

MARYLAND STATE FIREMEN'S ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES

November 2-3, 2002

Shaft, Maryland

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The Executive Committee meeting was called to order at 0900 hours by President Gene Worthington at the Shaft VFC. Chaplain Harvey. Dixon gave the opening prayer for the success of the weekend meeting, and led the group in the Pledge to the Flag. Aaron Winters welcomed the group to Frostburg and to Shaft VFC. V.P. Robert Jacobs introduced the following Past Presidents in attendance: D. Kirk (63-64), R. Dempsey (80-81), C. Riley (83-84), L. King (85-86), C. Carpenter (86-87), R. Cumberland (87-88), R. Shimer (88-89), J. Robison (89-90), B. Smith (91-92), P. Hurlock (93-94), F. Cross (95-96), S. Cox (96-97), D. Davis (97-98), R. Knippenburg (98-99). Guests were introduced including LA President Rosa Maher. The President called upon B. Lay who discussed the activities planned for this weekend here in Frostburg. President Worthington introduced the new people here this weekend.

PRESIDENT Worthington presented and discussed his written report. He expressed sympathies to the families of several in the emergency services for the loss of loved ones, including the passing of Past President B. Harrison Shipley. He discussed the County Association and MSFA Committee meetings he has attended since our last Executive Committee meeting. The officers plan to meet with the newly elected official's right after the November elections. They attended the LA MSFA Fall Conference and he thanked the Ladies for their assistance in selling the Raffle Tickets. He thanked the NVFC for addressing the union issue by appointing an ad-hoc committee on the subject. They will meet with DNR to resolve the filling of the vacant positions in Forestry. Dir. Edwards continues to update the MSFA on issues of our concern. MIEMSS was awarded a \$1m grant to upgrade the FRED computer system, and \$200k to purchase AED's for 9 rural counties. He discussed the statewide emergency communications system and the towers at Lamb's Knoll and Hagerstown that are in jeopardy, and must be addressed soon. He asked for zero fire deaths in October with the help of the Fire Marshal office, and he has asked Budget Committee Chair S. Cox to provide funding for a media blitz to purchase smoke alarms this year at Christmas. He thanked R. Yinger for his help in obtaining surplus computers from State Farm for our use. He thanked Fire Marshal Barnard for his efforts on the successful statewide Boot Drive for the State Memorial. He discussed the state conventions (Delaware, West Virginia, and Pennsylvania) attended. He congratulated Laurel VFD on their 100 years of service, and Preston VFC for their 75 years of service. They have approved 12 individuals to be the fire service reps at MEMA when activated. He discussed his meeting of the MEMA critique of the LaPlata Tornado, and the role of the National Guard when a disaster occurs. He thanked the Maryland Fire Service, Ladies Auxiliary, and R. Siarnicki, for their attendance and assistance at the NFFF Memorial Weekend in D.C., and the Maryland Fire Chief's Association for their efforts in providing transportation and other services for the event. He noted that Bob Hall has resigned as Vice Chairman of the FF of the Year committee, and a replacement will not be appointed.

FIRST VICE PRESIDENT Thompson presented and discussed his written report. He expressed his sympathies in the loss of PP B. Harrison Shipley. He thanked those who

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participated in the Boot Drive and to R. Siarnicki and the Maryland Fire Service for the NFFF services in D.C. for a job well done. He thanked FM B. Barnard and his staff for the great Life Safety Conference at Johns Hopkins APL. He discussed the possible dead end with the Metro Chiefs, which he hopes is not true. They need to get this plan in place. The union issue of career members volunteering on their off time was discussed. Charges have been placed against these volunteers and we need to be there to support them.

SECOND VICE PRESIDENT Jacobs presented and discussed his written report. He presented his itinerary since the August meeting, and he thanked everyone for their individual contributions to the MSFA. He expressed his sympathies to the families of those recently deceased, or have been ill. He thanked the Chaplain Corps for their commitment and dedication when needed. He said the officers continue to attend County Associations and Committee meetings in order to assist as appropriate. He discussed their meetings with the various organizations and that recently with DNR regarding their staffing issue. This issue needs to be monitored as the reduction in their services places a greater demand on our services. He discussed Association and Memorial services attended and he congratulated the new officers of each association. He thanked State Farm and R. Yinger for the 50 computers they donated to the MSFA. He thanked everyone that attended the NFFF and other functions throughout the weekend. Our role was to assist with co-hosting the Friday evening welcome program. He thanked the MSFA for their contributions, the Budget Committee for recommending the funding, and to the Executive Committee for approving the funding.

SECRETARY King presented and discussed his written report. He said they are working with the Data Systems Committee and the Webmaster to ensure that all interested parties are signed up with the broadcast@msfa.org system of relaying information to all interested individuals. The Minutes of the August 2002 Executive Committee Meeting have been transcribed and distributed by means of the website and the broadcast system, as directed by the Executive Committee. He also advised that if anyone that is on the distribution list does not have access to a computer to notify him and he will continue to mail the minutes to those individuals. All official correspondence has been properly received and the appropriate action taken. A mass mailing to all member departments and organizations will be prepared covering the annual dues notice, annual credentials forms, memorial forms, convention and conference events and notices of all awards and their closing dates for the convention and conference. This information will be posted on the website. The next mailing will be about the end of March. Everyone is asked to return the Credentials Forms to the Secretary's Office, the annual Dues payment to Financial Secretary Paul Fabiszak, and the Memorial Forms to Chaplain Harry Hetz. Registration for the 2003 Convention and Conference will start on Sunday morning, 15 June. To aid in this effort, we ask that all departments forward their Credentials Forms as soon as possible, preferably by Website. Departments celebrating anniversaries (25, 50, 75, 100 years) and other special occasions, and special individual recognition awards, should bring them to the attention of the President(s) or the Secretary's Office so a fitting certificate can be presented. The basic transcribing of the 2002 Convention Proceedings Book has been done, and putting them together is proceeding smoothly. The publication of the book will be in the printer's hands in about two

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weeks. The finished product will be distributed as soon as possible. Each officer, committee chairperson, and organization representative is reminded they need thirty (30) copies of their reports turned in to the Secretary's Office prior to the Executive Committee meetings. President Worthington and Chairman Kurtz have requested that each committee and organization turn in a written report at each Executive Committee meeting. He also listed the deadlines for the various awards. He thanked the Assistant Secretaries for their continued assistance and services provided to the Association.

FINANCIAL SECRETARY Fabiszak presented and discussed his written report for the Direct and Indirect Funds Balances as of 26 October 2002, the Current Period, and the Year To Date Totals. He discussed the General Funds, the State of MD Appropriation Fund, the Convention Fund, the Scholarship Funds, Loan Payments, and Trustee's Relief Fund, and the Total Income. He said the Dues notice has not yet gone out, but they have received some payments already for 2003. He said the Audit meeting was last Thursday. He said the financial reports are now ending one week before the meetings. He said the Low Interest Loan money for this year has not yet been received.

TREASURER Shuhart presented and discussed his written report. He said it was a good Audit last week with only a few errors that were corrected. He presented his report for the period July 1, 2001 thru 30 June 2002 discussing the General Funds, MLGIP Funds, Receipts, and Disbursement balances. He listed the; Budget, Expenses and Balance for each committee and allowance. The report shows the financial status of the Convention, Scholarship, Low Interest Loan accounts and the disbursements (name and amount) of the Trustees Account.

CHAPLAIN Dixon presented his written report and discussed his activities since the August meeting (68 Incidents or involvements, 3 Alarms involving deaths, 3 Funerals conducted for Firemen or family members, and one wedding). He discussed the meetings attended and his visit to the Snow Hill gas explosion Firefighters and families in Baltimore and Salisbury. He worked with officials in the 911 Program in Wicomico County and the Salisbury Muster. He attended the Delaware State Convention, the NFFF program in D.C. and the Ladies program in Jessup. He, H. Hetz, G. Grimm and their wives attended the Federation of Fire Chaplains Conference in Atlanta Georgia in October. He also included a report on the Chaplains Conference. The following motion was made by S. Hales and seconded by J. Ferguson:

MOTION: To send a Certificate of Appreciation to the Chief Chaplain of the Regional Medical Institute for their services with the Snow Hill incident. Motion was approved by all.

TRUSTEES Chair Shimer presented and discussed his written report. He said that benefits are continuing for Randy Holland (injured on 29 July 2002) when a tree fell on him. His estimated injury time was three months; however, he is not yet ready to resume his occupation. The claim extension has been approved by the Board. The claim for Michael Tucker was paid (\$704.15 from 27 October to 31 December 2001), with a continuing claim approved from 1 January to 1

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March 2002 for \$650.00. He was released by his doctor effective 1 March 2002. The Board is now completing forms for benefits from the Snow Hill gas explosion and P. Hurlock is working with the Department on this as they had 8 members injured, but they have yet to receive a claim for benefits. The Ocean City Fire Department has submitted the names of two members for the George Colburn Cup Award for 2002. Additional applications should be submitted to P. Hurlock. The Board sent a letter to Jeffrey L. Dieter Jr. advising him of the status of his education benefits. He is entitled to \$2500 per school year of which he has expended \$1895 at Goucher College. Mr. Dieter was advised to explore the possibility of the Edward Conroy Memorial Scholarship Program. The City of Salisbury Fire Department advised the Board of the Fire and Rescue Service Survivor's Educational Endowment and Scholarship Fund. Its purpose is to provide scholarships to any department of the fire and rescue personnel killed in the line of duty in New York on September 11, and surviving dependent of a Maryland, Delaware, or Virginia fire/rescue or dependent of an active, retired, or life member of the City of Salisbury Fire Department. The scholarship shall be used only at Salisbury University. The scholarship is available on an annual basis and is renewable. The Board has requested an increase in its annual allocation in an effort to increase benefits to both the spouses and children of those injured and killed in the line of duty. The Bessie Marshall Fund provides \$150 per week and tops off at \$750 for a total of five weeks. Their short-term benefits are greater than the Trustees are paying due to the lack of funds. As of 31 October 2002, since 1 July, the Board has paid out \$52,900 to spouses and children for death benefits, \$1,888.36 for educational benefits, and \$996.66 for Line of Duty benefits for a total of \$55,787.46. He discussed the Trustees Guide previously given to each department, and he recommends they be put where they can found easily. He discussed the use of non-sprinkled motels used by the MSFA members, which is contrary to what we preach thru our Fire Prevention Program. He also mentioned the recent use of the MSFA label by the K. Townsend campaign committee, and how did they get it. He said we should not be labeled as endorsing any one candidate. The following motion was made by S. Hales. No second, Motion was withdrawn. L. King said his office did not give any candidate the labels, but he does give them to committee chairs and officers as requested. No one present admitted to giving out the labels to any candidate.

