Minutes – Wednesday, April 14, 2016 @ 9:00 AM

I. Meeting Opening
   a. Welcome
   b. Call to Order
   c. Roll Call of Board Members

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>X</td>
<td>George Hollingsworth</td>
<td>President</td>
</tr>
<tr>
<td>X</td>
<td>Elaine Gall</td>
<td>1st Vice President</td>
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<tr>
<td>X</td>
<td>Duane Perry</td>
<td>2nd Vice President</td>
</tr>
<tr>
<td>X</td>
<td>Lee Duckwitz</td>
<td>Past President</td>
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<tr>
<td>X</td>
<td>Jeremy Luttrell</td>
<td>Secretary</td>
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<tr>
<td>X</td>
<td>Ernie Little</td>
<td>Treasurer</td>
</tr>
<tr>
<td>X</td>
<td>Randy Pearce</td>
<td>West Delegate at large</td>
</tr>
<tr>
<td></td>
<td>Travis Wright</td>
<td>East Delegate at large</td>
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<tr>
<td></td>
<td>Steve Phillips</td>
<td>Division 1 Region Rep</td>
</tr>
<tr>
<td>X</td>
<td>Gerry Maiatico</td>
<td>Division 2 West Region Rep</td>
</tr>
<tr>
<td>X</td>
<td>Jimmy Csizmadia</td>
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<tr>
<td></td>
<td>Shawn Maddox</td>
<td>Division 3 Region Rep</td>
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<tr>
<td></td>
<td>Todd Garwood</td>
<td>Division 4 Region Rep</td>
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<td></td>
<td>Al Johnson</td>
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<tr>
<td></td>
<td>Vacant</td>
<td>Division 6 Region Rep</td>
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<tr>
<td>X</td>
<td>Linda Hale</td>
<td>Division 7 Region Rep</td>
</tr>
<tr>
<td></td>
<td>Ed Altizer</td>
<td>State Fire Marshal</td>
</tr>
</tbody>
</table>

"X" = Present at meeting
d. Introduction of Guests

- No guests

II. Presidents Report

G. Hollingsworth

- George advised that he, Linda Hale, Robbie Dawson, Keith Brower and Jeff Gore (Loudoun County lobbies) went to Richmond and spoke with Secretary of Commerce on the code update process within the state. Also discussed the subcommittee that was developed for code changes and still having concerns about the amount of work to review the code and ensure everything is maintained somewhere.

- Discussed the ICC cdpAccess process regarding comment periods for Virginia.

- Linda Hale added that we were asking for a clear process and procedure to ensure that anything that is removed from the SFPC would be retained and/or included in another code so that it is retained. The Secretary also talked about how the Board of Housing was structured and the balance of the group.

- George voiced that VFPA has been involved with the code changing process and multiple people have expressed interest in supporting the review of all of the code changes. Loudoun County Fire Marshal’s Office is planning to hire a consultant to review and evaluate all of the proposed changes to the SFPC to ensure that the intent and spirit of the code is maintained and that any changes are accounted for in some section of the code.

- Randy Pearce advised that Sean Farrell is taking Rick Witt’s seat on the Virginia Board of Housing.

- George advised that based on last year’s budget we had a good year. Changes in membership management service really helped us.

- The 2016 expenditures has been reduced $2500 than the budgeted amounts.

- George attended the NFPA 17/17A code review committee meeting and he advised that the committee worked with the NFPA 96 committee to discuss food trucks and cooking in tents. The committee is looking at adding appendices to 17A and/or 96.

III. 1st Vice Presidents Report

Elaine Gall

- Spring conference preps are well underway. Elaine provided a report to be attached to the minutes.

- Scholarship committee had a meeting on March 17, 2016 by conference call. Provided a document for review that outlines the requirements and a draft application. Discussions continued about the possibility of the scholarship providing funding for people to attend the spring conference or fall conference with a $500 scholarship to help jurisdictions that don’t have the budgets to attend conferences. There was also interest by the board to research and determine the original intent of the program and if it was more for higher education or just increasing education. There was interest in possibly changing the name from scholarship to grant or financial assistance for members of the organization to attend our training conferences.
IV. 2nd Vice Presidents Report  
- Duane Perry
  
- Duane Nothing at this time. Will report later in meeting.

