

**MARYLAND STATE FIREMEN'S
ASSOCIATION
EXECUTIVE COMMITTEE MEETING
August 23 & 24, 2008
Branchville, Maryland**

TABLE OF CONTENTS

President	1	Executive Director Committee	14
First Vice President	2	Bessie Marshall Fund	14
Second Vice President	2	Trustees	15
Secretary	2	Incentives Program Committee	15
Chaplain	2	VCAF	15
Attorney	2	Rural Water Committee	16
Treasurer	3	Residential Sprinkler Committee	16
Financial Secretary	3	Recruitment & Retention Committee	17
MFRI	5	Statistical Committee	17
Training Committee	5	NFPA Standards Committee	17
Ways & Means Committee	5	Sergeant @ Arms Committee	17
MFRETC	6	Red Light Committee	18
Grants Committee	6	Transportation Committee	18
Hall of Fame Committee	7	17 State Circle Committee	18
Constitution & By-Laws	7	Special Activities Committee	18
NFFM	7	MIEMSS	18
Convention & Conference	7	Volunteer Trumpet Committee	19
Fire Laws Committee	8	Shock Trauma	19
Office of the Fire Marshall	8	MSP Aviation	20
State Fire Prevention Commission	8	EMS Committee	20
Fire Prevention Committee	9	Firefighter of the Year Committee	20
Miss Fire Prevention Sub-Comm	9	Risk Management	21
Risk Watch Sub-Committee	9	DNR	21
Historical & Archives Comm	10	Marketing & Individual Membership	21
Legislative Committee	10	President's Vehicle Committee	22
Watercraft Committee	11	Good of the Association	22
MEMA	11		
Honor Guard Committee	12		
Federal Oversight Committee	12		
Planning Committee	13		
Public Address Committee	13		
Public Information Committee	13		
Maryland Fire-Rescue Memorial	13		
NVFC	13		

MARYLAND STATE FIREMEN'S ASSOCIATION

EXECUTIVE COMMITTEE MEETING

August 23, 2008 @ Branchville, Maryland

CALL TO ORDER – The regular meeting of the MSFA Executive Committee was called to order this date at 0900 hours by Executive Chairman Chair Craig Moe.

OPENING PRAYER AND PLEDGE – Chaplain Coblentz gave the opening prayer and led in the pledge to the Flag. He read the Prayer List of members, families, friends and individuals that should be remembered in our prayers today.

WELCOME – The MSFA Executive Committee was welcomed to Branchville VFD by MSFA President Frank Underwood, the Mayor of College Park Steve Brayman and PG County Fire Chief Lawrence Sedgwick. Chief Sedgwick also congratulated President Frank Underwood and LA President Lois Hetz in their new MSFA offices.

ATTENDANCE – VP Doyle Cox took the attendance of those present this weekend:

MSFA PAST PRESIDENT'S IN ATTENDANCE - Leonard T. King, Sr. (85-86); Clarence Carpenter, Jr. (86-87); Joseph Robison (89-90); Tom Mattingly (90-91); Bernie Smith (91-92); Phil Hurlock (93-94); Richard Yinger (94-95); Fred Cross (95-96); Roger Steger (2000-01); Gene Worthington (02-03); Terry Thompson (03-04); Robert Jacobs (04-05); Lee Sachs (05-06); Bobby Balta (06-07) and Paul Sterling (07-08).

MSFA LA OFFICERS IN ATTENDANCE – President Lois; Vice Presidents Kathy Knipple and Sandy Lutz; Secretary Teresa Crisman; Treasurer Sherry Soper; Financial Secretary Carol Hayden; Bessie Marshall Fund Chair Elaine Huttenloch and Past Presidents Barbara McWilliams and Rose Pandolfini.

TRUSTEES IN ATTENDANCE – Chairman Steve Hales; Secretary/Treasurer Gene Worthington; Trustees Dan Carpenter and Terry Thompson.

EXECUTIVE COMMITTEE IN ATTENDANCE - All the members of the MSFA Executive Committee were present except Dale Fishack.

Guest in Attendance: **State Fire Marshal** Bill Barnard, **MFRI** Director Steve Edwards, **MSFA Miss Fire Prevention** Colleen Francis and **MSFA Miss Fire Prevention Runner-Up** Stacie Jare, **City of Laurel** Marty Fleming, and **EMS Chair Baltimore County** Rick Udell.

OFFICER'S REPORTS

PRESIDENT - **Frank Underwood** presented and discussed his written report. He thanked PP Sterling and PP Balta for their leadership and for showing him the ropes over the past few years. He welcomed the new and returning members of the Executive Committee, and the new and returning Committee Chairs and their members. He thanked our Auxiliary for the many things they do for the MSFA. He said the coming year looks light for funding from the State, but he feels they will do what they can to help and support the MSFA. He thanked Governor O'Malley for his continued support to the MSFA, as his staff continues to call the MSFA inviting us to their news conferences and meetings. He said the news media is getting to know us for our input, and that is a plus for the Association. He will continue what PP Sterling started and invite our Partners to give us an update on their organizations. He said they will continue to pursue the State Financing for the Executive Director position for the MSFA. He thanks our Partners for

Executive Committee Meeting Minutes 23-24 August 2008 – Page 2

(President's report continued) their support. He expressed his condolences to the families of Cpl Richard Findley, Chief Victor Size, Joshua Lynott, JJ Ferreira, Jon Hansen, and Henry Wynkoop, for letting the MSFA be a part of their lives. He expressed the big loss of our dear friend Don Mooney. He thanked everyone that has invited him and his family to their different meetings, banquets, parades, dedications, picnics, and other events. He thanked everyone for their extra support this past June after his By-Pass Surgery. He thought the theme for the convention was "Sit Down Frank".

1st Vice President - Roger Powell presented and discussed his written report. He said during the first two months since the convention, the Presidents have been doing ground work to prepare them to deal with legislative and budget issues. There have been some informal meetings with the Governor and a meeting with Delegate Conway and Assistant Secretary of State Brian Moe at which President Underwood discussed MSFA Budget initiatives for this coming Session. They are making plans to have meetings with our EMSOF Partners to insure the continued continuity of purpose and partnership with these Partners. In addition, he has attended various meetings with committees, County Associations, and otherwise as is indicated in his travel log. He discussed his trip to the MACO Conference and the MSFA Booth. They talked Residential Sprinklers to everyone at the conference. He thanked C. Frances for her dedication at the conference. He has handouts today from MACO, our position papers on Residential Sprinkler Systems. If anyone needs the MSFA Presidents, please call them.

2nd Vice President – Doyle Cox presented and discussed his written report. He expressed his sadness in the loss of Don Mooney, he will be missed. On 1 July 2008 he attended the first Maryland Highway Safety Foundation Meeting in Baltimore. The Foundation is a combination of public and private sector interest individuals whose goal is to prevent traffic fatalities and injuries, by increasing the public and legislative awareness of the need for traffic safety. On 1 August he attended a meeting at MFRI with Mr. Allen Williams, Industrial Training Specialist. Each fire/rescue department in the state was invited to attend one of the three scheduled meetings relating to Safety Culture within the Maryland Fire Rescue Services. The invitation includes a survey as part of the assistance he is asking from the Executive Committee.

SECRETARY - Jackie Olson – Thanked everyone for their support, well wishes and help in the past and to come. She thanked Secretary Emeritus Leonard King, the Assistant Secretaries Ron, Joe, and new Assistants Richard and Kristi. She especially thanked Leonard for his friendship, mentoring, and confidence in her as she moved into the position of MSFA Secretary. She said the Minutes of the June Executive Committee meetings have been transcribed and presented to the MSFA Executive Committee for approval. She thanked Nancy Cox for her work on the 2008 Convention Proceedings Book that should get to the printer in September. She will be working with PP Hurlock and Standards Committee B. Huttenloch, this year to put together a Member Packet that would be given to any organization or association interested in becoming a member of the MSFA.

Executive Committee Meeting Minutes
23-24 August 2008 – Page 3

CHIEF CHAPLAIN – John Long discussed the funerals and prayers of the members and families of the Association. He asked if any member is sent as a patient to Shock Trauma, please let him know ASAP. He will arrange motel, etc for you if needed.

