

**VFPA BOD meeting
March 8, 2013
Albemarle County Fire Station**

Called to order at 10:10 by President Dawson.

Present:

Jeremy Luttrell, Jim Hartnett, George Hollingsworth, Dave Diamantes, Lionel Duckwitz, Robby Dawson, Dwayne Perry, Ed Altizer, Daniel Rakes, Billy Hanks, Scott Jones,
Jimmy Csizmadia

Quorum present for business.

Motion to approve minutes from December 12, 2012 Board of Directors meeting.
Motion by Hollingsworth, second by Diamantes- Motion passed

President's Report

Codes and Standards meetings have been attended. Discussion of the "referenced standards" in in Chapter 1 of the SFPC and need to address the maintenance provisions. A fix is in to address the issue. Discussion of acceptance of 3rd party inspections took place. A fix will be submitted to address this issue also.

The Nomination Committee for 2013 elections was appointed. The committee is Ed Altizer, Chairman, Dan Rakes, and Judson Flournoy.

Alternative meeting locations in Virginia Beach proposed for our annual conference in May. Dan Rakes to head up a delegation to look at sites during Spring Conference this year.

There is a need to address what "permissible" fireworks should be in the state code to address concerns of legislators in Richmond. This will be done by having a meeting on Monday afternoon at the Spring Conference.

Letter to JD concerning the recent financial issue discussed. The letter has not been sent at this point and discussion on the pros and cons of sending the letter to the current membership took place. Motion by Dave Diamantes that President Dawson to submit the draft letter to the BOD as a report on the issue and it be up to him to do as he sees fit at the Annual meeting concerning the issue and presenting it to the membership. Motion seconded by Lionel Duckwitz and more discussion took place. Motion passed.

(See attached final report dated 3/11/13)

1st Vice President Report (Lionel Duckwitz)

ICC Region 7 at Hagerstown.

Potential code changes are going to be online soon.

Meeting on March 21st to work on code changes in Hagerstown.

Region 7 budget was set.

He is going to Dallas for code hearings.

2nd Vice President Report (Hollingsworth)

Starting work on testing of fireworks for this year. Testing will be at Prince William County Training Center on a future date that has not been set at this time.

He is still working on tank issue between building code and DEQ.

IFSTA fire inspection book still moving forward.

Treasurer's Report (Ernie Little)

Current balance in BB&T checking account is \$12,955.49.

Interest on the current CD at Fulton Bank is \$33.35.

The amount of the current CD at Fulton Bank is for \$28626.85.

Motion made to accept the Treasurer's Report by George Hollingsworth, seconded by Dwayne Perry. Motion passed

Discussion of 2012 tax status and auditing of finances too place. Ernie Little is going to make contact with a CPA, that was recommended to him that is located in Ashburn, VA, to get tax return for 2012 done.

Old Business (Jimmy Csizmadia)

- Merchandizing

There is a need to make a small tee shirt order from jail. He needs \$1,000 to restock merchandise. Motion by Lionel Duckwitz, second by Dave Diamantes. Motion passed

- Door Prizes

Motion by Dave Diamantes, second by President Dawson to authorize \$500 for door prizes for the 2013 Spring Conference.

- Fire Service Board Representative

Elaine Gall has expressed interest in not being on the Fire Services Board any longer. It was determined that the following three names would be submitted for consideration- Robby Dawson as primary, Ernie Little, and George Hollingsworth as backup. Motion by Dwayne Perry, seconded by Lionel Duckwitz. Motion passed.

- 2013 Spring Conference-
President Dawson needs to set up the webpage for the conference. Prices will be as follows:
Member (full conference) - \$195
Nonmember (full conference) - \$225
Member day rate- \$75
Nonmember day rate- \$95

There is a need for new sound speakers. Motion by Lionel Duckwitz to authorize up to \$2,000 for two new speakers and associated equipment for the conference which was seconded by Dave Diamantes. After discussion the motion passed.

Scholarship information is on website. Applications must be received by April 1st.

New Business-

- Lynn Underwood is running for ICC BOD. He has asked for our endorsement. Motion by Lionel Duckwitz to support Mr. Underwood's running for office. Motion seconded by George Hollingsworth. Motion passed
- President's awards-
Dawson is considering issuing awards at a date in the future.

Next meeting 1600 on Sunday, May 19th, in Virginia Beach.

Motion to Adjourn by Dwayne Perry, seconded by Ernie Little. Motion passes at 12:14 hours.

