



**Report to the Governor,  
Co-Chairs of the Joint Legislative Committee on Capital Improvement  
Program,  
Members of the 148<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 2016**





**STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
OFFICE OF THE SECRETARY**

**THOMAS J. COOK  
SECRETARY OF FINANCE**

October 2016

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 in promoting the Revolving Loan Fund to its member companies and provided three loans, totaling \$594,493.00, to Delaware volunteer fire and emergency services companies. These loans funded an ambulance; a tanker/trailer with accessory equipment; and a new pumper with accessory equipment.

In total, 26 loans (\$4,019,321) have been originated through the Revolving Loan Fund, 17 of which were disbursed during your administration, totaling approximately \$2.8 million. Fourteen (14) loans remain outstanding; all are current.

The Fund maintains a balance available to assist the fire service community address its financial needs in order to continue providing a vital service to the citizens of Delaware. The Council remains committed to making low interest funding available to fire companies to support the accomplishment of their mission.

Sincerely,

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

Attachments

pc: Senator David P. Sokola, Chair  
Representative Quinn Johnson, Co-Chair



Table of Contents

I.	Summary Report .....	1
II.	Activity Report .....	3
III.	Payment Schedule .....	8
IV.	Loan Portfolio Summary .....	9
V.	List of Applicants and Loans Awarded .....	10
Exhibit 1	Delaware Volunteer Fire Service Revolving Loan Fund Program Guidelines and Application	



## **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 2015, the Delaware Council on Volunteer Fire Service (the “Council”) held meetings on December 17, 2015; June 2, 2016; and July 29, 2016 with the following membership:

- Thomas J. Cook, Chair, Delaware Council on Volunteer Fire Service and Secretary of Finance;
- Kenneth Simpler, Delaware State Treasurer;
- Joseph Zeroles\*, President, Delaware Volunteer Firefighter’s 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, Delaware Volunteer Firefighter’s Association
- \* In September 2016, Mr. Zeroles was replaced by Theodore H. Walius.

#### COUNCIL ACTION

The Delaware Council on Volunteer Fire Service met three times since the last annual report and continued its refinement of the loan application process. More specifically, the Council revised the loan program’s guidelines to expand the list of new equipment that can be purchased with loan funds by adding “tankers” under the “Apparatus (New)” category. In an effort to attract more loan applications, the Council also reduced the

interest rate from 2.0% to 1.0% for the purchase of ambulances and equipment/apparatus only. The lending limit was also removed and the lower rate is available to fire companies through January 31, 2017.

In order to make the fire service community aware of this special rate, representatives from the Department of Finance participated in a Round Table discussion at the September 2016 Delaware Volunteer Firefighter's Association (DVFA) conference and gave an overview of the loan program and the application process. These revisions were also communicated to the fire companies via the DVFA's website and shared by the firefighter representatives on the Council at various fire company meetings.

### LOAN ACTIVITY

Since the last annual report, the Council originated three new loans to fire companies in New Castle and Sussex Counties. The Harrington Fire Company requested and was approved for a \$250,000.00 loan to purchase a new pumper and accessory equipment. Citizens Hose Fire Company requested and was approved for a loan of \$169,493.00 for the purchase of a new tanker/trailer and accessory equipment. The third loan application came from the Rehoboth Beach Fire Company with a request for \$175,000.00 to purchase a new ambulance. The Council also approved this request.

As of June 30, 2016, fourteen (14) loans remain outstanding in the Fund. All are current, and the current balance is \$568,573.83.

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  
June 30, 2016**

		<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>		\$ (1,000,000.00)
		\$0.00
<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>		\$ 114,478.69
<b>Available Balance June 1, 2007</b>		\$ 114,478.69
<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>		\$ 612,171.00
<b>Loans Awarded 2007</b>		
American Legion Post #8 Ambulance Service	\$ 90,000.00	
<b>Total Loans Awarded 2007</b>		\$ (90,000.00)
<b>Available Balance September 1, 2007</b>		\$ 24,478.69
<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>		\$ 23,774.78
<b>Available Balance December 1, 2007</b>		\$ 48,253.47
<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>		\$ 125,597.65
<b>Available Balance June 1, 2008</b>		\$ 173,851.12