ATTORNEY – Michael Farlow discussed the Low Interest Loan of last year and said they have been settled. There was an issue two years ago with getting a lien released, and that has finally been done. He met with the Fire Laws Book Committee, and will meet with the Trustees later today.

TREASURER (Ron Siarnicki) - BUDGET (Steve Kesner) and FINANCIAL (Fred Cross) – Ron reported on the financial update of the MSFA. They held a team meeting on 22, July 2008 and they came up with a listing of Duties and Responsibilities. He said the Team consists of the Office of the Treasurer (R. Siarnicki, R. Jacobs, L. Sachs, M. Vocke), the Financial Secretary (F. Cross, C. Hyzer) and Budget Committee (S. Kesner). They have developed Duties and Responsibilities for each of the positions, and also have liaison to all of the various other committees that have anything to do with any of the finances. Ron is the liaison to the Budget and Review Committee, Bobby is the liaison to the Financial Review Committee, Lee is the liaison to the Volunteer Company Assistance Fund, Mitch is the liaison to the Ways & Means Committee, Fred and Chris are the liaison to the Budget and Review Committee and the Volunteer Company Assistance Fund, and Steve is the liaison to the Office of the Treasurer and the Financial Secretary. They now have duties and responsibilities for each of those officers. He discussed his Fiscal Report and Balance Sheet and the balance on hand as of this date of \$1,345,733.72 total in checking and savings. He said over 2/3 of that amount is restricted funding. The review is based upon the outstanding Due from Accounts Receivable. We have other Assets of \$45315.73 for a bottom line Total Assets of the MSFA of \$1,493,355.43. They have finished a preliminary review of the Annual Profit and Loss statement comparing FY2006 and FY2007-08. They also provided a financial report for the Trustees as to their activities for the last 12 months. This was delivered to them for their meeting this morning, and the Treasurer's Office will meet with them later today. As a result of last years Fiscal Review by the Accounting Firm, one of the big issues is the Fixed Asset Report. It is completed and up to date as of June of the last fiscal year. He said that report is the responsibility of the Executive Committee per our By-Laws. He needs to know who will handle those activities. He discussed the Financial Control recommendations. The checking account investment Plan is underway, and will be able to have more of a return of our investment. They are working with the Office of the Secretary on the printing bids, the trophy awards bid, and the copier policy. There has been no action yet on the MSFA Car replacement policy, number of Assistant Officers, review of all of the committees, activities that have multiple officers, and elimination of one of the 800 phone lines. As a result of the efforts to deal with the issues with the finances of the State Funds, they are now meeting monthly with the Finance Director of the Maryland Department of the Military (John Knickerson). They are still asking a lot of questions

**Executive Committee Meeting Minutes
23-24 August 2008 – Page 4**

(treasurer's report continued) about the Program, and they learned just last week that Nick Moraco is back, and there is going to be another Financial Review of the Volunteer Company Assistance Fund. They are talking about documentation we will have to provide, and L. Sachs has the lead on this issue. He said during the 2009 Budget Process in the Maryland Code, there was an issue that language related to holding \$100,000 of our funds and a legislative audit of the MSFA. They thought this was eliminated, well, the legislative audit part was not, and so that is where some of this is coming from with a lot going on with the review of our finances at the State level. They have learned there is a new Budget Staff for the Maryland Department of the Military, and MSFA Dave Reiker has resigned from State Government as the Budget Analyst handling MEMA. Jeff Wulbrecht is now our new DBM Analyst, and will be handling the MSP Budget, Military Department, and the MSFA. Fred said Ewell VFC and Pocomoke City Ambulance has still not paid their Dues. He said they have been contacted several times, but still no response. He has received email from Hugh Owens regarding two Ad invoices (Maryland Fire Equipment and VFIS) for the Volunteer Trumpet. The invoices have been sent out, and an email from Maryland Fire Equipment said they requested their Ad be run only twice, but got an invoice for four. They agreed to pay it, but will not put in any more future Ads. We have probably lost the Ad because of the way it was handled. They have no checks as of this date. Fred believes there were more than two ads in the Trumpet. He said all of the loans are up to date at this time. Trustee Steve Hales discussed the two departments and their ability to pay their dues (or not). He also suggested the Executive Committee consider deleting one of their annual meetings in an effort to cut back on MSFA expenses.

The following motion was made by Wylie Donaldson and 2nd by Herman Schweers:

MOTION – To notify Ewell VFC and Pocomoke City Ambulance by registered mail that they are on suspension from the MSFA as of this date. If no response is received in 30 days, they will automatically be dropped as a member of the MSFA.

Motion was approved by all.

Steve said for those committees that have submitted their request, they will receive the amount approved and the account numbers they can use for tracking their account. The Fire Prevention Committee has asked for the return of the \$5,000 they previously had deleted from their funding. He said there was a misconception of that and it does need to be restored to them. He discussed the request for a Fire Prevention Queen's travel expense. He cautioned the committee and the Executive Committee that there is only \$3,400 surplus in the General Line Item, and if anything is done with the Queen's request, it will come out of that Line Item amount. He said they do have \$5,000 remaining in the Appropriations and that amount for the Fire Prevention Committee is justifiable Appropriation expense, and this is not an issue.

**Executive Committee Meeting Minutes
23-24 August 2008 – Page 5**

The following motion was made by Wylie Donaldson and 2nd by Stu Carter:

MOTION – To restore the \$5,000 to the Fire Prevention Committee Budget and it will come out of Appropriations. Motion was approved by all.

ACTION ITEMS –

Car Replacement Policy was discussed by Ron and the Presidents Vehicle Committee is directed to come up with a Car Replacement Policy by the next meeting

Assistant Officers – Ron also discussed the Assistants who receive mileage, etc. The Constitution & Conference Committee will review this and report back at next meeting.

800 Phone Lines – Secretary Olson said the 800 line is presently at Leonard King's home and Leonard reported it had not rung in several months. The following motion was made by Jim Seavey and 2nd by Wylie Donaldson:

MOTION – To approve the removal of the 800 telephone line from Leonard King's home. Motion was approved by all.

MFRI – Director Edwards presented and discussed his written report. He discussed the FY2008 Statistical Report that shows 1880 Emergency Services Programs, 36,785 Students with 1,008,723 Student hours. The 48 hour EMS Officer 1 course has been revised. It is designed for those who wish to supervise and manage EMS personnel, operations and training. He said the EMT-B Recertification is now on-line. The EMT-B students can now complete the 12 hour continuing education requirements for recertification on-line. To date they are not getting the participation as planned. He thanked the MSFA for the opportunity to be a contributing partner at the MSFA convention in June 2008. The Booth activity showed 531 Student Transcripts, and 413 Certifications completed on-site. At the request of MFRI Field Instructors, Imaging Cameras have been placed in each MFRI Regional Training Center. He discussed the funding for the training services at Aberdeen, and said the Tank Test Track has now been approved. They are now looking for solutions for the use of the facility and the competition with the Tank Testing at the same time. The Tank of course will win. He said they need to be reasonable and come to a solution within the fire service first, that we can agree on, then move this forth through the political process. Executive Committee member Doug Alexander thanked MFRI and Director Edwards for their help with the printed material for the MACO Conference. He also discussed an issue in Carroll County Training Center in trying to locate a Training Site and the fact they do not have a Training Center Burn Building. Executive Committee member Jim Seavey thanked Director Edwards for his assistance in supporting the Swift Water Rescue class on a short notice in Montgomery County at Cabin John Volunteer Fire Department.

Executive Committee Meeting Minutes
23-24 August 2008 – Page 6

TRAINING – Jason Roth presented and discussed his written report. He discussed their last meeting of 16 August 2008 at MFRI Headquarters. D. Stevens gave an update on 1403, saying the course was conducted in conjunction with the Firehouse Expo in Baltimore that included a didactic and practical session. He reported statistics show training is up and currently there are 29,800 providers in Maryland. He discussed the requirement for Public Safety Vests to be worn on the highway. The Life Safety Seminar at Johns Hopkins is scheduled for 23 September, and openings are still available. Their next Committee meeting is scheduled for 16 November at Baltimore County.

