



**Report to the Governor,  
Co-Chairs of the Joint Legislative Committee on Capital Improvement  
Programs,  
Members of the 147<sup>th</sup> General Assembly,  
Director of the Office of Management and Budget and  
Controller General**

from the

**Delaware Council on Volunteer Fire Service**

pursuant to

**29 Del. C. § 2720**

**October 2013**



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
OFFICE OF THE SECRETARY

THOMAS J. COOK  
SECRETARY OF FINANCE

October 2013

The Honorable Jack Markell  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

Dear Governor Markell:

I am pleased to provide you with the annual report required by 29 Del. C. §2720, which established the Delaware Council on Volunteer Fire Service (the “Council”) and the Revolving Loan Fund Program (the “Fund”). This report provides a summary of the Council’s activities during the past year and gives an accounting of the Fund’s fiscal status. It is available in its entirety electronically via the Department of Finance’s website at the following link: <http://finance.delaware.gov/publications/ReportsMain.shtml>

This year, the Council continued its efforts to promote the Revolving Loan Fund to its member companies and was successful in securing an additional \$1 million appropriation in the fiscal 2014 Bond Bill. During this reporting period, the Council provided four loans, totaling \$781,951.00, to Delaware volunteer fire and emergency services companies for an aerial tower truck, an ambulance, and two pumper tankers.

In total, 17 loans have been originated through the Revolving Loan Fund; eight remain outstanding, and all are current.

The Fund maintains a balance available to assist the fire service community address its financial needs in order to continue serving the citizens of Delaware. The Council looks forward to another year of continued success.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. Cook'.

Thomas J. Cook, Secretary of Finance  
Chair, Delaware Council on Volunteer Fire Service

Attachments

pc: Senator Robert L. Venables, Chair  
Representative Quinn Johnson, Co-Chair

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## **Summary Report Volunteer Fire Service Revolving Loan Fund Program**

The Delaware Council on Volunteer Fire Service maintains a revolving loan fund for the benefit of volunteer fire and emergency services companies servicing Delaware communities. The purpose of the Delaware Volunteer Fire Service Revolving Loan Fund Program (the "Fund") is to provide a source of low-cost financing for equipment upgrades and facility improvements that are essential to providing adequate fire, rescue, and emergency medical and technical emergency response related services. The Fund is guided by 29 Del C. §2720, was initiated with a \$1 million appropriation in fiscal 2006 and was enhanced with an additional \$1 million appropriation in fiscal 2014. The Fund is administered by the Department of Finance.

### DELAWARE COUNCIL ON VOLUNTEER FIRE SERVICE

Since the last annual report filed in October 2012, the Delaware Council on Volunteer Fire Service (the "Council") held meetings on December 3, 2012, June 24, 2013 and October 9, 2013 with the following membership:

- Thomas J. Cook, Chairman of the Delaware Council on Volunteer Fire Service and Secretary of Finance;
- Chipman L. Flowers, Jr., Delaware State Treasurer;
- Charles H. Boyer\*, President, Delaware Volunteer Fire Association ("DVFA")
- Alan Robinson, State Fire Prevention Commission;
- Ray Stevens, appointed by the President of the Sussex County Firemen's Association;
- Michael D. Layton, appointed by the President of the Kent County Firemen's Association; and,
- Richard T. Perillo, appointed by the President of the New Castle County Firemen's Association

Also attending:

- Warren Jones, President of the Delaware Volunteer Firemen's Association
- \* In September 2013, Mr. Boyer was replaced by Richard Toulson.

### COUNCIL ACTION

Congratulations to the Delaware Council on Volunteer Fire Service for successfully lobbying the General Assembly for an additional appropriation of \$1 million, effective fiscal 2014. The additional funding allows lending to continue uninterrupted and allows the Council to increase its maximum lending limits for various apparatus. Without it, lending would have been limited to amounts received as repayments.

## LOAN ACTIVITY

Since the last annual report, Council originated two new loans, one to the Felton Fire Company and another to the Selbyville Fire Company.

- Felton Fire Company received a loan for \$50,000.00 to replace an aging ambulance. The term was five years.
- Selbyville Fire Company received a loan for \$306,951.00 for a new aerial tower truck. The fire company requested \$600,000; however, the Council was unable to fund the requested amount due to other outstanding loans. The term was ten years.

Two loan applications are pending:

- Indian River Fire Company requested and was approved for a \$300,000.00 loan for a new pumper tanker.
- Frederica Volunteer Fire Company requested and was approved for a \$150,000.00 loan for a new Alexis pumper tanker.

