

Cumberland Valley Volunteer Firemen's Association

Board of Directors Meeting January 11, 2015

Halfway VFC MD

The Board meeting was called together by President Robertson at 12:30pm. Walter asked Assistant Chaplain James Wharry to give the invocation and lead the group in the pledge. The delegates had just enjoyed some food provided by our host. Walter asked Steve Heefner to give the welcome, always a pleasure to host this group.

Introduction of Guests

Rick Blair, PP of the MD Fire Chiefs was in attendance.

Roll call by Recording Secretary Gene Worthington with 64 Officers, delegates/representatives and guests in attendance

TITLE	NAME	OCT	BOARD
President	Walter Robertson	1	1
1st Vice President	Hoby Howell	1	1
2nd Vice President	Bill Keller	1	1
3rd Vice President	Rich Brunner	1	1
4th Vice President	Richard Toulson		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	Bob Timko	1	
Chaplain	Charles Barnhart		
Assistant Chaplain	James Wharry	1	1
Attorney	Howard Cohen		
Pennsylvania Delegate	Charlie Myers		1
Director, Pennsylvania (2015)	Donna Welsh	1	1
Director, Pennsylvania (2016)	Mike Whitzel	1	1
Director, Maryland (2015)	Dave Lewis	1	
Director, Maryland (2016)	Robert Cumberland	1	
Director, West Virginia (2015)	Dustin Amtower		
Director, West Virginia (2016)	Randy James		
Director, Delaware (2015)	Harry Balthis		1
Director, Delaware (2016)	Steve Austin	1	
Director, Virginia (2015)	Steve Switzer	1	1
Director, Virginia (2016)	Allen Brennan	1	
Director, New York	Dave Jacobowitz	1	1
Past President	James Watson	1	1
	Totals	19	17
Past Presidents		13	12
Maryland Fire Depts		10	7
Delaware Fire Depts		9	6
Virginia Fire Depts		8	6
West Virginia Fire Depts		2	2
Pennsylvania Fire Depts		14	13
Others		1	1

Reading of Communications

The Secretary read a message from Mike McMichael, chairman of the convention committee for Delaware City, our host for this year's convention. He plans to attend the next booster meeting with a full update on the convention activities.

OFFICERS REPORTS:**President's Report – Walter Robertson**

Walter thanked those in attendance, it is good to see everyone and I want to thank Halfway for hosting our meeting today. I have attended all of my fire company meetings, fund raising activities and training sessions. Also, I have attended all of my county meetings and committee meetings. I have taught a few classes and have gotten a few folks to sign up for the learning center on ResponderSafety. I have attended a few fire company and rescue squad year end banquets. Again, it is good to see everyone and hope all have a safe trip home.

First Vice President's Report – Hoby Howell

Hoby thanked Halfway for their hospitality. Last year in April, the wife and I attended the MIEMSS seminars at Ski Wisp. This year CVVFA will be instructing 2 seminars. Thanks to Greg for his work on this. Hoby spoke on the conference call reference the Honor Guard initiative being discussed.

Second Vice President's Report – Bill Keller

Thanks to Halfway for hosting us, always good to be here. Bill was also on the Honor Guard conference call. I taught a truck company driver operator class. I am looking into hosting the May booster meeting in WV.

Third Vice President's Report – Rich Brunner

Rich was in route to the meeting, tied up in traffic, later sent this report.

Good afternoon President Robertson, Officers, members and friends of CVVFA and welcome to the January Board meeting here at the Halfway Fire Co. A special thanks to the members of the Halfway Fire Co. for hosting our meeting. As usual the hospitality of our hosts is second to none and very indicative of the member companies of the CVVFA. Since our last meeting I have attended all of our company meetings, training and functions. I have also attended training for Emergency Coordinators presented by Perry County Emergency Services and continue to work with our County EMS coordinator. I have also attended our County Fire Association meetings. In addition I attended a TIMS class in October in New Kingstown, Pa. This class was conducted by the PA Turnpike which gave it a slightly different perspective. A major point of concern from all agencies in attendance was why PSP do not wear vests. This generated a lively discussion. I also met with Mr. McNally, PA Gaming Board Commissioner on disbursement of gaming funds and if the formula for where they are disbursed could be amended to include all counties. He indicated that the Legislature is aware of this and that it has been and will continue to be addressed. However, he did not see any changes in the near future due the strength of the legislators in the more populated areas where most of the casinos are located. He did acknowledge that patrons come from all counties. I also met with a gentleman in the Poconos who was selling safety vests along the roadside. He had a large display and he had never heard of CVVFA so I gave him some information and the website. He had some good prices and allot of up to date items including a nine point break away. He had hoped to sell some of the old vests to hunters but the manhunt for Eric Frein put a damper on that. Finally I attended a Wildland Fire Investigator's Training conducted by the National Forest Service and the PA Dept. of Forestry. It was a very interesting class with allot of valuable information for rural fire departments. I wish all in attendance safe travels. Thanks to all for attending this meeting and for keeping CVVFA a front runner in the fire service.