ATTORNEY R. Powell had no written report. R. Powell said he needs an Assistant and K. Ferguson has volunteered to fill the position. After discussion, the following motion was made by D. Cox and seconded by W. Donaldson:

MOTION: To authorize the By-Laws Committee to construct a By-Laws Amendment to create the position of Assistant to the Attorney for the MSFA.

Discussion: L. Sachs said there is already in the Constitution and By-Laws authorization to include an Assistant to the Attorney. The position can be appointed by the President. Based on this information, the motion and second was withdrawn. The President appointed Katie Ferguson to the position of Assistant Attorney. The following motion was made by L. Sachs and seconded by D. Cox.

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MOTION: To approve the appointment of K. Ferguson to the position of Assistant Attorney. Motion was approved by all.

R. Powell said that K. Ferguson has been assisting him with the application for the exempt status for the MSFA Foundation, which was created for several purposes and is viable for the Scholarship money. She is also working on trying to conclude the trade mark for the MSFA. She is also working with her new firm to be able to work with Roger on the closing of the loans for the Low Interest Loan Committee's Program. He said that since the meeting in August, there have been two more Low Interest Loan Closings (Kent Island and Lexington Park). He said there are two loans approved but not yet closed (Friendsville and Fairmount). He has been advised by G. Curfman that the Charter for Fairmount has now been amended to permit them to borrow the needed money. He has received almost \$1000 from MBNA, which has been turned over to the Financial Secretary. Article 38A is being rewritten, and he is receiving a copy of each section of the article. It will now have a Title in lieu of being a numerical section. He said the new Fire laws of Maryland Book have been reviewed by him and there is no substantive changes in it (other than the Article 38A change). He has been authorized to have the book printed and it should be ready by the February meeting. He said that Katy is also working on the Memorial Pin design being copyrighted. S. Hales asked about our contractual relationships with some of our vendors (Nextel, etc). Roger said he has written to Nextel and he has received no reply from them. He has also heard nothing from the FF Advantage Program. A portion of the contract from the FF Advantage Program was given to him by President Worthington to review and he has advised the President of his disapproval of the substance of the contract, as it needed to have changes made. R. Powell discussed the Low Interest Loan Program closing expenses and the matter of who pays these expenses, MSFA or the Department making the loan? L. Sachs said the expenses asked for, should be "up to \$300", and this should be deferred to the Low Interest Loan Committee. G. Curfman said the Department requesting the loan, pays this expense. K. Ferguson discussed the copyright for the Memorial Pin; she asked who owns it now? R. Powell said the Foundation owns it. She said the Safety Committee asked about their use of copyrighted material to be distributed? The answer is NO. She said it can be used in a training session, but not as a general handout.

WAYS & MEANS L. Jonske discussed the listing (given to the Executive Committee) of the status of the \$10k Raffle. They have attended different functions selling tickets.

BESSIE MARSHALL FUND President Maher discussed the written report submitted by Chair Joyce Thorn. She read the monies received and disbursed since 1 July 2002. In just under three months, they have had 24 cases totaling \$17,550.00. They thanked everyone and asked for their continued support of the Fund.

SHOCK TRAUMA J. Spearman and B. Johnson presented and discussed their written report. J. Spearman discussed Patient Admissions showing FY2002 vs. 2001 (243 over last year), the Actual vs. Budget Year to date (226 over last year), Beds Occupied by month, OR Cases (Variance of 66), and Patient Divisions. B. Johnson discussed the Domestic Violence Awareness Month of October. A one day seminar was put together by Shock Trauma entitled "Domestic

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Violence” about Building Awareness and Shaping Response. It was a joint venture with Emergency Medicine as well as Shock Trauma. They had Remarks speakers as well a Guest Speakers, and Breakout Sessions. She discussed the Domestic Violence Presentation with Pyramid 2002 (Tri-County EMS Conference) with 200 EMS providers in attendance. She discussed the Key Points of the Presentation and the Evaluation Comments obtained. She discussed the Educational Programs for the first quarter with 15 Tour Groups, ALS Skills Lab (2 sessions and 27 EMS providers), the Observation Program with Paramedic Students, and the Fourteen On-Site Clinical Programs.

MIEMSS Dr. Bass presented and discussed his written report. He said as of 3 October 2002, Washington County Hospital has met all of the required standards for a Maryland Level III trauma center, and they have been reinstated by MIEMSS. He said that MIEMSS continues to investigate the need to ensure that patients being transported receive the appropriate level of care. FRED (Facility Resources Emergency Database) is an Internet-based application designed to speed up the gathering and disseminating of critical information during major incidents or mass casualty events. They are now accepting application forms that enable hospitals and other health care organizations to access FRED. The facilities must provide a computer, an internet connection, and place the computer in the Emergency Department for 24/7 alerting and access. A grant of \$900,000 has been approved to enable expansion of FRED and the development of E-MAIS. For further information about FRED, contact John Donohue at 410-706-3996. He said MVERS (Maryland Virtual Emergency Response System) is a joint project partnered with MSP, MIEMSS, and MEMA. The system is a CD that allows quick and easy access to information in order to expedite a response to a critical situation. He said that MIEMSS awarded a grant for AED placement in nine (9) designated rural jurisdictions in Maryland. He said EMS companies and units that BILL patients will need to comply with the HIPAA Privacy Rule by 14 April 2003. The Rule is a set of requirements for using and disclosing patient health care information. They are an extensive and complex set of regulations. He discussed cardiac specialty care saying future initiatives might be that patients with documented myocardial infarctions could be transported to “interventional specialty centers” and that MIEMSS would establish designation requirements for those centers. There are currently 203 approved layperson AED facilities in Maryland with a total of 386 sites. Supplemental equipment and annual refresher training requirement changes have been approved by the EMS Board and should be implemented by January 2003. Semi-annual refresher training with a scenario based practice drill every 12 month are now required. The American Heart Association and the American College of Sports Medicine recommended health clubs and fitness centers place AED’s within their facility and receive the necessary training. The Authorized Caller Procedure has been implemented and will begin on 2 November 2002 and continue until 1 April 2003. This Procedure requires pre-approved administrative level hospital staff to call MIEMSS to place a hospital on Yellow Alert. The objective is to minimize unnecessary Yellow Alert declarations. MIEMSS has procured the servers and Operating System software for the E-MAIS system and the Department of Justice grant will assist MIEMSS in implementing E-MAIS. MIEMSS is now preparing a report on the issue of funding for replacement helicopters for the MSP, and a plan for the inter-facility

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transport of patients by private helicopters and the MSP. He said the final federal regulations on the ambulance restocking safe harbor, were published 4 December 2001. He said that supplies cannot be billed by both the hospital and the ambulance, and that parties on both sides of a kickback, can be held criminally liable. The updated protocols have been submitted to the EMS Board for review, and should be available for distribution in late January and become effective 1 July 2003. President Worthington asked about the Collar Program and when the laptops will be made available for the pilot program? Dr. Bass will check on this and let him know. FRED has already been hooked up with a number of pilots at several facilities. C. Wills said the E-MAIS will not be use lap tops in the ambulances. Dr. Bass said this will be worked out.

EMS Chair Wills presented his written report and discussed their meeting of 2 November 2002. He said the tower (one of three) on Lambs Knoll is falling down. MIEMSS is seeking to replace the tower with a new state-of-the-art 180 ft. tower capable of handling the newer communication's antennae. The second tower is a newer tower located at the MSP/SHA complex just outside Hagerstown. They are trying to obtain permission from the Harper's Ferry Conservancy, to erect the new tower. The Conservancy has a letter campaign mounted to the Governor, etc. which has stopped all progress on the new tower. The EMS committee is unanimously asking the Executive Committee to also endorse the new 180 ft. communications towers on Lambs Knoll and at Hagerstown. The following motion was made by L. Sachs and seconded by B. Huttenloch:

MOTION: To support the recommendation made by the EMS Committee to endorse the new 180 ft. communications towers on Lambs Knoll and at Hagerstown, and all other towers being pursued. Motion was approved by all.

C. Wills discussed meeting of 21 October 2002 to discuss a possible Protocol concerning commercial helicopters, and who could call them, when they could be called, and how contact would be made with them. He discussed the NFPA Standard 450 Committee meeting on 9 and 10 November 2002 in New Orleans. He requested funding for the trip to New Orleans for a total not to exceed \$725.00. He understands this has already been approved. On 13 October 2002, the EMS Committee reviewed the proposed Seal of Excellence – Maryland Voluntary Ambulance Inspection Program. As part of this review, ambulance inspection was discussed. He discussed the program and said the problem with the inspection, locally, is the inspection should require the removal of all wheels (not just two) and a complete inspection of the breaking system. He said if a service cannot afford funding for the required vehicle inspection, then that inspection (not the cost for repairs) should be provided through the state at no cost. This way all services could subscribe to the inspection program. D. Ramsey (MIEMSS) discussed the vehicle inspections and their costs. He discussed and listed the companies that have not completed the required paperwork from last year's grants, and the funding for this year's AED grants is being withheld. This list was published as a request to the Executive Committee to contact the identified companies in their area and request a representative either contact their MIEMSS coordinator or Sherry Alban's office at 410-706-3145.

