

MARYLAND STATE FIREMEN'S ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES

December 6-7, 2003
Snow Hill, Maryland

TABLE OF CONTENTS

Presidents Report	1	Miss Fire Prevention Report	10
First Vice Presidents Report	2	Five Year Planning Committee	10
Second Vice Presidents Report	2	Grants Committee	10
Office of the Secretary	2	Hall of Fame Committee	11
Office of the Treasurer	3	Hazmat Committee	11
Office of the Financial Secretary	3	Historical & Archives Committee	11
Board of Trustees	3	Honor Guard Committee	11
Office of the Attorney	3	Incentives Programs Committee	12
Bessie Marshall Benefit Fund	4	Legislative Committee	12
MD Office of Homeland Security	4	Federal Legislative Oversight Committee	12
MD State Fire Marshal's Office	4	Low Interest Revolving Loan Fund	13
MD State Fire Prevention Comm.	5	Individual Membership & Marketing	13
MSP Aviation Division Report	5	Memorial Committee	13
Shock Trauma Center	6	NVFC Issue	13
MD DNR Forestry Division Report	6	Public Relations & Bulletin Committee	14
MIEMSS Report	6	Presidents Vehicle Committee	14
EMS Committee	6	Firefighter of the Year Committee	14
Training Committee	7	Safety Committee	14
MFRETC Report	7	Recruitment & Retention Committee	14
NFFF	7	17 State Circle Committee	14
Awards Committee	7	Special Activities Committee	14
Constitution & By-Laws Committee	8	Standards/NFPA Committee	14
Convention Committee	8	Statistics Committee	15
MEMA Report	8	Surplus Property Committee	15
GMAC/SERC Report	8	Transportation Committee	15
CDL Licensing Committee	8	Watercraft Committee	15
Office of the Chaplain	9	MFRI Report	15
Emergency Assistance Trust Fund	9	Budget & Revenue Committee	16
Fire Laws Books Committee	10	Action Items	16
Fire Prevention Committee	10	Motion Summary	18

MARYLAND STATE FIREMEN'S ASSOCIATION

EXECUTIVE COMMITTEE MEETING MINUTES

December 6 & 7, 2003

Snow Hill, Maryland

The Executive Committee meetings were called to order by President Terry E. Thompson at 0845 hours, at the Snow Hill VFC in Snow Hill, Maryland. The Chaplain from Snow Hill VFC gave the opening prayer, and Executive Committee Chair Alexander led the group in the Pledge to the Flag. President Thompson introduced Snow Hill VFC President E. Shockley, who welcomed the MSFA to Snow Hill. He discussed their new firehouse and apparatus. President Thompson introduced the following Past Presidents who were in attendance: R. Adkins (65-66), R. Dempsey (80-81), L. King (85-86), C. Carpenter (86-87), J. Robison (89-90), P. Hurlock (93-94), F. Cross (95-96), S. Cox (96-97), D. Davis (97-98), R. Steger (00-01), G. Worthington (02-03). The President also introduced other guests in attendance including LA President C.M. Buckmaster.

PRESIDENT Terry E. Thompson presented and discussed his written report. He thanked Snow Hill VFC for hosting our meeting this weekend. He expressed our loss of PP Roy Woods, and the loss of the brother of Rose (Danny) Davis. He discussed the many comments he has received regarding actions taken at the last Executive Committee meeting in Cambridge. He has heard positive and negative comments on the endorsed Regional Concept, and asked that everyone look at the whole picture before making a decision. The second was the decision to not renew our membership in the NVFC in 2004. The letter was sent out by the Secretary's Office last week. He said an organization (NVFC) that does not support the volunteers efforts, serves no purpose. They have given us nothing but lip service. The Executive Committee voted to support the volunteers regarding the injustice by Montgomery County Councilman Knapp introduced. He went to Rockville on 18 November to testify against their Bill. He commended the volunteers of Montgomery County for their show of professionalism. He recommended they do away with the Bill and bring both sides to the table to discuss a resolution that was best for everyone. He has learned they will not vote on this Bill until at least June 2004. The Presidents recently sat down with the leadership of Shock Trauma to discuss the many issues ahead of us. MSP Aviation is still facing the privatization of the most important service they provide to the citizens of this state. We continue to stand beside them with our support on this issue. In October, V.P. Sachs, D. Davis, and Terry had a working luncheon with the MACO Board of Directors, and look forward to the partnership with them. We have a weekly (if not daily) working relationship with the Homeland Security Director of Maryland, Dennis Schrader and Deputy Tom Lockwood, as we continue to support them and their office. The Legislative sessions start next month and our Legislative Committee has developed a new brochure (showing our agenda items) to give to our legislators. We will be meeting with the leaders of both Houses this month to discuss our upcoming agenda. Speaker of the House Bush has appointed Delegate Norm Conway to replace Delegate Rawlings as Chair of the House Appropriations Committee. We look forward to a good relationship with Delegate Conway. He discussed meeting with Congressman Hoyer regarding the Fire Grants and why this state is not getting their fair share of the Grants? The bottom line is, we have to apply for the many Grants that are available. He asked Cong Hoyer to consider allowing the Rescue Squads and Ambulance Companies, to also be able to apply for the Grants.

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 2**

He said Charlie Black has stepped down as President of the Maryland Fire Chief's Association, and PP Roger Steger is the newly elected President. He thanked everyone for their continued hospitality shown him and his family this year. He also included his itinerary with his report for the past few months. He read and discussed the reply from NVFC Mr. Stittleburg to our letter withdrawing from the NVFC.

V. President Robert Jacobs presented and discussed his written report. He included with his report, his itinerary since the October meeting. He expressed his condolences to the family of PP Roy Wood and to Rose Davis for the loss of her brother. He expressed his concerns to the Prince Frederick VFD and the families of those FF injured recently on a call. He said Henry Purdy was honored recently by the Eastern Shore Vol. Firemen's Association, for his many years of service to the Association. He was awarded the title of Audit Chairman Emeritus for the Association. He discussed the Training Committee meeting attended in Cresaptown on 14 November and the many suggestions and ideas were made. One area of interest (that needs to be monitored) dealt with the possible reduction of funding for reimbursing individuals who live at various fire stations and attend colleges in the state. R. Siarnicki will be meeting with a representative of the MHEC (Maryland Higher Education Commission) to discuss this matter. On 26 October he attended and congratulated the Pittsville VFD on their 75th Anniversary of service to the community.

