



**Virginia Fire Prevention Association**  
*“Assisting those that prevent the 911 call.”*

**Meeting Minutes**  
**December 7, 2016**

**1.0 Meeting Opening – Pledge of Allegiance**

1.1 Call to Order

1.2 Welcome

1.3 Roll Call of Board Members

X	George Hollingsworth	President
X	Elaine Gall	1 <sup>st</sup> Vice President
X	Duane Perry	2 <sup>nd</sup> Vice President
X	Lee Duckwitz	Past President
X	Jeremy Luttrell	Secretary
	Ernie Little	Treasurer
X	Randy Pearce	West Delegate at large
X	Travis Wright	East Delegate at large
X	Steve Philips	Division 1 Region Rep
	Gerry Maiatico	Division 2 West Region Rep
X	Jimmy Csizmadia	Division 2 East Region Rep
X	Shawn Maddox	Division 3 Region Rep
	Todd Garwood	Division 4 Region Rep
	Al Johnson	Division 5 Region Rep
	<b><i>Vacant</i></b>	Division 6 Region Rep
X	Linda Hale	Division 7 Region Rep
X	Brian McGraw	State Fire Marshal

1.4 Introduction of Guests –

1.4.1 Ed Rhodes – update on legislative issues

- Ed Rhodes presented a list of some different bills that are being proposed. Some of which include hate crimes against law enforcement officers that includes fire marshals. There is a bill on malicious fire alarm activation. Bill being proposed to prevent drones from being used at an emergency scene. Bill to require fire apparatus drivers in fire service to have EVOC certification.

2.0 **Presidents Report:** G. Hollingsworth

3.0 **1<sup>st</sup> Vice Presidents Report:** Elaine Gall

- 2018 ICC Conference planning committee meets once a month starting the end of January. Elaine is asking for some other participation from the VFPA board members with the planning of the conference. VFPA needs to send out notice to the fire official community about the conference and opportunity to participate in the planning committees. Meetings will start on the last Wednesday of every month starting January 25, 2017.
- Virginia Code Education Joint Conference will be held in July. Elaine needs help with attending these meetings also. Travis Wright will provide assistance for those.
- Budget report provided by Lee Duckwitz. See attached.
- Lee presented the 2017 proposed budget draft. Duane Perry motioned to approve. Second by Travis Wright. Motioned carried by voice vote.

4.0 **2<sup>nd</sup> Vice Presidents Report** Duane Perry

- Back from Georgia and working on Newsletter.

5.0 **Past Presidents Report** Lionel Duckwitz

- Lee asked that all current board members send him correspondence as to their intentions for 2017 by January 31, 2017. George will be appointing the nominating committee.

6.0 **Secretary's Report:** Jeremy Luttrell

- No report.

7.0 **Treasurers Report:** Ernie Little

- Lee presented the Treasurers Report for Ernie. The report was previously emailed to board members.
- Motion to approve Treasurers Report by Elaine Gall. Second by Duane Perry. Motion carried by voice vote.
- See attached report.

5.0 **East Delegate at large** Travis Wright

- Working with training committee on spring conference.
- 5.1 Division 1 Region Rep Steve Philips
- 5.2 Division 2 East Region Rep Jimmy Csizmadia
- 5.3 Division 5 Region Rep Al Johnson
- 5.4 Division 7 Region Rep Linda Hale
  
- 6.0 **West Delegate at large** Randy Pearce
  - Randy is working on a smoke alarm program with the Red Cross in his locality.
    - 6.1 Division 2 West Region Rep Gerry Maiatico
    - 6.2 Division 3 Region Rep Shawn Maddox
  - 6.3 Division 6 Region Rep **Vacant**
  - 6.4 Division 4 Region Rep Todd Garwood

### **Committee Reports**

- 7.1 Code Review Committee George Hollingsworth
  - Robbie Dawson reported that the Board of housing has moved the fire code rewrite to final regulations. Fire services board code committee has started working on the amendments of the proposed fire code. These amendments are being added to the Virginia cdp Access.
  
- 7.2 ICC Region VII Reps George Hollingsworth
  - October 6<sup>th</sup> was the last meeting. Region 7 disussed the online process for running for the ICC board. They voted to support the candidates that were nominated.
  - Region 7 is planning on providing training for disaster response (IASA) and evaluation.
  - George Hollingsworth
  - Duane Perry – Alternate
  - Jeremy Luttrell – Alternate
  
- 7.3 Technology and Website Committee Gerry Maiatico  
Jeremy Luttrell
  - Continuing to add things to Facebook page.
  
- 7.4 Conference Education Committee Elaine Gall

- Committee met prior to this board meeting and discussed the feedback from last spring's class and the interest in more interactive courses. Some of the topics mentioned for discussion are: clandestine labs, crowd managers, change of use of structures, and conflict resolution.

