



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

(302) 739 - 3160
FAX (302) 739 - 4436

1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

March 20, 2007

MEMBERS PRESENT

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

Robert Newnam, Director, State Fire School
Willard F. Preston, State Fire Marshal
Sherry Lambertson, Executive 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, D.O., OEMS
James Cabbage, D.V.F.A.
Phillip W. Pennington Sr., Bowers Fire Co., Chief
Jerry Johnston, Frederica Fire Co., Chief
Michael Bundek, Little Creek Fire Co., Chief
William R. Dempsey, Jr., Kent County 911

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

REGULAR SESSION

APPROVAL OF FEBRUARY 20, 2007 COMMISSION MEETING MINUTES

It was moved by Commissioner Pyle, and seconded by Commissioner Magee that the minutes of the February 20, 2007 Commission meeting be approved as amended. Motion carried unanimously.

CALL FOR ADDITIONAL AGENDA ITEMS

Chairman McMahon called for additional agenda items. Chairman McMahon added Delaware Weekend. It was moved by Commissioner Ricker, and seconded by Commissioner Pyle to approve the agenda as amended. Motion carried.

REPORT OF THE STATE FIRE MARSHAL

REGULAR SESSION

Agency's Activity for the month of February is as follows: investigations 66- (criminal 19- /accidental 41- undetermined 5-); arrests 5-; inspections 558- (health care 5-/deputy 128/tech services -190 "QAP-226"); complaints-58; plan reviews 418-; PRUF revenue collected (February) \$163,237 year to date \$1,133,390; total overtime hours worked 251.0-; time off in hours (Deputies) 436.0 (vacation 112.5- /compensatory leave 28.5- /sick leave 107.5- /holiday 187.5- /compassionate 0.0)

Personnel Issues

Bob Borkowski has returned to work on a limited basis from his work related injury sustained on a fire scene.

Brian Schad is out of work for several weeks due to a medical issue.

INFORMATIONAL ITEMS

DFIRS Update

Fire Marshal Preston reported that he has a name to present for hire to the Commission for the Telecommunications Specialist II position. This position will oversee the DFIRS program. Crystal Beach will assist in training the person on a part-time basis.

Hardwired Smoke Detectors

Fire Marshal Preston, as the suggestion of the Chief's, plans to go back to the fire companies with new officers and give the hardwired smoke detector program again. The Hardwired Smoke Detector and False Fire Alarm programs will be presented.

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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False Fire Alarms

False fire alarm 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 will be presented to the commission. New Castle County ECC is not reporting false alarms to the fire marshal's office. They have stated they are unable to provide this information.

Fire Death Update

Fire Marshal Preston reported on one fire death in March. It was an elderly gentleman who succumbed to injuries he sustained from a cooking fire. No working smoke detectors were in the home. This is the seventh fire death of the year.

Fire Safe Cigarette Legislation

Fire Marshal Preston has been in contact with Representative Lee who is attempting to get sponsors in the Senate for the Fire Safe Cigarette Legislation. This legislation should be presented in the near future. Maryland's legislation will be presented for a vote shortly. At this time, twenty-two states are in the process of passing fire safe cigarette legislation.

Residential Sprinkler Initiative

Fire Marshal Preston feels it is best to approach the residential sprinkler initiative by county across the state. A presentation has been made before the Kent County Chief's and they were supportive of the initiative. A presentation has been conducted for the Laurel Town Council and Sussex County Chief's Association. Seaford has also contacted the office to be scheduled. It will make a difference if the fire service is involved in the program.

Burn Camp

John Lattomus attended a burn camp down south last year and was personally touched by the work that they did. He brought this information back home and hopes to implement the same idea in Sussex County. Mr. Lattomus met with Fire Marshal Preston and representatives of the burn camp. The burn camp representatives have cancelled the camp this year due to liabilities that will have to be worked out. A plan is in place to put the camp together for next year.

A burn camp is for children that have been involved in fire play and burned. It is an educational as well as recreational time for the children. Many of the children have been severely disfigured. It gives them an opportunity to get together and meet children in like situations and give them educational training at the same time.

Joint Finance Hearing

Fire Marshal Preston reported that the Joint Finance Hearing went well. He answered numerous questions after his presentation. The bulk of the questions concerned Deputy Fire Marshal's receiving shotguns and partitions in cars to transport prisoners.