RAFFLE – Lou Jonske reported that last year was a good year and they have already gone to different Fairs and events selling tickets this year. He asked for help from the Executive Committee to cover the events as he and Mitch can't cover them all. He presented and discussed his written report for the 2008-2009 Raffle results. They had a total of 1476 tickets sold for a total of \$22,050.00 collected. Tickets are available and can be picked up here today from the committee.

MFRETC – Dan Stevens presented and discussed his written report. He discussed highlights of the meeting of 31 July 2008 that was a get organized and carry on with where we are headed this coming year. He said 1403 still has some work to be done, particularly in the area of Instructors, and this is being look at now, and maybe an addition to the training, the 6 hour MFRI practical class in the form of a Power Point that the Council of Academies is working on. They are also looking at the addition of a large vehicle training facility. The commission will hold a summit on 1403 at the Adult Education Center at the University of Maryland on 11 September 2008. He said Lynn Gilroy was elected Vice Chair of the MFRETC for 2008-2009. MFRETC will host the MASFC Conference Planning Committee in Annapolis on 18-20 September 2008. He reported there are 673 certified State Emergency Services Instructors in Maryland.

GRANTS – Beth Stone had no written report. She said nothing much happening at this time but they should start next month. They have received no turn down letters as yet on those already submitted. Dave Lewis discussed the upcoming work shops planned for this new year. The AFG Awards have been slowly trickling out and they have had only four (4) Awards in Maryland. They know there are a lot more applications out there, and they will continue to monitor them. As Spring, approaches they will be out doing the workshops around the State. He said the Grant money is there and the Departments need to be taking advantage of it while they can. Beth discussed the Amoss Funds and said Director Muth wants her to get more involved with the funds to educate him (and making sure the companies do get the funds). She wants to represent MSFA and go out and help the individual companies or associations with being compliant. Executive Committee member Steve Kesner discussed the Senator Amoss Funds Audit and the need to put all information on paper for any such audit that may occur. Steve said Allegany County has been audited by MEMA. He said it is an ongoing issue and becoming a very sore topic

Executive Committee Meeting Minutes
23-24 August 2008 – Page 7

(Grants committee report continued) for us. He said Allegany County is asking MSFA for any assistance possible in changing this legislation. He discussed what MEMA is requiring of them, and they now want the fire department to have an audit performed. He said most of their departments do not have an annual audit, because most of them do not have the funds enough to be audited, nor do they have the funds to pay for the audit. B. Stone said the funds need to be audited as your other accounts are audited. She and Director Muth are looking at this issue as well as the financial area of MEMA. She said the audit does not specify CPA Audit. She assured him they are working on this issue now as an audit can be interpreted in more than one way. Steve said the auditor specifically said it must be a CPA Audit. Past President Terry Thompson said according to a Mr. John Knickerson (Military Dept.) this problem has been worked out and they need to talk to Dick Devore. Terry and Frank Underwood discussed how their Companies do their audit. Terry said the County gets the funds, so they are the ones to be audited by the State. The Departments only have to supply the information. Beth read the law on the audit, and Steve agreed, but said that is not what they were told. This audit information needs to be made clear and put on paper. They discussed the letter from Scot Gordon on this issue and it has to be clarified. Executive Committee member Jim Seavey said while at the NFA recently, there was a criteria on Grants, that if you put in for a Safer Grant, they ask does your department have a policy that prevents the discrimination against volunteering for your personnel when they are off duty? He said as the time went by, that became a very focal disqualifier for departments across the board if they did not have that policy. Vice President Roger Powell discussed the need for a uniform policy by the Counties for distributing the 508 funds. He said the reports must be submitted thru the Fire Marshal Office or they will have the funds cut off.

HALL OF FAME – Dan Carpenter said the committee doesn't get active until later in the year. He said they do however, need to order more patches.

CONSTITUTION & BY-LAWS - Dennis Skinner presented and discussed his written report. The Constitution and By-Laws have been updated with the approved Amendments at the MSFA Convention and Conference in June 2008. He needs clarification from the EMS Committee regarding MIEMSS Voluntary Ambulance Inspection Program Standards dated December 2007, and their effect on the BLS and ALS standards. The committee will meet in October to make recommendations regarding Officer and Travel Reimbursement. The recommendations will be presented to the Executive Committee at the December 2008 meeting. He reminded any Company planning to submit an amendment to the Constitution and By-Laws, do so, in writing, to the MSFA Secretary prior to 1 January 2009.

NFFF – Director Ron Siarnicki discussed the NFFF Weekend and said it is filling up fast. The activities for the 3,4,5 October event will be pretty much the same this year as in the past. All of the hotels in the area are already filled. He discussed the many events they have conducted and are planned across the country for the benefit of the weekend. He has flyers today for all to take and distribute in their department. They even have a NASCAR

Executive Committee Meeting Minutes
23-24 August 2008 – Page 8

(NFFM report continued) Firefighter Appreciation event and a poster announcing the race and their request for support of the NFFF this year in Dover Delaware, with the race, drivers, and events, etc.

CONVENTION & CONFERENCE – Ron Siarnicki (Leonard King, Tom Mattingly, Wylie Donaldson, Lee Sachs) presented and discussed his written report. He thanked the entire committee, and the LA-MSFA for their hard work and service this year. He discussed the finances of the event saying they had a great year for income for the event. The total income from the Convention was \$307,196.44. As of today, their expenses are \$185,849.49. This means the net income is \$127,000 as of today. He listed several items that still must come out of that figure, and therefore the net income from the convention is \$88,610.68. However, they have not yet received the food bill from the Convention Center. They also have done nothing yet with the proceeds from the Golf Tournament. The Golf flyer was worded wrong in that it said “the proceeds of the tournament are to go to MSFA”. He said in the past, the proceeds went to the Scholarship Committee. We have to make sure we make the determination of where those proceeds go to. The bottom line is the convention will end up in the red this year. He discussed why the red figure (Attendance was down this year for the events and the parade as well). Wylie and Lee said they had the best year ever for Exhibits (actual revenue was approximately \$198,000). They had 162 exhibitors this year. They handed out 162 Survey Forms this year to the exhibitors and asked they be filled out and returned to the committee. They have only received two negative replies to date. He said the Convention Center is expanding with about 53,000 sq ft of additional exhibit space next year. He said when they know for sure when that additional space is available, the committee will solicit additional exhibitors. T. Mattingly discussed the Program Book and said they have two departments that have not paid for their Ad yet. They paid \$18,550 for the printing of the Program Book. They have reviewed the number of Books printed (1600 Proceedings Book this year) and they will print only 1200 next year. The Program Book will be cut back from 2300 to 2000 next year. They will try to get their mailings out earlier next year for the Ads. He said they only had 12 Ads from Ocean City merchants, and this needs to be looked at harder next year. Ron said they have already held the Convention critique and committee meeting this year for next year’s convention. He is presently expanding and remodeling the Convention Committee member positions and duties for the coming year’s Convention. He plans to delegate more roles next year.

FIRE LAWS BOOK – Mark Bilger presented his written report. The committee last met in July 2008 at Hampstead to discuss the content that will be included in the 2008 edition of the Fire Laws of Maryland Book. The committee developed a list of materials and sent that information to the publisher asking for a price quote. Once the publisher has provided the cost for producing the 2008 edition, he will forward that information to the Executive Committee.

Executive Committee Meeting Minutes
23-24 August 2008 – Page 9

FIRE MARSHAL – Bill Barnard presented and discussed his written report. He has two Deputies retiring within the next month, and they are in the recruitment phase now. He said Fire Deaths in Maryland are down, and the total is now at 39 for the year to date, vs 71 for this time last year, and Smoking Materials are still the number one cause. They hope the enactment of the Fire Safe Cigarette legislation, the number will go down. They have asked each of their Fire Investigator Partners, and his own staff, to look at each fire that is caused by a cigarette, and fill out a special Form. They will then look closer at the cause and type of cigarette. He discussed the Senator Amoss 508 funding and submission of reports, and said MEMA is notified about every 60 days of the status of the response of the reports. The Mid- Atlantic Life Safety Conference already has over 200 pre-registered, so get your registration in soon as it will be sold out. He said they were contacted by the ISO (Insurance Services Organization) and they are giving them the opportunity to comment on changes to the ISO Ratings Schedule. They will meet in Howard County on 4 September 2008. Executive Committee member Dan Stevens asked about the new novelty cigarette lighter that is banned in some states (Maine and Tennessee). He said it is being looked at by the State. Chair Moe and President Underwood congratulated Bill on being reappointed by Governor O'Malley as the Maryland State Fire Marshal. Bill also discussed the Edward Conroy Memorial Scholarship Program issue regarding Fallen Military, Police, 911 Survivors, etc, and that the funds are not available at this time. He recommends the MSFA look into this issue. Chair Moe said this matter will be turned over to our Legislative Committee for action.

