

Minutes EDIAFC Conference Call October 15, 2006 - 7:00 P.M.

Present: Askenstedt, Mellits, Warrick, Watson, Pienkowski, Lowden, Showmaker,
Absent: Stahl, Gouty, Chiaramonte, Walton,

Minutes: The board received the minutes from the Conference Call of 08/13/06

There was a **motion** by Lowden and a second Showmaker by to approve the minutes of the 08/13/06 Conference Call. **Motion passed.**

Secretary Treasurer Report:

The Secretary reported he had made a site visit to York County to research the possibility of hosting the 2008 EDIAFC Conference there. During the trip he visited three hotels and various venues for social programs and spouses programs.

The secretary recommended that the Board go forward with researching York. The recommended hotel site for the conference was the Heritage Hills Hotel, which is outside of the city limits in a nice area. The hotel offers its own golf course, a driving range, miniature golf, free wireless internet access throughout, good meeting facilities, excellent rooms, nice lounge and dining areas and full banquet and catering services. There is a day spa for the ladies. It is a top shelf facility managed by a volunteer fire chief who also received a Fire Act Grant and was anxious to assist us.

The Heritage Hills Hotel offers a lot of advantages. One is the location near VFIS. Two is that they have an luxury suite which holds 50 to sixty people. They would set it up for our board meeting during the day and allow us to run our hospitality room or reception there and bring in our own food and drinks for that room. They would also cater lunch and breaks for the board there. Catering menus and facility proposals are included to the board under separate emails.

The Secretary proposed holding a golf outing on Thursday afternoon to include lunch. The package would go for \$75 to \$100 per player and we would make money on it. In addition, we could solicit hole sponsors or a lunch sponsor to make even more money.

On Friday, We could provide a tour of the Harley Davidson plant starting at 8:00 AM and returning to the hotel at 10:30. At that time the Board Meeting would start. Other attendees would be given the afternoon to register for the conference, have lunch on their own and attend two technical sessions in the afternoon. The ladies would have a choice of numerous factory outlets or visiting the full spa in the hotel. In the evening we would hold the opening reception in the President's suite.

Saturday would have the Memorial Service in the morning followed by the business session and technical sessions after lunch. We would provide continental breakfast and lunch. After the memorial service, the ladies would leave for their program. In the evening, we would have the banquet at the hotel in a outdoor, glass enclosed pavilion presently under construction. We would charge our cost for the meal, and get sponsors for the bar and a DJ.

The ladies program would be a bus trip to Moon Dancer Vineyards. We spoke to the owners and they were happy to work with us. The Vineyard has a beautiful french chateau type building with a stone patio overlooking the Susquehanna River. It is a very pretty place. The ladies would get a tour of the vineyard and an explanation of the wine making process, followed by a wine tasting and a lunch on the patio with wines of their choice. We also looked at a presentation by a culinary arts instructor to be done during lunch. The cost would be about \$30.00 and we would get outside sponsorship to support the costs.

All of the above is simply a proposed outline and all is subject to change. The key issues are getting sponsor dollars and attendance. It will have a great future value if we can pull off a successful conference in a resort setting and fully catered by the hotel. The number of times we can find an Evesham or King of Prussia that will undertake the work involved in hosting a conference is going to be limited. It is my hope that we can put together a conference that is based around a hotel facility that does everything for us without us having to pay for it and with us still making some money on the side.

The secretary reported that he also want to put together enough entertainment that we attract more people. He thought central location, Harley, golf, a wine tour, factory outlets and a spa combine to offer something for every taste. Families can also combine for an extra day at Hershey or Gettysburg.

The secretary has received promises for support from Ed Mann, PFESI and will reach out to VFIS, and would also like to get the Keystone Chiefs to partner with us for their meeting. Date wise, the entire month of May is available but we must pick dates and lock in quickly if we wish to go forward. We must also work together to **all** solicit sponsors and we must get some of our members involved in putting pieces of the conference together. We need several working committees to help make this work.

Much of the above is repeated from the last call as a refresher.

Dates: The two weekends that are recommended as the best are Thursday, May 1, 2008 - Sunday May 4th or Thursday, May 29, 2008 - Sunday June 1st. It is actually crucial that we lock in the dates as soon as possible to avoid losing the availability.

There was a motion by Showmaker And a second by Warrick To select May 1 through May 4th. The motion was approved unanilously

Costs The secretary reported the following costs estimates

Thursday we would provide lunch for the board in the atrium of the restaurant for \$17.63 per person. Thirty people would cost \$528.90 Golfers would be on their own for lunch. Dinner would be on your own and there is both fine dining and tavern dining available

Friday breakfast would be on your own. Buses would go to Harley and return during the morning Lunch would be on your own with the spouses and guests. Break would be provided all afternoon for \$6.29 per person The target would be 200 people or \$1,258.00.