Time Off – April 2007

Fire Marshal Preston will be out of the country from April 13th – 24th. Upon returning he will then attend the NFPA 921 Meeting in Indianapolis from April 25th – 27th. Assistant Fire Marshal Grover Ingle and Dick Ward will share responsibilities as Acting Fire Marshal for the agency during his absence.

ACTION ITEMS

No report at this time.

FIRE MARSHAL/FIRE SCHOOL

No report at this time.

MISCELLANEOUS

No report at this time.

RECOGNITION

Jim Hargett

The Commission recessed from regular business to present Jim Hargett, Network Administrator with a letter of thanks. He was commended for his special effort and job well done on behalf of the Commission. He spent much of his valuable time teaching all of the Commissioners Blackberry technology to better our communications with the fire and EMS service.

REGULAR SESSION

REPORT OF THE FIRE SCHOOL DIRECTOR

INFORMATIONAL ITEMS

Director

- Attended Planning & Training Committee Meeting at DEMA.
 1. Outreach program – “Stop-Leave it alone – Mike Lowe
 2. Rerouting of Rail hazardous Materials discussion. Upgrading to become compliant with NIMS.
 3. SERT Plan Revision – NIMS upgrade
- EVO – Director Newnam presented the Commission with a copy of the DMV regulation on CDL licenses. Some EVO cardholders have attempted to apply for a CDL license by their EVO card. The regulations have not changed on EVO card regulations. The Division of Motor Vehicles has an established law regarding EVO license. 2213 – 1.0 Statutory Basis – 1.1 Purpose. This regulation confirms and renders official the current practice of issuing non-Commercial License (non-CDL) to firefighters and farmers and producing Emergency Vehicle Operator documents in behalf of the Fire School.
- Fire Chief’s Seminar – Director Newnam submitted a memo that was sent to the Fire Chief’s thanking them for attending the 2007 Fire Chief’s Seminar. The memo includes items suggested or comments that were presented by the Fire Chiefs after their round table session.
- Attended the DVFA Executive Meeting
 1. Met with the Fire School Advisory Committee and this meeting went very well.
- Instructor’s Seminar – 116 Instructor’s attended the Instructor’s Seminar. The event went very well. Breakdown meetings took place at the seminar and Director Newnam came away with suggestions and comments for the school.
- Conducted an Office Staff Meeting – Meetings are going well.
- Developing an Account Receivable Policy to know when it’s necessary to flag an account.
- Student Illness Report – Student became ill during training session at the Fire School and was transported to Bayhealth Medical Center. It was later learned that the student was suffering from pneumonia. The school will work with the student when he is well enough to complete his course.
- 2008 recommended FDIC speakers
 1. Mike Lowe – Introduction to Fire Safety Principles
 2. Jay Reynolds – E-learning is Emerging As A Solution for Delivering Emergency Service Training
- Draft for Land Preservation – Director Newnam submitted a potential presentation for the land preservation.
- Began partnership with OEMS with Domestic Preparedness Coordinator – Fred Haas is attempting to collect information from the fire departments.
- National Registry change in re-certification policy – no change to Delaware’s.

Director cont.

- All DSFS Instructors will be paid the same hourly rate, regardless of subject.
- Will require all incoming DSFS Instructors to attend the DSFS Methods of Instruction Course.
- Issue with OEMS on National Registry testing policy – discussion
- The National Guard has personnel that became NR EMT-B's in years past before the school ran this program. They are off line with the school recertification years. Director Newnam would like to offset a year of recertification to bring them in line with the rest of the state. The commission had no problem with Director Newnam moving forward with this plan.
- An EMT-B has come forward that no longer has an affiliation with a fire company or ambulance service, but would like to maintain his EMT-B certification in Delaware. The Commission stated that if he does not have a sponsor to sign off on his sponsor form then he is not eligible to remain a certified EMT-B in Delaware per State Fire Prevention Commission regulations.
- Working on QA/QI program in conjunction with the Office of EMS.

Staff Activities

- Developed a schedule of events for the Governor's Fire Safety Conference – planning a weeklong event with the Fire Prevention Commission.
- Bill Walton and Jerry Brennan attended the EMS Today Conference in Baltimore.
- Bill Walton had a meeting with Criminal Justice Department Head from Delaware Technical Community College to discuss First Responder curriculum.
- Billy Baker completed a Port Security Grant Program for training funds to assist Marine Firefighting Task Force.
- Held a Duty Instructor workshop.
- Updated the Instructor's Aide Manual.
- Conducted a workshop for Instructor Aides.
- Instructor evaluations have been started. Director Newnam is very pleased with the way that it is going.
- Chris Murabito attended a class on Automated Security Forms.
- Jay Reynolds will be attending the State Chief's meeting.
- A Risk Watch report was presented to commission for review.