Fourth Vice President's Report – Rich Toulson

Thanks to Halfway for hosting the meeting. I have been busy in DE, many EMS items. We have Candice coming in for a training class later this month. We have many new Officers in the state.

Treasurer's Report – George J. Dove

Thanks Halfway, George provided the following account balances:

Death benefit	900.00
General account	18,852.90
Savings	90,877.74
Net Worth	110,360.64

Financial Secretary's Report – Stephen C. McBee no report

Recording Secretary's Report – Gene Worthington

Thanks to Halfway for hosting our Board meeting today. The minutes from the October booster meeting have been transcribed and sent out for review, grammatical corrections were received. The agenda for the meeting was sent to the President. I continue to meet my local training requirements and attend many meetings, company, county and state. Earlier today, we passed out the conflict of interest papers for signature. We distributed copies of the proposed by-law changes and copies for convention book ads. As always the office remains committed to support the Association.

Home Office Manager's Report – Stephen E. Heefner

As always, I continue to receive correspondence as Home Office Manager and deliver same to respective committees. Scholarship nominations are coming in steady.

Publicity Manager's Report – Bob Timko

Bob was absent, however sent a report, the flyer for convention book ads and a letter for soliciting ads for the book. Handouts were given out before the meeting.

Chaplain's Report – Charles E. Barnhart, Jr. - absent

Assistant Chaplain's Report – James J. Wharry

Happy New Year to all. Since the last meeting, I have sent cards when requested and attended my own company meetings. Thank you to the Halfway VFC for hosting this meeting. Please contact me if you need a sympathy card or thinking of you card sent for one of our members. I have a get well card for an Aetna member and also a card for PP Allen Brennan, will be passed around.

Attorney – Howard S. Cohen – absent

Howard advised us earlier that he would not be in attendance due to a family conflict.

Delegate to Pennsylvania – Charlie Myers

At convention we cancelled our January meeting, next meeting April 10 in concert with the Presidents Council meeting in Lancaster. Through a grant the Association will be giving R&R schools with info on the website. This year will be back up in the Poconos.

BOARD OF DIRECTORS REPORTS

Pennsylvania - Donna Welsh (2015)

Mr. President, members and guests, it is good to see everyone. I am in the process of working with the PA Township Association to educate them on our responder safety programs. I have attended all my meetings and hope everyone has a happy and safe new year.

Pennsylvania - Mike Whitzel (2016)

Officers, members and guests, happy new year. I would like to thank Halfway for their hospitality. I attended my fire company meetings, training, fundraisers and fire prevention programs. I attend my 5 municipality meetings and the school activity sessions on a monthly basis. I was elected to my third term as Chief of the department. We have had several phone conference calls from the Institute and Federation, working on consolidating those two state organizations. I attended the Institute dinner and again I promote the CVVFA.

Maryland - Dave Lewis (2015) was absent

Maryland Robert P. Cumberland (2016) was absent, sent the following report.

