

Cumberland Valley Volunteer Firemen's Association
 Board of Directors meeting
 Halfway, MD
 January 8, 2012

President Michael Sullivan called the meeting to order at 12:00pm. Lunch was served prior to the meeting for all to enjoy. Assistant Chaplain Wharry gave the opening prayer and led the group in the pledge to the flag. Mike called on Steve Heefner to offer the welcome from the host company Halfway. Steve introduced the newly elected Fire Chief, Nick welcomed all to their facility, enjoy your day.

Introduction of Guests – Debbie and Jamie Watson, wife and daughter of Director James Watson.

Secretary Worthington took roll call with 17 Officers and 11 Past Presidents being recorded in attendance.

| TITLE | NAME | OCT | BOARD |
|--------------------------------|-------------------|-----|-------|
| President | Michael Sullivan | 1 | 1 |
| 1st Vice President | Steven Haines | 1 | |
| 2nd Vice President | James Watson | 1 | 1 |
| 3rd Vice President | Walter Robertson | 1 | |
| 4th Vice President | Hoby Howell | 1 | |
| Treasurer | George Dove | 1 | 1 |
| Financial Secretary | Stephen McBee | 1 | 1 |
| Recording Secretary | Gene Worthington | 1 | 1 |
| Home Office Manager | Stephen Heefner | 1 | 1 |
| Publicity Manager | Robert Timko | | |
| Chaplain | Charles Barnhart | | |
| Assistant Chaplain | James Wharry | 1 | 1 |
| Attorney | Howard Cohen | | 1 |
| Pennsylvania Delegate | Charlie Myers | 1 | |
| Director, Pennsylvania (2013) | Rich Bruner | | |
| Director, Pennsylvania (2012) | Curtis Alleman | | 1 |
| Director, Maryland (2013) | Wayne Baker | 1 | 1 |
| Director, Maryland (2012) | Robert Cumberland | 1 | 1 |
| Director, West Virginia (2013) | Bill Keller | 1 | 1 |
| Director, West Virginia (2012) | Brett Bittle | 1 | |
| Director, Delaware (2013) | Harry Balthis | 1 | 1 |
| Director, Delaware (2012) | Steve Austin | 1 | 1 |
| Director, Virginia (2013) | Kevin Wilkes | | 1 |
| Director, Virginia (2012) | Allen Brennan | 1 | 1 |
| Past President | Greg Yost | 1 | 1 |
| | Totals | 19 | 17 |

Communications – None.

Officers reports –

Mike asked all to pick up a copy of the conflict of interest policy, review it and sign on the back when they finish giving their respective report.

President Michael Sullivan presented this written report. Fellow Officers, members and guests welcome to the Volunteer Fire Company of Halfway. Thank you to the fire company of Halfway for

hosting the meeting as usual. Since the booster meeting in October, I have attended all my company's regular meetings. I have also met with the convention committee at my home station. The convention looks to be coming along well. I have done a lot of leg work myself to plan the events during the convention. By the next meeting, I will have prices and plans for everything hopefully. That's all I have I hope 2012 is a great year for all.

First Vice President Steven Haines was absent, however he submitted a written report as follows: President Mike Sullivan, fellow Officers, members and guests. Good afternoon and Happy New Year to everyone. Hope everyone had a good holiday season and is looking forward to the new year. Welcome one and all to Halfway for today's Board of Directors meeting. A special thanks to the Halfway VFC for once again hosting the Board meeting. I am sorry that I am unable to attend today's meeting, for I have to work this weekend (everyone laughed). I always look forward to seeing everyone, but I will now have to wait until the booster meeting in March. Since our last booster meeting in October, I have attended my own company meetings and county association meetings. I also had the privilege, along with Director Rich Brunner, of attending the 21st annual Pennsylvania Fire & Emergency Services Dinner on Monday, November 21, 2011. This dinner was held at the Radisson Penn Harris Hotel in Camp Hill. A special thanks to Bob Timko for the hospitality at this event. Also, it was like a mini CVVFA gathering to those who were in attendance. I had the honor of sitting at the same table with Bob Cumberland and his MD delegation and also seeing Charlie and Vivian Myers. The big surprise of the evening was seeing Jeff Ringer and Steve Heefner come walking around the corner into the lobby of the ball room. Also, it was seeing the state delegations and friends that I have seen and made from attending the PA State Firemen's conventions. Thanks again Bob Timko for the invitation and hospitality that was provided later that evening following the main program. Mike, looking forward to working with you and to have another successful year for this Association. Take care everyone, have a safe trip home and looking forward to seeing everyone in March at the next booster meeting.