Also during fiscal year 2013, Brandywine Fire Company prepaid its outstanding loan for a new Spartan rescue truck with a check for \$249,736.15. Citizens' Hose Fire Company made its final payment on new protective breathing apparatus with a check for \$19,291.56.

As of September 30, 2013, eight loans remain outstanding in the Fund, and all loans are current. With the fiscal 2014 appropriation of \$1 million, the balance in the Fund, less the commitment to the Indian River and Frederica Fire Companies, is \$915,875.96.

The Council's actions to secure additional funding from the General Assembly and increase its maximum lending limits will allow it to continue to serve as a vital financial resource for fire companies looking for low interest loans to better serve their communities.

Included in this report are an activity report, schedule of expected payments, a loan portfolio summary and a list of equipment financed through the Fund.

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
September 30, 2013**

		<b>Available Funding</b>
<b>Initial appropriation</b>		
<b>Fiscal year 2006 - HB 315 Grant-in-Aid bill</b>		\$ 1,000,000.00
Loan Awards:		
Bowers Fire Company	\$ 40,000.00	
Five Points Fire Company	145,000.00	
Harrington Fire Company, Inc.	90,000.00	
Odessa Fire Company	225,000.00	
Rehoboth Beach Volunteer Fire Co., Inc.	275,000.00	
Townsend Fire Company, Inc.	225,000.00	
<b>Total Loans Awarded from initial appropriation</b>	<b>\$ (1,000,000.00)</b>	<b>\$0.00</b>
<b>Loan Payments Received - June 1, 2007</b>		
Bowers Fire Company	\$ 4,319.92	
Five Points Fire Company	16,816.89	
Harrington Fire Company, Inc.	9,719.82	
Odessa Fire Company	26,095.17	
Rehoboth Beach Volunteer Fire Co., Inc.	31,534.15	
Townsend Fire Company, Inc.	25,992.74	
<b>Total Loan Payments Received - June 1, 2007</b>	<b>\$ 114,478.69</b>	<b>\$ 114,478.69</b>
<b>Available Balance June 1, 2007</b>		
		<b>\$ 114,478.69</b>
<b>New Loan Applications Received May 15, 2007</b>		
American Legion Post #8 Ambulance Service	\$ 90,000.00	
Christiana Fire Company, Inc.	262,500.00	
Hockessin Fire Company	259,671.00	
<b>Total New Loan Applications</b>	<b>\$ 612,171.00</b>	
<b>Loans Awarded 2007</b>		
American Legion Post #8 Ambulance Service	\$ 90,000.00	
<b>Total Loans Awarded 2007</b>	<b>\$ (90,000.00)</b>	
<b>Available Balance September 1, 2007</b>		<b>\$ 24,478.69</b>
<b>Loan Payments Received - December 1, 2007</b>		
Bowers Fire Company	\$ 4,319.92	
Harrington Fire Company, Inc.	9,719.82	
Georgetown Ambulance	9,735.04	
<b>Total Loan Payments Received - December 1, 2007</b>	<b>\$ 23,774.78</b>	
<b>Available Balance December 1, 2007</b>		<b>\$ 48,253.47</b>
<b>Loan Payments Received - June 1, 2008</b>		
Bowers Fire Company	\$ 5,000.00	
Five Points Fire Company	16,816.89	
Harrington Fire Company, Inc.	9,719.82	
Odessa Fire Company	26,095.16	
Rehoboth Beach Volunteer Fire Co., Inc.	32,238.00	
Townsend Fire Company, Inc.	25,992.74	
Georgetown Ambulance	9,735.04	
<b>Total Loan Payments Received - June 1, 2008</b>	<b>\$ 125,597.65</b>	
<b>Available Balance June 1, 2008</b>		<b>\$ 173,851.12</b>