Saturday we would get continental breakfast and morning and afternoon breaks for \$20.15 per person. The target would be 200 people or \$4,030.00 a Barbeque lunch would be provided outside for \$16.37 per person or \$3,274.00

Saturday's Banquet would be \$35.28 per person or \$7,056.00 There would be a cash bar.

All of the prices quoted include all taxes and gratuities.

My recommendation is to charge \$50.00 registration only and \$40.00 for banquet tickets. The registration would not include a banquet ticket. The cost of food for all events per person totals \$42.81, so we would make \$7.19 per head on registration or \$1,438.00 after paying the cost of the functions. We would make \$4.72 per person on the dinner or \$944.00 which should cover a DJ and some extras.

We would be charged \$550 for the meeting room and set up for both Friday and Saturday events and \$350.00 per night for the Master Suite which would be used for the board meeting and to host guests on Friday evening. We would be allowed to bring in our own beverages for Friday night.

Our total commitment to the hotel for food functions and meeting space will be \$17,046.90 based on 200 people and our revenue will be \$18,000.00 based on the same number. That is quite a bit higher than what we pay in a fire station, but all of the work is done for us and people are treated to a top shelf facility. It is my hope that registration and banquet tickets will offset the hotel costs.

The ladies program will probably run \$25-\$30 and that will cover the facility costs and lunch.

Other costs are;

Buses- We will need two buses on Friday to shuttle people to Harley and One bus for the ladies program. That would normally cost near \$2,000.00 but I am hopeful to have sponsors for both.

Speakers - We need to appoint a committee to work on the technical programs. We can get free speakers from VFIS, PFESI and Ed Mann where we would only need to provide some transportation reimbursement and meals. If we want to bring in one or two outside speakers, which I think we should, we will have costs involved with that.

Advertising - I think we should go to the IAFC graphics department and have them design a professional flyer to advertise the conference and pay a little more to get it out to our members and to the states so that we can attract more people to attend. This could cost \$3,000.00 to \$5,000.00 to design print and mail.

Revenue - To break even on the conference, I believe we will need at least \$12,000.00 in sponsor money. With commitment of the Board, that should be easy to do. We would need to make an effort to recruit all of our prior sponsors to stay involved. I also think we can get a strong commitment from VFIS and grab a lot of new sponsors in PA. I intend to approach several Banks and York Convention Bureau has also offered a sponsorship.

Rooms - The room rate per night will be \$129.00 per night for all rooms. This is a good rate for the quality of the facility.

I would like to suggest that every Board member try to recruit \$2,000.00 from sponsors. That will put us well over our goal and should not be that hard to do.

There is a potential that we could lose money on this conference, but we can be successful if we work hard. More importantly, we need to do something to change our conference to make it more attractive and to get better attendance.

Discussion

Mark Showmaker said we need to get great speakers and advertise. Les Warrick said we need to get new members. And get new people involved. Jim Watson said Pete was doing a good job recruiting in Maryland. Jim added that he was getting some new interest in Delaware.

The secretary asked the Board to approve a motion to enter into contracts with Heritage Hills and begin planning the 2008 conference in York, PA

There was a motion by Lowden And a second by Showmaker To contract with Heritage Hills for rooms, facilities and food functions as outlined by the secretary. The motion was approved unanimously.

Conference Calls: Remember the new conference call phone number is: **1-866-809-4014** and the code is **2730202**. The proposed schedule for 2006 Conference calls is as follows:

Nov 12, Dec 17

All of the calls are Sunday at 7:00 PM.

IAFC Report: Bill Walton was not on the call.

Committee Reports

Valor Committee: Les Warrick reported Steve Reid was willing to except the chairmanship. President Watson agreed to appoint Steve as Chairman. Les asked that nominees be submitted from the states, ASAP. Send them to Les at this point.

Old Business

Fire Service Excellence Award: No report

FRI

Jim Watson apologized for the confusion of assignments at FRI.

2007 EDIAFC Conference:

Jim reported that the first meeting is Friday night at Rehoboth. The Secretary will attend.

2008 EDIAFC Conference: See the Secretary's Report.

NY Line of Duty Death Meeting:

Ken Pienkowski there have not been any further meetings since June.

Audit:

Jon Townley completed the audit of the Division books and we received a clean audit. A letter confirming the results of the audit was sent to the President. The President read the audit report.

Fire GPO:

Presently all of the Divisions are still on the GPO. Other then ourselves, only the Southeastern Division has not yet renewed their contracts.

There was a meeting of the GPO Advisory Board in Dallas. The Secretary attended as the Division's interim representative. The minutes of that meeting were sent to the Board. The GPO is growing and did over \$25,000.000 in sales to date. The web site has been redone and is greatly improved and there are now a lot more contracts including some for gear and hose.