Programs/Courses

- National Fire Academy Programs
 1. Grant for year reduced to \$24,000.00
 2. Jim King is promoting DE Weekend and all National Fire Academy classes.
- EMTB-NR – Refresher training re-certification requirements. Director Newnam is working with Sandy Hypes, OEMS in regards to concerns with the process of approving training curriculums.
- Mike Lowe developed and delivered a program for Boy Scouts.
- Weeknight class New Castle EMT B completed with 17 students.
- EMS class activity has increased.
- Haz Mat Tech programs have been reviewed and are being updated.
- Conducting an Air Crash Rescue program for station 83 on May 12th.
- Conducting a Fire Instructor I course
- Re-Accreditation with the Pro Board has been rescheduled.
- Protocol Training is above normal. As of March 7th, 586 EMT-B's have been trained.
- Jim King attended DEMA training on Soft Target Awareness.
- Jerry Brennan has scheduled Virtual Reality Trailer repairs and it is now in service.
- Jay Reynolds is reviewing On line training programs.
- Adding hand lights to the equipment supplies.
- Partnership with Risk Watch-DNREC, PFD Loaner program.

Maintenance

- Drill ground pumps are installed and in operation on the drill grounds.
- Parking area drainage system and sidewalk installed at the front office entrance.
- Fire Safety Van has bodywork completed.
- PA system room 5 completed and operational.
- Sussex Division new screen installed.
- All classrooms now have sound system upgrades, VCR/DVD units.

Financial

Tuition Account	(8000) 168,269.00 Balance 33,579.00 A/R
Hazardous Material Account	(8200) 68,960.00 Balance 0.00 A/R
Past Due Billings	
30 days past due	\$135.00
60 days past due	\$205.00
90 days past due	\$9,106.00 – EI DuPont Chambers Works
120 days past due	\$286.25 – Student and Instructor – flagged

Scheduled Activities

- Director Newnam will be out of the office on April 17, 2007.

Thank you

Chairman McMahon reported that he was copied on an email from a fire chief that gave Director Newnam and his staff high praise for the job they are doing. The Commission thanked Director Newnam for the job he is doing and also the chief that included him in on the email.

REPORT OF DEPUTY ATTORNEY GENERAL

Retirement

Deputy Attorney General James Hanley is retiring as of March 31, 2007. The Commission presented him with a plaque for his 17 years of service and thanked him for his support over the years and wished him health and happiness after his retirement.

ACTION ITEM

BLS Medical Director

Dr. Ross Megargel reported that OEMS is working diligently to complete the DEMSOC annual report and on the pandemic flu project. Everything else is currently on hold temporarily.

Boundary Confirmation

Mr. Dempsey from Kent County Dispatch reported before the Commission, maps that went out to confirm boundaries for Kent County were not an accurate account. Kent County is in the process of redrawing maps and will have them sent to all of the fire departments and Commission to approve.

It was moved by Commissioner Magee, seconded by Commissioner Ricker that the State Fire Prevention Commission is confirming the boundaries of Sussex County, Delaware per the map submitted and sent out to all of the Sussex County Fire Departments sent out by the State Fire Prevention Commission.

Motion carried with a roll call.

McMahon	-	Yes
Betts	-	Absent
Ricker	-	Yes
Pyle	-	Yes
Sharp	-	Yes
Magee	-	Yes
Doc	-	No

It was moved by Commissioner Magee, seconded by Commissioner that the Commission defers action on the boundary confirmation for Kent and New Castle Counties. This is done with the intent to confirm these boundaries at the April 24th Commission Meeting.

Motion carried with a roll call.

McMahon	-	Yes
Betts	-	Absent
Ricker	-	Yes
Pyle	-	Yes
Sharp	-	Yes
Magee	-	Yes
Doc	-	Yes

2007 Governor's Fire Safety Conference

Commissioner Magee informed the commission of plans being made for the upcoming 2007 Governor's Fire Safety Conference. It will this year be a week long event, beginning Friday, October 5th with a proclamation signing for Fire Safety Week by the Governor and Lt. Governor, and ending Saturday, October 13th with the Governor's Awards and Reception Dinner. Fire Company Open House's and CEU classes will be held every day during the week. A speaker has been booked for the event. Commissioner Magee will continue to keep the commission apprised of changes.