STATE FIRE PREVENTION COMMISSION – R. Brooks reported on the progress and status of the committee as they cover events around the world. He said Dan Baker has been working on the Mid-Atlantic Life Safety Conference of Fire Commissions scheduled for the weekend of 20-21 September 2008. The committee members are in a conference mode now and are attending conferences around the world. They will be attending the Virginia Hazardous Materials Conference in three weeks, and he goes to California Hazardous Materials Conference next week. The Spills Conference will be in October in Richmond Virginia.

FIRE PREVENTION – Bob Collins presented and discussed his written report. The committee last met on 20 July at Orchard Beach VFD. The Miss Fire Prevention Contest went very well at Ocean City in June. Kristi Gable and Richard Brooks did an outstanding job. He also congratulated Miss Fire Prevention Colleen Frances and 1st Runner Up Stacie Jaret. During their meeting they discussed adding additional money for Miss Fire Prevention and 1st Runner Up for their expenses. They would like to have \$500 for each of the two positions. The committee agreed to continue to support hearing impaired smoke alarms this year. He thanked the State Fire Marshall's Office for judging the Fire Prevention Books and Floats this year. This year they had only one Fire Prevention Float entry. Teresa Crisman has been making presentations at local schools, and working on a list of companies that have free Life Safety Materials available upon request. Fire Prevention Week is 5 October 2008, and the message this year is "Prevent Home Fires". Their next meeting is scheduled for 19 October at Hamstead VFD.

**Executive Committee Meeting Minutes
23-24 August 2008 – Page 10**

MISS FIRE PREVENTION – Kristi Gable reported on the activities at Ocean City and on behalf of Colleen and Stacie she thanked everyone for their support. They gave their itinerary and the many events they have attended to represent the MSFA. They asked if they can be of help to any department or association event, please let them know.

Kristi presented and discussed her written report on the new Fire Prevention programs for Little Miss and Fire Chief. She thanked everyone for their support in the past and look forward to this new year. She asked everyone to take this program back to their department and try to get it started in their area too. She asked approval to hold a fund raiser for the Miss Fire Prevent expenses to cover some of their expenses it was agreed by all to let them do their fund raiser. President Underwood said we should give some award to the many kids involved in our parade, etc. They need to be acknowledged for what they do. Executive Committee member Steve Kesner said we can fund the Queens out of the Appropriations if desired.

The following motion was made by Doug Alexander and 2nd by Wylie Donaldson;

MOTION – To approve \$500 each to the Queen and 1st Runner up for their expenses, and this shall come out of Appropriations. Motion was approved by all.

RISK WATCH – Teresa Crisman presented and discussed her written report. During Convention 2008 they had posters displayed with educational materials for children and families (Home Safety Display, Disaster Preparedness Display, Fire Prevention Display, and Partnership for a Safer Maryland Display). The Plans for 2009 Convention include partnering with the Power Companies to have electronic Hazard House and Hazard Community demonstration stations within the display. She said there are presently 12 communities working with Risk Watch Materials (Carroll County, Cecil County Emergency Services, Frederick County, Howard County, John Hopkins Children's Center, Montgomery County, PG Special Education Centers, PG County Fire Association, PG County Fire & EMS Department, Calvert County, Tilghman Island, and Rock Hall VRF). Curriculum and Risky Business Boxes will be made available to new communities as new coalitions are developed. The Training Kit for new communities is available through the MIEMSS EMS for Children and Region V Office Partnership.

HISTORICAL ARCHIVES – Hugh Owens presented and discussed his written report. He asked each Department to interview (video) their older (seasoned) members to obtain the history of their Departments, and document them in a Department History Book. He has a list of recommended questions that are available by e-mail on request. The committee has three (3) videos completed to date at no cost to the committee or MSFA. He asks for Departments that already have such Department information, please forward a copy to him or any member of the committee. They have photographs they plan to put up for sale soon. They can be ordered thru John Spiker. Anyone with photographs they would like to share, please forward them to the committee so they can be put in the MSFA archives. The next committee meeting is scheduled for 7 September 2008 at the

Executive Committee Meeting Minutes
23-24 August 2008 – Page 11

(Historical Archives report continued) Volunteer FF Room at College Park. Any Department Historians wishing to join the MSFA committee, please contact Hugh at (301)717-1161.

DAVID LEWIS announced his candidacy for MSFA 2nd V.P. in 2009. He presented and read his background and experience to qualify him for the position. He presented a letter of recommendation from the Odenton VFC and the Anne Arundel County Volunteer Firefighters Association.

LEGISLATIVE – PP Richard Yinger presented and discussed Chairman Danny Davis's written report. On 12 August 2008, the officers of the MSFA presented to Delegate Conway, a plaque of our appreciation for "Legislator of the Year". They were told by Delegate Conway that funding from the State will be very tight this year. On this date, they also met with Deputy Secretary of State Brian Moe to discuss the upcoming legislative session. President Underwood told him our major concern is maintaining the funding for the MSFA at its current level. He will however, ask for a small increase in the Trustees funding. They are working with Deputy Secretary Moe and Mrs. Mules, to schedule a meeting with Governor O'Malley for the September period. Danny Davis is working with Senator Haines' office to schedule the room(s) for our annual Legislative Reception scheduled for 9 February 2008. He is preparing the Legislative Brochure for the upcoming Maryland Legislative Session. He has sent letters to members of the Legislative Committee, asking them to check their contact information and provide a current e-mail address. They will begin sending out the Legislative Bulletin by e-mail. If you would like to receive the Bulletin, provide Danny with an e-mail address. He thanks Chuck Austin and Eddie Woods for installing the replacement window air conditioner, and repairing and re-hanging the cabinet that fell down at 17 State Circle. He said the outside bricks look great and the bulge in the right side wall has been repaired. He said all of the plaques in the office have been updated. An updated equipment inventory was conducted. He discussed a recent fire where the occupant would not be alive today if not for the Hearing Impaired Smoke Alarm in her house.

DIRECTORY – President Underwood reminded everyone, if you have any changes, corrections, etc, for the new 2008-2009 MSFA Directory, send them ONLY to Jackie Olson (no one else).

WATERCRAFT – Scuba Johnson presented and discussed his written report. He reported that water rescue activities under ESF-9 may soon come under the guidance of the MSP and / or DNR. The committee met with MEMA Director Muth to discuss this issue and the possible ramifications for the volunteer Rescue providers. He asked the MSFA be put into the loop for documentations on this issue. Dan Stevens discussed this matter and the concern in Southern Maryland that the Rescue function was with the Law Enforcement. He questioned this about three years ago on this and was told by Russ Strickland that it only applied to the State. John Dulina discussed the issue and said a white paper has been put out on this matter by a MEMA Technical Advisory Group, and the last revision was November 2007. They have a meeting on 8 October 2008 on the entire ESF layout. He said they are trying to find such a document on the proposed

Executive Committee Meeting Minutes
23-24 August 2008 – Page 12

(Watercraft report continued) change, be it real or not, they do not have those answers at this time. He said the State Emergency Operations Plan is also being revised. He said this is an Emergency Support function and he is the liaison for ESF-4 (Fire Fighting). Bill Barnard received an e-mail inquiry this week from Past President Gene Worthington on this matter and said there is very little support at the fire department level. He found an old document that had the ESF functions laid out, and he sent that information to Gene. He talked yesterday to Director Muth who asked Bill to pass on to MSFA, that he is looking at the lead agency and supporting agencies, on all of the ESF functions. He will accept input from all of the stake holders. Scuba said they may have one more avenue with the GMAC as R. Steger represents the MSFA on this council. Chair Moe said the MSFA definitely wants to be a part of this Review. Executive Committee member Jim Seavey asked that the Watercraft Committee be the contact to the MSFA President on any happenings on this and other ESF matters. Chair Moe asked them to put something on paper to assure that MSFA is part of the Review. John Dulina said they plan to get the group back together whether they find the document, or not. He will keep all concerns informed of any new happenings as they occur.

