

**MARYLAND STATE FIREMEN'S ASSOCIATION
EXECUTIVE COMMITTEE MEETING MINUTES
APRIL 20 & 21, 1996
EASTERN GARRETT VOLUNTEER FIRE COMPANY**

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EASTERN GARRETT VOLUNTEER FIRE COMPANY

The Executive Committee meetings were held at the Eastern Garrett Volunteer Fire Company in Garrett County on April 20 and 21, 1996. The meeting was called to order at 0900 hours by President George A. "Fred" Cross, Jr. The President asked for everyone to remember the families who had lost loved ones and especially to remember the Damewood family. LA President Sharon Worthington gave update on Joyce Thorne after her recent automobile accident. Father Newman offered the opening prayer followed by leading the group in the pledge to the flag. Welcome was given by the host company Chief Jim Raley.

President Cross gave his welcome, recognized the Past Presidents in attendance consisting of: D. E. Kirk, 63-64; T. L. Reynolds, 71-72; R. L. Wood, 73-74; E. E. Dunn, 76-77; C. B. Burton, 79-80; C. W. Riley, 83-84; R. J. Smith, 84-85; L. T. King, 85-86; C. D. Carpenter, 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; P. M. Hurlock, 93-94; and R. L. Yinger, 94-95. The President then recognized the guests today to include Sharon Worthington, President LAMSFA, who spoke to the group briefly bringing greetings from the ladies. He then introduced other guests in attendance, and then went into officers reports.

PRESIDENT - President Cross presented his written report and proceeded to summarize by commenting that on March 22 PP Les Thompson passed away and asked Leonard to read letter from Damascus VFC. Leonard also added some personal comments of his own. A letter was then read from Les's grandson to the Montgomery County Police Dept. Fred continued his report by praising all those involved with the funeral arrangements for PP Les. He spoke about the passing of Betty Damewood on April 11 and asked all to think of Pierce during this period.

President Cross continued reference the legislative reception held in Annapolis which he considered one of the best. A meeting was held with Colonel Mitchell of the State Police concerning some problems, pledged his support. EMS legislation was withdrawn, Cumberland Valley Association meeting held in Westminster with good attendance. Fred then spoke on the fire station fire in Dorchester County, more about this issue from Board of Review. The President thanked all for the invitations sent, traveled 36,134 miles with 1,856 man-hours of Association activities.

FIRST VICE PRESIDENT - Vice President Cox presented his written report and proceeded to comment on the contents. He reported that he had traveled 31,328 miles and spent 1,888 hours representing the Association at different functions. He reported on attending various funerals and memorial services across the state, specifically remembering Bruce Zembower. Many calls being received reference SB 144, MSFA raffle tickets out for distribution, referred to comments from MSP who stated will work with MSFA rather than hassle them. Steve has been appointed

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to the helicopter replacement task force committee representing MSFA. He commented on the usage of the podium, good PR, been attending various meetings in performance of position.

President Cross gave announcement on the dinner theater at Timonium as reminder. The date will be reserved exclusively for the MSFA if we can sell 200 tickets.

SECOND VICE PRESIDENT - Vice President Danny Davis presented his written report and commented on the topics not previously covered. Danny has traveled 10,740 miles and 500 hours of business since last executive meeting. He expressed thanks to Charlie Wills and Lee Sachs for their efforts on the EMS bill. He also spoke on the convention, thanks to Charlie Riley and Bernie Smith for their outstanding legislation session, SB 804 was passed allowing PG and Howard counties to receive 508 funding this year, tag coordinators are presently updating the records, new standard for tanker-pumper sent to the by-laws committee, condolences to the family of William Windsor, Zembower family, PP Thompson family and Damewood family.