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
June 30, 2016**

			<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  
June 30, 2016**

			<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		
		\$ (31,214.00)	
<b>Available Balance October 1, 2010</b>			\$ 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	
			\$ 369,809.96
<b>Loan Awarded</b>			
Odessa Fire Company	90,000.00		
		\$ (90,000.00)	
<b>Available Balance March 1, 2011</b>			\$ 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	
			\$ 634,437.45

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
June 30, 2016**

			<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	224.04			
Harrington Fire Company	27,933.08			
<b>Total Loan Payments Received December 1, 2012</b>		81,100.07		
<b>Available Balance December 3, 2012</b>			372,850.34	√

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
June 30, 2016**

			<b>Available Funding</b>
<b>Loan Awarded</b>			
Felton Community Fire Company	50,000.00		
<b>Total Loans Awarded</b>		(50,000.00)	322,850.34 ✓
<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>			\$ 15,899.34 ✓
<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>			\$ 365,855.96 ✓
<b>Additional appropriation</b>			
<b>Fiscal Year 2014 - SB 145 Bond Bill</b>	1,000,000.00	\$ 1,000,000.00	\$ 1,365,855.96 ✓
<b>Loan Awarded</b>			
Frederica Fire Company - 11/1/13	\$ 150,000.00		
Indian River Fire Company - 11/1/13	\$ 300,000.00		
<b>Total Loans Awarded</b>		\$ (450,000.00)	✓
<b>Available Balance November 2013</b>			\$ 915,855.96 ✓
<b>Loan Payments Received</b>			
Selbyville Fire Company -11/26/13	34,060.12		
Townsend Fire Company - 12/3/13 (paid in full)	74,626.19		
Felton Fire Company - 12/4/13	5,270.40		
Hockessin Fire Company - 12/4/13	5,032.01		
Harrington Fire Company #2 - 12/4/13	9,486.71		
Harrington Fire Company #3 - 12/4/13	18,446.37		
<b>Total Loan Payments Received December 2013</b>		\$ 146,921.80	✓
<b>Available Balance December 2013</b>			\$ 1,062,777.76 ✓
<b>Loans Awarded</b>			
Claymont Fire Company #1	273,211.00		
Claymont Fire Company #2	236,644.00		
<b>Total Loans Awarded (September 2014)</b>		\$ (509,855.00)	
<b>Available Balance after Loan Award</b>			\$ 552,922.76 ✓
<b>Loan Payments Received</b>			
Five Points Fire Company - 5/1/2014	16,816.89		
Five Points Fire Company - 5/1/2014 *	19,175.35		
Frederica Fire Company - 5/20/2014	15,863.43		

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
June 30, 2016**

		<b>Available Funding</b>
Hockessin Fire Company -5/20/2014	5,032.01	
Harrington Fire Company #2- 6/3/2014	9,486.71	
Harrington Fire Company #3- 6/3/2014 *	18,446.47	
Felton Community Fire Company - 6/4/2014	5,270.40	
<b>Total Loan Payments Received June 2014</b>		90,091.26
<b>Available Balance June 2014</b>		\$ 643,014.02 ✓
<b>Loan Payments Received</b>		
Frederica Volunteer Fire Company - 12/1/2014*	67,500.00	
Selbyville Volunteer Fire Company - 12/1/2014	34,060.12	
Hockessin Fire Company - 12/1/2014	5,032.01	
Indian River Volunteer Fire Company, Inc - 12/1/2014	33,452.50	
Felton Community Fire Company - 12/1/2014	5,270.40	
Harrington Fire Company # 2 - 12/5/2014	9,486.71	
Harrington Fire Company # 3 - 12/5/2014	18,446.37	
<b>Total Loan Payments Received December 2014</b>		173,248.11
<b>Available Balance December 2014</b>		\$ 816,262.13
<b>Loans Awarded</b>		
Felton Fire Company #3 - 1/1/2015	25,000.00	
Felton Fire Company #2 - 4/1/2015	67,956.50	
<b>Total Loans Awarded</b>		\$ (92,956.50)
<b>Available Balance after Loan Award</b>		\$ 723,305.63
<b>Loan Payments Received</b>		
Felton Community Fire Company #2 - 5/11/15	7,295.00	
Felton Community Fire Company #3 - 5/12/15	2,631.00	
Felton Community Fire Company - 5/12/15	5,270.40	
Hockessin Fire Company - 5/28/15	5,032.01	
Claymont Fire Company - 5/28/15	28,318.40	
Five Points Fire Company - 5/28/15	16,816.89	
Five Points Fire Company - 5/28/15 **	19,173.94	
Harrington Fire Company - 5/28/15	18,446.37	
Harrington Fire Company - 5/28/15	9,486.71	
Frederica Fire Company - 6/8/15	5,270.40	
Frederica Fire Company - 6/15/15	10,593.03	
Claymont Fire Company - 6/09/15	30.96	
<b>Total Payments Received June 2015</b>		128,365.11
<b>Available Balance June 2015</b>		\$ 851,670.74 ✓
<b>Loan Payments Received</b>		
Felton Community Fire Company - 11/23/15	5,270.40	
Felton Community Fire Company - #2	7,295.00	
Felton Community Fire Company - #3	2,631.00	
Selbyville Volunteer Fire Company - 11/30/15	34,060.12	
Claymont Fire Company -#1 - 11/30/15	15,191.36	
Claymont Fire Company -#2	13,158.00	
Frederica Volunteer Fire Company - 12/7/15	15,863.43	
Hockessin Fire Company	5,032.01	
Indian River Fire Company	33,452.50	
Harrington Fire Company 12/22/15	18,446.37	

