

**MARYLAND STATE FIREMEN'S ASSOCIATION
EXECUTIVE COMMITTEE MEETING MINUTES
AUGUST 13 & 14, 1994
WOODSBORO, MARYLAND**

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The Executive Committee Meeting was called to order by President Richard L. Yinger at 0900 hours at the Woodsboro Volunteer Fire Company's Activities Building. The President called upon Chaplain Damewood for the opening prayer and pledge to the allegiance. President Yinger recognized Ms. Anita Crum of the Woodsboro company who welcomed the association representatives, informing them that this meeting was the first event held in the building. President Yinger recognized the following Past Presidents who were in attendance: D. E. Kirk, 63-64; R. L. Wood, 73-74; C. B. Burton, 79-80; T. L. Tharp, 81-82; C. W. Riley, 83-84; L. T. King, 85-86; C. D. Carpenter, Jr., 86-87; R. P. Cumberland, 87-88; R. H. Shimer, 88-89; J. R. Robison, 89-90; T. A. Mattingly, 90-91; B. J. Smith, 91-92; W. J. Fleshman, 92-93; and P. M. Hurlock, 93-94. The President recognized Junior Vice President Sharon Worthington and June Black (Bessie Marshall Fund) of the Ladies Auxiliary, along with other guests who were in attendance. As a result of several candidates for the office of governor being in attendance, the President turned the meeting over to Chairman Cornell who introduced the following individuals: Lawrence Freeman, Melvin Steinberg, Howard Dennis representing Ellen Sauerbrey, Bill Sheppard, Barbara Cramer representing Mary Bourges, and Parris Glendening. At the conclusion of each candidates short presentation, Chairman Cornell turned the meeting back to President Yinger who went into officer reports.

PRESIDENT - President Yinger gave a briefing on activities since the beginning of his term with the most recent attention being given to the incident at Oldtown Volunteer Fire Company who lost their station as result of a fire. He met recently with Alan Zentz (DNR) regarding concerns and the needed replacement of aging equipment for the Department of Natural Resources. The President reported that on July 8, he had the opportunity to meet with Carrie Faith Brown who is head of the National Fire Administration. The meeting appeared to be very productive. The President reported on the budget meeting and is highly recommending that this process be reviewed. He has discussed his concerns with the vice presidents and they concur that the process needs to be revamped. It is their recommendation to consider a budget chairman and/or officer to oversee preparing the annual budget. The President reminded everyone of several upcoming events, the welfare of members who are convalescing from illnesses. Another matter that continues to resurface is the problem of communications. He is requesting that we improve our communications procedures in order to keep our members informed statewide on all issues. The President of the Ladies Auxiliary, Eloise Busl was recognized and was given the opportunity to comment.

FIRST VICE PRESIDENT - Vice President Fred Cross briefed the membership on his travels throughout the state of which most were covered by the president.

SECOND VICE PRESIDENT - Vice President Steve Cox updated his written report indicating that the officers had met with the Governor and were in attendance on the announcement of the new director of MIEMSS. Also the officers have been informed that they have been invited to attend the regional meetings being conducted by Director Edwards of MFRI.

SECRETARY - Secretary King informed those in attendance of the activities within the office over the last few months. He then provided the assigned duties of the assistants for the year which is outlined in his written report. Secretary Emeritus Burton will continue to assist the office and will be the official convention registrar. He also noted that all committee reports will be labeled in the upper right corner of the report in

order to assist in identifying the report and to keep them in order. This process will be a method to

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assist in the flow of meetings. The Secretary gave a detailed financial report. He also recognized Lee Sachs for his assistance in a related financial matter.

TREASURER - Treasurer Saville provided a detailed financial report year to date and copies were made available to the audience.

CHAPLAIN - Chaplain Damewood briefed those in attendance of the locations of the chaplains throughout the state, advising that if needed do not hesitate to contact them for assistance. He also reported that he had received a few comments regarding the memorial service and will address those concerns with the Convention Committee.