V. President Lee Sachs presented and discussed his written report. He discussed his itinerary these past few months and the many Associations meetings throughout the state. They cannot attend all of the meetings, but will attend as many as possible. He expressed his sympathies to the families of PP Roy Wood and to Rose Davis in the loss of her brother. He said they will be actively seeking help with the Right To Volunteer, universal workers comp for firefighters, rescue and EMS personnel; mandatory testing of patients for HIV virus when there has been an accidental exposure; at least maintaining our funding levels; and any other issues that develop along the way. The three Presidents have pledged their availability to the Legislative Committee when needed.

SECRETARY KING presented and discussed his written report. They have been working with the Data Systems Committee and the Webmaster to ensure that all interested parties are signed up with the Broadcast (e-mail) system. Everyone is encouraged to use the website and broadcast system to keep all of us informed. The Minutes of the last Executive Committee Meeting have been transcribed and distributed by means of the website and the broadcast system. 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 Credential forms, Convention and Conference events and notices of all Awards and their closing dates. Committees are asked to get their items for distribution, to the Secretary's Office as soon as possible. Another mass mailing will be made about the end of March. Return the Credentials forms to the Secretary's Office, the annual Dues payment to the Financial Secretary (Fred Cross), and the Memorial forms to Chaplain Harry Hetz. He said the Registration for the 2004 Convention will start on Sunday morning, and department Credential forms should be

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 3**

turned in (typed or printed) as soon as possible, preferably by the website. Departments celebrating anniversaries (25, 50, 75 and 100 years), and individual members special awards should be brought to the attention of the Presidents or Secretary's Office, so a fitting certificate can be prepared and presented. The 2003 Convention Proceedings Book should be ready for distribution very soon. The books will be distributed to all member departments through the Executive Committee members, officers, Past Presidents, and committee Chairpersons, as soon as possible. He reminded each officer, committee chairperson, and organization representative that they need thirty (30) copies of their reports turned into the Assistant Secretary's prior to the Executive Committee meetings. President Thompson and Executive Committee Chairman D. Alexander ask that every committee and organization turn in a written report. If you are unable to meet your scheduled reporting time, please contact the Secretary's Office so that any concerns can be met and the Executive Committee Meetings flow smoothly. He thanked his Assistants for their continued assistance and service to the Association. He mentioned the two important letters written by the MSFA these past weeks (NVFC and Nextel) with copies attached to his report.

TREASURER CURFMAN presented and discussed his written report. He discussed paying the same Bill twice. L. King said in the past they had a voucher system and this would not happen. As far as the Convention is concerned the committee and the Treasurer are going to use the voucher system for their expenses and Bills. G. Curfman asked the Executive Committee to consider implementing the voucher system for the whole system. The following motion was made by B. Kurtz and seconded by D. Mooney:

MOTION: To approve the recommendation of the Treasurer to implement a voucher system with the finances of the MSFA, as authorization to pay Bills. Discussion: G. Curfman discussed the type of voucher he would like to use. The committee chairs will be given a supply of the approved vouchers. President Thompson said he feels a motion is not necessary to accomplish this. The motion and second was withdrawn.

G. Curfman said he will start a voucher system and notify those concerned when it is ready. S. Hales asked about a tracking report for the different expenses (convention, etc)? Gene said he will look into how to do this.

President Thompson presented to S. Hales, his induction into the MSFA Hall of Fame.

FINANCIAL SECRETARY CROSS presented and discussed his written report. He discussed the transition of paper work and finances from Paul to him, which has now been completed. The loan repayments are up to date and listed in his report.

BOARD OF TRUSTEES: C. Carpenter had no written report. He said they have a couple cases pending but have no action this weekend.

ATTORNEY POWELL had no written report, but did have a draft copy of the proposed By-Laws for the MSFA Foundation. He said they have had two Low Interest Loan settlements since

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 4**

our last meeting, for Ellicott City and Odenton Fire Company's. Old Town has requested settlement this week, which they will do. R. Powell discussed problems in Anne Arundel County regarding career and volunteers and the paying of overtime to the career people. President Thompson said we do not go looking but have to be asked to look into this before we do so. He discussed the proposed changes to the Foundation By-Laws. W. Donaldson thanked Roger for the work he did in getting the money owed us by the vendor that stiffed the MSFA this past Convention. Roger said there were a couple other bad checks received and he has collected on those too.

BESSIE MARSHALL BENEFIT FUND B. RADISCH presented and discussed her written report. She said the annual lottery has now reached \$10,925.00, however, they have paid fourteen cases totaling \$10,500.00. They have received responses from 109 fire companies to purchase tickets. Their drawings will be in April at the Spring Conference. She listed their income since 1 November 2003 and the fourteen cases paid out. She said Susan pins are still available.

HOMELAND SECURITY – There was no written report. President Thompson reported on the Governor's Working Group (Statewide Interoperability Committee) to which C. Moe has been appointed as one of the members of the Municipal League. There will be a Demus demonstration in Hanover this Thursday, which he recommended we attend. He and R. Powell have been to Annapolis working with the Maryland Director of Homeland Security and the representative from the Governor's Office.

STATE FIRE MARSHAL BARNARD presented and discussed his written report. There are now 12 vacancies within the OSFM (7 Deputy Fire Marshals, 4 Fire Safety Inspectors, and one Administrative Aide). They have approval to fill all but four of the Deputy Fire Marshal positions. As of their 05 Budget Review meeting in November, there are no proposed cuts in the OSFM FY05 Budget. He thanked the fire service for their efforts in reducing fire related deaths in Maryland. The OSFM received three Fire Grants to improve their capabilities with respect to Homeland Security. The OSFM will introduce (and ask MSFA to support) legislation to rewrite Article 27 (Crimes and Punishment) to authorize Deputy Fire Marshal's to obtain and serve criminal search warrants. There will be a public hearing on 18 December in Laurel regarding the adoption of a regulation relative to Ground-Based Sparkling Devices (GBSD's). The Maryland/Washington/(and now Virginia)/ D.C. Arson Task Force is comprised of federal, state and local fire marshal's and law enforcement agencies. The OSFM, in an effort to improve delivery of fire and life safety code enforcement nationwide, has joined PARADE. It is a mechanism where professionals share data and strategies in the arena of inspection, education and prevention. The OSFM is active in the National Residential Sprinkler Activation Data Base (designed to track the activation of Residential Sprinklers and their effectiveness in life safety). They are urging the MSFA to support the American Home Fire Safety Act directs the U.S. Consumer Product Safety Commission (CPSC) to adopt specific fire and life safety standards for candles, upholstered furniture, mattresses and bedding. He discussed significant incidents investigated by the OSFM. One was a fire in Cambridge where the building was controlled by an