Second Vice President James Watson submitted a written report and spoke from it. President Sullivan, I'd like to thank the Officers and members for electing me to serve as 2nd Vice President of this Association. Since our last meeting in Berryville, VA, I've attended my company meetings, Board of Directors meetings and a county paramedic retirement, county meetings and Chiefs meetings and ambulance Association meetings. And conducted several training classes in my department and have given out a number of applications for new members. Thanks again to all for electing me to this position.

Third Vice President Walter Robertson was absent, however he submitted the following written report. Sorry, I cannot be with you in Halfway, my company's meeting is today and I need to attend. We have some important issues forthcoming which I feel the obligation to be there. I want to thank Halfway for hosting this meeting, everyone have a happy new year and I will see you at the next meeting. I have attended all my fire department meetings and also the county meetings. Have a good meeting and be safe on your return trip home.

Fourth Vice President Hoby Howell was absent, asked to convey his apology for missing the meeting. He was held over at work and could not leave.

Treasurer Dove presented his written report. Account balances are as follows:

| | |
|----------------------|----------|
| CVVFA #4100840 death | 900.00 |
| General Account | 9152.48 |
| Savings | 10052.48 |
| CVVFA #236 | 85877.77 |

Our CD will mature in March, current interest rate of 4.45%, will drop to under 1%.

Financial Secretary McBee stated thanks to the Volunteer FC of Halfway for hosting our meeting. I am still receiving dues from both individuals and companies. We did have a member Bruce Clark from Martinsburg who passed, his son asked that his death benefit be donated back to the CVVFA. Anyone desiring to check on the status of dues, please check with me.

Recording Secretary Worthington reported on the activities of his office. Happy New Year to all. All minutes from the last booster meeting were transcribed, mailed, and posted on the web by the webmaster. The agenda was prepared for this meeting and forwarded to President Sullivan for his action. There are copies of the proceedings from convention at the front table, please help yourself to a copy. Thanks to Halfway for hosting the meeting as always. The Office remains ready to assist the Association.

Home Office Manager Heefner presented a written report. Officers, members and guests, welcome to the Volunteer Fire Company of Halfway and the Board of Directors meeting. Since the October booster meeting, I've attended the PA Fire and Emergency Services Institute banquet, the Aetna Hose, Hook and Ladder banquet and firemen's Christmas party. On a sad note, I attended the viewing of Joann Sweetman, PP of the LADVA and wife of our good friend and member Tater. I turned over all correspondence received by my office to the proper committee. I hosted an evening social for those who traveled last night, fun and fellowship was enjoyed by all. Our next scheduled meeting will be in March at Irishtown, PA.

Publicity Manager Bob Timko was absent, out of town.

Chaplain Charlie Barnhart was absent recovering from his illness.

Assistant Chaplain Jim Wharry read from his written report. Since the last booster meeting, I have sent cards when requested, attended one of my own company meetings. Thank you to the Volunteer Fire Company of Halfway of Hagerstown, MD for hosting this Director's meeting. Please contact me if you need a sympathy card of thinking of you sent for one of our members. Jim gave an update on Chaplain Charlie, his response, my back is feeling much better, have not been on pain medicine for the last five days, still under doctor's care, can't lift or bend, next checkup end of the month. Thank everyone for their prayers and concerns.