VFPA Board Meeting
Albemarle Fire Rescue
1600 5th Street Extended
Charlottesville, VA 229032
Meeting Agenda March 8, 2013

1. Verification of Quorum
2. Approval of Minutes from last meeting
3. Officer Reports
 - a. President
 - NFPA Chapter Meeting 6/10
 - Codes Meetings ongoing – Me and George attending
 - Nominations Committee set – Ed Altizer, Daniel, Judson
 - Group to discuss alternative locations for Spring Conf – Daniel – Need date/time to meet with other locations in VA Beach – James Ramsey coordinating
 - Letter to Membership on JD issue – Verbal report in May???

- b. 1st Vice President
- c. 2nd Vice President
- d. Treasurer
 - i. See report next pages
 - ii. Taxes
- e. Directors
 - i. See Elane's FSB Report



Regional Fire
Services Training Grant

4. Old Business
 - a. Merchandise Committee Needs – Jimmy C.
 - b. Fire Service Board Representative - Robby
 - c. Spring Conference – Daniel
 - i. Set prices

5. New Business
 - a. Spring Conference Location Discussion – James Ramsey



VFPA 2014 Spring
Conference VB Propo



Virginia Fire
Prevention Associatio

- b. ICC Endorsements – Lynn Underwood for BOD
- c.

6. Other Business From the Board

7. Next Meeting – Sunday May 19, 4:00pm – Virginia Beach

8. Adjourn

Treasurer Reports:

VFPA Treasurer's Report

December 1, 2012 to January 1, 2013

Starting Balance in BB&T Checking				\$16,060.71
Income				
12/6/2012	Deposit		\$1,345.99	
12/7/2012	Deposit	Deposit- 2 new memberships and 1 membership renewal	\$80.00	
12/16/2012	Deposit	Deposit- 16 membership renewals	\$320.00	
Total-				\$1,745.99
Disbursements				
12/3/2012	ACH	MERCH FEES CAPITAL ONE MRCH VFPA ACH CORP DEBIT		(10.00)
		MTOT DISC BANKCARD VIRGINIA FIRE PREVENTI ACH CORP		
12/3/2012	ACH	DEBIT		(24.90)
12/9/2012	1634	Check 1634 Cvent		(918.00)
12/15/2012	1635	Check 1635 Keener Communications		(39.90)
12/23/2012	ACH	BB&T on line banking fee		(9.95)
Total-				(\$1,002.75)
Outstanding Checks				
11/15/2012	1631	Check 1631- Sparklit		(21.72)
10/23/2012	1630	Check 1630 George Hollingsworth ICC 7 travel		(\$139.40)
12/29/2012	1636	Check 1636 David Bailey and Associates		(\$400.00)
12/29/2012	1637	Check 1637 EZ-NETTOOLS		(\$59.95)
12/29/2012	1638	Check 1638 Rhodes Consulting		(\$1,000.00)
Total-				(1,621.07)
Bank Statement balance 1/1/13				\$16,753.95
Outstanding checks				(\$1,621.07)
Checkbook balance				\$15,132.88

Account balanced with bank!!!

VFPA
 Board of Directors Meeting
 March 8, 2013
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VFPA Treasurer's Report
January 1, 2013 to February 1, 2013

Starting Balance in BB&T Checking		\$16,753.95
Income		
1/14/2013	Deposit- Additional funds from J D Mitchell	\$674.94
1/28/2013	Deposit- 3 year membership renewal 2012-2015- Doug Davies	\$40.00
Total-		\$714.94
Disbursements		
1/2/2013	MTOT DISC BANKCARD VIRGINIA FIRE PREVENTI ACH CORP DEBIT	(\$24.90)
1/2/2013	MERCH FEES CAPITAL ONE MRCH VFPA ACH CORP DEBIT	(\$10.00)
1/2/2013 1639	Check 1639 Kris Bridges ICC Region 7 dues	(\$100.00)
1/3/2013	2083568361 EZ-NETTOOLS VFPA ACH CORP DEBIT	(\$51.95)
1/22/2012	BB&T on line banking fee	(\$9.95)
Total-		(\$196.80)
Outstanding Checks		
1/30/2013 1640	Lionel Duckwitz ICC Region 7 meeting Hagerstown hotel and meals	(\$135.40)
1/30/2013 1641	Lionel Duckwitz Dallas Code hearings, irfare/perdiem/lodging/parking	(\$2,274.49)
Total-		\$2,409.89
Bank Statement balance 2/1/13		\$15,651.02
Outstanding checks		\$2,409.89
Checkbook balance		\$13,241.13
	Check book balances with bank.	