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
June 30, 2016**

			<b>Available Funding</b>	
Harrington Fire Company 12/22/15	9,486.71			
<b>Total Payments Received December 2015</b>		159,886.90		√
			\$ 1,011,557.64	
<b>Loans Awarded</b>				
Harrington Fire Company - January 2016	250,000.00			
Citizen's Hose Company No.1 - February 2016	169,493.00			
<b>Total Loans Awarded</b>		\$ (419,493.00)		√
<b>Available Balance after Loan Awards</b>			\$ 592,064.64	√
<b>Loan Payments Received</b>				
Felton Community Fire Company	7,295.00			
Felton Community Fire Company	5,270.40			
Felton Community Fire Company	2,631.00			
Claymont Fire Company	28,349.36			
Harrington Fire Company	9,486.71			
Harrington Fire Company	18,446.37			
Harrington Fire Company	13,767.60			
Frederica Volunteer Fire Company	15,863.43			
Citizen's Hose Company	9,376.49			
Hockessin Fire Company	5,032.01			
Five Points Fire Company	16,816.89			
Five Points Fire Company	19,173.93			
<b>Total Payments Received June 2016</b>		151,509.19		
			\$ 743,573.83	
<b>Loan Awarded</b>				
Rehoboth Beach Fire Company	175,000.00			
<b>Total Loan Awarded</b>		\$ (175,000.00)		
<b>Available Balance June 2016</b>			\$ 568,573.83	

√ reconciled against appropriation 21187

7/7/16 - Fund reconciled and balanced



**Delaware Volunteer Fire Revolving Loan Fund  
Payment Schedule  
June 30, 2016**

	June 1, 2016	December 1, 2016	Annual Total
1 Five Points Fire Company	16,816.89		
2 Five Points Fire Company #2	19,173.44		
3 Harrington Fire Company #2	9,486.71	9,486.71	
4 Harrington Fire Company #3	18,446.37	18,446.37	
5 Hockessin Fire Company	5,032.01	5,032.01	
6 Felton Fire Company	5,270.40	5,270.40	
7 Selbyville Fire Company		34,060.12	
8 Indian River Fire Company		33,452.50	
9 Frederica Fire Company	15,863.43	15,863.43	
10 Claymont Fire Company #1	15,191.36	15,191.36	
11 Claymont Fire Company #2	13,158.00	13,158.00	
12 Felton Fire Company #2	7,295.00	7,295.00	
13 Felton Fire Company #3	2,631.00	2,631.00	
14 Harrington Fire Company	13,767.60	13,767.60	
15 Citizen's Hose Company No. 1	9,376.49	9,376.49	
16 Rehoboth Beach Fire Company		36,703.05	
Sub-Total	<u>\$ 151,508.70</u>	<u>\$ 219,734.04</u>	<u>\$ 371,242.74</u>
Total Payments Expected			



