



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

September 18, 2007

MEMBERS PRESENT

Kenneth H. McMahon, Chairman
Marvin C. Sharp, Vice Chairman
W. (Bill) Betts, Jr.
Bob Ricker
Alan Robinson

Allison Reardon, Deputy Attorney General
Patrick Mathews, M.D., BLS Medical Director
Robert Newnam, Director, State Fire School
Grover P. Ingle, State Fire Marshal
Sherry Lambertson, Executive Specialist

GUESTS

Richard R. Ward, Assistant State Fire Marshal
Michael Chionchio, SFMO
James L. Cabbage, DVFA
Ross Megargel, D.O., OEMS
Al Thomas, Camden-Wyoming Fire Co.
Ken Pyle, Odessa Fire Co.
Richard G. Winchell, Camden-Wyoming Fire Co.
Steve Blessing, OEMS
Patrick Jackson, News Journal

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

REGULAR SESSION

APPROVAL OF AUGUST 21, 2007 COMMISSION MEETING MINUTES

It was moved by Vice Chairman Sharp, and seconded by Commissioner Betts that the minutes of the August 21, 2007 Commission meeting be approved as amended. Motion carried.

CALL FOR ADDITIONAL AGENDA ITEMS

Chairman McMahon called for additional agenda items. Vice Chairman Sharp added Bethany Beach update. It was moved by Commissioner Ricker, seconded by Commissioner Robinson to approve the agenda as amended. Motion carried.

REPORT OF THE STATE FIRE MARSHAL

Agency's Activity for the month of August is as follows: investigations 67- (criminal 28- /accidental 34- undetermined 5-); arrests 12-; inspections 838- (health care 3- /deputy 178/tech services -370 "QAP-287"); complaints-45; plan reviews 423-; PRUF revenue collected (August) \$157,170 year to date \$339,350; total overtime hours worked 182.5-; time off in hours (Deputies) 474.5 (vacation 379.0- /compensatory leave 16.5- /sick leave 79.0- /holiday 0.0- /compassionate 0.0)

INFORMATIONAL ITEMS

Personnel Issues

Fire Marshal Ingle reported that interviews were conducted on Monday, September 10, 2007 for the position of Chief Deputy Fire Marshal in Kent County. A recommendation for hire was made to the commission.

Rebekah Legar will be out of work on medical leave from October 24, 2007 to November 21, 2007.

William Anderson has been hired to fill one of the vacant part-time inspector positions in New Castle County. He will begin work on October 1, 2007.

Personnel Issues cont.

The Commission welcomed Assistant State Fire Marshal Michael Chionchio on his promotion and congratulated him.

DFIRS Update

The following fire companies are delinquent in DFIRS requirements. The total state participation in compliance is 80%. Overdue reports by days are 9.6% 30 days overdue, 6.4% 60 days, 1.6% 90 days and 1.6% 90+ days.

- **New Castle County**

Belvedere	March & May
Five Points	July

- **Kent County**

Carlisle	July
Cheswold	June & July
Felton	June & July
Harrington	July
Magnolia	July
South Bowers	May - July

- **Sussex County**

Bethany Beach	July
Blades	June & July
Georgetown	June & July
Milton	July

Hardwired Smoke Detector Update

Fire Marshal Ingle stated that he had nothing new to report on the Hardwired Smoke Detector program. Currently 1,403 Hard Wire Smoke Detectors have been placed in 536 homes across the state at a cost of \$352,971.00.

False Fire Alarms

Fire Marshal Ingle reported on the false fire alarm activation report statewide. Year To Date, 849 warnings have been issued out of 849 alarm activations. 31 Fines have been issued at an amount of \$3,500. The number of true alarms reported is 127 for the year.

Proposed Fee Increase

Fire Marshal Ingle met with the budget office during the door opener's to discuss his proposal and feel that the agency will be moving forward on the increase.

FY 09 Budget

Fire Marshal Ingle submitted a copy of his agency budget request to the commission for review.

Sussex HVAC Project

Fire Marshal Ingle reported that the HVAC project is complete with the exception of the new boiler which is scheduled to be completed by September 30, 2007. Technical Services has moved back to their suite and the Fire School has their classroom back for September classes. Director Newnam has been understanding during this process and the Fire Marshal is grateful for the Fire School dealing with the space inconvenience.

Delmarva Power

The annual Fire Prevention and smoke detector giveaway will be held on Monday, October 29, 2007 at 10:00 a.m. To be held at St. Patrick Senior Center in Wilmington. The Fire Marshal's Office will be receiving a donation of smoke alarms and detector's for the hearing impaired.

Town of Milton

Fire Marshal Ingle presented the commission with an article from the Cape Gazette Newspaper in regard to the Town of Milton. The commission will be kept up to date.