The meeting was then turned over to Chairman Cornell who started with reports from Executive Committee members around the state. George Blanco thanked everyone for contributions that had been received in his area as a result of the Oldtown incident. Richard Brooks expressed his appreciation in seeing many fine fire prevention displays at the various parades he has attended, and commented on the loss to his area in the passing of Lee Elders. Hartwood Cornell reported on the change in administrative officers within the county association, and recognized FCVFRA First Vice President Edith Rinehart. Roy Wood reported that Chief Estep will be retiring.

OFFICE OF THE ATTORNEY - Attorney Powell updated those in attendance on several items of interest that he is working on.

BESSIE MARSHALL FUND - Ladies Auxiliary Chairperson June Black updated those in attendance on the status of the fund.

AUDITING - Chairman Purdy reported that several recommendations need to be considered by the Executive Committee. The first recommendation is that the Convention Fund Account require two signatures or limit the amount for one signature. The committee feel that the Secretary should not be able to sign on accounts. Another item of interest is that all committees must provide an inventory of equipment, supplies or goods that they currently have on hand. The purpose of these requests are in anticipation of the new accounting system being considered. Other items of concern are revamping the budget process and consideration of changing the fiscal year of the organization. Discussion ensued regarding clarification on how the checking accounts function was raised by D. Mooney with explanations from Secretary King, Treasurer Saville and H. Purdy. The following motion was made by D. Mooney and seconded by G. Blanco:

MOTION: That all checks drawn on association funds be required to have two (2) signatures. Passed.

The following motion was made by D. Mooney and seconded by G. Curfman:

MOTION: That the signatures required on all checks drawn on association funds be those of the Treasurer and Assistant Treasurers. Passed.

Chairman Purdy explained that the inventory concerns, not only dealt with accountability and insurance but also with the double entry accounting system they are working on with the Treasurer, Secretary, and Data Systems Committee. Roy Wood reported that Laura Woods of the Special Activities

Committee had informed him that a complete inventory of their items on hand would be provided at these meetings.

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CONSTITUTION AND BY-LAWS - Chairman Fleshman provided a copy of the latest constitution and by-laws to those in attendance and went over the schedule outlined in the by-laws for making proposals for amendments.

Parliamentarian Lee Sachs pointed out that under Article 4, Section 9, that the Secretary has authority to sign checks in accordance with the Constitution and By-Laws. Chairman Cornell suggested that the matter would require additional discussion and research, and that the Parliamentarian bring this up at a later time.

MARYLAND FIRE/RESCUE INSTITUTE - Director Edwards reported on the various activities of the institute over the last several months. Items of special interest were the Training Education Plan which has been distributed to all stations throughout the state; also included in the report is the elements of the training plan that has been discussed with the faculty and staff of MFRI which will be accomplished this year. It is planned to create a model computerized registration system to be used statewide but flexible enough to allow for local capabilities; The updating of several courses, reinstatement of station certificates, and pocket cards to those who complete the major programs within the institute. Director Edwards provided a briefing on capital projects with detailed information on the Lower Eastern Shore project. He thanked President Yinger, Charles Riley and Sidney Merrill for their assistance in securing additional funding in order to get this project on its way. He relayed that the Upper Eastern Shore funds have been secured to acquire land which has been identified, however the property owner is asking above what the state is willing to pay. As a result a special committee of individuals are to meet with the property owner in an attempt to lower the asking price. In the meantime other sites are being considered. The College Park facility was damaged as a result of an airplane accident with repairs in process. Director Edwards reported on the past years training accomplishments and informed that an additional \$300,000. of program funds were received for FY95. This allows for all of the requests for courses in the first six months to be approved.