Attorney Howard Cohen thanked Halfway for hosting the meeting, really do not have any report at this time.

Pennsylvania Delegate Charlie Myers was absent.

Directors reports –

Pennsylvania Director Rich Brunner was absent.

Pennsylvania Director Curtis Alleman thanked Halfway for hosting us today. I will submit my report to the Secretary later.

Maryland Director Wayne Baker thanked Halfway for hosting the meeting plus the hospitality last night. Wayne further spoke about the convention trailer sign lettering, should be back anytime. I need to use the trailer in Taneytown during April, will deliver to Berkeley Springs after that. I got the letter from Apple Blossom reference the parade, May 4, anyone interested is welcome.

Maryland Director Bob Cumberland gave the following report. First, thanks to Halfway for hosting the meeting and happy new year to all. Since the booster meeting, I took my fire police training with the city of Westminster, attended the PA Fire Services dinner, stopped by and presented Allen Baldwin his certificate from convention. I was reelected as President for another term at Westminster. We have been going through much training for our membership. The MFRETC had a meeting in November and we had a large discussion on certification of college programs. There is a big difference between a regionally certified college and a national certified college. Anyone taking courses related to the fire service, double check your course is a regionally certified program. This is a requirement if you desire to move on at the National Fire Academy. We are still reviewing programs as the Board of Visitors. With all of these on-line courses available, be careful what type of certification comes along with it. Also, attended two memorial services within Carroll County, look forward to this year.

West Virginia Director Bill Keller stated that since our meeting in Berryville, attended the WVA state instructor's conference, taught NIMS 300 and 400 classes and just finished an EMT class. Thanks to Halfway for hosting and wish everyone a happy 2012.

West Virginia Director Brett Bittle was absent.

Virginia Director Kevin Wilkes stated good afternoon everybody, apologize for missing several meetings. I just met with PP Robertson to get some clarification and status issues cleared up. I expect to have a better showing this year. Walter and I are planning to get together and visit with some of the new Chiefs about joining the CVVFA. I have been very active locally, making all my company meetings including some special ones called. My company looked into purchasing some property that was a HUD foreclosure. We were looking at some diverse way for income. I made all the county meetings, all the officer meetings, am on some committees. We finally got our politicians to sign off on a \$150 gasoline stipend for active volunteers. We are looking into a proposal, combination of VFIS, local government, local community college and do a pilot CDL class for volunteers for free. We are looking forward to our upcoming training classes and seminars in Lynchburg. Sad to report that a 21 year old EMT from Waynesboro was killed from an accident while driving the ambulance along with the patient. Thanks to all and have a safe new year. Kevin gave some further explanation of the gasoline stipend program.

Virginia Director Allen Brennan thanked Halfway for hosting us as they do each year. I hope everyone had a great Christmas and am looking forward to the coming year.

Delaware Director Harry Balthis thanked Halfway for hosting us today. It has been a very quiet time, I have attended my fire company meetings and functions.

Delaware Director Steve Austin spoke about the youth membership activity. We did do the photo shoot earlier this year along with some others from the Association. Steve spoke on a meeting with Fire Companies.com who are very interested in doing some cooperative work with us and get a strategic alliance going. Their first opportunity to do that will be in an upcoming article written by Erin. Steve spoke about the FireHouse dolls and invited them to our convention. We are trying some avenues to reach the younger member.

Past President Greg Yost had nothing further to report, thanks to Halfway and have a happy, safe and prosperous new year.

Committees –

Convention – Chairman Flickinger reported they have received the last check due from convention parade sponsorship. We have started again this year for sponsorships. Sometime in February or March, we will be making our trip to Berkley Springs to meet with them. President Sullivan made some additional comments about the upcoming convention. Hopefully any roadblocks will be resolved shortly. I should have a comprehensive report at the March booster meeting.