Tidewater Utilities

Fire Marshal Ingle presented correspondence from Tidewater Utilities requesting further meetings to discuss revisions to an appeal earlier filed by Tidewater. It is the opinion of the Office of the State Fire Marshal that no further meetings are needed. The agency has clearly stated what the position is on new properties moving forward.

ACTION ITEMS

No report at this time.

FIRE MARSHAL/FIRE SCHOOL

No report at this time.

MISCELLANEOUS

No report at this time.

REPORT OF THE FIRE SCHOOL DIRECTOR

INFORMATIONAL ITEMS

Director

- Director Newnam attended the following meetings.
 - Planning and Training Committee – SERT Plan Review
 - DECON user group
 - Grant Committee meeting
 - Children Fire Safety Foundation – development meeting
 - Training and Exercise Committee – assigned as Chairman
 - Budget Target Meeting
 - National Registry Representative – Brown
 - Inter-State Working Group – DEMA Homeland Security
- New 110 SCBA Units have been received. They will be inventoried into the school system.
- 2008-2009 Budget Requests were presented to the commission.
- Smoking/Tobacco Policy – no changes, no smoking or use of tobacco on the drill ground during classes.
- Director Newnam requested approval for a fee increase for certification testing from \$75.00 to \$100.00. This fee increase will cover fuel costs.

Personnel

- Interviews are being scheduled for the vacant Maintenance Mechanic II position.
- Crystal Wisk has begun work at the Fire School as an Administrative Specialist II in EMS support.

Staff Activities

- Staff the booth at the DVFA Conference.
- Attending the DVFA Luncheon
- Attending the State Chief's Dinner Meeting
- Craig Stephens, Mike Lowe, Jerry Brennan and Lisa Brittingham developed and produced the DVFA Memorial Service.
- Jay Reynolds presented is working on a draft for a "Development of Personnel Accountability System.
- Mike Low presented various articles to the Delaware Fire Service News.
- Kim O'Malley has been assigned an assistant through the University of Delaware for 12 weeks.

Programs/Courses

- E-mailing course announcements to Fire Chiefs and Training Officers.
- NREMT Performance Report – average completion percentages.
- Risk Watch monthly report submitted to commission.

Maintenance

- Sussex classroom set back up and in service.
- Deputy Director Martin conducted a pre-bid meeting on the concrete repair work. The bid opening was Monday, September 17, at 1000 hours.

Financial

Tuition Account	(8000) 243,904.79	Balance 15,032.25	A/R
Hazardous Material Account	(8200) 124,362.73	Balance 16,100.00	A/R
Past Due Billings			
30 days past due	\$1,645.00		
60 days past due	\$0.00		
90 days past due	\$0.00		
120 days past due	\$0.00		

Action Items

It was moved by Commissioner Ricker, seconded by Commissioner Robinson to authorize the Delaware State Fire School to increase the certification fee from \$75.00 to \$100.00. Motion carried.

It was moved by Commissioner Ricker, seconded by Commissioner Robinson to authorize Fire School Director Newnam to set the fee for reciprocity and administrative costs on cards. Motion carried.

It was moved by Vice Chairman Sharp, seconded by Commissioner Ricker to send a letter of thanks for the production of the DVFA Memorial Service. Motion carried.

Scheduled Activities

- Director Newnam will attend the North American Fire Training Directors Conference September 25th – 27th in New Hampshire.
- Director Newnam will attend the Mid-Atlantic Commission Meeting September 28th – 30th in Hampton, Virginia.

REPORT OF DEPUTY ATTORNEY GENERAL

No report at this time.

REPORT OF THE EXECUTIVE SPECIALIST

- Attended the Annual Target Budget Meeting for the Fire School, Office of State Fire Marshal and Fire Prevention Commission.
- Completed mailing of invitations to 2007 Governor's Fire Safety Conference. Prepared various items for the conference, but not limited to tickets and invoices.
- Coordinated and Attended M.I.S.C. Meeting. Recorded minutes and dispersed to committee.
- Attended and assisted in the Public Service Announcement taping with WBOC, Governor Ruth Ann Minner and Lt. Governor John C. Carney.
- Briefed Governor Ruth Ann Minner with an update on Executive Order Ninety-Nine. Presented her with written confirmation of committee decisions.

Report of the Executive Specialist cont.