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MFRI BOARD OF ADVISORS C. Wills had no written report. He said everything is straight at the new headquarters, and the new building at Southern Maryland is almost ready.

FIRE MARSHAL B. Barnard presented and discussed his written report. He said to set the record straight, the mailing labels (list) did not come from his office. He discussed the 2002 Mid-Atlantic Life Safety Conference and thanked the MSFA and the State Fire Prevention Commission for their support and co-sponsorship of this year's conference. The planning committee for next year's conference will be on Tuesday 30 September 2003 at Johns Hopkins. He expressed his appreciation to the Maryland Fire Service who helped make 2002 Fire Prevention Week a success. He said for the period January thru September 2002, the fire deaths in Maryland were 47, as compared to 57 for this same period in 2001. He said his office did join in the change your clock, change your battery campaign this year. The City of College Park enacted legislation on 8 October 2002, to require sprinkler systems in all existing privately owned fraternities and sororities within the city limits. This is required to be installed no later than three years from 29 October 2002. He said the Harford County Council approved legislation prohibiting the sale, possession, and use of Ground Based Sparkling Devices in that county. He discussed the ten vacancies in the OSFM. Four of the vacancies are Deputy Positions, five are Fire Safety Inspectors, and one is a clerical position. The Agency has requested an exemption for the five Fire Safety Inspectors. Ms. Linda Bounds has been appointed Office Secretary III. She began her employment on 16 October 2002 in Salisbury. He discussed the guidelines for Haunted Houses. They have now made their first revision of these guidelines, and copies can be obtained from headquarters at no charge. He discussed Corn-Maize amusement attractions that until now had no guidelines. They have now developed guidelines as the minimum fire and life safety requirements for their operation in Maryland. He discussed the success of the recent Memorial Boot Drive and their support of the project. He reminded everyone the MFIRS 4.1 will change to MFIRS 5.0 effective 1 January 2003. Any Department that has not made plans for the transition should contact Ms. Kathleen Rose or Richard Kosko for assistance. He said they do still have 12 companies that have not yet reported their statistics. He discussed the gas explosion in Snow Hill that injured 13 fire fighters. He said on 9 October 2002, PG County Bomb Squad recovered improvised explosives from a University of Maryland dormitory in College Park. On 18 October 2002, the Waldorf VFD discovered a pipe bomb while responding to a building fire. The homemade device was rendered safe by the (OSFM) Bomb Squad. He cautioned everyone to such devices. On 24 October 2002 two 18 year olds and one 20 year old, were arrested in connection with the arson of a vacant home in Queen Anne's County. One was a volunteer with Kent Island.

MSP AVIATION Major Lewis had no written report. He discussed the sniper incident in Montgomery County. They flew 66 dedicated missions on this issue which ended with the apprehension of the suspects. He discussed the situation at Washington County Hospital and the increase of their calls because of it. He thanked the departments in that region for their cooperation during that time. He said their Medivac requests are up by 188 calls so far this year. He discussed the commercial carriers situation and the goals of MSP (Do not put MSFA members in such a position to have to decide what kind of helicopter responds to a call, they

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want to make sure MSP Aviation provides the kind of service the citizens have paid for, and they want to make sure they are not causing negative outcome to any of the patients). He thanked L. Sachs and C. Wills for their support in these goals. He discussed the Snow Hill incident and the subject of Workers Comp when one of the persons injured was a state employee, and he thanked President Worthington for his help in this matter. L. Sachs thanked Major Lewis (and Captain Lee) for their teamwork with MSP and MIEMSS regarding the response issue. It is not final, but the proposed document looks good at this time.

DNR M. Mitchell presented and discussed his written report. He reported they have responded to 723 wildfires so far this year that burned 4,823 acres of forest, marsh and fields. During early September they had several large fires on the Eastern Shore. An Open Air Burning Ban was implemented on 27 August at the direction of the Governor, and remained through September. It was lifted on 17 October. He reported that Bob Hartlove is retiring with 28.5 years of service. He has accepted a training position with the USDA Forest Service for the twenty northeast states. Interviews will be conducted in the next two weeks to fill both the Eastern and Southern Regional Fire Manager positions through internal promotions. The Eastern and Western Fire Specialist positions remain vacant due to the hiring freeze. They have conducted two Basic Wildland FF courses. Other Basic courses will be offered in late winter and early spring (2003). The Wildland Fire Camp is tentatively set for 31 May – 1 June 2003. The two new rollback transport trucks were delivered in September. The two new transport and Tractor/Plow (Dozer) units are now in service in the Southern and Eastern regions. VFA funds are currently being distributed to fire departments that received a grant award in August. They have distributed \$76,000 directly to fire departments from the federal fiscal 2001 grant monies. This amount is higher than previously reported at the August meeting. He listed eight companies that have not submitted the required paperwork by the 1 November deadline to receive their funding allotment. This date has now been extended to 2 December 2002. He submitted a list of those departments that received grant awards and other VFA funds were distributed for federal fiscal 2001. This fund totaled \$108,000. The other VFA funds consisted of \$10,000 for Nomex Coveralls, Rural Water Supply for \$17,000, and Wildland Fire Camp for \$5,000. They are currently waiting for the federal fiscal 2002 grant monies that were frozen due to the summer's fire season expenses. Funding advice should be given in the next couple months for the federal 2003 VFA program. L. Gilroy discussed the grant applications mailing list as all departments did not receive theirs. L. Downs discussed the letters not in on time (in 30 days) saying some cannot even get a permit in 30 days.

Chaplain Newman offered the blessing for lunch and after lunch the meeting was called back to order by Chairman Kurtz.

MEMA Chair F. Cross presented his report and written list of the 186 companies reporting on the MEMA Survey. He did attend the Tornado review in La Plata with not much reported on what MEMA did or did not do. He discussed the Survey and was disappointed in the lack of participation. The survey dealt with Turnout Gear, computers, printer, Pentium II, how alerted, and C/D siren use. He thanked everyone on behalf of his wife (Pat) and himself for their sympathies and support when her mother died. President Worthington said the twelve applicants

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submitted by MSFA to the MEMA board (to serve after a disaster) have been approved, and they are now waiting for a training program from MEMA for them. They discussed the departments that do not have a computer and according to the survey, about 92% of them do have a computer.

MFRI S. Edwards presented and discussed his written report on significant events that have occurred since the August meeting. He discussed the Southern Maryland Regional Training Center construction progress as it is almost completed and the Grand Opening will be conducted in April 2003. The 2002 report will be mailed out to each of the Executive Committee members. He discussed the downturn of the number of students this year from last year's figures. He said this is probably due to the economy, etc. There was actually an increase in the field program students. MFRI is working to coordinate its terrorism response training with fire departments in the state and other affected agencies and interested groups. The terrorism response courses are being conducted along with additional seminar based training opportunities. They have established three categories of training opportunities to pursue at this time: (a) Concentration on the need for emergency responders to understand and utilize their local emergency response plans and their incident management systems. (b) Training and familiarization on the equipment provided to local jurisdictions by the federal government and the use and safety precautions when using the equipment. (c) Special operations training designed to deal with terrorism response actions and consequences. The subject of Operations Security will be presented as well as how emergency responders can protect themselves during these events. He said the Fire Act Seminar was conducted last week and Rep S. Hoyer said Maryland is not getting its fair share. There have been fewer applicants this year than last and there was more money available this year. He said Maryland was 12th for grants received this year. He said we need to see more money and more applications. The seminars will continue and the membership needs to be encouraged to submit the applications for the grants. Registration for MFRI classes has a 20 day mark before the class starts to decide if the class will go or not. He asked assistance by ensuring the students register as soon as possible and adhere to the 20 day provision. He listed the upcoming seminars for November 2002. He discussed the need of academic inspired research to solutions and new technology regarding training and the goal of this effort will be to develop and support research that will affect FF safety in a positive manner through the use of advanced technology in an effort to reduce FF deaths and injuries. These goals are: (a) Bring together University based resources in a coordinated fashion to generate solutions using proven research methodologies. (b) Develop solutions incorporating new and current technology in all aspects of FF safety. (c) Evaluate the effectiveness of the solutions utilizing real world fire incidents and scenarios. (d) Make the solutions and technologies available for commercialization in a cost range affordable to the fire departments. They are looking at various ways of raising the money to make this all possible. They hope to fund this through private-public partnerships and federal and private sector grants. No state budget money will be a part of this program. S. Edwards asked that the MSFA support and endorse this proposed program. The following motion was made by F. Jester and seconded by C. Abrecht:

MOTION: To support and endorse the MFRI FF Safety Research and Development of solutions and new technology as discussed by Director Edwards (above). Motion was approved by all.

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President Worthington discussed the office space previously offered to MSFA, and recommended we release this space back to MFRI for their use. The following motion was made by D. Alexander and seconded by B. Huttenloch:

MOTION: To release the office space, previously offered by MFRI, back to them to use at their discretion. Motion was approved by all.

AWARDS Chair R. Graf had no written report, but did discuss the deadlines for the different awards, which will be printed in the Bulletin. He asked about a badge type award (award to be worn on the uniform) for the FF of the year. Several different types of this badge (or commendation Bar) were discussed. The different uniforms in the state was discussed and it was noted that the MSFA adopted a uniform standard several years ago and this should be looked into by the committee before making the decision of the award type. The committee was asked to work on this and bring back their recommendation to the February meeting.