President Robertson, Officers, Directors, Members and Guests I wish everyone a Happy New Year and hope you all had a nice holiday season. I also want to thank Steve Heffner and the Volunteer Fire Department of Halfway for hosting this meeting. In November Greg Yost, Robert Timko and I met with Linda Hoover manager of the I-81 visitors center, PA State Trooper and representatives from PennDot to discuss having a highway safety day at the visitors center. The date is set for April 9, 2015 from 10 am till 3 pm. We will have an outside display with a lane block and inside table top and hand out material. Since the convention I have attended my fire department and county association meetings. I attended the Maryland Fire Rescue Education Training commission meeting as a member of the commission. I also attended the swearing in of the newly elected County Commissioners which one of them is a member of our county fire service. I had the chance to meet with Carroll County Commissioners and the Delegates for Carroll County to the Maryland general assembly. The Association has received for the months of October and November a total of \$43.85 for Individual and Organizational membership dues from Emergency Training Associates. The money was sent to Treasurer Dove and the membership request to Financial Secretary McBee each month as I get them. The operation of and ownership of Emergency Training Associates has been transferred to Lou Jordan's son, Lou is having health problems and we need to keep him in our prayers, as he is a great supporter of the Emergency Services and brother firefighter.

West Virginia – Dustin Amtower (2015) – absent

West Virginia – Randy James (2016) – absent

Virginia - Steve Sweitzer (2015)

Hope everyone had a nice Christmas and will have a Happy & Healthy New Year. I have been working to get memberships for CVVFA. Getting information to everybody I can about responder safety. I would like to thank Halfway MD Fire Department for hosting this meeting. Hope everyone has a safe trip home. Hope to see everyone at the next meeting.

Virginia Allen Brennan - (2016) – absent, however sent the following report.

This is to let you know that I will be unable to attend the Board of Directors meeting in Halfway on Sunday. I have just gotten out of the hospital this past Wednesday after a 7 day stay and I do not have the strength to make the trip up the road and back. I had pneumonia and a staph infection and fluid around the bottom of my right lung. I hope to see everyone at the next booster meeting. Wishing everyone a Happy New Year and please be careful.

Delaware - Harry Balthis (2015)

Thanks to Halfway for hosting our meeting.

Steve Austin (2016) absent, however sent a comprehensive written report on all his activities. The complete report was read into the record and is recorded as follows.

Officers, Directors and Fellow Members please find a summary of my current activity. I trust you will have a productive meeting. I will be traveling to San Diego next Thursday for the Pro Board meeting along with Chief Bill Peterson who is handling our application for Accreditation to certify under NFPA 1091 Professional Qualifications for Traffic Control Incident Management. The following week I will attend Jack Sullivan's presentation at the Fire Department Safety Officers Association in Orlando and then work our booth at the FL Fire Chiefs Conference in Daytona Beach. Jack will be teaching there also. Bob Cumberland, Candice McDonald and Bob Romig will be helping also.

Reputation Management: Candice will be speaking at Firehouse World in San Diego this month. Her article on Firehouse.com was the 7th most read article in 2014 which is quite an accomplishment. She, Claudia and Erin always make sure that CVVFA is mentioned as the sponsoring organization.

Responder Safety: Greg and Jerry can provide details but we have been busy with productions and new modules. Check out the new Emergency Vehicle Lighting Module just launched this week. We are preparing for the FDIC, Fire Expo, Firehouse Expo and FRI all in the coming months along with other offerings. Our contract with Federal Highway is being extended into the summer. Tim Taylor is working at least 2 days per week at Federal Highway. Greg can provide financials. Our USFA contract is going

well and we have 2 modules aimed at law enforcement under development. Scanner and Dr. Carter continue to provide outstanding support for ResponderSafety.com.

Accountability: Audit Chairman Jerry Daniels is consulting with our CPA to discuss the concerns raised at our last Booster Meeting on how we can better safeguard our Responder Safety Institute Chief Financial Officer with more checks and balances without negatively impacting our workflow.

Websites: I had hoped to have the new CVVFA.org ready January 1. The designer is still working on the new home page. There is progress. Firefighter Behavior is running well thanks to Claudia Garner. I am working with a young man Colton Matthew of Harrisburg who may be a candidate to help with Fire Prevention. I have sent all renewals to our Treasurer George Dove and request that the bills be paid for the coming year.

Social Media: All social media accounts are current. Jack Sullivan, Candice McDonald and I have completed regular postings.

Members Email Addresses: We still are below 50% of our members email addresses. We also have a number of bad email addresses for members. This increases our postal costs.

CFSI National Advisory Committee: As reported on the website we were voted into the CFSI National Advisory Committee. I will be working with Bob Cumberland and Greg Yost and the folks at IFSTA who are helping us in a cost sharing arrangement with our annual dues.