- Produced and completed State Fire Prevention Commission Annual Report. Disseminated to Governor Ruth Ann Minner, Legislators and all Delaware Fire Companies.
- Provided D.V.F.A. with 600 copies of the Delaware Volunteer Firemen's Criminal History Affidavit. These copies were included in the handouts at the 2007 D.V.F.A. Conference. Mailed a copy of the affidavit to every Fire Company and County Association.
- Met all correspondence requirements from previous Fire Prevention Commission Meeting.
- Completed mailing of Annual Ambulance Permit renewal request letters. Included copy of application and equipment list.
- Attended Delaware Children's Fire Safety Foundation Meeting on September 4, 2007.
- Met with Monica Kulesa of Geiger Bros. to order awards for the 2007 Governor's Fire Safety Conference. Met with Vince Jacono of DE Children's Fire Safety Foundation to discuss awards.
- Prepared and submitted Expenditure Report for September to the Office of Management and Budget.
- Prepare for the 2007 Mid-Atlantic Association Conference of Fire Commissioner's.
- Coordinate travel of commissioners for several events.
- Coordinate needed duties for in coming Commissioner with Governor's Office.
- Prepared and processed monthly payable and receivables for the agency.

ACTION ITEM

BLS Medical Director

Dr. Patrick Mathews presented two items of discussion that were BLS related at the previous Medical Directors meeting.

Monitors – The group discussed BLS Units carrying different types of monitors. One of the monitors discussed was for carbon monoxide. This would alert the crew that other potential patients could exist in the structure. It is agreed that every crew should carry one.

Glucometer - Currently a BLS crew can check a patients blood sugar using the patients own home glucometer. Discussion took place to revisit putting glucometers on BLS Units.

Director Blessing reported that the Office of EMS will be meeting with several states gathering information on the Caroline County Paramedic concern.

Executive Order Ninety-Nine

After some discussion it was moved by Vice Chairman Sharp, seconded by Commissioner Betts to approve the Executive Order Ninety-Nine report for Governor Ruth Ann Minner. Motion carried by roll call vote.

Chairman McMahon - Yes
Vice Chairman Sharp - Yes
Commissioner Ricker – Yes
Commissioner Betts – Yes
Commissioner Robinson – Yes
Commissioner Dougherty – Absent
Commissioner Magee - Absent

Bethany Beach Ambulance Update

Vice Chairman Sharp brought the commission up to date on a productive meeting that took place between Bethany Beach Fire Co. and the committee in regard to them obtaining ambulance service coverage in the Bethany district. A meeting has also been scheduled with Millville Vol. Fire Co. to discuss any concerns they may have.

It was moved by Vice Chairman Sharp, seconded by Commissioner Ricker to go into Executive Session. Motion carried. The Commission entered Executive Session at 10:17 a.m.

EXECUTIVE SESSION

It was moved by Vice Chairman Sharp, and seconded by Commissioner Betts to go out of Executive Session. Motion carried. The Commission exited the Executive Session at 10:20 a.m.

REGULAR SESSION

Personnel

It was moved by Commissioner Betts, seconded by Commissioner Ricker to authorize Fire Marshal Ingle to promote Brian Scott Bullock to the position of Deputy Fire Marshal IV. Motion carried. Vice Chairman Sharp recused himself from the vote.

It was moved by Commissioner Betts, seconded by Commissioner Ricker to authorize Fire Marshal Ingle to advertise and interview for the vacant Deputy Fire Marshal position in Kent and New Castle County. Motion carried.

It was moved by Commissioner Robinson, seconded by Commissioner Betts to go into Executive Session. Motion carried. The Commission entered Executive Session at 10:21 a.m.

EXECUTIVE SESSION

It was moved by Commissioner Betts, and seconded by Commissioner Ricker to go out of Executive Session. Motion carried. The Commission exited the Executive Session at 11:10 a.m.

REGULAR SESSION

Tidewater Meeting

It was moved by Vice Chairman Sharp, seconded by Commissioner Ricker to accept Fire Marshal Ingle's recommendation to not schedule another meeting with Tidewater Utilities. Motion carried.

GENERAL INFORMATION

Thank You.

Chairman McMahon thanked outgoing Past DVFA Commissioner Kennard Pyle for his year of service on the commission.

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, Cumberland Valley Fire Chief's Meeting, Delaware Weekend at the National Fire Academy, Special M.I.S.C. Meeting in Secretary Mitchell's Office, Executive Order Ninety-Nine Meeting, Funeral for Lou Amabili's wife, and FRI Conference in Atlanta..

Vice Chairman Marvin Sharp

Vice Chairman Sharp reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Fireman's Association Meeting, Fire Marshal Meeting, and Executive Order Ninety-Nine Meeting.

DATE OF NEXT MEETING

October 16, 2007, 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

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ADJOURNMENT

It was moved by Vice Chairman Sharp, and seconded by Commissioner Robinson that the meeting be adjourned. Motion carried. The meeting was adjourned at 11:12 a.m.

Respectfully submitted,

Sherry R. Lambertson
Executive Specialist

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