The Secretary recommended that the Board renew the contracts since the revenue was improving and the commitment under the contract was minimal. The Secretary also stated that if the Board decided to renew, a new full time representative to the GPO Advisory Council needed to be appointed. The duties include monthly conference calls and a meeting held at FRI.

There was a motion by Warrick And a second by Pienkowski. To renew the GPO contract. The motion was approved unanimously.

The President will look into an appointee to be our liaison.

Strategic Planning Meeting

Everyone is registered except Ken. Nothing new to report at this time. The President asked that the Board wear the red jackets all three days. Jim Watson thanked Ted Lowden for serving as a moderator at the meeting.

New Business

Cyrencall Proposal:

The Board discussed the Cyrencall proposal. The Secretary explained that a request had been relayed from Charles Werner of Charlotte, to Roger Steger of the Maryland Chiefs asking for a letter of support for the Cyrencall proposal. Roger in turn, passed it on to the President of the Eastern for consideration.

The request is simply to have letters sent to the FCC asking them to (the FCC) to open a comment period to allow the emergency services to make comment and to review the proposal. We are not being asked to endorse the proposal at this time, although that could follow depending on what comes out of the comment period and the review by emergency services organizations.

Charles Werner has proven to be one of the most knowledgeable members of the fire service when it comes to communications issues. He had been a leader in the interoperability campaign. Since he is simply asking for help in opening the door to have this proposal considered, I would seem in our best interest to support him. At a later date, we can consider if the proposal as a whole merits our support.

There was a **motion** by Stahl and a second by Chiaramonte to send a letter to the FCC asking them to open a comment period on the Cyrencall proposal and to have the Secretary obtain the draft language from Chief Werner. **The motion was approved unanimously.** (This was from the August Meeting Minutes)

The Secretary and the Maryland Director met with Cyrencall in Dallas. They are still only asking us to support FCC hearings on their proposal, which we have already done. Their proposal calls for a public trust to be established to control 30 Megs of the 700 band for use by emergency responders. They estimate that only 2.5 meg is required and that the remaining 27.5 meg could be licensed to private sector users and that the revenues would go to the trust to pay the federal government back for the spectrum.

Cyrencall wants to manage and operate the public trust.

There is no need for Board action at this time because the Board has already approved the letter to the FCC asking for hearings.

IAFC Candidates

There was a discussion by the Board in Dallas about endorsing Jack Crakeel for IAFC Treasurer and Rick Burch for IAFC 2nd VP in 2008.

There was a motion by Lowden And a second by Warrick To endorse Jack Krakeel for IAFC Treasurer and endorse Rick Burch for IAFC 2nd VP in 2008. The motion passed.

Insurance

We have received our insurance bill from VFIS. It is \$1,322.73 which is an increase of slightly over \$300.00. There were no changes to the policy. The Secretary asked the board to approve the bill for the insurance. The increase includes the alcohol liability policy which we have been buying separately each year for \$150.00 which covers our conference and the FRI hospitality room. There was a **motion** by Lowden And a second by Warrick, to approve the insurance payment. **Motion Passed**

Division Conferences

The president had asked that all state directors determine what the costs would be for the EDIAFC President to attend their state conferences and what the states expected the EDIAFC President to attend.

The states report as follows;

DE reported - Delaware would require expenses for travel and lodging, for 4 nights

MD reported - Maryland comped us this year but is usually 4 days.

NJ reported - Is a one day meeting

NY reported - New York costs about \$1,200 to \$1,500.

PA reported - Keystone is a one day meeting

Ken Pienkowski suggested that we set some policy at the January meeting. The Board agreed to discuss the issue in January.

Ken moved the Division send the President to VCOS. Les Warrick seconded the motion. Mark Showmaker asked what the value of the President being at the conference. Ken and Les thought the President should be present because of the volunteer make up of our Division. The President asked for meals, travel registration and lodging. **The motion was approved unanimously.**

Board & Five State Meeting

President Watson asked Ted Lowden if Evesham Fire Rescue could be available for a Board Meeting and 5 State Meeting on January 20 and 21, 2007. Ted said the station would be available. The Board approved having the meeting in Evesham on the 20th and 21st. Jim Watson spoke to the Philadelphia Fire Commissioner about attending the Board Meeting.

President Watson reported that he received a thank you letter from Bill Killen for the presentation given to him by the Eastern Division in FRI and he thanked the Division for their support during his years going through the chairs.

President Watson said Chief Killen also told him that he had received some emails from Eastern Division members saying they were upset with him. Jim asked if anyone on the call knew who had contacted Chief Killen in that respect. Jim will call him.

Adjournment

The meeting was adjourned at 8:10