



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

January 16, 2007

MEMBERS PRESENT

Kenneth H. McMahon, Chairman
Marvin C. Sharp, Vice Chairman
Francis J. Dougherty
W. (Bill) Betts, Jr.
Kennard L. Pyle
Bob Ricker
Daniel W. Magee

Robert Newnam, Director, State Fire School
Willard F. Preston, State Fire Marshal
Sherry Lambertson, Administrative Specialist

GUESTS

Grover P. Ingle, Assistant State Fire Marshal
Richard R. Ward, Assistant State Fire Marshal
John P. Rossiter, SFMO
R.T. Leicht, SFMO
Ross Megargel, M.D., OEMS
Walter Johnson, Millville Fire Department
Douglas Scott, Millville Fire Department

CALL TO ORDER

Chairman McMahon called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

REGULAR SESSION

APPROVAL OF DECEMBER 19, 2006 COMMISSION MEETING MINUTES

It was moved by Commissioner Pyle, and seconded by Vice Chairman Sharp that the minutes of the December 19, 2006 Commission meeting be approved as amended. Motion carried unanimously.

CALL FOR ADDITIONAL AGENDA ITEMS

Chairman McMahon called for additional agenda items. It was moved by Commissioner Ricker, and seconded by Commissioner Magee to approve the agenda as written. Motion carried.

REPORT OF THE STATE FIRE MARSHAL

REGULAR SESSION

Agency's Activity for the month of December is as follows: investigations 63- (criminal 19- /accidental 41- undetermined 3-); arrests 6-; inspections 713- (health care 4- /deputy 121/tech services -229 "QAP-359"); complaints-35; plan reviews 369-; PRUF revenue collected (December) \$156,744 year to date \$1,043,931; total overtime hours worked 215.5-; time off in hours (Deputies) 567.0 (vacation 338.5- /compensatory leave 37.5- /sick leave 48.5- /holiday 142.0- /compassionate 0.0)

Personnel Issues

Fire Marshal Preston reported that he received a resignation letter from Jim King, Fire Protection Specialist II in Kent County.

Interviews are currently taking place for the vacant Juvenile Intervention Specialist position. A name will be presented to the commission for hire in March.

Florence Emerson began work in New Castle County on January 8, 2007 as an Administrative Specialist I.

INFORMATIONAL ITEMS

DFIRS Update

Fire Marshal Preston reported that several companies are falling behind. Fire Marshal Preston has spoken to fire companies trying to work through the problems.

The following fire companies are delinquent in DFIRS requirements.

- **New Castle County**

Belvedere	January – November Partial entry Feb, July, and August incidents
Christiana	June - November
Holloway Terrace	October - November
Talleyville	September & November
Wilmington Manor	November

- **Kent County**

Clayton	November
Harrington	July – September
Houston	July - November
Little Creek	June – November

- **Sussex County**

Memorial	May – November
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Hardwired Smoke Detectors

The commissioner's were given a Hardwired Smoke Detector Program update. Seven referrals were received this month. Bob Borkowski continues to do a good job.

False Fire Alarms

Fire Marshal Preston stated that a package has been put together that gives the DFIRS comparison with the False Fire Alarm program. The reports show that the companies using the False Fire Alarm Program have a noted reduction within the district they serve. Fire Companies that are not using the program show no impact whatsoever. This proves that the program works if it is taken advantage of. A comparison report is going to be done between the DFIRS and Dispatch Center reports.

WPVI Operation 6 Save a Life

Fire Marshal Preston, Asst. State Fire Marshal Ingle and John Lattomus, OSFM attended a smoke detector give away from WPVI Operation 6 Save a Life in Philadelphia. This program is done on an annual basis and is well received by the community.

Fire Death

Fire Marshal Preston reported on a fire death that occurred in December 2006. This fire death was from a gentleman burning brush and sticks outside of his home. He used a flammable liquid that ignited his clothes. He has now succumbed to his injuries. This brought the fire death total for 2006 to 15.

Fire Safe Cigarette Legislation

Representative Biff Lee plans to introduce the fire safe cigarette legislation in March. Legislation changes have been suggested and will be submitted. Fire Marshal Preston contacted the Governor's office about the proposed changes.

Sussex County Code Committee

Fire Marshal Preston met with the Sussex County Code Committee last week. Several issues were worked on and Fire Marshal Preston asked them for input on any kind of issue that the fire departments had. The meeting was informative and positive.

Issues discussed were the parking between the fire lane and the buildings and the size of elevators. The commission adopted these two regulations at the request of the fire departments. These are the two most challenged regulations within the Fire Marshal's Office office. If this is not as important today to the fire service, maybe these issues should be revisited. If they are still important to them, we should maintain our posture.

Discussion took place about builders going to fire departments. The committee seemed to be very concerned with this behavior.

Fee Increase

Fire Marshal Preston spoke to Mike Jackson, Office of Management and Budget about a fee increase. It was agreed to put the fee increase on hold until next year. When the office becomes fully staffed, a more accurate view of the special funds account will be seen.