7.5 Merchandise Committee

Jimmy Csizmadia

- No report.

**Old Business**

**6.5 Regional Representatives**

- Discuss vacant Regional Rep position George Hollingsworth  
Division 6 Region Rep
- Scholarship Committee

**6.6 Being a Professional Organization**

6.6.1 Web site and social media

Jeremy Luttrell

**New Business**

6.7 AFSL may be willing to teach course in Virginia for certified fireworks testers.

6.8 George has appointed the bylaw review committee and it will include: Duane Perry, George Hollingsworth, Jimmy Csizmadia, Ernie Little, Jeremy Luttrell

6.9 Letters of endorsement Rick Witt and Kris Bridges

George Hollingsworth

- Duane Perry made a motion to support Kris Bridges for an ICC board position. Second by Travis Wright. Motion carried by voice vote.
- Duane Perry made a motion to NOT to support Rick Witt for an ICC board position. Second by Linda Hale. Motion carried by voice vote.

7.0 There being no further business, Randy Pierce motioned to adjourn at 1:20 pm and motioned carried.

**A Treasurer's Report**

**11/1/2016**

**October 1, 2016 to October 30, 2016**

**Starting Balance in BB&T Checking**

**\$76,573.19**

**INCOME**

10/1/2016	osit- 2016 Fall Conference Fee- Miller, Charles - check 117217	\$215.00	
10/1/2016	osit- 2016 Fall Conference Fee- Hodge, Jeff - check 117217	\$215.00	
10/1/2016	osit- 2016 Fall Conference Fee- Cornet, Paul - check 117217	\$215.00	
10/1/2016	osit- 2016 Fall Conference Fee- Russell, Kevin - check 117217	\$215.00	
10/1/2016	osit- 2016 Fall Conference Fee- Vanatter, Charles - check 117217	\$215.00	
10/1/2016	osit- 1 year membership- Newberry, Albert - check 117217	\$35.00	
10/1/2016	osit- 1 year membership- Eastwood, John - check 117217	\$35.00	
10/1/2016	osit- 1 year membership- Kirby, Randy - check 117217	\$35.00	
10/1/2016	osit- 1 year membership- Miller, Charles - check 117217	\$35.00	
10/1/2016	osit- 1 year membership- Hodge, Jeff - check 117217	\$35.00	
10/1/2016	osit- 1 year membership- Cornet, Paul - check 117217	\$35.00	
10/1/2016	osit- 1 year membership- Russell, Kevin - check 117217	\$35.00	
10/1/2016	osit- 1 year membership- Vanatter, Charles - check 117217	\$35.00	
10/1/2016	osit above conference and membership fees- check 117217		\$1,355.00
10/3/2016	osit- 2016 Fall Conference Fee- Hall, Mike - cc	\$140.00	Invoice 380
10/3/2016	osit- 2016 Fall Conference Fee- Link, Keith - cc	\$140.00	Invoice 381
10/3/2016	osit- 2016 Fall Conference Fee- Haynes, Charles - cc	\$215.00	Invoice 382
10/3/2016	OSIT BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT		\$495.00
10/3/2016	S BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT		\$361.70 Refund of incorrect eonline data fees
10/4/2016	ck 1809- Void		\$0.00
10/5/2016	osit- 2016 Fall Conference Fee- Grisby, Rick - cc	\$240.00	Invoice 340
10/5/2016	osit- 2016 Fall Conference merchandise sale- Htton, Claude - cc	\$10.00	Invoice 388
10/5/2016	osit- 206 Fall Conference merchandise sale- Harrison, Paul - cc	\$25.00	Invoice 389
10/5/2016	OSIT BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT		\$275.00
10/5/2016	osit- 2016 Fall Conference Fee- Roach, Lorenzo- cash	\$240.00	Invoice 384
10/5/2016	osit- 2016 Fall Conference Fee- Lawless, Fred- check 3880	\$140.00	Invoice 339
10/5/2016	osit- 2016 Fall Conference Fee- Fitzgerald, George- check 10103	\$215.00	Invoice 383