NATIONAL VOLUNTEER FIRE COUNCIL - Delegate Tharp reported that the next meeting of the council will be in Indianapolis on September 29 through October 1st. In conjunction with the upcoming meeting it is a concern that in future years the meetings will be held earlier than the above dates which will have an impact on acquiring budget funds under the current budget process. Delegate Tharp reported on the success of the Ben Franklin metals and that proceeds to date are approximately \$175,000. As a recommendation to acquire additional funding for the Safety Committee, the Association should request a grant for this type of project. The Council is favorable to safety projects and he felt that a grant request would be an appropriate approach in securing additional funding for the Association. Delegate Tharp referred to the letter received from Chairman McKeon of NVFC regarding the use of the association's area within the MFRI facility. The letter basically again requested the use of space at the Berwyn Heights facility, pending approval of the Association. Discussion ensued regarding this matter with Attorney Powell pointing out that the facility is the principal office of the Association in the State of Maryland. The following motion was made by D. Mooney and seconded by F. Jester:

MOTION: That discussion on the NVFC issue be tabled until the afternoon session. Passed.

WAYS & MEANS - Chairman Means reported that the raffle profited \$19,192.76 an increase of approximately \$2,400 over the previous year. He also thanked those organizations and individuals for their assistance in making the raffle a success. A complete breakdown of sales was presented by the chairman

which shows the sales statewide.

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LOSAP - Chairperson Joan Robison reported that after the last Executive Committee Meeting the LOSAP Committee has been involved in assisting companies that do not have a LOSAP program. Also consideration should be given to reviving SB-664 during the next legislative session.

The meeting was recessed for lunch. After the meeting reconvened discussion was reopened regarding the National Volunteer Fire Council use of the Berwyn Heights facility. The following motion was made and seconded:

MOTION: To deny the use of space by the NVFC at Berwyn Heights.

The following motion was made by P. Sterling and seconded by R. Brooks:

MOTION: To table action on this matter until the January meeting at College Park. Passed.

BUDGET AND REVENUE - Vice President Cross reported that the committee met on July 24th to review and establish the budget submittal for 1994/95. In response to questions from Mark Bilger concerning funds for the printing of the fire laws book, he explained that because of the large turnover within the General Assembly this year, it was decided to delay the printing to next year. In addition to Mr. Bilger's concerns, a lengthy discussion continued on this subject. Continuing his report, VP Cross responded to other questions on various line item concerns. Lee Sachs informed the Executive Committee that the constitution & by-laws (Article 5, Sec. 6) states, reimbursement shall be authorized for attending MSFA committee meetings. VP Cross challenged Mr. Sachs stating that the rate of reimbursement is to be set by the Executive Committee. Discussion continued regarding many line item concerns with VP Cross responding to each accordingly. The following motion was made by D. Mooney and seconded by R. Wood:

MOTION: To approve the budget as submitted on the recommendation of the Budget and Revenue Committee. Passed.

Chairman Cornell recognized President Yinger who introduced Alan Zentz for a presentation. Mr. Zentz gave a brief description as to what the presentation represented and identified the sponsors (National and State Forestry) with the emphasis on fire prevention. He explained that the local forestry officials had submitted Fire Prevention Chairperson Judy White to honor her for dedication to fire prevention throughout the state. The submission was for a Smokey Bear Citation which is issued by the US Forest Service. However, the citation was not granted because they are difficult to acquire, but a recognition was granted. As a result, he presented her with a plaque and a Smokey Bear poster.

FIRE PREVENTION - Chairperson Judy White reported on several projects of the committee designed to increase the awareness of fire prevention statewide. The committee approved to sponsor a fire safety educational seminar which has been scheduled for May 6, 1995, at MFRI headquarters.

SCHOLARSHIP - Chairman Olson reported that the scholarship recipient will be attending Montgomery College for the current academic year. He also noted that many individuals have contacted him regarding the program.

INSURANCE ADVISORY - It was reported that representatives of the committee have been working on the Oldtown incident.

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FIVE YEAR PLANNING - Chairman Robison reported that they have reviewed the objectives of the Association. It is their feelings and recommendation that funding is a major factor in supporting the endeavors which are as follows: statewide low interest loan programs; review the 508 Fund distribution; review administrative fund requirements; and review the Emergency Assistance Trust Fund program. There will be a meeting on October 6 at 1830 hours at the Laurel Volunteer Fire Department to discuss these matters.