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 5**

automatic sprinkler system, and the other was an Automatic sprinkler controlled apartment fire in Grasonville. He asked for inputs for the adoption of a new State Fire Code (NFPA 1, Chapter 13 Fire Protection Systems). He asked our support for Automatic Sprinklers (13.3.2.3) regarding sprinkler systems for all new fire stations and protected throughout. He said the amendment should include Rescue Squad buildings that are a stand alone building. D. Mooney pointed out that the Low Interest Loans have a requirement for the new buildings to be sprinkled. It was pointed out that this Code is for new buildings, not existing ones. They will be sponsoring a Juvenile Fire Center workshop on the Eastern Shore sometime late winter. He will be attending a meeting next week on a National Firefighter Credentialing Project in conjunction with President Bush's National Response Plan. He has been approached by a member of the General Assembly regarding sprinklers for one and two family dwellings in Maryland. He presented a plaque of appreciation to Mark Bilger for his 10 years faithful service to the Fire Marshal's Office.

STATE FIRE PREVENTION COMMISSION - R. BROOKS presented and discussed his written report. He said the reference to the Commission is in the Maryland Fire Laws Book under Article 38A, and is under the Department of MSP and the members are appointed by the Secretary. There are 9 members, 3 of whom are members of the Volunteer Fire Service. As of 1 October 2004 they will be found under the Public Safety Article. The Commission has the power to promulgate, amend, and repeal regulations for the safeguarding of life and property from the hazards of fire and explosions. They also license and regulate sprinkler contractors, professional and technical standards, and the requirements for liability insurance. The Commission meets bi-monthly and serves as an appellat body for code enforcement. Most recently they have been active in: Ground Based Sparklers, Inspection fee schedule, sprinkler contractors regulations, and several appeals involving sprinkler systems.

MSP AVIATION Captain LEE had no written report. He discussed Senate Bill 479 (one of the issues is privatization). They do support the private helicopter service of inter-hospital transport, and support the regulations as presented and approved by the EMS Board. The private helo service says they now want to be called if they are the closest to the scene of the accident. The MSP does oppose this blanket statement as it should depend on the severity of the patient. He discussed their operational responsibilities and Operation Nightengale that consists of the MSP, Park Police, DC Police and Home-Land Security. Discussed the sometimes condition where the MSP Aviation is in a no-fly situation as happened on 9-11-01. Hopefully this has been taken care of, and will not happen again, but rather, MSP Aviation will be the prime in our areas. They are doing aerial surveillance of certain areas of interest as they return from the hospitals. He discussed Stats regarding Medivac requests, Search and Rescue requests and Recoveries, Criminal requests and Apprehensions. These Stats for Patients Base are down from 2002 (most likely due to excessive bad weather and maintenance). J. Ferguson asked why the hospital sends a Bill when the MSP helo is used. Who is dispatched (MSP or Private) is controlled by the 911 Centers. Capt. Lee said that MSP does not Bill a patient. He thanked the MSFA for their support with the MSP Aviation 100,000 transport celebration.

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 6**

SHOCK TRAUMA - B. Fosler and J. Spearman presented and discussed their written report. B. Fosler discussed the FY2004 vs 2003 Patient Admission with a variance of 116 behind last year. The FY2004 vs 2003 Beds Occupied by month showed more sick patients this year. The OR Cases showed a variance of 102 cases. J. Spearman said the patient diversions are a political situation. He discussed the key issues of the Center (Monitoring state Emergency Medical Response, Capital Expenditures, Emergency Preparedness, Community Outreach, and EMS Education). He thanked MSFA for their support to the Center. Chair Alexander asked about the Mal-Practice issue? John said it is out there, but they have not been hit with it yet. L. King said if anyone (or their immediate family) needs to go to the Shock Trauma Center, please make sure one of the Presidents know about it, ASAP.

DNR FOREST SERVICE - M. Mitchell presented and discussed his written report. He said that DNR has responded to 126 wildfires so far this 2003. The fire activity has been below normal with the above normal precipitation. During October and November, 45 of the 53 Volunteer Fire Assistance (VFA) Grants were processed. Eight departments were granted extensions (until 15 December 2003) to get their paperwork in. The Eastern Region conducted the S-290 Intermediate Wildland Fire Behavior Course to 13 students from DNR, USFWS, and the volunteer fire service. The Western Region provided Introductory Wildland Firefighting training to nine military personnel stationed at Camp David, and instructed Fire Line Safety Refresher training for the Frederick County Wildland Fire Crew. They have an S-336 Wildland Fire Tactics course coming up in January and held in Hartford County. He discussed protecting your home from wildfire disaster and a booklet for the homeowner (copy given to each member today). It also includes information on making your home fire wise, (or safe) from wildfire. He said in answer to Death Benefits for wildland firefighters, they do get death benefits for on-line deaths. It is now being changed to include up to 24 hours for heart attack deaths.

MIEMSS - P. Hurlock presented and discussed Dr. Bass's written report. Dr. Bass and his staff will be meeting with the Presidents of the MSFA to discuss goals and objectives. The Joint Legislative Committee last met on 19 November 2003 to discuss Homeland Security, Commercial Air ambulance services, Shock Trauma Center use of EMSOF support, funding needs of the Trauma Centers, and the funding of needs of local fire and EMS providers. He discussed the legislative study on the Inter-Facility Helicopter Transports. MIEMSS has been awarded \$200,000 for the upcoming year from the RAED Grant Program administered by the HRSA. This will enable 14 eligible rural jurisdictions in Maryland to purchase AED's in the coming year. Last year they were able to purchase 89 AED's and train just over 400 individuals. There are presently 320 approved layperson AED facilities in Maryland with a total of 678 sites. The flu season is approaching and that leads to increases in emergency room overcrowding. MIEMSS continues to work with Washington County regarding the EMAIS training. Cecil County is the next jurisdiction to implement EMAIS. He thanked the EMS providers in Maryland for their dedication and the deliverance of their level of care.

