

# DELAWARE STATE FIRE PREVENTION COMMISSION

ANNUAL



REPORT



JULY 2004



STATE OF DELAWARE  
STATE FIRE PREVENTION COMMISSION  
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD  
DOVER, DELAWARE 19904

July 1, 2004

The Honorable Ruth Ann Minner  
Governor  
State of Delaware  
Tatnall Building  
Dover, DE 19901

Dear Governor Minner:

Enclosed is the Annual Report of the State Fire Prevention Commission for FY 2004.

It has been an honor for the Commission to serve the citizens of Delaware for the past year. The duties and activities of the Commission have continued to expand again this year. Even with the increase in activities, we find it important to place specific emphasis on the areas of fire protection, Emergency Medical Services, and especially fire prevention.

Many important events have taken place in the last year that will enhance the Commission's ability to deliver efficient, quality service to the citizens of Delaware.

We look forward to the coming year and appreciate your support, and the support of your office.

Sincerely,

*Kenneth H. McMahon*

Kenneth H. McMahon  
Chairman

KHM/sl

## STATUTORY RESPONSIBILITIES

The Statutory Responsibilities of the State Fire Prevention Commission may be found in Title 16, Chapter 66 of the Code and are summarized as follows:

- The Commission shall consist of seven persons appointed by the Governor.
- They shall hold regular meetings at least once a month and special meetings may also be called.
- They shall also have the power to promulgate, amend and repeal regulations for the safeguarding of life and property from hazards of fire and explosion.
- Prior to promulgation, they shall hold at least one public hearing on each regulation, amendment or repealer and shall have the power to summon witnesses, documents and administer oaths for the purpose of giving testimony.
- They shall appoint the State Fire Marshal and State Fire School Director. They shall have complete jurisdiction and management over the State Fire School and the Office of State Fire Marshal.
- The Commission shall have power to authorize new fire companies or substations; resolve boundary and other disputes; prohibit cessation of necessary fire protection services.
- The Commission is empowered to enforce its orders in the Court of Chancery.



## **AGENCY OVERVIEW**

The State Fire Prevention Commission is charged with the protection of life and property from fire for the people of Delaware and to oversee the operation of the Delaware State Fire Marshal's Office and the Delaware State Fire School.

## **MAJOR ACCOMPLISHMENTS DURING FY 2004**

- The Fire Prevention Commission hosted the Mid-Atlantic Association of Fire Commissioner's in Rehoboth Beach, Delaware.
- The Fire Prevention Commission adopted additions, revisions, deletions and modifications to the Fire Prevention Commission Regulations. These changes can be found in Part I, Part II, Part V and Part VI.
- The Fire Prevention Commission adopted additions, revisions, deletions and modifications to the Fire Prevention Commission Regulations. These changes can be found in Part X – BLS Ambulance Regulations.
- The Fire Prevention Commission successfully held the Annual Governor's Fire Safety Conference in October 2003.
- The Fire Prevention Commission is in the process of developing an agency policy and procedure manual.
- The Fire Prevention Commission appointed Mike Kernan as the Director of the Delaware State Fire School.
- The Fire Prevention Commission made a motion to adopt an Ambulance Identifier to be placed on the back window of all private ambulance's that are licensed in the state of Delaware.
- The DFIRS Program is 100% compliant across the state. Although we are satisfied with everyone becoming compliant it remains very important for the fire companies to report on a regular basis for the program to be successful.



## ACTIVITY

The following information is an outline of the Commissioners' activities for  
FY 2004:

1.	Meetings		
	• Monthly	12	
	• Special	<u>2</u>	14
2.	Hearings		
	• Public Hearings	4	
	• Appeal Hearings	5	
	• Grievance Hearings	<u>4</u>	13
3.	Commission Committee Meetings		
	• EMS Related Issues	<u>4</u>	4
4.	Special Commission Interest Functions		
	• Budget Hearings	2	
	• Meetings with Governor	1	
	• Meetings with Legislators	3	
	• Capital Improvement Project	0	
	• Bond Bill	<u>0</u>	6
5.	Fire Service Related Functions		
	• DVFA Meetings	7	
	• DVFA Convention	1	
	• Governor's Fire Safety Conference	1	
	• County Association Meetings	29	
	• State/County Chiefs' Meetings	36	
	• Dedications and Other Fire Company Ceremonies	<u>44</u>	118
6.	Emergency Service Functions		
	• DEMSOC Meetings	3	
	• County Ambulance Meetings	<u>15</u>	18
7.	Special Meetings with Fire Marshal	11	
	Special Meetings with Fire School Director	<u>5</u>	16

8.	Travel		
	• Fire Department Instructors' Conference	1	
	• Mid-Atlantic Association of Fire Commissioner's	1	
	• Fire/Rescue International Conference	1	
	• Fire Expo	1	
	• National Fire Protection Association Conferences	2	
	• International Association of Fire Chief's	1	
	• 12 <sup>th</sup> Annual CFSI National Fire Service Dinner	1	
	• National Fire Academy – Delaware Weekend	1	
	• Haz Mat Conference	1	
	• Delaware Volunteer Firemen's Association Conference	<u>1</u>	
			<b>11</b>
9.	Miscellaneous Commission Business	52	
			<b>52</b>
	<b>Total Number of Meetings</b>		<b>252</b>
	<b>Total Hours</b>		<b>2,790</b>
	<b>Total Mileage Traveled</b>		<b>20,356</b>



# FINANCIAL STATEMENT

FOR THE PERIOD – JULY 1, 2003 TO JUNE 30, 2004

## GENERAL FUND (01)

### 2004 Appropriation

Personnel	\$ 48,900.00
Travel	25,500.00
Contractual Services	25,000.00
Supplies	2,600.00
Fire Safety Education	100,000.00
Contingency (Extra-Ord. Exp.)	9,000.00
Mid-Atlantic Assoc. Conference	4,975.00
Fire Safety Conference	<u>7,200.00</u>

Total Appropriation for FY 04 \$223,175.00

### 2004 Disbursement

Personnel	\$ 50,220.62
Travel	25,500.00
Contractual Services	24,986.93
Supplies	2,600.00
Fire Safety Education	84,420.91
Contingency (Extra-Ord. Exp.)	0.00
Mid-Atlantic Assoc. Conference	4,975.00
Fire Safety Conference	<u>7,200.00</u>

Total Disbursements for FY 04 \$199,903.46

Total Unencumbered and Reverted June 30, 2004 \$ 24,671.54





**GOVERNOR RUTH ANN MINNER**

**STATE FIRE PREVENTION COMMISSION**

**TERM EXPIRES**

Kenneth H. McMahon, Chairman.....	August 2004
Willard (Bill) Betts, Jr., Vice Chairman .....	August 2004
Bob Ricker.....	October 2008
Carleton E. Carey, Sr.....	August 2005
Francis J. Dougherty.....	August 2007
Daniel W. Magee.....	August 2007
Jasper H. Lakey.....	September 2004

STATE FIRE SCHOOL

OFFICE STATE FIRE MARSHAL

Sherry Lambertson  
Executive Secretary