Topics: Colton Matthew the curator of the R.O.O.M Museum will have his traveling exhibit at the Convention. He will also be addressing the Association. Some of you have met this exceptional 14 year old young man and his mother Kimber.

Keystone Firefighters Conference: We are the official fire service sponsor of this event that takes place in Oaks PA the week following our convention. Full details are at the [Keystone website](#). Both Candice and Jack Sullivan are on the program. We have free exhibit space for two booths and for Colton's R.O.O.M. Fire Museum. Bob Romig is in charge of the Apparatus Muster. There is no cost for our sponsorship. Our expenses are for transportation/room costs for Jack and Candice. It is projected that we can sell a number of memberships at the show as well as showcase our programs.

Strategic Planning Update: Because the plan is work in progress I have not posted it as an article on the website. For those who wish to review it, it may be found as a draft under downloads in the [Corporate Governance Section of CVVFA.org](#). As portions of the plan are approved I suggest we begin to post news stories about the changes on the website.

Branding: As discussed at the October Booster Meeting every opportunity is being taken to include the CVVFA brand. We continue to see the CVVFA mentioned in fire service publications both in print and electronic clearly identifying Responder Safety and Reputation Management as well as the Presidents Council as CVVFA programs. The November edition of the PA Fireman has the April President Council Meeting on the front page. We will be joining the FL State Fire Chiefs as approved at the last meeting. Branding is a high priority. The CFSI/NAC vote raises our profile considerably. We will have an article.

Grants: I am pleased to report that the CVVFA received a grant from the NVFC Foundation for our reputation management program in the amount of \$15,000. This will allow us to present our program across the country. We will be working on the details with the NVFC Foundation. We will be co-branding with the NVFC at these offerings. A request to Holmatro to assist with funding is still pending with no action on their part. This is for a module on extrication safety for the learning network.

An application to the Motorola Foundation to fund a communications module is pending.

We are beginning to prepare our new Fire Prevention and Safety Grant application which we expect to be due in mid-March.

Follow ups and Questions: Please feel free to call, text or email should there be questions or concerns. I plan to be home in time for the April 11 Presidents Council meeting.

New York - Dave Jacobowitz.

Welcome and glad to see everybody. New York is getting started with legislation, however they have not met yet. The Governor will be giving his state of the state. FASNY is working on our recruitment week in April, very important to us.

Past President – James Watson

I would like to thank Halfway for hosting us. We had a real good year last year with our legislation. I attended our workshop and worked on the by-laws with the committee. I attended many meetings and was able to sign up some new members.

COMMITTEE REPORTS

Auditing Committee – Jerry Daniels

There were some questions about the signing of checks by one signature. We spoke with Haggerty and Haggerty, the company that does our financial review about this. They really do not have a problem with a single signature on the checks, reason being all the checks written are documented either by an invoice or some other supported document before a check is issued. They suggest that the signer send an email to the committee chair advising them the OK to forward the check. We also have an internal audit done by our committee at convention.

Constitution & By-Laws Committee – James Watson

We handed out copies of all the proposed changes to all in attendance. Bob would like all to review and send comments back to him. Question was asked reference the voting procedure, vote as whole or individual articles.

Convention Committee – Steve Flickinger

We plan to meet with Delaware City sometime before the next booster meeting to finalize any issues. Our awards vendor business has been sold, however the new owner is very much interested in supplying us with the awards.

Scholarship Committee – Harry Balthis

Anyone desiring to submit an application needs to do so ASAP, March 1 deadline.

President Robertson asked if any other committee needed to address the group, none.

UNFINISHED BUSINESS

Promotional package and agreement with booster meeting partners – Heefner

Now with the proposed by-law changes, these changes may alter the current agreement. I would suggest that we delete this item and if needed in the future to further define.

Classified ads on the web page – Bruner

Rich was arriving late to the meeting.

PA sales tax exemption – PA Directors

Nothing to report.

Challenge coins – Hoby Howell

We have sold enough coins currently to be in the red, need to continue sales.

Chambersburg museum request letter – Heefner

No news is good news, appears this item may go away.

Dues payment system – Cumberland

Bob was absent, no one reported any additional

South East Firemen's Association – Austin

Steve was absent, nothing reported

Membership application form – Cumberland

Bob was absent, nothing reported

Keystone State Firefighters Conference – Austin

This was read from the info from Steve earlier.