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
September 30, 2013**

			<b>Available Funding</b>
<b>Loans Awarded 2008</b>			
Hockessin Fire Company	\$ 86,925.56		
Christiana Fire Company	86,925.56		
<b>Total Loans Awarded 2008</b>		\$ (173,851.12)	
<b>Available Balance</b>			\$0.00
<b>Loan Payments Received - December 1, 2008</b>			
Bowers Fire Company	\$ 5,000.00		
Georgetown Ambulance	9,735.04		
Harrington Fire Company, Inc.	9,719.82		
Hockessin Fire Company	5,032.01		
<b>Total Loan Payments Received - December 1, 2008</b>		\$ 29,486.87	
<b>Available Balance December 1, 2008</b>			\$ 29,486.87
<b>Loan Payments Received - June 1, 2009</b>			
Bowers Fire Company	\$ 5,000.00		
Christiana Fire Company, Inc.	5,091.73		
Five Points Fire Company	16,816.89		
Georgetown Ambulance	9,735.04		
Harrington Fire Company, Inc.	9,719.82		
Hockessin Fire Company	5,032.01		
Odessa Fire Company	26,095.17		
Rehoboth Beach Volunteer Fire Co., Inc.	31,534.15		
Townsend Fire Company, Inc.	25,992.74		
<b>Total Loan Payments Received - June 1, 2009</b>		\$ 135,017.55	
<b>Available Balance June 1, 2009</b>			\$ 164,504.42
<b>Loan Payments Received - December 1, 2009</b>			
Bowers Fire Company	\$ 5,000.00		
Christiana Fire Company, Inc.	5,091.73		
Georgetown Ambulance	9,735.04		
Harrington Fire Company, Inc.	9,719.82		
Hockessin Fire Company	5,032.01		
<b>Total Loan Payments Received - December 1, 2009</b>		\$ 34,578.60	
<b>Available Balance December 1, 2009</b>			\$ 199,083.02
<b>Loan Payments Received - June 1, 2010</b>			
Bowers Fire Company	\$ 5,000.00		
Christiana Fire Company, Inc.	5,091.73		
Five Points Fire Company	16,816.89		
Georgetown Ambulance	9,735.04		
Harrington Fire Company, Inc.	9,719.82		
Hockessin Fire Company	5,032.00		
Odessa Fire Company	26,095.17		
Rehoboth Beach Volunteer Fire Co., Inc.	31,534.15		
Townsend Fire Company, Inc.	25,992.74		
<b>Total Loan Payments Received - June 1, 2010</b>		\$ 135,017.54	
<b>Available Balance June 1, 2010</b>			\$ 334,100.56 ✓

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
September 30, 2013**

			<b>Available Funding</b>
<b>Loan Payoff</b>			
Georgetown American Legion - paid in full	\$ 37,804.00		
<b>Payment Received - September 1, 2010</b>		\$ 37,804.00	
<b>Available Balance September 1, 2010</b>			\$ 371,904.56
<b>Loan Awarded 2010</b>			
Citizen's Hose Company, Smyrna	\$ 31,214.00		
<b>Available Balance October 1, 2010</b>		\$ (31,214.00)	\$ 340,690.56
<b>Loan Payments Received - December 1, 2010</b>			
Bowers Fire Company	\$ 5,000.00		
Christiana Fire Company, Inc.	5,091.73		
Harrington Fire Company, Inc.	9,719.82		
Hockessin Fire Company	5,032.01		
<b>Total Loan Payments Received - December 1, 2010</b>		\$ 24,843.56	√
<b>Available Balance December 1, 2010</b>			\$ 365,534.12 √
<b>Loan Payoff</b>			
Bowers Fire Company	\$ 4,275.84		
<b>Payment Received - February 16, 2011</b>		\$ 4,275.84	
<b>Available Balance March 1, 2011</b>			\$ 369,809.96
<b>Loan Awarded</b>			
Odessa Fire Company	90,000.00		
<b>Available Balance March 1, 2011</b>		\$ (90,000.00)	\$ 279,809.96 √
<b>New Loan Applications Received May 13, 2011</b>			
Five Points Fire Company No. 1	\$ 90,000.00		
<b>Total New Loan Applications</b>			
<b>Loan Payments Received</b>			
Christiana Fire Company	\$ 5,091.73		
Citizens' Hose Company	3,393.00		
Five Points Fire Company	16,816.89		
Harrington Fire Company	9,713.83		
Hockessin Fire Company	5,032.01		
Odessa Fire Company	26,095.17		
Odessa Fire Company #2	19,222.62		
Rehoboth Beach Fire Company	175,182.23		
Townsend Fire Company	25,992.74		
<b>Total Loan Payments Received as of June 2011</b>		\$ 286,540.22	
<b>Available Balance June 2011</b>			\$ 566,350.18 √
<b>Loan Payoff</b>			
Christiana Fire Company	\$ 67,940.07		
<b>Payment Received - July 8, 2011</b>		\$ 67,940.07	
Christiana Fire Company	\$ 147.20		
<b>Payment Received July 19, 2011</b>		\$ 147.20	
<b>Available Balance September 30, 2013</b>			\$ 634,437.45