AUDIT Joe Robison presented and discussed the written report from Chair E. Dunn. He said the records of the Treasurer and the Financial Secretary were reviewed on 31 October 2002. The Trustee account was also reviewed for vouchers and expenditures propriety. All records were in good order and found to be accurately reported and recorded. It was noted the Budget this year again had some over expenditures that should have been approved by the Executive Committee. They recommended the Budget Committee review and make corrections in the 2003 Budget to cover the committees that were overspent in the 2002 Budget. The Independent Audit report was reviewed to be positive for the year ended 1 July 2002. They still feel the Independent Auditor statement that the Executive Committee has the right to overturn the convention actions. The convention funds were restricted by convention action and cannot be overruled by the Executive Committee. We will have a review by the Independent Auditor again this year, and the Form 990 is prepared by the auditors. The Department of Assessments and Taxation have confirmed that all Form Ones have been filed and the Corporation remains in good standing. They have recommended the Executive Committee consider a By-Laws change to read there shall be an Audit Committee and/or an outside Independent Auditor appointed. They also feel it is unfair to the Treasurer and the Financial Secretary to be required to submit records to two audits. L. Sachs said the outside audit is done every five years and the need of the Audit Committee is still needed, therefore, he does not support the need of a By-Laws change at this time.

EMERGENCY ASSISTANCE TRUST FUND Chair Moltrup presented and discussed his written report. He reported the committee met on 9 September 2002 at Fairmount VFD with ten Board members and LIRLAB chairman G. Curfman present. They had four applications for loans as:

Application 03-01 Vienna VFC for \$50,000 for 20 sets of turnout gear and 10 SCBA units.

Application 03-03 District 16 VFD for \$59,200 also for 20 sets of turnout gear and 10 SCBA units. These two applications were very similar so they were considered at the same time. They were bid on two different specifications, and the Board determined the specifications being used by District 16 VFD were more in line with current standards and they suggested both

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departments use those specifications. Because of insufficient funding, they were not able to fund these Applications fully. They did agree to fund both at the same amount with a grant of \$24,595 each with a \$5,000 match required from the county for each to purchase 10 sets of turnout gear and 5 Scott 4.5 SCBA for each department in accordance with the bids obtained by District 16 VFD. In the case of Vienna VFD, this also imposed the condition they amend their By-Laws to include a non-discrimination clause prior to submittal to the state.

Application 03-04 Oldtown VFD for grant of \$138,000 and a loan of \$60,000 with matching funds of \$41,000 from the department and \$5,000 from the county. Because of the limitations of funds the Board felt they did not have sufficient funds available to provide the funds requested. G. Curfman was there and they decided to approve the grant of \$138,000 with matching funds of \$108,000 to be provided (as \$41,000 match from the department, \$60,000 loan from the Low Interest Loan Board or commercial sources) and \$5,000 from the county. The condition was that they obtain the additional funding as outlined. The LILB did approve the loan of \$60,000 on 10 October 2002.

Application 03-02 Mt. Vernon VFC for grant of \$174,600 and a loan of \$116,400 for a building to house their apparatus. This is an emergency situation as the present engine bay area is collapsing and something needs to be done soon. They had not included in their initial submittal, a sprinkler system and the Board advised them they cannot approve funding for a non-sprinkled facility. Mt. Vernon said they had an estimate of \$30,000 additional to include a sprinkler system. They also advised the Board they had a \$77,000 Community Development Block Grant (CDBG) that was in its final approval stages. They also did not have the \$5,000 approved from the county, but were told it was required. This was another combination agreement with the Board and the LILB, and the Board approved a grant of \$199,600 with matching funds of \$198,400 to be provided (as \$77,000 from CDBG and \$116,400 from the LILB) and \$5,000 from the county and an approved sprinkler system is included in the proposed building. He has since been informed the estimate for the sprinkler system had increased to \$105,000 which would require re-evaluation of this whole package. The increased estimate is being looked into by Art Spencer. They agreed to approve the package as before with the \$30,000 for the sprinkler system, then later they can approve the additional funds.

Based on approval of Applications 03-01 thru 03-04, there would be \$66,926 remaining in the Emergency Trust Fund account for the remainder of FY03. The following motion was made by S. Hales and seconded by W. Donaldson.

MOTION: To approve the recommendations made by the Emergency Trust Fund Board for the four Applications (03-01 thru 03-04) as presented. This is based on the approval of loans from the Low Interest Loan Board. Motion was approved by all.

LOW INTEREST REVOLVING LOAN BOARD Chair G. Curfman presented and discussed his written report. He said the committee received four applications for loans from the FY2003 state appropriations for a total of \$838,750. W. Donaldson said his company is one of the applicants for a loan and he asked to be recused from voting on the loans. The following applications were acted on as:

1. Ellicott City VFC (to replace a squad) for \$303,750

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2. Odenton VFC (to replace an engine) for \$275,000
3. Norrisville VFC (to add onto the firehouse) for \$200,000
4. Oldtown VFC (to replace a fire engine) for \$60,000

The Loan Board approved each of the loan requests on 10 October 2002 and requests the Executive Committee to approve the applications so they can be forwarded to the Board of Public Works for approval. They just received the loan application from the Mt. Vernon VFC (for \$116,400) today (2 November 2002) and he has not yet been able to meet with the committee to act on the application. The following motion was made by L. Sachs and seconded by D. Cox.

MOTION: To approve the four loan applications as recommended by the Loan Board (Ellicott City VFC, Odenton VFC, Norrisville VFC, and Oldtown VFC). Motion was approved by all.

The following motion was made by L. Sachs and seconded by D. Cox.

MOTION: To approve that the closing costs for all loans closed after today, the borrower shall pay the MSFA Attorney fees for closing the loan. Motion was approved by all.

The following motion was made by L. Sachs and seconded by G. Blanco.

MOTION: To authorize the MSFA Attorney to charge a closing fee on all loans of up to four (4) hours of overhead time, not to exceed \$75 per hour. Motion was approved by all.

G. Curfman said the committee will meet on the Mt. Vernon application and report back to the Executive Committee. G. Curfman said all required back information has been sent to the State as required (for all of last years loans and for the information not sent on the financial statement of the year the first three companies received their loans). The Board will now be requesting the \$Million appropriation for this year. President Worthington said he has received a letter from the Board of Public Works saying that all of the loans are up to date for the first time in several years.

MEMA W. Mueller had no written report. He discussed the Local Emergency Planning Councils (LEPC) encouraging the fire agencies to have a representative. This becomes more critical as the fee system goes into effect next March 2003. Funds will be going out to the local LEPC's to conduct exercises. They want the volunteers to be on the assessment team and to be sure the equipment available is standardized across the state. He discussed the Citizens Corps (under Freedom Corps) partners with the National Fire Protection Agency. Citizen Corps Councils will be formed at the State level then hopefully in each of the local jurisdictions. They are encouraging someone from the fire side to sit on the State Council. They have just received funding to establish the Councils.

BUDGET REVIEW S. Cox and G. Curfman presented and discussed the report prepared for a Special Executive Committee meeting dated 3 September 2002. This was a result of the activities that occurred at level in August. They did meet on 29 August 2002 and they did review the

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issues and did obtain answers and did adjust the Budget accordingly. He discussed these changes and the final balanced Budget. He said they did recommend that anyone asking action of the Budget Committee have their input to them two weeks before the Executive Committee meeting so they can meet and have their recommendation early in the Executive Committee meeting. They also recommended the establishment of the Low Interest Loan Fund Account. The approved Balanced Budget was \$161,710 and with that they made the modifications and adjustments and addressed the issues currently on the table from the EMS Committee and the request from the President for the hospitality room. He discussed his written report dated 1 November 2002 that gives a better accounting. He presented this report and discussed how the exact adjustments were made and to what office, etc. He said a copy of this report has been given to the Chairs of each of the offices and committees so they will be aware of the status of their budget. They will meet again later today to act on the new issues they have just received, and report on it later in this meeting. He said all committees need to realize they have a budget and they must work within that budget and not go over it. S. Hales discussed a committee over spending his budget. He said we should not pay out more than is budgeted for a committee. J. Shuhart discussed such circumstances that could occur where more money could be paid out than was budgeted. When he gets a Bill, he pays it rather than waiting 2-3 months and then being charged a fee. He feels obligated to pay the Bill, and does so unless told not to. B. Kurtz asked if a voucher program would work? Purchase orders also asked about by L.Gilroy? J. Shuhart discussed the problems with a voucher or purchase order. S. Cox pointed out that there is an Executive Committee member assigned to each committee and this should help to address the matter more closely.

CONVENTION Chair King presented and discussed his written report. He said they have all but completed all aspects of the 2002 Convention and Conference. The areas that presented the most concern to everyone were the lack of attendance during the sessions and the breaks in the main floor program. The time for the Basket Bingo this year will be 1/2 hour earlier. The Steering Committee will be setting the final time lines and dates for the various events (Basket Bingo, Parade, and Exhibit hours). They will also be looking at the Honor Guard Contest, Combat Challenge, Parade Rules, and other portions of the Convention and Conference. The Corporate Partnership Program is still a big benefit that brings in additional funding, participation, and provides the attendees with another look of the Convention and Conference. The dates for the Convention for the next four years were given along with next years date as 14-20 June 2003. They recommend the food contractor have more than one snack bar set up with additional workers during the entire convention. They also recommend a bank card machine be installed at the Convention Center. The Program Book Committee has already started the 2003 book. When the departments receive their packet of information, they are asked to immediately take out their Ad and send it in (Copy Ready). All committee chairs and officers are reminded to have their reports in as soon as possible, but absolutely no later than the April Executive Committee meeting. The Exhibits Committee has already started work on the 2003 exhibits and the packets will be going out to prospective vendors early 2003. He discussed the cooperation of the offices of Ocean City and the Convention Center and he thanked everyone involved with the Convention, for their continued help and cooperation. He said the Grand Hotel will be all ours

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(352 rooms) in 2003, at a cost of \$109 per night. To make reservations, call 1-800-447-6779 and use the code of FIRE2003. He still needs individuals to assist with the many aspects of the Convention and Conference. He said they have video tapes of the opening and memorial service of the 2002 Convention for sale at \$15.00 each.

