. Putting out the fires in your fire house. Do I need to go any further on that? This is part of retention. Once we are able to get Jane and John in the fire house, what do we do to lose that individual? Our younger generation use their telephones and computers for everything. This is one of the ways we need to capture their generation to join the fire service. As one instructor stated, you have 8.5 seconds to get their attention, after that, we have lost them. I know that your President Betts will be composing a caption for what all of us had attended, this will be put on the web site for you to view.

Earlier I had mentioned the symposium. What is your feeling on the Association hosting another event? If we do this do you want us to get someone from another state or do you want us, our fire company leadership to do this. Such as give a best practice power point presentation. Leadership Program?

We could have a Chief and President from each County ask their leadership if they are interested in doing this. If they are they could send them a power point presentation for them to review. What does their company do that others may be able to use to? Recruitment and retention tools? Have a round table discussion on topics of their choice, have our younger generation included, allow them to talk, we may able to learn something.

I have asked our current Director's to work on the DVFA President's handbook. This handbook should help the incoming Presidents while they are in office. Our current handbook is on our website. We, the current Presidents will assist in this endeavor.

I have also asked the current County Presidents work on the Fire Company Presidents handbook. This book should give the necessary dates forms are due and to whom they are due to. This can help new and current Company Presidents. Once both of these have been completed they will be put on the DVFA web site.

Back to Mr. Douglas Kook of Bumpers and Company.

Mr. Kook recommended that the Association have an outside agency do our monthly pay roll and quarterly taxes.

His firm will do the pay roll and quarterly taxes for us for a fee. I have a contract from Mr. Kook stating that his firm will do our monthly pay roll and taxes for \$62.50 Per month. I know this isn't budgeted but it appears it is something we need to do. This will be brought up under the proper order of business.

Mr. Kook recommends our Association adopt the policies he had mentioned. We will do this so we are compliant with the IRS. As Mr. Kook is aware, we have already purchased the workers compensation for the Executive Manager and we had purchased the Officer's and Directors liability insurance policy. We will adopt a credit card policy for each person that holds a credit card for this Association. Mr. Kook stated in an email that it is not necessary for the Association to have 2 treasurers, one to do the regular Association business and one to do the conference account. If QuickBooks are used properly, we can do this by having separate cost centers.

We need to have the by law committee propose changing the by laws from the Association having an annual audit to an annual review.

Mr. Kook has brought to our attention that we have an account with over \$3,000.00 in it. This account balance is from companies that paid their annual pensions. We have since found out that the past treasurer had kept some overpayments and late payments in this account. We need to repay these companies. We think we may have the information we need for 2016 to

reimburse some companies but we need you to send us a copy of your DVFA Pension payment check and a copy of your pension bill you had sent to the past treasurer. If you could please send us at least the past 7 years I would appreciate it.

Going over the last Executive Meeting minutes there was a motion for the Association to pay no more than \$25,000.00 dollars to have a forensic audit. After spending time with our accountant reviewing the credit card statements and our accounts, Mr. Kook feels there isn't any reason for us to do this at this time. There doesn't appear to be any funds missing from any of our accounts. There just wasn't very good book keeping which you have already read. Once again, all of these issues have been addressed and we are moving forward.

The lap top the past treasurer had will be returned to the Association. Once this has been done we have received everything.

I would like to thank everyone for taking the time away from their families to attend this meeting and I thank you for what you do.

Merry Christmas, Happy New Year to you and your families

Respectfully submitted,

Richard T. Perillo  
DVFA  
President  
12/10/2017

Travel for President Perillo

Month of June 2017

<u>Date</u>	<u>Location</u>	<u>Mileage</u>	<u>Hours</u>
6/11/17	Dover Fire School, Executive Meeting	110.0	5.0
6/14	Kent County Firefighters Assoc., Smyrna	88.0	4.0
6/17	Ocean City Maryland, Ocean City Convention	250.0	53.0
6/20/17	Dover Fire School, Commission Meeting	110.0	4.25
6/21/17	Kent County Firefighters Assoc., Citizens Hose	42.0	4.0
	<u>Totals</u>	<u>600</u>	<u>70.25</u>

Month of July 2017

<u>Date</u>	<u>Location</u>	<u>Mileage</u>	<u>Hours</u>
7/6/17	N. C. C. Chief's, Townsend	76.0	3.75
7/13/17	N. C. C. V. F. A. Belevadre	30.0	3.5
7/14/17	Viewing Claymont Fire Company	10.0	2.0
7/15/17	Funeral Claymont fire Company, SMITH	10.0	7.0
7/19/17	Kent County Firefighters Assoc., Clayton	88.0	3.75
7/25/17	Sussex County Firefighters, Blades	184.0	5.0
7/26/17	Volunteer Hose, Impact Fee Meeting	64.0	3.0
7/30/17	Legislation Hall, Governor	110.0	5.0
	<u>Totals</u>	<u>572</u>	<u>27.50</u>