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
September 30, 2013**

			<b>Available Funding</b>	
<b>Loan Awarded</b>				
Five Points Fire Company	\$ 90,000.00	\$ (90,000.00)	\$ 544,437.45	√
<b>Loan Payoff</b>				
Odessa Fire Company, Inc.	\$ 195,355.65	\$ 195,355.65	\$ 739,793.10	√
<b>Payment Received October 17, 2011</b>				
<b>Loan Payments Received</b>				
Citizens' Hose Company	\$ 3,393.00			
Harrington Fire Company	9,725.88			
Hockessin Fire Company	5,030.01			
<b>Total Loan Payments Received December 1, 2011</b>		\$ 18,148.89		
<b>Available Balance December 2011</b>			\$ 757,941.99	√
<b>Loan Awarded</b>				
Harrington Fire Company (#2)	\$ 90,000.00			
Harrington Fire Company (#3)	175,000.00			
<b>Total Loans Awarded</b>		\$ (265,000.00)		
<b>Available Balance June 2012</b>			\$ 492,941.99	
<b>Loan Payments Received</b>				
Hockessin Fire Company	\$ 5,032.01			
Five Points Fire Company	16,816.89			
Five Points Fire Company	19,180.64			
Citizens' Hose Company	3,393.00			
Townsend Fire Company	25,992.74			
<b>Total Loan Payments Received June 1, 2012</b>		\$ 70,415.28		
<b>Available Balance June 30, 2012</b>			\$ 563,357.27	
<b>Loan Payments Received</b>				
Citizens' Hose Company	\$ 3,393.00			
<b>Total Loan Payments Received July 10, 2012</b>		\$ 3,393.00		
<b>Available Balance July 30, 2012</b>			\$ 566,750.27	√
<b>Loan Awarded</b>				
Brandywine Hundred Fire Company	\$ 275,000.00			
<b>Total Loans Awarded</b>		\$ (275,000.00)		
<b>Available Balance June 2012</b>			\$ 291,750.27	√
<b>Loan Payments Received</b>				
Brandywine Hundred Fire Company	28,843.42			
Hockessin Fire Company	5,032.01			
Citizen's Hose Company	19,067.52			
Citizen's Hose Company	244.04			
Harrington Fire Company	27,933.08			
<b>Total Loan Payments Received December 1, 2012</b>		81,120.07		
<b>Available Balance December 3, 2012</b>			372,870.34	

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
September 30, 2013**

			<b>Available Funding</b>
<b>Loan Awarded</b>			
Felton Community Fire Company	50,000.00		
<b>Total Loans Awarded</b>		(50,000.00)	322,870.34
<b>Loan Awarded</b>			
Selbyville Fire Company	306,951.00		
<b>Total Loan Awarded</b>		\$ (306,951.00)	
<b>Available Balance after Commitment to Loans Approved</b>			\$ 15,919.34
<b>Loan Payments Received</b>			
Harrington Fire Company #2	\$ 9,486.71		
Harrington Fire Company #3	18,446.37		
Townsend Fire Company	25,992.74		
Five Points Fire Company	16,816.89		
Five Points Fire Company	19,175.35		
Felton Fire Company	5,270.40		
Hockessin Fire Company	5,032.01		
Brandywine Fire Company (paid in full)	249,736.15		
<b>Total Loan Payments Received June 2013</b>		\$ 349,956.62	
<b>Available Balance June 2013</b>			\$ 365,875.96
<b>Additional appropriation</b>			
<b>Fiscal Year 2014 - SB 145 Bond Bill</b>	1,000,000.00	\$ 1,000,000.00	\$ 1,365,875.96

√ reconciled against appropriation 21187

Five Points paid \$1.41 above scheduled payment on 2nd loan

**Delaware Volunteer Fire Revolving Loan Fund  
 Payment Schedule  
 September 30, 2013**

	June 1, 2013	December 1, 2013	Annual Total
1 Brandywine Hundred	\$ 249,736.15		
2 Five Points Fire Company	16,816.89 ✓		
3 Five Points Fire Company #2	19,173.94 ✓		
4 Harrington Fire Company #2	9,486.71 ✓	9,486.71	
5 Harrington Fire Company #3	18,446.37 ✓	18,446.37	
6 Hockessin Fire Company	5,032.01	5,032.01	
7 Townsend Fire Company	25,992.74 ✓		
8 Felton Fire Company	5,270.40	5,270.40	
9 Selbyville Fire Company		34,060.12	
Sub-Total	<u>\$ 349,955.21</u>	<u>\$ 72,295.61</u>	
Total Payments Expected			<u><u>\$ 422,250.82</u></u>