SECRETARY - Leonard King presented his written report, commented on the activities of the office. The office has experienced some difficulty with computers, however thanks to Richard Snader for the assistance. Minutes of the last executive committee and special meeting have been transcribed, copied and mailed. All correspondence handled properly, 1995 Maryland tax form mailed. The Secretary's Office is still receiving forms for use of the red lights. Work has been progressing with plans to publish a new LOSAP manual. Invitations sent to the Governor and Mayor to attend the convention. Credential forms are due back, listing of suspended companies for failure to pay dues was given orally. Reminder to all committee chairs that annual reports for the convention book are due now, working with incoming officers to update the directory, need address changes, elections are due from the counties for Board of Review. Secretary Emeritus Burton will again handle the convention registration, packet information must be back stage by 7:45 am for insertion, proceedings books have been distributed. The Secretary again stressed his office works as a team and thanked the officers for their cooperation during the year. Leonard gave the financial report of funding received, all funds transferred to the Treasurer. Correspondence read from Washington County reference appointments to the Board of Review and Executive Committee. Leonard then spoke on a personal note, he and his father have requested the state ladies to accept an annual award to be presented every year called the Honey Award.

Roy Wood spoke on the past dues companies, Tuxedo Cheverly has dissolved their charter. Paul Sterling reported that a number of people did not receive notice of the meeting.

TREASURER - Bob Saville brought greetings, he then presented a computer print out on the financial accounts with balances. Bob expressed his appreciation for his assistants and asked for questions.

CHAPLAIN - Pierce Damewood was not present. Our sympathies are expressed to him and Karen.

Chairman Mooney opened the meeting by asking for concerns from the various Executive Committee members. George Blanco - Allegany Garrett convention at Midland on June 1, requesting patron ads, Roger Steger - tag forms received in his counties, convention center activities continuing, Herman Rhue - spoke on fire call of corn stalks, question on taxing funds from bingo, Delaware off track betting has had major financial impact on some of the shore companies fund raising activities, Roy Woods - IRS problems, serving on committee requesting slot machines in fire stations, Paul Sterling - expressed appreciation for those attending PP Thompson services, volunteer coalition group meeting with county executive on issues, working on initiative to establish a law change to create a county fire chief, asked Doc Wilson to give update on FLSA resolution, Richard Brooks - banquet circuit winding down, IAFC hazardous materials conference being held at Towson Sheraton, concerned over usage of red lights, great tool, Richard Yinger - great to be here, Gene Curfman - disappointed that Harney had not paid their dues, thanks to the Fire Marshal's Office in solving arson cases, county announced the proposed budget that will increase funding by \$375,000, 911 center will be moving in October, county convention May 18 at Pleasant Valley, Mike Robinson - county executive has appointed a task force to look into 508 funding and make recommendations, press conference held on April 8 to kickoff a new recruitment program entitled "Part time Heroes, Full Time Awards," committee looking into privatization of BLS, recruit class will graduate next week, Hartwood Cornell - will work on delinquent dues, Washington County appreciates the aggressiveness of Frederick County to seek reps on Board of Review and Executive Committee, compliment Damascus VFD on the arrangements for the Thompson funeral, Richard Yinger announced raffle tickets to support Braddock Heights.

Leonard spoke on the usage of the podium, not the property of the MSFA, belongs to the entire emergency services of the State of Maryland, donated from Emergency One Corp in memory of PP Marvin Gibbons.

Chairman Mooney continued with Baltimore County concerns including an update on the budget concerns within the county, future upgrades and purchases, LOSAP increase, \$100,000 increase for turn out gear replacement, increase in SCBA, \$2.5MM increase in revolving loan fund, ambulance placed in service in Lansdowne. He then went into committee and organization reports.

MFRI: Director Steve Edwards presented his written report and started his oral remarks by appreciative of the opportunity to be here today. Steve continued to highlight the report, five year training plan going well, full update at convention. Budget was increased by 3% to \$3.8MM, allow to continue with props at the regional centers, EMT-B additional costs, thanks for the budget support from MSFA. Upper Eastern Shore training center property transfer forthcoming, capital construction project moved forward one year with planning money in FY98

and construction in FY99. Working with the university administration to include funding for renovation of Southern Maryland RTC \$2.4MM. EMT-B pilot programming going well, EMS officer program available in July a 42 hour course lateral entry with Fire Officer course, updating the aerial operators program. MSFA pre convention seminars on line with six different options, booth open during convention. Money generated from the book policy will put \$2,000 per region for non scheduled classes and company drills, this will include costs for expendables at the training centers. MFRI is now on the world wide web includes information on training programs, organizational info, host of others, encourage internet access, will list MSFA as subordinate. Question on the renovation at southern Maryland, decision will be made during the planning process. Question on the book program, 30% purchase, process going well. Question on the Fire Officer training, training requirements differ from certification.