EMS Vice Chair T. Shook presented and discussed Wayne Tome's written report. He said a survey is being sent out from MIEMSS (Infection Control Equipment Committee) to every fire

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 7**

company to determine if providers have a plan. He discussed the issue of private helicopters (Senate Bill 479). The private air ambulances claim they just want to supplement the MSP. MSP plans to file a written response to this. He said regarding the EMT reciprocity, 12 hours skills are a necessity. A written test can be set up at any regional office. Discussed the inconsistencies in the ALS training courses offered by MFRI. Questions were raised about individuals taking classes out of state and doing the clinical in Maryland. They have asked MIEMSS to develop a letter explaining the policy. Discussed the BLS First Responder By-Law and their recommended additional items. This will go to the Standards and By-Laws Committee for action. He told Chair Alexander the eye shields are a standard part of the mask. President Thompson said the EMT class's have up to eleven different instructors in Howard County. At test time they are told different things to do, or not.

TRAINING Chair D. Stevens presented and discussed his written report. They are in the process of updating the MSFA Ten Year Plan. Each member of the Executive Committee is asked to review the Plan and provide inputs. They met on 14 November 2003 in Cresaptown, and again last night at Snow Hill. The next meeting will be in January at the new Southern Maryland Regional Training Center. He has been approached by St. Mary's County regarding a High School Cadet program, and they continue to support the efforts of the Calvert County Fire Service to get a program started there. He discussed High School credit for math and science for the Cadet class. He has asked the question, but still has not received an answer yet. They have been asked about minimum training requirements for firefighters, and this has been addressed. They have also addressed questions from V.P. Sachs in reference to changes in the qualifications for Instructor Trainers.

MFRETC - D. Stevens had no written report but said they have not met since the last meeting. The next meeting will be on 21 January 2004 at the Montgomery County Training Center. L. Gilroy said regarding the Executive Committee appointment of S. Cox to Chair this committee, as Mike Clemens said he did not want the position. The Governor's Office called saying that Mike has changed his mind and he will be taking the Chairmanship of the committee.

NATIONAL FALLEN FIREFIGHTERS FOUNDATION - L. King had no written report. He said the next Board meetings will be in January in Virginia. They are now working on the ongoing remodeling of the Memorial Park and the Marvin Gibbons Chapel. They are trying to get the total building turned over to the FF Foundation, then the offices would be moved to that building. The Police/Security building is being replaced and they have asked for the old building to turn into an information/welcome center. The walkway and the bricks would then be enhanced.

AWARDS - Chair R. Graf had no written report. He said awards have been ordered for the 2004 Convention and the past awards asked for. The Bob Shimer family wants to sponsor an award in Bob's name. They will meet in January with the family and see what kind of award they can come up with (it will possibly be a new award). They are still taking orders for anyone who has received an award and wants the medal and ribbon to go with it.

Executive Committee Meeting Minutes
December 6-7, 2003 – Page 8

CONSTITUTION & BY-LAWS - Chair D. Skinner presented and discussed his written report. He said all amendments for inclusion on the ballot at the 2004 Convention must be submitted and approved no later than the Executive Committee meeting on 21-22 February 2004. Since their October meeting, they have met with EMS Chair Wayne Tome regarding Article I of the By-Laws. This article is due to expire in June 2004 if no action is taken. They talked to John Spiker regarding the change in their Mission Statement. His change involves no change in content and can be handled as a housekeeping change. Their next meeting is scheduled for 10 January 2004 in Cambridge.

CONVENTION & CONFERENCE - Chair L. King presented and discussed his written report. He said the committee has all but completed all aspects of the 2003 Convention. The Steering Committee will meet in January to set the final time lines and dates for the various events (Basket Bingo, Parade, and Exhibit hours). The Officers Banquet will be brought back to the Convention Center. The Bank Card Machine is now working at the Convention Center. The Program Book Committee is about to start on the 2004 Book. Please send in your Ad with the COPY READY information as soon as possible. The Exhibits Committee (W. Donaldson) said the packets are being readied to send to the vendors by the first of the year. Special exhibit pricing and spacing will be made available to member departments. The Program Committee has started forming the main floor program and the training and education seminars. Anyone with suggestions (or desire to have a program) is asked to contact the committee as soon as possible. DO NOT WAIT, or it will be too late. He discussed the cooperation of the many people and organizations that make the convention a success. Arrangements have been made with the Grand Hotel and the Francis Scott Key Hotel with discounts for the MSFA members during the convention. They are working to find other available Hotels to use as well. They are still in need of volunteers to assist with all aspects of the convention. He commended the committees and their members for the time and efforts they put into this convention. The Safety Committee has asked for ok to conduct a fire drill during the convention. Leonard said yes, no problem. S. Hales asked about a permit to hold Basket Bingo and Raffles at Ocean City. Leonard said MSFA can hold these games without a permit because we rent the entire Convention Center and we hold a private party, where a permit is not required.

MEMA - R. Steger had no written report. They have not had a meeting since the last Executive Committee meeting. A scheduled meeting fell through because of other commitments. They are still talking to each other by E-Mail and telephone.

GMAC/SERC - R. Steger had no written report as they have had no meetings since June. The GMAC/SERT is in reorganization through the Governor's Office on Homeland Security.

CDL Chair R. Steger presented and discussed his written report. The Emergency Vehicle Operators License went into effect on 10 November 2003. This program is not mandatory. It is an Emergency Vehicle Operators Licensing Program for Class A and B that will exempt you from having to go to MVA and obtaining a CDL or non-CDL class license. You can still do this if you prefer. They are working on a list of questions most asked about the program. It will be

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 9**

put on the website as soon as it is available. MFRI is printing the first 5000 cards. They need to know about how many cards will be needed (probably more than the initial 5000). They have asked that MVA be the ones to distribute the cards because they need one central point to do this. The Form will be filled out and signed by the Designating Officer requesting the cards. The committee will provide statewide meetings or contacts to assist with setting up what should be completed for each operator. The training of the individual is up to the Operator's department.