V. Past Presidents Report  
- Lionel Duckwitz
  
- Lee is the chairman for the election nominating committee. Requested the secretary to send an email to members to inquire about interest in being considered for an elected position. Current elected offices need to be reiterated as well to ensure nomination.

VI. Secretary’s Report:  
- Jeremy Luttrell
  
- Wild Apricot is going well so far with conference registrations and memberships. Have had a few issues with multiple registrations for same person that have been easily corrected. Phone app that is available is really nice for keeping up with registrations and money collected or billed for.

VII. Treasurers Report:  
- Ernie Little
  
- Absent but reports are attached.

VIII. East Delegate at large  
- Travis Wright
  
- Randy reported that the Governor’s Conference went well. Would like to have some more assistance or help staffing the booth.

Region 1  
Steve Philips

Region 2 East  
Jimmy Csizmadia
  
- Jimmy is looking into a Pyrotechnic Demonstration Class. Would cost VFPA $750 to host the class.

- Motion - Randy Pearce – to allow up to $1000 for Region 2 to host the program, Second by Duane Perry – Motion Carried by voice vote.

Region 5  
Al Johnson

Region 7  
Linda Hale
  
- Linda reported that mulch fires has been discussed and the extent of the fire problem within Region 7 and have developed a guideline and database to collect information on mulch related fires. Traveling to Lexington to research Bed and Breakfast occupancy loads.

IX. West Delegate at large  
- Randy Pearce
  
- Not present.

Region 2 West  
Gerry Maiatico
  
- Gerry is working on board to display organization awards.

- Requested secretary send email asking members that have awards to bring them for posting.

Region 3  
Shawn Maddox

Region 4  
Todd Garwood
  
- Has worked with his area to develop a local association between fire officials and code officials within his area.
X. Committee Reports

a. Code Review Committee  George Hollingsworth
   • The 2015 Code work groups are starting to work.

b. ICC Region 7  George, Duane, Jeremy (alternate)
   • No report.

c. Fire Services Board  Robby Dawson
   • Robby was not present.

d. Out Reach Committee  Gerry Maiatico
   • Website is doing well and is being updated periodically and Facebook posts are being added frequently.

e. Training Committee  Elaine Gall
   • Elaine asked George about Guy Tomberlin attending the spring conference.

f. Merchandise Committee  Jimmy Csizamdia
   • Jimmy is ordering merchandise within budget allowance.

g. Legislative Committee  G. Hollingsworth
   • Nothing to report.

h. Bylaws/Trust Agreement Committee  Duane Perry
   • George requested to get the latest version of the Trust Agreement on website.

i. Scholarship Committee  Elaine Gall
   • Elaine presented draft guidelines and application for review.

XI. Old Business

• No old business to discuss.

XII. New Business

Special Award Purchase
• Motion by Jimmy Csizamdia to approve $250 for purchase of a special award to be presented at the annual meeting.
• Second by Duane Perry
• Motion Carried by voice vote.
1. **2016 Spring Conference**
   a. Itinerary has been set.
      i. 2012 IFC Performing Commercial Fire Inspections—provided by ICC (full day). Contract is signed. Speaker Scott Adams is making his own travel arrangements.
      ii. 2012 ICC Commercial Kitchen Hoods—provided by ICC (half day). Same speaker as above at a cost of $2310.00
      iii. Food Truck Hazards and Proposed Regs—provided by Ron Farr w/UL (2 hours). Ron requested reservations for 3 nights lodging which has been passed on to Travis Wright.
      iv. Risk Check Inspection Priorities Workshop—provided by David Lynam, Kitsap, WA (half day). David said he would let me know of any travel arrangements he needs by Friday.
      v. Community Risk Reduction – Enforcement or Education (4 hours). Gerry Maiatico will provide this training.
      vi. The itinerary has been posted on our website and Gerry sent out a mass email to members advertising it.
   b. Next steps:
      i. Registration and fees to be opened on our website and invitations sent.
      ii. Invitations to Lunch – Melvin Carter and ...
      iii. Determine who will welcome the group on Monday.
      iv. Confirm meals and costs.
      v. Door prizes.
      vi. Organize our social – George

2. **2016 Fall Conference**
   a. Next steps: Planning for 2016 Conference including dates, location, contract, programs, etc.