MIEMSS: Dr. Bass presented PP Phil Hurlock with a plaque for recognition of his service on the EMS Board. He also presented EMT-B patches to Charlie Wills, Paul Fabizak and MFRI. He then proceeded to report SEMSAC now has nine active committees, HB507 passed adding a pediatric rep, withdrew HB1052, need to look at some items for next legislative session, report survey regarding the EMS plan discussed, MIEMSS neonatal program update. MIEMSS neonatal program will terminate as of December 31, 1996, will be working Dept of Health and Mental Hygiene in developing protocols as to locations of transports. Steve Cox will be representing MSFA on the helicopter replacement committee with charge to report by August. Dr. Alcorta had a medical directors symposium on February 14-15 in Howard County that went extremely well. AED ad hoc committee chaired by Dr. Alcorta looking at a special study on the usage and evaluation of AED's, Charlie Wills on committee. Dr. Bass gave an EMD program update, trauma standard regulations in final draft awaiting final recommendations from SEMSAC. ALS subcommittee continues to meet very much concerned about the curriculum being developed, BLS subcommittee continues to be very active still in pilot mode. EMS Week May 19-25 planning a press conference to announce by proclamation from Governor. MIEMSS quality management continues to move forward.

EMS: Charles Wills proceeded to announce the unveiling of the reworked draft EMS bill. During the public meetings several issues came forth, each concern has been addressed. Charlie presented the time schedule to reintroduce in next year's legislation, presented at this time to the executive committee for review. Dr. Bass will discuss in open forum the bill during Sunday convention seminar. On June 23 a survey will be mailed to every responder certified within Maryland to establish the statewide support. Question was asked about the police input due to first responder status, Dr. Bass responded by stating that they are looking at a specific curriculum to meet their needs. EMT-B progress is going well, protocol classes starting in May thru July. Charlie expressed his concerns about the DOT training requirements, two major bomb shells. The following motion was made by P. Sterling and seconded by R. Brooks:

MOTION: TO PREPARE A LETTER FOR DISTRIBUTION TO DOT AND OTHERS AS APPROPRIATE TO STATE OUR DISPLEASURE. PASSED.

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Charlie continued with his report, asked Paul Fabizak to speak on federal legislation on reporting to FDA reference equipment failures. Charlie thanked Paul and Lee for their support as the team effort.

Ed Woods spoke on problem in Anne Arundel county, he has been an EMT for 21 years, however cannot practice there. He took an AED course in PG which is not recognized. Dr. Bass stated that MIEMSS would be happy to get involved as AED is statewide protocol standard. Mike Robinson will resolve with Chief Halford.

Bessie Marshall Benefit Fund: Chair June Black presented a written report, gave financial update and listing of cases paid this year, a big thank you to all for consideration and courtesy shown.

President Cross requested that all members take back to their respective companies that donations are needed to support this fund as savings account monies is being transferred to pay pending cases.

State Fire Marshal: Rocco presented a written report, proceeded to express his appreciation to the MSFA membership for their kindness during his recent surgery. He then expressed his appreciation to Chief Deputy Shimer on a one day notice did an exceptional job. He expressed condolences to PP Les Thompson family. Rocco continued by stating for the first time in the agency all positions have been filled, presently have eight contractual employees which will expire on June 30. He gave an overview of work production by numbers of inspections, fee program is maturing getting better, FY96 budget is in cost containment mode. He addressed the FY97 budget constraints, further stated that new employees will be hired by July 1. An Arson Investigation Management Guide will be written by MFRI, a second \$200,000 grant will be requested next year to conduct classes on the role of the fire department in fire investigation. Bomb squad activities are on the increase, spoke on HB 1013 which will allow OSFM the authority to investigate fires in Baltimore City.

Reverend Taugher gave the blessing before lunch. President Cross called the meeting back to order and announced that breakfast will be served Sunday morning at the fire house, asked Chairman Mooney to continue.

Department of Natural Resources: Mr. Alan Zentz introduced Rick Lillard, regional fire manager for the western region Frederick county west. Greetings from Director Jim Mallow, presented a written report. Commented from his report, he stated that a 15% reduction in federal funding, pleased to report funding for new heavy equipment acquisition has happened. Alan gave an update on the fire program review which led to forming task force to develop recommendations for presentation to State Forester. Wildfire responses are down from last year due to wet weather conditions, yearly statistics presented and the 1995 annual report.

