



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

April 24, 2007

MEMBERS PRESENT

Kenneth H. McMahon, Chairman
Marvin C. Sharp, Vice Chairman
Francis J. Dougherty
Kennard L. Pyle
Bob Ricker
Daniel W. Magee
W. Bill Betts, Jr.

Allison Reardon, Deputy Attorney General
Robert Newnam, Director, State Fire School
Grover P. Ingle, Acting State Fire Marshal
Sherry Lambertson, Executive Specialist

GUESTS

Richard R. Ward, Assistant State Fire Marshal
John P. Rossiter, SFMO
R.T. Leicht, SFMO
Ross Megargel, D.O., OEMS
Scott Bundek, Little Creek Fire Co., Chief
William R. Dempsey, Jr., Kent County 911
Steve Blessing, OEMS
Ross Megargel, D.O., OEMS
Dr. Dean Dobbert, OEMS
Dr. Kevin Bristow, Sussex County EMS
Dr. Paul Cowman, Sussex County EMS
Scott Bundek, Little Creek Vol. Fire Company
Dick Dempsey, Kent County 911 Dispatch Center

GUESTS

Renee Hayes, SFMO
Sunisa Medina, SFMO
Sandy Hypes, OEMS
Diane Hainesworth, OEMS

CALL TO ORDER

Chairman McMahon called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

REGULAR SESSION

APPROVAL OF MARCH 20, 2007 COMMISSION MEETING MINUTES

It was moved by Commissioner Pyle, and seconded by Commissioner Ricker that the minutes of the March 20, 2007 Commission meeting be approved as amended. Motion carried unanimously. Commissioner Betts did not vote.

CALL FOR ADDITIONAL AGENDA ITEMS

Chairman McMahon called for additional agenda items. The agenda remains as presented.

RECESS

Medical Director's

The Commission recessed from regular business to hold a scheduled meeting with the Medical Director's from 9:00a.m. to 11:00a.m.

The meeting helped to establish a more open exchange of ideas and opinions between the two groups. It was agreed that periodic meetings between them would be set up by a commission liaison.

Dr. Megargel is currently working on appointing a BLS Medical Director for the Fire Prevention Commission. He has developed job requirements that the BLS Medical Director work at the Office of EMS one day per week, Commission Office one day per week and travel as needed one day per week.

Medical Director's cont.

The group discussed the Commission policy for the Complaint Investigation and Resolution Process. The Commission has some concerns with the hearing process and how a hearing will be conducted. Dr. Megargel suggested that the current process should stay in place because it works well. The Commission will look into acquiring a hearing officer for investigations.

The Fire Prevention Commission is currently working on legislation in regard to it being a criminal offense to impersonate an EMT-B, Firefighter or Fire Police. The Medical Director's and Director Blessing all agreed to add Paramedics to the impersonation legislation. Commission Magee will follow up on this action.

The group discussed mutual concerns about the number of consecutive hours that any given EMT-B may be working with out breaks for sleep. Many EMT-B's work for multiple employers and do not inform anyone of the total hours they are putting in. This can cause sleep deprivation and become dangerous. Discussion was held on possible ways to track and mandate number of allowable consecutive work hours. A similar practice is mandated in the nursing industry.

The State of Delaware has approximately 1100 certified EMT-B's. Around 300 of these are active and working. Discussion was held on devising a system to know where and whom they are working for on an annual basis. This can be used to track communicable disease concerns. It can also be used in case of an emergency or natural disaster, to know how many actual EMT-B's are available to work on scene. If an EMT-B works as a volunteer or paid private company, but also works for DEMA or DNREC, they may not be available, for example during a hurricane. It was suggested that this information could be requested during the recertification process. A questionnaire could be added to request places of employment and primary responsibility at time of disaster.

The Office of EMS and Delaware State Fire School are currently working on Draft 4 of a Quality Assurance and Quality Information Program. It will be presented to the Commission for approval soon.

REPORT OF THE STATE FIRE MARSHAL

Agency's Activity for the month of March is as follows: investigations 85- (criminal 23- /accidental 56- undetermined 6-); arrests 7-; inspections 725- (health care 4- /deputy 134/tech services -243 "QAP-344"); complaints-27; plan reviews 446-; PRUF revenue collected (March) \$129,524 year to date \$1,462,914; total overtime hours worked 405.5-; time off in hours (Deputies) 205.0 (vacation 82.5- /compensatory leave 50.5- /sick leave 72.0- /holiday 0.0- /compassionate 0.0)

Personnel Issues

Acting Fire Marshal Ingle introduced two new employees of the Fire Marshal Office. Sunisa Medina was hired to oversee the DFIRS Program. She has started off on a great note and is doing a good job. Renee Hayes was hired as a Fire Protection Specialist in New Castle County. She was previously working part-time for the office. The Commission greeted both of the employees.