Fulton Bank CD \$28,625.85
 Draws 0.5% interest and matures on 12/6/15

VFPA Treasurer's Report
February 1, 2013 to March 1, 2013

Starting Balance in BB&T Checking		\$15,651.02
Income		
2/4/2013	Deposit- three year membership renewal 2014-2017-Ernie Little	\$40.00
Total-		\$40.00
Disbursements		
	MTOT DISC BANKCARD VIRGINIA FIRE PREVENTI ACH CORP DEBIT	(\$24.90)
	MERCH FEES CAPITAL ONE MRCH VFPA ACH CORP DEBIT	(\$10.00)
	BB&T on line banking fee	(\$9.95)
Total-		(\$44.85)
Outstanding Checks		
Total-		0.00
Bank Statement balance 3/1/13		13,236.28
Outstanding checks		0.00
Checkbook balance		13,236.28
	Check book balances with bank.	
Fulton Bank CD		\$28,625.85
	Draws 0.5% interest and matures on 12/6/15	



Virginia Fire Prevention Association

P.O. Box 504
Bristow, Virginia 20136
www.vfpa.org

Officers

James R. Dawson, President
Lee Duckwitz, 1st Vice President
George Hollingsworth, 2nd Vice President
Ernie Little, Secretary/Treasurer

Directors

Billy Hanks	James Ramsey
Jeremy Luttrell	Scott Jones
William Bryant	Duane Perry
Dave Diamantes	Elaine Gall
Shawn Maddox	Frank Teevan
John McCormick	

March 11, 2013

Report to Trustees: JD Mitchell Resignation

This report to the members of the Virginia Fire Prevention Association Board of Trustees was prepared by the President to summarize the incidents and activities undertaken by myself and the members of the Board in the weeks and months following the resignation of JD Mitchell as Treasurer of the Association.

In the weeks after the 2012 fall conference in Roanoke, Treasurer JD Mitchell notified me that he was resigning as the Treasurer of the organization. He stated that he used the Association's debit card for personal use during the previous several months. He stated it was inadvertent on his part, due to the cards being from the same bank and being identical in appearance to his own.

Immediately following this notification, I secured all of the account information and suspended Mr. Mitchell's ability to access the accounts and expend funds. I also immediately notified the elected directors of his resignation and my actions to secure those accounts.

In a special called Board of Directors meeting held on October 12, 2012, the Board appointed Secretary Ernie Little as interim Treasurer to serve in both positions until the elections are held at our annual meeting in May. Also in that meeting, I reported that I had been in contact with the Virginia State Police Bureau of Criminal Investigations concerning the potential of criminal activity by Mr. Mitchell in conjunction with this activity. After several conversations with the First Sergeant and Special Agent, and based on the degree of documentation available to the Board, no criminal investigation was opened by that unit of the State Police.

Secretary/Treasurer Little and First Vice President Duckwitz met with Mr. Mitchell and collected all of the VFPA property and records. In addition, Mr. Mitchell provided a detailed statement of transactions associated with the VFPA accounts that were attributed to personal transactions. At that time, Mr. Mitchell also provided a cashiers check for the funds he believed to have been personal transactions. In the weeks following the presentation of the records, Secretary/Treasurer Little and I reviewed all of the bank records and documentation provided by Mr. Mitchell to verify all VFPA funds were accounted for or were reimbursed by Mr. Mitchell.

Following this review, and a subsequent review by the full Board, Mr. Mitchell has reimbursed all of the funds we have identified as being related to his personal transactions. All other transactions on the Association's accounts have been verified as legitimate VFPA expenditures. The amount of reimbursement provided by Mr. Mitchell \$19,231.28.

Due to this reimbursement, and Ernie's diligent work, I am happy to report that our organization remains solvent, and debt free.

With this incident, Secretary/Treasurer Little made the following recommendations, which were approved by the Board at our December meeting.

1. Elimination of the use of debit cards associated with VFPA bank account.
2. Better accountability of where VFPA funds are spent to include documentation of amount, use, and purpose of funds expended or received.
3. Monthly Treasurers reports will be forwarded to the Trustees with sufficient details to allow all Trustees to see income and expenditures for the month.
4. An independent audit of the Association's books should be done by a professional auditor – this will be accomplished after the Spring Conference.
5. An audit will be conducted not less than every other year and when the office of Treasurer changes hands.
6. Funds from the Certificates of Deposit should be moved to the same bank as all other banking business of the Association (this will be explored as the CD reaches maturity).

I want to thank the members of the Board for their diligence and professionalism during these past several months. The support and direction they have provided the Association has served our membership well.

I submit this report to the Board of Trustees for inclusion as my report at our March 8, 2013 meeting to be included with the records and minutes of that meeting in order to document our actions concerning this incident.

Respectfully Submitted:

Robby Dawson, President