RECRUITMENT & RETENTION - Chairman Flinn recognized Past Presidents Fleshman and Hurlock, and Presidents Yinger and Busl for their support to the volunteers that they represent. As part of his report he referenced the partnership of the MSFA, Governor's Office on Volunteerism, and Allstate Insurance Company in the overall effort to support many projects that the committee is involved with. One of these projects, is the video tape that will show the involvement of the fire/rescue services throughout the state. Many individuals were recognized who have contributed to making this production a success. The first viewing was presented to those in attendance.

AWARDS - Chairman Graf reported that the committee will be publishing a booklet in cooperation with the Secretary's Office to consolidate the various awards and it will be distributed to all member companies. Secretary King reported on research he and C. Burton had done on the recipients in past years of several awards and provided information and questions on insurance coverage for many of the awards of the association. Considerable discussion ensued concerning the display of awards in order to establish some type of consistency and interest.

17 STATE CIRCLE - Chairman Ferguson reported that everything appears to be okay and that a detailed report will be provided at the October meeting.

STATISTICAL - Chairman Worthington reported that this year was better than in the past, however 43 companies failed to return their reports to the committee. Next years annual report will be mainly in the same format.

FIREFIGHTER OF THE YEAR - Chairman Harris reported that most of the committee's activities begin in January and information will follow accordingly.

TRANSPORTATION - Chairman Hetz indicated that several companies have not been certified. However the committee is working with area coordinators to resolve the matter.

DATA SYSTEMS - Chairman Jackson reported that they are working with the Transportation Committee. He also reported that they have several pieces of equipment in need of repair and will be working to purchase additional equipment.

TOBY'S DINNER THEATER - Vice President Cox reported plans are being made for next years event. After discussion regarding the annual event VP Cox was requested to continue planning and report back accordingly.

VOLUNTEER FIREFIGHTER'S ROOM - It was reported that locks have been changed and other security measures have been taken to protect the artifacts.

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HISTORICAL & ARCHIVES - It was reported that convention coverage materials are available and are on display at today's meeting. New forms have been developed in order to sign out historical material.

FIRE LAWS BOOK - Chairman Bilger reported that he is still trying to acquire information from the former chairman. Secretary King relayed that he had written a letter to the previous chairman as directed by President Yinger.

FORESTRY - Alan Zentz provided a update as to what has taken place in the western part of the United States. He also reported on the assignment of detailing staff to assist other areas indicating that normally those assisting are of equal numbers, meaning that fifty percent of the personnel are volunteers. He also stated that the Presidents attended a meeting to discuss the equipment dilemma that the forestry department is currently experiencing across the State. In addition to his oral report, he requested that special attention be given to his written report regarding many matters and the budget concerns. The following motion was made by R. Wood and seconded by P. Hurlock:

MOTION: That the Treasurer make a \$300. deposit for the Toby's Dinner Theatre event. Passed.

MFRETC - R. Shimer indicated that at their next meeting they will discuss the concerns of replacing 911 equipment and the associated expense.

NFPA OVERVIEW - Chairman Huttenloch reported that a presentation was made by union representatives requesting changes in the response time (NFPA) between career and volunteer departments. He also reported that there is still discussion on manning standards. Additional follow up will be provided at the next meeting. Other items of interest are that new standards on wild life firefighting qualifications are in the making as well as infectious disease control standards.

The meeting was recessed until 0900 hours August 14, 1994. The meeting reconvened at 0900 hours August 14, 1994 with Chaplain Damewood identifying many individuals who are currently ill, recovering or are scheduled for medical attention and those that have passed on. He provided prayer requesting that we continue to remember those mentioned. President Yinger opened the meeting welcoming those in attendance and acknowledged Past Presidents Baker, Burton, Riley, King, Carpenter, Cumberland, Robison, Mattingly, Kirk, Wood, Smith, Fleshman, and Hurlock. He also recognized Sharon Worthington and Nancy Cox from the Ladies Auxiliary. The meeting was then turned over to Chairman Cornell. Chairman Cornell made a few opening statements and announcements and called for the continuation of committee reports.