The Administrative Specialist I position in New Castle County has closed and the office is waiting on an interview list.

The Fire Protection Specialist I position for Kent and Sussex County has been posted for hire. The office is also waiting for an interview list from the Office of Management and Budget.

INFORMATIONAL ITEMS

Test Burn

Acting Fire Marshal Ingle discussed the opportunity that his office has had to work with the Delaware Tech Stanton Campus on a test burn. Concern with live Christmas trees in placed of public assembly has become an even stronger reality after recent fire disasters. Bob Foraker and students worked in conjunction with the Fire Marshal Office and ATF, conducting a test burn in their lab. The Commission and guest were fortunate to have the test results presented to them on video. Everyone that watched the video was impressed and feels it will be a great learning tool. A letter of thanks will be sent to Delaware Technical Community College and Lowe's for the effort they have put into this educational tool.

DFIRS Update

The following fire companies are delinquent in DFIRS requirements.

- **New Castle County**

Belvedere	January – February
Christiana	January – February
Five Points	January – February
Mill Creek	February
Odessa	January – February
Port Penn	January – February
Talleyville	January – February
Townsend	February

- **Kent County**

Bowers	January - February
Cheswold	February
Clayton	February
Robbins	January – February
Harrington	January – February
Harly	February
Leipsic	January
Little Creek	January – February
Marydel	January – February
South Bowers	January - February

- **Sussex County**

Delmar	January - February
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Hardwired Smoke Detectors

Acting Fire Marshal Ingle reported that they are still not satisfied with the number of referrals that they are getting, but will continue to work on it. Talleyville Fire Company did a door-to-door campaign in Fairfax. The Fire Marshal Office provided three employees to assist in the endeavor. Approximately 300 smoke detectors were given out. Some of them were the result of homes not having enough detectors in their home. Some had detectors that weren't working or didn't have batteries. Five were picked up for the hearing impaired.

False Fire Alarms

Reports are spotty at best. Bob Borkowski is contacting each fire chief and will present the program to company officers again.

Fire Death Update

Acting Fire Marshal Ingle reported on two fire deaths during the month of April. One involved a male victim in an apartment unit who succumbed to his before the Fire Department arrived. There was a working smoke detector present and the alarm system did activate, however, the victim was impaired and unable to hear the smoke alarm. The other fire death involved a female victim who was found in this second story bedroom. No smoke detectors were present in that home. Both incidents still remain under investigation.

Fire Safe Cigarette Legislation

Acting Fire Marshal Ingle is in communication with Representative Lee about the Fire Safe Cigarette Legislation. The Governor of Maryland will be signing their legislation any day. New Jersey is also in the process of passing this legislation.

Residential Sprinkler Initiative

Acting Fire Marshal Ingle has been working with individual towns in Kent County and the Levy Court. The Fire Marshal's Office is moving ahead on the initiative.

Lewes Fires

Two major fires took place in Lewes last month. An arson arrest has been made and it is going through the judicial process. The staff did an excellent job on this investigation.

Bond Bill Hearing

Acting Fire Marshal Ingle discussed the upcoming May 3rd Bond Bill Hearing. The Fire Marshal Office will request \$85,000 planning money for an addition to the Sussex County Fire School/Fire Marshal building.

Fleet Service

Acting Fire Marshal Ingle reported that there is a possibility that all Non COPT (Law Enforcement) vehicles may have to be leased through fleet services in the future. This will put a strain on the Agency budget and Acting Fire Marshal Ingle has asked the budget office to review the cost of leasing the vehicles and the constraints it will place in the Agency.

ACTION ITEMS

Antique Car

It was moved by Commissioner Magee, seconded by Commissioner Ricker to allow Daniel Benton to use a vehicle that was used by the Fire Marshal's Office in the 1960's for parade's, etc. Motion carried.

They need a copy of the Fire Marshal's seal and it will not cost the agency anything.

FIRE MARSHAL/FIRE SCHOOL

No report at this time.

MISCELLANEOUS

No report at this time.

REGULAR SESSION

It was moved by Commissioner Magee, and seconded by Commissioner Ricker to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 1:49 p.m.