State Vehicles

Fire Marshal Preston discussed the purchase of state vehicles with Mike Jackson, Office of Management and Budget. The new system is forcing state agencies to lease vehicles verses purchasing. This is very costly to the Fire Marshal Office. It cost less money to purchase the vehicle and handle service through the individual agency. This is mandated unless an agency is approved for an exemption. Fire Marshal Preston is going to attempt to get an exemption because of law enforcement status. It is inefficient for the agencies to run fleet vehicles this way.

ACTION ITEMS

Personnel

It was moved by Commissioner Betts, seconded by Commissioner Pyle to authorize Fire Marshal Preston to advertise, interview and hire for the vacant Fire Protection Specialist I position in Kent County. Motion carried.

FIRE MARSHAL/FIRE SCHOOL

No report at this time.

MISCELLANEOUS

No report at this time.

REPORT OF THE FIRE SCHOOL DIRECTOR

INFORMATIONAL ITEMS

Director

Staff Members of the Fire School will serve as members of the State Incident Management Team. This will require 80 hours of training provided by DEMA. The Director of DEMA would like for this team to serve as a level 2, which means they could serve some time out of state on major incidents. Director Newnam served on the interview panel for the team selection.

Director cont.

Director Newnam attended the New Castle and Kent Fire Chief meetings.

Director Newnam met with representatives from DuPont to discuss Hazardous Material Technician. Program updates and the Delaware State Fire School agreement held with DuPont. Another meeting is scheduled about funds.

New staff members began work at the Fire School on January 8, 2007.

The school will be conducting a video conference class. The class will work in partnership with DFIRS and the Fire Marshal's Office, on January 18th and 25th.

Fire Company membership updates are coming in to the school.

The Fire School will be asking that the DVFA assign Staff members to various committees. This agreement is between President Robinson and Director Newnam. All staff members will be assigned to a committee with the DVFA.

The Fire School Staff Policy Manual has been changed regarding staff members' attendance at County Fire Chief meetings with two staff members attending, and county rotation. This has been set up so that all staff members will have to attend within a 3-month period in each county. The second person assigned to Sussex County will attend the Ambulance Association meeting because they are on the same night.

Weekly meetings have been scheduled with the EMS staff at the Delaware State Fire School to discuss matters pertaining to that program area. The EMS secretary has been appointed to handle background check correspondence when needed.

Director Newnam gave a copy of the 2007 Certified Ambulance List to the commission.

Director Newnam discussed an MOU between the DSFS and the Div. of Public Health regarding a grant.

A letter has been sent to instructor's regarding uniforms for EMS Classes. Director Newnam received a complaint about uniforms being worn during classes.

Director Newnam presented a reserve ambulance policy for the commission to review and adopt if they so agree.

Staff Activities

Director Newnam assigned staff members to mentor the new members on board. Jerry Brennan will be working with Bill Walton, Craig Stephens will be working with Jim King, and Billy Baker will be working with Jay Reynolds.

Jerry Brennan has applied to attend the 2007 Staff and Command course in Maryland.

The Staff Policy manual has been updated and all staff member have received a copy of it.

The Fire School is obtaining information on Driver Training Simulators.

The school is in the process of developing a pre-registration policy for in-service classes.

Mike Lowe has been assigned as a member of the Governor's Fire Safety Conference Development Team.

Programs/Courses

Director Newnam reported that the Sr. Instructors are in the process of scheduling validation of Lesson Plans and Instructor Evaluations.

Maintenance Issues/Projects

New projectors have been installed in room 5A and B along with room 2.

The new Truck prop has been installed on the liquid's pad.

The new pump houses are under construction.

New projectors are scheduled to be installed in the Divisions this week. This will require upgrade of the sound system.

Contract for the phone booster at the school was signed on December 4, 2006. The booster will be installed when the provider is available.

Director Newnam continues to work on a plan to remodel the office. He will keep the commission apprised of the changes.

Financial

Tuition Account (8000) 149,300 Balance 83,615 A/R
Hazardous Material Account (8200) 62,390 Balance 20,600 A/R

Account Balances are normal

24 accounts 30 days past due

18 accounts 60 days past due

1 account 75.00 – 90 days past due

1 account (Student) 66.25 – Past due 120 days

REPORT OF DEPUTY ATTORNEY GENERAL

No report at this time.

ACTION ITEM

Personnel

BLS Medical Director

Dr. Ross Megargel reported that he is working on the replacement of the Commission BLS Medical Director.

Dr. Megargel discussed concerns with freestanding urgent care centers and ambulances transporting patients to them. They usually have limited hours of operation and handle things like colds etc. They have limited resources, lab back up, and limited x-ray capabilities. This would be considered bad for patient care. If you transported a patient to a location like this and it turned out to be a more serious condition, the patient would be transported to another location and time is of the essence with patient care. Some of these facilities are trying to recruit ambulance service.

Dr. Megargel discussed concerns with limited access to supplies such as saline and sterile water. He suggested sending a request form from the supplier to himself and he will sign off on the request for the company.