MEMA – John Dulina presented and discussed his written report. He said Richard Muth is the new Director of MEMA and Mel Blizzard is the Deputy Director for Operations. A lot of changes are taking place in personnel. WebEOC has been upgraded to version 7 in an effort to improve the efficiency of the system and maintain compatibility with other WebEOC systems in the State and the National Capital Region. Discussed the Special Planning and the ESF Review and the State Emergency Operations Plan Rewrite is scheduled for 8 September 2008. He discussed the NIMS and said the local jurisdictions must communicate their compliance using the Tool (CAST) by 15 September 2008 in order for MEMA to consolidate and verify information for the State compliance submission on 30 September 2008. MEMA continues to coordinate training throughout Maryland. They conducted a Purple Haze exercise on 2 August 2008. This was a full scale exercise at M&T Bank Stadium that evaluated a mass casualty, radiological incident. A State wide table top exercise is being planned on notification, evacuation, and sheltering. The Public Assistance from Hurricane Isabel was finally finished on 30 June 2008. MJOC has recently hired additional Emergency Management Operations Officers to staff the Center and get it back up to where it used to be. There will be a major review of the State Emergency Operations Plan and we (NATC, Police, etc) will get the opportunity to make comments. He will keep us informed of these happenings as they occur. Chair Moe said he would like Director Muth to address Grants going to the Fire Service and local governments.

HONOR GUARD – Frank Hawley's written report was received. He was not able to be here today. The committee has not met since the June Convention, but do plan a meeting in October 2008. A combined Color Guard was formed to present the Colors for the start of the Joint Memorial Service on Sunday evening of the convention, with Baltimore County Honor Guard member Michael Fold. Members of the Harford County Volunteer Fire & EMS Honor Guard served as escorts for the families at the Joint Memorial

Executive Committee Meeting Minutes
23-24 August 2008 – Page 13

(Honor Guard report continued) Service. A member from the MSFA Honor Guard Committee and the Baltimore City Fire Department's Honor Guard were asked to participate in the presentations to honor the family members. The Harford County Team performed the Flag Fold during the Memorial Service. The Standard "Interment" flag was folded as the Pipes and Drums played Amazing Grace. Dennis Beard took care of the line-up of the Sea of Blue for the Joint memorial Service. Various Honor Guards made up the combined Color Guard for the Monday Morning Opening Ceremonies. The committee held a Honor Guard Challenge Workshop in place of the Annual Honor Guard Competition. The Challenge part on Tuesday was set up like a funeral home or chapel. After the Challenge they conducted a "How To" session of questions and answers. He thanked his committee Dennis Beard, Gregory DeHaven, and Tyrone Dement) for their hard work in putting all of this together for the convention.

FEDERAL OVERSIGHT – Past President Bob Cumberland's written report was submitted. Among the tentative list of legislation to be considered when they reconvene in October, is S-2606 (USFA Reauthorization Act). The House approved this earlier this year through 2012. Once the Senate approved the companion Bill, the two chambers will still have to resolve differences between the two Bills and approve a final version. Congress needs to approve twelve Fiscal Year 2009 Appropriations Bills, including the FY09 Homeland Security Appropriations Act. Both the House and Senate have approved spending Bills for the Department (which includes funding for the Fire Act and SAFER). The IRS is zeroing in on non-profits including Volunteer Fire Companies ink requiring more information when you fill out the 990 Forms. Tax Exempt organizations need to take heed of these new reporting requisites. You or your accounting firm can get more information from Attorneys at Barley Snyder, contact Magda Szabo at 610-898-7176, or Kathy Gray at 717-399-1508). On 10 July 2008 the Department of Justice posted a Notice of Proposed Rulemaking for the Public Safety Officers Benefit Program (PSOB). PSOB is a one time payment (currently \$303,064.00) to the families of Public Safety Officers who die as a result of injuries suffered in the line of duty, or to the Officers themselves if they become permanently disabled as a result of a line of duty injury. On 10 July 2008 House Bill 6461 was introduced to help the Volunteer Fire Department cope with the rise in fuel cost, and the Bill was referred to the Transportation and Infrastructure Committee. They are following the Reauthorization of the Ryan White Act (provides source patient information to firefighters and EMS personnel that are exposed to infectious diseases).

PLANNING – David Keller presented and discussed his written report. The committee last met on 12 August 2008. They made a list of items needed to accomplish mapping out the direction of the MSFA. They look forward to working with the Executive Committee and asked to please call them if they can be of help.

PUBLIC ADDRESS – Bill Huttenloch discussed a bad speaker and four mikes that have already been sent out for repair.

Executive Committee Meeting Minutes
23-24 August 2008 – Page 14

PUBLIC INFORMATION – Ron Watkins presented and discussed his (and Mike Kelley's) written report. Mike was not aware he was the Committee Chair last year, and is pleased he was reappointed this year. He thanked those that manned the information table at the convention this year. He thanked Amber for the copies of the Trumpet to be given out at the table. He discussed happenings and Press releases this past June at Ocean City. They received responses and did interviews for five different radio stations, and two TV stations (channel 16 and 47). He said they have not had any contact with any officers, committee chairs, etc, and needs them to get the word out to their readers. Please let them know before during or even after the event. He reminded everyone again, to send your Committee Report at least two weeks before the Executive Committee meeting. Even the day before, is better than not at all. Also, bring 10 copies of your report to the meeting whether you send them in or not. He would also like to hear more from the Trumpet Committee this year, so they can work together more. He thanked Richard Snader and the Data Systems Committee for their behind the scene work to do live convention activities over the MSFA website.

FIREFIGHTER MEMORIAL – No written report. Bill Barnard said the Enhancement Phase 2 at the Memorial is underway, and should be wrapped up in about three weeks. He reported that Gene Worthington is the new chair of the committee, Dennis Beard is Treasurer, and Bob Ringle is Vice Chair. He said they are looking for silent auction items for the 4th Annual Gala to be held at Solomon's in Southern Maryland on 27 September. Tickets are on sale for \$100 per couple, and tables are \$500.

NVFC – Lee Sachs presented and discussed his written report. The committee has been very active. He discussed the Public Safety Officer Benefit Act and the changes proposed. He said this Act is very difficult to get written as they feel it should be. The benefits that are to be received under this act have been ignored and Lee will be submitting recommendations and challenges to the present regulations. The Bureau says they are here to help the system and the families of the Fallen Firefighters get their benefits under this Act. They are supposedly interpreting five cases (used the three that went against us, and the other two that favored us, they ignored) that were decided by courts, and implementing those interpretations. He said NFFF had outside council prepare a thorough analysis and will also be making recommendations and challenges to the authorities, and Lee will do the same thru the NVFC. Lee discussed their use of the word Mandatory is being added to the training part, before it can be a LOD incident. He discussed the misuse of the word Mandatory. He said this hurts us because most of our training is not mandatory, so this wipes us out almost completely in a training incident. Jim Seavey discussed the partnership of the NVFC and the American Kennel Club (with ADT the sponsor for Pet Fire Safety) and the National kickoff hosted by the Greenbelt VFD. He said H. Owens traveled to the NVFC in Denver and the Fire International (IAFC) and worked to push the Fire Corps Program. He talked about the idea of each State having more than one representative to represent them. It would be impossible to manage the communication from each State. Lee and Jim are opposed to this idea.

Executive Committee Meeting Minutes
23-24 August 2008 – Page 15

(NVFC report continued) His report discussed launching a new initiative called the Health and Fitness Advocate Program designed to give participants (Firefighters and EMS personnel) the Basic knowledge and tools to develop a sound health and fitness program within their departments. Pursuant to a grant from FEMA, a three year research project with goals to identify modifiable barriers to implement interventions among firefighters and fire department, and to develop and test a pilot intervention. They are circulating the latest draft of the EMS Workforce Agenda for the future and reviewing that document with input from all of its members throughout the country, including the MSFA EMS Committee, and C. Wills. Delegates L. Sachs and J. Seavey developed a series of comments at the request of the NVFC, regarding Hazmat Training issues and the Assistance to Firefighters Grants Programs. Resolution 43 (Article 15 Section 2 regarding Two Hatters) was discussed by Jim Seavey. The Article references rival organizations and career people being Two Hatters. He is working on a motion for the MSFA and will submit it at tomorrow's session of the Executive Committee for their endorsement.