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Auditing Committee: Mr. Purdy announced the audit will be done on May 14.

Office of the Attorney: Mr. Powell reported on the NVFC grant license agreement and continuing to work on the credit card program, mailing forthcoming offering line of credit. He further spoke on the Baltimore county bingo audits.

Board of Review: Bill Cooper reported application for approval:

Lakes & Straits VFC 96-06 Grant of \$112,218, loan of \$82,857 for purchase of equipment, recent fire at the facility has caused the request to change to full grant of \$195,075. The following motion was made by G. Blanco and seconded by H. Rhue:

MOTION: TO CONCUR WITH THE BOARD'S RECOMMENDATION. HAND VOTE OF 5 YEA AND 3 NEA. PASSED.

LOSAP: Joann Robison presented a written report of the activities of her committee and stated that things have calmed down now that all counties have in place a LOSAP point system. Open questions still remain, awaiting response from Comptroller's office. Wicomico county requested another meeting with the committee.

Five Year Planning Committee: Chairman Joe Robison presented a written report, spoke on the brain storming session from the last meeting with consensus "It's not broke, so don't fix it." He also spoke on issues to be researched for the 21st century.

Certification Board: Representative Clarence Carpenter presented a written report and spoke on the last two items of the report being MSFPQB booth at the convention and certifications will be done on the spot. The next meeting will mark the tenth anniversary of the board with a celebration held later this year.

Constitution and By-Laws Committee: Chairman Bill Fleshman presented written copies of the proposed by-law changes. A total package of 13 amendments will be presented. Changes presented by the standards committee were divided into individual amendments. Proposal #1 presented by Junior Fire Company of Frederick to change the makeup of the executive committee to 13 members. Proposal #2 presented by Junior Fire Company of Frederick to change the Board of Review to 13 members from 13 regional districts, discussion. Proposal #3 submitted by the Executive committee reference the makeup of the budget committee. Proposal #4 submitted by the Executive committee to establish the office of financial secretary, discussion on time frame to fill the position. After considerable discussion on the matter, the following motion was made by R. Steger and seconded by R. Wood:

MOTION: IF PROPOSAL #4 PASSES, IT WOULD BECOME EFFECTIVE WITH THE 105TH CONVENTION. PASSED.

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The following motion was made by R. Steger and seconded by G. Blanco:

MOTION: TO CHANGE THE WORDING OF ARTICLE V, SECTION 1 TO ADD A NEW COMMITTEE AS OUTLINED UNDER PROPOSAL #5.

The following motion was made by R. Yinger and seconded by R. Steger:

MOTION: TO TABLE THE MOTION PERTAINING TO PROPOSAL #5, PENDING CLARRIFICATION. PASSED.

The following motion was made by R. Brooks and seconded by M. Robinson:

MOTION: TO APPROVE PROPOSALS SIX (6) THROUGH THIRTEEN (13) INCLUDING THE CHANGE IN WORDING WITH THE PROPOSALS FROM "ALL APPARATUS SHOULD" TO "ALL APPARATUS SHALL." PASSED.

Safety Committee - Vice Chairman Lester Downs presented an overview of his written report. He highlighted the video and its progress, problems with NVFC, 1996 convention including the support that will provided at the convention and other general safety concerns. Refer to the written report for details.

President's Vehicle Committee - A overview of Chairman Mattingly's written report was presented by a representative of the Committee. He informed the Executive Committee that the replacement vehicle for the incoming president was on line and that the delivery would be during the first week of June. Also, there has been no interest or sealed bids received on the current vehicle.

Out of State Coordinator - Chairman Cumberland provided a overview of his written report explaining what will be taking place over the next several months.

National Volunteer Fire Council - Director Cumberland provided a overview of his written report informing the Executive Committee that he and Joe Robinson attended the NVFC meeting held in Austin, TX on April 12. He continued by briefing the Committee on the next meeting to be held in Kansas City during August, problems that the Alliance is having, acquiring a grant, changes to NFPA standards, receipt of a partial grant for US Tobacco Co., upgrade of field delivery courses by the National Fire Academy, political discussions with the Dole for President staff, a new video and finally MSFA's submittal for Fireman of the Year award. For details of the aforementioned, refer to the written report. Alternate Director Robinson provided additional comments regarding the report and also stated that Maryland needs to be involved in the Council and it will pay off in the future because we are known as a leader in the fire service.