SAFETY - Chairman C. Mattingly reported that the committee had met on June 27 to discuss the plans and budget for the upcoming year. The video shown at the convention was reviewed and it was determined to continue with the same concept. A concern of the committee is the mass of handouts on entering the convention center by the escalators. As a result, a proposal will be made to the Convention Steering Committee to place all materials in the safety bags which will provide one complete package in order to improve excess to and from the center. He addressed concerns over the budget and requested that the reduction of \$1,500 be reinstated. Also he reported that the committee has sent a letter to the NVFC

requesting a grant for the production of a safety video. In his closing remarks he recognized committee member James Jeffas who passed away on August 3, 1994. The following motion was made by P. Sterling and seconded by F. Jester:

MOTION: To reinstate \$1,500. to the Safety Committee budget.

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The following motion was made by D. Mooney and seconded by G. Blanco:

MOTION: To table the motion until the October meeting in order to allow time to receive input from the Ladies Auxiliary. Passed.

Considerable discussion took place in conjunction with the Safety Committee issue and the budget process. Many comments were made in regards to the issues. It was concluded by President Busl of the Ladies Auxiliary requesting that representatives of MSFA attend their next meeting, present the issue and in her opinion the matter will be resolved.

PRESIDENTIAL VEHICLE - Chairman C. Mattingly reported that the new vehicle was purchased for \$14,476 from Chriswell Chevrolet of Gaithersburg. The 1993 station wagon was disposed of by bid with the highest bid being received from the Kensington Volunteer Firemen's Fund for \$13,700. As a result, the net cost for the new vehicle was \$1,046.

Chairman Cornell recognized President Yinger who introduced Ms. Margaret Hughes representing the MBNA America Bank who presented a proposal to the association on credit cards. The proposal represents the issuance of a Master Card credit card endorsed by the association which will provide a source of revenue to the association based on usage. Upon completing her presentation, time was allowed for open discussion with many interesting comments and concerns. Lee Sachs suggested that if an agreement is recommended, it should be reviewed by the association attorney prior to committing the association to an endorsement. The following motion was made by D. Mooney and seconded by H. Cornell:

MOTION: To authorize the President, with approval from the attorney, to review the legal aspects of the credit card agreement, and to implement if viable and proper. Also that prior to final release, the Executive Committee members are to be polled and apprised of the action to be taken. Passed.

BOARD OF REVIEW - As a result of the Chairman and board members being absent, Secretary King was requested by Chairman D' Camera to present his report. The following requests were submitted for action:

Application #94-09 - Bloomington Vol. Fire Co. - Requests a loan of \$60,000 and grant of \$60,000 with matching funds of \$65,000 to replace a pumper. An additional \$5,000 was provided by Garrett County as required by the State Board of Public Works to meet the funding requirements. The Board of Review Chairman recommends the approval. The following motion was made by G. Blanco and seconded by D. Davis:

MOTION: That the Executive Committee concur with the approval of a loan of \$60,000. and a grant of \$60,000. for the Bloomington Vol. Fire Co. for the replacement of a pumper. Passed.

Application #94-10 (Emergency Funding) - The Oldtown Vol. Fire Co. has a \$270,000 insurance policy

representing both building and contents. As a result of a \$73,000 mortgage liability, debt secured by the building and the need to resolve the debt in order to begin construction funds are needed to payoff the debt. The Board of Review Chairman recommends a \$90,000. grant to support the need of the Oldtown Vol. Fire Co. The following motion was made by P. Sterling and seconded by M. Robinson:

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MOTION: That the Executive Committee concur with the approval of a grant of \$90,000. for the Oldtown Vol. Fire Co. with the understanding that all paperwork is submitted to the Board of Review. Passed.