Fire Prevention Matching Funds

It was moved by Commissioner Dougherty, seconded by Commissioner Magee to pay the 2007 Fire Safety Matching Funds in the amount of \$99,998.57. Motion carried.

EMT-B Policy Discussion

The Commission discussed implementing policy to handle situations that arise with EMT-B's who have committed a felony crime, but have not yet been convicted. Fire Companies that allow criminals in, as members are liable to their own insurance companies. Deputy Attorney General Hanley will put together language for the commission to submit as legislation.

It was moved by Commissioner Ricker, and seconded by Commissioner Dougherty to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 11:15 a.m.

EXECUTIVE SESSION

It was moved by Commissioner Sharp, and seconded by Commissioner Pyle to go out of Executive Session. Motion carried. The Commission exited the executive Session at 11:17 a.m.

REGULAR SESSION

ACTION ITEM

Personnel

It was moved by Vice Chairman Sharp, seconded by Commissioner Ricker to authorize Fire Marshal Preston to hire Renee Hayes for the Fire Protection Specialist I in New Castle County. Motion carried. Commissioner Dougherty recused himself because he participated in the interview process.

It was moved by Vice Chairman Sharp, seconded by Commissioner Ricker to authorize Fire Marshal Preston to hire Sunisa Medina for the Telecommunication Specialist II position. Motion carried. Commissioner Dougherty recused himself because he participated in the interview process.

It was moved by Vice Chairman Sharp, seconded by Commissioner Ricker to re advertise for the Fire Protection Specialist I position for Kent and Sussex Counties. Motion carried. Commissioner Dougherty recused himself.

It was moved by Commissioner Ricker, seconded by Commissioner Pyle to authorize Fire Marshal Preston to advertise and interview for the Administrative Specialist I position in New Castle County. Motion carried.

It was moved by Commissioner Magee, and seconded by Commissioner Dougherty to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 11:54 p.m.

EXECUTIVE SESSION

It was moved by Commissioner Ricker, and seconded by Commissioner Dougherty to go out of Executive Session. Motion carried. The Commission exited the executive Session at 12:14 p.m.

The Commission recessed for lunch.

REGULAR SESSION

It was moved by Commissioner Ricker, and seconded by Commissioner Magee to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 12:59 p.m.

EXECUTIVE SESSION

It was moved by Commissioner Ricker, and seconded by Commissioner Magee to go out of Executive Session. Motion carried. The Commission exited the executive Session at 1:09 p.m.

REGULAR SESSION

ACTION ITEM

Legislation

It was moved by Commissioner Ricker, seconded by Commissioner Magee to send a certified letter to Kevin Richie, an EMT-B out of Laurel, suspending his certification pending an investigation into him being convicted of a felony. He is therefore ineligible to serve as an EMT-B pursuant to 16 Del Code Section 6612 (b). He will be advised of his rights to the appeal process. Motion carried.

REGULAR SESSION

RECOGNITION

The Commission presented Deputy Attorney General James Hanley with a plaque for his year's of service. He has been assigned to work with the State Fire Prevention Commission since 1991 and is now retiring from the State of Delaware. His dedication to the Delaware Fire Service has been appreciated. The Commission thanked him for his time.

GENERAL INFORMATION

Delaware Weekend

Chairman McMahon discussed Delaware Weekend and the importance of attending. He would like to see the entire commission attend.

Website

Vice Chairman Sharp is going to work with Jim Hargett to possibly set up forms on the Commission website for the fire service to use. More details will be presented after he meets with Mr. Hargett.

CORRESPONDENCE

No report at this time.
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MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Chairman Kenneth H. McMahan

Chairman McMahan reported that he attended the Monthly Fire Prevention Commission Meeting, New Castle county Fire Chief's Meeting, M.I.S.C. Meeting, New Castle County Fireman's Meeting, NFA Grant Reviews, Pipeline Safety Class, Revolving Fund Committee Meeting, Fire Chief's Seminar, DEMSOC Annual Report Committee Meeting and Joint Finance Hearing.

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.

DATE OF NEXT MEETING

April 24, 2007, 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Pyle, and seconded by Commissioner Ricker that the meeting be adjourned. Motion carried. The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Sherry R. Lambertson
Executive Specialist

sl/