Strock resolution - Bruner

Donna delivered the resolution and had an enjoyable social time with them.

Honor Guard – Howell

Hoby reported on the conference call, initiative is a great idea, however cost associated with startup budget is \$5,000. He suggested that possibly some sponsorship could be found. There will be an attendee cost of approximately \$300 per student. No recommendation was made as how to proceed. PP Watson made some additional comments, great class, well worth doing, however the money issue needs to be addressed. President Robertson further addressed some email messages. Several others gave comments, appears to be some outstanding issues that need further clarification before final approval can be given to proceed. Motion to not take any further action with this proposal at this time by Bill Keller, seconded by Bill Mortimer, no further discussion, verbal vote taken, motion passed.

Rich Brunner arrived and provided some comments on his activities.

NEW BUSINESS

The budget proposal was presented for discussion. George gave an overview on each line item. He emphasized the income from dues needs to be much lower, approximately half of our membership is non-paying members due to being lifetime status. Discussion ensued reference each of the categories and line items. There was considerable discussion reference the scholarship funds we have received. The final approved budget appears on the next page.

INCOME

Membership Dues	1000
Company/Department Dues	1000
Convention	
Book ad sales	3000
Trophy Donations	3325
Special Donations	100
Responder Safety	9500
Contract	10000
Interest	100
Miscellaneous	300
Fundraising Sales	
Summit	
Transfer of savings	
Challenge coins	500
NVFC grant	15000
	43825

EXPENSES

Officer reimbursement	
Stipends	1300
Home Office Manager	2000
Financial Secretary	500
Treasurer	350
Recording Secretary	100
Chaplain	50
Assistant Chaplain	50
Convention	
Publicity Manager	200
Convention book	2000
Memorial	300
Trailer signage update	300
President's lodging	300
Host company donation	800
Parade trophies	1200
Parade money	1370
Administrative	
Death Benefits	1500
Booster meetings	400
Presidents Council meetings	200
Official	
Functions/Dues/Reg.	800
Insurance	800
Audit	4500
PA Fireman Magazine	140
CVVFA web site	520
Reputational web site	520
Fire prevention web site	520
Scholarship	3000
Miscellaneous	5105
Summit	
Memorial shadow box	
Challenge coins	
Reputation manage travel	15000
	43825

Motion to accept the budget as shown by Bill Mortimer, seconded by Hoby Howell, verbal vote taken, motion passed.

PP Watson made a motion to approve sending our President or his representative to the CFSI dinner, seconded by Bill Keller, verbal vote taken, motion passed.

Treasurer Dove presented bills for our websites for approval of payment. Motion made to pay same with second by Mike Whitzel, verbal vote taken, motion passed.

Wayne Baker spoke on our application for Apple Blossom May 1, anyone desiring to ride in the parade, let him know.

Steve Heefner spoke about the convention trailer may need some additional work in the upcoming years, fuel for thought.

SUGGESTIONS FOR THE GOOD OF THE ASSOCIATION

Rick Blair of the MD Fire Chiefs invited any CVVFA member to their CFSI hospitality and the MD legislative reception January 29 in Annapolis.

Mike Whitzel addressed a concern reference the state police not allowing to place corner lights on their vehicles, only a 360 degree light on the top. Several commented on their lights, varies state to state.

Greg Yost gave some follow up on ResponderSafety issues. He provided some dates of travel, make some modifications to the booth, always looking for volunteers to man the booth. Hoby would like to have the display for the Miltenberger symposium. Greg continued to speak on the financial aspect of the grants, in the process of creating a new booth for Keystone. Thanks to Halfway for allowing him the closet space for items.

President Robertson announced our next meeting will be March 15 in Lexington, VA. Our host motel will be the Holiday Inn Express North Lee Highway at \$83 per night. The direct phone number is 540-463-7351, mention the CVVFA, block of 15 rooms available. Take Exit 191 off of I81, turn left on Rt11, motel behind the Dairy Queen. The firehouse is about 3 miles going south. We will be having a TIMS class on Saturday with Jack Sullivan as the instructor along with a state trooper.

The meeting was adjourned by motion at 14:50pm. Assistant Chaplain gave the closing prayer.

Respectfully submitted,

Gene Worthington
Recording Secretary