Application #94-11 - Deep Creek Vol. Fire Co. - Requests a loan of \$170,000. for the replacement of a pumper. The Chairman of the Board of Review recommends the loan request. The following motion was made by D. Mooney and seconded by R. Steger, with the amendment made by R. Brooks and seconded by G. Blanco:

MOTION: That the Executive Committee concur with the approval of a loan of \$170,000. for the Deep Creek Vol. Fire Co. for the replacement of a pumper AMENDMENT: To change the amount from \$170,000. to \$125,000. which is considered to be the allowable funding for a pumper. Passed.

HALL OF FAME - Chairman Baker reported that progress is being made and will follow up with a formal report in January.

OUT-OF-STATE COORDINATOR - B. Cumberland reported that several individuals along with the President attended the State of Virginia Firemen's Convention held in Winchester. He also reported that an application had been submitted to the Secretary in order to join the Cumberland Valley Association. Recommendation is that we join the organization.

NATIONAL FIRE ACADEMY LIAISON - Chairman Cumberland reported that they met with Ms. Carrie Brown, Fire Academy Administrator. Many issues were discussed and there has been several follow up discussions since the original meeting. It was also noted that a formal request was sent to the President of the United States to attend the Fallen Firefighters Memorial function on October 16, 1994.

SPECIAL ACTIVITIES - Chairman D. Carpenter reported that an inventory list has been prepared with a formal report to follow in the future.

CONVENTION - Chairman King reported on upcoming meeting dates and highlighted the convention as follows: Program booklet improvements, honor guard contest, pre-convention seminars, officers banquet, exhibits, registration, opening ceremonies, past president luncheon, fire prevention contest, family picnic, and the joint officers event. He concluded announcing that the final financial report will be provided in October. Roy Wood commented that the financial report was very informative, however the expenses for security were missing. Chairman King indicated that the line item expense was overlooked but that the bill had been paid. Chairman King informed the Executive Committee that he has been contacted about providing input into enlarging the convention center. He explained that his position on this matter is that we should not get involved unless Mayor Powell requests our assistance.

PAST PRESIDENT'S - Vice Chairman T. Mattingly reported that in place of sending flowers on the passing

of a MSFA/MSFALA past president, a donation will be sent to the Bessie Marshall Fund in their memory.

INTER-GOVERNMENTAL EMERGENCY SERVICES COORDINATOR - T. Mattingly reported that he is available to assist the President as needed. Arrangements are being made to meet with Dr. Kirwin and a reception is being planned in Washington.

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EMERGENCY MEDICAL SERVICES - Chairman Wills reported that the committee has been very busy and active. He made a point to refer to the written report for important information in conjunction with his oral report. He represented the EMS Committee at the MSFA Training Committee meeting in Glen Burnie. On July 23 the EMS Committee held a meeting at Berwyn Heights with Steve Cox in order to review the goals and objectives of the SEMSAC plan. Lee Sachs pointed out that there is considerable concern in reference to the draft document that has been prepared and the concern that many of the recommendations submitted by the EMS Committee have been removed. Chairman Wills went on to report that he had attended the "Rollout 94" EMS conference in Pittsburgh, PA. He requested that those in attendance refer to his written report on this matter because of its importance and the effect it has on EMS in the State of MD. Chairman Wills announced that Dr. Richard Acorda has agreed to be an advisor to the EMS Committee. He will assist with the development of ideas and programs. It was suggested that the President of the association take the lead in making the arrangements to hold a meeting with Dr. Bass as suggested by the EMS Committee. President Yinger and Chairman Wills agreed to proceed accordingly. The following motion was made by D. Davis and seconded by F. Jester:

MOTION: To accept the recommendation of the EMS Committee's action items 1 and 2. Passed.

PUBLIC RELATIONS & BULLETIN - Chairman Gatton reported that it has become apparent that there are many news worthy items to print in the bulletin, however cost is a factor which requires many items to be deleted. Assistance was provided by his committee at the convention by providing valuable information throughout the event.

The meeting recessed for lunch. President Yinger reconvened the meeting and thanked the Woodsboro VFC for their hospitality and preparing the meals for the two day meetings and presented to them \$892 to offset the costs. He also extended greetings to President Busl and provided her the opportunity to address the Association. He then turned the meeting over to Chairman Cornell.