Emergency Responder Safety Institute – Steve Austin displayed the web site on the screen in preparation of his comments. The biggest thing going right now is the learning network. You need to get online to look at this, a soft launch is happening. Steve reviewed the registry process and then demonstrated same. He then went over the offerings shown and the various resources. Register today and sign up. Our goal is to have 100,000 folks registered by the end of 2012. We have a promo video that goes along with this. Along with that, we met in New Jersey with every fire police organization. We are in the process of designing a course for introduction for fire police officers. This will be a course designed for awareness level, two states have already agreed to make this mandatory. Steve went over the objectives of the course based on the 1091 standard. The NFFF was present and are very interested in putting their logo on the course along with some financial support. These modules cost about \$30K each, one underway on blocking, one on advanced warning, talked to several others about sponsors. We are looking for additional sponsors, vendors, associations, etc., need to be involved in highway scene safety. Thanks for everybody's help with this project.

Steve reported that PP Yost will assume the CFO position for the Institute. Thanks to John Tenly for his tenure. He gave some of the financial specifics. John has requested that he be allowed to keep the printer since Greg would not have a use for it. Motion was made by Steve Austin to allow John to keep the printer in exchange for his work over the past 22 months, seconded by Cumberland, no further discussion, verbal vote taken, motion passed.

Steve presented a handout and proceeded to speak about it, a solicitation proposal. The Federal Highway Administration has all kinds of contracts going on all the time. They pick four prime contractors bid competitively. Iteris Corp contacted Steve and requested that ERSI be part of their solicitation proposal. Consultation was made with our attorney who had reservations about signing. Steve then gave an overview of our involvement consisting of traffic incident management, emergency transportation operations, planned special events under the umbrella of an operations program group for traffic incident & events management. He continued by speaking on the teaming agreement between Iteris, Inc and CVVFA. Steve presented the letter sent to them stating our desire to participate in the solicitation document and the signature copy. He then reviewed the team members that would be part of our group for any contract offered to us. He spoke about the logistics and labor rate of \$100 net to our team. For every hour that our team members work, the CVVFA will get \$18.90 per hour. The floor was open for discussion. **Motion** that before any contracts are signed it goes before the group, the key group, President, Treasurer, the financial folks that Steve had mentioned to discuss before anything is signed by Bill Keller, seconded by Jim Watson, discussion.

On a general motion, need to better define the key group, Attorney Howard discussed some of his concerns consisting of we may not have the expertise to evaluate government contracts, and yes we need to be looking for outside funding, possibly engage in outside counsel. I also think we need to look at the by-laws to determine if we have that capacity to sub-delegate major decision making. Question was asked about our non-profit status and its conflict, employee/employer business, felt that this is all contract work. Some further discussion centered around our current by-laws. McBee raised concern about the insurance requirements, bonding, additional insurers, contracts. Steve provided some comments that we have only signed the teaming agreement at this time which defines the rate of compensation. We need some type of internal procedure to allow us to make some quick business decisions. Cumberland spoke on the ccr90 form requirements, should consider making Responder Safety a standing committee within the CVVFA by-laws.

Bill Keller amended his motion to include the State Directors be included in the Key group and be contacted before any contract approval is given, further defined to include all elected Officers of the Board, amendment seconded by Watson, discussion for clarification of Board voting and procedures. Bill spoke to clarify the motion. Floor requested to read the motion before action, (motion to proceed with the contract as presented with the key group to oversee, possibly 4 or 5 members, amended to include the Directors and then clarified to all elected Officers to review any contract before agreement, the Board would be contacted). Steve reviewed the logistics as he understands, we get a request from Iteris to enter into an agreement with them, I get in touch with Jerry, Greg, Howard and the President and discuss with them, if agreed to pursue, then submit the contract language along with our recommendation to the Board for their comment and approval. Howard commented that this Board should retroactively approve the Responder Safety committee enter into this team agreement. **Motion** was made to table the first motion and amended motion by Steve Austin, seconded by Wilkes, verbal vote taken, motion passed. **Motion** that we accept the teaming agreement by Bob Cumberland, seconded by Bill Keller, verbal vote taken, motion passed. **Motion** that we remove the previous table motion by Bob Cumberland, seconded by Austin, verbal vote taken, motion passed. President Sullivan asked for a vote on the amended motion, verbal vote taken, motion passed. Mike then asked for a vote on the motion with amendment, verbal vote taken, motion passed. Steve provided some additional comments on our dialogue with the feds, recess for 5 minutes.