3. **Scholarship Committee**
   a. Researched IRS rules for 501(c)(3)
   b. Hosted a conference call with committee members on 3/13/16.
   c. A draft proposal was emailed to committee members on 3/13/16 and I am awaiting responses.
Itinerary

**Sunday, May 22**
7:00 PM  
Setup and Board Meeting

**Monday, May 23**
8:00 to 9:00 AM  
President’s Welcome
Introduction of Special Guests

9:00 to 11:45 AM  
2012 IFC Performing Commercial Fire Inspections
Training provided by ICC

11:45 AM  
Lunch

1:00 to 5:00 PM  
2012 IFC Performing Commercial Fire Inspections (cont.)
Provided by ICC

**Tuesday, May 24**
8:00 to 11:00 AM  
2012 ICC Commercial Kitchen Hoods
Training provided by ICC

11:00 to 1:00
(Lunch provided)

State Agency and Code Adoption Updates
State Fire Marshal
Director of Fire Programs

National Agencies
ICC and Region VII
UL

VFPA Annual Business Meeting
Officer Reports
Elections

1:00 to 5:00 PM  
Risk Check Inspection Priorities Workshop
Training provided by David Lynam, Kitsap, WA

**Wednesday, May 25**
8:00 to 10:00 AM  
Food Truck Hazards and Proposed NFPA Regulations
Training provided by Ron Farr, Underwriters Laboratories

10:00 to Noon  
Community Risk Reduction: Inspections vs. Education
Training provided by Gerry Maiatico
February was a short month, so short that I didn't get a report out for January so here is a double dose...

Ernie

VFPA Treasurer's Report 3/2/2016
January 1, 2016 to January 31, 2016
Starting Balance in BB&T Checking $58,667.12

INCOME
1/11/2016 Deposit- 1 year membership- Chappell, Frederick- cc $35.00
1/11/2016 BKCD DEPST BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT $33.98
1/12/2016 Deposit- 3 year membership- Hartnett, James- cc $60.00
1/12/2016 BKCD DEPST BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT $58.26
TOTAL $92.24

DISBURSEMENTS
1/5/2016 BKCD M DSC BCD Processing ($0.30) charge fee
1/5/2016 BKCD M DSC BCD Processing ($1.95) charge fee
1/5/2016 BILLING AUTHNET GATEWAY VIRGINIA FIRE PREVENTI ACH CORP ($25.00) Monthly Authorize.net fee
1/5/2016 2083568361 EZ-NETTOOLS VFPA ACH CORP DEBIT ($51.95)
Website maintenance
1/11/2016 COF BILLING COF MERCHANT BILL VIRGINIA FIRE PREVENTI ACH CORP ($10.00) Monthly PCI compliance with authorize.net
DEBIT OLB ACCOUNT **************3935 SERVICE FROM 12/20 TO 01/19 OFX ACCT SOFTWARE ($9.95) Monthly banking fee
FEE TOTAL ($99.15)

OUTSTANDING CHECKS
None

Ending Bank Balance $58,660.21
Checkbook balance should be $58,660.21
Check book balances with bank.

VFPA Treasurer's Report 3/2/2016
February 1, 2016 to February 29, 2016
Starting Balance in BB&T Checking $58,660.21

INCOME
2/24/2016 Deposit- 1 year membership- Dickens, James- cc $35.00
2/24/2016 BKCD DEPST BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT $33.98
TOTAL $33.98

DISBURSEMENTS
2/2/2016 BKCD M DSC BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT ($0.60) charge fee
2/2/2016 BKCD M DSC BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP

https://mail.winchesterva.gov/owa/?ae=Item&t=IPM.Note&id=RgAAAAD657kcnwiDSK... 4/21/2016
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<td>COF BILLNG COF MERCHANT BILL VIRGINIA FIRE PREVENTI ACH CORP</td>
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**TOTAL**  