**Delaware Volunteer Fire Revolving Loan Fund**  
**Loan Portfolio Summary**  
**June 30, 2016**

Date of Loan	Borrower	Annual/ Semi-Annual Payment Schedule	Original Term of Loan (in years)	Original Loan Amount	Principal Amount Due (after last payment)
10/13/2006	Five Points Fire Company	A	10	\$ 145,000.00 *	-
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 *	-
8/1/2008, 9/15/2008	Hockessin Fire Company	S	10	86,925.56	19,398.47
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	-
7/1/2012	Harrington Fire Company #2	S	5	90,000.00	18,692.53
7/1/2012	Harrington Fire Company #3	S	5	175,000.00	36,346.67
10/1/2012	Brandywine Hundred Fire Co.	S	5	275,000.00	-
1/1/2013	Felton Fire Company	S	5	50,000.00	15,500.09
2/1/2013	Selbyville Fire Company	A	10	306,951.00	220,436.76
11/1/2013	Indian River Fire Company	A	10	300,000.00	245,055.95
11/1/2013	Frederica Fire Company	S	5	150,000.00	23,791.01
10/1/2014	Claymont Fire Company #1	S	10	273,211.00	236,387.24
10/1/2014	Claymont Fire Company #2	S	10	236,644.00	204,749.16
1/1/2015	Felton Fire Company #2	S	5	67,956.50	47,448.92
1/4/2015	Felton Fire Company #3	S	5	25,000.00	17,700.32
1/1/2016	Harrington Fire Company	S	10	250,000.00	238,315.73
2/1/2016	Citizens' Hose Company	S	10	169,493.00	161,519.54
7/1/2016	Rehoboth Beach Fire Company	A	5	175,000.00	175,000.00
	<b>Loans Originated</b>			<b>\$ 4,019,320.62</b>	
	Total Principal Due				<b>\$ 1,660,342.39</b>

\*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>Frederica Volunteer Fire Company</b>	<b>Pumper Tanker</b>	<b>150,000</b>
<b>Indian River Fire Company</b>	<b>Pumper Tanker</b>	<b>300,000</b>
<b>Claymont Fire Company</b>	<b>Pumper Rescue</b>	<b>273,211</b>
<b>Claymont Fire Company</b>	<b>Pumper Tanker</b>	<b>236,644</b>
<b>Felton Fire Company</b>	<b>Light Duty Command Vehicle</b>	<b>25,000</b>
<b>Felton Fire Company</b>	<b>Brush Truck</b>	<b>67,956</b>
<b>Harrington Fire Company</b>	<b>Pumper and accessory equipment</b>	<b>250,000</b>
<b>Citizen's Hose Company No.1</b>	<b>Tanker/Trailer and accessory equipment</b>	<b>169,493</b>
<b>Rehoboth Beach Volunteer Fire Co.</b>	<b>Ambulance</b>	<b>175,000</b>
	<b>TOTAL</b>	<b>\$4,019,321</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%. **Important Note: A rate of 1.0% is available through January 31, 2017 for the purchase of ambulances and equipment ONLY.** 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, Tankers	\$275,000 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>	\$60,000 or 50% (whichever is less)	5 years
<b>Ambulances</b>	<b>No Limit</b>	5 years
<b>Water Craft Rescue</b>	\$45,000 or 50% (whichever is less)	5 years
<b>Rehabilitation</b>	\$35,000 or 50% (whichever is less)	5 years
<b>Equipment</b> Breathing apparatus, SCBA's, radios, turnout gear	<b>No Limit</b>	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
-----------------	---	----------

**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 a copy of the confirmation letter that the most recent annual financial audit has been submitted to the Delaware State Fire Prevention Commission.

4.5 Each applicant must submit an accepted bid or signed agreement for the apparatus being purchased.

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

4.7 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.

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

4.9 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.

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

4.11 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

\_\_\_ Compilation Review and Audit Report, for two years preceding the year of application. ***Include a copy of confirmation letter that most recent financial audit has been submitted to the Delaware State Fire Prevention Commission.***

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

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

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

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

15. \_\_\_ List of Company Officers

16. 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. \_\_\_\_\_

17. Describe Asset to Be Acquired (*Please provide an accepted bid or signed purchase agreement*)

**VEHICLES AND APPARATUS**

**Part 1 Describe asset to be acquired**

New                       Used                       Rehabilitated Vehicle  
 Addition                       Replacement                       Tanker  
 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  
 Accessory Equipment                       Communications Equipment                       Personal Protective Equipment  
Accessory equipment: *any equipment used to support fire rescue and EMS; for example; hoses, saws and fans.* List the type of accessory, communications or personal 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.

---

---

---

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

19. Purpose of Loan Request:

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

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

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

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

23. 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 _____	_____	_____

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

---

---

---

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.

---

---

---

---

---

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.

---

Name:  
Signature of Volunteer Company President

Date

---

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)