EXECUTIVE DIRECTOR – Lee Sachs presented and discussed his written report. The Committee met on 20 August in Rockville to review the status of the position. All of the committee agreed to identify funding for the Program and to then implement the creation of the position and the hiring of the first incumbent. The Grant Committee has not been able to come up with any assistance that will help them. The committee reaffirmed that the EMSOF Fund is the ideal source for the needed monies for the position. They agree to designate PP Sterling to work with the President and the Legislative Committee, on behalf of the Work Group, to pursue the necessary legislation. They were pleased with the announcement that Governor O'Malley was committed to assisting us in obtaining the funding for the position. They will go back to the Legislators with the offer of the Executive Director position. He included with his report a copy of the report adopted last year, to remind everyone what the Program is all about. He asked everyone to take this information back to their departments and associations to keep them abreast of the situation. They don't want any secrets on this but want everything out in the open for all to see and be aware of, and given copies of the report if so desired. Chair Moe encouraged all appointed or elected officers, to help promote this position whenever possible, as it has been approved and is for the betterment of the Association.

BESSIE MARSHALL FUND – Elaine Huttenloch presented and discussed her written report. As of the end of June, they had paid out 60 cases for a total of \$43,350.00. They have started to pay out cases for the new year. They are financially stable at this time, but if they have another year like last year, they will need to raise a lot of money. They have distributed the Annual Lottery tickets to all departments and auxiliaries. To date they have received \$2340.00 for the Lottery, and \$350.00 in direct donations from the fire departments. They appreciate and thank the departments and associations for their support in the past and ask their support in the future. The first drawing of the Lottery will be at the Ladies Fall Conference in October. She said the Bessie Marshall Pins are still available for sale, and said the fines ordained for not having your Pin on your suit or

Executive Committee Meeting Minutes

23-24 August 2008 – Page 16

(Bessie Marshal report continued) sport coat, are by the MSFA, for the Bessie Marshall Fund. She has the Raffle Tickets for this year and available to take back to their own Departments. She said to get the case paid for, you must fill out and sign the form and get it to them before the person dies. Don't wait until after they die, it is too late then. They will honor any forms in the process, but not submitted after the fact.

BOARD OF TRUSTEES – Steve Hales presented and discussed his written report. They met twice today to discuss the Application received from Laurel VFD (No. 1) for Mr. John McConnell (from claim dated 22 April 2004). The Trustees will pay Mr. McConnell back benefits for one (1) month and future benefits for the next six (6) months. The Trustees reviewed Application from Mr. John Emkey (current participant), and will continue the claim for the next six (6) months. They met with MSFA legal council, and are reviewing our current policy in these matters, and will be reporting back at the next Executive Committee Meeting on a new policy. He said their new brochure is at the printer. They have been updated and a copy will be given the Executive Committee and Officers when they are ready. He said the Injury and Death Benefits booklet in the documents library, has been reviewed and updated effective today.

INCENTIVES – Joan Robison presented and discussed her written report. The committee continues to monitor the counties for any changes in their respective programs. Since the June meeting, she has received one change from Howard County. Their Basic monthly payment increased from \$200 to \$250, and increased each additional year of certified service, from \$8.00 to \$10.00. On the Tax Incentive Program (TIP) this year 12,968 qualified. This is an increase of 259 members over last year. Ten counties showed a decrease in number of qualified members, and the rest had an increase. She reiterated the four different ways a person can qualify for the LOSAP.

VOLUNTEER COMPANY ASSISTANCE FUND BOARD– Joe Robison presented and discussed his written report. The committee met on 7 August 2008 in Laurel. President Underwood appointed Mike Kelley (Montgomery County), David McQuay (Dorchester and Talbot Counties), and John Gatton Sr. (Calvert, Charles and St. Mary's Counties). The Board elected Dave Lewis as Vice Chair, and Patricia Bowser as Secretary. PP Sachs updated the Executive Committee on the availability of funds. He has been working with the Department of Budgets and Management and the Military Department to verify the balance for Loans and Grants. As of 7 August 2008 we have cash of \$1.4M and Appropriations of \$1.5M. Right now we can only spend \$1.4M, and can lend up to \$1.5M. He said for this fiscal year, we have used up the entire Fire Truck loan fund. He said our \$5M loan (advance five years ago) is repaid with this fiscal year allotment. He said the Annual Report has been completed and was given to the MSFA and the State by the required 12 August 2008. He said they were notified informally that a new Audit will be undertaken, and actually started last Monday. We, however, have not yet been notified of this officially. He said he has contacted the Baltimore County Bank that handles the loan collections, and as of 5:00 pm yesterday, they are interested and will meet next week to make arrangements. He discussed the contracting out of the collection of the loan funds, and they will meet with a company for bids starting next week.

Joe presented three (3) companies request for a loan.

**Executive Committee Meeting Minutes
23-24 August 2008 – Page 17**

The following motion was made by Wylie Donaldson and 2nd by Stu Carter:

MOTION - To approve the loan requests as presented and recommended by the committee as: Level VFC - (\$230,000 - Water Supply for 5 years Annually), Glen Dale Assn. - (\$459,750 – Pumper for 10 years Annually), Branchville VFC&RS - (\$241,000 - Building for 10 years Quarterly). For a total of \$930,750.00. After no further discussion, the Motion was approved by all.

Attorney M. Farley discussed Real Estate loans and recommended the following four proposals for such loans as:

- 1 – Applications for real estate loans shall not be precluded from obtaining additional loans to cover the anticipated cost of the project.
- 2 – At the time of application, applicants for real estate loans must disclose any liens placed upon the property to be used as collateral.
- 3 – Applicants are under a continuing duty to disclose any liens placed on the property to be used as collateral.
- 4 – Applicants shall agree that loans made by the MSFA, VCAF shall take priority over any private loans obtained by the applicant.

The following motion was made by Wylie Donaldson 2nd by Doug Alexander:

MOTION – To approve the above four (4) recommendations made by the VCAF Committee for loans for Real Estate. Motion was approved by all.

Mt. Vernon loan request was discussed by Dave Lewis and it was noted if we obtain sufficient funds in the future and they do not obtain a loan elsewhere, we will consider it for them. VP Powell discussed Bridge Loans, and said if you plan to apply to the VCAF for a loan and in anticipation of whatever reason, you decide to apply for a Bridge Loan, you need to be very careful you don't mess up by doing both and only getting one.

RURAL WATER- Doug Alexander submitted and discussed his written report. They are preparing for their Fall Drill to be held at Pleasant Valley VFC on 14 September 2008. All fire service personnel are welcome to attend. They plan to do a Spring Drill on the Eastern Shore, however, no date or company confirmed yet. He said they will assist any company with a drill, however, the host company is responsible for the planning, set up.

RESIDENTIAL SPRINKLERS – Doug Alexander presented and discussed his written report. The committee met on 31 July at Kent Island. New efforts are underway in Pittsville and Calvert County. Educational programs and public hearings are scheduled. Updates were received from Howard, Baltimore, Anne Arundel, Salisbury, and Harford Counties where efforts are underway and things are moving in a positive direction. They had an open discussion and decided not to propose Residential Sprinklers in one and two family residences in the next legislative session, unless several occurrences take place. The IRC vote in September will be pivotal to our statewide proposal in the near future.

Executive Committee Meeting Minutes
23-24 August 2008 – Page 18

(Residential Sprinklers report continued) Hopefully the IRC vote will add residential sprinklers to the body of the code, and we will be able to add a couple more counties and a couple larger municipalities to our list of areas requiring residential sprinklers, then perhaps they can re-evaluate their position at that time. It was noted by D. Gentzel that residential sprinkler prices were holding steady or going down despite the price of most other things going up. There is new technology coming that may provide more residential sprinkler options, and may even help the price.

RECRUITMENT & RETENTION – President Underwood said Marcine Goodloe resigned from the committee and John Denver will replace her on the committee.