STATE FIRE MARSHAL'S OFFICE - State Fire Marshal Gabriele reported on operations of his office and how that relates to the various regional offices. He reported that as of July 1 the State Police separated from the Office of Public Safety and that the Superintendent of the State Police is now part of the Governors Cabinet. As a result of this action, an agreement of understanding has been prepared in order that the cooperation between the two agencies continues. Another concern to his agency is risk management. There are many factors that have brought this on, however the safety of his personnel and their encounters require that additional attention be given to this matter. In reference to the State 508 funds, many counties are delinquent in submitting their reports. The law states that funds will be withheld if the reports are not received. He requested that the individuals responsible for completing the survey that was distributed at the convention be completed. It is a vital link in acquiring information on how the department is viewed by the companies. He reported that the agency has experienced many problems with the commercial fire works displays this year. It appears that some of the problems are related to bad batches of displays received from

China.

Legislative summer study issues are being received. The two that his staff is reviewing, are signs on smoking and the other is on the display of live Christmas trees. The fire code will be updated from the present 1991 version to the new 1994 version. The building code is updated automatically. Several new appointments to the State Fire Prevention Commission are in the process because of two vacancies. The name of Jay Livingston has been recommended to fill one vacancy. The other representative will be recommended from the association and all are appointed by the Governor. He announced that his second six

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year term will soon be ending. The State Fire Prevention Commission by law must submit three names to the Secretary of Public Safety of which one is recommended. The following motion was made by P. Hurlock and seconded by F. Jester:

MOTION: That the Secretary send a letter or recommendation to Public Safety Secretary Robinson on behalf of Fire Marshal Gabriele. Passed.

President Busl made a special presentation to Fire Marshal Gabriele. She informed those in attendance that he gave his Bessie Marshall pin away and she honored him by presenting a new one plus a supply for the future.

BOARD OF TRUSTEES - Chairman Powell reported on the financial status of the benefits program. Treasurer Saville raised a concern regarding the two signature requirement pertaining to the pension checks. The following motion was made by R. Wood and seconded by D. Davis:

MOTION: To reconsider the motion of September 13 to amend the required signatures. Passed.

The following motion was made by R. Wood and seconded by D. Mooney:

MOTION: That an exception be allowed for the requirement of two signatures on all association checks to allow for only one on the pension checks. Passed.

VOLUNTARY CERTIFICATION BOARD - Delegate C. Carpenter gave an overview of the Boards activities and announced upcoming meetings.

M.F.R.I. BOARD OF ADVISORS - Board member Wills reported that they met July 12 with the main topic of discussion on regional reports. This information had been provided to the Executive Committee previously.

LEGISLATIVE - Chairman Riley reminded everyone that this is an election year which means that we all need to contact the candidates and inform them of our concerns. The recent light bill is still being reviewed by the state police in order to formulate guidelines. Refer to the written report on other valuable information. The 1995 General Assembly will convene on January 11, 1995 and there will be a reception on January 23, 1995 for the legislators. He reminded those in attendance to contact him in advance regarding legislative action.

Chairman Cumberland provided an update on federal legislative activity. He reported on the Arson Prevention Act of 1994 and what effect HR 4655 will have on the LOSAP programs.

HAZARDOUS MATERIALS - R. Brooks reported that on behalf of Chairman Terrell a written report had been provided for the Executive Committee's review.

M.I.E.M.S.S - R. Shaefer reported that Dr. Robert Bass was selected as the director effective September 1, 1994. Several vacancies exist in the agency which will not be filled for several months as a result of changes within the system and they becoming state employees as of July 1, 1994. Continuing with his progress report, the inter-hospital transport protocols were completed and distributed to the hospitals. BLS guideline have been reviewed by the EMS Committee of MSFA and are being distributed to the regional medical

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directors for review and input. CRT program standards have been revised to allow a more simplicity standard. CRT's will now be allowed one retest. The EMT basic will continue to be 110 hours of training, however CPR will be eliminated from the program. CPR will be considered a roll out program and the training process is being reviewed along with equipment needs for training aids.