Month of August 2017

<u>Date</u>	<u>Location</u>	<u>Mileage</u>	<u>Hours</u>
8/1/17	Budget & Finance Committee, Cheswold	96.0	5.15
8/2/17	Pres & Chief's Council, McConnellesburg, PA	338.0	49.5
8/9/17	Budget & Finance Committee, Cheswold	96.0	4.0
8/10/17	N. C. C. V. F. A. Townsend	76.0	3.75
8/12/17	Funeral Services, Greenwood, Clay Yocum	172.0	7.0
8/16/17	Kent County Firefighters Assoc., Dover	110.0	4.0
8/22/17	Sussex County Firefighters Assoc., Indian River	204.0	6.5
8/23/17	Budget & Finance Committee, Cheswold	96.0	3.5
8/28/17	Insurance Commission Office, Dover, DE	1100	4.0
831/17DVFA	Officer's Meeting, Ellendale Fire Company	162.0	5.0
	<u>Totals</u>	<u>1460</u>	<u>92.5</u>

Month of September 2017

<u>Date</u>	<u>Location</u>	<u>Mileage</u>	<u>Hours</u>
9/6/17	Revolving Loan Committee Dover, DE	110.0	4.0
9/7/17	N. C. C. V. F. A. & C. Aetna Fire Company	56.0	3.0
9/13/17	Conference, EMS Dinner, Dover Downs	110.0	
9/14/17	State Chief's Meeting, Cheswold	15.0	
9/16/17	Conference, returned home	110.0	80.0
9/20/17	Kent County Firefighters Assoc., Felton	141.0	4.75
9/25/17	City of Wilmington 22 <sup>nd</sup> Tattall Streets	12.0	3.0

<u>Totals</u>	<u>554.0</u>	<u>94.75</u>
---------------	--------------	--------------

Month of October 2017

<u>Date</u>	<u>Location</u>	<u>Mileage</u>	<u>Hours</u>
10/5/17	Hockessin, Amabili Viewing	52.0	3.5
10/6/17	Hockessin, Amabili Funeral Service	68.0	6.5
10/12/17	Governors Wilmington Office	10.0	1.0
10/12/17	N. C. C. V. F. A. Cranston Heights	36.0	5.0
10/15/17	Hacks Point Fire Company Pres. & Chiefs Council	72.0	5.0
10/16/17	Conference Wrap up Meeting, Cheswold	96.0	4.5
10/17/17	Commission Meeting, Dover Fire School	110.0	4.0
10/17/17	DVAF Dover Office, Committee Listing Completed		4.0
10/18/17	Kent County Firefighter's Assoc., Bowers	132.0	4.5
10/20/17	DVFA Office, Meeting with Accountant, Past Treasurer	110.0	2.5
10/24/17	Funeral Service, Bevedre, Robinson	30.0	5.0
10/24/17	Sussex County Firefighters Assoc., Memorial Fire Company	162.0	6.0
10/31/17	Doug Kook, Bumpers & Company, review credit card expenses of past treasurer	1.0	2.0
	<u>Totals</u>	<u>897.0</u>	<u>53.5</u>

Month of November 2017

<u>Date</u>	<u>Location</u>	<u>Mileage</u>	<u>Hours</u>
11/2/17	N. C. C. V. F. A. & C. A., Christiana Fire Company	8.0	3.0
11/6/17	DVFALA State Meeting, Cheswold Fire Company	96.0	4.0
11/8/17	VCOS, Clearwater Beach, Florida	?	96
11/15/17	Kent County Firefighters Assoc., Frederica	130.0	4.5
11/20/17	Dover Downs, Conference Meeting	110.0	3.5
11/21/17	Commission Meeting, Dover Fire School	110.0	8.5
	<u>Totals</u>	<u>454.0</u>	<u>119.5</u>

Month of December 2017

<u>Date</u>	<u>Location</u>	<u>Mileage</u>	<u>Hours</u>
12/3/17	Dover Fire School, Mutual Relief Meeting	110.0	4.0
12/9/17	Wilmington Manors Banquet	19.0	5.0
	<u>Totals</u>	<u>129.0</u>	<u>9.0</u>
	Grand Totals	4157	396.75

Respectfully submitted,

Richard T. Perillo  
 President  
 2017-2018