**Delaware Volunteer Fire Revolving Loan Fund  
Loan Portfolio Summary  
September 30, 2013**

<b>Date of Loan</b>	<b>Borrower</b>	<b>Annual/ Semi-Annual Payment Schedule</b>	<b>Original Term of Loan (in years)</b>	<b>Original Loan Amount</b>	<b>Principal Amount Due (after last payment)</b>
10/13/2006	Five Points Fire Company	A	10	\$ 145,000.00 *	47,568.44 ✓
10/13/2006	Odessa Fire Company	A	10	225,000.00 *	- ✓
3/1/2011	Odessa Fire Company #2	A	5	90,000.00	- ✓
1/20/2007	Bowers Fire Company	S	5	40,000.00 *	- ✓
1/20/2007	Harrington Fire Company	S	5	90,000.00 *	- ✓
3/1/2007	Rehoboth Beach Fire Company	A	10	275,000.00 *	- ✓
7/1/2007	Georgetown American Legion	S	5	90,000.00	- ✓
12/1/2007	Townsend Fire Company	A	10	225,000.00 *	73,523.34 ✓
8/1/2008, 9/15/2008	Hockessin Fire Company	S	10	86,925.56	46,409.00
9/22/2008	Christiana Fire Company	S	10	86,925.56	- ✓
10/4/2010	Citizens' Hose Company	S	5	31,214.00	- ✓
11/1/2011	Five Points Fire Company	A	5	90,000.00	54,759.81 ✓
7/1/2012	Harrington Fire Company #2	S	5	90,000.00	72,589.22 ✓
7/1/2012	Harrington Fire Company #3	S	5	175,000.00	141,145.71 ✓
10/1/2012	Brandywine Hundred Fire Co.	S	5	275,000.00	-
1/1/2013	Felton Fire Company	S	5	50,000.00	45,146.27
2/1/2013	Selbyville Fire Company	A	10	306,951.00	306,951.00
	Loans Originated			<u>\$ 2,372,016.12</u>	
	Total Principal Due				<u>\$ 788,092.79</u>

\*Loans originated from the original \$1 million appropriation.

<b>Applicant</b>	<b>Equipment Purchased</b>	<b>Loan Amount Awarded</b>
<b>Five Points Fire Co.</b>	<b>Ladder and Trailer replacement for Ladder 17</b>	<b>\$145,000</b>
<b>Bowers Fire Co.</b>	<b>Ambulance to replace '98 Ford</b>	<b>40,000</b>
<b>Townsend Fire Co.</b>	<b>Rescue truck to replace '91 Mack Truck</b>	<b>225,000</b>
<b>Odessa Fire Co.</b>	<b>Rescue truck to replace '86 Freightliner</b>	<b>225,000</b>
<b>Harrington Fire Co.</b>	<b>Ambulance to replace '01 Ford Mobile Medical</b>	<b>90,000</b>
<b>Rehoboth Beach Volunteer Fire Co.</b>	<b>Quint aerial truck</b>	<b>275,000</b>
<b>Odessa Fire Co. #2</b>	<b>2011 Freightliner M2 Road Rescue Ambulance</b>	<b>90,000</b>
<b>American Legion Sussex Post 8 – Georgetown</b>	<b>2007 Ford Horton Ambulance</b>	<b>90,000</b>
<b>Hockessin Fire Company</b>	<b>Crimson Pumper</b>	<b>86,926</b>
<b>Christiana Fire Company, Inc.</b>	<b>2008 Seagrave Fire Apparatus Rescue Truck</b>	<b>86,926</b>
<b>Citizen's Hose Company</b>	<b>Breathing Apparatus</b>	<b>31,214</b>
<b>Five Points Fire Co.</b>	<b>Ambulance</b>	<b>90,000</b>
<b>Harrington Fire Co. #2</b>	<b>Brush Truck</b>	<b>90,000</b>
<b>Harrington Fire Co. #3</b>	<b>Ambulance</b>	<b>175,000</b>
<b>Brandywine Hundred Fire Company</b>	<b>Spartan rescue truck</b>	<b>275,000</b>
<b>Felton Fire Company</b>	<b>Ambulance</b>	<b>50,000</b>

<b>Applicant</b>	<b>Equipment Purchased</b>	<b>Loan Amount Awarded</b>
<b>Selbyville Volunteer Fire Company</b>	<b>Aerial Tower Truck</b>	<b>306,951</b>
	<b>TOTAL</b>	<b>\$2,372,017</b>



## **Delaware Volunteer Fire Service Revolving Loan Fund**

### Program Guidelines

The Delaware Volunteer Fire Service Revolving Loan Fund was established to upgrade equipment and improve facilities that are essential to providing adequate fire, rescue, emergency medical and technical emergency response related service to Delaware communities. Loan funds are limited and are not available for equipment that has already been delivered or for the expansion of facilities including parking that has already been completed. For consideration, equipment and expansions must be deemed necessary to provide adequate fire, rescue and emergency medical and technical emergency response services to the surrounding community by the Delaware Council on Volunteer Fire Service.