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Emergency Response Commission - Representative Shimer provided a overview of his written report and highlighted many important points of his report. He provided detailed information on the chemical industry training presentation that was held within the Baltimore area and their

objectives. He continued by referencing others parts of his report and indicated for details to refer to the written report.

Emergency Numbers System Board - Representative Shimer provided a overview of his written report and highlighted the following; board changes, schedule of 1996 PSAP inspections, ten cent fund requests and county information. For details refer to his written report.

MD Fire/Rescue Education Training Commission- Vice Chairman Shimer presented a overview of his written report and there had been two meeting of the Commission since our last Executive Committee meeting. He continued by informing the Executive Committee that there are several changes of personnel on the Commission that will take place for various reasons. He expressed his appreciation to have the opportunity to serve as Vice Chairman and thanked those that have supported him. Refer to his written report for details.

Volunteer Firefighters Room Committee - Vice Chairman Watkins presented a overview of his written report and indicted that an additional member will be added to the Committee next year. Several questions were raised regarding the use of room and if there is inventory of all items within the room. Vice Chairman Watkins responded to the questions accordingly. For details refer to his written report. The following motion was made by P. Sterling and seconded by R. Yinger:

MOTION: THAT MR. BERNARD D. "BUCK" GLADHILL BE BESTOWED THE TITLE OF CHAIRMAN EMERITUS OF THE VOLUNTEER FIREFIGHTERS ROOM COMMITTEE. PASSED.

Fire Laws Book Committee - Chairman Bilger informed the Executive Committee that the information previously reported regarding the purchase of a disk to print the fire laws books is only available after the books are printed. Refer to his written report for details

Fire Prevention Committee - A representative of the Fire Prevention Committee presented a overview of Chairman Wright's written report. He highlighted several projects that are taking place within elementary schools throughout the State and other related fire safety designed programs. Other related fire safety information was presented regarding seminars and upcoming contest at the convention. The smoke detector project for the hearing impaired is progressing and is being work on in conjunction with the Governor's Office. Refer to the written report for detailed information.

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The Executive Committee Chairman turned the meeting over to President Cross for several announcements and requested Chaplain Newman to offer the closing prayer. Sunday April 21, 1996 - The meeting of the Executive Committee was called to order by President Cross at 0900 hours and called upon the Chaplain for prayer and the pledge of allegiance. The

President recognized the following Past Presidents who were in attendance: D. E. Kirk, 64-64; R. L. Wood, 73-74; E. E. Dunn, 76-77; C. B. Burton, 79-80; C. W. Riley, 83-84; R. J. Smith, 84-85; L. T. King, 85-86; C. D. Carpenter, 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; P. M. Hurlock, 93-94; and R. L. Yinger, 94-95. He also recognized several guests in attendance and turned the meeting over to Chairman Mooney.

Board of Trustees - Chairman Riley provided a overview of his written report which encompassed the period of May 1, 1995 through April 30, 1996. The report shows that a total of \$126,906.03 was paid out over the past year. During the past year, there were no new claims for persons injured in the line of duty.

Statistical Committee - Chairman Worthington reported that the submissions of completed forms have been very slow and requested the assistance of everyone to respond accordingly. He indicated that a follow-up notice will be sent out during the month of May.

Public Relations & Bulletin Committee - Chairman Gatton presented an overview of his written report. He stated that his budget had been submitted and that he has been working with the Convention Committee to format the pre-convention issue of the Volunteer Trumpet.

Data Systems Committee - Chairman Snader reported the he has upgraded Secretary King's PC and laptop to WINDOWS. He also stated that his budget does not provide for any new equipment funds. However, he noted that there is still a need for an upgrade of equipment within the Secretary's Office and will be working on that project accordingly.

MFRI Board of Advisors - Thomas Mattingly reported on the status of activities within the Board and indicated there will be information to be distributed after the convention.

Ways and Means Committee - Chairman Means reported that ticket sales are in progress and if anyone needs any information to contact him.