CHAPLAIN DIXON presented and discussed his written report. He has been involved in 60 incidents (11 alarms involving death, 6 additional serious alarms, 6 fire department related funerals, 20 city meetings, 6 county meetings, 2 state meetings, and 9 fire department related hospital visits). He is still working with the Maryland State Funeral Director's Association regarding their involvement in the cost of printing our Convention Memorial booklet. He congratulated John Long for his being our new Assistant Chaplain.

ATTORNEY R. POWELL discussed and read a draft Resolution we plan to introduce in Annapolis next year regarding the right to volunteer. It is a proposal for a Joint Resolution to the Maryland Legislature. It concerns the Volunteers for Public Safety and their being able to continue their volunteer service to their community, county, and the state of Maryland. Joan Robison suggested the wording "Volunteer Fire, Rescue and Emergency Medical Services personnel" be included. Roger said it is streamlined as "Volunteer Emergency Services". S. Hales suggested the Resolution obtain many sponsors to endorse it. President Thompson asked for our support of this before we take it to Annapolis. The following motion was made by P. Sterling and seconded by B. Kurtz:

MOTION: The MSFA Executive Committee support any action in Annapolis necessary for the support of the right for individuals to volunteer and any actions that prohibit the individuals to volunteer. Motion was approved by all.

EMERGENCY ASSISTANCE TRUST FUND BOARD OF REVIEW Chair D. Moltrup presented and discussed his written report. The committee met on 23 November 2003 at Wolfsville VFC in Frederick County. Two applications were presented for consideration as: Application 04-03 from the Southern Garrett County Rescue Squad for a grant of \$250,000 toward construction of a new facility. The Board determined this project was beyond the scope of this Board as the Rescue Squad had more than adequate funds available (and the ability to repay a loan) to pay for a new facility that would meet the MSFA standards. The request was denied. Application 04-04 from the Wolfsville VFC in Frederick County for a grant of \$79,432 toward the purchase of a new engine/tanker to replace a 1987 unit that seats only two people. They applied to the MSFA Low Interest Loan Board for a loan of \$238,296 (the lowest bid was \$317,728). Their financial report shows cash on hand of \$250,000 at the end of 2002. The Board determined those funds were not encumbered and along with the loan they have requested, the company had sufficient funds for the proposed project without funding from this Board. The request was denied. The Board has \$470,224.61 remaining in the Trust Fund account for the

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 10**

remainder of FY04. The Board's next scheduled meeting will be on 1 February 2004 (location TBD).

FIRE LAWS BOOKS Chair M. Bilger presented and discussed his written report. The committee last met in Cambridge. They have been working on obtaining copies of local sprinkler legislation that has been passed in Maryland. The committee's goal is to have copies from all jurisdictions by January 2004. He asked the Officers and the Executive Committee to consider working on developing statewide legislation requiring the installation of automatic sprinkler systems in single family dwellings. This committee would be glad to work with them on this project. He said they still have 20 copies of the Fire Laws Book if needed. R. Powell received two letters from Florida requesting ok to submit a bid for the printing of the Fire Laws Book. He does not know if Lexus has the exclusive rights to the publishing of the Book, or not. He will, however, let them make a bid. The following motion was made by D. Cox and seconded by S. Hales:

MOTION: To approve the request by the Fire Laws Book Committee to work on legislation toward the requirement of Sprinkler Systems for one and two family dwellings in Maryland. Motion was approved by all.

FIRE PREVENTION Chair R. Collins presented and discussed his written report. The committee met on 19 October 2003 and will meet next on 15 February 2004 at Gamber VFC. J. Spiker is working to purchase a new display station for the committee. T. Collins has fire safety messages and heating messages on billboards around Maryland. A new billboard will go up in January on I-68 for two months. E. Horner continues to work on alarms for the hearing impaired. Maureen Brooks (DNR Forestry Liaison) has submitted the application for a grant.

MISS FIRE PREVENTION S. Blackowicz was not here today, but sent in her written report she continues to work for the MSFA around the state. She listed her itinerary and the miles traveled (3013 miles). She asks if any department would like her presence at one of their affairs; please call her as she wishes to be more involved in the fire and EMS affairs of the state.

FIVE YEAR PLANNING Chair J. Dulina presented and discussed his written report. The committee met in Laurel in November. They reviewed the MSFA Reorganization as presented. The seven Regions are: Region 1: Alleghany, Garrett, Washington; Region 2: Carroll, Frederick, Montgomery; Region 3: Baltimore, Cecil, Harford; Region 4: Anne Arundel, Howard, Prince George's; Region 5: Calvert, Charles, St. Mary's; Region 6: Caroline, Kent, Queen Anne, Talbot; Region 7: Dorchester, Somerset, Wicomico, Worcester. They are reviewing the power point presentation and reworking the organizational chart to make it more presentable. It is being edited and should be available for presentation by 1 January 2004. The next committee meeting will be on 20 January at Laurel.

GRANTS Chair B. Stone presented and discussed her written report. She presented a list of the Grant recipients for the past three years by county and type. She said the grants are down from

Executive Committee Meeting Minutes December 6-7, 2003 – Page 11

last year. We need to press the Fire Prevention action by the many departments. We need more people to apply for the grants. Fire Engines (vehicles) aren't normally granted. They have to be for more specialized units to even be considered. They have applied for a Fire Prevention Grant (we have to supply 30% of it). She was asked about Grant Seminars, and she is willing to do this, just contact her for a time and location. If you are working on a grant and need help, please call, she will be glad to assist you to get the grant.

HALL OF FAME Chair D. Cox had no written report. He said everyone needs to look at the many qualified people in your department, and get your applications in very soon. Be sure they include in the application, what they have done for the MSFA.

HAZMAT Vice Chair R. Brooks had no written report. He said the Hazmat Group is being worked on. He discussed a CPA Conference in Norfolk on Cyber Terrorism that is being done by certain groups with cell phones and laptop computers. He discussed the Palm Base Programs on hazardous materials, and said they are available (free). He said the SARS are being looked at as another concern, similar to Small Pox. He discussed the N-95 mask, which has a fit test requirement.