The Delaware Council on Volunteer Fire Service (the “Council”) is comprised of the President of the Delaware Volunteer Firemen’s Association, the Chairman of the State Fire Prevention Commission, three members, one each appointed by the Presidents of the New Castle, Kent and Sussex County Firemen’s Associations, the State Treasurer and the Secretary of Finance.

The Council will approve loan applications based on the availability of funds and criteria that assess the relative needs for fire service and loan assistance throughout the State. The criteria include financial need, age and condition of existing equipment and the demographic, geographic and financial conditions of the communities served. The loan fund should not be considered an organization’s sole source of funding.

#### **1. Who May Apply?**

1.1. All volunteer fire, rescue and emergency medical service companies located in the State of Delaware.

## 2. Guidelines for Apparatus and Equipment Loans

2.1 The purchase of new and used apparatus will be considered, provided new and used apparatus pass all Federal, State, and/or county certifications. For all apparatus and equipment requests, applicant should include product specifications.

2.2 Loan funds are available to upgrade equipment and improve facilities that are essential to providing adequate fire, rescue, emergency medical and technical emergency response related service to Delaware communities and shall not be made available for equipment that has already been ordered.

2.3 Interest will be fixed at the rate of 2.0%. Repayment schedules will have semi-annual or annual payments. Annual payments will be due June 1<sup>st</sup>; semi-annual payments will be due June 1<sup>st</sup> and December 1<sup>st</sup>.

2.4 Maximum loan amount and term:

	Maximum Loan	Maximum Term
<b>Apparatus (New)</b> Rescue, Pumpers	\$300,000 or 50% (whichever is less)	10 years
<b>Heavy Rescue</b>	\$450,000 or 50% (whichever is less)	10 years
<b>Aerial</b> Tower trucks or Quints	\$600,000 or 50% (whichever is less)	10 years
<b>Light Duty Rescue</b> Brush Trucks	\$90,000 or 50% (whichever is less)	5 years
<b>Apparatus (Used)</b>	\$100,000 or 50% (whichever is less)	5 years
<b>Ambulances</b>	\$175,000 or 75% (whichever is less)	5 years
<b>Water Craft Rescue</b>	\$45,000 or 50% (whichever is less)	5 years
<b>Rehabilitation</b>	\$100,000 or 50% (whichever is less)	5 years
<b>Equipment</b>	\$50,000 (once per 5-year period)	5 years

**3. Guidelines for Facility Loans**

3.1 Applications will be considered for establishing or renovating facilities that house fire fighting and rescue equipment, and emergency medical and technical emergency response services.

3.2 Proceeds of the loan shall be used only for construction and shall not be used for land acquisition, payment of fees for design, planning and preparation of application or any other cost not directly attributable to construction.

3.3 The applicant shall present an estimated construction cost for the project from a reliable engineering or architectural firm. A new or renovated facility must meet all requirements and codes of the Federal, State and local jurisdiction, included local firemen's association standards.

3.4 Interest will be fixed at the rate of 2.0%. Repayment schedules will have semi-annual or annual payments. Annual payments will be due June 1<sup>st</sup>; semi-annual payments will be due June 1<sup>st</sup> and December 1<sup>st</sup>.

3.5 Maximum loan amount and term:

<b>Facility</b>	\$200,000 or 50% (whichever is less)	10 years
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**4. Guidelines for Loan application process**

4.1 All applications must be prepared in accordance with Delaware Council on Volunteer Fire Service guidelines. Failure to comply with Council guidelines may be cause for rejection of the application. The Council may reserve the right to correct minor errors or irregularities in the application.

4.2 An original application must be provided to the Council. Financial statements and proposed operating and capital budgets must be completed and provided, along with the completed application, for the two fiscal years immediately prior to the fiscal year in which the application is made.

4.3 Each applicant must submit IRS Form 990 for each year presented on the financial statements.

4.4 Each applicant must submit an inventory of equipment and fleet of vehicles.

4.5 Applicant must supply **one original copy** of the application package to:

State of Delaware  
Department of Finance, Office of the Secretary  
820 N. French Street, 8<sup>th</sup> floor  
Wilmington, Delaware 19801

An application package consists of the original application and inventory list, financial statements and budgets, IRS Form 990, Company's Resolution and List of Officers and estimate and plans, if any.

