

**VFPA BOD Meeting  
December 12, 2012  
Albemarle County Fire Station 11**

Meeting called to order at 1000 hours by President Dawson.

**Present:**

Robby Dawson, Duane Perry, Dave Diamantes, Ernie Little, Jeremy Luttrell, Dan Rakes, Shawn Maddox, James Ramsey, Billy Hanks, George Hollingworth, Lionel Duckwitz, James Barber, Jimmy Csizmadia, Ed Altizer- Quorum present.

**Old Business:**

Approval of minutes from October 12, 2012 conference call meeting. Motion by Dave Diamantes, second by George Hollingworth-- Approved

Approval of minutes from September 30, 2012 BOD meeting in Roanoke. Motion by George Hollingsworth, second by Shawn Maddox -- Approved.

**Officer Reports-**

**President- Robby Dawson**

An IFMA Chapter's speakers list was established following the Chapter President's meeting at the NFPA Expo to allow us to have representatives that can speak to other chapters should a request be received.

Virginia's code revision process continues with workgroup 1 meeting tomorrow.

Deadline for submission of changes to Virginia codes is July 1st.

**1st Vice President- Lionel Duckwitz**

January 24 and 25, 2013 is the ICC Region 7 meeting.

Dues of \$200 will need to be paid at that time. He advised that DHCD has provided \$100 toward the amount leaving \$100 for VFPA to fund.

**2nd Vice President- George Hollingsworth**

IFSTA fire inspections book rewrite is moving along and that he will be going out to Tulsa in January for meeting on it.

He also reported that the ICC Code hearings in Portland were poorly attended by the Fire Service in general.

**Treasurer/Secretary- Ernie Little**

**October, 2012 Treasurer's report-**

Starting balance- \$12,941.01

Income- \$26,774.59

Disbursements- \$23,472.00

Outstanding checks- \$516.85

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Ending balance- \$15,793.60

**November, 2012 Treasurer's report-**

Starting balance- \$15,793.60  
Income- \$886.00  
Disbursements- \$242.44  
Outstanding checks- \$211.12  
Ending balance- \$16,070.61

Fulton Bank CD value is \$28,625.82.

Ernie Little provided the Trustees present a briefing on what the monthly expenses for the organization are:

EZ net tools	ACH	\$51.95	Website
BB&T bank	ACH	\$9.95	On-line banking
Intuit	ACH	\$4.95	Quickbooks on-line data backup
Intuit	ACH	\$24.90	Quickbooks banking
Keener Communications	Billed	\$29.95	888 phone number
			Maintenance and membership
Cvent	Billed	\$306.00	mgt
Rhodes	Billed	\$166.67	
Post Office	Billed	\$6.34	
Totals			
	ACH	\$91.75	\$600.71 Expenses/month
	Billed	\$508.96	12 number of months
	Total	\$600.71	<b>\$7,208.52</b> Expenses/year

Cvent is billed quarterly at \$918.00/quarter or \$3,672/year

Post office box is \$76.00/year

Rhodes is \$2,000/year

There was discussion of the monthly expenses and a recommendation was made by Ernie Little to shut off the telephone answering service provided by Keener Communications due to the lack of need for such a service. Motion by Lionel Duckwitz, second by Dave Diamantes to discontinue the Keener communications phone line. Passed.

Discussion of merchandise sales and the fees for credit card usage. Direction was provided to have Ernie Little follow up to see if there is another way to be able to take credit cards with BB&T bank versus the current method.

There was discussion of the three year membership program that we are now approaching the fourth year of its use. The discussion was on whether we want to continue or discontinue to the program. It was decided to continue with the program as it is.

### **Directors Reports-**

#### **Merchandise-**

Jimmy Csizmadia stated there will be a need for merchandise for the Spring Conference and it will need to be ordered by February, 2013 to have it in time for the conference.

There were no other Director's reports.

### **Old Business-**

#### **J D Mitchell resignation as Treasurer and associated financial clarification.**

Robby Dawson and Ernie Little took the Trustees through an internal audit review report of the VFPA finances since May, 2010. The review report was covered and several items in the report were noted as being Mitchell's responsibility. A motion to send letter to J D Mitchell for the noted items that were determined to be his responsibility was made by Dave Diamantes, second by George Hollingsworth. --Passed.

#### **Credit Card charges in Cvent that are outstanding\_**

Ernie Little noted that during the audit of finances it was discovered that there were credit card charges for memberships in the Cvent database that were not processed in the August, 2011 time frame. A discussion took place regarding what should be done with the charges. Direction to have Ernie Little contact Cvent to determine nature of problem.

Ernie Little reported that the Quickbooks program that was being used by the past Treasurer is difficult to use. A discussion took place resulting in a motion to allow Little to purchase a copy of the Quicken program was made by George Hollingsworth, second by Duane Perry.—Passed

### **New Business-**

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### **ICC Committee Hearing Report (Duckwitz)**

Lionel Duckwitz stated he wanted to go to the Dallas ICC Code hearings in the Spring and he would like to have financial assistance with the cost of attending. A motion to allocate up to \$ 2,500 for Lionel Duckwitz to go to Dallas hearings was made by Dave Diamantes, seconded by Duane Perry -- Discussion -- Passed

### **Howard Summers Scholarship (Diamantes)**

Dave Diamantes provided handout to describe the VFPA scholarship program as the appointed committee sees it. Discussion. Motion to accept the handout, with one change that came out during the discussion, as the final document to provide direction of the program by George Hollingsworth, second by Dave Diamantes. – Passed.

### **Spring Conference (Rakes)**

The conference will be held in Virginia Beach, VA. Possible topics were presented that included, meth labs, hood system suppression review, writing class on NOV writing, gangs, and UL study on smoke detectors. This is 28 hours and we only need 20 hours to fill the conference needs. A suggestion was made stating we could run dual tracks on one day.

### **Fire Service Board Representative**

Elaine Gall is not interested in serving on the Virginia Fire Board beyond this year when her term expires in June, 2013. If anyone has a nomination or wishes to serve in the position communicate it to Dawson.

### **Other business**

Ed Altizer advised the Trustees that there is a hood system code amendment being proposed by the AIA.

He also informed the Trustees that the NASFM is looking for a chapter spotlight and Virginia has done activities that could be used for it.

Next meeting will be in late February, location and date to be announced after Christmas.

Meeting adjourned at 1305 hours.