10/5/2016	osit- 2016 Fall Conference Fee- Brown, Eric- money order 17-473000020	\$215.00	Invoice 293
10/5/2016	osit- 2016 Fall Conference Fee- Robinson, Matt- check 1321	\$115.00	Invoice 385
10/5/2016	osit- 2016 Fall Conference Fee- Weller, Perry - check 00490566	\$240.00	Invoice 331
10/5/2016	osit- 2016 Fall Conference Fee- Ayers, Joey - check 00490566	\$240.00	Invoice 334
10/5/2016	osit- 2016 Fall Conference Fee- McComas, Will - check 00490566	\$240.00	Invoice 335
10/5/2016	osit- 2016 Fall Conference Fee- Hinkle, Daniel - check 00490566	\$240.00	Invoice 333
10/5/2016	osit- 2016 Fall Conference Fee- Montgomery, Mason - check 1084	\$140.00	Invoice 390
10/5/2016	osit- 2016 Fall Conference net 50/50 proceeds	\$67.00	
10/5/2016	osit- 2016 Fall Conference cash merchandise sales	\$390.00	Includes \$100.00 start up- net sales was 290
10/5/2016	osit- 2016 Fall Conference door prize ticket sales	\$6.00	
10/5/2016	osit- above items		\$2,488.00
10/6/2016	osit- 206 Fall Conference merchandise sale- Hall, Michael - cc	\$35.00	Invoice 391
10/6/2016	osit- 2016 Fall Conference Fee- Coston, John - cc	\$115.00	Invoice 367
10/6/2016	osit- 2016 Fall Conference Fee- Hurley, Chris - cc	\$140.00	Invoice 392
10/6/2016	osit- 2016 Fall Conference vendor fee- Knox Company (Keeney, Jonathan)	\$250.00	Invoice 393
10/6/2016	'OSIT BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT		\$540.00

**TOTAL**

**\$5,514.70**

**BURSEMENTS**

10/1/2016	ck 1802- Elaine Gall		(\$200.00) Reimburse ICC preferred provider fee
10/2/2016	ck 1803- Country Inn and Suites		(\$1,414.98) Hotel fees for 2016 Fall Conference
10/3/2016	S BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$14.36) charge fee
10/3/2016	ck 1804- Travis Wright		(\$418.99) Reimburse for 2016 Fall Conference door prizes
10/3/2016	ck 1805- Kris Lindberg		(\$1,000.00) 2016 Fall Conference Instructor fee
10/3/2016	ck 1806- Country Inn and Suites		(\$101.07) 2016 Fall Conference Hotel room
10/3/2016	ck 1807- Food Lion		(\$125.40) 2016 Fall Conference Social food/beverages
10/4/2016	ck 1808- Jimmy Csizmadia		(\$302.40) 2016 Trailer pulling 560 miles at .54 per mile
10/4/2016	ck 1810- Four Seasons Catering and Bakery		(\$2,325.00) 2016 Fall Conference breaks/lunches
10/4/2016	ck 1811- Wytheville Meeting Center		(\$1,979.40) 2016 Fall Conference meeting room
10/4/2016	.ING AUTHNET GATEWAY VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$25.00) Monthly Authorize.net fee
10/5/2016	S BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$7.98) charge fee
10/6/2016	S BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$15.67) charge fee

10/17/2016 ck 1912- United States Post Office

(\$84.00) Post office box rent 2016-2017

10/24/2016 ck 1813- Cincinatti Insurance Company

(\$25.00) Late fee for insurance

**TOTAL**

**(\$8,039.25)**

**OUTSTANDING CHECKS**

ie

**Ending Bank Balance**

**\$72,657.69**

**Checkbook balance should be**

**\$72,657.69**

Checkbook balances with bank.

Checks from former Fulton Bank CD are still in the operational account.



**VFPA Treasurer's Report**

**12/5/2016**

**November 1, 2016 to November 30, 2016**

**Starting Balance in BB&T Checking**

**\$72,657.69**

**INCOME**

11/3/2016	Deposit- 1 year membership- Fitzgerald, George - cc	\$35.00	Invoice 395
11/3/2016	DEPOSIT BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT		\$35.00
11/7/2016	Deposit- 3 year membership- Mount, Christopher - cc	\$60.00	Invoice 396
11/7/2016	DEPOSIT BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT		\$60.00
11/16/2016	Deposit- 3 year membership- Knoll, Paul - cc	\$60.00	Invoice 397
11/16/2016	DEPOSIT BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT		\$60.00
11/28/2016	Deposit- 3 year membership- Vaerewyck, Frank- cc	\$60.00	Invoice 394
11/28/2016	DEPOSIT BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CREDIT		\$60.00

**TOTAL**

\$215.00

**DISBURSEMENTS**

11/1/2016	FEES BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$3.30) charge fee
11/2/2016	BILLING AUTHNET GATEWAY VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$25.00) Monthly Authorize.net fee
11/3/2016	FEES BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$1.02) charge fee
11/7/2016	FEES BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$1.74) charge fee
11/16/2016	FEES BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$1.74) charge fee
11/21/2016	OLB ACCOUNT *****3935 SERVICE FROM 10/20 TO 11/19 OFX ACCT SOFTWARE FEE		(\$9.95) Monthly banking fee
11/28/2016	FEES BKCD PROCESSING VIRGINIA FIRE PREVENTI ACH CORP DEBIT		(\$1.74) charge fee

**TOTAL**

(\$44.49)

**OUTSTANDING CHECKS**

None \$0.00

**Ending Bank Balance**

\$72,828.20

**Checkbook balance should be**

\$72,828.80

Check book balances with bank.

Funds from former Fulton Bank CD are still in the operational account.