4.6 In addition to financial statements submitted with the application, applicants must agree to supply annual financial statements, as may be required.

4.7 A representative from the company will be required to be available and prepared to answer questions about the apparatus or facility to be financed as well as financial operations related to the applicant's company. Additionally, a company officer must be available to sign a promissory note at the time the loan is received by the company.

4.8 Applications are valid until December 31<sup>st</sup> of the year the application was submitted, unless otherwise determined by the Council.

4.9 Within 12 months of the time the loan was granted, the volunteer company must submit documentation to the Council reflecting the actual expenditures of the loan proceeds.

## **5. Prioritization of Loan requests**

5.1 It is the intent of the Council to manage the fund in a prudent and fiscally responsible manner and to extend loans to companies that can demonstrate the ability to repay the loan in accordance with its terms. Within that context, the priority for receiving loans will be established based on the criteria set forth below and the availability of funds.

5.1.1 New vehicles and apparatus will have the highest priority followed by new equipment, renovations or rehabilitations of apparatus or equipment and facility improvements.

5.1.2 Further, priority consideration will be given to those companies demonstrating the greatest need considering financial need, age and condition of existing equipment and apparatus and demographic, geographic and financial conditions of the communities served.

5.1.3 The Council would also consider refinancing to prevent an event of default.

## **6. Loan Review and Approval Process**

6.1 Applications may be submitted at any time and will be considered by the Council on a quarterly basis coincident with the schedule for meetings of the Executive Committee of the Delaware Volunteer Firefighter's Association.

6.2 The Council shall review each loan request received from an applicant in accordance with the stated criteria.

6.3 Applicants will be notified of loan approvals by the Council. In addition, companies will be notified of any further requirements for loan closing.

**7. Event of Default on Loans**

7.1 The Council will follow prudent underwriting standards when considering a loan. In lieu of property and equipment liens, the Council may withhold future state funding including payments from insurance premium taxes and grant-in-aid funding.

7.2 Any volunteer fire, rescue and emergency medical service company awarded a loan through the Delaware Volunteer Fire Service Revolving Loan Fund should consider the purchase of a performance bond to protect against financial loss should an equipment or construction contractor default, or fail to deliver equipment, according to the terms of the contract.

7.3 Should a company be unable to make its loan payments in a timely manner, the company officers are required to notify the Council as soon as possible.

## Delaware Volunteer Fire Service Revolving Loan Fund Application

The Delaware Volunteer Fire Service Revolving Loan Fund was established to upgrade equipment and improve facilities that are essential to providing adequate fire, rescue, emergency medical and technical emergency response related service to Delaware communities. Loan funds are limited and are not available for equipment that has already been delivered or for the expansion of facilities and parking that has already been completed. For consideration, equipment and expansions must be deemed necessary to provide adequate fire, rescue and emergency medical and technical emergency response services to the surrounding community by the Delaware Council on Volunteer Fire Service. See the Program Guidelines for additional information.

**PLEASE NOTE: One original copy of the application should be delivered to State of Delaware, Dept. of Finance, Office of the Secretary, 820 N. French Street, 8<sup>th</sup> floor, Wilmington, DE 19801.**

### A. General Information

1. Applicant's Legal Name and Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. County: \_\_\_\_\_ 3. Applicant's Federal Tax I.D. #: \_\_\_\_\_

4. Name/Position of Contact Person: \_\_\_\_\_

5. Mailing Address, if different: \_\_\_\_\_  
\_\_\_\_\_

6. E-mail Address: \_\_\_\_\_

7. Phone Numbers: (identify home/work/pager/cell) \_\_\_\_\_

The following information will be considered for prioritizing loan applications.