The DEMSOC report is being put together in the Office of EMS. It is requested that all fire companies complete financial reports so they can be included in the document.

Dr. Megargel stated that he is seeing a big push for cyanide kits and we should be prepared to address this in the near future.

BLS Medical Director cont.

Dr. Megargel reported that patient transports involving acute MI or need for cardiac catheterizations will now have new destinations such as Beebe and Kent General. These hospitals are now staffed and ready for limited service in this area. This will create a better system for patient care.

It was moved by Commissioner Pyle, and seconded by Commissioner Dougherty to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 10:03 a.m.

EXECUTIVE SESSION

It was moved by Vice Chairman Sharp, and seconded by Commissioner Pyle to go out of Executive Session. Motion carried. The Commission exited the executive Session at 10:48 a.m.

REGULAR SESSION

ACTION ITEM

Reserve Ambulance Policy

It was moved by Commissioner Ricker, seconded by Commissioner Pyle to adopt the reserve ambulance policy presented by Director Newnam. Motion carried.

Reserve Ambulance Policy

A reserve ambulance is a vehicle that is not equipped nor licensed that a volunteer BLS provider may place in service to replace a licensed ambulance vehicle that has been placed out of service.

The BLS provider will provide to the Delaware State Fire School an Application for Ambulance Permit yearly.

The BLS provider will notify the Delaware State Fire School in writing when a reserve unit is placed in service.

The BLS provider's reserve unit will comply with the Delaware State Fire Prevention Commission Ambulance Service Regulations.

Reserve Ambulance Policy cont.

The BLS provider may transfer supplies and equipment from the unit out of service to the reserve ambulance

The BLS provider will complete and forward the Ambulance Equipment and Supply inspection form signed to the Delaware State Fire School.

The Delaware State Fire Prevention Commission may upon review issue a license for the reserve vehicle for 60 days or until the vehicle is returned to reserve status. The license is renewable upon written request of the BLS provider.

The State Fire Prevention Commission adopted this policy on January 16, 2007.

Risk Watch Coordinator

It was moved by Commissioner Pyle, seconded by Commissioner Betts to adopt the Risk Watch Coordinator responsibilities presented by Director Newnam. Motion carried.

Confirm Fire District Boundaries

It was moved by Commissioner Betts, seconded by Commissioner Dougherty to send maps and letters to Kent and Sussex County fire companies with the intent to confirm these boundaries by March 31, 2007. Letters will be mailed to New Castle County fire companies with the intent to confirm these boundaries by March 31, 2007. These boundaries will be confirmed by the county dispatch center maps. Letters will be mailed certified. Motion carried.

Millville Fire Company

Chief Walter Johnson and Asst. Chief Doug Scott of Millville Fire Company presented future plans for a sub-station request. It was moved by Commissioner Ricker, seconded by Commissioner Dougherty to send Millville Fire Company a letter granting them a twelve (12) month extension on a temporary permit for requested substation. They must report back to the State Fire Prevention Commission in January 2008 with progress made. Motion carried.

REGULAR SESSION

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Chairman Kenneth H. McMahon

Chairman McMahon reported that he attended the Monthly Fire Prevention Commission Meeting, Funeral for Frederica Chief, Office Work and Meeting with Rep. Ennis, DEMSOC Meeting, DVFA Executive Meeting, New Castle Fireman's Meeting, Interviews for DSFS Director, and Retirement for Chief Ford.

Commissioner Francis J. Dougherty

Commissioner Dougherty reported that he attended the Monthly Fire Prevention Commission Meeting, Brandywine Hundred Fire Company Meeting, New Castle Chief's Meeting, Fire Marshal Interviews in Dover and New Castle County Firemen's Association Meeting.

Commissioner Bob Ricker

Commissioner Ricker reported that he attended the Monthly Fire Prevention Commission Meeting, Meeting with Representative Ennis, Meeting with DVFA in Georgetown, DVFA Executive Meeting, DSFS Interviews, Representative Booth Christmas Party, and Georgetown Fire Dept. Christmas Dinner.

Commissioner Kennard Pyle

Commissioner Pyle reported that he attended the Monthly Fire Prevention Commission Meeting, Board of Directors Meeting at Station 24 Odessa, Meeting with Representative Bruce Ennis, DEMSOC Meeting, DVFA Executive Meeting, Odessa Company Meeting, Appreciation Dinner for State Chief's President Tucker Dempsey, Fire School Interviews, BLS Funding Committee Meeting at Kent Center and Fire Prevention Commission Luncheon.

Commissioner Bill Betts

Commissioner Betts reported that he attended the Monthly Fire Prevention Commission Meeting, SERC Meeting, Kent County Chief's Meeting, Fire School Interviews, and Sussex Chief's Meeting.

DATE OF NEXT MEETING

February 20, 2007
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dougherty, and seconded by Commissioner Ricker that the meeting be adjourned. Motion carried. The meeting was adjourned at 12:58 p.m.

Respectfully submitted,

Sherry R. Lambertson
Administrative Specialist

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