LEGISLATIVE Chair B. Smith presented and discussed his written report. He said this is an election year, there will be no pre-filed Bills. They will prepare a document that will explain in-depth who the MSFA is. They will work with the President and use his presentation. After elections they plan to distribute the documents to the County Representatives, to be delivered to Senators and Delegates in their county. The committee will distribute the documents to the State (Governor, etc.). He said this system worked well when presented to Trauma Net during the last session. He has been attending the Trauma Centers Funding hearings during the congress recess. The committee is reviewing the system changes in Article 38A, and the attorney's have also been given a copy to make comment on. He again asks that if anyone hears of any proposed legislation that would pertain to the MSFA service, contact him at 410-242-4014, Pager 1-800-504-4122, e-mail bsmith@msfa.org, or contact Co-Chair D. Davis at 301-373-5280, or e-mail ddavis@msfa.org. Everyone is asked to check the MSFA web page for frequent updates.

EMERGENCY APPARATUS LICENSE S. Hales said they are now awaiting the results of the latest recommendations. Everything is slow until after the elections.

PRESIDENTS ASSISTANCE GROUP B. Lay discussed handout brochure available today on lodging for the February meeting in LaPlata. Rooms are \$60 each (double and single). Hospitality room tonight opens at 5:00 p.m. at the motel.

FIRE PREVENTION Chair R. Collins (and T. Collins) presented and discussed his written report. He said the committee met on 27 October at Frederick County Training Center. He discussed the four projects (Mid Atlantic Conference, Hearing Impaired smoke alarms, Place Mats, and Billboards, for a total expenditure of \$10,860.00) they have completed since the August meeting. They have approved T. Collins to continue with two Billboard messages. One is located on I-95 near Baltimore City, and one is on Rt 140 near Westminster. The total cost of these two will be \$3830.00. One sign will have a fire safe holiday message and the other will have a winter heating safety message. He said the committee was budgeted \$15,000 and they have spent \$14,690, leaving \$310. They are requesting \$6,160.00 for two more Billboards they would like to display for January thru March 2003 (one is on the Eastern Shore and the other to be determined). They also plan to continue with the Safety sign at Ocean City again in 2003. He said the school posters displayed here today is from Frederick County grades 1-6. J. Ferguson asked about the use of vinyl signs on state property, and maybe sharing them with other emergency services in the state (MSP, DNR, OFM, etc)? R. Collins said they are looking at vinyl signs vs. paper signs. Their next committee meeting will be on 10 November at Laurel VFD. He discussed the finances and mentioned the \$9,500 grant received, but he can only use it for children and rural areas, and cannot use it for the signs.

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FIVE YEAR PLANNING Chair L. Sachs presented and discussed his written report. They have had three meetings so far this year, and their minutes are now on the website. Their prime mission is to develop a Business Plan. At their last meeting they considered and developed a revision of the MSFA Mission Statement. This will coincide with President Worthington's personal Mission Statement for the MSFA during his term in office, and to reflect the availability and expertise of the MSFA through its officers and committees, to assist individual companies and their memberships in a broad range of activity. He read and discussed the proposed new statement, and recommended its acceptance by the Executive Committee. The following motion was made by L. Sachs and seconded by B. Huttenloch:

MOTION: To replace the existing MSFA Mission Statement with the new MSFA Mission Statement as proposed. Discussion: R. Shimer questioned that portion of the statement relating to the entire membership. He gave an example relating to individual missions. Motion made by D. Cox and seconded by S. Hales to table the motion. Motion to table was approved by all.

GRANTS Chair B. Stone presented and discussed her written report. She presented a list of the Grant Donors. She gave an update of the awards given as of 15 October 2002 under the Fireact Grant. Maryland is doing better as they did receive 23 grants. One company (Long Meadow in Hagerstown) was fortunate to receive a grant both last year and this year, in two different categories. They hope to have all of the awards out by the end of the year. She is in process of obtaining copies of the successful grant recipients. She asked the Executive Committee for help in getting them for her from their area companies. She said some companies are hesitant to part with a copy of their application, fearing someone will take their idea, etc. She discussed her search for the grant listings and the key words she had to use to obtain some of them. She has asked this listing be put on the website. The committee plans to meet in a few weeks to try to brainstorm on how to get more Maryland companies to apply for the grants. She said in the applications it is important to show how the grant will help the community. She mentioned the Baltimore City and County grants received and said most of us are not in the same category, so are not competing with them. She is now working with D. Moonie to find information on the Memorial so they can apply for grants for it.

HAZMAT Chair C. Ray's written report was presented and discussed by R. Brooks. They have been working on the issues of Hazmat Operations training and the compliance issues it raises. They hope by the spring meeting, to have a packet of information prepared for distribution throughout the state. The MFRI Hazmat Weekend is being held this weekend in College Park. Their WMD subcommittee has been monitoring the information reports generated by the Federal Agencies, and are watching the trends so we can be ahead of the curve should the unthinkable happen again. Their next meeting will be held on 18 November at Brooklandville Fire Station (Station 14). They have worked with the Ichiefs on the initiative by the railroad to do away with placarding of railroad cars. The other one is the DOT Emergency Response Guide Book, and they are now working on the Global Harmonization Standard. They plan to come up with a worldwide recognition system for placards. The placard would consist of a picture (tree, fish,

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etc) inside a red diamond. He feels the DOT no longer cares about the emergency responders if this is their attitude toward placards. He discussed Chemtrac regarding information they decide they will let us have on the scene of an incident. They may now have security information, but they may not be allowed to give it to the fire service. He will be attending a meeting in December regarding vaccines for Small Pox. R. Cumberland said the NVFC is also working on the placard problem.

HISTORICAL ARCHIVES V. Chair F. Underwood discussed the 100 year Convention books and none have been sold at the \$20 each price. They are still concerned about these books, and they would like to either give them back to the Convention Committee or give them to the President to give to guests, etc.

VOLUNTEER FF'S ROOM F. Underwood discussed their activities since the August meeting: Installed old Hall of Fame plaque. Upgraded, cleaned and added numerous items to the cabinets. Received LA Hall of Fame plaque to be hung in room next to the MSFA plaque. Worked with Archives Committee rotating stock of new displays. Received numerous items from the Damewood family that will soon be on display with a tribute to Pierce. They plan in the next few months the following actions: More items from the LA-MSFA Fire Marshal and Md. Fire Chief's for display. Complete the Past Presidents pictures so the plaque can be brought up to 2002. New signs for the outside of the doors to the room. Figure out how to get into the Diorama's, they can't get them open. They have also asked for something for the room from MFRI, and they have asked for something from MSFA for the offices at MFRI. D. Cox suggested we put some items at the Regional Training Centers? He has talked to the Centers and they would be glad to do this if they have a way to display them.

INCENTIVE PROGRAMS Chair Joan Robison presented and discussed her written report. She has received no update advisories from any of the companies. Copies are still available of the LOSAP and Tax Incentive Programs for the asking. She said 2002 tax year is nearing an end and she reminded everyone the length of qualifying service reduces to 48 months (in the last 10 years) with the amount of deduction remaining at \$3,500. She reported one company not reporting their qualifying members last year. The company gave the MSFA-P.2.2 to their qualifying members to file, but did not submit their list of names to the County Coordinator for submission to the MSFA. Therefore, their names were not listed on the list submitted to the Comptrollers Office and the Department of Corrections and Public Safety. She talked to Dean Kenderdine (Comptroller's Chief of Staff) about this problem and he said their lists should be sent to him this year, but to stress to the company that they had filed a tax return that did not follow the law and that it was important that they adhere to the requirements set forth in the Bill. If this happens to any company in the future, they will be required to file an Amended Tax Return

INSURANCE ADVISORY B. Cooke said he did not have a written report but did ask about not receiving a hard copy of the August Executive Committee meeting's Minutes. L. King explained

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at the August meeting, it was decided to put the Minutes on the MSFA website and not send out hard copies, unless a written request is received by the Secretary's Office.

MEMORIAL Chair D. Mooney presented and discussed his written report. He has met with the architect, artist consultant, and four sculptors who were the semi-finalists. Following the presentation they made the choice of Mr. Rodney Carroll as the artist to do the sculpture for the memorial. It was noted that Mr. Carroll is a local artist. He passed around the room a photo of the Memorial's design as it will be done. He discussed the recent Boot Drive and thanked everyone who participated. He thanked Hartford County VF&RA for their collection in excess of \$22,200. Approximately \$100,000 was collected. He thanked Pat and Fred Cross for their donation in memory of Pat's mother, Mrs. Gertrude Engle. He said Mr. Ron Peterson, President of Johns Hopkins Hospital, has indicated an interest to help us raise monies for the Memorial. They will also be making a presentation to the Maryland Hospital Association soon. Several companies have scheduled events to raise monies for the Memorial. Another Motorcycle Ride is planned for 27 April 2003. The next meeting of the committee will be on 6 November at Anne Arundel County Headquarters. He said they still have the Memorial Pins for sale for \$10 each. He discussed the help being given by the associated facilities, as example, MIEMSS made 25 copies of the proposal for us, and the legal services from L. Sachs, etc. He said the administrative costs on this project are zero. They have someone who wants to put this on our website and someone who wants to pay for it. He has received \$15,000 from the NVFC. They are planning booths at other functions (other) than our convention in June. They are also considering a miniature of the sculpture model as a fundraiser. The list of the Line of Duty Deaths has been given to the Executive Committee members for their areas, for corrections.