HISTORICAL & ARCHIVES & FIREFIGHTERS ROOM: F. Underwood presented and discussed his written report on the Firefighters Room. Due to the construction, the Re-Do Room has been delayed until 2004 (hopefully in the Spring). They will be cleaning up the room over the holidays. The next displays will be from each group associated with the MSFA (MFRI, FIRE CHIEFS, LADIES, MSP, etc). They plan to put an article in the Trumpet about the Room, but this will also be delayed until the work is done in the Spring. **J. Spiker** presented and discussed his written report on the Historical and Archives. They had a working meeting on 16 November 2003 at Orchard Beach VFD. Seven (7) storage racks were purchased for the MSFA items. They were assembled and taken to the storage bin where items were arranged in order of year. Some photos have been received from R. Watkins. They have been advised of the change from "ambulance" to "EMS". This will be changed in the book next year.

HONOR GUARD Chair F. Hawley presented and discussed his written report. He discussed their meeting of 8 November 2003 in Montgomery County. Vice Chair DeHaven agreed to run the 2004 Honor Guard Competition, and Vice Chair Beard will handle the line up of personnel at the Opening Ceremonies at the Convention in Ocean City. He discussed the numbering change to allow for six (6) personnel in the Casket Watch plus the OIC, but they decided to continue with the four (4) personnel and the OIC, at least for now. The numbering for the Funeral Detail will be shown on paper so there is no confusion of the Positions 1 to 6. An additional diagram will show two additional positions for those Honor Guards using eight (8) personnel. The issue of the buttons on the uniforms for the inspection was discussed, and decided they will maintain the 1/2 point penalty for any buttons not turned and facing in the exact same direction. The safety issue of the platform concluded that twelve (12) inches would be added to the platform on all sides. They are looking at how to increase interest in the competition and may consider changing the day of the week, or location. This will be looked at again at a later date, but for 2004, the

Executive Committee Meeting Minutes
December 6-7, 2003 – Page 12

competition will remain on Sunday in the main hall of the Convention Center at 1200 hours. They have considered a seminar for Honor Guards at the 2004 Convention. R. Siarnicki said the seminar should be an eight (8) hour event, so this is on hold for now. The Team Leaders meeting is changed to 1600 hours on Saturday at the Francis Scott Key Motel, to allow for the Presidents Dinner. He said that about \$3000 was spent for the 2003 Convention, and they will submit their 2004 budget so they can have their own budget. They are considering an Honor Guard dinner where a donation jar will be set out to help with expenses. The next committee meeting will be on 10 January 2004, 1100 hours, at the Montgomery County Training Academy.

INCENTIVES PROGRAMS Chair Joan Robison presented and discussed her written report. She said for the first time in two years, a LOSAP Information Manual has been requested from her. The MSFA-P-2-2 forms are due to the department members no later than 15 February 2004. The department will then submit their qualifying members (name, SSN, points earned, number of years of service) to their County Coordinator as soon as possible after 15 February 2004. This year the length of qualifying service reduces to 36 months, and remains at \$3,500. She noted there are no provisions in the law for Reservists and National Guard personnel mobilized for active duty (and was unable to make their points). Thanks to Mike Miller, a Bill was signed into law exempting mobilized Reservists and National Guard personnel from the 50 points during the tax year. It also exempts certain civilian personnel and members of the Merchant Marines.

LEGISLATION Chair D. Davis presented and discussed his written report. He thanked the Association on behalf of his wife Rose, for the support given them with the death of Rose's brother. They continue to attend the hearings for the Joint Legislative Task Force established by Senate Bill 249. They have scheduled a meeting with the President of the Senate and Speaker of the House for the three Presidents on 17 December (Speaker Bush) and 23 December (President Miller). During November, a questionnaire was mailed to all member departments seeking information on their fund raising activities. To date they have received eighty-one (81) replies (22%). Overall, it looks like there has been a reduction in the amount of money obtained through fundraising. They have developed a brochure outlining MSFA legislative agenda for the 2004 Session. The annual Legislative Reception will be held on 2 February 2004 (from 5 to 7 p.m.) in the Miller Office Conference Center East Room One (1).

FEDERAL LEGISLATIVE OVERSIGHT Chair Joe Robison presented and discussed his written report. He said the Emmitsburg FF Memorial Foundation has a new book out called the Firefighters Fatalities in 2002 (Maryland had one of these). The Hometown Heroes Survivor Benefits Act received final approval on 25 November (S.459 / H.R. 919). This will expand the Public Safety Officers Benefit (PSOB) program to include Public Safety Officers who die of heart attacks or strokes in the line of duty or not later than 24 hours after participating in a physical training exercise or responding to an emergency situation. The Two-Hatter issue (IAFF Article 19) is heating up and is still a national issue. Now Connecticut (City of Harford) contract now prohibits career firefighters from volunteering in their local communities.

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 13**

LOW INTEREST REVOLVING LOAN FUND Chair Joe Robison presented and discussed his written report. The committee met on 18 November in Laurel. He said all companies are up to date on their loans. He reminded the Executive Committee that all present loans will be charged 3% up to January 1, 2004 and 2% after that date. The Financial Secretary has agreed to supply each company with its new Amortization Table. The committee is still accepting loan applications from all companies. They are available at the MSFA Website or from their local representative. The committee has approved, and is recommending the approval of the following loan applications by the Executive Committee today as: Libertytown VFD - \$125,000 – Tanker; Laurel VFD - \$280,000 – Pumper; Water Witch VFC - \$91,494 -- Ambulance; Southern Garrett Co. Rescue Squad and Wolfsville VFC were deferred and will be considered at their next meeting. The following motion was made by W. Donaldson and seconded by C. Stack:

MOTION: To approve the loan applications for Libertytown VFD (\$125,000), Laurel VFD (\$280,000), and Water Witch VFC (\$91,494), as recommended by the Low Interest Revolving Loan Fund Committee. Motion was approved by all.

The next meeting of the Low Interest Loan Committee is scheduled for 22 January 2004 at Laurel VFD. He said all loan applications to be reviewed at the next meeting, must be in the hands of Secretary D. Stevens by 10 January 2004.