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**OUTSTANDING CHECKS**  

None

Ending Bank Balance          $58,646.69
Checkbook balance should be  $58,646.69

Check book balances with bank.
VFPA Treasurer’s Report 4/2/2016

March 1, 2016 to March 31, 2016

Starting Balance in BB&T Checking

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<td>Deposit- 2016 Spring Conference Registration fee-Thompson, Greg- cc</td>
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<td>Deposit- 2016 Spring Conference Registration fee-Fowler, Michael- cc</td>
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TOTAL

$5,036.31

DISBURSEMENTS

| 3/2/2016 | BKCD M DSC BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT | ($0.30) |
| 3/2/2016 | BKCD M DSC BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT | ($1.95) |
| 3/2/2016 | Check 1778- Moran and Company | ($1,950.00) |
| 3/3/2016 | BILLING AUTH- NET GATEWAY VIRGINIA FIRE PREVENTI ACH CORP DEBIT | ($25.00) |
| 3/8/2016 | COF BILLING COF MERCHANT BILL VIRGINIA FIRE PREVENTI ACH CORP DEBIT | ($10.00) |
| 3/31/2016 | OLB ACCOUNT **********3935 SERVICE FROM 02/20 TO 03/19 OFX ACCT SOFTWARE FEE | ($9.95) |

TOTAL

($1,997.20)

OUTSTANDING CHECKS

None

Ending Bank Balance

$61,685.80

Checkbook balance should be

$61,685.80

Check book balances with bank.

https://mail.winchesterva.gov/owa/?ae=Item&t=IPM.Note&id=RgAAAAD657kcnwiDSK... 4/21/2016
Funds from former Fulton Bank CD are still in the operational account.

Sent from Windows Mail

--
You received this message because you are subscribed to the Google Groups "VFPA Full Board" group.
To unsubscribe from this group and stop receiving emails from it, send an email to vfpaboard-unsubscribe@vfpa.org.
To post to this group, send email to vfpaboard@vfpa.org.
To view this discussion on the web visit https://groups.google.com/a/vfpa.org/d/msgid/vfpaboard/56fff464.e0a620a.6d039.2ee7 SMTPN_ADDED_MISSING%40mx.google.com.
Howard H. Summers Scholarship

Presented by Virginia Fire Prevention Association

Purpose: Howard H. Summers, P.E., was a former Virginia Chief State Fire Marshal and a founding member of the Virginia Fire Prevention Association. Mr. Summers actively sought to educate others in methods of fire prevention and assisted in setting up annual training programs for state and local fire marshals throughout the state of Virginia. After his retirement from the Virginia State Fire Marshal's Office, he continued to support fire safety through his work with the Fire Sprinkler Association and served for many years as Treasurer of VFPA. This scholarship seeks to honor Mr. Summers by providing funding to persons wanting to expand their knowledge of fire prevention science through formal education.

Eligibility: The scholarship is offered to VFPA members and their immediate family members for study and/or professional development in the field of Fire Prevention.

Criteria: Selection will be based upon the applicant's responses to the attached application questions and how the knowledge gained will be applied to further the scientific study of Fire Prevention methodologies and/or the application of such study to improve fire prevention efforts within the community.

Documents: The following items shall be noted for compliance with IRS and auditing purposes:

1. The scholarship may be applied towards tuition, fees and course-related expenses such as books and supplies. (Note: Room, board, and travel expenses are not eligible expenses in accordance with IRS regulations.)

2. Documentation from the institution or course provider indicating satisfactory completion. This may be in the form of a certificate or other final report documenting attendance. (Note: Failure to complete the course or to submit required documentation requires the scholarship amount to be returned to VFPA.)
Howard H. Summers Scholarship Application
Virginia Fire Prevention Association

Name:__________________________________________

Relationship to VFPA Member:_____________________

VFPA Member Name:_________________________________

Address:_________________________________________

Phone:___________________________________________

Name of Course(s):________________________________

Is this course part of a formal course of study for a degree? If so, please describe:__________________________

Provider:___________________________________________

Location:___________________________________________

Date:______________________________________________

No. of hours/CEUs:_________________________________

Describe how this course of study will be used to benefit fire prevention efforts for the community (an attachment is acceptable):__________________________________________