L. Downes read a letter from the Centreville Bank presenting a donation of \$114 for the Memorial.

PRESIDENT'S VEHICLE Chair R. Leftwich presented his written report and said the committee is obtaining prices on the new vehicle for the next year. At the request of President Worthington they are also looking into other types of vehicles (two wheel drive Blazer and possibly a used vehicle). Any guidance from the Executive Committee on this matter would be appreciated. He will take pictures of V.P. Jacobs's vehicle today to prepare the posters for it. These will be published at the next Executive Committee meeting and bids will be accepted until June 13 at 5:00 pm, opened at the meeting in Ocean City on Sunday 15 June, and the vehicle awarded to the higher bidder. L. Sachs said the idea of a used vehicle would be a bid mistake.

Today's meeting adjourned at 1530 hours with the closing prayer by Chaplain P. Walbert. The meeting was called to order on 3 November 2002 at 0900 by President Worthington. The opening prayer and pledge was offered by Chaplain H. Hetz. Chairman Kurtz continued with reports.

FIREFIGHTER OF THE YEAR Chair J. Gatton Sr. presented and discussed his written report. He said they have received letter of resignation (from the committee) from B. Hall Jr. He said they are proceeding with obtaining a jacket for this year's winner and a certificate for all

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nominees as approved by the Executive Committee. They have also approved a form type application for FF of the Year, which will be sent (with a complete copy of the rules) to all member companies. They will also conduct an individual mail out in late January, in hopes of getting more nominations. The nominations are due in by 1 May 2002. They discussed with R. Graf and D. Cox, the proposed uniform medal/ribbon award and will get more information, then meet with all members of the Awards Committee. The new Form is approved (for use) by the Executive Committee. The committee would like authorization and financing to purchase a jacket for M. Harris (Chairman Emeritus of FF of the Year Committee). The following motion was made by F. Jester and seconded by W. Donaldson:

MOTION: To authorize the purchase (cost will be put to the Budget Committee) of a jacket for M. Harris (Chair Emeritus of FF of the Year Committee). Motion was approved by all.

FEDERAL LEGISLATIVE OVERSIGHT Chair Joseph Robison presented and discussed his written report. He said Congress is in recess and should return on 12 November to finish its business. The \$90.9 B Appropriations Bill includes \$450M for the FIREACT Grant Program. The Senate had already approved \$900M for the program and now they will work out the difference in the two Bills. This is already better than last year's funding. So far this year of the \$360M, there have been seven announcements totaling 2756 fire departments awards representing \$170M. The 8th announcement will be made on 15 November 2002. He said the Homestead Security is still being debated with no clear outcome at this time. He discussed PSOB (Public Safety Officers Benefits) Bill S.3114 to extend the current PSOB Program to include public safety officers who die as a result of a heart attack or stroke while on duty. This would extend the time of death to 24 hours after participating in a training exercise or responding to an emergency situation.

MARKETING Chair D. Alexander presented his written report and discussed the status of their projects to date. The promotional CD is currently at MIEMSS getting a mistake corrected, and they are waiting for Johnny Holliday to get back to them so they can get his voice to correct the video. As soon as this is done, the CD will go to MFRI, who has offered to make a CD for each member company of the Association. The promotional brochure is on hold for now as they still have quite a few of the old ones. Their printer is now out of business and they have been tracking him down to recover our graphics disk. A sub-committee will soon be asked to begin work on an updated version of the brochure, to include current information, new pictures, Individual Membership information, as well as other items to promote the MSFA. He said the Customer Survey requested by the president, is currently in the mail. The forms were mailed out last week to each company, and should be returned by 8 December 2002. A media package is being put together containing key contacts, areas of concern and expertise, and telling who we are, what we do, and for what we stand. They are also working with the Public Relations Committee on this. They are attempting to get information on exhibit space at next years Maryland State Fair, Assn of Counties, and the Maryland Municipal League Conventions. The committee's next meeting is scheduled for 13 November at Mt. Airy VFC.

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INDIVIDUAL MEMBERSHIP Chair D. Cox presented and discussed his written report. He distributed some membership cards to those present today, and discussed some of the benefits they now have for the Individual Membership (Pre-paid legal service, Mortgage services, Real Estate services, group life and income recovery insurance, group rates on home and auto insurance, discounts at Bush Gardens, Disney World, Hershey Park, Sea World, Six Flags Great Adventure, King's Dominion, Universal Studio and Blockbuster). He said he has requested from the membership, information as to what types of services or discount programs we would like to see. The list was extremely long, and has been given to Long & Foster. He is still looking for inputs on this. He said they presently have less than 125 members, and asked where they should go now. When they approach a major corporation for their discount, they ask how many members we have. They are now asking for approval from the Executive Committee to endorse the following By-Laws changes:

1. Amend Article I, Section 8, and third sentence of the MSFA Constitution by adding the following: Add "in good standing", Section 2, delete "Alarmers, Canteen" and add at the end "or of Alarmers, Canteen". President Maher said she felt the LA would like to be considered a member of the MSFA but could not speak for the membership at this time. After discussion, it was agreed to have the By-Laws Committee reword this Amendment.
2. Amend Article I by adding a new Section as "The Ladies Auxiliary of the MSFA is a member of the MSFA". After discussion, the following motion was made by W. Donaldson and seconded by L. Sachs:

MOTION: To approve the recommended amendment of the MSFA By-Laws of Article I, by adding a new Section as "The Ladies Auxiliary of the MSFA is a member of the MSFA". Motion was approved by all.

3. Waive the dues of the Individual Membership through 31 December 2004 for the following:
 - a. "Any Individual Member who qualified for a Maryland adjusted gross income modification for income tax year 2002. under the Hon. Louis L. Goldstein Volunteer Police, Fire, Rescue and EMS personal Subtraction Modification Program".
 - b. " Any Individual Member who achieved active status for income tax year 2002 or a later income tax year, under the Hon. Louis L. Goldstein Volunteer Police, Fire, Rescue, and EMS personal Subtraction Modification Program".

After discussion, the following motion was made by L. Sachs and seconded by J. Ferguson:

MOTION: To approve the waiving of the dues for the Individual Membership through 31 December 2004 for any Individual Member as listed above in 3.a. and b. After discussion, motion was approved by all.

D. Cox said the committee is working to revamp the program where the benefits and discounts are separate. They are working with attorney regarding the need to revamp the application to a shorter paper version and to an electronic form on our web site. He said the AFBA (Armed Forces Benefit Association) has proposed a life insurance package for the members of the Fire, Rescue, and EMS personnel in the state. Any questions regarding rates, coverage, or eligibility,

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should be directed to the 5 Star Life Insurance Company. The committee recommends this package be endorsed by the Executive Committee. After discussion, the following motion was made by W. Donaldson and seconded by C. Abrecht:

MOTION: To endorse the Life Insurance package offered by the 5 Star Life Insurance Company as presented. In discussion, it was stated that this is offered to all members of all of the departments in the state. L. Sachs recommended this package also be discussed with the MSFA Insurance Committee. D. Cox said the individual makes all of his own contacts and is responsible for his own premium payments. **Motion was approved by all.**

D. Cox discussed a program called PayPal (an account base system that lets anyone with an e-mail address, securely send online payments using their credit card or debit card). There is no monthly or setup fees, however, PayPal charges business accounts a low transaction fee (that could be passed on to the customer). The committee requests the President and our Attorney be authorized to proceed with acquiring and establishing a PayPal account. After discussion, the following motion was made by L. Sachs and seconded by F. Jester:

MOTION: To adopt the PayPal Program (subject to the approval of the President and the Attorney) and authorize the President and our Attorney to work out the details of its acquisition and use. H. Hetz recommended they consult the Data Systems Committee when looking at this program. **Motion was approved by all.**

D. Cox discussed the Nextel Program and their meeting with them on 10 September 2002 at West Annapolis VFD regarding the regional contact person. Mr. O' Haver has listed the following contact persons as:

Baltimore and Eastern Shore (Mike Dreisdell at 410-365-5923)

Northern, Western, and Mid-Maryland (Kristine Koons at 301-252-5422)

Southern Maryland (Christopher Graff at 301-343-4669)

He reminded everyone of the 10 percent discount off all equipment and no connect fee (provided you go thru one of the above individuals, as you will not get this discount at any of the Nextel stores). If anyone has any problems with them let D. Cox know. W. Donaldson asked about Charter Members and what benefit do they get? The answer is no benefit.

President Worthington introduced Delegate K. Kelly who brought us greetings from Western Maryland.

OUT OF STATE COORDINATOR R. Cumberland presented his written report and discussed arrangements made for President Worthington and himself to attend the Senior Leaders Homeland Security Summit with FEMA Region III in Philadelphia on 12 to 14 November 2002. They are working on obtaining tickets to attend the PFESI conference and dinner in Camp Hill Pennsylvania on 18 November 2002. He presented a list of the upcoming conference and conventions of our neighboring fire associations and the NVFC.