### B. Organizational Profile

8. Name of applicant's primary protection district: \_\_\_\_\_

9. Population of applicant's primary protection district: \_\_\_\_\_

10. Square Miles of applicant's primary protection district: \_\_\_\_\_

### C. Checklist of Financial Information to include with application

11. \_\_\_ Compilation Review and Audit Report, for two years preceding the year of application

12. \_\_\_ Proposed Operating and Capital Budgets, for two years preceding the year of application

13. \_\_\_ IRS Form 990, for two years preceding the year of application

14. \_\_\_ Inventory of applicant's assets

15. \_\_\_ Company's Resolution to Procure and Borrow for Requested Asset

16. \_\_\_ List of Company Officers

17. Please describe any income, revenue or other financial support from any source not reflected in the financial statements, for example, in-kind services, energy or city services provided by an outside source. \_\_\_\_\_

18. Describe Asset to Be Acquired

**VEHICLES AND APPARATUS**

***Part 1 Describe asset to be acquired***

New                       Used                       Rehabilitated Vehicle  
 Addition                       Replacement  
 Rescue Truck               Heavy Rescue               Aerial               Pumpers               Ambulance  
 Light Duty Rescue               Watercraft Rescue               Other Used Apparatus  
Year \_\_\_\_\_              Make \_\_\_\_\_              Model \_\_\_\_\_  
Tank cap./gal \_\_\_\_\_              Pumping cap./gal \_\_\_\_\_              Ladder/ft. \_\_\_\_\_

If used:  
Odometer \_\_\_\_\_              Vehicle ID# \_\_\_\_\_

***Part 2 Describe asset to be replaced, if applicable***

Rescue Truck               Heavy Rescue               Aerial               Pumpers               Ambulance  
 Light Duty Rescue               Watercraft Rescue               Other Used Apparatus  
Year \_\_\_\_\_              Make \_\_\_\_\_              Model \_\_\_\_\_  
Odometer \_\_\_\_\_              Vehicle ID# \_\_\_\_\_  
Tank cap./gal \_\_\_\_\_              Pumping cap./gal \_\_\_\_\_              Ladder/ft. \_\_\_\_\_

***Part 3 Describe vehicle to be rehabilitated/repared as well as rehabilitation efforts, if applicable***

Rescue Truck               Heavy Rescue               Aerial               Pumpers               Ambulance  
 Light Duty Rescue               Watercraft Rescue               Other Used Apparatus  
Year \_\_\_\_\_              Make \_\_\_\_\_              Model \_\_\_\_\_  
Odometer \_\_\_\_\_              Vehicle ID# \_\_\_\_\_  
Does vehicle meet applicable NFPA Standards? \_\_\_\_\_

**EQUIPMENT**

New                       Used  
 Accessory Equipment               Communications Equipment               Protective Equipment

List the type of accessory, communications or protective equipment being acquired:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACILITY**

- New Construction                       Modernization                       Renovation/Repair

Describe the organization's existing facilities and explain why they are inadequate. Describe the construction, renovations, repairs or modernization that is planned. If the facility address is, or will be different from the address listed in Section A of this application, please indicate the new address. Attach plans and detailed estimates of construction costs.

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19. Estimate of Contract or Bid Cost: \_\_\_\_\_

20. Purpose of Loan Request:

- Buy new apparatus/equipment/facility     Refinance existing apparatus/equipment/facility

21. Amount of Loan Requested: \_\_\_\_\_

22. Term of Loan Requested: \_\_\_\_\_

23. Repayment Option (circle one): Semi-Annually / Annually

24. Other Funding sources and types (Loan/Allocation/Donation or Grant)

Source	Amount	Type
Self-funding	_____	_____
Bank or other lending institution	_____	_____
Municipality	_____	_____
Relief Association, Organization or	_____	_____
Individual	_____	_____
Other _____	_____	_____

25. How will the proposed expenditure be funded if the loan application is denied?

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25. Please describe both your need for the apparatus, equipment or facility proposed as well as your need for a DVFS revolving loan. Attach a separate page, if necessary.

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D. Signature/Certification

We, the undersigned and duly authorized officers of \_\_\_\_\_ do hereby certify that the information presented in this application, including all attachments, is true and accurate and that we are authorized by Resolution to apply for a loan and to borrow from the Delaware Volunteer Fire Service Revolving Loan Fund. Said Resolution, in the form attached, is signed, sealed and submitted with this application.

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Name:  
Signature of Volunteer Company President

Date

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Name:  
Signature of Volunteer Company Secretary

Date

(Affix Corporate Seal)





**RESOLUTION TO PROCURE AND BORROW FOR REQUESTED ASSET**

I, \_\_\_\_\_, an officer of \_\_\_\_\_,  
certify that the corporate officers of this organization have been authorized to procure  
\_\_\_\_\_.

Said officers are also authorized to file an application to borrow money in the amount of  
\$ \_\_\_\_\_ from the Delaware Volunteer Fire Service Revolving Loan Fund. Minutes from  
the relevant meeting of the board are attached.

\_\_\_\_\_  
Signature of Company Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Company Secretary

\_\_\_\_\_  
Date

(Affix Company Seal)