EXECUTIVE SESSION

It was moved by Commissioner Magee, and seconded by Commissioner Ricker to go out of Executive Session. Motion carried. The Commission exited the executive Session at 2:09 p.m.

REGULAR SESSION

REPORT OF THE FIRE SCHOOL DIRECTOR

INFORMATIONAL ITEMS

Director

- The Beard Policy was presented to the Commission as a reminder, because it has been the topic of question recently.
- The Parking Policy was presented to the Commission as a reminder.
- A copy of the In-Service and Accounts Receivable policies were presented to the Commission with changes.
- Attended New Castle Chief's Meeting and discussed Certification Training.
- Attended the CFSI Dinner in Washington, D.C.
- Attended NIMS meeting at DEMA.
- Meeting with OEMS for discussion on policy for an agency providing training, record keeping, reporting, certificates and instructors.
- Reviewed Structural Fire Fighting Training class.
- Reviewed Basic Fire Fighting Training class.
- Reviewed In-Service training at the Divisions.
- Reviewed Incident Management Team Training during the first weekend. Director Newnam is pleased with the instructors and classes.
- EMS Update – Special thanks to Christina Parsons and Bill Walton. They both worked very hard with the protocol training requirements. Approximately 75 still need training and 86 EMT-B's did not recertify.
- Distributed Delaware Incident Command Field Guides to Staff and every fire department will receive ten copies.
- Wilmington Fire Department has seven individuals that have not obtained a Delaware EMT-B card because they have not a required federal and state background checks through the State Bureau of Investigations. Deputy Attorney General stated that this required background check is by state statute. It was moved by Commissioner Magee, seconded by Commissioner Dougherty to require the seven individuals of the Wilmington Fire Department follow the statute and get the necessary background checks required by regulation and law. Motion carried.
- QA and QI program is in Draft 4. Director Newnam will present the final copy to the Commission and keep them informed.
- Status of Staff Vehicle – A Fire School employee was involved in an automobile accident and totaled a state vehicle. This vehicle belonged to the Delaware State Fire School, but under new requirements a replacement vehicle will come from Fleet Services. The school does not have funding in their budget for a new vehicle.
- Tuition Policy for Miscellaneous Clients was presented to the Commission.
- Policy for contracted programs/classes – based on costs/profit requirements.

Staff Activities

- Incident Review Panel – Station 21 incident, briefing.
- Sent Fire Company Survey to Fire Chief's and was presented to Commission.
- Office Staff attended a seminar on Customer Relations. They all agreed that they enjoyed the class.
- Staff members attended Incident Management Training.
- Staff members attended the State Chief's meeting.
- Jerry Brennan attended the Staff and Command course in Maryland.
- Mike Lowe is reviewing Chapters for IFSTA.
- Assigned Staff to Divisions will be performing spot visits to Divisions.
- Mike Lowe is developing a plan for the Delaware State Fair.
- Staff Members attended FDIC.
- Jay Reynolds attended seminar on web-based learning.
- The Risk Watch monthly report was presented for Commission review.

Programs/Courses

- Updated Block 1 – SFPS – Methods of Fire Attack.
- Firefighter I/II Certification testing requires current EMT-B or First Responder.
- Conducted the Rescue Boat Operations class in Bowers.
- Air Crash Rescue class will be on next year's schedule.
- Conducting Firefighter I/II Exam Preparation Classes in-service.
- Kent County EMT-B evening class completed.
- Fire Fighter Exam Prep Class – Station 22 with 27 students. Two other classes are scheduled for New Castle Companies.
- Implemented Course Evaluations for classroom programs.
- Continuing to work with Del Dot on traffic management program.

Maintenance

- Office remodeling project cannot be funded by Facilities Management. The Fire School will begin to fund the project.
- Drainage project completed at the liquids pad.

Financial

Tuition Account	(8000) 156,264.00	Balance 82,563.00	A/R
Hazardous Material Account	(8200) 71,976.00	Balance 0.00	A/R
Past Due Billings			
30 days past due	\$1,115.00		
60 days past due	\$350.00		
90 days past due	\$0.00		
120 days past due	\$9,332.25	– (8,661.00 DuPont)	

REPORT OF DEPUTY ATTORNEY GENERAL

No report at this time.

REGULAR SESSION

ACTION ITEM

Boundary Confirmation

It was moved by Commissioner Pyle, seconded by Commission Betts to accept and confirm the New Castle County Boundaries as dispatched.

Motion carried with a roll call.

McMahon – Yes
Betts - Yes
Ricker - Yes
Pyle - Yes
Sharp - Yes
Magee - Yes
Doc - Yes

Boundary Confirmation cont.