INDIVIDUAL MEMBERSHIP AND MARKETING Chair F. Underwood presented and discussed his written report. He discussed the Individual Membership benefits and how to find what they are. He said the website is now linked to the Long & Foster Real Estate, Insurance, Dell Computer sites, and to the Travel and Entertainment websites. The Membership Cards from Ocean City, are back in their possession. He said there was a breakdown in the chain which delayed the distribution of the cards. They will be handed out this weekend. He gave a packet to the Board on the website, and discussed its links and resources.

MEMORIAL Chair D. Mooney had no written report. He discussed the status of the Memorial and the bricks which are still available. They will meet with the artist on 15 December 2003, with models of the Memorial. He will meet with Jim Brown of MIEMSS next week regarding the development of the brochure for the 8x8 Brick, as it requires additional information when it is ordered. They have signed the contract with the Brick Company. What they need most is Corporate donations to get to the \$250,000 needed to complete the project. They have sent their apology to the Lt. Governor for the miss-spelling of his name on the sign at the Memorial site.

NVFC – D. Mooney discussed our withdrawing from the NVFC, and the need to get our message out as to why we did this. President Thompson said a letter is on the website of our withdrawing and of our press release. V.P. Sachs discussed the letter to President Thompson from the SMVFA regarding the action taken by the MSFA regarding the NVFC, and the request for more information as to why this action was taken. The letter was read by L. Gilroy (President SMVFA).

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 14**

PUBLIC RELATIONS & BULLETIN Chair R. Watkins presented and discussed his written report. They have been working on the December issue of the Volunteer Trumpet, that is now at the printers and should be out shortly. He thanked those who have helped get information and sent in stories and articles for inclusion in the Trumpet. Anyone with an activity, election, letter, or whatever you may have to share., let him know. He can be contacted by e-mail, phone, letter, whatever. The next issue should be printed in the February/March timeframe. F. Cross reminded Ron the convention does not end on Wednesday. The MSFA Golf Tournament is on Friday.

PRESIDENT'S VEHICLE Report was presented, chair was not able to attend. The report included a flyer for the 2001 Ford Crown Victoria and bids will be accepted up to 10 June 2004 at 5:00 p.m.

FIREFIGHTER OF THE YEAR Chair J. Gatton Sr. presented and discussed his written report. He said they have decided to use the same award application format as last year. He asked everyone to promote this and all of the MSFA AWARDS around the state. They will schedule a committee meeting after the holidays to tie up any loose ends and finalize their mail-out information to all member companies. A copy of the rules of the award and an application were attached to the report. If anyone has any suggestions, please forward them to the committee.

LOW INTEREST REVOLVING LOAN FUND – S. Schell and F. Cross discussed the status of the loans and the associated companies. As of 4 December 2003, all companies are up to date.

SAFETY Chair J. Olsen had no written report, as the committee has met only once. They are still working on four safety topics (air bags, power lines, chain saws and rescue tools, and highway safety). Their meeting schedule is on the website. Chair Alexander discussed a GM Parts Bulletin regarding new Ford all Magnesium Radiator Support System in the new pickups. This eliminated 20 pounds of steel.

RECRUITMENT & RETENTION – had no written report. P. Sterling said they have not met since our last meeting. Marcine told him the County Association and the work group on 3603 extended their appreciation to President Thompson for coming down to their meeting in their support.

17 STATE CIRCLE Chair C. Austin had no written report. He said the Christmas decorations will be put up at the office this week.

SPECIAL ACTIVITIES Chair L. Woods had no written report. She said they are selling items this weekend at reduced prices so they will go.

STANDARDS / NFPA Chair B. Huttenloch had no written report. He is mainly after the funds to renew the NFPA Standards subscription.

Executive Committee Meeting Minutes
December 6-7, 2003 – Page 15

STATISTICS - Chair L. Gilroy presented and discussed his written report. He attached the accumulation of data to his report. The 2002 calendar year reports have resulted in an 80% return. They now have nine (9) Counties with 100% percent return. They started the Statistical Book last year but have had limited assistance from their own internal (listed the committees that he needs information from) committees. It will not be ready this January 2004 as planned. He said MFRI has agreed to print the book but we have to get the information to them first. L. King pointed out the need for this Statistical Book for work in Annapolis. President Thompson said the Presidents are working on something now to help get this Book done. Everyone is asked to get their information to Lynn ASAP. He said some company's have no volunteers, but if they are a dues paying member of the MSFA, then, their data is needed. This means now that he needs an up to date list of just who is a member of the MSFA.

SURPLUS PROPERTY Chair S. Massey had no written report. They have had no meeting since the last state meeting. Last time he reported a generator went to Savage. It went to Shaft, not Savage. They still have one more 3kw generator available. He has two 6 inch Hard Sleeves that are going to Marion VFC. He said that Hoopers Island did get their generator.

TRANSPORTATION Chair T. Flint presented and discussed his written report. He said they are now down to 17 companies they have not collected tag fees from. The list has also been put on the website. They are still looking for County Coordinators. If interested, call him ASAP. They are now putting together the data changes, names changes, address changes, etc. He said last time they were authorized to flag the delinquent recertification fee tag holders for non-renewal, not have the MVA flag the Black & White tags.

WATERCRAFT Chair T. Johnson presented and discussed his written report. The statewide survey of water rescue is almost done and hope to get it out in next few weeks. The survey will also be put on the website. They are still collecting contacts for people dealing with water rescue, and have received contacts from fourteen (14) counties. They are considering a symposium on water rescue for the 2004 Convention. They are also working on getting some water craft vendors for the 2004 convention too. W. Donaldson suggested the survey also be sent to non-member companies in the state. He agreed and said affiliate members will also be contacted.