STATISTICAL – Bobby Balta presented and discussed his written report. The committee last met on 30 July at West Annapolis. The committee reviewed the Form that was posted on the MSFA Web page last year. They agreed it contained requests for most of the information that was needed by the leadership of the MSFA in conducting the business of the Association. After reviewing the Form, they agreed that some of the data may be obtained from the Fire Marshals Office and MIEMSS. Mark Bilger will check into the possibility of getting the Run data from those organizations in a format that can be used by the committee in building the MSFA database. Many forms already submitted were in several different formats and did not contain complete data. It was agreed the completed Forms should be first sent to the jurisdictional representatives prior to being entered onto the database. The representatives can then review the Forms for completeness, and request those companies not completing the Forms, to forward the additional data. Bill Huttenloch said there is a Form from Fire House Software that most of the members are using to generate reports for the Fire Marshals Office, and other required reporting. They will look into this for a possible solution to having the companies re-enter data into different form for submission to the MSFA. The committee is also looking at the data for ambiguity and ease of obtaining information for the individuals completing the document. The next scheduled committee meeting is the second week in November at West Annapolis.

STANDARDS – Bill Huttenloch reported on the items received from NFPA. He will review this information and get it out to them as soon as possible. He discussed the safety vest and wants them put on every piece of apparatus (Fire and EMS). He said to change our standards, you must send a list to the Standards Committee (him). They will be reviewed then sent to the Constitution & By-Laws Committee and they will write it up for where it belongs. Any member fire department can submit a change request by that method.

SERGEANT at ARMS – Laura Woods discussed the position and the need for everyone to heed what the sign says and means and the need for quiet during the meeting.

Executive Committee Meeting Minutes
23-24 August 2008 – Page 19

EMERGENCY LIGHTS - Roger Steger discussed Red Lights on Private vehicles. He said to forward any questions on this to him. He discussed the Emergency Vehicle Operators Card. The recent problem is the possible need for a Learners Permit? MVA said it is ok as long as there is a licensed driver in the vehicle too. He will get this in writing from MVA for all to see,

PAST PRESIDENTS – Roger Steger said the Past Presidents are here to assist, not hinder your meeting, etc. If you need any information or they can be of any help, or you have something that should go to the Presidents, contact Roger or one of the PP's.

TRANSPORTATION – Tom Flint presented and discussed his written report. They are working now on the re-certifications. As of this date, they have received \$11,760 in tag fees. This represents 13 Counties and 223 companies. Of the 223 companies receiving packages, they have received 101 back. Out of the 101 there are 20 companies that need to be contacted because the fees were incorrect or there is not a letter from the President requesting that the non-members be removed from the database and MVA as well. In reviewing the completed packages they have noticed a decrease in the number of FD Tags. This is probably the result of many companies now have their own tag, members moving out of state, no longer a member of a company, or the death of members. The next committee meeting is scheduled for mid September.

17 STATE CIRCLE – Chuck Austin's written report was received. He included an Inventory list of the items at 17 State Circle.

SPECIAL ACTIVITIES – Margaret Gouty held her Raffle and said she took in \$1400 in sales today.

COMMUNICATIONS – Letter of thanks for the kind gifts, read from PP Paul Sterling by Secretary Olson. J. Olson said a check was received from Grasonville EMS for membership, and it was sent back to them because of the time element on the check. She said on 6-7 December 2008, the Executive Committee meeting will be held in Pittsville and the group will stay at the Frances Scott Key Motel in Ocean City, and the cost is \$52 per night. Everyone is to make their own reservations. They will have a Winter Picnic on Friday evening.

ADJOURNMENT – The meeting was adjourned at 1500 hours on this date.

MARYLAND STATE FIREMEN'S ASSOCIATION

EXECUTIVE COMMITTEE MEETING

August 24, 2008 @ Branchville, Maryland

CALL TO ORDER – The meeting of the MSFA Executive Committee (2nd day) was called to order this date at 0900 hours by Executive Chairman Chair Craig Moe.

OPENING PRAYER AND PLEDGE – Chaplain Long gave the opening prayer and led in the pledge to the Flag.

WELCOME – MSFA President Frank Underwood welcomed everyone back today. ,

EXECUTIVE COMMITTEE CHAIR –Craig Moe reported the reimbursements made to the Executive Committee, members, Officers, Chairs, and Assistants is to be the new figures as approved at the last meeting.

EXECUTIVE COMMITTEE IN ATTENDANCE - All the members of the MSFA Executive Committee were present except Dale Fishack and Ralph Thompson .

COMMITTEES

MIEMSS – Phil Hurlock presented and discussed the written report from Dr. Bass. He said September is National Preparedness Month (effort to encourage citizens to take steps to prepare for emergencies). Legislation passed in 2008 created an All-Terrain Vehicle (ATV) Safety Task Force. They will study and identify major issues related to ATV Safety and to report its findings to the Governor and the General Assembly in an interim report on or before 15 December 2008, and a final report on or before 31 May 2009. The BLS Committee continues to work on the next EMT-B Instructor Skills update. The 2008 version of the Pocket Protocols is now available through the Office of Licensure and Certification for the cost of \$1.00 each. The total number of current Maryland EMS Providers is 28,889 as of 20 August 2008, with 16,636 EMT-B's. MIEMSS is kicking off the second year of funding from the Maryland Highway Safety Office and the Impaired Drivers Awareness Campaign, with a theme this year of “Drunk Driving – It’s Been Done to Death”. D. Alexander asked about shortage of Rabies Vaccine. Phil does not know but will look into it and report back. HHS has created an Influenza Vaccination Toolkit. The Kit is to be used for promotion and education about the influenza vaccination. HHS and DHS recently released guidance on allocating and targeting pandemic influenza vaccine. The guidance is to ensure that vaccine allocation and use will reduce the impact of a pandemic on public health and minimize disruption to society and the economy. The National Traffic Incident Management Coalition (NTIMC) promoted the development of the Public Safety Vest Standard which is designed with features to make it easier for Public Safety Responders to have access to their equipment, and to do their work unencumbered while wearing the high-visibility safety gear. The requirements are scheduled to take effect on 24 November 2008. Everyone is encouraged to adhere to the new Standard. The new Child Passenger Safety (CPS) Law went into effect on 30 June 2008. The new guidelines stipulate the age and weight of the child that is now required to be in a Child Safety Seat. There are 978 approved layperson AED facilities in Maryland with a total of 2382 sites. MIEMSS has developed draft regulations

Executive Committee Meeting Minutes
23-24 August 2008 – Page 21

for the designation of Acute Cardiac Interventional Centers. An enhanced printable Patient Care Report (PCR) from EMAIS is currently being tested and will be deployed (MIEMSS report continued) shortly. MIEMSS continues to work closely with system stakeholders to improve acute stroke care in Maryland. The number of designated Primary Stroke Centers statewide remains at 31. Four (4) other hospitals have expressed interest in applying for designation in early 2009. He reminded everyone that Pyramid '08 is scheduled for 3-7 September 2008 at Solomon's Maryland.

TRUMPET – Amber Reamy presented and discussed her written report. She reported they are now awaiting the proof of the next edition from the printer. She mentioned everyone sending in articles, the last deadline was 1 August. It was extended to 8 August to accommodate the Executive Committee members. She has received only three (3) articles from the Executive Committee for the next issue. They have to have and heed the deadlines in order to get the Trumpet out on schedule. The following dates are the deadlines for the Trumpet articles for the next few months: 1 November, 1 January, 1 March, and 1 May. Please adhere to the deadlines, because she will. Any questions, contact her via email: areamy@msfa.org or trumpet@msfa.org.

SHOCK TRAUMA – Brenda Johnson presented and discussed her written report. The Patient Admissions were noted with a variance of 51 over last year. Budget wise, they are 69 behind last year at 7702. The Beds Occupied by month was very high as patients are staying longer. The OR Cases show a variance of 65 lower this year to date at 5485. She said the Capacity Alert is very low at this time of the year. They continue with their Educational Mission. They continue to provide Educational Programs throughout the year with evening programs, and they are trying to increase the number of programs they now have. The ALS Airway Course had 11 sessions with 133 EMS providers. The Observation Programs conducted with 2452 hours. The TRU had 249 EMS providers, and the Critical Care had 122 EMS providers. They had 45 On-Site Clinical Programs, and five (5) Minds Of The Future Programs for 294 High School students.