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NVFC Representative R. Cumberland presented and discussed his written report. He discussed the fees to attend the spring and fall conferences of the council. They want to increase the cost for Directors and Alternates to \$100 per person, and \$25 for their spouse and \$125 for each additional person. The next meeting will be in Salt Lake City Utah on 27 – 29 March 2003. The dues for membership within the council to increase from \$300 to \$500, and sustaining member dues from \$500 to \$750. They also approved increase to set the state dues at \$400 for the next two years commencing in 2003. Thereafter, state dues to be increased \$50 per year for an additional two years. The sustaining dues were set at \$750 for the next two years and \$1,000 for the following two years, commencing in 2003. He discussed being with the Grant Review people and reported next year they may have at least two new categories to offer. They are also looking at getting more FF/EMS providers to apply for the grants. This year only 3 percent of applicants came from the EMS (in fire based EMS services). He said the Standards Committee defined the volunteer, combination, and paid departments, and that the volunteers are the smaller number of personnel, of the three. W. Donaldson asked why we need to send at least three persons to the meetings at \$125 each plus the \$400 dues, travel and lodging? R. Cumberland discussed who attends the meetings representing MSFA. W. Donaldson said we need to look closer at this as it is becoming very expensive, and asked is it really necessary to send that many people to the meetings? R. Cumberland said he has again been nominated 2nd Vice Chairman for next year. He discussed his committee and their plans to devise ways to preserve and expand the volunteer fire service nationally. S. Cox discussed his and Bob's actions at the meetings (one goes to one meeting and the other goes to another meeting). He discussed the many challenges the NVFC has with their budget in answer to their increases in dues and meetings costs.

V.P. Thompson discussed the replacement of Mr. Mc Keechen on the Congressional Board of Valor. He asks that the Executive Committee send a letter (under the signature of President Worthington) to President Bush and Congressmen Hoyer, Weldon, Sarbanes, Makulski and the members of the Fire Caucus, recommending that Mr. Ray Sneed (President of Local 36 in Washington D.C.) be the replacement of Mr. Mc Keechen. He said that Ray has been our friend through this whole challenge, and he believes that Ray will look after us. The following motion was made by B. Huttenloch and seconded by C. Abrecht:

MOTION: To support the request by V.P. Thompson and send a letter (signed by President Worthington) to President Bush, Congressmen Hoyer, Weldon, and Senators Mikulski and Sarbanes, and the members of the Congressional Fire Caucus, to appoint Mr. Raymond Sneed to replace Mr. Mc Keechen on the Congressional Board of Valor.

Discussion on the motion made by R. Cumberland saying the NVFC will also be sending a letter asking for a volunteer to be put on the Board. **Motion was approved with 1 descending vote.**

PUBLIC RELATIONS / BULLETIN Chair R. Watkins presented and discussed his written report. He said the committee has been busy gathering material for the upcoming Trumpet. They have been busy with the NFFF Memorial weekend in Washington D.C. and he thanked the committee for their work. The committee will next meet on Sunday 8 November. He asked everyone to keep them abreast of their e-mail address and each time the address may be changed.

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He thanked everyone that has provided them with articles on the different issues that affect the MSFA. He said the next issue should be out before Christmas. He asked anyone having any issues they would like to discuss, or any event coming up before the February meeting. please get it to him no later than this Friday. He discussed the issues of the MSFA and the need to get them to the public and other outside organizations as needed, and not keep them within.

RECRUITMENT & RETENTION No written report. L. King reported their next meeting will be on 13 November 2002. They are having their video CD Rom put on the website for all to see.

SAFETY Chair R. Balta presented his written report and discussed the purchasing of the books on the air bags in vehicles. They would like to distribute them to the company's in the state. They are also looking at obtaining any updates on the books. The books come out annually. One is by the National Air Bag Association and the other is by Holmatro, and both cost about \$150 per copy. This will be pursued and updated at the February meeting.

WATERCRAFT No written report. Chair R. Balta reported the committee has had two meetings and they are now looking at what is going on regarding policy procedures and protocol dealing with both DNR and Coast Guard and the various companies along the Bay, and where responsibility lies and who needs to go on what.

SCHOLARSHIP Chair B. Olsen presented and discussed his written report. He said the invoices for students at Carroll Community College and UMBC have been received and processed for payment. There was a problem at UMBC as those in Accounting and Financial Aid did not receive the word on the scholarship awards. This is now under control, as a copy of the award notification letter of July 2002 has been sent (and received). As of 21 October 2002 the funds due from MFCA for spring 2002 Semester had not been received by the Treasurer, and this has now been given to President Worthington for his action. He said the listing of the committee is incorrect in the new MSFA Directory, and he enclosed a new list with his report. He reminded everyone the scholarship applications are due back no later than 15 April 2003.

17 STATE CIRCLE Chair J. Ferguson had no written report. He said everything is ok at 17 State Circle, nothing broken.

SPECIAL ACTIVITIES L. Woods had no written report. She thanked everyone for their business. She has plenty of the blue shirts available (low on the larger sizes). They will start getting ready for next year after the first of the year.

STANDARDS Chair C. Stack's written report was received (he was not able to be here today). The committee met on 25 August at West Annapolis FD and discussed writing standards for watercraft. They have started reviewing the different types and sizes of rescue boats. They plan to have the completed copies at the February meeting in La Plata.

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STATISTICAL Chair L. Gilroy presented and discussed his written report. He said there is only 88 percent return on the Statistical Reports. He listed those counties that are 100 percent and the companies that have not turned in their report. They have started working on the Statistical Report Book, and hope to have it ready when the legislative session starts in January. He has requested inputs from all committee chairs, but to date he has received no replies. He spoke to MFRI Russell Strickland for assistance in preparing the book, and he has agreed to help with the project. He asked that we use this book to toot our own horn and use the book as an educational tool for the delegates, senators, and ourselves. He presented a draft of the Statistical Report Book with his report. R. Powell discussed the importance of our obtaining the reports from the departments. J. Baer suggested we put pressure on the departments thru the county governments. President Worthington asked each Executive Committee member to contact the truant company in their area this week, then send him an e-mail response on what the company plans to do.

INSURANCE ADVISORY No written report. Chair J. Gosnell said he has worked with a couple counties and have apparently worked out their insurance (and workmen's comp insurance) problems. D. Cox said he will get with J. Gosnell regarding the life insurance policy offered today to all members of MSFA, with the Individual Membership Committee. J. Gosnell asked that the Insurance Advisory Committee be contacted on all insurance issues as soon as they do arise. It will be referred to the Insurance Advisory Committee.

SURPLUS PROPERTY Chair S. Massey presented and discussed his written report. The committee met on 27 October at Crumpton VFC and discussed the items on hand, and the need to better describe the items in the pictures distributed. There was concern on what might happen to the gear if it is left in the boxes in the trailer. There was a small leak in the trailer after the last rain. The committee is working on obtaining shelves for the trailer. The inventory has been sent to R. Snader to be put on the MSFA website. He discussed company's needs and apparently come companies are in need of turnout gear, and they need to get in contact with him (240-216-4116) or J. Fisher (301-645-4347) at Cedarville. He enclosed with his report, a list of the turnout gear (and sizes) on hand. He reminded everyone the items that belong to the Maryland DNR and Federal Government must be returned to the Maryland DNR when the company is finished with it. B. Huttenloch asked about the running gear being inspected? Skip said the company signs an acknowledgement from our attorney, regarding the gear. It is up to the company to have it cleaned. A liability clause is in effect for the surplus property. He said St. Leonard VFD/RS has 30 sets of turnout gear to donate to a company in need of it.

TRANSPORTATION Chair T. Flint presented and discussed his written report. Their major concern at this time is the old black and white FD tags. He still has 312 B&W tags to go after now. He said the MSFA By-Laws require that members obtaining FD tags must be a member in good standing of a department that is a member of the MSFA. If a department is dropped, the Secretary informs the Chair. He asked for clarification on the following items of concern with the FD tags and departments that have been dropped:

1. Is the department required to surrender their tags? Answer – Yes unless they reestablish their membership with the MSFA (pay back dues, etc).

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2. As the committee chair, is he authorized to notify the county coordinators to no longer issue certifications to these departments? Answer - Yes
3. Should notification be sent to the department to surrender their tags? Answer – Yes, thru the county coordinators.

L. King asked about Associate Members of the MSFA? R. Powell said they must be bonafied members of a member department of the MSFA. L. Sachs said we should not be making the FD tags available to anyone other than eligible members of a volunteer fire and/or rescue department (not Associate members) according to the By-Laws. If the department is under suspension (etc) at the time the certifications are given out, they should not be given the certifications. This needs to be looked at further by the committee. F. Cross asked about red flagging of tags by MVA. Tom said the MVA is supposed to take note of the red flag, but do not. Their next meeting is 1 December 2002 when letters will be approved and sent to the individuals, coordinators and departments regarding re-certifications and the printouts for review.

EMERGENCY NUMBERS Chair P. Hurlock presented and discussed his written report. He said Ed Mullikin has been re-appointed (four years) by the Governor's Office and Capt. Charles Summeres of the Hagerstown PD has been appointed to the Board to represent Police Services, and Ms. Jacqueline Harris of PG Dept. of Corrections, will be the member at large on the Board. The Board is completing the Annual Inspections of the PSAP's/9-1-1 Centers, and they are about 50% complete. They have been working to free some of the funds necessary to complete the various projects already submitted for approval and reimbursement. He discussed some of the funds made available and the seven projects (Talbot, Worcester, Caroline, Montgomery, and Frederick Counties) and funds, approved for funding. They are currently awaiting additional information and/or documentation on four (St. Mary's, Montgomery, Allegany, and Baltimore Counties) other projects

MFRTC Chair R. Shimer presented and discussed his written report. The committee met on 17 October at Level VFC. The MICRB has completed their review of the Certification Standards and Procedures for Emergency Services Instructors in Maryland. It will now be implemented and become a part of the COMAR Regulations. The Minimum Training and Identification Consensus Standards suggestions were approved as printed and a copy given to each department and placed on the MSFA website. The EVOC Training Program is still awaiting receipt of the various Emergency Vehicle Operators Programs for review and recommendation to the Commission for approval. The NFSPQ Board will be reviewing the Maryland Certification Program on 7-8 November at MFRI as well as ISFTA in an effort to gain dual accreditation for the system, and he will be attending that meeting. He discussed the scheduled luncheon to honor Don Mooney on 12 December at Snyder's Willow Grove, for his many years of service to the emergency services of Maryland. The committee's next meeting will be on 12 December at the Arbutus VFD.