It was moved by Commissioner Betts, seconded by Commissioner Ricker to accept and confirm the Kent County Boundaries as dispatched.

Motion carried with a roll call.

McMahon – Yes
Betts - Yes
Ricker - Yes
Pyle - Yes
Sharp - Yes
Magee - Yes
Doc - Yes

2007 Governor's Fire Safety Conference

Commissioner Magee reported that he is working on a list for invitations for the Governor's Fire Safety Conference.

Bethany Beach Fire Company

Vice President Rick Parrett, Jr., and Chief Tom Moore attended the Commission meeting to discuss correspondence suggesting Millville Vol. Fire Company will no longer serve the Bethany Beach ambulance district after January 1, 2009. They asked for direction from the Commission. The Commission asked if a written agreement exists between Bethany Beach and Millville Fire Companies for ambulance coverage. No written agreement exists. A fire district is the same as the ambulance district. The Bethany Beach Ambulance district always belonged to Bethany Beach. Millville Fire Company obviously verbally agreed at some point to cover the Bethany Beach Ambulance district back in the beginning. Millville Fire Company is now experiencing difficulty covering the Bethany Beach district because of county growth. Enough runs do not exist in Bethany Beach year round for a private company to take over service.

The Commission informed Bethany Beach that a regulation is in place to handle a situation such as this and it will be followed. A letter will go to the County Association for a committee to be formed. This committee will decide how coverage will be provided. If this process fails, it will come back before the Commission for consideration within 60 days.

Bethany Beach Fire Company cont.

The Commission will send a letter to the Bethany Beach Fire Company to officially notify them of Millville Fire Companies correspondence. A copy of the letter will be hand delivered to the Sussex County Fireman's Association Meeting, and a 30-day and 60-day report will be given to the Commission for resolution.

Kevin Richie Suspension

It was moved by Commissioner Magee, seconded by Commissioner Dougherty to deny the application from Kevin Richie for re certification as an EMT-B, because he does not meet the qualifications of 6712.

Motion carried with a roll call.

McMahon – Yes
Betts - Yes
Ricker - Yes
Pyle - Yes
Sharp - Yes
Magee - Yes
Doc - Yes

Michael A. White

Michael White of Holloway Terrace was recognized by the Commission and presented with a certificate for being the first person to successfully test and pass the new computerized version for the National Registry. The Delaware State Fire School at the New Castle County Division trained Mr. White through the 146-hour course based on the Department of Transportation curriculum. Mr. White was satisfied with the testing process. He liked taking the test by computer. Mr. White was welcomed into the world of EMS.

Burn Regulations

Commissioner Betts brought a concern to the Commission in regard to Regulation 1113 on Open Burning. DNREC has intentions to extend the no burn time from May 1st to September 30th. This will extend the period by two months. You can't burn over a 3' x 3' pile or 27 cubic feet. If you are a fire company, you cannot assist anyone burning brush. There is now a 10-business day waiting period on firefighter structural burning. Deputy Attorney General Reardon suggested opening discussion with DNREC about the regulation change.

REGULAR SESSION

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

SFPC Policy Manual for Review

The Commission was presented with a complete copy of the SFPC Policy Manual for review. It will be proposed for adoption in its entirety at the May Commission Meeting.

REPORT OF THE COMMISSIONERS

Chairman Kenneth H. McMahon

Chairman McMahon reported that he attended the Monthly Fire Prevention Commission Meeting, New Castle County Chief's Meeting, MISC Meeting, New Castle County Fireman's Meeting, New Castle President and Chief's Meeting, DVFA Executive Meeting, DEMSOC Meeting, BLS Funding Meeting and CFSI Dinner.

Vice Chairman Marvin C. Sharp

Vice Chairman Sharp reported that he attended the Monthly Fire Prevention Commission Meeting, DSFCA, Station 52 Ladies Night, Services for Charlotte Bush, Kent County Ambulance Association Meeting, Meeting with Secretary Mitchell, Sussex County Fireman's Association Meeting, CFSI Conference, Station 57 Ladies Night, Station 78 Open House, SFPC Meeting – FMO, Kent County EMS Review, Kent County Fire Chief's Meeting, Cumberland Valley Fire Association Meeting, FDIC and Sussex County Fireman's Association Meeting.

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DATE OF NEXT MEETING

May 15, 2007, 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Betts, and seconded by Commissioner Dougherty that the meeting be adjourned. Motion carried. The meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Sherry R. Lambertson
Executive Specialist

sl/