MSP-AV – Major McAndrew presented and discussed his written report. He discussed the recent article in the newspapers regarding the EMS Helo Services (MSP and private). He hopes this will be worked out in favor of the MSP-AV and the citizens of Maryland. They have a meeting on 9 September 2008 on Helicopter Replacement and he will report on their findings with new helicopter purchasing, etc. Their recommendations will be sent to the Governor for his action. He said because of the expense of new helicopters, they have another option that will extend the life of the current fleet, and they will make recommendations on the pros and cons of both programs. The U.S. Coast Guard is currently doing this to their Helicopter Fleet, and should be able to fly them for another 20 years. He discussed the maintenance and replacement programs for the helicopters in Maryland. T. Mattingly asked the MSFA to send a letter to the Governor in support of the MSP-AV program and the helicopter replacement and maintenance program. Past President Richard Yinger discussed the conflict of interest of one of the public people talking against the present EMS helicopter system. Major McAndrew said the newspaper

Executive Committee Meeting Minutes
23-24 August 2008 – Page 22

article failed to say how safe the present MSP-AV Program is and has been. President Underwood will send the letter to the Governor of our support of the present program.

EMS – Charlie Wills presented and discussed his written report. The committee last met on 2 August 2008 at Potomac Heights. He discussed MFRI's new on-line 12 hour Refresher Class. The 12 hours of the didactic portion of the class and all that is left is the skills requirement. The turn out has not been what they expected. Charlie said maybe it should have been started later in the Fall. He said MFRI has the pilots for the 40 hour ALS Refresher Paramedic class. The class increased the use of robotics and includes a Therapeutic Hypothermic class, and will be available in the Fall. There is a new video (dvd) on injuries to the lower extremities, and should be available about 1 October 2008. Copies will be made available to all instructors, and will also be for sale. He discussed the EMS Workforce Agenda for the Future. He said this should discourage volunteerism as they have about five levels of authority above us, and most of them is certainly not needed. He said things are in motion to put on a EMS Contest at the 2009 MSFA Convention in Ocean City. He had promised PP Sterling to get one if he can get everything in place. He said they are cleaning up the existing EMT hours and not making them longer. They are also looking at classes that are being let go early instead of using that valuable time for the students. P. Hurlock agreed that they are not lengthening the EMS class hours and are trying to better utilize the hours they have now.

FIREFIGHTER OF THE YEAR – John Gatton presented and discussed his written report. He said the committee has not met since the Convention in June. He thanked the Officers and Executive Committee for helping to increase the number of nominees from the previous year. He asked their support again this year to make it an even larger response of nominees in 2009.

RISK MANAGEMENT – Chip Jewell presented and discussed his written report. The only open issue at this point is the claim for the laptop computer, and it is being handled by Richard Snader. Upon receipt of the requested documentation, the claim will be closed by the Volunteer Firemen's Insurance Services. They have asked President Underwood to appoint Mike LaCompte to this committee to provide additional expertise to the committee.

DNR – Supervisor Mitchell presented and discussed his written report. He discussed and handed out copies of their new publication on Dry Hydrants in Maryland. The Forest Service has responded to 397 wildfires burning 2,138 acres thru early August 2008. He discussed the Interagency Fires and the crews dispatched across the country to assist in California and Montana. He said the 2008 VFA Grant application closed in June with applications received from 59 fire departments in 19 counties. The companies now need to get their materials and get the receipts for the Matching Fund, back to DNR by the end of November 2008. The Wildfire Management Staff has scheduled the Fall Basic Fire Courses for 13-17 October at the Green Brier State Park. He said they have received ok to hire six (6) full time positions. Three (3) are contractual conversion and the other three (3) are new hires. The Fire Staff has advertised to fill the three (3) seasonal firefighter positions (mid September until mid June 2009) at Green Ridge, Cedarville, and Church

Executive Committee Meeting Minutes
23-24 August 2008 – Page 23

Creek. Executive Committee member Jim Seavey asked if the MSFA has been any help in supporting the needs of the DNR. M. Mitchell thanked the MSFA for their support to (DNR report continued) the DNR, and discussed the status of their personnel and the hiring freeze at most agencies.

RECRUITMENT & RETENTION – John Denver reported they have not been able to meet since the June Convention. He said Marcine Goodloe resigned as Chair of the committee. He spoke to Amber about use of the Trumpet for the Recruitment and Retention for each publication. He asked about the 1-800-FIRELINE and asked of their use of the line. He said they need to get the line and announcements out to the public as much as possible. They will continue to try to get the public service announcements out. Chair Moe asked John to get with the Public Information committee for help.

MARKETING & INDIVIDUAL MEMBERSHIP – John Denver discussed the use of the MSFA fold-out this past year. Executive Committee member Steve Kesner discussed and suggested other organizations that have a good marketing record and might be of help to the committee. Chair Moe said Laurel has volunteered the use of their cable for these announcements

FINANCIAL SECRETARY – Fred Cross reported Ewell VFD has now paid their dues. Pocomoke City is still outstanding, Secretary Olson said the letter has been written and sent certified mail to Pocomoke City regarding their dues.

NVFC - Lee Sachs commended Hugh Owens for his work with the Fire Corps Program, and reminded everyone we do have the Fire Corps Program in Maryland, and encouraged everyone to urge their company to join the Program. He reported on the minutes of their last meeting, and discussed the loan checks and when they can be written after the loan is approved. They did say they will make some changes to their policy to correct this issue. He said they were told the check must be made payable to the borrower. They have agreed now that the check will be issued when the Attorney notifies them and says the settlement is scheduled for a certain date, will you send the check, and that is when they will send the check. The interest will then start on the date of the closing, or the date of the note. He discussed the Three Year Report presented by us and said this has now been done and is approved by everyone. He said they are concerned where our funds will come from in the future as far as the Loan Fund money and our Appropriations, and our Trustees money, because the source (the Fire Truck Loan Fund) for some is now used up and the state of the General Funds. He said they have some challenges, but they are on the way.

PRESIDENT'S VEHICLE – Frank Underwood discussed the environmental friendly vehicles and will be looked at by him and the committee this year.

MINUTES – Secretary Olson said the Executive Committee needs to approve the Minutes of three previous Executive Committee meetings.

**Executive Committee Meeting Minutes
23-24 August 2008 – Page 24**

The following motion was made by Jim Seavey and 2nd by Wylie Donaldson;

MOTION – To approve the Minutes of the 15 June, 18 June, and 19 June 2008 Executive Committee Meetings as presented. Motion was approved by all.

IAFF TWO HATTER ISSUE – Executive Committee member Jim Seavey reported on the NVFC report regarding the Two Hatter issue, 2008 IAFF Resolution 2 – Secondary Employment. He presented and read his proposed resolution dated 24 August 2008. He added to his Resolution “The Recommendation that the MSFA Council work with Jim Seavey and Vice President Powell to work on this issue to make it correct and stronger in content”.

The following motion was made by Wylie Donaldson 2nd by John Guntow.

MOTION – To accept the intent of the proposed IAFF Two Hatter (Secondary Employment) Resolution recommendation as presented by Jim Seavey. After discussion, the motion was approved by all.

Lee Sachs said this Resolution will be brought to the NVFC Board meeting in September 2008.

GOOD OF ASSOCIATION – The membership discussed the happenings and upcoming events in their area of concern around the State.

BRANCHVILLE VFC – Frank Underwood thanked the Ladies of the Branchville VFC for the good food and hospitality received this weekend by the MSFA. The ladies donated the monies received back to the MSFA Fire Prevention Committee.

ADJOURNMENT – With no further business to discuss, the meeting was adjourned at 1100 hours.

NEXT MEETING – The next meeting of the MSFA Executive Committee is scheduled for 6-7 December 2008 at the Pittsville VFD

CLOSING PRAYER – The closing prayer was given by Chaplain H. Hetz.

Submitted by,
Jacqueline Olson, Secretary
Leonard T. King Sr., Secretary Emeritus
Joseph A. Cooper
Ronald E. Watkins
Kristi Gable
Richard Snader