Legislation – Bob Cumberland reported on the NFA report on LODD from 2011. It appears that the SAFER program will be delayed.

Scholarship – Chairman Balthis stated it is time for folks to turn in their applications, please complete the form completely.

Audit – Jerry Daniels reported that the books have been turned over to the CPA for their review. We did transfer the ERSI books over to our new CFO Greg Yost.

Web site – Steve presented the web page on the screen for the newly created youth and fire prevention site www.ifireprevention.com. He then presented the Firefighterbehavior site and spoke about it which is ready for press release. Tom Savage is doing a great job with this. Steve concluded his remarks reference the history and publications on the site to include our corporate papers.

President Sullivan asked if there were any other committees needing to report or any action for them. None.

Unfinished business

IRS charitable tax status - Austin

We are in the waiting time, hopefully by our next meeting.

Background investigations – Austin

There has been some movement with contacts by them.

Promotional package and agreement with booster meeting partners – Heefner

Progress

Can Am games – Alleman

Curtis sent out an email some time ago with the proposal. He has met with the organizational folks, two proposals as listed below.

Proposal 1

Can-Am games provides:

Company logo and link to company site featured on the 2014 Can-Am police-fire games web site

1/6 page ad in the 2014 York Can-Am police-fire games program book

Promote your organization at vendor tradeshow

Recognition in Tourism connections e-newsletter

CVVFA provides:

Investment of \$2500

Training sessions on a topic of your choosing, to be conducted between July 13-20, 2014

5 minutes of speaking time during the annual Board of Directors meeting each January leading up

One promotional e-blast to membership between January – July 2014

Proposal 2

Can-Am games provides:

Company logo and link to company site featured on the 2014 Can-Am police-fire games web site

One promotional e-blast to competitor list between January – July 2014

Recognition in Tourism connections e-newsletter

¼ page ad in the 2014 York Can-Am police-fire games program book

Promote your organization at vendor tradeshow

CVVFA provides:

Investment of \$5000

Training sessions on a topic of your choosing, to be conducted between July 13-20, 2014

5 minutes of speaking time during the annual Board of Directors meeting each January leading up

One promotional e-blast to membership between January – July 2014

Curtis did not have a recommendation at this time, will discuss further and bring back in March

Veridan utility program – Alleman

Discussion by several, no interest at this time.

New business

Treasurer Dove introduced a proposal of a draft budget. He read from it and made some explanations about the numbers. Numerous comments and suggestions were given during the discussion process. Final figures are listed as follows.

| | 2008 | 2009 | 2010 | 2011 | 2012 |
|-------------------------|--------------|--------------|--------------|--------------|--------------|
| INCOME | | | | | |
| Membership Dues | 2500 | 2500 | 2500 | 2500 | 2500 |
| Company/Department Dues | 1500 | 1500 | 1500 | 1500 | 1500 |
| Convention | | | | | |
| Book ad sales | 3500 | 3500 | 3500 | 3000 | 2500 |
| Trophy Donations | 2600 | 3050 | 3050 | 3050 | 3050 |
| Special Donations | 100 | 100 | 100 | 100 | 200 |
| Responder Safety | 3000 | 3000 | 3000 | 3000 | 5500 |
| Interest | 1200 | 1200 | 1200 | 1200 | 3800 |
| Miscellaneous | 300 | 300 | 300 | 300 | 300 |
| Fundraising Sales | 200 | 300 | 200 | 200 | |
| Summit | 5000 | | | | |
| Transfer of savings | 5625 | 290 | | 506 | 1360 |
| | 25525 | 15740 | 15350 | 15356 | 20710 |