MFRI S. Edwards presented and discussed his written report. The Dept. of Homeland Security and the U.S. Fire Administration have been mandated to establish a National Firefighter Credentialing System to improve multi-agency coordination and response effectiveness to major incidents and disasters. The system will allow response agencies to identify the skills, knowledge, and abilities necessary to perform critical fire and rescue tasks, and to identify who has (or has not) been summoned to a federally declared disaster. The certifying entity within the state will be authorized by DHS to issue an ID card. He said the flammable liquids prop at MFRI Headquarters is being converted to propane gas simulation of flammable liquids. The retrofit of the third floor of the Burn Building at MFRI Headquarters with high temperature tile linings has been completed. They have recently completed a conversion of eight (8) trailers (3 for confined space, 3 for Hazmat, one for swift water, and one for Trench/Structural Collapse) to store

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 16**

equipment between classes and for transport to the different sites. The Maryland Chief Officer's Seminar will be conducted on 13-14 March 2004 at the Shady Grove Conference Center. They have several new online courses this fall. The online Hazardous Materials Operations Course is designed to provide the student with the knowledge required in hazardous materials first response. MFRI has signed an agreement with Emergency World to develop a new online version of EVOC. It will correspond to the current 27 hours of didactic training. Students completing the online course will then proceed to the 12 hours of practical skills. He discussed the upcoming MFRI Seminars thru February 2004. He discussed the recent mix-up of instructors where several instructors are teaching the same EMT course in as many different ways.

STATISTICAL – President Thompson appointed a sub-committee to work on the MSFA Statistics Book. Committee is D. Davis, Joe Robison, R. Yinger, L. Sachs, R. Jacobs, L. King, J. Olsen, B. Smith, G. Worthington, and L. Gilroy.

PRESENTATION – L. King and F. Cross presented a profit donation of \$4,000 to the Maryland Memorial Fund from the Convention Committee.

BUDGET & REVIEW – S. Cox and R. Balta had no written report. S. Cox reported on one Action Item: NFPA (Books) subscription renewal request from the Standards Committee (B. Huttenloch). They have found a source to fund the renewal, however, they feel and recommend it not be funded (because it was not in the original budget request, and because they feel the information is available online and at many companies, fire marshal office, etc, have the books on hand). They have also reviewed expenditures and said the gasoline expenses and fleet maintenance costs are possibly going to exceed their funding. He recommended the Executive Committee go back to the Presidents Vehicle Committee to find a better way to track the maintenance of the President's vehicles. The maintenance was for general maintenance, etc, 75,000 miles maintenance and for four tires for the vehicle we are selling in June 2004. B. Huttenloch discussed the committee's need for the NFPA books to properly do their job with the Standards. He agreed to check to see if the needed information can be obtained elsewhere.

ACTION ITEMS:

1) MSFA Foundation proposed By-Laws: The proposed changes were discussed by D. Cox, and he recommended the MSFA Attorneys rework these recommendations and report back next time. President Thompson appointed a committee to act on these By-Laws together with the two Attorneys' and get it done. The committee: President Thompson, Both Attorney's, C. Moe, D. Alexander, and P. Sterling. All suggestions are to be forwarded to this committee or our attorney's, by 15 December 2003.

2) NFPA STANDARDS Subscription Renewal: L. Sachs discussed the NFPA Books and the need for them by the Standards Committee to do their job. The following motion was made by C. Stack and seconded by C. Moe:

**Executive Committee Meeting Minutes
December 6-7, 2003 – Page 17**

MOTION: To fund the NFPA subscription renewal for the Standards Committee. Motion was approved by majority vote. It was a tie vote (5 yes, 5 no votes) and the Chair broke the tie with a yea vote.

3) Request by State Fire Marshal to support the NFPA (13.3.2.3) Sprinkler System requirement for new Fire Stations (and to include the stand alone Rescue Stations): The following motion was made by C. Moe and seconded by D. Mooney:

MOTION: To support NFPA Automatic Sprinklers (NFPA 13.3.2.3) for new Fire Stations and to include EMS Stations.

Discussion: C. Wills suggested possibly using some of the Low Interest Loan Funds to be added to the department's request, to accommodate this regulation. Motion was approved by all.

4) Support of the Fire Marshal's request of the American Home Fire Safety Act (to adopt specific fire and life safety standards for candles, upholstered furniture, mattresses and bedding): The following motion was made by G. Worthington and seconded by C. Stack:

MOTION: To support the request by the State Fire Marshal to support the American Home Fire Safety Act). Motion was approved by all.

5) Support requested by Carroll County (Gamber VFC) for Gaming by the fire departments in Carroll County: G. Curfman said because it is a Gaming issue, it is a state issue. The following motion was made by P. Sterling and seconded by G. Blanco:

MOTION: To support Carroll County (letter from the Gamber VFC) and their proposed Gaming Code changes. Discussion: L. Sachs said all Gaming laws are State laws. M. Bilger said Carroll County is not asking MSFA to go to battle for their cause, but just support it. After further discussion, motion and second were withdrawn, and the issue will be monitored by the MSFA Legislative Committee.

The closing prayer was given by Chaplain John Long. Snow Hill VFC thanked the MSFA for their support with last year's accident at Snow Hill. President Thompson thanked Snow Hill for their hospitality, and presented Snow Hill with the money for the food we received here this weekend. There being no further business to come before the Executive Committee the meeting was adjourned at 1145 hours.

Respectfully submitted by:

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

MOTION SUMMARY

MOTION: To approve the recommendation of the Treasurer to implement a voucher system with the finances of the MSFA, as authorization to pay bills. After discussion the motion and second was withdrawn. It was felt that the Treasurer had the authority to implement this program.

MOTION: The MSFA Executive Committee support any action in Annapolis necessary for the support of the right for individuals to volunteer and any actions that prohibit the individuals to volunteer. Motion was approved by all.

MOTION: To approve the request by the Fire Laws Books Committee to work on legislation toward the requirement of Sprinkler Systems for one and two family dwellings in Maryland. Motion was approved by all.

MOTION: To approve the loan applications for Libertytown VFD (\$125,000), Laurel VFD (\$280,000), and Water Witch VFC (\$91,494), as recommended by the Low Interest Revolving Loan Fund Board. Motion was approved by all.

MOTION: To fund the NFPA subscription renewal for the Standards Committee. Motion was approved by a majority vote. It was a tie vote (5 yes, 5 no votes) and the Chair broke the tie with a yea vote.

MOTION: To support NFPA Automatic Sprinklers (NFPA 13.3.2.3) for new Fire Stations and to include EMS Stations. Motion was approved by all.

MOTION: To support the request by the State Fire Marshal to support the American Home Fire Safety Act. Motion was approved by all.

MOTION: To support Carroll County (letter from the Gamber VFC) and their proposed Gaming Code changes. After discussion the motion and second were withdrawn , and the issue will be turned over to the Legislative Committee.