CHARTER REVIEW Chair R. Shimer presented and discussed his written report. The group had no formal meetings, but has been corresponding by e-mail or direct mail. Copies of

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documents from the Md. Dept. of Assessments and Taxation have been obtained and distributed to each committee member for their review and comment. They are also asked to compare the Charter as it appears in the Annual Proceedings Book. He discussed the last three changes made to the Charter with the last one made on 16 April 1997, however, this listed the Principle Office incorrectly and this has to be changed. He said a report from the Dept. of Assessment and Taxation indicated the MSFA is NOT in good standing, because there is no principle office, nor agent. They came back and admitted the oversight and had their paperwork corrected.

BUDGET REVIEW S. Cox and G. Curfman discussed the budget and the need to get it balanced. He discussed the changes made to the last three pages of the Budget, line by line. S. Cox said with these changes, the Budget is now balanced. The following motion was made by L. Sachs and seconded by G. Blanco.

MOTION: To approve the changes recorded by the Budget Review Committee. Motion approved by all.

S. Cox mentioned the income of the MSFA has not changed in the last seven years, but our expenses in 2002 are much greater. We need to be cautious in the way we do things and of our expenditures, and look at ways to increase our income. President Worthington thanked the Budget Committee and asked they look at the financial report submitted by the Auditing Committee. L. King said maybe we should consider raising the dues of this organization, on a scale proportional to the size of the department, area they serve and population.

ACTION ITEMS - - -

2002 Convention Suspensions – Letter received from the Sudlersville VFC appealing the ruling by the MSFA Executive Committee for actions by the department at the convention in Ocean City was discussed by representation from the department. Members M. Faust, D. Garrett, R. Blackston, and B. Faust presented the appeal at this time. A letter of appeal was also received from the Church Hill VFC. Both departments said the people involved in the incident have been punished, and feel the punishment was too harsh and asked they be reinstated to attend the convention in 2003. They said they did not receive the letter but heard of it instead. L. King said the letters were mailed and none were returned. After discussion, W. Donaldson said based on the fact the individuals involved have been disciplined by their department, the following motion was made by W. Donaldson and seconded by S. Hales:

MOTION: To repeal the suspensions of the Sudlersville VFC and the Church Hill VFC and allow them to participate in the MSFA Convention parade at Ocean City in 2003, due to the fact that the departments have taken action in dealing with the individuals involved.

Discussion: B. Collins of Potomac Heights VFD, discussed the same situation of his department and asked that the repeal also be given to them. He said they have not taken any action against their people involved because they had not yet received the letter from the MSFA. This was not granted for Potomac Heights based on their not having disciplined their people involved in the incident. S. Hales said maybe we should re-send the letters registered. L. King discussed the

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charges and the severity of the punishments. **After no further discussion, the motion was approved by all.**

The following motion was made by W. Donaldson and seconded by S. Hales:

MOTION: To have the MSFA Secretary re-send the letters of suspension to the other involved departments by certified mail, so they may also have the opportunity to present their appeal to the Executive Committee if they so desire. After no further discussion, the motion was approved by all.

After lunch, President Worthington presented a check for \$1340 to the LA-Shaft VFC for the hospitality and meals received here this weekend. President Worthington discussed the Pennsylvania Convention he attended and the support by their Governor for the fire, rescue and EMS services of that state. This is the kind of support we need to be looking for with our new legislators in Maryland. He discussed letter from the Lowes Home Safety Council who has a Fire and Life Safety Educators Hero Award (and the qualification required). He said to look in your department for someone who can qualify.

2. MSFA Mission Statement – The revised Statement is on the table and W. Donaldson said we should leave it on the table until the next meeting.

3. R. Snead – W. Donaldson revisited his vote on the R. Snead agreement by this Board to support him for the Medal of Honor Committee to represent us in the Volunteer service rather than as a union member. He said he later learned that Snead was put on the committee as a union member, and he feels we need a volunteer, not a union member, on that committee. He is asking that for the record, his previous Yes vote be changed to No. So noted. The following motion was made by W. Donaldson and seconded by J. Ferguson.

MOTION: To have the MSFA support the NVFC in their effort to put a volunteer on the Medal of Honor Committee. Discussion: V.P. Thompson discussed the committee and its present members. He said we will probably not get a volunteer on the committee, and should support R. Snead in the position. L. Sachs said we do need to take a stand, but he does not like to support the NVFC, but he does support this motion. L. Gilroy asked why we can't write a letter to President Bush requesting the position be filled with a volunteer. **Motion was approved by a majority vote (1 no vote).**

ROUND TABLE:

B. Huttenloch said that 35 PG County members received letters for the members of Local 36, of their hearing with the Trial Board for volunteering. The hearings will be coming up soon. W. Donaldson discussed happenings in Anne Arundel County, with minor changes in the Chief's group with respect to operational matters in the county. He discussed the multi-alarm fire last night at a townhouse in Odenton. Their policy is to hit the fire hard with the volunteers before the career people get there, so they can put it out. C. Abrecht said a Frederick County Vol. Coordinator position is coming soon in the fire services. J. Ferguson said the Dorchester County Association has a new president, Jeff Hurley and Talbot County has changed its meetings policy

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to every other month. F. Jester said Queen Anne County will change from 3 to 5 Commissioners (5 new people) with the elections on Tuesday. The new Fire Commissioner will have to select the new 911 Director. L. Sachs said Baltimore County received a FEMA Grant toward the career physical exams (not the volunteers). They were told they stood a better chance of getting the Grant if it was worded for the career people only. This is one step toward implementing the MOSH document. B. Kurtz thanked the Shaft VFC for hosting this meeting this weekend. He discussed the NFFF Ceremony in D.C. It was a truly an experiencing event.

President Worthington said everyone is invited to the Christmas Party on 5 December at the Laurel VFC. He asked all committee chairs to look at their goals established in June, and work hard on achieving them. He said there is no program established at this time on the computers donated to the MSFA, and if you need one, send him a letter of request.

The closing prayer given by Chaplain H. Hetz. There being no further business to come before the Executive Committee the meeting was adjourned at 1340 hours.

Respectfully submitted,

Office of the Secretary
Leonard T. King, Sr. PP
J. Edward Cross
Joseph A. Cooper
Ronald E. Watkins
Jacqueline Olson
Louise Dell

MOTION SUMMARY

MOTION: To send a certificate of appreciation to the Chief Chaplain of the Regional Medical Institute for their services with the Snow Hill incident. Motion was approved by all.

MOTION: To approve the appointment of Katie Ferguson to the position of Assistant Attorney. Motion was approved by all.

MOTION: To support the recommendation made by the EMS Committee to endorse the new 180 ft. communications towers on Lambs Knoll and at Hagerstown, and all other towers being pursued. Motion was approved by all.

MOTION: To support and endorse the MFRI FF Safety Research and Development of solutions and new technology as discussed by Director Edwards (above). Motion was approved by all.

MOTION: To release the office space, previously offered by MFRI, back to them to use at their discretion. Motion was approved by all.

MOTION: To approve the recommendations made by the Emergency Assistance Trust Fund Board for the four applications 03-01 thru 03-04 as presented. This is based on the approval of loans from the Low Interest Loan Board. Motion was approved by all.

MOTION: To approve the four loan applications as recommended by the Loan Board (Ellicott City VFC, Odenton VFC, Norrisville VFC, and Oldtown VFC). Motion was approved by all.

MOTION: To approve that the closing costs for all loans closed after today, the borrower shall pay the MSFA Attorney fees for closing the loan. Motion was approved by all.

MOTION: To authorize the MSFA Attorney to charge a closing fee on all loans of up to four (4) hours of overhead time, not to exceed \$75 per hour. Motion was approved by all.

MOTION: To replace the existing MSFA Mission Statement with the new MSFA Mission Statement as proposed. Motion to table was made and approved by all.

MOTION: To authorize the purchase (cost will be put to the Budget Committee) of a jacket for M. Harris (Chair Emeritus of FF of the Year Committee). Motion was approved by all.

MOTION: To approve the recommended amendment of the MSFA By6-Laws of Article I, by adding a new Section as “The Ladies Auxiliary of the MSFA is a member of the MSFA”. Motion was approved by all.

MOTION: To approve the waiving of the dues for the Individual Membership through 31 December, 2004 for any Individual Member as listed above in 3.a and b. After discussion, motion was approved by all.

MOTION: To endorse the Life Insurance package offered by the 5 Star Life Insurance Company as presented. Motion was approved by all.

MOTION: To adopt the PayPal Program (subject to the approval of the President and the Attorney) and authorize the President and our Attorney to work out the details of its acquisition and use. Motion was approved by all.

MOTION: To support the request by V.P. Thompson and send a letter (signed by President Worthington) to President Bush, Congressmen Hoyer, Weldon, and Senators Mikulski and Sarbanes, and the members of the Congressional Fire Caucus, to appoint Mr. Raymond Sneed to replace Mr. McKeechen on the Congressional Board of Valor. Motion was approved with 1 descending vote.

MOTION: To approve the changes recorded by the Budget Review Committee. Motion approved by all.

MOTION: To repeal the suspensions of the Sudlersville VFC and the Church Hill VFC and allow them to participate in the MSFA Convention parade at Ocean City in 2003, due to the fact that the departments have taken action in dealing with the individuals involved. Motion was approved by all.

MOTION: To have the MSFA Secretary re-send the letters of suspension to the other involved departments by certified mail, so they may also have the opportunity to present their appeal to the Executive Committee if they so desire. Motion was approved by all.

MOTION: To have the MSFA support the NVFC in their effort to put a volunteer on the Medal of Honor Committee. Motion was approved by a majority vote (1 no vote).