EXPENSES

| | | | | | |
|------------------------|------|------|------|------|------|
| Officer reimbursement | | | | | |
| Stiphens | | | | | 1050 |
| Home Office Manager | 1800 | 1800 | 1800 | 1800 | 2000 |
| Financial Secretary | 500 | 500 | 500 | 500 | 500 |
| Treasurer | 250 | 250 | 250 | 250 | 250 |
| Recording Secretary | | | | | 100 |
| Chaplain | | | | | 50 |
| Assistant Chaplain | | | | | 50 |
| Convention | | | | | |
| Publicity Manager | 200 | 200 | 200 | 200 | 200 |
| Convention book | 3000 | 3000 | 3000 | 3000 | 2000 |
| Memorial | 100 | 100 | 100 | 100 | 300 |
| Trailer signage update | 300 | 300 | 300 | 300 | 300 |
| President's lodging | 300 | 300 | 300 | 300 | 300 |
| Host company donation | 800 | 800 | 800 | 800 | 800 |
| Parade trophies | 2800 | 1960 | 2000 | 1000 | 1200 |
| Parade money | | | | | 1370 |
| Administrative | | | | | |
| Death Benefits | 1000 | 1500 | 1500 | 1500 | 1500 |
| Booster meetings | 500 | 500 | 500 | 500 | 400 |
| Presidents Council | | | | | |
| meetings | 200 | 200 | 200 | 200 | 200 |
| Official | | | | | |
| Functions/Dues/Reg. | 500 | 500 | 500 | 500 | 800 |

| | | | | | |
|--------------------------|--------------|--------------|--------------|--------------|--------------|
| Insurance | 800 | 800 | 800 | 800 | 800 |
| Audit | 3000 | | 3000 | | 100 |
| PA Fireman Magazine | | 100 | | 176 | 124 |
| CVVFA web site | | 465 | 465 | 465 | 500 |
| Reputational web site | | 465 | 465 | 465 | 500 |
| Fire prevention web site | | | | | 500 |
| Scholarship | 1500 | 1500 | 2000 | 2000 | 2000 |
| Miscellaneous | 500 | 500 | 500 | 500 | 1000 |
| Summit | 5000 | | | | |
| Memorial shadow box | | | | | 1816 |
| | 23050 | 15740 | 19180 | 15356 | 20710 |

Motion was made to accept the budget as amended by the group by Austin, seconded by Keller, verbal vote taken, motion passes.

Steve Heefner reminded that prior to each booster meeting, he tries to accommodate lodging for those traveling long distances and the hospitality.

Good of the Association -

Roby Robertson addressed the group to reminisce about some old times. He talked about some prints available in the Library of Congress on the construction of older buildings done by the insurance industry years ago. He talked specifically about Sheppardstown, WVA. These are Sanborn drawings.

Howard commented on the conflict of interest forms, make sure you read them and designate the proper box and sign.

Director Watson spoke about their problems with the state highway in Delaware to construct and erect a sign in memory of their LODD. Question was asked what the CVVFA could do to further assist states with this matter, maybe a federal code. Jerry Daniels passed out reputational management cards, if additional needed, contact him.

Steve Austin commented on a call from Mr. Novak, the state training Director of Iowa, wants someone to come out and speak, Tom Savage will do.

Curtis Alleman spoke about the junior officer leadership program, 40 students, done by Erin and Tom, will be doing again in conjunction with the state convention.

Steve Heefner announced we have open booster meeting dates for October 2013.

Meeting was adjourned at 2:40pm with benediction given by Assistant Chaplain James Wharry.

Respectfully submitted

Gene Worthington, Recording Secretary