EMS Chairman Wills made several comments in reference to Mr. Shaefer's report specifically in response to the "Rollout Conference"

OLD BUSINESS - EMS Chairman Wills reported that a presentation will be made in October to the Executive Committee which will include the HazMat and Training Chairpersons.

NEW BUSINESS - Chairman Cornell indicated that there are several items to be considered, which are as follows:

Budget - Increase the dues to member companies to \$150.00. Vice President Cross explained his position on this matter and the reasons why an increase should be considered. Chairman Cornell requested comments from the Executive Committee regarding the issue. After a discussion period, the following motion was made by R. Wood and seconded by P. Hurlock:

MOTION: To direct the Constitution & By-Laws Committee to draft an amendment for the ballot at the next convention for a dues increase to \$150.00. Passed.

Budget - Create a new office or an additional Assistant Secretary and/or Treasurer to prepare and take care of the budget. The following motion was made by D. Mooney and seconded by M. Robinson:

MOTION: To recommend to the President that a committee be established to review the budget process and report back to the Executive Committee no later than at the January meeting. Passed.

Another concern raised by Chairman Cornell with the budget process, is the time table. The budget needs to be prepared and implemented in conjunction with the association's fiscal year. After discussion, this recommendation will be part of the special committees charge.

Audit Committees Recommendations: 1) The convention fund checking account should require two signatures. Treasurer Saville reported this matter has been resolved and the account now requires two signatures. 2) The association Secretary should not be on the checking accounts. It was relayed that the constitution & by-laws require this provision, but in actuality the Secretary does not sign checks. 3) Special Activities inventory, which is being done. 4) Revamping the budget process, which is being assigned to a

committee for review. President Yinger announced that the committee members will be: Thomas Mattingly, Gene Worthington, and Eugene Curfman.

Secretary King read a communication from the Armiger department which was referred to the item to the Standards Committee for a recommendation.

Secretary King informed the Executive Committee that they had encountered a copy rights violation with a vendor at the convention. The matter has been referred to the Association's Attorney for action.

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Establishment of rates for overnight travel reimbursement. President Yinger recommended one cent per mile and five cents for overnight stay. The following motion was made by R. Brooks and seconded by M. Robinson:

MOTION: That the Executive Committee set the travel and overnight reimbursement at zero dollars for 1994-95. Passed.

Paul Sterling discussed the purchase of the President's Vehicle through the state bid process and made the following motion which was seconded by R. Wood:

MOTION: That the association continue the practice of using the state bid for the purchase of the President's vehicle as a measure of saving association funds. Passed.

Chairman Cornell presented the recommendations from the last Executive Committee which appeared in the convention program book that requires attention. There are about fifteen items that need to be reviewed. He assigned priority numbers to each item and explained his position on each.

The following motion was made by D. Mooney and seconded by F. Jester:

MOTION: That the Association consider mandating the return of the annual statistical report since the information is needed for association support in Annapolis. Passed.

Past President Hurlock requested that a letter be sent to Dr. Kirwin of the University of Maryland thanking him for his efforts on behalf of the Lower Eastern Shore Regional Training Center, and another to Dr. Bass congratulating him on his appointment as the Director of MIEMSS and inviting him to attend our meetings.

H. Rhue questioned a \$5,000. commitment by the Dorchester County Government for a Board of Review application. It was explained that the State Board of Public Works has established this as one of the requirements to show that the various counties are contributing some sort of matching funds in this program.

The meeting was turned back to President Yinger who presented two concerns, one that all committees provide a written report regardless if they are in attendance at the Executive Committee meetings which the Secretary's Office will handle the notifications, and the other recommendation represents a fund raising program which will be referred to the Ways & Means Committee. After some other announcements President Yinger called upon Chaplain Damewood to close the meeting with prayer. There being no further

business to come before the Executive Committee the meeting was adjourned at 1630 hours.

Respectfully submitted,

Office of the Secretary

Leonard T. King

J. Edward Cross

Robert Jacobs

Gene Worthington