Transportation Committee - Chairman Hetz provided a overview of his written report covering various meetings. He indicated that the appropriate forms have been sent out to all officers for the new plates. He also stated that a new data base has been placed into service, which will assist in generating the new printouts.

Budget Committee - Vice President Cox presented a written report on the Committee's proposals and the proposed budget for FY97. He pointed out that there are several recommendations that

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needs review and consideration by the Executive Committee. He also recommended that approval be granted for several supplemental requests as outlines on page two (2) of his report. The following motion was made by; R. Yinger and seconded by H. Cornell:

MOTION: TO ACCEPT THE BUDGET COMMITTEE RECOMMENDATION AS OUTLINED ON PAGE 2 OF THEIR REPORT UNDER SUPPLEMENTAL REQUESTS. MOTION PASSED.

Hall of Fame Committee - Chairman Gatton provided an overview of his written report and express his sadness in the loss of Hall of Fame Member Leslie B. Thompson. He continued by distributing pins and cards to the Past Presidents and other inductees as appropriate.

Five Year Planning Committee - Chairman Robison provided an overview of his written report and highlighted discussions held on future conventions and NVFC meetings.

Legislative Committee- Chairman Riley provided a overview of his written report indicating that there was a increase of six bills from the previous year. He continued with highlighting the results of the legislative period and the status of each bill accordingly.

Convention Committee - Chairman King and Vice Chairman T. Mattingly gave a complete overview of the upcoming 1996 Convention, reminded all Officers and Chairpersons to turn in their reports, and discussed the construction and renovations at the convention center. Everyone attending the convention is requested to show up early, ride the bus, and use the front ramp. Leonard also asked everyone to come to the convention center on Sunday morning to pick up a free bus pass that will be provided by the Mayor and Convention Committee.

MOTION: TO ACCEPT THE MINUTES OF THE PREVIOUS MEETINGS AS DISTRIBUTED. PASSED.

Chairman Mooney opened discussions with the Executive Committee Members for their recommendations for the coming year, which will appear in the Executive Committee Report in the 1996 Convention Program Book. Chairman Mooney thanked the members of the Executive Committee for their input and cooperation throughout the year. There being no further business to come before the Executive Committee the meeting was turned back to President Cross.

President Cross thanked everyone for their support and cooperation and called upon Assistant Chaplain Newman for the closing prayer.

Respectfully submitted,

Office of the Secretary
Leonard T. King
J. Edward Cross
Robert Jacobs
Gene Worthington

MOTION SUMMARY

MOTION: TO PREPARE A LETTER FOR DISTRIBUTION TO DOT AND OTHERS AS APPROPRIATE TO STATE OUR DISPLEASURE. PASSED.

MOTION: TO CONCUR WITH THE BOARD'S RECOMMENDATION. HAND VOTE OF 5 YEA AND 3 NEA. PASSED

MOTION: IF PROPOSAL #4 PASSES, IT WOULD BECOME EFFECTIVE WITH THE 105TH CONVENTION. PASSED.

MOTION: TO CHANGE THE WORDING OF ARTICLE V, SECTION 1 TO ADD A NEW COMMITTEE AS OUTLINED UNDER PROPOSAL #5.

MOTION: TO TABLE THE MOTION PERTAINING TO PROPOSAL #5, PENDING CLARRIFICATION. PASSED.

MOTION: TO APPROVE PROPOSALS SIX (6) THROUGH THIRTEEN (13) INCLUDING THE CHANGE IN WORDING WITH THE PROPOSALS FROM “ALL APPARATUS SHOULC” TO “ALL APPARATUS SHALL.” PASSED.

MOTION: THAT MR. BERNARD D. “BUCK” GLADHILL BE RESTOWED THE TITLE OF CHAIRMAN EMERITUS OF THE VOLUNTEER FIREFIGHTERS ROOM COMMITTEE. PASSED.

MOTION: TO ACCEPT THE BUDGET COMMITTEE RECOMMENDATION AS OUTLINED ON PAGE 2 OF THEIR REPORT UNDER SUPPLEMENTAL REQUESTS. PASSED.

MOTION: TO ACCEPT THE MINUTES OF THE PREVIOUS MEETINGS AS DISTRIBUTED. PASSED.